



New Hampshire

**Department of Education**

**New Hampshire Department of Education  
Elementary and Secondary Education Act  
(ESEA) Consolidated Application Guide**

*For Field Use Only*

***Bureau of Instructional Support***

Office of ESEA Programs

25 Hall Street

Concord, NH 03301

## Purpose

The purpose of this document is to provide all stakeholders with information regarding the New Hampshire Department of Education (NHED), Office of ESEA Programs, ESEA Consolidated Application. Within you will find a step-by-step guide on how to fully execute the application, which is located with the Grants Management System (GMS). The application includes the following ESEA Title Program federal formula programs:

1. Title I, Part A- Improving the Academic Achievement of the Disadvantaged
2. Title I, Part D, Subpart 2- Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk
3. Title II, Part A- Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
4. Title III, Part A- Language Instruction for English Learners and Immigrant Students
5. Title IV, Part A- Student Support and Academic Enrichment
6. Title V, Part B, Subpart 2- Rural and Low-Income School Program (RLIS)

## Guidance

Per section [8305 \[20 U.S.C. 7845\] Consolidated Local Plans or Applications](#), a state educational agency (SEA) that has an approved consolidated State plan or application under section 8302 may require local educational agencies (LEAs) in the State receiving funds under more than one program included in the consolidate State plan or consolidated State application to submit consolidated local plans or applications under those programs, but may not require those agencies to submit separate plans. Additionally, the SEA shall require only descriptions, information, assurances, and other material that are absolutely necessary for the consideration of the LEA plan or application.

These various sections, included within the application, interact differently depending on certain factors. This guide will help explain these factors so you can successfully execute the application in its entirety. For the purpose of this example, SAU 7 has agreed to be an example.

For questions about the application, please contact:

Jessica Lescarbeau, Bureau Administrator  
[Jessica.L.Lescarbeau@doe.nh.gov](mailto:Jessica.L.Lescarbeau@doe.nh.gov)

# Table of Contents



<b>Logging into GMS</b> .....	4
<b>Accessing Individual Districts</b> .....	5-6
<b>Selecting and Hiding Sections</b> .....	7
<b>Saving the Application</b> .....	8
<b>Application Contact Information</b> .....	9
<b>Preliminary Allocations</b> .....	10-11
<b>Specific Program Guidance</b> .....	12-13
<b>Program Contact Information</b> .....	14
<b>Documentation Upload</b> .....	15
<b>Transferability</b> .....	16
<b>Budget Summary</b> .....	17
<b>Equitable Services</b> .....	18
<b>Program Assurances</b> .....	19
<b>General Assurances</b> .....	20
<b>Certification</b> .....	21
<b>Validation</b> .....	22
<b>Submission</b> .....	23-24
<b>Review Status</b> .....	25
<b>Returned Status</b> .....	26
<b>Approved Status</b> .....	27
<b>Status History</b> .....	28
<b>Print, Save, Retain</b> .....	29

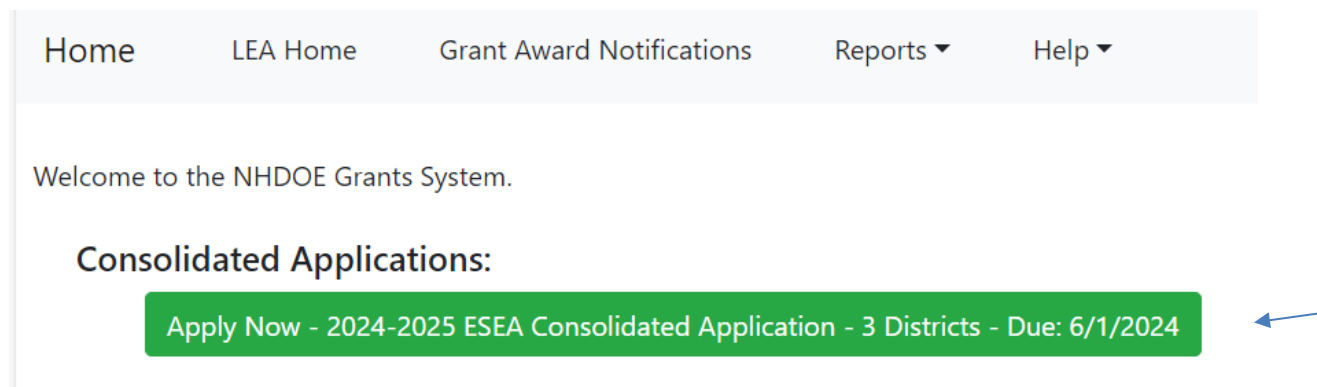
## Logging into GMS

The Superintendent user is the only GMS user at the LEA level that will have access to the ESEA Consolidated Application. Upon logging into GMS, this is what the user will see.

