STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

HELPING GREAT IDEAS GROW

OFFICE OF
GRANTS MANAGEMENT

2017 – 2018

***ESEA* Consolidated**

Subgrant Application

Quick Start Guide

Rev. 7/12/17

ESEA Consolidated Subgrant Application

Introduction

This Quick Start Guide provides a brief overview of the application process in the Electronic Web-Enabled Grant System (EWEG) for the *Elementary and Secondary Education Act (ESEA),* as reauthorized under the *Every Student Succeeds Act* (*ESSA*) (formerly, *No Child Left Behind (NCLB))*. For more detailed information, please see our website at: http://www.state.nj.us/education/ESSA/. 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 *ESEA* application process in the following order:

1. **Login to EWEG** – Contact your district Web Administrator for access.   Then go to http://homeroom.state.nj.us/ 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 the new project year.

3. **Consortia** – If a district is the designated Lead Agency (Applicant) in a consortium, they must set up the consortium in EWEG on the Consortium Administration page, invite participants and submit the consortium. If a district is participating in a consortium, they must confirm their participation on the Consortium Administration page. (Appendix 2 – Consortia)

4. **Application** – Create an *ESEA* 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 *ESEA* funds. Note: The number of priority problems should be reasonable in light of, and limited by, the amount of funds available to address those problems.

6. **Program and Budget** – For each 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 begin to encumber funds as of the project start date of July 1. If the application is submitted after the stated due date, the district may encumber funds only as of the application submission date.

10. **Review** – The application review process includes two levels: The Tier I review by the CES is primarily programmatic, the Tier II review by the OGM grant specialist is primarily fiscal.   If the reviewer returns the application to the district for changes, make the requested revisions ASAP and promptly resubmit.

11. **Reimbursement** – Once the application is approved at both Tiers, the district will receive an EWEG auto-notification of the approval, and may request reimbursement for expended funds. Reimbursement requests must be submitted monthly. (Appendix 3 – Reimbursement Requests).

12. **Amendments** – If a district needs to make changes to an application after it has been final approved, they must submit an amendment (Appendix 4 – Amendments).

NEW FOR 2018

LEA Central Contacts, Central Contacts – Contact information for the LEA board president is now required.

Page Review Status Tab – This page lock function has been eliminated; there is no longer a need to unlock individual application pages. The application will still lock globally after you run the Consistency Check successfully. If you need to make additional changes after you have run the Consistency Check but before you submit the application, go to the Submit tab where you ran the Consistency Check and click 'Unlock Application.'

ESEA Consolidated, Allocations, Transfers – For FY18 under ESSA, districts may transfer funds from Titles II and IV into any of the other Titles. However, transfers may be made only into Titles that had an allocation in the original application. Districts may not transfer into a Title for which they were not originally awarded an allocation. Also, previously districts with Title III allocations under the $10,000 minimum either had to join a consortium or refuse the funds. Under ESSA, districts now have a third option where they may transfer funds into Title III from Title IIA or Title IVA in order to meet the threshold requirement.

Nonpublic Affirmation of Consultation and Refusal of Funds Upload – Previously, if a nonpublic school refused grant funded services, the district was required to upload a nonpublic refusal form into the grant application. This upload will now be done through Homeroom, not in the EWEG application. In addition, a district is now required to upload in Homeroom an Affirmation of Consultation form for each nonpublic school that is accepting services.

Nonpublic Refusal of Funds Reallocation – For all Titles, if a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools. (Previously, this applied only to Title IA and Title IIA. Refused funds in the remaining Titles went back to the state).

Equitable Participation – A State-designated Ombudsman will monitor and enforce nonpublic consultation and equitable services requirements to help ensure equitable services are provided to nonpublic school students, teachers, and other educational personnel.

Special Conditions – Districts will see information about additional requirements for receiving federal grant funds on this new tab only if they have been contacted directly by NJDOE.

