



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 24, 2023  
To: Local Educational Agency Leads  
Route To: ESEA Program Directors, Grant Directors, School Business Administrators  
From: Martin Egan, Director  
Office of Grants Management  
Deadline: July 10, 2023

## **Fiscal Year (FY)2024 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Application Available on/about May 22, 2023**

The FY2024 ESEA Consolidated Subgrant Application will be available on or about May 22, 2023 through links on the [NJDOE Homeroom](#) webpage. Applications can be accessed through the Electronic Web-Enabled Grant (EWEG) system link. New users should contact their local educational agency (LEA) web administrator for access and authorizations.

LEAs should create and submit their ESEA Consolidated Subgrant application no later than July 10, 2023.

### **FY2024 ESEA Consolidated Subgrant Application**

The New Jersey Department of Education (NJDOE) limits yearly changes to the ESEA Consolidated Subgrant Application to those required by federal regulations and guidance and those that will increase user-friendliness and accessibility for LEAs.

The changes for FY2024 include:

1. **Budget (all titles)** – The estimated combined TPAF/FICA rate has increased to 64% (FICA=7.65%, TPAF=56.35%). Please note this is an estimated amount and will be adjusted when filing the FY2024 ESEA Final Expenditure Report.
2. **Award Management SAM** – All LEAs must log into the EWEG system and amend their Award Management SAM application to include the most recent UEI information if expired.
3. **Homeless Students** – In the Title IA Program Specific tab, an assurance to verify the methodology of identification and the determination of reserves for homeless students is required.

### **Central Contacts**

Prior to creating the FY2024 ESEA Original Application, LEAs must first update the Central Contact information from the EWEG Main Menu page. Upon completion of the Central Contact for the 2023-2024 year, LEAs will be able to create the FY2024 ESEA Original Application from the GMS/Access Menu.

### **Annual School Plan**

As required by ESEA, LEAs serving schools identified as in need of Comprehensive or Targeted support, as well as any school operating a Title I Schoolwide program in the 2023-2024 school year, must complete an Annual School Plan (ASP), using the NJDOE's Annual School Plan System accessed through [NJDOE Homeroom](#). The ASP must reflect the interventions mutually agreed upon by the school, LEA, and NJDOE Comprehensive Support and Improvement Team.

### **Equitable Services for Nonpublic Schools**

LEAs are required to engage in timely and meaningful consultation with nonpublic school officials to determine their needs and the services the LEA will provide. The nonpublic equitable share is calculated in the ESEA application and varies by title. For Title I, Part A, LEAs are required to identify the number of students who reside in their district and attend nonpublic schools either inside or outside of their geographic area. The equitable share is calculated in the Title I, Part A, Eligibility section based on information the LEA enters. For Title II, Part A; Title III; Title III Immigrant; and Title IV, Part A, the calculation is based on information the nonpublic schools enter into the Nonpublic Enrollment Report and includes only those nonpublic schools located in an LEA's geographic area. To ensure equitable services are provided in a timely manner, pursuant to requirement under ESEA, as amended by Every Student Succeed Act (ESSA), a LEA must obligate all funds allocated for equitable services in the year for which they are appropriated.

### **Consortiums**

If an LEA's Title III allocation is less than \$10,000, it must either join a consortium with other LEAs to reach the \$10,000 threshold or refuse the funds. There is no minimum budget amount for any of the other titles, but districts may choose to form a consortium for Title II, Part A; Title III Immigrant; and Title IV, Part A. **All consortium applications must be submitted no later than July 1, 2023.** Consortiums are not permitted for Title I, Part A, or Title I SIA, Part A. LEAs must follow these steps in EWEG to create or participate in a consortium:

1. Lead District (Applicant) creates the consortium.
2. Participant District(s) confirm participation in the consortium.
3. Applicant submits the consortium after all participants have confirmed.
4. The NJDOE's Office of Grants Management (OGM) approves the consortium and transfers the allocation.

The Lead District is responsible to enter all program and budget information on behalf of the Participant Districts. Participant Districts are required to communicate any expenditures to the Lead District by the 15<sup>th</sup> of every program month as per US Office of Management and Budget Guidelines (USOMB).

Applicants and participants should wait to submit their consolidated ESEA applications until the consortium is approved and allocation(s) have been transferred in or out of their applications. Participants should *not* refuse funds for titles in which they are contributing funds to a consortium nor should they enter any information into the program or budget sections of their application for titles in which they have contributed allocations to a consortium.

### **Resources**

Links to online resources will be posted on the [OGM ESEA Grant](#) website as they become available, and will include the ESEA Application [Technical Assistance Schedule](#), the FY2024 ESEA Allocation Tables, the FY2024 ESEA Application Quick Start Guide, application tutorials, Nonpublic Equitable Services, and Consortium Instructions.

### **Submission**

When an LEA successfully submits an application, it receives an automatic email notification through the EWEG system that the application has been submitted in "substantially approved form." This is only a preliminary approval; the application will be reviewed and given final approval by the NJDOE staff. Pursuant to federal guidance, if the LEA submits the application by the due date, it may begin to encumber funds as of the July 1 project start date. If the application is submitted after the due date, it may only encumber funds as of the date of submission. Applications will be considered on time if they are submitted by **Monday, July 10, 2023**. NJDOE staff will be available for support Monday through Friday during regular business hours. LEAs can also email [EWEG Help Desk](#).

**Review and Approval**

Section 8452(b)(2) and (4) of ESEA, as amended by ESSA, imposes restrictions on the length of time available for the review and approval of applications. The NJDOE is required to approve an application within 120 days of submission. If the NJDOE returns an application for revision to the LEA, the LEA must revise and resubmit the application within 45 days; otherwise the application will be deemed disapproved. Therefore, it is important for the LEA to keep its contact information in the EWEG system current, monitor email notifications, and respond to any revision requests from the NJDOE in a timely manner.

**Contacts**

For questions or additional information regarding the FY2024 ESEA Allowable Uses contact the NJDOE's Office of Supplement Programs at [Title One Help Desk](#) or call (609) 376-9080. For questions or additional information regarding the FY2024 ESEA Consolidated Subgrant Application, contact the Office of Grants Management at [EWEG Help Desk](#) or call (609) 376-9089.

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group