District of Columbia
Office of the State Superintendent of Education

FY24 ESEA Consolidated Application Title I-A

Application Guide

July 1, 2023

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Purpose

This application guide is intended to assist local education agency (LEA) grant managers in completing and submitting an approvable application for a compliant grant program for the fiscal year 2024 (FY24) Elementary and Secondary Education Act of 1965 (ESEA), Title I, Part A (Title I-A) awards in the Enterprise Grants Management System (EGMS).

LEA grant managers may use this document to:

- Reference key elements of the grant
- Review the grant application process and timeline
- Confirm information and documents necessary to prepare for the grant application
- Navigate the Title I-A application in EGMS
- Learn what tools are available to support in completing the grant application

Background

ESEA - ESSA

The purpose of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), is to provide LEAs and their schools with supplemental financial resources to ensure all students have equitable access to a high-quality education, regardless of a student's economic status or background. These funds supplement and support the programs and strategies that help all students in the District of Columbia thrive in school.

Consolidated Application (ConApp)

To streamline the application for Title I-A, Title II-A, Title III-A and Title IV-A, The Office of the State Superintendent of Education's (OSSE's) Division of Systems and Supports, K-12 (K12) created the ESEA Consolidated Application (ConApp) in EGMS. LEAs use the ConApp to apply for all four of these grants. The ConApp contains questions LEAs must address to demonstrate how they are meeting requirement of the grants. More information is provided in the Preparing for the EGMS Application section of this document.

Title I-A Grant Purpose

Title I-A is a grant that provides supplemental funds to LEAs and schools, with the intent that the extra support and resources must help all students have a fair, equal and significant opportunity to achieve academic proficiency on state standards and assessments. Schools that serve grades kindergarten through 12 and have a high concentration of students from low-income households are eligible for the Title I-A grant.

Uses of Funds Criteria

Title I-A funds may be used for activities to implement the most effective strategies used to help ensure that children, regardless of family income, become academically proficient. Keep in mind that the strategies should be implemented with evidence-based activities or interventions. Title I-A funds may not be used for expenditures that would otherwise be paid with local funding. To avoid supplanting, design the Title I-A program to be supplemental to your LEA's basic academic program.

For all federal grants, expenses are approvable when they are **necessary**, **reasonable**, **allocable** and **allowable**. An approvable application will include only budget items directly tied to the Program Plan and meet the criteria described in this section. Below are examples of how Title I-A funds can be used. For more information on use of funds, please view the Title I-A webinar, here.

- Curriculum and instruction
- Technology
- Professional learning
- Parent and family engagement
- Academic support for students
- Support for students experiencing homelessness
- Intervention programs
- School climate activities
- Counseling, behavioral health and mental health programs
- Access to advanced coursework and dual enrollment programs
- Student behavioral supports
- Teacher recruitment and retention

FY24 Grant Calendar

For a complete list of FY24 ConApp dates and deadlines, please view the grant calendar here.

The Application Process and Timeline

To receive a Title I-A award, LEAs must complete a two-phase process in EGMS. The grant application two-phase process and timeline is listed below.

Phase 1

Assurances

In the first phase, LEAs acknowledge and agree to general assurances addressing all federal programs and specific program assurances where an allocation is received. This is done through an EGMS application called Phase 1 Assurances – ESEA ConApp.

June 2023: OSSE will release the FY24 Phase 1 Assurances – ESEA ConApp application in EGMS. LEAs must log into EGMS to review and electronically sign the assurances.

June 30, 2023 at 3 p.m. EST: LEAs must submit the FY24 ESEA Phase 1 - Assurances application.

July 1, 2023: LEAs that submit the application by June 30, 2023 at 3 p.m. EST may begin obligating Title I-A funds. An LEA that submits the application after June 30, 2023 may only obligate Title I-A expenditures from the date the application is approved.

Phase 2

ESEA ConApp

In the second phase, LEAs complete the FY24 ESEA Consolidated Application. LEAs must log into EGMS to upload documents, explain how they will meet the programmatic requirements of each grant, describe the program plans and input the corresponding budget.

July 1, 2023: OSSE will release FY24 ESEA ConApp with preliminary allocations. All applications must be completed and submitted in EGMS by Sept. 30 at 3 p.m. EST.

