

Issue Date: January 12, 2024

Consolidated Federal Program (CFP) Timeline

Instructions

This CFP Timeline is a helpful list of the grants management, data, monitoring, and professional development tasks that a CFP Team Leader is usually responsible for in each CFP grant cycle. This task list is organized by best practice start date; you may choose to start work earlier or later but note that most due dates are firm and cannot be changed, so please plan accordingly. You may find it helpful to add the best practice start dates and due dates into your work calendar. Any AOE email that references a change to due date from this list supersedes this list. Please note that there are bulleted hyperlinks to the available AOE resources for most items. It is best practice to consult the most up-to-date resources prior to starting these tasks. If you have any questions about a specific task item or resource and are unsure who to bring your questions to please consult the below table that outlines the appropriate CFP contact.

CFP Team Contacts

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Ongoing Tasks

Some tasks are ongoing and may require a rolling start date depending on your plans. For example, application amendments can be started at any point that an amendment is necessary, but please leave enough time for the AOE to process (minimum of 10 business days) prior to the activity. Amendments for the CFP application cannot be received after April 15th of each year.

Similarly, fund transfers can occur throughout the grant cycle but require 30 days written notification prior to appearing within the application or an amendment. If you know you plan to submit your application on April 15th, you would need to submit a completed transfer form to amber.graves@vermont.gov no later than March 15th.

Reminders

If you receive application feedback within a round it is best practice to make corrections as soon as possible, but no more than 2 weeks after the return date. Anytime your application is not in “approved” status you put the Local Educational Agency (LEA) at fiscal risk, and you increase the likelihood that the LEA will receive a high-risk determination on the monitoring risk-assessment.

The LEA’s substantial approval starts at the beginning of that grant cycle (July 01) so long as the CFP application is submitted on or before July 01 each year. If you submit after July 01 substantial approval does not start until the date of submission.

CFP Timeline

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
Fall	Fall	<p>Selected LEAs are notified of upcoming CFP comprehensive monitoring. LEAs should begin compiling documentation uploads and narrative responses with the bulk of monitoring process occurring in the (Fall). LEAs have the option to start organizing desk-audit materials and coordinating with school administrators and other central office staff as soon as they are notified.</p> <ul style="list-style-type: none"> • CFP Comprehensive Monitoring Document 	Monitoring
January	January	<p>LEA staff attend virtual refresher training on ESSA Equitable Services Requirements and Timeline for SU/SDs.</p> <ul style="list-style-type: none"> • Equitable Services Timeline Checklist for LEAs 	Professional Development
January	February	<p>SU/SDs receive from AOE newly updated approved/recognized and non-profit independent schools list to confirm eligible schools for equitable services initial outreach & consultation for upcoming FY CFP application.</p> <ul style="list-style-type: none"> • CFP Recognized or Approved, & Non-profit Independent Schools List 	Grants Management
February	June 30 (before application is submitted)	<p>LEA will send outreach letters/emails to eligible independent schools and save appropriate documentation (Certified mail receipt or pdf email copies with sender, subject and addressee all clearly noted).</p> <p>Outreach Tools for LEAs Contacting Within LEA Boundaries</p> <ul style="list-style-type: none"> • Equitable Services Outreach Letter Template (Within LEA) • Equitable Services Intent to Participate Form (Within LEA) <p>Outreach Tools for LEAs Contacting Outside LEA Boundaries</p> <ul style="list-style-type: none"> • Equitable Services Outreach Letter Template (Outside LEA) • Equitable Services Intent to Participate Form (Outside LEA) 	Grants Management
February	September 01	<p>LEA will submit Equitable Shares Consultation Documentation in GMS Data Collection with one AOE documentation of consultation form and other appropriate evidence for each potentially eligible independent school for the upcoming fiscal year.</p> <ul style="list-style-type: none"> • Equitable Services Documentation of Consultation Form 	Grants Management & monitoring

