### 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 |
| 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) |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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) |
| February | * Planning and alignment | * Review and ensure alignment between approved application, project budgets and schoolwide plans |
| 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 |
| 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 |
| 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 |

### 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