

## (A6) Updated Comprehensive Needs Assessment

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title I, Part A and Title IV, Part A programs.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A and Title IV, Part A programs should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### **Definition:**

Comprehensive Needs Assessment (CNA): A tool and process that reflects on a School Administrative Unit (SAU) and/or individual school's current state, practices, and functionality.

Comprehensive Education Plan (CEP): A compilation of policies, plans and requirements for public School Administrative Unit (SAU) and public school approval. This plan must address all policies, plans, reports, protocols, and processes required by the Commissioner, which considered together shall comprise the focus for continuous school improvement.

### **Statutory Requirements:**

Elementary and Secondary Education Act: [Sec. 1112\(a\)](#); [Sec. 1114\(b\)](#); and [Sec. 4106\(d\)](#)

Title 20-A, Chapter 206: [Rule Chapter 125.4.03](#)

### **State Guidance:**

Both federal and state laws require SAUs in Maine to complete an annual update their CNA/SAU Plans. For newly formed SAUs, an initial CNA/SAU Plan must be completed as part of the SAU and school approval process through the Maine DOE. Individual schools

must also complete a required Schoolwide Application when seeking schoolwide approval under the Title I, Part A program.

When completing an initial CNA/SAU Plan and/or Schoolwide Application, or undergoing the annual process of updating said document(s), each SAU should institute the following best practices:

- Engage a diverse group of stakeholders (administrators, teachers, families, community members, etc.) in the process
- Analyze most recent three (3) years' worth of data to determine the goals, activities, and instructional programs that will best meet the needs of all children in the school (particularly those at risk of not meeting state academic standards)
- Plan for high-quality supplement instructional programming and ongoing professional development that will help address the greatest student needs

**Relevant Documentation:**

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- Current District CNA document, which includes, at a minimum, the last three (3) years' worth of district data and an analysis thereof
- Current Schoolwide Plan(s) for one or more schools implementing Title I schoolwide programs
  - District CNA/Schoolwide Application [example](#)

**Technical Assistance:**

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.