



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

2017-18 LEA Application for ESSA-Funded Programs

Online Application Process – *Completing the Application*

TITLE I SCHOOL AND COMMUNITY SERVICES OFFICE

2017-18 LEA Application for ESSA-Funded Programs - AGENDA

- Every Student Succeeds Act (ESSA)
- NYSED Business Portal – Accessing the Application
- Completing the Survey/Application
 - Navigating the Application, Saving
 - Resources, Comments, Panels
- Submitting the Application
 - Submit/Certify, Submission Timeline/Details
- Next Steps and NYSED Support

Every Student Succeeds Act (ESSA)

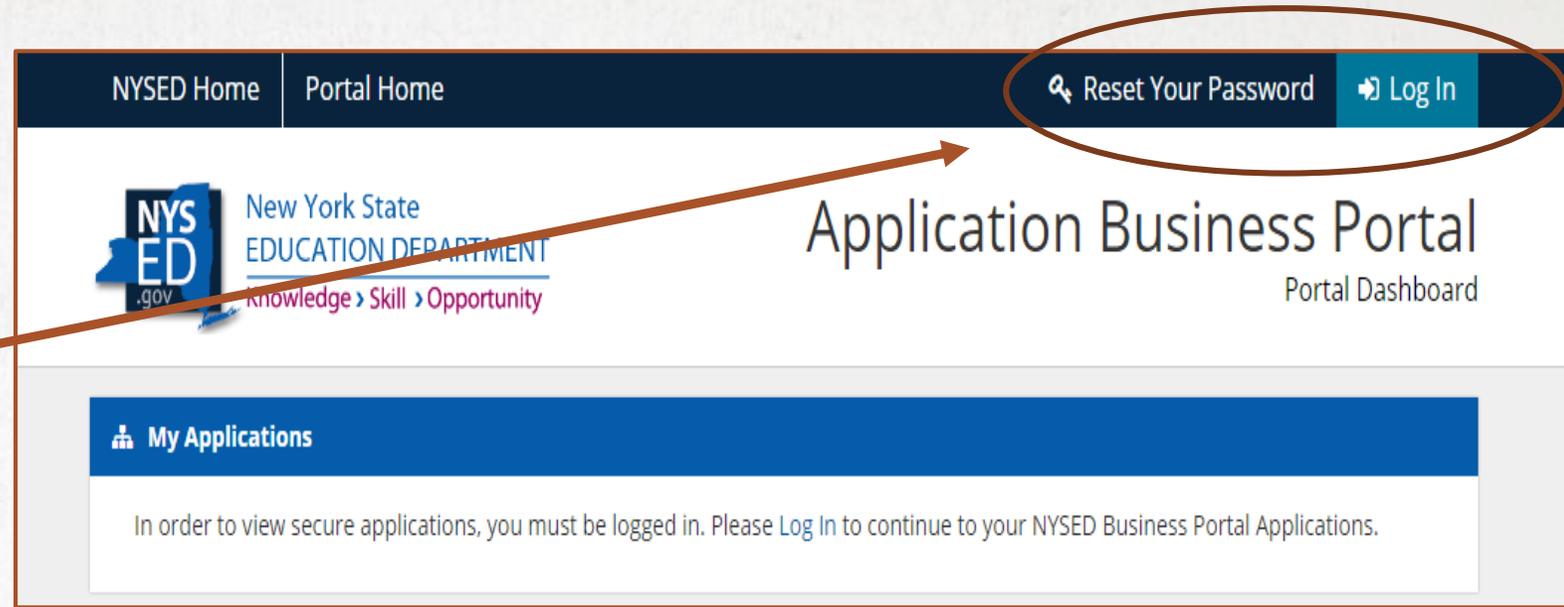
- USDE has indicated that an SEA must minimally collect from LEAs the assurances included in Section 8306 of the ESSA prior to awarding FY17 funds.
- In addition to the required LEA assurances, SEAs may collect any other information the SEA deems necessary for proper implementation of each grant program.
- The new application has been 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.

