NEW MEXICO
Public Education Department

Unified Application Submission

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Presentation for LEAs

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Overview

IN THIS MEETING, LEAs WILL

- Review how to check that their ESEA portion of the UA is complete through quality checks.
- Understand how to run a consistency check in the UA to prepare for submission.
- Understand how to submit the ESEA application.

AGENDA

I. ESEA Submodule Quality Checks

II. ESEA Application Consistency Checks

III. Submitting the ESEA Components of the UA

IV. Next Steps

Submodule Quality Checks

Preparing the UA for ESEA Submission

To prepare to submit their ESEA portions of the UA, LEA Planning Teams should ensure that all application components are complete and checked for accuracy and alignment.

Pre-Application

- ❑ Consolidated Assurances
- ❑ GEPA Statement

Priorities Module

- ❑ Academic Focus For All
- ❑ Priority Student Groups
- ❑ Educator Workforce

Compliance Module

- ❑ Transferability/AFUA
- ❑ ESEA Equitable Services
  - ❑ Private School Determination
  - ❑ ESEA Private School Enrollment
  - ❑ ESEA ES Calculations
  - ❑ ESEA Private School Shares
- ❑ Title I-A
- ❑ Title I-C
- ❑ Title I-D
- ❑ Title IV-A
- ❑ ESEA Supporting Documentation

Expenditure Detail Module

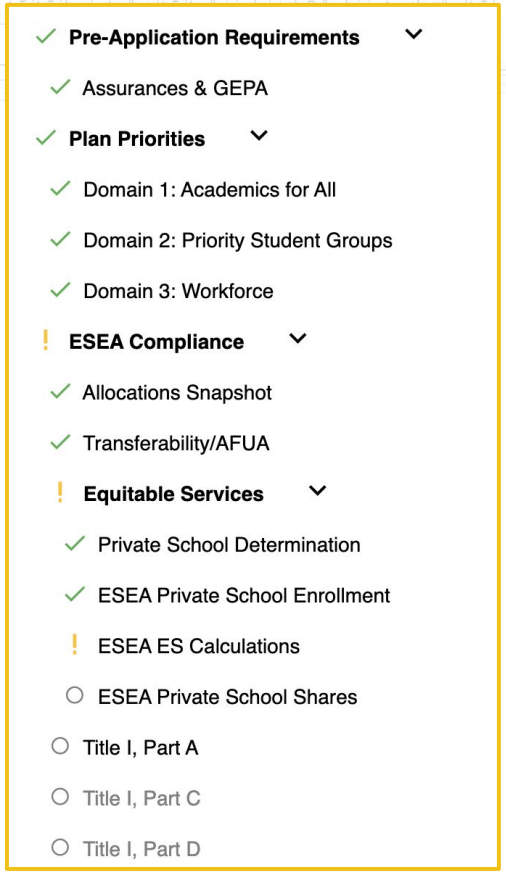
- ❑ Public School Expenditure Detail
- ❑ Private School Expenditure Detail

Review and Submission

- ❑ Application Consistency Check
- ❑ Submit the ESEA portion of the UA

Submodule Quality Check

LEAs should refer to the sidebar to confirm that required submodules are complete. Submodules will have a green check mark once all responses within the submodule meet required specifications.



✓ Green check marks indicate that all questions have been completed and responses meet the required specifications (min/max values are correct, correct answer type, etc.).

! Yellow exclamation marks indicate that a section has been started but is incomplete or contains errors.

○ An empty circle in the sidebar indicates that a submodule has not been started. Submodules listed in grey are not required and will remain in this status.

At the module level (Priorities, Compliance, Expenditure Detail), the sidebar status will indicate completion of all submodules within the module.

Note that these checks run as pages are saved, but do not update live when changes in one section requires attention in another section.

