



District of Columbia
Office of the State Superintendent of Education

FY24 ESEA

Consolidated Application

Title III-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 III, Part A (Title III-A) awards in the [Enterprise Grant 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 III-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 III-A Grant Purpose

Title III-A is a grant that provides supplemental financial assistance to help ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education, particularly related to the improvement of English language acquisition, enhancement, and academic achievement.

Uses of Funds Criteria

Title III-A has specific requirements for the program plan to be funded. Title III-A funds may be used for activities that are meant to implement the most effective strategies used to support English learners' (ELs') high academic achievement. Keep in mind that the strategies should be implemented with evidence-based activities or interventions. Title III-A funds may not be used for expenditures that would otherwise be paid

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)

with local funding. To avoid supplanting, design the Title III-A program to be supplemental to your LEA's basic program for providing effective language instruction, professional learning for EL teachers and parent and family engagement outreach.

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 III-A funds can be used. For more information, please view the Title III-A webinar, [here](#).

- Provide effective language instruction educational programs (LIEPs) to meet the needs of ELs and demonstrate success in increasing English language proficiency and student academic achievement
- Promoting parent, family and community engagement activities
- Providing effective professional learning to educators
- Improving instructional program for ELs by identifying, acquiring and upgrading curricula, instructional materials, educational software and assessment procedures
- Upgrading program objectives and effective instructional strategies
- Developing and implementing effective preschool, elementary school or secondary LIEPs in coordination with other relevant programs
- Provide to ELs:
 - Tutoring or career and technical education
 - Intensified instruction, which may include materials in understandable languages, interpreters and translators

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 III-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 III-A funds. An LEA that submits the application after June 30, 2023 may only obligate Title III-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 II 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 III-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 III-A application section
- Descriptions of ESEA mandated Title III-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. When 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 III-A Application Tabs

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

Title III Local Plan

Title III-A grant programs must be designed to support ELs' 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.

[Language Instruction Education Program](#)

Title III-A recipients must implement an LIEP to help ELs increase their language proficiency and meet DC's academic standards. LEAs must describe their plans to ensure that ELs are achieving English proficiency and meeting academic standards with the LIEP.

[Parent and Family Engagement \(PFE\) Resources](#)

Each school that receives Title III-A funds must meaningfully consult with parents and family members in developing and implementing the LEA's plan for improving the academic achievement of English

learners and increasing their English proficiency. In compliance with this requirement, LEAs must describe their parent and family engagement activities in the Title III Local Plan.

Resources

- [PFE Policies Compliance Checklist](#)
- [FY24 Parent and Family Engagement Webinar](#)

To ensure responses include all required details, please refer to the Title III-A Local Plan section of the [FY24 ESEA ConApp Review Checklist](#), beginning on page 18.

Program Plan

Title III-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 III-A program. LEAs with multiple school sites roll the activities of each school into common strategies in the ConApp.

Title III-A requires three types of strategies for all program plans: 1) providing effective language instruction, 2) professional development for educators of English learners, and 3) outreach to parents, families and communities of English learners. The first three strategies of the program plan must include those activities. LEAs that choose to fund additional authorized activities in their Title III plans may use the fourth strategy to enter the information.

To ensure responses include all required details, please refer to the program plan section of the [FY24 ESEA ConApp Review Checklist](#), beginning on page 19.

Title III-A Set Asides

Title III-A recipients may use a necessary and reasonable amount from their Title III-A allocation for costs associated with the administration of the grant program. **An LEA cannot use more than 2 percent of funds for administration.**

Budget

The budget lists all planned expenditures for Title III-A funds. The budgets must list 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:
<ul style="list-style-type: none">• Salaries and Benefits (100)• Contracted Professional Services (300)• Equipment (500)• Supplies and Material (600)• Fixed Property Costs (700)• Other (800)	<ul style="list-style-type: none">• 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

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 include all required details, please refer to the Program Activities Budget section of the [FY24 ESEA ConApp Review Checklist](#), beginning on page 20. 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 Consolidation 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.