Every Student Succeeds Act (ESSA)

- NYSED has published the online “*2017-18 LEA Application for ESSA-Funded Programs*” in its Business Portal to support the timely administration of ESSA-funded programs to LEAs across the state.
- The new online application format:
 - Will replace the current Consolidated Application process.
 - Has been streamlined to focus on the required assurances from Section 8306 of the ESSA, as well as fiscal and programmatic information that staff have determined is necessary to properly administer each program.
 - Will dramatically improve 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.

NYSED Business Portal – Accessing the Application

- The NYSED Business Portal may be accessed at <http://portal.nysed.gov>.
- If necessary, users should select “*Reset Your Password*”, and then follow the instructions to restore their access to the portal.



- Users may select “*Log In*” and sign-in directly to enter the portal and view applications/surveys.

NYSED Business Portal – 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.

NYSED Business Portal – Accessing the Application

- The “2017-18 LEA 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

- MVPs (2)
- Office of Early Learning
- Race to the Top
- Title 1 School and Community Services (2)**

Inbox (2) | **Outbox**

Search:

Survey Recipient	Survey	Cycle	Status	Due Date	Actions
CITY SD	2017-18 LEA Application for ESSA-Funded Programs	2017-2018	Not Submitted	8/31/2017	View Print Print Blank

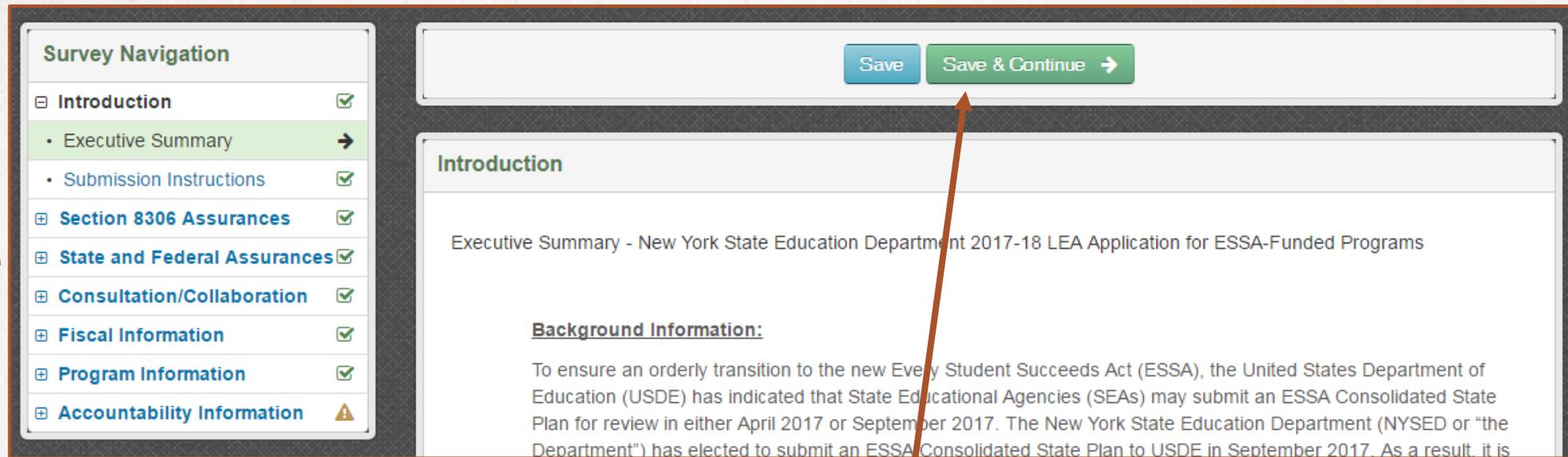
- A blank application can be saved and/or printed as a PDF by clicking on “Print Blank”.