Note:

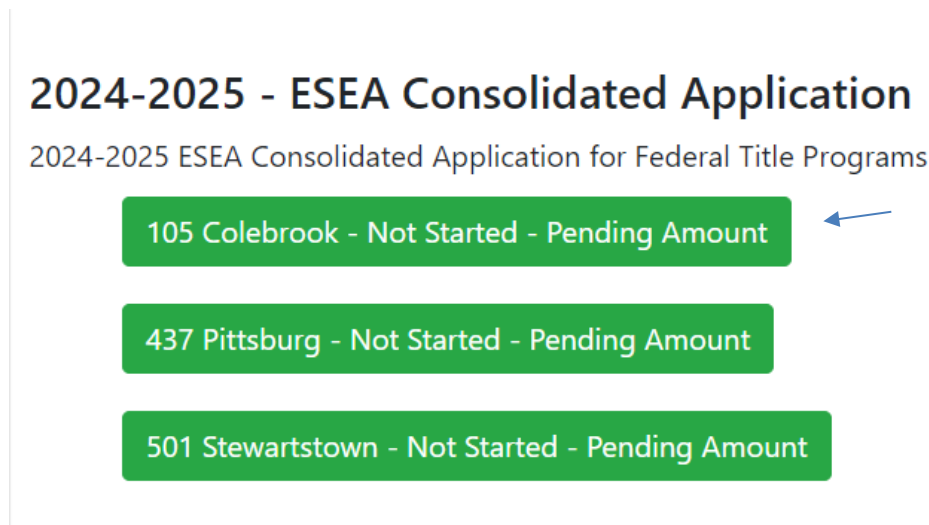
1. The title of the application. Please ensure you are selecting the ESEA Consolidated Application. Currently that is the only application in the system.
2. Ensure you are in the correct grant year. GMS currently defaults to the current school year of 2023-2024, but the application will be found under 2024-2025.
3. The title also includes how many district applications are available, in this instance there are three (3).
4. Lastly, it states the due date, which is June 1, 2024.

To enter the application, you will click on the green box where it says, “Apply Now”.



The screenshot shows a navigation bar with links for Home, LEA Home, Grant Award Notifications, Reports, and Help. Below the navigation bar, a welcome message reads "Welcome to the NHDOE Grants System." Underneath, the heading "Consolidated Applications:" is followed by a prominent green button that says "Apply Now - 2024-2025 ESEA Consolidated Application - 3 Districts - Due: 6/1/2024". A blue arrow points to the right side of this button.

The next screen is the list of available district applications.



The screenshot displays the title "2024-2025 - ESEA Consolidated Application" and the subtitle "2024-2025 ESEA Consolidated Application for Federal Title Programs". Below this, there are three green buttons representing district applications: "105 Colebrook - Not Started - Pending Amount", "437 Pittsburg - Not Started - Pending Amount", and "501 Stewartstown - Not Started - Pending Amount". A blue arrow points to the right side of the first button.

Each district will need to submit a fully executed application to be considered eligible for ESEA Title Program federal formula programs.

## Accessing Individual Districts

If you are a multi-district SAU, all districts within the SAU will present for selection. Since NHED does not currently have preliminary allocation information there is no way to tell with certainty that a particular district will not receive funding in 2024-2025. Therefore, we are opting to display all districts at this time. If at any time during the process preliminary information is sent to the district and the district decides to not participate in ESEA Title Programs for 2024-2025, the district does not need to execute the application.

Select from the list of district applications, the application you would like to start. You can have multiple applications started or in various statuses at the same time.

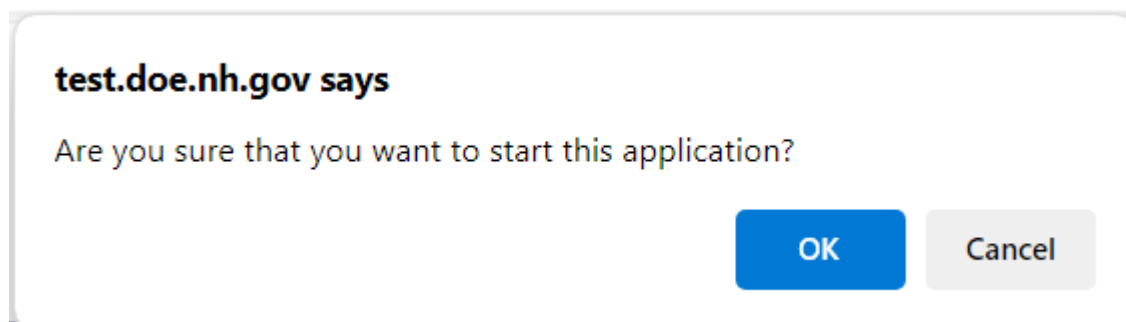
Once selected, this is the next screen. In this instance I have selected to start the application for the Colebrook School District.

### 2024-2025 - ESEA Consolidated Application

105 Colebrook - Not Started - \$0.00

Start Consolidated Application

A message box will appear asking if you are sure you would like to start the application. For these purposes, it is reading that the test system is asking. The messaging may appear slightly different when the application goes live.



Once the application is opened, it will present with all sections collapsed, except for the purpose section which will always default to open.

