

# Title I, Part A and Title II, Part A – Guide to Grants

Grant procedures – from getting started to getting approved in the Grant Management System (GMS)

Presented by Joey Nichol and Christina Dotson



New Hampshire

**Department of Education**



# Agenda

- Welcome
- Overview of Title I
- Explore components of a Title I grant
- Questions
- Overview of Title II
- Explore components of a Title II grant
- Questions
- Resources



# Overview of Title IA: Grant Best Practices and Procedures

- ▶ August 4, 2021
- ▶ Presented by
  - ▶ Christina Dotson – Title I Consultant



New Hampshire

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# Today's Goals

To familiarize participants with requirements of Title I under ESSA

To Introduce resources to support Title I efforts within the school districts;

To answer questions you may have regarding the information in this presentation



# Title I School Information

- ▶ **Schoolwide Schools** - may use Title I funds for the entire school. All students and staff may participate in Title I activities.
  - ▶ Must receive Title I Funding
  - ▶ Must have a poverty rate of at least 40%
  - ▶ Requirements to become a Schoolwide School must happen over a year, including a comprehensive needs assessment and creation of Schoolwide Title I plan with stakeholder involvement.
- ▶ **Targeted Assistance Schools** – must use Title I funds to target specifically identified students. Schools must determine which students they will serve by identifying the students with the greatest need for assistance from the following eligible groups.
  - ▶ Are failing, or at risk of failing, to meet state standards;
  - ▶ Participated in certain federally-funded preschool programs (such as Head Start);
  - ▶ Are experiencing homelessness
  - ▶ Are in a local institution for neglected or delinquent children or are attending a community day program
  - ▶ Received services under the Migrant Education Program



# Creating a Title I School Plan

- ▶ Title I School Plans are based on the needs of specific students and school.
- ▶ Necessary Requirements for a school plan –
  - ▶ Multiple, educationally related criteria for determining students who will receive Title I services.
  - ▶ What will be taught and by whom. Certification requirements – Title I teachers needs to be certified. Title I qualified paraprofessionals need to be supervised by a certified teacher. Certification needs to be in the grade range and subject matter that is covered by the Title I program.
  - ▶ How will the school conduct its yearly needs assessment
  - ▶ How will the needs of Homeless and Foster students be addressed.
  - ▶ Family Engagement policy, including family engagement activities and school/parent compact

# Required Paperwork

- ▶ All grants need three documents to be submitted prior to the start date of the grant. They are all required for approval. They include:
- ▶ General Assurances – these assurances apply to all grant programs. This document is contained at the Bureau of Federal Compliance and must be emailed to [federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov)
- ▶ Program Assurances – these assurances are program specific, but all grant programs are contained in one document. **This must be attached to the LEA Home Page in GMS, where all grant reviewers can access.**
- ▶ GEPA – The General Education Provision Act document is contained within the program assurances and can be found at the end of the document. There are three questions in the GEPA and they must all be answered.
- ▶ Charter school general assurances for FY2021 can be found here – <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/charter-school-general-assurances-fy22.pdf>

**Program Assurances for FY2021 and GEPA have been mailed out and this document available by inquiry.**



# Accessing Grants in The Grants Management System (GMS)

- ▶ Request permission from the district's i4see Coordinator to gain access to the grant. Districts will need to repeat this process yearly and for each grant
- ▶ Log in to the Grants Management System and choose the Title I grant for the current year.
  - ▶ Current year grants can be found under LEA Home. Make sure the correct grant year is chosen, then click on LEA Home. Choose school name and filter by district. Then scroll down to the very bottom of the page. It will show open grants for that Federal Year

Link: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

- ▶ Complete grant as directed by the NHDOE





# Adding General Information

- ▶ **Grant Start Date** – the start date for the grant must be after all paperwork has been submitted and cannot be before the first submission of the grant. Start date can be edited through the Contact Info tab, found at the top of the grant.
- ▶ **Contact Info** – Contact Info needs to be filled out with current information for grant contacts. We use this information to contact about grants, but also for other communications.
- ▶ **Detailed Application** –
  - ▶ Equitable Services Reservation of Funds – to be filled out if LEA is giving funds to Private School for Equitable Services
  - ▶ Title I Schools – Add Title I School information for each school using Title I funds within the district
  - ▶ Private Schools - Add information for each private school in district – indicate if the school is taking funds for Equitable Services
  - ▶ Distribution of Funds – how are the funds being distributed within the district for schools. If multiple schools within district make sure rank order maintained.



