

ESEA Federal Grant Year-at-a-Glance

The following year-at-a-glance calendar highlights some key practices and due dates to ensure program compliance and quality.

	July	August	September	October	November	December
Application	<p>Submit new application for Title I Schoolwide program (Due July 1)</p> <p>Semi-annual certification of ESEA personnel on a single cost objective (January to June)</p> <p>Review public comments & amend application where needed</p> <p>Update ESEA Dashboard information on district and school webpage(s)</p>	<p>Submit new FY ESEA Consolidated Application (Due August 1)</p>	<p>ESEA Coordinator and district leadership team to meet and review school- and district-level data and goals for new school year</p>	<p>Review and ensure alignment between approved application, project budgets, and schoolwide plans</p>	<p>Ongoing review of district/school goals with stakeholders</p> <p>Save evidence of professional development activities</p>	<p>Ongoing review of district/school goals with stakeholders</p> <p>Review and ensure alignment between approved application, project budgets, and schoolwide plans</p>
Performance & Carryover Reports		<p>FY 20 Performance Report portal is available</p>		<p>Start collecting information for the performance report, Private/Non-Public School Carryover Report and Title I Percentage Carryover Report</p>	<p>Submit FY 20 Performance Report, July 1, 1st month, to September 30, 15th month (Due November 2)</p> <p>Request state approval for new carryover projects prior to implementation</p> <p>Submit FY 19 Extension Carryover Reports for January 1, 19th month, to September 30, 27th month (Due November 2), if additional funds remain contact Regional Representative</p>	
Parent/Family Engagement	<p>Annual review of district & school plans:</p> <ul style="list-style-type: none"> ▪ Parent-School Compact ▪ Family Engagement Plan 	<p>Send home and save a copy of Parent’s Right to Know Notification (Teacher and Para-professional Qualifications) and Assessment Policy</p>	<p>Conduct annual Title I Parent/Family meeting (within 30 days of school start date)</p> <p>Distribute District/School Data Dashboard Information</p>	<p>Send parent notices:</p> <ul style="list-style-type: none"> ▪ Right to Know ▪ Testing Policy ▪ ESEA Data Dashboard 	<p>Continue to conduct and save evidence of parent and family engagement activities</p>	<p>Continue to conduct and save evidence of parent and family engagement activities</p>
Local/State				<p>Free and Reduced Lunch Percentage</p>	<p>Parent-Teacher conferences</p>	<p>PAAP</p> <p>Review ED 534 report and check for eligibility (Title I district, Title I school, and Title V)</p>
Fiscal	<p>Submit reimbursement invoices (< or = 3 months) for current FY approved application</p>		<p>Quarterly check-in with ESEA Coordinator and Business Manager</p>	<p>Submit reimbursement invoices (< or = 3 months) for current FY approved application</p> <p>Submit reimbursement invoices for carryover-funded project expenses</p>		<p>Quarterly check-in with ESEA Coordinator and Business Manager</p> <p>Submit reimbursement invoices for carryover-funded project expenses</p>

ESEA Federal Grant Year-at-a-Glance Continued

	January	February	March	April	May	June
Application	<p>Ongoing review of district/school goals with stakeholders</p> <p>Semi-annual certification of Title I personnel on a single cost objective (July to December)</p> <p>Review & verify Title V data (poverty, ADA, etc.)</p> <p>New Title I Schoolwide applicant begin meeting with local planning team</p>	<p>Ongoing review of district/school goals with stakeholders</p> <p>Review and ensure alignment between approved application, project budgets, and schoolwide plans</p> <p>Continue to save evidence of professional development activities</p>	<p>Ongoing review of district/school goals with stakeholders</p> <p>Receive preliminary allocations for new FY</p> <p>Send home progress reports and share student data with all families</p> <p>Meet with non-public school(s) to discuss needs of students and teachers, current year's project(s) and new-year application</p>	<p>Submit requests to amend budgets, applications, and schoolwide plans for current FY as needed</p> <p>Begin development of new-year ESEA application</p> <p>Current schoolwide schools review & update schoolwide plan</p>	<p>Review/Update Schoolwide Plan and/or District CNA</p> <p>Private/Non-public school consultation for current and new FY</p> <p>Continue to save evidence of professional development activities</p> <p>Title V (SRSA) funding applications due to USDE</p>	<p>Attend ESEA Coordinator Training hosted by Maine DOE</p> <p>Receive Final ESEA allocations for new FY</p> <p>Review/Update Schoolwide Plan and/or District CNA</p> <p>Provide time for public comment for new FY application</p> <p>Complete new application for Title I Schoolwide program</p>
Performance & Carryover Reports	Carryover Close Out Report Opens	Submit reimbursement invoices for extended carryover-funded project expenses	Reconcile carryover expenditures with budget and invoices		Regularly meet with Business Manager to reconcile expenditures with budget and invoices	Reconcile carryover expenditures with budget and invoices
Parent/Family Engagement	Continue to conduct and to save evidence of parent and family engagement activities	Continue to conduct and save evidence of parent and family engagement activities	Continue to conduct and save evidence of parent and family engagement activities	Continue to conduct and save evidence of parent and family engagement activities	Review/Update Schoolwide Plan and/or District CNA	Review/Update Schoolwide Plan and/or District CNA
Local/State	<p>WIDA ACCESS/Alternate ACCESS</p> <p>PAAP</p>	<p>WIDA ACCESS/Alternate ACCESS</p> <p>PAAP</p> <p>PreK and K transition activities</p>	<p>eMPowerME (Math/ ELA)</p> <p>PAAP</p> <p>Parent-Teacher Conferences</p>	<p>eMPowerME (Math, Literacy, Science)</p> <p>SAT</p>	<p>eMPowerME (Science)</p> <p>AP Testing</p>	Send Maine DOE ESEA staff notice of any school changes for the coming year
Fiscal	Submit reimbursement invoices (< or = 3 months) for current FY approved application		Quarterly check-in with ESEA Coordinator and Business Manager	Submit reimbursement invoices (< or = 3 months) for current FY approved application		Quarterly check-in with ESEA Coordinator and Business Manager