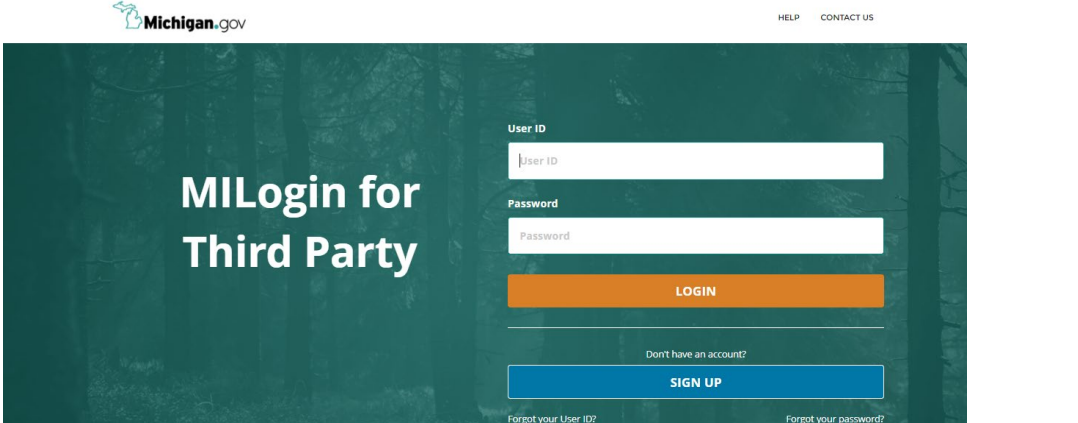


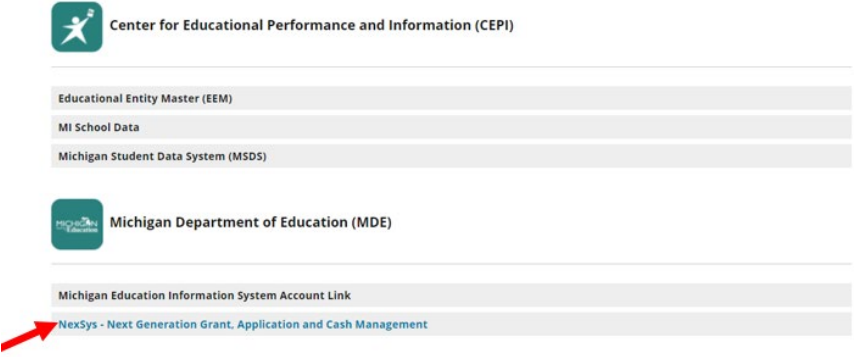
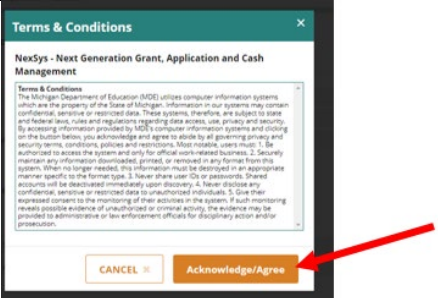
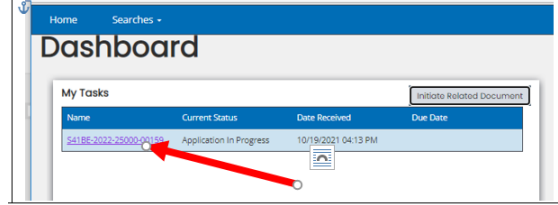

