

# Michigan Department of Education

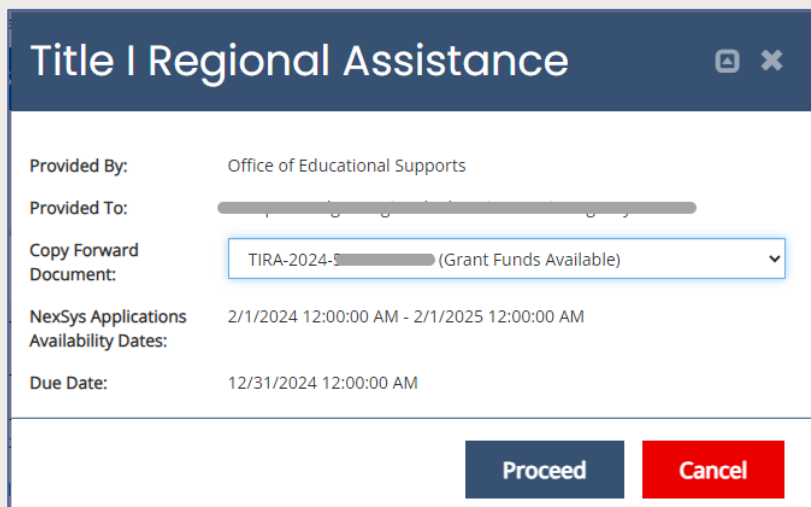
## Office of Educational Supports

### Submitting the Application in NexSys

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#### Initiating the Application

We begin guidance for submitting the Title I Regional Assistance Grant (RAG) at the Document Overview page of the NexSys application. But before we come to the Document Overview page, if we had an application last year, the system asks if we want to “Copy Forward Document.” Selecting the previous year’s RAG application under Copy Forward Document will auto-fill data from the previous application into the new application. Select Proceed to continue.

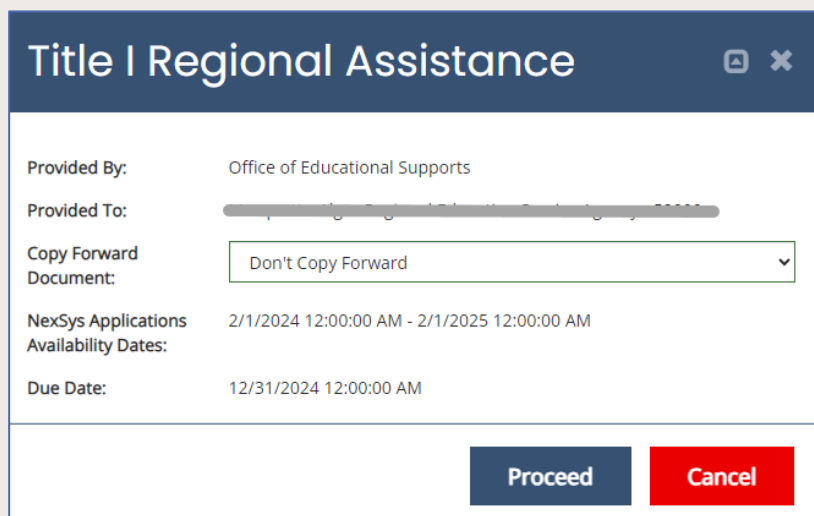


The screenshot shows a web form titled "Title I Regional Assistance". The form fields are as follows:

Provided By:	Office of Educational Supports
Provided To:	[Redacted]
Copy Forward Document:	TIRA-2024-S [Redacted] (Grant Funds Available) ▼
NexSys Applications Availability Dates:	2/1/2024 12:00:00 AM - 2/1/2025 12:00:00 AM
Due Date:	12/31/2024 12:00:00 AM

At the bottom right, there are two buttons: "Proceed" (dark blue) and "Cancel" (red).

Selecting Don't Copy Forward will set up a blank application without any data or information from the previous application. Select Proceed to Continue.



The screenshot shows a web form titled "Title I Regional Assistance". The form fields are as follows:

Provided By:	Office of Educational Supports
Provided To:	[Redacted]
Copy Forward Document:	Don't Copy Forward ▼
NexSys Applications Availability Dates:	2/1/2024 12:00:00 AM - 2/1/2025 12:00:00 AM
Due Date:	12/31/2024 12:00:00 AM

At the bottom right, there are two buttons: "Proceed" (dark blue) and "Cancel" (red).

