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Task Complete	Task	Season	Title I, Part A	Title I, Part D	Title II, Part A	Title III, Part A	Title IV, Part A	Title V, Part B	Resource 1	Resource 2	Resource 3	Where is it found in statute or other guidance?
<input type="checkbox"/>	Attend CDE Regional/Virtual Network Meetings and weekly ESEA Office Hours.	Ongoing	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Regional Network Meetings Webpage</a>			
<input type="checkbox"/>	Based on school and district timelines, conduct a Comprehensive Needs Assessment (CNA) to identify the needs of students and staff in schools and the district that may be served with ESEA funds.	Ongoing	Required	Required	Required	Required	Required	Required	<a href="#">Comprehensive Needs Assessment Webpage</a>	<a href="#">Needs Assessment Guidebook</a>	<a href="#">Title IV, Part A Needs Assessment Tool</a>	Section 4106(d) (Comprehensive Needs Assessment) Title I, Part C, Section 1306 (a) (Comprehensive Needs Assessment)
<input type="checkbox"/>	Create and regularly monitor Schoolwide Plans to identify the needs of students and staff in Title I, Part A schools that do or will run a schoolwide program to ensure all students are provided opportunities to meet Colorado Academic (CAS) and Colorado English Language Proficiency (CELP) Standards.	Ongoing	Required						<a href="#">Title I, Part A Schoolwide Programs Webpage</a>			Section 1114 (b)(6) Section 4106(d) (Comprehensive Needs Assessment)
<input type="checkbox"/>	Consult with new Charter schools regarding the ESEA funds the school may be eligible to receive during the first year of operation of the school or a year in which the school's enrollment expands significantly.	Ongoing	Required		Required	Required	Required	Required				C.R.S 22-30.5-112.1(3)(c) (6)
<input type="checkbox"/>	Consult with parents in Title I, Part A schools regarding activities to be conducted with the parent involvement set aside. LEAs that have a Title I, Part A allocation of \$500,000 or more must use at least 1% of Title I, Part A to support Family and Community Engagement practices.	Ongoing	Required						<a href="#">Parent and Family Engagement Webpage</a>	<a href="#">Family, School, Community Engagement Practices</a>		Section 1116(c)
<input type="checkbox"/>	Continually identify and progress monitor student needs and align supports and services in all Title I, Part A programs.	Ongoing	Required						<a href="#">Title I, Part A Schoolwide Programs Webpage</a>	<a href="#">Title I, Part A Targeted Assistance Programs Webpage</a>	COMTSS	Section 1115(b)(2)(G)(iii) Section 1114(b)(3)
<input type="checkbox"/>	District program staff meets with business manager to conduct a budget to actual review on a regular basis to ensure that approved activities are occurring and funds are being drawn down.	Ongoing	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Grant Distribution Reports</a>			2 C.F.R. 200.302(a) (Track funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award)
<input type="checkbox"/>	Identification of English learners must be made within 30 days of the beginning of the school year, including Home Language Survey, W-APT/WIDA Screener, and a BOE to confirm language proficiency; after October 1, must be made within 15 days of enrollment	Ongoing	Required				Required		<a href="#">CLDE Identification Website</a>	<a href="#">Dear Colleague Letter</a>		34 C.F.R. § 100.4(b) (Comply with all requirements pursuant to Title VI) 28 C.F.R. § 42.105(a)(1) (States shall establish their own compliance standards with regards to Title VI programs) Section 1111(b)(2)(G) (annually access ELs)
<input type="checkbox"/>	Periodically submit Request for Funds to Grants Fiscal (once final approval of application is granted)	Ongoing	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Request for Funds Forms Webpage</a>			

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<input type="checkbox"/>	The District should evaluate the effectiveness of programs and/or strategies through the use of data analyses in consultation with stakeholders and make adjustments in the Consolidated Application.	Ongoing	Required	Required	Required	Required	Required	Required	<a href="#">Parent and Family Engagement Webpage</a>	<a href="#">English Learners and Title III Non-Regulatory Guidance</a>	<a href="#">Program Evaluation, Trainings and Materials</a>	Section 1116 (2)(D) (Evaluate Parent Engagement efforts) Section 1116 (2)(E) (Use evaluation findings to adjust programming) Section 3121(b)(2) (Every LEA receiving Title III to report on the activities conducted and children served every 3 years) Section 1116 (1) (Conduct outreach and implement parent engagement programs) Section 1116 (e)(3)(C) (Building capacity for involvement) Title IV: Section 4106(e) (1)(E) Section 1431 (Title I, Part Program Evaluations)
