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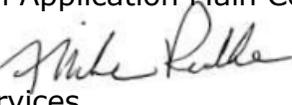
STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

May 3, 2013

**MEMORANDUM**

To: MEGS+ Authorized Officials, Consolidated Application Main Contacts,  
and Title I School Selection Application Main Contacts

FROM: Michael W. Radke, Ph.D.   
Director, Office of Field Services

SUBJECT: 2013-14 Title I School Selection Application, Consolidated Application, District  
Improvement Plan, and School Improvement Plan

The Title I School Selection (TISS) Application and the Consolidated Application are available in the [Michigan Electronic Grants System Plus \(MEGS+\)](#) for the 2013-14 academic year.

In order to receive a **July 1, 2013** obligation date, Local Educational Agencies (LEAs) must submit the following documents in substantially approvable form on or before **July 1, 2013**:

MEGS+

- TISS Application
- Consolidated Application

[AdvancED - MDE/Adaptive System of School Improvement Support Tools \(ASSIST\) website:](#)

- District Improvement Plan (DIP), or
- Single Building District Improvement Plan (SBDIP)
- If applicable, School Improvement Plan (SIP) for Michigan Department of Education (MDE) approved Schoolwide Consolidation Schools

The due date for the DIP, SBDIP, and SIP (if applicable) in the MDE/ASSIST website is June 28, 2013.

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Page 2  
May 2, 2013

For LEAs that submit their TISS Application and Consolidated Application after July 1, 2013 the obligation date for 2013-14 available funding sources will be the date of submission in MEGS+.

Additional supporting documentation required to complete the MEGS+ application process is on the [Office of Field Services \(OFS\) website](#), under the "2013-14 Consolidated Application Important Information" link under Tools & Resources.

**Note:** the template for "Alternative Language Program Provided to English Language Learners" must be uploaded into the Consolidated Application by all LEAs.

The "2013-14 OFS Application Schedule" is posted on the OFS website under "Current Topics."

For additional information related to completing the applications, please refer to the addendums of this memo, and if you have other questions, please contact your Field Services consultant at 517-373-3743.

## **ADDENDUM 1**

### **Title I School Selection (TISS) Important Information**

1. The **estimated** Title I, Part A allocation list for 2013-14 is posted on the [OFS main website](#) under "Tools & Resources, Program Allocations."
2. LEAs must apply for 100% of the Title I, Part A funds in the 2013-14 Consolidated Application.
3. Before initiating the TISS Application in MEGS+, the LEA's authorized user for the Educational Entity Master (EEM)\* must make the following changes:
  - a. Known changes in entity (school) configurations, reflecting new entities (schools), closed entities (schools) or adjustments in grade configurations for 2013-14.
  - b. Entity (school) additions, closings and official name changes require approval by Center for Performance and Information (CEPI) staff.
  - c. Once the EEM changes have been approved by CEPI staff, the MEGS+ Authorized Official (Level 5) can initiate the 2013-14 TISS Application in MEGS+.
  - d. Failure to make the changes in EEM before initiating the TISS application will invalidate the application and will require the LEA to resave Screen 1, Grade Span Groupings, in order for MEGS+ to bring in the updated school information from EEM.
4. LEAs must use the TISS Application to identify new Title I schools or change a school's Title I status from Targeted Assistance to Schoolwide. This change is only allowed for those schools that have already undergone the MDE-approved schoolwide planning process.
5. Upon recommendation of the United States Department of Education (USED), the OFS has established **November 29, 2013, as the final date** for submission of the initial applications (TISS and Consolidated Application). At that time the OFS will begin the process to reallocate any unbudgeted funds from LEAs that have not applied to those LEAs that have an active application.

\*To learn the name of the EEM authorized user for your district, or if you have questions about the EEM or other CEPI applications, please send an e-mail message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 and choose option 3. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions. Please see the attachment for helpful hints which you may forward to the EEM authorized user.

## **ADDENDUM 2**

### **Consolidated Application Important Information**

LEAs must apply for all applicable funding sources in the Consolidated Application. After initiating the Consolidated Application, the district should select "View/Edit" and then "Review Grant Selections" to review selections for your LEA's applicable funding sources. The expectation is that LEAs will budget 100% of their **estimated** allocation in each funding source, if applicable to their LEA.

LEAs that wish to refuse allocated funds must submit a written notification from the Board of the LEA to Lisa Simmer at [SimmerL@michigan.gov](mailto:SimmerL@michigan.gov) by October 1, 2013, so that the funds can be redistributed in October 2013 to other LEAs.

**Conservative estimated** allocations\* for 2013-14 have been loaded in the Consolidated Application in MEGS+ for the following programs:

- Title I, Part A – Improving Basic Programs
- Title I, Part C – Education of Migratory Children (Regular School year)
- Title II, Part A – Teacher and Principal Training and Recruiting

\*All estimated allocations are based on the most current information available. Sequestration and other acts of the federal government could further reduce allocations.

