

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

Improving Basic Programs Operated by Local School Districts

Priorities of Title I, Part A:

1. **Strengthening the Core Instructional Programs In Schools:** To provide academically related support services to low-achieving students at all grade levels to support equitable access to a high-quality education (**ESSA Sections 1001, 1114, and 1115**).
2. **Implement Evidence-Based Programs and Strategies and Instructional Strategies:** To enable participating students to meet challenging state academic standards and close achievement gaps (**ESSA Sections 1001 and 1115**).
3. **High-Quality Professional Development:** In order to elevate the quality of instruction by providing eligible staff with sustained, job-embedded, and high-quality professional development aligned to student needs and instructional priorities (**ESSA Sections 2101(c)(4)(B) and 1119**).
4. **Meaningful Family and Parent Engagement:** Engage parents and guardians as active partners in their children's education through open, meaningful communication, training, and inclusion in school- and program-level decision-making, consistent with family and parent engagement requirements (**ESSA Section 1116**).

Types of Title I, Part A Programs

Title I Targeted Assistance (TA) ESSA §1115: Targeted Assistance schools use Title I, Part A funds to provide **supplemental services** to students identified as most at risk of not meeting the State's academic standards. Funds may be used only for allowable activities that directly support participating students, including related professional development and family engagement. All federal funds spending must be aligned with the school's targeted assistance plan and be supplemental to the core program.

Title I Schoolwide (SW) ESSA §1114: Schoolwide schools may use Title I, Part A funds to **upgrade the entire educational program** for all students. Activities must be based on a comprehensive needs assessment and aligned to the schoolwide plan, using evidence-based strategies to strengthen instruction and improve academic outcomes for all learners. All federal funds spending must be aligned to the school's schoolwide plan and be supplemental to the core program.

Object Code Activity	Allowable Costs	Unallowable Costs
110 Program Administration Salaries	Program administrator/grant manager/Title I coordinator (Title I portion of salary)	Entire salary unless the individual's entire responsibility is only Title I related
	Data/Coordinator	
	Homeless Liaison	
110 Instructional/Professional Staff	Title I teacher-reading or math specialist	Time and work in non-Title I schools or with non-Title I students
	Instructional coach	Paying for substitutes not provided in school plan
	Behavior support, social work, and mentoring positions	Paying for substitutes for all teachers (Title I funds are supplemental)
	Preschool/early childhood education program staff	
	Supplemental counselors	
	Parent and family engagement coordinator	
	Differential and incentive pay for educators in high-need academic subject areas and specialty areas	
	Summer out-of-school time staff/before-after school/tutoring	
	Sub for staff tied to Title I	
120 Support Staff Salaries	Title I instructional paraprofessionals and tutors	Time and work in non-Title I schools or with non-Title I students
	Parent and family engagement liaisons	
	Portion of salary of support staff (e.g., business manager, bookkeeper) dedicated to Title I	
110, 120 Stipends	Title I program administration	Stipends for time and/or activities already compensated as part of regular contractual duties
	Professional development relating to comprehensive needs assessment	
	Data analysis and improvement planning activities	
	Parent and family engagement activities	

Object Code Activity	Allowable Costs	Unallowable Costs
200 Benefits	TFFR, local retirement systems for Title I staff	Volunteer contribution accounts
	Title I staff benefits for those who pay into TRRF	Benefits for non-Title I staff
	Other fringe benefits, such as health insurance for Title I staff	
300 Contractual Services (In relation to the Title I program and part of the comprehensive needs assessment.)	Contracted instructors that meet state certification requirements (including equitable services in participating private schools)	Contracted services not related to your comprehensive needs assessment/Title I program
	Professional development and materials aligned to Title I schoolwide programming or directly tied to the needs of participating Title I students for targeted assistance	
	Consultants to enhance and support curriculum, instruction, and student services (instructional or behaviors)	
	Third-party providers of Title I supports or services	
	Dual or concurrent enrollment programs	
	Grant administration activities (e.g., EL translation)	
	Space or activity rentals for Title I PFE activities that are educationally tied to the Title I program.	
500 Other Services (PD travel, student needs)	Travel costs to participate in professional development (including lodging, meals, mileage, and airfare) for Title I-funded or staff serving Title I students that is directly aligned to improving instruction and implementation of the Title I program.	Travel out of state when training is provided in state.
	Student transportation costs that are necessary to support participation in Title I-funded instructional or intervention services.	Travel for non-Title I school, non-related Title I staff, or non-Title I related topics.

Object Code Activity	Allowable Costs	Unallowable Costs
500 Other Services (PD travel, student needs)	Communication services (such as cell phone or internet access) required to support the implementation, coordination, or delivery of Title I services, when supplemental and properly documented.	Communication for non-Title I schools or programming.
	Student tuition or instructional costs for Title I–eligible students when directly connected to Title I–funded programs or interventions designed to address identified academic needs.	Student tuition courses that are not related to Title I (non-academic)
	Field Trip travel if educational related and reasonable cost	Field trips or PFE events that are not educational/academic for entertainment only
	Prep for opportunities for post-secondary education and workforce	
	Transportation costs to allow student access to Title I related initiatives including educational stability for homeless or students in foster care.	
600 Supplies and Materials	Supplies and materials to carry out Title I activities.	Supplies and materials for non-Title I schools and students.
	Academic diagnostic programming and monitoring material.	Alcohol, gifts, awards, fundraising costs, gift cards, etc.
	Computers and software for use by Title I students in small settings, not 1 to 1 computers.	Souvenirs, memorabilia, and promotional gifts, such as T-shirts, caps, cups, etc.
	Materials and refreshments for Title I Parent and Family Engagement activities/meetings. (Reasonable & necessary; no catering)	Cash awards
	Supplies for students experiencing homelessness.	Extra-curricular activities/fees
	Office supplies for administration of the grant.	Food and beverages for staff at local district professional development events.

