

## Title I, Part A: Use of Funds Quick Reference Guide

### Improving Basic Programs Operated by Local School Districts

#### Priorities of Title I:

1. Strengthen the core program in schools and provide academically related support services to low-achieving students at all levels;
2. Provide evidence-based programs that enable participating students to achieve learning standards;
3. Elevate the quality of instruction by providing eligible staff with substantial opportunities for professional development; and
4. Involve parents/guardians as active partners in their children's education at school through open, meaningful communication, training, and inclusion in decision-making processes.

#### Types of Title I Programs:

**Title I Targeted Assistance Program (TA)** – Funds may be spent on allowable Title I activities for participating, targeted Title I students, their teachers, and families. Activities and interventions must be aligned to the program plan for providing services to eligible students based on educational need.

**Title I Schoolwide Program (SW)** – Funds may be spent on allowable Title I activities for any student, teacher, and family of students enrolled in the school. Activities and interventions must be aligned to the schoolwide plan, strategies, and interventions based on a comprehensive needs assessment.

Object Code	Activity	Allowable Costs*	Unallowable Costs*
110	<b>Program Administration Salaries</b>	<ul style="list-style-type: none"> <li>• Program Administrator/Grant Manager/Title I Coordinator (Title I portion of salary)</li> <li>• Data/Coordinator</li> <li>• Homeless Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Entire salary unless the individual's entire responsibility is only Title I related</li> </ul>
110	<b>Instructional/Professional Staff</b>	<ul style="list-style-type: none"> <li>• Title I Teacher – Reading or Math Specialist</li> <li>• Instructional Coach</li> <li>• Counselor/behavior support positions/mentoring</li> <li>• Preschool/Early Childhood Education Program Staff</li> <li>• Parent and Family Engagement Coordinator</li> <li>• Differential and incentive pay for educators in high-need academic subject areas and specialty areas</li> <li>• Summer out-of-school time staff/before-after school/tutoring</li> <li>• Title I substitutes</li> </ul>	<ul style="list-style-type: none"> <li>• Time and work in non-Title I schools or with non-Title I students</li> <li>• Paying for substitutes not provided in school plan</li> <li>• Paying for substitutes for all teachers (Title I funds are supplemental)</li> </ul>
120	<b>Support Staff Salaries</b>	<ul style="list-style-type: none"> <li>• Title I instructional paraprofessionals</li> <li>• Parent and Family Engagement liaisons</li> <li>• Portion of salary of support staff (e.g., business manager, bookkeeper) dedicated to Title I</li> </ul>	<ul style="list-style-type: none"> <li>• Time and work in non-Title I schools or with non-Title I students</li> </ul>
110, 120	<b>Stipends</b>	<ul style="list-style-type: none"> <li>• Title I program administration</li> <li>• Professional development</li> <li>• Data analysis and improvement planning activities</li> <li>• Parent and Family Engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>• Stipends for time and/or activities already compensated as part of regular contractual duties</li> </ul>
200	<b>Benefits</b>	<ul style="list-style-type: none"> <li>• TFFR, local retirement systems</li> <li>• Staff salaries for those who pay into TFFR</li> <li>• Other fringe benefits, such as health insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer contribution accounts</li> </ul>
300	<b>Contractual Services</b>	<ul style="list-style-type: none"> <li>• Contracted instructors that meet state certification requirements (including equitable services in participating private schools)</li> <li>• Professional development providers/presenters</li> <li>• Consultants to enhance and support curriculum, instruction, and student services (instructional or behavioral)</li> <li>• Third-party providers of Title I supports or service</li> <li>• Dual or concurrent enrollment programs</li> <li>• Substitutes for teachers attending Title I professional development</li> <li>• Grant administration activities (e.g., translation)</li> </ul>	<ul style="list-style-type: none"> <li>• Substitutes for teachers not attending Title I funded training</li> </ul>