For planning purposes only, lists of the 2013-14 **conservative estimated** allocations are posted on the [OFS main website](#) under "Tools & Resources, Program Allocations," for the following program:

- Title III, Part A – Limited English Proficient

Information is available on the MDE website for the following programs for which estimated allocations have *not* been provided:

- Title I, Part D – Delinquent Institutions Grant
- Title III, Part A – Immigrant Program
- Title VI, Part B – Rural and Low-Income Program

OFS will notify LEAs when **FINAL** program allocations have been loaded in the 2013-14 Consolidated Application.

The window for LEAs to apply for amendments to the TISS Application and the Consolidated Application begins when the final allocations have been loaded and the LEA's 2012-13 Final Expenditure Report have been certified in the Cash Management System (CMS), and ends on **January 15, 2014**. During this period all LEAs are expected to make adjustments for final allocations, make program adjustments, and apply for carryover in all applicable funding sources. As a

Page 2

**ADDENDUM 2**

reminder, pre-approval to add or delete staff or add a new function code to a previously approved budget is required from the Field Services consultant.

In order for expenditures to be approved, the **District Improvement Plan (DIP) or Single Building District Improvement Plan (SBDIP)** must be **aligned to the budgets** within the Consolidated Application.

## **ADDENDUM 3**

### **Helpful Hints for the Educational Entity Master (EEM) Authorized User**

**Note:** If you represent a Public School Academy (PSA), some changes must be sent to the PSA Program Unit by your chartering agency. These include: official name of the entity district and school, the physical address, grade changes, adding or closing an entity. If you have PSA questions relative to the EEM, please contact your chartering agency or send an e-mail to [sidelk@michigan.gov](mailto:sidelk@michigan.gov).

The EEM authorized user may request to close an entity on the [EEM website](#):

- Click on "My Entities" and then on "List of Entities."
- After locating the entity that is closing, click the "Close" button at the right.
- If the entity is closing at the end of this school year, enter the date 06/30/2013 (the last day of the fiscal year) and click "Submit." If the entity is closing later in the summer, enter that date and click "Submit."
- This request will go to the EEM State Administrator for approval. Once the closing is approved (within five business days), the EEM authorized user must go to "My Entities" and then click on "Tasks" on the left navigational bar. Confirm the closing of the entity by clicking "Select" and answering the question. The status will become "Close-pending" until the closing date entered. At that time, the EEM application will change the status to "Closed."

The EEM authorized user may request to add an entity on the [EEM website](#):

- Click on "My Entities."
- Click on "Add New Entity," and then choose what type of entity you are adding (EEM Definitions can be found under EEM Help on the [EEM website](#)).
- Complete all characteristics for the new entity, and use 07/01/2013 (the first day of the fiscal year) or a later date as the Open Date.
- Enter a Lead Administrator (by clicking on the Admin/Contacts tab), Mailing and Physical Addresses, Educational Settings, Grades, etc. See the User's Guide for more details. You must enter all required characteristics which are denoted by a red asterisk.
- When you click "Save," the request will go to the EEM State Administrator for approval. If approved, CEPI will contact the EEM authorized user with the new entity code. This usually happens within five business days.
- At that time or before the open date, the EEM authorized user must confirm the opening of the new entity. Go to "My Entities" and then click on "Tasks" on the left navigation bar. Confirm the opening by clicking "Select" and answering the question. The entity status will become "Open-pending" until the Open Date that was entered. At that time, the EEM application will change the status of the new entity to "Open-active."

### **ADDENDUM 3**

The EEM authorized user may request to change an entity's grade configuration and other characteristics for the next school year on the [EEM website](#):

- Click on "My Entities" and then on "List of Entities."
- Choose the entity to be updated. Click on "Edit Entity."
- Click on the "Grades" button to update the grade configuration. Click "Save."
- This may also be done for other characteristics (e.g., Educational Settings, Official Name of the Entity).
- Scroll down on the main screen, and enter 07/01/2013 as the Effective Date. **This is very important!** **To register new data for the new school year, the date must be 07/01/2013 or later.** For a new Lead Administrator, the Effective Date must be the same or earlier than the Effective Date on the main screen.
- Once this date is reached, the EEM application will update the grades (and other changes) for 2013-14.

**Note:** Certain characteristic changes must be approved by the EEM State Administrator or PSA Approver (e.g., changing the Open Date or the Official Name of the Entity for an existing record). They will be approved or declined, usually within five business days. The changes will then become Deferred Transactions until the Effective Date entered by the EEM authorized user. Once a transaction is deferred, the EEM authorized user cannot make additional changes unless they remove the original deferred transaction.

To learn the name of the EEM authorized user for your district, or if you have questions about the EEM or other CEPI applications, please send an e-mail message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 and choose option 3. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.