

2024-2025 Consolidated Application in NexSys

Help and Guidance Document

June 27, 2024

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GENERAL INFORMATION

Obligation Date

For the 2024-25 Grant Year, submission of the 2025 Consolidated Application in NexSys is required within 30 business days from the availability of the application and in substantially approvable form to receive a **July 1, 2024, obligation date**.

The Consolidated Application is substantially approvable if ALL of the following conditions are met:

- The Application is submitted with all of the required elements, including budgets that align to the strategies and activities within the plan (supplies, materials, equipment, contracts, and staffing to be funded by the programs) and other applicable supporting documents.
- The Application demonstrates that the plan being funded is focused on improving academic achievement and is comprehensive and cohesive.
- Each activity being funded is reasonable, necessary, allowable, allocable, consistent with Federal and State laws, regulations, and guidance, and meets the intent and purpose of each Federal grant source included in the application.
- School-level budgets are completed for all Title I, Part A schools, and if applicable, Title II, Part A and Title IV, Part A if used to transfer into Title I, Part A.

LEAs that **do not** submit by that deadline will receive an obligation date that coincides with the date of submission of the 2025 Consolidated Application in NexSys.

Initiating the Consolidated Application ([VIDEO](#))

- Only Level 5 users have the ability to initiate and submit an application. Once an application is initiated, it will become visible to Level 4 users on their home screen, and they will be able to work within the application.
- The Consolidated Application will be listed under “My Opportunities.” After selecting the Consolidated Application, ensure the correct LEA/agency is chosen on the “Provided To:” line.
- **Important Note:** In order to copy forward information from last year, select “Copy Forward Document”, then select Agree. This will bring forth all grant members, budget items, private schools (if applicable), and narrative sections. It does not bring in attachments. In order to begin with a clean, blank application, ensure “Copy Forward Document” is set to “Don’t Copy Forward,” and select “Agree.”

Application Completion and Submission

- Application screens **MUST** be completed **IN ORDER** unless otherwise specified.
- Most screens will auto save, however when making changes it is essential to **RESAVE** each screen **BEFORE** moving to the next screen.

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- If changes are needed to a screen previously completed, **additional screens may need to be revisited and resaved** prior to submission of the application.
- Once a screen is completed and error-free, a check box will be shown in the side navigation menu next to the screen name.
- If a screen contains errors or needs to be resaved, **a circle with an exclamation mark** will be shown in the green side navigation menu on the left. This is not true in the Budget Sections. In order to check for errors, the LEA will click the funding source screen and look for a circle with an exclamation mark on the blue headings at the top of the screen.
- Additionally, if there is a non-critical warning associated with a screen, **a triangle with an exclamation mark** will be shown. These non-critical warnings will not prevent the submission of an application.
- Once all application errors have been addressed the LEA should click the “Document Validation” screen to check to see if the application is ready for submission.
- The application can be submitted using the **“Submit Application”** link under the “Status Options” on the green side navigation menu.

GRANT MANAGEMENT GROUP

Cover Page

- Review the information on this screen for accuracy.
- Users **MUST** ensure that a main AND secondary contact has been selected for the application as applicable. It is important for districts to enter **TWO different** contacts in case one is not available.
- If the contact information is not correct for one of the contacts, the individual will need to visit the MI Login for Third Party Account and make any necessary edits.

Add/Edit Users

- If the correct contact’s name is not in the drop-down and new or additional users need to be added to the application, LEAs will need to use the **Add/Edit People** screen under the **Tools** group on the left navigation bar to add additional users to the application. Added users may be assigned as a primary or secondary contact.
- For assistance adding or editing users, please refer to the [NexSys Frequently Asked Questions](#) page. The [NexSys MDE Webpage](#), also contains multiple links for accessing NexSys, such as “NexSys Guide to Adding Users to an Organization or Application.”
- If a new user is NOT listed under the add/edit people dropdown, the user will need to be added to the organization. Please refer to the [NexSys Frequently Asked Questions](#) page to add a user to the organization.

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Assurances and Certifications

Carefully review all listed assurances and certifications. Submission of the grant application assures and certifies adherence to all the requirements listed. Simply opening the screen assures compliance. No need to save this screen.

Important Information

Please review any important information provided on this screen. Important information may be provided related to application requirements, significant changes, or updates. Simply opening the screen assures compliance. No need to save this screen.

Review Grants Selections



Once complete, it is recommended to print this screen or take a screenshot to use later in the application process.

This screen is automatically updated to bring in the initial allocation amounts.

Every time this screen is saved, other screens will be impacted. Please follow up with any remaining screens with an exclamation mark (!) in order of appearance. The exclamation mark indicates an error.

At amendment time, the Review Grants Selections screen will need to be resaved to pull in final allocations and carryover. Once the amounts appear, **type in the new accepted amounts for final allocations and carryover.**

Grant Source

- In the Review Grants Selection Screen, a grant source will appear only for LEAs who are eligible to apply.
- Allocation available amounts will then show for each eligible grant source.

Allocation Available

- An amount will show in the **Allocation Available** column for each grant source if an LEA is eligible for that source and an allocation has been determined.
- If a district knows they are eligible for funds and plans to apply, but there is not an estimated allocation populated, the district should select “apply later.”

Accepted Amounts

- **Applicants need to apply for 100% of their available funds for each applicable grant source upon submission.**
- LEAs that have started with a “clean” application (one NOT copied forward), the accepted amount will default to the entire allocation available. If no amount is filled in for the accepted amount, in an area in which funds are available, fill in the amount. Ensure that the allocation available matches your accepted amount.

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- For the “Copied Forward” application from the previous year, update and Save the accepted amounts to match the allocation available.
- Applicants will be able to amend the budgets one time during the amendment period to include all expenditures for 2024-25, including all Summer 2025 anticipated expenditures. [2 CFR § 200.308]
- Additional amendments may be allowed in special circumstances only. If an applicant feels a second amendment is needed, they should reach out to their assigned regional consultant to discuss the situation before proceeding with an amendment.
- **If the LEA is part of a consortium for Title III English Learners**, and there is an allocation amount listed on this screen, **change** the accepted amount to zero and indicate “Do Not Apply.”

Total Carryover

- After the 2023-24 Final Expenditure Report (FER) is certified in NexSys, unexpended funds will be added to the appropriate 2024-25 grant. This section is usually only completed during the amendment period. **This screen MUST be resaved at amendment time to pull in your carryover funds.**
- There are times when LEAs have carryover in their initial budgets and can accept those funds at that time.

Title I, Part A Carryover Waiver Requests

The **Total Carryover** column will show the total carryover an LEA has for each grant. If the LEA's 2023-24 Title I, Part A allocation is greater than \$50,000 and the amount of unspent funds exceeds the 15% carryover limitation, the LEA may be eligible to request a waiver by completing the “Title I, Part A 15% Carryover Waiver Request for 2023-24 Funds” form to explain why the LEA was unable to spend at least 85% of its allocation. Information on waiver requests will be sent out in a memo from MDE. All waiver requests must be submitted in GEMS/MARS. If an LEA does not request a waiver, the **Carryover Available** column will show the amount of the total carryover available for the LEA to accept this year. If a waiver is submitted, this column will be updated once the waiver has been approved. [ESEA § 1127] The Review Grant Selections screen will need to be resaved.

Carryover Available

- After the 2023-24 Final Expenditure Report (FER) is certified in NexSys, unexpended funds will be added to the appropriate 2024-25 grant once the Review Grant Selection screen is resaved.
- An amount will show in the Carryover Available column for each grant source if an LEA is eligible for that source and an allocation has been determined or if the LEA has carryover available.
- LEAs that did not budget or were not approved for 100% of their 2023-24 available funds will be able to apply for the unapproved funds as “Carryover” after the 2024-25 allocations are loaded in NexSys.

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Carryover Accepted

- Carryover funds are accepted using the **Carryover Accepted** column.
- LEAs may need to amend their application to include carryover funds.
- LEAs should accept 100% of the available carryover. Failure to accept the full amount of carryover will trigger a warning message but will not prevent submission of the application. This will allow an applicant to apply for a portion of the carryover funds if available in an initial application and return later to complete an amendment to apply for any remaining carryover funds. [20 USC § 1225]

Do Not Apply/Apply Later

- It is the presumption that unless you choose “Do Not Apply” or “Apply Later,” you are applying for funds.
- If a funding source has a \$0 allocation available, the “Do Not Apply” button **MUST** be selected unless a district knows that they are eligible and plans to apply later. Then select “Apply Later”.
- **If you are in a consortium for Title III EL (all LEAs with \$10,000 or less must join a consortium), you MUST mark “Do Not Apply” even though funds may appear. You will also need to put \$0 in the accepted amount.**
- If an LEA is choosing not to apply for a funding stream in which they have an allocation, the [Relinquish Funds](#) form must be completed and submitted.

Apply for Consortiums Only Radio Button

- This radio button will **ONLY** be used by Consortium Lead Agencies that receive \$0 dollar allocations for their agency. The majority of users will **NOT** use this radio button. An error will trigger if this button is used by non-eligible agencies.

Add/Edit Grant Members (Adding Buildings/Consortiums) ([VIDEO](#))

Please revisit this screen **after** the School Level Budgets screen has been completed later in the application. The list of identified Title I eligible schools and transfer budget amounts must be determined before completing this add/edit grant member’s screen. Use a screen shot from the “School Level Budget” screen as reference when adding buildings.

LEA’s Adding Buildings:

- Schools are considered “grant members”
- Every school that appears on the “School Level Budget” screen needs to be added as a grant member. Create a budget for each school for every grant source needed, including skipped schools.
- Step by step directions for adding/or deleting a grant member are at the top of the screen.
- When adding schools, choose **BUILDING** as the type, every time.
- To ensure the correct selection of an entity, use the Agreement Number when searching for buildings. Agreement Numbers can be found on the School Level Budget screen.

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- LEA's will use the screen shot from the "School Level Budget" screen to add their buildings.
- Once added, the building names will appear in the dropdown menu in each funding source.
- To delete a building from the budget, to remove a mistaken entry, go to Add/Edit Grant Members and delete the school using the red trash can.

Consortium Leads Adding Districts:

- **Districts are considered "grant members"**
- Step by step directions for adding/or deleting a Consortium Member are at the top of the screen.
- When adding districts, choose **CONSORTIUM** as the type, every time.
- To ensure the correct selection of an entity, use the Agreement Number when searching for a district.

Deleting Grant Members/Consortiums

To delete a grant member/consortium member (funds and services only), all budget items must be deleted first before the grant member can be deleted. Go to the grant member's budget items and delete all budget items, by using the red trash can next to each budget item. Then return to the add/edit grant members page and delete the grant member by clicking on the red trash can.

