



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION



2021– 2022

ESEA – ESSA Consolidated Subgrant Application Quick Start Guide

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ESEA – ESSA Consolidated Subgrant Application

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Introduction

This Quick Start Guide provides a brief overview of the *Elementary and Secondary Education Act (ESEA) – Every Student Succeeds Act (ESSA)* application process in the Electronic Web-Enabled Grant System (EWEG). For more detailed information, please see the [ESEA/ESSA](#) website. You may also 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 *ESEA/ESSA* application process in the following order:

1. **Login to EWEG** – Contact your district Web Administrator for access. Then go to [NJDOE Homeroom](#) and select EWEG.
2. **LEA Central Contact** – Complete the required information. The district must agree to the General Assurances in order to access the application for a new project year.
3. **AWARD Management SAM** – The DUNS number and SAM/CCR registration date were previously entered by the LEA under LEA Central Contacts. NEW for FY22: each LEA will create a separate application/ to enter this information.
4. **Consortium** – 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. (Appendix 2 – Consortiums)
5. **Application** – Create an *ESEA/ESSA* Application for the new grant year.
6. **Needs Assessment** – Complete the Needs Assessment to identify needs that will be addressed with *ESEA/ESSA* funds.
7. **Program and Budget** – For each title in which the LEA accepts funds and is not a participant in a consortium, align the needs with the allowable uses and create a budget.
8. **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.
9. **Consistency Check** – Run the Consistency Check and correct any errors or omissions.
10. **Submit** – If the application is submitted by the due date, the district may begin to encumber funds as of the July 1 project start date. If the application is submitted after the due date, the district may only encumber funds as of the submission date.
11. **Review** – The application review process includes two levels: The Tier I review by the County Education Specialist (CES) is primarily programmatic, the Tier II review by the grant specialist in the Office of Grants Management (OGM) is primarily fiscal. If the reviewers return the application for changes, make the requested revisions and promptly resubmit.

Once the ESEA Application has received final approval, LEAs can do the following:

- **Reimbursements** –Request reimbursement for expended funds. Submit requests in a timely manner. (Appendix 3 – Reimbursement Requests).
- **Amendments** – If an LEA needs to make changes to an application after it has received final approval, they must submit an amendment (Appendix 4 – Amendments).
- **Final Expenditure Report** – At the end of the project period, the LEA must submit a report of the total expenditures for each title in which it had an approved budget. Reports must be submitted even if all funds have been drawn down. If any funds remain to be paid to the district, they will be sent automatically after the final report is approved. (Appendix 5 – Final Expenditure Reports)

New for 2022

1. **Budget (all titles)** – The combined TPAF/FICA rate has increased to 45%.
2. **AWARD Management SAM** – The DUNS number and SAM/CCR registration date were previously entered by the LEA under LEA Central Contacts. Beginning this year, each LEA will create a separate application to enter this information. The SAM registration must be updated annually.
3. **Title I Reallocated** – This allocation has been combined with the Title I, Part A allocation. There will no longer be a separate section in the application for Title I Reallocated.
4. **Title I, Part A, Program Specific, Homeless Students** – A tab has been added for LEAs to provide information about assessing the needs of and providing services for students experiencing homelessness.

LEA Central Contact

Updating the LEA Central Contact information in EWEG is the first step in creating an entitlement grant application. The LEA will not see an option to create a new grant application until they have created the contacts for the new year and agreed to the General Assurances for all grants. The link for LEA Central Contacts is on the EWEG main menu and enables users to continually update contact information at any time during the grant period. The information entered will automatically populate all grant applications, amendments, reimbursement requests and final expenditure reports. Keeping the contact information up to date is essential because it allows grant reviewers to contact the appropriate person(s) in the district with questions and thereby avoids delays in the approval process.

On the EWEG menu screen, select LEA Central Contact. For most grantees, it will be beneficial to **copy the information from the previous grant year** and then update it. This must be done before a new application is created, otherwise all information will have to be entered. 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**. Once the new year is created, open it up.

Central Contacts and ESEA/ESSA 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

This section has been moved out of LEA Central Contacts and into its own separate application, AWARD Management SAM.

General Assurances

Read the list of Assurances. At the top of the page, check the box to certify that you have read, understood and will comply with the assurances. Then at the bottom of the page, click the blue box, **Legal Entity Agrees**. The date on which the LEA agreed to the assurances will display at the bottom of the page. Once the LEA agrees to the General Assurances, they will be able to create FY2022 entitlement grant applications.

AWARD Management SAM

The Federal Government requires all applicants for Federal grants to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and to renew the registration annually.

New for FY22

On the GMS/Access Select page, scroll to the Available, Formula Grants section and next to AWARD Management SAM, click Create. LEAs will not be able to submit any entitlement grant applications for the new project period until the AWARD Management SAM application is submitted. When the LEA needs to update the SAM registration, they must create an amendment to AWARD Management SAM application.

Contact Information

Enter information for the person in the LEA responsible for maintaining the DUNS information and updating the registration annually.

DUNS SAM

The DUNS number and expiration date will populate from the prior year LEA Central Contacts. Make any necessary revisions. Follow the instructions on the page to retrieve the Entity Overview Record (EOR) from the free SAM.gov website and upload it to the application. The DUNS number and expiration date entered on this tab must match the ones on the EOR in order for the application to be approved.

