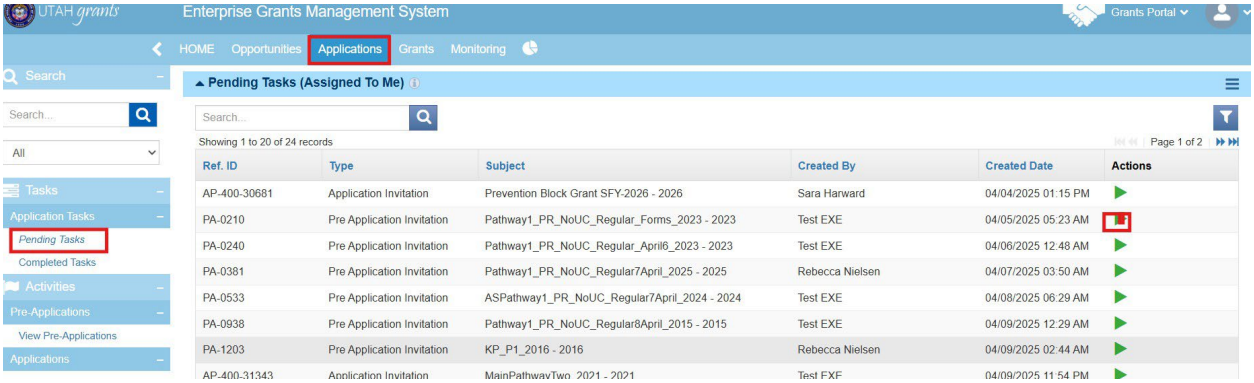
Application - Federal Consolidated Pre-Application

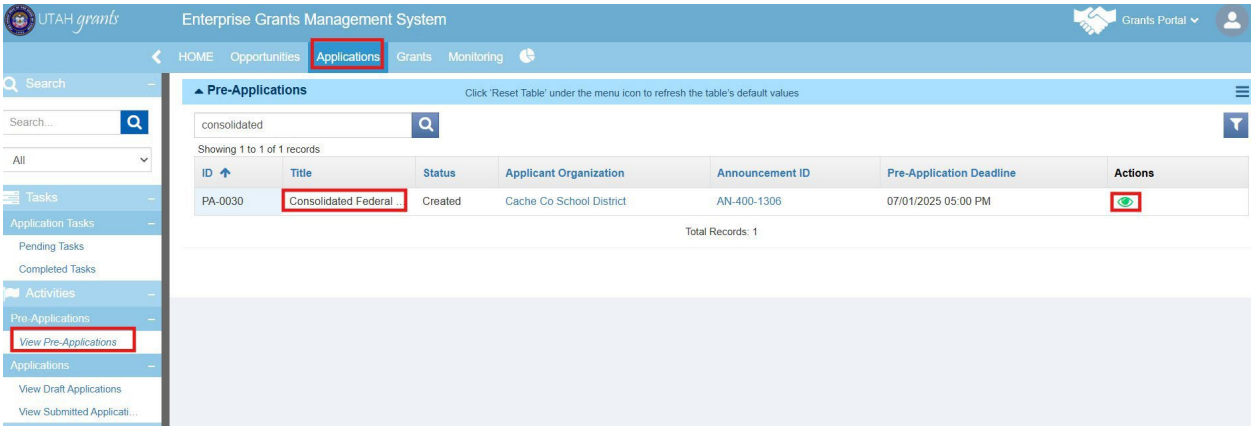
The federal consolidated pre-application allows LEAs to apply and budget for multiple federal awards in one pre-application. The federal assurances for the Individuals with Disabilities Education Act (IDEA), Every Student Succeeds Act (ESSA), and those involving general grant compliance have been moved to this pre-application to simplify reporting. This guide walks grantees through the steps to complete the consolidated pre-application in Utah Grants.

Pre-Application Creator

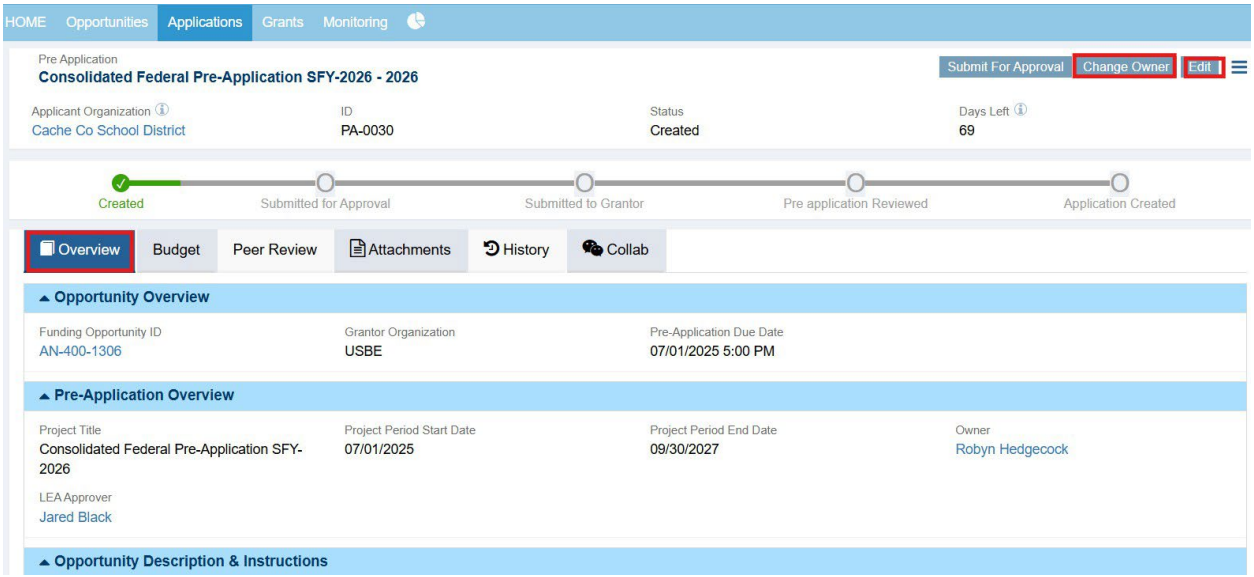
1. To find the pre-application initially:
    a. Applications tab → Pending Tasks → select the application



