

Title I ARRA Online Application and Reporting System Frequently Asked Questions (FAQS)

What grants is this system used for?

This system is being used by other programs that are receiving ARRA funds, but Title I is using this system for the following Title I ARRA funded grants:

- Title I, Part -A ARRA
- Title I, Part D2 - ARRA
- SINI and DINI planning grants (all funded with ARRA this year)
- SINI grants for SINIs year 3, 4 or 5 (SINI year 1 and 2 grants are funded by regular funds and therefore not in this system)

How does the system work?

A webinar was held on August 13, 2009 to explain the purpose of the ARRA online system (as it relates to Title I) and walk through the application tool. The webinar was recorded and can be reviewed at the following link:

<https://www2.gotomeeting.com/register/751146762> It recorded the NHDOE conversations during the set-up, so the actual webinar begins at approximately 2 minutes and 10 seconds if you would like to advance to that point. Also, the first few minutes were all audio, so your screen may be blank for the beginning.

The data reporting/reimbursement component of this system is still being developed. We will be notifying Superintendents and Title I Project Managers once this component is available and provide any needed technical assistance.

How do I login to the system?

To access the system each user will need a Single Sign On account through the MyNHDOE Single Sign On System. Most of you already have an account in this system, as it is used for credentialing. We have taken our most up-to-date list of Superintendents, Title I Project Managers and Federal Bookkeepers for each district and granted them access to the Title I grants through this system. To sign-in, please go to the following link and enter your account information. Once you are in the system click on a link to ARRA.
<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

If you do not have a Single Sign On account yet or you forgot your username and password, please click on the following link and go to the forgot my password or create an account sections of the homepage.

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

How do I get access to a grant, if I don't have it already?

The NHDOE has assigned certain people to have access to the grant automatically, the Title I Project Manager, Federal Bookkeeper and Superintendent. If there are additional people (or a change) that need access to the grant system, they must go to the <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> to create a Single Sign On Account (unless they already have one) and have your Superintendent send an email to the

following address, requesting permission for you to access particular grants:
TitleI.ARR@ed.state.nh.us –stating your first and last name, email address and Single Sign On account user id. We will then grant you access.

What information will I need to input into this system?

Please follow the webinar for a walk through of the system:

<https://www2.gotomeeting.com/register/751146762> As noted in the webinar, besides general district and contact information, other information that will be needed can be taken from your completed Budget Narrative in your application (categories on the online system align with those on this form) and coding that you have on your paper-based Form 1.

How do I make a change once I have submitted and/or my application is approved?

Once you have an online application approved, the details are locked in. So, when you go to enter information into the reporting section, you will only be able to enter spend down/reimbursement information within the coding and amounts that you have provided. If you have set \$13,000 for professional development, but then try to enter \$13,500 for reimbursement, it will not be allowed. You will need to send an email to TitleI.ARR@ed.state.nh.us and request that a specific application be opened for editing. We will open it as soon as possible and send you an email notifying you of the open status.