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Department of Education

**New Hampshire Department of Education
2024-2025 Elementary and Secondary
Education Act (ESEA) Federal Title Programs
Consolidated Application Review Protocol**

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Purpose

The New Hampshire Department of Education (NHED) has developed the 2024-2025 Elementary and Secondary Education Act (ESEA) Federal Title Programs Consolidated Application Review Protocol to support the timely administration of programs funded by the Every Student Succeeds Act (ESSA) to local educational agencies (LEAs) across the state of New Hampshire. The application review is streamlined to focus on the approval of fiscal and programmatic requirements of ESSA for the programs included within the ESEA Consolidated Application:

1. Title I, Part A- Improving the Academic Achievement of the Disadvantaged
2. Title I, Part D, Subpart 2- Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk
3. Title II, Part A- Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
4. Title III, Part A- Language Instruction for English Learners and Immigrant Students
5. Title IV, Part A- Student Support and Academic Enrichment
6. Title V, Part B, Subpart 2- Rural and Low-Income School Program (RLIS)

The information and documentation covered in this application review protocol will allow NHED reviewers to ensure that all LEAs are fully prepared to effectively address key provisions of ESSA regulations. To streamline ESSA requirements, documentation such as Program Assurances and Equitable Services Affirmation will be reviewed as part of this application review process.

The online application review protocol process will not only ensure the compliance of ESSA regulations but will also allow NHED to collect and analyze data in a timely manner to provide LEAs quicker access to funding.

Guidance

Per section 8305 [20 U.S.C. 7845] Consolidated Local Plans or Applications, a state educational agency (SEA) that has an approved consolidated State plan or application under section 8302 may require local educational agencies in the State receiving funds under more than one program included in the consolidate State plan or consolidated State application to submit consolidated local plans or applications under those programs, but may not require those agencies to submit separate plans. Additionally, the SEA shall require only descriptions, information, assurances, and other material that are absolutely necessary for the consideration of the LEA plan or application.

Based on this legislation, NHED is requiring LEAs to annually submit a consolidated application for the programs listed above where NHED reviewers will ensure that all LEAs are fully prepared to effectively address key provisions of ESSA regulations.

Per 2 CFR § 200.334 the request, form, supporting documentation, and NHED's response must be maintained for record retention purposes.



Consolidated Application Review Protocol

This document is intended to inform LEAs of what NHED reviewers are required to examine prior to approving the 2024-2025 ESEA Consolidated Application for Federal Title Programs. For this year, the Office of ESEA Title Programs is providing increased technical assistance as LEAs develop their applications, with the hope that this will make the application process easier and will result in fewer applications returned. It is also important for LEAs to understand what is required of NHED reviewers and why applications may need to be returned.

Review Protocol for LEAs and Established Charter Schools

Prior to conducting the review, NHED reviewers verify LEA allocations, including poverty and child counts, and non-public schools. Reviewers then use the Application Review Protocol to examine each of their assigned Consolidated Applications, submitted in the Grants Management System (GMS). Once NHED reviewers complete an application review, they will update the status of the application to either: approved or returned.

Application Statuses:

Started	The LEA has started their district application, but it is not ready for submission.
Submitted	The LEAs application has all required components executed for submission of the application and can now be reviewed.
Reviewed	NHED is in process of reviewing the application for completeness and quality.
Approved	The LEAs application was reviewed and deemed to have meet all requirements to suffice as approved. The application will now be locked, and no changes can be made. The application will be in a 'read only' state.
Returned	The reviewer has identified an item(s) that needs to be corrected or requires additional information. The application will be returned, and the LEA will need to re-submit with corrections.

If the LEA did not meet the requirements outlined in protocol, the NHED reviewer will provide notes that describe next steps for the LEA before returning the application. If the Consolidated Application is returned back to the LEA, the LEA must review the notes and make adjustments accordingly. If the LEA has any questions related to the notes, they should contact their NHED reviewer. All required corrections and clarifying questions will need to be addressed upon resubmission of the application.