## Document Overview

The Document Overview page of the NexSys application is where we begin when submitting the RAG application. The Document Status is now 'Application in Progress.' Please review the [NexSys website](#) for guidance and resources on how to navigate the NexSys platform.

The Document Overview screen can be found by clicking the TIRA-2024 link in the top left hand of the screen. After reviewing the data in the Document Overview page for accuracy, look at the green toolbar on the left side of the screen and note that the boxes are not checked.

The screenshot shows the 'Document Overview' page for application TIRA-2024-00009. The left sidebar has a green 'Forms' menu with sub-items: Cover Page, Assurances and Certifications, Important Information, Title I Section 1003 Requirements, and Review Grants Selection. The main content area includes:

- Template:** Title I Regional Assistance
- Instance:** Title I Regional Assistance
- Process:** NexSys Applications
- Document Name:** TIRA-2024-00009
- Document Status:** Application In Progress
- Organization:** [Redacted]
- Your Role:** Authorized Official (5)
- Period Date:** 10/1/2023 12:00:00 AM to 9/30/2024 11:59:00 PM
- Due Date:** 11/29/2023 11:59:00 PM

The progress bar shows the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.

## The Green Side Menu

The green side menu is the navigation tool for the application. The accordion format allows us to see the four basic sections of the application: Forms, Tools, Status Options, and Related Documents.

The **Forms** tab includes the cover page, consortium information, budget pages, and attachments. The **Tools** section provides quick links to the landing page, status history, notes, and modification summaries. The Tools section also provides a section where the ISD/ESA can add/edit people and permissions for the RAG application. The **Status Option** section is where you can change the status of the application. The status options available depend on where you are in the application process.

The screenshot shows the 'Document Overview' page for application TIRA-202-00009. The left sidebar has a green menu with four items: Forms, Tools, Status Options, and Related Documents. The main content area includes:

- Template:** Title I Regional Assistance
- Instance:** Title I Regional Assistance
- Process:** NexSys Applications
- Document Name:** TIRA-202-00009
- Document Status:** Application In Progress
- Organization:** [Redacted]
- Your Role:** Authorized Official (5)
- Period Date:** 2/1/2024 12:00:00 AM to 2/1/2025 12:00:00 AM
- Due Date:** 12/31/2024 11:59:59 PM

The progress bar shows the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.

## Forms

The Forms section includes the Cover Page, Assurances and Certifications, Important Information, Title I Section 1003 Requirements, and Review Grants Selection. We will review each sub-section here.

The screenshot displays the 'Document Overview' page for a document titled 'TIRA-2024-'. The page is part of a web application with a navigation bar at the top containing 'Home', 'Administration', 'Searches', and 'Reports'. A user profile 'Test CTEAO' is visible in the top right corner. The main content area is divided into two sections: a metadata table and a progress bar.

Template	Instance	Process
Title I Regional Assistance	Title I Regional Assistance	NexSys Applications

Document Name	Document Status
TIRA-2024-	Application In Progress

Organization	Your Role	Period Date	Due Date
	Authorized Official (5)	10/1/2023 12:00:00 AM 9/30/2024 11:59:00 PM	11/29/2023 11:59:00 PM

The progress bar consists of 11 steps, each represented by a circle. The first step, 'Application In Progress', is checked. The subsequent steps are: 'Application Submitted', 'Review In Progress', 'Modifications Required', 'Modifications In Progress', 'Modifications Submitted', 'Administrative Review Complete', 'Program Office Review Complete', 'Grant Funds Available', 'Amendment In Progress', and 'Amendment Submitted'.

The left sidebar contains a 'Forms' menu with the following items, each with a checkbox:

- Cover Page
- Assurances and Certifications
- Important Information
- Title I Section 1003 Requirements
- Review Grants Selection

## Cover Page

Select the Cover Page in the side menu, which opens the cover page for the application. The Cover Page provides the legal authority for the grant.

