



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Consolidated Application for ESSA-Funded Programs

Online Application Process – *Private School Consultation*

OFFICE OF ESSA-FUNDED PROGRAMS

Consolidated Application for ESSA-Funded Programs - AGENDA

- Every Student Succeeds Act (ESSA)
 - Accessing the Application
 - Private School Consultation
- 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

- For private schools located within the district, a template/sample letter has been developed to assist the LEA as it reaches out to consult and collaborate with private school representatives.

[Insert Date]

[Insert Private School Official's Name]
[Insert Private School Name]
[Insert Street Address]
[Insert City, State, Zip Code]

RE: 2019-2020 Equitable Services for Participating Private Schools

Dear [Insert Private School Official's Name]:

The Every Student Succeeds Act (ESSA) provides services to public and private school children, teachers, and parents. As a private school located within our district's geographic catchment area, your students, teachers, and parents may be eligible for federal education services under one or more ESSA program.

Please review the description of each ESSA program outlined in Section 1 of the attached *2019-2020 Written Affirmation of LEA Consultation with Private School Officials* form. If you are interested in participating in one or more of the ESSA-funded programs during the 2019-2020 school year, please complete and return pages 1 and 2 of the form no later than [insert day at least 10 days after receipt of letter]. You may return the form by fax to [insert fax number], by email to [insert email address], or by mail.

If your private school elects to participate in one or more of the ESSA programs, we will work together to complete Section 2, Section 3, Section 4, and Section 5 of this form. When I receive your form, I will contact you about our first consultation meeting, which is planned for [insert date at least 10 days after form is due].

If you are not interested in participating in any of the ESSA programs, please indicate that on the enclosed form and return a signed copy by fax, email or by mail so that your materials can be submitted to the New York State Education Department as part of our 2019-2020 Consolidated Application.

If you have questions, please contact me at [insert phone number and e-mail address]. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Title]

[Insert Date]

[Insert Private School Official's Name]
[Insert Private School Name]
[Insert Street Address]
[Insert City, State, Zip Code]

RE: 2019-2020 Equitable Services for Participating Private Schools

Dear [Insert Private School Official's Name]:

[Insert name of school district] is beginning to plan its Title I program for the 2019-2020 school year and needs your help. As a private school that serves students who live in our district's geographic catchment area, your students, teachers, and parents may be eligible for federal education services under Title I Part A.

Please review the description of the Title I Part A program outlined in Section 1 of the attached *2019-2020 Written Affirmation of LEA Consultation with Private School Officials* form. Please note that, as a private school located outside of our district's geographic catchment area, you are not eligible to participate in the other ESSA-funded programs with our district. You may, however, be eligible to participate in programming provided by your district of location.

If you are interested in participating in our Title I Part A program during the 2019-2020 school year, please complete and return pages 1 and 2 of the enclosed form no later than [insert day at least 10 days after receipt of letter]. You may return the form by fax to [insert fax number], by email to [insert email address], or by mail.

If your private school elects to participate in Title I Part A, we will work together to complete Section 2, Section 4, and Section 5 of this form. When I receive your form, I will contact you about our first consultation meeting, which is planned for [insert date at least 10 days after form is due].

If you are not interested in participating in the Title I Part A program, please indicate that on the enclosed form and return a signed copy by fax, email or by mail so that your materials can be submitted to the New York State Education Department as part of our 2019-2020 Consolidated Application.

If you have questions, please contact me at [insert phone number and e-mail address]. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Title]

Enclosure

- A similar letter has been developed to assist an LEA as it consults and collaborates with schools located outside of the geographic catchment area that serve students living within the district.

- The LEA should maintain a record of these communications as well as other consultation affirmation forms, meeting minutes, and agendas to ensure it has met the obligations surrounding private school outreach regarding federal programs.

Consultation and Collaboration

2019-2020 WRITTEN AFFIRMATION OF LEA CONSULTATION WITH PRIVATE SCHOOL OFFICIALS

BACKGROUND INFORMATION

CONSULTATION REQUIREMENT:

Sections 1117(b) and 8501(c) of the Every Student Succeeds Act (ESSA) require that timely and meaningful consultation occur between the local education agency (LEA) and private school officials **prior to any decision** that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs subject to equitable participation. ESSA requires that **consultation continue throughout the implementation and assessment of activities** in programs subject to equitable participation requirements. For Title I, Part A programs, section 1117(b)(1) also requires that such consultation occur during the design and development of the LEA's Title I, Part A programs.

