

Elementary and Secondary Education Act Grant Life Cycle

Timeline for Implementation

1	2	3	4	5
Application Planning (March – June)	Application Development (June - August)	Performance Reporting (June - September)	End of Year Reporting (Sept. - January)	Final Carryover Reporting (January - July)
<ul style="list-style-type: none"> □ Update CNA with new year data & amend CNA goals as needed (based upon new data) □ Meet w/ non-public school(s) to discuss needs of students, teachers, & new year application □ Begin development of new year ESEA application □ Attend ESEA program training provided by Maine DOE □ Title V (SRSA) funding applications due to USDE □ Current schoolwide schools review & update schoolwide plan 	<ul style="list-style-type: none"> □ Make draft ESEA application available for public comment □ Review public comments & amend application where needed □ Annual review of district & school plans: <ul style="list-style-type: none"> ▪ Parent School Compact ▪ Family Engagement Plan □ Update ESEA Dashboard information on district and school webpages 	<ul style="list-style-type: none"> □ Submit invoices for all expenses from 7/1 to 6/30 □ Update performance report w/ outcome and financial data □ Request state approval for new carryover projects prior to implementation □ Send parent notices: <ul style="list-style-type: none"> ▪ Right to Know ▪ Testing Policy ▪ ESEA Report Card 	<ul style="list-style-type: none"> □ Submit reimbursement requests for carryover expenses from 7/1 to 12/31 (must be done before prior to end of year carryover reporting) □ Conduct annual Title I family meeting (within first 30 days of school) □ Review & verify Title V data (poverty, ADA, etc.) □ New schoolwide applicants begin meeting w/ local planning team 	<ul style="list-style-type: none"> □ Submit invoices for all outstanding expenses from 1/1 to 6/30 □ Send Department staff notice of any school changes for the coming year □ Sign semi-annual certifications (January & July) □ Initial eligibility information released for Title V

Important Submission Dates

Month	Day	Item
July	1	Schoolwide Application
July	15	Extension Carryover Reports
August	1	ESEA Consolidated Application
September	1	ESEA Performance Report
October	15	Title I Carryover Percentage Report
October	15	Private School Reconciliation Report
January	15	End of Year Carryover Reports

Stages of ESEA Formula Grants

