

## ESEA Director's Training Curriculum

### 3.2 Consolidated Funding Application (CFA)

The Consolidated Funding Application (CFA) must be completed by each local educational agency (LEA) and includes funds awarded for the following: Title I, Part A; Title I, Part A Neglected; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV; Title V, Part B (Rural & Low-Income Schools); and IDEA (Part B and Preschool). The Tennessee Department of Education (department) must review and approve the CFA. Access to the CFA is provided through the TDOE's online funding and planning portal, ePlan (<https://eplan.tn.gov>).

#### Important Dates & Deadlines:

- **March 1:** Fiscal Year CFA available in ePlan
- **May 1:** Submit in ePlan
- **July 1:** Original CFA approved

#### Available Resources:

- [Divisional Coordinators](#)
- Spring regional training (March)
- CFA work sessions (April)
- In ePlan > TDOE Resources > CFA Reference Materials (ESSA/IDEA Consolidated Funding Application) > CFA Training Materials

#### Action Steps & Recommended Timeline:

- **February – March:** Start compiling necessary data sources and information to complete the CFA. These data sources may include but are not limited to:
  - Poverty data (e.g., direct certification, TANF Eligibility, Medicaid, Census, and free and reduced lunch program)
  - Student enrollment per school (note: during the current school year and same month as poverty data)
  - Staff benefits and assignments
- **March – April:** Meet with school-level staff to discuss allocation amounts and last school year's budget. Discussions should focus on return on investment in staffing, instruction materials/ supplies, and changes to supplemental programming. Remind school-level leadership teams that items paid for with federal dollars must be outlined in the school improvement plan to be allowable.
- **March:** Attend CFA training hosted by FPO.
- **April:** Start reviewing, compiling documents, and completing the application.
- **April:** Attend work sessions with a divisional coordinator.
- **May 1:** Submit the completed application in ePlan.
- **May – June:** Revise the LEA's CFA based on the department's feedback and recommendations.
- **July 1:** Original CFA must be approved.