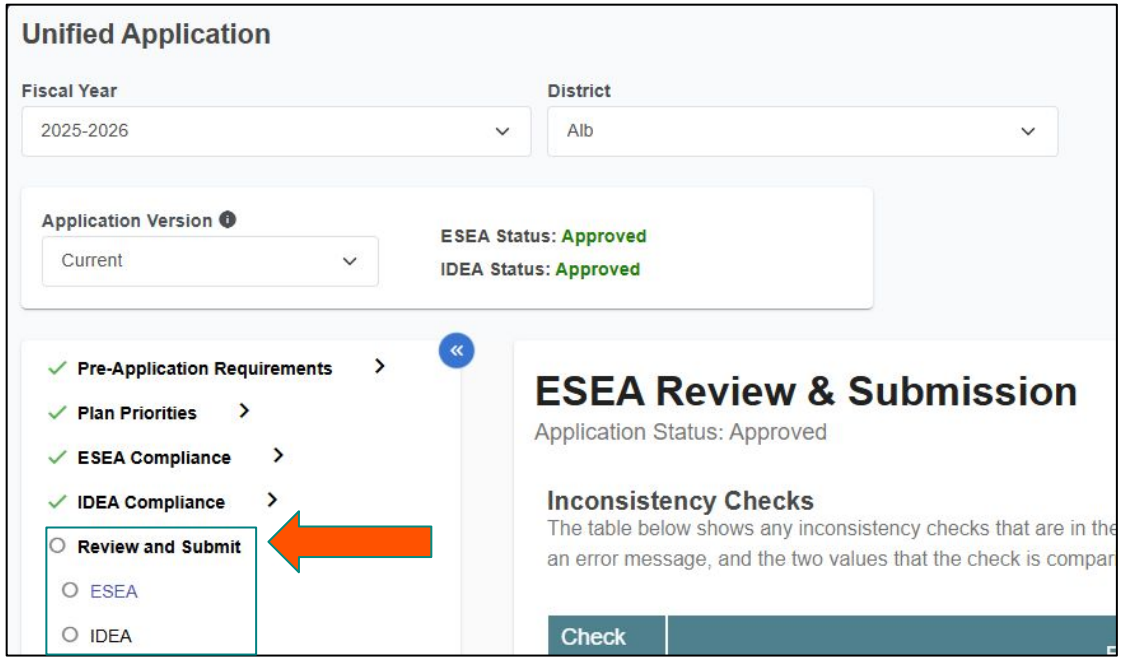
Application Consistency Checks

Submitting the Unified Application

Once an LEA completes all ESEA sections of the Unified Application and LEA internal processes for review are completed, the Unified Application is ready to submit.

To submit the ESEA modules LEAs will navigate to the ESEA "Review and Approval" submodule and take the following steps:

1. Review the consistency check table for the application;
2. Address any errors indicated through the consistency check; and
3. Submit the application.



Unified Application Consistency Check

The application consistency check (ACC) is an automatic review built into the UA that will help to minimize errors and streamline the review process.

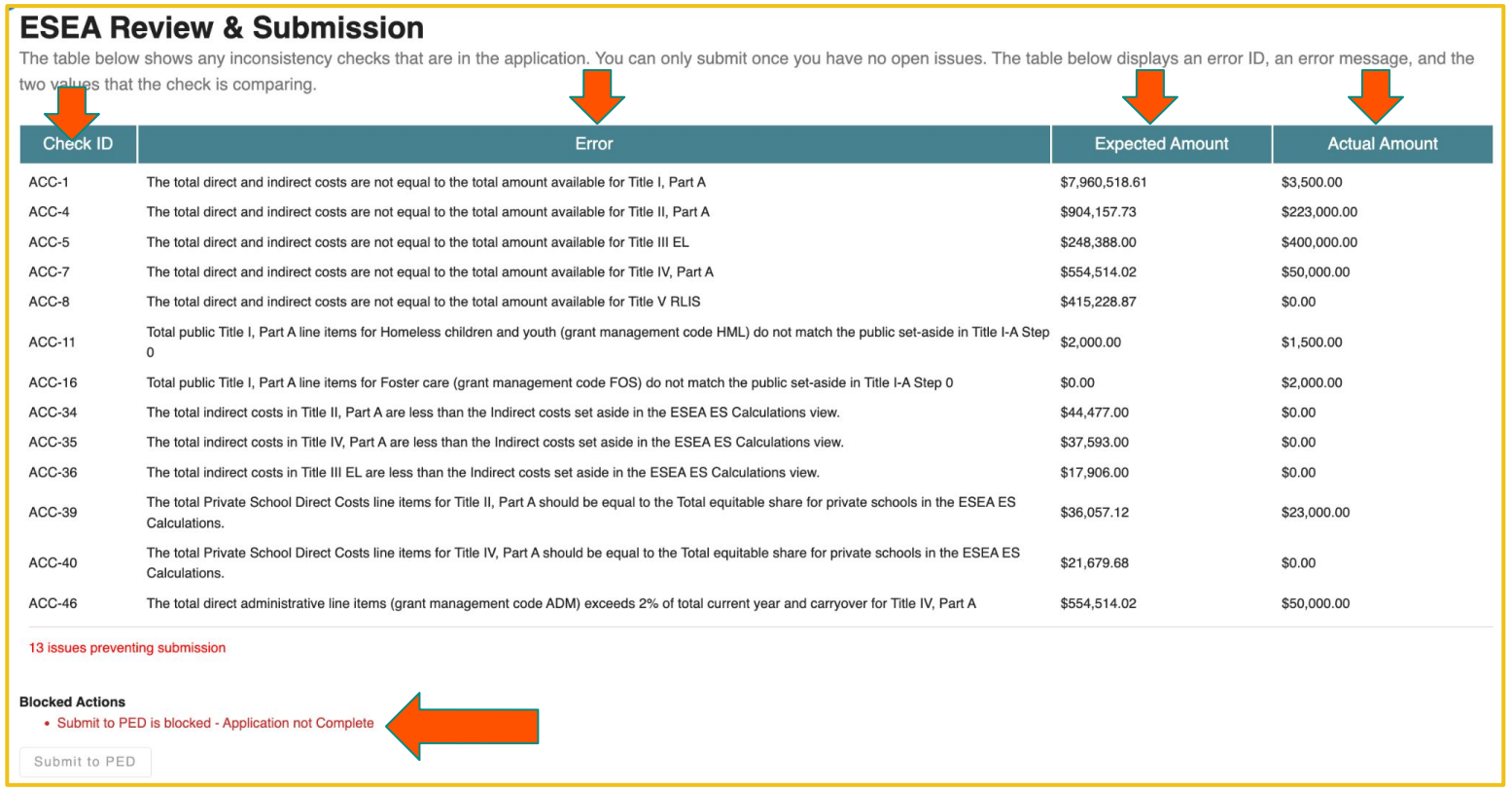
The consistency check ensures that compliance and spending decisions align across the application. The information checked includes:

