

# **Title II, Part A**

## **2024-25**

### **Application Instructions**

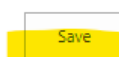
Link to Application



**[ESEA Consolidated Application](#)**

**Due Date: June 28, 2024**

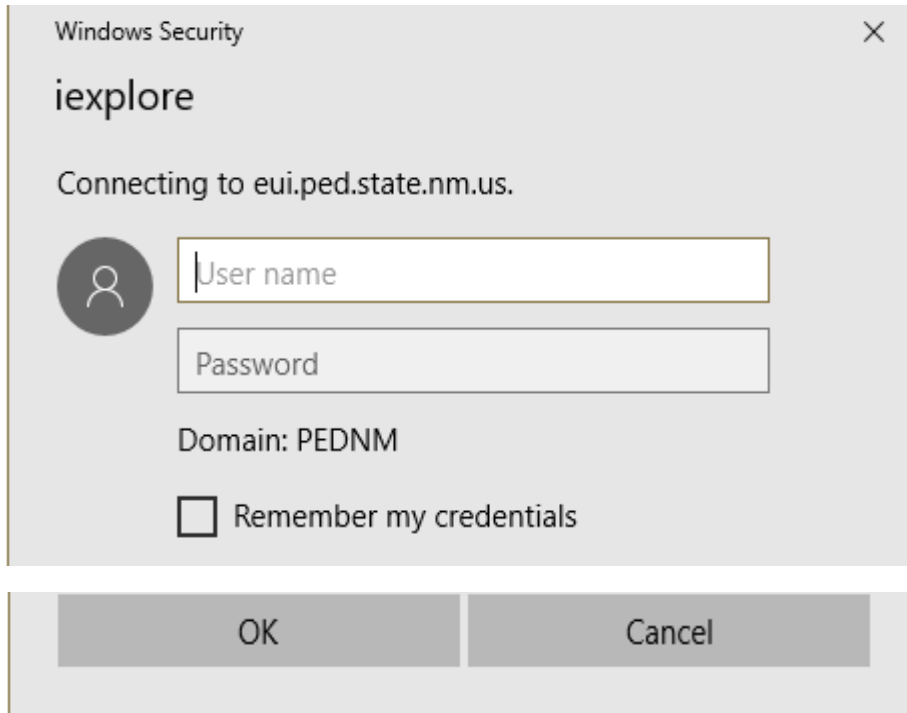
**!!Remember to SAVE after each section!!**



## Step 1.

Access application by selecting the following link:

### [ESEA Consolidated Application](#)



Windows Security

iexplore

Connecting to eui.ped.state.nm.us.

User name

Password

Domain: PEDNM

Remember my credentials

OK Cancel

### Use STARS Credentials

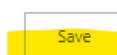
- Enter Username
- Enter Password
- Click “Ok”



### Issues accessing site?

Email: [educator.growthdev@ped.nm.gov](mailto:educator.growthdev@ped.nm.gov) or if you need to register a new user, complete this Google Form:

**!!Remember to SAVE after each section!!**



Step 1.

Click “Home”



Home

Reports

Title IV Report

Security Manager

Recycle Bin

Site Contents

Step 2. Hover over “Title I, II, III” and **Click**

TITLE I, II, III

TITLE IV Reporting

Step 3. Access the TII Application

**!!Remember to SAVE after each section!!**

Save

Select the “Edit” icon for your LEA or Charter name as shown below:



