Office of Federal Programs Timeline

Below is a timeline for Local Education Agencies (LEAs) that receive Elementary and Secondary Education Act (ESEA) funds within the Comprehensive Continuous Improvement Plan (CCIP) Consolidated application. This timeline is intended to act as a summary. An LEA may or may not be required to complete all the items depending on the LEA's characteristics and the grants it receives. There may also be specific grant or program requirements that are not listed in the chart below. Specific ESEA/Federal Programs processes may occur slightly earlier or later each year. Please be sure to check for CCIP Notes related to the ESEA grants. If you have questions, please contact your Federal Programs Specialist from the CCIP Address Book.

Topic	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
ESEA Preliminary Allocations	■											
Final Expenditure Report (FER)	■	■	■									
Maintenance of Effort (MOE)		■	■	■	■							
Nonpublic Data System (NPDS) Low-Income Identification				■	■							
Expiring Funds Report				■	■	■						
Title I Waiver Requests						■						
Expired Funds Forfeited							■					
ESEA Final Allocations							■	■				
Comparability							■	■	■			
ED STEPS One Needs Assessment and One Plan							■	■	■	■		
Compliance Monitoring Reviews							■	■	■	■	■	
Nonpublic Data System (NPDS) Participation Window								■	■	■	■	
Federal Low-Income Count System (FLICS) Verification									■	■	■	

ESEA Preliminary Allocations (July)
Each Spring, the United States Department of Education (USED) provides the Ohio Department of Education and Workforce (Department) preliminary award amounts for the ESEA grants, including Title I, Part A; Title II, Part A; Title III; Title IV, Part A; and Title V, Part B. The Department then provides preliminary allocations to LEAs based on the specific grant formulas. The initial awards are loaded into the CCIP Consolidated application in mid-June. These allocations appear as "Original" allocations on the CCIP Consolidated application, Allocation page. LEAs are encouraged to submit their Consolidated application in Authorized Representative Approved status by July 1 to secure spending authority.

Final Expenditure Report (FER) (July – September)
LEAs complete the FER for the prior fiscal year's Consolidated application within the CCIP system by September 30.

Maintenance of Effort (August – November)
LEAs must ensure their Period H financial data is accurately reported. LEAs must maintain expenditures of at least 90 percent of the prior year's state and local expenditures. LEAs that do not meet MOE requirements will work with the Office of Federal Programs to determine if they qualify for a waiver or exemption in the Fall.

Nonpublic Data System (NPDS) Low-Income Identification (October – November)
LEAs and nonpublic schools begin consultation in the Fall to determine an accurate count of federally disaggregated data points including low-income students, English Learners, Immigrants and Eligible Children with Disabilities enrolled in nonpublic. Nonpublic schools report the number of low-income students, English Learners, Immigrants and Eligible Children with Disabilities enrolled in the school and the students' home school districts within the Nonpublic Data System (NPDS). LEAs verify the reported students from their district attendance area. LEAs and schools complete the identification process from October to November.

Expiring Funds Report (October – December)
LEAs that have funds at risk of expiring complete the Expiring Funds Report in the Fall to indicate if they had obligations and expenditures that occurred in the final three months of the grant (July 1 to September 30) that can be applied to their oldest funds to reduce the amount of funds at-risk of expiring. The Expiring Funds Report is completed by the Treasurer and becomes available once 90 percent of LEA FER's are in Grants Management Final Approved status, which typically occurs in late October/early November.

Title I-Waiver Requests (December)
LEAs may only carry over 15 percent of Title I, Part A funds, unless the LEA is granted a waiver from the Ohio Department of Education and Workforce that is available once every three years. LEAs that have over 15 percent carry over after the 9/30 Reporting process that have a waiver available may choose to apply a Title I waiver to prevent these funds from being forfeited. LEAs with a waiver available may complete the Title I waiver page in the CCIP in December.

Expired Funds Forfeited (January)
After LEAs have submitted applicable 9/30 Report and Title I Waiver Requests, the Department determines the amount of funds that were unexpended by LEAs during the grant period of performance and/or amount of funds over the 15 percent Title I, Part A carry over limit. LEAs with expiring funds have their funds swept and forfeited back to the Department in January.

ESEA Final Allocations (January – February)
USED provides final ESEA award amounts to the Department by September. The Department adjusts the LEA preliminary award amounts using the specific grant formulas to match the Department's final awards in January and February. The adjusted amounts appear as "Reallocated" in the CCIP Consolidated application, Allocation page. In addition, new and significantly expanded community school LEAs must receive a Title I allocation within five months of opening. Allocations for new and significantly expanded community schools typically occur in the January timeframe. Also in the January/February time frame, the Department loads a small amount of "Additional" funds to LEAs that were forfeited from other LEAs but still have a short time remaining in the grant period of availability.

Comparability (January – March)
Some LEAs in Ohio that have similar schools must demonstrate that their schools and the LEA are providing comparable services to Title I and non-Title I schools. LEAs that are required to meet comparability are notified of this requirement by January through the Comparability system. LEAs that are required to meet comparability must complete their comparability report by March.

ED STEPS One Needs Assessment/One Plan (January - May)
The Education Department's System of Tiered E-Plans and Supports (ED STEPS) is a system in which LEAs complete a comprehensive plan to leverage federal and other resources to meet student needs and drive improvement. LEAs in Ohio are divided into one of three ED STEPS cohorts. Each year, a new cohort completes a three-year plan. LEAs entering their Cohort year will begin planning in January. Three-year plans are due for the LEA and its required schools by April 30.

Compliance Monitoring Reviews (January – June)
The Department is required to conduct subrecipient monitoring for LEAs that receive ESEA funds. The Department follows a collaborative, risk-based monitoring process. LEAs are assigned risk points based on a comprehensive list of risk factors. LEAs with the highest risk points receive onsite monitoring reviews. LEAs with high-risk points receive desk reviews. LEAs with lower risk points receive self-surveys. LEAs are notified of their survey in December and the monitoring system opens by January each year. Reviews conclude by April, and Action Plans for any Issues are completed by June.

NPDS Participation Window (February – May)
During the NPDS participation window, nonpublic schools in Ohio determine if they will participate in the various Title grants and receive services from LEAs in the following fiscal year. LEAs engage in consultation during this period to determine the types of services that the nonpublic school would like to receive and assist with participation determinations. LEAs engage in consultation with the participating schools throughout the spring and summer in preparation for the LEA allocations that the Department loads into the CCIP in early June.

FLICS Verification (March – May)
Community schools report on the students that are attending their school through EMIS using the FLICS report. LEAs verify the accuracy of the community school reporting. This process occurs in early May within EMIS. The data collected in the FLICS data window is utilized to calculate the formulas for the Title awards for the following fiscal year.