**Virginia Department of Education**

**Office of ESEA Programs**

**Instructions for Requesting to Transfer Funds**

Section 5103 (b)(2) of ESSA allows divisions to transfer up to 100 percent of funds awarded from two program areas:

* + Title II, Part A
	+ Title IV, Part A

The same section also allows divisions to transfer funds to several program areas:

* + Title I, Part A
	+ Title I, Part C
	+ Title I, Part D
	+ Title II, Part A
	+ Title III, Part A
	+ Title lV, Part A
	+ Title V, Part B

If requesting to transfer funds **prior to the release of the Federal Fiscal Year (FFY) allocation:**

* Complete the application from which the funds are being transferred (Title II, Part A or Title IV, Part A) based on the prior year's allocation.
	+ Complete pages 1- 2, (for Title IV, Part A, also complete page 4, Box 1), on the Narrative tab if 100% of the funds are being transferred out.
	+ Complete the entire application if less than 100% of the funds will be transferred.
	+ Submit the application by the July 1 due date.
* Complete the Transferability tab of the application to which funds will be transferred and submit the application by the July 1 due date.
* **After** the allocations are released:
	+ Revise or amend the applications based on the new allocation amount.
	+ **After the applications for the sending and receiving programs reflecting the final award/amount to be transferred are fully approved,** complete the [Transfer Request form](http://www.doe.virginia.gov/federal_programs/esea/transferability/index.shtml) and submit the signed form to the appropriate program specialist. Note: A transfer request cannot be approved until both program applications reflecting transferability are fully approved.

If requesting to transfer funds **after the release of the FFY allocation:**

* Revise or amend the application from which the funds are being transferred (Title II, Part A or Title IV, Part A).
	+ Indicate the amount of funds that the division plans to transfer to another program by completing the Transferability section of the Narrative tab.
	+ Revise or amend other sections of the application if applicable.
	+ Submit the application revision or amendment.
* Revise or amend the applications that the funds are being transferred to.
	+ Complete the Transferability tab based on the amount that was indicated in the application from which the funds were transferred.
	+ Submit the application revision or amendment.
* **After the applications for the sending and receiving programs reflecting the amount to be transferred are fully approved,** complete the [Transfer Request form](http://www.doe.virginia.gov/federal_programs/esea/transferability/index.shtml) and submit the signed form to the appropriate program specialist. Note: A transfer request cannot be approved until both program applications reflecting transferability are fully approved.

Note: The approval process for transferring funds takes approximately 15 days. The Superintendent will receive notification via email when the transfer is approved. The transferred funds will still appear under the original program area (Title II, Part A of Title IV, Part A), in OMEGA but will be assigned an “ESSA Transfer” project code for the receiving program.