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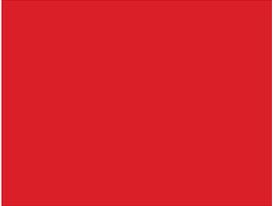
State Superintendent of Education

FEDERAL GRANTS
SPENDING & DRAWDOWN
TECHNICAL ASSISTANCE

(TEACHING AND LEARNING)



January 26, 2011



Session Overview

Introductions

Robin Bessler	Robin.Bessler@dc.gov	(202) 724-5239
Laura Branch	Laura.Branch@dc.gov	(202) 741-5251
Melissa Chapman	Melissa.Chapman@dc.gov	(202) 481-3933
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**Please participate in the polls to let us know who you are.

Agenda



- Essential Question & Objectives
- Individual Meeting Purpose & Final FFY 2008 Reports
- OSSE-TAL Grants Management Tools and TA
- FFY 2009 – Carryover Planning and Deadlines
- FFY 2010 – Spending, Drawdowns, and Payments
- FFY 2011 – Previewing the Next Federal Fiscal Year
- In Brief: Monitoring, Data, and Reporting

- Next Steps & Questions

Essential Question



What do LEAs need to know and do, and how will OSSE support LEAs, to effectively manage grant programs^{**} to ensure compliant, meaningful, and timely spending and drawdown of federal funds?

^{**} While many requirements and practices cut across multiple grant programs, this technical assistance is focused specifically on grants administered by OSSE's Teaching and Learning department in the Elementary and Secondary Education division.

TAL Programs

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- **The Teaching and Learning department administers these programs:**

- Improving Basic Programs Operated by Local Educational Agencies
 - **Title I, Part A: Annual** and **ARRA**
 - 1003(a) School Improvement Grants: Annual and **ARRA**

- Improving Teacher Quality State Grants
 - **Title II, Part A**
 - Title II, Part A SAHE (Teacher Quality Improvement Grant)

- English Language Acquisition State Grants
 - **Title III, Part A**

- School Improvement Grants
 - 1003(g) School Improvement Grants: Annual and **ARRA**

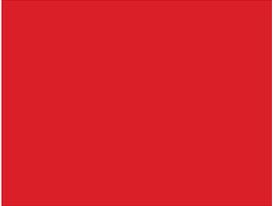
- State Fiscal Stabilization Fund
 - Education Stabilization Fund: **ARRA**
 - Government Services Fund: **ARRA**

Objectives



After the session, LEA representatives will be able to:

- Explain the purpose and elements of the individualized LEA meetings with TAL staff from 02-07-11 to 02-18-11;
- Interpret information in tools/reports provided by the TAL department in order to support effective grants management;
- Analyze the status of active FFY 2009 grants with carryover information to determine appropriate next steps;
- Develop and follow an action plan for timely, meaningful, and compliant spending and drawdown of FFY 2010 funds;
- Describe the anticipated timeline for FFY 2011 allocations, applications, and awards.



Individual Meeting Purpose & Final FFY 2008 Reports

LEA representatives will be able to explain the purpose and elements of the individualized LEA meetings with TAL staff from 02-07-11 to 02-18-11.

Federal Grants Timelines

Federal Grants Timelines						
Federal Fiscal Year (FFY)	Full Grant Period	Grant's <u>INITIAL</u> Period of Availability and Corresponding School Year		Grant's <u>CARRYOVER</u> Period and Corresponding School Year		Grant's <u>Liquidation</u> Period
FFY 2008	July 1, 2008 - September 30, 2010	July 1, 2008 - September 30, 2009	SY 2008 - 2009	October 1, 2009 - September 30, 2010	SY 2009 - 2010	October 1, 2010 - December 31, 2010
FFY 2009	July 1, 2009 - September 30, 2011	July 1, 2009 - September 30, 2010	SY 2009 - 2010	October 1, 2010 - September 30, 2011	SY 2010 - 2011	October 1, 2011 - December 31, 2011
FFY 2010	July 1, 2010 - September 30, 2012	July 1, 2010 - September 30, 2011	SY 2010 - 2011	October 1, 2011 - September 30, 2012	SY 2011 - 2012	October 1, 2012 - December 31, 2012
FFY 2011	July 1, 2011 - September 30, 2012	July 1, 2011 - September 30, 2012	SY 2011 - 2012	October 1, 2012 - September 30, 2013	SY 2012 - 2013	October 1, 2013 - December 31, 2013

FFY 2008 Final Report



- The FFY 2008 grant period ended on September 30, 2010. All FFY 2008 reimbursement requests were due by November 15, 2010.
- 60 percent of LEAs lapsed at least some FFY 2008 funds from awards administered by the TAL department. The average amount lapsed was almost \$20,000.