██████████ PUBLIC SCHOOLS

2023-2024

State District

**Note: The TII application consists of 15 sections with the following sections required for approval:**

**Needs Assessment Information**

**Section 1: Contact Information (Response Required)**

**Section 2 : Indirect Costs**

**Section 3\_1: Outcomes for Students and High-Quality Instruction (Response Required)**

**Section 3\_2: Educator Quality Measures by Subgroup: (Response Required)**

**Section 4 : Mentorship Support for Teachers**

**(Upload your LEA's 80D STARS Mentorship Report to Upload Related Documents Section)**

**Section 5 : Professional Development**

**Section 6: Recruitment**

**Section 7: Retention Incentives/Stipends**

**Section 8: Other Salaries**

**Section 9: Carryover Funds**

**Section 10: Total Enrollment**

**Section 11: Locally-Authorized Charter Schools**

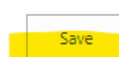
**Section 12: Private Schools**

**Section 13: Funds transferred to Other Federal Programs**

**Section 14: Plan of Action to Increase Equity**

**Section 15: Upload Related Documents**

**!!Remember to SAVE after each section!!**



***T II Associated Documents***

- [Title-IIA Needs Assessment](#)   [Needs Assessment Guidance](#)
- [Title IIA LEA Assurances Page](#)
- [Local Charter Application](#)
- [District Private Application Worksheet](#)
- [How to Retrieve a Copy of the Title II Application](#)
- Course Reimbursement Form RfR
- Mentor List Template RfR
- Professional Development Training Report Form RfR
- Substitute List Template RfR

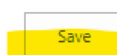
## PLANNING ALLOCATIONS

**Note:** As you allocate funds in the application, this table will keep a “running” balance.

**Title II Part A**

Preliminary Allocation	<b>45,696.32</b>
Admin Indirect Funds	<b>0.00</b>
Mentor Teacher Support Total Funds	<b>10,596.00</b>
PD Budget Domain Funds	<b>300.00</b>
Recruitment Funds Total	<b>0.00</b>
Retention Incentives/Stipends Funds Total	<b>0.00</b>
Other Salary Funds Total	<b>0.00</b>
Charter School Amount Total	
Private School Amount Total	<b>0.00</b>
Transferred Funds	<b>35,000.00</b>
Preliminary Allocation	<b>45,696.32</b>
Debit	<b>45,896.00</b>
Credit	0.000.00
Balance	<b>-199.68</b>

**!!Remember to SAVE after each section!!**



# NEW: Needs Assessment Report (Response Required)

LEAs will upload a signed Needs Assessment (NA) to Section 14 of this application.

Identify key areas of focus and priorities for Title II, Part A (TII-A) funding. The NA should highlight the specific needs of educators and students within the district or community. LEAs may use their own customized form, or a Needs Assessment template is provided in *Title II-A Associated Documents*.

## Section 1: Contact Information (Response Required)

Edit Rural District Title II Funds Acceptance Superintendent/Charter Superintendent/Charter Phone Title II Federal Program Director

There are no items to show in this view of the "T2Section1\_ContactInformation" list.



Add Contact Information




Click on "Add Contact Information"


Rural District *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Title II Funds Acceptance *	<input checked="" type="radio"/> Yes <input type="radio"/> No Does your District/Charter accept Title II funds?
Contact Email *	<input type="text"/>
Superintendent/Charter *	<input type="text"/> Superintendent/Charter School Director: Name
Superintendent/Charter Phone *	<input type="text"/> Superintendent/Charter School Director: Contact
Superintendent/Charter Email *	<input type="text"/>
Title II Federal Program Director *	<input type="text"/> Title II Federal Program Director: Name
Title II Federal Program Director Phone *	<input type="text"/> Title II Federal Program Director: Contact
Title II Federal Program Director Email *	<input type="text"/>
Title II Business Manager *	<input type="text"/> Title II Business Manager: Name
Title II Business Manager Phone *	<input type="text"/> Title II Business Managers: Contact
TitleII Business Manager Email *	<input type="text"/>
Title II RFR Submitter *	<input type="text"/>
Title II RFR Submitter Phone *	<input type="text"/> Title II RFR Submitter: Contact
TitleII RFR Submitter Email *	<input type="text"/>

!!Remember to SAVE after each section!!

