

Title I, Part A / ARRA Instructions

Instructions for Title I Consolidated Application - District Section

- Title I Page 1** **Title I Cover page** – All sections must be complete
- Title I Page 2** **Title I Program Assurances** – This page must be submitted with an original signature
- Title I Page 3 - 4** **Title I School Information** – This page will be used to compile lists of Title I Schools for the Department’s databases – therefore, it is imperative that it is accurate at all times.
- Title I Private School Information** – Complete this page as directed. An LEA must meet with appropriate private school officials concerning the implementation of Title I services. This consultation must include early discussions to prepare for the next school year so that there is a timely start of the Title I program at the beginning of each school year, and throughout its implementation and assessment of services. Under § 200.63 of the Title I regulations consultation must, at a minimum, address the following issues:
- ◆ How the LEA will identify the needs of eligible private school children.
 - ◆ What services the LEA will offer to eligible private school children.
 - ◆ How and when the LEA will make decisions about the delivery of services.
 - ◆ How, where and by whom the LEA will provide services to eligible private school children.
 - ◆ How the LEA will assess the academic services provided to private school children and how the LEA will use the results of the assessments to improve Title I services.
 - ◆ The size and scope of the equitable services that the LEA will provide to eligible children.
 - ◆ The method or sources of the data that the LEA will use to determine the number of children from low-income families.
 - ◆ The equitable services the LEA will provide to teachers and families of participating private school children.
- Records/evidence of the above must be kept on file at the LEA.**
- Title I Page 5 - 6** **Title I District Plan Provisions** - All districts are required to address all the provisions for the 2009-2010 School Year.
- Title I Page 7** **District in Need of Improvement** – If applicable, complete this page as directed. Professional Development funds will not be released until a DINI plan is received by the NHDOE.
- Title I Page 8** **Abstract for District-Wide Activities** - This project-wide abstract sheet is for you to articulate those Title I activities which clearly cut across more than one school, such as a summer program in which Title I students from more than one school would participate and/or a district-wide staff development activity. SES must also be included here as well, even if it is only for one school due to funds being allocated directly from the district budget. You must include a narrative for each set-aside that you detailed on the **Title I Distribution Sheet**, Title I Form Page 10 or **Accountability pages** Title I Form Page 11 and 11A.
- Title I Page 9** **Homeless** – The Title I Project manager is required to meet with the local homeless education liaison or other appropriate person (if the Project Manager is the local liaison) to discuss and complete the information in this section.
- Local Institutions for Neglected or Delinquent Children** - This section is to be completed by those districts that have within their district/SAU boundaries local institutions for neglected or delinquent children.

- Title I Page 10** **Distribution of Title I Funds to Schools** - Only districts with multiple attendance areas need to complete this page. Districts with more than one school at a given grade level are considered to have multiple attendance areas. If your district includes a charter school, be sure to include it on this page.
- Title I Page 11** **Accountability of ARRA Funds to Schools** - Only districts with multiple attendance areas need to complete this page. Districts with more than one school at a given grade level are considered to have multiple attendance areas. If your district includes a charter school, be sure to include it on this page.
- Title I Page 11A** **Accountability of ARRA Funds to Schools** - Only districts with single attendance areas need to complete this page.
- Title I Page 12** **Budget Narrative for Title I Part A funds** - This page requires a description of how funds will be expended for your overall project. Include a detailed list of expenditures by school in the following categories, as applicable: personnel salaries, payroll taxes and benefits (instructional and administrative listed separately), contracted services, supplies and materials, equipment, required homeless set aside, professional development costs such as workshops and travel. You may add additional categories that support your program activities. **The Title I NH DOE Program Staff or Department Auditors may disallow any expenditure that is not specifically identified here, on the OBM FORM 1, and, when approved, on the OBM FORM 2.**
- Title I Page 13** **Budget Narrative for ARRA funds** - This page requires a description of how funds will be expended for your overall project. Include a detailed list of expenditures by school in the following categories, as applicable: personnel salaries, payroll taxes and benefits (instructional and administrative listed separately), contracted services, supplies and materials, equipment, required homeless set aside, professional development costs such as workshops and travel. You may add additional categories that support your program activities. **The Title I NH DOE Program Staff or Department Auditors may disallow any expenditure that is not specifically identified here, on the OBM FORM 1, and, when approved, on the OBM FORM 2.**

Instructions for Title I Consolidated Application - School Section

- Title I Page S-1** **Title I School Cover page** – This page must be completed for each school.
- Title I Page S-2** **Title I Targeted Assistance School Plan** – A narrative addressing all required components must be submitted with an original signature for the 2009-2010 school year.
- Title I Page S-3** **Title I Schoolwide Plan** - All schoolwide plans must have been rewritten and approved by the superintendent. A narrative addressing all required components must be submitted with an original signature for the 2009-2010 school year.
- Title I Page S-4** **Title I School In Need of Improvement**– If applicable, complete this page as directed. Professional development funds will not be released until a SINI plan is received at the NHDOE.
- Title I Page S-5** **School Budget Narrative for Title I Part A funds** - This page requires a description of how funds will be expended.
- Title I Page S-6** **School Budget Narrative for ARRA funds** - This page requires a description of how funds will be expended.

Submission of Applications

- **Applications** – Your application is a contract. All program activities and uses of Title I funds and ARRA must be included in this year's application.
- **Incomplete Applications** - Applications that are received incomplete will be returned to the district. **Starting dates of projects are subject to the receipt of substantially approvable applications.** Please note that all **REQUIRED** pages must be submitted. If not applicable, the district is required to mark as such and return with the completed applications.
- **OBM FORM 1** *
 - a. Make sure you are using the most updated OBM Form 1 dated 09/05. On this form, indirect costs are coded as 5000/930.
 - b. Signatures should be in blue ink to identify original nature.
 - c. If you do not use a two-sided form – the Superintendent must sign and date all pages.
 - d. Project Start Date – must be on or after a substantially approvable application has been stamped in at the Department.
 - e. Mathematical errors often delay the approval of the application. Recheck all figures to ensure that the Summary Budget amounts at the top of the page equal the totals of the Detail Budget at the bottom of the page.
 - f. The OBM Form 1 must only include Title I dollars and not those from other Titles being transferred to be used for Title I purposes.

** There may be an online format used for the development and processing of ARRA Form 1's. Please be sure to stay current on the guidelines provided in the near future.*