

District of Columbia
Office of the State Superintendent of Education

# FY24 ESEA Consolidated Application Title IV-A

**Application Guide** 

Purpose	1
Background	1
ESEA - ESSA	1
Consolidated Application (ConApp)	1
Title IV-A Grant Purpose	1
Uses of Funds Criteria	2
FY24 Grant Calendar	2
The Application Process and Timeline	3
Phase 1	3
Phase 2	3
Preparing for the ConApp	4
ConApp Tools	4
Title IV-A Application Tabs	4
Required Process	6
Completing the ConApp in EGMS	7
Logging into EGMS	7
Navigating the ConApp	7
Determining Which Sections to Complete	8
Application Section: Consolidated Application	9
Application Section: Consolidated Schoolwide Program Pool	9
Application Section: Title IV-A Application	11
Resources	
FY24 Grant Cycle	13
Resource Links	13
Support	14

# **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 IV, Part A (Title IV-A) award in the <a href="Enterprise Grants Management System">Enterprise Grants Management System</a> (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 IV-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 <a href="Preparing for the ConApp">Preparing for the ConApp</a> section of this document.

## Title IV-A Grant Purpose

Title IV-A is a student support and academic enrichment grant that provides supplemental financial assistance to LEAs and schools to improve students' academic achievement by increasing the capacity of LEAs to provide all students with access to a well-rounded education, improve school conditions to cultivate a safe and healthy environment for student learning, and or improve the use of technology in order to improve the academic achievement and digital literacy of all students.

#### **Uses of Funds Criteria**

Title IV-A has specific requirements for the program plan to be funded. Title IV-A funds may be used for activities that are meant to implement the most effective strategies used to increasing the capacity of LEAs. Keep in mind that the strategies should be implemented with evidence-based activities or interventions. Title IV-A funds may not be used for expenditures that would otherwise be paid with local funding. To avoid supplanting, design the Title IV-A program to be supplemental to your LEA's basic program for well-rounded educational opportunities, safe and healthy environment for students and effective use of technology.

LEAs receiving more than \$30,000 must design a program for each of the three program expenditure areas. LEAs receiving less than \$30,000 must design a program for at least one of the program expenditure areas.

For all federal grants, expenses are approvable when they are **necessary**, **reasonable**, **allocable** and **allowable**. For more information, please view the Title IV-A webinar, here.

#### Well-Rounded Educational Opportunities

- 21st century life and careers
- Accelerated learning programs
- Career and technical education
- College and career guidance and counseling
- Computer science

- Dance
- Economics
- Engineering
- Environmental education
- Foreign languages
- Government education
- Music
- Social studies

- Science, technology, engineering and math (STEM)
- Technology
- Theater
- Visual and performing arts
- Volunteerism and community involvement

#### Safe and Healthy Students

- Crisis and trauma-informed prevention and intervention training and programs
- Drug and violence prevention activities and programs
- Healthy, active lifestyle support activities and programs
- Integrated student and family support system
- Mentoring and counseling
- Nutritional education
- Relationship-building activities and programs
- School dropout and re-entry programs
- School-based mental health services and supports
- Suicide prevention training
- Violence prevention training

#### Effective Use of Technology

- High-quality digital learning resources and courses for students in rural, remote and underserved areas
- Blended learning projects
- Professional learning in the use of technology and instructional leaders
- Professional learning resources for school personnel
- Technology for specialized or rigorous academic courses and curricula

FY24 ESEA Application Guide — Title IV-A		
FY24 Grant Calendar For a complete list of FY24 ConApp dates and deadlines, please view the grant calendar <a href="here">here</a> .		

# The Application Process and Timeline

To receive a Title IV-A award, LEAs must complete a two-phase process in <u>EGMS</u>. 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 I Assurances – ESEA ConApp."

**June 2023**: OSSE will release the FY24 Phase 1 Assurances Application to LEAs 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 IV-A funds. An LEA that submits the application after June 30, 2023 may only obligate Title IV-A expenditures from the date their 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 IV-A section of the ConApp in <u>EGMS</u>, 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 IV-A application section
- Descriptions of ESEA mandated Title IV-A processes

## ConApp Tools

These ConApp tools were created 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 or 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 IV-A Application Tabs**

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

#### **LEA Application**

Title IV-A grant programs must be designed and developed with input from the school community and others with relevant and demonstrated expertise in applicable programs and activities. LEAs with multiple school sites should address the strategies of each school into common themes. On the LEA Application tab, LEAs must describe:

- the needs identified by the Title IV-A LEA needs assessment
- the process to periodically evaluate the Title IV-A program for the LEA, based on the identified needs and goals
- the objectives and intended outcomes for LEA activities within each selected Title IV-A program category, i.e. Well-Rounded Education, Safe and Healthy Students, Effective Use of Technology

#### **Title IV-A Objectives and Outcomes**

Be sure to write high-quality objectives and outcomes for each funded program activity. High-quality objectives and outcomes are measurable, time-bound, and explicitly state the intent and expected impact of the program activities. At the end of each fiscal year, LEAs must publicly report on the progress in meeting each of these objectives and outcomes. For more information on writing high-quality, measurable objectives and outcomes, click here.