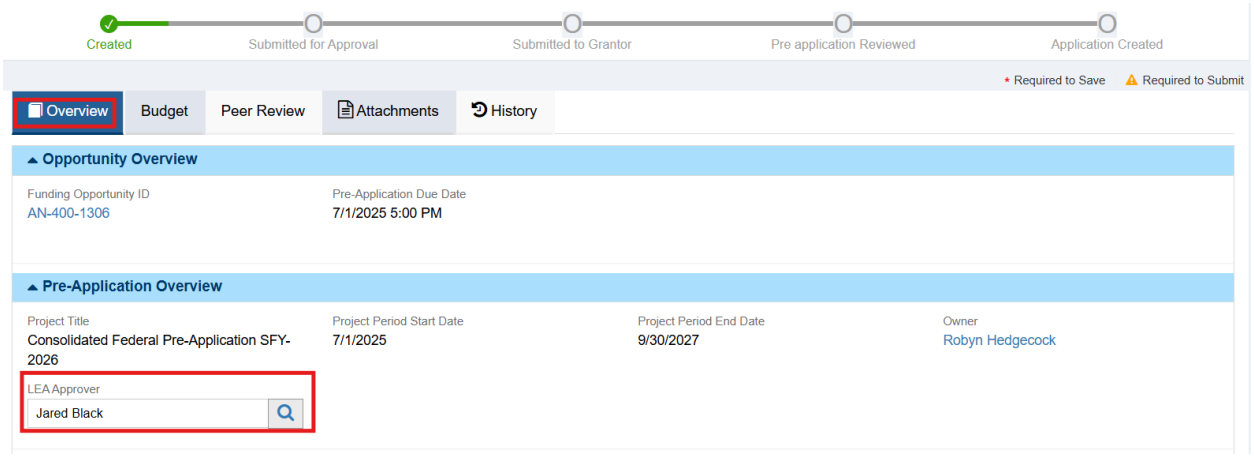
2. To find the application after it has been owned:
    a. From the Home screen, select the Applications tab → View Pre-Applications (left) → select the pre-application green eye.



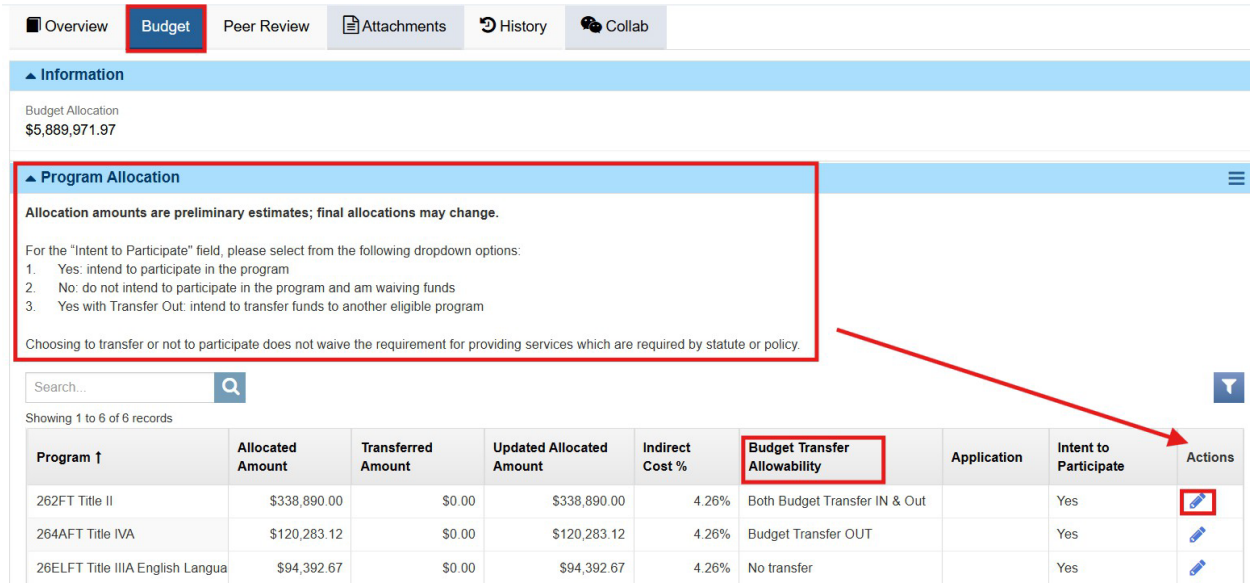
3. In the upper corner, you may change the owner of the application, edit, and submit for approval.
4. Select Edit.



