



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Consolidated Application for ESSA-Funded Programs

Online Application Process – *Program Budgets and Budget Narratives*

OFFICE OF ESSA-FUNDED PROGRAMS

Consolidated Application for ESSA-Funded Programs - AGENDA

- Every Student Succeeds Act (ESSA)
 - Accessing the Application
 - Program Budgets & Budget Narratives
 - Next Steps
 - NYSED Support

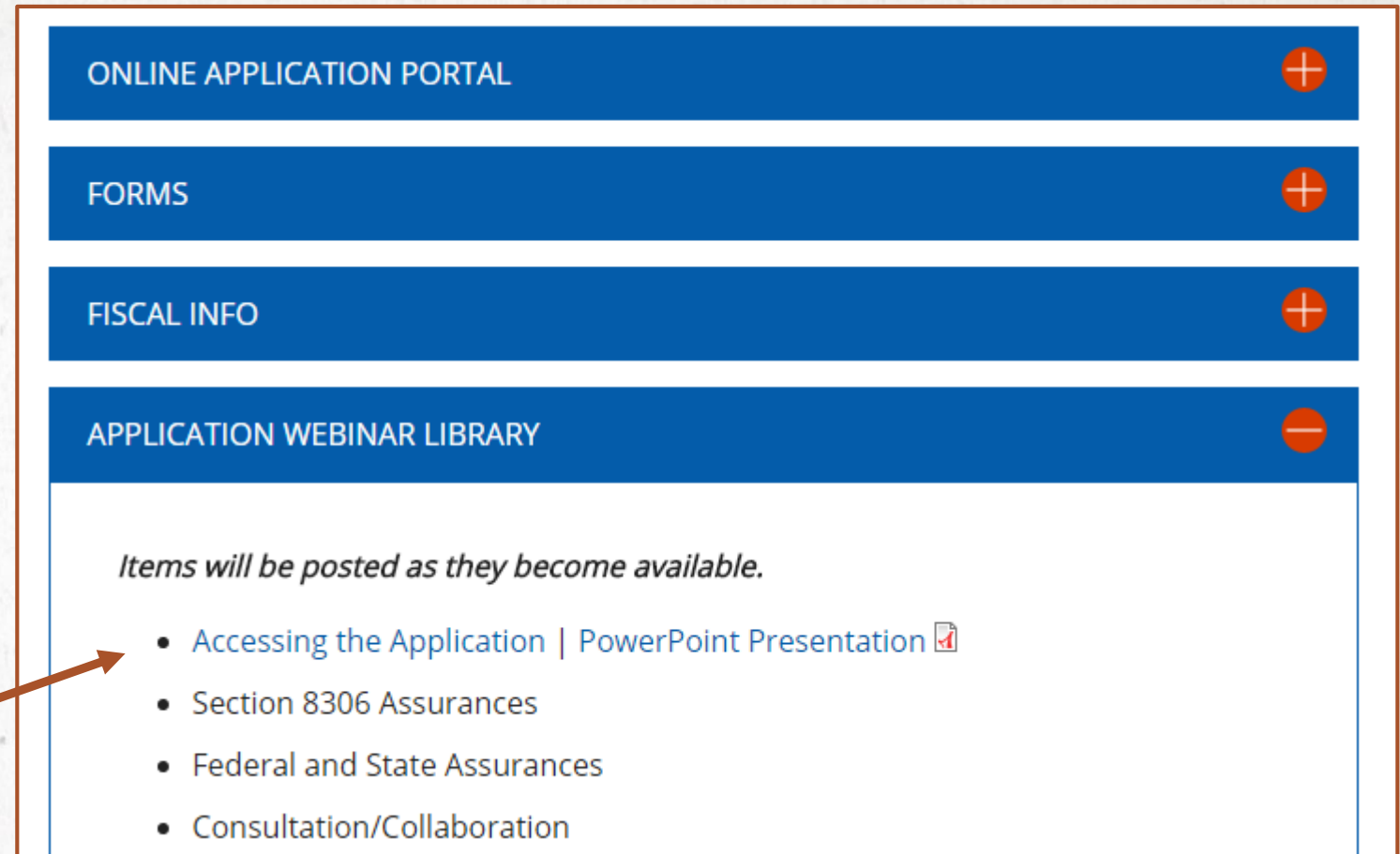
Every Student Succeeds Act (ESSA)

- 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>

- If the applicant has questions about various portions of the application, webinars are available, as well as additional resources, forms and other technical assistance materials.



The screenshot shows a navigation menu with four main items, each in a blue bar with a red icon on the right. The first three items have a plus sign, and the fourth has a minus sign. Below the 'APPLICATION WEBINAR LIBRARY' item, there is a white box containing the text 'Items will be posted as they become available.' and a bulleted list of webinar topics.

- 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

Accessing the Application

- After logging in, select “*SED Monitoring and Vendor Performance System*”.



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My Applications

- > **SEDDAS User Guide**
- > SED Delegated Account System (SEDDAS)
- > **SED Monitoring and Vendor Performance System**

Dashboard for , [User Name]

Welcome Message

Welcome to the NYSED Survey System (SEDMonitoring). You are seeing this page as you have been assigned Surveys by Multiple Areas. Please select a System from the list below to view Surveys for that System.

