



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Consolidated Application for ESSA-Funded Programs

Online Application Process – *Completing the Application*

TITLE I SCHOOL AND COMMUNITY SERVICES OFFICE

Consolidated 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)

- 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.

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.

NYSED Home | Portal Home

Reset Your Password | Log In

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Application Business Portal

Portal Dashboard

My Applications

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

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

Sign In

Username: vcorleone

Password:

Sign in Cancel

NYSED Business Portal – Accessing the Application

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



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Knowledge > Skill > Opportunity

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 “*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:

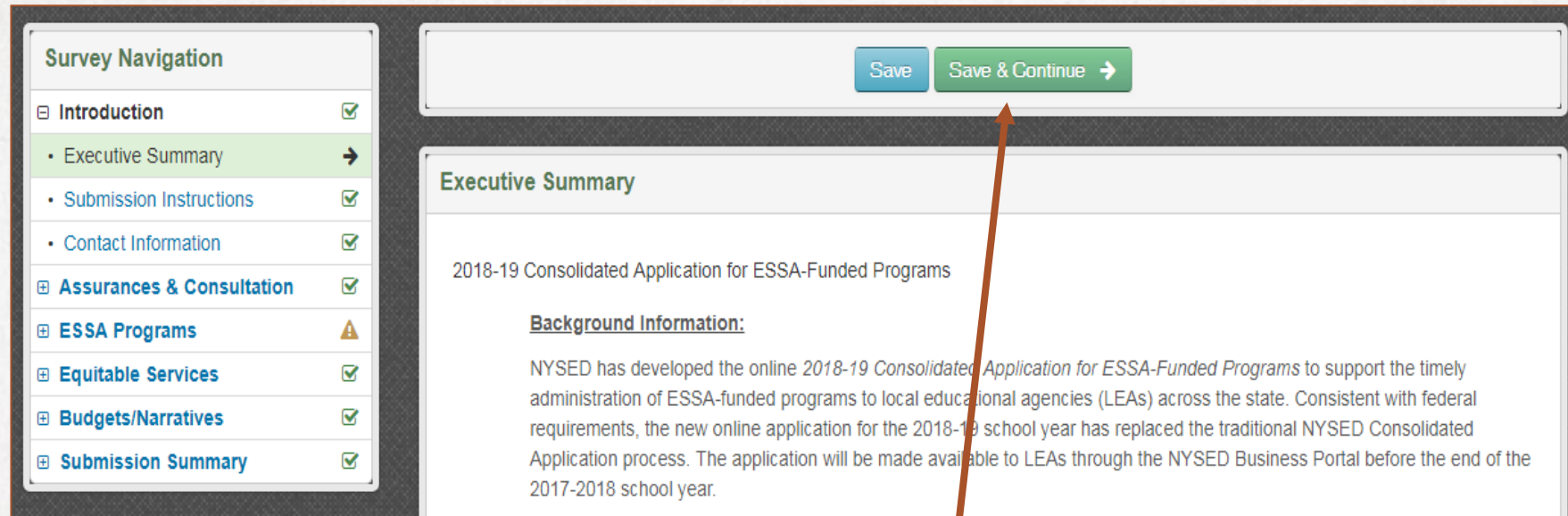
Survey Recipient	Survey	Cycle	Status	Status Date	Actions
	2018-19 Consolidated Application for ESSA-Funded Programs	2018	Subject Matter Review(s)	6/05/2018	View Print

- 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.

Completing the Application

- The “*Consolidated Application for ESSA-Funded Programs*” consists of six main sections, with some containing multiple sub-sections.



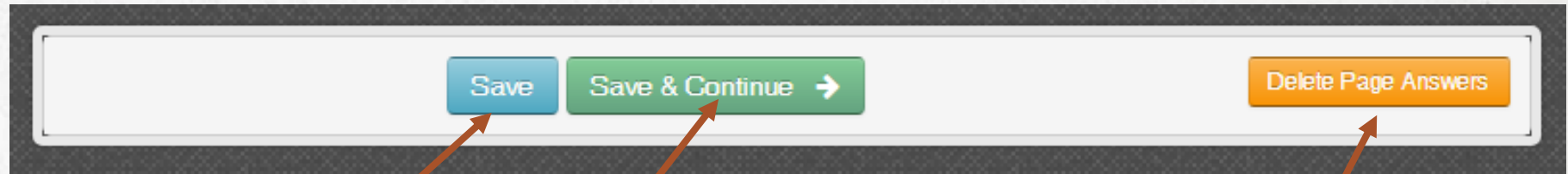
- All sections and sub-sections may be accessed from the *Survey Navigation* panel.

