District of Columbia
Office of the State Superintendent of Education

FY24 ESEA Consolidated Application Title II-A

Application Guide

July 1, 2023

Unless otherwise noted, all references to ESSA in this document refer to the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA)

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 II, Part A (Title II-A) award 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 II-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](#). The ConApp contains questions LEAs must address for each requirement of the grants. More information is provided in the [Preparing for the ConApp](#) section of this document.

Title II-A Grant Purpose

Title II-A is a grant that provides supplemental financial assistance to LEAs and schools for the **improvement of instructional quality of a school**, particularly as it relates to the quality and effectiveness educators in K-12 schools.

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Uses of Funds Criteria

Title II-A has specific requirements for the program plan to be funded. Title II-A funds may be used for activities that are meant to implement the most effective strategies used to improve the instructional quality of a school. Keep in mind that the strategies should be implemented with evidence-based activities or interventions. Title II-A funds may not be used for expenditures that would otherwise be paid with local funding. To avoid supplanting, design the Title II-A program to be supplemental to your LEA's basic program for educator development, recruitment and retention.

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

- Developing or improving a rigorous transparent and fair evaluation and support system for teachers and school leaders
- Recruiting, hiring and retaining effective teachers
- Recruiting from other fields
- Reducing class size
- Personalizing professional learning
- Increasing teacher effectiveness for students with disabilities and English learners
- Supporting effective use of assessments
- Supporting awareness and treatment of trauma and mental illness and school conditions for student learning
- School library programs

- Preventing and recognizing child sexual abuse
- Supporting science, technology, engineering and mathematics (STEM)
- Providing feedback mechanisms to improve school working conditions
- Supporting postsecondary and workforce readiness
- Providing supplemental activities that strengthen the quality and effectiveness of teachers, principals and other school leaders
- Supporting early education
- Supporting gifted and talented students

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 II-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 in to 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 II-A funds. An LEA that submits the application after June 30, 2023 may only obligate Title II-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**.

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Preparing for the ConApp

To prepare for the Title II-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
- LEA requirements for each tab within the Title II-A application section
- Descriptions of ESEA mandated Title II-A supporting documents

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. OSSE grant specialists use this checklist to evaluate application responses. After preparing responses, LEA grant managers may review the application responses against the checklist to ensure all required elements are included.

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 II-A Application Tabs

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

LEA Application

Title II-A grant programs must be designed to support students' high academic achievement and it must be developed with input from the school community. LEAs describe how they are performing the activities required by the law in their responses to the questions on this tab.

Parent and Family Engagement (PFE)

Title II-A recipients must meaningfully consult with and seek advice from parents, as well as other stakeholders, on the teacher training and development program plan and how best to improve the LEA's activities to meet the purpose of Title II-A. In compliance with this requirement, LEAs must explain the process for ongoing consultation with stakeholders on the LEA Application tab.

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

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To ensure responses include all required details, please refer to the LEA Plan section of the FY24 ESEA ConApp Review Checklist, beginning on page 14.

Program Plan

Title II-A recipients must explain the plan to use funds to meet the needs of the school in the program plan. This plan is a collection of strategies and activities the school will implement to address the needs and achieve the goal(s) of the Title II-A program. LEAs with multiple school sites roll the strategies of each school 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 15.

Title II-A Set Asides

Title II-A recipients may use a necessary and reasonable amount from its Title II-A allocation for costs associated with the administration of the grant program. **OSSE will closely scrutinize plans to spend more than 5 percent of funds for administration.**

Program Activities Budget

The budget lists all planned expenditures for Title II-A funds. The budgets must itemize each expenditure by site, program category and strategy. Grant managers can the use of 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).

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

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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:

Item(s) to be Purchased	Program Category	Strategy	New* Cost Basis
Flip Charts, markers, Post-Its - Family Engagement Meetings	20-Support Services	Improving Graduation Rate	$100 x 4 meetings

Item(s) to be Purchased	Program Category	Strategy	Cost Basis
Social Emotional Learning Training Contract	20-Support Services	School Culture and SEL	4 sessions and training materials for 50 Elem. teachers

To ensure responses are approvable, please refer to the Budget section of the FY24 ESEA ConApp Review Checklist, beginning on page 17. If needed, the budget in the application may be amended after initial approval. LEA grant managers must submit amendments to the application in EGMS.

Supporting Documents

This tab in the Consolidated Application section 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 item 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.

