



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

2017-18 LEA Application for ESSA-Funded Programs

Online Application Process – *Finalizing the Application*

TITLE I SCHOOL AND COMMUNITY SERVICES OFFICE

2017-18 LEA 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

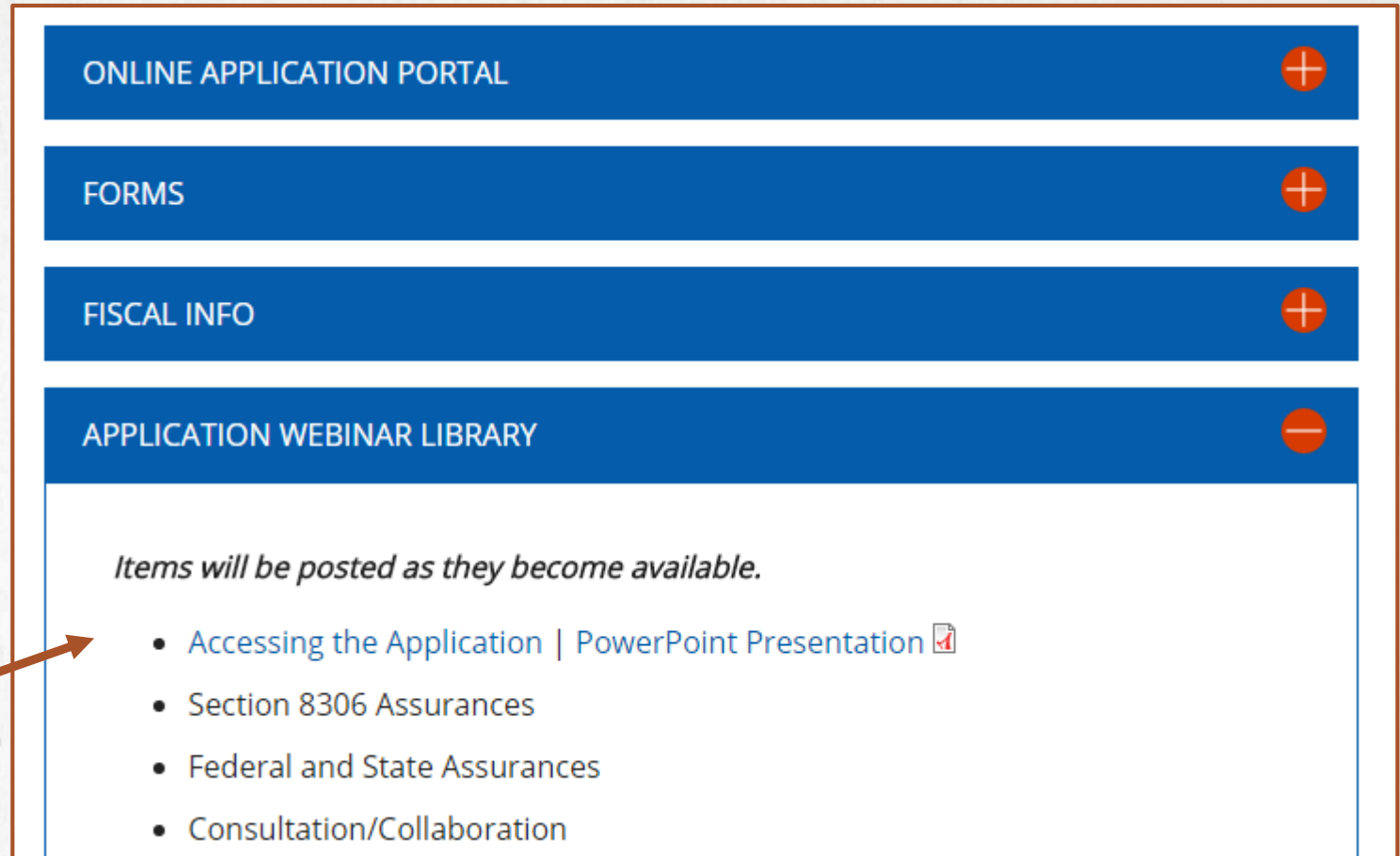
Every Student Succeeds Act (ESSA)

- 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.

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 is having difficulty accessing the application, a webinar is available to walk you through this process.



