



District of Columbia
Office of the State Superintendent of Education

FY25 ESEA Consolidated Application Title II-A

Application Guide

July 2024

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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 2025 (FY25) 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 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.

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 guidance, [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

FY25 Grant Calendar

For a complete list of FY25 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 process and timeline are explained 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 2024: OSSE will release the FY25 Phase 1 Assurances – ESEA ConApp application in EGMS. LEAs must log in to EGMS to review and electronically sign the assurances.

June 30, 2024 at 3 p.m. EST: LEAs must submit the FY25 ESEA Phase 1 - Assurances application.

July 1, 2024: LEAs that submit the application by June 30, 2024 at 3 p.m. EST may begin obligating Title II-A funds. An LEA that submits the application after June 30, 2024 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 FY25 ESEA Consolidated Application. LEAs must log in to 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 2024: OSSE releases FY25 ESEA ConApp with preliminary allocations. All applications must be completed and submitted in [EGMS](#) by Sept. 30 at 3 p.m. EST.

August 2024: OSSE ConApp grant managers invite LEAs to attend 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, 2024 at 3 p.m. EST: FY25 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, 2024: LEAs may begin reimbursing once the ESEA ConApp has been approved.

July 1 – Dec. 30, 2024: 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 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:

[FY25 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.

[FY25 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.

To ensure responses include all required details, please refer to the Title II-A LEA Application section of the [FY25 ESEA ConApp Review Checklist](#) beginning on page 15.

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](#)
- [Parent and Family Engagement Webinar](#)

To ensure responses include all required details, please refer to the Title II-A Parent and Family Engagement section of the [FY25 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 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 Title II-A Program Plan section of the [FY25 ESEA ConApp Review Checklist](#), beginning on page 15.

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:
<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 are approvable, please refer to the Budget section of the [FY25 ESEA ConApp Review Checklist](#). 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 and complete the template found [here](#).

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.

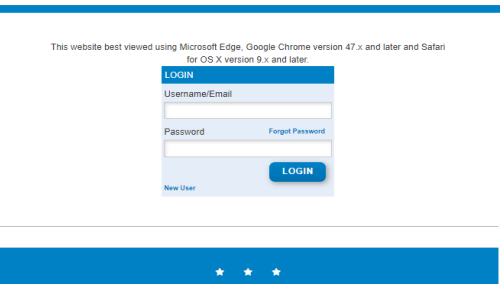
Logging into EGMS

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 "2025."
3. Search by name or scroll to locate *ESEA Consolidated*.
4. Confirm the grant and grant type are accurate, then click "2025" to open and begin the application.



District of Columbia Office of the State Superintendent of Education



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

Applicant: Application Sections Consolidated Application

Application: 2023-2024 ESEA Consolidated - 00_ESEA Consolidated

Cycle:

The application has been submitted. No more updates will be saved for the application.

OVERVIEW CONTACT INFORMATION SUPPORTING DOCUMENTS AWARD ADMINISTRATION ALLOCATIONS FUNDING DISTRIBUTION GEPA SEC. 427 ASSURANCES CONFIRMATION SUBMIT APPLICATION HISTORY AMENDMENT APPLICATION PRINT

Move between tabs within each section here

Determining Which Sections to Complete

ESEA offers a variety of financial flexibilities for ConApp grants.

Schools may choose to:

- Maintain the Title I-A award and use it as a standalone grant,
- Consolidate the Title II-A, Title III-A, or Title IV-A award in a schoolwide program

LEAs may choose to transfer Title II-A or Title IV-A award to another award

The ConApp should be completed based on the financial flexibility the LEA or its schools chooses. Please refer to the charts below to determine which application sections need to be completed based on the chosen funding options.

Consolidate: LEAs with schools 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	<ul style="list-style-type: none"> • Contact Information • Supporting Documents • Funding Distribution • GEPA Sec. 427 • Assurances Confirmation • Submit
Consolidated Schoolwide Program Program Pool	<ul style="list-style-type: none"> • Consolidated Schoolwide Program • Program Plan • Budget
Title II-A	<ul style="list-style-type: none"> • LEA Application • Title II-A Set Asides, <i>if applicable</i>

Maintained: LEAs with schools that choose to have funds remain separate should complete the following sections and tabs in the ConApp:

Application Section	Tabs
Consolidated Application	<ul style="list-style-type: none"> • Contact Information • Supporting Documents • Funding Distribution • GEPA Sec. 427 • Assurances Confirmation • Submit
Title II-A	<ul style="list-style-type: none"> • LEA Application • Title II-A Set Asides, <i>if applicable</i> • Program Plan • 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	<ul style="list-style-type: none"> • Contact Information • Supporting Documents • Funding Distribution • GEPA Sec. 427 • Assurances Confirmation • Submit
Funds Transfer	<ul style="list-style-type: none"> • Question 1 only
Title I-A, Title IIIA, or Title IV-A (choose the applicable transfer destination program)	<ul style="list-style-type: none"> • LEA Plan, Local Plan, or Application • Set Asides, <i>if applicable</i> • Program Plan • Budget

Application Section: Consolidated Application

All LEAs must complete each tab in this application section. For step-by-step directions on how to complete the Consolidation Application section [click here](#).