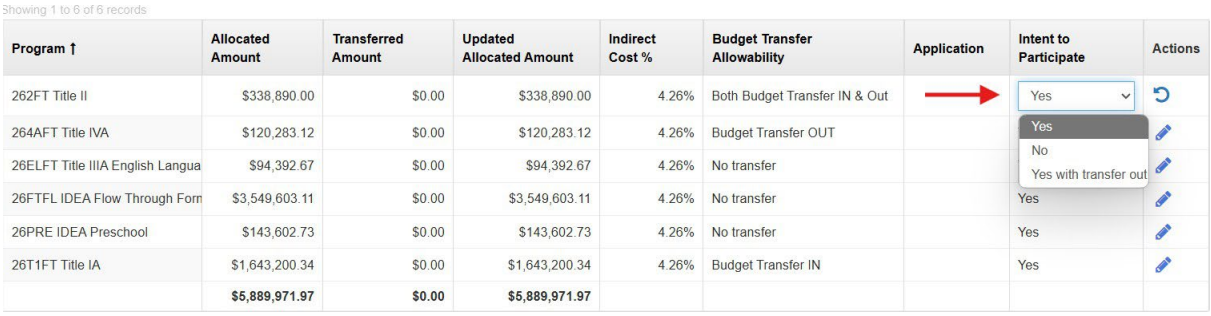
5. On the Overview tab you may change the LEA internal approver, if necessary.



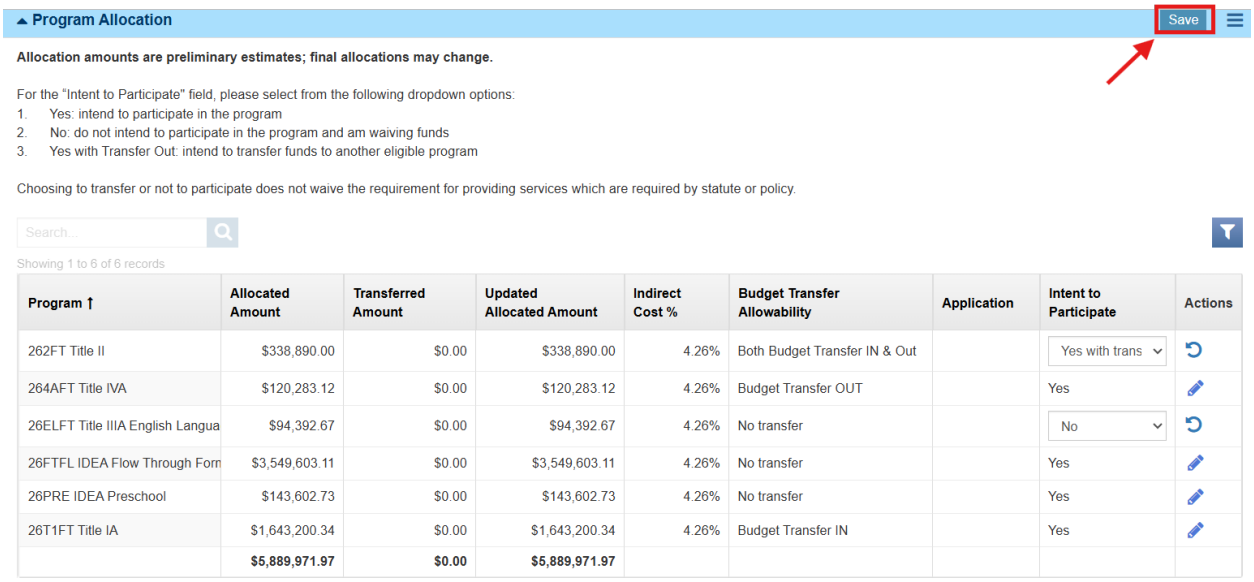
6. On the Budget tab, you can select your intent to participate in the ESEA and IDEA programs by selecting the blue pencil.
    a. Note: These are preliminary allocations. Final allocations will be distributed in the fall of each year.
7. The Budget Transfer Allowability section indicates which programs are eligible for transfer.



8. You may select one of three options for the Intent to Participate
    a. Yes
    b. No
    c. Yes, with transfer out
        i. By selecting this option, you intend to transfer funds from the selected program to another. You will later indicate the transfer amount (a portion or the entire award) from this program to another.
        ii. Note: Grantees will have the opportunity to transfer post-award as well. If you transfer funds in the pre-application, you will not be able to transfer them back to the original program.