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

- Click on “Print” for a PDF copy containing the information provided by an LEA in the application.

Completing the Application

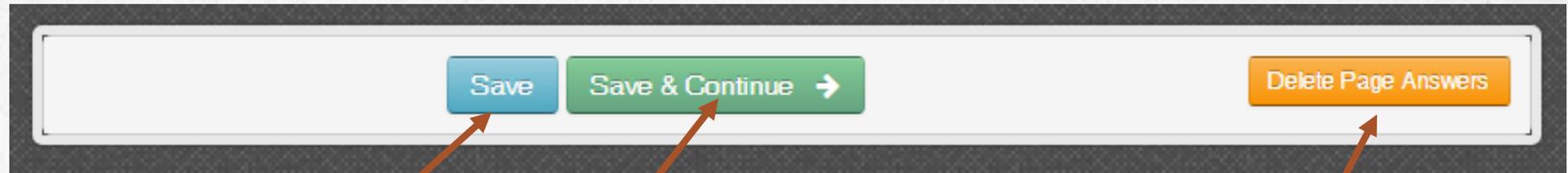
- The “2017-18 LEA Application for ESSA-Funded Programs” consists of seven sections, with some sections containing multiple sub-sections.



- All sections and sub-sections may be accessed from the *Survey Navigation* panel.
- The user is able to skip from section to section using the Navigation panel, or by clicking on the “*Save & Continue*” button.
- Note: Multiple users may access the application at one time.

Completing the Application

- While inputting information, the user will have the ability to save their work.



- Click on the “*Save*” button to continue work that particular section, or click on “*Save and Continue*” to move onto the next section.
- Selecting the “*Delete Page Answers*” button will permanently clear **all** of the information for the current page.

Completing the Application

- The *Survey Navigation* panel will display a green check mark if a section has been successfully saved/completed. An exclamation point indicates that work has been saved, but additional information is needed.

Consultation/Collaboration ✓

Fiscal Information ✓

Program Information ⚠

• Homeless Student Information →

• Private School Participation ☐

• Neglected and Delinquent ☐

Accountability Information ✓

Reviewer Help

Homeless Student Information

1 Please provide the name of the LEA's McKinney-Vento liaison. *

Gustave Eiffel

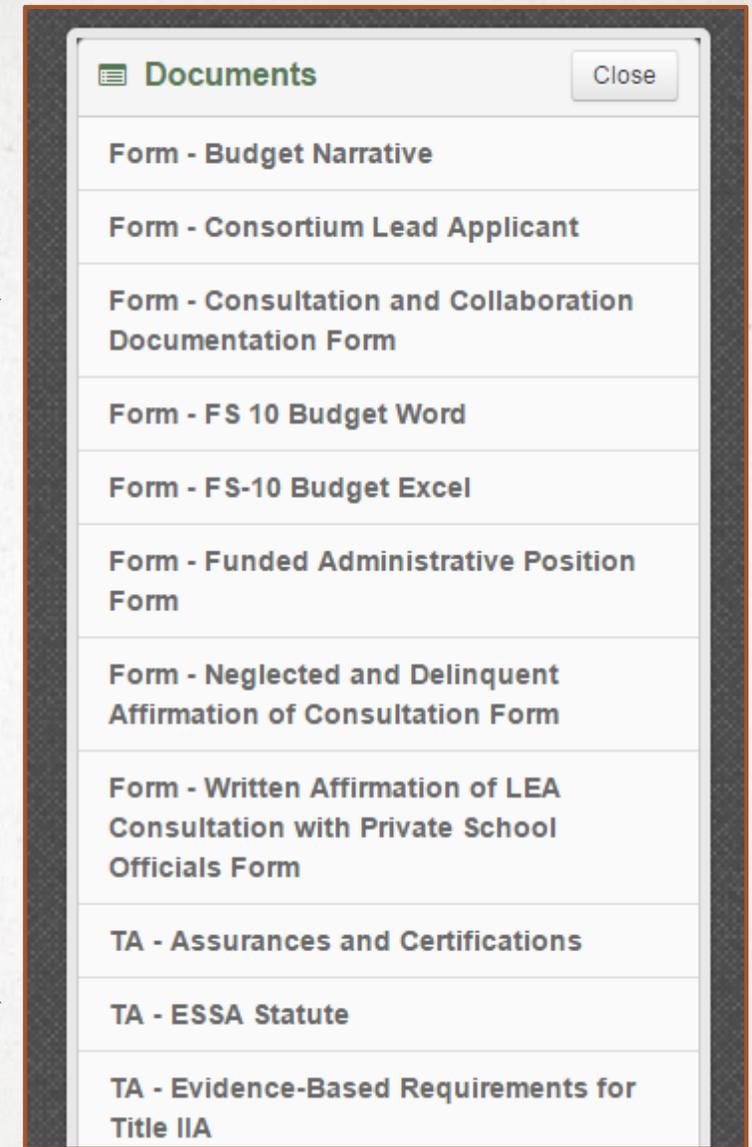
a Please provide the e-mail address of the LEA's McKinney-Vento liaison. *

