

# Fundamentals of the Consolidated Application

LEA Reporting Training  
July 19 , 2017

GaDOE West Tower Training Room, 10<sup>th</sup> Floor Rooms A & B



# Georgia's Systems of Continuous Improvement

# Georgia Department of Education School & District Effectiveness Federal Programs Division

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# Today's Agenda

- Identify the roles of the Work Flow
- Identify the general parts of the ConApp
- Explore the CLIP submissions and revisions
- Entering the Budget Details
- Run Reports and Queries

# Basics of the ConApp

- This session will focus on the overall components of the consolidated application (ConApp) and how to navigate within the ConApp for initial approval.
- The current programs that utilize the local educational agency (LEA) consolidated application Web site, as well as several additional programs that have come online in the last few years, single-handedly dispense over \$1 billion dollars to school systems in Georgia.

# Purpose

- The purpose of the Con App overall is to leverage resources across programs to ensure that all children have an opportunity to meet state academic achievement standards
- By consolidating the planning and program requirements across all programs participating in the LEA ConApp process, the need for LEAs to submit multiple plans is eliminated—CNA and DIP—Part of new CLIP
- This makes the CLIP application process more efficient for LEAs
- Review by a collaborative team makes approval a faster process

# Required Components of the CLIP

- Comprehensive Needs Assessment (CNA)
- Parent and Family Engagement Policy
- District Improvement Plan
- Foster Care Transportation Plan
- Title I, Part C ID&R Plan