Please Note: Once items are deleted, they cannot be recovered. Ensure work is done in the correct grant member budget.

Title III EL Consortiums Guidance

Consortium Leads

- Consortium leads will invite consortium members using the add/edit grant members screen.
- Once consortium members have been added, they will be able to access the invite through the consortium lead's Consolidated Application. An invitation will be sent automatically to the LEA consortium member, and they will need to accept or reject the invitation.
- Consortium leads will be responsible for collaborating and communicating with all consortium members regarding the programming and budgets.
- Through collaboration with consortium members, the consortium lead may reserve 2% for administrative costs (direct and/or indirect).
- For LEAs that select **"Funds and Services"**:
 - The consortium lead will be responsible for loading all the budget information for each consortium member into NexSys.
 - If the consortium member has private schools that have eligible Title III ELs, the consortium lead will be required to upload the Equitable Services Calculation

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Worksheet and enrollment verification for each consortium member and add corresponding budget items.

- If the **LEA** is providing the equitable services directly to the non-public schools, then the consortium lead must:
 - Add the budget items to the LEA's Grant Member Budget screen.
 - Use FC 371 and select **Equitable Services Program Cost** as the Budget Item Type.
 - Start budget item descriptions with the name of the private school and include appropriate detail. For example, *"St. John Catholic – 2 teachers to attend the MABE conference..."*
- If the **Consortium Lead** is providing the equitable services to the non-public schools, then the consortium lead must:
 - Reserve the correct amount of funds needed for equitable services in column 10 "Consortium Leads Reservation for Services" on the Title III Allocations to Consortium Members Screen.
 - Consortium Leads will send allocation information along with a budget document to the private school so that the private school can provide the consortium lead with the budget detail for their allocation amount.
 - Add the budget items to the Consortium Lead's budget.
 - Use FC 371 and select **Equitable Services Program Cost** as the Budget Item Type.
 - Start budget item descriptions with the name of the LEA, then include the private school's name and appropriate detail. For example, *"Kalamazoo Public Schools – Hackett Catholic – 2 teachers to attend the MABE conference..."*
- For LEAs that select **"Services Only"**
 - Consortium Member Budgets are rolled up with the consortium lead's budget. Budgeting does not apply to individual entities but for the benefit of the whole consortium.
 - If a consortium member has private schools that have eligible Title III ELs, the consortium lead must:
 - Upload the Equitable Services Calculation Worksheet and enrollment verification for each consortium member.
 - Consortium Leads will send allocation information along with a budget document to the private school so that the private school can provide the consortium lead with the budget detail for their allocation amount.
 - Add the budget items to the Consortium Lead's budget.
 - Use FC 371 and select **Equitable Services Program Cost** as the Budget Item Type.

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- Start budget item descriptions with the name of the LEA, then include the private school's name and appropriate detail. For example, *"Kalamazoo Public Schools – Hacket Catholic – 2 teachers to attend the MABE conference..."*

Consortium Members

- Once an invitation is sent, the consortium lead's consolidated application will appear in the My Tasks widget on the consortium member's dashboard in Nexsys.
- Consortium members will open the consortium lead's consolidated application and go to the "Consortium Acceptance" screen. This will be the only screen where the consortium members will be allowed to save changes.
- Consortium members will use the pencil icon, next to their LEAs name, to select the type of consortium acceptance (funds and services, services only, or reject/will not participate).
- Consortium members will work in collaboration with the Consortium Lead to determine programming and budgeting.
- Consortium leads may withhold up to 2% of a LEA's allocation amount for administrative costs (direct and/or indirect). This amount, if applicable, will be reflected when the consortium lead sends the allocation amount to the LEAs.
- LEA's that select **Funds and Services and have participating private schools will:**
 - Determine if potentially eligible private school students have already been identified as EL in prior collections in MSDS. If not, the LEA should send their staff to screen potentially eligible students with the WIDA Screener. Any student receiving a score of 4.9 or below in any domain will qualify as an EL.
 - Enroll non-public school students receiving equitable shares in the public LEA as a non-public student and include the EL Component. See MSDS Manual under Membership.
 - Complete the Title III, Part A English Learner Equitable Services Calculation Worksheet for Title III, Part A EL.
 - Send the completed Title III, Part A English Learner Equitable Services Calculation Worksheet, and a printout from the Student Information System (SIS) documenting registration of the private school students to the consortium lead so that it can be uploaded into the Consolidated Application.
- LEAs that select **Services Only and have participating private schools will:**
 - Determine if potentially eligible private school students have already been identified as EL in prior collections in MSDS. If not, the LEA should send their staff to screen potentially eligible students with the WIDA Screener. Any student receiving a score of 4.9 or below in any domain will qualify as an EL.

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- Enroll non-public school students receiving equitable shares in the public LEA as a non-public student and include the EL Component. See MSDS Manual under Membership.
- Complete the Title III, Part A English Learner Equitable Services Calculation Worksheet for Title III, Part A EL.
- Send the completed Title III, Part A English Learner Equitable Services Calculation Worksheet and a printout from the SIS documenting registration of the private school students to the consortium lead so that it can be uploaded into the Consolidated Application.

Participation of Private Schools

- This screen will only be visible to traditional LEA applicants who have an accepted amount in one or more grant sources that are subject to equitable services. [ESEA § 1117 and 8501]
- **LEAs must choose from one of the three options on the screen₂** to indicate what type of involvement private schools might have in programs covered by the application.

In-District Private Schools

- Title I Part A - Traditional LEAs should ensure invitations to participate in all federal programs within the consolidated application are sent to all private schools that may be serving students who reside within district boundaries. Additional resources and sample letters for this purpose can be found on the [OES website](#).
- Title III EL and Immigrant - Traditional LEAs must ensure that equitable services letters are sent to private schools located within the district boundaries for Title III EL and Title III Immigrant. If schools are interested in participating in equitable services, follow the guidance on the [MDE-Title III](#) website under EL funding and Grant Applications ([EL Consultation Information](#)).

Out of District Private

- For Title I, Part A only it is recommended to send invitations to all private schools within a 25-mile radius of district boundaries, but it is possible students could attend private schools further away. Additional resources and sample letters for this purpose can be found on the [OES website](#).

SCHOOL INFORMATION GROUP ([VIDEO](#))

This group of screens gathers information about the schools in the LEA which will be used to determine eligibility of the schools for Title I, Part A allocations and to determine the appropriate amounts to be made available for the provision of equitable services to private schools. The screens in this group will remain locked after initial approval. These screens cannot be adjusted during “Amendment in Progress.” If changes are needed to the information on these screens, the LEA must contact their assigned regional consultant for assistance.

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Grade Span Groupings

The grade span groupings for an LEA are based on the grade levels served by each group of schools in the LEA. Many school districts have three distinct grade span groupings (e.g., K-5, 6-8, 9-12) with all schools falling into one of the three groups. LEAs have the option to enter up to six distinct grade span groupings. [ESEA § 1113(a)(4)] When entering the Grade Span Groupings, please keep them in numerical order or you will receive an error.

LEAs with Overlapping Grade Levels:

- Must first determine the distinct grade span groupings that will be used and then will assign the schools that have overlapping grade levels to the most appropriate group.
- An example would be an LEA comprised of the following schools:
 - One kindergarten school
 - Two schools serving grades 1-5
 - One school serving grades K-8
 - One school serving grades 6-8
 - One school serving grades 9-12
- The distinct grade span groups for the example above would be:
 - K-K, 1-5, 6-8, 9-12
- LEAs with buildings that would fit multiple grade spans must choose the grade span that best represents the majority of the students in that building.

Single Building Districts:

- Enter in a **single grade span** based on the grade levels served by the district (e.g., K-12 or K-8).

Data on Schools in the District

Eligible Public-School Attendance Areas and Actual Grade Spans are pre-populated on this screen from the Educational Entity Master (EEM). Prior to starting this screen, the LEA should ensure that the schools and grade spans listed are accurate and reflect all current K-12 schools in the LEA, including schools with an open-ending status and open date during the upcoming school year. Next, assign grade span groups and save the screen.

- An LEA will utilize the “Refresh” box if the data in the EEM on schools in the district has changed since this page was opened AND saved.
- If the above is true, then check the “Refresh” box and click “SAVE” to refresh the listing of schools.

If the first two columns are NOT accurate, the LEA must update the information in the EEM before continuing with this application.

Entity (school) additions, closings, grade level reconfigurations, educational setting changes and official name changes require approval by the Center for Performance and Information (CEPI) staff. Once the EEM changes have been approved by Center for Educational Performance &

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Information (CEPI) staff, the NexSys Authorized Official (Level 5) or the Application Administrator (Level 4) for the Consolidated Application must do the following:

- **LEAs MUST check the “refresh” box and then re-save this screen** so that the EEM updates are reflected here.
- Next, enter the grade span groupings and **save again**.
- If the LEA advances through other screens within the Consolidated Application, prior to correcting information in EEM, **each screen will have to be redone after the application is updated.**

If the LEA believes a school is listed that should not be, please contact your assigned consultant to discuss the situation. Do not enter inaccurate data to exclude the school from eligibility.

Grade Span Group

Individual schools must be placed in a grade span grouping depending on the grouping with which they have the most in common, using the drop-down menu. Select the grade span that aligns with the actual grade span for the building.

Schools with grade levels in more than one grouping:

- Select the grouping with which the school has the most in common.
- For instance, if a school serves grades 7-12 and the grade span groupings are K-6, 7-8 and 9-12, the school could be assigned to either the 7-8 or the 9-12 grouping.
 - LEAs should make this assignment based on the number of students in each grade level enrolled in the school.
 - For example, if the 7-12 school has 55 students in grades 7-8, and 125 students in grades 9-12, the school should be assigned to the 9-12 grade span group. [ESEA § 1113(a)(4)]

Fall Total Student Count

This column will be prepopulated with the certified public Fall 2023 count data for each school. In most cases the LEA should utilize the fall count data to complete the enrollment information on this screen. If the LEA has undergone reconfiguration (opened or closed a building or adjusted the grade spans served within a building) or experienced significant enrollment changes, please follow the directions below. Otherwise, skip to the Low-Income Count Section.

Reconfiguration:

- If the LEA has undergone reconfiguration (opened or closed a building or adjusted the grade spans served within a building) the LEA should adjust the provided count data as if the reconfiguration had already been in place the prior fall.
- The LEA must then check the first check box to explain the variation between the fall count data provided and the data entered by the LEA.