Purpose of Individualized Sessions



- Past management of federal grants indicated a need for improved processes, greater transparency, increased technical assistance, and ongoing monitoring of spending/drawdown progress in order to maximize:
 - LEA Benefits
 - A Transparent Management Partnership
 - Federal Compliance
- It is critical to focus on these components well before the close-out period for active grants.

Purpose of Individualized Sessions



□ LEA Benefits

- Ensure that each LEA draws down the maximum amount of funds for each Federal Fiscal Year
- Support to assist in planning budgets and spending for current and next Fiscal Years' programs
- Maintain up-to-date balance information
- Strengthen working, collaborative relationship with OSSE and specific OSSE representatives

Purpose of Individualized Sessions



- Transparent Management Partnership
 - Understanding of OSSE processes
 - To facilitate management of grants and timely payment, OSSE and LEAs should work together to follow reporting deadlines and mutual responsibilities (e.g.. OSSE issues monthly payment reports; LEAs follow chosen reporting schedule)
 - We are ending a very active grant period. Each agency must understand and adhere to processes in order

Purpose of Individualized Sessions



- Federal Compliance

- Ensure that both experienced and new grants and compliance personnel understand requirements tied to the federal funding
- Support LEAs with effective in-house grants management and record-keeping by aligning the expectations for federal grant reporting

- **The goal of every 1-on-1 meeting is to develop a full action plan to outline spending/drawdown steps through the end of calendar year 2011.**

Elements of Individualized Sessions



- Review Federal Grants Timelines
- Confirm the status of FFY10 Reimbursement Requests and Payment Status
- Review and discuss outstanding FFY09 Reimbursement requests and payments
- Develop an action plan to:
 - ▣ Reconcile and maintain timely reporting for FFY10 Reimbursement
 - ▣ Spend and request reimbursement for FFY 2009 carryover funds

1-on-1 Sessions: Robin Bessler

- Excel Academy PCS: Monday, 2/7 at 10:00
- Thurgood Marshall Academy PCS: Monday, 2/7 at 12:00
- Septima Clark PCS: Monday, 2/7 at 1:30
- SEED PCS: Tuesday, 2/8 at 4:00
- WMST PCS: Wednesday, 2/9 at 10:00
- National Collegiate Preparatory PCS: Thursday, 2/10 at 10:00
- Cesar Chavez PCS: Friday, 2/11 at 2:00
- Tree of Life PCS: Tuesday, 2/15 at 4:00
- Booker T. Washington PCS: Wednesday, 2/16 at 1:00
- Elsie Whitlow Stokes PCS: Thursday, 2/17 at 4:00
- IDEA PCS: Friday, 2/18 at 2:00

1-on-1 Sessions: Melissa Chapman



- ❑ Next Step PCS: Monday, 2/7 at 10:00
- ❑ DC Bilingual PCS: Monday, 2/7 at 11:00
- ❑ Hyde Leadership Academy PCS: Wednesday, 2/9 at 10:00
- ❑ E. L. Haynes PCS: Wednesday, 2/9 at 12:00
- ❑ Meridian PCS: Thursday, 2/10 at 9:00
- ❑ Capital City PCS: Thursday, 2/10 at 12:00
- ❑ Center City PCS: Friday, 2/11 at 11:00
- ❑ Community Academy PCS: Monday, 2/14 at 3:00

1-on-1 Sessions: Myles Cliff



- ❑ St. Coletta PCS: Tuesday, 2/8 at 1:00
- ❑ Arts & Technology Academy PCS: Wednesday, 2/9 at 11:00
- ❑ HUMS PCS: Wednesday, 2/9 at 1:00
- ❑ Eagle Academy PCS: Monday, 2/14 at 11:00
- ❑ Hope Community PCS: Monday, 2/14 at 4:00
- ❑ Achievement Preparatory PCS: Tuesday, 2/15 at 12:00
- ❑ Early Childhood Academy PCS: Tuesday, 2/15 at 2:00
- ❑ Options PCS: Wednesday, 2/16 at 11:00
- ❑ SAIL PCS: Friday, 2/18 at 1:00