#### Parent and Family Engagement (PFE)

Each school that receives Title IV-A funds must consult stakeholders during the application development process, obtain consent from parents of students younger than age 18 for mental-health activities funded by Title IV-A funds and involve parents in program activities funded under the Safe and Healthy Students program category. In compliance with this requirement, LEAs must describe their plan within the LEA Application tab.

#### Resources

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

To ensure responses are approvable, please refer to the Title IV-A LEA Application section of the <u>FY24 ESEA</u> <u>ConApp Review Checklist</u>, beginning on page 21.

#### **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 IV-A program. On this tab, Title IV-A recipients must check all allowable activities to be funded and explain the plan to use funds to meet the needs of the school in the program plan.

To ensure responses are approvable, please refer to the program plan section of the <u>FY24 ESEA ConApp</u> Review Checklist, beginning on page 25.

#### **Title IV-A Set Asides**

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

#### **Program Activities Budget**

The budget lists all planned expenditures for Title IV-A funds. The budgets must itemize each expenditure by site, program category and strategy. Grant managers can the use of the <u>Budget Data Import template</u> to easily upload a large budget in the ConApp.

Budget Categories include:	Program Categories include:
<ul> <li>Salaries and Benefits (100)</li> </ul>	Instruction (10)
<ul> <li>Contracted Professional Services (300)</li> </ul>	Support Services (20)
• Equipment (500)	Administrative (30)

- Supplies and Material (600)
- Fixed Property Costs (700)
- Other (800)

- 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).

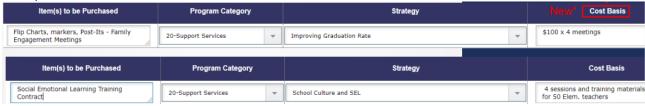
#### Example:



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:



To ensure responses are approvable, please refer to the Program Activities Budget section of the <u>FY24 ESEA ConApp Review Checklist</u>, beginning on page 24. If needed, the budget in the application may be amended after initial approval. LEA grant managers must submit amendments to the application in EGMS.

#### Required Process

These Title IV-A processes should be documented and are mandated by ESEA.

#### **Title IV-A Needs Assessment**

LEAs receiving more than \$30,000 in Title IV-A funding must conduct a comprehensive needs assessment to plan the program. The findings of this plan must be discussed within the ConApp. This is separate and apart from the Title I-A Comprehensive Schoolwide Needs Assessment.

#### **Title IV-A Program Evaluation**

Once every three years, the program plan must be evaluated to make a determination about the program plan. The findings of this evaluation may be discussed within the ConApp.

For more information on completing a Title IV-A Needs Assessment and Evaluation, please click <a href="here">here</a>.

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)

# **Completing the ConApp in EGMS**

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

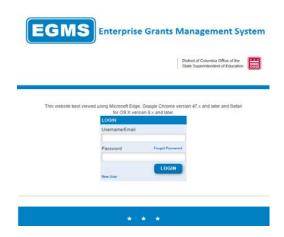
- Log in to EGMS
- Navigate through the ConApp
- Determine which application sections need to be completed
- Complete the applicable ConApp sections

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

# Logging into EGMS

Use your EGMS credentials and <u>click here</u> to login to the EGMS portal.

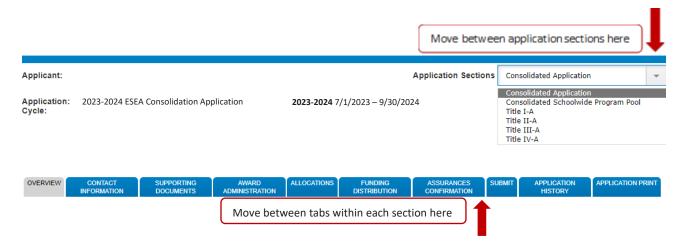
- 1. Once you're logged in, click GMS Access/Select.
- 2. Set the filter year to "2024."
- 3. Search by name or scroll to locate ESEA Consolidated.
- 4. Confirm the grant and grant type are accurate, then click "2024" to open and begin the application.



# 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.

**Consolidated:** 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	All tabs
Title IV-A	<ul> <li>LEA Application, Question 2, mandatory</li> </ul>
	<ul> <li>Question 1, if applicable</li> </ul>
Consolidated Schoolwide Program Program Pool	<ul> <li>Consolidated Schoolwide Program</li> </ul>
	Program Plan
	<ul> <li>Program Activities Budget</li> </ul>

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

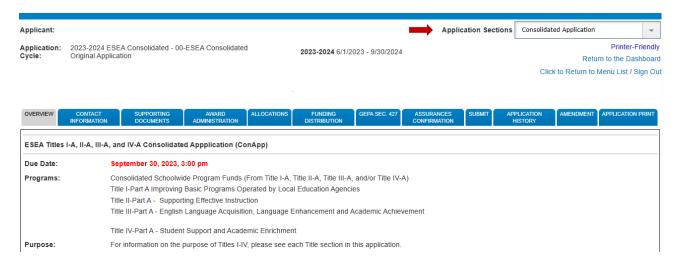
Application Section	Tabs
Consolidated Application	All tabs
<u>Title IV-A</u>	LEA Application
	<ul> <li>Title IV-A Set Asides, if applicable</li> </ul>
	Program Plan
	<ul> <li>Program Activities Budget</li> </ul>

