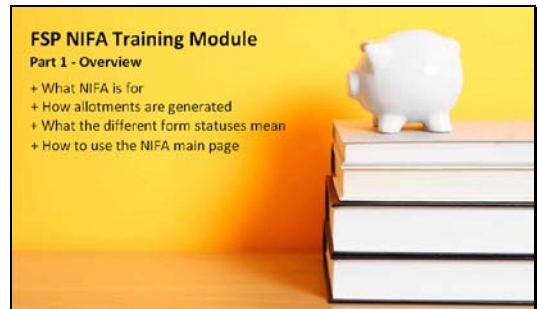




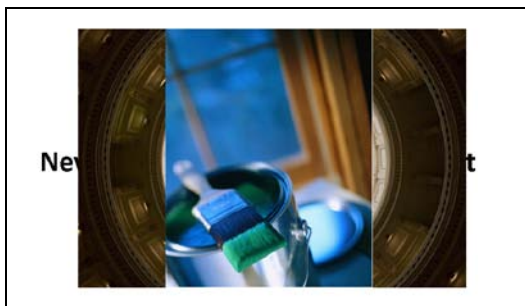
Slide 1



Slide 2

Welcome to the the Overview part of the FSP NIFA training module. In this part, you will learn...

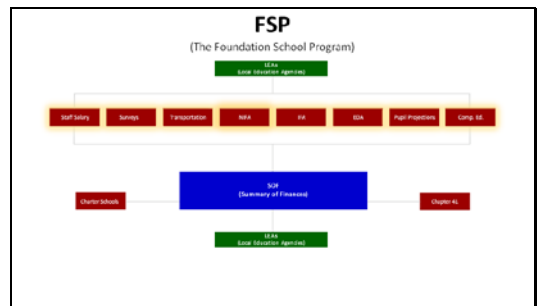
- What NIFA is for,
- How allotments are generated,
- What the different form statuses mean, and
- How to use the NIFA main page



Slide 3

NIFA stands for New Instructional Facility Allotment. The allotment was established by the Texas Legislature to help schools pay for the cost of equipping and furnishing new campuses.

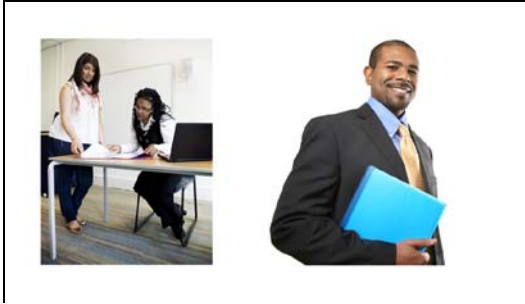
It applies only to brand-new facilities or to complete rebuilds. It cannot be used for additions to, or renovations of, an existing campus.



Slide 4

The NIFA subsystem is one of many data collection components of the Foundation School Program system.

Through these systems, FSP manages the calculation and disbursement of Foundation School funds from the state to the local education agencies.



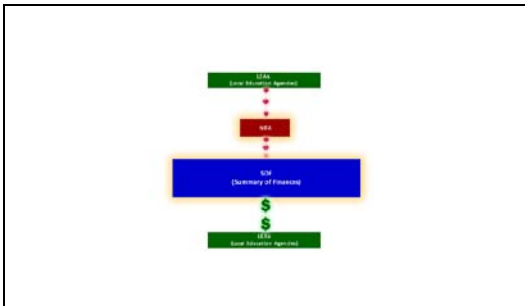
Slide 5  
 Districts use NIFA to complete their applications for an allotment for new and rebuilt campuses, and TEA accesses and approves or rejects those applications through the same system.



Slide 6  
 NIFA also manages the follow-up applications and the required Days of Instruction Surveys completed in the year following an allotment award.