# 2024-2025 - ESEA Consolidated Application

## 105 Colebrook

Started by jlescarbeau on 3/14/2024 8:28 AM

[Status History](#)   [Save](#)

[Purpose](#) ←

[Guidance](#)

[Overview](#)

[Application Contact Information](#)

[Preliminary Allocations](#)

[Transferability](#)

[Budget Summary](#)

[Equitable Services](#)

[Program Assurances](#)

[General Assurances](#)

[Certification](#)

## Selecting and Hiding Sections

By clicking on a blue hyperlink, it will open that section. In this instance I have clicked on the ‘Purpose’ section to review it.

2024-2025 - ESEA Consolidated Application

105 Colebrook

Started by jlescarbeau on 3/14/2024 8:28 AM

[Status History](#) [Save](#)

### Purpose

[Hide - Purpose](#)

The New Hampshire Department of Education (NHED) has developed the online 2024-2025 ESEA Consolidated Application for Federal Title Programs to support the timely administration of programs funded by the Every Student Succeeds Act (ESSA) to local educational agencies (LEAs) across the state of New Hampshire. The application is streamlined to focus on the fiscal and programmatic requirements of ESSA for the following programs:

1. Title I, Part A- Improving the Academic Achievement of the Disadvantaged
2. Title I, Part D, Subpart 2- Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk
3. Title II, Part A- Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
4. Title III, Part A- Language Instruction for English Learners and Immigrant Students
5. Title IV, Part A- Student Support and Academic Enrichment
6. Title V, Part B, Subpart 2- Rural and Low-Income School Program (RLIS)

The information and documentation requested in this application will allow NHED reviewers to ensure that all LEAs are fully prepared to effectively address key provisions of ESSA regulations. To streamline ESSA requirements, documentation such as *Program Assurances and Equitable Services Affirmation* will be uploaded as part of this application process. The online application process will not only ensure the compliance of ESSA regulations but will also allow NHED to collect and analyze data in a timely manner to provide LEAs quicker access to funding.

The purpose, guidance, and overview sections of the application are informational and align with the sample application provided earlier. There is no action that needs to be taken on those sections.

To hide the section once it is open, click on “Hide- (Section Title)”, which is located underneath the section title name.

## 2024-2025 - ESEA Consolidated Application

### 105 Colebrook

Started by jlescarbeau on 3/14/2024 8:28 AM

[Status History](#) [Save](#)

### Purpose

[Hide - Purpose](#) ←

Note:

1. Having too many sections open at the same time causes confusion. We recommend having only one (1) section open at a time.

## Saving the Application

At any point during the application process, prior to submission, the application can be saved and exited out of. The save button is located at the top of the page.

### 2024-2025 - ESEA Consolidated Application

#### 105 Colebrook

Started by jlscarbeau on 3/14/2024 8:28 AM

[Status History](#)

[Save](#) ←

#### Purpose

[Hide - Purpose](#)

Once you have exited the application after saving, you will see that the status on the list of district applications has now changed to 'Started'.

### 2024-2025 - ESEA Consolidated Application

2024-2025 ESEA Consolidated Application for Federal Title Programs

105 Colebrook - Started - Pending Amount ←

437 Pittsburg - Not Started - Pending Amount

501 Stewartstown - Not Started - Pending Amount



## Application Contact Information

The first section that requires data input is the ‘Application Contact Information’ section. This information is used only as contact information for application questions or issues. Program specific information will be collected in each program section.

All fields require information. If your district does not have a grant manager you can omit that section, they will not be required fields.

### Application Contact Information

[Hide - Application Contact Information](#)

Contact Information

School Administrative Unit (SAU) #:	7
District Name:	Colebrook
Superintendent Name:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Business Administrator Name:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Grant Manager Name (if applicable):	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

## Preliminary Allocations

Due to the unfortunate delay in receiving preliminary allocation information, preliminary allocation information will not be available at the start of the application period. Instead you will see that the amount is 'pending'. Once preliminary allocation information becomes available we will be sure to communicate that information with all LEA's.

This section however will still require opt-in or opt-out selections for each Title program. The opt-in of a program triggers the application to include that section. For any program you opt-out of that section will remain hidden.

A district can change their selection at any time. If your district originally opted-in for a program and you have uploaded information or written a narrative, that information will remain in the background once you opt-out. If the district opts back in, then that information will still be readily available.

The district **must** save their opt-in/out selections by utilizing the 'Save Opt-In/Opt-Out' button underneath the section title. If the district changes their selections, it must click 'Save Opt-In/Opt-Out' again. Again, these selections trigger your applicable application sections.