# Cover Page

New Note | Print | Save

## Cover Page

Michigan Department of Education  
OFFICE OF EDUCATIONAL SUPPORTS  
P.O. Box 30008  
Lansing, Michigan 48909

AUTHORITY: Every Student Succeeds Act (ESSA) of 2015, Title I Section 1003 and 1111      Direct questions regarding this form to Connie McCall at (517) 241-6962

COMPLETION: Voluntary. (Failure to file will result in loss of funding.)

2023-2024 Title I Regional Assistance

The Entity Page is auto generated with entity information from the Education Entity Master (EEM). If corrections are needed, please update the EEM.

## Entity

Entity information below is maintained in the Education Entity Master (EEM). If corrections are needed please update EEM.

Entity Name	Agreement Number	
<input type="text"/>	<input type="text"/>	
Entity Address		
<input type="text"/>		
City	Zip Code	Entity County
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Main and Secondary Contact Person is selected from the contact information already in the NexSys system for your ISD/ESA. Select the contact person in the dropdown and the contact information is auto filled in the appropriate fields.

## Main Contact Person

**Contact Name**

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

**Address**

123 Main St

**City**                      **Zip Code**  
Test City                      48442

**Telephone**                **Fax**  
517-555-1212

**Email Address**  
mlbutler369@gmail.com

## Secondary Contact Person

**Contact Name**

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

**Address**

123 Main St

**City**                      **Zip Code**  
Test City                      48442

**Telephone**                **Fax**  
**Number**  
517-555-1212

**Eemail**  
mlbutler369@gmail.com

Once the contact information has been updated in the application, select Save in the top right corner of the Cover Page.

**Cover Page**

New Note | Print | **Save**

**Cover Page**

Michigan Department of Education  
OFFICE OF EDUCATIONAL SUPPORTS  
P.O. Box 30008  
Lansing, Michigan 48909

AUTHORITY: Every Student Succeeds Act (ESSA) of 2015, Title I Section 1003 and 1111

Direct questions regarding this form to Connie McCall at (517) 241-6962

COMPLETION: Voluntary. (Failure to file will result in loss of funding.)

2023-2024 Title I Regional Assistance

### Assurances and Certifications

Assurances and Certifications assure that the applicant, sub-recipients, and their grant personnel follow all Federal laws and guidance. Once you have reviewed the Assurances and Certifications, select Save to save the page. Note: The task boxes are completed once you finish the tasks in the side menu.

Home Administration Searches Reports

TIRA-2024-00000-00002

Assurances and Certifications

Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

SECTION III: ASSURANCES AND CERTIFICATIONS — FEDERAL PROGRAMS

Assurances

ASSURANCE REGARDING THE PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS The applicant assures that it and their grant personnel are prohibited from text messaging while driving during official grant business. Federal grant recipient sub-recipients, and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. "Texting" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mail, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

## Important Information

Important Information is provided by the Michigan Department of Education, Office of Education Supports. Once you review the Important Information, select Save, and the check box will appear.

The screenshot shows a web application interface for 'TIRA-2024-00002'. The top navigation bar includes 'Home', 'Administration', 'Searches', and 'Reports'. A user profile icon and 'Test CTEAO' are on the right. A sidebar on the left lists 'Forms' with items: 'Cover Page' (checked), 'Assurances and Certifications' (checked), 'Important Information' (checked and circled in red), and 'Title I Section 1003 Requirements' (unchecked). The main content area is titled 'Important Information' and contains the following text:

**IMPORTANT INFORMATION**

The 2023-24 Title I Regional Assistance Grant Application must be submitted to the Michigan Department of Education (MDE) no later than November 29, 2023, in substantially approvable form to receive an obligation date effective October 1, 2023. Applications submitted after the November 29, 2023, date cannot access funds until the application is submitted in NexSys and the budget, service plans and signature page have been approved by the MDE.

The effective obligation date of a grant submitted after November 29, 2023, will be the date of the receipt of the substantially approvable application.

The Title I Regional Assistance Grant is awarded to Intermediate School Districts (ISD/RESA/ESDs) to support the involvement of the ISD/RESA/ESD with Comprehensive Support and Improvement (CSI) Schools within their service area. ISD/RESA/ESDs are expected to fully

## Title I Section 1003 Requirements

Title I, Part A, Section 1003(e) requirements are a part of the application process. There are six requirements that must be completed prior to application approval.