Submit

Run the consistency check to identify any missing or incorrect information. Then click Submit to NJDOE.

Application History

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

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 print tab and you will see a link under “Completed Print Jobs.” Click the link and it will open a PDF file that you may print or save.

General Guidelines for EWEG

System Access

The EWEG System can be accessed from the [NJDOE Homeroom](#) website by clicking on EWEG. Contact your district Homeroom User Administrator to request permissions to the EWEG system. User IDs are limited to eight characters. Federal regulations require that each user have their own unique ID and password. Passwords are case sensitive. Please allow 48 hours for your permissions to become active.

Main Menu

After logging into EWEG, click GMS Access/Select. Select the upcoming year to see all available grants and to create a new application. If the expected 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 EWEG navigation tools to move around within the system, not your browser buttons:

- Use the drop-down box in the upper right corner to select a section of the application.
- Select from the rows of blue tabs to navigate within a section. Complete each applicable tab within the application, moving from left to right and from top to bottom.
- **Click once** on a tab or button. Be patient while pages load. Double clicking will generate errors.

Instructions

Each page in which data may be entered has an *Instructions* link on the right side below the blue tabs. Click on this link for more detailed instructions.

Entering information

Text or dollar amounts (whole dollars; no cents, commas or dollar signs) may be typed into enterable boxes. Information in unenterable boxes is read-only and cannot be changed. Dollar amounts in these boxes represent calculated amounts or prepopulated data.

Text boxes

You may type information into a text box or copy and paste text from a word processing program. The larger 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 at the top of the screen, the page did not save. Correct the error and then click "Save Page" again.

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 be ready for submission 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 6 for a list of Common Error Messages and corrective actions.

ESEA/ESSA Consolidated

Overview

This is a read-only screen with links to additional grant information.

Contact Information

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 Main Menu and select LEA Central Contact. The SAM expiration date comes from the AWARD Management SAM application. To revise this date, go to the GMS/Access Select Screen and either create or amend the AMS application.

Allocations

The top section of this page displays the allocations for each title. Carryover/Overpayment amounts, if any, will display upon final approval of the applicant LEA's prior year *ESEA* Final Reports.

The middle section of this page shows consortium transfers. If the LEA is the lead applicant in a consortium, it will show funds received. If the LEA is a participant in a consortium, it will show funds contributed. Click the green link for Consortium Administration. If the LEA contributes funds to a consortium, they should not refuse the funds or enter any program or budget information in their application for that title.

The bottom section of the page is the transfer grid. Districts may transfer funds *from* Title II, Part A or Title IV, Part A *to* other titles in which they already have an allocation, with the following restrictions:

- **Title I Part D and Title I SIA Part A** – No transfers *in* are permitted.
- **Title III** – Transfers *in* are only permitted if the Title III allocation is equal to or greater than the \$10,000 minimum. Districts may not transfer funds into Title III to bring the allocation up to the \$10,000 threshold.

LEAs are required to engage in timely, meaningful consultation with impacted nonpublic schools **BEFORE** transferring funds out of Title II, Part A and/or Title IV, Part A.

The **rows** in the transfer grid indicate the **source** of the transfer funds and the **columns** indicate the grant program that will **receive** the funds. The gray boxes indicate titles in which transfers are not permitted.

- The top line displays the amount available for transfer. Locate the **row** of the title **from** which the funds will be transferred (Title IIA or Title IVA) and then the **column** for the title **to** which the funds will be transferred. Enter the amount of the transfer once, in the box where the 'transfer from' **row** and 'transfer to' **column** intersect.
- 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 on this page and in the individual title sections of the application.

If you have already budgeted funds in Title II-A or Title IV-A and then decide you wish to transfer some or all the funds to a different title, reduce the budget to make the funds available for transfer.

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 you are contributing funds to a consortium, do not refuse the funds. The refusal applies to the *total current year allocation* for the title. The district may still budget carryover funds from the prior year. Once a user checks a refusal box and submits the application, it cannot be changed.

Nonpublic Refusal of Funds

The top of this page is read-only. It provides a summary of the nonpublic schools eligible for funds in Title II-A, Title III, Title III Immigrant, and Title IV-A and indicates whether they have refused funds. The refusal information comes from the Allocation Details tab under each individual title. Go to this tab for the specific title to change the refusal status. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools. The LEA is required to upload a Nonpublic Refusal Form for each nonpublic that is refusing services. Upload these documents on the [NJDOE Homeroom](#) page under Nonpublic Consultation Form Upload for ESEA Applications (NPC) Check the box at the bottom of the page to certify that the required forms have been or will be uploaded.

Other

Districts are required to provide information about each of the following:

Equitable access

Enter a description of the steps it will take to ensure equitable access to, and participation in, the LEA's federally funded programs.

Coordination

- Programs – Describe how the services provided under each *ESEA* funded sub-grant will be coordinated with each other, with other education programs, and with other state and local programs.
- Subgroups – Describe how services will be coordinated for students, staff, parents, and the various subgroup populations being served.
- Participation – Describe how LEA staff will provide consultation with all parties throughout the project period.