August 2023: OSSE ConApp grant managers will invite LEAs via email to attend small group workshops to plan for the application process. LEA grant managers should register and attend at least one workshop with their assigned OSSE ConApp grant manager. LEAs can also begin completing and submitting their application to OSSE. All applications will be reviewed on a rolling basis.

Sept. 30, 2023 at 3 p.m. EST: FY24 ConApp is due in EGMS. Any applications submitted after this time will be considered late and may lead to *high-risk* status for monitoring.

Oct. 1, 2023: LEAs may begin reimbursing once the Phase 2 application has been approved.

July 1 – Dec. 30, 2023: OSSE grant managers will review LEA applications on a rolling basis and request changes as necessary, by returning the ConApp to LEA grant managers in EGMS with comments in the Review Checklist. If applications are returned for changes, LEAs have **10 days to revise and resubmit the application in EGMS**.

Preparing for the ConApp

To prepare for the Title I-A section of the ConApp in EGMS, LEAs must collaborate with required stakeholders, compile information for each application section and create or update documents that support their application.

This section includes:

- OSSE provided tools to assist LEA grant managers
- Information and details for each tab within the Title I-A application section
- Documents needed as a part of the application

ConApp Tools

To assist LEA grant managers in collecting the information and documents needed to complete the ConApp, OSSE has created the following tools:

FY24 ESEA ConApp Review Checklist

This is an application checklist designed for LEA grant managers to ensure the application contains approvable responses to all questions and meets ESSA compliance requirements. After completing the application, LEA grant managers may review the application responses against the checklist to ensure all required elements are included. OSSE grant specialists use this checklist to evaluate application responses.

FY24 ESEA ConApp Planning Tool

This is a workbook that LEA grant managers can use to draft the ESEA ConApp application responses and budget(s) outside of EGMS. This workbook can be shared with colleagues to collect responses for the application and develop the budget. LEA grant managers can also share this with their OSSE ConApp grant specialist for feedback, prior to submitting the application in EGMS.

Title I-A Application Tabs

These Title I-A requirements are described in each section below and correspond to the tabs and questions in the ConApp.

LEA Plan

Title I-A recipients are required to have an LEA plan annually approved by OSSE**.** The LEA Plan is a tab in the ConApp with open response questions that collectively answer how the LEA will ensure it meets the programmatic requirements, including **improving** academic outcomes, **offering** whole child support and **coordinating** transition plans. This tab ensures LEA plans are complete and that LEAs are eligible to receive the funds by performing the activities required by the law.

To ensure responses include all required details, please refer to the LEA Plan section of the FY24 ESEA ConApp Review Checklist, beginning on page 5.

Title I-A Program Models

LEA grant managers need to know which of their schools are implementing their Title I-A programs with **schoolwide** or **targeted assistance models**. LEAs must also upload the program plan(s) as described in the Supporting Documents section below.

Rubrics for these sections of the ConApp begin on page 8 and 9 respectively in the FY24 ESEA ConApp Review Checklist.

Program Plan

Whether schools choose to operate schoolwide or targeted assistance programs with their Title I-A funds, the program's plan must meet the needs of the students benefitting from the grant. The program plan is a collection of strategies the school will implement to address the needs and achieve the goal(s) of the program. LEAs with multiple school sites roll the strategies of each school up into common themes or strategies in the ConApp.

To ensure responses include all required details, please refer to the program plan section of the FY24 ESEA ConApp Review Checklist, beginning on page 12.

Parent and Family Engagement Polices and Activities

ESEA requires LEAs and schools to develop two parent and family engagement (PFE) policies, one at the LEA-level and one at the school-level. In this section of the ConApp, LEAs describe the activities stated in each of these policies and provide information related to the 2023-24 school year Title I-A annual meeting.

Resources

- PFE Policies Compliance Checklist
- FY24 Parent and Family Engagement Webinar

To ensure responses include all required details, please refer to the Parent and Family Engagement section of the FY24 ESEA ConApp Review Checklist, beginning on page 7.

Title I-A Set Asides

There is one required set aside for LEAs receiving more than $500,000 of Title I-A funds.

