FY 2021 CRP Application Flexibility Guide

May 2020

Revised June 2020

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**Introduction** [Return to Table of Contents](#TOC)

The FY 2021 Consolidated Resource Plan (CRP) application was opened in Accelegrants on Friday, May 8, 2020.  RIDE is providing greater flexibility to districts in this time of uncertainty due to COVID-19.  Districts may submit CRPs in various ways:

1. Submit a complete application that includes budget items for summer activities.
2. Submit an application that is not complete but includes funding for summer activities only.
   1. Please let your reviewer know you are requesting summer funding and that you will need to make additional revisions.
3. Submit an application for all activities and staff to start at the beginning of the school year.  This option requires complete applications with **ALL** questions answered for full approval.

**TIP: to assist expediting the review and approval of summer activities, some LEAs have taken to highlighting the items that are specific to summer approval. You are welcome to highlight the summer activities if you wish.**

In an effort to increase flexibility, LEAs may revise their CRPs if and when necessary, before the amendment period.  Therefore, LEAs may create a budget, and related narratives, that only include summer activities until the school year plans are formulated (Please include the word “SUMMER” as the first word in the description of all summer budget requests, e.g. year-round staff, summer programs).

**Please remember summer activities and expenses include**:

* costs associated with summer programs or activities;
* salary and fringe costs associated with year-round/12-month staff; and
* expenses incurred during July and August for school year program activities.

If you choose to import your budget, but only want the summer activities reviewed at this time, please notify your reviewer, then budgets may be revised for the school year.  Remember, it will take time for applications to be reviewed for summer approval, sent back to LEA for changes and then reviewed again after resubmitting to RIDE.

Note: FY 21 Private School Proportionate Worksheets for all programs are together in the Accelegrants document Library *FY2021 CRP Information/Documents* section.

**Submission Deadlines:**

Summer Only or Complete with Summer Activities: Must be submitted by **June 30, 2020**.

Complete Applications without Summer Activities: Must be submitted by **August 14, 2020**.

**Note: Funds cannot be used for any activities until a substantially approvable application is submitted.**

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**For LEAs seeking Substantial Summer Approval**

At a minimum, LEAs need to complete the following sections of the application:

* Annual Ranking Page
* Reserves Page
* School Level Allocations Page
* Program Matrix
* Equitable Services Calculator (if applicable)
* Summer Budget Requests - For LEAs submitting a full application, or importing the budget from last year, please delineate which budget items are for summer by adding the word “SUMMER” to the budget description.)
* Summer Narratives – these can be included in the applicable narrative question or uploaded in related documents as “Summer Program”.

**For LEAs seeking School Year and/or Full Approval**

The entire application must be completed for LEAs to receive full approval.

* Note: Parent notifications have been moved to assurances. LEAs only need to answer *NA* for these questions.

**Title I-A resources can be found in the Accelegrants Document Library, including:**

* [Title I, Part A CRP Application Guide](http://gmsdocuments.ride.ri.gov/documentlibrary/9CA668F1-D9E8-4488-AFFF-19ECCCB075CC.docx)
* [Title I, Part A Creating a Winning Budget](http://gmsdocuments.ride.ri.gov/documentlibrary/EFDC4651-FDF1-4766-B40B-58FCD469D65E.docx)

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**For LEAs seeking Substantial Summer Approval**

At a minimum, LEAs need to complete the following sections of the application:

* Summer Budget Requests - For LEAs submitting a full application, or importing the budget from last year, please delineate which budget items are for summer by adding the word “SUMMER” to the budget description.
* Equitable Service Calculator, if applicable
* Professional Learning Worksheets for any summer activities.
  + Response to all six (6) questions required
  + Question 4: bulleted response allowable
  + Questions 5 and 6: Maximum of 250-word responses
  + Private Schools description: Maximum of 100-word responses

**For LEAs seeking School Year and/or Full Approval**

The entire application must be completed for LEAs to receive full approval.

* Please note the following flexibilities:
  + All questions for Application Details Part I LEA Plan have been moved to assurances. LEAs only need to answer *NA* for these questions.
  + For full approval, evidence-based articles are required for all budgeted professional learning activities. RIDE recommends storing these in the *Related Documents section* of the CRP Application under Title II, Part A.