Title III Consortium

An LEA whose Title III-A allocation is less than \$10,000 must either join a consortium or release funds back to OSSE. LEAs choosing to join a consortium may submit a joint application with one or more LEAs to qualify. This joint application must be declared through the Title III Consortium Notice of Intent. Download the Title III Consortium template on the Supporting Documents tab in the ConApp.

Completing the ConApp in EGMS

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

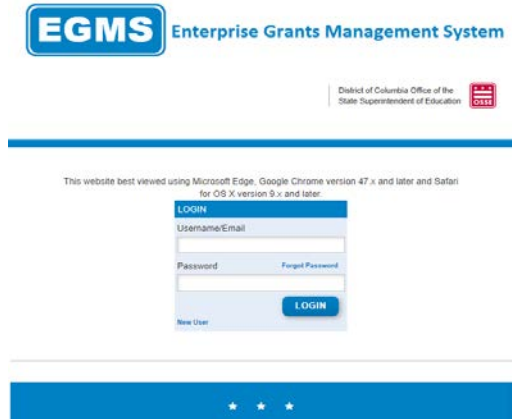
- Log in to EGMS
- Navigate through the ConApp
- Determine which application sections need to be completed
- Complete the applicable ConApp sections

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.

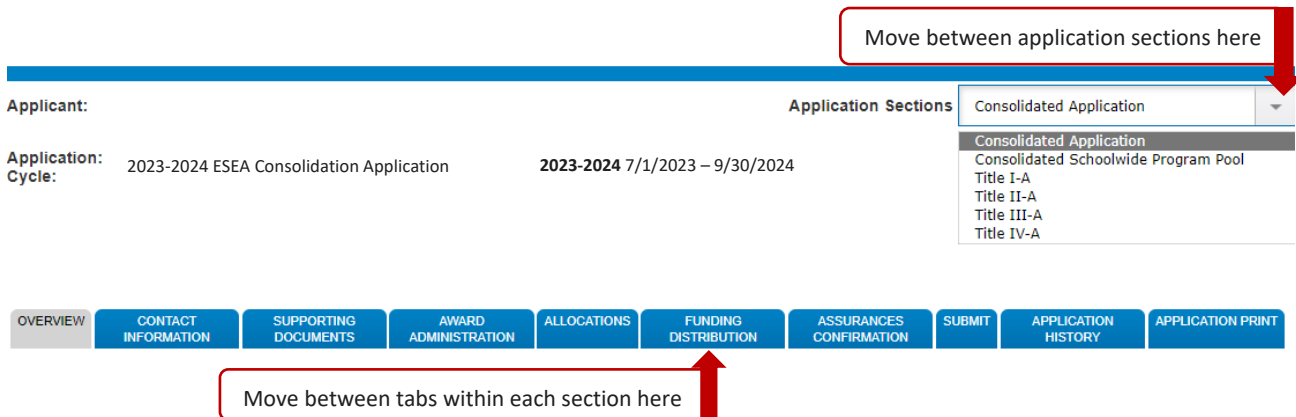
1. Once you're logged in, click *GMS Access/Select*.
2. Set the filter year to "2024."
3. Search by name or scroll to locate *ESEA Consolidated*.
4. Confirm the grant and grant type are accurate, then click "2024" to open and begin the application.



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.



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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.

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

Application Section	Tabs
Consolidated Application	<ul style="list-style-type: none"> • All tabs
Consolidated Schoolwide Program Program Pool	<ul style="list-style-type: none"> • Consolidated Schoolwide Program • Program Plan • Program Activities Budget
Title III-A	<ul style="list-style-type: none"> • Title III Local Plan • Title III-A Set Asides, <i>if applicable</i>

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

Application Section	Tabs
Consolidated Application	<ul style="list-style-type: none"> • All tabs
Title III-A	<ul style="list-style-type: none"> • Title III Local Plan • Title III-A Set Asides, <i>if applicable</i> • Program Plan • Program Activities Budget

Transferred: Not applicable. Title III-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](#).

