FY23 ESEA Consolidated Application
Title I-A
Systems and Supports, K-12
Goals

To gain a general understanding of:

• Program requirements for Title I-A
• Title I-A uses of funds and allowable expenditures
• Financial flexibilities available for Title I-A funds
• Grant administration requirements
• Compliance and monitoring expectations
ESEA FY23 Grant Calendar

### July 2022
- **Ongoing** – FY23 ConApp Training Series
  - July 1 – Phase II FY23 ConApp Released with Preliminary Allocations
  - July 1 – First date to obligate FY23 funds

### August 2022
- **Ongoing** – FY23 ConApp Training Series
  - Aug. 31 – Last date to submit FY22 amendments until Nov. 1
  - Aug. 31 – Deadline to consolidate 21st CLCC grants to Schoolwide program

### September 2022
- **Sept. 1** – Deadline to consolidate IDEA grants to schoolwide program
- **Sept. 30** – Last date to obligate FY23 funds
- **Sept. 30 at 3 p.m.** – Phase II FY23 ConApp due
- **Sept. 30** – 4th Quarter FY22 reimbursement requests due

### October 2022
- **Ongoing** – Revise returned FY23 ConApps
- **Oct. 31** – FY23 Final Allocations released

### November 2022
- **Ongoing** – Prepare final FY22 reimbursement requests
- **Nov. 1 – 15** – FY22 budget amendment submission window

### December 2022
- **Ongoing** – Revise returned FY23 ConApps
- **Dec. 1** – Last day to submit final FY22 reimbursement requests
- **Dec. 31** – 1st Quarter FY23 reimbursement requests due

### January 2023
- **Jan. 15** – FY22 Closeout Reports due

### May 2023
- **Ongoing** – FY24 ConApp Trainings
- **May 31** – 3rd Quarter FY23 reimbursement requests due

### June 2023
- **Ongoing** – FY24 ConApp Trainings
- **June 1** – FY24 Phase I Assurances Application Released
- **Mar. 30** – 3rd Quarter FY23 reimbursement requests due
- **June 30** – FY24 Phase I Assurances Due

### July 2023
- **Apr. 30** – FY24 New or Significantly Expanding PCS data collection due

### March 2023
- **Mar. 15** – Maintenance of Effort and Per-Pupil Expenditure data collection due
- **Mar. 30** – 2nd Quarter FY23 reimbursement requests due

### April 2023
- **Mar. 30** – 4th Quarter FY22 reimbursement requests due

### February 2023
- **Ongoing** – Submit FY23 budget amendments when FY22 Carryover Funds are uploaded in FY23 in EGMS

### Summer
- Attend trainings and plan SY22-23 programs

### Fall
- Submit FY23 ConApp and closeout FY22 expenditures

### Winter
- Reimburse for FY23 funds and amend budgets to spend down

### Spring
- Evaluate SY22-23 programs and gather stakeholder feedback

### ESEA Titles I-IV ConApp
**Fiscal Year 2023**
**School Year 2022-23**

- **Summer** – Attend trainings and plan SY22-23 programs
- **Fall** – Submit FY23 ConApp and closeout FY22 expenditures
- **Winter** – Reimburse for FY23 funds and amend budgets to spend down
- **Spring** – Evaluate SY22-23 programs and gather stakeholder feedback
The Every Student Succeeds Act (ESSA) was signed into law in December 2015, amending the Elementary and Secondary Education Act (ESEA).