**Title II-A resources can be found in the Accelegrants Document Library, including:**

* [Title II, Part A Creating a Winning CRP](http://gmsdocuments.ride.ri.gov/documentlibrary/BBFD5747-330E-4EBB-9A07-DFAE882054F4.pdf)
* [Title II, Part A Creating a Winning Budget](http://gmsdocuments.ride.ri.gov/documentlibrary/3B2429F6-FD53-4901-B5AD-5D1246EAA446.pdf)

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**For LEAs seeking Substantial Summer Approval**

At a minimum, LEAs need to complete the following sections of the application:

* Clearly mark the budget for summer approval items.
* Complete the single application details page answering in the context of summer requests.
* If a district is a consortia fiscal agent, submit member districts’ consortium arrangement declaration of intent forms if available or reach out to RIDE via email regarding expected participation.

**For LEAs seeking School Year and/or Full Approval**

* Complete the full budget and update the application details page to include the full scope of the Title III activities.
* If a district has private schools, indicate which schools are participating in Title III on the Private School page.
* If a district is a consortia fiscal agent, submit member districts’ consortium arrangement declaration of intent forms on the Related Documents page.

**EL Program & Title III Performance Report Changes for this year (FY 2021)**

RIDE is undertaking the development of the Multilingual Learner Blue Print this year which may fundamentally redesign how the state meets the needs of our Multilingual Learners (MLLs). As such, RIDE will be suspending the use of several sections of the EL Program & Title III Performance Report in the CRP this year. Beginning this year, we will allow the performance report to be submitted without sing off by the Superintendent. Sign off by MLL Director will be sufficient.

Additionally, LEAs **will not be required to complete** the following sections of the Performance Report this year:

* Section 1: Activities PD Growth Data Prompt
  + The Growth Data section
* Section 2: Desk Audit and Action Plan
* Section 3: Staffing Plan

LEAs **will be required to complete** the following sections of the EL Program & Title III Performance Report this year:

* Section 1: Activities PD Growth Data Prompt
  + Title III Activities Report
  + List only Professional Development activities paid with Title III funds
* Section 4: Private School Consultation and Counts of ELLs
* Section 5: Related Documents (however, some uploads will not be required)

The Multilingual Learner Team at RIDE will be providing additional support to LEA MLL Coordinators with these changes. Please reach your RIDE MLL Team member with questions.

**Title III-A resources can be found in Accelegrants Document Library, including:**

* [Title III, Part A CRP Application Guide](http://gmsdocuments.ride.ri.gov/documentlibrary/2F347057-9D64-45A7-BCE0-E82F7F5AE090.docx)
* [Consortia Forms](http://gmsdocuments.ride.ri.gov/documentlibrary/38A0E767-C873-4A62-B336-09AE730A0809.doc)
* [Private School Consultation Forms for Fall Performance Report](http://gmsdocuments.ride.ri.gov/documentlibrary/D0B42ABE-3A76-421C-9AEF-EDC38FF8A14E.doc)
* [Title III, Part A Winning Budget Tip Sheet](http://gmsdocuments.ride.ri.gov/documentlibrary/D86A5A04-F6C5-408A-8698-346ECF9C5EBE.docx)

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**For LEAs seeking Substantial Summer Approval**

At a minimum, LEAs need to complete the following sections of the application:

* Summer Programs/Activities – these can be included in the applicable narrative question or uploaded in related documents as “Summer Program”.
* Summer Budget Requests - For LEAs submitting a full application, or importing the budget from last year, please delineate which budget items are for summer by adding the word “SUMMER” to the budget description.)
* Equitable Services Calculator (if applicable)
* Any summer program/activities and related budget requests for private schools.

**For LEAs seeking School Year and/or Full Approval**

* The entire application must be completed for LEAs to receive full approval.

**On Hold**

* The new Prior Year Outcomes Report is on hold this year. LEAs do not need to complete this section of the application.