# Section 41: NEXSYS 2023-2024

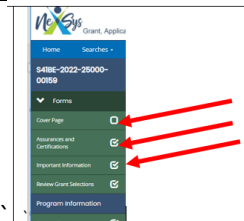
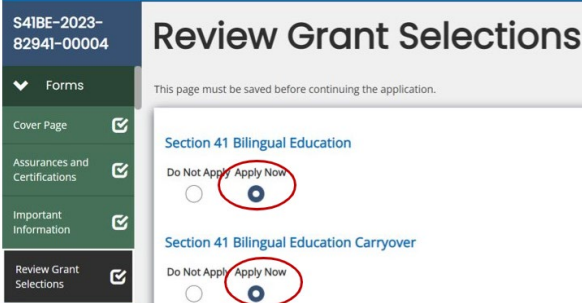
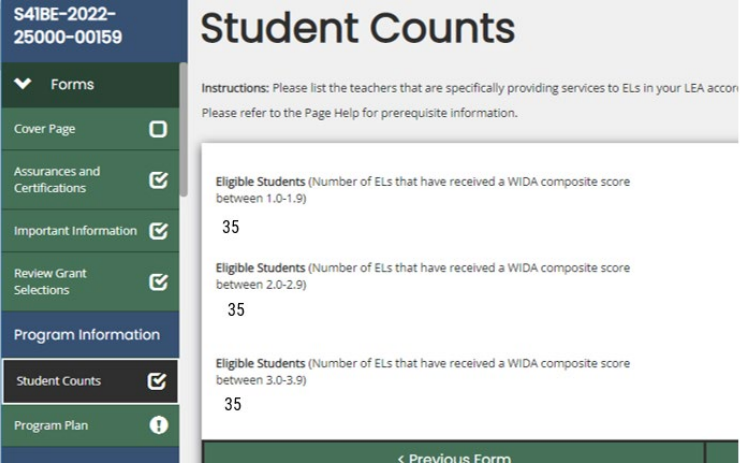
ITEMS needed to be prepared to complete.

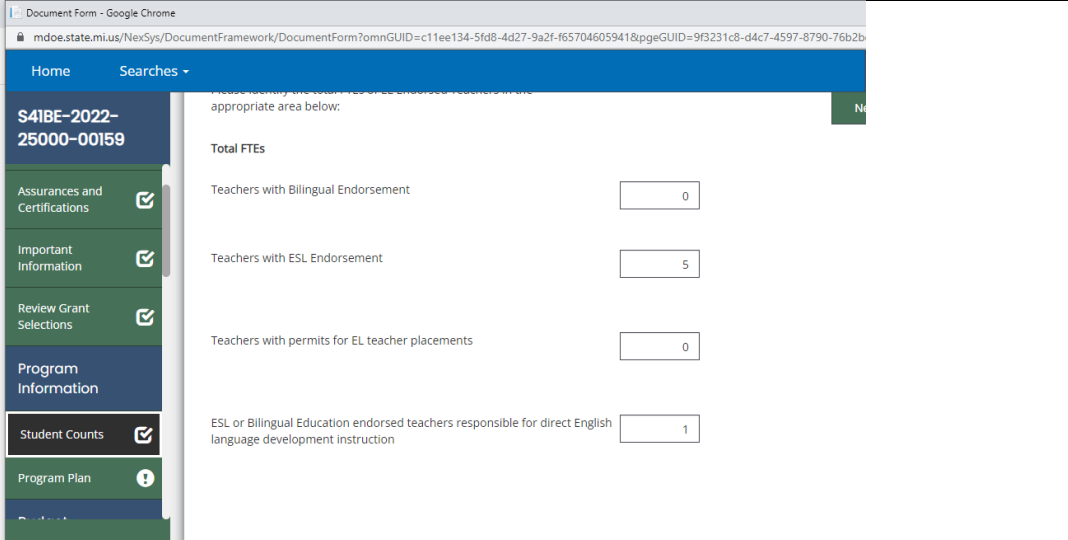
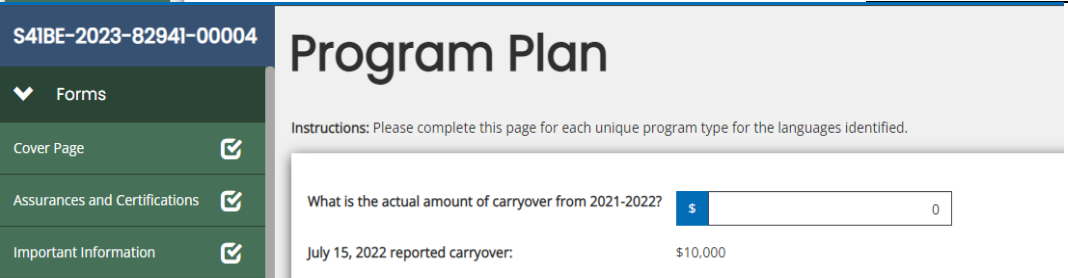
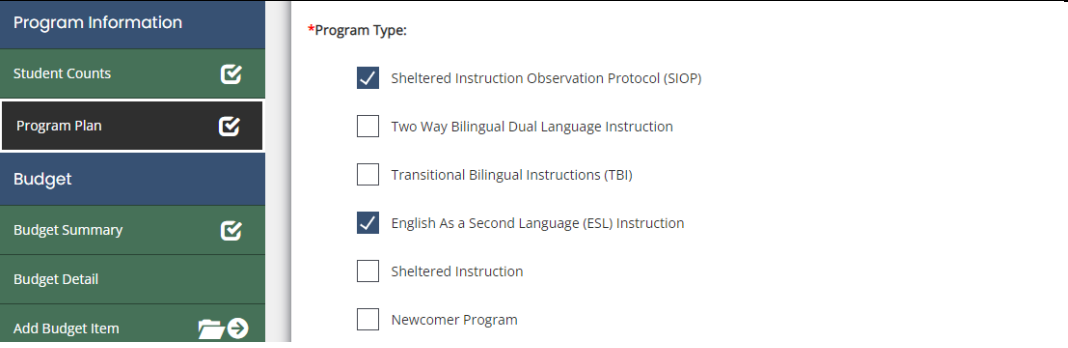
- ❖ This guidance
- ❖ Section 41 information
  1. Carryover details, if you have 22-23 carryover
  2. Program plan description
    - a. Measurable objective
    - b. Description of the activities to be funded
    - c. If the district has ZERO ESL or Bilingual Education endorsed staff assigned to support English Language Development, or the district is understaffed with EL teachers, describe the multiyear plan to come into compliance.
  3. Budget worksheet, if needed

