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## Memorandum

**To: District of Columbia LEA Representatives**

**From: Jeremy Skinner, Director of Teaching and Learning**

**Date: June 18, 2010**

**Re: Federal Fiscal Year 2010 Consolidated Application: Phase I**

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In preparation for the upcoming year, the Office of the State Superintendent of Education (OSSE) is pleased to provide **Phase I** of the Federal Fiscal Year 2010 Consolidated Application for Elementary and Secondary Education Act (ESEA) programs. Please find, attached, Phase I of the application and a detailed set of instructions.

OSSE's ESEA Consolidated Application for Federal Fiscal Year 2010 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.

The ESEA Consolidated Application submission process will occur in two phases:

- **Phase I:** In this phase, each eligible LEA must submit an assurance package to OSSE. OSSE approval of this assurance package will result in a "substantially approvable" application, which gives an LEA the ability to obligate federal funds beginning on July 1, 2010, the first date of the grant period. Any obligation that occurs *before* an application is considered "substantially approvable" cannot be charged to federal funds covered by this year's Consolidated Application (34 CFR §76.708(a)). **Phase I of the Consolidated Application is therefore due to OSSE by no later than July 1, 2010.** Please see the attached instructions for information regarding submission of Phase I of the application.
- **Phase II:** In this phase, each eligible LEA must complete full program plans in both narrative and budget form for each funding source for which the LEA is applying. OSSE approval of Phase II of the Consolidated Application will result in "full approval" and will allow the LEA to submit reimbursement requests. **Phase II of the Consolidated Application, along with planning allocations for covered programs, will be released to LEAs by no later than June 28, 2010.** The ultimate deadline for submission of a fully approvable Phase II application is Thursday, September 30, 2010. All LEAs are strongly encouraged to submit Phase II of the Consolidated Application as soon as possible after its release and well before the ultimate deadline. A timeline for Phase II reviews and approvals is attached.

**Again, please note that Phase I of the Consolidated Application is due to the OSSE by July 1, 2010.** Failure to submit the assurance package by that date may jeopardize an LEA's ability to access federal program funds.

If you have any questions while completing Phase I of the Consolidated Application, please direct the questions to [con.app@dc.gov](mailto:con.app@dc.gov) or contact your LEA's assigned Teaching and Learning specialist, whom you can identify at the following link: [http://www.osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/title\\_1/tal\\_points\\_of\\_contact.pdf](http://www.osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/title_1/tal_points_of_contact.pdf).