The screenshot shows the top navigation bar with 'Application Sections' set to 'Consolidated Application'. Below this, the application details are displayed: '2023-2024 ESEA Consolidated - 00-ESEA Consolidated Original Application' for the cycle '2023-2024' from 6/1/2023 to 9/30/2024. A 'Printer-Friendly' link and a 'Return to the Dashboard' link are also visible. A horizontal menu contains tabs for OVERVIEW, CONTACT INFORMATION, SUPPORTING DOCUMENTS, AWARD ADMINISTRATION, ALLOCATIONS, FUNDING DISTRIBUTION, GEPA SEC. 427, ASSURANCES CONFIRMATION, SUBMIT, APPLICATION HISTORY, AMENDMENT, and APPLICATION PRINT. The main content area is titled 'ESEA Titles I-A, II-A, III-A, and IV-A Consolidated Application (ConApp)'. It lists the 'Due Date' as September 30, 2023, at 3:00 pm. The 'Programs' section lists: Consolidated Schoolwide Program Funds (From Title I-A, Title II-A, Title III-A, and/or Title IV-A), Title I-Part A Improving Basic Programs Operated by Local Education Agencies, Title II-Part A - Supporting Effective Instruction, Title III-Part A - English Language Acquisition, Language Enhancement and Academic Achievement, and Title IV-Part A - Student Support and Academic Enrichment. The 'Purpose' section states: 'For information on the purpose of Titles I-IV, please see each Title section in this application.'

Application Section: Consolidated Schoolwide Program Pool

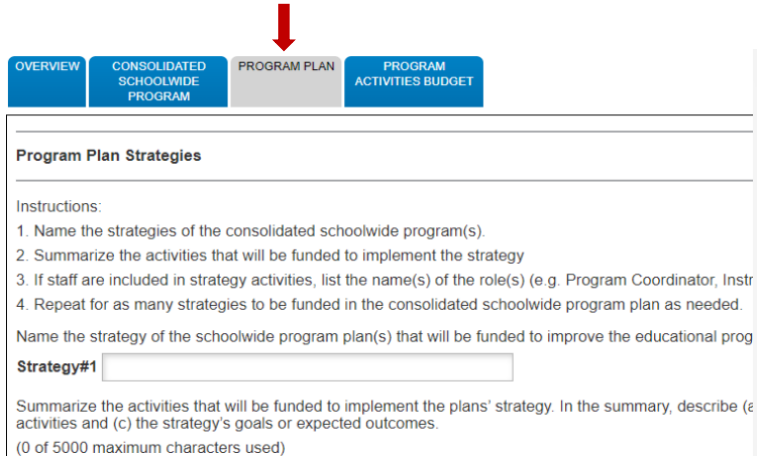
Consolidated Schoolwide Program

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.

The screenshot shows the top navigation bar with 'Application Sections' set to 'Consolidated Schoolwide Program Pool'. Below this, the application details are displayed: '2023-2024 ESEA Consolidation Application' for the cycle '2023-2024' from 7/1/2023 to 9/30/2024. A dropdown menu is open, showing options: Consolidated Application, Consolidated Schoolwide Program Pool (highlighted), Title I-A, Title II-A, Title III-A, and Title IV-A. A red arrow points to the 'Consolidated Schoolwide Program Pool' option. Below the navigation bar, a horizontal menu contains tabs for OVERVIEW, CONSOLIDATED SCHOOLWIDE PROGRAM (highlighted with a red arrow), PROGRAM PLAN, and PROGRAM ACTIVITIES BUDGET.

