# **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 needed  Update 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 stakeholders  Save evidence of professional development activities | Ongoing review of district/school goals with stakeholders  Review 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 below  Submit 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 | PAAP  Review 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 Manager  Submit 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 stakeholders  Review 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 allocations  for new FY  Send home progress reports and share student data with all families  Meet 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 application  Current schoolwide schools review & update schoolwide plan | Review/Update Schoolwide Plan and/or District CNA  Private/Non-public school consultation for current and new FY  Continue to save evidence of professional development activities  Title V (SRSA) funding applications due to USDE | Attend ESEA Coordinator Training hosted by Maine DOE  Receive Final ESEA allocations for new FY  Review/Update Schoolwide Plan and/or District CNA  Provide time for public comment for new FY application  Complete 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 ACCESS  PAAP | WIDA ACCESS/Alternate ACCESS  PAAP  PreK and K transition activities | eMPowerME (Math/ ELA)  PAAP  Parent-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 |