Save

## Section 2: Indirect Costs

Edit Administrative Costs  
 No

Click on the edit  button and indicate if the LEA plans to use Title II, Part A funds for indirect administrative costs. The application will automatically default to “NO”, click on save:

### Scenario 1

Administrative Costs  Yes  
 No

Preliminary Allocation

Indirect Cost Rate\_Percentage

Admin Indirect Funds   
Leave this field blank and it will be “CALCULATED AUTOMATICALLY”  
for you once you click on “SAVE”

Indirect Cost Rate

Indirect Base Amount

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Last modified at 3/20/2023 1:49 PM by  Mahesh Reddy

**!!Remember to SAVE after each section!!**

**(FY24-25 Indirect Cost (IDC) rates)**

**Note: By selecting Yes you indicate you will be using Title II funds for Administrative costs. (Rest of the Fields will populate on the Budget/Allocation table at the beginning of the application and update "AUTOMATICALLY" after you click on "SAVE").**

**Scenario 2\***

Administrative Costs  Yes  
 No

Preliminary Allocation

Indirect Cost Rate\_Percentage

Admin Indirect Funds

Leave this field blank and it will be "CALCULATED AUTOMATICALLY" for you once you click on "SAVE"

Indirect Cost Rate

Indirect Base Amount

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Last modified at 3/27/2020 11:46 AM by  Mahesh Reddy

\*Amounts shown are for demonstration purposes only.

**!!Remember to SAVE after each section!!**



## Section 3\_1: Outcomes for Students and High Quality Instruction (Response Required)

Click on:

**Add New Item**

Explain how your LEA will use the Title II funding to improve and increase educators knowledge of academic subjects which enables educators to provide high-quality instruction to all students.

**Save**

Cancel

## Section 3\_2: Educator Quality Measures by Subgroup: (Response Required)

Click on:

**Add New Quality Measure**

HighQualityInstruction How does the LEA ensure that all students in the subgroups listed below are provided with high quality instruction?

Minority  
Economically Disadvantaged  
Students with Disabilities  
English Learners  
American Indian

**Save**

Cancel

**!!Remember to SAVE after each section!!**

**Save**

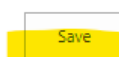
## Section 4 : Mentorship Support for Teachers

Ensure the district STARS Coordinator uploads Mentor and Mentee data during the FY24-25 NOVA 80th day reporting period. (TII-A staff will upload the validated report to this TII-A Application for all LEAs once the 80-day report is certified.) Data should include:

- a. Names of mentors and mentees,
- b. Stipend amounts (if applicable) provided to mentors

*If known at this time, please upload names of Mentors and Mentees and purpose to Section 14: Upload Related Documents.*

**!!Remember to SAVE after each section!!**



# Section 5: Professional Development

Click on:



**Add PD**

Name Of Professional Development

Delivery Model

Subject Addressed

- Mathematics
- Literacy
- Science
- Social Studies
- CLRI (Culturally Linguistically Responsive Instruction)
- SEL (Social Emotional Learning)
- Classroom Environment
- Assessment/Data
- Specify your own value:

Check all that apply.

Description Of Professional Development

Grade Level of Teachers Participating

- PreK
- K
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- Admin

Check all that apply.

Tools Used for Monitoring

- Participant Surveys
- Student Data
- Walkthrough Data
- Elevate NM Data
- Student Work Samples
- Parent feedback/surveys
- Specify your own value:

Tools Used for Monitoring Effective Implementation of Professional Development.  
(Choose all that apply.)

PDBudgetFunds \*

**!!Remember to SAVE after each section!!**

## Section 6: Recruitment

Click on:



Add Funds Budgeted - Recruitment

Include the type of positions and the number of positions.

Description

Description of expenses related to recruitment of all teacher and principal positions (i.e., travel, marketing).

RFundsBudgeted

Save

Cancel

**!!Remember to SAVE after each section!!**

Save

## Section 7: Retention Incentives/Stipends

Click on:



Add Funds Budgeted - Retention Incentives/Stipends

Include the type of positions and the number of positions.

