



New York State  
EDUCATION DEPARTMENT  

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Knowledge > Skill > Opportunity

# Consolidated Application for ESSA-Funded Programs

Online Application Process – Consultation/Collaboration with Stakeholders

**OFFICE OF ESSA-FUNDED PROGRAMS**

# Consolidated Application for ESSA-Funded Programs - AGENDA

- Every Student Succeeds Act (ESSA)
  - Accessing the Application
  - Consultation & Collaboration
  - Next Steps and NYSED Support



# Every Student Succeeds Act (ESSA)

- Consistent with the requirements outlined in the Every Student Succeeds Act (ESSA), the New York State Education Department (NYSED) has developed its online Consolidated Application to support the timely administration of ESSA-funded programs to LEAs across the state.
- The application remains streamlined to focus on the required assurances from Section 8306 of ESSA, as well as programmatic and fiscal information that staff have determined is necessary to properly administer each program.
- The on-line platform dramatically improves NYSED's capacity to collect and analyze district-provided data in a timely manner, and then utilize that data to provide targeted support to LEAs as part of shared continuous improvement efforts.

# Accessing the Application

- To access the Business Portal and for additional guidance and support, please visit our web-site at: <http://www.nysed.gov/essa/schools/consolidated-application>
- *Additionally* - if the applicant has questions about various portions of the application, webinars are available, as well as additional resources, forms and other technical assistance materials.

2018-2019 Consolidated Application for ESSA-Funded Programs

**Executive Summary**

*NYSED has developed the online 2018-19 Consolidated Application for ESSA-Funded Programs to support the timely administration of ESSA-funded programs to local educational agencies (LEAs) across the state.*

[View the full Executive Summary](#)

ESSA-FUNDED PROGRAMS ONLINE APPLICATION PORTAL

FORMS

FISCAL INFO

APPLICATION WEBINAR LIBRARY



# Consultation and Collaboration

- All applicants, in developing their Consolidated Application for ESSA-Funded Programs, are required to provide evidence of consultation and collaboration with appropriate stakeholder groups by completing and uploading the “Consultation and Collaboration Documentation” form(s).

### Consultation & Collaboration

Please refer to the *Documents* panel along the left of the application for additional information and access to forms and worksheets. Specific to this section, please refer to the “*2018-19 Consultation and Collaboration Documentation*” form for additional information.

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The Every Student Succeeds Act (ESSA) contains several provisions requiring LEAs to consult and/or collaborate with various groups in the development of the LEA's application/program with respect to each Title. Please identify individuals from the appropriate constituency groups using the *2018-19 Consultation/Collaboration Form(s)*, and upload completed forms with original signatures.

**PLEASE NOTE:** Multiple forms may be uploaded collaboration process. \*

Report Title: Consult Collab

Choose File

No file chosen

Add Another Upload

Constituency Groups:

- Title I, Part A - Teachers, Principals and/or Administrators, Other School Leaders, Paraprofessionals, Specialized Instructional Support Personnel, Other School Personnel, and Title I Parents
- Title II, Part A - Teachers, Principals and/or Administrators, Other School Leaders, Paraprofessionals, Specialized Instructional Support Personnel, Parents, Community Partners, and Organizations with Demonstrated Expertise
- Title III, Part A - Teachers, Researchers, Principals and/or Administrators, Parents and Family Members, Community Members, Public or Private Entities, and Institutions of Higher Education
- Title IV, Part A - Teachers, Principals, Other School Leaders, Specialized Instruction Support Personnel, Parents, Students, Community-Based Organizations, and Local Government Representatives
- Title V, Part B - Teachers, Other School Staff, Principals and/or Administrators, Parents

**PLEASE NOTE** - Consultation with appropriate private school representatives will be addressed in the *Equitable Services* section of the application using the “*Written Affirmation of LEA Consultation with Private School Officials Form*.”

(Please note - A separate consultation process is required for private schools. This process is addressed in the *Equitable Services* section of the application.)