### 2024-2025 - ESEA Consolidated Application Opt-In/Opt-Out Selections Saved Successfully!

#### 105 Colebrook

Started by jlescarbeau on 3/14/2024 8:28 AM

[Status History](#) [Save](#)

[Purpose](#)

[Guidance](#)

[Overview](#)

[Application Contact Information](#)

#### Preliminary Allocations

[Hide - Preliminary Allocations](#)

[Save Opt-In/Opt-Out](#) [Cancel Opt-In/Opt-Out](#)

Title Program	Preliminary Allocation Amount	Opt-In to Participate	Opt-Out of Participating
Title I, Part A	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title I, Part D, Subpart 2	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title II, Part A	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title III, Part A	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title III Immigrant Set-Aside	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title IV, Part A	Pending	<input checked="" type="radio"/>	<input type="radio"/>
Title V, Part B, Subpart 2	Pending	<input checked="" type="radio"/>	<input type="radio"/>

In the example above you will notice that all ‘Opt-In’ selections were made. This is now what the selections screen looks like:

[Guidance](#)

[Overview](#)

[Application Contact Information](#)

[Preliminary Allocations](#)

[Title I, Part A](#)

[Title I, Part D, Subpart 2](#)

[Title II, Part A](#)

[Title III, Part A](#)

[Title III Immigrant Set-Aside](#)

[Title IV, Part A](#)

[Title V, Part B, Subpart 2](#)

[Transferability](#)

[Budget Summary](#)

[Equitable Services](#)

[Program Assurances](#)

[General Assurances](#)

[Certification](#)

Please take note in the notes section of this section #3 requires action. The district must opt-in or out of participating in the REAP program offered by the U.S. Department of Education. While this is not a program that passes through NHED, LEAs are required to notify the SEA of their participation in this program. This opt-in/out meets this requirement.

**Please note the following:**

1. If an LEA does not receive a preliminary allocation amount for a specific program, that LEA does not need to select if they elect to opt-in or out of participating.
2. If an LEA opts out of participating in Title I, Part A or does not participate in Title I, Part A, that LEA will not be eligible to participate in Title IV, Part A the following year. If your LEA did not participate in Title I, Part A in the 2023-2024 grant year you may not participate in Title IV, Part A for the 2024-2025 grant year.
3. Please indicate if you intend to accept Title V, Part B, Subpart 1 (REAP) funding from the U.S. Department of Education:  Opt-In  Opt-Out (do not qualify or choosing to opt-in to RLIS)

By opting in to participate in one or more title programs, the LEA agrees to provide all necessary information and documentation requested. If an LEA opts out of participating in a title program, that section shall be skipped.

Once preliminary opt-in/out selections are made for all Title programs including REAP, you can proceed with the remaining sections.

## Specific Program Guidance

### Title I, Part A

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- Only one file is allowed to be uploaded in this section. If you have multiple school plan files, they need to be consolidated into one file.

### Title I, Part D, Subpart 2

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- Answer all thirteen (13) questions. There is a character limit of 4000 characters per answer.

### Title II, Part A

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- Answer all four (4) questions. There is a character limit of 4000 characters per answer.
- If there is a question that is not applicable to your LEA (for instance you have no schools identified for school improvement) please write a narrative explaining why it is not applicable.

### Title III, Part A

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- Answer all three (3) questions. There is a character limit of 4000 characters per answer.

### Title III, Part A- Immigrant Set Aside

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- There is no additional information required for this section.

### Title IV, Part A

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- Answer all five (5) questions. There is a character limit of 4000 characters per answer.
- If there is a question that is not applicable to your LEA (for instance you plan to transfer 100% of your funds into another eligible program) please write a narrative explaining why it is not applicable and why the funds would be more appropriately used under another program.
- Only one file is allowed to be uploaded in this section. If you have multiple (comprehensive) needs assessment files, they need to be consolidated into one file.

## **Title V, Part B, Subpart 2**

- Fill in all Project Manager and Fiscal Contact information. The fax number fields may be omitted. The additional fields for the Contact Person (if different) may also be omitted if there is no alternative contact.
- There is no additional information required for this section.

## Program Contact Information

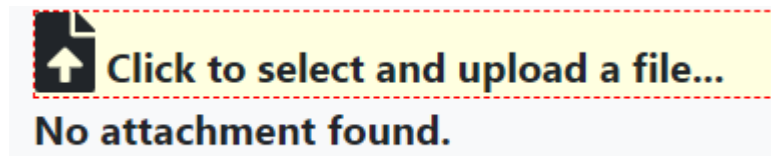
The contact information input into each program section within the application will be automatically carried over into GMS once the application receives approval.

Upon allocation upload in GMS (grant start), the district will not need to duplicate the input of that data before writing activities. The information, however, can still be modified by the district in the event there is a change.

Program Contact Information			
This information will be used to automatically populate the contact fields within the appropriate grant in GMS.			
<b>Project Manager:</b>	<input type="text"/>	Phone Number:	<input type="text"/>
Title:	<input type="text"/>		
Fax Number:	<input type="text"/>	Email Address:	<input type="text"/>
<hr/>			
<b>Fiscal Contact:</b>	<input type="text"/>	Phone Number:	<input type="text"/>
Title:	<input type="text"/>		
Fax Number:	<input type="text"/>	Email Address:	<input type="text"/>
<hr/>			
<b>Contact Person (if different):</b>	<input type="text"/>	Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>	Email Address:	<input type="text"/>

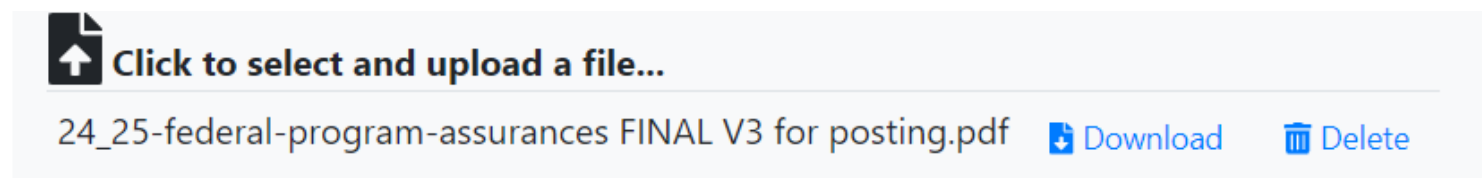
## Documentation Upload

Documentation upload is required in multiple sections.



