|  |  |
| --- | --- |
| Massachusetts Department of Elementary and Secondary Education Logo | |
|  | FY18 Federal Programs Consolidated Plan Overlay Instructions |
|  |
| **June 2017** |
| Massachusetts Department of Elementary and Secondary Education  75 Pleasant Street, Malden, MA 02148-4906  Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370  www.doe.mass.edu |

**Introduction**

The consolidated plan overlay (CPO) is designed to help and encourage districts to consider how federal formula grants are contributing to district priorities, along with other funding streams. This is the first step in a commitment by the Department to adopt a consolidated approach to federal formula grant systems.

The CPO asks each district to provide a list of their key districtwide instructional initiatives for the upcoming school year (FY18) from an existing district improvement plan, district action plan, strategic plan, or other plan. We anticipate that most districts will enter between 3 and 5 key initiatives, although there is space for up to 10. The Department intends to capitalize on work that each district has already done to assess and prioritize needs and resources for the upcoming year, assumedly incorporating district data and input from stakeholders. The CPO then asks each district to indicate whether its initiatives include activities that support one or more of the Department’s priorities included in the statewide [Every Student Succeeds Act (ESSA) plan](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/financial-support/title-i-and-other-federal-support-programs/essa-every-student-succeeds-act/essa-state-plan.html). Finally, each district is asked to check off whether the initiative is supported by one or more of the listed funding sources.

District initiatives are not required to support the statewide ESSA priorities (we are just seeking some baseline data), and we realize that there is much good work happening in districts and schools that will not be captured on the CPO. Our hope is that the CPO will generate or reinforce conversations at the district level, tying strategic thinking on teaching and learning to strategic thinking on resource allocation in order to produce a single, accessible display (the CPO).

## Obtaining the consolidated plan overlay

The FY18 CPO is available for download from the Title I RFP (Fund Code 305) posted on the Grants website at: <http://www.doe.mass.edu/grants/current.html> **The CPO is required of all FY18 applicants for Title I, IIA, III, and IVA funds**, but for ease of administration is offered and will be collected along with the Title I RFP and application with at least the columns for Titles I and IIA completed at the time of initial submission.

1. Locate the Excel icon entitled, “Consolidated Plan Overlay”
2. Right-Click the Excel icon and select Save Target As (or Save Link As using some browsers)
3. Save the file to your computer
4. Rename the file by replacing the words “leacode” in the filename with your 4-digit district code. For example, Abington (0001) would rename the file as “FY18CPO-0001” Do not change the filename except for your district’s 4-digit code.

# Step 1: Gather reference materials

To complete the CPO on behalf of your district/LEA, you will need the following information:

1. Your district improvement plan, action plan, strategic priorities or goals, which will allow you to provide summary information about district initiatives for the FY18 school year. Districts with a single school may draw from school improvement plans. The initiatives supplied by each district should have been developed with input from key stakeholders. Districts are encouraged to consider the Department’s [numerous data-based tools](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/tools-and-resources/district-analysis-review-and-assistance/dart-for-districts-and-dart-for-schools.html) and its [“Planning for Success,” district and school improvement planning model and DIY resources](http://www.doe.mass.edu/research/success/) , in addition to their own internal data as each sets priorities for the upcoming year.
2. Access to financial information or personnel that will allow you to identify which funding sources (Title I, IIA, III, IVA, IDEA, Perkins, and Other Federal, State, and Local, Private) are supporting district initiatives. Specific amounts of funding from each source are not necessary.

**Step 2: Provide preliminary information**

1. Select your district from the dropdown menu in the top, left-hand corner of the CPO.
2. Indicate which planning document you used to list your district’s key initiatives for the upcoming school year (see Step 3, below). Examples include: district improvement plan, accelerated improvement plan, district annual action plan, district’s strategic plan, superintendent’s goals/priorities, or other such plan. We expect that most districts will derive annual initiatives from their district improvement plan, which should be developed every three years in accordance with state law.
3. Indicate whether the CPO is complete for all funding sources, or if not, which funding sources are **not** included. The CPO must be completed for at least Title I and Title IIA funds at the time of initial submission; after that, updates should be emailed to your Title I liaison. A completed overlay that includes all funding sources is due no later than **September 30, 2017.**
4. Indicate which stakeholders were involved in the development of the key initiatives. Examples include: central office administrators, school councils, parents, teachers, principals, community partners, and other school and district leadership.

