



New Hampshire

**Department of Education**

**New Hampshire Department of Education  
ESEA Title I, Part A Allocation Transfer  
Among LEAs Request Process and Form**

*Bureau of Instructional Support*  
Office of ESEA Programs  
25 Hall Street  
Concord, NH 03301

## Purpose

The purpose of this document is to provide all stakeholders with information regarding the available New Hampshire Department of Education (NHED), Office of ESEA Programs, Title I, Part A Allocation Transfer Among Local Educational Agencies (LEAs) process and subsequent request form.

## Guidance

Per [ESEA Section 1126\(b\) allocations among local educational agencies \(LEAs\)](#), may be transferred among LEAs that receive Title I, Part A funds. The NHED may allocate the amounts of Title I, Part A grants under sections [1124, 1124A, 1125, and 1125A](#) among the affected LEAs —

- if two or more LEAs serve, in whole or in part, the same geographical area;
- if a LEA provides free public education for children who reside in the school district of another LEA; or
- to reflect the merger, creation, or change of boundaries of one or more LEAs.

LEA(s) should have an updated and approved internal policy on transferring Federal funds from one LEA to another, along with a formal agreement between both parties. The agreement should outline how the Federal funds will be maintained, and requirements that will be met between the parties.

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



## Request to Transfer Title I, Part A Allocation Among LEAs

This form shall be used in the event an LEA(s) wishes to make a request to NHED to transfer their Title I, Part A allocation with another LEA for one of the approved reasons. This written request shall demonstrate due diligence and justification to meet full Title I, Part A requirements. The submission of this form does not guarantee approval. Please submit the fully executed document with the updated and approved internal policy on transferring Federal funds, as well as the signed agreement by both parties. If approval is granted, at no point during the school year should the LEA information change and Title I, Part A funds transferred back.

For review by the NHED, the LEA must provide a copy to NHED by emailing to [ESEA@doe.nh.gov](mailto:ESEA@doe.nh.gov).

### Contact Information

SAU #: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Transferring LEA Name: \_\_\_\_\_

Receiving LEA Name: \_\_\_\_\_

### Justification narrative that aligns with the Title I, Part A allocation transfer requested:

*Example: LEA A (transferring LEA) received 2023-2024 Title I, Part A funding, however, LEA A has no schools, therefore all students attend LEA B (receiving LEA) within the geographic area, etc.*

I, on behalf of the LEAs listed above, certify that the information provided in this document is true and correct and have submitted all required documentation to be eligible for this request.

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<b>Printed Name and Title</b>	<b>Superintendent Signature</b>	<b>Date</b>
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***NHED Use Only***

I, on behalf of NHED, certify that I have reviewed the request to transfer the Title I, Part A allocation among LEAs requested above and have determined the LEA:

- Does meet the qualifications to transfer their Title I, Part A allocation among LEA(s) listed above in accordance with [ESEA Section 1126\(b\)](#).
  - This document will be fully executed and returned to the LEA noting approval. The LEA must upload this document to GMS under the Title I, Part A grant(s).
  
- Does not meet the qualifications to transfer their Title I, Part A allocation among LEA(s) listed above in accordance with [ESEA Section 1126\(b\)](#).
  - This document will be fully executed and returned to the LEA noting it has been denied.

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<b>Printed Name and Title</b>	<b>Signature</b>	<b>Date</b>
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