

## Federal Programs – Year-at-a-Glance

### June & July

#### Grants

- ESSA Amendment Deadline usually first week of June (SSA Members was due mid May)
- ESSA Application for next year - final planning & budget (SSA Members due in May/early June)
- ESSA Application will be available at the end of May
- Public posting of Application for ESSA funds required prior to submitting the application
- Complete ESSA Grant Application - LEAs who federally-fund 12-month employees, the application should be submitted prior to July 1 each year. (SSA Member, we complete this for you for the grants that you have selected us to be your fiscal agent)

#### Fiscal

- Monitor Grant Spending/Program Implementation for current year
- [ESSA MOE Calculation Tool](#) (fiscal year 6/30)
- Check the Entitlements web for the preliminary planning amounts for next year
- Plan your preliminary Campus Allocations for Title 1 for next year
- ESSA SSA Members - complete the budget form for following year grants (Due early June)
- SSA Members - Turn in your reimbursements for April-June
- Drawdowns each month
- July 1 - new year indirect cost goes into effect
- Update your EDGAR manual by July 1

#### Reports

- In TEAL Complete the PR6000- Gun Free Schools Report (district and campus) - This is required before you receive your NOGA. If you submit your application without completing this report, the process will not complete and you will not receive your funds until it is submitted. Report available until the end of June.
- Special Collections Form in TEAL - SC5003 - This is required before your ESSA application will open.
- Grants application in TEAL - Complete Applicant Designation and Certification (ADC) and make a decision on who will be your fiscal agent for each grant
- Review ESSA MOE status (GFFC Reports)
- Indirect rates (IDC) released (GFFC Reports)
- Collect data for SC5000 - Gather Residing Enrollment & low-income data
- ESSA Compliance Report – begin collecting data
- Maintenance of Effort (MOE) - TEA announces Summary of Compliance in GFFC reports

#### Monitoring and Documentation

- DIP & CIPs – Drafts
- Make sure you have a system in place to collect sign-in sheets and travel expenses from summer professional development
- Collect time and effort documentation for summer school
- Collect Time and Effort documentation (monthly)
- ESSA Evaluations of all Programs
- Review & update as needed your SNS methodology for Title I
- Review and edit job descriptions for the upcoming year
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Review/revise homeless plan, including systems for identification

#### Private Non-Profit (PNP)

- Continue PNP consultations

#### Parent & Family Engagement (PFE)

- Identify stakeholders that will participate in CNA & CIP process
- Review and update the district PFE Policy

## Federal Programs – Year-at-a-Glance

### August & September

#### Grants

- Public posting of Application for ESSA funds required prior to submitting the application
- Complete ESSA Grant Application - LEAs who federally-fund 12-month employees, the application should be submitted prior to July 1 each year. The final due date for the application is usually the first week of September.
- First week of September is the due date for multiple grants: ESSA, IDEA B, Perkins V

#### Fiscal

- Monitor Grant Spending/Program Implementation for current year
- [ESSA MOE Calculation Tool](#) (fiscal year 9/30)
- Check the Entitlements web for the preliminary planning amounts for next year
- Drawdowns - September 30 marks the end of the prior federal fiscal year.
- Pre-award period for next year's grant begins after the grant is submitted. Check your NOGA for the grant period.
- Train staff responsible for purchasing/procurements on EDGAR policies and procedures
- SSA Members - Turn in all your final reimbursements for current grants
- SSA Members - PO request with copy of eContract will be sent.

#### Reports

- [ESSA Compliance Report](#) – Due September 30
- SC3099 - SSA - PNP Affirmation is usually due the first week of September
- SC5050 due for "significant expansion" (Charters Only)
- Title I, 1300 School Improvement Grant Funds - PR9100 report due in November
- Comparability reports (CAD/CCF) - Due in Nov.
- ESSA SSA Members - Complete the compliance report questions in the Google form
- Final Expenditures in ER System

#### Monitoring and Documentation

- Make sure to train federally funded staff and their supervisors on Time and Effort documentation procedures
- Collect Time and Effort documentation (monthly)
- Make sure that federally funded positions have an updated signed job descriptions for the upcoming year
- Review Results Driven Accountability (Formerly PBMAS) and TAPR Reports.
- Highly Qualified Staff Documentation (Paraprofessionals)
- Certification review for Title I and Bilingual/ESL
- Board approves D/CIPs - Make sure to review the CIP Title I requirements prior to this approval.
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Homeless Student Identification - Distribute Student Residence Questionnaire (SRQ) and enter in PEIMS
- Provide communication or professional learning for staff on the identification process of homeless students