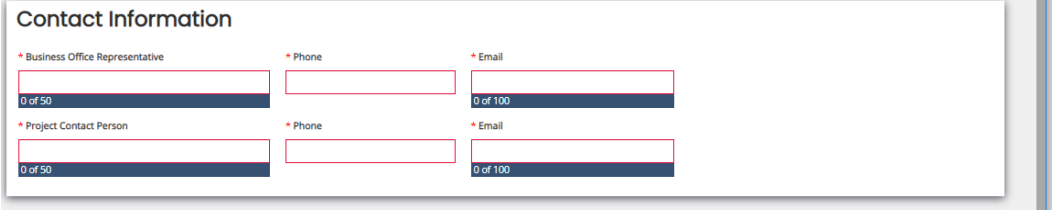
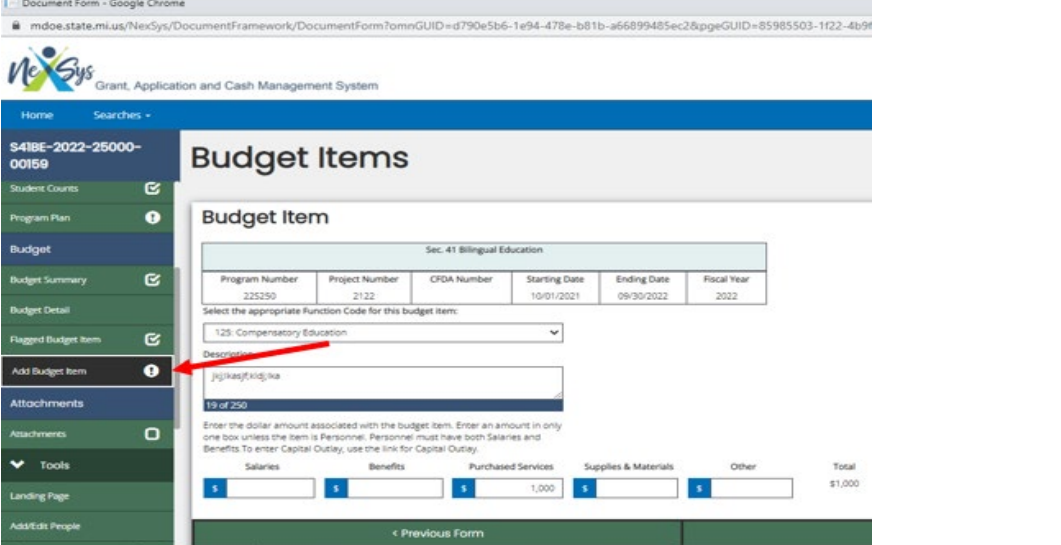
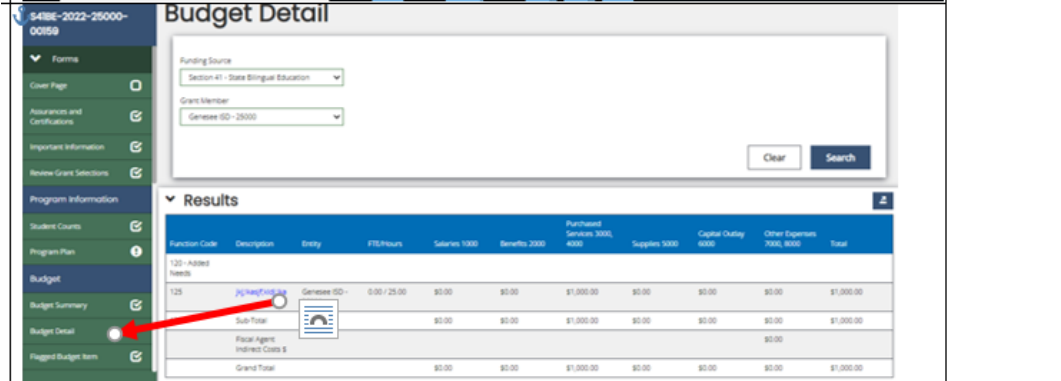
NOTE – Save the application after every part entered in section 9 and beyond.