- The user is able to skip from section to section using the Navigation panel, or by clicking on the “*Save & Continue*” button.

(*Please 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

- Applicants are asked to indicate which of the federal program areas they intend to apply for funding during the upcoming school year.

- Please Note - Answers on the *Intent to Apply* page determine which pages appear later in the application. Applicants may return to this page to change a response at any time during the process.

Intent to Apply

1 Does the LEA intend to apply for **Title I, Part A** funding for the

Please Select

2 Does the LEA intend to apply for **Title I, Part D** funding for the

Please Select

3 Does the LEA intend to apply for **Title II, Part A** funding for the 2018-19 school year? *

Please Select

- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, ELL
- Title III, Immigrant
- Title IV, Part A
- Title V, RLIS

- Applicants are asked to indicate if it intends to use *Transferability* for the upcoming school year.

8 Does the LEA intend to use Transferability for the 2018-19 school year? *

Report Title: Transferability Yes No

Please Select

PLEASE NOTE - *Transferability* is a flexibility that permits LEAs to transfer the use of a portion of the Title II, Part A and/or Title IV, Part A funding they receive to their allocations under other programs.

Completing the Application

- For each program area, applicants are asked to discuss specific student needs and/or obstacles confronting the LEA that impact student learning.

1 In the space provided below, please describe your Title I, Part A program in terms of specific student needs and/or obstacles confronting the LEA that impact student achievement. The needs and/or obstacles should have been identified through a recent needs assessment, and should provide the basis for coordinated efforts on the part of the LEA to address them. *

Report Title: T1A Challenges

A screenshot of a rich text editor interface. The top toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source. Below the toolbar are 'Styles' and 'Format' dropdown menus. The main text area is empty, with a blue horizontal bar at the bottom.

2 In the space below, please describe the specific goals and/or outcomes the LEA has identified based on the information provided above. The goals/outcomes should be measurable and aligned directly to the above identified needs/obstacles impacting student achievement. *

Report Title: T1A Goals

A screenshot of a rich text editor interface. The top toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source. Below the toolbar are 'Styles' and 'Format' dropdown menus. The main text area is empty, with a blue horizontal bar at the bottom. A word count indicator in the bottom right corner shows 'Words: 0'. An orange arrow points from the right side of the slide towards the text area.

- Applicants are also asked to describe specific goals and/or outcomes based on the information provided relating to student needs/obstacles.

Completing the Application

- For many fiscal questions, real-time calculations are made as the LEA inputs information. A number of these calculations carry over to other parts of the application.

3 Please complete the following chart to determine Per Pupil Amount and Proportionate Share Amounts for Title II, Part A funds:

	Amount (\$ or #) *
Total Title II, Part A Allocation (\$)	95,000
Title II, Part A Program Administration Costs (Public and Private Schools) (\$)	5,000
Total Number of K-12 Students Enrolled in PUBLIC Schools (in-district) (#)	2,356
Total Number of K-12 Students Enrolled in PRIVATE Schools (in-district) (#)	23

Input

4 Based on the information provided above, please find in the chart below the Title II, Part A Per Pupil Amount, LEA Proportionate Share, and Private School Proportionate Share.

	Title II, Part A <u>Per Pupil Amount</u> (\$)	Title II, Part A <u>LEA Share</u> (\$)	Title II, Part A <u>Private School Share</u> (\$)
Title II Calculations	37.83	89,129.89	870.11

Output

- 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.

- An LEA may continue to update its information at any time, prior to final submission.

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.