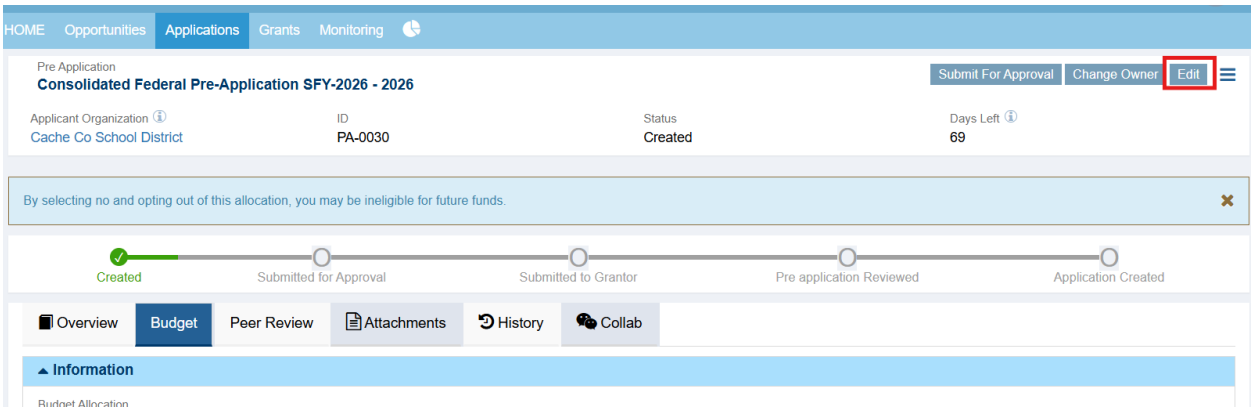


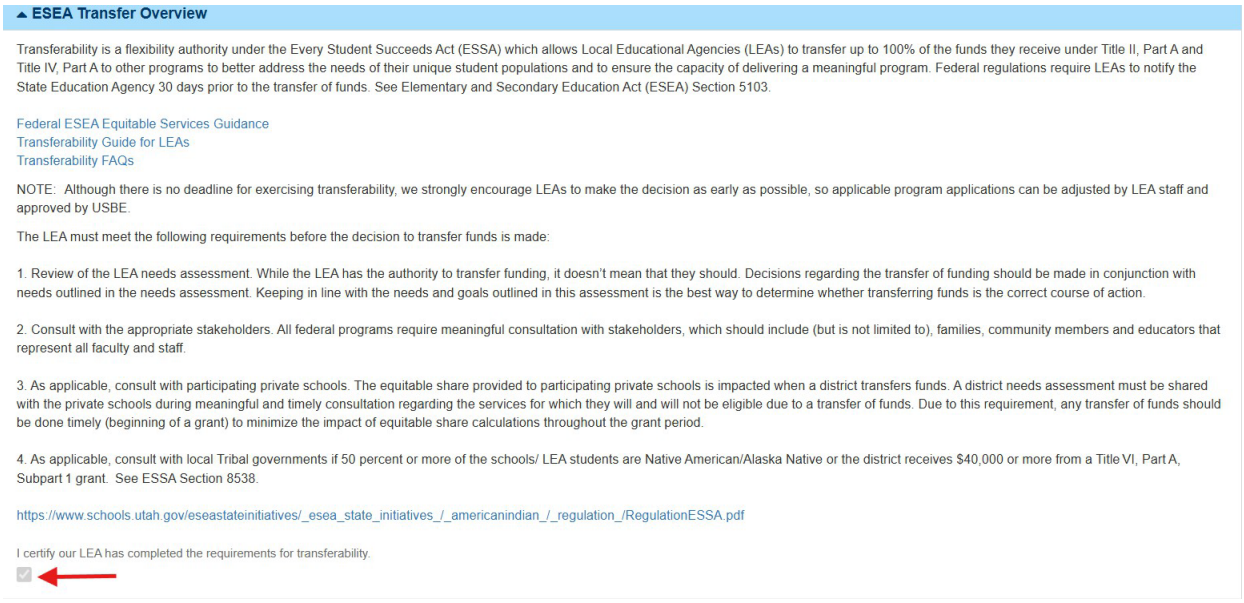
9. Click Save.
    a. Note: By selecting No and opting out of this allocation, you may be ineligible for future funds.



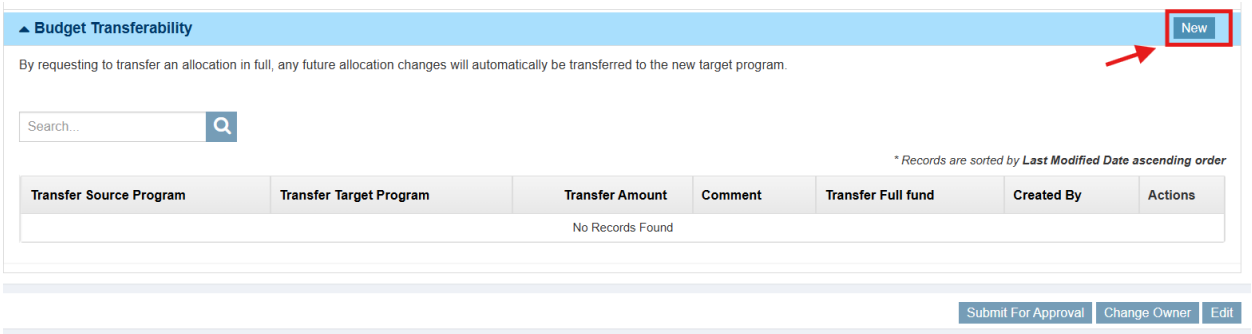
Program	Allocated Amount	Transferred Amount	Updated Allocated Amount	Indirect Cost %	Budget Transfer Allowability	Application	Intent to Participate	Actions
262FT Title II	$338,890.00	$0.00	$338,890.00	4.26%	Both Budget Transfer IN & Out		Yes with trans	
264AFT Title IVA	$120,283.12	$0.00	$120,283.12	4.26%	Budget Transfer OUT		Yes	
26ELFT Title IIIA English Langua	$94,392.67	$0.00	$94,392.67	4.26%	No transfer		No	
26FTFL IDEA Flow Through Forn	$3,549,603.11	$0.00	$3,549,603.11	4.26%	No transfer		Yes	
26PRE IDEA Preschool	$143,602.73	$0.00	$143,602.73	4.26%	No transfer		Yes	
26T1FT Title IA	$1,643,200.34	$0.00	$1,643,200.34	4.26%	Budget Transfer IN		Yes	
	$5,889,971.97	**$0.00**	**$5,889,971.97**					

