

Title III SSA Member Grant Timeline

Communication with all stakeholders is important to ensuring that your Title III program is effective and your English Learners are successful. Below is a timeline of important activities for Title III SSA Member LEAS

Complete by	Activity
<input type="checkbox"/> August-September	<p>Participate in the beginning of year SSA Zoom meeting from 10:00-11:30 a.m. on September 6, 2019 (Session ID #59636)</p> <p>Submit the following required documents to ESC-20:</p> <ul style="list-style-type: none"> ● SSA agreement signed by superintendent or designee ● Budget projection/summary based on allocation ● PNP contact information for your LEA <p>Maintain the following required documentation at district level in case of an audit:</p> <ul style="list-style-type: none"> ● District and campus improvement plans with Title III activities listed ● List of dates and activities planned for Title III parent, family, and community engagement <p>If applicable, collect and maintain the following documents at the district level in case of an audit:</p> <ul style="list-style-type: none"> ● List of staff and their signed job descriptions that will be paid with Title III funds ● Schedule for all staff paid with Title III funds
<input type="checkbox"/> October-December	<p>Begin purchasing supplemental supplies and materials for your local Title III program</p> <p>Collect timesheets for all Title III staff who completed extra duty pay during the fall</p> <p>Distribute SSA list of Title III professional development sessions and conferences to appropriate staff</p> <p>Submit reimbursements for fall</p> <p>Communicate any budget changes as needed with ESC-20 staff</p>
<input type="checkbox"/> January-March	<p>Participate in the middle of year SSA Zoom meeting from 10:00-11:30 a.m. on January 21, 2020 (Session ID #59641)</p> <p>Prepare for comprehensive needs assessment and program evaluations</p> <p>Determine if there are any PNPs in your district attendance zone</p> <p>Distribute SSA list of Title III professional development sessions and conferences to appropriate staff</p> <p>Collect timesheets for all Title III staff who completed extra duty pay during the spring</p> <p><i>Submit all reimbursements for spring and communicate anticipated expenditures/needs through summer to ESC-20 staff</i></p>
<input type="checkbox"/> April-May	<p>Participate in the end of year SSA Zoom meeting from 10:00-11:30 a.m. on May 18, 2020 (Session ID #59642)</p> <p>Complete required surveys for the grant compliance report</p> <p>Provide input on current needs for next year's grant application</p> <p>Distribute SSA list of Title III summer professional development sessions and conferences to appropriate staff</p> <p>ESC-20 completes required activities for next year's ESSA grant application</p>
<input type="checkbox"/> July 1 st	<p>ESSA grant for following year is completed and submitted by ESC-20 on behalf of SSA members</p>
<input type="checkbox"/> June-July	<p>Collect timesheets for all Title III staff who completed extra duty pay during the summer</p> <p>ESSA compliance report is completed and submitted by ESC-20 on behalf of SSA members</p> <p>SSA agreements for the following grant year are prepared</p>