

ESSA Consolidated Federal Grant Application Preparation Checklist



IMPORTANT DATES

ESSA Consolidated Federal Grant Application

	Release Date	Due Date
SC5003-Formula Grants Consolidated Schedule	May 2, 2022	September 2, 2022
ADC for ESCs	May 11, 2022	September 2, 2022
ADC for LEAs	May 18, 2022	September 2, 2022
eGrants Application	May 18, 2022	September 2, 2022
2022-2023 Planning Amounts for LEAs will be available at Entitlements		



AsKTED/TEAL

- Update Campus Information, Campus Grade Span, and LEA Information in AskTED.
- Be sure all staff that need access to TEAL and eGrants have access or get access as early as possible and that new and existing staff have the correct roles for completing the application.



eGRANTS

- Update eGrants contacts



SC5003

- Coordinate with Others (SPED and Perkins Staff Business Office Staff, those involved in Comprehensive Needs Assessment, Fiscal Agents/Member Districts, PNP, etc.)
- Review the Information on the SC5003
- Make sure all program areas for ESSA, Perkins, and SPED complete the Barriers to Equitable Access and Participation prior to certifying and submitting.

- All three grant programs - ESSA, SPED, Perkins need to review the General and Fiscal Guidelines, General Provisions and Assurances, Debarment and Suspension, Lobbying Certification, and Program Specific Guidelines and Provisions and Assurances.
- Part 1 and Part 2 are completed and reviewed by all appropriate staff.
- The authorized official certifies and submits the schedule.



ADC

- Log into TEAL, select eGrants role that permits you to complete the ADC.
- Select the "Grants" tab in eGrants, navigate to the ESSA grant.
- Select the ESSA Applicant Designation and Certification form.
- Part 1, identify how you will apply for each funding source.
- Part 2, the authorized official reviews the Certification and Incorporation Statement. Complete the Authorized Official section and Certify and Submit.



CHANGES AND UPDATES

- GS2100 Make sure there are two contacts.
- PS3101, PS3104, PS3107 Added REAP lines.
- Text changes to the PS3103
- Removed the WV4004, Ed-Flex TIA SW Eligibility Schedule
- Added Validation to the SC5000 to disable "Additional Eligibility" Checkboxes When Campus LIP is 40% or Above