- **Parent and Family Engagement** - LEA must reserve no less than 1 percent of its Title I-A allocation to conduct parent and family engagement activities. Parents of children receiving Title I-A services must be involved in decisions regarding how these parent and family engagement funds will be used.

There are also optional set-asides for all LEAs that receive Title I-A funds.

- **Administrative** - LEAs may use a necessary and reasonable amount from the Title I-A allocation for costs associated with the administration of the grant program. Any administrative set-aside rate above 10 percent will receive additional review.
- **Financial Incentives and Rewards** - LEAs may not use more than 5 percent of their Title I-A allocation to provide financial incentives and rewards to teachers who serve students in Title I-A schools identified for comprehensive support and improvement activities or targeted support and improvement activities for the purpose of attracting and retaining qualified and effective teachers.

- **Additional Off the Top Reservation** - LEAs may reserve funds 'off-the-top' (for district-level activities) for certain permissible activities that are consistent with this application and allowable uses under the Title I-A statute and associated regulations. (For DC Public Schools {DCPS}, if this option is exercised, the LEA must reserve a proportional amount of the total to provide services for private schools).

Program Activities Budget

The budget lists all planned expenditures for Title I-A funds. The program activities budget tabs are the same for Title I-A consolidated schoolwide program pool budgets and Title I-A maintained budgets. The budgets must itemize each expenditure by site, program category and strategy. Grant managers can use the Budget Data Import template to easily upload a large budget in the ConApp.

Budget Categories include:	Program Categories include:
• Salaries and Benefits (100) • Contracted Professional Services (300) • Equipment (500) • Supplies and Material (600) • Fixed Property Costs (700) • Other (800)	• Instruction (10) • Support Services (20) • Administrative (30) • Operations and Maintenance (40) • Student Transportation (50) • Training (90) • Travel (100)

Salaries and Benefits

The column labeled “Position Title” should match the role named in the strategy to be funded of a person who will perform the activities in the grant program. There may be multiple staff in the same role if they are responsible for similar program activities. You may indicate this in the column labeled “Cost Basis”, by including (the number of staff in this role) x (the average salary for this role).

Title I-A Example:

Line Item Number	Program Category	Program Activity	Position Title	Strategy	Cost Basis	Amount
1	10-Instruction	Instructional Staff	Teacher	Reading	2 teachers x $50,000	10000.00

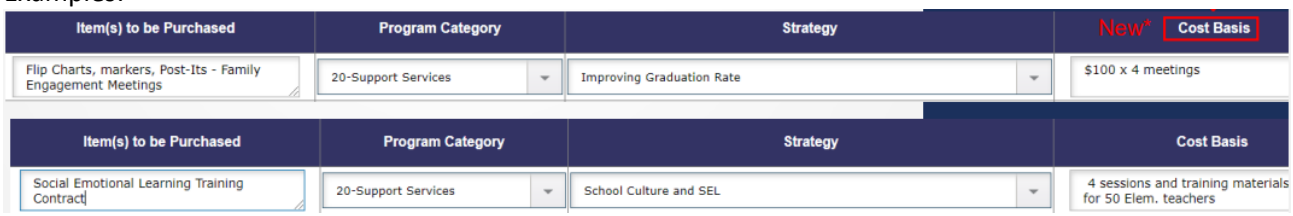
Consolidated Schoolwide Program Pool Example:

Line Item Number	Program Category	Position Title	Strategy	Cost Basis	Amount
1	10-Instruction	Teacher	Reading	2 teachers at 2000 each	4000.00

Professional Services, Equipment, Supplies and Materials, Fixed Property, Other Objects

The Line Item Number will populate automatically with a reference number for each line of the budget. In the “Cost Basis” field, enter the number of items and the per item cost, or the basic contract terms.

Examples:



For guiding questions to assist with completing the Program Activities Budget tab, please see the FY24 ESEA ConApp Review Checklist, beginning on page 13. If needed, the application budget may be amended after initial approval. LEA grant managers must submit amendments to the application in EGMS.

Supporting Documents

This tab is where LEAs must upload required supporting documents for the ConApp. Some items are required for all LEAs and some are only required for certain LEAs. Answer the yes/no questions in each document to determine if the document upload is required for your LEA.

School Prayer Certification

LEAs must annually certify, in writing, to the state educational agency that they have no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

Download the template linked in the application and upload the completed form.