Object Code Activity	Allowable Costs*	Unallowable Costs*
<b>600</b> <b>Supplies and Materials</b>	<ul style="list-style-type: none"> <li>Supplies and materials to carry out Title I activities</li> <li>Academic assessments to gauge impact of Title I initiatives</li> <li>Computers and software for use by Title I students</li> <li>Materials and refreshments for Title I Parent and Family Engagement activities/meetings (reasonable &amp; necessary)</li> <li>Supplies for students experiencing homelessness</li> <li>Office supplies for administration of the grant</li> <li>Technology supplies such as flash drives, paper, ink, and calculators</li> <li>Incentives (may be considered if educationally related and tied to learning goals)</li> </ul>	<ul style="list-style-type: none"> <li>Supplies and materials for non-Title I schools and students</li> <li>Alcohol, gifts, awards, fundraising costs, gift cards, etc.</li> <li>Souvenirs, memorabilia, and promotional gifts, such as T-shirts, caps, cups, etc.</li> <li>Cash awards</li> <li>Extra-curricular activities/fees</li> </ul>
<b>700</b> <b>Equipment</b>	<ul style="list-style-type: none"> <li>Computer hardware/software to support student instruction, such as laptops, smart boards, mobile computer labs, iPads</li> <li>Technology</li> </ul>	<ul style="list-style-type: none"> <li>Hardware/software for non-Title I schools</li> <li>Technology that is not tied to an allowable activity, program, or intervention</li> </ul>
<b>500, 800</b> <b>Travel/Conference/Course Registration</b>	<ul style="list-style-type: none"> <li>Professional development registration, room, meals, and travel costs engaged in Title I activities</li> <li>Course reimbursement to advance Title I initiatives</li> <li>Training for school staff to increase collaboration with parents or support family engagement strategies</li> </ul>	<ul style="list-style-type: none"> <li>Food and beverage during staff development</li> <li>Professional development for non-Title I schools or outside of education</li> <li>Credit courses not specific to Title I</li> </ul>
<b>110, 120, 200, 300, 500, 600, 700, 800</b> <b>Other Costs</b>	<ul style="list-style-type: none"> <li>Providing eligible students with a well-rounded education by ensuring all students access to an enriched curriculum and educational experience</li> <li>Access to advanced coursework</li> <li>Educational memberships/subscriptions</li> <li>Transportation costs to allow student access to Title I related initiatives including educational stability for homeless or students in foster care</li> <li>Costs to improve the recruitment, support, and retention of culturally competent and responsive educators or underrepresented minority groups</li> <li>Printing/copying for Title I related activities</li> <li>Space rental for Title I related activities</li> </ul>	<ul style="list-style-type: none"> <li>Advertising and public relations</li> <li>Entertainment</li> <li>General costs and expenses of school board or superintendent</li> <li>Screening assessments for students who are not yet Title I participants in a Targeted Assistance Program</li> <li>Paying for staff whose salary would normally be paid with General Funds</li> <li>Incentives or items used as incentives to participate in a program</li> </ul>
<b>950</b> <b>Indirect Costs</b>	<ul style="list-style-type: none"> <li>District Indirect Cost Rates</li> </ul>	<ul style="list-style-type: none"> <li>Indirect cost rate greater than the percentage assigned to district</li> </ul>

\* Please note: This is not an exhaustive list and excessive costs (supplies, travel, etc.) are subject to providing supporting documentation or justification. [Contact](#) our NDDPI program staff for more specific, situational, and fiscal guidance as needed.

### Supplement, not Supplant in Title I under ESSA

- Title I funds should add to (supplement) and not replace (supplant) state and local funds
- Under ESSA, districts must demonstrate the methodology used to allocate state and local funds to school
- District must provide each Title I school with all the state and local money it would receive if it did not participate in the Title I program
- Title I cost must still be allowable and support eligible students among other requirements and expand spending options

### Private Schools – Nonpublic Equitable Services

- Must have ongoing, meaningful, and timely consultation
- Title I funds can only be used for supplemental academically related support services for equitable services to eligible student
- District must maintain control of funds and may not pay or reimburse private schools directly

### Contract Amendments in WebGrants

- Required when there is any significant change in program objectives
- Any increase or decrease in the total amount of the grant
- An increase in a line of the budget that exceeds 10% of the budget in any object category
- Request and submit an amendment anytime necessary
- Avoid conflicting with claims or other unapproved budget amendments submitted
- Multiple revisions can occur in one contract amendment (label by numbering consecutively)
- To request an amendment, complete the contract amendment and provide justification for each line item with amounts
- Total approved budget amount must be accurate and match allocation
- Upon approval of the amendment, district accounting ledgers should be updated to reflect the updated approved budget.