

## Transferability Process Guide – School Year 2018-19

Transferability is a flexibility authority under the Every Student Succeeds Act (ESSA) which allows Local Educational Agencies (LEAs) to transfer up to 100% of the funds they receive by formula under Title II, Part A and Title IV, Part A to other federal Title programs in order to most effectively address their needs.

This document provides information on the transfer process in iGrants. For additional information about transferability, please review the [Transferability Q&A](#).

To complete the transfer process, please complete **all** steps.

### 1. *Select the Transferability option*

Both FP 211 (Title IV, Part A) and FP 239 (Title II, Part A) include an Intent to Participate on Page 1.

If you choose to transfer **all** of your funds from one of these programs into another allowable Title program, select the option that says, “Choose to transfer all of your Title \_\_, Part A funds using the **Transferability** option.” (This option includes transfer of **all** your funds from one of these programs into multiple other Title programs.)

If you choose to transfer **some** of your funds from one of these programs into another allowable Title program, select the option, “Participate in Title \_\_, Part A.”

### 2. *Complete FP 821 – Transferability*

In FP 821 you will need to specify the program(s) you are transferring FROM, as well as the program(s) you are transferring TO. Mark the page as “Complete”, and then submit.

### 3. *Actions in the form package for the program you are transferring FROM*

If you are transferring funds FROM Title IV-A:

In FP 211, make sure pages 1 and 2 are marked as “Complete”. All other pages can be marked as “Not Applicable”. Create a budget showing how you will spend the Title IV-A funds for the purpose of the program you are transferring into. Mark the budget as “Complete” and then submit FP 211.

If you are transferring funds FROM Title II-A:

In FP 239, make sure pages 1 and 2 are marked as “Complete”.

Pages 3 and 4 are required and must be completed as well.

All other pages can be marked as “Not Applicable”.

Create a budget showing how you will spend the Title II-A funds for the purpose of the program you are transferring INTO. Mark the budget as “Complete” and then submit FP 239.

#### 4. Actions in the form package for the program you are transferring INTO

Each Title program’s form package where Title IV-A and Title II-A may be transferred in includes a “Transferability Options” page.

The Transferability Options page numbers are as follows:

FP 201 – Title I-A: Page 1A

FP 206 – Title I-C: Page 1A

FP 239 – Title II-A: Page 6A

FP 232 – Title III-A: Page 1A

FP 211 – Title IV-A: Page 6

FP 262 – Title V-B: Page 2

*For Title 1-D, please check with the program supervisor*

This page will provide brief narrative information that aligns with the budget included in the form package the funds are being transferred FROM. The program supervisor for the Title program you are transferring INTO will review both the budget and the narrative prior to approval.

If the previous steps are completed, the “Amount Transferred” and “Percentage of Allocation” transferred boxes at the top of the Transferability Options page will auto-populate. It will also show the revised total allocation for the program – the initial allocation plus the transferred funds.

#### 5. Questions?

Please contact the fiscal or program office for assistance with the transferability process.

Program	Division	Phone	Email
Title I, Part A	Special Programs and Federal Accountability	360-725-6100	<a href="mailto:debbie.guthier@k12.wa.us">debbie.guthier@k12.wa.us</a>
Title I, Part C Migrant	Special Programs and Federal Accountability	360-725-6147	<a href="mailto:terry.garrett@k12.wa.us">terry.garrett@k12.wa.us</a>
Title I, Part D Neglected and Delinquent	Student Engagement and Support	360-725-6046	<a href="mailto:ada.daniels@k12.wa.us">ada.daniels@k12.wa.us</a>
Title II, Part A	Educator Growth and Development	360-725-6340	<a href="mailto:title2quality@k12.wa.us">title2quality@k12.wa.us</a>
Title III, Part A	Special Programs and Federal Accountability	360-725-6147	<a href="mailto:david.murphy@k12.wa.us">david.murphy@k12.wa.us</a> <a href="mailto:alyssa.westall@k12.wa.us">alyssa.westall@k12.wa.us</a>
Title IV, Part A	Student Engagement and Support	360-725-6507	<a href="mailto:cara.patrick@k12.wa.us">cara.patrick@k12.wa.us</a>
Title IV, Part B 21st Century Community Learning Centers	Student Engagement and Support	360-725-6049	<a href="mailto:CCLC@k12.wa.us">CCLC@k12.wa.us</a>
Title V, Part A Rural Education (RLIS and REAP)	Special Programs and Federal Accountability	360-725-6231	<a href="mailto:tony.may@k12.wa.us">tony.may@k12.wa.us</a>
Private Schools	Special Programs and Federal Accountability	360-725-6433	<a href="mailto:Privateschools@k12.wa.us">Privateschools@k12.wa.us</a>
Grant Applications iGrants	Federal Fiscal Policy	360-725-6280	<a href="mailto:amy.harris@k12.wa.us">amy.harris@k12.wa.us</a>