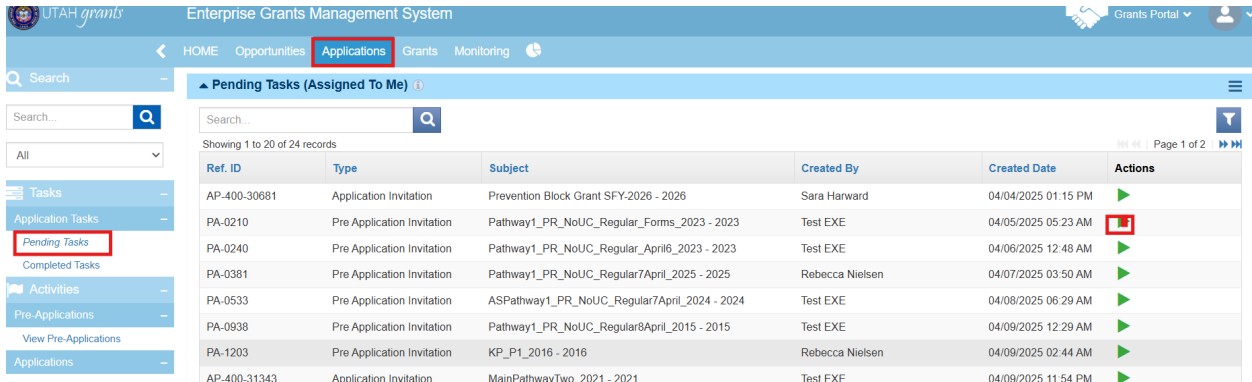


Federal Consolidated Pre-Application

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

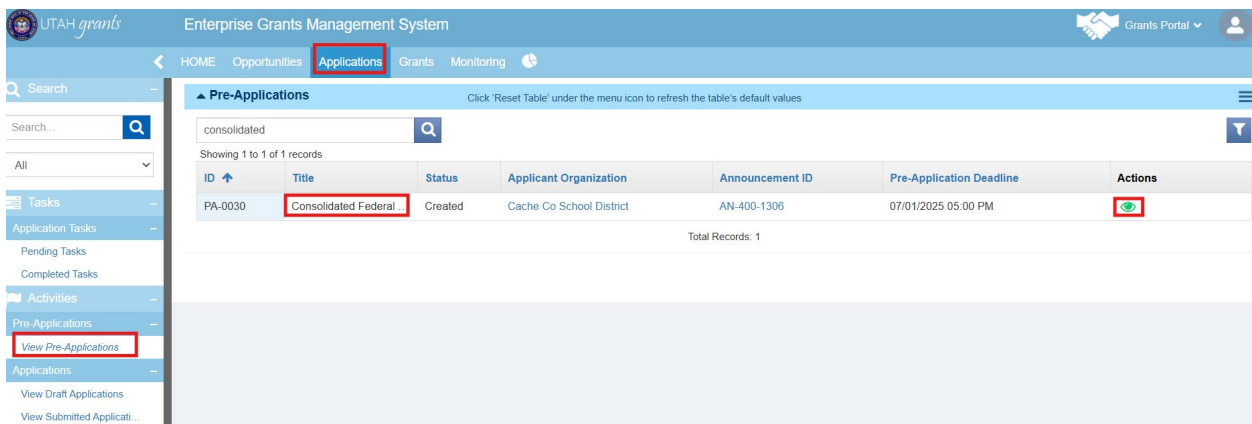
1. To find the pre-application initially:
 - a. **Applications** tab → **Pending Tasks** → select the application



The screenshot shows the 'Enterprise Grants Management System' interface. The 'Applications' tab is selected in the top navigation bar. On the left sidebar, 'Pending Tasks' is highlighted. The main content area displays a table titled 'Pending Tasks (Assigned To Me)' with 24 records. The table columns are: Ref. ID, Type, Subject, Created By, Created Date, and Actions. The first record is AP-400-30681, an 'Application Invitation' for 'Prevention Block Grant SFY-2026 - 2026' created by Sara Harward on 04/04/2025. The 'Actions' column for this record shows a green eye icon.

