



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION



2016 – 2017

***ESEA – NCLB Consolidated***  
**Subgrant Application**  
**Quick Start Guide**

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# ***ESEA – NCLB Consolidated Subgrant Application***

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## Introduction

This Quick Start Guide provides a brief overview of the *Elementary and Secondary Education Act (ESEA) – No Child Left Behind (NCLB)* application process in the Electronic Web-Enabled Grant System (EWEG). For more detailed information, please see our website at: <http://www.nj.gov/education/grants/entitlement/nclb/>. You also may contact your County Education Specialist (CES), County Business Official, or the Grant Specialist in the Office of Grants Management (OGM) assigned to your county (Appendix 1 – Resources) for assistance.

Complete the steps in the *NCLB* application process in the following order:

1. **Login to EWEG** (Contact your district Web Administrator if you do not already have access.) Then go to <http://homeroom.state.nj.us/> and select EWEG.
2. **LEA Central Contact** – Complete the required information. (Note: This information can and should be updated at any time there is a change.)
3. **Consortia** – If a district is the designated Lead Agency (Applicant) in a consortium, they must set it up, invite participants and submit the consortium. If a district is participating in a consortium, they must confirm their participation. (See Appendix 2 – Consortia)
4. **Application** – Create an *NCLB* Application for the new grant year.
5. **Needs Assessment** – Complete the Needs Assessment to identify priority problems and target groups that will be served with *NCLB* funds.
6. **Program and Budget** – For each *NCLB* Title in which the LEA accepts funds, complete the program plan, select allowable uses and create a budget.
7. **Board Approval** – Enter the date of the meeting on which the Board of Education either has approved, or will approve, the submission of the application and subsequent acceptance of funds upon application approval.
8. **Consistency Check** – Run the Consistency Check and correct any errors or omissions.
9. **Submit** – If the application is submitted by the stated due date, the district may obligate funds for allowable grant-related expenditures incurred as of the project start date (July 1). If the application is submitted after July 1 and after the stated due date, the district may only obligate funds for expenditures incurred as of the date the application was submitted .

**\*\*NEW FOR 2017\*\***

**Title I, Part A, Eligibility Step 1**

- School attendance areas are pre-assigned as either Elementary, Middle, or Secondary.
- Certification that all nonpublic students have been counted has been moved from Step 2 to Step 1.

**Title I, Part A, Eligibility Step 2 – School attendance areas are grouped by Elementary, Middle, and Secondary and the columns have been modified.**

**Title I, Part A, Eligibility Step 3 – The actual district and grade span poverty percentages appear.**

**Title I, Part A, Eligibility Step 4 – The column previously titled Not Served is now titled Do Not Fund.**

**Title III, Program Specific, Allowable Uses and Professional Development – An allowable use for PD must be selected and the PD tab must be completed.**

## LEA Central Contact

The LEA Central Contact sections must be completed first in order to create an application. This link enables users to continually update all contact information at any time during the grant period. The information entered will automatically populate the grant application. If the information is not completed properly, the users will receive an error message when they run the consistency check in the grant application, preventing submission. Failure to keep this information up to date will prevent reviewers from contacting the appropriate person(s) in the district with questions, and may result in delays in the approval of applications, amendments, or reimbursement requests. Note: This information can and should be updated at any time, as the automated EWEG notifications are automatically sent to the contacts as listed.

For most grantees, it will be beneficial to copy the information from the previous grant year and then update. This must be done before a new application is created, otherwise all information will have to be entered. On the EWEG menu screen, select LEA Central Contact. To copy last year's data and then update it, click next to the prior year and then click the blue box, **Copy to New Year**. To start with a blank template without copying prior year information, click the blue box, **Add New Year**.

**Central Contacts and NCLB Contact** – Complete or update all information. Include extensions with telephone numbers, where appropriate. Include e-mail addresses for all contacts. The EWEG system sends automated messages to these contacts whenever an action takes place with the application (i.e., returned for changes, approved, etc).

**DUNS Number and SAM/CCR** – The Federal Government requires that, in order to receive federal grant funds, all applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and the registration must be renewed annually. Be sure to enter a current SAM/CCR (System for Award Management/Central Contractor Registration) expiration date. To obtain this date, check with your business administrator or go to the Federal website [www.sam.gov](http://www.sam.gov).

**General Assurances** – Click the blue *Assurances* link and read the list. Check the white box, then click the blue box, **Legal Entity Agrees**. The date on which the LEA agreed to the assurances will display on the left. The LEA will be able to create an application only after it has agreed to these assurances.

## General Guidelines for EWEG

- **System Requirements** – EWEG is designed to run on a PC with Internet Explorer (Version 5.01 minimum and 7.0 maximum). If you have a higher version of Internet Explorer, go to the top of the browser screen, select Tools, and click Compatibility View.
- **System Access** – The EWEG System can be accessed by visiting the NJDOE Homeroom Website at <http://homeroom.state.nj.us/> and clicking on EWEG. Contact your district Homeroom User Administrator to request permissions to the EWEG system. User IDs are limited to eight characters. Each user must have his/her own unique ID and password. Passwords are case sensitive. **Please Note: You must allow 48 hours for your permissions to become active.**
- **Main Menu** – After logging onto EWEG, click GMS Access/Select. As the system defaults to the new application year, you will see all available grants and you can then create a new application. If the new grant does not appear, go back to the main menu, choose LEA Central Contact and confirm that all required sections for the upcoming year, including the General Assurances, have been completed.
- **Navigation**
  - Use the drop down box in the upper right corner to select a section of the application.
  - Use the green tabs to navigate within a section. Complete each applicable tab within the application, moving from left to right and from top to bottom.
  - **NEVER HIT THE BACK BUTTON** on your web browser, as the system will generate an error and you may have to log out and log in again.
  - **CLICK ONCE** on a tab or button. If you click more than once, the system will generate an error. Be patient while pages load.
- **Instructions** – Each page in which data may be entered has an *Instructions* link on the right side below the green tabs. Click here for more detailed instructions for that particular section.
- **Entering information** – Text and dollar amounts (whole dollars, no cents) may be entered into any box with a white background. Information in gray boxes is read-only and cannot be changed. Dollar amounts in gray boxes represent calculated amounts or figures populated from information entered on other screens.
- **Text boxes** – You may copy and paste text from a word processing program into a text box. Text boxes include an automatic character counter and a spell-check option.
- **Budget Detail** – If you wish to revise dollar amounts previously entered in various budget lines, subtract that amount from one line before adding it to another. If you add the amount first and the budget exceeds the allocation, the system will lock up.
- **Save the Page** – After entering data, be sure to save the page! If you get a red error message, the page did not save. Correct the error and then click “Save Page” again.
- **Page Review Status** – If the application has been returned for changes, some pages may be locked by the NJDOE reviewer. If you do not see a “Save Page” button on the bottom of the screen, the page is locked and information you enter will not be saved. Go to the “Page Review Status” tab. Click in the small white box on the left next to “Expand All.” A list of all screens in that section will appear. You also may click the blue words to expand only one section of the list. Click in the white box to the right of a locked page to open it for editing. Save the page.

