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TO: Title III Project Managers
DATE: June 6, 2019
RE: Guidance on Reallocation of Title III funds pursuant to Sec. 3114 (c) of ESSA

The New Hampshire Department of Education (NHDOE), Bureau of Student Support, is providing guidance regarding the reallocation procedures of unused Title III, Part A funds to districts.

The NHDOE outlines its Title III reallocation procedures in the New Hampshire Department of Education: Procedures for Reallocation of Title III Part A. See Attachment 1.

In these *procedures* the NHDOE emphasizes that a local education agency (LEA) who has not applied for the Title III Part A funds within *sixty (60)* days of the release of the NHDOE Title III Preliminary Allocations will have its allocation reallocated to current sub-recipients through a per pupil formula.

Furthermore, all Title III LEAs will be notified annually by memorandum: *Intent to Expend Title III Funds*, around the beginning of April. This memo will address unused or unobligated Title III funding within projects which are set to expire on September 30th of the current year. The Title III Project Managers will be requested to verify their intent to fully expend their Title III allocations and to notify the NHDOE if they wish to receive reallocation funds, if available.

The Fiscal Agents of Title III Consortia will be required to follow up with individual members of their consortium. It is the NHDOE's expectation that the Fiscal Agents share current expenditure reports with their consortia members within two (2) weeks of receiving the *Intent to Expend Title III Funds* notification. Furthermore, it is the NHDOE's expectation that each consortium member respond to its Fiscal Agent within a reasonable timeframe, perhaps two (2) weeks; however this may be established by the Fiscal Agent.

Questions regarding this guidance may be sent to Aaron.Hughes@doe.nh.gov.

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