Consolidated Application for ESSA-Funded Programs

Online Application Process – *Finalizing and Submitting the Application*

TITLE I SCHOOL AND COMMUNITY SERVICES OFFICE

Consolidated Application for ESSA-Funded Programs - AGENDA
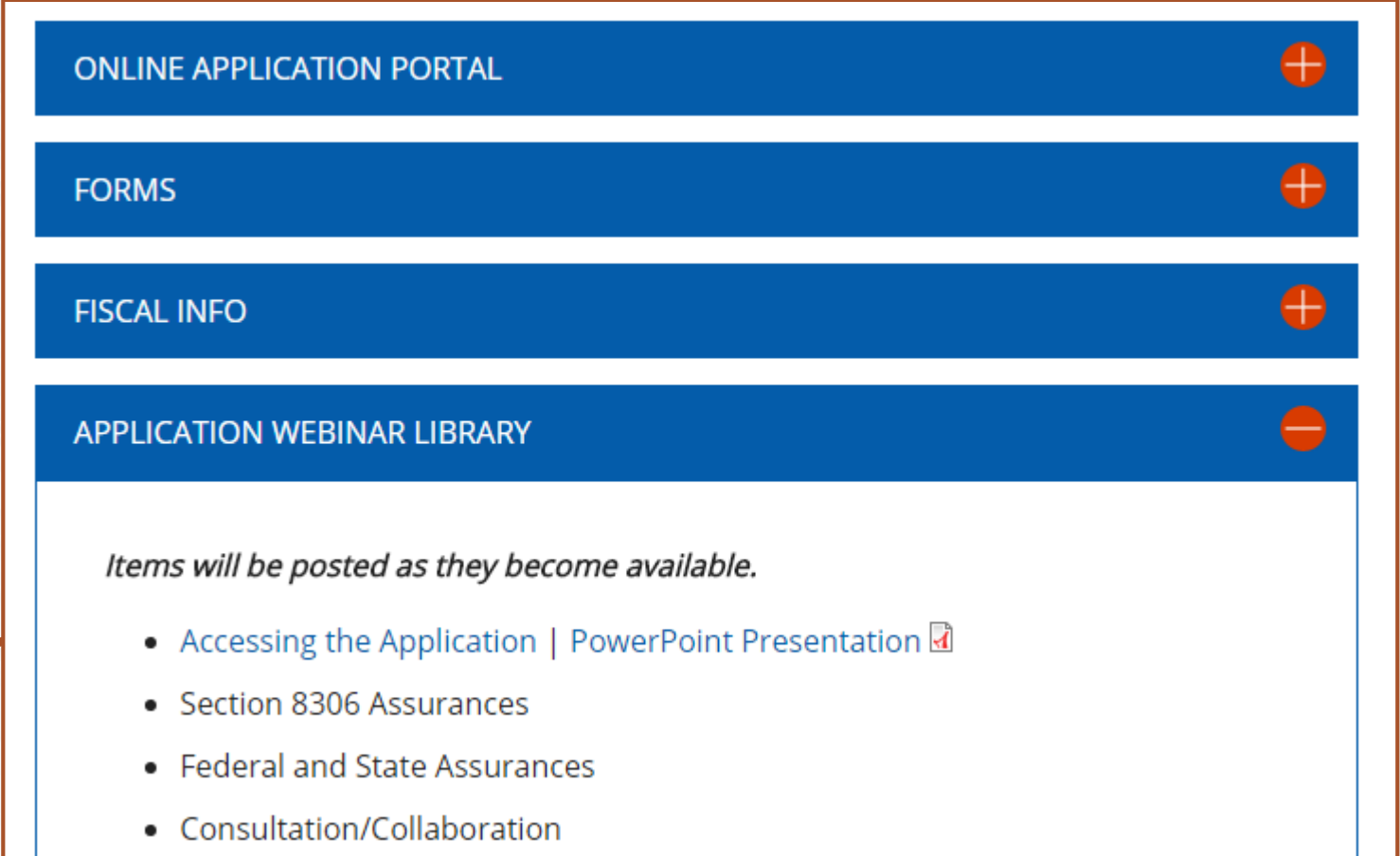
- Every Student Succeeds Act (ESSA)

- Accessing the Application

- Submitting the Application
  - Submit/Certify, Submission Timeline/Details

- Next Steps

- NYSED Support

Every Student Succeeds Act (ESSA)

- Consistent with the requirements outlined in the Every Student Succeeds Act (ESSA), the New York State Education Department (NYSED) has developed its online Consolidated Application to support the timely administration of ESSA-funded programs to LEAs across the state.