ESSA Early Learning – Head Start Memorandum of Agreement

LEAs serving preschool, pre-kindergarten and/or kindergarten students (ages 3-5) for the first time in the 2023-24 school year must upload the LEA's signed copy of the ESSA Early Learning Head Start Memorandum of Agreement, or their own agreements related to the required early childhood coordination activities under ESSA.

Schoolwide Program Plan/Targeted Assistance Plan

If a school in the LEA is choosing to implement their Title I-A program with a targeted assistance model, upload the school's Targeted Assistance Plan.

If a school or multiple schools in the LEA are choosing to implement their Title I-A program with a schoolwide program model, upload the schoolwide plan(s) based on the following guidance:

- Single site + single grade span LEAs: upload one schoolwide plan
- Multiple site + single grade span LEAs: upload a schoolwide plan for each school
- Multiple site + multiple grade span LEAs: upload one sample schoolwide plan for a school in each grade span

Equitable Services (DCPS Only)

DCPS must reserve a porportional share of its total Title I-A award to provide equitable services for private school students, their teachers and other educational personnel and their families.

Download the template linked in the application and upload the completed form.

Supplement not Supplant (DCPS Only)

ESEA requires that federal funds "supplement and not supplant" (SNS) public state and local funding for education. **DCPS** must annually submit to OSSE a Title I-A local funding distribution methodology that ensures the SNS rule is met.

Completing the ConApp in EGMS

To complete the Title I-A Application, LEAs must:

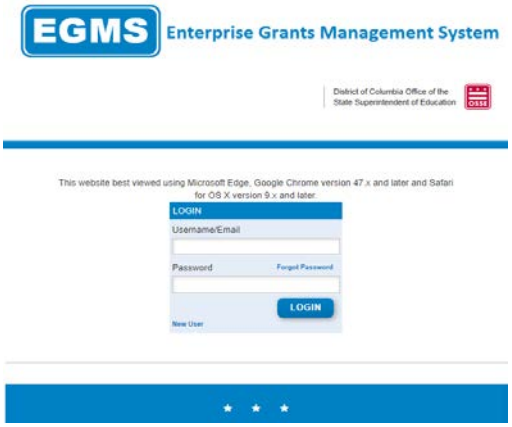
- Log in to EGMS
- Navigate through the ConApp
- Determine which application sections need to be completed
- Complete the applicable ConApp sections

A detailed explanation and screenshots of each step are included within this section.

Logging into EGMS

Use your EGMS credentials and click here to login to the EGMS portal.

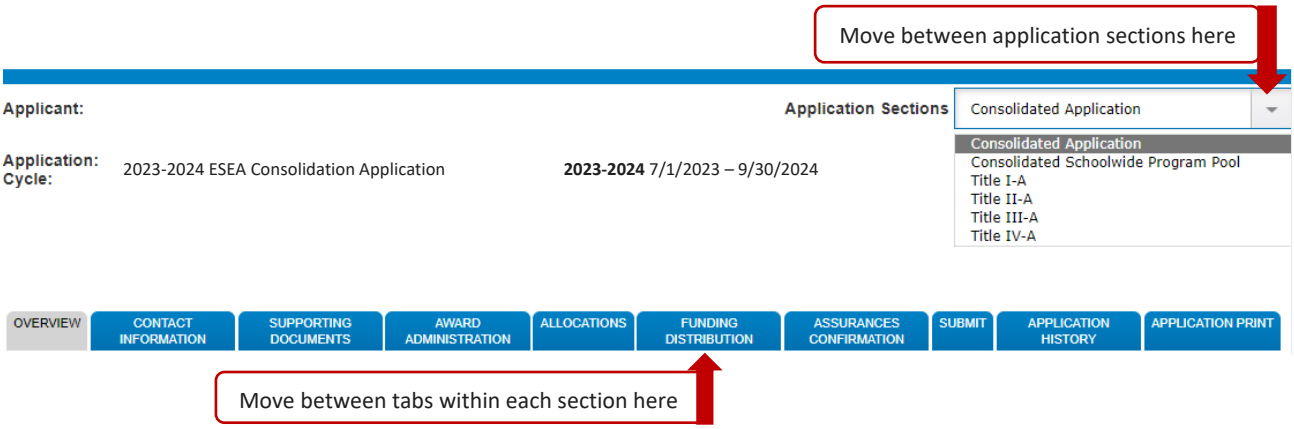
1. Once you're logged in, click *GMS Access/Select.*
2. Set the filter year to "**2024**."
3. Search by name or scroll to locate *ESEA Consolidated.*
4. Confirm the grant and grant type are accurate, then click "**2024**" to open and begin the application.