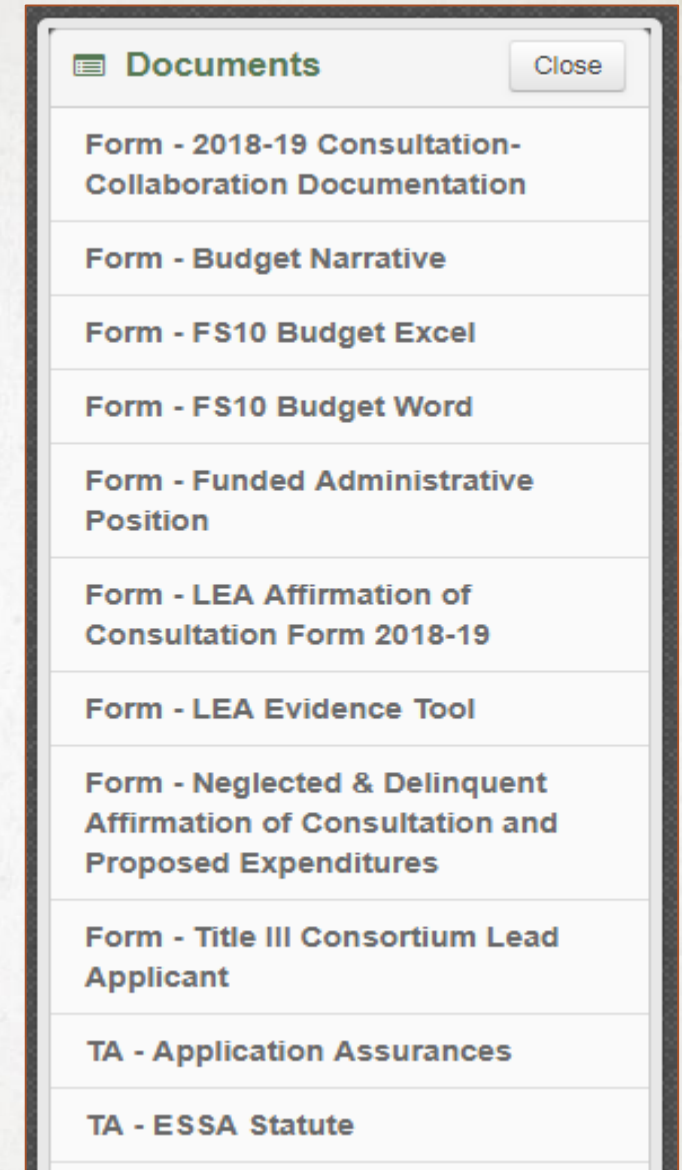
Created By: [Redacted]

3/29/2017 @ 11:15AM +

3/1/2017 @ 3:04PM +

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.

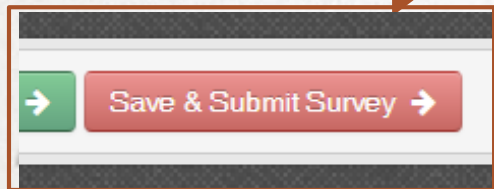


Note – For additional guidance and support, please visit our newly-updated web site at: <http://www.nysed.gov/essa/schools/consolidated-application>