Title I, Part A, Eligibility

> **Step 1, Feeder Method** – Districts that would like to use the feeder method for determining the number of children from low-income families in a secondary (middle or high) school must first notify these schools of the option, and then must obtain approval from a majority of those secondary schools, and certify in the application that these steps have been taken. If the district then chooses this method, the district will need to provide in the application additional information about the feeder schools and the receiving schools.

> **Step 1, LEA Discretion** – This option, which previously appeared on Step 1 and allows the district to serve an ineligible school for one additional year, is still available, but has moved to the new Served Schools page.

Step 2 – Districts now have the option to "promote" certain high schools to "must serve" status.

Step 3 – The school ranking method options remain the same, but the *numerical order* in which they appear has changed.

Served Schools – This is a new page, between Step 3 and Step 4, where the district will view the eligibility for each school. The LEA will have the option to skip/not fund certain eligible schools (previously done at the bottom of Step 4). They will also have the option to serve certain ineligible schools with LEA discretion (previously done on Step 1). Note: The nonpublic proportional percentage is calculated on this page, before reserves are set aside on Step 4.

Step 4 – The *required* reserve amounts will prepopulate and are no longer enterable.

Title I, Part A, Supplement not Supplant – USDE's guidance on this has changed. Please contact NJDOE's Office of Supplemental Educational Programs at Titleone@doe.state.nj.us if you need assistance.

Title II, Part A

Hold Harmless Calculation – eliminated

Nonpublic Equitable Share – calculated on the LEA's total allocation, not just on Professional Development.

Use of Funds – must be evidence based and documented in the application.

Title IV, Part A, Student Support and Academic Enrichment (SSAE) – This is a new Title.

LEA Central Contact

The LEA Central Contact sections <u>must be completed first in order to create an application</u>. This link enables users to continually update all contact information <u>at any time</u> during the grant period. The information entered will automatically populate the grant application. If the data are not completed properly, the users will receive an error message when they run the consistency check in the grant application, preventing submission. Please note that automatically-generated EWEG notifications are sent to only those contacts listed in EWEG. Therefore 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.

For most grantees, it will be beneficial to **copy the information from the previous grant year** and then update. This must be done **<u>before a new application is created</u>**, 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 *ESEA* 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.). ***NEW***: Contact information for the LEA board president is required.

DUNS Number and SAM/CCR – The Federal Government requires that all applicants for Federal grants have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and that the registration 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.

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 **<u>only after</u>** it has agreed to these assurances.

General Guidelines for EWEG

- **System Requirements** – EWEG is designed to run on a **PC** with Microsoft Edge, Google Chrome or Internet Explorer (Version 11 or higher).

- **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 allow 48 hours for your permissions to become active.

- **Main Menu** – After logging onto 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**

  o Use the drop down box in the upper right corner to select a section of the application.
  o Use the blue tabs to navigate within a section. Complete each applicable tab within the application, moving from left to right and from top to bottom.
  o **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.
  o **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 blue tabs. Click here for more detailed instructions.

- **Entering information** – Text or dollar amounts (whole dollars, no cents), as applicable, 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 it results in a budget that 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.

- **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 the Consistency Check as a tool, running it periodically to check your work as you proceed through the application.

- **Error Messages** – Please read the error messages carefully. In most cases they are self-explanatory, and will clearly describe what corrections need to be made. See Appendix 5 for a list of Common Error Messages and corrective actions.

ESEA 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, and any prior year carryover. It also shows any funds received for, or contributed to, a consortium. Click the green link (upper left) for Consortium Administration. ***NEW*** Districts may transfer funds from Title II, Part A or Title IV, Part A to any of the other Titles in which they already have an allocation. The rows indicate the source of the transfer funds and the columns indicate the grant program that will receive the funds. The white boxes in the transfer section are enterable for transfer amounts. The gray boxes indicate Titles in which transfers are not permitted.

- The system 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 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 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. The refusal applies only to the total current year allocation for the Title. The district may still budget carryover funds from the prior year. **Important Note: Please consider carefully before indicating a refusal of funds. Due to the calculations that automatically occur based on the refusal of funds, once a refusal box is checked and the application is submitted, the user cannot 'un-refuse' the funds, even if the application is returned for other changes**.

