# Extension Request

## ESEA Consolidated Application

### Background

Frequently Asked Questions

Q. Will submitting an extension request impact the receipt of substantial approval?

A. Yes. The LEA/BOCES will not receive substantial approval until all required forms and information have been submitted.

Substantial Approval allows applicants to obligate funds for activities outlined in the Consolidated Application budget. Substantial approval is granted when the applicant successfully submits the:

* [Complete Application (online platform)](http://www.cde.state.co.us/fedprograms/consapp/index)
* BOCES Member District Acceptance, Relinquishment, Assignment, and Certifications (ARAC) forms (in online platform; if applicable)
* [Supplement, Not Supplant Demonstration Under Title I, Part A (one-time submission unless modified)](http://www.cde.state.co.us/fedprograms/supplmentnotsupplantessa)
* [Approval & Transmittal Signature Form](http://www.cde.state.co.us/fedprograms/approvalandtransmittal)
* [Equitable Services to Non-public Schools Consultation Form(s) (if applicable)](http://www.cde.state.co.us/fedprograms/2018consultationform)
* [School Improvement Retention of Funds Form](http://www.cde.state.co.us/fedprograms/1003funds) (if applicable)
* [Native American Education Tribal Consultation (Yearly Affirmation) Form (if applicable)](http://www.cde.state.co.us/sites/default/files/docs/cde_english/Tribal%20Consultation%20Yearly%20%20Affirmation%20Form.pdf)

If the LEA/BOCES has determined it is unable to submit all of the requirements for Substantial Approval by June 30 the LEA/BOCES may submit an extension request. **Note that** **the LEA/BOCES may not encumber funds until a complete application, including all of the requirements outlined above, has been submitted to CDE and CDE has granted the application Substantial Approval. Further, the LEA cannot request funding for any expenses incurred prior to the date substantial approval is given.** Once the extension request has been submitted and approved, the LEA/BOCES has until July 30 to submit the requirements for Substantial Approval.

### Instructions

Provide the information below and email the completed form to [consolidatedapplications@cde.state.co.us](mailto:consolidatedapplications@cde.state.co.us) with “Extension Request: [insert LEA/BOCES NAME]” in the subject line.

Requests for an extension must be submitted no later than June 30.

Note: Requesting an extension may delay the approval of the application.

**Extension Request**

1. LEA/BOCES Information
   1. LEA/BOCES code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. LEA/BOCES name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Superintendent/BOCES Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Proposed date of submission (no later than July 30): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Brief description detailing the reason for request:
4. Signatures

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized Representative |  | Date |

**Review (For CDE use only)**

1. Approved
   * YES
   * NO
2. Reviewed by:
   * ESEA Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_