ESEA Required Stakeholders

Review the list of required stakeholders for each title. Check the first box to certify that the district has met all the stakeholder engagement requirements. Check the second box if there are unrepresented groups and provide an explanation.

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/ESSA* grant programs:

Supplement not Supplant

In the text box, describe the methodology used to allocate State and local funds to each school receiving Title I funds. The methodology must ensure that all schools receive the full amount of State and local funds to which they are entitled without regard to the amount of their Title I allocation. The methodology description is not required if the LEA has:

- only Title I schools,
- only one school, or
- a single attendance area with one school per grade span

Check the box at the bottom and save the page to indicate that the LEA is using *ESEA* funds to supplement and not supplant local and other non-federal funds.

Nonpublic Consultation

LEAs and nonpublic school officials are required to engage in timely and meaningful consultation prior to finalizing any decisions that affect opportunities for eligible nonpublic school children, teachers and other educational personnel to participate in *ESEA* programs. At the bottom of the page, check either the first box to certify that the district has consulted with all eligible nonpublic schools and has or will upload all appropriate forms or check the second box to certify that the district does not have any nonpublic schools with whom it is required to consult.

ESEA Assurances Pages 1, 2, and 3

In addition to the General Assurances for all Entitlement Grants the LEA agreed to under LEA Central Contacts, they must also agree to the *ESEA* specific assurances. On each of the three pages, click the check box at the top of the page and the blue box at the bottom of the page, **Legal Entity Certifies**. The date on which you agreed to the Assurances will display at the bottom of each screen.

Budget Summary

This tab is read-only and is populated with the information entered by the LEA in the budget detail lines under each title section. The rows at the bottom show the total funds available, the amount budgeted and any difference between the two. If there are any differences, go to the individual title sections and revise the budget.

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 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 their 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 not required to upload board approval documentation. The application may be submitted with a future board date.

Submit

- Run the Consistency Check to identify omissions or errors. 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.
- Correct any errors and then run the check again.
- Once you have run the Consistency Check successfully, the application will lock. At this point, you have the option to submit the application as it is or to unlock it and make further entries or revisions. Run the Consistency Check again after you have finished making changes.
- Click “Submit to NJDOE.” The application is now considered submitted in Substantially Approvable Form and the LEA may begin to encumber funds. This is only a preliminary approval; the application will still be reviewed and final approved by NJDOE staff.
- If the application is submitted by the due date, the LEA may begin to encumber funds as of the July 1 project start date. If the application is submitted after the due date, they may only encumber funds as of the date of submission.

Application History

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

Special Conditions

Information in this tab will be visible only if the grantee is subject to special conditions, as previously determined by an NJDOE Program Officer and agreed to by the grantee. If there are any special conditions, the grantee must review these additional requirements and must certify their agreement with the requirements by checking the appropriate box. Any such special conditions become incorporated as part of the contractual agreement (i.e., the grant application), and are legally binding on the grantee. Failure to comply with any of the requirements therein may result in the loss of grant funds.

Amendment Explanation

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

Application Print

Use this tab to print a selection of pages from 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 print tab and you will see a link under “Completed Print Jobs.” Click the link and it will open a PDF file that you may print or save. You may also print individual pages immediately by using the print screen function on your computer. Note that when doing this, clicking “Printer-Friendly,” located under the “Application Sections” dropdown box at the upper right corner, will allow the entire contents of any textboxes to appear on the page and be printed.

Needs Assessment

Based on the Comprehensive Needs Assessment conducted by the district, input one or more needs, up to a total of ten, which will be addressed using ESEA funds.

- a. Description of Need - Provide a brief, yet clear, description of the identified need
- b. ESEA Funding Sources - Check the ESEA title programs the district will use as funding sources to address the identified need.
- c. Identify qualitative and quantitative data sources used to determine this identified need – List the data sources used to evaluate this as a need.
- d. Root Cause(s) of selected need - Describe the root cause(s) of this identified need.
- e. Describe the evidence-based intervention(s) used to address the need - Include the evidence source and/or website. The NJDOE website has links to lists of [evidence-based practices](#).
- f. Other relevant information/comments - Include any other relevant information or comments about this identified need.

ESEA/ESSA Program Titles

Common Information

Select an ESEA/ESSA 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 blue tabs across the top of the screen.

Overview

This read-only screen describes how the funds for the title may be used and provides links to legislation and guidance for the title.

Allocation Details

The information on this page 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 the following:

Allowable Uses

Select one or more uses to be funded by the allocation for the title.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Budget

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

District Comments

Use this tab to add explanations for the reviewers.

Nonpublic Schools

LEAs and nonpublic school officials are required to engage in timely and meaningful consultation prior to finalizing any decisions that affect opportunities for eligible nonpublic school students, teachers and other educational personnel to participate in ESEA programs.

Title I, Part A

The allocations for students in nonpublic schools are calculated based upon the enrollment and low-income data the LEA enters in Eligibility Step 1. In this title, the money follows the students. Count all students who *reside* in the public-school attendance area and attend nonpublic schools (regardless of where the nonpublic schools are located) and enter it under Total Non-Public Enrollment. Then enter the number of those students who are low income. . The nonpublic equitable share percentage is based on the number of nonpublic low-income students. However, once the total nonpublic allocation is determined, the funds may be used to provide services to any resident students identified as at-risk, regardless of their income status.