> Nonpublic Refusal of Funds – The top of this page is read-only. Information from the Allocation Detail Nonpublic tab populates here under each Title as appropriate. Go to the "Allocation Detail Nonpublic" tab for the specific Title to make changes. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools.

> ***NEW*** Nonpublic Affirmation of Consultation and Refusal of Funds Upload – The district will no longer upload Nonpublic refusal forms in the ESEA application. The public school district is now required to upload these forms in NJDOE Homeroom under **NPAC for ESEA**. Go the ESSA website for forms and instructions:
> http://www.state.nj.us/education/ESSA/guidance/njdoe/equitable.shtml

Other – The district must provide information about equitable access, coordination, consultation, and underrepresented constituent groups. Complete all tabs in this section.

Assurances – An authorized representative of the district must certify that he/she has read and agree to all assurances related to the federal regulations for *ESEA* grant programs:

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

>   *ESEA 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 detail lines under each Title.

Submission

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 not required to upload board approval documentation.

Submit

-   o   Run the Consistency Check to identify omissions or errors. Correct any errors and then run the check again.

-   o   Once you have run the Consistency Check 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 encumber funds on the project start date, if the application is submitted in substantially approvable form by the stated application due date. If the application is submitted after the due date, they may encumber funds beginning on the date of submission of the application.

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

NEW 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 Office 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 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 ESEA Title funds will be used to address them:
- Student Academic Needs (Items 1 – 13)
- Staff Needs (Items 14 – 37)
- Student Behavior, Risk Factors and Safety Issues (Items 38 – 47)
- School District and Community Issues (Items 48 – 54)

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.

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

Step 4 – For each *ESEA* 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

Save the page and click Needs Assessment to return to the Priority Problem list. Repeat the steps for each priority. The status of a Priority will indicate "Complete" once you have completed all the required items.

ESEA Program Titles – Common Information

Organization

Select an ESEA 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 specific Title may be used.

Allocations – The information in this screen varies by Title. See the Title's instructions.

Eligibility – This tab is relevant only to, and thus 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 reviewers.

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. Indicate the impact of the prior year's grant activities.   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. If no Allowable Uses appear, return to the Allowable Uses tab and select one or more.

Performance Targets – Indicate how the district will measure the impact of the proposed activities to be funded by the grant. 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 <u>each</u> Allowable Use and <u>then</u> save the page. You cannot save one line at a time.

Nonpublic Schools

NEW A State-designated Ombudsman will monitor and enforce nonpublic consultation and equitable service requirements to help ensure equitable services are provided to eligible nonpublic children, teachers, and other educational personnel. The email address is nonpublicombudsman@doe.state.nj.us.

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. Thus you must 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 school 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; 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. 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.

NEW For all of these Titles, funds are distributed equitably to the nonpublic schools based on the percentage of total students enrolled. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools.

NEW Previously, if a nonpublic school refused grant funded services, the district was required to upload a nonpublic refusal form into the grant application. This upload will now be done through Homeroom, not in the EWEG application. In addition, a district is now required to upload in Homeroom an Affirmation of Consultation form for each nonpublic school that is accepting services. This means that for each nonpublic school with which a district consults, it must upload an Affirmation of Consultation form, a Refusal of Funds form, or both if a nonpublic school is accepting services in one Title, but refusing services in another. Go the ESSA website for forms and instructions:
 http://www.state.nj.us/education/ESSA/guidance/njdoe/equitable.shtml

Budget

Budget information is similar for all Titles. See Title I, Part A 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* application budget, keep in mind that the funds may be used only to <u>supplement</u> 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.

<u>Budget Summary</u> – 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.

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

100   <u>Instruction</u> – 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   <u>Support Services</u> – 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   <u>Equipment</u> – Instructional and non-instructional items with a unit cost of more than $2,000.

520   <u>School-wide Blended</u> – Districts approved by NJDOE to blend school-wide funds may use this category to enter the contribution to a school-wide budget.