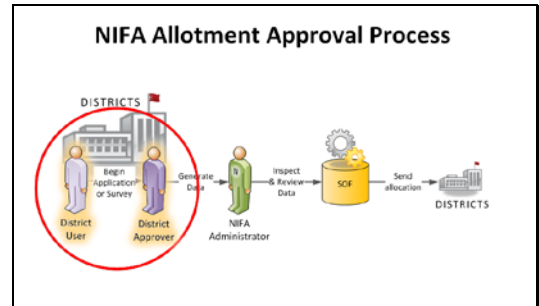
Note that TEA can only grant second allotments to schools that have experienced an increase in ADA (average daily attendance) between the first and second year.

Nevertheless, all schools are encouraged to submit a follow-up application even if no growth is expected. Districts sometimes experience sudden growth, and as long as they have submitted a follow-up, they can receive funding for that growth; if they do not submit a follow-up, however, there is no way to apply retroactively.

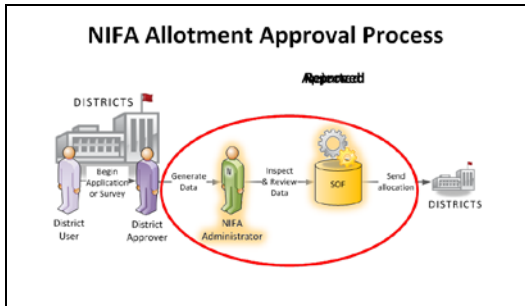


Slide 7  
 Districts submit applications via NIFA, and NIFA calculates the allotments. NIFA forwards the information to the Summary of Finances (or SOF).

SOF incorporates the allotment into your district's overall allocation, and you receive your NIFA funds as part of your regular FSP payments.



Slide 8  
 There are several approval processes to ensure that the data and the subsequent allotments are accurate. At the district level, an application or survey may be created by a regular district user, but it cannot be reviewed by TEA until it has been officially submitted by a district approver, usually the superintendent.



Slide 9

At TEA, the NIFA administrator reviews the forms. Those that are accurate and eligible are approved and sent to SOE. Those that appear to be inaccurate or problematic are returned to the district for edits, and those that are ineligible are rejected.

**Practice Question**

Which of the following qualify for NIFA funds? (Click all that apply.)

- A) Completely new campuses
- B) Complete rebuilds
- C) Partial rebuilds
- D) Renovations
- E) Additions

Review Data (11/2/10) (0:25, 1:34)

Question 1 of 5

Clear Back Skip Submit

Correct - Click anywhere or press Y to continue  
 Incorrect - Click anywhere or press Y to continue  
 Try again  
 You must answer the question before continuing

Slide 10

Which of the following qualify for NIFA funds? Click all that apply.



Slide 11

Only completely new buildings and complete rebuilds are eligible for NIFA funds.

**Practice Question**

When a district user submits an application or survey, where does it go next?

- A) To the district approver, who submits it to TEA
- B) To the administrator at TEA for review
- C) To the Summary of Finances at TEA for calculations
- D) To the State Funding manager at TEA for review

Review Data (11/2/10) (0:25, 1:34)

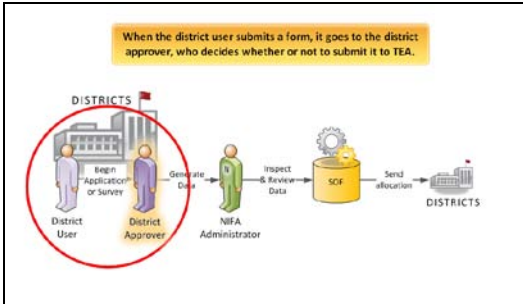
Question 2 of 5

Clear Back Skip Submit

Correct - Click anywhere or press Y to continue  
 Incorrect - Click anywhere or press Y to continue  
 Try again

Slide 12

When a district user submits an application or survey, where does it go next?



Slide 13  
When the district user submits a form, it goes to the district approver, who decides whether or not to submit it to TEA.



Slide 14  
When you select the NIFA subsystem from the FSP main page, this page opens. The NIFA main page includes several important pieces of information.



Slide 15  
For example, you can only create applications and surveys during open periods defined by TEA. Generally, NIFA Applications are open in the summer, while Days of Instruction Surveys are open in the fall. To see the open and close dates for this year, look under the Upcoming Events heading in the left-hand information bar.



