



Office of the State Superintendent of Education

Federal Fiscal Year 2011 Local Education Agency (LEA) Consolidated Application for Title I, Part A; Title II, Part A; and Title III, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Phase I Instructions

The Office of the State Superintendent of Education's Elementary and Secondary Education Act (ESEA) Consolidated Application for Federal Fiscal Year 2011 covers three major federal programs ("covered programs"):

- Title I, Part A—Improving Basic Programs Operated by Local Educational Agencies,
- Title II, Part A—Teacher and Principal Training and Recruiting Fund, and
- Title III, Part A—English Language Acquisition, Language Enhancement, and Academic Achievement Act.

For Phase I of the Consolidated Application ("Phase I"), each eligible LEA must verify it will comply with specific federal requirements by signing the assurances contained in the Phase I assurance package. These assurances are required by a variety of federal laws, including Section 9306 of ESEA and the statutes governing the covered programs. Please review each assurance carefully. Signing the assurance package indicates the LEA's commitment to comply with the underlying requirements identified in the assurances, as does the acceptance of the federal funds. OSSE, the U.S. Department of Education, auditors, and monitors may review the LEA's compliance with the assurances and enforce any non-compliance through the mechanisms authorized by the General Education Provisions Act, the Education Department General Administrative Regulations, and applicable District of Columbia rules. **Please note that an LEA's eligibility for each specific type of funding shall be determined according to the applicable federal statutes and regulations. Receipt and/or completion of this application does not alone constitute eligibility for any of these funds.**

The assurances must be signed by a specific official within the LEA. For public charter school LEAs, the Phase I application must be signed by the Chairperson of the public charter school's Board of Directors. For the District of Columbia Public Schools, the Phase I application must be signed by the Chancellor. Both the full Microsoft Excel workbook and a signed, scanned copy of the Cover Page (worksheet "1") must be submitted through one of the following methods **no later than June 30, 2011**:

- **Email (strongly preferred):** con.app@dc.gov (with "Phase I for [your LEA's name]" in the subject line);
- **Fax: (202) 741-0227**, attention Jeremy Grant-Skinner; or
- **Mail (discouraged):** Office of the State Superintendent of Education, attn: Jeremy Grant-Skinner, 810 First Street NE, 5th Floor, Washington, DC 20002 (with "CONSOLIDATED APPLICATION" on the envelope).

Note: The LEA must retain the original signed Phase I application so that it is available for auditing/monitoring purposes.

The date that OSSE receives this assurance package from an LEA is the date that the LEA's application becomes "substantially approvable," giving the LEA the ability to begin obligating federal funds at the start of the federal grant period on **July 1, 2011**. **If an LEA does not submit Phase I of the application to OSSE on time, the LEA will not be able to obligate any federal funds until Phase I of the application is approved.** It is critical to note that LEAs that submit this assurance package after July 1, 2011, will not be permitted to obligate federal funds as of July 1, 2011. Any obligation that occurs *before* an application is considered "substantially approvable" (or before July 1, 2011) cannot be charged to federal funds covered by this year's Consolidated Application (34 CFR §76.708(a)).

If you have any questions while completing Phase I of the Consolidated Application, please direct the questions to con.app@dc.gov or contact your LEA's assigned Teaching and Learning specialist, whom you can identify at the following link: <http://osse.dc.gov/seo/cwp/view,a,1274,g,563419.asp>.