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2017-2018 Consolidated Federal Programs (CFP) Timeline

April – August 2017

- a. Indirect rate application due April 1st. (yearly)
- b. Last amendment for FY17 due April 15, 2017.
- c. Review and update Continuous Improvement plan. (quarterly)
- d. Submit FY17 application by July 1, 2017.
- e. Submit FY17 Homeless and Title I Report by 6/30/17.
- f. AOE 2.0 financial form for fourth quarter window for CFP is 6/20/17 – 7/20/17.
- g. Final AOE 2.0 window for CFP is 6/25/17 – 8/30/17.
- h. Unawarded carry forward will be entered by May 25, 2017.
- i. Upon Notification from the Agency - complete required revisions to initial application as necessary.
- j. All initial applications should be submitted by July 1, 2017.
- k. Once the application and grant award with all e-signatures in place you can request an amendment by contacting Ed Haggett after September 15, 2017.

September – October 2017

- a. Publicize parents' "right-to-request" information on the qualifications of their child's teachers, including paraprofessionals, if any.
- b. Distribute a copy of CFP assurances to all schools in the LEA.
- c. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- d. Final AOE 2.0 window for CFP is 6/25/17 – 8/30/17.

- e. Review and update Continuous Improvement plan. (quarterly)
- f. To request an amendment contact Ed Haggett, Grants Manager after September 15, 2017.
- g. Once the final AOE 2.0 has been submitted, accepted and processed additional carry forward amounts (unadvanced and cash on hand) will be added to carry forward amount in the allocation overview (if any). It is the responsibility of CFP team leader and the business manager to check these final carry forward figures. If you do not agree with the figures it is the business managers' responsibility to contact John Leu at the VT-AOE finance office.
- h. First quarter AOE 2.0 window for CFP is 9/20/17 – 10/15/17.
- i. Review the CFP Monitoring Document and plan for monitoring if being visited.

November – December 2017

- a. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- b. Second quarter AOE 2.0 window for CFP is 12/20/17 – 1/15/18.

January – March 2018

- a. Outreach to, and consultation with, independent schools for FY19 application.
- b. Needs Assessment and Planning for the CFP FY19 application (on-going).
- c. Gather data from participating schools, including independent schools. Items to have on hand are assessment results, student or parental surveys, continuous improvement plans, LEA goals, technology plans and other pertinent data.
- d. Establish an evaluation plan.
- e. Identify the members of your Consolidated Federal Programs Team and engage in systematic consultation as required by ESSA. Members should include teachers, administrators, parents and independent school representatives and, if desired, representatives of other groups within the school or community.
- f. Draft a Title I Targeting and Ranking Data Sheet (using an estimated allocation).
- g. Draft an investment plan following the format in online application for FY19.

- h. Review and update Continuous Improvement plan. (quarterly)
- i. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- j. Second quarter AOE 2.0 window for CFP is 12/20/17 – 1/15/18.
- k. Third quarter AOE 2.0 window for CFP is 3/20/18 – 4/15/18.
- l. FY19 Application opens on March 23, 2018.
- m. Apply for indirect administration rate (yearly application) by April 1.
- n. Assess that spending is going according to plan.

April 2018

- a. Complete evaluation of CFP investments for FY18.
- b. Review and update Continuous Improvement plan. (quarterly)
- c. Third quarter AOE 2.0 window for CFP is 3/20/18 – 4/15/18.
- d. April 1, 2018 Last day to request amendments to be opened.
- e. April 14, 2018 - Final submission date for current year (SY 17-18) amendment requests

May – June 2018

- a. FY19 Application due May 5, 2018.
- b. Title I end of year participation report and homeless education report due for FY18.
- c. Fourth quarter AOE 2.0 window for CFP is 6/20/18 – 7/20/18.
- d. Final AOE 2.0 report window for CFP is 6/25/18 – 8/30/18.
- e. CFP Annual Conference – March/April 2018.