#### Private Non-Profit (PNP)

- Continue PNP consultations

#### Parent & Family Engagement (PFE)

- Identify stakeholders that will participate in CNA & CIP process
- Review the district PFE Policy
- Schedule Annual Title I Meetings
- Update & Communicate School-Parent Compacts
- Communicate Parents Right to Know

## Federal Programs – Year-at-a-Glance

- Update & Communicate PFE Policy
- Check the translation policy for the district to ensure that PFE communication is provided to stakeholders according to the policy
- Conduct professional learning for staff on value/contribution of parents

### October & November

#### Grants

- Review your NOGA for approved funds and period of performance (grant period)
- RLIS Grant opens and due in November

#### Fiscal

- Monitor Grant Spending/Program Implementation for current year (New grant starts Oct. 1)
- Meet with principals to ensure that they are on track with any campus based spending
- SSA Members - Turn in all your final reimbursements for grant that ended on Sept. 30 in October
- Drawdowns each month

#### Reports

- SC5050 due for “significant expansion” (Charters Only)
- Comparability reports (CAD/CCF) - Available in October and usually due mid November
- ESSA Final Expenditures Report in ER System
- Prepare for the SC9000 - Neglected/Delinquent Facilities - You need the number count for one day in Oct.
- Time and Effort Substitute System request - Due Dec. 1st

#### Monitoring and Documentation

- Collect Time and Effort documentation (monthly)
- Review Results Driven Accountability (Formerly PBMAS) and TAPR Reports.
- Certification review for Title I and Bil/ESL (Bil/ESL waivers usually due Nov. 1)
- Fall Snapshot (At-Risk Identification and Title I Students)
- Board approves D/CIPs
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Homeless Student Identification - Distribute SRQs and enter in PEIMS
- Provide communication or professional learning for staff on the identification process of homeless students

#### Private Non-Profit (PNP)

- PNP – Monitoring & Planning

#### Parent & Family Engagement (PFE)

- Review the district PFE Policy
- Hold Your Annual Title I Meetings
- Conduct professional learning for staff on value/contribution of parents

#### Professional Development Opportunities:

- ACET Fall Conference (Fall in October)
- Statewide Parental Involvement Conference (November or December)

## Federal Programs – Year-at-a-Glance

### December & January

#### Grants

- Review the updated ESSA Final amounts in Entitlements
- Final Amounts for ESSA - Amend your application to populate the new amounts
- Public posting of Application Amendments for ESSA funds

#### Fiscal

- Update your budgets based on the final entitlements and make sure that you are on track with your spending to meet any carryover limits.
- Monitor Grant Spending/Program Implementation for current year
- Review your NOGA for approved funds and period of performance (grant period)
- Meet with principals to ensure that they are on track with any campus based spending
- SSA Members - Turn in all you first ESSA reimbursements for current year (October through January)
- Drawdowns each month
- Final Expenditure Report from the previous year grant is usually due the first week of January.
- Apply for indirect costs (ICRP ACW) for Districts - usually due mid January

#### Reports

- Final Expenditures Report in ER System
- SC9000 Due - Neglected/Delinquent Facilities (Due in December)

#### Monitoring and Documentation

- Collect Time and Effort documentation (monthly)
- Collect Time and Effort documentation (6 month certification)
- Updates to DIP/CIP based on needs and changes to the budget
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Homeless Student Identification - Distribute SRQs and enter in PEIMS
- Provide communication or professional learning for staff on the identification process of homeless students

#### Private Non-Profit (PNP)

- PNP – Ongoing Consultation, Monitoring & Planning

#### Campus Planning

- Pulse check on program effectiveness of activities funded by federal grants
- Review and Revise CIP if needed
- Discuss any budget needs

#### Professional Development Opportunities:

- National ESEA Conference (usually Feb)
- ACET Spring Conference (usually April)

