



Memorandum

To: District of Columbia LEA Representatives

From: Donna Sabis-Burns, Ph.D.
Acting Assistant Superintendent of Elementary and Secondary Education

Date: August 30, 2010

Re: FFY 2010 Consolidated Application Deadline: September 30, 2010

This memorandum regarding the Federal Fiscal Year (FFY) 2010 Consolidated Application is a reminder to all eligible local educational agencies (LEAs) that submitted a complete [Phase I application](#) that the deadline for the submission of a [fully approvable Phase II application](#) is September 30, 2010. The Phase II application, including both a complete Microsoft Excel workbook and a signed, scanned copy of the Cover Page, must be submitted electronically to Con.App@dc.gov by 5:00 P.M. on this date. LEAs that fail to submit a fully approvable Phase II application by the deadline will be notified that funds allocated to those LEAs will be reallocated to LEAs that met the deadline. Therefore, to receive any Title I, Part A; Title II, Part A; and/or Title III, Part A funds for FFY 2010, an LEA must submit an application meeting 100 percent of the application requirements by the [ultimate deadline of September 30, 2010](#). No extensions of this deadline will be granted by OSSE.

In Phase I of the Consolidated Application, each LEA was required to certify that it would submit an approvable Phase II application by the established deadline. OSSE published and distributed the Phase II Consolidated Application timeline in June and has included it on its [FFY 2010 Consolidated Application web site](#) and in its [weekly LEA Newsletter](#) since then. The Phase II application was released on June 30, 2010, along with [planning allocations](#) for the three covered programs.

LEAs are strongly encouraged to submit Phase II of the Consolidated Application as soon as possible and well before the ultimate deadline to ensure that they have an opportunity to make any required revisions prior to this ultimate deadline. As stated in the published timeline, September 5th is the last date on which an LEA could submit an application that is *not* fully approvable, receive notice from OSSE of required revisions, and have over a full week to make those revisions in time to submit a fully approvable version by the ultimate deadline of September 30, 2010.

Current Status: OSSE has received Phase II applications from 9 LEAs (out of 49 LEAs with completed Phase I applications on file). Three applications were fully approvable and OSSE provided Grant Award Notifications (GANs) to the respective LEAs.

Application Assistance: To add to all other information, instructions, guidance, and technical assistance offered and provided to LEAs related to the FFY 2010 Consolidated Application, OSSE held 6 online and in-person technical assistance sessions in August, which were attended by 44 representatives from 32 LEAs. Meanwhile, each LEA's assigned [Teaching and Learning Specialist](#) remains available to provide additional technical assistance. OSSE's Teaching and Learning team is committed to providing excellent customer service leading up to the firm deadline on September 30, 2010.

For the next week, OSSE is surveying LEAs to learn their potential needs in this last month of the application process. Please complete a very brief, 10-question survey [here](#) or at http://www.surveymonkey.com/s/conapp_needs; the survey also serves as a self-assessment tool for LEAs to gauge their preparation status and make adjustments to plans and staff allocations as needed while time remains to do so. Survey responses will be accepted until next Monday at 5:00 P.M.

Online Information: All information and resources related to the FFY 2010 Consolidated Application, including the Phase II application form itself, are available [here](#) (also available by selecting "Elementary and Secondary Education" from OSSE's main page, <http://www.osse.dc.gov>). Guidance on underlying programmatic requirements is available [here](#) (also available by selecting "Federal Grants Management Information" from OSSE's main page).