

Title I & II Record
8/4/2021

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Q 1. Christina, can you speak about the process to flex money from Title II and Title IVA?

A – The process of Transferring Money is as following:

- *Transfers may be made between all the ESEA Titles. However, money may not be transferred out of Title I but all the Titles may transfer into Title I. Transfers between TII and TIV are common.*
- *Transfers must be within the same grant year, i.e. Title IV 2018-2019 to Title II 2018-2019. This is because each grant year has a different period of performance.*
- *The transferring grant should have an activity with a budget and include a reference to the recipient grant activity. The budget lines should be consistent with the grant parameters of the recipient grant.*
- *The recipient grant should have an activity with any required outcomes, etc., but have no budget lines, and should include a reference to the transferring grant activity.*
- *For clarity and simplicity, each activity should not include other items. Both transfer and recipient activities should agree.*

Q 2. If you hire a full-time teaching position to run Title I programming can you count planning time and lunch towards their time and effort or only their face to face time with students?

A – Planning time can count towards time and effort. Lunch time depends on the contract and terms with the school/district.

Q 3. Can you talk about the preferred method for if we don't allocate the entire grant and need it back to make changes and allocate the balance of the grant?

A – If a grant need to be modified or added to once it has been approved, email your grant Educational Consultant and ask for the grant to be returned. Once returned it will be open for you to make edits. You can then re-submit the grant for approval of the changes.

Q 4. Do you need to have Title I staff - salaries - written into the grant to provide services before you can purchase materials and supplies?

A – Instructional time for Title IA students is the most common use of the money, with the supplies and materials being purchased to support that activity. If there is a need for supplies and materials not related to Title IA instruction, check with your Educational Consultant about the plan for such items and allowability.

Q 5. If we have eligible Project Funds from 20-21 IIa/IVa, can we flex them into 21-22 to make the application process more streamlined?

A – Reap/Flex transfers must be made within the same grant year, due to the performance period of each project. Therefore, funds from 20-21 may not be transferred to the 21-22 grant year. Please see instructions in Q1 for the Reap/Flex process.

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Q 6. Is there somewhere we can access samples of successful grants for each Title program?

A -We have some examples of allowable activities on the DOE website - under Division of Learner Support, ESEA programs. [Office of ESEA Title Programs | Department of Education \(nh.gov\)](#)

Q 7. Can activities that have already happened be written into the grant and reimbursed?

A – No. The Title grants work on pre-approved basis. All activities must occur after the date the grant has been approved to be reimbursed.

Q 8. Where are the Title grants located again??

A – In the Grants Management System (GMS) on the [my.doe.nh.gov](#) website. You will need permission from the district's i4see coordinator to access the grants (in the case of the Charter School's this is usually the school head). If you do not have access you can contact the i4see Helpdesk on the front of the webpage.

Q 9. If we set aside for homeless activities, do these project details have to be described ahead?

A – For the homeless set aside the project details can be vague as the needs may be hard to predict at the beginning of the year. When thinking about this activity, a consultation with the school homeless liaison is necessary to get the most accurate needs assessment for this population.

Q 10. How can schools track what has been written in the grant and submitted earlier, if the GMS just saves what we are currently submitting?

A – The GMS system saves all approved activities. If you would like to save information before you modify or edit an activity, you do have the option to "Take Snapshot" of the grant. This is located under the Project Info tab at the top of the grant page. It will take a picture of the grant as it is and save a copy in the Attachments tab.

If you have additional questions, feel free to reach out to us!