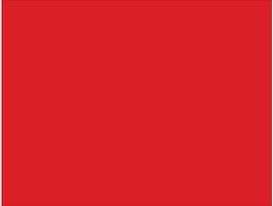
1-on-1 Sessions: Katherine Cox



- ❑ Two Rivers PCS: Tuesday, 2/8 at 4:00
- ❑ Maya Angelou PCS: Wednesday, 2/9 at 1:00
- ❑ Potomac Lighthouse PCS: Thursday, 2/10 at 10:00
- ❑ DC Preparatory PCS: Tuesday, 2/15 at 12:00
- ❑ Imagine Southeast PCS: Tuesday, 2/15 at 3:00
- ❑ Friendship PCS: Wednesday, 2/16 at 10:00
- ❑ KIPP DC PCS: Thursday, 2/17 at 10:00
- ❑ Nia Community PCS: Thursday, 2/17 at 1:00
- ❑ William E. Doar Jr. PCS: Friday, 2/18 at 9:00

1-on-1 Sessions: Valida Walker

- ❑ Mary McLeod Bethune PCS: Monday, 2/7 at 10:00
- ❑ Howard Road Academy PCS: Wednesday, 2/9 at 11:00
- ❑ Hospitality PCS: Wednesday, 2/9 at 2:00
- ❑ Washington Yu Ying PCS: Thursday, 2/10 at 4:00
- ❑ LAMB PCS: Friday, 2/11 at 2:00
- ❑ Paul Junior High PCS: Monday, 2/14 at 4:00
- ❑ Washington Latin PCS: Tuesday, 2/15 at 3:00
- ❑ Thea Bowman PCS: Thursday, 2/17 at 11:00
- ❑ Ideal Academy PCS: Thursday, 2/17 at 2:00



OSSE-TAL Grants Management Tools and TA

LEA representatives will be able to interpret information in tools/reports provided by the TAL department in order to support effective grants management.

Overview of Tools for Grants Management



- OSSE provides these notifications and reports to LEAs regarding TAL-administered grant funds:
 - ▣ Notification of Required Revisions to Reimbursement Requests
 - ▣ Payment Notifications (indicating program-allowed amounts)
 - ▣ Reimbursement Request Status Reports
 - ▣ LEA Budget Trackers (on website)
 - ▣ Charter School Business Manager Payment Reports

Notifications of Required Revisions



- Where revisions are required to reimbursement requests, program staff send standard notification to the appropriate subgrantee representative/s to request revisions within 3 business days.
- Where revisions are required but not submitted within 3 business days, program staff move the request forward, allowing the amount that can be allowed and disallowing the amount for which a revision was required.
- This ensures that payments for allowed expenditures are not delayed due to the fact that some expenditures may be unallowable.

Notifications of Required Revisions

If the originally-submitted request for reimbursement cannot be fully approved without additional information, clarification, or revisions from the subgrantee, OSSE staff send a standard notification of the need for revisions; the subgrantee then has 3 business days to provide the additional information, clarification, or revisions.



Thank you again for your recent request for reimbursement of [INSERT GRANT TITLE] funds, which was received by the Office of the State Superintendent of Education on [ENTER DATE EMAIL WILL BE SENT]. After OSSE's initial review of this reimbursement request, [] of the items cannot be approved for reimbursement without additional information and/or changes to the reimbursement request. This note is intended to offer you the opportunity to provide further information or make changes before the request is processed with these expenditures being disallowed.

Below, please see a summary of what is needed in order to move forward with the approval process:

Item #1	
Worksheet:	
Row:	
Payee:	
Amount Requested:	
Issue(s)/Question(s):	
Action Required:	

Item #2	
Worksheet:	
Row:	
Payee:	
Amount Requested:	
Issue(s)/Question(s):	
Action Required:	

You may contact me by phone or email to provide additional information or discuss changes to the reimbursement request.

To ensure that your reimbursement request is processed promptly, OSSE will process your request as originally submitted, which may result in one or more items being disallowed, if you do not provide all requested information and/or revisions directly to [INSERT PROGRAM STAFF EMAIL ADDRESS] by [3 BUSINESS DAYS FROM DATE EMAIL SENT].

I look forward to your response and to processing your reimbursement request.

Sincerely,
[INSERT NAME AND CONTACT INFORMATION]

Payment Notifications



- Once a program staff member, the program manager, and the program processor have approved at least a partial amount of a reimbursement request (i.e., once all parts of *program* review are complete), the program staff member sends a standard notification of completion of the programmatic portion of the review to the appropriate subgrantee representative/s, informing the representative/s of the allowed amount and attaching a full program-reviewed copy of the reimbursement workbook.

Payment Notifications



██████████ Office of the State Superintendent of Education



Dear Sub-Recipient,

Please allow this e-mail to serve as notification that OSSE recently completed program review of a reimbursement request submitted by your agency. A payment for the approved amount listed below is forthcoming, pending review by OSSE's Agency Fiscal Office. Please consult the attached workbook documenting this review; reasons for any disallowed costs are included. Please contact me if you have any questions.

