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## MEMORANDUM

TO: Superintendents, CFP Team Leaders, and Business Managers  
FROM: Consolidated Federal Program Team  
SUBJECT: October, 2013 Technical Assistance Alert  
DATE: October 1, 2013

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It is the goal of the CFP team at the Agency of Education to provide high quality technical assistance and support to LEA's while fulfilling federal requirements.

### **Items Included in this Technical Assistance Alert:**

- New CFP Review Process for FY 2015
  - Revised FAQ on Highly Qualified Paraprofessionals
  - Director of Curriculum License
  - Title I – Investments Allowed for After School Programs
  - Superintendents'/Business Managers' Salaries– Non-Allowable Expenses
  - G3 and Internet Explorer 10
  - Amendments – Check your previous review letter
  - AOE 2.0/1<sup>st</sup> Amendment window and carry forward
  - Revised Title IIA Cliff Notes
  - Title IIA Evaluation Requirement Reminder
  - VE2
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### **New CFP Review Process for FY 2015**

The Committee of Practitioners met August 19, 2013 to review and support a new implementation procedure in reviewing Consolidated Federal Programs applications. Beginning in the spring of 2014, CFP applications will be submitted earlier – in March and will have a revised review process. Specifically, CFP FY '15 applications will be opened on March 24, 2014, will be due May 2, 2014, and reviews will be completed by June 30, 2014. In addition,

the CFP Team will be working collaboratively with the School Effectiveness Team to review the application in an effort to align Title funds with school improvement goals and provide full reflection, knowledge, advocacy for the LEA plan. This will result in stronger lines of communication with the LEAs. Attached is the full text of the decision and a questions & response paper. For more information, contact Mary Mulloy at [mary.mulloy@state.vt.us](mailto:mary.mulloy@state.vt.us).

See attached documents:

- FAQ on Revised Review Process
- Revisions to CFP Application Review Process

## HQP

Recently members of the Educator Quality team and the CFP team updated the document, "[Highly Qualified Paraprofessional Requirements & Frequently Asked Questions](#)." The revised document merges the changed implementation procedure regarding funding instructional paraprofessionals with Title funds and the existing requirements in the No Child Left Behind Act.

## Director of Curriculum License

The AOE has created a "[grandparenting](#)" plan for currently practicing directors of curriculum that recognizes their experience in relation to the newly adopted endorsement. This plan will allow the AOE to transition experienced educators to the new endorsement over a three year period; all educators currently practicing as directors of curriculum will need to obtain their endorsement by the fall of 2016. Please contact the Licensing Office at [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us) or (802) 828-2445 for additional information on how to add the DOC endorsement.

## Title I Investments Allowed for After School Programs

While extended day activities (read "after school") are allowed, indeed encouraged, by Title I, there are parameters of which one must be aware. Title I may only be used to support the academic component of extended time programs. While oversight of said academics is permitted, it must be prorated so as to align with the percentage (or less) of academic activities in relation to non-academic activities. Also, Title I dollars may not be used to administer extended time programs that have no Title I dollars paying for direct academic services to students, even in cases where said program includes an academic component.

## Superintendents/Business Managers cannot be paid for with Title funds

As budgets shrink and Sequestration looms as a continuing reality, many LEAs have begun to look for ways to more creatively use their CFP administration dollars. A few recent cases saw portions of a Superintendent's and/or Business Manager's salary underwritten with Title I, Title IIA or Consolidated Admin funds. As both positions

are required for LEAs under State law, there is a presumption of supplanting. Federal funds may not be used to support positions required by State or local law.

### **G3 and Internet Explorer 10**

As some of you have found out, *G3 and Internet Explorer 10 are not compatible* at this time. Earlier versions of Explorer work well. Until further notice please plan to use an Internet browser other than Internet Explorer 10 while using G3.

### **Check Review Letter before Submitting Amendment**

Many of you have corrections/edits that must be made to the application in the first amendment. Please review your approval letter prior to submitting an amendment to ensure all required changes are made. This is good practice for all subsequent amendments.

### **AOE 2.0/ 1st Amendment Window and Carry Forward**

The last date to submit your FY13 AOE 2.0 final is September 30, 2013.

The FY14 AOE 2.0 1<sup>st</sup> quarter window opens on September 20, 2013 and runs until October 15, 2013.

Once your FY13 AOE 2.0 final is submitted and accepted additional carry forward funds (Unadvanced and Cash on Hand, if any) become available. These additional funds will show once an amendment is opened.

The first amendment window will be open to you once the FY13 Final AOE 2.0 and the FY14 1<sup>st</sup> quarter AOE 2.0 have been submitted and accepted. The 1<sup>st</sup> quarter amendment window will close on November 29, 2013. Remember that you have to request an amendment to be opened by e-mailing [ed.haggett@state.vt.us](mailto:ed.haggett@state.vt.us).

### **[Revised Title IIA Cliff Notes](#)**

## **Title IIA Evaluation Requirement Reminder**

Title IIA evaluation plans for a targeted investment are due before the end of September. If you have questions/concerns about the evaluation plan, e-mail [mc.moran@state.vt.us](mailto:mc.moran@state.vt.us).

### **[Join VE2](#)**

Here are the directions for accessing VE2 resources.

Click on "Log In" on top right hand corner.

Sign-up by following the direction.

After are signed up go to "Groups and Collaboration"

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Choose CFP-Title II, Part A.

Request to join this group.

I'll okay your request and then you go back into VE2 (log in), go once again to Groups and Collaboration and click on CFP-Title II, Part A group. Look under resources for relevant resources.