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## Memorandum

**To: District of Columbia LEA Representatives**  
**From: Iris Bond-Gill, Director of Federal Grants**  
**Date: July 10, 2013**  
**Re: Federal Fiscal Year 2013 Consolidated Application: Final Allocations and Phase II**

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In preparation for the upcoming school year, the Office of the State Superintendent of Education (OSSE) is pleased to provide **final allocations** and **Phase II** for the Federal Fiscal Year 2013 Consolidated Application for Elementary and Secondary Education Act (ESEA) programs. Please find attached, a detailed set of instructions on how to fill out Phase II of the consolidated application, and the final allocations workbook.

OSSE's ESEA Consolidated Application for Federal Fiscal Year 2013 covers three major federal programs ("covered programs"):

- Title I, Part A—Improving Basic Programs Operated by Local Educational Agencies,
- Title II, Part A—Teacher and Principal Training and Recruiting Fund, and
- Title III, Part A—English Language Acquisition, Language Enhancement, and Academic Achievement Act.

Please be advised that although the allocations sent out today are the **final** allocations, occasionally, there are mid-year adjustments made by Congress. OSSE requests all LEAs use the allocations released on July 10, 2013 to complete the Phase II application. OSSE will not process applications with the preliminary allocation amounts.

The Phase II application is being released on July 10, 2013 to all LEAs that are eligible for at least one covered program. The Phase II application has been revised to meet the requirements of the District of Columbia's approved application for Flexibility from the Elementary and Secondary Education Act. The FFY12 changes to the consolidated application on tabs 2a, 2b, and 20 are still in effect. LEAs are no longer required to set aside funds to provide Professional Development, Supplemental Education Services, School Choice, or Highly Qualified Status for all teachers. However, LEAs may still implement these strategies in the non-set-aside tabs if they choose to do so.

Keeping with the timeline in DC's ESEA Flexibility Waiver, two additional requirements have been added to the consolidated application. First, charter LEAs must have a teacher and leader evaluation system approved by the PCSB to receive Title I funding. Second, LEAs that have missed Annual Measurable Objectives (AMOs) two years in a row will be required to address achievement gaps related to those objectives within the 20% set-aside on tab 2a.

LEAs with Priority schools, Focus schools, or that have missed AMOs two years in a row (or a combination of these three determinations) will have to set aside 20% of Title I, Part A funds to implement interventions in those classified schools. An LEA must use the set-aside funds on every classified school. Please note that LEAs with Priority and Focus schools are only required to provide



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preliminary plans on Tab 2a to align with the requirements of the consolidated application. LEAs will be requested to provide more detailed plans at a later date.

Additionally, any LEA serving LEP/ NEP students in Year 2 or Year 4 of not meeting Annual Measurable Achievement Objectives (AMAOs) must also complete an approvable Improvement Plan Addendum (IPA) before the consolidated application Grant Award Notifications (GANs) are released.

OSSE will begin its review of Phase II applications on July 14, 2013 as they are received (see Phase II timeline). The last day to submit a **fully approvable** application is **September 16, 2013 at 5:00 pm**. OSSE strongly encourages LEAs to submit applications by August 18, 2013 in order to receive feedback from the Grants Management Team in time to make needed corrections.

The Federal Fiscal Year 2013 ESEA Consolidated Application has two components:

- **Phase II:** In this phase, each eligible LEA must complete full program plans in both narrative and budget form for each funding source for which the LEA is applying. *The Phase II application has been revised to meet the requirements of DC's approved application for Flexibility from the Elementary and Secondary Education Act.* Tab 2a requires that LEAs provide preliminary plans for implementation of intervention strategies. OSSE approval of Phase II of the Consolidated Application will result in "full approval" and will allow the LEA to submit reimbursement requests. **The ultimate deadline for submission of a fully approvable Phase II application is Monday, September 16, 2013.** All LEAs are strongly encouraged to submit Phase II of the Consolidated Application as soon as possible after its release and well before the ultimate deadline. The final deadline to be able to receive feedback from your LEA's OSSE contact and still have at least two weeks to make revisions is August 18, 2013. Please see the attached instructions for information regarding submission of Phase II of the application. A timeline for Phase II reviews and approvals is attached.
- **Title I, Part A Plans:** Section 1114 and 1115 of ESEA states that schools that elect to operate a schoolwide or targeted assistance program must have a Title I Plan as an eligibility requirement to receive Title I funds. Per Title I, Section 1112 of the Elementary and Secondary Education Act, LEAs are also required to develop a Title I LEA Plan. LEAs will be required to submit **LEA plans** by September 16, 2013. In addition to the LEA Plans, LEAs must hand in all **FFY12 written program evaluations** conducted for each schoolwide program from each applicable campus by September 16, 2013. Targeted Assistance schools or schools that did not receive Title I funds in FFY12 are exempt from submitting program evaluations to OSSE. Approval of both the LEA plan and the individual program evaluations is **required to have a completely approvable consolidated application**. Additionally, all schools receiving Title I funds will be required to develop and maintain on file a Title I Schoolwide or Targeted Assistance Plan. OSSE staff will review these plans onsite during monitoring visits.

OSSE will schedule multiple sessions to provide guidance to LEAs related to the completion of the Consolidated Application. These will include in-person trainings, webinars and office hours. Webinars will be held on July 16, at 12:00 p.m. and on July 24, at 10:00 a.m. In addition to the large and small group technical assistance opportunities scheduled over the next month, LEAs may receive



individualized technical assistance from your assigned OSSE contact, who is available throughout the application process to provide support.

The calendar for technical assistance session is listed in the table below.

Session Type	Date	Time	Location	Register at
General In-person Session	July 15, 2013	9am - 12pm	9034	<a href="https://www.surveymonkey.com/s/9XY6N2F">https://www.surveymonkey.com/s/9XY6N2F</a>
Webinar	July 16, 2013	12pm - 2pm		<a href="https://www2.gotomeeting.com/register/681590026">https://www2.gotomeeting.com/register/681590026</a>
General In-person Session	July 17, 2013	9am - 12pm	9014	<a href="https://www.surveymonkey.com/s/9XY6N2F">https://www.surveymonkey.com/s/9XY6N2F</a>
Afternoon Office Hours	July 18, 2013	1pm -4pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
General In-person Session	July 19, 2013	10am - 1pm	9014	<a href="https://www.surveymonkey.com/s/9XY6N2F">https://www.surveymonkey.com/s/9XY6N2F</a>
Morning Office Hours	July 23, 2013	9am - 12pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Webinar	July 24, 2013	10am - 12pm		<a href="https://www2.gotomeeting.com/register/167753490">https://www2.gotomeeting.com/register/167753490</a>
Morning Office Hours	July 25, 2013	9am - 12pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Afternoon Office Hours	July 30, 2013	1pm -4pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Afternoon Office Hours	August 1, 2013	1pm -4pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Morning Office Hours	August 6, 2013	9am - 12pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Morning Office Hours	August 8, 2013	9am - 12pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Afternoon Office Hours	August 13, 2013	1pm -4pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>
Afternoon Office Hours	August 15, 2013	1pm -4pm	4006	<a href="https://www.surveymonkey.com/s/DWN5VXB">https://www.surveymonkey.com/s/DWN5VXB</a>

All General Sessions and Office Hours will be offered at 810 First St., NE, Washington, DC 20002.