Sub-recipient:	LEA X
Grant Program:	Title I, Part A
Federal Fiscal Year (FFY):	FFY 2009
Date reimbursement request received:	May 14, 2010 (original), May 19, 2010 (revised)
Date OSSE program review completed:	May 21, 2010
Amount requested for this program:	\$56,400
Amount disapproved for reimbursement:	\$6,300
Amount approved for reimbursement:	\$50,100

Reimbursement Request Status Reports



- For all programs administered by OSSE's Teaching and Learning department, OSSE provides weekly reports showing the current status of every reimbursement request that has been received by OSSE, showing where the requests sits within the steps of the reimbursement request review process.

Reimbursement Request Status Reports

TAL_Reimbursement.Request.Status.Report_01-21-11.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

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PTS (OSSE) - TAL - Reimbursement Request Status Report - 01-21-11 Page 1 of 44

PTS (OSSE) : Orders | [TAL - Reimbursement Request Status Report - 01-21-11](#) JAN-21-2011 3:55 PM

This report lists all FFY 2008, FFY 2009, and FFY 2010 reimbursement requests received by OSSE's Teaching and Learning department and shows the status of each request.

TAL - Reimbursement Request Status Report - 01-21-11

Grant Program does not contain science AND ...

Subgrantee - CompanyName	Record ID#	Year	Grant Program	Order Date	Amount Requested	Staff Approval	Program Manager Approved	Amount Allowed	Processor Approval	AFO Approval	Received	Paid	Payment Date 1
ACADEMIA BILINGUE DE LA COMUNIDAD PCS													5 Orders
ACADEMIA BILINGUE DE LA COMUNIDAD PCS	39	FFY08	Title I, Part A (Formula)-ELSEC	01-26-2009	\$9,092.32	Yes	Yes	\$9,092.32	Yes	Yes	Yes	✓	03-25-2009
ACADEMIA BILINGUE DE LA COMUNIDAD PCS	372	FFY08	Title I, Part A (Formula)-ELSEC	05-19-2009	\$34,963.62	Yes	Yes	\$30,770.60	Yes	Yes	Yes	✓	06-12-2009
ACADEMIA BILINGUE DE LA COMUNIDAD PCS	412	FFY08	Title I, Part A (Formula)-ELSEC	06-01-2009	\$13,939.58	Yes	Yes	\$13,939.58	Yes	Yes	Yes	✓	07-01-2009
ACADEMIA BILINGUE DE LA COMUNIDAD PCS	44	FFY08	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals-ELSEC	01-26-2009	\$4,642.52	Yes	Yes	\$1,634.75	Yes	Yes		✓	04-03-2009
ACADEMIA BILINGUE DE LA COMUNIDAD PCS	373	FFY08	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals-ELSEC	05-19-2009	\$13,043.49	Yes	Yes	\$13,043.49	Yes	Yes	Yes	✓	07-10-2009
TOT					\$75,681.53			\$68,480.74					
ACADEMY FOR LEARNING THROUGH THE ARTS (ALTA) Public Charter School-Closing													6 Orders

LEA Budget Trackers



- For each program administered by OSSE's Teaching and Learning department, OSSE is providing “budget trackers” on the OSSE website, which will be updated at the beginning of each month to show LEAs:
 - A cell-by-cell budget based on the approved application,
 - A cell-by-cell summary of year-to-date reported, allowed costs,
 - A cell-by-cell list of remaining balances (not yet reported and allowed), and
 - A cell-by-cell list of drawdown rates (“burn rates”).