The screenshot shows the 'Title I Section 1003 Requirements' form. The sidebar on the left has 'Title I Section 1003 Requirements' highlighted with a red box. The main content area is titled 'Title I Section 1003 Requirements' and contains the following text:

Title I, Part A, Section 1003(e) requires the following information as part of the application process for these funds.

**Respond to each question in the text field below**

\*1. Describe how your agency will assist local school districts and schools in developing comprehensive support and improvement (CSI) plans consistent with Section 1111(d) of the Every Student Succeeds Act.

0 of 2000

\*2. If your agency intends to support Targeted Support and Improvement schools (TSI), describe how your agency will support those schools in developing or implementing TSI plans under section 1111(d) of the Every Student Succeeds Act. If your agency does not intend to use these funds to support TSI schools through the Regional Assistance Grant, indicate this in your response.

Complete the required sections and check the box at the bottom of the page. Each field has a limit of 2000 characters. Save the Requirements page.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00002

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Title I Section 1003 Requirements
- Review Grants Selection

0 of 2000

\*5. Describe how your agency will align other Federal, State, and local resources to carry out activities supported with Regional Assistance Grant funds.

0 of 2000

\*6. Describe, as appropriate, how your agency will modify practices and policies to provide operational flexibility that enables full and effective implementation of CSI plans (and TSI plans if supported by the Regional Assistance Grant).

0 of 2000

\*Please check the box below for the following Assurance:

This agency assures that each school and district served through the Regional Assistance Grant will receive all of the State and locally funded supports it would have otherwise received in the absence of Title I, Part A, Section 1003, Regional Assistance Grant funded supports and services.

New Note | Print | Save

### Review Grants Selection

Select **Review Grants Selection** in the green side menu and then select **Apply Now**. Make sure to **Save** the page when you're done. Note that the task boxes are checked once the tasks are completed.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00002

# Review Grant Selections

New Note | Print | Save

## Title I Regional Assistance

Do Not Apply  Apply Now

- Cover Page
- Assurances and Certifications
- Important Information
- Title I Section 1003 Requirements
- Review Grants Selection



## Budget Pages

The Budget Pages section is where the grant budget applications are stored. This section includes the budget summary, detail, budget line items, flagged budget items for the ISD, grant member (school district) summary, and grant member flagged budget items.

### Budget Summary

There are three sections to the Budget Summary page. At the top of the page, you find the Funding Source section with no information.

The screenshot shows the 'Budget Summary' page for 'TIRA-2024-00000-00002'. The left sidebar has 'Budget Summary' selected. The main content area is titled 'Funding Source' and contains a table with the following data:

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
73000						0

The budget summary is the next section of the page, which has no information until budget items are added.

The screenshot shows the 'Budget Summary' page for 'TIRA-2024-00000-00002'. The left sidebar has 'Budget Summary' selected. The main content area shows a budget summary table with the following data:

Function Codes	Salaries 1000	Benefits 2000	Purchase Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	Maximum Indirect Allowed						\$ 0
Max allowed: 5.40%	\$0						
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Allocation Amount							\$0
Carryover							\$0
Total Availability							\$0
Availability Balance							\$0

The Contact Information is the last section at the bottom of the page. Complete the Business Office and Project Contact names, phone numbers, and email addresses, and then select Save. The contact information is a required field.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00002

Budget Pages

Budget Summary

Budget Detail

Budget Items

Flagged Budget Items

Total Availability \$0

Availability Balance \$0

New Note | Print | Save

### Contact Information

\* Business Office Representative \* Phone \* Email

\* Project Contact Person \* Phone \* Email

Once you save the Budget Summary page, the Funding Source section will be automatically filled with grant information.

We have received an error, or Attention screen notification, which is indicated by the exclamation mark in the green side menu. The message says, "The budget must not be zero." The budget is at zero right now until budget line items are entered. Save the Budget Summary page.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00002

Budget Pages

Budget Summary

Budget Detail

Budget Items

Flagged Budget Items

## Budget Summary

New Note | Print | Save

Last Saved: 10/31/2023 4:24 PM

Attention

The budget must not be zero.

### Funding Source

Title I Regional Assistance						
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
73000	241570	23-24	84.010A	07/01/2023	09/30/2023	2024

Once the Budget Summary page is saved, the grant year allocation and carryover are available. Note that the carryover dollar amount will adjust once the previous grant year's Final Expenditure Report (FER) is submitted and processed.

