

*NEVADA DEPARTMENT OF EDUCATION
GUIDANCE DOCUMENT FOR
Title I, Part A*



**ePAGE Title I, Part A
Grant Process¹**

Created by the Nevada Department of Education

Title I Team

2018-2019

1 | ¹This guidance supersedes any previous NDE guidance on this topic and will remain in effect until further notice from NDE.

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ePAGE Title I, Part A Grant Process

1. EPAGE Federal Grant Applications Process

1.1. What is ePAGE?

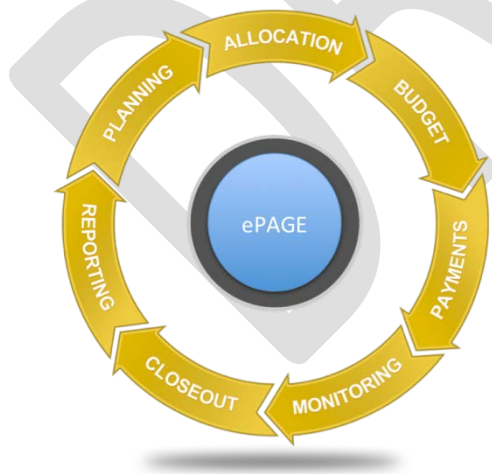
ePAGE-“Electronic Plans, Applications, Grants, and Expenditures” is a web-based tool designed to help manage our Federal and some State grants. The online system includes processes to help LEAs manage their Title I, Part A funding applications, grant requests, grant submissions, amendments/revisions, and final financial reports. LEA Title I, Part A applications are monitored by the State’s Title I team for approval. ePAGE can be found at the following website [ePAGE link](#).

1.2. Additional ePAGE Training Resources for LEAs

Additional ePAGE training resources can be found by logging into ePAGE, accessing the Document Library, and following the link to ePAGE Training Resources. Please contact the Grants Department or your assigned Education Programs Professional (EPP) for assistance or further questions regarding ePAGE (common troubleshooting techniques provided below).

2. Grants Management Cycle

2.1. ePAGE Process



The general process flow of the ePAGE system (high level) is represented in the graphic above, with the planning stage being the first step at the beginning of a fiscal year.

2.2. Submitting the Application in ePAGE for Review and Approval

Initial consolidated (Title I, Pt. A, Title II-A, Title III, Title I-D, Title I C, Migrant) applications are due by the District/Charter School completed and signed in e-PAGE by August 15th

There is a one month turn-around time frame with Department approvals once the application has been submitted with all the required authorizations

Submission date is the date that the LEA's Authorized Representative approved the application, it's not the date it was started.

1. LEA approvals in order are;
 - a. LEA Fiscal Representative Approved
 - b. LEA Authorized Representative Approved
2. Department approvals in order are;
 - a. Educational Programs Professional Approved (via note in ePAGE History Log)
 - b. NDE Director Approved

2.3. Title I, Part A Application Reminders

- All initial applications submitted will have between a one to four week turn-around time frame for Department review and approval
- Submission date is the date that the LEA's Authorized Representative approved the application, it's not the date it was started
- Complete applications are due in a timely manner. Not meeting due dates could indicate a red flag on the risk assessment monitoring tool. Please reach out to the Title I team for more information with regards to key Title I, pt. A due dates for the fiscal year.

Tips for Completing and for Addressing Issues:

1. Log in
2. Make sure you are in the correct fiscal year
3. Before starting the application LEAs have the option to get into the Planning Tool and copy the previous year's application to the current year and edit as applicable
4. Allow ample time to complete and submit the application before the due date
5. Complete all application sections thoroughly and submit required assurances and required application documentation
6. Ensure that the budget is balanced; there should be no funds remaining on the Per Pupil Page. Set Aside and school site allocation totals should match what is disaggregated in the Budget.
7. Make sure that all warnings have been observed
8. If you have an error message, e-PAGE will not allow the revised application to be submitted
9. Click on the error message to be taken to where the revision is needed and fix accordingly

2.4. Request for Funds (RFF)

You must have an approved application or amendment to be eligible for reimbursement. Obligated reimbursements for LEA/school expenses requested are submitted through ePAGE for the period requested and must include proper documentation. LEAs and grant sub recipients should submit timely RFF reimbursement requests per NDE deadlines. Not meeting due dates could indicate a red flag on the risk assessment monitoring tool. Please reach out to the Title I team for more information with regards to key Title I, pt. A due dates for the fiscal year. Contact the grants team if you are still having trouble submitting an RFF or if your RFF has been rejected.

Tips for Addressing Issues:

- 1) Log in
- 2) Make sure you are in the correct fiscal year
- 3) Make sure that all needed revisions are made to the application before requesting funds
- 4) If you have an error message, e-PAGE will not allow the request for funds to be processed
- 5) All applications must be completed and not be in revision or approval status needed for the Request for Funds to be started
- 6) Click on the error message to be taken to where the revision is needed

2.5. Final Financial Reports (FFR)

A Final Financial Report (FFR) is due to the NDE after the program grant cycle ends. The LEA or sub-grantee will submit fiscal expenditure information in ePAGE as requested to close out the previous fiscal year. LEAs and grant sub recipients should submit timely FFR requests per NDE deadlines. Not meeting due dates could indicate a red flag on the risk assessment monitoring tool. Please reach out to the Title I team for more information with regards to key Title I, pt. A due dates for the fiscal year and the grants team for details on what to submit for an FFR

Tips for Addressing Issues:

- 1) Log in
- 2) Make sure you are in the correct fiscal year
- 3) If you have an error message, e-PAGE will not allow the Final Financial Report to be submitted
- 4) Click on the error message to be taken to where the revision is needed
- 5) If carryover exceeding 15% is requested, the LEA must submit a carryover waiver request from the Title I director and required additional documentation will be needed in the history log (please see the NDE Title I-A module on Carryover for further details)
Once the Final Financial Report is completed, all carry over will be reflected in the current fiscal year's allocation

Appendix

ePAGE Website
[ePAGE Website](#)

NDE ePAGE Resources:
[ePAGE NDE Resources and Training Documents](#)

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