Review Protocol for New Charter Schools

Prior to conducting the review, NHED reviewers verify LEA allocations. Reviewers then use the Application Review Protocol to examine each of their assigned Consolidated Applications, submitted via email to ESEA@doe.nh.gov. Once NHED reviewers complete an application review, they will provide a reply to the original email with the subject line updated to reflect the status of the application to either: approved or returned.

Application Statuses:

Approved	The LEAs application was reviewed and deemed to have meet all requirements to suffice as approved. NHED will send an email reflecting the approved status.
Returned	The reviewer has identified an item that needs to be corrected or requires additional information. The application will be returned, and the LEA will need to re-submit with corrections via email.

If the LEA did not meet the requirements outlined in protocol, the NHED reviewer will provide notes within the email body that describe next steps for the LEA before returning the application. If the Consolidated Application is returned back to the LEA, the LEA must review notes and adjust accordingly and resubmit via emailing to ESEA@doe.nh.gov. If the LEA has any questions related to the notes, they should contact their NHED reviewer. All required corrections and clarifying questions will need to be addressed upon resubmission of the application.

Late Submissions

LEAs will not be able to submit an application within the GMS after June 1, 2024. Following the deadline, the LEA should communicate their reason for missing the application deadline and justification to be considered for late submission within an email request to Jessica.L.Lescarbeau@doe.nh.gov. Late submissions will be reviewed on a case-by-case basis.

Opportunity for a Hearing

Should an LEA have an application returned and they are not in agreement, the LEA has the opportunity in accordance with [34 CFR 76.401 -- Disapproval of an application—opportunity for a hearing-](#), for a hearing before the NHED can disapprove the application.

The applicant shall request the hearing within 30 days of the action of the SEA. Within 30 days of receiving the request, the SEA shall hold a hearing on the record and shall review its action. No later than 10 days after the hearing the agency shall issue its written ruling, including findings of fact and reason for the ruling. If the SEA finds that it violated state or federal statutes or regulations, they may rescind its action. If the SEA determines that no state or federal statutes or regulations were violated and the action stands, the LEA may file an appeal to the U.S. Department of Education Secretary within 20 days of the SEAs notification of such finding. If supported by substantial evidence, findings of fact of the SEA are final.

Application Section	Requirement(s)	To Meet Requirement(s)
Application Contact Information	The Contact Information charts shall contain information for all required contacts	The Contact Information charts contain the name, email address and phone number for the Superintendent and the Business Administrator. The Grant Manager information is optional.
Preliminary Allocations • Opt-In or Out of participating in all Title programs listed.	LEA will opt-in or out of participating in the Title program.	If the LEA has an anticipated allocation, and wants to opt-in to participating, it has provided a response of checking the opt-in button. If the LEA has an anticipated allocation, and wants to opt-out of participating, it has provided a response of checking the opt-out button. All LEA’s are required to address note #3 by selecting whether they have opted to participate in the REAP program offered by the U.S. Department of Education.
ESEA Programs • Title I, Part A – Program Contact Information	The Contact Information charts shall contain information for all required program contacts.	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
ESEA Programs • Title I, Part A – Title I, Part A LEA Plan	The LEA must upload their approved Title I, Part A LEA Plan	The LEA uploaded a Title I, Part A LEA Plan that has been approved and signed by their Title I, Part A Education Consultant. The Title I, Part A LEA plan must be reviewed and updated annually (if applicable). If revisions are made, the LEA must utilize track changes. Affirmation that an annual review has occurred is a requirement within the template.
ESEA Programs • Title I, Part D, Subpart 2– Program Contact Information	The Contact Information charts shall contain information for all required program contacts	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
ESEA Programs • Title I, Part D, Subpart 2– Application Descriptions	The LEA must provide the required information. Any information that is not applicable, must be met with a narrative that explains why it is not applicable.	<ol style="list-style-type: none"> 1. The LEA describes the program to be assisted. 2. The LEA describes the formal agreement in place regarding the program to be assisted between the LEA and either the correctional facility or alternative school program serving children and youth involved with the juvenile justice system. 3. As appropriate, the LEA describes how participating schools will coordinate with the facilities working with delinquent children and youth to ensure that such children and youth are participating in an education program comparable to one operating by participating schools. If not appropriate, please state why. 4. The LEA provides a description of the characteristics of the children and youth who will be returning from correctional facilities and, as appropriate, other at-risk children and youth expected to be served by the program. 5. The LEA describes how the school will coordinate existing educational programs to meet the unique educational needs of such children and youth. 6. As appropriate, the LEA provides a description of how schools will coordinate with existing social, health, and other services to meet the needs of students returning from correctional facilities, at-risk children or youth, and other participating children or youth. If not appropriate, please state why. 7. As appropriate, the LEA provides a description of any partnerships with institutions of higher education or local businesses to facilitate postsecondary and workforce success for children and youth returning from correctional facilities. If not appropriate, please state