This question is required.

- When saving, an error message will appear if a required question has gone unanswered.
- A required question is identified with a red asterisk.

Completing the Application

- The *Documents* panel is located along the left-hand side of the application. It contains two types of documents:
- Documents identified with the prefix, “Form-” are blank copies of required forms referred to somewhere in the application.
- Documents identified with the prefix “TA-” are Technical Assistance documents to support applicants as they complete various sections of the application.



Note – For additional guidance and support, please visit our newly-updated web site at: <http://www.nysed.gov/essa/schools/consolidated-application>

Completing the Application

- Also found in the *Documents* section is the “2017-18 ESSA-Funded Programs Budget Calculator” spreadsheet tool. It consists of multiple tabs aligned directly to each budget chart found within the application. It was created to assist applicants in determining their allocations and set-asides.

- Additionally, the applicant may wish to include comments for the NYSED reviewer by using the *Comments* panel, also found along the left-hand side of the application.

Title I, Part A Chart 2A: District-Level Reserves		Technical Assistance
LEA BEDS Code:		The LEA BEDS Code will pre-populate from the first tab of the work
LEA Name:		The LEA Name will pre-populate from the first tab of the work
LEA Proportionate Share of Title I, Part A Allocation		This is the amount of funds available for Title I programming district-level reservations. This figure is from cell C20 on the
Administration		This reserve should reflect any administrative costs associated with the Title I program.
Students Served in Neglected Facilities		http://www.p12.nysed.gov/accountability/allocations/1718/m
Homeless Reserve (REQUIRED FOR ALL LEAs)		This reserve is required for all LEAs, regardless of whether d
Professional Development		
Capital Expense		
Pre-K Services		
Parent and Family Engagement (Formerly Parent Involvement)		This reserve is required for any LEA with a Title I Part A alloc pre-populated amount is the <u>minimal</u> amount required.
Parent Education (FOCUS LEAs ONLY)		This reserve is required for any Focus LEA, Priority Charter S

Comments Add

4/7/2017 @ 9:08AM +

Edit Delete

Applicants should feel free to submit comments to the NYSED reviewer. These comments may be specific to a particular section of the application, or may be more global in nature.

Created By: [blurred]

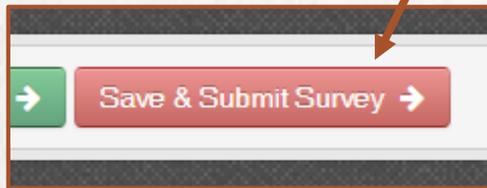
3/29/2017 @ 11:15AM +

3/1/2017 @ 3:04PM +

Submitting the Application

The Superintendent/CEO 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.