<input type="checkbox"/>	Parent notifications are sent. [e.g., Parents Right to Know - Teacher Qualifications, Notice to Parents of English Learners (sent no later than 30 days after enrollment; within 15 days after Oct. 1), Testing Transparency, 4-Week Rule letter]	Ongoing	Required			Required			<a href="#">Parent Notification Requirement Webpage</a>	<a href="#">Sample Parents Right to Know Letter</a>	<a href="#">Sample 4-Week Rule Letter</a>	Section 1112(e)(1)(A-B) (Right to Know) Section 1112(e)(3)(A) (EL Parent Notification) Section 1112(e)(2)(A-B) (Testing Transparency) Section 1112(e)(1)(B)(ii) (Right to Know, 4 week rule)
<input type="checkbox"/>	Submit ESEA Consolidated Application Post Award Revisions based on ongoing progress monitoring and program adjustment through the online platform, if needed. Include any changes to District Contacts.	Ongoing	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Post-Award Revisions Webpage</a>			
<input type="checkbox"/>	Prepare for Annual Count and CSPR data collection.	Summer; Fall		CDE Recommendation					<a href="#">Title I, Part D Website</a>			Section 1431(a)
<input type="checkbox"/>	Review and make modifications to Consolidated Application based on any CDE comments.	Summer; Fall	Required	Required	Required	Required	Required	Required	<a href="#">Consolidated Application Webpage</a>			
<input type="checkbox"/>	AFR (Annual Financial Report) submitted through ConsApp (for the previous school year)	Fall	Required	Required	Required	Required	Required	Required	<a href="#">Grants Fiscal Webpage</a>			
<input type="checkbox"/>	Attend the ELD Program Requirements training offered by the Office of Culturally and Linguistically Diverse Education	Fall				CDE Recommendation			<a href="#">Professional Learning Opportunities Webpage</a>			
<input type="checkbox"/>	Determine if adjustments need to be made to the Consolidated Application based on updated performance frameworks and identification of schools for comprehensive (CS) or targeted (TS) support and improvement.	Fall	CDE Recommendation		CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Consolidated Application Webpage</a>	<a href="#">ESSA Methods and Criteria for Identification of Schools for Support and Improvement Webpage</a>		Title IV: Section 4106(e) (2)(A)
<input type="checkbox"/>	Last day to request reimbursement for grants that expired September 30.	Fall	Required	Required	Required	Required	Required	Required	<a href="#">Office of Grants Fiscal</a>			Uniform Grants Guidance §200.343
<input type="checkbox"/>	Prepare and submit October Count data through Data Pipeline.	Fall	Required		Required	Required		Required	<a href="#">Data Pipeline Snapshots - Student October Webpage</a>			Section 5231(a)(1)
<input type="checkbox"/>	Provide training/technical assistance, as appropriate, to sub-grantees on the annual count and CSPR data collections.	Fall		CDE Recommendation					<a href="#">Title I, Part D Annual Count Presentation</a>	<a href="#">Title I, Part D CSPR Presentation</a>		<a href="https://neglected-delinquent.ed.gov/resource/instructional-guide-reporting-title-i-part-d-data-cspr-sy-2016-17">https://neglected-delinquent.ed.gov/resource/instructional-guide-reporting-title-i-part-d-data-cspr-sy-2016-17</a>
<input type="checkbox"/>	Review and update ESEA personnel lists by building, in order to establish the Time & Effort logs that will need to be completed (monthly or semi-annual).	Fall	Required	Required	Required	Required	Required	Required				Time and Effort certifications are required under 2 CFR 200.430(a)-(f)

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<input type="checkbox"/>	Review Title I School List to ensure schools are accurately listed. If status of any school is listed incorrectly, contact CDE to have this corrected.	Fall	CDE Recommendation						<a href="#">Title I School List Webpage</a>			
<input type="checkbox"/>	Revisit UIP to reflect changes in schools identified for comprehensive (CS) or targeted (TS) support and improvement.	Fall	CDE Recommendation		CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">ESSA Methods and Criteria for Identification of Schools for Support and Improvement Webpage</a>			
