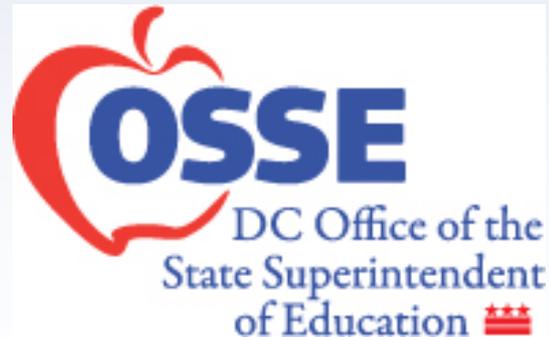


Completing the Local Educational Agency (LEA) Consolidated Application

Federal Fiscal Year 2009

LEA Boot Camp

September 3, 2009



Introductions and Audience

- **Facilitator Introductions:**
 - Edmund Han, Title I Program Analyst, OSSE
 - Erika Lomax, Title II Director, OSSE
 - Bethany Nickerson, Title III Director, OSSE
 - Sheryl Hamilton, Title IV Director, OSSE
- **Audience:**
 - LEA officials involved in the completion of the Consolidated Application programmatic narrative and budget worksheets
- **Welcome and thank you for attending!**





Objectives

1. Review of the Boot Camp Topics
2. Overview of the LEA Consolidated Application
3. The Narrative Portion of the Application
4. The Budget Tables of the Application
5. Review of Documents Required to be Submitted to Complete the Application
6. American Recovery and Reinvestment Act of 2009 Title I, Part A Funds and Application

1. Review of the Boot Camp Topics

Putting Everything in Context

We have covered a WIDE range of programmatic and fiscal issues during this Boot Camp. Here is what we have discussed so far:

- Grant Basics (Grant cycles, GANs, general allowability, etc.)
- Completing the Reimbursement Request Workbooks
- Schoolwide Programs and Consolidation of Funds
- Targeted Assistance Programs
- LEA and School-level Set-Asides
 - Parental Involvement
 - Highly Qualified Teachers and Paraprofessionals
 - SES/School Choice/Transportation
 - Professional Development
 - Administration
- School Improvement
- Free and Reduced-Price Lunch Programs

Yes... it's a lot!



But... There is a reason why we have covered everything.



What is the common thread for all of the issues that we have covered?

Answer:

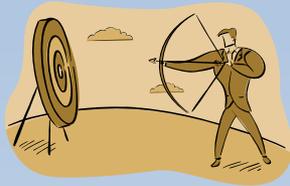
Federal Reimbursements

LEAs must understand fiscal and programmatic issues to ensure the timely reimbursement of federal funds.



The Consolidated Application is where everything comes together.

- Everything we have covered is incorporated into the narrative responses and budget information that LEAs must provide to OSSE.
 - Your programmatic descriptions
 - Instructional initiatives you will fund
 - Your required set-asides
 - The staff you will fund
 - And so on...
- The more prepared LEAs are before beginning to fill out the narrative and budget, the more quickly the reimbursement process will proceed for LEAs.



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2. Overview of the LEA Consolidated Application

- The LEA Consolidated Application covers four entitlement grants:

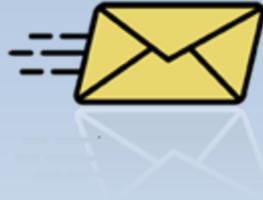
- Title I, Part A
- Title II, Part A
- Title III, Part A
- Title IV, Part A



- We have covered many programmatic aspects for each of these grants.

(Note that the other grant programs have their own applications.)

What OSSE sends to LEAs



- **Phase I Assurances:** Submitted by all LEAs before July 1, 2009
- **Planning Allocations:** Sent out July 15, 2009
- **Phase II Application:** Will be released to LEAs shortly
 - Narrative Portion
 - Budget Worksheets
 - Instructions for Completing the Application
 - Checklist for Completed Phase II Submission
 - (Notice of Intent to Enter into Title III, Part A Consortium)

Purpose of the Phase II Portion of the Application

- The LEA describes the services and activities it will carry out under the covered programs by providing the requested information in the application.
 - Note, the LEA must complete the narrative portion for each program the LEA wishes to apply to. If an LEA does not complete a program plan for a particular program, it will not be considered for funding under that program.
- There are two parts of the Phase II portion: the narrative responses and the budget worksheets.
 - These two parts work together as the whole Phase II application and are critical tools for OSSE in reviewing and evaluating each LEA's application and reimbursement requests.
- Details that are set forth in the narrative must reflect the dollar amounts in the budget, and the budget must reflect the programs described in the narrative.

NARRATIVE ↔ BUDGET

How the Application Works With a Reimbursement Request

- Earlier, we went through the reimbursement workbook and how LEAs submit expenditures to OSSE for review.
- In a sense, you can think of the federal grant reimbursement process as having two “halves”:
 1. First, LEAs submit the **consolidated application**, which describes to OSSE how that LEA will spend the federal funds.
 2. Then, throughout the grant year, LEAs submit **reimbursement workbooks** for expenditures that are in line with what it described in the approved application.
- It is important to remember that your consolidated application and your reimbursement requests have to work hand in hand.

CONSOLIDATED APPLICATION ↔ REIMBURSEMENT REQUESTS



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3. Completing the Narrative Portion

- You will notice that this year's application looks similar to last year's version.



- However, there are a few critical changes and additions which we will focus on:
 - Some changes deal with new additions, particularly around schoolwide programs.
 - Other changes clear up points of confusion that we noticed from last year's version.
 - But, overall, we are keeping much of last year's application intact.