10. Click Edit to select the transfer certification.

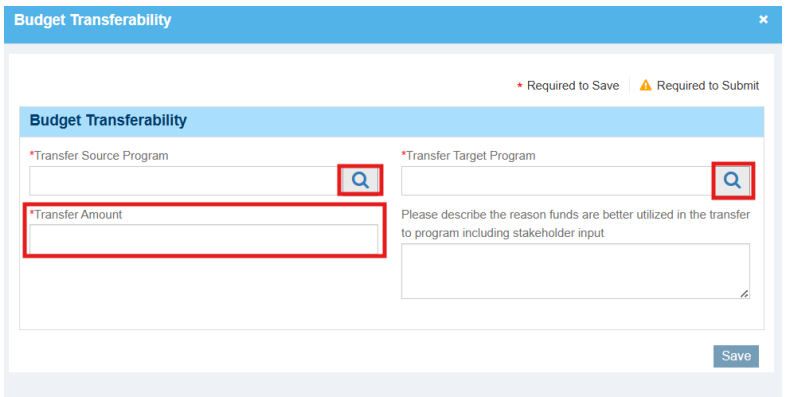


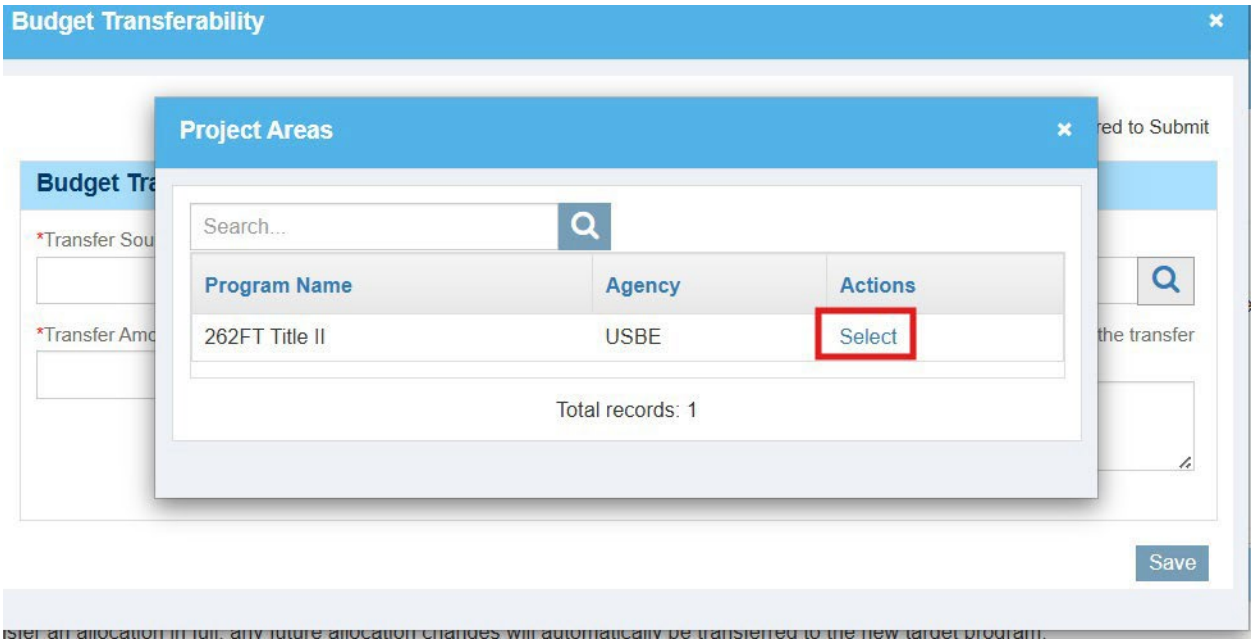


11. Select the checkbox and click Save.
12. The screen will refresh and if you choose to transfer funds, the Budget Transferability section will appear below. This is where you will designate the amount of funding and the target program.
13. Select New.