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-30681	Application Invitation	Prevention Block Grant SFY-2026 - 2026	Sara Harward	04/04/2025 01:15 PM	
PA-0210	Pre Application Invitation	Pathway1_PR_NoUC_Regular_Forms_2023 - 2023	Test EXE	04/05/2025 05:23 AM	
PA-0240	Pre Application Invitation	Pathway1_PR_NoUC_Regular_April6_2023 - 2023	Test EXE	04/06/2025 12:48 AM	
PA-0381	Pre Application Invitation	Pathway1_PR_NoUC_Regular7April_2025 - 2025	Rebecca Nielsen	04/07/2025 03:50 AM	
PA-0533	Pre Application Invitation	ASPathway1_PR_NoUC_Regular7April_2024 - 2024	Test EXE	04/08/2025 06:29 AM	
PA-0938	Pre Application Invitation	Pathway1_PR_NoUC_Regular8April_2015 - 2015	Test EXE	04/09/2025 12:29 AM	
PA-1203	Pre Application Invitation	KP_P1_2016 - 2016	Rebecca Nielsen	04/09/2025 02:44 AM	
AP-400-31343	Announcement Invitation	MainPathwayTwo_2021 - 2021	Test FXF	04/09/2025 11:54 PM	

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**.



The screenshot shows the 'Enterprise Grants Management System' interface. The 'Applications' tab is selected in the top navigation bar. On the left sidebar, 'View Pre-Applications' is highlighted. The main content area displays a table titled 'Pre-Applications' with 1 record. The table columns are: ID, Title, Status, Applicant Organization, Announcement ID, Pre-Application Deadline, and Actions. The first record is PA-0030, titled 'Consolidated Federal ...', with a status of 'Created', applicant organization 'Cache Co School District', announcement ID 'AN-400-1306', and pre-application deadline '07/01/2025 05:00 PM'. The 'Actions' column for this record shows a green eye icon.

ID	Title	Status	Applicant Organization	Announcement ID	Pre-Application Deadline	Actions
PA-0030	Consolidated Federal ...	Created	Cache Co School District	AN-400-1306	07/01/2025 05:00 PM	

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

HOME Opportunities Applications Grants Monitoring

Pre Application
Consolidated Federal Pre-Application SFY-2026 - 2026

Submit For Approval Change Owner **Edit**

Applicant Organization Cache Co School District ID PA-0030 Status Created Days Left 69

Created Submitted for Approval Submitted to Grantor Pre application Reviewed Application Created

Overview Budget Peer Review Attachments History Collab

Opportunity Overview

Funding Opportunity ID AN-400-1306	Grantor Organization USBE	Pre-Application Due Date 07/01/2025 5:00 PM
---------------------------------------	------------------------------	--

Pre-Application Overview

Project Title Consolidated Federal Pre-Application SFY-2026	Project Period Start Date 07/01/2025	Project Period End Date 09/30/2027	Owner Robyn Hedgecock
LEA Approver Jared Black			

Opportunity Description & Instructions

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

Created Submitted for Approval Submitted to Grantor Pre application Reviewed Application Created

Overview Budget Peer Review Attachments History

Opportunity Overview

Funding Opportunity ID AN-400-1306	Pre-Application Due Date 7/1/2025 5:00 PM
---------------------------------------	--

Pre-Application Overview

Project Title Consolidated Federal Pre-Application SFY-2026	Project Period Start Date 7/1/2025	Project Period End Date 9/30/2027	Owner Robyn Hedgecock
LEA Approver Jared Black			

Required to Save Required to Submit

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.

Overview **Budget** Peer Review Attachments History Collab

Information

Budget Allocation
\$5,889,971.97

Program Allocation

Allocation amounts are preliminary estimates; final allocations may change.