# Additional Components to Upload

- Assurances
- Prayer Certification
- Budgets
- Program Specific Worksheets

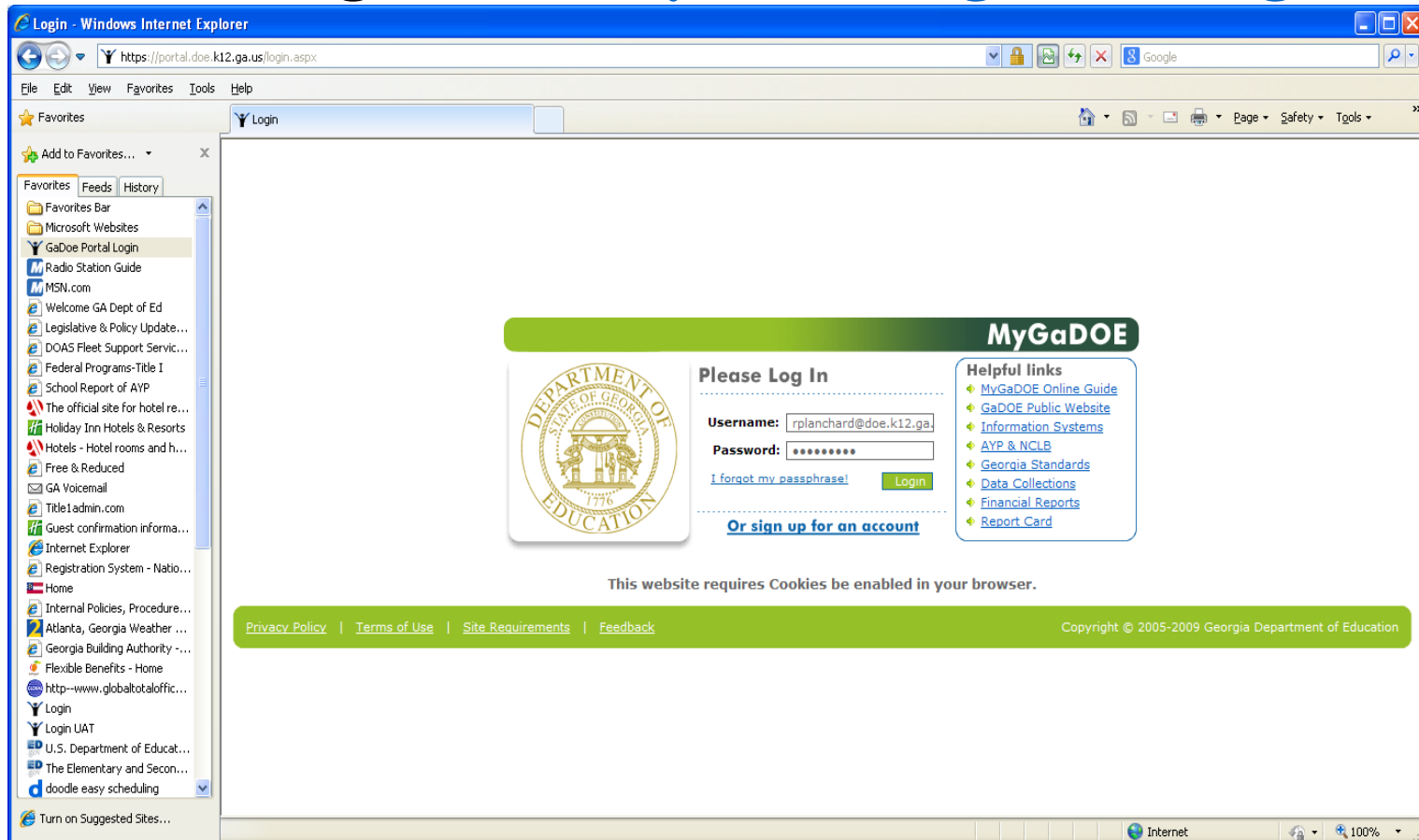


# Identifying the Roles and Flow

Role	Access
<b>LEA Consolidated Application Coordinator</b>	<b>Full edit rights to the application.</b> This role is automatically applied to the Consolidated Application Coordinator identified within the GaDOE portal.
<b>Superintendent</b>	Read-only access to the application, but has final sign-off for the district.
<b>State Consolidated Application Coordinator</b>	Read-only access to the application, compiles all approvals and requests for revision at the state level and recommends approval or request for revision.
<b>State Program Manager</b>	Read-only access to the application, but has final sign-off to approve specific program(s) at the State level.
<b>State Plan Approver</b>	Read-only access to the application, but has final sign-off to approve the State Plan for a district at the State level.
<b>State Grants Accounting</b>	Read-only access to the application, but has final sign-off to approve the budget at the State level.

# The GaDOE Portal – Log on to the following site: <http://www.gadoe.org>

Richard Woods,  
Georgia's School Superintendent  
"Educating Georgia's Future"  
[gadoe.org](http://gadoe.org)



The screenshot shows a Windows Internet Explorer browser window displaying the GaDOE Portal login page. The address bar shows the URL <https://portal.doe.k12.ga.us/login.aspx>. The page features the GaDOE logo, a "Please Log In" section with fields for Username (rplanchar@doe.k12.ga) and Password, and a "Login" button. A "Helpful links" section includes links to the MyGaDOE Online Guide, GaDOE Public Website, Information Systems, AYP & NCLB, Georgia Standards, Data Collections, Financial Reports, and Report Card. A message states "This website requires Cookies be enabled in your browser." The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with the copyright notice "Copyright © 2005-2009 Georgia Department of Education".

 Consolidated Application

Fiscal Year : 2017

Programs	Planning	Prayer Certification	Attachments	Audit Trail	Coordination	Tydings Amendment	FLP Plan
<a href="#">Print</a>							

Title Programs					
Program	Applied As	Budget Status	DC Status	Program Type	
<a href="#">Homeless Education</a>	Single District	Approved	Program Manager Signed Off	Original	
<a href="#">Homeless Education</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 1	
<a href="#">Title I-A, Improving The Academic Achievement</a>	Single District	Approved	Program Manager Signed Off	Original	
<a href="#">Title I-A, Improving The Academic Achievement</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 1	
<a href="#">Title I-A, Improving The Academic Achievement</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 2	
<a href="#">Title I-A, Neglected &amp; Delinquent</a>	Single District	New	Program Manager Signed Off	Original	
<a href="#">Title I-A, School Improvement</a>	Single District	Approved	New	Original	
<a href="#">Title I-A, School Improvement</a>	Single District	Approved	New	Amendment No. 1	
<a href="#">Title I-A, School Improvement</a>	Single District	Approved	New	Amendment No. 2	
<a href="#">Title I-A, School Improvement</a>	Single District	New	New	Amendment No. 3	
<a href="#">Title II-A, Advanced Placements Grants</a>	Single District	Approved	New	Original	
<a href="#">Title II-A, Improving Teacher Quality</a>	Single District	Approved	Program Manager Signed Off	Original	
<a href="#">Title II-A, Improving Teacher</a>	Single District	Approved	New	Amendment No. 1	

Federal Grants				
Program	Applied As	Budget Status	DC Status	Program Type
<a href="#">Title III-A, Immigrant - 681</a>	Single District	Approved	New	Original
<a href="#">Title III-A, Limited English Proficient (LEP)</a>	Single District	Approved	New	Original
<a href="#">Title III-A, Limited English Proficient (LEP)</a>	Single District	Approved	New	Amendment No. 1
State Grants				
Program	Applied As	Budget Status	DC Status	Program Type
<a href="#">Professional Learning</a>	Single District	Coordinator Signed Off	New	Original
<a href="#">Technology for Connections to Classrooms Bonds</a>	Single District	New	New	Original
<a href="#">Technology to Support Digital Learning Bond</a>	Single District	New	New	Original

