



## Memorandum

**To: District of Columbia LEA Representatives**

**Date: June 17, 2013**

**Re: Federal Fiscal Year 2013 Phase I Consolidated Application and Preliminary Allocations**

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In preparation for the upcoming year, the Office of the State Superintendent of Education (OSSE) is pleased to provide **Phase I** 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 I and information concerning preliminary allocations.

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.

The ESEA Consolidated Application submission process will occur in two phases:

- **Phase I:** In this phase, each eligible LEA must submit an assurance package to OSSE. OSSE approval of this assurance package will result in a "substantially approvable" application, which gives an LEA the ability to obligate federal funds beginning on July 1, 2013, the first date of the grant period. Any obligation that occurs *before* an application is considered "substantially approvable" cannot be charged to federal funds covered by this year's Consolidated Application (34 CFR §76.708(a)). **Phase I of the Consolidated Application is therefore due to OSSE by no later than 5:00 PM EST on June 28, 2013. Additionally, to align with our ESEA Flexibility Waiver implementation goals, any Title I participating LEA without a teacher and leader evaluation system approved by the Public Charter School Board will not be able to obligate funds.** To be able obligate by July 1, 2013, an LEA must have both an approvable Phase I and an approved evaluation system by June 28, 2013. Please see the attached instructions for information regarding submission of Phase I of the application.
- **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. 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 will be Friday, September 13, 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 last deadline to be able to receive feedback from your OSSE Specialist and still have at least two weeks to make revisions is August 16, 2013. Please note: the Phase II application package will be released to LEAs the second week of July.

**Again, please note that Phase I of the Consolidated Application is due to the OSSE by June 28, 2013.** Failure to submit the assurance package by that date may jeopardize an LEA's ability to access federal program funds. If you intend to forego consolidated funds for this fiscal year, you must submit the Intent to Not Apply form to [con.app@dc.gov](mailto:con.app@dc.gov) by June 28, 2013.

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Please note that the allocations released in this email are **preliminary** projections. The allocation breakdowns reflect current reductions due to sequestration. Once final allocations are released from the Department of Education, OSSE will send the changes to LEA representatives.

Since the allocations released will be preliminary, LEAs should only use these amounts as a guide in the planning process for their Phase II application. OSSE will begin its review of Phase II applications, as they are received, on July 1, 2012 according to the Phase II timeline.

OSSE will schedule multiple sessions to provide guidance to LEAs related to completion of the Consolidated Application. These will include information sessions and working sessions. Meanwhile, your LEA's assigned OSSE contact is available throughout the process to provide technical assistance. If you have any questions while completing the Consolidated Application, please direct the questions to [con.app@dc.gov](mailto:con.app@dc.gov) or contact your LEA's assigned Grants Management specialist.