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Updated: 1/17/22

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	<b>CDE Recommendation</b>	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	<b>Required</b>	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"/>	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	<b>Required</b>	Required	Required				C.R.S 22-30.5-112.1(3)(c) (6)
<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	<b>CDE Recommendation</b>	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			<b>Required</b>			<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	<b>CDE Recommendation</b>	CDE Recommendation	CDE Recommendation	<a href="#">Request for Funds Forms Webpage</a>			
<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	<b>Required</b>	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			<b>Required</b>			<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)

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<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"/>	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"/>	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)
<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"/>	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)
<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 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"/>	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"/>	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>			

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<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	<b>CDE Recommendation</b>	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	<b>CDE Recommendation</b>	CDE Recommendation	CDE Recommendation				
<input type="checkbox"/>	Last date to submit Consolidated Application without an approved extension (June 30).	Summer	Required	Required	Required	<b>Required</b>	Required	Required	<a href="#">Consolidated Application Webpage</a>			