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

Application Section	Tabs
Consolidated Application	All tabs
Title IV-A	LEA Application, Question 2, mandatory
	<ul> <li>Question 1, if applicable</li> </ul>
Title I-A, Title II-A, or Title III-A (choose the	<ul> <li>LEA Plan, Application, or Local Plan</li> </ul>
applicable transfer destination program)	<ul> <li>Set Asides, if applicable</li> </ul>
	Program Plan
	<ul> <li>Program Activities Budget</li> </ul>

# **Application Section: Consolidated Application**

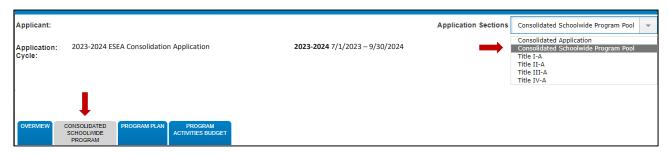
All LEAs must complete each tab in this application section. For step-by-step directions on completing the consolidation application section, click here.



# Application Section: Consolidated Schoolwide Program Pool

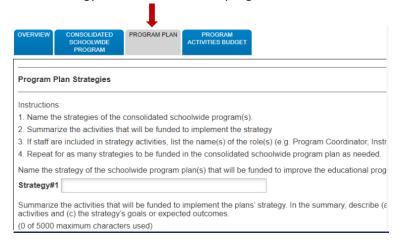
#### **Consolidated Schoolwide Program**

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.

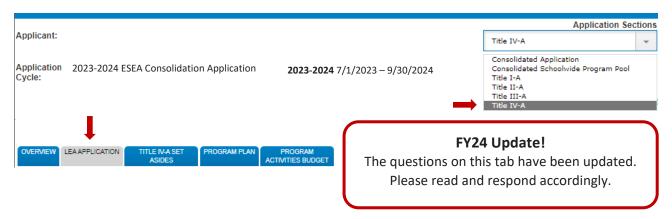


# Application Section: Title IV-A Application

#### **LEA Application**

Additionally, LEAs must describe actions the LEA will take to ensure that programmatic requirements are met. Questions on this tab ensure that LEAs are eligible to receive the funds by performing the activities required by the law. LEAs choosing to transfer Title IV-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 IV-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) 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.



#### ConApp Common Error Alert!

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

#### **Program Plan**

#### **Budget Allocation**

LEAs with a \$30,000 or greater allocation must allocate their funds across all three budget categories within the spending limits indicated below:

Well-Rounded Education Opportunities - 20 percent minimum to 80 precent maximum

Safe and Healthy Student – 20 percent minimum to 80 percent maximum

Effective Use of Technology – 0 percent minimum to 60 percent maximum

Note: No more than 15 percent of Technology Infrastructure: devices, equipment, software and digital content

#### Allowable Activities

For each Title IV-A Program Category, check the applicable box to indicate the activities that will be performed. For each strategy name, summarize the activities that will be funded to implement the strategy. Be sure to 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.



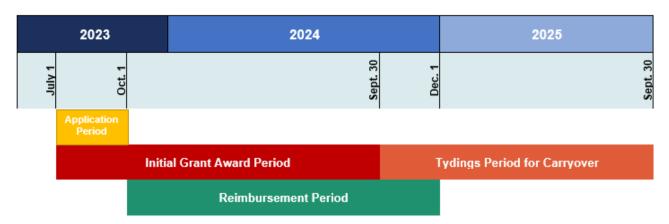
# Resources

To access Title IV-A resources, LEAs may:

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

# FY24 Grant Cycle

The visual below highlights that the **FY24 Title IV-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 <u>EGMS</u> submission.
FY24 ESEA Consolidated Application	This presentation reviews ESEA Title IV-A, its intents and
<u>Title IV-A</u>	purposes, fiscal and program requirements, grant
	administration and monitoring requirements.
Title IV, Part A LEA Needs Assessment	The US Department of Education (USED) developed this
Tool	comprehensive LEA Needs Assessment Tool, which includes
	outcome-focused indicators. Collecting and analyzing outcome
	data during a needs assessment can help LEAs identify where

	their schools are facing challenges and stay focused on those outcomes as they implement their Title IV-A program.
Title IV, Part A Evaluation Guide	This evaluation guide serves as a companion piece to the Title IV-A LEA Needs Assessment Tool. The tool prompts LEAs to think first about the desired outcomes, then work backward to identify the programs, projects, or activities (interventions) that will best serve those outcomes under the Title IV-A statute.
Elementary and Secondary Education Act	This webpage is the USED 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 ConApp grant manager listed <a href="here">here</a> or email <a href="mailto:Con.App@dc.gov">Con.App@dc.gov</a> with any questions.