# Creating Activities for the Grant

- ▶ Create Activities based on Needs and wanted outcomes:
  - ▶ **Needs Assessment:** What need does the activity address, as identified in the comprehensive yearly needs assessment?
  - ▶ **Title I plan:** How will the activity meet the needs of the plan?
  - ▶ **Evaluation:** How will the activity be evaluated to measure a positive impact on student achievement?

Activities need to be **supplemental** to core district education



# Required Activities

- ▶ **Homeless Set Aside** – required for all grants. Homeless set aside requires consult with district homeless liaison. Decision on amount of set aside is determined by district and need. Funds cannot be withdrawn once set aside.
- ▶ **Equitable Services** – Set aside based on Equitable Service consult with Private schools in district. All Equitable Services consultation paperwork must be attached to the grant in the attachments section – under Project Info Tab.
- ▶ **Family Engagement** – 1% of allocation required for all grants over \$500,000. If the grant is under \$500,000, a family engagement activity is not required but parent involvement is still required in the Title I program.



# Allowable Activities

- ▶ All activities must be supplemental to state and local funding
- ▶ All costs must be necessary and reasonable
- ▶ **Examples of Allowable Activities:**
  - ▶ Title I Instructors to provide supplemental instruction – this includes before and after school tutoring, summer school programming, and pull out or push in instruction.
  - ▶ Supplies, materials, technology and books to be used for designated Title I students.
  - ▶ Administration of Title I school plan.
  - ▶ Subscriptions to educational websites and resources.



# Activities - continued

- ▶ **Procurement Procedure:** Goods or services in the amount of \$10,000 or more require a contract and must go out to bid per the district policy. Sole Source: If you would like to go Sole Source email your Title I consultant with reasons why the district has decided to go sole source for the activity. Sole Source requests must contain information on the need for sole source and why this particular entity is the only one that will meet the school need.
- ▶ **Activities that are NOT allowable in Title I grants:**
  - ▶ Food – except for in approved Family Engagement activities.
  - ▶ Basic Core Education
  - ▶ Gifts, souvenirs, memorabilia, promotional items, door prizes, movie tickets, gift certificates, pass to amusement parks, field trips without approval, etc.
  - ▶ Construction, remodeling or renovation of infrastructure
  - ▶ Fund-raising activities
  - ▶ District Assessments



# Grant Approval Process

- ▶ Once the grant has been submitted to the DOE it will be reviewed. Terms to know -
  - ▶ [Returned](#) – the grant requires additional of updated information. Notes are included in with the return. They can be found under Status history and are also automatically emailed.
  - ▶ [In Review](#) – Grant is being reviewed or awaiting additional information. Notes can be found in status history
  - ▶ [Budget Review](#) - the grant has been reviewed by a Title I Educational Consultant for program content and will be sent to the Federal Grants Accountant to be reviewed for final approval.
  - ▶ [Approved](#) - the grant has been reviewed by the Federal Grants Accountant and a Title I consultant. Districts may be reimbursed for the activities.
  - ▶ [Substantially Approvable](#) - all the requirements were met and the start date is confirmed

# Allocations – A Crazy Year

## Info for the 2021-2022 Grant year

- ▶ Title IA allocations are made based off of the free and reduced lunch counts submitted by schools in October of the previous school year.
- ▶ To be eligible for a Title I allocation, schools must have a minimum of 10 students who qualify for free and reduced lunch
- ▶ This year – due to the extenuating circumstances around the pandemic, free and reduced lunch counts were low in October of 2020.
- ▶ Allocations are down across the state. To help schools get the most accurate allocation, the decision was made to use the End of Year Free and Reduced counts to calculate Title IA allocations.
- ▶ Due to low allocations and a low preliminary allocation from the US DOE, it was decided to give 50% of the preliminary allocation to all LEA's so that Title IA grants can get started.
- ▶ The remaining balance of the Title IA allocation will be uploaded in October, when the End of Year Calculations have been processed.



# Final Thoughts and Questions

- ▶ Questions???
- ▶ Once a grant has been approved in the system, complete reports every month on money spent out. This is a reimbursement system and money will be sent based on reports.
- ▶ Not all grant money needs to be budgeted at once. Grants can be added to throughout the year when needs arise
- ▶ **We are here for any and all questions!**
- ▶ Contact Info for Title I –
  - ▶ Email – [Christina.Dotson@doe.nh.gov](mailto:Christina.Dotson@doe.nh.gov)
  - ▶ Phone Number - 603-271-3840



# Title II – Guide to Starting a Grant

Getting a grant started and approved in the GMS system.