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Enrollment Changes:

- If the LEA experienced significant enrollment changes between the fall and spring count, the LEA may choose to use the spring count data and must check the second check box to explain the variation between the fall count data provided and the data entered by the LEA.
- The same count date from the **prior school year MUST BE USED** for the enrollment and low-income information for **all** public schools. If choosing to use a different date it is critical that the data used is accurate and fully certified data. Documentation must be maintained to support the counts when using data other than that which is presented in the application. [ESEA § 1113(a)(5)]

Adjusted Total Student Count

This column will be prepopulated with the certified public Fall 2023 count data for each school. If the LEA has NOT undergone any reconfiguration or had significant enrollment changes between the fall and spring count dates, the LEA should not adjust the prepopulated numbers and should continue to the Fall Low Income column.

- If reconfiguration HAS occurred or significant enrollments changes have occurred between the fall and spring count dates, staff will need to determine the proper values to enter for the adjusted student count.
- A significant enrollment change is an enrollment change which would impact the relative rank order of the schools in an LEA.
 - If enrollment changes were uniform across the LEA, the fall count data should still be used.
 - If adjusted data is used, please ensure one or both checkboxes above the table are checked to explain why the adjusted data does not match the provided fall count data.
 - All students enrolled at the school on the count date in a graded program, K-12, should be included [ESEA § 8101(3)]. Do not include students who were not at least 5 years old by December 1st of the 2023-2024 school year [MCL 380.1147]. Also do not include any students who are considered shared-time, home-schooled, or attend a non-public school for their core instruction in this count. Finally, do not include any students who are in an ungraded program and over the age of 18 [ESEA § 8103(26)].
 - The count should be a simple headcount and not a prorated full-time equivalency.
 - Students should be counted only once in the building assigned to them as their primary educational providing entity (PEPE).

Fall Low-Income Count

This column will be prepopulated with the certified public Fall 2023 count data related to the number of students eligible for free or reduced lunch for each school. If the LEA has not

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undergone any reconfiguration or had significant enrollment changes between the fall and spring count dates, the LEA should not adjust the prepopulated numbers.

Adjusted Low-Income Count

This column will be prepopulated with the certified public Fall 2023 count data related to the number of students eligible for free or reduced lunch for each school.

- If reconfiguration or significant enrollment changes have occurred between the fall and spring count dates, staff will need to determine the proper values to enter in this column.
- A significant enrollment change is an enrollment change which would impact the relative rank order of the schools in an LEA.
 - If enrollment changes were uniform across the LEA, the fall count data should still be used.
 - If adjusted data is used, please ensure one or both checkboxes above the table are checked to explain why the data in the adjusted data does not match the provided fall count data.
 - If the LEA is participating in the Community Eligibility Provisions (CEP) for its food-service program and has failed to collect free and reduced lunch eligibility information for its students, please contact the regional consultant for the LEA to determine how to proceed. [ESEA § 1113(a)(5)]

Please Note: In most cases LEAs must collect eligibility information using either the [CEP Education Benefits Form with Annual Income Ranges](#) or the [CEP Education Benefits Form with Household Size and Income](#). This data is also used to determine Sec. 31a allocations and to determine various accountability metrics for the schools and should have been reported to Center for Performance and Information (CEPI) in the Supplemental Nutrition Eligibility Component of the Michigan Student Data System (MSDS). The count of students reported by building in the Supplemental Nutrition Report provided through MSDS may not always reflect the total free/reduced lunch eligibility count for each building. The data submitted by the LEA in MSDS only includes a count of students which have been identified by the LEA as free/reduced lunch eligible and may not include other categorically eligible or directly certified students which are later flagged by CEPI as free/reduced lunch eligible (homeless, direct certified, foster, etc.). For additional information please see the [23-24 MSDS Collection Details Manual](#).^[OB]

Percent Low-Income

The percent low-income is based on the information entered in the **Adjusted Total Student Count** and **Adjusted Low-Income Count** columns. It will be used to determine eligibility of individual schools for Title I, Part A, and the rank order of eligible schools as applicable. [ESEA § 1113]

Ranking Methodology

Enrollment is based on the total from the Data on Schools in the District screen.

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LEA Enrollment Less Than 1000 Students

- All schools in the LEA are automatically eligible for a Title I, Part A program and can be served without regard to their ranking by poverty percentage [ESEA § 1113(a)(6)]. This includes the requirement to serve schools with at least 75% poverty first and following rank and serve.

LEA Enrollment of 1000 or more Students

- Options on the Ranking Methodology Screen are used to determine which schools will be eligible for a Title I, Part A program and how those schools will be ranked.

Step 1: Top Ranked Schools

- The first box is automatically checked and cannot be unchecked.
- If the LEA chooses to have all high schools containing grade 12, with a poverty percentage greater than 50%, be served prior to any grade span groupings then also check the second box.
- This only applies to the actual grade span as listed in EEM and is not impacted by the assigned grade span indicated on the Data on Schools in the District screen [ESEA § 1113(a)(3)(B)].

Step 2: Grouping Method – Districts will choose one of the grouping methods listed below.

District Wide

- After serving the top ranked schools as described in step 1, the Title I, Part A legislation allows LEAs to group and rank remaining eligible schools “district-wide” without regard to the assigned grade span, or by “grade span.”
- If the LEA selects to group remaining schools district-wide, all schools at or above the low-income percentage for the district will be eligible.

Grade Span

- The LEA must choose which grade span groups they wish to serve and what criteria they will use to determine a school’s eligibility.
- When choosing to group by grade span, a table will appear to identify what criteria will be used to determine the eligibility of schools for each grade span.
- If the LEA selects the Grade Span Eligibility Method, all schools at or above the low-income percentage for that grade span group will be eligible.
- If an LEA chooses the District-wide Eligibility Method, all schools at or above the low-income percentage for the district will be eligible.
- Top ranked schools from step 1 will be served regardless of the assigned grade span.
- Selecting “grade span” grouping does not limit the LEA to serving only one grade span. The LEA may serve the eligible schools in as many of the grade span group as it chooses. [ESEA § 1113(a)(4)]
- Select “Will Not Serve” when choosing not to serve a particular grade span. However, a school with over 75% poverty must be served in an LEA with over 1000 students.

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Step 3: Additional Eligible Schools

To make additional schools eligible that have a percent of children from low-income families of at least 35%, check the box in Step 3 [ESEA § 1113(b)(1)(A)].

Please Note: During amendment time DO NOT make changes on this screen unless you have received approval from your regional consultant.

Title I Eligible Schools

The data on this screen is populated from information entered on previously completed screens and information from the prior year's application. LEAs must use this screen to identify which schools will be served with Title I, Part A or be provided a Title I, Part A like program using Section 31a funds. **If changes are made to prior screens this screen will need to be resaved.**

Program Type

- The program type for each Current Year Title I Eligible school will be pre-populated based on the accepted value in last year's application, if available.
- Verify the information to ensure it is accurate.
- New identifications or changes can be made for each Title I eligible school by using the dropdown menu and selecting "Targeted" or "Schoolwide". If not funding, leave the selection blank.
- "Schoolwide" should only be selected if the school is at or above 40% low income and has completed the MDE-approved schoolwide planning process and has the Michigan Department of Education approval [ESEA § 1114].
 - For more information about the process to transition to schoolwide or to register an intent to transition to schoolwide LEAs should see the ["Intent to Transition to Title I Schoolwide"](#) form available on the MDE Office of Educational Support website.
- If a previously identified Schoolwide school has gone through reconfiguration (added/removed grade levels or sub-divided into two schools) please see the instructions below.

The Effects of Reconfiguring Schools on Title I Status

- When a Local Educational Agency (LEA) decides to close one or more Title I Schoolwide schools, assign different grades to an existing Title I Schoolwide school, or sub-divide a single Title Schoolwide School, the Title I Schoolwide status of a reconfigured school may be questioned.
- When closing or reconfiguring schools, make the required change in the Education Entity Master (EEM). Notify the Office of Educational Supports at 517-241-6970, and send an e-mail to Schoolwideplan@michigan.gov.

The following guide/criteria will be used to determine if the reconfigured school(s) remain Title I Schoolwide or revert to Targeted Assistance status.

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If all the following statements are true of the reconfigured Title I Schoolwide school, the new school maintains the Title I Schoolwide status:

- 50% of the staff, students, and parents must be from a Title I Schoolwide school and be knowledgeable of the existing Title I Schoolwide Plan.
- The principal must have recent successful experience in a Title I Schoolwide school.
- [The Title I Schoolwide Program Description](#), meeting all Schoolwide School Program requirements, **must be updated** with required stakeholder input. [ESEA § 1114(b)]
- The Michigan Department of Education (MDE) must be notified and may audit the Title I Schoolwide Program Description.
- The original Title I Schoolwide school(s) included in the reconfigured school must have minimal audit or On-Site Review findings.
- The updated program description must be based upon a comprehensive needs assessment using the school data analysis of the projected new students and staff.
- The goals and strategies identified in the Title I Schoolwide Program Description must address the needs of the projected new students and staff.
- The LEA must have a strong history of conducting Title I Schoolwide programs in the most recent three years.

If the school fails to meet these criteria:

- The school may be asked to revert to a targeted status and engage in a year of planning prior to becoming a Schoolwide school.
- If the school is a Targeted Assistance school, it should develop and update its plan to comply with Targeted Assistance Program requirements [ESEA § 1115].

Skipped Schools

- If the LEA chooses not to fund an eligible Title I, Part A school with Title I, Part A funds but funds another school lower down in the ranking with Title I funds, then the school is a “skipped” school and is not considered Title I for Comprehensive/Targeted Support requirements under the *Elementary and Secondary Education Act of 1965* (ESEA).
- The LEA may only “skip” a school to fund another school in the same District-wide or Grade Span grouping. If there is no other school in the same grouping, you cannot “skip” that school.
- “Skipping” only pertains to LEAs required to follow rank and serve.
- The LEA should identify the type of program to be provided in the **Program Type** column and check that the school will be skipped in the **Skipped** column.
 - A Title I-like program in a school funded with Section 31a may meet the requirements of either a Schoolwide or a Targeted Assistance program by providing direct instructional services as described in Section 1114 or 1115 of the Title I, Part A legislation [ESEA § 1113(b)(1)(D)].
 - Most Skipped Schools will provide a Targeted Assistance program.

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- Only Skipped Schools that have completed the MDE-approved schoolwide planning process and have the Michigan Department of Education approval [ESEA § 1114] may select Schoolwide program.
- Skipped Schools are required to complete the Title I Schoolwide/Targeted Plan Template and attach it in the Title I Part A Attachment section.

The LEA will need to create a Grant Member in order to allocate Section 31a funds to the school to provide a Title I-like program in that school and complete a grant member budget in the Section 31a Like Programs Group later in the application.

Please Note: Private school students, who reside in a “skipped” school attendance area, may generate funding, and must be provided Title I services even though the public-school attendance area is skipped [ESEA § 1113(b)(2)].