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
December	January	LEAs forfeiting Title I carryover funds (in excess of 15% cap) will have funds removed from current CFP application. Forfeited funds will be reallocated to other LEAs in GMS. LEAs will amend their application accordingly.	Grants Management
February	May 31 (before application is submitted).	LEA will complete & submit new Schoolwide Waivers as necessary. <ul style="list-style-type: none"> Title I Schoolwide Waiver Application 	Grants Management
February	May 31 (before application is submitted).	LEA will complete & submit new Title I Eligibility Waivers as necessary. <ul style="list-style-type: none"> Title I School Eligibility Waiver Application 	Grants Management
February	May 31st (before application is submitted).	LEA will complete & submit new Title IVA Waivers as necessary. <ul style="list-style-type: none"> Title IVA Waiver Application 	Grants Management
March	April 01	LEA will submit their Indirect Rate Application to AOE Finance for approval. <ul style="list-style-type: none"> Instructions for Making Application for an Indirect Cost Rate 	Grants Management
March	June 30	Evaluate activities completed for current year, and plan activities for upcoming school year. LEA will identify and engage stakeholders in systemic consultation as required by ESSA (i.e. in schoolwide program plans, the Title IV program and application, parent and family engagement policies, etc.) <ul style="list-style-type: none"> CFP Stakeholder Engagement 	Grants Management
March	May 30 (before application is submitted) & ongoing rolling basis after that	LEA will submit Transfer Requests to AOE 30 days prior to making a transfer. <ul style="list-style-type: none"> CFP Transfer of Funds Notice Form 	Grants Management

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
March	June 30 (before application is submitted)	<p>LEAs with eligible neglected or delinquent facilities will consult with program staff to plan Title I services for upcoming grant cycle.</p> <ul style="list-style-type: none"> Title I, Part D Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk <p>LEAs with neglected facilities served by Title I-A neglected set-aside will fill out Neglected Reservation Documentation of Consultation form and upload as supporting documentation in the CFP application.</p> <ul style="list-style-type: none"> Neglected Reservation Documentation of Consultation Form <p>LEAs with delinquent facilities may choose to submit a Title I, part D, subpart 2 grant application within GMS to operate an at-risk program for children and youth in the local delinquent facility.</p>	Grants Management
March	July	LEAs and schools complete needs assessments, document data and needs in the data inventory and revise school level plans (CIPs). LEAs submit CIPs annually for every school. LEA data inventory is submitted with CFP application.	Grants Management
April	TBD in April	<p>CFP Team Leaders attend the application virtual walk-through in GMS provided by CFP staff.</p> <ul style="list-style-type: none"> Events Agency of Education (vermont.gov) 	Professional Development
April	No later than June 30	<p>New CFP application opens. LEA will create and work to submit CFP Application. Note: Applications will include preliminary allocations only.</p> <p>*The earliest Substantial Approval can begin is July 01, but if the application is submitted after July 01 than substantial approval begins on the date the application is submitted.</p> <ul style="list-style-type: none"> MTW GMS - Grants Management System Login 	Grants Management
April	October	<p>LEA will review and distribute the LEA Parent and Family Engagement Policy.</p> <p>LEA will ensure each individual Title I school distributes their school level plans and policies (Schoolwide Program Plans, School PFE Policies/Procedures & School Parent Compacts) to their community & stakeholders for annual review and revision.</p> <ul style="list-style-type: none"> Title I, Part A: Parent and Family Engagement Templates 	Grants Management
May	TBD in May	<p>LEA staff attend the CFP annual spring conference.</p> <ul style="list-style-type: none"> Events Agency of Education 	Professional Development
May	No later than June 30	Eligible LEAs notified of Title III funding availability and encouraged to apply.	Grants Management

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
May	June 30	LEA will coordinate with Independent school to collect required current year participation, upcoming grant year enrollment and eligibility data. <ul style="list-style-type: none"> Equitable Services Data Worksheets Tool 	Data
May	June 30	LEA will complete and submit the Title I End of Year Cumulative Participation Report via GMS.	Data
May	July	LEAs respond to Title IVA Progress on Objectives Survey for AOE to report on the degree to which LEAs have made progress on their identified Title IVA goals and objectives. Prior year reports can be found on website: <ul style="list-style-type: none"> Title IV, Part A FY21 Performance Report Title IV, Part A FY22 Performance Report Title IV, Part A FY23 Performance Report Title IV, Part A FY24 Performance Report 	Data
July	September	LEA will distribute a copy of the CFP assurances (see GMS) to all administrators in the LEA, as well as any other important guidance regarding CFP grant requirement/implementation such as documentation expectations for each school for the CFP grant year.	Grants Management
July	August 30th	LEA will submit final Reimbursement Requests for the prior year.	Grants Management
July	September 29th	LEA will submit final Close Out Reports for the prior year.	Grants Management
July	October	LEA will calculate total expenditures at the end of the fiscal year and determine how they compare to the prior year to meet the ESEA Maintenance of Effort requirement of spending at least 90% of the prior year expenditures. Documentation will be maintained by SU/SD for monitoring.	Grants Management & Monitoring
August	March	Inform and connect about the current school year and available services and activities. LEA will identify and engage stakeholders in systemic consultation as required by ESSA (i.e. in schoolwide program plans, the Title IV program and application, parent and family engagement policies, etc.) <ul style="list-style-type: none"> CFP Stakeholder Engagement 	Grants management

