

(B-1) Stakeholder Engagement

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title IV, Part A program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title IV, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definitions:

Stakeholder: any person or group who is positively or negatively impacted by a project, activity, initiative, or policy that is also provided an opportunity to be involved in the decision-making process. In relation to ESEA programs and services, stakeholders include students, parents, teachers, principals, other school leaders, paraprofessionals, and specialized instructional support personnel as well as representatives from community-based organizations, local governments, Indian tribes or tribal organizations, and non-public school officials (where applicable).

Statutory Requirements:

Elementary and Secondary Education Act: [Sec. 1112\(a\)\(A\) & Sec.1114\(b\)\(2\)](#); [Sec. 2102\(b\)\(3\)](#); [Sec. 3116\(b\)\(4\)\(C\)](#); and [Sec. 4106\(c\)](#)

State Guidance:

Each School Administrative Unit (SAU) that receives funding under the Elementary and Secondary Education Act (ESEA) must engage with and consult stakeholders, as defined above, in the development of its annual application for ESEA funding. This process must include meaningful engagement and consultation with all relevant stakeholders in determining how best to leverage ESEA funds to meet identified needs. Please note that this process must occur before any decision is made to transfer any ESEA funds between programs and prior to the SAU's submission of the ESEA funding application each year.

Relevant Documentation:

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- Parent and/or student survey results
- Agenda(s) and minutes from various consultation meetings
- Written description of the SAUs process for engaging stakeholders

Technical Assistance:

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.