



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

May 5, 2014

**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: 2014-15 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 2014-15 academic year. [Click here to access MEGS+](#).

In order to receive a **July 1, 2014** obligation date, Local Educational Agencies (LEAs) must submit the following documents in substantially approvable form on or before **July 1, 2014**:

MEGS+

- TISS Application
- Consolidated Application

[Click here to access 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 30, 2014**.

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Page 2  
May 5, 2014

For LEAs that submit their TISS Application and Consolidated Application after the July 1, 2014, the obligation date for 2014-15 available funding sources will be the date of submission in MEGS+.

Additional supporting documentation that will be required to be accessed as part of this year's MEGS+ application process can be located on the [Office of Field Services \(OFS\) website](#), by clicking on the "2014-15 Consolidated Application Important Information" link under Tools & Resources.

The "2014-15 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. 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 2014-15 is posted on the [Office of Field Services website](#) under "Tools & Resources, Program Allocations."
2. LEAs must apply for 100% of the Title I, Part A funds in the 2014-15 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 2014-15.
  - 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 2014-15 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 30, 2014, 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 elect not to accept allocated funds must submit a written notification from the President of the Board to OFS by **October 1, 2014**, so that the funds can be redistributed in October 2014 to other LEAs.

**Conservative estimated** allocations for 2014-15 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
- Title III, Part A – Limited English Proficient (LEP)\*

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

\*For the first time beginning with 2014-15, Title III, Part A Limited English Proficient (LEP) fiscal agents with an **estimated** allocation of \$18,000 or greater will be permitted to apply for Title III, Part A LEP funds in the **initial** submission of their 2014-15 Consolidated Application and have up to 50% of these funds approved from this submission. Eligible fiscal agents should select "Apply Now" for the Title III, Part A LEP Grant in their 2014-15 Consolidated Application on the "Review Grant Selections" page and enter their Title III, Part A LEP budget to match the estimated allocation.

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

Estimated allocations for neglected institutions funded under Title I, Part A are not available.

OFS will notify LEAs when **FINAL** program allocations have been loaded in the 2014-15 Consolidated Application.

## **ADDENDUM 2, Continued:**

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 2013-14 Final Expenditure Reports have been certified in the Cash Management System (CMS), and ends on **January 15, 2015**. 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.

Please remember to amend the Title I School Selection application if the Title I, Part A allocation has changed or the LEA becomes eligible for carryover. Additionally, LEAs with private schools may have to adjust the allocations to private schools.

**New this year; LEAs must review their Title I, Part A Homeless Reservation Template and note any changes due to Title I, Part A allocation increases and carryover.**

Pre-approval to add or delete staff or add a new function code to a previously approved budget is required from a 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 both at the time of the initial application and any subsequent amendments. The Consolidated Application and the Title I School Selection must also align.

## **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, and 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 by [logging in](#).

- 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 **06/30/2014** (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 is entered. At that time, the EEM application will change the status to "Closed."

The EEM authorized user may request to add an entity by [logging in](#).

- Click on "My Entities."
- Click on "Add New Entity," and then choose what type of entity you are adding ([Click here for EEM Definitions](#) under EEM Help).
- Complete all characteristics for the new entity, and use **07/01/2014** (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, Continued**

The EEM authorized user may request to change an entity's grade configuration and other characteristics for the next school year by [logging in](#).

- 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 **07/01/2014** as the Effective Date. **This is very important! To register new data for the new school year, the date must be 07/01/2014 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 2014-15.

**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.