August 4, 2021

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# Ed Title II Guidance

## Title II, Part A: Training and Recruiting HIGH-QUALITY Teachers, Principals, or Other School leaders

1. To increase student achievement consistent with challenging state academic standards
2. To improve the quality and effectiveness of teachers, principals, and other school leaders.
3. To increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in school
4. To provide, low-income and minority students greater access to effective teachers, principals, and other school leaders.



# Allowable Title II Activities

- Fees for tests that teachers and paraprofessionals need for certification.
- PD for teachers in federal core content areas.
- PD activities for principals, teachers and paraprofessionals
- Materials related to professional development activities.
- Travel expenses related to professional development activities.
- Salaries to hire highly effective teachers to reduce class size.
- Recruitment costs and materials.
- Recruitment costs for hard-to-staff positions.
- Coursework or incentives to pursue additional certs./endorsements
- National Board Certification costs or incentives.
- Mentoring programs or stipends for new teachers.
- Administration costs associated with coordinating PD activities.

# Requirements for Activities

## Select Category

- **Priority**
- **Description**
  - Dates of activity
  - Name/Title of: Workshop, PD Provider, Conference, Consultants, Courses, etc. (Please be specific)
  - Who is participating
  - Cost breakdown
- **Performance Measurement –**
  - Tool that can be used to collect data on a particular objective.
  - Evidence based citation
- **Outcomes** - outcome is data that have been collected by one or more performance measurement tools.



# Activity Descriptions

## Key Words

### Professional Development

- ← Coaching
- ← Training
- ← Mentoring
- ← Teachers are learning how...

### Class Size Reduction

- ← Data to support additional teacher - evidence required
- ← Primary grade focus
- ← Social Distancing Purposes
- ← Classroom teacher, not

### Courses/Classes

- Certification
- Credentialing

### Supplement not Supplant

District work

Curriculum Development

District initiatives

👉 Only allowable if a professional development is being provided to teach teachers how

# Components Needed for a Substantially Approved Start Date

- **General Assurances** – signed, dated and sent to the Bureau of Federal Compliance [lindsey.labonville@doe.nh.gov](mailto:lindsey.labonville@doe.nh.gov)
- **Program Assurances** – signed, dated and attached to the District Page in GMS
- **Start date** – start date defaults to 7/1/21 – please change to reflect the date the grant is submitted.

IDENTIFYING INFORMATION:	CFDA #:	Start Date:	End Date:
Title II - Part A	84.367A	7/1/2019	9/30/2021

# Model Grant

Activities Entered: 4 [Click HERE to add a new activity...](#)

Sort Activities By: [Activity ID](#) [Update Date](#) [Category](#) [Priority](#)

[Edit](#) [Delete](#) ACTIVITY ID: **12345678** LAST UPDATED: 9/29/2019 3:29:32 PM  
FIRST APPROVED:

## CATEGORY:

Allowable Title II Activities

## PRIORITY:

Professional Development in Math Instruction based on the District's 2019 Needs Assessment (see attached) and included in the District's 2019-2022 Professional Development Plan

## ACTIVITIES:

K-3 Classroom Teachers will participate in the Most Amazing Math Institute's Training to learn how to implement the Most Amazing Math Institute's curriculum in the classroom. This includes whole group, small group and multi-tiered instruction.

There are 10 teachers participating at the 4 day training.

Dates are: November 10, 2019, January 7, 2020 and a day in March 2020 and in May 2020.

Costs:

Training: \$500 per teacher x 10 = \$5,000

Required Training Materials: \$200 per teacher x 10 = \$2,000

Travel: Mileage at \$50 per teacher x 10 = \$500

Total = \$7,500

**Evidence Based Citation:** Berrett, A. N., & Carter, N. J. (2018). Imagine Math Facts Improves Multiplication Fact Fluency in Third-Grade Students. *Journal of Behavioral Education, 27*(2), 223-239. <https://doi.org/10.1007/s10864-017-9288-1>

**PERFORMANCE MEASUREMENT:** The District wide iReady Math Assessment administered 3 times per year  
The NH State Wide Math Assessment



# PERFORMANCE MEASUREMENT

## Questions to Ask

How are you going to know that your money was well spent?

How do you know that the activity helped meet the need?