For the "Intent to Participate" field, please select from the following dropdown options:

1. Yes: intend to participate in the program
2. No: do not intend to participate in the program and am waiving funds
3. Yes with Transfer Out: intend to transfer funds to another eligible program

Choosing to transfer or not to participate does not waive the requirement for providing services which are required by statute or policy.

Search...

Showing 1 to 6 of 6 records

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	
264AFT Title IVA	\$120,283.12	\$0.00	\$120,283.12	4.26%	Budget Transfer OUT		Yes	
26ELFT Title IIIA English Language	\$94,392.67	\$0.00	\$94,392.67	4.26%	No transfer		Yes	

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.

Showing 1 to 6 of 6 records

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	
264AFT Title IVA	\$120,283.12	\$0.00	\$120,283.12	4.26%	Budget Transfer OUT		No	
26ELFT Title IIIA English Language	\$94,392.67	\$0.00	\$94,392.67	4.26%	No transfer		Yes with transfer out	
26FTFL IDEA Flow Through Form	\$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					

9. Click **Save**.

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

Program Allocation Save

Allocation amounts are preliminary estimates; final allocations may change.

For the "Intent to Participate" field, please select from the following dropdown options:

- Yes: intend to participate in the program
- No: do not intend to participate in the program and am waiving funds
- Yes with Transfer Out: intend to transfer funds to another eligible program

Choosing to transfer or not to participate does not waive the requirement for providing services which are required by statute or policy.

Search...

Showing 1 to 6 of 6 records

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 Language	\$94,392.67	\$0.00	\$94,392.67	4.26%	No transfer		No	
26FTFL IDEA Flow Through Form	\$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.

HOME Opportunities Applications Grants Monitoring

Pre Application
Consolidated Federal Pre-Application SFY-2026 - 2026 Submit For Approval Change Owner Edit

Applicant Organization [ⓘ] ID Status Days Left [ⓘ]
Cache Co School District PA-0030 Created 69

By selecting no and opting out of this allocation, you may be ineligible for future funds.

Created Submitted for Approval Submitted to Grantor Pre application Reviewed Application Created

Overview Budget Peer Review Attachments History Collab

Information

Budget Allocation

▲ ESEA Transfer Overview

Transferability is a flexibility authority under the Every Student Succeeds Act (ESSA) which allows Local Educational Agencies (LEAs) to transfer up to 100% of the funds they receive under Title II, Part A and Title IV, Part A to other programs to better address the needs of their unique student populations and to ensure the capacity of delivering a meaningful program. Federal regulations require LEAs to notify the State Education Agency 30 days prior to the transfer of funds. See Elementary and Secondary Education Act (ESEA) Section 5103.

[Federal ESEA Equitable Services Guidance](#)
[Transferability Guide for LEAs](#)
[Transferability FAQs](#)

NOTE: Although there is no deadline for exercising transferability, we strongly encourage LEAs to make the decision as early as possible, so applicable program applications can be adjusted by LEA staff and approved by USBE.

The LEA must meet the following requirements before the decision to transfer funds is made:

1. Review of the LEA needs assessment. While the LEA has the authority to transfer funding, it doesn't mean that they should. Decisions regarding the transfer of funding should be made in conjunction with needs outlined in the needs assessment. Keeping in line with the needs and goals outlined in this assessment is the best way to determine whether transferring funds is the correct course of action.
2. Consult with the appropriate stakeholders. All federal programs require meaningful consultation with stakeholders, which should include (but is not limited to), families, community members and educators that represent all faculty and staff.
3. As applicable, consult with participating private schools. The equitable share provided to participating private schools is impacted when a district transfers funds. A district needs assessment must be shared with the private schools during meaningful and timely consultation regarding the services for which they will and will not be eligible due to a transfer of funds. Due to this requirement, any transfer of funds should be done timely (beginning of a grant) to minimize the impact of equitable share calculations throughout the grant period.
4. As applicable, consult with local Tribal governments if 50 percent or more of the schools/ LEA students are Native American/Alaska Native or the district receives \$40,000 or more from a Title VI, Part A, Subpart 1 grant. See ESSA Section 8538.

https://www.schools.utah.gov/eseastateinitiatives/_esea_state_initiatives/_americanindian/_regulation/_RegulationESSA.pdf

I certify our LEA has completed the requirements for transferability.