Completing the ConApp in EGMS

To complete the Title II-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

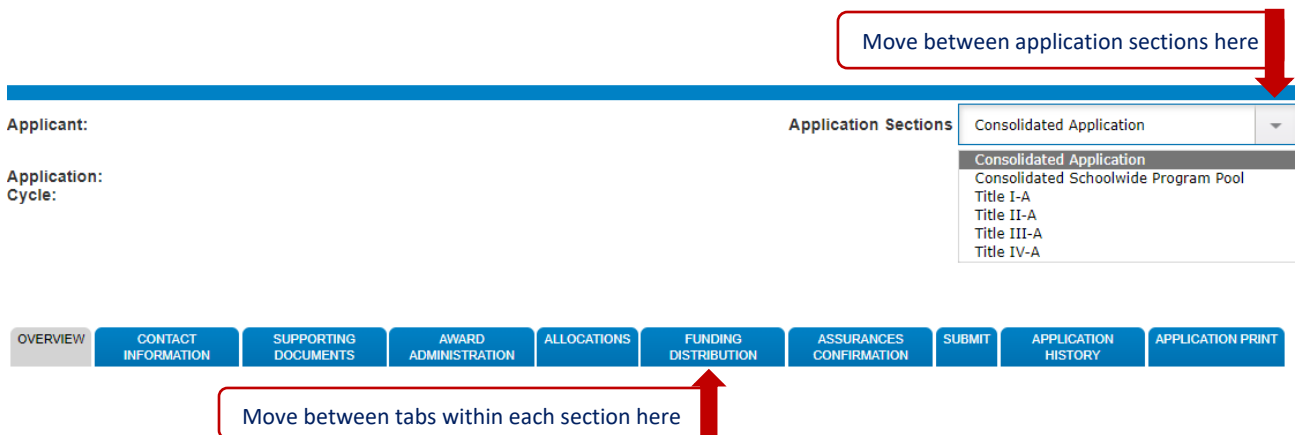Use your EGMS credentials and click here to login to the EGMS portal.

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.
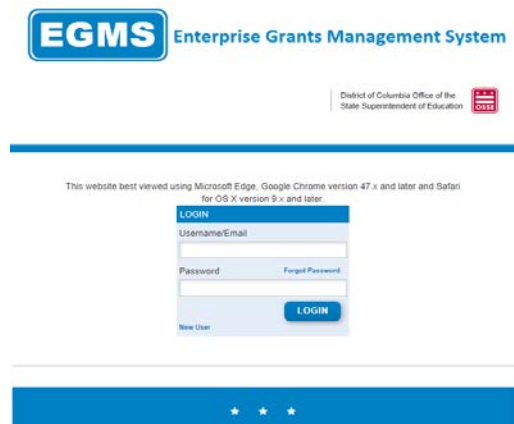
Navigating the ConApp

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.

Move between application sections here

Move between tabs within each section here

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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.

Consolidated: 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
Title II-A	• LEA Application
Consolidated Schoolwide Program Program Pool	• Consolidated Schoolwide Program • Program Plan • Program Activtities Budget

Maintained: Complete the following sections and tabs in the ConApp, if the LEA does not have any schools choosing to consolidate Title II funds and is budgeting funds in the individal grant:

Application Section	Tabs
Consolidated Application	• All tabs
Title II-A	• LEA Application • Title II-A Set Asides, *if applicable* • Program Plan • Program Activtities Budget

Transferred: Complete the following sections and tabs in the ConApp , if the LEA is choosing to transfer Title II-A funds to be budgeted in another grant program.

Application Section	Tabs
Consolidated Application	• All tabs
Title II-A	• LEA Application, Question #1 only
Title I-A, Title III-A, or Title IV-A (choose the applicable transfer destination program)	• LEA Plan, Local Plan, or Application • Set Asides, *if applicable* • Program Plan • Program Activities Budget

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 Plan Strategies

Instructions:
1. Name the strategies of the consolidated schoolwide program(s).
2. Summarize the activities that will be funded to implement the strategy
3. If staff are included in strategy activities, list the name(s) of the role(s) (e.g. Program Coordinator, Instr
4. Repeat for as many strategies to be funded in the consolidated schoolwide program plan as needed.

Name the strategy of the schoolwide program plan(s) that will be funded to improve the educational prog

Strategy#1 [   ]

Summarize the activities that will be funded to implement the plans' strategy. In the summary, describe (a
activities and (c) the strategy's goals or expected outcomes.

(0 of 5000 maximum characters used)

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 II-A Application

LEA Application

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 professional growth and improving instructional quality. LEAs choosing to transfer Title II-A funds must answer how and why the decisions was made on the LEA Application tab. Please include information about the decision-making process, who was involved and why the chosen financial flexibility best meets the needs of the program.

- LEAs choosing to transfer Title IV-A funds: Respond to Question 1 only
- LEAs choosing to consolidate Title IV-A funds in a schoolwide program: Respond to Question 2, if applicable.
- LEAs choosing to maintain Title IV-A funds: Respond to Questions 2-10, as applicable.
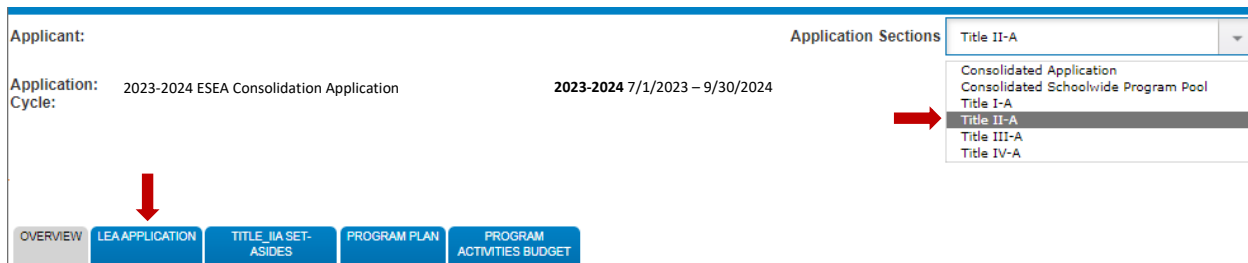