Title I, Part D and Title I, SIA Part A

There are no nonpublic allocations for these titles.

Title II, Part A; Title III; Title III Immigrant, and Title IV, Part A

Districts are required to consult with all nonpublic schools located within their boundaries to identify their needs. On the Allocation Details page in each title, check the boxes under Affirmation of Consultation to affirm that these consultations took place. Check the box under Services Refused if a nonpublic school declined services in this title.

For all titles, funds are distributed equitably to the nonpublic schools based on the student enrollment as reported by the nonpublic schools online in the Nonpublic Enrollment Report. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and any other participating nonpublic schools.

The LEA is required to upload an Affirmation of Consultation form for each nonpublic that is accepting services and a Nonpublic Refusal Form for each nonpublic that is refusing services. In some cases, the district will need to upload both forms if a nonpublic is accepting services in one title but refusing in another. This upload is done through a link in [NJDOE Homeroom](#) titled Nonpublic Consultation Form Upload for ESEA Applications, NPC Form Upload for ESEA. Go to the [ESSA website](#) for forms and instructions.

A State-designated ESSA Ombudsman monitors and enforces nonpublic consultation and equitable service requirements to help ensure equitable services are provided to nonpublic students, teachers, and other educational personnel. Questions should be sent to: Ombudsman.Nonpublic@doe.nj.gov

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/ESSA* 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 under Program Specific. 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. Items with a unit cost of \$2,000 or less should be budgeted in either 100 Instructional Supplies or 200 Support Supplies.

520 Schoolwide Blended – Districts approved by NJDOE to blend schoolwide funds may use this category to enter the contribution to a schoolwide budget.

Admin Program Administration– Administrative costs for managing and operating the grant program.

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](#).

Function – Object Code	Expenditure Category	Directions
100-100 & 200-100	Salaries	<ul style="list-style-type: none"> • Enter Number of Staff & Position Title. • If “Other” is selected for the position, provide position title and description of duties in the text box below. They must be necessary, reasonable, and allocable to the associated title. • Enter Base Salary – total salaries of the employees. • Enter amounts for public and nonpublic salaries – the portion of the salaries funded by <i>ESEA</i>. • Select one or more Allowable Uses. Go to Program Specific to add or delete Allowable Uses. • Click Calculate Totals and the system will calculate: <ul style="list-style-type: none"> ○ Full-Time Equivalent (FTE = <i>ESEA</i> Funding/Base Salary) ○ Total of Public and Nonpublic Funding ○ Benefits (45% for TPAF+FICA, 7.65% for FICA Only) ○ Line totals for each column • Save Page.
100-300 & 200-300 200-400 100-500 & 200-500 100-600 & 200-600 100-800 & 200-800	Prchsd Svcs/ Prof & Tech Svcs Prchsd Prop Svcs Other Prchsd Svcs Supplies Other Objects	<ul style="list-style-type: none"> • Select a function & object code and an expenditure category. • Enter a brief description of the expenditure. • If “Other” is selected as the expenditure category, description must include sufficient detail to show how the costs are necessary, reasonable, and allocable to the associated title. • Enter amounts for public and nonpublic. • Select one or more Allowable Uses. Go to Program Specific to add or delete Allowable Uses. • Calculate Totals & Save Page.
400-731 & 400-732	Equipment	<ul style="list-style-type: none"> • Enter description, item cost, public quantity, nonpublic quantity. Unit cost for each item must be greater than \$2,000. Items with a lower unit cost should be budgeted as supplies. • Select an Allowable Use. • Calculate Totals & Save Page.
520-930	Schoolwide	<ul style="list-style-type: none"> • If the district has NJDOE approval to blend schoolwide funds, they may complete this section. • This section is not applicable to Title I SIA-A.
200-860 & Program Admin	Indirect Costs/ Admin Costs	<ul style="list-style-type: none"> • If the district has an NJDOE approved indirect cost rate, enter an amount equal to or less than the calculated maximum. • Enter administrative costs. Total for admin plus indirect costs may not exceed 5% of the allocation for Title I-A, Title I-D & Title II-A or 2% for Title III, Title III Immigrant, & Title IV-A. Administrative costs are not allowable in Title I SIA-A.

Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies

Overview

Districts receive funds in this title in order to help low-achieving students 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 students identified as having the greatest need for special assistance, *regardless of their level of poverty*. 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 parent and family engagement.

Title I funds must be used to supplement, and not supplant existing state and local funding. LEAs must demonstrate that the methodology they use to allocate state and local funds to schools provides each Title I school with all the state and local money it would receive if it did not participate in the Title I program. LEAs and schools will be required to demonstrate that Title I, Part A funding is supplemental and not that the individual activities or services supported with Title I are supplemental. Costs must be consistent with the purpose of Title I – improving student achievement – and must still support eligible students among other requirements.

[Title I, Part A Legislation](#)

Allocation Details

This screen shows the allocations for Title I, Part A and Part A Neglected. Allocations for individual public schools and nonpublic school students are calculated in the Eligibility section.

