



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 19, 2024
To: Local Educational Agency Leads
Route To: ESEA Program Directors, Grant Directors, and School Business Administrators
From: Martin Egan, Director
Office of Grants Management
Deadline: July 26, 2024

Fiscal Year 2025 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Application Available on/about June 14, 2024

The FY 2025 ESEA Consolidated Subgrant Application is now available through links on the [NJDOE Homeroom](#) webpage. Applications can be accessed through the Electronic Web-Enabled Grant (EWEG) system link. New users should contact their district web administrator for access and authorizations.

This year, New Jersey received a decrease of \$8,736,125 in the FY25 Title I Part A allocation. To offset this decrease in the Title I, Part A FY 2024-25 award and the end of American Rescue Plan (ARP) funding, the New Jersey Department of Education (NJDOE) is allocating a supplemental Title I, Part A award in the amount of \$14,475,744. Each LEA's supplemental award will be added to the 2024-25 Title I, Part A allocations and reflected on the grant award notice. Title I, Part A supplemental funding is not guaranteed to be awarded in future years. Local Education Agencies (LEAs) should create and submit their ESEA Consolidated Subgrant application no later than **July 26, 2024**.

FY 2025 ESEA Consolidated Subgrant Application:

The NJDOE limits yearly changes to the ESEA Consolidated Application to those required by federal regulations and guidance and those that will increase user-friendliness and accessibility for LEAs.

The changes for FY 2025 include:

1. **Award Management SAM** – All LEAs must log into the EWEG system, create and submit their FY25 SAM/UEI application to include the most recent UEI information if expired.
2. **Needs Assessment** – Need Summary tab is new. LEAs will identify the funding source for each need once the Identified Needs have been completed and populated.
3. **Budget (all titles)** – The estimated combined TPAF/FICA rate is 64% (FICA=7.65% TPAF=56.35%). Please note this is an estimated amount and will be adjusted when you file your FY25 ESEA Final Expenditure Report.
4. **Title IA Eligibility** – Community Eligibility Provision (CEP) data will only appear if LEA is eligible.
5. **Homeless Students** – In the Title IA Program Specific tab, an assurance to verify the methodology of identification and the determination of reserves for homeless students is required.
6. **Title IV Program Specific** – LEAs must complete the Performance Targets tab.

Central Contacts & SAM/UEI

Prior to creating the FY25 ESEA Original Application, LEAs must first update the Central Contact information from the EWEG Main Menu page. Then, create and submit the FY25 SAM/UEI Award Application. Upon completion of both Central Contacts and SAM/UEI for the 2024-2025 year, LEAs will be able to create the FY25 ESEA Original Application from the GMS/Access Menu.

Annual School Plan

As required by *ESEA*, LEAs serving schools identified as in need of Comprehensive or Targeted support, as well as any school operating a Title I Schoolwide program in the 2024-2025 school year, must complete an Annual School Plan (ASP), using the NJDOE's Annual School Plan System (ASPS) accessed through [NJDOE Homeroom](#). The ASP must reflect the interventions mutually agreed upon by the school, LEA, and NJDOE Comprehensive Support and Improvement Team.

Equitable Services for Nonpublic Schools

LEAs are required to engage in timely and meaningful consultation with nonpublic school officials to determine their needs and the services the LEA will provide. The nonpublic equitable share is calculated in the *ESEA* application and varies by title. For Title I, Part A, LEAs are required to identify the number of students who reside in their district and attend nonpublic schools either inside or outside of their geographic area. The equitable share is calculated in Title I, Part A, Eligibility based on information the LEA enters. For Title II, Part A; Title III; Title III Immigrant; and Title IV, Part A, the calculation is based on information the nonpublic schools enter on the Nonpublic Enrollment Report and includes only those nonpublic schools located in an LEAs geographic area.

To ensure equitable services are provided in a timely manner, pursuant to requirement under *ESEA*, as amended by *Every Student Succeed Act* (ESSA), a LEA must obligate all funds allocated for equitable services in the year for which they are appropriated.

Consortiums

If a district's Title III allocation is less than \$10,000, they must either join a consortium with another district to reach the \$10,000 threshold or refuse the funds. There is no minimum budget amount for any of the other titles, but districts may choose to form a consortium for Title II, Part A; Title III Immigrant; and Title IV, Part A. **All consortium applications must be submitted no later than July 17, 2024.** Consortiums are not permitted for Title I, Part A, or Title I SIA, Part A. LEAs must follow these steps in EWEG to create or participate in a consortium:

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

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

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

Resources

Links to online resources will be posted on the [OGM ESEA Grant](#) website as they become available and will include the *ESEA* Application [Technical Assistance Schedule](#), the FY 2025 *ESEA* Allocation Tables, the FY 2025 *ESEA* Application Quick Start Guide, application tutorials, Nonpublic Equitable Services, and Consortium Instructions.

Submission

When an LEA successfully submits an application, they receive an automatic email notification through the EWEG

system that the application has been submitted in “substantially approved form.” This is only a preliminary approval; the application will be reviewed and given final approval by the NJDOE staff. Pursuant to federal guidance, if the LEA submits the application by the due date, they 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. Applications will be considered on time if they are submitted by **Friday July 26, 2024**. NJDOE staff will be available for support Monday through Friday during regular business hours. LEAs can also send an email to the [EWEG Help Desk](#).

Review and Approval

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

Contacts

For questions or additional information regarding the FY 2025 *ESEA* Allowable Uses or Program, contact the NJDOE’s Office of Supplement Programs at [Title One Help Desk](#) or call (609) 376-9080. Questions regarding the allocation amounts can be send to the [Office of Fiscal and Data Services Help Desk](#). For questions or additional information regarding the FY 2025 *ESEA* Consolidated Subgrant Application, contact the Office of Grants Management at [EWEG Help Desk](#) or call (609) 376-9089.

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