Description

Description of how retention incentives and/or stipends are used for hard to fill positions (i.e., bilingual, science, mathematics, special education), including what positions and the number of positions.

RSFundsBudgeted

**!!Remember to SAVE after each section!!**

## Section 8: Other Salaries

Click on: “Add Other Salaries” in section 8, populate the table and click on save, repeat this action for each salary.

Click on:

**Add Other Salaries**

SchoolLocations

Name of Person

License Number \*

Role Of Person \*

Description \*

Please explain how this Salary aligns with Title II requirements

OtherSalaryFunds \*

**!!Remember to SAVE after each section!!**

## Section 9: Carryover Funds

This section will allow LEAs to specify how projected carryover funds will be used in supporting TII, Part A program objectives.

Click on:



**Add Carryover Funds - Description**

Use of Carryover Funds Carryover funds are not appropriated in your TII Application however, if your LEA has specific plans for use of carryover funds please describe below:

Save

Cancel

**!!Remember to SAVE after each section!!**

Save

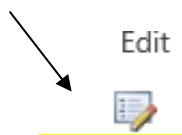
## Section 10: Total Enrollment

**(This section is for all LEAs and State Charters.)** LEAs with local charter schools and/or private schools. LEAs must obtain charter and private school enrollments from each school before completing this section.

The data for local charters will be populated in section 11 and for private schools in section 12. To access this section, click on the edit button and populate the table with the data collected in sections 11 and 12. Once populated hit save and the per-pupil amount will be calculated.

**Select the edit icon**

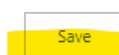
Click on:



Preliminary Allocation	<input type="text" value="0.00"/>
Available T II Allocation	<input type="text" value="0.00"/>
	This is coming from T II Section 2 : Indirect Costs: Indirect Base Amount
Public Enrollment	<input type="text" value="0"/>
Private Enrollment	<input type="text" value="0"/>
Charter Enrollment	<input type="text" value="0"/>

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Last modified at 4/5/2023 10:06 AM by  Mahesh Reddy

**!!Remember to SAVE after each section!!**

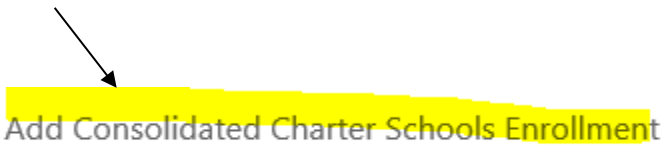




## Section 11: Locally Authorized Charter Schools

This section should be completed only by LEAs that have local charters. If you are a state charter or an LEA without local charters you may skip this section. To access this section, click on: “Add Consolidated Charter School Enrollment” and populate the table. If a charter school declined funds, please upload their official correspondence declining funds in **Section 14** of the application.

Click on:



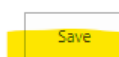
Add Consolidated Charter Schools Enrollment

All district charter schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found in the Title II Associated Documents section of this application and on the Title II-A website.

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii-part-a/>

Districts must review completed charter applications to ensure alignment with Title II objectives. **Please upload all local charter applications into Section 14.**

**!!Remember to SAVE after each section!!**



## Section 12: Private Schools

This section should be completed only by LEAs that have private schools, if you are a state charter or an LEA without private schools you may skip this section. To access this section, click on Add Private School Enrollment and populate the table; this process will be repeated for each individual private school. If a private school declined funds, please upload their official correspondence declining funds in **Section 14** of the application.

All private schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found in the Title II Associated Documents section of this application and on the [Title II website](#).