Eligibility

Complete the Eligibility section in order to determine which of your schools you will be serving and how much funding each will receive. Complete the steps in order from left to right. If you go back and make a change in an earlier step, you must redo all the subsequent steps. 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 either a. *Free and/or Reduced Lunch* or b. *Composite (free, reduced lunch and/or other criteria)*. 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. Enter data for each listed school, even if you do not plan to serve them.

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, complete Steps 1b and 1c. Click the instructions link on each of these pages for more information. The system will calculate revised low-income percentages based on the schools that *feed into* the middle or high school and display them on Step 1d.

Certification

Public school districts should place a check in the first box to certify that all nonpublic students have been counted. Vocational and charter schools should check the second box to indicate that they are not subject to the nonpublic requirement. If you have a high school in your LEA, check the third box to certify that you have consulted with them about the availability of the feeder method. Click Save Page.

If you are *not* using the feeder method, proceed directly from Step 1a to Step 2.

Step 2

Based on the information you entered in Step 1, you will see the calculated poverty percentages for each school attendance area on this page. Schools with poverty percentages above 75% must be served with Title I funds. Under ESSA, if a district has a high school with a poverty percentage between 50% and 75%, it may choose to “promote” that high school to “must serve as above 75%” status. Check boxes will appear next to eligible high schools. Click in the box if you want to “promote” a high school to “must serve” status.

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 **Proceed to Ranking**.

Step 3

Select the desired ranking method for school attendance centers (see the page instructions for more detail about each method). Please read the options carefully before making your selection. Then click **Rank**.

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

Served Schools

Districts are required to calculate the Title I, Part A allocations to nonpublic schools *before* any reserves are subtracted. On this page, located between Step 3 and Step 4, the district will see which school attendance areas they must serve and which they have the option to skip or not serve. Only schools that are eligible and served with Title I funds may be served with Title I SIA A funds.

Depending on the ranking method you chose in Eligibility Step 3 and the poverty percentages for each attendance area, your schools will appear in one or more of the following groups:

- **Section 1:** Schools above 75% low income – These schools must be served.
- **Section 2:** Secondary schools promoted to must serve as 75% – These schools must be served.
- **Section 3:** Other eligible schools – These schools are eligible, but you may choose to skip or not fund them. A school is considered skipped only if it is not served *and* a school with a lower ranking is served. For these schools, complete the information in the Skipped Schools tab. If one or more schools at the bottom of the ranking are not funded but no lower-ranked schools are served, then they are not considered skipped. If an LEA chooses to skip a school, services must still be provided to nonpublic students in this attendance area.
- **Section 4:** Ineligible schools available for LEA discretion – These schools are ineligible based on the ranking method selected but may be served for *one* additional year *if* they were eligible and served without discretion in the previous year. If you want to serve one of these schools, check the box under LEA discretion.
- **Section 5:** Ineligible schools – These schools are not eligible based on the ranking method. They cannot be served with LEA discretion this year because in the previous year they were ineligible, *and* they were not served, or they were served with LEA Discretion. You may go back and change the ranking method in Step 3 to see if it will change a school’s eligibility.

Select any schools to be skipped or served with LEA discretion. Click **Calculate** and **Save**. At the bottom of the page, the total counts of public and nonpublic served students and the nonpublic equitable share percentage will appear and will transfer to the top of Step 4.

Step 4

The top of the page displays the current year allocation, transfers in from other titles, carryover and the total funds available. Complete this screen to set aside reserves and to allocate the remaining funds to the school attendance areas. The Title I nonpublic proportional percentage calculated on the previous page will carry over to the top of this page. The reserves also appear at the top of this page and are divided into two sections, required and optional.

Required Reserves

LEA Parent and Family Engagement reserve is calculated at 1% for districts with Title 1 allocations of more than \$500,000.

Homeless Students reserve is required if there are any homeless students reported on Eligibility Step 1. Federal ESSA guidance specifies that this reserve is for all homeless students in the LEA and that the amount should be determined by assessing the needs of those students.

Neglected reserve is for students in local institutions for neglected and delinquent children.

Optional Reserves

Optional reserves are at the LEA's discretion. Keep in mind that any funds entered as reserves reduce the amount available to allocate to your schools.

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.

Additional LEA Parent and Family Engagement – At the LEA's discretion, they may set aside funds in addition to the required amount.

Preschool Programs

District-wide Instructional Programs – These initiatives are managed at the district level rather than the school level and are designed to improve the achievement of Title I students.

LEA Professional Development

Teacher Incentives and Rewards

School Improvement Reserve – Districts with schools identified as in need of Comprehensive Support and Improvement and/or Targeted Support and Improvement may set aside up to 30% of the Title I, Part A allocation to be used as outlined in the individualized Annual School Plans (ASP).

Public School Choice - A district with a school identified for Comprehensive Support may reserve up to 5% of their allocation for transporting students to a different school at the parents' request.

Additional Transportation Costs –An LEA may reserve funds for transporting students in foster care to their school of origin.

Allocations to schools

Once you have entered any optional reserves, click Save Set Asides. Then click Calculate Distribution Amount. The system will automatically default to distributing the amounts evenly to each of the schools being served by multiplying the per pupil amount times the number of low-income students in the school. The per pupil amount for nonpublic students may be different than the per pupil amount for public students because the nonpublic allocations are being calculated prior to the set asides and the public allocations are being calculated after the set asides.