LEA Budget Trackers

ConApp_LEA.158_BudgetTracker_FFY.2010.xlsx - Microsoft Excel

Title I, Part A (Unconsolidated) Budget			Budget Categories						
			Salaries and Benefits	Supplies and Materials	Fixed Property Costs	Contractual Services	Equipment	Other	Total of All Budget Categories
Instruction	NON SETASIDE	\$ 72,749.49						\$ 72,749.49	
	Parent Involvement							\$ -	
	Highly-Qualified							\$ -	
	Supp. Ed. Services							\$ -	
	Prof. Development							\$ -	
	Financial Incentives							\$ -	
	Off the Top Reserve							\$ -	
	Homeless							\$ -	
	Neg. & Delinquent							\$ -	
	Equitable Services							\$ -	
	SUB-TOTAL	\$ 72,749.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,749.49	
Support Services	NON SETASIDE							\$ -	
	Parent Involvement							\$ -	
	Highly-Qualified							\$ -	
	Supp. Ed. Services							\$ -	
	Prof. Development							\$ -	
	Financial Incentives							\$ -	
	Off the Top Reserve							\$ -	
	Homeless							\$ -	
	Neg. & Delinquent							\$ -	
	Equitable Services							\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Administration	NON SETASIDE							\$ -	
	Parent Involvement							\$ -	
	Highly-Qualified							\$ -	
	Supp. Ed. Services							\$ -	
	Prof. Development							\$ -	
	Financial Incentives							\$ -	
	Off the Top Reserve							\$ -	
	Homeless							\$ -	
	Neg. & Delinquent							\$ -	
	Equitable Services							\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	NON SETASIDE							\$ -	
	Parent Involvement							\$ -	

Recent, Related Resources



- From the OSSE-LEA Conference hosted by the Elementary and Secondary Education division in November 2010, the following two presentations provide helpful background information to support timely, compliant, meaningful spending and grants management, including regular drawdowns:
 - ▣ The Circle of Life for Federal Grants
 - ▣ The Reimbursement Process

Application Amendments



- OSSE will be holding three technical assistance sessions on the new Subgrantee Application Amendment Policy.
- Representatives from all LEAs that will likely amend their Consolidated Application or IDEA application at some point are **strongly encouraged** to attend.
- Times, locations, and RSVP information are on the next slide.

Application Amendments

Subgrantee Application Amendment TA Sessions

Date	Time	Type	Location
Thursday, February 3, 2011	2:00 – 3:00 PM	In-person	810 First Street, NE RSVP here.
Tuesday, February 8, 2011	10:00 – 11:00 AM	Webinar	Online! RSVP here.
Thursday, February 10, 2011	2:00 – 3:00 PM	Webinar	Online! RSVP here.

Application Amendments



Office of the State Superintendent of Education
DISTRICT OF COLUMBIA

SUBGRANTEE APPLICATION AMENDMENT SUMMARY FORM

Along with the amended application itself, the Subgrantee Application Amendment Summary Form must be submitted in order to request OSSE approval for an amendment request. While OSSE will review the full application to ensure all amendments are allowable under statutory and regulatory requirements, the purpose of this form is to provide a list of specific amendments that are made to the narrative and/or the budget within the full application.

Four items must be submitted to request amendment/s:

- (1) completed Subgrantee Amendment Summary Form (MS Excel version),
- (2) signed, scanned copy of cover page (tab 1) of Subgrantee Amendment Summary Form,
- (3) full amended application (in form (e.g. MS Excel) of original application), and
- (4) signed, scanned copy of cover page of full amended application.

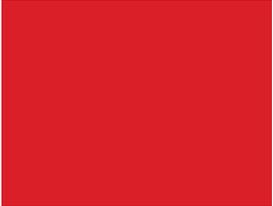
Tab Title

- | | |
|---|---|
| 1 | <u>Applicant Information and Certification</u> |
| 2 | <u>List of Amendments to Narrative Sections</u> |
| 3 | <u>List of Amendments to Budget Sections</u> |

You can navigate through this application amendment request workbook by selecting the desired tabs at the left.

Application Amendments

Part 1: Subgrantee Information	
Name of Subgrantee	Name of Subgrantee's Executive Leader (Chancellor, Executive Director, Etc.)
Full Address of Subgrantee	Email Address of Subgrantee's Executive Leader
Main Telephone Number of Subgrantee	Telephone Number of Subgrantee's Executive Leader
Name of Primary Subgrantee Contact for Applicable Grant Program/s	Name of Additional Subgrantee Contact for Applicable Grant Program/s
Position Title of Primary Subgrantee Contact for Applicable Grant Program/s	Position Title of Additional Subgrantee Contact for Applicable Grant Program/s
Email Address of Primary Subgrantee Contact for Applicable Grant Program/s	Email Address of Additional Subgrantee Contact for Applicable Grant Program/s
Telephone Number of Subgrantee Contact for Applicable Grant Program/s	Telephone Number of Additional Subgrantee Contact for Applicable Grant Program/s
Part 2: LEA Certification of Application Amendment Request	
By signing below, the Applicant certifies that the application amendment request covers all amendments made to the application (submitted simultaneously).	
Name of Individual Certifying Request (for LEAs: Executive Officer of Board or Chancellor only)	Signature of Individual Certifying Amendment Request
Title of Individual Certifying Request (for LEAs: Executive Officer of Board or Chancellor only)	Date of Certification (input at the time of signature)



FFY 2009 – Carryover Planning and Deadlines

LEA representatives will be able to analyze the status of active FFY 2009 grants with carryover information to determine appropriate next steps.