1. The total allocation amounts for awarded federal grants are planned for through direct and indirect costs in the Expenditure Detail; and

2. Spending decisions in the Compliance submodules align with the planned costs listed in the Expenditure Detail module as tracked through the Grants Management codes.

Application Consistency Check

The ACC table in the Review and Submission submodule will automatically flag consistency errors in the application. The LEA can resolve the error by addressing the identified discrepancy.



ESEA Review & Submission

The table below shows any inconsistency checks that are in the application. You can only submit once you have no open issues. The table below displays an error ID, an error message, and the two values that the check is comparing.

Check ID	Error	Expected Amount	Actual Amount
ACC-1	The total direct and indirect costs are not equal to the total amount available for Title I, Part A	$7,960,518.61	$3,500.00
ACC-4	The total direct and indirect costs are not equal to the total amount available for Title II, Part A	$904,157.73	$223,000.00
ACC-5	The total direct and indirect costs are not equal to the total amount available for Title III EL	$248,388.00	$400,000.00
ACC-7	The total direct and indirect costs are not equal to the total amount available for Title IV, Part A	$554,514.02	$50,000.00
ACC-8	The total direct and indirect costs are not equal to the total amount available for Title V RLIS	$415,228.87	$0.00
ACC-11	Total public Title I, Part A line items for Homeless children and youth (grant management code HML) do not match the public set-aside in Title I-A Step 0	$2,000.00	$1,500.00
ACC-16	Total public Title I, Part A line items for Foster care (grant management code FOS) do not match the public set-aside in Title I-A Step 0	$0.00	$2,000.00
ACC-34	The total indirect costs in Title II, Part A are less than the Indirect costs set aside in the ESEA ES Calculations view.	$44,477.00	$0.00
ACC-35	The total indirect costs in Title IV, Part A are less than the Indirect costs set aside in the ESEA ES Calculations view.	$37,593.00	$0.00
ACC-36	The total indirect costs in Title III EL are less than the Indirect costs set aside in the ESEA ES Calculations view.	$17,906.00	$0.00
ACC-39	The total Private School Direct Costs line items for Title II, Part A should be equal to the Total equitable share for private schools in the ESEA ES Calculations.	$36,057.12	$23,000.00
ACC-40	The total Private School Direct Costs line items for Title IV, Part A should be equal to the Total equitable share for private schools in the ESEA ES Calculations.	$21,679.68	$0.00
ACC-46	The total direct administrative line items (grant management code ADM) exceeds 2% of total current year and carryover for Title IV, Part A	$554,514.02	$50,000.00

13 issues preventing submission

Blocked Actions

- Submit to PED is blocked - Application not Complete

Submit to PED

The **Check ID** is used to identify each error. **A list of all consistency checks by IDs can be found in the UA X-Ray on the Unified Application Support Page.*

The **error column** will list the inconsistencies present in the UA.