## Tips to follow

- Select quantifiable and assessable tasks
- Use language that is specific
- Make it significant



# NOW LET'S GET TO THE OUTCOMES

## **outcome** noun

out·come | \ 'aüt- ,kəm  \

### **Definition of *outcome***

: something that follows as a result or consequence

// a surprising *outcome*

// patient *outcomes* of bypass surgery

// We are still awaiting the final *outcome* of the trial.

# OUTCOMES

Filling out outcomes is critical!  
It helps long-lived grants make sense to new staff, and it helps all involved in the grant keep their “eyes on the prize”!



# Evidence Based Citations

All activities require evidence based citations as required by ESSA. Please include citation (any format) in activity description.

- ▶ *Any book or resource pertinent to topic that you already own.*
- ▶ EBSCO HOST
- ▶ <https://eric.ed.gov/>
- ▶ <https://www.evidenceforessa.org/>
- ▶ <https://ies.ed.gov/ncee/wwc/>





# Top Reasons for Returns

Supplanting

**It must be supplemental!**

Dates-Performance period

Evidence Based Citation

Needs Based

Itemized Budget

Is your activity effective? - Performance Measurement

How do you know? - Outcome



# Accounting Tips

- ▶ To increase successful grant submission and financial reporting check out this resource:

## [Grant Management Tips](#)

- Function codes generally in the 2000s  
(unless it's a transfer or class size reduction)
- ▶ Timely Monthly Reporting A monthly routine increases the probability that all expenses for the month are correctly reported.

# Successful Grant Submission Checklist

- Assurances (Program and General) are completed sent to compliance department or uploaded to the grant in GMS as noted in the individual assurance guidance. Title I (TI) and Title II (TII)
- GEPA documents – found at the bottom of the program assurances - have to have both sections 427 and 442 answered and uploaded. TI/TII
- Start date can't be any earlier than when all the required paperwork is submitted for the first time. TI/TII
- Dropdown menu for each of the activities is selected appropriately and doesn't have N/A as the category. TI/TII
- All Title II activities must have an evidence-based citation. TII
- Each activity should list the performance period, when the activity is to occur. TI/TII
- The performance measurement(s) must include tools that determine the efficacy of the activity from the participants' point of view first. Then measurements geared to the student improvement may be used. TII
- Outcomes should be written to reflect why an activity was selected in a quest to raise teachers', paraprofessionals', principals' and other school leaders' skills while increasing achievement of students. TII
- Any activity that has a contract for \$10,000 in the aggregate needs to follow procurement procedures. TI/II



# Resources

- ▶ [Titles Spending Handbook](#)
- ▶ Monitoring Guide
- ▶ [Procurement Guide](#)
- ▶ Link to USDOE/ESSA Title I Rules and regulations:
  - ▶ <https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/essa-legislation-table-contents/title-i-part-a/#TITLE-I-PART-A>
- ▶ Link to USDOE/ESSA Title II Rules and regulations:
  - ▶ <https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/essa-legislation-table-contents/title-ii-part-a/>
  
- ▶ **All documents are available upon request**



# Current Staffing

Name	Role
<b>Melissa White</b>	Administrator for Academics and Assessment
<b>Michelle Gauthier</b>	Assessments
<b>Donna Dubey</b>	NAEP
<b>Marcia McCaffrey</b>	REAP/RLIS, Arts, PE, Health
<b>Stan Freeda</b>	Digital Technology, Title IVA
<b>Kathleen Vestal</b>	21 <sup>st</sup> Century
<b>Emily Fabian</b>	
<b>Anne Wallace</b>	Mathematics
<b>Jenny Cavaliere</b>	English Language Arts
<b>Wendy Perron</b>	Title III - ELL

<b>Ashley Frame</b>	Administrator ESEA Programs
<b>Kristine Braman</b>	General Title Grant Contact
<b>Joey Nichol</b>	Title IIA Director
<b>Ashlee Fye</b>	Title I,A and Title I, Part D Neglected and Delinquent
<b>Christina Dotson</b>	Title I,A and McKinney Vento – Homeless Education
<b>Ellie Riel</b>	Contracts
<b>Elizabeth Clarke</b>	Staff Accountant
<b>Bobbie Barnack</b>	Program Specialist

# Thank You

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We wish to thank you all for joining us today. Please feel free to contact us with any further questions or wanting further information.



Have a fabulous year and remember...

“One immediate clear step in the right direction is worth more than all of the grand planning.”

*Eric Jensen*