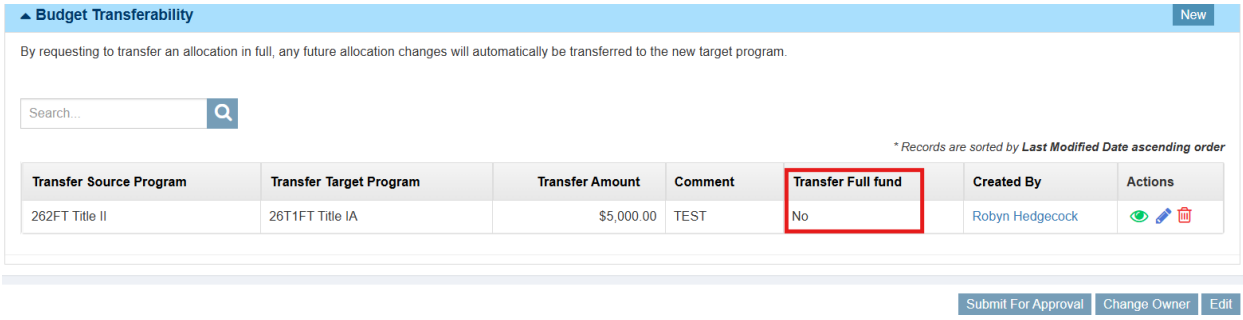


14. A Budget Transferability screen will pop up.
15. Select the transfer source program, transfer target program, and the transfer amount.
16. Click Save.

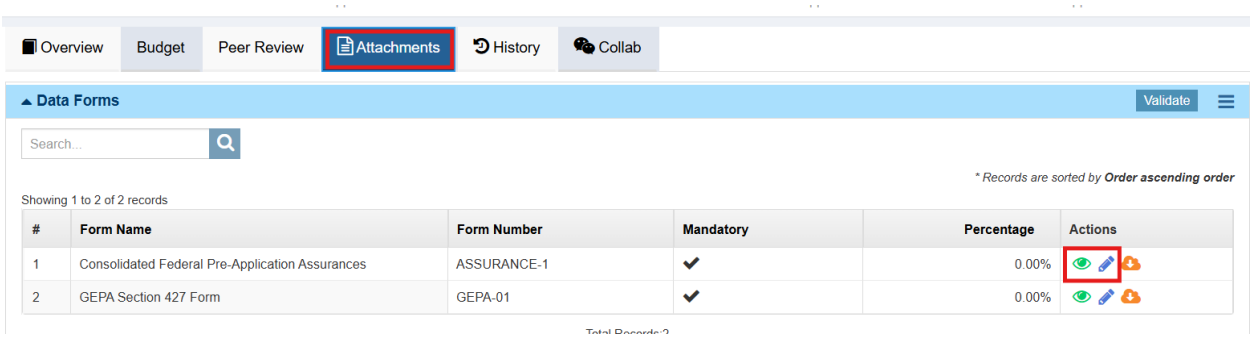




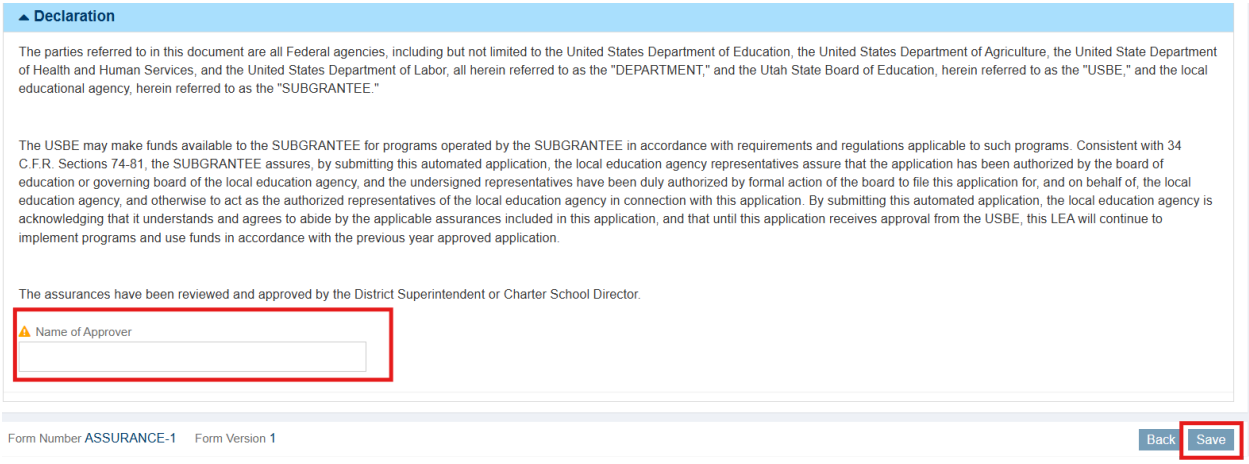
17. The information will populate in the Budget Transferability table. It will indicate whether you transferred the full award.
    a. Note: If you transfer the full award, any future allocation changes will automatically go to the target program, so you will not need to transfer again.