<input type="checkbox"/>	The district and each Title I school should develop and disseminate the district and school level Title I Parent and Family Engagement Policy, including the Title I school-parent compact. Policy must be developed in partnership with parents.	Fall	Required						<a href="#">Parent and Family Engagement Webpage</a>			1116(a) (District policy) 1116(b) (School Policy) 1116(c) (Policy Involvement) 1116(d) (School-compact: Shared Responsibilities)
<input type="checkbox"/>	Empowering Action for School Improvement (EASI) Application becomes available. Districts with identified CS/TS/ATS schools may apply for additional funding to support improvement efforts. (due in December)	Fall	CDE Recommendation						<a href="#">Empowering Action for School Improvement (EASI) Webpage</a>	<a href="#">ESSA Methods and Criteria for Identification of Schools for Support and Improvement Webpage</a>		
<input type="checkbox"/>	Submission of Unified Improvement Plan for schools identified as Comprehensive Support and Improvement (CS) and/or Priority Improvement and Turnaround. (due in October)	Fall	Required						<a href="#">ESSA Methods and Criteria for Identification of Schools for Support and Improvement Webpage</a>			§ 1111(d)(1)(B)(v)
<input type="checkbox"/>	If Title I, Part A carryover from previous school year is greater than 15%, complete the waiver request and submit to grants fiscal.	Fall	Required						<a href="#">Title I, Part A Website</a>			Section 421(b)
<input type="checkbox"/>	Once RLIS allocations are available, update the Consolidated Application through the Post-Award Revision process to budget Rural Low-Income School (RLIS) funds.	Fall; Winter						Required	<a href="#">State and Federal Grants Allocations Webpage</a>	<a href="#">Post-Award Revisions Webpage</a>	<a href="#">Consolidated Application Webpage</a>	
<input type="checkbox"/>	Submit staff counts for TLCC survey.	Fall; Winter	CDE Recommendation		CDE Recommendation				<a href="#">TLCC Survey Website</a>			
<input type="checkbox"/>	District Report Cards distributed and posted on the district's website.	Winter	Required									§ 1112(e)(1)(B)(i)
<input type="checkbox"/>	Submit CSPR Data to CDE.	Winter		Required			Required					Title I, Part ID Section 1431(a) Title IV: Section 4106(e) (2)(F)
<input type="checkbox"/>	Verify and submit annual neglected and delinquent count data to CDE.	Winter	Required	Required					<a href="#">Title I, Part D: Neglected, Delinquent, and At-Risk Youth</a>			Title I, Part A: Section 1124(c)(1)(B) Title I, Part D Non-Regulatory Guidance - State Agency: A-1, Local Educational Agency: L-1
<input type="checkbox"/>	If notified by CDE, LEAs submit demonstration of Comparability using alternative calculators.	Winter	Required						<a href="#">Title I, Comparability Webpage</a>			Section 1118(c)
<input type="checkbox"/>	Grants Fiscal releases revised final Title Allocations. Make adjustments to budgets in the Consolidated Application, if necessary.	Winter	CDE Recommendation		CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Grants Fiscal Allocations Webpage</a>			
<input type="checkbox"/>	ACCESS for ELLs Assessment Window - All students designated as NEP/LEP, including students with parent refusals for services, must be assessed.	Winter; Spring	Required			Required			<a href="#">English Language Proficiency Assessment Webpage</a>	<a href="#">Redesignation and Exiting Students Webpage</a>		3116 (b)(2)(A), 1111(b)(2) (G), 1111(c)(4)(A)(ii)
<input type="checkbox"/>	Conduct consultation for the upcoming school year with non-public schools within district boundaries and submit results of consultation to the ombudsman using the NPS Consultation Form. Note: If the non-public school has not identified students as English learners and would like to participate in the Title III, Part A program, support the school through the identification process in the upcoming school year.	Winter; Spring	Required		Required	Required	Required		<a href="#">Equitable Services in Non-Public Schools Webpage</a>	<a href="#">Equitable Services under Title VIII</a>		Section 8501(a-c), Section 1117(b)(1) Title IV: Section 4106(e) (2)(B)

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<input type="checkbox"/>	Convene the ongoing stakeholder group to begin planning for the next ESEA Consolidated Application. Use available data (e.g., free and reduced lunch, other low-income data, or a combination of poverty indicators) to determine LEA Method of Serving and eligible schools for Title I, Part A services (for next school year).	Winter; Spring	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	Required	CDE Recommendation	<a href="#">Stakeholder Involvement Webpage</a>			Title IV: Section 4106(c)