When you click on the section that says, ‘Click to select and upload a file...’, it will open a system file folder for you to navigate through to locate the applicable file.

You may also drag a file from your computer into the section and the file will upload that way as well. You must be very specific about dragging it into the ‘Click to select and upload a file...’ section.



Once the document is uploaded, you will have the option to delete the file and replace it if necessary.

Note:

1. The Equitable Services section is the **only** section that allows for the upload of multiple files.
2. All other sections will only allow one file to be uploaded.

## Transferability

This section is not required in 2024-2025. However, if the district intends to transfer their funds and you know this information, please provide it.

Likewise, if any of your answers to questions within the program sections stated your answer was not applicable since the district is transferring funds out for a particular reason, then a transfer should be reflected in this section.

Providing the information within this section (at this time), does not meet the requirements of a transfer notice, which must happen via writing activities in both applicable programs within GMS.

Note:


1. To type a negative amount in the 'Transfer Out' fields, please put a negative sign (-) before the amount.
2. You will not be able to type other symbols.

Title Program	Transfer Out	Title Program	Transfer In
Title IV, Part A	-150000	Title II, Part A	150000



## Budget Summary

A budget summary template has been provided both on the NHED website and within the text of the application.



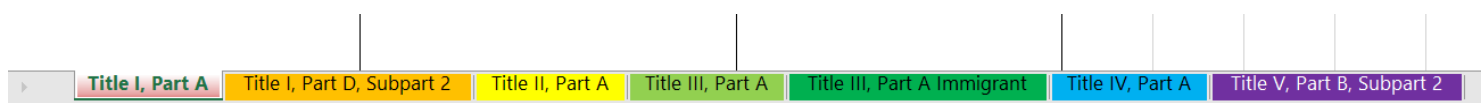
**Click to select and upload a file...**

**No attachment found.**

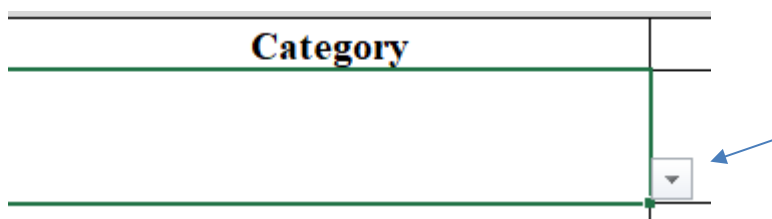
Template provided [here](#).

Once you click on 'here', the document (an Excel file) will automatically download.

The template is broken into multiple tabs to allow budget summaries to be provided for every Title program covered by this application within the same document.



Additionally, the category column has been pre-coded with a drop-down of GMS categories. Click on the downward arrow in that field to select the most appropriate category.



A brief description should be provided by not exceed more than a sentence.

Items within this budget summary are to remain high-level as details will be provided in your GMS activity writing where NHED will ultimately review and approve your activities.

2024-2025 Budget Summary, Title I, Part A		
<b>Preliminary Allocation:</b>		\$1,000,000
<b>Transfer In of Funds (if known):</b>		N/A
<b>Transfer Out of Funds (if known):</b>		<i>Not applicable by law</i>
Category	Description	Amount
Summer School	Title I summer school program.	\$20,000

You will notice in the above example, additional information that is required when writing your grant activity was not provided. **Please keep this information high-level.**

## Equitable Services

Within this section an *Equitable Services Affirmation* PDF shall be uploaded for **each** non-public school either within the geographic bounds of the district and/or for a non-public school outside of the geographic bounds of the district, but the district knows a Title I student attends such school.

Please upload the 2024-2025 ESEA Title Programs Equitable Services Affirmation document here. Download the [PDF](#) form here.

In the event your district does not serve any non-public schools, the affirmation must still be filled out, checking of the first box of page one. If this is the case for your district you only need to fill out your LEA information and no additional information needs to be collected.

**LEA School Official:** Review the [NHED List of NH Non-Public Schools](#). Select which is applicable from the following statements:

- There are **no** eligible non-public schools within or outside of the LEA's boundaries.
- The LEA has students residing within the LEA and are providing services to students attending a non-public school **inside** LEA boundaries.
- The LEA has students residing within the LEA but are providing services to students attending a non-public school **outside** of the LEA boundaries (a requirement of Title I, Part A).
- The non-public school has not responded to the LEA's repeated, good-faith attempts (3) for consultation and/or in accordance with the LEA's policy/procedure regarding equitable services. Proof of such attempts must be attached to this document.
- The non-public school has opted to **not** participate in services for 2024-2025 SY.