FFY 2009 Carryover Period



- By September 30, 2010 each LEA normally would have had to obligate at least 85% of its FFY 2009 allocated funds. However, due to the increase in Title I funds with ARRA in 2009, LEAs received waivers of this requirement, authorized by the Elementary and Secondary Education Act (ESEA).
- Even if LEAs did not obligate 100% by September 30, 2010, all remaining FFY 2009 funds are available for carryover.

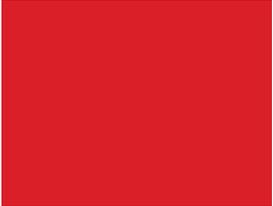
FFY 2009 Carryover Period



- OSSE encourages LEAs to obligate and report all FFY 2009 carryover funds well before the September 30, 2011 deadline. To do so, LEAs should:
 - ▣ Determine if the most recently approved application for FFY 2009 still accurately describes the plan for spending the funds by the end of the grant period.
 - ▣ Amend the application, if necessary.
 - ▣ Follow the schedule for submission of reimbursement requests found in the consolidated application (monthly, bi-monthly, or quarterly).

FFY 2009 Carryover Period

- Remaining Title I set-asides funds not used during the initial grant period must be carried over. These set-asides include:
 - Parental Involvement
 - Professional Development
 - Highly-Qualified Teachers
 - Supplemental Educational Services (SES)
- Remaining carryover set-asides must be spend in addition to FFY 2010 set-asides.
 - Example: As of September 30, 2010, FOSSE PCS obligated more than 85% of its Title I funds, but has 5% of its SES set-aside remaining. The following occurs:
 - 5% (FFY 2009 SES Carryover) + 20% (FFY 2010 SES Set-aside) = Total SES set-aside to be met during current school year.



FFY 2010 – Spending, Drawdowns, and Payments

LEA representatives will be able to develop and follow an action plan for timely, meaningful, and compliant spending and drawdown of FFY 2010 funds.

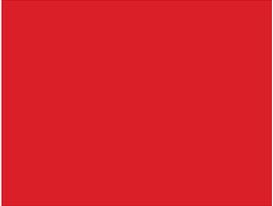
FFY 2010 Initial Grant Period

- By September 30, 2011 each LEA must have obligated at least 85% of its awarded Title I, Part A funds.
 - ▣ There is a 15% cap on carryover funds for Title I, Part A for LEAs allocated \$50,000.00 or more.
 - ▣ If an LEA obligates less than 85% by September 30, 2011, the difference will be lost and reallocated to other eligible LEAs.
 - ▣ Set-asides **MUST** be carried over. At the end of the full 27 months of the award, 100% of required set-asides must be obligated.
- LEAs should have obligated, expended, and requested reimbursement for 30-50% of FFY 2010 funds by the time of the February 1-on-1 meetings.

FFY 2010 Initial Grant Period



- LEAs received direction to submit reimbursement requests covering the full first six months of Federal Fiscal Year 2010 (through December 2010) by January 31, 2011.
- About half of LEAs have done this; the other half still owe reimbursement requests for FFY 2010 on the January date they selected earlier this month, by **MONDAY, January 31, 2011**.
- Beyond this, LEAs must follow the reimbursement request schedule selected in the FFY 2010 Consolidated Application.
- Some LEAs, who received notification by email on January 8, 2011, must submit an amendment request to align their FFY 2010 Consolidated Application with final allocation/s.



FFY 2011 – Previewing the Next Federal Fiscal Year

LEA representatives will be able to describe the anticipated timeline for FFY 2011 allocations, applications, and awards.

FFY 2011 Consolidated Application



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

- Title I, Part A (Grants to Local Educational Agencies – CFDA #84.010A),
- Title II, Part A (Preparing, Training, and Recruiting High Quality Teachers and Principals – CFDA #84.367A), and
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act – CFDA #84.365A).

FFY 2011 Consolidated Application

- **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. 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 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.

The ultimate deadline for submission of a fully approvable Phase II application will be Friday, September 30, 2011. The last deadline to submit a draft application will be August 28, 2011.

It is important for LEAs to recognize the distinction between submitting *any Phase II* application – or even a *complete Phase II* application – and submitting a *fully approvable* application.