**PURPOSE:** The intent of ESSA is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education.

**TITLE I:** Improving The Academic Achievement Of The Disadvantaged  
**Part A:** Improving Basic Programs Operated by Local Education Agencies
Title I, Part A – Allocation Calculation

\[
\text{Total \# of low-income students residing in DC} \div \text{\# of enrolled low-income students} = X \text{ TOTAL ALLOCATION}
\]
Title I-A: Grant Administration
Life Cycle of FY23 Grant

2022
July 1

2023
Oct. 1
Sept. 30

2024
Dec. 1
Sept. 30

Initial Grant Availability Period
Reimbursement Period
Monitoring Period
Tydings Period for Carryover
# Grant Administration Requirements

## Qualifying for Funds
- LEAs serving grades K-12
- Signed Phase I assurances
- Approved Phase II Consolidated Application

## Rules & Regulations
- [ESSA](#)
- [Education Department General Administrative Regulations](#)
- [Uniform Grants Guidance](#)
- [District of Columbia School Reform Act](#)

## Monitoring
- [OSSE Annual Monitoring](#)
- [U.S. Department of Education Performance Review Process](#)
Title I-A: Financial Reporting for ESSA

Maintenance of Effort (MOE)

- MOE requires subgrantees receiving federal funds to maintain a minimum floor of state/local funding for education from year to year
- The data collection tool calculates this for LEAs and reports it to OSSE

Per Pupil Expenditures Report (PPE)

- PPE requires that LEAs publicly report per-student spending by school
- The data is reported annually on the DC School Report Card
- The OSSE data collection for both MOE and PPE is due in the spring
Allowable Uses of Funds – Supplement Not Supplant (SNS)

• ESEA requires that federal funds “supplement and not supplant” public state and local funding for education.
• Most LEAs are required to demonstrate that they allocate state and local funds and LEA-level expenditures to each school in without taking Title I status into account.

Charter LEAs

• The D.C. School Reform Act and federal Title I SNS guidance indicate that D.C. charter LEAs are not required to share their local funding methodology with OSSE.

DCPS

• Under ESSA, DCPS must annually submit to OSSE a Title I local funding distribution methodology that ensures the SNS rule is met.
Use of Funds

Upgrade the basic educational program

- Curriculum and instruction
- Technology
- Professional development
- Parent and family engagement
- Academic support for students
- Support for students experiencing homelessness
- Intervention programs

- School climate activities
- Counseling, behavioral health and mental health programs
- Access to advanced coursework and dual enrollment programs
- Student behavioral supports
- Teacher recruitment and retention
Allowable Uses of Funds – Program Plan

**Schoolwide Programs**
- Expenditures aligned with the strategies articulated in the schoolwide plan to meet the needs identified in the comprehensive needs assessment

**Targeted Assistance Programs**
- Expenditures for services described in the approved application
- Uses of funds must be aligned with the program plan and planned budget
## Allowable Uses of Funds - Application

### Necessary and Reasonable

- The expenditure costs are clear to an objective observer
- Expenditures are made in accordance with federal and District laws and regulations and the terms and conditions of the federal award
- Expenses pay a fair market price for the goods or services
- Established practices and policies of the LEA for procurement are followed

### Allocable

- The grant must benefit from the expenditure in proportion to the amount paid by the grant
- Salary and benefit costs must benefit the program in proportion to the amount paid
# Allowable Uses of Funds - Reimbursement

<table>
<thead>
<tr>
<th>Adequately Documented</th>
<th>Consistent with the Application</th>
</tr>
</thead>
</table>
| • Sufficient evidence of expenditures to trace how the funds were spent  
  • Invoices and receipts with proof of payment  
  • Contracts and invoices including scope of work, dates and rates | • Approved by OSSE  
• Expenditures must be aligned with program strategies and anticipated budget  
• If needed, the uses of funds in the application may be amended for a new approval |
Title I-A: Program Requirements
Title I-A: Required LEA Activities

**Parent and Family Engagement**
- Written LEA-level policy
- Guidance for school-level policies and involvement
- Review the policy annually for any needed revisions
- Notify parents of the right to know the professional qualifications of their students’ teachers
- Provide the link to the OSSE ESSA complaint policy to parents

**English Learners**
- Administer home language surveys to students new to DC schools
- Notify parents of student identified for English learners (ELs) services on time and with compliance
- Conduct outreach to parents of ELs to participate in their child’s education
- Hold meetings with parents of ELs to provide feedback on the language instruction program

