

To: Superintendents, English Learner Program Directors, and Treasurers

From: Nathan Williamson, Director of Title Grants and Support  
Valerie Beard, Assistant Director of English Learner and Migrant Education Programs

Date: July 19, 2019

Subject: Non-English Speaking Program Application

The 2019-2020 Non-English Speaking Program (NESP) grant application is now available in the IDOE IntelliGrants system and is due **Friday, August 30, at 4p.m. EDT**. The NESP application is the first to be piloted in the new streamlined grants management system, and IDOE is providing additional information and support for access and use of the new system below.

The IntelliGrants system can be accessed at <https://intelligrants.in.gov>. Please view the detailed, step-by-step [training video](#) provided for an overview of the system and a walk-through of the application process. A detailed [user manual](#) has also been provided for your reference.

Last week, IntelliGrants user accounts were created for all superintendents, treasurers, and EL program directors, and emails with usernames and password information were sent to all. All superintendents have been assigned the “SubGrantee Administrator” role in the system, which includes the ability to create new user accounts within the system for others, if needed. If you did not receive account set-up information, please reach out to your superintendent to request an account. If you are a superintendent (or equivalent) and did not receive user account information or need support creating new user accounts for members of your school or district, please contact the system helpdesk (contact information provided below). Please note that two different individuals with two distinct user accounts must provide electronic signatures on the grant application to successfully submit. In most cases, this will be the Superintendent (or equivalent) and the program director.

In the most recent legislative session, the Indiana General Assembly increased the NESP funding stream by \$5 million to a total of \$22,500,000, and also added a tiered funding structure to the program. Additional information on the program changes can be found in the [IDOE memo](#) released May 24. Funding [allocations](#) for NESP are based on the number of identified English learners reported on the DOE-LM count from November 1, 2018, and were released in June in individual notifications sent to eligible local education agencies.

The NESP application has been streamlined in IntelliGrants to facilitate easier access of funds for Indiana schools, and has also been revised to reflect more detailed budget templates in alignment with state and federal accounting requirements. NESP applicants are encouraged to work closely with their treasurers and business managers to ensure proper coding and completion of the NESP budget pages. IDOE has also provided a budgeting [guidance document](#) to facilitate the process.

IDOE will provide additional training on the NESP application process and the IntelliGrants system at the annual [English Learner Directors' Meeting](#) held at MSD Lawrence Township Schools on August 14.

For technical assistance with the IntelliGrants system, including account creation or document assignment, please contact the helpdesk at 1-800-820-1890 or [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com) after reviewing the training video and user manual. If you have additional program-specific questions about the NESP program or working with English learners, please contact your [assigned IDOE grant specialist](#).