The school attendance areas will be displayed at the bottom of the page in the same eligibility groupings as they were on the Served Schools page.

If you want to distribute the public allocations manually and enter differing amounts, click the box on the left next to “Input Distribution Amount Manually” and then click “Check Distribution.” The Public Allocation fields will become enterable. Keep in mind that if you selected ranking method 3 (at or above district poverty level), 4 (areas with poverty greater than or equal to 35%), or 5 (grade span eligibility) in Eligibility Step 3, the Per Pupil Amounts must be either equal or in descending order.

Check Distribution – Click here after you have completed the school allocations. 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 – A school is considered skipped only if it is not served and a school with a lower ranking is served. Enter the required information for any skipped schools.

Selection Criteria – For each targeted assistance school, click in the first white box to certify that it has established entrance and exit criteria for Title I students. Then click in the other white boxes to indicate what those criteria are. At least two entrance criteria and two exit criteria must be selected for each school.

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. Click the Instructions link for more information about allowable uses.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Parent and Family Engagement

- Parent and Family Engagement 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 and Family Engagement Reserve for school level activities at one or more schools. Enter the amounts to be allocated to each school.

Annual School Plan Assurance

Districts with schools identified as in need of Targeted or Comprehensive Support and Improvement or identified as Schoolwide must complete an ASP for each of these schools. In this section, districts must certify that they have completed these plans online in the ASP system, which is accessed through [NJDOE Homeroom](#). If you are not required to submit any ASPs, skip this page.

Educational Stability Upload

Upload a current board-approved copy of your transportation procedures including provisions for transporting students in foster care to their school of origin.

Homeless Students

New for FY22: In each of the three text boxes, enter information about Title I, Part A services for students experiencing homelessness.

- Assessment of homeless student needs
- Description of services and of other funding sources
- Coordination of Title I, Part A homeless services with McKinney-Vento Act services

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions 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 – Neglected and Delinquent

Overview

Title I, Part D LEA funds provide school districts with funding for students who reside in locally-run correctional facilities, i.e., juvenile detention centers, for programs that involve collaboration with the facilities:

1. To carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
2. To provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and
3. To operate programs in local schools for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.

[Title I, Part D Legislation](#)

Allocation Details

This page shows the total allocation for the title.

Program Specific

Allowable Uses

Select one or more uses to be funded by the allocation for the title.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Plan

In the text boxes, provide responses to each of the questions.

Title I Agreement

Upload a copy of the signed agreement between the LEA and the detention center for the services to be performed during the project period. The file name must include the name of the district.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions 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 Annual School Plan (ASP). 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.

[Title I, SIA A Legislation](#)

Allocation Details

This screen lists schools in your district that have a Title I SIA Part A allocation, shows the amount of the allocation for each and whether they are being served with Title I, Part A funds. If they are not, then the Title I SIA A allocation for that school must be refused. Check the box in the Services Refused column next to any school that is refusing their Title I SIA A allocation. 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.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions 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 the quality of teachers, principals, and other school leaders. 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.

[Title II, Part A Legislation](#)

Allocation Details

This screen lists the allocation for the LEA and the percentage share and dollar amount for any nonpublic schools located in the LEA's geographic area. Check the Affirmation of Consultation box to confirm that the LEA has met with the nonpublic school officials and come to an agreement on how to provide equitable and effective programs for nonpublic school staff. If appropriate, check the Services Refused box. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and any other participating nonpublic schools.

Program Specific

Allowable Uses

Select one or more allowable uses to be funded by Title II, Part A. NEW for FY21: For each evidenced-based activity or strategy selected, choose one or more content areas. If you select Reducing Class Size as an allowable use, enter an amount in the box that opens. Save the page.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

ESEA Requirements

If the LEA chose Class Size Reduction as an allowable use, enter a justification in box 1. In box 2, explain how data and consultation will be used to update and improve activities. In box 3, explain plans for growth and development.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions under Common Information.

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 English Learners (ELs). 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 ELL students.

[Title III Legislation](#)

A district must have a minimum allocation of \$10,000 in order to accept funds and submit a budget for Title III. If a district's Title III allocation is less than \$10,000, they have two options:

- join a consortium with other districts to create a combined budget greater than \$10,000; or
- 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. Funds from Title II, Part A and/or Title IV, Part A may not be transferred into Title III to bring the allocation up to the \$10,000 threshold.

Allocation Details

This screen lists the allocation for the LEA and the percentage share and dollar amount for any nonpublic schools located in the LEA's geographic area. Check the Affirmation of Consultation box to confirm that the LEA has met with the nonpublic school officials and come to an agreement on how to provide equitable and effective programs for nonpublic school students. If appropriate, check the Services Refused box. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and any other participating nonpublic schools.

Program Specific

Allowable Uses

Program, Professional Development, and Community/Family/Parent Programs are required uses. Select at least one activity in each of these categories. Then, select any additional activities

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Professional Development

Describe how the district's professional development activities will meet the Title III requirements.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions under Common Information.

Title III Immigrant – Emergency Immigrant Education

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.

[Title III Emergency Immigrant Education Program Legislation](#)

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.