All sections must be **fully and properly completed** for those districts with non-public schools.

All program requirements must be checked off as discussed during meaningful consultation with the non-public entity.


If the district cannot contact the non-public school, district equitable services policies shall be followed regarding how many attempts should be made for the non-public school to be considered non-responsive. Such documentation showing non-responsiveness shall be attached to the *Equitable Services Affirmation* PDF prior to upload within the application.

Within the application are multiple helpful guidance documents created by NHED, as well as non-regulatory guidance documents created by the U.S. Department of Education.

Please note, Title VIII, Part F guides all programs with equitable service requirements with the exception of Title I, Part A which has separate guidance documents.

## Program Assurances

Program Assurances are to be executed annually. Within the application there is a link to find the 2024-2025 ESEA Program Assurances, which are posted on our NHED website.

This years Program Assurances can be found [here](#). 

These Assurances are for the following federal formula/competition grants:

- Title I, Part A
- Title II, Part A
- Title III, Part A
- Title IV, Part A
- Title IV, Part B
- Title V, Part B, Subpart 1 & 2
- IDEA, Part B
- Perkins V

This years Program Assurance document has been modified to include only those requirements by law, which require the subawardee to make an assurance. This year, an Appendix A has been included to outline those laws that have been removed from the document, however, are still a requirement of law that must be followed by the subawardee.

The Program Assurance document also includes GEPA section 427, which applies to all formula programs within these Assurances. The four (4) questions within GEPA section 427 shall be fully executed in a manner that addresses all formula grants (the above grants mentioned above minus Title IV, Part B and Perkins V, which are both competitive grants).

Program Assurances must be executed by either the Superintendent or Charter School Administrator in order to be considered fully executed. Once fully executed the document must be uploaded within this section of the application. Reminder, only one document can be uploaded within this section.

## General Assurances

A General Assurance section is included within this application to remind the district that the General Assurances must be fully executed, reviewed, and approved in order for the ESEA Consolidated Application to be considered for review and approval.




A link within this section will bring you to the General Assurance page on the NHED site. Please ensure you are downloading the FY25 Assurances that apply to you; either LEA or Charter School General Assurances.

General Assurances must be uploaded to the LEA Homepage within GMS, where the Bureau of Federal Compliance (BFC) has access to review and approve/decline your document. Unless the document is approved, your ESEA Consolidated Application will not be considered approvable.

General Assurances must be uploaded for each district applying for federal funds.

This year's General Assurances can be found [here](#).

## FY2025

- [FY25 Charter School General Assurances](#) 
- [FY25 LEA General Assurances](#) 
- [FY25 Reporting Authority General Assurances](#) 

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return the document by uploading it to the district GMS homepage no later than **June 1, 2024**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at [Lindsey.L.Labonville@doe.nh.gov](mailto:Lindsey.L.Labonville@doe.nh.gov) or at 603-731-4621.

## Certification

On the certification page, the Superintendent must print their name and title and then sign their name by printing their name again.

Once you click certify one of two things will happen:

1. All information is fully executed and a submit button will present at the top of the page.
2. There are validation issues due to incomplete information and a red box at the top of the page will present letting you know, which information was omitted. Until all errors have been corrected, the submit button will not present. Once corrected, you will need to certify again and the submit button will present for application submission.
3. Similar to an activity within GMS, the application will present to NHED as submitted and be ready for our preview and approval.

By signing below, I declare under penalty of perjury that: (a) I have read and understand the requirements to participate in the Title Programs within this application; (b) the information I have provided in this application is accurate and true to the best of my knowledge and belief; and (c) I acknowledge that if I misrepresent the eligibility of the local educational agency, reimbursement of federal funds or other remedies of noncompliance may be required.

<input type="text" value="Jessica Lescarbeau, Bureau Administrator"/>	<input type="text" value="Jessica Lescarbeau"/>	<a href="#">Certify</a>
<b>Printed Name and Title</b>	<b>Signature</b>	

Note:

1. If a district changes any information after certification has taken place, the certification will be erased, and the Superintendent will need to certify to the new information put in.
2. After corrections have been made it's important to save your application before certifying again.
3. If an application has to be returned for modifications, the Superintendent will have to certify after those changes are made.

## Validation

After the Superintendent certifies to the information and is ready for submission a validation or success box will display at the top of the page.

If there are issues that need rectification, the validation box will look like this (below), outlining all corrections needed prior to submission:

### Validations

Please complete the following sections:

Application Contact Information

- Superintendent Name is required
- Superintendent Email is required
- Superintendent Phone is required
- Business Admin Name is required
- Business Admin Email is required
- Business Admin Phone is required
- Grant Manager Name is required
- Grant Manager Email is required
- Grant Manager Phone is required

Title V, Part B, Subpart 2

- Project Manager is required
- Project Manager Title is required
- Project Manager Email Address is required
- Project Manager Phone Number is required
- Fiscal Contact is required
- Fiscal Contact Title is required
- Fiscal Contact Email Address is required
- Fiscal Contact Phone Number is required

Once all errors have been corrected or there are no errors and the information is certified, a success message will display:

### 2024-2025 - ESEA Consolidated Application 105 Colebrook

The consolidated application has been certified successfully.