FFY 2011 Consolidated Application

- **August 28, 2011:** This is the last date on which an LEA is able to submit Phase II of the Consolidated Application and receive notification of required revisions, as applicable, in time to allow time to make revisions and still meet the ultimate deadline for submitting a fully approvable application (September 30, 2011). For this reason, OSSE strongly encourages each LEA to send its initial submission of Phase II of the Consolidated Application by no later than this date.
- **September 30, 2011:** This date is the ultimate deadline for submitting a fully approvable application. Applications submitted after this date and applications submitted by this date that fail to meet all requirements for full approval may be denied. OSSE strongly discourages any LEA from waiting until this time to send its initial submission of the application, as it leaves no time for the LEA to make revisions, if necessary, and still receive approval of its application.

FFY 2011 Consolidated Application



*Before you begin Phase II of your Consolidated Application, LEAs that receive Title I funds must:

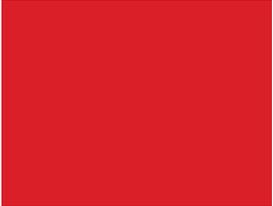
- ❑ Complete an FFY 2010 program evaluation
- ❑ Conduct a needs assessment to assess programmatic strengths and weaknesses for FFY 2011
- ❑ Write your schoolwide plan, consulting representatives of your stakeholders
- ❑ Post your schoolwide plan for public comment
- ❑ Revise your schoolwide plan, if necessary, based on feedback received from your community

FFY 2011 Consolidated Application

□ Important Dates:

- May 6, 2011 -- New and Expanding Notification Form Deadline
- May 16, 2011 – Expected Release of Phase I and Phase II of the Consolidated Application, with allocations
- June 30, 2011 -- Phase I, Consolidated Application is due
- July 1, 2011 -- Reviews will begin of the Phase II, Consolidated Application
- August 28, 2011 -- Last day to submit a draft application for TAL team review
- September 30, 2011 -- Final Notification will be sent to LEAs for approval/denial of the consolidated application

- Grant Award Notifications (GANs) to be sent out beginning July 1, 2011 upon approval of the Consolidated Application (Phase II)



In Brief: Monitoring, Data, and Reporting

Checking in with other elements of federal grants management...

Monitoring Schedules and Timelines

- OSSE's Elementary and Secondary Education division is currently on a 2-year on-site monitoring cycle, meaning 100% of subgrantees will receive at least one scheduled on-site visit during the 2009-10 and 2010-11 school years.
- The Monitoring Policy, Monitoring Calendar, and Monitoring Tool are all available on OSSE's website at <http://www.osse.dc.gov/seo/cwp/view,a,1274,q,563447.asp> (or by visiting <http://www.osse.dc.gov> and selecting "Elementary and Secondary Education").

Monitoring Schedules and Timelines



- Determine your Onsite Monitoring Visit status.
 - The LEA may be on the OSSE schedule for an on-site visit during the remainder of SY 2010-11.
 - The LEA may have recently been monitored and is waiting for a Final Report.
 - The LEA may have received a Final Report and needs to submit a Corrective Action Plan (CAP).
 - The LEA may have submitted a CAP and are waiting for a response from OSSE.
 - The LEA may have submitted a CAP and received a response from OSSE.

Monitoring Schedules and Timelines



- Preparation for the On-site Monitoring visit:
 - ▣ Review the Monitoring Tool to identify indicators for review,
 - ▣ Plan the agenda with your TAL Specialist, and
 - ▣ Prepare and submit pre-site documentation submissions.
- Is the LEA prepared to develop a Corrective Action Plan (CAP) once the Final Monitoring Report has been received?
 - ▣ Identify the CAP team and assign responsibilities,
 - ▣ Collect documentation and/or create corrective systems and procedures, and
 - ▣ Review and follow timelines for submissions to OSSE.

Data Collection

- ❑ LEAs must be prepared to submit data as required during the funding year.
- ❑ This is an assurance in applications and a condition of grant awards.
- ❑ In the next several weeks, any LEAs that did not provide required data through the Interim Data Collection Tool will be contacted to provide the data.
- ❑ OSSE has a new LEA data management policy at <http://newsroom.dc.gov/show.aspx/agency/seo/section/2/release/20883>.