Function Codes	Salaries 1000	Benefits 2000	Purchase Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
SUBTOTAL							\$0
Indirect Costs							Maximum Indirect Allowed
Max allowed: 5.40%							\$0
TOTAL							\$0
Total Allocation Amount							\$324695
Carryover							\$324695
Total Availability							\$649390
Availability Balance							\$649,390

The Contact Information entered has been saved. The Budget Summary page still has an error/exclamation mark to bring our attention to the error message that the budget must not be zero. The next step will be to add an ISD-level budget line item, which will fix the error message. Note that the Attention notification bar is collapsed, hiding the error message.

**Contact Information**

\* Business Office Representative \* Phone \* Email

Mary Lamb (222) 555-3333 lambm@email.gov

\* Project Contact Person \* Phone \* Email

Sly Wolf (222) 555-4444 wolfs@email.gov

## Budget Items

Submit the first budget line item on the Budget Item page. **This is where you can print, save, add, and delete budget items for the ISD-level budget.** Note that the Budget Item information is blank.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00000-00002

# Budget Item

New Note | Print | Save | Add | Delete

## Budget Item

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
					0

Select the appropriate Function Code for this budget item:

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Select the appropriate Function Code for this budget item from the drop-down menu. The application provides all the Function Codes available for the RAG. This is an ISD-level budget item, so function code 411 – Payments to Other Michigan Schools is not used in this budget.

Home Administration Searches Reports Test CTEAO

TIRA-2024-00000-00002

# Budget Item

New Note | Print | Save | Add | Delete

Select the appropriate Function Code for this budget item:

- 111: Elementary
- 112: Middle/Junior High
- 113: High School
- 118: Pre-Kindergarten
- 119: Summer School
- 125: Compensatory Education
- 211: Truancy/Absenteeism Services
- 212: Guidance Services
- 213: Health Services
- 216: Social Work Services
- 221: Improvement of Instruction
- 222: Educational Media Services
- 225: Instruction Related Technology
- 226: Supervision and Direction of Instructional Staff
- 271: Pupil Transportation Services
- 281: Planning, Research, Development, and Evaluation
- 283: Staff/Personnel Services
- 331: Community Activities
- 351: Custody and Care of Children
- 411: Payments to Other Public Schools Within the State of Michigan

FTE Hours

Supplies & Materials	Other	Total
\$	\$	\$0

The first budget line item entered for the ISD budget is a contracted coach to provide RAG services to identified schools. The appropriate function code is selected, the detailed line-item description is entered, and the total dollar amount is added under the object code for Purchased Services. Once the Budget Item page is saved, the Budget Item information auto-fills across the top.

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
241570	23-24	84.010A	07/01/2023	09/30/2023	2024

Select the appropriate Function Code for this budget item:

221: Improvement of Instruction

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Description

Contracted Coaches to provide job-embedded professional learning for instructional practices for teachers at 5 CSI, TSI, and ATS identified schools. Jan-May 2024. 3 coaches, 120 hours each, \$100 hour = \$36,000.

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries	Benefits	Purchased Services	Supplies & Materials	Other	Total
\$	\$	\$ 36,000	\$	\$	\$36,000

To add another ISD-level budget item, select Add in the top right corner of the screen. You receive a blank budget item template. This line item entered is for salaries and benefits for a .5 FTE RAG manager under function code 226. The template information is blank, and the total dollar amount is \$0 until the form is saved.

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
					0

Select the appropriate Function Code for this budget item:

226: Supervision and Direction of Instructional Staff

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Description

RAG Manager position .5 FTE, \$65,000 salaries and \$45,000 benefits (65%) total \$110,000, October 1 through September 30.

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries	Benefits	Purchased Services	Supplies & Materials	Other	Total
\$ 65,000	\$ 45,000	\$	\$	\$	\$0

At the bottom of the Budget Item page is where you select the FTE or hours. Complete the FTE if the position is compensated based on the FTE. Complete the Hours section if compensation is based on the number of hours contracted. The Flag and Comment in the pink shaded area is where you will find flagged budget line-item comments from OES when the application is returned for modifications required.