Navigating the ConApp

The ConApp is divided into six sections. To navigate among application sections and between EGMS screens, use the Application Sections dropdown menu and the hyperlinked navigation options below the dropdown menu. Use the tabs to navigate the content pages within each section.

Avoid using the back command in your browser when navigating the application. Be sure to click "SAVE PAGE" at the bottom of each page before you navigate away from the page.



Determining Which Sections to Complete

ESEA offers a variety of financial flexibilities for ConApp grants. LEAs may choose to:

- maintain the Title IV-A award and use it as a standalone grant,
- consolidate the Title IV-A award and pool it with another allowable grant, or
- transfer their Title IV-A award to Title I-A, Title II-A, or Title III-A

The ConApp should be completed based on the financial flexibility the LEA chooses. Please refer to the charts below to determine which application sections need to be completed based on the chosen Title IV-A funding options.

Consolidate: LEAs that choose to consolidate funds into a schoolwide program pool should complete the following sections and tabs in the ConApp.

Application Section	Tabs
Consolidated Application	• All tabs
Consolidated Schoolwide Program Program Pool	• Consolidated Schoolwide Program • Program Plan • Program Activities Budget
Title I-A	• LEA Plan • Parent and Family Engagement • Title I-A Set Asides, *if applicable*

Maintained: Complete the following sections and tabs in the ConApp, if the LEA chooses to:

- uncosolidate and leave funds in each individual grant,
- transfer Title II-A and/or Title IV-A funds to Title I-A, or
- run a Targeted Assistance Program

Application Section	Tabs
Consolidated Application	• All tabs
Title I-A	• LEA Plan • Parent and Family Engagement

	• Title I-A Program Plan (**Maintained Schoolwide Program** or **Targeted Assistance Programs**) • Title I-A Set Asides, *if applicable* • Program Plan • Program Activtities Budget

Transferred: Not applicable. Title I-A funds **cannot** be transferred into another grant program.

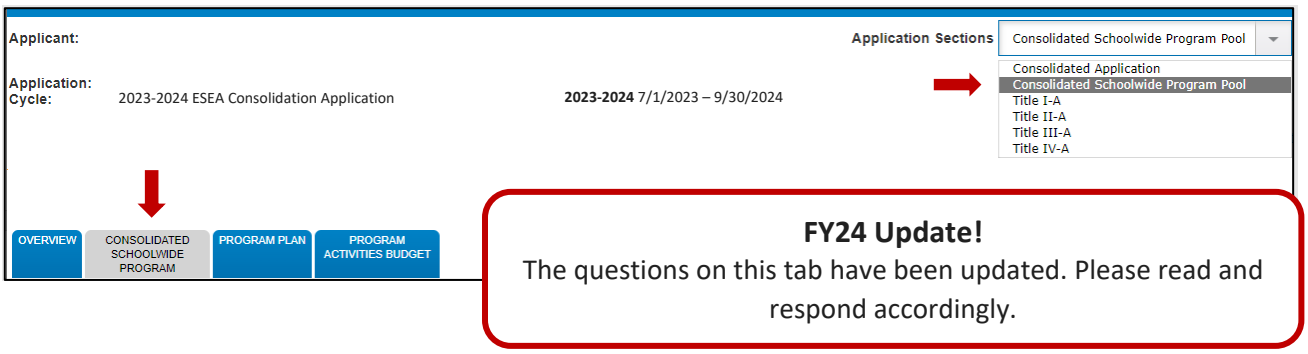
Application Section: Consolidated Application

All LEAs must complete each tab in this application section. For step-by-step directions on completing the consolidation application section, click here.