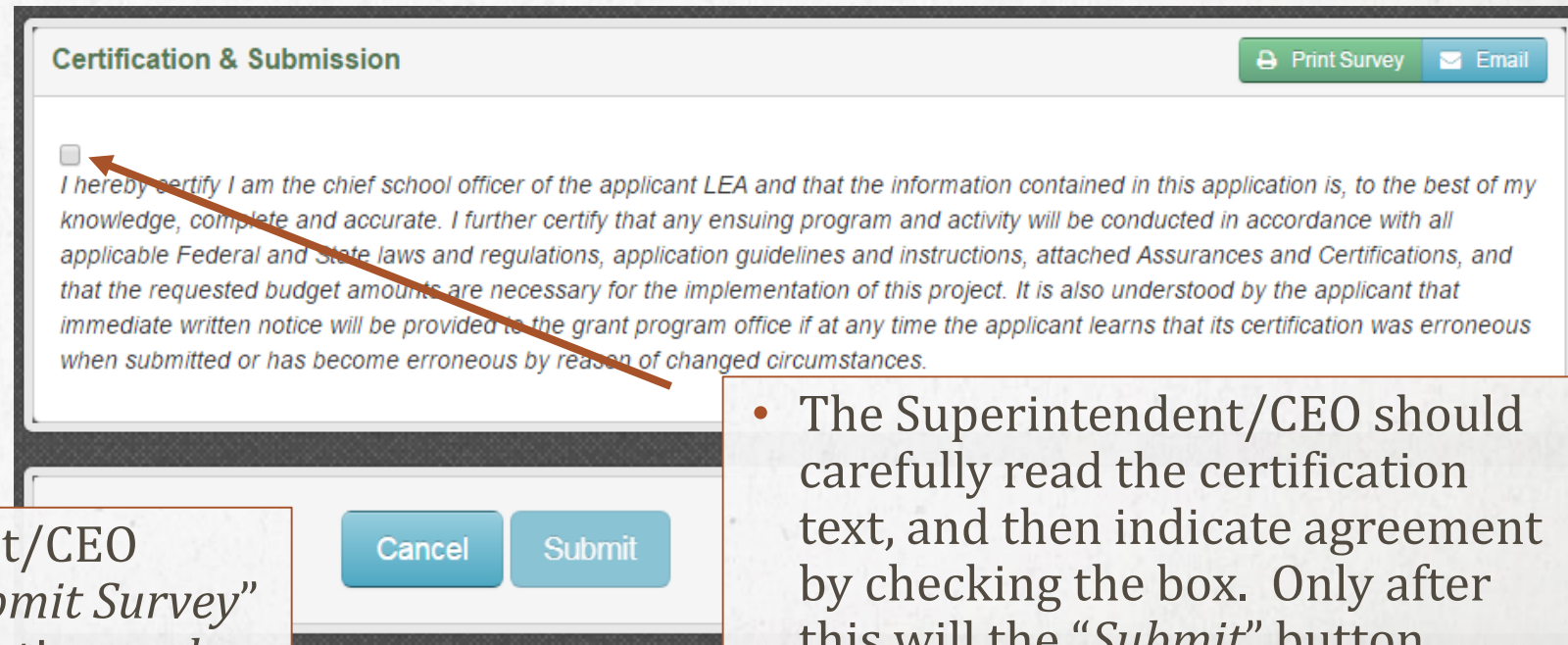
Submitting the Application

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.



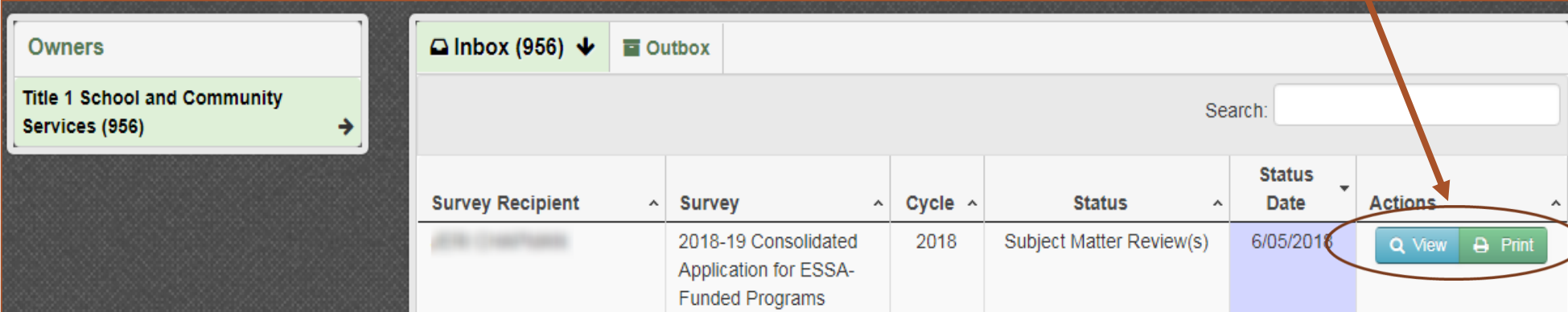
- After the Superintendent/CEO clicks on the “*Save & Submit Survey*” button, the final Certification and Submission page will appear.



- 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 interface for managing applications. On the left, there is a sidebar with 'Owners' and 'Title 1 School and Community Services (956)'. The main area has tabs for 'Inbox (956)' and 'Outbox'. A search bar is present above a table. The table has columns: Survey Recipient, Survey, Cycle, Status, Status Date, and Actions. One row is visible with the following data: Survey Recipient (blurred), Survey: 2018-19 Consolidated Application for ESSA-Funded Programs, Cycle: 2018, Status: Subject Matter Review(s), Status Date: 6/05/2018. The Actions column for this row contains 'View' and 'Print' buttons, which are circled in red. An arrow points from the text above to the 'View' button.

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

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>.

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](#)



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