Notes: 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 Details

This screen lists the allocation for the LEA and the percentage share and dollar amount for any nonpublic schools located in the LEA's geographic area. Check the Affirmation of Consultation box to confirm that the LEA has met with the nonpublic school officials and come to an agreement on how to provide equitable and effective programs for nonpublic school students and staff. If appropriate, check the Services Refused box. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and any other participating nonpublic schools.

Program Specific

Allowable Uses

Select one or more items to be funded by Title III Immigrant and provide a brief description of each one.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions under Common Information.

Title IV, Part A – Student Support and Academic Enrichment

Overview

This grant program was established under ESSA (it is not the same as Title IV under NCLB) and comprises three key programmatic areas:

- Well-rounded Educational Opportunities,
- Safe and Healthy Students, and
- Effective Use of Technology.

Each LEA in New Jersey that accepted Title I, Part A funds in the previous project period is eligible for a Title IV, Part A allocation in the subsequent project period.

The SSAE program provides schools the flexibility to tailor investments based on the needs of their unique student populations. Districts are encouraged to coordinate and integrate the SSAE program with activities authorized under other sections of ESEA, as well as other federal programs to improve outcomes for students. Allowable uses of funds may include but are not limited to direct services for students, professional development for teachers and administrators, salaries of personnel to carry out identified programs and services, and supplemental educational resources and equipment.

[Title IV, Part A Legislation](#)

[Non-Regulatory Guidance - Student Support and Academic Enrichment Grants](#)

Allocation Details

This screen lists the allocation for the LEA and the percentage share and dollar amount for any nonpublic schools located in the LEA’s geographic area. Check the Affirmation of Consultation box to confirm that the LEA has met with the nonpublic school officials and come to an agreement on how to provide equitable and effective programs for nonpublic school students and staff. If appropriate, check the Services Refused box. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and any other participating nonpublic schools.

Program Specific

Allowable Uses

The amount of money an LEA receives in Title IV-A will impact how it must allocate its funding:

- Allocations of less than \$30,000 – Funds may be budgeted in one, two or all three programmatic categories, with no minimum or maximum in any category.
- Allocations of \$30,000 or more – The LEA must conduct a Comprehensive Needs Assessment (at least once every three years) related to all three programmatic areas and must budget its funds for programs and activities to support each of the three programmatic categories with the following restrictions:

Well-Rounded Educational Opportunities	20% Minimum - 80% Maximum
Safe and Healthy Students	20% Minimum - 80% Maximum
Effective Use of Technology	0.01% Minimum - 60% Maximum

Important Note on the Effective Use of Technology

At least 85% of the funds in this category must be used for Professional Development on the effective use of technology. Not more than 15% may be used for building technological capacity and infrastructure, defined as: procuring devices, equipment, and software applications.

Example:

An LEA receives a Title IV allocation of \$10,000 and decides to allocate \$1,500 (15%) of that amount to Effective Use of Technology. In this scenario, the LEA must allocate at least \$1,275 (85%) of the \$1,500 for professional development on the effective use of technology and no more than \$225 (15%) on the purchase of equipment. If this LEA wanted to spend \$1,500 on purchasing technology, they would need to allocate 100% of their \$10,000 to Effective Use of Technology and then allocate \$1,500 (15%) of that amount for equipment purchases and the remaining \$8,500 (85%) for PD.

Alignment of Needs and Uses

Match the activities being budgeted to the needs they are addressing. For each need, click on one or more Allowable Uses so that they are highlighted in blue. To select more than one Allowable Use for a Need, hold down the Ctrl key while selecting Allowable Uses. Be sure that each Allowable Use is matched to at least one Need. Only highlighted Allowable Uses will be available in the budget detail tabs. To add additional Needs to a title, go to the upper right corner of the page and select the Needs Assessment section. To add additional Allowable Uses, go to the Allowable Uses tab in this section.

Budget

Enter budget detail in the sub-tabs of this section. See additional budgeting instructions under Common Information.

Appendix 1 – NJDOE Resources

Topic/Website	Division/Office	Email
<u>ESEA/ESSA (General)</u>	Public Affairs 609-376-3500	essa@doe.nj.gov
<u>ESEA/ESSA (County)</u>	County Offices of Education 609-376-9099	countyoffices@doe.nj.gov
<u>ESEA Application (EWEG)</u>	Office of Grants Management 609-376-9089	eweghelp@doe.nj.gov
<u>Title I, Part A & Title I, Part D</u>	Supplemental Educational Programs 609-376-9080	titleone@doe.nj.gov
<u>Title I SIA A & Annual School Plans (ASP)</u>	Office of Comprehensive Support	ocs@doe.nj.gov
<u>Title II, Part A</u>	Teaching and Learning 609-376-3885	titleia@doe.nj.gov
<u>Title III & Title III Immigrant</u>	Supplemental Educational Programs 609-376-9080	ell@doe.nj.gov
<u>Title IV, Part A</u>	Teaching and Learning 609-376-3885	titleiva@doe.nj.gov
<u>Nonpublic Equitable Services</u>	Nonpublic Ombudsman 609-376-3662	ombudsman.nonpublic@doe.nj.gov
<u>Homeless Student Services</u>	Supplemental Educational Programs 609-376-9080	homeless@doe.nj.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 II-A, Title III Immigrant, and Title IV-A. Consortia are not permitted for Title I-A, 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

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 *ESEA/ESSA* 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.