Our Applicant LEA: Fosse PCS

- Let's take "Fosse PCS" through the Phase II Application:
 - Incorporate arts (primarily dance) into curriculum for grades 9-12
 - Have a low-income rate of 67.34%
 - Operate a schoolwide program and consolidate Title I-A and II-A
 - Receive Titles I-A, II-A, III-A, IV-A
 - Allocated \$1,000,000 in Title I, Part A funds
 - Allocated \$100,000 each for Titles II, III and IV
 - Identified to be in Improvement-Year 2 status



Summary: Common Issues OSSE Sees in Application Narratives

- No date or time period is provided for the Comprehensive Needs Assessments.
- Details on how funds will be used on programmatic set-asides or activities do not sufficiently explain how expenditures will satisfy the requirements.
- Percentages and dollar amounts reserved for set-asides or programmatic activities do not match up.
- Longer narrative responses (ie: this year, for the SWP narrative) do not specifically explain how funds will be used and how those expenditures meet programmatic requirements.
- Descriptions of staff's job responsibilities do not given enough detail on how those positions fit into program plans and purposes of grant.
- For Title IV, Part A, the 20% and 40% limitations on security services are not followed.



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4. Completing the Budget Tables

- The information presented in the narrative portion of the application must now be translated over to the budget tables.
- On first glance, these look to have changed significantly from last year's versions.



- They have, but the changes are mostly superficial – to make it clear and explicit what details were important for LEA budgets.
- Overall, they remain substantively the same.

Our Applicant LEA: Fosse PCS

- Let's again fill out some sample budget tables, using our applicant, Fosse PCS.
- Fosse PCS's profile:
 - Incorporate arts (primarily dance) into curriculum for 9-12 grades
 - Operate a schoolwide program and consolidate all Title I and II funds into a schoolwide pool of funds
 - Allocated \$1,000,000 in Title I, Part A funds
 - Allocated \$100,000 in Title II, Part A funds
 - Allocated \$100,000 in Title III, Part A funds
 - Allocated \$100,000 in Title IV, Part A funds
 - Identified as Improvement-Year 2 status

Amending Budgets During the Year



- Remember that OSSE uses the descriptions and figures provided in your narrative and budgets to evaluate your reimbursement requests!
 - In essence, OSSE makes sure that your actual expenditures are in line with what was described in the application.
 - This is one indication that the LEA has planned and is implementing a cohesive program.
- When a reimbursement request does not align with the figures set forth in the approved budget, OSSE cannot approve the reimbursement of those expenditures.

Amending Budgets During the Year



- LEAs are able to amend their budgets during the year, however, to account for any changes that arise.
- If a budget amendment is required, the LEA must submit the proposed new budget to the appropriate OSSE point of contact along with a brief narrative explaining why the changes are necessary.
 - This must be done before the next reimbursement request is submitted. Any expenditures that do not align with the existing approved budget will be disallowed.
 - If the OSSE contact reviews and approves the proposed amendments, that new budget becomes the “approved budget” for the remainder of the year.
 - Please note, as it gets later in the grant year, such requests for amendments will be scrutinized more closely by OSSE.



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Title I, Part A Funds and Application

5. Checklist of Documents Required to Complete the Application



- A scanned copy (in PDF format) of the completed Phase II Consolidated Application form that is signed and dated by your LEA's authorized representative on the cover page;
- A copy of the completed Phase II Consolidated Application form (Narrative and Budget) in Microsoft Excel document format;
- A list of each school operating a schoolwide program in your LEA; and
- A copy of each LEA-approved schoolwide plan (or schoolwide plan cross-walk with all supporting documents).

Where to submit the application?

- Send every required document in one email to:

Con.App@dc.gov

- In the meantime, if you have any questions related to a particular program, please email:
 - Title I, Part A: Your OSSE Point of Contact
 - Title II, Part A: Erika Lomax at Erika.Lomax@dc.gov
 - Title III, Part A: Bethany Nickerson at Bethany.Nickerson@dc.gov
 - Title IV, Part A: Sheryl Hamilton at Sheryl.Hamilton@dc.gov



Objectives



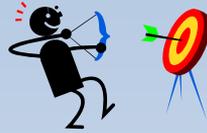
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6. ARRA Funds and Application



- LEAs must complete a separate application to receive American Recovery and Reinvestment Act of 2009 (ARRA) Title I, Part A funds.
- LEAs will receive the ARRA Title I, Part A Phase II applications on September 3rd
 - The application process for ARRA mirrors that of the regular FFY 2009 Title I, Part A funds.
 - Every eligible LEA has completed Phase I assurances for the ARRA Title I, Part A funds and has received planning allocations.
 - All LEAs must now complete the Phase II ARRA Title I, Part A Application. Once approved, LEAs will be able to seek reimbursement for Title I, Part A obligations.
- The Phase II application looks very much the same as what we have covered today, but it will have only the Title I, Part A portion.

Reviewing Our Objectives



1. Review of the Boot Camp Topics



2. Overview of the LEA Consolidated Application



3. Completing the Narrative Portion



4. Completing the Budget Tables



5. Review of Documents Required to be Submitted to Complete the Application



6. American Recovery and Reinvestment Act of 2009 Title I, Part A Funds and Application

Questions?



Additional Resources

The U.S. Department of Education's Policy Guidance page:

<http://www.ed.gov/policy/elsec/guid/edpicks.jhtml?src=ln>

For program-specific questions:

For Title I, please contact your LEA's assigned Title I, Part A point of contact or Edmund Han at Edmund.Han@dc.gov and (202) 442-3268.

For Title II, please contact Erika Lomax at Erika.Lomax@dc.gov and (202) 741-0257.

For Title III, please contact Bethany Nickerson at Bethany.Nickerson@dc.gov and (202) 741-0475.

For Title IV, please contact Sheryl Hamilton at Sheryl.Hamilton@dc.gov and (202) 741-6404.