Admin   <u>Program Administration</u> – 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, you <u>must</u> *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	- Enter Number of Staff & Position Title. - Enter Base Salary – total salaries of the employees. - Enter amounts for public and nonpublic salaries – the portion of the salaries funded by *ESEA*. - Select one or more Allowable Uses. Go to the Program Plan to add or delete Allowable Uses. - Click **Calculate Totals** and the system will calculate: - Full-Time Equivalent (FTE = *ESEA* Funding/Base Salary) - Total of Public and Nonpublic Funding - Benefits (28% for TPAF/FICA, 7.65% for FICA Only) - Line totals for each column - Save Page.
100-300 & 200-300	Purchased Svcs/ Prof & Tech Svcs	- Select a function & object code and an expenditure category. - Enter a description of the expenditure. - Enter amounts for public and nonpublic. - Select one or more Allowable Uses. Go to the Program Plan to add or delete Allowable Uses. - Calculate Totals & Save Page.
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	- Enter description, item cost, public quantity, nonpublic quantity. - Select an Allowable Use. - Calculate Totals & Save Page.
520-930	School-wide	- If the district has NJDOE approval to blend school-wide funds, they may complete this section. - This section is not applicable to Title I Part D or Title I SIA Part A.
200-860 & Program Admin	Indirect Costs/ Admin Costs	- 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 IA, Title ID, Title IIA, & Title V or 2% for Title III, Title III Immigrant, & Title IVA.

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 parent and family engagement.

Title I funds must be used to supplement, and not supplant existing state and local funding. *NEW* Effective in the 2017-18 school year, LEAs must demonstrate that the methodology they use to allocate state and local funds to schools provides each Title I school with all of the state and local money it would receive if it did not participate in the Title I program. In short, 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. This should expand LEAs' spending options for Title I funds. Costs must still be consistent with the purpose of Title I – improving student achievement – and must still support eligible students among other requirements.

Guidance/Legislation: https://www2.ed.gov/programs/Titleiparta/legislation.html

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

Eligibility – Before you enter any budget information in Title I, Part A, you must complete the Eligibility section in order to determine which of your schools you will be serving and how much funding each will receive. **NEW** Under ESSA, there are a number of changes in Eligibility. The four previous steps are still there, plus a new Served Schools step has been added. You must complete the steps in order from left to right. If you go back and make a change in an earlier step, you will have to revise all of the subsequent steps.

Step 1 – Select a source for low income data. Most districts will select 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 Office of Supplemental Educational Programs at Titleone@doe.state.nj.us (see 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 – **NEW** Beginning in 2017-2018, districts that would like to use the feeder method for determining the number of children from low-income families in a secondary (middle or high) school must first notify these schools of the option, and then must obtain approval from a majority of those secondary schools, and certify in the application that these steps have been taken.

If the district then chooses this method, the district will need to provide in the application additional information about the feeder schools and the receiving schools. If you choose Feeder Method for one or more secondary schools, follow the instructions for completing Steps 1b and 1c. The results of the feeder calculation will appear in Step 1d.

Certification – Public school districts should place a check in the first box to certify that all nonpublic school students have been counted. Vocational and charter schools should check the second box to indicate that they are not subject to the nonpublic requirement. **Save the Page**.

If you are **not** using the feeder method, proceed directly from Step 1 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. ***NEW*** 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 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 the **Proceed to Ranking** button.

Step 3 – Select the desired ranking method for school attendance centers (click on 'instructions' on that page for more detail about each method). ***NEW*** The ranking method options remain the same, but the **numerical order** in which they appear has changed. 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.

NEW *Served Schools* – Districts are now required to calculate the Title I, Part A allocations to nonpublic schools *before* any reserves are subtracted. On this new 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. (This information previously appeared at the bottom of Eligibility Step 4, *after* any reserves were subtracted.)

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 <u>and</u> a school with a lower ranking is served. For these schools, complete the information in the Skipped Schools tab.

SECTION 4: INELIGIBLE SCHOOLS AVAILABLE FOR LEA DISCRETION – These schools are ineligible based on the ranking method selected but may be served for <u>one</u> additional year <u>if</u> they were eligible and served 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. ***NEW*** 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 – 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. **Note: Total reserves cannot exceed 50% of the Title I, Part A allocation.**

NEW Required Reserves – are calculated and prepopulated. These amounts can no longer be entered.