Application Section: Consolidated Schoolwide Program Pool

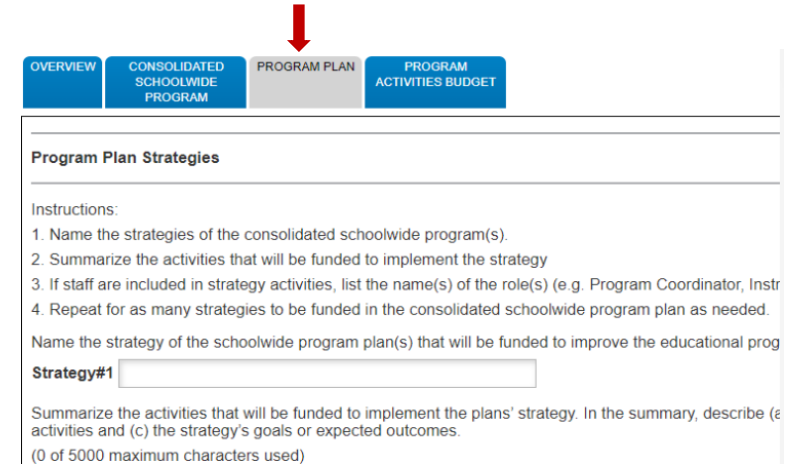
Consolidated Schoolwide Program

Respond to the questions on this tab regarding the development of a schoolwide plan that shows evidence of conducting a comprehensive needs assessment, including evidence of collecting and analyzing data, identified needs and priorities, stakeholder feedback, and smart goals and evaluation of the previous year's plan. Answers must be clear and align with the strategies on the Program Plan tab.



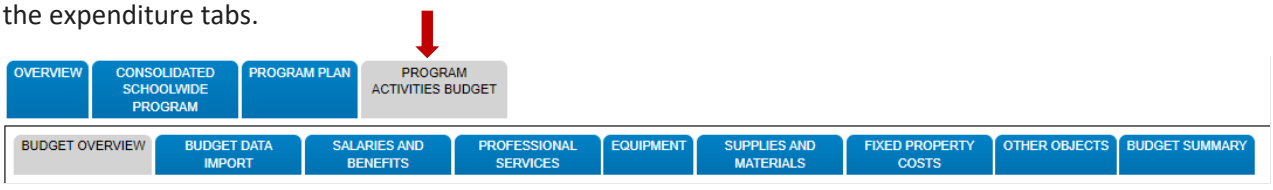
Program Plan

Enter the name of each strategy in the numbered space. In the summary below each strategy name, describe the activities that will be funded to implement the strategy, the alignment between the activities and the identified needs, and state the expected outcomes of the activities. If personnel costs are included in the funded strategy, list the names of the program roles in the second response box (e.g., Instructional Specialist).



Program Activities Budget

Itemize and explain each expenditure amount for each budget category on its appropriate tab. Use the Budget Summary tab to verify that the correct amounts for each program and budget category is entered in the expenditure tabs.

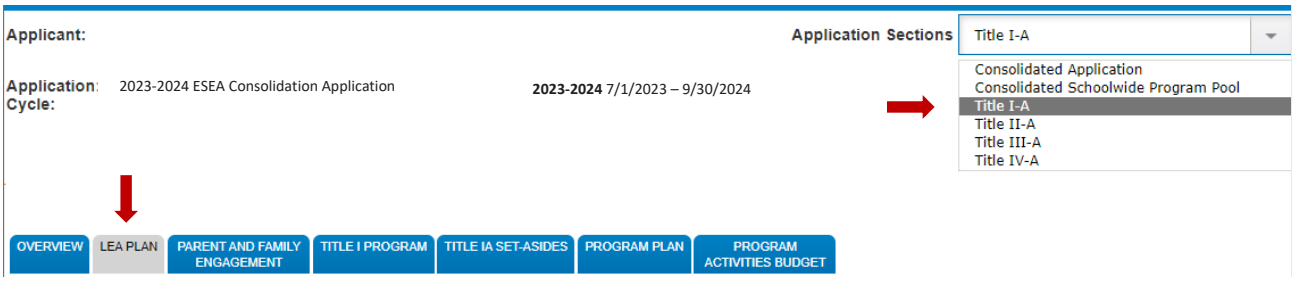


Application Section: Title I-A Application

LEA Plan

Respond to the questions on this tab to describe actions the LEA will take to ensure that programmatic requirements are met and there is a focus on raising the academic performance of all student groups to achieve state academic standards.