# Maneuvering Through Parts of the Title I Budget

## Program Information Tabs

- Title I SWP/TA Tab
  - Upload Intent and Budget Spreadsheets, if Consolidating Funds with Pilot 150
  - Upload **new** Title I School Plans
- Set Asides
- Other Funds
- School Allocations
- Eligible Attendance Areas
- Data Collections—separate sign-off

 Consolidated Application

**Program Information**

[Application](#) > [Programs](#)

District Name :	Columbia County	District Code :	636
Fiscal Year :	2017	Program :	Title I-A, Improving The Academic Achievement - Original
Status :	Approved (Date: 11/03/2016 15:00:00)	Superintendent Sign off date :	11/03/2016 11:54:40

Program Information	Budget	Audit Trail	Assurances	Programs
Allocations for this year (2017) :	\$2,444,554.00			
Additional Allocation :	\$0.00			
Carryover from previous year :	\$0.00			
Transfer Amount :	\$0.00			
Total Budgeted Funds for this Fiscal Year :	\$2,444,554.00	Unallocated Funds :	\$0.00	

Title I SWP/TA Plans	Set Asides	Other Funds	School Allocations	Eligible Attendance Areas	Data Collection
<a href="#">Print</a>   <a href="#">Sign Off</a>   <a href="#">Request Revision</a>   <a href="#">Create Amendment</a>					
Item#	Uploaded File	Created Date			

# Budget Submissions

- Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA) which provides federal funds through the Department to LEAs and public schools with high percentages of poor children to help ensure that all children meet challenging state academic content and student academic achievement standards.
- LEAs must submit, through the Con App, the Title I, Part A budget.
- Prior to review of any budget submitted for approval, the Title I Education Program Specialist reviews the changes made to the CLIP.

# Budget Detail

- The budget detail must include all expenditures from the Set-Aside page and the School Allocation page.
- The Set-Aside page and the School Allocation page link to one another, but they do not link to the budget detail pages. If all funds have been budgeted, there should be no unallocated funds.
- The descriptions of all budgeted items must be specific and clearly describe the intent of the expenditure.
- LEAs must refrain from using these words: such as, will include, including but not being limited to, and etc.



# Budget Review

- If all areas are acceptable during the budget review, then the Title I Program Specialist will sign off on the budget indicating approval. An email is automatically sent to Grants Accounting requesting approval of the program.
- Once Grants Accounting has approved the budget, funds are available through Georgia 's Grants Accounting Online Report System (GAORS).
- If a revision request is needed, the Title I Program Specialist will provide detailed information indicating what is needed for revision, additions, deletions and/or clarifications in the Request for Revision Box inside the individual program.

# Budget Revisions

- Once the requested revision is completed and the Superintendent signs off again, the budget will be reviewed again to ensure that all areas are addressed.
- The sign-off and revision requests create an audit trail of the approval process. Emails are automatically sent to the LEA (superintendent and ConApp coordinator) once the budgets have been approved and/or a revision is requested.

# Transferability of Funds Function

- Transferability gives public schools flexibility with federal funds.
- The funds you transfer into Title I become Title I funds subject to all rules and regulations for Title I. Once the funds become Title I funds the funds can never be moved back out to another program.
- Districts should think about how the transfer of funds will impact any of their required set-asides. The transferred funds may impact the required set-asides including those for parental involvement and private schools.

# Transferability of Funds Directions

1. Begin with both Title I and Title II having an approved budget.
2. Notify Title II Specialist by email about the district's intent.
3. Notify Title I Specialist by email about the district's intent.
4. Notify Grants Accounting Department (Regina Hailey [RHailey@doe.k12.ga.us](mailto:RHailey@doe.k12.ga.us)) by email about the district's intent.
5. District Superintendent writes, signs, and attaches a letter to the Attachment Tab notifying the Department's Title Programs Director of the district's intent to use Transferability.
6. In the approved Title II, Part A Budget: **From Title II To Title I**  
**Function 5000--Object 930** **Amount \$ ????**
7. **Budget Description:** "Transfer funds to Title I, Part A."

# Queries Track Application Status

Three queries are available within the Con App:

1. Con App Status Queries
2. Title I School Allocation Queries
3. Budget Comparison Queries

# Run Reports to Obtain Data

Five reports are available within the LEA Con App

1. Application Summary
2. Program Summary
3. Budget Summary
4. Budget Transferability
5. Unbudgeted Funds

# Printing Budgets

## Printing Through Reports :

1. Choose Miscellaneous Reports
2. Program Summary Report
3. Fiscal year
4. Program Title I, Part A
5. Click Review Report to print the Program Summary Report .

# How to Run A Budget Report

This allows you to sort by school and gives you the ability to verify that each school allocation matches the amount in the budget.