**Equitable Access to Highly-qualified Teachers**
- Participate in the OSSE Faculty and Staff Data Collection
- If identified as having a gap between schools, follow the process to submit a plan to OSSE

**Required for DCPS, Optional for Charter**
- School-Parent Compacts
- Capacity building for schools
Title I-A: Required School-level Activities

Parent and Family Engagement

• Written school-level parent and family engagement policy
• Conduct annual Title I meetings
• Involve parents in the development of the Title I program plan
• Provide required school academic information to parents
• Inform parents of their children’s PARCC scores
• Give notice to parents if their child is being taught by teachers that do not meet certification and licensure requirements
• Conduct outreach to parents of English learners (ELs)
• Hold meetings with parents of ELs

Required for DCPS, Optional for Charter LEAs

• School-Parent Compacts
• Capacity building for schools
To be awarded a Title I-A grant, LEAs must complete an LEA plan within the ConApp that addresses the following:

- **Academic Goals**
  - How student progress is monitored
  - Identification of and response to achievement gaps
  - Efforts to reduce the use of discipline practices

- **Whole Child Support**
  - Strategies for effective family engagement
  - Services for students in the foster care system
  - Services for students experiencing homelessness

- **Transition Plans**
  - Coordination with early childhood programs
  - Effective transitions for secondary school students
  - Career and technical education programs
Title I-A: Program Models

**Schoolwide**

- At least 40 percent of students from families living in poverty, unless given a waiver by OSSE.
- A comprehensive needs assessment must be conducted.
- Programs and services must be provided to all students in the school.
- The school must engage its stakeholder group when developing the plan.

**Targeted Assistance**

- All schools receiving Title I-A grants may operate a TA Program Model.
- LEAs must identify eligible students based on multiple objective criteria, including that the student is failing, or at risk of failing to meet state standards.
- Program resources may only be used to help eligible students meet state academic standards.
- LEAs must provide professional development to school staff who work with eligible students.
# Title I-A: Required Stakeholder Engagement

## Parent and Family Engagement Policy
- Alternative and transitional education providers
- Charter school leaders or LEA staff
- Community partners
- Early childhood education programs
- Institutions of higher education
- Teachers and paraprofessionals
- Parents and family
- Principals
- School administrators
- Instructional support personnel

## LEA Plan
- Teachers
- Principals
- Other school leaders
- Paraprofessionals
- Specialized instructional support personnel
- Charter school leaders
- School administrators
- Other appropriate school personnel
- Parents/family members

## Schoolwide Program
- Teachers
- Principals
- Other school leaders
- Paraprofessionals
- School administrators
- Instructional support personnel
- Technical assistance providers
- School staff
- Parents and family
- Community partners
LEAs may transfer all or a portion of their Title II and Title IV allocations to another fund

**FROM:**
- Title II-A
- Title IV-A

**TO:**
- Title I-A
- Title II-A
- Title III-A
- Title IV-A

**Key requirements of transferability:**
- Transferred amounts become funds of the program to which they are transferred and are subject to all the rules and requirements of the new program.
- DCPS must consult with private school officials if DCPS transfers funds from a program that includes equitable services.
Financial Flexibilities: Consolidating Funds

Schools may consolidate all or a portion of their Title II, Title III, and Title IV allocations into a consolidated Title I schoolwide program pool of funds.