Systems you are associated with

System	Actions
MVPs	View Surveys for MVPs
Office of Early Learning	View Surveys for Office of Early Learning
Race to the Top	View Surveys for Race to the Top
Title 1 School and Community Services	View Surveys for Title 1 School and Community Services

- Click on “*View Surveys for Title 1 School and Community Services*” to access surveys issued from our office.

Accessing the Application

- The “*Consolidated Application for ESSA-Funded Programs*” is found within the Title I School and Community Services Inbox. →

Welcome Message

The Office of Accountability (OA) oversees the compliance for schools and Local Educational Agencies (LEAs) in New York State. The Office works to close the achievement gap by identifying and supporting schools and LEAs that are low-performing, as well as those interested in replicating the best practices of the State's high performing and high progressing schools and districts. The Office implements New York's Accountability System under the approved Elementary and Secondary Education Act (ESEA) Flexibility Waiver, by supporting schools and LEAs that are Priority and/or Focus through the assignment of Integrated Intervention Teams (IIT), who review organizational structures and educational practices and make recommendations for district and school improvements.

The Office oversees several programs/initiatives, while working to ensure equity and access to high quality educational programs for all students by managing State and Federal allocations to LEAs, including budget approvals and monitoring of grant programs that serve low-income, migrant, homeless, and neglected and delinquent youth.

Owners

Title 1 School and Community Services (956) →

Inbox (956) ↓ **Outbox**

Search:

Survey Recipient	Survey	Cycle	Status	Status Date	Actions
	2018-19 Consolidated Application for ESSA-Funded Programs	2018	Subject Matter Review(s)	6/05/2018	View Print

- An application can be saved and/or printed as a PDF during any point in the process by clicking on “*Print*”.

- Click on “*View*” to open the application and begin/continue to input information.

- (Please Note – Multiple users may access the application at one time)

Program Budgets and Program Narratives

- Applicants are asked to complete an FS-10 budget form for each program area for which the LEA is applying for funds.

- Completed Budget Narratives are required for each program area, and should be directly aligned to its corresponding FS-10.
- The purpose of the Budget Narrative is provide sufficient information to appropriately describe proposed budget expenditures.

The image shows a portion of the FS-10 budget form. On the left, the 'Local Agency Information' section includes fields for 'Funding Source', 'Report Prepared By', 'Agency Name', 'Mailing Address', 'Telephone #', 'E-Mail Address', and 'Project Operation Dates'. Below this is the 'INSTRUCTIONS' section with several numbered points. On the right, the 'SALARIES FOR PROFESSIONAL STAFF, Code 15' section includes a table with columns for 'Specific Position Title', 'Full Time Equivalent', 'Annualized Rate of Pay', and 'Project Salary'. Below that is the 'SALARIES FOR SUPPORT STAFF, Code 16' section, which also includes a similar table.

The image shows the 'BUDGET NARRATIVE' form. It includes fields for 'LEA:' and 'FOR TITLE:', and a 'BEDSCODE:' field. Below these is a bolded instruction: '** MUST BE SUBMITTED WITH EACH BUDGET IN THE CONSOLIDATED APPLICATION'. A paragraph follows: 'If using Transferability, please indicate on the Budget Narrative and FS-10 the amount of funds to be included under transferability in the budget categories where funds will be used. Example: In the Title IIA budget under Code 15 - Transferability - Title I Reading Teacher - FTE.35 - \$15,000.' At the bottom is a table with two columns: 'CODE/ BUDGET CATEGORY' and 'EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)'. The table has four rows with the following categories: 'Code 15 Professional Salaries', 'Code 16 Support Staff Salaries', 'Code 40 Purchased Services', and 'Code 45 Supplies and Materials'.

Program Budgets and Program Narratives

- The 2019-20 allocation for each program area, as entered previously in the application, is found here and should be used to verify the appropriate amount of funds referred to in both the FS-10 and the Budget Narrative.
- This amount should not include any Transferability figures.

1 The amount of funds shown in the space below reflects the LEA's 2019-20 **Title I, Part A allocation**, as identified previously in the application. This is the amount to be used as the LEA completes Items #2 and #3.

443,804.00

2 Upload a completed and signed copy of the **FS-10 Budget** for **Title I, Part A**. The FS-10 should represent the 2019-20 allocation only. (Carryover may be accessed by way of an amendment, separate from this application process, and funds subject to Transferability should not be included in the FS-10 of another program area.)

Choose File No file chosen

Add Another Upload

(Please Note - a signed original and two copies must be mailed to NYSED as part of the LEA's application submission).

3 Upload a completed copy of the **Budget Narrative** for **Title I, Part A**.

(Please Note - an original and two copies must be mailed to NYSED as part of the LEA's application submission).

Choose File No file chosen

Add Another Upload

- Upload a signed and completed FS-10, and a completed Budget Narrative separately to the corresponding item.

- Signed/completed hard copies of FS-10s and completed Budget Narratives are required to be mailed to NYSD as part of the application process.

Budgets/Narratives Instructions

LEAs are **REQUIRED** to send signed (blue ink) originals and two hard copies of each FS-10 Budget Form to:

Office of ESSA-Funded Programs – Rm 320 EB
RE: 2019-20 Consolidated Application for ESSA-Funded Programs
New York State Education Department
89 Washington Avenue
Albany, NY 12234

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 Office of ESSA-Funded Programs 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>.

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 Office of ESSA-Funded Programs 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



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