Unfunded Schools

- All schools identified as Title I eligible and being served in the current year must have a Title I program type identified.
- If funds are insufficient to fund all eligible schools, please leave any schools that will not be funded blank.”
- No school may be left blank if a lower ranked school in the same group is marked “Schoolwide” or “Targeted” [ESEA § 1113(a)(4)(B)].

Prior Year Title I Eligible Schools

- The LEA may designate and serve a school that is not otherwise eligible for Title I, Part A in the current year if that school was eligible and was served in the preceding fiscal year.
- If you wish to serve such a school, identify the program type of the school to be served in the **Program Type** column [ESEA § 1113(b)(1)(C)]. If the school does not regain eligibility the following year, then it will no longer be able to participate in Title I, Part A.

Data on Private Schools

This screen will only be visible if an LEA indicated that they have participating private schools in one or more of the grant programs.

- LEAs should use this screen to enter information about all participating private schools.
- LEAs should refer to the list of approved [Nonpublic Schools](#) on the MDE Nonpublic and Home School website to verify their eligibility to receive equitable services.
- Non-public school students receiving equitable shares for Title III only, should be enrolled in the public LEA as a non-public student. See MSDS Manual under Membership.
- LEAs will need to add each private school to this screen using the plus button located on the far-right hand side after the Immigrant Count column.
- If an LEA needs to delete a private school use the minus button located on the far right-hand side after the Immigrant Count column.

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In/Out of District

For each private school added to the screen, the LEA should identify if the school is located inside or outside of the district boundaries.

Program Participation

For each private school listed indicate “yes” in the dropdown menu for any grant source for which the private school is eligible for and has indicated a desire to participate in. This will ensure the private school is included in the equitable services calculations. **Private schools outside of district boundaries are only eligible for Title I, Part A basic programs.**

Please Note: Do not mark “Yes” on this screen for Title III EL if you are participating in a Consortium. **Title III English Language Consortium LEAs who have private schools participating in Title III EL, will need to use the Equitable Services Worksheet.**

Student Counts

Private school student counts should, like the public-school counts, **be representative of enrollment from the 2023 fall count** and **NOT** current year enrollment data.

Title I, Part A Basic Programs Participation (In and Out of District Private Schools)

- Resident Low-Income Count: Enter the number of children from low-income families, as of the prior fiscal year fall count date.
- The number should only include the count of private school children who, based on residency, would have attended a public school with a Title I or skipped school program within the LEA [ESEA § 1117(b)(1)(F)].
- If a private school is unable to provide the required “Resident Low-Income Count” data, counts used for equitable services in the prior year’s application can be used for a second year [ESEA § 1117(a)(4)(D)]. The data should always represent historical data, not current year enrollment. See also ESEA § 1117(c)(1) for alternative methods available to determine the “Resident Low-Income Count” for participating private schools.

Title II, Part A and Title IV, Part A Participation (In District Private Schools Only)

- Enter the total number of K-12 pupils attending the private school as of the prior fiscal year fall count date.

Title I, Part C (In District Private Schools Only)

- Contact MDE’s Migrant Education Consultant if the LEA believes there are eligible migratory students enrolled in the public school. Once confirmed, enter the total number of children that meet eligibility requirements for title I, Part C attending the private school as of the prior fiscal year fall count date.

Title III, Part A English Learner & Immigrant (In District Private Schools Only)

- Enter the total number of children that meet eligibility requirements for each grant source attending the private school as of the prior fiscal year fall count date.

Please Note: Districts must enter the district counts on the Private Schools table on this screen.

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FUND TRANSFERS AND PRIVATE SCHOOLS SECTION GROUP ([VIDEO](#))

New Funds Transfers

LEAs must use this screen to identify any transfers between grant sources that it wishes to make using new allocations.

- **Transferred funds do not actually move to the new grant source but take on the authority and allowability of the new fund designation and are subject to all the rules and regulations of the fund source into which they are transferred [ESEA § 5103].**
- Transfers of funds are only allowed into a grant where an LEA has an accepted amount based on the information entered on the Review Grant Selections screen.
- Traditional LEAs that have Private Schools MUST check the assurance box at the bottom of the page ensuring the LEA had meaningful consultation before making any transfer decisions.
- After saving the new availability, “Availability After Transfers” will be displayed in the far-right column.

Please Note: If an eligible LEA intends to exercise SRSA Flexibility to use Title II, Part A or Title IV, Part A funds flexibly, the amount of the funds intended to be used flexibly **should not** be included as transfers within this section. Click on the [SRSA Eligibility Website](#) for a list of eligible LEAs.

Private School Carryover

LEAs with participating private schools who have accepted carryover funds in Title I, Part A Basic programs will need to use this screen to identify if any of the carryover resulted from a failure to fully obligate funds which had been reserved to provide equitable services to participating private schools [ESEA § 1117(a)(4)(B) and 8501(a)(4)(B)]. For additional guidance see the October 7, 2019 [Title I, Part A Equitable Services Non-Regulatory Guidance](#).

Total to Distribute

- Using the Final Expenditure Reports (FER) for Title I, Part A, identify the difference between the amount budgeted for equitable services under FC 371 and the amount expended for equitable services under FC 371. This amount cannot exceed the original new allocation amount from the previous year. It is not allowable to carryover the carryover funds from the previous year a second time.
- If this amount is negative (the LEA expended more than required) enter \$0.
- **The total carryover to distribute must be entered first before you can distribute the funds.**

Please Note: If the total to distribute exceeds the actual carryover available then services to private schools were not fully provided and you must contact your regional consultant for further guidance.

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Carryover Distribution to Private Schools

- For each private school participating in a fund source with an amount to distribute, enter the share of the funds that will be attributed back to services in that private school.
- If you do not distribute the full amount, you **MUST** put an explanation in the box provided.
- If a private school declines the additional services, the value of those services should be offered to other private schools for services.
- An LEA does not need to allocate additional funds back to participating private schools if, **during consultation**, it is agreed that the private school would be unable to make use of services funded by the additional carryover amounts.
 - An LEA should document, in writing, the private school's refusal of additional services.
 - If the LEA has made and documented a reasonable effort to engage in consultation with the private school, failure of a private school to engage in that consultation or to provide program input in a timely manner may be considered a refusal of services.
 - In most cases, it would be expected that unexpended amounts from the prior year are fully allocated back to participating private schools.

Explanation of Undistributed Carryover Amounts

- If all participating private schools decline and are unable to take advantage of additional services which would fully utilize the available private school carryover, the undistributed amount may be recaptured by the public schools.
- Additionally, if the carryover amount to distribute reflects funds that have been carried over once already (the carryover value exceeds the prior year's new equitable service amount), the excess may be recaptured by the public school.
 - An explanation for the recapture must be included in the space provided which indicates that the private schools were aware of the amount available but declined additional services.
 - If recapture is occurring because the carryover amount includes funds that had been carried over once already, the comment should include an explanation of why services were not provided to the private school as had been agreed to during the prior year.
 - The LEA should maintain documentation of the communications with the private school supporting the explanation statements.

Carryover Transfers

An LEA must use this screen to identify any transfers between grants that it wishes to make using carryover funds.

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- This screen will appear, even if you do not have carryover. If you do not have carryover, please just save this screen and move on to the next screen.
- **Transferred funds do not actually move to the new grant source but take on the authority and allowability of the new fund designation and are subject to all the rules and regulations of the fund source into which they are transferred [ESEA § 5103].**
- Transfers of funds are only allowed into a grant where an LEA has an accepted amount based on the information entered on the Review Grant Selections screen.

Please Note: If an LEA intends to exercise SRSA Flexibility to use Title II, Part A or Title IV, Part A funds flexibly, the amount of the funds intended to be used flexibly **should not** be included as transfers within this section.

TITLE I, PART A DISTRIBUTIONS GROUP ([VIDEO](#))

Title I, Part A Equitable Services to Private Schools

Before starting to work on this screen, you must “SAVE” the screen so that the information from previous screens is populated into the appropriate columns.



It is recommended to print this screen or take a screenshot, once completed, to be used later in the application process.

This screen will use the information provided from the **Review Grant Selection** screen, the [School Information screen and if applicable, any Carryover and/or Transfer](#) screens to calculate amounts available to provide equitable services in each private school based on a prorated share of the equitable service amounts.

- Since equitable service amounts in Title I, Part A are calculated prior to the LEA reserving funds for administrative costs, this screen will also allow the LEA to reserve funds, from the amounts calculated for equitable services, for the administration of the services provided to the participating private schools.
- If an LEAs total Title I allocation plus new transfers in is \$500,000 or more, this screen will also automatically calculate the portion of funds that must be utilized to provide parent and family engagement activities in the private schools.

Negotiated Indirect

- If the LEA, in agreement with the participating private schools, wishes to take a portion of funds off the top of the amount available for the provision of equitable services, that amount should be entered in the **Negotiated Indirect** box on the top table.
- This amount is limited by the indirect rate as shown in the **Maximum Indirect** box.
- The amount held for negotiated indirect costs will be subtracted from the total equitable services amount and should be included in the indirect amount for the LEA Title I Budget as a whole within the Consolidated Application.

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Negotiated Direct Administrative Costs

- An LEA, in agreement with the participating private schools, may choose to take a portion of each school's prorated share of funds to cover direct administrative costs.
- The amount to be deducted from each private school's share of the equitable services should be entered in the **Negotiated Direct Admin Costs** column in the bottom table.
- An LEA may not charge both indirect and direct administrative costs for the same administrative cost and must have receipts or documentation of any direct administrative costs being charged against the private school equitable services.
- Direct administrative costs for the provision of equitable services should be budgeted within the Title I, Part A budget in the Consolidated Application as a FC 371 expense.

For additional information about the provision of equitable services for Title I, Part A and the application of administrative costs on those services please see the [Non-regulatory Guidance](#).

Title I, Part A Public School Reservations and Carryover Distribution

The table at the top of the screen shows all funds available to support the Title I, Part A Basic program in the LEA. A LEA can choose to reserve funds from the publicly available amount for required and optional reservations. The carryover section also allows the LEA to choose how it wishes to redistribute the publicly available carryover amount.



It is recommended to print this screen or take a screenshot, once completed, to be used later in the application process.

New Parent and Family Engagement Reservations

LEAs with a total allocation plus transfers of new funds into Title I, Part A of less than \$500,000

- **NOT** required to set aside 1% for Parent & Family Engagement
- LEAs may still budget funds for School Level Parent & Family Engagement without identifying it on this screen as a reservation.
- LEAs that wish to budget funds for District Level Parent & Family Engagement should enter the reservation in the "Other Optional District Reservations" box.
- **DO NOT** fill in a reservation amount on the 2nd or 5th line of this table.