- **Consistency Check** – This feature identifies omissions or incorrect entries in the application. Once the user has completed a successful Consistency Check, the application will lock and it is ready to be submitted to the NJDOE. If you wish to make additional changes before submitting, click the “Unlock Application” button. **Please Note:** You do not need to wait until the application is complete in order to run the Consistency Check. You may use this as a tool to check your work as you proceed through the application.
- **Error Messages** – See Appendix 5 for a list of Common Error Messages and corrective actions.

## ***NCLB Consolidated***

**Overview** – This is a read-only screen.

**Contacts** – This is a read-only screen. Cells are populated with the information entered in the LEA Central Contact link. If changes are required, go back to the EWEG Menu screen and select LEA Central Contact.

**Allocations** – Displays the allocations to the district by title. It also shows any funds received for, or contributed to, a consortium. Click the green link for Consortium Administration. In the white box in the transfer section, districts may transfer funds from Title IIA to Title IA:

- The system displays the amount available for transfer. In the white box, enter the amount you wish to transfer.
- Click the **Calculate Totals** button. The system will perform the necessary calculations and display the revised Total Available for each title.
- Click the **Save Page** button.
- The system will automatically adjust the Total Available amounts in the individual, grant program sections of the application.

### **All Refusals of Funds –**

District Refusal of Funds – Check the box next to a title if you wish to refuse the allocation. Enter the date and the name and title of the person certifying the Refusal of Funds. If you select Refusal of Funds for a title, do not enter any program or budget information in the tabs for that title. If the district is refusing all NCLB funds, after checking each box that indicates an allocation, go to the Submit tab, run the consistency check, then click submit. Do NOT enter the date of board authorization to accept funds, and do NOT check the certification boxes.

Nonpublic Refusal of Funds – This is a read only page. Information from the Allocation Detail Nonpublic tab (under the individual program Title) populates here under each title as appropriate. Go to the “Allocation Detail Nonpublic” tab for the specific Title to make changes. Important note: Title I, Part A and Title II, Part A funds refused by nonpublic schools revert to the public school districts. Title III and Title III Immigrant funds refused are not available to the district and reduce the total allocations for these titles.

Nonpublic Refusal Upload – The district is required to upload a copy of the Nonpublic Refusal Form for each nonpublic school that is refusing funds.

**Other** – The district must provide information about equitable access, coordination, consultation, and underrepresented constituent groups. Complete all tabs appearing under “Other.”

**Assurances** – An authorized representative of the district must certify that they have read and agree to all assurances related to the federal regulations for *ESEA-NCLB* grant programs:

*Supplement not Supplant* – Read the statement, check the white box, and save the page.

*NCLB Assurances* – Click the blue *Assurances* link and read the list. Check the white box and then click the blue box labeled “Organization Certifies.” The date on which you agreed to the Assurances will display at the bottom of the screen.

**Budget Summary** – This tab is read-only and is populated with the information entered in the budget lines under each title.

## **Submit**

*Board Authorization* – Enter the date on which the board has met or will meet to approve submission of the application, and accept the grant award funds. Check the white boxes to certify the following: 1) the LEA has read and agreed to all of the general assurances under LEA Central Contact and the grant specific assurances in the application, and 2) the person submitting the application is the Chief School Administrator or his/her authorized designee. Districts agree in the Assurances to obtain board approval for all applications and amendments and to keep the board resolutions or certified minutes on file and available for review upon request. Districts are no longer required to upload board approval documentation.

## *Submit*

- Run the Consistency Check to identify omissions or errors.
- Once the Consistency Check has been run successfully, the application will lock. At this point, you have the option to submit the application or to unlock it and make further entries or revisions.

**Note:** Districts may begin to obligate funds for expenditures incurred as of the project start date, if the application is submitted in substantially approvable form by the application due date. If the application is submitted after the due date and after the project start date, they may obligate funds for expenditures incurred as of the date the application was submitted.

**Application History** – This is a read-only screen that lists the dates on which the application was submitted, returned, and approved.

**Amendment Explanation** – This page is completed by the district only when submitting an amendment (Appendix 4 - Amendments).

**Page Review Status** – Use this tab to unlock any pages in the application that have been locked by the agency review. Click in the small white box on the left next to “Expand All.” A list of all screens in the application will appear. You also may click the blue words to expand only one section of the list. Click in the white box to the right of a locked page to open it for editing. Scroll to the bottom and save the page.

**Application Print** – Use this tab to print some or all pages in the application. Click the name of a section to see the sub-tabs. Click in the white boxes to indicate which pages you wish to print, and then click the “Request Print” button. Print jobs are processed in batches every hour on the hour. Once the hour has lapsed, go back to the page and click the link under “Completed Print Jobs.” This will open a PDF file that you may print or save. You may also print individual pages immediately by using the print function on your computer. Note that when doing this, clicking on “Printer-Friendly” located under the “Application Sections” dropdown box at the upper right corner will allow the entire contents in any textboxes to appear on the page and be printed.