The image shows two input fields: 'FTE' with a value of '.5' and 'Hours' which is empty. Below these is a pink shaded area containing a 'Flag' dropdown menu, a 'Comment' text area, and two columns for 'Previous Total' and 'Change +/-', both showing '\$0'.

Save the budget line item once the entire form is complete.

**Helpful Hint:** The exclamation error notification appears in the Budget Summary page when there have been changes made to the application. The application will require the Budget Summary page to be reviewed and saved when changes are made throughout the application process.

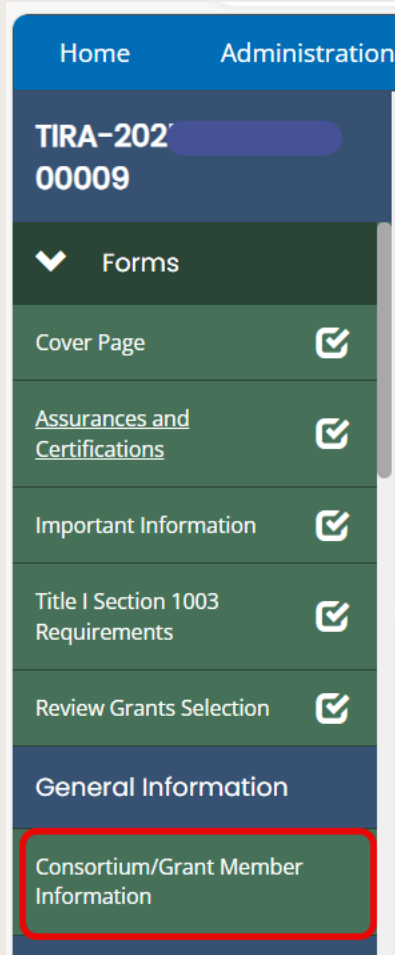
Once the budget item template is saved, the budget information and total dollar amount is auto filled. The Budget Summary link in the side menu still has an error message. Open the Budget Summary page, check your information, and save the page again.

The screenshot shows the 'Budget Item' form in a web application. The left sidebar has 'Budget Summary' and 'Budget Items' highlighted with red boxes. The main form area includes a table for 'Title I Regional Assistance' with columns for Program Number, Project Number, CFDA Number, Starting Date, Ending Date, and Fiscal Year. Below this is a dropdown for 'Function Code' (226: Supervision and Direction of Instructional Staff) and a 'Description' field containing 'RAG manager .5 FTE Salary \$45,000 and benefits \$23,000 = \$68,000.'. A summary table shows Salaries (\$45,000), Benefits (\$23,000), and a Total of \$68,000. At the bottom, the 'FTE' field is set to '0.50'.

### Consortium/Grant Member Information

If the ISD/ESA will reimburse school districts for RAG approved expenditures, a Consortium/Grant Member (school district) must be selected, and a district-level budget created. Under the General Information section in the green side menu, select the Consortium/Grant Member Information.

For more information on setting up district-level budgets, see **Setting Up a 3<sup>rd</sup> Party Consortium** guidance document in the RAG electronic Toolkit.



## Budget Detail

Once the budget line items have been saved in the Budget Items page for the ISD and school district, they appear in the Budget Detail page. Select the Title I RAG from the Funding Source drop down box. Select the ISD or school district in the Grant Member drop down to view individual budgets. Leave the Grant Member drop down blank to view all budgets at once. Select Search.

Home Administration Searches Test PSAO

TIRA-2021 00006

### Budget Detail

- The Budget Detail displays a detailed report of all Budget Items entered
- Budget Detail Reports can be sorted by using the dropdowns on the provided filters located below and click the Search button
- To export a filtered Budget Detail Report, click the Export Results arrow in the upper right corner of the Results section, select the file type (Excel, XML, or CSV), and file will appear as a download
  - To export an unfiltered Budget Detail, click the Search button before clicking the Export Results button

Funding Source [dropdown]

Grant Member [dropdown]

Clear Search

Scroll down the Budget Detail page to see the results. The budget details show up. Follow the headers across the top to view the specific information. The budget line items are sorted by function code headers. Each function code header has a sub-total, with a Grand Total for the budget at the very bottom.

