

The image shows the spines of several books, likely in a library or bookstore. The books are arranged vertically, and the pages are slightly open, revealing some text. The text on the pages is mostly illegible due to the angle and focus, but some words like "ing", "w.", "he", "first", "legal", "he", "ing", "th.", "ing", "pen", "title", and "me" are visible. The background is a dark, solid color.

Title I 101

New Hampshire
Department of Education

June 2022

Title I: SEC. 101. Improving the Academic Achievement of the Disadvantaged

- **SEC. 1001. STATEMENT OF PURPOSE.**

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

Link to USDOE/ESSA laws, regulations and Guidance:

[School Support and Accountability - Office of Elementary and Secondary Education](#)

Title I 101 Training Objectives

- Understand the purpose of Title I, Part A
- Familiarize grantees with targeted versus schoolwide programming
- Provide technical assistance regarding grant requirements
- Share available resources

Types of Title I Schools

Targeted Assistance (TA)

A school that operates a targeted assistance model must use Title I funds to support specifically identified students.

Targeted assistance schools must determine which students they will serve by identifying the students with the greatest need for assistance from among the following eligible groups:

- Are failing, or at risk of failing, to meet state standards;
- Participated in certain federally-funded preschool programs (such as Head Start);
- Received services under the Migrant Education Program;
- Are in a local institution for neglected or delinquent children or are attending a community day program; or
- Are experiencing homelessness

Criteria

- Multiple, objective, educationally-related criteria.
- Attaching a range of points to each one.
Highest to lowest

Rank Order

- LEAs must maintain rank-ordered lists of Title I students that record, from highest total selection criteria points to lowest, each student screened for targeted Title I assistance. Lists include selection score, indication of selection for service or not, and notation of any required services already provided (such as special education or English learner services).

Schoolwide Schools

- To improve academic achievement throughout a school so that **all** students, particularly the lowest-achieving students, and the historically underserved demonstrate proficiency related to the State's academic standards.
- In a schoolwide program all students and staff may participate in Title I-funded activities, and the school may use Title I to support any reasonable activity designed to improve the school's educational program so long as it is consistent with the school's needs and plan.
- Involves conducting a comprehensive needs assessment and creating a schoolwide plan.
- Increased stakeholder involvement, including internal school administration and educators, and external families and community members.

Eligibility: Schoolwide

1. Must receive Title I funding.
2. Must have a poverty rate of at least 40%.
3. Complete requirements of becoming a school wide school over a one year period. See Title I Office for additional information.
 - conducting a comprehensive needs assessment and creating a schoolwide plan.
 - increased stakeholder involvement, including internal school administration and educators, and external families and community members.
 - all teachers and instructional paraeducators **must meet NH State Certification requirements** in order to begin operating as a schoolwide school.

Updated Guidance: teachers working under an Alt 4 or Alt 5 plan approved by the NHDOE in the grade and content level may also be eligible.

- must demonstrate that the school will provide effective, timely, additional assistance to students who experience difficulty in mastering the State's academic achievement standards.

Accessing Title I Funds in the Grants Management System

- Request permission from the districts i4see Coordinator to gain access to the grant. Districts will need to repeat this process yearly and for each grant
- Log in to the Grants Management System and choose the Title I grant for the current year.

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

- Complete grant as directed by the NHED

Components Needed for a Substantially Approved Start Date

Required Documents for Title I Grant

- General Assurances sent to NHED Bureau of Federal Compliance
- Program Assurances, GEPA and Equitable Services Documents are attached to the LEA Homepage
- All components of the detailed app have been completed

Required Set Aside Activities

- Equitable services
- Homeless Set-Aside
- Family Engagement Set-Aside: 1% of total allocation for grant amounts of \$500,000 or more

Equitable Services—Private Schools and Title I

- If there are private schools in your district, they are entitled to receive services funded by Title I if they meet the eligibility requirements.
- LEAs must contact all private schools within their district & submit to the NHDOE all required forms signed by authorized individuals at both the district & private school. Only required to consult with Private Schools that serve a similar age range.
- Private schools outside of districts may contact districts to request information about services for students from that district.

Calculating Equitable Service

Districts will need the following in order to complete the calculation in the grant management system:

- The number of Free & Reduced Students from the public school using the data reports found on the NHED website

<https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/free-and-reduced-lunch-eligibility>

- The number of eligible students identified from each private school who's sending public school attendance area receives Title I funding.