# Needs Assessment

**Overview** – This is a read-only screen.

**Step 1** – Select all known Priority Problems in the four sub-tabs and indicate which NCLB title funds will be used to address them:

- Student Academic Needs (Items 1 – 10)
- Staff Needs (Items 11 – 32)
- Student Behavior, Risk Factors and Safety Issues (Items 33 – 38)
- School District and Community Issues (Items 39 – 48)

**Step 2** – Check the box to certify that all student populations are assessed annually. Rank each identified Priority Problem (critical, high, medium, low) and then select at least one applicable population category to which it applies. Districts with all targeted assistance programs should not select item A. All Students. They may select S. Other and then in the text box below, enter “academically at risk students.” Districts with approved schoolwide programs may select A. All Students.

**Step 3** – Check those priorities to be funded by *NCLB*. Keep in mind that each priority selected for funding must be addressed in at least one *NCLB* title. Limit your selections so that you will have adequate funds to address each priority.

**Step 4** – For each *NCLB* funded priority, provide detailed information by selecting the priority and clicking the **View/Edit** button. A new screen will appear. Complete the following for each priority (Items 1 through 5 are required):

1. Targeted Schools
2. Description of Problem
3. Identification of Data Sources Used to Determine Problem
4. Causes of Selected Problem
5. Person Responsible for Implementation
6. Other Relevant Information
7. District Comments

## NCLB Program Titles – Common Information

### ***Organization***

Select an NCLB title by clicking on the drop down box in the upper right corner of the screen. Each title section includes the following sub-sections, which are accessed by clicking on the green tabs across the top of the screen.

**Overview** – This read-only screen describes how the funds for the title may be used.

**Allocations** – The information in this screen varies by title. See the title instructions.

**Eligibility** – This tab appears only under Title I Part A.

**Program Specific** – The information in this section varies by title. See the individual title instructions. All titles include “Allowable Uses” and the “Program Plan.”

**Budget** – Enter budget detail in the sub-tabs of this section.

**District Comments** – Use this tab to add explanations for the grant application reviewers.

**Page Review Status** – Use this tab to unlock any pages in the section that have been locked by the agency review.

### ***Program Plan***

*Overview* – This is a read-only page.

*Performance Reporting from Prior Year* – The pre-populated information on this screen comes from the Performance Targets in the District’s previous year application. In the white boxes in the right hand column, enter an outcome for each Allowable Use. If no outcomes are available, provide an explanation in the text box below.

*Target Populations* – The Priority Problems and Target Populations you selected in the Needs Assessment will appear on this page in each title. Go back to the Needs Assessment if you wish to make changes. Select one or more Allowable Uses for each Priority Problem by clicking on them so that they are highlighted in blue. To select more than one Allowable Use, hold down the Control Key. Be sure that each Allowable Use is matched to at least one Priority Problem.

*Performance Targets* – On each line, select an Allowable Use and a Measurement Tool. Then enter baseline data (from previous year-end) and a current year target. Each Allowable Use must have at least one line. Create additional lines if there are multiple Measurement Tools for an Allowable Use. Enter at least one line for each Allowable Use and then save the page. You cannot save one line at a time.

## ***Nonpublic Schools***

*Title I, Part A* – The allocations for students in nonpublic schools are calculated based upon the enrollment and low income data you enter in Eligibility Step 1. In this title, the money follows the students. Include all students who *reside* in the attendance area and attend nonpublic schools (regardless of where the nonpublic schools are located). The dollar amounts for nonpublic students will appear in Eligibility Step 4.

*Title I, Part D and Title I, SIA Part A* – There are no nonpublic allocations for these titles.

### *Title II, Part A; Title III; and Title III – Immigrant*

Under these titles, the **Allocation Detail Nonpublic** screen lists nonpublic schools located in the district and their allocations for that title. In Title IIA, the list shows a percentage for each nonpublic school. This percentage is multiplied by the amount the district is allocating for Professional Development. In the other titles, the list shows the dollar amount of the allocation.

- Check the white box in the first column to indicate that a nonpublic school has refused services. Refused funds in Title II Part A revert to the district and are available to budget as part of the public allocation. Refused funds in Title III and Title III – Immigrant are *not* available to the district and reduce the total allocation for the title.
- A list of the nonpublic schools that have refused funds will transfer to the NCLB Consolidated “Nonpublic Refusal of Funds” tab. Please go to the “Nonpublic Upload” tab and upload a copy of the Nonpublic Refusal Form for each school that has refused funds. Be sure the information on the forms matches the information entered on the screens under each title.
- Check the white box in the second column to affirm that you have consulted with each nonpublic school to identify their needs.

## ***Budget***

Budget information is similar for all titles. See Title IA instructions for information about designating reserve categories for budget line items. When you save a budget detail page, the budget totals at the top of each page will update automatically. When you are finished budgeting, the Funds available and the Allocations for public and nonpublic must match the budget.

When creating the *ESEA-NCLB* budget, keep in mind that the funds may only be used to supplement the services being provided by state, local, and other non-federal funds, not in place of (“to supplant”) those non-federal funds. Districts may not use the federal funds to supplant funds from other sources or to fulfill state and local mandates.

Budget Summary – This is a read-only screen, which is populated by the total amounts you enter on the budget detail screens. When you have completed the budget, the Total Budgeted must equal the Total Available and the Amount Remaining must be zero.