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

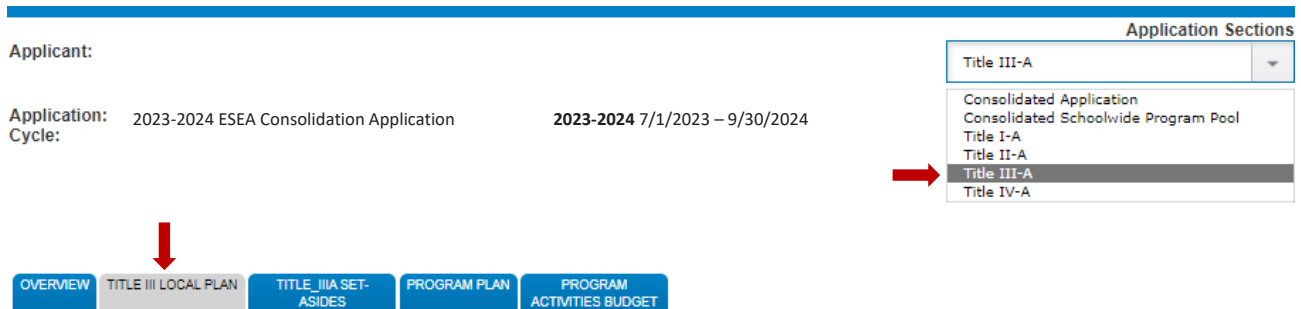
Itemize and explain each expenditure amount for each budget category on its appropriate tab. Use the Budget Summary tab to verify that the correct amounts for each program and budget category is entered in the expenditure tabs.



Application Section: Title III-A Application

Title III Local 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 ELs in collaboration with their teachers and families.



Title III-A Set Asides

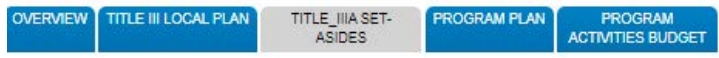
For each set-aside reservation to be included in the program budget, enter the amount of the set-aside in the blank space. In the narrative space for each type of set-aside, describe the activities to be funded. The set-asides or reservations listed may not be consolidated within schoolwide programs 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 III-A OSSE may require documentation of this process.

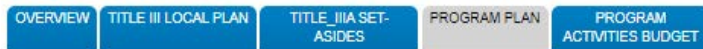


ConApp Common Error Alert!

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

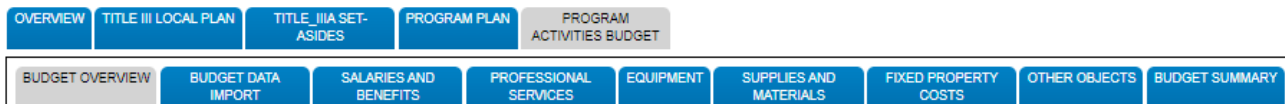
Program Plan

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.



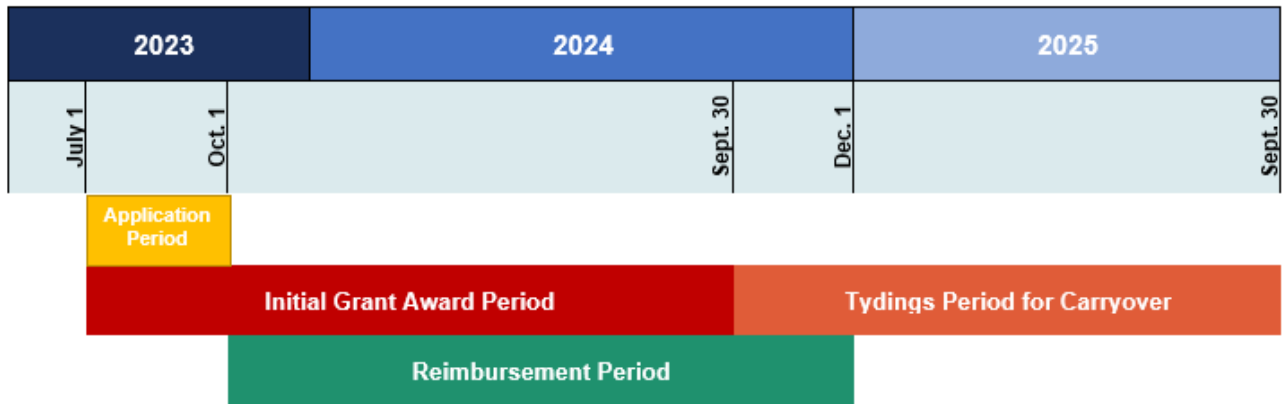
Resources

To access Title III-A resources, LEAs may:


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

FY24 Grant Cycle

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



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 III-A	This presentation reviews ESEA Title III-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).

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)

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 ConApp grant manager listed [here](#) or email Con.App@dc.gov with any questions.