# **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.

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|  | **July** | **August** | **September** | **October** | **November** | **December** |
| **Application** | Submit new application for Title I Schoolwide program **(Due July 1)**Semi-annual certification of ESEA personnel on a single cost objective (January to June)Review public comments & amend application where neededUpdate ESEA Dashboard information on district and school webpage(s) | Submit new FY ESEA Consolidated Application (Due August 1) | ESEA Coordinator and district leadership team to meet and review school- and district-level data and goals for new school year | Review and ensure alignment between approved application, project budgets, and schoolwide plans  | Ongoing review of district/school goals with stakeholdersSave evidence of professional development activities | Ongoing review of district/school goals with stakeholdersReview and ensure alignment between approved application, project budgets, and schoolwide plans  |
| **Performance & Carryover Reports** | Submit Extension Carryover Reports for 19th month (January 1) to 24th month (June 30) by July 15 maybe reword to belowSubmit Extension Carryover Reports for pervious fiscal/school year, January 1, 19th month, to June 30, 24th month **(Due July 15)** |  | Submit Performance Report for pervious fiscal/school year, July 1, 1st month, to June 30, 12th month **(Due September 1)\_**Request state approval for new carryover projects prior to implementation | Submit Private/Non-Public School Carryover Report **(Due October 15)**Submit Title I Percentage Carryover Report **(Due October 15)** |  | Reconcile carryover expenditures with budget and invoices  |
| **Parent/Family Engagement** | Annual review of district & school plans:* + Parent-School Compact
	+ Family Engagement Plan
 | Send home and save a copy of Parent’s Right to Know Notification (Teacher and Para-professional Qualifications) and Assessment Policy  | Conduct annual Title I Parent/Family meeting (within 30 days of school start date)Distribute District/School Data Dashboard Information | Send parent notices:* + Right to Know
	+ Testing Policy
	+ ESEA Data Dashboard
 | Continue to conduct and save evidence of parent and family engagement activities | Continue to conduct and save evidence of parent and family engagement activities |
| **Local/State** |  |  |  | Free and Reduced Lunch Percentage  | Parent-Teacher conferences | PAAPReview ED 534 report and check for eligibility (Title I district, Title I school, and Title V) |
| **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 Submit reimbursement invoices for carryover-funded project expenses |  | Quarterly check-in with ESEA Coordinator and Business ManagerSubmit reimbursement invoices for carryover-funded project expenses |

# **ESEA Federal Grant Year-at-a-Glance Continued**

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|  | **January** | **February** | **March** | **April**  | **May** | **June** |
| **Application** | Ongoing review of district/school goals with stakeholders Semi-annual certification of Title I personnel on a single cost objective (July to December) Review & verify Title V data (poverty, ADA, etc.)New Title I Schoolwide applicant begin meeting with local planning team | Ongoing review of district/school goals with stakeholdersReview and ensure alignment between approved application, project budgets, and schoolwide plans Continue to save evidence of professional development activities | Ongoing review of district/school goals with stakeholders Receive preliminary allocationsfor new FYSend home progress reports and share student data with all familiesMeet with non-public school(s) to discuss needs of students and teachers, current year’s project(s) and new-year application | Submit requests to amend budgets, applications, and schoolwide plans for current FY as needed Begin development of new-year ESEA applicationCurrent schoolwide schools review & update schoolwide plan | Review/Update Schoolwide Plan and/or District CNAPrivate/Non-public school consultation for current and new FYContinue to save evidence of professional development activities Title V (SRSA) funding applications due to USDE | Attend ESEA Coordinator Training hosted by Maine DOEReceive Final ESEA allocations for new FYReview/Update Schoolwide Plan and/or District CNAProvide time for public comment for new FY applicationComplete new application for Title I Schoolwide program |
| **Performance & Carryover Reports** | Submit End of Year Carryover Reports for pervious fiscal/school year, July 1 to December 31 **(Due January 15)** | 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** | WIDA ACCESS/Alternate ACCESSPAAP | WIDA ACCESS/Alternate ACCESSPAAPPreK and K transition activities | eMPowerME (Math/ ELA) PAAPParent-Teacher Conferences | eMPowerME (Math, Literacy, Science)SAT | eMPowerME (Science)AP Testing | 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 |