FROM:
• Title II-A
• Title III-A
• Title IV-A

TO:
• Consolidated Schoolwide Program

Key requirements of consolidation:
• Consolidated funds lose their identity and are subject to all the rules and requirements of the Title I program.
• Consolidated programs must meet the intents and purposes of the individual Titles that were consolidated.
Example Schoolwide Program – Unconsolidated Budget

TI $200,000

Strengthen Instructional Practice
• Training Contract - $45,000
• Instructional Coaches - $110,000

Personalized Reading Instruction
• Student Licenses - $25,000
• Benchmark Tests - $20,000

TII $50,000
• Preservice Week - $25,000
• Mentor Teacher Program - $25,000

TIII $15,000
• Family Engagement Program - $10,000
• ESOL Training - $5,000

TIV $85,000
• Social Worker - $80,000
• Robotics Club - $5,000
Example Consolidated Schoolwide Program Budget

Strengthen Instructional Practice
• Training Contract - $45,000
• Instructional Coaches- $130,000

Leadership Opportunities
• Mentor Teaching Program - $30,000

Personalized Reading Instruction
• ABC Reading Licenses = $25,000
• Benchmark Tests = $20,000

Wraparound Supports
• Dean of Students = $60,000
• Student Counseling = $40,000

TOTAL $350,000
Developing a Title I Schoolwide Program

Program Plan: Group of strategies to achieve the goals of the schoolwide program

Strategies: Coordinated activities that have expected outcomes to achieve the goals

Budget: Specific costs associated with the performance of the activities
Example: Schoolwide Program Plan

Needs Assessment Results = Teachers need expertise, English Language Arts (ELA) PARCC scores are low

Goal: Raise ELA scores, increase learning time and increase student engagement

Program Plan: (1) Strengthen Instructional Practice   (2) Provide Intensive Reading Instruction
Example: Schoolwide Plan Strategies in the ConApp

<table>
<thead>
<tr>
<th>Strategy Name</th>
<th>Strengthen Instructional Practice</th>
<th>Personalized Reading Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy Implementation</td>
<td>1. Increase instructional coaching capacity; 2. Student data analysis training</td>
<td>1. Add learning software to ELA curriculum; 2. Use benchmark scores to personalize instruction</td>
</tr>
<tr>
<td>Expected Outcomes</td>
<td>Teachers will improve their skills in identifying student needs</td>
<td>High use of software programs and 90% of students at grade level</td>
</tr>
</tbody>
</table>
Example: Schoolwide Plan Activities in the ConApp

**Strategy**

**Activity Costs**
- Supplies: 300 Student Licenses, and 300 tests

**Budget Line Items**

**Strengthen Instructional Practice**
- 1. Instructional coaches
- 2. ABC Software Inc Training

**Salaries:** 2 instructional coaches and
**Professional Services:** Training contract

**Personalized Reading Instruction**
- 1. ABC software licenses
- 2. Benchmark tests

**Supplies:** 300 Student Licenses, and 300 tests
Compliance and Monitoring
Programmatic Monitoring

LEAs must capture **evidence of progress monitoring** to ensure the effectiveness of the grant program.

Evidence may include:

- Stakeholder engagement
- Teacher conference meeting notes
- Student academic data
- Teacher observations
- School climate data
- Parent and family engagement policy and activities
Fiscal Monitoring

The most common findings or areas of improvement for LEAs in the recent Annual Grants Monitoring cycles were related to the following:

- Documentation of procurement policies and procedures
- Expenditure records (invoices, contracts, payments)
- Accounting records
- Time and effort certifications
Procurement Policies and Procedures

ALL LEAs

- Education Department General Administrative Regulations (EDGAR)
- Uniform Grants Guidance (UGG)

DCPS

District of Columbia Municipal Regulations (DCMR)

CHARTER LEAs

District of Columbia Public Charter School Board Procurement Contract Submission Policy
# Time and Effort Certifications

For all personnel expenditures, LEAs should collect and maintain time and effort certifications.

| **Time and Effort Certifications must:** | • Include the name, title, and grant role (cost objective) of the employee or contractor;  
| | • Be dated to align with the grant period;  
| | • Be signed by the employee and dated after the fact;  
| | • Match payroll records; and  
| | • Account for total activity (100% of time) |

| **Time and Effort Certifications should:** | • Be validated with a supervisor’s signature; and  
| | • Be completed quarterly, at a minimum, for personnel on multiple grants |

| **Time and Effort Certifications may:** | • Follow a semi-annual report pattern for personnel on a single grant; and  
| | • Be signed electronically within a secure system |
Differentiate between LEA-level vs school-level policies and activities

