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## MEMORANDUM

TO: Superintendents, Business Managers, Grant Managers, Consolidated Federal Programs (CFP) Team Leaders, Curriculum Directors

FROM: Anne Bordonaro, Director, Federal Education and Support Programs Division  
Patrick Halladay, Director, Education Quality Division

SUBJECT: Updates to Continuous Improvement Plan and Consolidated Federal Programs Application Submission and Review Processes

DATE: January 15, 2020

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### Purpose

The purpose of this memo is to provide LEAs with information regarding updates to Continuous Improvement Plan (CIP) and Consolidated Federal Programs (CFP) application submission and review processes.

### Updates

In order to create a more streamlined and effective approach, the Education Quality Assurance Team and Consolidated Federal Programs Team have collaboratively designed the following updates to the CIP submission and CFP application process:

- In response to feedback from the field, LEA and school-level Continuous Improvement Plans will now be submitted as uploads in the [Grants Management System \(GMS\)](#), using the [Continuous Improvement Plan Template](#).
  - LEAs and schools are also now required to upload the Data Inventory Tool that will summarize the data collection and initial findings used to begin an LEA or school's Continuous Improvement Planning process and provide justification and purpose for CFP investments. We will preview the Data Inventory Tool at the webinar referenced below and have it available on-line after the webinar.
  - The window for CIP submissions will open on Feb. 15, 2020. CIPs submitted by March 15, 2020, will be prioritized for review by the EQA team, allowing LEAs to begin work in their CFP applications on the anticipated April 1, 2020, opening date. CFP applications will not be reviewed in the absence of approved CIPs and submitted Data Inventories.
  - The EQA and CFP teams will host a webinar on Jan. 29, 2020 from 9-10 a.m. to provide additional information on these updates. Please [register for the for the webinar online](#).
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### Contact Information:

If you have questions about this document or would like additional information, please contact: Patrick Halladay, Director, Education Quality Division at [patrick.halladay@vermont.gov](mailto:patrick.halladay@vermont.gov).

Once registered, you will receive a confirmation email with information on joining. The webinar will be recorded for those who cannot attend the live event.