The **expected amount** will be the total grant amount or the amount planned for in a compliance submodule.

The **actual amount** is the total amount of planned expenditures.

Submission will be greyed out until all inconsistencies are resolved.

Consistency Check Example 1

Most consistency checks highlight discrepancies between the Compliance and Expenditure Detail modules. The consistency check will identify the source of the discrepancies that the LEA should resolve prior to submission.

Check ID	Error	Expected Amount	Actual Amount
ACC-27	The total public and private school line items for Effective Use of Technology in Title IV, Part A (grant management code TIN for Technology Infrastructure and TED for Technology education) do not equal the total distribution (current year and carryover) from the Title IV-A compliance view.	$100,000	$85,000
ACC-28	The total public and private school line items for Technology Education (grant management code TIN) is less than the reservation in the Title IV, Part A compliance view.	$15,000	$0.00

Resolution 1: Revise Expenditure Detail Module

- Verify all expenditure details for effective use of technology (EUT) are costs for this Title IV-A objective and coded correctly.
- Adjust planned expenditures to ensure that the total of all the expenditures add up to the planned EUT.

Resolution 2: Revise Compliance Module

- Adjust the reservation for EUT in the Title IV-A compliance submodule to make sure that the totals match the expenditures.

Consistency Check Example 2

Most consistency checks highlight discrepancies between the Compliance and Expenditure Detail modules. The consistency check will identify the source of the discrepancies that the LEA should resolve prior to submission.

Check ID	Error	Expected Amount	Actual Amount
ACC-39	The total Private School Direct Costs line items for Title II, Part A should be equal to the Total equitable share for private schools in the ESEA ES Calculations.	$33,100	$45,000

Resolution 1: Revise Expenditure Detail Module

- Verify all expenditure details for Title II are Title II-related costs and coded correctly.
- Verify that the direct costs in the private Expenditure Detail submodule do not include direct administrative costs.
- Adjust planned expenditures to ensure the total of all direct cost add up to the equitable share.

Resolution 2: Revise Compliance Module

- Verify that all participating private schools and counts are accurate and reflect consultations.
- Adjust the administrative costs to have the expenditures match the equitable share.

Submitting the UA

Submission Details

Once LEAs complete the full application and make revisions for any response or consistency errors, they are ready to officially submit the Unified Application for review.

UA Submission

- The Planning Lead, who has been assigned Grant Manager access in OBMS, is the only LEA personnel with the ability to submit the UA.
- Separate submissions can be made for the ESEA and IDEA portions of the UA in the Review and Approval section.
- Submission of all portions of the UA is due on **April 15**.

More information will be provided on the NMPED review and revision process during the April 7th training session.

Moving Forward

Next Steps

Next steps:

- Review updated X-Ray document on the Unified Application Support Page.
- Review updated Planning Guide & Live FAQ (updates anticipated by the end of the week).
    - The Planning Guide is linked on the Unified Application Support Page and the FAQ will be linked in the resources within the Planning Guide.

Planned Topics for Weekly Federal Programs

Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend sessions relevant to their LEAs; not all sessions will be applicable to all LEAs.

Date	Phase	Audience *denotes mandatory	Description Tentative & Subject to Change
~~March 3~~	~~Application Completion~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Title IV; IDEA Application; Launching~~
~~March 10~~	~~Application Completion~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Overview of finance processes that will stay the same and any differences~~
~~March 17~~	~~Application Completion~~	~~All LEA Roles~~	~~Outstanding Questions~~
~~March 24~~	~~Application Completion~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Submitting the Application & Overview of approval process~~
March 31	Application Completion	All LEA Roles	Outstanding Questions
April 7	Application Completion	All LEA Roles	Application Review & Approval
April 14	Application Completion	Federal Programs Directors* All LEA Roles	Outstanding Questions
April 15	UA Submissions Due		

UA Office Hours

UA Office Hours | Meeting-Join | Microsoft Teams.

Wednesdays from 1:00 pm - 2:00 pm

Exit Survey: Questions & Feedback

Link to exit survey:

https://forms.gle/7mno9i6528tyCDutw7

Please send any questions regarding the Unified Application to:

Unified.App@state.nm.us