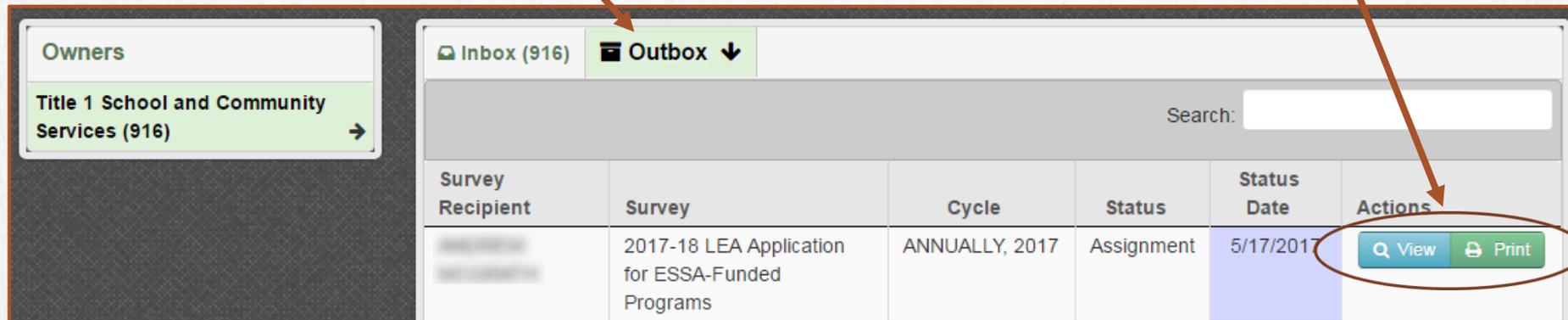
- After the Superintendent/CEO clicks on the “*Save & Submit Survey*” button, the final Certification and Submission page will appear.

A screenshot of a web form titled "Certification & Submission". At the top right, there are two buttons: "Print Survey" (green) and "Email" (blue). Below the title, there is a checkbox that is currently unchecked. To the right of the checkbox is a large block of text: "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." Below the text are two buttons: "Cancel" (light blue) and "Submit" (light blue). An orange arrow points from the text above to the checkbox. Another orange arrow points from the text below to the "Submit" button.

- 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.



The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has a section titled "Owners" with a link for "Title 1 School and Community Services (916)". The main content area has a navigation bar with "Inbox (916)" and "Outbox" (selected). Below the navigation bar is a search bar and a table with the following columns: Survey Recipient, Survey, Cycle, Status, Status Date, and Actions. The table contains one row with the following data: Survey Recipient (blurred), Survey (2017-18 LEA Application for ESSA-Funded Programs), Cycle (ANNUALLY, 2017), Status (Assignment), Status Date (5/17/2017), and Actions (View, Print). The "View" and "Print" buttons in the Actions column are circled in red.

Survey Recipient	Survey	Cycle	Status	Status Date	Actions
[REDACTED]	2017-18 LEA Application for ESSA-Funded Programs	ANNUALLY, 2017	Assignment	5/17/2017	View Print

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

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 NOT REQUIRED to send hard copies of general application materials to the Department.
- Applicants are ONLY required to send signed originals and two hard copies of each FS-10 Budget Form to NYSED.

Deadline for the completed application is August 31, 2017. The Business Portal will close at midnight of this date. Signed budget documents must be post-marked by no later than August 31, 2017.

Next Steps....

- Superintendents/CEOs and district staff were sent a system-generated e-mail from conappta@nysed.gov on June 9th, notifying them that the application is now live.
- The application – “2017-18 LEA Application for ESSA-Funded Programs” – is due by close of business on August 31, 2017.
- Additional webinars and guidance documents will be issued by the Title I School and Community Services Office to provide on-going support and technical assistance.
- District staff should visit our newly-updated web-site at: <http://www.nysed.gov/essa/schools/consolidated-application>

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 our web-site at:
<http://www.nysed.gov/essa/schools/consolidated-application>



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