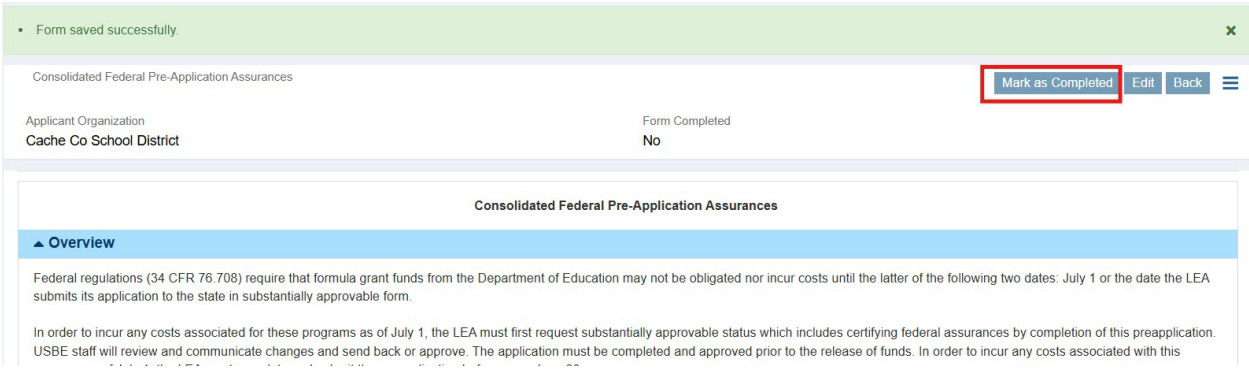
18. Select the Attachments tab.
19. Select the blue pencil to open the attachments.



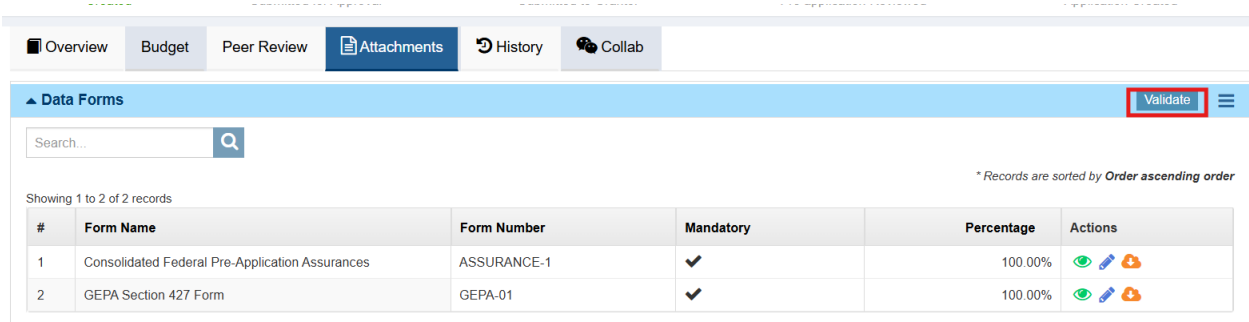
20. Once you have completed all the fields, select Save.
    a. Note: The superintendent or director should certify the assurances document.



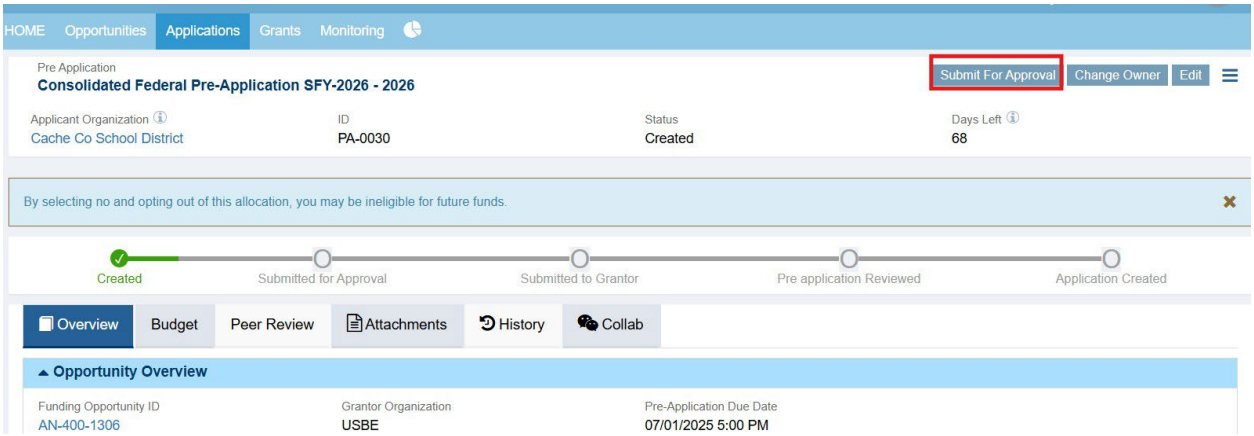
21. Select Mark as Completed.