Districts must review completed private school applications to ensure alignment with Title II objectives. **Please upload all private school applications into Section 14.**

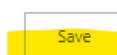
Click on:



Add Private Schools Enrollment

PrivateSchoolLocation	(None) ▾
Were all Private Schools offered T II Funds?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did any Private Schools decline T II Funds?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description	<div style="border: 1px solid #ccc; height: 60px;"></div> <p>Please list all private schools that declined funds. Upload a letter from the private school stating that they have declined the funds. All the uploads should go into Section 15: Upload Related Documents</p>
Individual Private Enrollment	<input type="text" value="0"/> Please enter the respective Private School's enrollment number.
Per Pupil Amount	<input type="text"/>
Private School Amount	<input type="text" value="0.00"/> This amount is updated AUTOMATICALLY once you hit on SAVE.
	<div style="display: flex; justify-content: flex-end; gap: 10px;"><div style="background-color: #ffff00; padding: 5px 10px; border: 1px solid #ccc;">Save</div><div style="border: 1px solid #ccc; padding: 5px 10px;">Cancel</div></div>

**!!Remember to SAVE after each section!!**

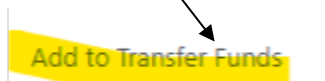


## Section 13: Funds transferred to Other Federal Programs

Note: This section will only be completed if the LEA is choosing to transfer funds to another Title program.

To access this section, click on: “Add to Transfer Funds”, populate the table and click “save”.

Click on:



Are you Transferring/REAP Title II Funds? \*  Yes  
 No

Transferring To  Title I A  
 Title I C  
 Title I D  
 Title III  
 Title IV A  
 RLIS

Please select the Federal Program that you would like to transfer.

T1 Transfer Amount \*

Amount that you would like to transfer to Title I A

Other Transfer Amount \*

Amount that you would like to transfer other than Title I A

Fund Utilization \*

Please state the name of the fund the Title II funds will be transferred to and how the funds will be used.

**!!Remember to SAVE after each section!!**

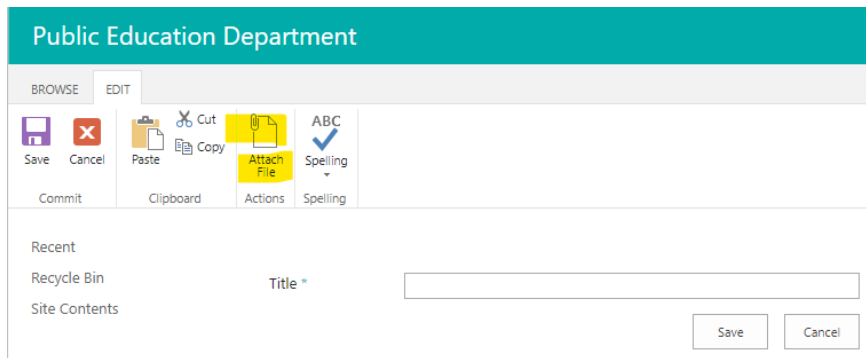
## Section 14: Upload Related Documents

LEAs will use this section to upload all supporting documentation, **including the signed Assurances Page(s)**. To add a document, click on “Upload Documents”

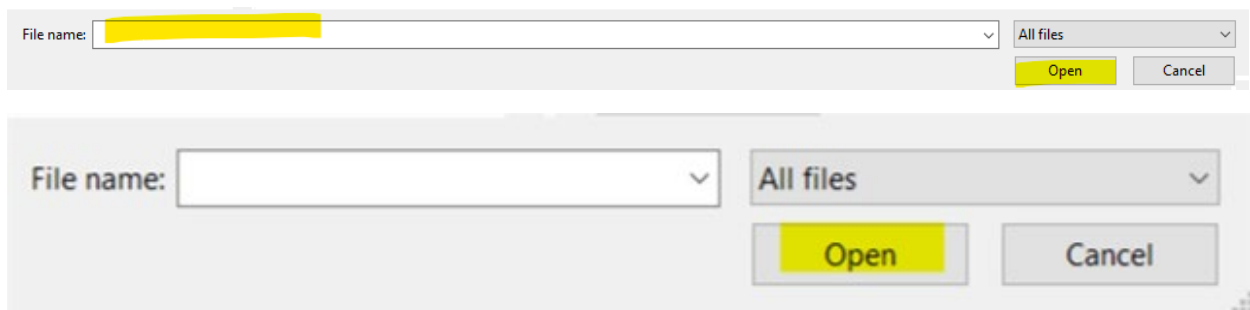
Click on:



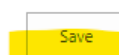
Click on:



On this page you will select the file you saved on your computer, click Open and OK\*



**!!Remember to SAVE after each section!!**



Use this page to add attachments to an item.