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

> *Homeless* reserve is <u>only</u> for homeless students in schools that are <u>not</u> receiving Title IA allocations and is calculated at $250 per student. Schools that receive a Title IA allocation must provide services to homeless students from their allocation.

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

Optional 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.

> *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*

> *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*

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

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 school students may be different than the per pupil amount for public school students because the nonpublic allocations are being calculated prior to the set asides and the public allocations are being calculated after the set asides.

If you want to distribute the public allocations *manually and enter differing am*ounts, click the box on the left next to Input Distribution Amount. 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.

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.

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.

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 *ESEA* funds are being used to supplement and not supplant local funds.

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

Parent and Family Engagement
- o 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.
- o 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.

Title I Schoolwide and School Improvement Plan (SWP and SIP) – Schoolwide and School Improvement (SIP) plans are no longer uploaded to the application in EWEG, but are to be completed on the forms found in NJDOE Homeroom. In this section of the application, districts must certify that these plans have been or will be completed 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.

Guidance/Legislation: https://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.

Guidance/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 *ESEA* 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 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.

Guidance/Legislation: https://www2.ed.gov/policy/elsec/leg/essa/essaTitleiipartaguidance.pdf

Allocation Detail Nonpublic – This screen lists nonpublic schools in your district and the calculation of the total dollar amount to be allocated to each. ***NEW*** The Hold Harmless requirement, and thus the tab, has been eliminated. The nonpublic share is now calculated on the LEA's total allocation including funds for professional development and class size reduction. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools.

Program Specific

Allowable Uses – The use of funds in Title II, Part A must be evidence-based and documented. ***NEW*** Beginning this year, the district is required to go to the District Comments tab and provide additional information regarding the evidence for the use of funds.

Previously on the Allowable Uses page, the district was required to enter amounts for Professional Development and/or Class Size Reduction. ***NEW*** An amount for Professional Development is no longer required. If a district selects Reducing Class Size as an allowable use, they must enter an amount in the box that opens up.

Select one or more allowable uses to be funded by Title II, Part A. Save the page.

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

Budget – See instructions for Budget under Common Information.

District Comments – Enter information in the applicable boxes:

> Box 1 General Comments are optional

> Boxes 2 and/or 3 are required. Provide evidence supporting the use of funds for Professional Development and/or Class Size Reduction.

> Box 4 is required. Describe how data and consultations will be used to improve decision making.

> Box 5 is required. Described how the LEA will insure equitable access.

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 Language Learners (ELLs). 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.

Guidance/Legislation:
https://www2.ed.gov/policy/elsec/leg/essa/essaTitleiiiguidenglishlearners92016.pdf

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, they have three options:

- join a consortium with other districts to create a combined budget greater than $10,000;
- ***NEW*** transfer funds in from Title IIA or Title IVA to increase the amount to at least $10,000;
- 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 calculation of the total dollar amount to be allocated to each. ***NEW for this Title*** If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools.

Program Specific

Allowable Uses – Select one or more items to be funded by Title III 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.

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.

Guidance/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 of any amount (including an amount 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 be used only for distinct purposes for immigrant students.

Allocation Detail Nonpublic – This screen lists nonpublic schools in the district and the total dollar amount to be allocated to each. ***NEW for this Title*** If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all 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.

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

Budget – See instructions for Budget under Common Information.

Title IV, Part A – Student Support and Academic Enrichment Program (SSAE)

Overview – ***NEW*** This grant program is newly 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.

LEAs that received a Title I, Part A allocation in FY 2016-17 will receive a Title IV, Part A allocation for FY 2017-18 in the same proportion as their prior year Title I, Part A proportion, with a minimum allocation of $10,000.

The SSAE program provides schools the flexibility to tailor the program 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.