Object Code Activity	Allowable Costs	Unallowable Costs
600 Supplies and Materials	Technology supplies such as flash drives, paper, ink, and calculators.	Construction, remodel or renovation.
	Education learning supports Incentives (may be considered if educationally-related and tied to learning goals)	Advertising and public relations
	Printing/copying for Title I related activities.	Entertainment
		Screening assessments for students who are not yet Title I participants in a targeted assistance program.
		Incentives or items used as incentives to participate in a program.
700 Equipment	Computer hardware/software to support student instruction, such as laptops, smart boards, mobile computer labs, iPads (singular items over \$10,000.00)	Hardware/software for non-Title I schools
	Technology	Technology that is not tied to an allowable activity, program, or intervention.
800 Conference/Course Registration and Membership/Dues for Staff	Dues for Title I personnel to belong to Title I specific Associations. (i.e. International Reading Association)	Professional development for non-Title I schools or outside of education/academic topics in which is identified in comprehensive needs assessment.
	Registration fees for Title I funded/related staff to attend PD/trainings.	Credit courses not specific to Title I.
	Annual membership fees for schools to participate in an organization. (Schoolwide only)	General costs and expenses of trainings, dues, fees for school board or superintendent.
	Expenses for Title I funded/identified staff for Title I-related college credentials or certifications. (Includes tuition and books.)	Other staff besides Title I-funded staff trainings, dues, and fees in targeted assistance program.
	Staff online course work related to Title I-related courses.	

Object Code Activity	Allowable Costs	Unallowable Costs
800 Conference/Course Registration and Membership/Dues for Staff	Trainings/PD for school staff to increase collaboration with parents and family engagement strategies.	
	Costs to improve the recruitment, support, and retention of culturally competent and responsive educators or underrepresented minority groups.	
900 Indirect Costs	District indirect cost rates	Indirect cost rate greater than the percentage assigned to district.

* Please note: This is not an exhaustive list and excessive costs (supplies, travel, etc.) are subject to providing supporting documentation or justification as it ties to the consolidated app, needs assessment/ school plan. [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 must supplement (add to) and not supplant (replace) state and local funds.
- LEAs must use a Title I-neutral methodology to allocate state and local funds to all schools.
- Each Title I school must receive the state and local funds it would otherwise receive if it were not a Title I school.
- ESSA eliminated the previous three federal presumptions of supplanting and shifted the focus to the district's funding methodology.
- LEAs must maintain documentation demonstrating how state and local funds are distributed to schools.
- Even when SNS is met, Title I expenditures must still be:
 - Allowable under Title I, Part A
 - Reasonable and necessary
 - Aligned to the intent and purpose of the program
 - Used to support eligible students and activities

Key Question: *Would the school receive these state and local funds regardless of its Title I status?* If yes, Title I funds generally should not replace those funds. Meeting the SNS requirement does not automatically make a cost allowable. All other federal program requirements must still be met.

Private Schools – Nonpublic Equitable Services

- The LEA must engage in timely, meaningful, and ongoing consultation with participating nonpublic schools.
- Title I funds may only be used to provide supplemental educational services and supports for eligible nonpublic school students who are most at risk of failing to meet academic standards.
- Equitable Services must be secular, neutral, and non-ideological.
- The LEA must maintain control of all Title I funds, materials, equipment, and property purchased with those funds.
- The LEA may not provide funds directly to or reimburse nonpublic schools for Title I services or expenditures.
- Services may be provided by LEA staff or through a third-party contractor under the direction and control of the LEA.

Key Point: Title I funds do not "go to" the private school. Instead, the LEA uses the equitable share of funds to provide allowable Title I services for eligible nonpublic school students, teachers, and families.

Contract Amendments in WebGrants

- Required when there is a significant change in program objectives or activities.
- Required for any increase or decrease in the total grant amount.
- Required when an increase in an object category exceeds 10% of the total approved budget. Submit amendments as soon as changes are identified; do not wait until the end of the grant period.
- Ensure amendments do not conflict with submitted claims or other pending budget amendments.
- Multiple budget revisions may be included in a single amendment; number each revision consecutively for clarity.
- To request an amendment, complete the Contract Amendment form and provide a clear justification for each revised or added line item, including the associated dollar amount.
- The total approved budget must remain accurate and match the district's current allocation.
- Once the amendment is approved, district accounting records and ledgers should be updated to reflect the revised approved budget.

Best Practice: Obtain amendment approval before obligating or expending funds for new activities or budget changes whenever possible. This helps ensure expenditures align with the approved grant budget and reduces the risk of audit or monitoring findings.