PROGRAMS REQUIRING CONSULTATION:

Section 1117 requires that LEAs consult with appropriate private school officials from any private school serving district resident students regarding Title I Part A – Improving Basic Programs Operated by Local Educational Agencies.

Section 8501 requires that LEAs consult with appropriate private school officials from any private school located within the geographic catchment area regarding the following ESSA programs:

- Title I Part C - Education of Migratory Children (not applicable to LEAs in NYS; this program is administered by the State Education Department)
- Title II Part A - Supporting Effective Instruction Grants
- Title III Part A - English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV Part A - Student Support and Academic Enrichment Grants
- Title IV Part B - 21st Century Community Learning Centers (this is a competitive grant opportunity)

GOAL OF CONSULTATION:

Sections 1117(b)(1) and 8501(c) of ESSA state that the goal of consultation is agreement between the LEA and appropriate officials on how to provide equitable and effective programs for eligible private school children. The "goal of reaching an agreement between an LEA and appropriate private school officials is grounded in timely, meaningful, and open communication and the private school officials on key issues that are relevant to the equitable participation of eligible private school children and other education personnel, and families in ESSA programs."

TIMELY AND MEANINGFUL CONSULTATION:

Meaningful consultation provides ample time and a genuine opportunity for all parties to express their views, to have considered, and to discuss viable options for ensuring equitable participation of eligible private school students, teachers, education personnel, and families. Consultation for all programs must be conducted before the LEA has made any decisions regarding the design and development of the program. The LEA must also consult with private school officials before the LEA will be well prepared with the necessary information and data for decision-making. Successful consultation begins with implementation of services, establishes positive and productive working relationships, makes planning effective throughout implementation of equitable services, and serves to ensure that the services provided meet the needs of the private school students.

- Both the LEA and the private school should carefully read through the background information in its entirety.

- The private school contact should indicate its intention for each program area, as applicable, by checking the appropriate box.

**2019-2020 WRITTEN AFFIRMATION OF LEA CONSULTATION
WITH PRIVATE SCHOOL OFFICIAL**

LEA Name

LEA Contact Person

Private School Name
Street Address
City/Town, Zip Code
BEDS Code¹

Contact Person / Title
Contact Telephone
Contact Email
District of Location

SECTION 1: INTENT TO PARTICIPATE IN ESSA PROGRAMS

For each ESSA program below, private school officials should indicate their intent to participate by marking the most appropriate box.

Please note that due to eligibility criteria, a district may not participate in each of the programs listed.

Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies (LEA)

- ☐ Yes, I am interested in participating in Title I, Part A during the 2019-20 school year.
- ☐ No, I am not interested in participating in Title I, Part A during the 2019-20 school year.²
- ☐ No, I have no eligible Title I students at this time.²

The Title I, Part A federal program provides services to both public and private school children who need additional services. Title I, Part A supports supplementary instruction by public schools or by a third-party contractor to students who are educationally disadvantaged and failing, or most at risk of failing, to meet state standards.

- The private school administrator should sign and date the form before returning it to the LEA.

- Regardless of the whether the private school intends to participate in one or more of the federal programs or not, it should complete the contact information portion of the document before signing and returning it to the LEA.

timely and meaningful consultation. Participation in the Title III, Part A Immigrant Education program will require the private school to provide counts of eligible immigrant students (regardless of a student's district of residence) to the district before an equitable services allocation can be determined.⁴

Title IV, Part A – Student Support and Academic Enrichment Grants

- ☐ Yes, I am interested in participating in Title IV, Part A during the 2019-20 school year.
- ☐ No, I am not interested in participating in Title IV, Part A during the 2019-20 school year.²
- ☐ Not Applicable – My private school is located outside of the geographic catchment area of the district.

The purpose of Title IV, Part A is to improve students' achievement by increasing the capacity of states and LEAs to provide opportunities for students to access a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students. The appropriate benefits, services, and materials provided will be determined with the LEA during consultation with the private school. **Participation in the Title IV, Part A program will require the private school to provide the total count of students in grades K-12 (regardless of a student's district of residence) before an equitable services allocation can be determined.**⁴

2019-20 Consolidated Application

- ☐ Yes, I am interested in receiving a copy of the LEA's 2019-20 Consolidated Application.
☐ No, I am not interested in receiving a copy of the LEA's 2019-20 Consolidated Application.