Create a system that tracks parent notifications, meetings, and outreach activities

Document translation and interpretation activities provided to families

Make sure some activities are based in the academic achievement of students
Documentation of Stakeholder Engagement

**Types of documentation:**

- Opinion survey results
- Meeting notes and presentations
- Decision memos
- Revised versions of policies
- Email conversations

**Not all engagement is documented the same way**

- Large public meetings or meetings between organization leaders
- Teachers and staff may have representative meetings, or be surveyed, or responses may be incorporated into professional development activities
- Some engagement occurs with other education organizations and may be documented there
Title I-A: Next Steps and Resources
Policies and Procedures

1. Financial policy with procedures for charging expenses to grants
2. Conflict of interest policy
3. Inventory policy and procedures
4. Procurement policy and procedures
5. LEA-level parent and family engagement policy
6. School-level parent and family engagement policy
7. Procedure for providing educational stability for students in foster care
Next Steps

1. Meet with appropriate academic and finance team members to determine Title I program model and the perform needs assessments (schoolwide) or student identification (targeted assistance) processes

2. Conduct the required stakeholder engagement

3. Decide if financial flexibility is appropriate to meet needs (consolidation or transfer)

4. Prepare the LEA plan, the Title I program plan and ConApp budget for the application

5. Submit the application by Sept. 30, 2022 at 3 p.m.

6. Revise the returned application within two weeks of receiving comments (Oct. 1 – Dec. 31)

7. Receive final approval and begin requesting reimbursement for expenditures (after Oct. 1)
ESEA Title Team Contacts

Bonnie Bacon
Supervisory Education Program Specialist
Bonnie.Bacon@dc.gov
(202) 545-7224

Mark Harris Jr.
Program Analyst
Mark.Harris3@dc.gov
(202) 741-0256

Samia Said
Program Analyst
Samia.Said@dc.gov
(202) 486-2474

Alison Waddy
Program Analyst
Alison.Waddy@dc.gov
(202)

Mildred Washington
Program Analyst
Mildred.Washington@dc.gov
(202) 724-7870
Resources

- ESEA Title I-A - Comprehensive Guide
- Schoolwide Program Design: The Basics (recorded webinar)
- OSSE Schoolwide Plan Template
- OSSE Schoolwide Program Plan Compliance Checklist
- FY23 ConApp Workbook
- ESSA Guidance for LEAs Webpage
- ESEA Consolidated Application Webpage
- English Learner Policy and Programs
- Annual Grants Monitoring Webpage
Appendix
Title I Schoolwide Program Plans

1. LEAs must conduct a comprehensive needs assessment to inform the schoolwide plan

2. The schoolwide program plan must include descriptions of:
   a) How the school will improve academic achievement throughout the school, but particularly for the lowest-achieving students, by addressing the needs identified in the comprehensive needs assessment;
   b) How the strategies in the plan will provide opportunities and address the learning needs of all students in the school, particularly the needs of the lowest-achieving students;
   c) How the methods and instructional strategies that the school intends to use will strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, including programs and activities necessary to provide a well-rounded education; and
   d) Benchmarks for the evaluation of program results. This plan may be integrated into an existing improvement plan.

3. LEAs must annually evaluate the plan and revise it based on the evaluation results
Title I Targeted Assistance Program Plans

1. A targeted assistance model uses Title I funds to help only identified students
2. Components of a targeted assistance plan include:
   a) Description of how students are identified;
   b) Description of programs, activities and academic courses that will serve identified students;
   c) Description of instructional strategies and methods that may be used;
   d) Coordination with regular education program;
   e) Possible professional development for school educators;
   f) Strategies to engage families
3. Students are eligible for Title I services in a targeted assistance school if they:
   a) Are failing, or at risk of failing, to meet state standards;
   b) Participated in Head Start; or
   c) Are experiencing homelessness