**Tips for Tracking Title IV-A Waiver Calculations**

* The CARES Act 20-20-Some Portion Rule and the 15% Technology Infrastructure Cap Waivers will apply to 2019-2020 Title IV-A carryover funds. To calculate the amount of funds available for this waiver, add together the unapplied and carryover funds:

|  |  |
| --- | --- |
| Unapplied Funds |  |
| Carryover Funds |  |
| **Total Carryover Funds** | **0** |

* The CARES Act Waivers will **not** apply to 2020-2021 funds. To calculate the LEA’s 2020-2021 allocation, start with the original allocation plus or minus any transfers:

|  |  |
| --- | --- |
| Original Allocation |  |
| Transfers In |  |
| Transfers Out |  |
| **2020-2021 Allocation** | **0** |

**Title IV-A resources can be found in the Accelegrants Document Library, including:**

* [Title IV-A Application Guide for 2020-2021](http://gmsdocuments.ride.ri.gov/documentlibrary/739A240B-C873-48F9-85A5-2AA2CF154FC7.docx)
* [Title IV-A FAQs](http://gmsdocuments.ride.ri.gov/documentlibrary/E94CDC03-029C-4A45-A20B-389693690F1B.docx)
* [Title IV-A Equitable Services Calculator](http://gmsdocuments.ride.ri.gov/documentlibrary/F9561986-D96B-4BE4-84F7-93DE0B02E389.xlsx)

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**For LEAs seeking Substantial Summer Approval**

At a minimum, LEAs need to complete the following sections of the application:

* For LEAs submitting a full application, or importing the budget from last year, please delineate which budget items are for summer by adding the word “SUMMER” to the budget description.)

**For LEAs seeking School Year and/or Full Approval**

The entire application must be completed for LEAs to receive full approval including answering all pertinent questions related to State Performance Plan Indicators.

**IDEA-B and Preschool resources can be found in the Accelegrants Document Library, including:**

* [Written Instructions for CRP Application](http://gmsdocuments.ride.ri.gov/documentlibrary/22A9D628-E787-45D7-91C0-51E577FEEA48.docx)
* [IDEA CRP Training Module](http://media.ride.ri.gov/CRP/IDEAFY2012CRP_revisions/story_html5.html)

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General Questions

**How do we know who our program person is?**

A list of program contacts by Title has been developed and shared with the field.

**If this is your first year completing the CRP application, who can assist with that? Is there a training?**

IDEA has an online training [module](http://media.ride.ri.gov/CRP/IDEAFY2012CRP_revisions/story_html5.html). Please see CRP Guide links in the sections above for each Title program. You can also reach out to your Title Program Liaison for technical assistance.

Waivers and Funds

**Which ESSA programs received funding extensions?**

RIDE received a waiver for Section 421(b) of the General Education Provisions Act (GEPA) which allows RIDE to extend the period of availability of FY 2018 funds by one year, from September 30, 2020 until September 30, 2021 for the following programs:

* Title I, Part A, At Risk Students;
* Title I, Part B, State Assessment;
* Title II, Part A, Supporting Effective Instruction;
* Title III, Part A, English Language Acquisition; and
* Title IV, Part A, Student Support and Academic Enrichment.

**What changes does this make to current and future ESSA funding for our LEA?**

FY 2018 Funds (first available in 2018-2019 CRP):

* 27 months of life, extended one year with the waiver
* Start Date: July 1, 2018
* Original ending date: September 30, 2020
* New ending date: September 30, 2021

FY 2019 Funds (first available in 2019-2020 CRP):

* 27 months of life
* Start date: July 1, 2019
* Ending date: September 30, 2021

**Does our LEA have to amend our 2019-2020 Consolidated Resource Plan (CRP) application to take advantage of these new waiver flexibilities?**

No. LEAs only need to amend their 2019-2020 CRP if they have incurred allowable expenses related to COVID 19 between March13, 2020 and June 30, 2020. Any unspent funds will be carried over to FY21 and most waivers will continue to apply to those carry over funds.

Please be aware, the waivers do not currently apply to the upcoming 2020-2021 federal program funds.

**What documentation do we need to charge cancelled PD costs that have been pushed to next year so we can charge them to FY21 budget?**

* Document details: cancellation dates, official communications such as cancellation notices received
* Document changes and charges necessary to resume activities supported by the award, and that continue to meet cost principle and statutory requirements such as Supplement-not-Supplant
* In cases where costs cannot be recouped or repurposed, document any/all attempts made to recoup costs; this will serve to substantiate charges to federal programs for cancellation fees.