Slide 16  
The left-hand information bar also displays announcements, alerting you to important developments within NIFA.

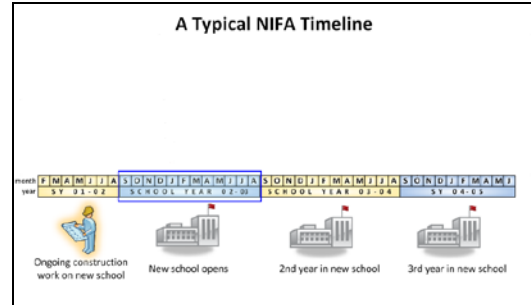


Slide 17

You can also select the school year on this page in the top right. You must select the upcoming school year to open a current NIFA application, create a follow-up application, or create a new days of instruction survey.

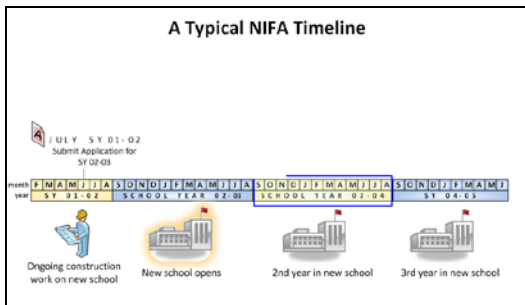
However, a new survey will automatically be assigned to the previous school year because the data pertain to that year.

Consequently, to open an existing survey, you must first select the PRIOR school year on the NIFA main page.



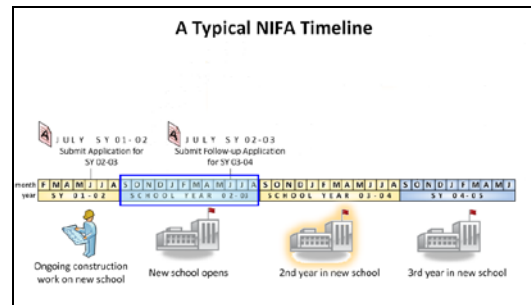
Slide 18

Here is an example of a typical NIFA timeline. The district completes construction during the first year. In July of that year, they submit a NIFA application for the upcoming 02-03 school year. They are awarded an allotment.



Slide 19

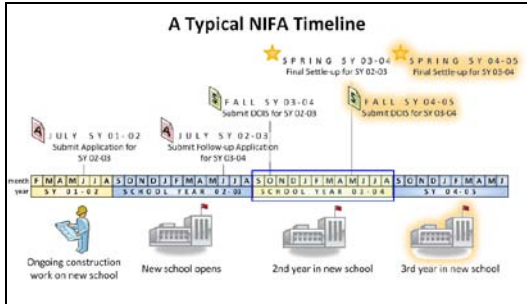
In School Year 02-03, the new school opens. In July of 02-03, the district submits the follow-up application for school year 03-04, and they are awarded a second allotment.



Slide 20

In Fall of Year 03-04, the district completes a Days of Instruction Survey reporting on the 02-03 school year.

This Survey affects the amount of the first allotment. In Spring of 03-04, the first Final Settle-up is completed, based on the Days of Instruction Survey and affecting the 02-03 allotment.



Slide 21

School Year 04-05 is the third year in the new school. If the district was awarded a second allotment, it will need to complete a second survey in the fall covering the days of instruction for the allotment awarded for school year 03 to 04.

Finally, in Spring of 04-05, the second Final Settle-up is completed for the follow-up application.



Slide 22

You can also check the status of existing applications and surveys.

All of the forms that you have created for the selected school year are displayed on the NIFA main page. Look in the far right column to see if they are saved... submitted... in review... rejected... returned... or approved.