Budget Detail – You must budget funds for all Allowable Uses selected in the Program Plan. The budget categories are:

- 100 Instruction – Activities involving the interaction between teachers and students provided in a classroom or other location. Includes salaries for teachers, aides, classroom assistants and substitutes, as well as purchased services and supplies directly related to instruction.
- 200 Support Services – Administrative, technical and logistical support to facilitate and enhance instruction. Includes activities to assess and improve the well-being of students and to supplement the teaching process and improve student attendance and prevent or solve student problems involving the home, school, and community. Includes staff benefits, professional development, educational media/library services, and student transportation.
- 400 Equipment – Instructional and non-instructional items with a unit cost of more than \$2,000.
- 520 School-wide Blended – Districts approved by NJDOE to blend school-wide funds may use this category to enter the contribution to a school-wide budget.
- Admin Program Administration – Administrative costs for managing and operating the grant program.

Non-salary expenditures under Instruction and Support Services are consolidated. There is one budget page for 100-300, 100-500, 100-600, and 100-800 and one budget page for 200-300, 200-400, 200-500, 200-600, and 200-800. Once a budget line is saved, you cannot change the function/object code or the expenditure category. To make changes, delete the line and create a new one.

If you wish to revise dollar amounts previously entered in various budget lines, *subtract* from one line before *adding* to another. If you add a line first and the budget exceeds the allocation, the system will lock up.

The table that follows gives general instructions for entering budget detail by function/object code. For more specific information, see the **Uniform Minimum Chart of Accounts** at <http://www.state.nj.us/education/finance/fp/af/coa/coa.pdf>.

Function – Object Code	Expenditure Category	Directions
100-100 & 200-100	Salaries	<ul style="list-style-type: none"> <li>• Enter Number of Staff &amp; Position Title.</li> <li>• Enter Base Salary – total salaries of the employees.</li> <li>• Enter amounts for public and nonpublic salaries – the portion of the salaries funded by <i>NCLB</i>.</li> <li>• Select one or more Allowable Uses. Go to the Program Plan to add or delete Allowable Uses.</li> <li>• Click <b>Calculate Totals</b> and the system will calculate: <ul style="list-style-type: none"> <li>○ Full-Time Equivalent (FTE = <i>NCLB</i> Funding/Base Salary)</li> <li>○ Total of Public and Nonpublic Funding</li> <li>○ Benefits (26% for TPAF/FICA, 7.65% for FICA Only)</li> <li>○ Line totals for each column</li> </ul> </li> <li>• Save Page.</li> </ul>
100-300 & 200-300	Purchased Svcs/ Prof & Tech Svcs	<ul style="list-style-type: none"> <li>• Select a function &amp; object code and an expenditure category.</li> <li>• Enter a description of the expenditure.</li> <li>• Enter amounts for public and nonpublic.</li> <li>• Select one or more Allowable Uses. Go to the Program Plan to add or delete Allowable Uses.</li> <li>• Calculate Totals &amp; Save Page.</li> </ul>
200-400	Purchased Prop. Services	
100-500 & 200-500	Other Purchased Services	
100-600 & 200-600	Supplies	
100-800 & 200-800	Other Objects	
400-731 & 400-732	Equipment	<ul style="list-style-type: none"> <li>• Enter description, item cost, public quantity, nonpublic quantity.</li> <li>• Select an Allowable Use.</li> <li>• Calculate Totals &amp; Save Page.</li> </ul>
520-930	School-wide	<ul style="list-style-type: none"> <li>• If the district has NJDOE approval to blend school-wide funds, they may complete this section.</li> <li>• This section is not applicable to Title I Part D or Title I SIA Part A.</li> </ul>
200-860 Program Admin	Indirect Costs/ Admin Costs	<ul style="list-style-type: none"> <li>• If the district has an NJDOE approved restricted indirect cost rate, enter an amount equal to or less than the calculated maximum.</li> <li>• Enter administrative costs. Total may not exceed 5% of the allocation for Title IA, Title ID, &amp; Title IIA, or 2% for Title III &amp; Title III Immigrant.</li> </ul>

## **Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies (LEAs)**

**Overview** – Districts receive funds in this title in order to help low-achieving children meet challenging academic achievement standards. Funds are to be allocated to schools in rank order, based on poverty. Schools designated as Targeted Assistance may use the allocated funds only for programs and services for children identified as having the greatest need for special assistance. Schools approved to operate a schoolwide program may use the funds in order to upgrade the entire educational program of the school. Funds may be used for implementing effective learning strategies, providing extended learning time, professional development for teachers, and strategies to increase parental involvement. See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1112>

**Allocations** – This is a read-only screen that lists the allocations for Title I, Part A and Part A Neglected.

**Eligibility** – You must complete all sub-tabs in this section before entering budget information.

Step 1 – Select a source for low income data. Most districts will select from item 2, either a. *Free and/or Reduced Lunch* or b. *Composite*. Some districts have been notified that they may use Directly Certified Data for Community Eligibility Provision (CEP) attendance centers. Questions about CEP should be directed to the Title I Office (Appendix 1 - Resources).

Enter student counts for homeless, public and nonpublic enrollment, and low income for each attendance area. Use the most recent data available.

Nonpublic Enrollment – Include all students who *reside* in the attendance area and attend nonpublic schools (regardless of where the nonpublic school is located).

Feeder Method – Use for middle schools and high schools *only* if you do not have accurate low income counts for these attendance areas. If you select feeder method, the system will calculate low income percentages based on the schools that *feed into* the middle or high school.

LEA Discretion – At the LEA's discretion, an ineligible school may be served with Title I funds for *one* additional project period if the school met eligibility and was served with Title I funds in the previous project period. If a school was served with LEA discretion in the prior year, it may not be served with LEA discretion for a second year.

Certification – Place a check in the white box to certify that all nonpublic students have been counted.

Step 2 – This screen shows the calculated low income percentages. Select which method you wish to use for ranking: Public and Nonpublic Values (cannot be selected if zero nonpublic enrollment was entered in Step 1) or Only Public Values. Then click the **Proceed to Ranking** button.

Step 3 – The district and grade span poverty percentages are now displayed on this page. Select the desired ranking method for school attendance centers (see the page instructions for more detail about each method). Then click the **Rank** button:

1. At or above district poverty level.
2. Areas with poverty greater than or equal to 35%.
3. Single attendance area. One school per grade span.
4. Total enrollment of less than 1,000.
5. Grade Span Eligibility: elementary, middle, high school.