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
August	September	LEAs receive final allocations in GMS (made available by US ED late June and distributed by AOE in July). LEAs amend their CFP application accordingly.	Grants Management
September	October	LEAs will ensure each Title I school has conducted their annual Title I meeting, and provided parents notice about their rights to request information about the professional qualifications of their children's teachers and paraprofessionals. Documentation of meeting agendas, presentations and invites/flyers must be maintained by school and SU/SD. <ul style="list-style-type: none"> Title I, Part A: Parent and Family Engagement Guide Title I, Part A: Annual Meeting PowerPoint (Template for Schools) Knowledge Article: Title I Requirements for parent notification under ESSA 	Grants Management
September	TBD by US ED	LEA will submit the allocation request on the Use of Title II Funds Report to USDOE directly.	Data
September	April 15	LEA will assess whether grant spending is going according to plan and amend application if necessary. <ul style="list-style-type: none"> Evaluate if investments are effective or if needs have changed. LEA will submit CFP grant amendments; final amendments can be received no later than April 15th, with corrected re-submissions to be received no later than April 30th 	Grants Management
September	October	LEA will submit first quarter reimbursement request for all expenses incurred July 1-Sept 30. This financial information will be used to determine if an LEA is exceeding the 15% Title I carryover limit.	Grants Management
September	November	LEA will budget for the upcoming fiscal year according to their established Title I Neutral Budget Methodology. LEA will update the Title I neutral budget methodology as necessary, and save documentation in their files for monitoring.	Grants Management & Monitoring
September	November 01	LEA will complete comparability tests at the beginning of each school year. If any schools in the LEA do not pass comparability, the LEA will make required adjustments to school staffing and/or resource allocation in the fall. LEAs will submit comparability monitoring documentation every-other year within GMS (i.e. 2020, 2022, 2024, etc.) <ul style="list-style-type: none"> CFP Webinar Recording - Comparability Training CFP Comparability Guidance CFP Title I Comparability Fall 2020 PowerPoint 	Monitoring

Best Practice Start Date	Annual Due Date	Task Details & Available Resources (helpful links)	Category
August	August	New CFP Team Leaders will attend the Annual CFP 101 Training: What's a CFP Team Leader, Overview of each Title Program etc.	Professional Development
October	October	CFP team leaders, business managers, grant support staff etc. will make an effort to attend the October Learning Institute training opportunity.	Professional Development
November	December	LEAs receive final revised allocations in GMS (made available by US ED late September and distributed by AOE in November). LEAs amend their CFP application accordingly.	Grants Management
November	December	LEAs with eligible neglected or delinquent facilities should ensure Annual Count of children and youth residing in neglected or delinquent facilities during October count period is submitted by N/D facility. <ul style="list-style-type: none"> Title I, Part D Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk 	Data
July	September	LEAs operating a Title I, part D, subpart 2 program will submit the Title I, part D data collection for Title I participation, academic achievement and outcomes.	Data
November	December	LEA will submit DC06 report certifying October 1 enrollment data. CFP team lead will work with their data manager to ensure data is accurate and all corrections are made during the resubmission window. LEA uses school level poverty rates to plan for school Title I eligibility in upcoming CFP application. <ul style="list-style-type: none"> Within-District Allocations Under Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended 	Data
November	December	LEAs receive 15% Title I carryover notifications from AOE and submit waiver or forfeiture responses as applicable.	Grants Management
December	December	LEA will disseminate annual LEA and school report cards, or the link to the "State Snapshot." <ul style="list-style-type: none"> Vermont Annual Snapshot 	Data
December	January	LEAs complete the Title IVA Spending Report Survey for AOE to report on use of Title IVA funds and spending within each content area. Prior year reports can be referenced on website: <ul style="list-style-type: none"> Title IV, Part A FY23 Use of Funds Report Title IV, Part A FY22 Use of Funds Report Title IV, Part A FY21 Use of Funds Report 	Data

		<ul style="list-style-type: none">Title IV, Part A FY20 Use of Funds Report	
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