**Can unspent private school funds from FY20 go back to be spent in FY21?**

Unspent private school funds must be carried forward to FY21 for private school services.

**Does supplement, not supplant still apply to Title funds?**

Yes, however, the manner in which an LEA demonstrates compliance with supplement not supplant is now different for Title I, Part A. Please refer to [Title 1, Part A Supplement not Supplant Guidance](http://gmsdocuments.ride.ri.gov/documentlibrary/9F7361FB-43E2-4CF6-A0A2-52B686C0F582.docx). The rules *did not change* for other programs. Contact your RIDE liaison for further information.

**Has RIDE applied for waiver on Maintenance of Effort to exclude level funds in Title I, Part A?**

RIDE has not applied for a Title I, Part A Maintenance of Effort (MOE) waiver request at this time.  The MOE requirement is 90% (state and local) funding level in the current year as compared to the second preceding year.  The measure is the LEAs aggregate and the per student expenditure level.  LEAs only need to pass one of the two measures to maintain effort.  The “penalty” for non-compliance is a reduction of the LEAs Title allocations by the percentage the MOE test was failed.  Reduction will only be made if the LEA fails to maintain effort in one or more of the five immediately preceding fiscal year.

**When do you expect unbudgeted and carryover funds to become available for use?**

Unapplied FY 2020 program balances will be available in the FY 2021 applications by the end of May.  Any unspent funds will be available after the LEAs complete their FY 2020 FER (Final Expenditure Report), and during the amendment period which opens at the end of January.

Title I, Part A

**15% Excess Carryover Limitation Waiver**

LEAs may not carryover more than 15% of their Title I, Part A allocation each year. LEAs may only request to waive these carryover limitations once every three years.

However, RIDE has been granted a waiver to Section 1127 (b) of ESSA which allows RIDE to waive the 15% excess carryover limitation in ESEA section 1127(a) for fiscal year (FY) 2019 Title I, Part A funds first available in 2019-2020 CRP for any LEAs, even those that have been granted excess carryover limitation waivers within the last three years.

**What might this mean for our LEA?**

LEAs that have applied for a Title I, Part A 15% excess carryover limitation waiver in the last three years are now again eligible to apply for a carryover limitation waiver for their 2019 Title I, Part A funds

Title II, Part A

**Are there stipulations for the amount of Title II carryover funds?**

Carryover rules for Title II, Part A funds have not changed as a result of the waiver process. FY2018 funds availability has been extended from September 30, 2020 to September 30, 2021.

Title IV, Part A

**20-20-Some Portion Waiver**

Title IV-A requires LEAs with allocations of $30,000 or more after transfers to spend as following in the three content areas: not less than 20% in well-rounded education, not less than 20% for safe and healthy activities, and a portion of funds for effective use of technology (of which not more than 15% may be used for technology infrastructure).

RIDE has been granted a waiver to sections 4106(e)(2)(C), (D), and (E) of Title IV, Part A of ESEA with respect to content-area spending requirements for FYs 2018 and 2019 Title IV, Part A funds.

**What might this mean for our LEA?**

**For the Title IV-A 2020-2021 CRP:**

* the 20-20-Some Portion requirement will not apply to any carryover funds from the 2019-2020 CRP.

**For the 2019-2020 Title IV-A End of the Year Expenditure Report:**

* the 20-20-Some Portion requirement will not apply.

**15% Technology Infrastructure Cap**

Title IV-A allows LEAs to spend up to 15% of the funds they set aside for effective use of technology on technology infrastructure.

RIDE has been granted a waiver to section 4109(b) of Title IV, Part A of the ESEA with respect to this spending limitation for technology infrastructure for FYs 2018 and 2019 Title IV, Part A funds.

**What might this mean for my LEA?**

**For the Title IV-A 2020-2021 CRP:**

* the 15% Technology Infrastructure Cap will not apply to any carryover funds from the 2019-2020 CRP.

**For the 2019-2020 Title IV-A End of the Year Expenditure Report:**

* the Technology Infrastructure Cap will not apply.