Applicant: Application Sections Consolidated Application

Application: 2023-2024 ESEA Consolidated - 00-ESEA Consolidated Printer-Friendly
 Cycle: Original Application 2023-2024 6/1/2023 - 9/30/2024 Return to the Dashboard

[Click to Return to Menu List / Sign Out](#)

OVERVIEW
CONTACT INFORMATION
SUPPORTING DOCUMENTS
AWARD ADMINISTRATION
ALLOCATIONS
FUNDING DISTRIBUTION
GEPA SEC. 427
ASSURANCES CONFIRMATION
SUBMIT
APPLICATION HISTORY
AMENDMENT
APPLICATION PRINT

ESEA Titles I-A, II-A, III-A, and IV-A Consolidated Application (ConApp)

Due Date: September 30, 2023, 3:00 pm

Programs:
 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
 Title IV-Part A - Student Support and Academic Enrichment

Purpose: For information on the purpose of Titles I-IV, please see each Title section in this application.

Application Section	Tabs
Consolidated Application	<ul style="list-style-type: none"> • Contact Information • Supporting Documents • Funding Distribution • Funds Transfer • GEPA Sec. 427 • Assurances Confirmation

	• Submit
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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.

Applicant:	Application Sections	Consolidated Schoolwide Program Pool
Application:		Consolidated Application
Cycle:		Consolidated Schoolwide Program Pool
		Title I-A
		Title II-A
		Title III-A
		Title IV-A

OVERVIEW CONSOLIDATED SCHOOLWIDE PROGRAM PROGRAM PLAN 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).

OVERVIEW CONSOLIDATED SCHOOLWIDE PROGRAM PROGRAM PLAN BUDGET



Program Plan

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. Academic Program Director, STEAM Program Manager) to be funded.
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 programs of the schools(s).

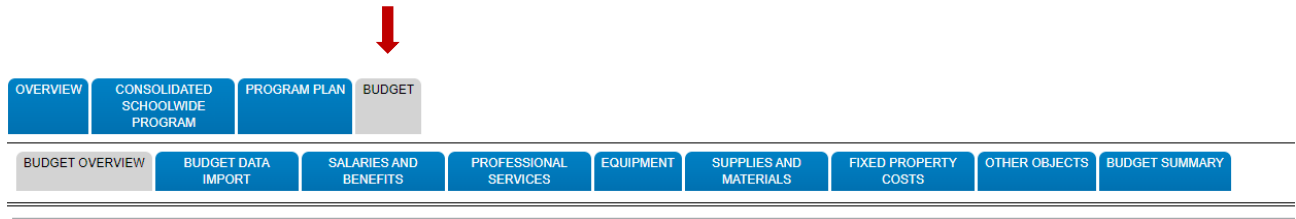
Strategy#1

Summarize the activities that will be funded to implement the plans' strategy. In the summary, describe (a) the alignment of the activities with the identified needs, (b) the strategy's activities and (c) the strategy's goals or expected outcomes.
(134 of 5000 maximum characters used)

School will employ one additional math and reading interventionist to spend additional time with students who need additional support.

Budget

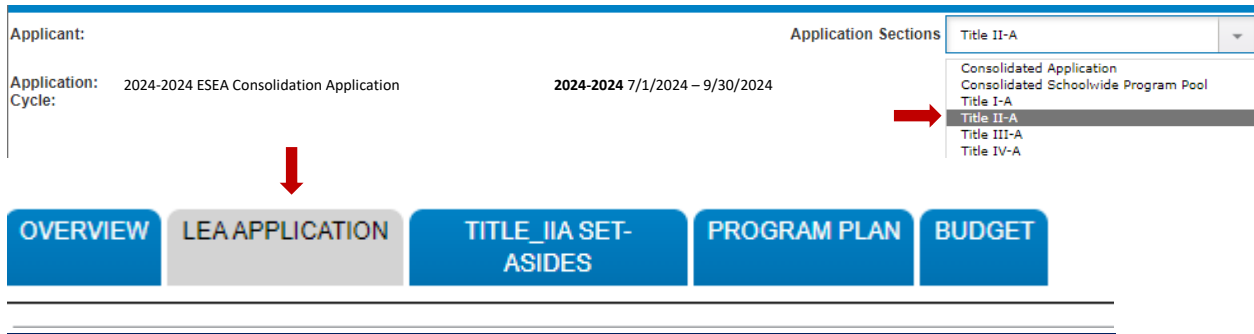
Itemize and explain each expenditure amount for each budget category on its appropriate tab. Use the Budget Summary tab to verify that the correct amounts for each program and budget category is entered in the expenditure tabs.