FY24 Update!
The questions on this tab have been updated. Please read and respond accordingly.



Parent and Family Engagement

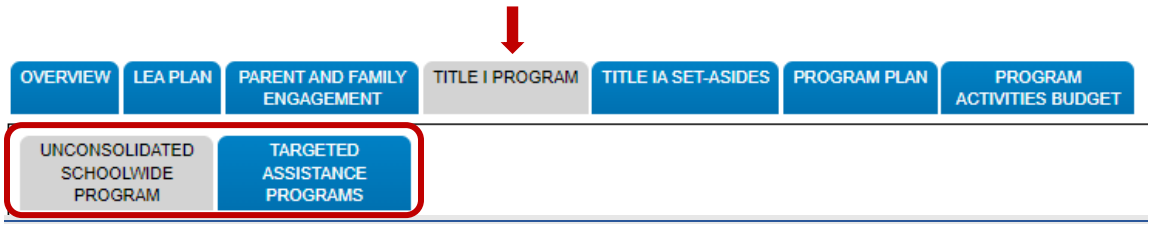
Respond to the questions on this tab to describe the parent and family engagement activities conducted at the LEA-level and in each school.

ConApp Common Error Alert!
On this tab, LEAs must select the methods used to meaningfully engage with parents and family members. All required methods must be checked.

Title I Program

LEAs choosing not to consolidate Title I-A funds should only complete the applicable tab (**maintained schoolwide program** or **targeted assistance program**). Respond to the questions on the applicable tab to describe the Title I-A program model to be implemented in each school.

FY24 Update!
The questions on this tab have been updated. Please read and respond accordingly.



Title I-A Set Asides

For each set-aside LEAs include in the program budget, enter the amount of the set-aside in the blank space. In the narrative space for each type of set-aside, describe the activities to be funded. Details regarding planned expenditures must be separately provided on the Title I, Part A (Maintained): Expenditure Details tab.

Parent and Family Engagement

LEAs receiving more than $500,000 in Title I-A funds (regardless of consolidation and after transfers) must set aside 1 percent for parent and family engagement activities. Those activities should be listed and explained in this section.

Equitable Services (DCPS Only)

DCPS must summarize the planned uses of funds set-aside to fulfill this requirement and the process used to determine the amount to be reserved for Title I-A OSSE may require documentation of this process.

Children and Youth Experiencing Homeless Reservation (Required for DCPS, Optional for PCS)

LEAs budgeting the homeless reservation are REQUIRED to select one of the US Department of Education (USED) approved methods for determining the amount of the Title I, Part A homeless reservation to benefit all children and youth experiencing homelessness in Title I and non-Title I schools. LEAs must summarize the planned uses of funds reserved to fulfill this requirement AND explain how the LEA's McKinney-Vento (MKV) homeless Liaison were consulted or involved in determining the set-aside. For more information, click here.

ConApp Common Error Alert!

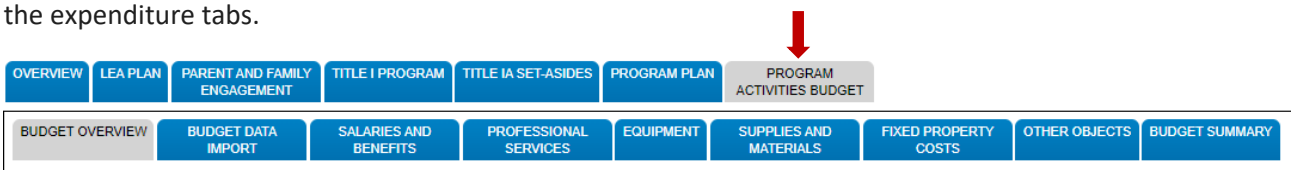
The following tabs should be empty in the Title I-A section if the LEA consolidated Title I-A funds into a schoolwide program pool.

Program Plan

Enter the name of each strategy in the numbered space. In the summary below each strategy name, describe the alignment of the activities with the identified needs, list activities to be performed or purchases to be made to implement the strategy and state the expected outcomes of the activities. If personnel costs are included in the funded strategy, list the names of the program roles in the second response box (e.g., Program Coordinator, Instructional Specialist).

