Federal Programs Timeline

Due date	Task	Person Responsible
	START OF THE FISCAL YEAR – JULY 1	-
July	 July 1 – Complete and submit all federal and entitlement applications in the CCIP: Titles I, II, III, IDEA, ECSE, ECE, Carl Perkins July 1 - Update CCIP Planning Tool HQT Component JULY 1 – START OF NEW FISCAL YEAR; state/federal grants use new USAS code July 15 - provide immigrant student information through EMIS. 	 CCIP Coordinator Title and Federal Funds Coordinators Director of HR
August	 Title I - Right to know letters to notify parents of teacher and paraprofessional qualifications for Title I buildings. All Federal Funds - Set up Time and Effort logs for all staff paid through federal funds who do not work on a single cost objective. Fill out and sign monthly. Title I - Establish rank order lists of students most at risk of failing in Targeted schools based on multiple criteria Homeless - Ensure procedures are in place for serving homeless students and all teachers and appropriate staff receive homeless awareness training. AUGUST 15 – CLOSE AND LIQUIDATE ALL PO'S from previous fiscal year 	 Title I Federal Funds coordinators and staff 3rd party vendor for Title I-served non- public schools Title I Director of Student Services
September	 Title III - Identify all students whose primary or home language is other than English Pacts – Set up files for self-evaluation SEPTEMBER 30 – FINAL EXPENDITURE REPORTS (FER's) due for all federal/state grants 	 Title III Federal Funds coordinators and staff Grants Coordinator/CCIP Coordinator
October	CARRYOVER – UPDATE BUDGETS for federal funds receiving carryover	Grants Coordinator/CCIP Coordinator
November	SEPTEMBER 30 REPORT – file CCIP September 30 report by November 30	Grants Coordinator/CCIP Coordinator
January	 Semi-Annual Certifications – Prepare and approve all semi-annual certifications after first semester for staff working for a single cost objective and paid out of federal funds Spot-check MFE's and IEP's upon receipt of the December Child Count-Inclusion Report to ensure files are current and complete 	Federal Funds coordinatorsIDEA/ECSE Coordinator
February	 Title III - Limited English Proficient (LEP) – test students to measure their progress in learning English Non-public consultation and NS3 – begin consultation for completion in May 	 Title III Grants Coordinator/CCIP Coordinator Federal Funds coordinators and staff
March	 FEDERAL FUNDS REALLOCATIONS – reallocate funding decreases due to economically disadvantaged community school student data and any increased allocations due to swept funds HQT - Report Highly Qualified Teacher and Paraprofessional information and other staff data to the district EMIS coordinator Conduct - teacher and parent/community surveys; compile data results 	 Grants Coordinator/CCIP Coordinator Federal Funds coordinators and staff HR EMIS
April	 STATE COMPETITIVE GRANTS DUE – last Friday in April in the CCIP Immigrant Students - submit annual count of immigrant students Report Highly Qualified Teacher and Paraprofessional information and other staff data to the district Educational Management Information System (EMIS) coordinator for the EMIS Staff Report. 	 Grants Coordinator/CCIP Coordinator Title III EMIS HR
May	 MAY 15 – CLOSE REQUISITION SYSTEM for PO's for all grant funds for the year MAY 30 – COMPLETE PACTS self-evaluation for all funds 	Federal Funds coordinators and staff

June	 Semi-Annual Certifications – Prepare and approve all semi-annual certifications after second semester for staff working for a single cost objective and paid out of federal funds JUNE 30 – CLOSE OF FISCAL YEAR; close of all grants except liquidation of existing PO's JUNE 30 - CCIP FUNDING APPLICATIONS due (entitlement) and Planning Tool Help Me Grow - all IEPs in place by the child's third birthday Complete Physical Inventory - physical inventory of equipment is completed; the results reconciled with equipment records 	 Federal Funds coordinators DLT (Planning Tool) Director of Student Services Asst. Director of Administrative Services
ONGOING (July 1-June 30) Title I	 <u>Right to know letters</u> to notify parents of children in Title I buildings as soon as it is known that teachers who are not HQT will be teaching students for four or more consecutive weeks. <u>Convene an annual meeting</u> to inform parents of their school's participation in Title I and to explain Title I requirements and the right of parents to be involved. <u>Review</u> written parent involvement policy annually with input from parents, 1118(a). <u>Update school policy/plan periodically with input from parents</u>, and includes requirements of subsections c through f, 1118(b). If the Title I served school already has a parental involvement policy/plan that applies to all parents, the school may amend that existing policy/plan, if necessary, to meet the requirements of section 1118(b). <u>Implement set-asides for parent involvement</u> with fidelity: 1% of the Title I allocation for parental involvement activities, including promoting family literacy and parenting skills; 95% of the 1% is distributed to the Title I served school jointly develops with parents a school-parent compact. <u>Set-up and maintain frequent and regular coordination</u> of Title I with regular classrooms and all other academic interventions in the building and district, and in the building/community. <u>Update Schoolwide Program Criteria Component</u> documentation. <u>Check web-based Comparability regularly</u> starting in November. <u>Principal Attestations</u> – Title I school principals attest annually, in writing, to meeting the Highly Qualified teacher and instructional paraprofessional requirements, 1119(i); copies are maintained at each Title I School 	• Title I team
Ongoing CCIP	 <u>Update the CCIP</u> – continuously update the planning tool, needs assessment; review goals, strategies, action steps, component requirements and component relationships. Utilize the Ohio Improvement Process (OIP), Decision Framework and IMM tools. <u>Complete CCIP Planning Tool District Improvement Component</u> when first identified as High, Medium or Low support in the Ohio Differentiated Accountability System. <u>Roll Planning Tool for April competitive grants</u> - create a copy of the current FY Plan in the upcoming FY Planning Tool <u>CCIP budget revisions</u> - monitor budgets, review regularly with coordinators, and revise as needed; submit revisions through CCIP; must be submitted and approved prior to incurring new obligation <u>Establish and/or review</u> written procurement procedures 	 DLT Federal Funds coordinators and staff Grants Coordinator/CCIP Coordinator
Ongoing Finance	 PROJECT CASH REQUESTS – monitor budget and spending; draw down cash only for immediate cash needs MONITOR BUDGETS AND REVISE AS NEEDED – review regularly; submit revisions through CCIP NON-PUBLIC CONSULTATION – minimum of three meetings each year for nonpublic schools: one in Sept/Oct to consult on initial federal and auxiliary allocations; one in Jan/Feb to consult on specific needs and any revisions necessary; one in May/June to close out the year. 	 Federal Funds coordinators and staff Grants Coordinator/CCIP Coordinator