The screenshot shows a navigation menu with four items: ONLINE APPLICATION PORTAL, FORMS, FISCAL INFO, and APPLICATION WEBINAR LIBRARY. Each item has a red circular icon with a white plus sign, except for the last one which has a minus sign. Below the menu is a white box containing the text "Items will be posted as they become available." and a list of four items: "Accessing the Application | PowerPoint Presentation" (with a PDF icon), "Section 8306 Assurances", "Federal and State Assurances", and "Consultation/Collaboration".

- 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

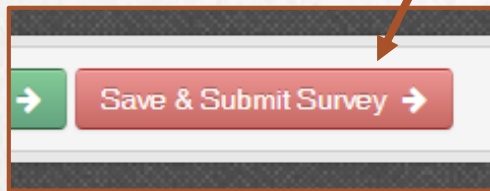
- The applicant will be unable to submit the application to NYSED for final review if a required questions remain unresolved.
- The designated superintendent/CEO of an LEA or charter school is the only administrator with the submit/certify rights necessary to successfully submit a completed application.
- FS-10 Budget and Budget Narrative forms should be completed in a manner that clearly identifies and aligns proposed expenses.
- Applicants are 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.

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.



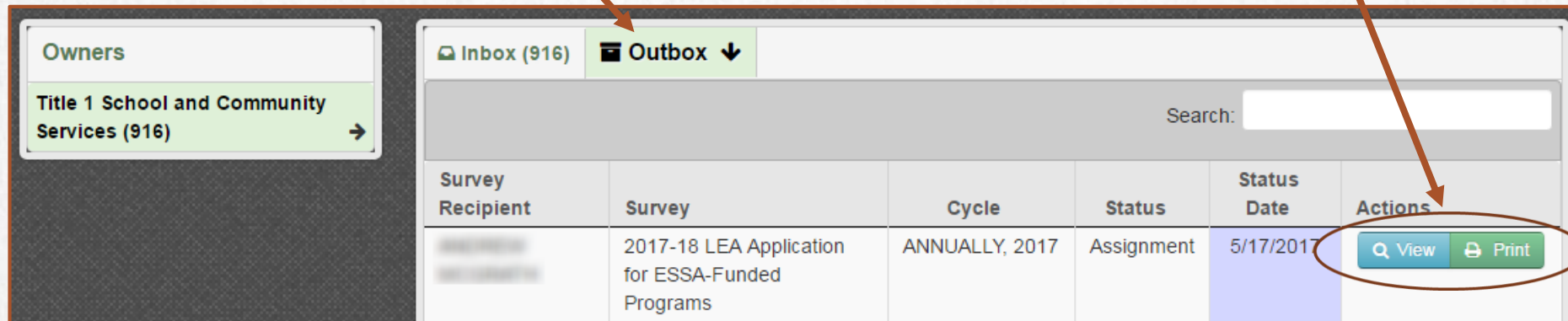
- After the Superintendent/CEO clicks on the “*Save & Submit Survey*” button, the final Certification and Submission page will appear.

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. On the left, there is a sidebar with a section titled 'Owners' containing a link for 'Title 1 School and Community Services (916)'. The main area has a navigation bar with 'Inbox (916)' and 'Outbox' (selected). Below this is a search bar and a table with the following columns: Survey Recipient, Survey, Cycle, Status, Status Date, and Actions. A single row is visible in the table with the following data: Survey Recipient (blurred), Survey (2017-18 LEA Application for ESSA-Funded Programs), Cycle (ANNUALLY, 2017), Status (Assignment), and Status Date (5/17/2017). The 'Actions' column for this row contains two buttons: 'View' and 'Print', which are circled in red. An arrow points from the text 'The user may still view the application...' to the 'View' button, and another arrow points from '...and will be able to print/PDF a copy of it.' to the 'Print' button.

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.

Next Steps....

- The application – “2017-18 LEA Application for ESSA-Funded Programs” – is due by close of business on August 31, 2017.
- Staff from the Title I School and Community Services Offices may reach out to district staff directly for additional information and/or points of clarification.
- As individual program budgets are approved, they will be reflected in Grants Finance system at <http://www.oms.nysed.gov/cafe/reports/>. In addition, you will receive a grant award notification (GAN) for each program.
- 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. Please visit our 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:
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