[Status History](#) [Save](#) [Back](#)

Data Entry Requirements Have Been Met!

The Superintendent will need to ensure the application status after the certification has been saved or the submit button will not display.

## Submission

Now that I have saved my application after certifying to the data and there are no validation errors, my application is ready for submission.

### 2024-2025 - ESEA Consolidated Application 105 Colebrook

The consolidated application has been saved.

[Status History](#) [Save](#) [Submit](#) [Back](#)

Data Entry Requirements Have Been Met!

Once the submit button is selected a new page will display. Please select submitted and add an optional message prior to selecting update. The progression of the application works similarly to that of an activity/project.

### 2024-2025 - ESEA Consolidated Application Status Update for 105 Colebrook

Current Status: **Started**

New Status (please select):

Submitted

Optional Message:

(1000 character limit; 998 remaining.)

Update

Cancel

A validation box will pop up asking if you are sure you would like to update the status?

**test.doe.nh.gov says**

Are you sure you want to update the status?

OK Cancel

Once you select “ok”, a new screen will appear letting you know that the application has been updated successfully and the application will now show as submitted.

# 2024-2025 - ESEA Consolidated Application Status Update for 105 Colebrook


Current Status: Submitted

The status has been updated successfully!

[Return to Consolidated Application](#)

When returning to the Consolidated Application screen for all districts, you will see the status has changed to submitted.

103 Clarksville - Started - Pending Amount

105 Colebrook - Submitted - Pending Amount 

107 Columbia - Submitted - Pending Amount

437 Pittsburg - Started - Pending Amount

501 Stewartstown - Started - Pending Amount



## Review Status

According to the NHED review protocol for the ESEA Consolidated Application, a NHED Administrator will review the application for completeness and proper responses/uploads.

If the application is reviewed and is not approved to move forward, it will be returned to the district for modifications.

If the application is reviewed and can move forward to the approver, it will be placed in reviewed status.

## 2024-2025 - ESEA Consolidated Application

2024-2025 ESEA Consolidated Application for Federal Title Programs

103 Clarksville - Reviewed - Pending Amount



105 Colebrook - Submitted - Pending Amount

107 Columbia - Approved - Pending Amount

437 Pittsburg - Started - Pending Amount

501 Stewartstown - Started - Pending Amount

If an application is in reviewed status there is no action for you to take at the district level. You will still be able to access your application, however all fields will be locked so no changes can be made.

## Returned Status

If the application is reviewed and is not approved to move forward, it will be returned to the district for modifications. NHED will supply a detailed list in the comments of corrections that need to be made prior to re-submission.

### 2024-2025 - ESEA Consolidated Application Status Update for 103 Clarksville

Current Status: Reviewed

New Status (please select):

Returned

Approved

Optional Message:

1. Upon final review, NHED noted that the district provided an answer of 'Not applicable' in the Title II, Part A section for question #2. The district must provide a description for this question.

(1000 character limit; 802 remaining.)

Update

Cancel

The application, once returned to the district, will be in returned status and available once again for modification. Once the changes are made to the application, please save those changes before submitting again. The Superintendent will need to re-certify at this point.

### 2024-2025 - ESEA Consolidated Application Status Update for 103 Clarksville

Current Status: Returned

New Status (please select):

Submitted

Optional Message:

Modification made to Title II, Part A #2 per notes.

(1000 character limit; 948 remaining.)

Update

Cancel

## Approved Status

The application will be moved to approved status once the NHED reviewer and approver agree that the application is in an approved state.

The reviewer may have comments and return the application with comment and the approver may have further comments and return the application for other reasons.

Once the application has been approved, it will present on the district side as approved and no further changes can be made by either the district or NHED. All sections will be secured and read-only.

## 2024-2025 - ESEA Consolidated Application

2024-2025 ESEA Consolidated Application for Federal Title Programs

103 Clarksville - Approved - Pending Amount



105 Colebrook - Submitted - Pending Amount

107 Columbia - Approved - Pending Amount

437 Pittsburg - Started - Pending Amount

501 Stewartstown - Started - Pending Amount

## Status History

At any status point; started, submitted, reviewed, returned, and approved, the district and NHED will be able to see a status history so that any progress or comments can be reviewed and logged.

Also, any change in status will generate an email notification to the NHED and Superintendent users.

To navigate back to the application from the status history page, click the back button underneath the application title.