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. For each function-object code with expenditures, enter a figure under Amount Requested. The amount of any previous requests plus the current amount requested will appear in the Total column for each line.
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 GMS Access Select. Create an amendment to the AWARD Management SAM application. Enter the new date. Save and submit. Then return to the reimbursement request.
7. Click the Save Page button. Then click the Submit button.

Districts may submit one reimbursement request per title per month. Payments are processed once a month. Generally, reimbursement requests submitted by the 15th of the month will be processed at the end of the month and the district will receive payment at the beginning of the following month.

Appendix 4 – Amendments

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

1. 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. Revise the approved budget for a title when funds are transferred to an unopened budget line (a line in which no funds were previously budgeted).
3. Budget carryover and/or overpayment resulting from the approval of a previous year final report when the original current year application or previous amendment was approved without the carryover/overpayment.
4. Budget an additional allocation that was awarded after an original application or previous amendment was approved
5. Make programmatic and/or budgetary changes in the scope of activities being implemented.
6. For Title I only: 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 *ESEA/ESSA* application or amendment. Click the blue box labeled “Amend”. The system creates the amendment with all information from the last approved application or amendment. In addition to revising the plan and/or budget for each title, be sure to do the following under *ESEA* Consolidated:

1. ***Amendment Explanation*** – On this tab, explain what changes were made for each title. Give details regarding budget and/or program changes. Do not explain why funds were not spent in the previous year. Explain only how the additional funds will be used in the current year.
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.
 - *Submit* – Run the Consistency Check and correct any errors identified. Submit the amendment to the NJDOE.

Amendments are reviewed and approved by a County Education Specialist (CES) and by an OGM Grant Specialist. The reviewers will contact the district if revisions to the amendment are required. Be sure the LEA contact information is up to date. If changes are required, go back to the EWEG Menu screen and select LEA Central Contact.

Appendix 5 – Final Expenditure Reports

1. Click the ‘GMS Access Select’ link on the EWEG Main Menu.
2. At the top left side of the page, Select the Fiscal Year from the drop-down list. On the *ESEA* Consolidated line, click ‘Payments.’
3. Click the ‘**Payments**’ button on the line for *ESEA* Consolidated.
4. The Payment Summary screen will open. Click ‘View Reimbursement Requests/Expenditure Reports.’
5. The Reimbursement Request/Expenditure Report Menu will open. Select an *ESEA* title from the drop-down list.
6. Once a title is selected, the Reimbursement Request section will appear at the top of the page and Expenditure Report section will appear at the bottom. Click ‘Create Expense Rep.’
7. The Expenditure Report will open to the Contacts page. This is a read-only screen. To change the Contact information, return to the EWEG Main Menu and select **LEA Central Contacts**. Select the **most current year** and update the contact information. The information will automatically transfer to all current applications and reports.
8. Enter information in the final expenditure report by working through the tabs from left to right and top to bottom. An instruction link is available on each page. Click on the link for further directions about completing that page. Enter expenditure amounts in whole dollars, with no cents and no dollar signs or commas.
9. Once all required information has been entered in each tab, go to the Submit tab, run the Consistency Check to identify any errors or omissions, and then submit the report.
10. Repeat the steps above for each *ESEA* Title in which funds were budgeted for the project period. A final report is required even if the LEA has requested and received reimbursement for the total allocation in a title.

Review and Approval

The NJDOE will review each *ESEA* FER and contact the LEA if any revisions are required. The reports will be reviewed and approved in the order they are received, so it is best to submit as early as possible and not wait until the deadline.

Final Payments

Timely submission of the FERs is especially important if the LEA has not yet requested reimbursement for all funds expended. A final payment of any funds due will be generated automatically upon approval of the FER. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted.

Carryover

Upon final approval of each FER, any carryover funds, identified in the FER as overpayment and/or net carryover, will become available to budget in the LEA’s subsequent year *ESEA* grant year application. If the LEA’s original *ESEA* application has not received final NJDOE approval, the LEA can budget the carryover funds as part of the original application. If however, the *ESEA* application has received final approval, the LEA must submit an amendment to the *ESEA* application to budget the carryover funds.

More detailed final expenditure report instructions with screenshots will be available when the reports are released.

Appendix 6 – Common Error Messages

Error Message	Translation	Action Required
<i>ESEA Consolidated</i> – A required field within <i>ESEA</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>ESEA</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 (<i>Example: Reserve Amount \$0 must equal Budgeted Amount \$10,000</i>).	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 (<i>Example: Reserve Amount \$10,000 must equal Budgeted Amount \$0</i>).	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 districtwide.
<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 st 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.
Budget Detail total must equal the Allocation Total	Total amount budgeted does not equal allocation.	Revise the budget so that it equals the allocation.
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.

Error Message	Translation	Action Required
The application has been locked. No more updates will be saved for the application.	A successful Consistency Check locks the application.	Go to the ESEA Consolidated Submit tab, then the Submit sub-tab 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 to make changes.
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 eweghelp@doe.nj.gov. Provide the name of the district, the username, the grant program, the section of the application in which you were working, and the action you were attempting.