

ESEA Director's Training Curriculum

1.1 CFA: Board Approval Form

The **CFA: Board Approval Form** ensures that local boards of education are aware of the facts, figures, and representations made in the funding application, including that all exhibits, attachments, and assurances are true and correct to the best of their knowledge. Required signatures include the director of schools and board of education officials, typically the director of the board.

Required Deadlines:

- Submit into ePlan (LEA Document Library) on **July 1**
- LEA Document Library > Consolidated Funding Application Documents > CFA: Board Approval Form

Available Resources:

- [Divisional Coordinator](#)
- CFA: *Board Approval Form* in LEA Document Library

Action Steps & Recommended Timeline:

- **May:** Submit *Consolidated Funding Application* (CFA) for approval by the department.
- **May–June:** Revise the district's CFA based on feedback from the department. Ensure LEA staff have adequate time to make revisions and submit for board approval during the local school board's summer meetings.
- **July 1:** Ensure CFA is approved, and the *CFA: Board Approval Form* is uploaded to the LEA Document Library.