



New York State  
EDUCATION DEPARTMENT  
*Knowledge > Skill > Opportunity*

# Consolidated Application SY 2015-16

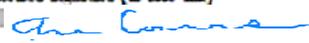
*Module I:*

**Cover Page, Assurances & Certifications**

# Module I: Pg. 1

Complete the cover page and sign in **BLUE INK**

**(AND attach Assurances & Certifications, pages 6-15)**

<b>2015-2016 Consolidated Application Update Elementary and Secondary Education Act (ESEA) COVER PAGE (For use by Local Education Agencies and Charter School LEAs) Agency Code</b>												
<table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>												
LEA Name: <input type="text"/>												
Address: <input type="text"/>												
City: <input type="text"/>	County: <input type="text"/>	Zip: <input type="text"/>										
Contact Person Title: <input type="text"/>		Telephone: <input type="text"/>										
Programs Included: Title I, Part A and D - Improving Academic Achievement for the Disadvantaged Title II, Part A - Teacher and Principal Recruitment and Training Title III, Part A - Language Instruction for Limited English Proficient and Immigrant Students Title VI, Part B REAP - Rural Education Achievement Program, if eligible												
<small>I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.</small>												
Authorized Signature (in blue ink) 		Title: <input type="text"/> (Chief School Officer)										
Typed Name: <input type="text"/>		Date: <input type="text"/>										
<b>Must be postmarked by August 31, 2015</b>												
<b>Assurances and Certifications (Pages 6-15) Must be Attached.</b>												

# Module I: Pg. 3 submission instructions: hard copy

**REMINDER:** For Module I - ATTACH Pages 1 (cover), 4 (Submission √list and corresponding pages), 5 (Significant Changes √list and corresponding pages if any) and 6-15(Assurances & Certifications).

## SUBMITTING THE 2015-2016 CONSOLIDATED APPLICATION - HARD COPY

- Assemble **one** hard copy of the completed Consolidated Application, including the following:
  - 1 completed 2015-16 ConApp Worksheet
  - 1 copy of the Title I Supplement form (print the completed on-line form)
  - 1 original of each required module (including BLUE INK signatures)
  - 1 original and 2 copies of an FS-10 budget for each Title for which funds are requested.
  - 1 copy of a budget narrative for each Title for which funds are requested.
  - 1 copy of each Funded Administrative Position Description Form, if applicable (print the completed on-line form)
- Mail the assembled materials to the following address:

**Write on the front of the envelope if you are a Group1 LEA (Focus Districts and Focus Charter Schools)**

**or a Group2 LEA (Good Standing Districts and Charter Schools)**

**For NYC Charter Schools write NYC Charter School**

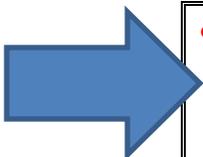
Grants Management  
New York State Education Department  
89 Washington Avenue  
Room 481 EBA  
Albany, NY 12234

# Module I: Pg. 3

## Submission Instructions: **electronic/email copy**

### SUBMITTING THE 2015-2016 CONSOLIDATED APPLICATION - ELECTRONIC COPY

- Assemble **one** electronic copy of the completed Consolidated Application, including:
  - 1 completed 2015-16 ConApp Worksheet (save in EXCEL format)
  - 1 copy of the completed Title I Supplement form (scan/save the online form in PDF format)
  - 1 copy of each required module (scan/save in PDF format)
  - 1 signed copy of each FS-10 budget (scan/save in PDF format)
  - 1 copy of each budget narrative (scan/save in PDF format)
  - 1 copy of each Funded Administrative Position Description Form, if applicable (scan/save in PDF format)
- Save all of the above files into a single electronic folder labeled with your LEA Name.
- Submit electronic copies of all materials via email to [1516conapp@nysed.gov](mailto:1516conapp@nysed.gov).
  - In the subject line of the email, write “GR1\_[LEA Name]” if you are a Group 1 LEA. Write “GR2\_[LEA Name]” if you are a Group 2 LEA. Write “NYCCS\_[LEA Name]” if you are a Charter School located in NYC. For example, the subject line for the City School District of Albany should read “GR1\_Albany.”
  - The folder containing all required electronic files must be attached to the email before sending.

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- **Do not submit individual application components. All required forms and modules should be submitted at the same time, with the exception of Module 7 (Title VI), if allocations are not available prior to the August 31, 2015 deadline.**
  - **PLEASE NOTE: Submission of electronic materials only is not sufficient for NYSED to review and approve an LEA’s 2015-2016 Consolidated Application. One hard copy with all required signatures MUST be received in order to process program budgets and award funds.**

# Module I: Pg. 4

## Submission Checklist: ***All*** LEAs complete

### **MUST BE COMPLETED BY ALL LEAS**

Please check (☒) and submit the required applicable sections.

