STATE OF NEW HAMPSHIRE
American Recovery and Reinvestment Act

NHRECOVERY department of education

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ARRA Request for IDEA Recovery Funds: Helpful Hints
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1) The **Start Date** cannot be before the date the Superintendent originally submits the application to the NH Department of Education. The first time you submit to the NHDOE, be sure the Start Date is on or after the date the Superintendent submits the application to the NHDOE.

2) Think about the **public** as you write the application. This is a very open and transparent process. Write this as if it will be posted on the web, because it will be.

3) Call or email your **NHDOE contact** if you have any difficulty with technical aspects of the process or with the content of the application.

4) Save your work often. That will restart the clock so your timer will be re-set for 30 minutes. Users are timed out every 30 minutes.

5) **Category:** Should be NA except when applying to use funds for CEIS or for services for students with disabilities enrolled by parents in private schools.

6) **Priority:** Whenever possible, use the priority areas based on the State Performance Plan (SPP). These are identified in the ARRA Request for IDEA Recovery Funds Instructions on pages 4 and 5. Remember, the priority area is not case management or professional development. Those are activities designed to achieve the priority areas, which are about improved results for students with disabilities. If you not sure which of the approved priority areas fit with your activity, call your contact at the NHDOE for some support.

7) **Activities:** This should tie back to the Priority area.
    a. Be explicit that the activity is designed **to benefit and/or support students with disabilities** unless it is a CEIS activity.
        i. For **CEIS**, be explicit that it is for children in grades K-12 who are NOT currently identified as children with disabilities, but who need additional academic and behavioral support to succeed in the general education environment.
    b. Do not include the **function/object codes and line items** in the activity text box. That information goes in the budget section below the activity text box.

c. When doing a **single contract (object code 300)** that exceeds $5,000, please attach the contract. If there are no single contracts that exceed $5,000 but you are using the 300 object code, include a statement that no single contract will exceed $5,000.
d. When **employing personnel (100 object codes)**:
    i. Include FICA, Medicare, Retirement and other benefits as separate line items in the budget **or** include a statement in the activity box that the benefits are covered by other funds (and specify the source of the funds).
    ii. Indicate in the activity text box the FTE is for this position.
    iii. For positions that are .5 FTE or greater; specify if this is: a newly created position or a position that was previously funded. For previously funded positions, indicate if the funds were local, state, IDEA, or specify other.
    iv. When using these funds to support time for staff beyond their regular employee contract (i.e. to provide services in an after school program or during summer or to attend professional development activities outside of a full time contract), be clear that this is for additional activities beyond the regular employee contract. You still need to address FICA, etc.
    v. Using the same format from the appendix in the IDEA Entitlement application, create an electronic document to attach with your application online detailing the Function/Object code, Position, Incumbent v. Vacant, and the Dollar Amount.
e. If you are requesting equipment, be sure you provide the required justification, as outlined in the ARRA Request for IDEA Recovery Funds Instructions on pages 5.
f. Use the budget for indirect costs. This does not have to be listed in the activity.

8) **Performance Measurement:** This needs to tie back to the activity. It should simply state how you will measure the impact of performance of the activity. What will be different as a result of this activity?

9) **Outcomes:** Leave this blank for now. You will report on the outcomes or status of each activity when you do monthly reporting for reimbursement of funds.