Step 4 – Complete this screen to set aside reserves and to allocate the remaining funds to the school attendance areas.

- **Required Reserves** – The calculated amounts of required reserves are listed at the top. These are the minimum amounts that you must enter in the reserves section below.

LEA Parent Involvement – Districts with Title I, Part A allocations in excess of \$500,000 must reserve 1% of their allocation. This reserve is optional for districts with lower allocations.

Homeless Students – All homeless students are eligible for Title I services. If a school with a homeless count is not served, the system will calculate a homeless reserve equal to \$250 times the number of homeless students in that school. Services for homeless students in served schools should be paid for from the allocation for the school.

Priority/Focus Interventions – Districts with Priority and/or Focus schools are required to set aside up to 30% of the Title I, Part A allocation to be used as outlined in the individualized School Improvement Plans (SIPs).

Neglected – Will be pre-populated if a district has a Title I, Part A Neglected allocation.

- **Optional Reserves** – These reserves are at the district’s discretion. Keep in mind that any funds entered as reserves reduce the amount available to allocate to your schools. Total reserves cannot exceed 50% of the Title I, Part A allocation.

Administration – The amount allocated on this line must match the total of the entries in the budget on the “Indirect Cost/Admin Costs” tab. Note that the amount is limited to five percent of the grant award.

Preschool Programs

District-wide Instructional Programs – Should be used only if the district has a state approved district-wide plan.

LEA Professional Development

Choice-Related Transportation

Supplemental Educational Services

Teacher Incentives and Rewards

Delinquent

- **Allocations to schools**

Calculate Distribution Amount – After you complete the Reserves section, click here to calculate the amount remaining to allocate to the schools.

Distribute Amount Evenly – Click to allocate funds in equal proportion to all schools you are serving *or* enter the school allocations manually. If you chose ranking methods 1, 2, or 5 in Eligibility Step 3, the Per Pupil Amounts (PPAs) must be either equal or in descending order. Schools with smaller low income percentages may not have higher PPAs than schools with larger low income percentages. This does not apply to ranking methods 3 and 4.

- **Skipped Schools** – You must serve all schools above 75% poverty and all priority schools. You may choose not to serve any other eligible school by clicking in the white box in the Do Not Fund column next to the name of the school. After selecting schools not served, click **Distribute Amount Evenly** to redistribute the funds *or* enter amounts manually as described above. **DO NOT** enter an amount in the allocation box for an attendance area that is not being served unless there are low-income nonpublic students residing there. Those students must be served. Complete the information in the Skipped Schools tab. If the lowest ranked school(s) are not served, they are not considered skipped. A school is considered skipped only if it is not served and a school with a lower ranking is served.
- **Check Distribution** – After you have completed the school allocations, click here. The difference between the Total Distribution Amount and the Total Allocated must be zero. Make any revisions and then click Check Distribution again.
- **Save Distribution** – Click here to save the page.
- **Reserves** – Make a note of all the reserves on this page. You will need to designate lines in the budget to match these reserve amounts exactly.

Skipped Schools – Enter the required information for any skipped schools.

Selection Criteria – Click in the white box to certify that all schools have established entrance and exit criteria for Title I students.

### **Program Specific**

Allowable Uses – Select one or more items from the list to be funded with Title I, Part A grant funds. Enter position titles for items 1 and 2. Answer the questions at the bottom. If you check “Yes” for item 3, enter comments in the text box to explain how *NCLB* funds are being used to supplement and not supplant local funds.

Program Plan – See instructions for Program Plan under Common Information.

### Parent Involvement

- Involvement and Notification – Check the box next to each required element to indicate the LEA’s compliance with Title I parental notification requirements.
- School Allocations – The LEA must allocate at least 95% of the public Parent Involvement Reserve for school level activities at one or more schools. Enter the amounts to be allocated to each school.

Title I Schoolwide and School Improvement Plan (SIP) – Schoolwide and School Improvement (SIP) plans will be uploaded in a separate system in the NJDOE Homeroom and will no longer be uploaded to the *NCLB* application. In this section, districts must certify that these plans have been or will be uploaded in Homeroom.

**Budget** – See instructions for Budget under Common Information. In addition to the standard budget items, all Title I, Part A budget lines require the selection of a Reserve category from a drop down box. Make a note of all Reserves listed in Eligibility Step 4. The total for each Reserve category in Step 4 must match exactly with the total of the budget lines designated for that Reserve. All lines not associated with a Reserve should be designated NA in the Reserve column.

# **Title I, Part D– Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At Risk**

## **Subpart 1 State Agencies and Subpart 2 LEAs**

**Overview** – Districts receive funds in this title to improve educational services for neglected or delinquent children in local and State institutions. Funds may be used for transition services, dropout prevention, health and social services, vocational and technical education, special education, career counseling, assistance in securing student loans or grants for postsecondary education, mentoring and peer mediation.

See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg9.html>

**Allocation Detail** – This is a read-only screen that lists the allocation for the title.

### **Program Specific**

Allowable Uses – Select one or more items to be funded by Title I, Part D.

Program Plan – See instructions for Program Plan under Common Information.

Title I, Part D Plan – LEAs or state agencies that receive Title I, Part D funds must upload their current plan.

**Budget** – See instructions for Budget under Common Information.

## **Title I SIA, Part A– School Improvement**

**Overview** – Districts receive funds in this title in order to help the lowest-achieving schools meet the progress goals in their Title I School Improvement Plan. These funds are allocated to low-performing schools to help students achieve academic proficiency and to complement the schools' use of Title I, Part A funds.

See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg1.html#sec1003>

**Allocation Detail** – This screen lists schools in your district that have a Title I SIA Part A allocation and shows the amount of the allocation. Check the white box to refuse funds for a school. Refused funds are not available for other schools.