Application Section/ Instruction	Notes	Screenshot Examples
1. Log in, If YOU are completing the application.	<ul style="list-style-type: none"> <li>- Log in through 3<sup>rd</sup> party</li> <li>- Enter your credentials. You should have already linked your existing MEIS Account to MILogin &amp; Requesting Access to MDE Systems</li> <li>- <a href="https://www.michigan.gov/documents/mde/CreatingMILoginAccount_v2_7_29376_7.docx">https://www.michigan.gov/documents/mde/CreatingMILoginAccount_v2_7_29376_7.docx</a> if you need to do so still</li> <li>- Level V should have initiated Section 41 and added you to the application with access to modify</li> </ul>	

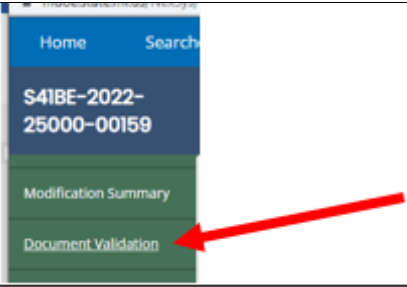
Application Section/ Instruction	Notes	Screenshot Examples
2. Access to NexSys Housing Section 41	You should then be able to see the following screen after you log in. You would click on “NexSys- Next Generation Grant, Application and Cash Management.”	
3. TERMS	Click Acknowledge	
4. DASHBOARD Section 41 Application Entry	<ul style="list-style-type: none"> <li>- Your Level V should have initiated YOUR LOCAL SCHOOL DISTRICT Section 41 application.</li> <li>- <i>If so, and you were added, you should see a live link to section 41 in the dashboard.</i></li> <li>- Click on the link</li> </ul>	
5. DROPDOWN	<ul style="list-style-type: none"> <li>- <b>Click on</b> the application number to get the dropdown below it to show up</li> </ul>	

