

2008-2009 CFP Timeline and To Do List

<p>May–June 2008</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit the CFP application electronically on or before June 30 in order to have spending authority by July 1st. <input type="checkbox"/> Submit the Title IV Part A LEA Evaluation Report by June 30. <input type="checkbox"/> Title IV Part A deadline for Combined Incident Reporting Software (CIRS) and Safe & Healthy Schools Program Data Update by July 1st. <input type="checkbox"/> Consider the implications of using the transferability provision. Transferred money is reported in the original title. <input type="checkbox"/> CFP Spring Meeting May 13th, 2008
<p>July-August 2008</p>	<ul style="list-style-type: none"> <input type="checkbox"/> SDE 1.1 financial form for fourth quarter ending June 30 due July 15th. <input type="checkbox"/> Applications submitted after July 1st spending authority begins on the date of submission assuming it is substantially approvable. <input type="checkbox"/> Complete required revisions to initial application as necessary <input type="checkbox"/> Title I end of year participation report due August 29th
<p>August – October 2008</p>	<ul style="list-style-type: none"> <input type="checkbox"/> E-Amendments open for submission September 15th. <input type="checkbox"/> Review the CFP Monitoring Document and plan for monitoring if being visited. <input type="checkbox"/> Amendment requests to your CFP plan including requests for carryover funds will be considered only after receipt and approval of prior year's final SDE 1.1 for the previous year's funds due September 30th. <input type="checkbox"/> Email Ed Haggett to request carryforward information <input type="checkbox"/> Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer. <input type="checkbox"/> SDE 1.1 Final form due September 30 <input type="checkbox"/> SDE 1.1 financial form for the first quarter ending Sept. 30 due Oct 10th
<p>November- December 2008</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit letter requesting waiver, if available, for excess carry forward for Title I. <input type="checkbox"/> Submit required information to Title IV program if carry forward in Title IV is more than 25% of the allocation. <input type="checkbox"/> Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer.

<p>January – March 2009</p>	<ul style="list-style-type: none"> □ Outreach to, and consultation with, independent schools □ Needs Assessment and Planning for the CFP FY '09 application (on-going) <ul style="list-style-type: none"> • Gather data from participating schools, including independent schools. Items to have on hand are assessment results, student or parental surveys, local action plans, LEA goals, schoolwide plans, technology plans and other pertinent data. • Identify the members of your Consolidated Federal Programs Team and engage in systematic consultation as required by NCLBA. Members should include teachers, administrators, parents and independent school representatives and, if desired, representatives of other groups within the school or community. • Draft a Title I Targeting and Ranking Data Sheet (using an estimated allocation). • Discuss the implications of reserving 20 percent of your Title I allocation for school choice and supplemental services, if you have one or more identified schools. • Determine if teachers on HQT plans are progressing as required. □ Update current schoolwide plans. □ Consider the implications of using the transferability provision. □ Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer. □ SDE 1.1 financial form for the second quarter ending Dec. 31 due Jan 10th □ Assess that spending is going according to plan.
<p>April 2009</p>	<ul style="list-style-type: none"> □ Draft an investment plan following the format in the e-Application. Review evaluations of CFP investments. □ April 1 - final submission date for current year (SY08-09)* amendment requests. □ April 1 - final date for submission of next year (SY08-09)* ed-flex waiver requests. □ SDE 1.1 financial form for the third quarter ending March. 31 due April 10th <p>** SY= School Year</p>