☒

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**.

▲ Budget Transferability

New

By requesting to transfer an allocation in full, any future allocation changes will automatically be transferred to the new target program.

* Records are sorted by **Last Modified Date ascending order**

Transfer Source Program	Transfer Target Program	Transfer Amount	Comment	Transfer Full fund	Created By	Actions
No Records Found						

Submit For Approval

Change Owner

Edit

14. A Budget Transferability screen will pop up.

15. Select the transfer source program, transfer target program, and the transfer amount.

16. Click **Save**.

Budget Transferability

* Required to Save ⚠ Required to Submit

*Transfer Source Program

*Transfer Target Program

*Transfer Amount

Please describe the reason funds are better utilized in the transfer to program including stakeholder input

Save

Budget Transferability ✕

Project Areas ✕

Search... 🔍

Program Name	Agency	Actions
262FT Title II	USBE	Select

Total records: 1

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.

▲ Budget Transferability
New

By requesting to transfer an allocation in full, any future allocation changes will automatically be transferred to the new target program.

Search... 🔍

* Records are sorted by Last Modified Date ascending order

Transfer Source Program	Transfer Target Program	Transfer Amount	Comment	Transfer Full fund	Created By	Actions
262FT Title II	26T1FT Title IA	\$5,000.00	TEST	No	Robyn Hedgecock	👁 ✎ ➕ 🗑

Submit For Approval
Change Owner
Edit

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

Overview
Budget
Peer Review
Attachments
History
Collab

▲ Data Forms
Validate ☰

Search... 🔍

* Records are sorted by Order ascending order

Showing 1 to 2 of 2 records

#	Form Name	Form Number	Mandatory	Percentage	Actions
1	Consolidated Federal Pre-Application Assurances	ASSURANCE-1	✓	0.00%	👁 ✎ ➕
2	GEPA Section 427 Form	GEPA-01	✓	0.00%	👁 ✎ ➕

Total Records: 2

20. Once you have completed all the fields, select **Save**.


- a. Note: the superintendent or director should certify the assurances document.

Declaration

The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the United States Department of Agriculture, the United States Department of Health and Human Services, and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the Utah State Board of Education, herein referred to as the "USBE," and the local educational agency, herein referred to as the "SUBGRANTEE."

The USBE may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Consistent with 34 C.F.R. Sections 74-81, the SUBGRANTEE assures, by submitting this automated application, the local education agency representatives assure that the application has been authorized by the board of education or governing board of the local education agency, and the undersigned representatives have been duly authorized by formal action of the board to file this application for, and on behalf of, the local education agency, and otherwise to act as the authorized representatives of the local education agency in connection with this application. By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances included in this application, and that until this application receives approval from the USBE, this LEA will continue to implement programs and use funds in accordance with the previous year approved application.

The assurances have been reviewed and approved by the District Superintendent or Charter School Director.

 Name of Approver

Form Number ASSURANCE-1 Form Version 1

Back Save

21. Select **Mark as Completed**.

Form saved successfully

Consolidated Federal Pre-Application Assurances

Mark as Completed Edit Back

Applicant Organization Form Completed
Cache Co School District No

Consolidated Federal Pre-Application Assurances

Overview

Federal regulations (34 CFR 76.708) require that formula grant funds from the Department of Education may not be obligated nor incur costs until the latter of the following two dates: July 1 or the date the LEA submits its application to the state in substantially approvable form.

