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CFP Application Sequence

CFP Recommended Sequence

Prerequisites to Complete a CFP Application in the AOE GMS:

- Complete and Submit Central Data for your LEA
- Complete, Submit and receive AOE Approval for Continuous Improvement Plans (CIPs) for your LEA and Schools within your LEA.

Within the CFP Application

1. Complete the Contact Information Page.
2. Allocations Page – Initial Step;
 - a. Optional – Transfer funds from Titles II-A and/or IV-A, into other programs allowed to receive such transfers.
 - b. Optional – Consolidate funds from CFP Programs into the Schoolwide Pool (EXCEPT Title I-A – which will be consolidated After Targeting and Ranking).
3. Complete Targeting and Ranking Pages;
 - a. Step 1 – (Public Counts are Pre-Loaded from Free/Reduced data);
 - i. If using source other than Free/Reduced, check checkbox(es)
 - ii. Enter Independent School Counts
 - iii. Select Community Eligibility Provision Schools (if desired and allowed)
 - iv. Select Feeder Pattern (if desired)
 - v. Select Grandfathered (if desired)
 - b. Steps 1b – 1d are only to be used if the LEA has indicated one or more schools wishes to use a Feeder Pattern.
 - c. Step 2 – Primarily to review Low Income Percentages; High Schools with 50% Low Income can be promoted to Must Serve status here.
 - d. Step 3 – Select a Ranking Method to be used. (Can be changed later if desired).
 - e. Served Schools Page – to determine the Proportionate Percentage of Low Income Students at Served Schools. Indicate which schools have an approved Schoolwide Plan, vs. being a Targeted Assistance school.
 - f. Step 4 –
 - i. Complete Set-Asides
 - ii. Complete School-Level Allocations;

4. Return to the Allocations Page; Consolidate Title I-A funds to Schoolwide in the amount of the sum of the School Allocations, for Served Schools with Schoolwide Plans.
5. Complete the Schoolwide Details page;
6. Complete the Equitable Share pages for each program where Independent Schools wish to participate. (Title I-A Equitable Share was completed in the Targeting and Ranking pages).
7. Complete the Consolidated Administration Pool page, to consolidate admin funds (if desired)
8. For REAP-Flex Eligible Districts, complete the REAP-Flex Funding Page (if desired)
9. Complete the Investments Page;
10. Switch Application Sections to Schoolwide, and complete the Budget Detail Page. Funds are budgeted at the LEA and School level;
11. Switch Application Sections to Title I-A, and complete the Budget Detail Page. Funds are budgeted at the LEA and School level;
12. If funds remain in Title II-A, Switch Application Sections to Title II-A, and complete the Budget Detail Page. Funds should be budgeted at the LEA Level.
13. If funds remain in Title III-A, Switch Application Sections to Title III-A, and complete the Narrative Pages followed by the Budget Detail Page. Funds should be budgeted at the LEA Level.
14. If funds remain in Title IV-A, Switch Application Sections to Title IV-A, and complete the Narrative pages followed by the Budget Detail Page. Funds should be budgeted at the LEA Level.
15. If funds remain in Title V-B - RLIS, Switch Application Sections to Title V-B - RLIS and complete the Budget Detail Page. Funds should be budgeted at the LEA Level.
16. Complete the Assurances Pages (Must be done by Authorized Representative. CAN be done after Consistency Check).
17. On the Submit Page, run the Consistency Check.
 - a. Copy any errors to a Word Document.
 - b. Return to the page where the Consistency Check errors were indicated.
 - c. Correct the error and re-Save the page
 - d. Return to the Submit Page, and rerun the Consistency Check until all errors are resolved
18. Submit the application.
 - a. If you are an authorized representative, you will be able to submit directly to AOE.
 - b. If you have Data Entry rights, you may submit to your authorized representative, who in turn must log on, and then Submit to AOE.