		<p>why.</p> <p>8. As appropriate, the LEA provides a description of how the program will involve parents and family members in efforts to improve the educational achievement of their children, assist in dropout prevention activities, and prevent the involvement of their children in delinquent activities. If not appropriate, please state why.</p> <p>9. The LEA provides a description of how the program under this subpart will be coordinated with other Federal, State, and local programs, such as programs under Title I of the Workforce Innovation and Opportunity Act and career and technical education programs serving at-risk children and youth.</p> <p>10. The LEA provides a description of how the program will be coordinated with programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs.</p> <p>11. If applicable, the LEA provides a description of how schools will work with probation officers to assist in meeting the needs of children and youth returning from correctional facilities. If not applicable, please state why.</p> <p>12. The LEA provides a description of the efforts participating schools will make to ensure correctional facilities working with children and youth are aware of a child’s or youth’s existing individualized education program.</p> <p>13. As appropriate, the LEA provides a description of the steps participating schools will take to find alternative placements for children and youth interested in continuing their education but unable to participate in a traditional public school program. If not appropriate, please state why.</p>
<p>ESEA Programs</p> <ul style="list-style-type: none"> Title II, Part A – Program Contact Information 	The Contact Information charts shall contain information for all required program contacts.	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
<p>ESEA Programs</p> <ul style="list-style-type: none"> Title II, Part A – Application Descriptions 	The LEA must provide the required information. Any information that is not applicable, must be met with a narrative that explains why it is not applicable.	<p>1. The LEA provided a description of the activities to be carried out by the local educational agency under this section and how these activities will be aligned with challenging State academic standards.</p> <p>2. The LEA provided a description of the local educational agency’s systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.</p> <p>3. The LEA provided a description of how the local educational agency will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c).</p> <p>4. The LEA provided a description of how the local educational agency will use data and ongoing consultation described in paragraph (3) to continually update and improve activities supported under this part.</p>
<p>ESEA Programs</p> <ul style="list-style-type: none"> Title III, Part A (and Immigrant Set-Aside) – Program Contact Information 	The Contact Information charts shall contain information for all required program contacts.	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
<p>ESEA Programs</p> <ul style="list-style-type: none"> Title III, Part A (and Immigrant Set-Aside) – Application 	The LEA must provide the required information. Any information that is not applicable, must be met with a narrative that	<p>1. The LEA describes the effective programs and activities, including language instruction educational programs, proposed to be developed, implemented, and administered under the subgrant that will help English learners increase their English language proficiency and meet the challenging State academic standards.</p>