LEAs with a total allocation plus transfers of new funds into Title I, Part A of \$500,000 or more

- NexSys will calculate the minimum required for the Parent & Family Engagement reservation from new availability only, not including carryover based on 1% of the new funds.
- This amount will prepopulate on the top line of the New Parent and Family Engagement Reservation table.
- LEAs that wish to reserve additional funds beyond the minimum required should identify the additional reservation amount on the second line of the table.

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- The LEA must be careful to not use reserved funds to violate rank and serve requirements and have documentation of stakeholder support of a reservation greater than 1%. This amount will be added to the amount on the first line to determine the total New Parent and Family Engagement Reservation [ESEA § 1116(a)(3)].

Please Note: Individual schools can choose to utilize additional funds from their school level allocations to support parent and family engagement in their schools beyond the required reservation amount. **Those additional amounts should not be included as a reservation on this screen.**

Parent and Family Engagement Reservations Retained at the District

- If an LEA wishes to retain a portion of the Parent and Family Engagement Reservation for use and budgeting at the district level, that amount must be entered on the fifth line of the table.
- The LEA may only retain 10% of the Parent and Family Engagement Reservation for use at the district level, meaning 90% of the reserved amount **must be** returned and budgeted within the school level budgets.
- If the LEA chose to reserve more than the required 1%, 90% of the reserved amount must still be distributed to schools and budgeted as part of the school level budgets [ESEA § 1116(a)(3)(B)].
- The maximum dollar amount that may be retained at the district will be shown on the 4th row of the table.
- The balance of the parent and family engagement reservation remaining for school level use will be shown in the last row of the table.

New Homeless and Optional District Reservations

Homeless Reservations

All LEAs are required to meet collaboratively with their homeless liaison, and reserve funds to provide services for students experiencing homelessness [ESEA § 1113(c)(3)]. Beginning with the 2024-2025 Consolidated Application, LEAs **MUST** select one of the following methods of demonstrating sufficiency:

- **Option A:** LEAs whose annual Title I, Part A Homeless Set Aside is greater than \$100 per student experiencing homelessness will continue their current processes and Set Aside amounts. LEAs must continue to reserve at least \$100 per student experiencing homelessness.
- **Option B:** LEAs whose annual Title I, Part A Homeless Set Aside is less than \$100 per student experiencing homelessness will increase to a Set Aside amount of at least \$100 per student experiencing homelessness.
- **Option C:** LEAs who braid funding to meet the needs of students experiencing homelessness will demonstrate sufficiency, in the amount of at least \$100 per student experiencing homelessness, by completing the [Title I, Part A Homeless Set Aside](#)

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[Worksheet](#) provided by OES and attaching it to the Consolidated Application. The worksheet must include an explanation of the needs and the resources utilized to meet those needs.

- **Option D:** LEAs who receive a Title I, Part A allocation of less than \$10,000 will demonstrate sufficiency by completing the [Title I, Part A Homeless Set Aside Worksheet](#) provided by OES and attaching it to the Consolidated Application. The worksheet must include an explanation of the needs and the resources utilized to meet those needs.

Additional guidance, including the 6-Step Process Guide and the Title I, Part A Homeless Set Aside Worksheet, which includes allowable uses, function codes and information on common misconceptions, is available on the Homeless Education website in the Title I, Part A Homeless Set Aside: www.michigan.gov/homeless

Common Uses Include: academic support (function code 125), welfare support (function code 361) and excess transportation costs to the school of origin (function code 271). FTE for the LEA Homeless Liaison is an allowable cost which is included in this table as part of the homeless reservation and budgeted using Function Code 226 in the Title I District Budget. The LEA Homeless Liaison position does not count towards administrative costs.

Please Note: An error will trigger and prevent application submission if a homeless reservation amount is not entered.

Foster Care Reservation

- The LEA may use Title I, Part A to fund the Foster Care Liaison position. The cost for the Liaison should be included in this table as part of the foster care reservation and would be budgeted using Function Code 226 in the title I District Budget. **This does not count towards administrative costs.**
- When it has been determined through the Best Interest Determination process that a student placed in foster care should remain in their school of origin, LEAs may use Title I, Part A funds to pay for the “additional cost” to transport to and from the school of origin.
- Additional costs incurred in providing transportation to the school of origin should reflect the difference between what an LEA otherwise would spend to transport a student to their assigned school and the cost of transporting a child in foster care to their school of origin. For additional guidance reference the [Non-Regulatory Guidance on Ensuring Educational Stability for Children in Foster Care](#)

Neglected Facilities Reservation

- If an LEA services students in facilities that qualify for Title I, Part A Neglected funds, they may choose to reserve additional funds from their Title I, Part A Basic allocation to utilize in those programs [ESEA § 1113(c)(3)].
- Those amounts should be entered on the third row of the **New Homeless and Optional District Reservations** table. These additional Neglected Facilities’ reservations will be distributed in the “Title I, Part A Allocations to Facilities” screen and will need to be

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budgeted within the Title I, Part A District Budget for this year following the same directions as described in the “Creating Budgets in Nexsys” section of this guidance manual.

New Indirect Costs

- If the LEA desires to claim indirect costs on the Title I, Part A availability, the amounts for indirect costs should be entered on the fourth row of the reservations table.
- Indirect costs taken on the original Title I, Part A amount will be indicated separately from the costs taken on any of the transfer funds or carryover.
- Indirect costs taken on transfer funds from Title II, Part A and/or Title IV, Part A should be entered on the fifth and sixth rows of the reservations table, respectively. Those costs should correlate to the amounts budgeted for indirect in the appropriate grant source budget.
- The maximum values shown in the table assume that no funds will be utilized for capital outlay (Object Code 6000), payments to other governmental agencies, facilities acquisition, or prior period adjustments (Function Code 400). LEAs using funds for those purposes may not be able to reserve the maximum value shown or the application will generate an error when the Title I, Part A budget is complete and will need to return to this screen to reserve a lower amount [2 CFR § 200.414].

Please Note: If an LEA transfers funds from Title IV, Part A to Title I, Part A the LEA may not be able to take the maximum indirect amount shown on this screen for Title IV, Part A. They will be limited by the 2% rule even though they are transferring the funds out. LEAs will need to adjust the indirect they wish to claim accordingly.

New Direct Administrative Costs

If an LEA wishes to reserve funds for the direct administration of the Title I, Part A program, the amount of that reservation should be included in the table on the **New Allocation to be Used for Direct Administrative Costs** row [2 CFR § 200.413]. This would include all administrative costs directly related to management of the grant as a whole, not related to meeting a specific cost objective of the grant. The following is a list of activities that may be considered part of the overall administrative budget for the grant:

- Performing general administrative and coordination functions for the grant **at the district level**, including:
 - i. Accounting, budgeting, financial, and cash management functions
 - ii. Procurement and purchasing functions
 - iii. Property management functions
 - iv. Personnel management functions
 - v. Payroll functions
 - vi. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports

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- vii. Audit functions (FC 231) - Must be supported by itemized billing for the Title I program only
 - viii. General legal services functions
 - ix. Developing systems and procedures, including information systems, required for these administrative functions
 - x. Preparing administrative reports and
 - xi. Other activities necessary for general administration of government funds and associated programs
- Oversight and monitoring responsibilities related to the district administrative functions (FC 226).
 - Costs of goods and services used for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
 - Travel costs incurred for official business in carrying out administrative activities or the overall management of the program.
 - Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.
 - Costs of technical assistance, professional organization membership dues,
 - Costs of evaluating results obtained by the overall project at the district level against stated objectives (FC 281).
 - Most costs associated with FCs 232, 241, 249, 252, 257, 282, and 284.

The items listed above are the only allowable administrative costs. Total administrative costs, including indirect, should generally be less than 10% of the total availability. Direct administrative costs must be clearly documented as directly related to the Title I, Part A program. All costs must be reasonable and necessary.

Please Note: There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost to avoid possible double charging of Federal awards. [2 CFR § 200.412]

Do not include the following as part of the direct administrative costs:

- The homeless and/or foster care liaisons. Those costs should be included in the Homeless and/or Foster Care Reservation amounts.
- Building principals participating in school level PD with their own staff not directly related to administrating a federal program.

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New Availability for Other Optional District Reservations

- In general, reservations for Title I, Part A district level programs should only occur if the LEA is following a written process for district-level program decision making. Although optional district reservations are allowable, the LEA must first consult with all stakeholders (school-level continuous improvement teams, principals, and parents) regarding the size and scope of the program prior to implementing optional reservations because district reservations reduce the amount of funds that are allocated to the schools.
- **It is not permissible to use such reservations to bypass rank and serve requirements.** Whenever possible, the costs for district level instructional programs should be prorated out and budgeted under individual school budgets to ensure alignment with federal school level expenditure requirements and to ensure rank and serve requirements are being met. [34 CFR § 200.77(f)]
- Consultants may request an assurance that such a process has been followed and LEAs should ensure such an assurance is uploaded when the district-level program costs compose a significant portion of the overall Title I, Part A budget (equal to or greater than individual school level program budgets).
- District level reservations specifically required by law or based on district level needs, such as reservations for unreimbursed excess foster care transportation costs, preschool, salary and benefit differentials, parent and family engagement costs that fall within the 10% limit for the district's share of the parent and family engagement reservation, or homeless and foster care reservation costs, may be made without utilizing a formal written process for school-level input, however such input is still highly recommended.

District level reservations may include the following types of activities:

District-level instructional programs

- Programs such as Title I, Part A preschool, Title I, Part A summer school or Title I, Part A intersession programs are allowable only after consultation with teachers, pupil support personnel, principals, and parents of the Title I, Part A schools.
- Costs should be included as a district reservation only if it has been determined that if it would be more cost-effective for the LEA to provide a single district level Title I, Part A program and when costs cannot be effectively prorated out to individual school budgets.
- **Whenever possible, the costs for district level instructional programs should be prorated out and budgeted under individual school budgets to ensure alignment with federal school level expenditure requirements and to ensure rank and serve requirements are being met.**

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Salary and Fringe Benefit Differentials

- To address variations in Title I, Part A personnel costs, an LEA may consider seniority pay differentials or fringe benefit differentials as a district-level administrative cost rather than a charge to each Title I, Part a School.
- This policy should only be used when the LEA has “like programs,” school to school and the schools are demographically similar.
- Contact your regional consultant for technical assistance in determining salary and fringe benefit differentials.