Slide 23

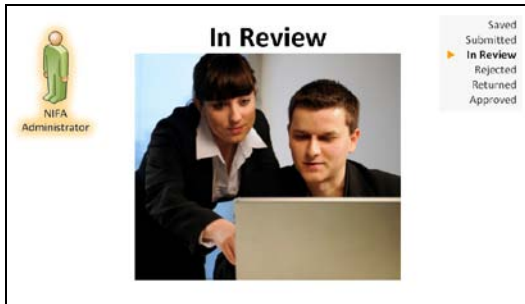
There are six different statuses for NIFA forms. First is Saved - A district user or approver has begun and saved an application, but the approver has not yet submitted it to TEA.

Note that when a district user submits the application to their superintendent, the status remains "Saved." The status will only change to "Submitted" after the superintendent submits the application to TEA.



Slide 24

Next is submitted - A district approver has submitted the application to TEA for review.



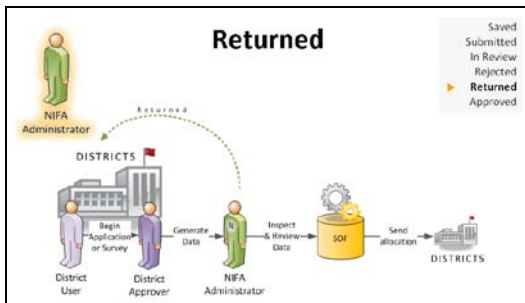
Slide 25

Another is In Review - A TEA administrator has begun the process of reviewing the application. At this point, it is no longer possible for districts to edit and resubmit the application.



Slide 26

Or a form may be Rejected - TEA has rejected the application. You cannot resubmit a rejected application.



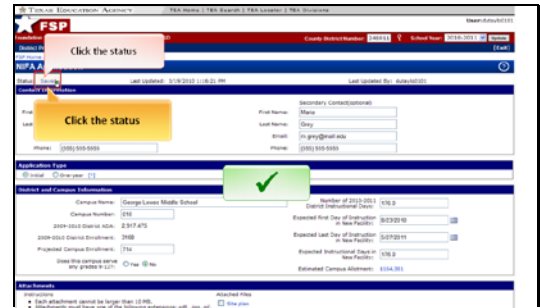
Slide 27

Or it may be Returned - TEA is returning the application for corrections or for further information. For the application to be considered by TEA, the form must be corrected and resubmitted promptly.



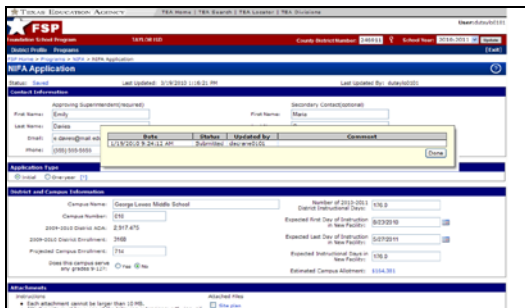
Slide 28

Or finally, it may be Approved - TEA has approved the application and forwarded the allotment to SOF for processing and payment.



Slide 29  
For more detail on the status of a form, click the form to open it...

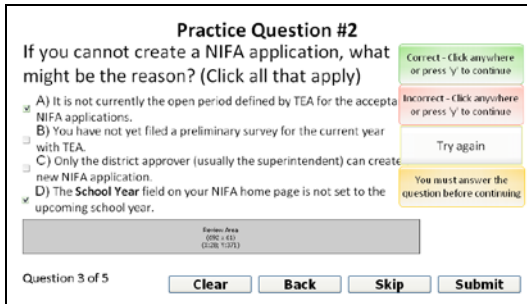
Slide 30  
... and when the form opens, click the status link in the top left.



Slide 31  
A pop-up appears showing the form's history and any comments attached by TEA.

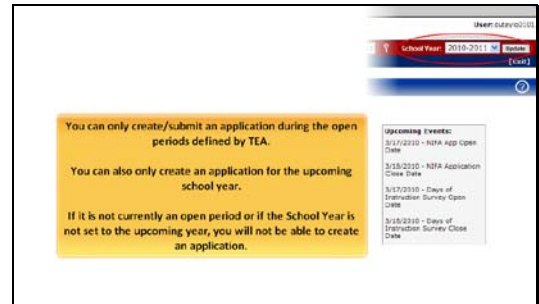
Slide 32  
If you have any questions, the Program Contact information at the top left directs you to the name, phone number, and email of the TEA administrator who can help you.