Descriptions	explains why it is not applicable.	<ol style="list-style-type: none"> 2. The LEA describes how the eligible entity will ensure that elementary schools and secondary schools receiving funds under this subpart assist English learners in achieving English proficiency based on the State’s English language proficiency assessment under section 1111(b)(2)(G), consistent with the State’s long-term goals, as described in section 1111(c)(4)(A)(ii); and meeting the challenging State academic standards. 3. The LEA describes how the eligible entity will promote parent, family, and community engagement in the education of English learners.
ESEA Programs <ul style="list-style-type: none"> • Title IV, Part A – Program Contact Information 	The Contact Information charts shall contain information for all required program contacts	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
ESEA Programs <ul style="list-style-type: none"> • Title IV, Part A – Application Descriptions 	The LEA must provide the required information. Any information that is not applicable, must be met with a narrative that explains why it is not applicable.	<ol style="list-style-type: none"> 1. The LEA provides a description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart. 2. If applicable, the LEA describes how funds will be used for activities related to supporting well-rounded education under section 4107. If not applicable, please state why. 3. If applicable, the LEA describes how funds will be used for activities related to supporting safe and healthy students under section 4108. If not applicable, please state why. 4. If applicable, the LEA describes how funds will be used for activities related to supporting the effective use of technology in schools under section 4109. If not applicable, please state why. 5. The LEA describes the program objectives and intended outcomes for activities under this subpart, and how the local educational agency, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes. 6. The LEA or consortium of such agencies conducted a comprehensive needs assessment of the LEA or agencies proposed to be served under this subpart in order to examine needs to improvement of— <ol style="list-style-type: none"> A. access to, and opportunities for, a well-rounded education for all students; B. school condition for students learning in order to create a healthy and safe school environment; and C. access to personalized learning experiences supported by technology and professional development for the effective use of data and technology. 7. A needs assessment has been uploaded. In the event the allocation is \$30,000 or more a comprehensive needs assessment has been uploaded.
ESEA Programs <ul style="list-style-type: none"> • Title V, Part B, Subpart 2– Program Contact Information 	The Contact Information charts shall contain information for all required program contacts.	The Contact Information charts contain name, email address and phone number for all required program contacts. The fields for the ‘Contact Person (if different)’ may be omitted if not applicable.
Transferability <ul style="list-style-type: none"> • Requirements of Transferability 	If the LEA plans to transfer funds between eligible Title Programs and they have indicated as such within	This section is not required in 2024-2025. However, if the LEA wishes to transfer from one qualifying grant to another and knows this information at the time of application execution they should provide such information. Additionally, if the LEA did not answer a required program question due to

	program application questions, this section must reflect the proper transfer in/out information.	transferability reasons, the transferability chart shall reflect the proper transfer information to account for such reasoning.
Budget Summary • 2024-2025 Budget Summary	The LEA must provide a budget summary with preliminary information utilizing the budget summary template provided.	The LEA provided a budget summary, utilizing the budget summary template provided by NHED, in support of the descriptions provided as part of this consolidated application. A general category along with a budget was provided to demonstrate that the LEA is being proactive in their consultation and prospective use of federal funds. The LEA's budget includes the equitable share amount for nonprofit nonpublic schools and indirect costs.
Equitable Services • 2024-2025 ESEA Title Programs Equitable Services Affirmation	The LEA must meet the requirements of ESEA Sections 1117(b) and 8501(c) requiring that timely and meaningful consultation occur between the LEA and private-school official(s) prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs subject to equitable participation.	The LEA provided their 2024-2025 ESEA Title Programs Equitable Services Affirmation(s) fully executed. If the LEA attempted in good faith to contact the non-public school with no response, they have attached all three correspondences (or the amount dictated by LEA policy). If there are no eligible non-public schools within or outside of the LEAs boundaries, the LEA still uploaded the affirmation and certified to that by checking off the first box.
Program Assurances • 2024-2025 Federal Program Assurances	LEAs must submit a signed copy of these Program Assurances to the NHED prior to receiving formula funds for grants awarded under the ESEA, as amended by the ESSA, Individuals with Disabilities Education Act (IDEA) and Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act.	The LEA provided a fully executed Federal Program Assurances document assuring that they will accept and administer these formula funds in accordance with all applicable Federal and State statutes and regulations. The Superintendent/Charter School Administrator carefully reviewed and signed each funding source that they will be accepting for the 2024-2025 SY. Their signature is provided on all required field(s), for Title III certification (if applicable) and at the end of the document Assurances. At the end of the document, the Superintendent/Charter School Administrator addressed all components of the General Education Provisions Act (GEPA) Section 427 Requirements on behalf of the LEA, including: contact information, signature and all four required sections are addressed.
General Assurances • 2024-2025 District General Assurances • 2024-2025 Charter School General Assurances	LEAs must upload a signed copy of these General Assurances to the LEA homepage within GMS for review and approval prior to receiving formula funds for grants awarded under the ESEA, as amended by the ESSA, IDEA and Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act.	The LEA has an approved (by the Bureau of Federal Compliance) General Assurance document in GMS on the LEA homepage for the 2024-2025 School Year (SY).