In order to incur any costs associated for these programs as of July 1, the LEA must first request substantially approvable status which includes certifying federal assurances by completion of this preapplication. USBE staff will review and communicate changes and send back or approve. The application must be completed and approved prior to the release of funds. In order to incur any costs associated with this

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







Overview Budget Peer Review Attachments History Collab

Data Forms Validate

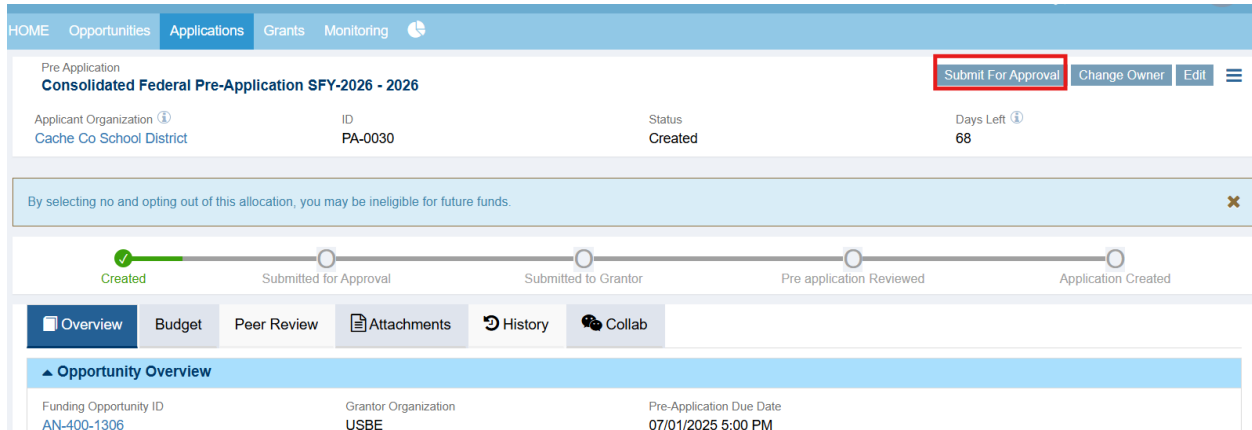
Search...

* Records are sorted by Order ascending order

Showing 1 to 2 of 2 records

#	Form Name	Form Number	Mandatory	Percentage	Actions
1	Consolidated Federal Pre-Application Assurances	ASSURANCE-1	✓	100.00%	  
2	GEPA Section 427 Form	GEPA-01	✓	100.00%	  

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



HOME Opportunities Applications Grants Monitoring

Pre Application
Consolidated Federal Pre-Application SFY-2026 - 2026

Applicant Organization [?] ID Status Days Left [?]
Cache Co School District PA-0030 Created 68

By selecting no and opting out of this allocation, you may be ineligible for future funds.

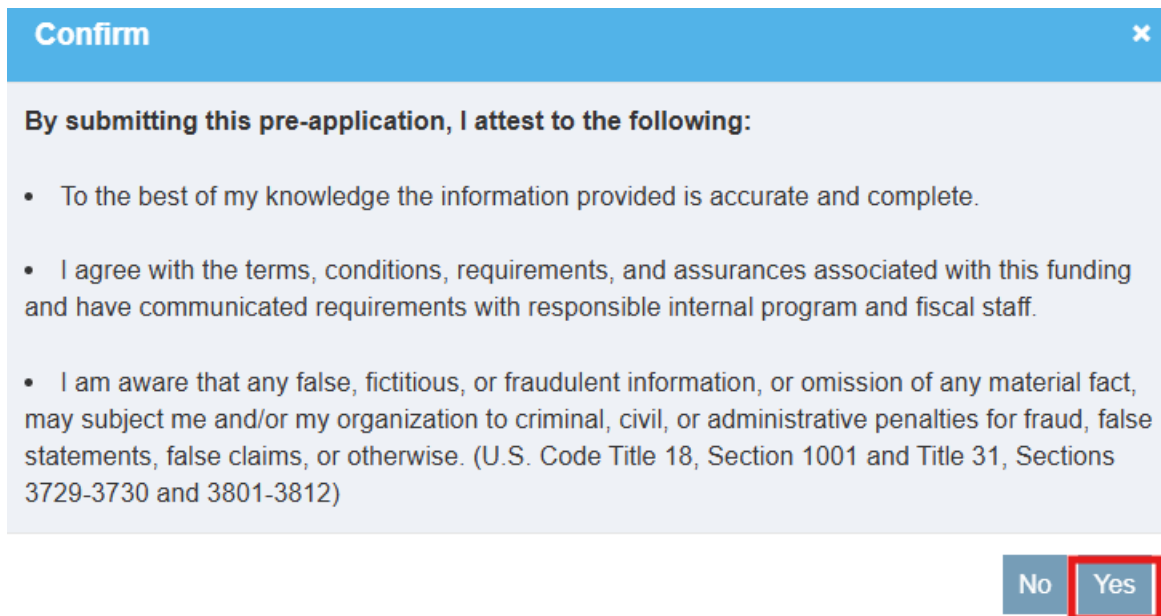
Created Submitted for Approval Submitted to Grantor Pre application Reviewed Application Created