Application Section/ Instruction	Notes	Screenshot Examples						
6. COVER PAGE, ASSURANCES AND CERTIFICATIONS, IMPORTANT INFORMATION	<ul style="list-style-type: none"> <li>- Go through Cover Page</li> <li>- Go through Assurances and Certifications</li> <li>- Go through “Important Information” <i>*it may ask you to save</i></li> </ul>							
7. REVIEW GRANT SELECTIONS	<ul style="list-style-type: none"> <li>- Make sure “Apply Now” is selected for the current year's application</li> <li>- If the district has carryover from the prior year, check “Apply Now” for the Section 41 Carryover</li> </ul>							
8. STUDENT COUNTS	<ul style="list-style-type: none"> <li>- The information about student counts auto populates from the State. LEAs do not need to edit this portion of the application.</li> </ul>	 <table border="1" data-bbox="1123 876 1564 1136"> <thead> <tr> <th>Eligible Students (Number of ELs that have received a WIDA composite score between 1.0-1.9)</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Eligible Students (Number of ELs that have received a WIDA composite score between 2.0-2.9)</td> <td>35</td> </tr> <tr> <td>Eligible Students (Number of ELs that have received a WIDA composite score between 3.0-3.9)</td> <td>35</td> </tr> </tbody> </table>	Eligible Students (Number of ELs that have received a WIDA composite score between 1.0-1.9)	Count	Eligible Students (Number of ELs that have received a WIDA composite score between 2.0-2.9)	35	Eligible Students (Number of ELs that have received a WIDA composite score between 3.0-3.9)	35
Eligible Students (Number of ELs that have received a WIDA composite score between 1.0-1.9)	Count							
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Eligible Students (Number of ELs that have received a WIDA composite score between 3.0-3.9)	35							

Application Section/ Instruction	Notes	Screenshot Examples
<p>9. STUDENT COUNTS</p>	<ul style="list-style-type: none"> <li>- Enter the following for the district:               <ul style="list-style-type: none"> <li>a. Bilingual endorsement:</li> <li>b. Teachers with ESL endorsement</li> <li>c. Teachers with permits</li> <li>d. ESL or Bilingual endorsed teacher responsible for your EL instruction</li> </ul> </li> </ul> <p><i>(Note: whole numbers only)</i></p>	
<p>10. PROGRAM PLAN CARRYOVER, YES</p>  <p>PROGRAM PLAN CARRYOVER, NO</p>	<ul style="list-style-type: none"> <li>- If you selected the carryover radio button on the Review Grant Selection screen, your carryover reported on the July 15, Section 41 Report</li> <li>- If you did NOT have any section 41 carryover from 22-23, then this section will not appear</li> </ul>	
<p>11. PROGRAM PLAN, TYPE</p>	<p>Program Type:</p> <ul style="list-style-type: none"> <li>- Work with the district Pupil Accountant to identify the program types reported in MSDS and select those reported on this screen. (Can be more than one if more than one program type is offered.)</li> <li>- At this point, you may want to correct any incorrect program types identified in your local SIS and in the MSDS.</li> </ul>	