Additional Professional Development

- A district-level professional development reservation would be appropriate only if two or more Title I, Part A schools have the same professional development needs as stated in each of the building continuous improvement plans and if it would be more cost effective for the LEA to provide a joint professional development opportunity for these Title I, Part A schools.
- **Whenever possible, the costs for such programs should be prorated to the school level budgets of the participating schools based on the relative benefit received to ensure rank and serve requirements are being met.**

Parent and Family Engagement Carryover and Reservations

- LEAs should review the expended amount under FC 331 on its Final Expenditure Report (FER) and reservation amounts from the prior year to determine if the minimum required amount reserved in the prior year, including any required carryover for parent and family engagement, was expended.
- If the LEA did not expend the minimum required amount reserved in the prior year for Parent and Family Engagement, the unexpended amount must be entered on the first row of the **Parent and Family Engagement Carryover and Reservations** table when the carryover becomes available in the application. On the second row of the **Parent and Family Engagement Carryover and Reservation** table the LEA should identify the amount, if any, of the required parent and family engagement carryover that will be retained at the district level.
- The remaining balance of the required amount must be redistributed and budgeted within the school level budgets.

Additional Carryover to be used for Parent and Family Engagement

- If an LEA wishes to reserve additional amounts of carryover for parent and family engagement activities, beyond any required amount not expended during the prior year, the LEA should indicate the additional reservation from carryover in the appropriate rows of the **Parent and Family Engagement Carryover and Reservations** table.
- The LEA will utilize one of the last two lines of the table, depending on if the reserved amount will be directed and budgeted at the district level or at the school level. Districts

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are not required to direct 90% of this additional reservation amount to schools and may use it all for district level activities.

Homeless and Optional District Reservations from Carryover

- Homeless Reservations from Carryover
 - If an LEA wishes to fund additional activities for the support of students experiencing homelessness from carryover that are not already covered by reservation from the newly allocated funds, those amounts should be entered on the top row of the **Homeless and Optional District Reservations from Carryover** table.
 - See the directions under [Homeless Reservations](#) for more information about the types of expenses allowed for the reserved amount.

Foster Care Reservations from Carryover

- If an LEA wishes to fund additional activities for the support of students experiencing foster care from carryover that are not already covered by the reservation from the newly allocated funds, those amounts should be entered on the second row of the **Homeless and Optional District Reservations from Carryover** table.
- For additional guidance reference the [Non-Regulatory Guidance on Ensuring Educational Stability for Children in Foster Care](#)

Carryover from Title I, Part A Neglected Facilities

- If an LEA served students in facilities that qualified for Title I, Part A Neglected funds during the prior year and did not expend the full allocation for those facilities, they **MUST** identify the portion of carryover that needs to be returned to the Title I, Part A Neglected Facilities on the third row of the **Homeless and Optional District Reservations from Carryover** table.
- The resulting carryover will then be allocated to individual facilities within “Allocations to Neglected Facilities” and the Title I, Part A budget in the Consolidated Application.

Carryover Indirect Costs

- If the LEA desires to claim indirect costs on the Title I, Part A carryover, the amounts for indirect costs should be entered on the fourth row on the **Homeless and Optional District Reservations from Carryover** table.
- Indirect costs taken on the Title I, Part A amount will be indicated separately from the costs taken on any of the transferred carryover funds. Those costs will need to correlate to the amount identified in the transfer source budget within the Consolidated Application.
- The maximum values shown in the table assumes that no funds will be utilized for capital outlay (Object Code 6000), payments to other governmental agencies, facilities acquisition, or prior period adjustments (Function Code 400). LEAs using funds for those purposes may not be able to reserve the maximum value shown or the application will generate an error when the Title I, Part A budget is complete and will need to return to this screen to reserve a lower amount.

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Please Note: If an LEA transfers funds from Title IV, Part A to Title I, Part A the LEA may not be able to take the maximum indirect amount shown on this screen for Title IV, Part A. They will be limited by the 2% rule even though they are transferring the funds out. LEAs will need to adjust the indirect they wish to claim accordingly.

Carryover Direct Administrative Costs

- If a district wishes to reserve additional funds from carryover for the direct administration of the Title I, Part A program, the amount of that reservation should be included on the seventh row of the **Homeless and Optional District Reservations from Carryover** table
- See the directions under [New Direct Administrative Costs](#) for information about the types of expenses that can be included on this row.

Carryover for Other Optional District Reservations

- If a district wishes to reserve additional funds from carryover for other district reservations, the amount of that reservation should be included on the eighth row of the **Homeless and Optional District Reservations from Carryover** table.
- In general, reservations for Title I, Part A district level programs should only occur if the LEA is following a written process for district-level program decision making.
- Although optional district reservations from carryover are allowable, the LEA must first consult with all stakeholders (school-level continuous improvement teams, principals, and parents) regarding the size and scope of the program prior to implementing optional district reservations from carryover because district reservations reduce the amount of funds that are allocated to the schools.
- **It is not permissible to use such reservations to bypass rank and serve requirements.**
- Whenever possible, the costs for district level instructional programs should be prorated out and budgeted under individual school budgets to ensure alignment with federal school level expenditure requirements and to ensure rank and serve requirements are being met.
- Please see the instructions under [New Availability for Other Optional District Reservations](#) for more information about the types of activities that may be funded from these optional reservations.

Carryover Distribution to Schools

- Any carryover funds not already reserved in the tables above must be returned to schools.
- By default, the Consolidated Application will assume that any remaining carryover will be distributed to individual schools using the per-pupil formula (third row of the **Carryover Distribution to Schools** table).

Carryover to Revert Back to Each School of Origin

- If the LEA has records indicating a portion of the carryover funds should be directly attributed back to one or more schools, based on the inability of that school or schools

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to fully obligate all funds allocated in the prior school year, those funds may be directly allocated back to the school of origin.

- This is accomplished by indicating the full value of the funds on the first row of this table and allocating them back to the appropriate school on the Allocation to School Attendance Areas screen.
- The LEA is also required to check the assurance box at the bottom of the table, assuring that it has appropriate records to support the direct allocation back to individual schools.

Carryover for Special Initiatives

- If an LEA has special initiatives in one or more schools, such as special supports being provided to schools identified for improvement, funds can be reserved from carryover amounts using the second row of the **Carryover Distribution to Schools** table and allocated to the specific schools on the Allocation to School Attendance Areas screen.
- This reservation should **not** be used to increase amounts available for student instruction in those schools or used to bypass rank and serve requirements.

For additional guidance regarding the allocation and use of carryover funds, please see the carryover section of the [February 2008 Fiscal Issues: Title I, Part A, Non-Regulatory Guidance](#).

Public Services Summary

Please carefully review the public services summary.

- LEAs **MUST** ensure that services are fully budgeted in the Title I, Part A District Budget to align with the total reservations as indicated on the Public Services Summary table.
- The reserved amount for district parent and family engagement is the **maximum allowed within the district budget for this purpose**. Therefore, the district budget in the Consolidated Application for FC 331 should not exceed the reserved budget figure.
- LEAs must budget **at least** an amount equal to the **Total Minimum School Funds for Parent and Family Engagement** within the school level Title I, Part A budgets. Schools may choose to budget more than the minimum amount required and reserved on this screen. All Title I, Part A parent and family engagement costs should be budgeted within the school level budgets that are contained within the main Title I, Part A budget group. FC 331 should not be used within school level budgets that are part of transfers to Title I, Part A from other funding sources.

Please Note: Parent and Family Engagement is also an allowed cost under Title IV, Part A and Title V, Part A and may be budgeted in those program budgets without the need to designate it as a transfer to Title I, Part A. However, those amounts will not count towards the Title I, Part A Parent and Family Engagement requirement.

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Allocation to School Attendance Areas



Once completed and saved, please either print this page or take a screen shot of this entire page. The information from this screen will be needed to complete the Add/Edit Grant Members Screen and will also be needed to complete the school level budgets.

Minimum Amount Per Low-Income Pupil

The table at the top will show the minimum amount required to be budgeted per low-income pupil. If the amount shows \$0.01 the LEA is eligible to set their own minimum amount per pupil. [ESEA § 1113(c)(2)(A)]

Grouping of School Attendance Areas

- The list of schools and the associated data is populated from information on the [Data on Schools in the District](#) screen and groups are determined based on information from the [Ranking Methodology](#) screen (if applicable). Only schools identified as either **Schoolwide** or **Targeted** on the [Title I Eligible Schools](#) screen will be listed.
- The amount per pupil will automatically prepopulate by dividing the funds equally between each school. Districts will need to make changes to the amount per pupil to meet the needs of their district.
- Before saving the screen, districts will need to check the assurance box at the bottom of the page.

LEAs with Less Than 1000 Students or “District Wide” Ranking Methodology

- The schools will be listed in poverty rank order, regardless of the grade span of each school.

Grade Span Ranking Methodology

- All schools above 75% poverty will be listed first regardless of grade span.
- The remaining schools in the grade spans the LEA selected to serve on the Ranking Methodology screen at or below 75% poverty will be listed in poverty rank order within each grade span.

50% Rule for High Schools

- All schools that include grade twelve and have a poverty percentage greater than 50% may be served in rank order after those with poverty percentages greater than 75% prior to serving any remaining schools.

LEAs with 1000 Students or More

- LEAs are required to serve schools in rank order and must allocate funds to schools above 75% poverty first, regardless of grade span – including alternative schools and virtual schools.
- LEAs may not allocate more per low-income child to schools at or below 75% poverty than it allocates to schools above 75% poverty.

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Title I, Part A Per Student Amounts

LEAs are required to distribute funds to schools based on the count of students from low-income families in that school.

To distribute funds appropriately:

- Determine the amount per low-income student for the highest ranked school in the list of Title I, Part A eligible schools (i.e., the school with the highest poverty percentage). An amount equal to or greater than the minimum amount must be used. Allocate funds to the remaining Title I, Part A eligible schools in rank order. It is allowable to allocate different amounts per low-income student to different schools, however, each school must receive an amount per low-income student equal to or less than all schools preceding it in the rank order listing. For each school, enter the amount per low-income student.
- If the remaining funds are not sufficient to allocate the minimum amount per low-income student to the lowest ranked school, the LEA may allocate less than the minimum amount per low-income student to the school if the LEA determines that the funds allocated are sufficient to allow the school to operate a Title I, Part A program of sufficient quality to enable students to make adequate progress toward meeting the State's challenging performance standards.
- After saving, the LEA should ensure that the **Remaining Balance** in the last row of the **Calculated Title I Amount** column is as near to zero as possible to ensure maximum utilization of the available Title I, Part A funds. [ESEA § 1113(c)(1)]

Section 31a Per Student Amounts

If Title I, Part A funds are insufficient to fully fund the minimum amount required or the amount needed for each eligible school, Section 31a funds may be used in whole or part to meet the per pupil funding requirements.