Guidance/Legislation: https://www2.ed.gov/policy/elsec/leg/essa/essassaegrantguid10212016.pdf

Allocation Detail Nonpublic – This screen lists nonpublic schools in the district and the calculation of the total dollar amount to be allocated to each. If a nonpublic school refuses funds, the allocation is redistributed equitably between the LEA and all participating nonpublic schools.

Program Specific

Allowable Uses – The amount of money a district receives in Title IVA will impact how it must spend its funding:

> If receiving $10,000 - $29,999, a school district may spend its funds on any allowable activities

> If receiving $30,000 or more, a school district must conduct a needs assessment related to all three programmatic areas. The district must also spend its funds accordingly:

- At least 20% on well-rounded education activities and programs

- At least 20% on safe and healthy school activities and programs

- A portion on effective use of technology activities and programs

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

Budget – See instructions for Budget under Common Information.

Appendix 1 – Resources

NJDOE Office of Grants Management (OGM): 609-633-6974
Website: http://www.state.nj.us/education/grants/

Grant Specialists	Assigned Counties
Nancy.Ballard@doe.state.nj.us 609-777-2175	Bergen, Camden, Hudson, Passaic, Salem, Somerset, Sussex, Warren
Belinda.Silver@doe.state.nj.us 609-633-6429	Atlantic, Cape May, Cumberland, Hunterdon, Middlesex, Monmouth, Ocean, Union
Constance.Webster@doe.state.nj.us 609-943-5242	Burlington, Essex, Gloucester, Mercer, Morris, State Agencies

EWEG Help Desk: eweghelp@doe.state.nj.us

ESEA/ESSA (General):
Website: http://www.state.nj.us/education/ESSA/
Email: essa@doe.state.nj.us

Office of Supplemental Educational Programs **:** 609-943-4283
Website: http://www.state.nj.us/education/Title1/
Email: Titleone@doe.state.nj.us

Title IIA Office: 609-777-4662
Website: **http://www.state.nj.us/education/ESSA/**
Email: 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

Title IV Office:
Website: **http://www.state.nj.us/education/ESSA/**
Email: TitleIVA@doe.state.nj.us

Equitable Services for Nonpublic Schools:
Website: http://www.state.nj.us/education/ESSA/guidance/njdoe/equitable.shtml
Email: nonpublic.ombudsman@doe.state.nj.us

Education of Homeless Students:
Website: http://www.state.nj.us/education/students/homeless/
Email: homeless@doe.state.nj.us

County Offices:
Website: http://www.nj.gov/education/counties/

Regional Achievement Centers (RAC):
Website: http://www.nj.gov/education/rac/
Email: rac@doe.state.nj.us

US Department of Education
Every Student Succeeds Act (ESSA): https://ed.gov/policy/elsec/leg/essa/index.html

ESEA Fiscal Changes and Equitable Services Guidance (includes Transferability):
https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf

ESEA Title V- Rural and Low-Income School Program (RLIS):
https://www2.ed.gov/programs/reaprlisp/index.html

U.S. Government System for Award Management (SAM)
SAM/CCR registration: www.sam.gov

Appendix 2 – Consortia

If a district's Title III allocation is less than $10,000, the district must either join a consortium, transfer funds in from another Title, 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, Title III Immigrant, and Title IVA. 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 *ESEA* 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

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.

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 <u>must</u> file an amendment to their *ESEA* 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 <u>may</u> 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* 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 making revisions to the program plan 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.
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
ESEA Consolidated – A required field within *ESEA* 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 *ESEA* Project Director.	Go to the Main Menu and select LEA Central Contact. Enter all required information on all applicable tabs.
Title I Part A – Eligibility Step 4 amounts must equal budgeted reserves for district-wide instructional programs **(Reserve Amount $0 must equal Budgeted Amount $10,000).**	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.
Title I Part A – Eligibility Step 4 amounts must equal budgeted reserves for district-wide instructional programs **(Reserve Amount $10,000 must equal Budgeted Amount $0).**	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 designated 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.
Title I Part A – 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 1st 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.
Program Specific, Program Plan, Performance Targets – 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.

ERROR MESSAGE	TRANSLATION	ACTION REQUIRED
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.
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 eweghelp@doe.state.nj.us. 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.