Application Section/ Instruction	Notes	Screenshot Examples																																																																		
12. BUDGET SUMMARY, contact info	<ul style="list-style-type: none"> <li>- Enter               <ol style="list-style-type: none"> <li>your business official's name, phone #, and email</li> <li>your EL consultant as the Project Contact Person (and phone and email)</li> </ol> </li> </ul>	 <p>The screenshot shows a 'Contact Information' form with two sections. The first section is for the 'Business Office Representative' and the second is for the 'Project Contact Person'. Each section has input fields for Name, Phone, and Email. The name fields are marked '0 of 50' and the email fields are marked '0 of 100'.</p>																																																																		
13. ADD BUDGET ITEMS; CURRENT YEAR BUDGET	<ul style="list-style-type: none"> <li>- Click "add budget item," save (One item at a time)</li> <li>- Ensure that each line item complies with the required information outlined in <a href="#">this document</a>.</li> </ul>	 <p>The screenshot shows the 'Budget Items' form in the NeXsys Grant, Application and Cash Management System. A sidebar on the left contains navigation options, with 'Add Budget Item' highlighted and a red arrow pointing to it. The main form area shows details for a budget item, including Program Number (225250), Project Number (2122), CFDA Number, Starting Date (10/01/2021), Ending Date (09/30/2022), and Fiscal Year (2022). It also includes a dropdown for 'Select the appropriate Function Code for this budget item:' (125: Compensatory Education) and a description field containing 'jgjkasfkdjka'. At the bottom, there are input fields for Salaries, Benefits, Purchased Services (1,000), Supplies &amp; Materials, and Other, with a Total of \$1,000.</p>																																																																		
14. BUDGET DETAIL	<ul style="list-style-type: none"> <li>- Verify that your line items are showing correctly on this screen.</li> </ul>	 <p>The screenshot shows the 'Budget Detail' view. It features a sidebar with navigation options and a main area with a search form and a 'Results' table. A red arrow points to a line item in the table. The table has the following columns: Function Code, Description, Entity, FTE/Hours, Salaries 1000, Benefits 2000, Purchased Services 3000, Supplies 5000, Capital Outlay 6000, Other Expenses 7000, 8000, and Total.</p> <table border="1"> <thead> <tr> <th>Function Code</th> <th>Description</th> <th>Entity</th> <th>FTE/Hours</th> <th>Salaries 1000</th> <th>Benefits 2000</th> <th>Purchased Services 3000</th> <th>Supplies 5000</th> <th>Capital Outlay 6000</th> <th>Other Expenses 7000, 8000</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>125 - Added Needs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>125</td> <td>jgjkasfkdjka</td> <td>Genesee ID -</td> <td>0.00 / 25.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> </tr> <tr> <td></td> <td>Sub Total:</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> </tr> <tr> <td></td> <td>Fiscal Agents Indirect Costs \$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>Grand Total:</td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$1,000.00</td> </tr> </tbody> </table>	Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total	125 - Added Needs											125	jgjkasfkdjka	Genesee ID -	0.00 / 25.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		Sub Total:			\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		Fiscal Agents Indirect Costs \$								\$0.00	\$0.00		Grand Total:			\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
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Application Section/ Instruction	Notes	Screenshot Examples												
<p>15. CARRYOVER, YES</p> <p>ADD BUDGET ITEMS, CARRYOVER BUDGET</p> <p>CARRYOVER, NO – SKIP THIS STEP</p>	<ul style="list-style-type: none"> <li>- Click “Add Carryover Budget Item,” and save (one item at a time)</li> <li>- Ensure that each line item complies with the required information outlined in <a href="#">this document</a>.</li> </ul>	<p>The screenshot shows the 'Add Carryover Budget Item' button in the sidebar, which is highlighted with a red arrow. The main content area displays 'Instructions' and a 'Funding Source' table. The table is titled 'Section 41 - State Bilingual Education Carryover' and contains the following data:</p> <table border="1"> <thead> <tr> <th>Agreement Number</th> <th>Program Number</th> <th>Project Number</th> <th>CFDA Number</th> <th>Starting Date</th> <th>Ending Date</th> </tr> </thead> <tbody> <tr> <td>82941</td> <td>225290</td> <td>12-94</td> <td></td> <td>10/01/2022</td> <td>09/30/20</td> </tr> </tbody> </table> <p>Below the table is a 'Function Codes' table with columns for Salaries 1000, Benefits 2000, Purchased Services 3000, 4000, Supplies &amp; Materials 5000, and Capital Outlay 6000. The rows include '220 - Support Services - Instructional Staff' and '250 - Operation and Maintenance of Plant'. A red arrow points to the 'Add Carryover Budget Item' button in the sidebar.</p>	Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	82941	225290	12-94		10/01/2022	09/30/20
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date									
82941	225290	12-94		10/01/2022	09/30/20									
<p>16. ADD ATTACHMENTS</p>	<ul style="list-style-type: none"> <li>- Attach (by clicking select and uploading): <ul style="list-style-type: none"> <li>a. Any documents that support your application <ul style="list-style-type: none"> <li>a. Large line-item written estimates</li> <li>b. EL Staffing plan (for LEAs not in compliance with staffing)</li> <li>c. Additional documentation that supports the application</li> </ul> </li> </ul> </li> </ul>	<p>The screenshot shows the 'Attachments' page. The 'Document Source' field has a 'Select' button highlighted with a red arrow. The page includes instructions for uploading documents and a note about file naming conventions.</p>												

Application Section/ Instruction	Notes	Screenshot Examples
17. DOCUMENT VALIDATION	- Ensure no errors	
18. PRINT DOCUMENT (Optional)	- If the LEA would like to keep a copy	