### **Program Specific**

*Allowable Uses* – Select one or more items from the list to be funded with Title I SIA, Part A grant funds. Enter position titles for items 1 and 2. Answer the questions at the bottom. If you check “Yes” for item 3, enter comments in the text box to explain how *NCLB* funds are being used to supplement and not supplant local funds.

*Program Plan* – See instructions for Program Plan under Common Information.

**Budget** – See instructions for Budget under Common Information.

## Title II Part A – Teacher and Principal Training and Recruiting

**Overview** – Districts receive funds in this title in order to increase student academic achievement by improving teacher and principal quality. Funds may be used to recruit and retain highly qualified teachers, specialists in core academic subjects, principals, and pupil services personnel; to hire highly qualified teachers to reduce class size; and to provide professional development to improve the knowledge of teachers, paraprofessionals, and principals in the core academic areas and in effective instructional strategies.

See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg22.html#sec2123>

**Allocation Detail Nonpublic** – This screen lists nonpublic schools in your district and the percentage of Title IIA professional development funds to be allocated to each. Districts are required to consult with all nonpublic schools located within their boundaries to identify their needs. Check the boxes under Affirmation of Consultation to affirm these consultations took place. Check the box under Services Refused if the nonpublic school declined services in this title. Please upload a copy of all nonpublic school refusal forms on the NCLB Consolidated, All Refusal of Funds, Nonpublic Refusal Upload tab. Refused funds in this title revert to the district and are available to budget in the public amount.

### Program Specific

Allowable Uses – Enter the total amounts to be budgeted for Professional Development (PD) and/or Class Size Reduction (CSR), then select allowable uses to be funded by Title IIA for each. **Note: The total of the amounts entered for PD and CSR must equal the total Title IIA allocation.** If you will not be budgeting funds for one of the categories, do not select Allowable Uses for it. Answer the questions at the bottom. If you check “yes” for item 2, enter comments in the text box to explain how Title IIA funds are being used to supplement and not supplant local funds.

Hold Harmless – This read-only screen shows the allocations for each nonpublic school. The amounts are calculated by multiplying the percentage for each school by the upcoming year Professional Development amount (entered by the district under Allowable Uses) *or* the FY02 Hold Harmless amount, whichever is larger.

Program Plan – See instructions for Program Plan under Common Information.

Professional Development – This is a read-only page.

Nonpublic Schools – For each school, briefly describe how the Title IIA funds will be expended.

**Budget** – See instructions for Budget under Common Information. Enter the amounts for PD and CSR on separate lines matched to the corresponding Allowable Uses. The total amounts budgeted for PD and CSR Allowable Uses must equal the amounts entered previously on the Allowable Uses tab.

## **Title III – English Language Acquisition and Language Enhancement**

**Overview** – Districts receive funds in this title in order to improve the English proficiency and academic achievement of limited English proficient (LEP) children. Funds may be used for staff and to upgrade curricula, instruction materials, educational software, and assessment procedures; to provide community participation programs, family literacy services, parent outreach and training activities and translators; and to provide high-quality professional development to teachers, principals, administrators, and others working with LEP students.

See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg41.html#sec3116>

A district must have a minimum allocation of \$10,000 in order to submit a budget for Title III. If a district's Title III allocation is less than \$10,000, the district may join a consortium with other districts to create a combined budget greater than \$10,000. See Appendix 2 – Consortia. If a district's Title III allocation is less than \$10,000 and it does not join a consortium, the district must refuse the funds.

Note: Title III Immigrant funds may not be combined with Title III funds to meet the \$10,000 minimum threshold for Title III.

**Allocation Detail Nonpublic** – This screen lists nonpublic schools in the district and the amount of their allocations for each title. Districts are required to consult with all nonpublic schools located within their boundaries to identify their needs. Check the boxes under Affirmation of Consultation to affirm that these consultations took place. Check the box under Services Refused if the nonpublic school declined services in this title. You must upload a copy of all nonpublic school refusal forms on the NCLB Consolidated, “All Refusal of Funds,” “Nonpublic Refusal Upload” tab. Refused funds in these titles are not available to budget for public school services and reduce the total allocation for these titles.

### **Program Specific**

Allowable Uses – Select activities to be funded through each title and provide a brief description of each one. Professional Development is required.

Program Plan – See instructions for Program Plan under Common Information.

Professional Development – Required: Describe how the district's professional development activities will meet the Title III requirements.

Nonpublic Schools – For each school, describe how the funds will be expended.

**Budget** – See instructions for Budget under Common Information.

## **Title III – Immigrant Education Program**

**Overview** – Districts receive funds in this title if they have experienced unexpectedly large increases in their student population due to immigration. To be eligible for a grant award, a district’s enrollment, public and nonpublic, must include 20 or more immigrant students and must represent an increase of at least 2% over the average immigrant enrollment for the preceding two years. Federal regulations define immigrant students as those who are between the ages of 3 and 21, inclusive, were not born in any state or U.S. territory and have been attending schools in the U.S. for less than three full academic years. Funds are to be used to provide high-quality instruction to immigrant children and to help with their transition into American society. Activities may include supplemental language assistance programs, family literacy, parent outreach, and training activities; teacher aides trained to provide services to immigrant children and youth; tutorials, mentoring, and academic or career counseling for immigrant children and youth; coordination with outside agencies, curricular materials, educational software, and technologies; classroom supplies and transportation.

See Legislation: <http://www2.ed.gov/policy/elsec/leg/esea02/pg49.html#sec3247>

There is no minimum allocation for Title III – Immigrant. A district with a Title III Immigrant allocation less than \$10,000 may accept and budget the funds.

Note: Title III Immigrant funds may not be combined with Title III funds to meet the \$10,000 minimum threshold for Title III. Title III Immigrant funds are distinct from Title III funds and should only be used for distinct purposes for immigrant students.