The arrow in the top right corner of the screen allows you to “Export Results” in Excel, XML, or CSV format. Entity shows which budget item being viewed, either the ISD or individual school district. The line-item Description is a live link (blue/purple print) that leads to the Budget Item page for that specific budget line item.

Results

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
220	Support Services - Instructional Staff									
221	<a href="#">contracting for LETRS</a>	Intermediate	0 / 0	\$0.00	\$0.00	\$10,650.00	\$0.00	\$0.00	\$0.00	\$10,650.00



## Attachments

The Attachment section is where the RAG required documentation for the application is uploaded. These are links for the District Service Plan, Signature Page, and Budget Support Documents. Please use clear and concise naming conventions when labeling documents.

For more information, see the **Required Application Documentation** guidance document in the RAG electronic Toolkit.

The screenshot shows the 'Document Overview' page for application TIRA-2025-13000-00006. The left sidebar is titled 'Attachments' and contains three items: 'Comprehensive Support and Improvement Service Plan for Districts with Identified Schools', 'Comprehensive Support and Improvement Plan Signature Page for Districts with Identified Schools', and 'Budget Support Documents'. The main content area displays a process flow diagram with 11 steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The first step is marked as complete with a checkmark.

## Tools

The Tools section provides links to help you navigate the application. The Landing Page takes you to the Document Overview page. You can also add/edit people who can access the application and view the status history and the modification summary. The Notes section for the application is also under Tools.

The screenshot shows the 'Document Overview' page for application TIRA-202-00009. The left sidebar is titled 'Tools' and contains several items: 'Landing Page', 'Add/Edit People', 'Status History', 'Attachment Repository', 'Modification Summary', 'Document Validation', 'Notes', 'Print Document', and 'Document Messages'. The main content area displays a process flow diagram with 11 steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The first step is marked as complete with a checkmark.

## Status Options

When you are ready to submit the application, go to the Status Options section and select Submit Application. You can also cancel the application and start over if necessary.

If there is missing information or errors in the application, a message screen will pop up when you select Submit Application. For example, if the District Service Plan and the Signature Page forms are missing, the message screen tells you that these documents are required and will prevent you from changing the application status. You will not be able to submit the application. The form provides links (blue/purple print) in the Form Name and clicking on those links will lead to the area of the application that is preventing the status change and application submission.

Form Name	Status	May Prevent Status Change
<a href="#">Flagged Budget Items</a>	Form is populated by another form that has been changed and must be resaved	No
<a href="#">Comprehensive Support and Improvement Service Plan for Districts with Identified Schools</a>	Form is required and has not been saved	Yes
<a href="#">Comprehensive Support and Improvement Plan Signature Page for Districts with Identified Schools</a>	Form is required and has not been saved	Yes

Once the application is complete, go back to Status Options in the green side menu and select Submit Application. The certification screen will appear. Review the certifications, enter any notes regarding the status change, and select OK. Notes left in the Status Options screen will appear in the Notes section of the application.

Are you sure that you want to change the status from  
Application In Progress to Application Submitted?

I, Test CTEAO, certify:

- The information submitted in this application is true and correct to the best of my knowledge; and
- That the Entity will comply with the Assurances and Certifications contained within this application; and
- The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not Test CTEAO you should click "Cancel" and return to the Home page.

Please enter any notes in regards to this status change

Cancel OK

Check the Document Status on the Landing Page/Document Overview page to ensure that the application status changed to Application Submitted. The Application has been submitted.

Home Administration Searches Test CTEAO

### Document Overview

Template: Title I Regional Assistance  
Instance: Title I Regional Assistance  
Process: NexSys Applications

Document Name: TIRA-2021  
Document Status: Application Submitted

Organization: [Redacted]  
Your Role: Authorized Official (5)  
Period Date: 2/1/2024 12:00:00 AM to 2/1/2025 12:00:00 AM  
Due Date: 12/31/2024 11:59:59 PM

Application In Progress ✓ Application Submitted ✓ Review In Progress ○ Modifications Required ○ Modifications In Progress ○ Modifications Submitted ○ Administrative Review Complete ○ Program Office Review Complete ○ Grant Funds Available ○ Amendment In Progress ○ Amendment Submitted ○

The OES consultant will receive an email notification that the modification has been submitted in the NexSys application. The modifications are reviewed by the OES consultant within 7-10 business days.