Overview Budget Peer Review Attachments History Collab

▲ Opportunity Overview

Funding Opportunity ID Grantor Organization Pre-Application Due Date
AN-400-1306 USBE 07/01/2025 5:00 PM

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



Confirm

By submitting this pre-application, I attest to the following:

- To the best of my knowledge the information provided is accurate and complete.
- I agree with the terms, conditions, requirements, and assurances associated with this funding and have communicated requirements with responsible internal program and fiscal staff.
- I am aware that any false, fictitious, or fraudulent information, or omission of any material fact, may subject me and/or my organization to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

No Yes

Grantee Internal Approver

25. To find the pre-application initially:

- a. **Applications** tab → **Pending Tasks** → select the application

Enterprise Grants Management System

HOME Opportunities **Applications** Grants Monitoring

Search...

Search...

Showing 1 to 20 of 24 records

Ref. ID	Type	Subject	Created By	Created Date	Actions
AP-400-30681	Application Invitation	Prevention Block Grant SFY-2026 - 2026	Sara Harward	04/04/2025 01:15 PM	
PA-0210	Pre Application Invitation	Pathway1_PR_NoUC_Regular_Forms_2023 - 2023	Test EXE	04/05/2025 05:23 AM	
PA-0240	Pre Application Invitation	Pathway1_PR_NoUC_Regular_April6_2023 - 2023	Test EXE	04/06/2025 12:48 AM	
PA-0381	Pre Application Invitation	Pathway1_PR_NoUC_Regular7April_2025 - 2025	Rebecca Nielsen	04/07/2025 03:50 AM	
PA-0533	Pre Application Invitation	ASPathway1_PR_NoUC_Regular7April_2024 - 2024	Test EXE	04/08/2025 06:29 AM	
PA-0938	Pre Application Invitation	Pathway1_PR_NoUC_Regular8April_2015 - 2015	Test EXE	04/09/2025 12:29 AM	
PA-1203	Pre Application Invitation	KP_P1_2016 - 2016	Rebecca Nielsen	04/09/2025 02:44 AM	
AP-400-31343	Application Invitation	MainPathwayTwo 2021 - 2021	Test FXF	04/09/2025 11:54 PM	

26. To find the application at a later date:

- a. **Applications** → **View Pre-Applications** → select the **green eye**.

Enterprise Grants Management System

HOME Opportunities **Applications** Grants Monitoring

Search...

Search...

Showing 1 to 1 of 1 records

ID	Title	Status	Applicant Organization	Announcement ID	Pre-Application Deadline	Actions
PA-0030	Consolidated Federal Pre-Application SFY-2026 - 2026	Submitted for Approval	Cache Co School District	AN-400-1306	07/01/2025 05:00 PM	

Total Records: 1

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

Pre Application

Consolidated Federal Pre-Application SFY-2026 - 2026

Applicant Organization ⓘ Cache Co School District ID PA-0030 Status Submitted for Approval Days Left ⓘ 68

Approval Decision

☐ Send Back ☒ **Approve**

* Enter Your Comments

Submit