# Consultation and Collaboration

This form must be maintained on file by each LEA applying for funds under ESEA in order to document that appropriate consultation/ collaboration has occurred or was attempted with required constituency groups as follows:

1. Representatives of required constituency groups who sign the form under their name in column 1 are effectively affirming that appropriate consultation has occurred. (The signature does not indicate agreement.) Supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA, and information must be entered in columns 1–7 (check (X) in columns 3-7).
2. For representatives of required constituency groups who have consulted with the LEA but whose signatures are unobtainable, information must be entered in columns 1–8 (check (X) in columns 3-7); supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA.
3. For representatives of required constituency groups with whom the LEA attempted to consult/collaborate, but refused or were unavailable to do so, such information must be entered in columns 1–9 (check (X) in columns 3-7), and a check (X) must be entered in column 8 to indicate that the consultation did not occur. **Appropriate documentation/explanation must be maintained on file in the district.**



1	2 (Print or Type)	3	4	5	6	7	8 (Required if no signature)	9
Individual's Name (Print/Type) AND Signature	Individual's Title <u>and</u> Constituency Group	Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B	Dates and Types of Consultation/Collabo- ration	Attempted Consultation
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Before proceeding, check to ensure that the following constituent groups are included, if applicable:

Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B
<ul style="list-style-type: none"> <li>- Teachers <sup>2</sup></li> <li>- Principals and/or Administrators</li> <li>- Other School Leaders</li> <li>- Paraprofessionals</li> <li>- Specialized Instructional Support Personnel</li> <li>- Other School Personnel</li> <li>- Title I Parents<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Teachers <sup>2</sup></li> <li>- Principals and/or Administrators</li> <li>- Other School Leaders</li> <li>- Paraprofessionals</li> <li>- Specialized Instructional Support Personnel</li> <li>- Parents</li> <li>- Community Partners<sup>3</sup></li> <li>- Organizations with Demonstrated Expertise<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Researchers</li> <li>- Principals and/or Administrators</li> <li>- Parents and Family Members</li> <li>- Community Members<sup>3</sup></li> <li>- Public or Private Entities<sup>3</sup></li> <li>- Institutions of Higher Education<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Principals</li> <li>- Other School Leaders</li> <li>- Specialized Instruction Support Personnel</li> <li>- Parents</li> <li>- Students</li> <li>- Community-Based Organizations</li> <li>- Local Government Representatives</li> <li>- Tribal Organizations<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Other School Staff</li> <li>- Principals and/or Administrators</li> <li>- Parents</li> </ul>

- “Representatives of required constituency groups who sign the form are effectively affirming that appropriate consultation has occurred . . . Supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA . . .”

- Constituency groups are listed at the bottom of the form. It is important to take note of each different program area, as some changes have occurred as a result of ESSA.





# Next Steps....

- The “*Consolidated Application for ESSA-Funded Programs*” is published in the Business Portal, with submissions due as delineated in the *Submission Instructions* section.
- Superintendents/CEOs and district staff should have received a system generated from [conappta@nysed.gov](mailto:conappta@nysed.gov) notifying them that the application is now live.
- Additional webinars and guidance documents have been issued by the Office of ESSA-Funded Programs to provide on-going support and technical assistance.
- District staff should visit the NYSED Business Portal to ensure that user accounts and existing applications are up-to-date <http://portal.nysed.gov>.

# NYSED Support

- TECHNICAL SUPPORT

- Please contact the SEDDAS Help Desk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov) to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.

- SURVEY CONTENT SUPPORT

- Please contact the Office of ESSA-Funded Programs at (518) 473-0295 or via email at [conappta@nysed.gov](mailto:conappta@nysed.gov) if you have any questions or concerns regarding the content of the application/survey.

**Thank You for Your  
Continued Collaboration!**

- *For Additional Guidance and Support*, please visit the [Consolidated Application for ESSA-Funded Programs website](#)



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