**Allocation Detail Nonpublic** – This screen lists nonpublic schools in the district and the amount of their allocations for each title. Districts are required to consult with all nonpublic schools located within their boundaries to identify their needs. Check the boxes under Affirmation of Consultation to affirm that these consultations took place. Check the box under Services Refused if the nonpublic school declined services in this title. Please upload a copy of all nonpublic school refusal forms on the NCLB Consolidated, “All Refusal of Funds,” “Nonpublic Refusal Upload” tab. Refused funds in these titles are not available to budget for public school services and reduce the total allocation for these titles.

### **Program Specific**

Allowable Uses – Select activities to be funded through each title and provide a brief description of each one.

Program Plan – See instructions for Program Plan under Common Information.

Nonpublic Schools – For each school, describe how the funds will be expended.

**Budget** – See instructions for Budget under Common Information.

## Appendix 1 – Resources

**NJDOE Office of Grants Management (OGM):** 609-633-6974

Vanessa J. Davenport – Manager, 609-633-9662

Website: <http://www.state.nj.us/education/grants/entitlement/nclb/>

<b>Grant Specialists</b>	<b>Assigned Counties</b>
<a href="mailto:Nancy.Ballard@doe.state.nj.us">Nancy.Ballard@doe.state.nj.us</a> 609-777-2175	Bergen, Hudson, Passaic, Somerset, Sussex, Warren
<a href="mailto:Lorraine.Nietos@doe.state.nj.us">Lorraine.Nietos@doe.state.nj.us</a> 609-633-8025	Atlantic, Burlington, Camden, Gloucester, Salem, Union,
<a href="mailto:Belinda.Silver@doe.state.nj.us">Belinda.Silver@doe.state.nj.us</a> 609-633-6429	Cape May, Cumberland, Hunterdon, Middlesex, Monmouth, Ocean
<a href="mailto:Constance.Webster@doe.state.nj.us">Constance.Webster@doe.state.nj.us</a> 609-943-5242	Essex, Mercer, Morris, State Agencies

**EWEG Help Desk:** [eweghelp@doe.state.nj.us](mailto:eweghelp@doe.state.nj.us)

**Uniform Minimum Chart of Accounts:** <http://www.state.nj.us/education/finance/fp/af/coa/coa.pdf>

**Title I Office:** 609-943-4283

Website: <http://www.state.nj.us/education/title1/>

Email: [titleone@doe.state.nj.us](mailto:titleone@doe.state.nj.us)

**Title IIA Office:** 609-777-4662

Website: <http://www.state.nj.us/education/grants/nclb/programs/title2pa.htm>

Email: [Sandy.ONeil@doe.state.nj.us](mailto:Sandy.ONeil@doe.state.nj.us)

**Title III & Title III-Immigrant Office:** 609-292-8777

Website: <http://www.state.nj.us/education/bilingual/title3/>

Email: [Kenneth.Bond@doe.state.nj.us](mailto:Kenneth.Bond@doe.state.nj.us)

**County Offices:** <http://www.nj.gov/education/counties/>

**Regional Achievement Centers (RAC):**

Website: <http://www.nj.gov/education/rac/>

Email: [rac@doe.state.nj.us](mailto:rac@doe.state.nj.us)

**US Department of Education**

**No Child Left Behind:** <http://www2.ed.gov/nclb/landing.jhtml>

**U.S. Government System for Award Management**

SAM/CCR registration: [www.sam.gov](http://www.sam.gov)

## Appendix 2 – Consortia

If a district's Title III allocation is less than \$10,000, they must either join a consortium 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 IIA and/or Title III Immigrant. Consortia are not permitted for Title IA, Title ID, or Title I SIA(a). Follow the instructions below to create or participate in a consortium:

### **Step 1 – Lead District (Applicant) creates the consortium**

1. On the EWEG main menu, select Consortium Administration.
2. Go to Applicant Consortium tab.
3. Select the Program and the Year.
4. Select participants from the list of available districts on the left and click Add to enter them in the Participant box on the right.
5. Scroll to the bottom and click Save.
6. Repeat the steps for any additional titles.
7. Notify the participants that the consortium is set up.

### **Step 2 – Participant Districts confirm participation**

1. On the EWEG main menu, select Consortium Administration.
2. Go to the Participant Consortium tab.
3. Click Confirm next to each title.
4. Scroll to the bottom and click Save.

### **Step 3 – Lead District submits consortium after all participants have confirmed**

1. On the EWEG main menu, select Consortium Administration.
2. Go to the Applicant Consortium tab.
3. Select the Program and Year.
4. Click Submit.
5. Repeat for any additional titles.

### **Step 4 – The Office of Grants Management (OGM) approves the consortium**

1. After OGM approves the consortium, the funds from the participant district's applications transfer to the lead district's application. The Lead Applicant enters all program and budget information on behalf of the Participants.

### **Important Notes:**

1. Applicants and participants should wait to submit their consolidated *NCLB* applications until the consortium is approved and the funds have transferred into or out of their applications.
2. Participants should **not** refuse funds for titles in which they are contributing funds to a consortium.
3. Participants should **not** enter any information into the program or budget sections of their application for titles in which they have contributed funds to a consortium.

**Contact the EWEG Help Desk for assistance with setting up a consortium:**

**[eweghelp@doe.state.nj.us](mailto:eweghelp@doe.state.nj.us)**

## Appendix 3 – Reimbursement Requests

Once the application has received final NJDOE approval, the district may go into EWEG and request reimbursement for funds already expended or anticipated to be expended through the end of the current month:

1. Go to the GMS Access Select screen and on the line for the approved current year application, click the blue box labeled Payments. The Payment Summary screen will open. Click View Reimbursement Requests/Expenditure Reports.
2. Select a title from the drop-down box at the upper left.
3. Click Create New Request.
4. Select a function code, and then enter a brief explanation and an amount. To add lines for additional function codes, click Create Additional Entries. Include only one line for each function code.
5. Enter the End Period Expense date. Reimbursement may be requested for expenditures previously incurred or anticipated through the last day of the month in which the request is being submitted.
6. Confirm that the CCR/SAM expiration date is in the future. If it is not, go to LEA Central Contacts on the Menu page and update it.
7. Click the Save Page button. Then click the Submit button.