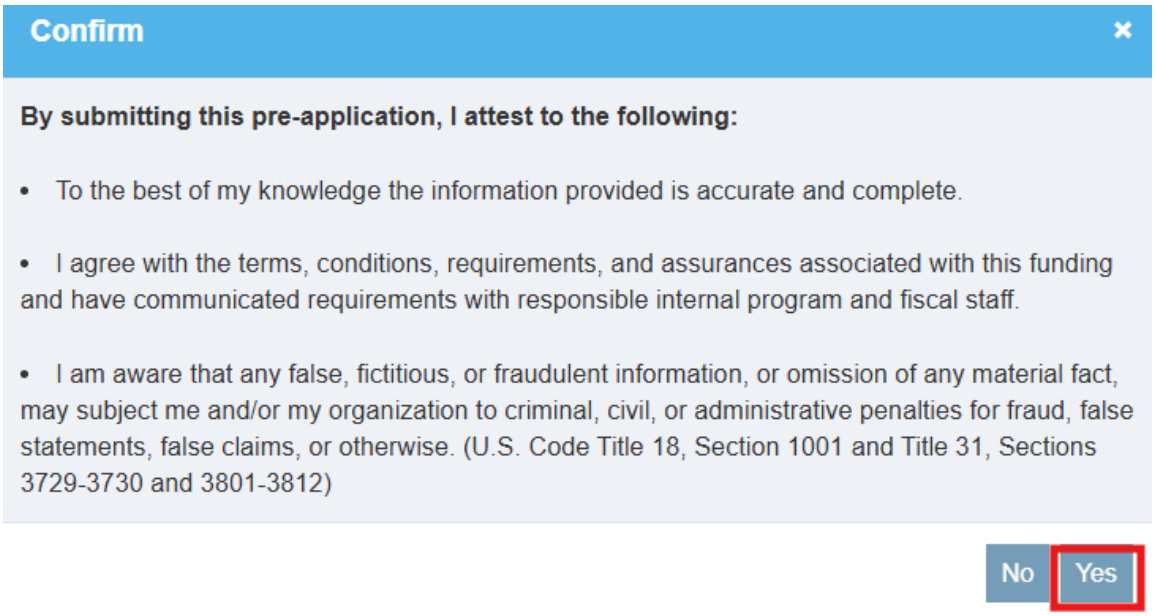
22. Once all forms are 100% complete, select Validate.



23. When all edits are complete, select Submit for Approval to send to the internal approver.

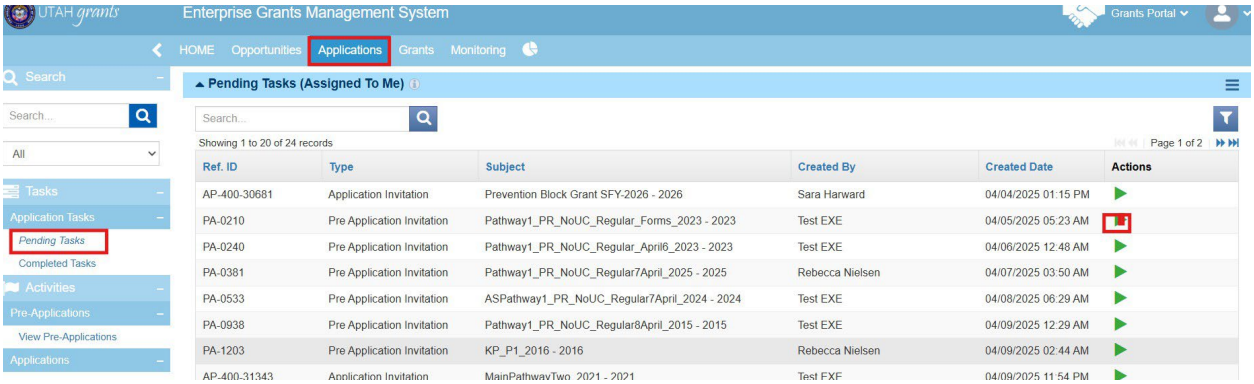


24. Select Yes to attest to the requirements in the pop-up window.

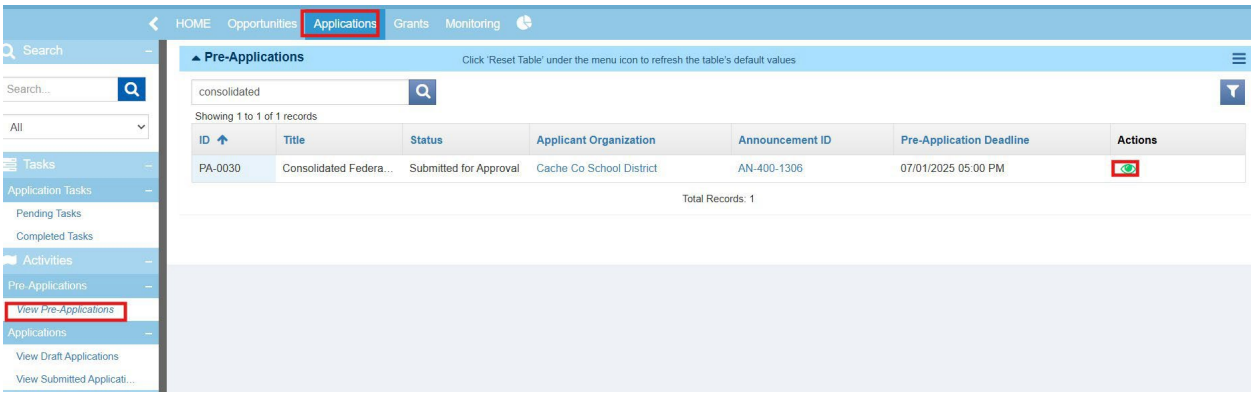


Grantee Internal Approver

25. To find the pre-application initially:
    a. Applications tab → Pending Tasks → select the application



26. To find the application at a later date:
    a. Applications → View Pre-Applications → select the green eye.



27. Once you have reviewed everything, you can select to send it back to the owner or approve. Select Submit.