Slide 33

If you cannot create a NIFA application, what might be the reason? (Click all that apply)

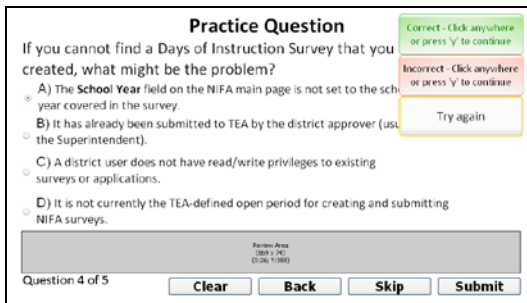


Slide 34

You can only create or submit an application during the open periods defined by TEA.

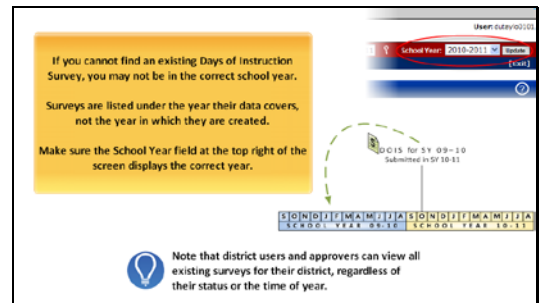
You can also only create an application for the upcoming school year.

If it is not currently an open period or if the School Year is not set to the upcoming year, you will not be able to create an application.



Slide 35

If you cannot find a Days of Instruction Survey that you had created, what might be the problem?

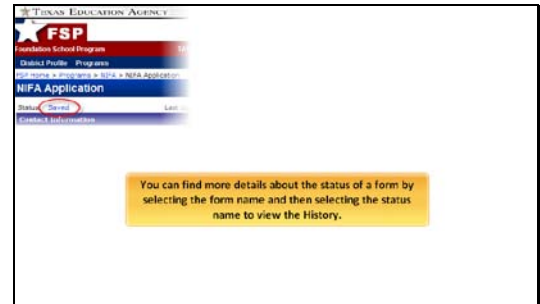
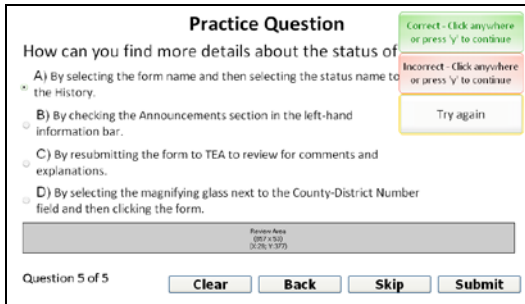


Slide 36

If you cannot find an existing Days of Instruction Survey, you may not be in the correct school year.

Surveys are listed under the year their data covers, not the year in which they are created.

Make sure the School Year field at the top right of the screen displays the correct year. Note that district users and approvers can view all existing surveys for their district, regardless of their status or the time of year

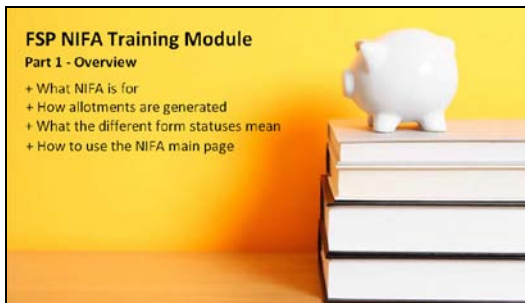


Slide 37

How can you find more details about the status of a form?

Slide 38

You can find more details about the status of a form by selecting the form name and then selecting the status name to view the History.



Slide 39

Congratulations! You have completed the Overview part of the FSP NIFA training module. You have learned,

What NIFA is for,

How allotments are generated,

What the different form statuses mean, and

How to use the NIFA main page.

To continue your NIFA training, return to the training home page and select the next part.