- The application remains streamlined to focus on the required assurances from Section 8306 of the ESSA, as well as programmatic and fiscal information that staff have determined is necessary to properly administer each program.

- The on-line platform dramatically improves NYSED's capacity to collect and analyze district-provided data in a timely manner, and then utilize that data to provide targeted support to LEAs as part of shared continuous improvement efforts.

Accessing the Application

- To access the Business Portal and for additional guidance and support, please visit our web-site at: http://www.nysed.gov/essa/schools/consolidated-application

- *Additionally* - if the applicant is having difficulty accessing the application or has questions about a particular section of it, our office has developed a webinar library to support you through out the process.

ONLINE APPLICATION PORTAL

FORMS

FISCAL INFO

APPLICATION WEBINAR LIBRARY

Items will be posted as they become available.

- Accessing the Application | PowerPoint Presentation
- Section 8306 Assurances
- Federal and State Assurances
- Consultation/Collaboration

Submitting the Application

- The applicant will be unable to submit the application to NYSED for final review if a required questions remain unresolved.

- The designated superintendent/CEO of an LEA or charter school is the only administrator with the submit/certify rights necessary to successfully submit a completed application.

- FS-10 Budget and Budget Narrative forms should be completed in a manner that clearly identifies and aligns proposed expenses.

- Applicants are *REQUIRED* to send signed originals and two hard copies of each FS-10 Budget Form to NYSED.

- Applicants are *NOT REQUIRED* to send hard copies of general application materials to the Department.

Submitting the Application

The <u>Superintendent/CEO</u> must be logged in to the portal in order to complete the final steps of the online submission process.

- When all required elements have been completed and saved, the "*Save & Submit*" button will appear.
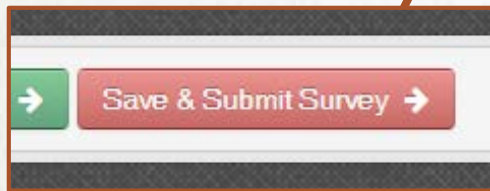
Certification & Submission

Print Survey   Email

I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Cancel   Submit

Save & Submit Survey →

- After the Superintendent/CEO clicks on the "*Save & Submit Survey*" button, the final Certification *and* Submission page will appear.

- The Superintendent/CEO should carefully read the certification text, and then indicate agreement by checking the box. Only after this will the "*Submit*" button become available to click and complete the submission process.

Submitting the Application

- Once the application has been successfully submitted, it will no longer appear in the user's *Inbox*. Instead, it will now be found in the user's *Outbox.*

- The user may still view the application, and will be able to print/PDF a copy of it. However, the application itself may not be edited or withdrawn.

Note: The applicant will receive an email message from the Business Portal indicating that the application has been <u>successfully submitted</u>. A similar message will be sent upon <u>approval</u>, or if the application has been <u>un-submitted</u> by an NYSED reviewer to obtain additional information from the applicant.

Next Steps….

- The "*Consolidated Application for ESSA-Funded Programs*" is published in the Business Portal, with submissions due as delineated in the *Submission Instructions* section.

- Superintendents/CEOs and district staff should have received a system generated from conappta@nysed.gov notifying them that the application is now live.

- Additional webinars and guidance documents have been issued by the Title I School and Community Services Office to provide on-going support and technical assistance.

- District staff should visit the NYSED Business Portal to ensure that user accounts and existing applications are up-to-date http://portal.nysed.gov.

New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

NYSED Support

- *TECHNICAL SUPPORT*
  - Please contact the SEDDAS Help Desk at SEDDAS@nysed.gov to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.

- *SURVEY CONTENT SUPPORT*
  - Please contact the Title I School and Community Services Office at (518) 473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the application/survey.

Thank You for Your Continued Collaboration!

- *For Additional Guidance and Support*, please visit the Consolidated Application for ESSA-Funded Programs website