1. Con App
2. Reports
3. Reports
4. Report Category - Budget Report
5. Report Name - Budget Report to Excel
6. Select Fiscal Year
7. Select Program: Title I-A (Original or Amendment)
8. View Report (will generate an Excel formatted budget)



# Top Technical Issues for Title I Directors

1. Are you provisioned to work in the portal?  
Check with your local IT employee to determine if you have rights to work in the portal. If you do not, your IT person should submit a request to Ken Banter, Title I Program Manager
2. Can't Sign Off on CLIP or budget  
Is it in your Access Role—Check the Audit Trail to see which role has access
3. Can't Sign Off on Budget  
Is it in your Access Role—Check the Audit Trail to see which role has access

# Top Technical Issues for Title I Directors

4. The LEA has a school that is not listed on the Allocation Page—what should they do?

**Use the Manage Public Schools Function**

5. The LEA can't create an amendment

**You cannot create an amendment unless the budget is with the Title I Director. If the Title I Director and Superintendent signed off it is with the Area Specialist and you cannot create an amendment**

# Top Technical Issues for Title I Directors

6. Can't work in Budgets—it will not let you add or revise information

**Are you in compatibility mode?**

7. Can't Sign Off on Data Collections because it is grayed out

**Is it in your Access Role—Check the Audit Trail to see which role has access**

8. You receive a server error message

**You may not be provisioned; check with the Security Officer in your district prior to submitting a dticket**

# Trouble Shooting in the Con App

1. Clear Browsing History.
  - Go to Tools, Internet Options, and Delete
2. Close out Internet and reboot computer.
3. Con App doesn't always work properly with Internet Explorer, Firefox, Chrome or Apple computers.
4. You may have to use the **compatibility mode** under tools.
5. Contact the Help Desk / D-ticket at [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us).

# Timeline—Important Dates

The district FY18 CLIP uploads tab will become functional within the My GaDOE portal on **July 1, 2017**.

- **July 31—CLIP Due** for Team Review first week of August  
or
- **August 28—CLIP Due** for Team Review August 29—30  
or

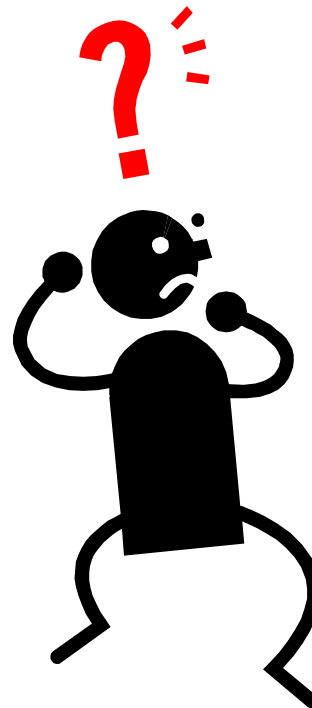
If circumstances require that a **district should need time beyond August 28<sup>th</sup>**, then a **request can be made** to the office of Federal Programs to establish a final submission date for the district.

As in previous years, it is critical to be aware that **access to Federal funds is dependent upon an approved CLIP** and related program budgets.

- **October 1—Title I Budgets Due** (may submit before)

# Ready, Set, Go

- Walking Through the Portal from Log-in to Submission
- Q & R



# Title I, Part A Program Specialists Contact Information

Area	Name	Office Telephone	Email
1	Robyn Planchard	(404) 985-3808	rplanchard@doe.k12.ga.us
2	Sherri Minshew	(770) 324-1965	sminshew@doe.k12.ga.us
3	Anthony Threat	(706) 615-0367	anthony.threat@doe.k12.ga.us
4	Anne Marie Wiseman	(678) 986-0435	amwiseman@doe.k12.ga.us
5	Kim Ezekiel	(229) 848-5917	KEzekiel@doe.k12.ga.us
6	Grace McElveen	(912) 334-0802	gmcelveen@doe.k12.ga.us
7	JaBra Harden Fuller	(229) 563-6269	<a href="mailto:Jharden@doe.k12.ga.us">Jharden@doe.k12.ga.us</a>

# Title I, Part A Program Specialists Contact Information

Area	Name	Office Telephone	Email
8	Marijo Pitts-Sheffield	(912) 269-1216	mpitts@doe.k12.ga.us
9	Kathy Pruett	(706) 540-8959	kpruett@doe.k12.ga.us
10	Elaine Dawsey	(478) 971-0114	edawsey@doe.k12.ga.us
11	Olufunke Osunkoya	(678) 704-3557	oosunkoya@doe.k12.ga.us
12	Bobby Trawick	(229) 246-1976	btrawick@doe.k12.ga.us
13	Clarice Howard	(470) 230-1533	choward@doe.k12.ga.us
14	Tammy Wilkes	(478) 237-2873	twilkes@doe.k12.ga.us