- In the **Section 31a Amount Per Pupil** column enter only the amount of Section 31a funds that will be used to replace all or part of the school's required per pupil funding. A school level budget will need to be created under the Section 31a Title I Like Programs group for those funds.
- The **Section 31a Amount Per Pupil** column is not intended, and should not be used, to allocate the full value of an LEA's anticipated Section 31a allocation. This column should only be used to allocate enough Section 31a funds to meet minimum per pupil amounts or rank and serve requirements if Title I, Part A funds are insufficient to fully support the Title I, Part A programming in the LEA [ESEA § 1113(b)(1)(D)(ii) and 1113(c)(2)(B)].

After saving, the LEA should verify that the total calculated Section 31a amount allocated in the last column of the table does not exceed the expected Section 31a allocation for the LEA and that remaining Section 31a funds will be enough to meet the intent and purpose of Section 31a.

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Skipped Schools

- If, on the Title I Eligible Schools screen, the LEA chose to mark a school as “skipped” the **Title I Amount Per Pupil** column should not be used or an error will trigger.
- The full value of the required per pupil amount must be entered in the **Section 31a Amount Per Pupil** column.
- A school level budget will need to be created under the Section 31a Title I Like Programs group for those funds.

Carryover and Parent & Family Engagement Reservations

If applicable, enter the Carryover and Parent and Family Engagement Reservations for each school. This column should not be used to bypass rank and serve requirements. Distribution of Parent and Family Engagement Reservations should be done with priority given to high-need schools [ESEA § 1116(a)(3)(C)]. After saving, the LEA should ensure that there is no **Remaining Balance** in the last row of the **Carryover and Parent and Family Engagement Reservations** column.

School Level Budgets

LEAs will **only** input information on this screen **if they have transferred** funds into Title I, Part A. Follow the directions at the top of the screen.



Once completed and saved if you have transferred funds into Title I Part A, please either print this page or take a screen shot of this entire page. The information (agreement numbers) from this screen will be needed to complete the Add/Edit Grant Members Screen and will also be needed to complete the school level budgets. The Add/Edit Grant Members Screen will be used to create school level budgets for each grant funding source used.

At this point, return to the Add/Edit Grant Members Screen to add grant members/district consortium members.

NEW ADMINISTRATIVE COSTS GROUP ([VIDEO](#))

New Administrative Costs

This screen is to add direct and indirect administrative costs for all funding sources. The Title I Part A direct and indirect administrative will be prepopulated from the information provide earlier in the application.

- Enter the direct and indirect costs for each funding source.
- Percentages will be automatically calculated for each funding source.
- After saving the screen, an error message will appear if administrative cost percentages are exceeded. If you still have an error, try saving a second time.

Please Note: The administrative cost percentage guidelines are listed at the top of the screen. The 2% limit for Title III and Title IV error message indicates both grant sources are over 2%. However, one may be correct, and you only need to adjust the other. Use the percentages on this screen to determine which grant source needs to be adjusted.

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Administrative & Indirect Cost Limits

Title I, Part A

- The administrative costs plus indirect costs should not exceed 10% of the budgeted costs.

Title I, Part C

- The administrative costs (function codes 226, 231 and 252) plus indirect costs may not exceed 15% of the budgeted costs.
- The Migratory Education Program has several required activities: direct services, recruitment, identification, and reporting; and parent outreach and advisory. Direct services must be a minimum of 60% of the budgeted costs. Parent outreach and advisory costs must be a minimum of 1% of the budgeted costs.

Title I, Part D

- The administrative costs plus indirect costs should not exceed 10% of the budgeted costs.

Title II, Part A

- The administrative costs plus indirect costs should not exceed 10% of the budgeted costs.

Title III, Part A English Learners

- Two percent (2%) of your LEA's allocation is the maximum allowed for administrative costs plus indirect costs that are directly related to the Title III, Part A – Language Assistance for English Learners program, regardless of your LEA's maximum Restricted [Indirect] Rate.
- Administrative costs include budget items in the following function codes: 226, 231, 252, and the amount budgeted for indirect costs.

Title III, Part A-Immigrant Students

- Two percent (2%) of your LEA's allocation is the maximum allowed for administrative costs plus indirect costs that are directly related to the Title III, Part A - Immigrant Students program, regardless of your LEA's maximum Restricted Indirect Rate.
- Administrative costs include budget items in the following function codes: 226, 231, 252, and the amount budgeted for indirect costs.

Title IV, Part A

- Two percent (2%) of your LEA's allocation is the maximum allowed for administrative costs plus indirect costs that are directly related to Title IV, Part A.

Title V

- The administrative costs plus indirect costs should not exceed 10% of the budgeted costs.

Carryover Administrative Costs

This screen is to add direct and indirect administrative costs for all funding sources from carryover and will only appear if there are carryover funds to budget. The Title I Part A direct and indirect administrative costs will be prepopulated from the information provide earlier in the application.

- Enter the direct and indirect costs for each funding source.
- Percentages will be automatically calculated for each funding source.

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- After saving the screen, an error message will appear if administrative cost percentages are exceeded.

Please Note: The administrative cost percentage guidelines are listed at the top of the screen.

ALLOCATIONS TO CONSORTIUM MEMBERS GROUP

This group will only appear for districts that are Title III, Part A-EL Consortium Leads.

Title III, Part A-EL Allocations to Consortium Members

- First, click “Save” to load the Consortium Members and their grant member/consortium member allocation amount.
Please Note: If Title III, Part A EL allocation amounts change, please resave this screen to update the allocation amounts shown on this table.
- In the Accepted Amount column, please identify the amount of funds, from the total amount accepted, that will be allocated to each entity.
Please Note: Accepted Amount should not exceed the allocation amount. 100% of funding should be accepted for all participating consortium members (Funding & Services and Services Only).
- For each Title III, Part A EL entity listed, please identify the portion of carryover, if available, that will be allocated back to that entity.
Please Note: Remaining balance for carryover amount may be greater than \$0.
- If applicable, for each Title III, Part A EL Entity, please identify the portion of actual indirect that will be attributed to the fiscal agent/consortium lead’s budget.
Please Note: Title III, Part A EL Admin/Indirect costs are calculated based on indirect rate or 2%, **whichever is lower**.
- For each Title III, Part A EL entity listed, please identify the portion of direct administrative costs that will be attributed to the fiscal agent/consortium lead’s budget.
Please Note: Title III, Part A EL Actual Indirect and Direct Administrative costs reserved for the consortium lead’s budget may not exceed the calculated max indirect/admin costs calculated for each consortium member.
- If applicable, for each Title III, Part A EL funding and services entity listed, please identify the portion of direct administrative costs that the funding & services consortium member will reserve for their grant member budget.
Please Note: Funding & services direct administrative costs and consortium lead direct and indirect administrative costs **cannot exceed 2%**.
- For each Title III, Part A EL entity listed, please identify the portion of the consortium member’s grant that will be reserved for the consortium lead’s Title III, Part A EL services.
Please Note: If Title III, Part A EL consortium member funds are listed in the Consortium Lead Reservation for Services column, this portion of the allocation will remain in the consortium leads allocation and budget. For Services Only consortium members, all of the remaining funding should be allocated to the consortium lead in this column.

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Important Note: For SERVICES ONLY consortium members, the final entity/consortium member allocation column should equal \$0.

ALLOCATIONS TO NEGLECTED & DELINQUENT FACILITIES GROUP ([VIDEO](#))

This group will only appear for districts that have neglected and delinquent facilities. MDE uploads the facilities to the application for neglected and delinquent.

Title I, Part A Allocations to Facilities



Once you complete this screen, it is recommended that you print this screen or take a screenshot to be used later in the application process.

- First you will need to add all of your facilities assigned to your LEA. If you have more than one, use the plus sign on the far-right side. Once you have added all of them, click on “SAVE.”
- If a facility is missing, please contact the OES Title I, Part A Neglected Consultant.
- Once you click SAVE, the calculated allocation amount will be populated for each facility.
- Complete the accepted amount column following the directions at the top of the screen.
- If allocating Carryover, additional Title I, Part A, or Transfer Funds, indicate the amount in the appropriate column to match the available funds amount and then click “SAVE”.
- Identify the portion of indirect and direct administrative costs that will be funded from the entity’s allocation and click on “Save”.

Please Note: Each neglected facility should be added only once. If a facility name is duplicated in the list, use the trash can button on the far right-side of the screen to delete the additional row with the duplicated facility name.

Title I, Part D Allocations to Facilities



Once you complete this screen, it is recommended that you print this screen or take a screenshot to be used later in the application process.

- First you will need to add all of your facilities assigned to your LEA. If you have more than one, use the plus sign on the far-right side. Once you have added all of them, click on “SAVE.”
- If a facility is missing, please contact the OES Title I, Part D Delinquent Consultant.
- Once you click SAVE, the calculated allocation amount will be populated for each facility.
- Complete the accepted amount column following the directions at the top of the screen.
- If allocating Carryover, additional Title I, Part A, or Transfer Funds, indicate the amount in the appropriate column and then click “SAVE”.
- Identify the portion of indirect and direct administrative costs that will be funded from the entity’s allocation and click on “SAVE”.

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Please Note: Each delinquent facility should be added only once. If a facility name is duplicated in the list, use the trash can button on the far right-side of the screen to delete the additional row with the duplicated facility name.

EQUITABLE SERVICES REPORTS GROUP ([VIDEO](#))

All the information on this screen is prepopulated based on information entered earlier in the application. It will only appear for LEAs that have Private Schools participating in Title I, Part C, Title II, Title III EL and IS, and Title IV.



Once you complete this screen, it is recommended that you print this screen or take a screenshot to be used later in the application process.

Equitable Services to Special Populations

This screen will **ONLY** appear for LEA's that have Private Schools participating in the following programs:

- Title I, Part C- Migrant
- Title III, Part A English Learner
- Title III, Part A Immigrant Students

Before starting to work on this screen, "save" the screen so that the information from previous screens is populated into the appropriate columns.

All the information on this screen is prepopulated based on information entered earlier in the application.

Title II and Title IV Equitable Services

This screen will **ONLY** appear for LEA's that have Private Schools participating in the following programs:

- Title II, Part A- Supporting Effective Instruction
- Title IV, Part A -Student Support and Academic Enrichment

Before starting to work on this screen, save the screen so that the information from previous screens is populated into the appropriate columns.

All the information on this screen is prepopulated based on information entered earlier in the application.



Once you complete this screen, it is recommended that you print this screen or take a screenshot to be used later in the application process.

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PROGRAM INFORMATION GROUP ([VIDEO](#))

Equitable Access

Information requested on this screen applies to ALL grant sources included in the Consolidated Application. If copying forward your application, this section will need to be reviewed and updated if applicable.