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.



Title II-A Set Asides

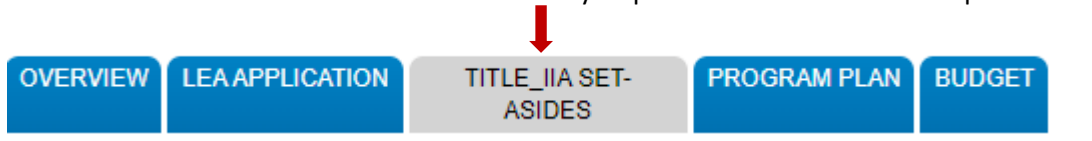
For each set-aside LEAs include in the program budget, enter the amount of the set-aside in the blank space. In the narrative space for each type of set-aside, describe the activities to be funded. The set-asides or reservations listed may not be consolidated within schoolwide programs at the school level; the funds must be tracked and reported separately.

Administrative Set-Aside

Summarize the planned uses of funds reserved to fulfill this requirement Any administrative set-aside rate above 5 percent will receive additional review.

Equitable Services (DC Public Schools (DCPS Only)

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.



The following tabs do not need to be completed in the Title II-A section if the LEA's schools consolidated Title II-A funds into schoolwide program pools.

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.



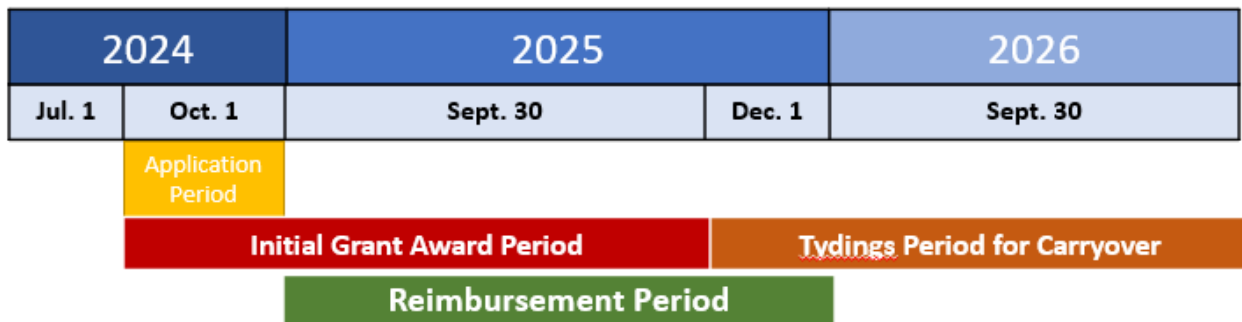
Resources

To access Title II-A resources, LEAs may:

- Review the FY25 grant cycle
- Review the Title II-A related resources
- Contact OSSE staff available to support the completion of the Title II-A grant application

FY25 Grant Cycle

The visual below shows how the FY25 Title II-A grant award period spans three separate calendar years from start to finish.



Resource Links

Name	Purpose
FY25 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.
FY25 ESEA 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.
FY25 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 of 1965, as amended by the Every Student Succeeds Act of 2015 (ESSA)	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.
English Learner Policy and Programs	This webpage provides school leaders and teachers guidance around maintaining a language instruction educational program (LIEP) for English learners (ELs) that is rooted in federal and local regulations.
Delivering Education Services to English Learners: Policies and Procedures for Administrators, Instructional Leaders, and Teachers	This webpage provides updated information of Delivering Education Services to ELs. The following updates have been made since the May 2021 release: Exit Criteria: The state continues to use the ACCESS for ELLs composite score as a base for its criteria to exit a student from EL status. Beginning with the 2021-22 school year ACCESS administration, the exit criteria is now 5.0 or higher for students in kindergarten and 4.5 or higher for students in grades 1 through 12.
Annual Grants Monitoring Website	This webpage provides guidance related to OSSE’s monitoring process.

Support

EGMS

If you have issues with EGMS, please submit a ticket in the EGMS Support Portal by clicking the link shown:



Enterprise Grants Management System

[Click to Create EGMS Support Ticket](#) *NEW Feature!!*

ConApp

For more information on ESEA resources and the Consolidated Application, please refer to the [ConApp Training Webinars](#) on the [Elementary and Secondary Education Act \(ESEA\) Title Grants](#) 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.