## Federal Programs – Year-at-a-Glance

### February & March

#### Grants

- Public posting of Application Amendments for ESSA funds

#### Fiscal

- Update your budgets based on the final entitlements and make sure that you are on track with your spending to meet any carryover limits.
- Monitor Grant Spending/Program Implementation for current year
- Review your NOGA for approved funds and period of performance (grant period)
- Meet with principals to ensure that they are on track with any campus based spending
- SSA Members - Turn in all your reimbursements for current year (February & March)
- Drawdowns each month
- Final Expenditure Report from the previous year grant is usually due the first week of January.
- Charter Schools must submit the survey requesting an indirect cost rate - usually in March
- SSA Members will receive a revised final budget summary with updated PNP amounts (as needed)

#### Reports

- MoEquity Reports - Early March

#### Monitoring and Documentation

- Collect Time and Effort documentation (monthly)
- Updates to DIP/CIP based on needs and changes to the budget
- Comprehensive Needs Assessment Process Begins for the next year - identify stakeholders, schedule dates for meetings, send surveys to gather feedback, and identify data to review.
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Homeless Student Identification - Distribute SRQs and enter in PEIMS
- Provide communication or professional learning for staff on the identification process of homeless students

#### Private Non-Profit (PNP)

- PNP – Ongoing Consultation, Monitoring & Planning
- Gather contact info for all PNPs that enroll students from LEA boundaries
- Prepare to publicly communicate/offer PNP services to PNPs in your boundaries

#### Campus Planning

- Pulse check on program effectiveness of activities funded by federal grants
- Review and Revise CIP if needed
- Discuss any budget needs

#### Planning for Summer and Next ESSA Application

- Planning for summer school. Review budget. Begin to identify staffing needs.
- Planning for summer professional development. Review budget.
- ESSA Application Planning – CNA/Data Analysis/Staffing Needs
- EL Summer School for PK-K, you will need to start the registration process
- Make decisions on federally funded positions for next year. Review job descriptions or create new descriptions for new positions.

## Federal Programs – Year-at-a-Glance

### April & May

#### Grants

- Amendments - First week of June is the final opportunity to amend the application.
- Review preliminary grant amounts in Entitlements page for next year - create budget for application
- SSA Members - In April the eContracts will go live for those wanting to participate in SSA
- SSA Members - complete your final amendment requests forms by May
- SSA Members - complete your budget and turn-in Google forms with information for ESSA application

#### Fiscal

- Monitor Grant Spending/Program Implementation for current year - Update your budgets based on the revised final entitlements and make sure that you are on track with your spending to meet any carryover limits.
- SSA Members - Turn in all your reimbursements for current year (April & May)
- Drawdowns each month
- Final Expenditure Report from the previous year grant is usually due the first week of January.
- Maintenance of Effort (MOE) - TEA extracts PEIMS financial data for the two fiscal years to be compared

#### Reports

- SC5050 due for “significant expansion” (Charters Only)
- Final Expenditures Report in ER System
- Equity Plan (if required)
- Comparability compliance notification letter is posted in the GFFC reports

#### Monitoring and Documentation

- Collect Time and Effort documentation (monthly)
- Updates to current DIP/CIP based on needs and changes to the budget
- Draft DIP and CIPs for next year
- Collect all of the sign-in sheets for any PD funded by federal grants

#### Homeless

- Homeless Student Identification - Distribute SRQs and enter in PEIMS

#### Private Non-Profit (PNP)

- PNP – Ongoing Consultation, Monitoring & Planning
- For next year’s grant - offer services to PNP and consult for funding needs

#### Campus Planning

- Pulse check on program effectiveness of activities funded by federal grants
- Review and revise current CIP and support in draft of CIP for next year
- Discuss any budget needs

#### Planning for Summer and Next ESSA Application

- Planning for summer school. Review budget. Hire staff. Purchase materials.
- EL Summer School for PK-K - Registration and transportation
- ESSA Application Planning – CNA/Data Analysis/Staffing Needs/Draft DIP and CIPs
- Make decisions on federally funded positions for next year. Review job descriptions or create new descriptions for new positions.
- SNS Methodology for Title 1 - Develop for next year or write exemption statement
- Evaluate and revise PFE policy and compacts
- Identify professional development needs for next year
- Plan for SC5000 and determine which schools are eligible for whole school or targeted Title 1 (determine poverty counts, rank and identify eligible campuses, allocating funds to eligible campuses). If opening a new campus that you will be including as Title 1 eligible in the SC5000, you are welcome to contact ESC for support as needed.

## **Federal Programs – Year-at-a-Glance**