



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: May 3, 2018

TO: Michigan Electronic Grants System Plus (MEGS+) Authorized Officials, Consolidated Application Main Contacts, and Title I School Selection (TISS) Application Main Contacts

FROM: Dr. Paula Y. Daniels 
Director, Office of Educational Supports

SUBJECT: 2018-19 Estimated Allocations, TISS Application, Consolidated Application, District Improvement Plan (DIP), School Improvement Plan (SIP), and Program Evaluation Tool (PET)

The Office of Educational Supports (OES), formerly Office of Field Services (OFS), is pleased to announce the estimated allocations for 2018-19 are loaded in the Consolidated Application in MEGS+ and are posted on the [OFS website](#) under Tools & Resources, Program Allocations 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 – Supporting Effective Instruction
Title III, Part A – Language Instruction for English Learners

The Title I School Selection (TISS) Application and the Consolidated Application are available in [MEGS+](#) for the 2018-19 academic year.

To receive a **July 1, 2018** obligation date, Local Educational Agencies (LEAs) must submit the documents listed on the following page in substantially-approvable form on or before **July 1, 2018**.

For LEAs that submit their TISS Application and Consolidated Application after July 1, 2018, the obligation date for 2018-19 available funding sources will be the date of submission in MEGS+.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH
LUPE RAMOS-MONTIGNY • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324

MEGS+

1. TISS Application
2. Consolidated Application

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

3. District Improvement Plan (DIP), **or**
Single Building District Improvement Plan (SBDIP), **or**
Abbreviated Goals and Plans Template (only Single Building Districts)
4. If applicable, School Improvement Plan (SIP) for Michigan Department of Education (MDE)-approved Schoolwide Consolidation schools
5. Program Evaluation Tool (PET) for one program/initiative implemented in the district and each of the schools.

The due date for the DIP, SBDIP, and SIP (if applicable), and PET in the MDE/ASSIST website is **June 30, 2018**.

The 2018-19 OES Applications Schedule is posted on the [OFS website](#) under Current Topics.

The Participating Private Schools' Equitable Services Calculation Worksheet to determine the appropriate amount to reserve for equitable services for private schools is posted on the [OFS website](#) under Tools and Resources, 2018-19 Consolidated Application Important Information, and Technical Assistance for Working with Private Schools.

The Title I, Part A – Neglected and Title I, Part D, Subpart 2 – Delinquent Application and Formal Agreement is posted on the [OFS website](#) under Tools & Resources, 2018-19 Consolidated Application Important Information; and under Programs, Title I, Part D – Neglected & Delinquent.

For additional information related to completing the applications, please refer to the addendums of this memo. If you have other questions, please contact your OES Regional Education Consultant at 517-373-4004.

ADDENDUM 1

TISS Important Information

1. The **estimated** Title I, Part A allocation list for 2018-19 is posted on the [OFS website](#) under Tools & Resources, Program Allocations.
2. LEAs must apply for 100% of the Title I, Part A funds in the 2018-19 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 2018-19
 - b. Entity (school) additions, closings and official name changes require approval by Center for Educational Performance and Information (CEPI) staff
 - c. Once the EEM changes have been approved by CEPI staff, the MEGS+ Authorized Official (Level 5) or Application Administrator (Level 4) can initiate the 2018-19 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, 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 OES has established **November 30, 2018, as the final date** for submission of the initial applications (TISS and Consolidated Application). At that time the OES 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 Center for Educational Performance and Information (CEPI) applications, please send an e-mail to 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 Addendum 3 for helpful hints which you may forward to the EEM authorized user.

ADDENDUM 2

Consolidated Application Important Information

Estimated 2018-19 Allocations

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.

Estimated allocations for 2018-19 have been loaded in the Consolidated Application in MEGS+ and are posted on the [OFS website](#) under Tools & Resources, Program Allocations 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 – Supporting Effective Instruction
- Title III, Part A – Language Instruction for English Learners

Title III, Part A Estimated Allocations

Title III, Part A – Language Instruction for English Learners fiscal agents with an ***estimated*** allocation of \$18,000 or greater will be permitted to apply for Title III, Part A – Language Instruction for English Learners funds in the initial submission of their 2018-19 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 – Language Instruction for English Learners in their 2018-19 Consolidated Application on the "Review Grant Selections" page and enter their Title III, Part A – Language Instruction for English Learners budget to match the estimated allocation.

Estimated Allocations Not Available

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

- Title I, Part D – Prevention/Intervention Programs
- Title III, Part A – Language Instruction for Immigrant Students
- Title V, Part B – Rural and Low-Income School Program

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

OES will notify eligible LEAs in October when the FINAL program allocations are available in the 2018-19 Consolidated Application.

ADDENDUM 2, continued

Substantially-approvable

For the Consolidated Application to be considered in substantially-approvable form, LEAs need to complete detailed budgets that align with their plans submitted through MDE/ASSIST for all estimated allocations available within their Consolidated Application.

For expenditures to be approved, the **DIP or 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 TISS Application must also align.

Schoolwide Consolidation

LEAs with MDE-approved Schoolwide Consolidation schools, must complete the **SBDIP or SIP**.

Amendments

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 2017-18 Final Expenditure Reports (FERs) have been certified in the Cash Management System (CMS), and ends on **January 15, 2019**. 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 TISS 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 funds reserved for equitable services in private schools.

Pre-approval to add or delete staff or add a new function code to a previously-approved budget is required from a Regional Education consultant.

ADDENDUM 3

Helpful Hints for the EEM Authorized User

Note: If you represent a Public School Academy (PSA), some changes must be sent to the MDE PSA 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 MDEPSAGrant@michigan.gov.

The EEM authorized user may request to close an entity by logging into [EEM](#):

- 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 **06/30/2018** (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 that was 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 into [EEM](#):

- 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 "Help and Training").
- Complete all characteristics for the new entity and use **07/01/2018** (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 into [EEM](#):

- 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." You will be returned to the main screen.
- 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 **07/01/2018** as the Effective Date. **This is very important! To register new data for the new school year, the date must be 07/01/2018 or later.** For a new Lead Administrator, the Effective Date must be the same or earlier than the Effective Date on the main screen.
- After all changes have been entered, click "Save."
- Once this date is reached, the EEM application will update the grades (and other changes) for 2018-19.

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 to 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.