McKinney-Vento Homeless Set-aside

According to Title I, Part A, each LEA must reserve funds as necessary to provide services to homeless children who are attending elementary, middle, or high schools that are not Title I, Part A schools [20 U.S.C. § 6313(c)(3) (A)], as well as to provide services that remove barriers to education for students experiencing homelessness in Title IA schools.

- A meaningful consultation with district Homeless liaison is required to, determine the services to be provided and the allocation amount. Must be necessary and reasonable.
- Funds cannot be withdrawn once set-aside.
- District Set-aside- align to district and connect to priority
- Transportation Homeless Set Aside: the amount in excess of what the district is required to provide per pupil to transport students to and from school. This should appear in a separate activity.

Family Engagement

- LEAs who receive allocations greater than \$500,000 must reserve 1% of total allocation for family engagement.
- Include all expenses in one activity and align to the district as this is a district set-aside.
- For more information about required Family Engagement activities please see the Title I Monitoring Guide.

Title I Grant Components

Project Information:

- **Attachments:** Sole Source Approvals, notes, snap shots, plans
- **Take Snapshot:** district may take a snap shot of the grant at any time
- **Status History:** Communication log to be reviewed any time the status of the grant changes
- **Payment Transfers**
- **Contacts**

Contact Information: Includes the start date/end date of the grant and contact Information. This section must be completed first in order to access other sections of the grant.

Detailed Application: see slide 15 for details

Activities: additional information on slides 16-18

Reporting: reports should be submitted on a monthly basis versus batching even if the amount is zero

Create GAN: This is completed by the NHDOE upon final approval of the grant

Detailed App Components

Components

- Equitable Services Reservation of Funds: calculator
- Title I Schools: Add all Title I schools and provide information requested
- Private Schools: Add all private schools even if even they declined funds
- Distribution of Funds
 - Rank order based on free and reduced numbers from the previous school year in each respective school using the data reports found on the NHDOE website:
<https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/data-reports>
 - **If the district has multiple schools within the same grade span, the school the highest percent of low income student should receive the highest per pupil expenditure amount.**

Creating Activities based on Need

Needs Assessment: What need, as identified in the comprehensive needs assessment, does the expenditure address?

Title I plan: Provide the description, as written in the Title I plan, of the program, activity or strategy that will be addressed by the expenditure requested. *How would the program, activity or strategy be funded if the Title I, Part A funds are not available?*

Evaluation: How will the expenditure be evaluated to measure a positive impact on student achievement?

Approvable Activities

Title IA Funding

Supplemental to State and local funding

- Schools must receive their share of comparable State and local funding
- Formal Written Methodology must be in place in for districts with multiple schools.

Costs must be *necessary and reasonable*

- **Procurement Procedures:** Goods or services that exceed \$10,000 require a contract and must either go out to bid per the district policy or be approved by the NHED for Sole Source.

Title I Funds do not Support these Activities

- Provide the basic educational program or are a District Responsibility
- Gifts, souvenirs, memorabilia, promotional items, door prizes, movie tickets, gift certificates, pass to amusement parks, field trips without approval, etc.
- Food- except for approved Family Engagement activities
- Construction, remodeling or renovation of infrastructure
- Fund-raising activities

Grant Approval Process

District

- Start/create
- Submitted for local authorization
- Submit to NHED for review

NHED

- **Substantially approved:** all requirements have been met and the start date is confirmed. The grant has been reviewed for program content. Districts may move forward with activities unless additional information is requested.
- **In review:** The NHDOE is reviewing the grant or has written a note in the status history note
- **Returned:** the grants requires additional or updated information. Districts are now able to self-return grants by clicking on the blue status button at the top of the grant.
- **Approved:** the grant has been reviewed by the Federal Grants Accountant and a Title I consultant. Districts may be reimbursed for the activities.

Please note this process could be repeated several times throughout the life of the grant.

Available Resources

Available on the Title I webpage of the NHED website:

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/integrated-programs>

- Allowable Uses for McKinney-Vento and or Title I Part A Funds
- Title I sample activities
- Foster Care
- Comprehensive School improvement
- Title I Part D
- Title I Monitoring Guide
- ESEA Spending Handbook

Federal Compliance Guidance & Documents

<https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/bureau-of-federal-compliance>

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