Getting Started: 10 Tips for New ESEA Federal Programs Directors

1 Subscribe to the ***Weekly ESEA Newsletter*** by clicking here. The newsletter is the primary method used by the department to provide school districts with programmatic updates and due dates. Past Weekly ESEA Newsletters can be viewed here.

2 Determine which ***DEED Program Manager*** is assigned to the district by reviewing the district assignments webpage. The DEED Program Manager is district's main point of contact at the department regarding ESEA. The DEED Program Manager coordinates the ESEA Consolidated Application and ESEA Monitoring processes.

3 Get access to the ***Grants Management System***. The district user access administrator is responsible for assigning roles within GMS. GMS is where districts complete the ESEA Consolidated Application and other grant applications. Check out the GMS Document Library for resources and guidance on GMS.

4 Check out the ***Important Dates*** documents for each of the ESEA Federal Programs (ESEA, Title I-A, Title I-C, Title I-D, Title II-A, Title III-A, McKinney-Vento). Each document provides the key dates ESEA Federal Programs Directors need to track.

5 Explore the ***Spending Handbooks*** for each of the ESEA Federal Programs (Title I-A, Title I-C, Title II-A, Title III-A, Title IV-A). The spending handbooks provide guidance on allowable uses of funds.

6 Review the department's ***ESEA webpages***. Each ESEA Federal Program's webpage provides state and federal guidance and resources to support school districts in carrying out the programs. They can be accessed from the main [ESEA Federal Programs webpage](#).

7 Learn the ***Supplement, Not Supplant*** provisions for each of the ESEA Federal Programs by reviewing the [Supplement, Not Supplant Requirements](#) guidance document. In general, ESEA funds should add to (supplement) and not replace (supplant) state and local funds and sometimes federal funds as well.

8 Become familiar with ***EDGAR*** and ***UGG***. The [Education Department General Administrative Requirements (EDGAR)](#) are the regulations that govern all federal education funds, and the [Uniform Grant Guidance (UGG)](#) regulations govern all federal funds. Starting with reviewing the [Allowable Cost Checklist for Federal Funds](#) handout is recommended.

9 Examine the ***ESEA Monitoring Form*** found on the department's [forms webpage](#). The monitoring form provides each of the areas the department reviews during compliance monitoring. It is best practice to review the form annually to ensure that each requirement is being met and evidence of implementation is being retained.

10 Participate in the ***Professional Development*** opportunities (e.g., trainings, webinars, sharing sessions, workshops) provided by the department. Notices are shared in the Weekly ESEA Newsletter. Attending, or watching the recording of, the New Federal Programs Directors webinar series is recommended.