Title II-A Set Asides

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. The set-asides or reservations listed may not be consolidated within schoolwide programs at the school level; the funds must be tracked and reported separately.

Administrative Set-Aside

The amount of Optional Set-Aside for Costs of Administration of the Grant Program that can be used.

Equitable Services (DC Public Schools {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 II-A. OSSE may require documentation of this process.
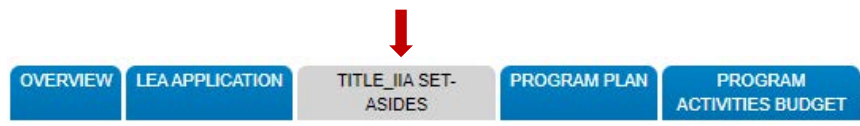
The following tabs should be empty in the Title II-A section if the LEA consolidated Title II-A funds into a schoolwide program pool.
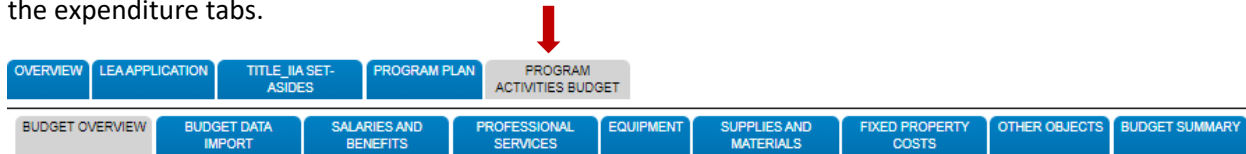
Program Plan

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).
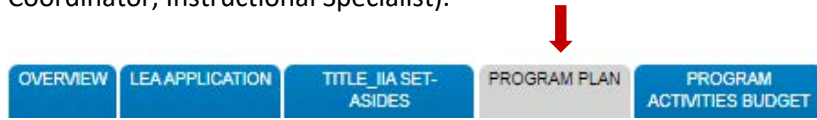
OVERVIEW	LEA APPLICATION	TITLE_IIA SET-ASIDES	PROGRAM PLAN	PROGRAM ACTIVITIES BUDGET

Program Activtities 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.

OVERVIEW	LEA APPLICATION	TITLE_IIA SET-ASIDES	PROGRAM PLAN	PROGRAM ACTIVITIES BUDGET

BUDGET OVERVIEW	BUDGET DATA IMPORT	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY

Resources

To access Title II-A resources, LEAs may:

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

FY24 Grant Cycle

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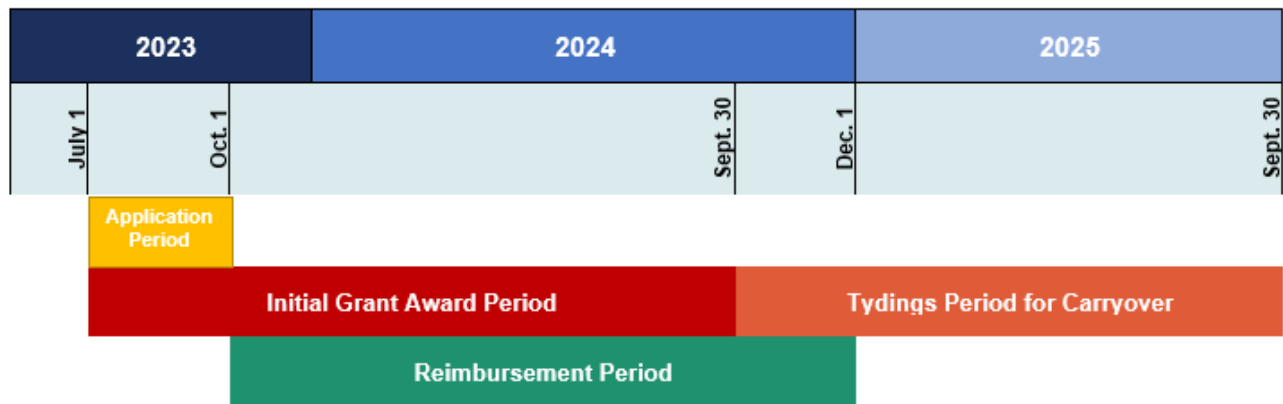
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Resource Links

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 II-A	This presentation reviews ESEA Title II-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.
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.