**Step 3: Insert key district initiatives for FY18.**

1. Use your key district initiatives for FY18 when completing the CPO. In the column entitled, “Initiative Keywords or Short Title,” summarize each initiative in five or fewer words; in the second column entitled, “Strategies/Activities,” provide a summary of the components of the initiative. Some guidelines to keep in mind:

* **Be focused**: These initiatives should not include everything happening in your schools, but rather should be priorities receiving particular focus or emphasis for FY18.
* **Be selective:** Each district should have at least three initiatives, but no more than 10. We anticipate that most districts will include 3-5 initiatives. Also, please limit the initiatives to those directly impacting teaching and learning (i.e., not capital projects).
* **Be brief:** In the first column, please give each initiative a short title, which will help us to quickly identify the broad focus of the initiative (i.e., “Teacher Collaboration”).
* **Be descriptive:** In the second column please include a brief description of the strategies and/or activities that the district will use to implement the initiative. Here, for example, you may include particular curriculum, PD or how the strategy will be differentiated for different grade clusters.

**Step 4: Indicate whether the initiative/activities in each row support Massachusetts’ ESSA statewide priorities**.

Massachusetts submitted its statewide [consolidated plan](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/financial-support/title-i-and-other-federal-support-programs/essa-every-student-succeeds-act/essa-state-plan.html) this Spring in compliance with the requirements of the Elementary and Secondary Education Act (ESEA) as reauthorized in 2015 through the [Every Student Succeeds Act (ESSA).](https://www2.ed.gov/documents/essa-act-of-1965.pdf) In its consolidated plan, Massachusetts committed to strengthening “the quality and breadth of the instructional program students experience” with special attention to the following areas:

* 1. Early grades literacy
  2. Middle grades mathematics
  3. High-quality college and career pathways
  4. Supports for historically disadvantage student groups: students who are English language learners, those receiving special education services, economically disadvantaged students, and/or members of racial and ethnic minority groups.
* For each of your initiatives, please check as many of the statewide priorities as each promotes.
* ***Note:***Initiatives are not required to support one or more of these priorities. This data is being collected through the CPO to get an initial read on how these priorities are being addressed by districts in this first year of Massachusetts’ ESSA implementation.

**Step 5: Indicate which sources of funding support the initiative/activities in each row**

Multiple program and business staff may need to be consulted to complete this form.

* + Check all sources of funding for each initiative/activities from among individual federal programs (Title I, Title IIA, Title III, School Redesign (grants for certain Level 4 and 5 schools), IDEA, Perkins) and three catch-all sources (other federal, state and/or local, private funding). Because each initiative may have multiple strategies and activities, you may check off multiple funding sources even though not all activities are funded by all sources.
  + Do not include dollar amounts.
  + If you allow your cursor to hover over the funding source (i.e., Title IV), you will see a brief explanation of the grant scope/purpose, which may help you to identify who you will need to consult in your district in order to complete the information for that column. You may also find more information by following the links below:

[Title I, Part A](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/financial-support/title-i-and-other-federal-support-programs/title-i-part-a/)

Title II, Part A

Title III

[Title IV, Part A (new grant program for student support and academic enrichment, check Current Grants page)](http://www.doe.mass.edu/grants/current.html)

[School Redesign](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/support-for-level-3-4-and-5-districts-and-schools/school-and-district-turnaround/school-redesign-grants/)

IDEA

Perkins

**Step 6: Submit completed CPO**

* Ideally, the CPO should be completed at the time the district’s Title I application is submitted. Districts must fill out at least all descriptive information and funding information for Titles I and IIA to receive approval of their Title I application.
* If you submit a CPO for your district that is not complete, please indicate which funding sources are incomplete. Then submit a completed CPO as soon as the missing information is available and no later than **September 30, 2017. Districts that do not complete the CPO by this date may be subject to withholding of federal funds.**
* **Submit the CPO by uploading in the EdGrants** ([https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf%20) ) **as part of your Title I application**: See more complete instructions as part of the Title I Workbook (http://www.doe.mass.edu/Grants/current.html at Fund Code 305).
* Once you have uploaded a copy of the CPO with your Title I application, you should email any subsequent updates directly to your Title I liaisons rather than seek to amend through EdGrants.
* Your CPO will be posted on a shared internal Department drive so that it can be reviewed by all of the Department’s ESSA program staff.

**Important:**

**Prior to uploading the CPO with your Title I application in EdGrants, you must rename the file by replacing the words “leacode” in the filename with your 4-digit district code. For example, Abington (0001) would rename the file, “FY18CPO-0001” Do not change the filename except for your district’s 4-digit code.**