Private School Administrator's Signature: _____ Date signed: _____

FOR LEAs

If the private school has elected to participate in one or more of the programs listed above, the LEA must consult with the private school in order to complete *Section 2, Section 3, Section 4, and Section 5* of this form, as applicable. In such a case, the LEA should submit, as part of its 2019-20 Consolidated Application, completed and signed copies of pages 1-6 of this document.

If the private school has elected not to participate in any of the programs listed above or is not eligible to participate in any of the programs listed above, the LEA is not required to complete *Section 2, Section 3, Section 4, and Section 5* of this form at this time. The LEA should submit, as part of its 2019-20 Consolidated Application, completed and signed copies of pages 2-3 of this document.

Consultation and Collaboration

**2019-2020 WRITTEN AFFIRMATION OF LEA CONSULTATION
WITH PRIVATE SCHOOL OFFICIAL**

LEA Name: Private School Name:

SECTION 2: TITLE I CONSULTATION

If the private school has elected to participate in Title I Part A, the LEA is required to complete the chart below. In such a case, the LEA should submit a fully completed copy of pages 4 and 6, including signatures, as part of its 2019-20 Consolidated Application.

The following topics must be discussed during the ongoing consultation process as required for Title I Part A:

Topics of Consultation Title I Part A	Date(s) Discussed	Agreement Reached?
• How the children's needs will be identified	<input type="text"/>	<input type="text"/>
• What services will be offered	<input type="text"/>	<input type="text"/>
• How, where, and by whom the services will be provided	<input type="text"/>	<input type="text"/>
• How the services will be academically assessed and how the results of that assessment will be used to improve those services	<input type="text"/>	<input type="text"/>
• The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that is allocated for such services, and how that proportion of funds is determined	<input type="text"/>	<input type="text"/>
• The method or sources of data that are used under section 1117(c) and 1113(c)(1) to determine the number of children from low-income families in participating school attendance areas who attend private schools	<input type="text"/>	<input type="text"/>
• How and when the agency will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers	<input type="text"/>	<input type="text"/>
• How, if the agency disagrees with the views of the private school officials on the provision of services through a contract, the local educational agency will provide in writing to such private school officials an analysis of the reasons why the local educational agency has chosen not to use a contractor	<input type="text"/>	<input type="text"/>
• Whether the agency shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor	<input type="text"/>	<input type="text"/>
• Whether to provide equitable services to eligible private school children by creating a pool or pools	<input type="text"/>	<input type="text"/>

**2019-2020 WRITTEN AFFIRMATION OF LEA CONSULTATION
WITH PRIVATE SCHOOL OFFICIAL**

LEA Name: Private School Name:

SECTION 4: SERVICES TO BE PROVIDED

In the boxes below, provide a short description of the services to be provided for each program. Include the amount of funds allocated.

Program Name	Student Count	Per Pupil Amount	School Allocation	Participation	Program Services Description (See Allowable Activities Guidance)
Title I Part A	<input type="text"/> # of Low-Income Students Living in Title I Attendance Areas	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Receiving Services <input type="checkbox"/> Declining Services <input type="checkbox"/> No Eligible Students	<input type="text"/>
Title I Part A Parent and Family Engagement	<input type="text"/> # of Low-Income Students Living in Title I Attendance Areas	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Receiving Services <input type="checkbox"/> Declining Services <input type="checkbox"/> No Eligible Students <input type="checkbox"/> District Allocation is Less Than \$500,000 – No Reserve Required	<input type="text"/>
Title II Part A	<input type="text"/> # of Students in Grades K-12, Regardless of LEA of Residence	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Receiving Services <input type="checkbox"/> Declining Services <input type="checkbox"/> Out of District Private School	<input type="text"/>
Title III	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Receiving Services	<input type="text"/>

- If the private school has elected to participate in one or more of the programs, the LEA must consult with the private school in order to complete the remaining sections of the affirmation document as applicable. The LEA should submit, as part of its Consolidated Application for ESSA-Funded Programs, completed and signed copies of the appropriate sections.

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 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 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 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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