Program Activities Budget

Itemize and explain each expenditure amount for each budget category on its appropriate tab. Use the Budget Summary tab to verify that the correct amounts for each program and budget category is entered in the expenditure tabs.



Resources

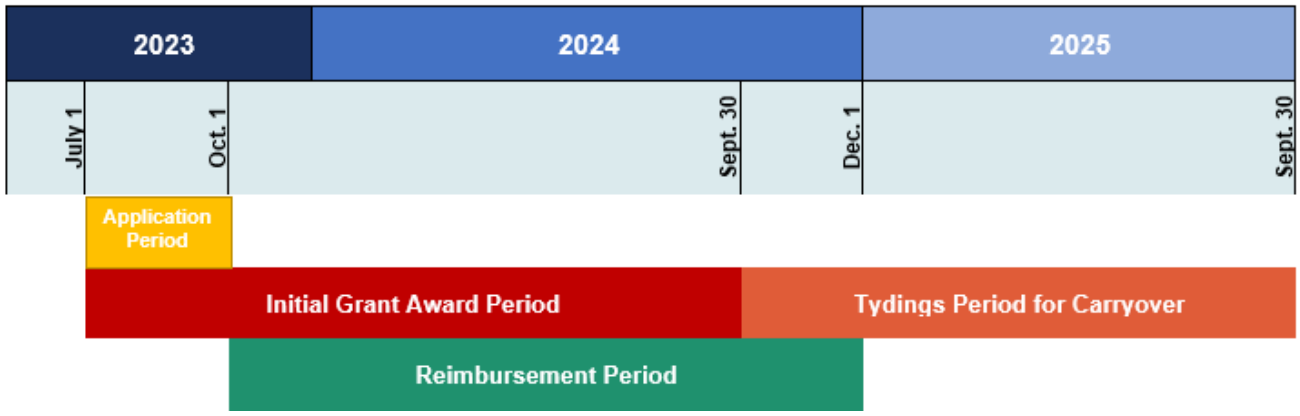
To access Title I-A resources, LEAs may:

- Review the FY24 grant cycle
- Review the Title I-A related resources
- Contact OSSE staff available to support the completion of the Title I-A grant application

FY24 Grant Cycle

The visual below highlights that the **FY24 Title I-A** grant award period spans three separate calendar years from start to finish.

Keep in mind that the maximum amount for carryover into the Tydings Period is 15 percent, so 85 percent of Title I-A funds must be expended or obligated by Sept. 30, 2025.



Resource Links

Name	Purpose
FY24 ESEA ConApp Review Checklist	OSSE grant specialists will use this checklist to evaluate responses in the application for approval. LEA grant managers may use this to ensure the application contains approvable responses and meets ESSA compliance requirements.
FY24 ConApp Planning Tool	LEA grant managers may use this tool to draft the ESEA ConApp application responses with LEA and school leader input. LEA grant managers may also share this document with the OSSE grant manager for review, prior to EGMS submission.
FY24 ESEA Consolidated Application Title I-A	This presentation reviews ESEA Title I-A, its intents and purposes, fiscal and program requirements, grant administration and monitoring requirements.
Elementary and Secondary Education Act	This webpage is the US Department of Education ESEA law of 1965 as amended by the Every Student Succeeds Act of 2015 (ESSA)
ESEA Consolidated Application Webpage	This webpage is OSSE's Consolidated Application resource page for Title I-A, Title II-A, Title III-A and Title IV-A.
ESSA Guidance for LEAs Webpage	This webpage provides ESSA guidance to LEAs.
English Learner Policy and Programs	This webpage explains OSSE's English Learner Policy
Annual Grants Monitoring Website	This webpage provides guidance related to OSSE's monitoring process.

Support

EGMS

If you have issues logging in to EGMS, contact the HelpDesk at osse.callcenter@dc.gov or (202) 719-6500.

ConApp

For more information on ESEA resources and the Consolidated Application, please refer to the ConApp Training Webinars on the ConApp webpage.

If you have questions or need assistance completing the ConApp, please contact your LEA's OSSE ConApp grant manager listed here or email Con.App@dc.gov with any questions.