Section 427 of the General Education Provisions Act (GEPA) allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, applicants should determine how these, or other barriers may prevent students, teachers, parents, and other beneficiaries from accessing or participating in the Federally funded programs.

A generic, “catch-all” statement about non-discrimination is not sufficient.

Additional guidance can be found on the OES Website.

Language Assistance Plan

All Local Educational Agencies (LEAs) receiving any supplemental State or Federal funds are required to demonstrate how they are using general funds to support ELs by completing this screen. If copying forward your application, this section will need to be reviewed and updated if applicable.

- Contact information for the Title III/EL person must be entered.
- All students that are designated as English Learner (EL) have the right to supports provided by the LAP. This program is a requirement of all districts.
- LEAs that do not have ELs enrolled during the submission of the Consolidated Application are required to have a plan in place for new EL enrollees and must also complete this screen.
- Additional guidance can be found on the [OES Website](#).

Special Populations Additional Information

This screen requires districts to input information regarding:

- In section I, the LEAs needs and plans for the Title I Part A homeless set aside will need to be entered. This information must align to all budgeted items. If copying forward your application, this section will need to be reviewed and updated.
- In section II, Part A, the LEA needs to indicate if Title I Part A funds will be used to support youth experiencing foster care by checking yes or no.
- In section II, Part B, if the LEA selected yes, the LEA’s needs and plans for supporting youth experiencing foster care need to be entered in the text box below. If the LEA

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selected no, leave the text box blank. If copying forward your application, this section will need to be reviewed and updated.

- Contact information for the Homeless Liaison and Foster Care Liaison must be entered at the bottom of the screen. If copying forward your application, this section will need to be reviewed and updated.

Please Note: The liaisons listed in the Consolidated Application must be the same liaisons reported in the Education Entity Master (EEM). Additionally, the designated homeless liaison must complete required training modules. Contact Special Pops at mckinney-vento@michigan.gov for assistance.

Title V, Part B SRSA Flexibility

This screen will only appear for SRSA eligible districts. [SRSA Eligibility List](#)

SRSA Flex

LEAs eligible for the Title V, Part B Small Rural School Achievement Program (SRSA) funding will be able to utilize added flexibility for the use of Title II, Part A and Title IV, Part A funds. This flexibility allows the LEA to use these funds according to the intent and purpose and allowability of the following funding sources without transferring those funds:

- Title I, Part A – Improving Basic Programs
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – Language Instruction for English Learners
- Title III, Part A – Language Instruction for Immigrant Students
- Title IV, Part A – Student Support and Academic Enrichment
- Title IV, Part B – 21st Century Schools

Eligible Title V, Part B SRSA Flex Districts

- An SRSA-eligible LEA that wishes to exercise this additional flexibility must indicate its desire to do so by checking the appropriate radio button on this screen.
- An SRSA-eligible LEA exercising flexibility must enter the amount of Title II and/or Title IV funds that will be used flexibly in the table provided.
- LEAs are still required to meet equitable services requirements based on the amount of funds received in applicable programs.
- LEAs are not required to meet the requirements to allocate specific portions of funds to applicable focus areas in Title IV, Part A.

CREATING BUDGETS IN NEXSYS [\(VIDEO\)](#)

Creating budgets within the Consolidated Application follows the same process for all grant sources. A funding source group will only appear if the district has accepted funding for that grant source. Once you choose a funding source, all budget screens will appear in the budget section. Possible grant sources may include:

- Section 31a Title I Like Programs
- Title I, Part A- Basic Programs
- Title I, Part A- Neglected

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- Title I, Part C- Migratory Education
- Title I, Part D- Delinquent
- Title II, Part A- Supporting Effective Instruction
- Title III, Part A- Language Instruction for English Learners
- Title III, Part A- Language Instruction for Immigrant Students
- Title IV, Part A- Student Support and Academic Enrichment
- Title V, Part B- Rural and Low-income School Program

Budget Summary

This screen will show the totals for each funding source according to function codes, as well as the budget summary for the district and each grant member. This screen will operate the same for all funding sources. The only difference may be the budget area totals as they pertain to the specific funding sources.

- Complete the contact information for the district's Business Office Representative and Project Contact Person and then "SAVE" the screen. Budget amounts will populate into the budget summary.
- An error message (!) will appear on the budget summary tab until all funds have been budgeted for the funding source.

Please Note: This includes all grant member budgets for the funding source as well. To see each grant member budget, please use the grant member drop down at the top of the budget summary page. The drop down menu will allow navigation between district and grant member budgets.

- Once all funds have been budgeted, go back to the budget summary screen, and click on "Save." Also, **anytime a change is made to any grant member budget, the grant member budget summary screen must be saved again.**

Please Note: The "Save" button is no longer in the top right corner. It is a small green button on the right side of the budget area.

On the Title I, Part A Budget Summary in the budget area there is a blue link titled Title I Schools. By clicking this link, the Title I Schools Report screen will appear. This screen will allow the LEA to view the amount available as well as the amount budgeted for each grant member. A balance column will allow the LEA to see any discrepancies.

Please note: The School Family & Parent Engagement budget area in the table may show that a budget is overbudgeted. This is because an LEA may budget more than the minimum required.

Budget Detail

This screen allows the LEA to filter by district, grant members, private schools, etc. to see different budget details. Budgets may be exported into excel on this screen using the export feature. By using the version drop down, the LEA can navigate between the current budget and previous versions.

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Please Note: Once the drop down menu has been used to filter information, the search button must be selected for the filtered information to appear.

Budget Items

This screen will allow an LEA to add, edit or delete district and/or grant member budgets. If the LEA copied the application forward, the budget items from the previous application will appear.

ADDING NEW BUDGET ITEMS UNDER A GRANT SOURCE

- Go to the correct funding source budget group on the green navigation menu on the left-hand side.
- Click on the blue budget items tab at the top.
- Use the grant member drop down to select the appropriate grant member.
- Click on “Add Budget Item” in the upper right corner of the budget item screen and complete all required fields.
 - Function Code
 - Budget Item Type – This will depend on the district reservations and the funding source. Be sure to correctly identify the budget item type. The drop down will vary depending on the funding source. It is imperative to have the correct item type identified to ensure accuracy on the budget summary.
 - Private School – This will only be selected if entering Equitable Services.
 - Description – Enter the description. Please be as detailed, yet concise as possible. There is a 300 character limit.
 - If entering a description for a private school, please begin the description with the name of the school.
 - Neglected facility school: please begin the description with the name of the facility.
 - Homeless reservation: please begin the description with Homeless
 - Foster care reservation: please begin the description with Foster Care
 - Dollar Amount – Remember if budgeting for personnel, including purchased services, always complete the FTE or Hours box.
- There are three options for saving after adding the budget item. Please choose one of the following options:
 - “Save” – This option saves the current budget item and keeps it open on the screen.
 - “Save and Close” – This option saves the budget item and returns to the budget item screen.
 - “Save and Add” – This option saves the budget item and opens a new add/edit budget item screen to allow another new budget item to be added.

Please Note: When entering budget amounts, sometimes the entire amount will not show or may be cut off. Please adjust the screen size in order to see the entire amount.

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EDITING BUDGET ITEMS UNDER A GRANT SOURCE

- Go to the correct funding source budget group on the green navigation menu on the left hand side.
- Click on the blue budget items tab at the top.
- Use the grant member drop down to select the appropriate grant member.
- Click on the pencil icon next to the item to edit. This will bring up the add/edit budget item screen to make any necessary changes.
After editing the budget item, choose one of the save options at the bottom of the screen.

Please Note: If the application has been copied forward, all private school budget items must be edited in all funding sources. Go into the budget item and re-select the name of the private school using the Facility/Private School drop down menu. Then resave.

DELETING BUDGET ITEMS

- Go to the correct funding source budget group on the green navigation menu on the left hand side.
- Click on the blue budget items tab at the top.
- Use the grant member drop down to select the appropriate grant member.
- Click on the red trash can next to the budget item. A pop up will appear to confirm the deletion of the budget item.

Please Note: Once an item has been deleted, it cannot be recovered.

CHECKING FOR BUDGET ERRORS

- Errors within budgets will only appear within the budget screens for the funding source. The exclamation mark will appear on the blue tabs at the top of the section. The exclamation mark will no longer appear on the green side navigation menu.
- On the top of the budget item screen, there is an Errors drop down menu. The LEA may use this option to check for errors in individual budget items. By selecting “yes” an error check will take place and any errors will be viewable on the screen.

Flagged Budget Items

The “Flagged Budget Items” items screen will identify if a district and/or grant member item has been approved, modifications are required or if the item is unallowable. Use the dropdown menu at the top to select the district or grant member budget that needs to be modified.

- To make modifications to an item, review the comment and click on the blue hyperlink for the budget item under the function code column.
- Once the item appears, make any requested modifications, and then click “Save.”
- LEAs will not be able to make any changes to “Approved” items. If an LEA needs to modify an approved budget item, they will need to contact their Regional Consultant.
- If a budget item needs to be deleted, this can only occur on the Budget Item pages.

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- After making a modification to a budget item, if the change does not appear in the list of items, refresh the screen.

ATTACHMENTS

This screen will allow a district to attach any documents required. An attachment screen is provided under each grant source. In order to attach a document, click on the attachment screen. Follow the directions at the top of the screen.

Only eligible districts that participate in Title I, Part A Schoolwide Consolidation of funds will use this section. These LEAs will upload their required consolidation templates here.

Please Note: If you need to add more than one attachment, you will need to save and then click the “ADD” button in the top right corner. **All LEAs MUST upload their current Title I Targeted Assistance and/or Schoolwide Planning Templates for all Title I buildings on the Title I, Part A Attachments screen on an annual basis. This also includes Section 31a, Title I, Part A Like Programs (Skipped Schools).**

STATE OF MICHIGAN ATTACHMENTS GROUP

Only MDE personnel have permission to attach documents in this group.

APPLICATION SUBMISSION ([VIDEO](#))

Prior to submission, LEAs should conduct an error check. Go to the Tools Menu and select “Document Validation.” This screen will give details on any errors or corrections that need to be addressed.

To submit the completed application, choose “Submit Application” under the Status Options Menu.

MODIFICATIONS REQUIRED

After an application has been reviewed it may be returned to the district for modifications.

- Under the Status Options Menu, select “Modify Application.”
- Requested Modifications for specific screens in the application will be listed, with notes, on the “Document Overview” page. The LEA will click on the identified screen name under the Location column. A blank screen will appear. However, the green side navigation bar will highlight the screen where the modification needs to occur.
- After all requested modifications from the Document Overview page have been completed, the LEA will need to review the Flagged Budget Screen and use the dropdown to review any funding source needing modifications.