#### **SUBMISSION CHECKLIST – EXCEL SPREADSHEET**

<input type="checkbox"/>	<a href="#">2015-16 ConApp Worksheet</a> – <b>NEW FOR 2015-16</b>
<input type="checkbox"/>	Transferability (Please check the box if Transferability will be used in 2015-16 – see note below.) <b>NOTE:</b> The ESEA Flexibility waiver allows all LEAs, including Focus LEAs, to transfer the use of up to 100% of the funds they receive under Title II, Part A into Title I, Part A. The use of funds may not be transferred out of Title I, Part A. The Budget Narrative for Title II, Part A should be noted so the amounts can be easily found in the FS-10. However, certain restrictions and additional requirements relating to Equitable Participation under Title II, Part A may apply to LEAs with Private Schools. (See <a href="http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html">http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html</a> )

#### **REQUIRED ONLINE FORMS [Must be completed by all LEAs applying for Title I, Part A funds]:**

<input type="checkbox"/>	<a href="#">Title I Application Supplement</a> (due 8-31-15) Include a hard copy of completed online form.
<input type="checkbox"/>	<a href="#">Title I Comparability Report Form</a> (due 11-30-15)
<input type="checkbox"/>	The <a href="#">Administrative Position Description Form</a> (s) if applicable. Include a hard copy of this form with the FS-10 of the program that is funding the position (due 8-31-15)
<input type="checkbox"/>	<a href="#">Title I Schoolwide Program Notification Form</a> if applicable (see note below.) Due approximately 1 year prior to implementation. <b>NOTE:</b> The ESEA Flexibility waiver allows LEAs to implement a school wide program in any of its Priority and Focus schools, even if those schools do not have a poverty percentage of 40 percent or more.

#### **BUDGETS**

<input type="checkbox"/>	FS-10 budgets [ <a href="http://www.oms.nysed.gov/cafe/forms/FS10.xls">http://www.oms.nysed.gov/cafe/forms/FS10.xls</a> ] for each program applied for – signed original and three copies. Please see Allowable/Unallowable Expenses charts [ <a href="http://www.p12.nysed.gov/accountability/consolidatedappupdate/allowunallowable/expenses.html">http://www.p12.nysed.gov/accountability/consolidatedappupdate/allowunallowable/expenses.html</a> ] for each Title program
<input type="checkbox"/>	<a href="#">Budget Narrative</a> Submit one original for each Title for which funds are requested.

# Module I: Pg. 5

Significant Changes: **DO NOT SUBMIT** the blank application sections if **NO SIGNIFICANT CHANGES** have occurred. Check (✓) the box marked “No Change”.

## SIGNIFICANT CHANGES:

If significant changes have occurred since the approval of your 2014-15 Consolidated Application Update, submit **only** those items of the following narrative sections where revisions have been made. Check (✓) the box next to those sections with significant changes and submit information as specified in the application packet for each respective ESEA Title.

Examples of significant change include implementation of a new program model, practice or initiative that was not described in the 2003-04 original Consolidated Application or the 2004-05 through 2014-15 Consolidated Application Updates.

**DO NOT SUBMIT** the blank application sections if **NO SIGNIFICANT CHANGES** have occurred. Check (✓) the box marked “No Change”.

CHANGE SUBMITTED	NO CHANGE	
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Part A, LEA Plan (Pages 20-21)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Parental Notification Requirements (Page 22)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Qualifications for Teachers and Paraprofessionals/Professional Development (Page 23)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Parents' Right to Know (Page 24)
<input type="checkbox"/>	<input type="checkbox"/>	Title II, Part A, Teacher and Principal Training and Recruiting Fund, (Pages 31-32)
<input type="checkbox"/>	<input type="checkbox"/>	Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students (Pages 33-36)
<input type="checkbox"/>	<input type="checkbox"/>	Title VI, Part B, REAP-FLEX, Rural Education Achievement Program (Pages: 37-41)_Also see notes below.

# Module I: Pg. 5, Notes

## Title VI, Part B, Rural Education Achievement Program (REAP)

### NOTES:

Title VI, Part B, Rural Education Achievement Program (REAP)

- If eligible for Title VI, Part B, Subpart 2, Rural Education Initiative, Rural and Low Income Schools program funding in **Fiscal Year (FY) 2014-15** but did not submit an application in **2014-15**, complete and submit Title VI, Part B, Rural and Low-Income Schools Program **2015-16** Application Forms, including any applicable linked Addendum, and budget must be submitted in **2015-16**.
- If eligible for Title VI, Part B, Subpart 2, Rural Education Initiatives, Rural and Low Income Schools program funding in **2014-15**, but did not submit an application for funding in **2014-15**; are eligible for an allocation **(FY-2015-16)**, submit a complete application for the total amount: **(Final Carryover amount/FY-2014-15) plus the ( FY-2015-16 allocation)** including any applicable linked Addendum and budget form for **FY-2015-16**.
- If eligible for Title VI, Part B, Subpart 2, Rural Education Initiative, Rural and Low Income Schools Program funding in **2014-15**, but are now proposing changes in how the funds will be used in **2015-16**, complete and submit the Title VI, Part B, Rural and Low Income Schools Program **2015-16** Application Forms, including any applicable linked Addendum and budget form in **2015-16**, since all sections of the application will be affected.
- If **No Significant Changes** have occurred from **2014-15**, complete and submit the Title VI, Part B, Rural and Low-Income Schools Program **2015-16 Application Form (page(s) 38-41)** including any applicable linked Addendum and budget forms in **2015-16**.

**Link to Title VI, Part B – Allocations**

**<http://www.p12.nysed.gov/accountability/allocations/home.html>**

# Module I: Pg. 6 -15

## Assurances and Certifications for Federal Programs: (Print and ATTACH to Consolidated Application)

New York State Education Department

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### ASSURANCES AND CERTIFICATIONS FOR FEDERAL PROGRAM FUNDS

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The following assurances and certifications are a component of your application. By signing the certification on the application cover page you are ensuring accountability and compliance with applicable State and federal laws, regulations, and grants management requirements.

#### Federal Assurances and Certifications, General:

- Assurances – Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

#### Federal Assurances and Certifications, ESEA:

The following are required as a condition for receiving any federal funds under the Elementary and Secondary Education Act.(ESEA)

- ESEA Assurances
- School Prayer Certification



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# Questions?

Email: [conappta@nysed.gov](mailto:conappta@nysed.gov)

Telephone: 518-473-0295