



Office of the



State Superintendent of Education

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## Memorandum

**To:** District of Columbia LEA Representatives  
**From:** Teaching and Learning Team, Elementary and Secondary Education Division  
**Date:** June 15, 2012  
**Re:** Federal Fiscal Year 2012 Consolidated Application: Phase I and Update

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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 2012 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 Phase II and preliminary allocations.

OSSE's ESEA Consolidated Application for Federal Fiscal Year 2012 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, 2012, 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 June 29, 2012.** 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 is Friday, September 28, 2012.** 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 Teaching and Learning Specialist and still have at least two weeks to make revisions is August 30, 2012. Please note: while we are proceeding with Phase I of the consolidated application, we will make changes to Phase II of the application to reflect the ESEA Flexibility Waiver application submitted to the U.S. Department of Education. These changes may include additional assurances, revisions to set asides, programmatic changes, and other changes.

**Again, please note that Phase I of the Consolidated Application is due to the OSSE by June 29, 2012.** 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 29, 2012.

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OSSE is awaiting preliminary allocations to be distributed by the Department of Education. Once these allocations are released to states, OSSE will release preliminary allocations to LEAs. Please note that the allocations will be **preliminary** projections. Adjustments will be made to these numbers in July when OSSE will release its final allocations for the consolidated application. There are several factors that will contribute to an adjustment to the numbers in July, including but not limited to the following:

- Final SEA allocations from the Department of Education are scheduled to be released by July;
- District of Columbia Public Schools will submit private school data in June; this data will be used to adjust, as applicable, equitable services portions of these allocations; and
- Any further expansion or closure of LEAs or campuses will affect the overall proportion of funding. The final deadline for new and significantly expanding public charter school notifications is July 1, 2012. In addition, notices from LEAs of their intent to not apply for consolidated funds must be sent into OSSE by June 29, 2012.

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 Teaching and Learning specialist 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 Teaching and Learning specialist, whom you can identify at the following link: <http://osse.dc.gov/publication/find-your-leas-assigned-teaching-and-learning-specialist>.