### ESEA Federal Programs: Year-at-a-Glance­­

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| Month | Key Items | Key Practices |
| June | * Schoolwide Plan/Comprehensive Needs Assessment
* ESEA Consolidated Application
 | * Begin planning for upcoming fiscal year: [ESEA Consolidated Application](https://www.youtube.com/watch?v=dtM4e2uuIec)
* Review/Update [Schoolwide Plan/Comprehensive Needs Assessment](https://www.maine.gov/doe/Testing_Accountability/ESSA/cnatemplate)
* Provide time for public comment for upcoming fiscal year ESEA Consolidated Application
* *Optional:* Submit application for Title I Schoolwide program (if applying for new status)
* Send MDOE ESEA staff notice of any school changes for the upcoming year
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| July | * ESEA Consolidated Application
* ESEA Dashboard
* Family Engagement
* Semi-Annual Certification(s)
* Planning and review of data
 | * **July 1 (*Optional*):** Submit [new application](https://www.maine.gov/doe/Testing_Accountability/ESSA/cnatemplate) for Title I Schoolwide program
* Review public comments and amend ESEA application where needed
* Update [ESEA Dashboard](https://www.maine.gov/doe/dashboard) information on district webpage(s)
* Receive Final ESEA allocations for current fiscal year
* Review annual district and school plans for family engagement
* ESEA Coordinator and district leadership meet and review school and district-level data and goals for new school year

**FISCAL*** Semi-annual certification of Title I personnel on a single cost objective (January to June)
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| August | * ESEA Consolidated Application
* Parent’s Right to Know
 | * **August 1:** Submit new fiscal year’s ESEA Consolidated Application
* Send home a copy of Parent’s Right to Know notification (teacher and para-professional qualifications) and assessment policy
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| September | * School and district level data
* Performance Report
* Title I Family meeting
 | * Conduct annual Title I Family meeting (within 30 days of school start date)
* Distribute District and School Data Dashboard information
* Performance Report is available for updating

**FISCAL*** **September 30**: Funds from any expiring fiscal year(s) must be obligated by September 30
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| October | * Planning and alignment
* Fiscal reimbursements
 | * Ensure alignment between approved application, project budgets and schoolwide plans
* Prepare to submit [Performance Report](https://www.youtube.com/watch?v=AHYvTilEVT4) and carryover reports from prior fiscal year
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| November | * Performance Report
* Closeout Report
 | * **November 1:** Submit Performance Report for July 1—September 30 of prior fiscal year grant
* Submit Closeout Reports
* Save evidence of professional development and family engagement activities
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| December | * ED 534
 | * Review ED 534 report and check for eligibility (Title I and V)

**FISCAL*** **December 31:** End of invoicing period for expiring funds
* Submit reimbursement invoices for carryover-funded project expenses
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| January | * Title V
* Title I Schoolwide
* Semi-Annual Certification
 | * Review and verify Title V data (poverty, ADA, etc.)
* New Title I Schoolwide applicants begin meeting with local planning team

**FISCAL*** Semi-annual certification of Title I personnel on a single cost objective (July to December)
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| February | * Planning and alignment
 | * Review and ensure alignment between approved application, project budgets and schoolwide plans
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| March | * Carryover expenditures
* Non-public schools
 | * Meet with non-public schools to discuss needs of students and teachers, current year’s projects and upcoming year’s ESEA Consolidated application

**FISCAL*** Reconcile carryover expenditures with budget and invoices
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| April | * ESEA Consolidated Application
* Schoolwide Plan
* Title V Funding Application
 | * Receive preliminary allocations for upcoming fiscal year
* Submit requests to amend budgets, applications and schoolwide plans for current fiscal year as needed
* Begin development of upcoming fiscal year ESEA Consolidated Application
* Current schoolwide schools review and update schoolwide plan
* Title V (SRSA) funding applications due to USDE
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| May | * Schoolwide Plan and/or Comprehensive Needs Assessment
* Non-public schools
 | * Review and update the Schoolwide Plan and/or Comprehensive Needs Assessment
* Non-public school consultation for current and upcoming fiscal year
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### Throughout the year, districts should expect to do the following:

* Collect and save evidence of parent and family engagement activities throughout the year
* Submit fiscal reimbursement invoices every 3-month interval or less (ideally, each month)
* Updates to applications and plans when relevant
* Quarterly meetings between the ESEA coordinator and business manager
* Consult with non-public regularly to en­sure alignment between approved application and project budgets

### Throughout the year, districts should expect the following from the ESEA team:

* [Monthly office hours](https://www.maine.gov/doe/learning/esea/resources)
* [Monthly newsletters](https://www.maine.gov/doe/learning/esea/eseaupdate/2022)
* Ongoing communication, [trainings](https://www.maine.gov/doe/learning/esea/grants4me), [resources](https://www.maine.gov/doe/learning/esea/resources), and support related to ESEA federal programs and grants