

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

Student Support and Academic Enrichment

Priorities of Title IV Part A

- access to well-rounded education,
- improve school conditions for student learning, and
- improve the use of technology to improve the academic achievement and digital literacy of all students.

Funding Obligations

Districts with a Title IV allocation of \$30,000 or more must:

- use at least 20% of Title IV funds on activities to support well-rounded education,
- use at least 20% of Title IV funds on activities to support safe and healthy students,
- a portion of funds on activities to support the effective use of technology, AND of this portion, no more than 15% can be used on technology infrastructure. (See Chart)

Districts with a Title IV allocation of less than \$30,000 may spend funds in all three allowable areas or may choose only one area; however, the 15% cap on technology infrastructure still applies and is calculated using the total amount of funds spent within the technology budget, not the total allocation.

Generally, districts may use funds for a wide variety of activities within each content area, including, but not limited to, direct services for students, professional development for teachers and administrators, salaries of personnel to carry out Title IV identified programs and services. Time and Effort documentation must be kept for all staff paid with federal funds.

Object Code Activity		Allowable Costs*	Unallowable Costs*
110	Program Administration Salaries	<ul style="list-style-type: none"> • Program Administrator/Grant Manager/Title IV Coordinator (Title IV portion of salary) 	<ul style="list-style-type: none"> • Entire salary unless the individual's entire responsibility is Title IV related
110	Instructional/ Professional Staff	<ul style="list-style-type: none"> • School Counselor • School Resource Officer • School Nurse providing non-medical services. • Behavior support positions/mentoring • Summer out-of-school time staff/before-after school/tutoring • Technology coach 	<ul style="list-style-type: none"> • School counselor salary unless they exceed NDCC requirements • Medical related services • Time and work outside of Title IV related activities
120	Support Staff Salaries	<ul style="list-style-type: none"> • Portion of salary of support staff (e.g., business manager, bookkeeper) dedicated to Title IV 	<ul style="list-style-type: none"> • Entire salary unless the individual's entire responsibility is Title IV
110, 120	Stipends	<p>For staff to coordinate, implement activities, and/or engage in high-quality professional development related (but not limited) to the following activities:</p> <ul style="list-style-type: none"> • Bullying prevention and intervention • Safe and supportive schools • Service-learning and civic engagement • Social and emotional learning • Emergency management planning • Comprehensive substance abuse prevention • Designing and implementing a locally tailored plan to reduce exclusionary discipline practices and promote positive behavioral approaches • Comprehensive health prevention education • Behavioral/mental health supports/services • Reducing Chronic Absenteeism • Developing and/or offering accelerated coursework (e.g., Advanced Placement courses) • Effective use of instructional technology 	<ul style="list-style-type: none"> • Stipends for time and/or activities already compensated as part of regular contractual duties

Object Code Activity		Allowable Costs*	Unallowable Costs*
200	Benefits	<ul style="list-style-type: none"> TFFR, local retirement systems Staff salaries for those who pay into TFFR Other fringe benefits, such as health insurance 	<ul style="list-style-type: none"> Volunteer contribution accounts
300	Contractual Services	<ul style="list-style-type: none"> Contracted individuals that meet state certification requirements (including equitable services in participating private schools) Professional development providers/presenters related to Title IV programming Consultants to enhance and support curriculum, instruction, and student services (instructional or behavioral) Third-party providers of Title IV support or service Dual or concurrent enrollment programs Substitutes for teachers attending Title IV professional development. Grant administration activities 	<ul style="list-style-type: none"> Substitutes for teachers not attending Title IV aligned training
600	Supplies and Materials	<ul style="list-style-type: none"> Supplies and materials to carry out Title IV activities. Academic assessments to gauge impact of Title IV initiatives Supplies for students experiencing homelessness Office supplies for administration of the grant Technology supplies such as 3D printers, flash drives, paper, ink, and calculators 	<ul style="list-style-type: none"> Alcohol, gifts, awards, fundraising costs, gift cards, etc. Souvenirs, memorabilia, and promotional gifts, such as T-shirts, caps, cups, lanyards, etc. Cash awards Extra-curricular activities/fees Medical supplies
700	Equipment	<ul style="list-style-type: none"> Computer hardware/software to support student instruction, such as laptops, smart boards, mobile computer labs, iPads. (See below if spending in the Effective Use of Technology Category) 	<ul style="list-style-type: none"> If expenditure is in the EUT category, no more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure – See Chart Below. Dangerous weapons
500, 800	Travel/Conference/Course Registration	<ul style="list-style-type: none"> Professional development registration, room, meals, and travel costs engaged in Title IV activities Course reimbursement to advance Title IV initiatives 	<ul style="list-style-type: none"> Food and beverage during staff development Student educational trips/travel that is not pre-approved
950	Indirect Costs	<ul style="list-style-type: none"> District Indirect Cost Rates 	<ul style="list-style-type: none"> 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. [Contact](#) our NDDPI program staff for more specific, situational, and fiscal guidance as needed.**

If expenditure is in the EUT category, no more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure.

Technology Infrastructure Expenditures Restricted to 15% CAP of your EUT Budget	Non-Technology Infrastructure Expenditures 15% CAP does not apply
700- Property/Equipment- smartboards, projectors, Wi-Fi routers, hotspots, 3D printer, printers, headphones, keyboards, ILA Translators, Laptops, iPads, Document cameras, iPods, e-readers, monitors, etc.	Professional development specific to blended learning, personalized learning, or using educational technology tools in the classroom.
600- Software purchases- for blended learning, personalized learning, instructional support, SIS, testing, etc. (e.g., IXL, Schoology, curriculum-specific software, device support software, etc.)	Staff to support integration of educational technology tools and professional development.
800- Site licenses for blended learning, personalized learning, instructional support, SIS, testing, etc.	Funds for substitutes to cover classrooms for attending professional development, observing colleagues, participating in coaching/mentoring, etc. as it relates to Effective Use of Technology.

Note: You may purchase technology in Safe and Healthy and Well Rounded, however the technology can only be used for the specific activity in that Title IV, Part A category.