Name

Choose File 2023-24 Re...ces-Page.pdf

OK

Cancel

Name the file and click on Save.

Title \*

Save

Cancel

**\*Repeat these steps for each document you need to upload into the application.**

**!!Remember to SAVE after each section!!**

Save

## T\_II Associated Documents

The **FY24-25 Assurance Page** must be completed by **each LEA and State Charter**, then uploaded into **Section 14** of the application.

District Charter Application must be completed by all local charters that are accepting funds. This application must be returned to the LEA, and the LEA will upload into **Section 11** of the application. If the LEA does not have any local charters this document is not required.

Private School Application Worksheet must be completed by all private schools in a LEA. Note: Not required if the private school is DECLINING funds. The Private School Worksheet must be returned to the LEA, and the LEA will upload it into **Section 12** of the application. If you do not have any private schools in your district this document is not required.

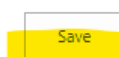
(The remaining documents are resources developed by the Title II team that you may use during the application and RfR process.)

**Update after documents are uploaded in TII Application**

Click on:



**!!Remember to SAVE after each section!!**



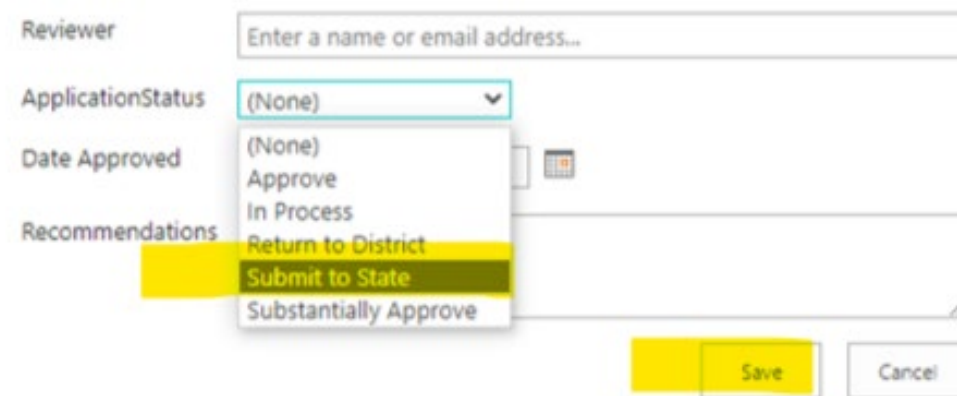
## Section 15: Application Approval Screen

Hover over “Submit Your Application” and **left click**

### Submit Your Application

Select “Submit to State” from the drop-down

No entry is required for “Reviewer”, “Date Approved” or “Recommendations”



The screenshot shows a form with the following fields and options:

- Reviewer: Enter a name or email address...
- ApplicationStatus: (None) [dropdown menu]
- Date Approved: (None) [calendar icon]
- Recommendations: [text area]

The dropdown menu for ApplicationStatus is open, showing the following options:

- (None)
- Approve
- In Process
- Return to District
- Submit to State (highlighted)
- Substantially Approve

At the bottom right, there are two buttons: Save (highlighted) and Cancel.

The TII-A team member assigned to your district will review the application and either approve or return it for additional information. To find the TIIA liaison assigned to your LEA please refer to the list located on the [Title II, Part A website](#).

**!!Remember to SAVE after each section!!**