### 2024-2025 - ESEA Consolidated Application Status History 105 Colebrook

[Back](#) 

Status Date	Status	Username
3/19/2024 3:57:44 PM	Submitted	jlescarbeau
<p>To: <a href="mailto:ryanstevens@hotmail.com">ryanstevens@hotmail.com</a>; <a href="mailto:jessica.l.lescarbeau@doe.nh.gov">jessica.l.lescarbeau@doe.nh.gov</a>; Cc:</p> <p><u>Message:</u> The 2024-2025 - ESEA Consolidated Application status for 105 Colebrook has been updated to 'Submitted'.  The consolidated application is available for review at <a href="https://test.doe.nh.gov/myNHDOE/">https://test.doe.nh.gov/myNHDOE/</a>.</p> <p>Please do not reply to this email. It is an automated notification email.</p>		
3/19/2024 3:42:42 PM	Returned	jlescarbeau
<p>To: <a href="mailto:jessica.l.lescarbeau@doe.nh.gov">jessica.l.lescarbeau@doe.nh.gov</a>; Cc:</p> <p><u>Message:</u> The 2024-2025 - ESEA Consolidated Application status for 105 Colebrook has been updated to 'Returned'.  The consolidated application is available for review at <a href="https://test.doe.nh.gov/myNHDOE/">https://test.doe.nh.gov/myNHDOE/</a>.</p> <p><b>Custom Message:</b> <b>A budget summary was not provided utilizing the referenced budget summary file. Please update and resubmit.</b></p>		

# Print, Save, Retain

The district is advised to print and/or save a copy of their electronic application per record retention policies.

After selecting the approved application, select print from your browser. All sections of the application will display as opened even though the fields present as collapsed on the application screen.

## 2024-2025 - ESEA Consolidated Application

### 107 Columbia

Approved by jlescarbeau on 3/19/2024 3:47 PM

[Status History](#) [Back](#)

[Purpose](#)

[Guidance](#)

[Overview](#)

[Application Contact Information](#)

[Preliminary Allocations](#)

[Title I, Part A](#)

[Title I, Part D, Subpart 2](#)

[Title II, Part A](#)

[Transferability](#)

[Budget Summary](#)

[Equitable Services](#)

[Program Assurances](#)

[General Assurances](#)

[Certification](#)

**Print**  
Total: 8 sheets of paper

#### Printer

DOE-CON-GSC-ALL-306-MFP ...

#### Copies

1

#### Pages

All

Odd pages only

Even pages only

e.g. 1-5, 8, 11-13

#### Print on both sides

Print on one side

[More settings](#)

Print using system dialog... (Ctrl+Shift+P)

Print

Cancel

## NHDOE Grant Management System DEV

Taskboard

New Hampshire  
Department of Education  
Grant Management System DEV

Welcome [Jessica Lescarbeau](#)

Fiscal Year:

2024-2025

### 2024-2025 - ESEA Consolidated Application

#### 107 Columbia

Approved by jlescarbeau on 3/19/2024 3:47 PM

##### Purpose

The New Hampshire Department of Education (NHED) has developed the online 2024-2025 ESEA Consolidated Application for Federal Title Programs to support the timely administration of programs funded by the Every Student Succeeds Act (ESSA) to local educational agencies (LEAs) across the state of New Hampshire. The application is streamlined to focus on the fiscal and programmatic requirements of ESSA for the following programs:

1. Title I, Part A- Improving the Academic Achievement of the Disadvantaged
2. Title I, Part D, Subpart 2- Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk
3. Title III, Part A- Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
4. Title IV, Part A- Language Instruction for English Learners and Immigrant Students
5. Title IV, Part A- Student Support and Academic Enrichment
6. Title V, Part B, Subpart 2- Rural and Low-Income School Program (RLIS)

The information and documentation requested in this application will allow NHED reviewers to ensure that all LEAs are fully prepared to effectively address key provisions of ESSA regulations. To streamline ESSA requirements, documentation such as Program Assurances and Equitable Services Affirmation will be uploaded as part of this application process. The online application process will not only ensure the compliance of ESSA regulations but will also allow NHED to collect and analyze data in a timely manner to provide LEAs quicker access to funding.

##### Guidance

Per section 8305 (20 U.S.C. 7845) Consolidated Local Plans or Applications, a state educational agency (SEA) that has an approved consolidated State plan or application under section 8302 may require local educational agencies in the State receiving funds under more than one program included in the consolidated State plan or consolidated State application to submit consolidated local plans or applications under those programs, but may not require those agencies to submit separate plans. Additionally, the SEA shall require only descriptions, information, assurances, and other material that are absolutely necessary for the consideration of the LEA plan or application.

Based on this legislation, NHED is requiring LEAs to annually submit a consolidated application for the programs listed above.

Per 2 CFR § 200.334 the request, form, supporting documentation, and NHED's response must be maintained for record retention purposes.

##### Overview

The Consolidated Application is the LEA's plan to use federal funds via an application/budget summary for the use of the federal funds to the SEA (NHED).

An LEA may receive a subgrant under this part for any fiscal year only if the SEA has on file an approved application. Substantial and final approval of specific grant activities will still be processed through GMS; general budget information however must be provided within this application.

Specific program sections will only populate in the electronic application for those programs an LEA has opted to participate in. All other sections are required regardless of program selection. Applications with incomplete sections will not be able to be submitted; if a section does not apply to you and states "if applicable" please put N/A in that field. Applications that are fully executed, however require additional