Reporting Requirements

- Reminder of ARRA Reporting Deadlines

ARRA Reporting Quarter		Submission Deadline
III	January 1, 2010 – March 31, 2010	March 17-22, 2010
IV	April 1, 2010 – June 30, 2010	June 16-21, 2010
V	July 1, 2010 – September 30, 2010	September 16-21, 2010
VI	October 1, 2010 – December 31, 2010	December 17-22, 2010
VII	January 1, 2011 – March 31, 2011	March 16-21, 2011
VIII	April 1, 2011 – June 30, 2011	June 17-22, 2011
IX	July 1, 2011 – September 30, 2011	September 17-22, 2011

Reporting Requirements

□ Reminder of Highly Qualified Progress Reporting Deadlines

Activity/Report	Date
OSSE-LEA Conference	November 1 – November 3, 2010
Highly Qualified Technical Assistance Sessions (online)	November 12, 2010 November 17, 2010 November 19, 2010
Highly Qualified Progress Reports due	December 15, 2010
Highly Qualified Technical Assistance Sessions (online)	February 14, 2011 February 22, 2011 March 7, 2011 March 23, 2011
Highly Qualified Technical Assistance Session (in-person)	February 18, 2011
Conference calls scheduled with LEAs not demonstrating HQ improvement	Beginning January 2011
Highly Qualified Progress Reports due	March 15, 2011
Conference calls scheduled with LEAs not demonstrating HQ improvement	Beginning April 2011
Highly Qualified Progress Reports due	June 15, 2011
OSSE HQ Report published	September 2011

Reporting Requirements



- Reminder of SFSF Final Reporting Deadline
- Government Services Funds (GSF) were paid in January 2010
- Education Stabilization Funds (ESF) were paid in April 2010
- In July 2010, OSSE sent a status update of SFSF reports received by LEAs.
- In January 2011, OSSE sent another status update of SFSF reports received by LEAs.
- *REMINDER: LEAs that have not reported allowable expenditures for at least some portion of their State Fiscal Stabilization Funds must report these expenditures on or before January 31, 2011.*

FFY 2010 Reporting Period & Deadlines - State Fiscal Stabilization Funds

- The following LEAs have not completed their quarterly ARRA reporting requirements for SFSF as of January 7th:
 - GSF:
 - Booker T. Washington, Bridges, Capital City, Center City, City Collegiate, Community Academy, E.L. Haynes, Hope Community, Howard Road, Howard University Math & Science, Imagine SE, Kamit, LAYC Youthbuild, Mary McLeod Bethune, Meridian, Next Step, SAIL, Washington Math Science, Young America Works
 - ESF:
 - Booker T. Washington, City Collegiate, Community Academy, Early Childhood Academy, Elsie Whitlow Stokes, Hope Community, Howard Road, Howard University Math & Science, Imagine SE, IDEA, Kamit, LAYC Youthbuild, Meridian, Next Step, SEED, Septima Clark, Thurgood Marshall, Two Rivers, Washington Latin, Washington Math Science



Next Steps, Questions, and Feedback

Revisiting our Objectives

After the session, LEA representatives will be able to:

- Explain the purpose and elements of the individualized LEA meetings with TAL staff from 02-07-11 to 02-18-11;
- Interpret information in tools/reports provided by the TAL department in order to support effective grants management;
- Analyze the status of active FFY 2009 grants with carryover information to determine appropriate next steps;
- Develop and follow an action plan for timely, meaningful, and compliant spending and drawdown of FFY 2010 funds;
- Describe the anticipated timeline for FFY 2011 allocations, applications, and awards.

Next Steps

FOLLOW-UP ACTION	OWNER	DUE DATE
Second session held for additional LEA representatives to receive this training and for representatives from LEAs who missed the training.	OSSE Teaching and Learning (TAL) Dept.	Wednesday, January 26, 2011
Send follow-up email message with presentation and resources	OSSE Teaching and Learning (TAL) Dept.	Wednesday, January 26, 2011
Webinar participants complete short online survey to rate the training session's effectiveness	LEAs	Friday, January 28, 2011
Post webinar presentation and other additional Spending and Drawdown materials to OSSE Federal Grants Management page	OSSE Teaching and Learning (TAL) Dept.	Friday, February 4, 2011
Contact your LEA's assigned Teaching and Learning point of contact for additional technical assistance	LEAs	N/A
Meet with your TAL specialist in 1-on-1 meeting	LEAs and OSSE Teaching and Learning (TAL) Dept.	Monday, February 7, 2011 – Friday, February 18, 2011
Continue submitting reimbursement requests for FFY2009 Carryover Funds and FFY2010 Funds according to reimbursement schedule	LEAs	ongoing
Last day to obligate funds from Federal Fiscal Year (FFY) 2009 award. Last day to obligate at least 85% of FFY 2010 award. Deadline for submitting a fully approvable FFY 2011 Con App.	LEAs	Friday, September 30, 2011

For More Information or Assistance

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To identify and find contact information for your LEA's assigned TAL Specialist, visit <http://www.osse.dc.gov/seo/cwp/view,a,1274,q,563419.asp>.

Questions and Suggestions