<input type="checkbox"/>	Attend trainings on Equitable Distribution of Teachers (EDT) data analysis to help build a plan that addresses any gaps.	Winter; Spring	CDE Recommendation		CDE Recommendation				<a href="#">EDT Website</a>			
<input type="checkbox"/>	Teaching and Learning Conditions Colorado (TLCC) Survey is opened. District works with schools to encourage staff completion of the survey. The survey data can be useful for identifying areas of need to be addressed with Title II funds.	Winter; Spring	CDE Recommendation		CDE Recommendation			CDE Recommendation	<a href="#">Teaching and Learning Conditions Survey</a>			
<input type="checkbox"/>	Attend Consolidated Application trainings.	Spring	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">ConsApp Training Center</a>			
<input type="checkbox"/>	Coordinate with early childhood centers to plan transition of pre-school students to Title I, Part A schools.	Spring	Required			Required						Section 1119(a-b) Section 3121(b)(D)
<input type="checkbox"/>	Declare participation in Community Eligibility Provision to School Nutrition, if applicable. CEP is an optional poverty measure used for serving Title I schools.	Spring	Required						<a href="#">Provisional Programs Webpage</a>	<a href="#">USDA CEP Webpage</a>		7 CFR 245.9(f)(4)
<input type="checkbox"/>	Evaluate English learner redesignation status including ELs with disabilities.	Spring				Required			<a href="#">CDE EL Redesignation Guidance</a>			Section 3111 (b) (A)
<input type="checkbox"/>	Have LEA budget discussions that include staff assignments to ensure compliance with Title I, Part A comparability and EDT requirements for the following school year.	Spring	CDE Recommendation						<a href="#">Comparability Website</a>	<a href="#">EDT Planning Guide</a>		
<input type="checkbox"/>	Plan and collaborate with local neglected or delinquent facilities to plan activities for Consolidated Application, if applicable.	Spring		Required					<a href="#">Title I, Part D, Neglected and Delinquent Webpage</a>			Title I, Part D: Section 1425
<input type="checkbox"/>	Preliminary ESEA allocations available for following school year. Update any plans or draft budgets with posted allocation amounts prior to planning and submission of the Consolidated Application.	Spring	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation		<a href="#">ESSA Allocations and Fiscal Files Webpage</a>			
<input type="checkbox"/>	Eligible LEAs apply for the Small Rural School Achievement (SRSA) Grant on Grants.gov.	Spring						Required	<a href="#">SRSA Website</a>			
<input type="checkbox"/>	USDE releases Small, Rural Achievement (SRSA) Grant awards to LEAs.	Spring						Required	<a href="#">Grants.Gov</a>			5212(c)
<input type="checkbox"/>	Manually add new schools (including charters) that will be opening in the Fall using the assigned school code(s) and estimated enrollment data to the School Profile in the Consolidated Application, if they are not already listed.	Summer	CDE Recommendation		CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	<a href="#">Consolidated Application Webpage</a>	<a href="#">New School Code Request Form</a>		
<input type="checkbox"/>	Calculate amount of current year funds that will be left unspent (carryover) by June 30. Consider adding those carryover amounts into the Consolidated Application ARAC and fund sections.	Summer	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation	CDE Recommendation				
<input type="checkbox"/>	CDE disseminates Equitable Distribution of Teachers (EDT) results. Districts with identified gaps in equitable access to educators work to develop a plan with stakeholders. Districts with medium or large EDT gaps submit educator equity plan in Consolidated Application. Districts must consider how Title II funds can address EDT gaps.	Summer	Required		Required				<a href="#">EDT Webpage</a>	<a href="#">EDT Planning Guidance</a>		Section 1111(g)(1)(B)
<input type="checkbox"/>	CDE releases Rural Low-Income School (RLIS) Grant awards through Consolidated Application.	Summer						Required	<a href="#">RLIS Grant</a>			
<input type="checkbox"/>	If allocation methodology has changed in the distribution of state and local funds, the LEA must review and update supplement, not supplant policies and procedures then submit the SNS assurance form.	Summer	Required						<a href="#">Supplement, Not Supplant for Title I, Part A under ESSA Webpage</a>			Section 1118(b)
<input type="checkbox"/>	Last date to submit Consolidated Application without an approved extension (June 30).	Summer	Required	Required	Required	Required	Required	Required	<a href="#">Consolidated Application Webpage</a>			