

Overview

IN THIS MEETING, LEAs WILL

- Understand updates regarding Nova data loaded into the Unified Application.
- Preview the Frequently Asked Questions document and review questions around UA completion.

AGENDA

- I. Updates
- II. Frequently Asked Questions
- III. Moving Forward

Updates



UA Updates

The data in the Unified Application and the Title I Direct Certification - Match List Report for rank and serve have been synced.

- The status checks have been reset on the impacted modules to prompt LEA review.

LEAs should expect to review the following modules & submodules:

- Title I Part A: Steps 0, 1, 2, 3; and
- Expenditure Detail: Public and Private.
- LEAs should review their updated Title I Direct Certification - Match List Report.

***Note:** The total enrollment found in the Equitable Services section of the UA will be different than the total enrollment count for Title I Rank and Serve because the two counts use different parameters. This is not a data discrepancy.

Frequently Asked Questions



Frequently Asked Questions Document

In order to address questions that arise during the Unified Application pilot, NMPED will provide regular updates to the [Frequently Asked Questions](#).



NEW MEXICO UNIFIED APPLICATION Frequently Asked Questions

This is a “live” Frequently Asked Questions Document related to the completion of the Unified Application and will be updated based on questions from LEAs participating in the Unified Application pilot. New questions will be added to the end of the table and the footer will be updated with the date of the last update.

Question	Answer
Can anyone certify assurances?	No, only the individual with “Grant Manager” access can complete key actions (i.e. certifying assurances and submitting the application). LEAs can designate one individual who has “Grant Manager” access and most LEAs will provide their Planning Lead these permissions.
Should the questions in the Priorities module be answered based solely on what federal grant allocation dollars are being spent on?	No, the purpose of the Priorities module is to identify the actions LEAs plan to take in the upcoming school year to improve student achievement. For example, LEAs should list all HQIM they are using, even if they are not using federal funding to purchase the materials.

The Frequently Asked Questions Document:

- Is accessible in the “Support Resources” section of the Unified Application Planning Guide on the [Unified Application Support Page](#); and
- Will be updated periodically during the Unified Application pilot (and the date updated will be noted in the footer).

Questions to Date (1/3)

Items included in the Frequently Asked Questions include questions raised through the Unified Application Support Desk Email (unified.application@state.nm.us) and the weekly Q&A webinar.

Question	Answer
Can anyone certify assurances?	<p>No, only the individual with “Grant Manager” access can complete key actions (i.e. certifying assurances and submitting the application).</p> <p>LEAs can designate one individual who has “Grant Manager” access and most LEAs will provide their Planning Lead these permissions.</p>

Questions to Date (2/3)

Items included in the Frequently Asked Questions include questions raised through the Unified Application Support Desk Email (unified.application@state.nm.us) and the weekly Q&A webinar.

Question	Answer
Should the questions in the Priorities module be answered based solely on what federal grant allocation dollars are being spent on?	No, the purpose of the Priorities module is to identify the actions LEAs plan to take in the upcoming school year to improve student achievement. For example, LEAs should list all HQIM they are using, even if they are not using federal funding to purchase the materials.

Questions to Date (3/3)

Items included in the Frequently Asked Questions include questions raised through the Unified Application Support Desk Email (unified.application@state.nm.us) and the weekly Q&A webinar.

Question

How should an LEA determine how much money to take in Direct Administrative Costs?

Answer

LEAs have discretion to take any amount, up to the maximum allowed, of direct administrative costs. These are costs associated with operating the program – i.e. if they are only incurred by the LEA as a result of administering the program.

Planned direct administrative costs expenditures should be detailed in the Expenditure Detail module in the same way as other planned expenditures.

Specifically, for Title I-A, the direct administrative cost reservation is an authorized reservation once the required Title I-A reservations have been planned. The amount depends on how much funding the LEA needs to administer the Title I-A program. Please note, the direct administrative costs have to be allocable to the Title I-A program. Here are some questions to consider:

- Is the cost of the position necessary and reasonable for the performance of the Federal award (in this case Title I Part A), and allocable thereto, please see 2 CFR 200.403?
- Is the activity incurred specifically for the purpose of Title I, Part A?
- If the cost benefits more than Title I, Part A, is the cost distributed in proportions that may be approximated using reasonable methods?

Direct administrative costs expenditures are detailed in the Expenditure Detail module in the same way as other planned expenditures. For further UA Title I-A guidance, please see [here](#).

Moving Forward



Next Steps

Next steps:

- LEAs should review the modules and submodules impacted by the sync with the Title I Direct Certification report.

Planned Topics for Weekly Federal Programs Team Calls

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 4	Application Completion	Federal Programs Directors* All LEA Roles	Launching and Transferability/AFUA
March 11	Application Completion	Federal Programs Directors* All LEA Roles	IDEA Compliance & Proportionate Share
March 18	Application Completion	All LEA Roles	Submitting the Application
March 25	Application Completion	Planning Leads* All LEA Roles	Outstanding Questions
March 31st			UA Opens (IDEA)
April 1	Application Completion	IDEA Coordinators* All LEA Roles	IDEA Compliance & Proportionate Share
April 8	Application Completion	Planning Leads* All LEA Roles	Application Review & Approval
April 15	Application Completion	Federal Programs Directors* All LEA Roles	Outstanding Questions
April 16			UA Submissions Due

Exit Survey: Questions & Feedback

Link to exit survey

<https://tinyurl.com/NMUAMarch25>

Please send any questions regarding the Unified Application to:

Unified.App@state.nm.us.