Consistent with federal requirements, for each approved grant districts are required to submit reimbursement requests on a monthly basis for expenditures that have been or will be incurred by the end of that month. Districts may submit one reimbursement request per title per month. Failure to submit regular reimbursement requests may flag a district for monitoring, as the lack of reimbursement requests may indicate that the district is in fact not running an approved program. Payments for reimbursements are processed once a month. Generally, reimbursement requests submitted by the 15<sup>th</sup> of the month will be processed at the end of the month and the district can expect to receive payment at the beginning of the following month.

## Appendix 4 – Amendments

A district must file an amendment to their *NCLB* application to do any of the following:

1. To revise the approved budget for a title when the amount of the transfers among budget lines exceeds 10% of the total allocation for the title.
2. To revise the approved budget for a title that involves the transfer of funds to an unopened budget line (a line in which no funds were previously budgeted).
3. To budget the carryover/overpayment from the prior year if it was not already included in the original current year application.
4. To make programmatic and/or budgetary changes in the scope of activities being implemented.
5. For Title I only: To make revisions that result from an approval for Title I-Schoolwide Program designation.

A district may file an amendment for other changes including budget revisions of less than 10%, but it is not required.

Please submit amendments in a timely manner. Districts will not be able to submit reimbursement requests for carryover funds until an amendment is submitted and approved by the NJDOE.

### Creating an Amendment

Go to the GMS Access Select screen and select the last approved *NCLB* application or amendment. Click the blue box labeled “Amend”. The system creates the amendment with all information from the last approved application or amendment. You may need to go to Page Review Status to unlock pages in the amendment before making changes. In addition to making revisions to the program plan or budget for each title, be sure to do the following under *NCLB* Consolidated:

1. **Amendment Explanation** – On this tab, explain what changes were made for each title. Give details regarding budget and/or program changes.
2. **Submit, Board Authorization** – Enter the date on which the board approved *submission of the amendment*. This date must be different than the date of authorization for the original application or any previous amendments.
3. **Submit, Submit** – Run the Consistency Check and correct any errors identified. Submit the amendment to the NJDOE.

Amendments are reviewed and approved by the County Education Specialist (CES) and the OGM grant specialist. Be sure the LEA contact information is up to date. The reviewers will contact the district if revisions to the amendment are required.

## Appendix 5 – Common Error Messages

ERROR MESSAGE	TRANSLATION	ACTION REQUIRED
<i>NCLB Consolidated</i> – A required field within <i>NCLB</i> Project Director information is missing. This is maintained under LEA Central Contact from the Main Menu.	The LEA Central Contact information has not been completed for the <i>NCLB</i> Project Director.	Go to the Main Menu and select LEA Central Contact. Enter all required information on all applicable tabs.
<i>Title I Part A</i> – Eligibility Step 4 amounts must equal budgeted reserves for district-wide instructional programs ( <b>Reserve Amount \$0 must equal Budgeted Amount \$10,000</b> ).	The reserve and the budget detail must match exactly. On Title I Eligibility Step 4, the district reserved \$0 for district – wide instructional programs, but in the budget they designated \$10,000 for district-wide instructional programs.	In the budget detail, change the designation in the reserve column from district-wide to NA.
<i>Title I Part A</i> – Eligibility Step 4 amounts must equal budgeted reserves for district-wide instructional programs ( <b>Reserve Amount \$10,000 must equal Budgeted Amount \$0</b> ).	The reserve and the budget detail must match exactly. On Title I Eligibility Step 4, the district reserved \$10,000 for district –wide instructional programs, but in the budget they did not designate any lines for district-wide.	In the budget, create a line(s) totaling \$10,000 and designate it in the reserve column for district- wide.
<i>Title I Part A</i> – Eligibility Step 4 - Warning – An attendance center allocation is less than the minimum per-pupil.	Attendance centers with poverty less than 35% must have PPA equal to or greater than the specified minimum.	Starting with 1 <sup>st</sup> served school, multiply minimum per-pupil amount (MPPA) by total number of low income students. If the last, served school does not meet the MPPA, explain how a viable Title I program can be conducted for that school.
<i>Program Specific, Program Plan, Performance Targets</i> – A measurement tool, baseline, and target must be entered for each allowable use.	Enter at least one line for each allowable use and then save the page. You cannot save one line at a time. Enter only numbers in the boxes, no commas, percentages, or other characters. If you select Other for the baseline or target, enter an explanation in the box below.	Enter at least one line for <u>each</u> allowable use and <u>then</u> save the page.
Budget Detail total must equal the Allocation Total	Total amount budgeted does not equal allocation.	Revise the budget so that it equals the allocation.

<b>ERROR MESSAGE</b>	<b>TRANSLATION</b>	<b>ACTION REQUIRED</b>
The nonpublic allocation does not equal the nonpublic budgeted amount.	Amount budgeted for non-public does not match the allocation for non-public.	The public and non-public allocations appear at the top of each budget detail page. Revise the budgets so that they match the allocations.
The application has been locked. No more updates will be saved for the application.	A successful Consistency Check locks the application.	Go to Submit. Submit and click the Unlock Application button.
The application has been submitted. No more updates will be saved for the application.	Changes cannot be made if the application is submitted.	If the application has not yet been approved, contact the CES or OGM reviewer to reopen the application. If the application is approved, create an amendment.
The application has been approved. No more updates will be saved for the application.	Changes cannot be made after the application is approved.	Create an amendment if changes to the approved application are needed.
An unexpected system error has occurred, we apologize for the inconvenience. Please use your browser print button to print this page and then contact the designated eGMS support staff. (Severity Level 2)	A temporary error has occurred in the EWEG system or in the district system.	Repeat the action that caused the error. If the error message appears again, send a message to <a href="mailto:eweghelp@doe.state.nj.us">eweghelp@doe.state.nj.us</a> . Provide the name of the district, the user name, the grant program, the section of the application in which you were working, and the action you were attempting.