**Title I, Part A: Quick Reference Guide – Fund Code 305**

**Improving Basic Programs Operated by Local School Districts**

**Priorities of Title I:**

1. Strengthen the core program in schools and provide academic and/or academically-related support services to low-achieving students at the preschool, elementary, middle, and high school levels;
2. Provide evidence-based programs that enable participating students to achieve the learning standards of the state curriculum frameworks;
3. Elevate the quality of instruction by providing eligible staff with substantial opportunities for professional development; and
4. Involve parents/guardians of participating public and private school children as active partners in their children's education at school through open, meaningful communication, training, and, as appropriate, inclusion in decision-making processes.
5. Support key district and school improvement initiatives **in coordination with** other federal grant funds and state and local resources so initiatives and their impact **are sustained** beyond the life of individual sources of funding.

**[Types of Title I Programs:](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/)**

**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 only in targeted assistance schools.

**Title I Schoolwide Program (SW)** – Funds may be spent on allowable Title I activities for any students, teachers, and families of students enrolled in the school.

| Categories | Allowable Costs\* | Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries
 | * Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dedicated to Title I, Part A support
* McKinney-Vento Homeless Liaison
 | * Entire salary unless the manager’s entire responsibility is Title I, Part A
* ***Administration costs should not exceed 10% of allocation without approved justification.***
 |
| 1. Instructional/Professional Staff
 | * Title I Teacher salaries
* Academic/Instructional coaches
* Counselors/behavior support positions
* Family and Community Engagement Coordinator
* Differential and incentive pay for educators in high-need academic subject areas and specialty areas
 | * Entire salary unless the individual’s entire responsibility is Title I, Part A
* Time and work in non-Title I schools or with non-Title I students
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| 1. Support Staff Salaries
 | * Title I instructional paraprofessionals
* Family and Community Engagement Liaisons
* Bookkeeper for Title I, Part A grant work – only the portion of salary dedicated to Title I, Part A support
 | * Entire salary unless the individual’s entire responsibility is Title I, Part A
* Time and work in non-Title I schools or with non-Title I students
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| 1. Stipends
 | * Title I, Part A program administration
* Extended day/week/year instruction
* Professional development
* Data analysis and improvement planning activities
* Parent and community engagement activities and their costs (including janitorial services)
 | * Stipends for time and/or activities that are already compensated as part of regular contractual duties
 |
| 1. Fringe Benefits
 | * MTRS (9% of salaries budgeted for staff who pay into MTRS)
* Local retirement systems
* Other fringe benefits such as health insurance
 | * Volunteer contribution accounts such as 401k and 403b
 |
| 1. Contractual Services
 | * Contracted instructors that meet state certification requirements (including for equitable services in participating private schools)
* Professional development providers
* Consultants to upgrade curriculum, instruction, and student supports (instructional and behavioral)
* Third-party providers of Title I supports and initiatives (including software licenses)
* Dual or concurrent enrollment programs
* Substitutes for teachers attending Title I, Part A funded professional development opportunities
* Presenters for family engagement offerings
* Grant administration activities (including translation)
 | * Substitutes for teachers not attending Title I, Part A funded PD
* Training in the use of a dangerous weapon
 |
| 1. Supplies and Materials
 | * Supplies and materials needed to carry out Title I activities
* Academic assessments to gauge impact of Title I initiatives
* Computers and software for use by Title I students
* Materials and refreshments for Title I parent engagement activities/meetings
* Supplies for students experiencing homelessness
* Office supplies for administration of the grant
 | * Supplies and materials for non-Title I schools and students (including screening assessments for students who are not yet Title I participants)
* Alcohol, gifts, awards, fundraising costs, gift cards, dangerous weapons
* ***Supplies costs should not exceed 10% of allocation without approved justification.***
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| 1. Travel (Conference & Course Registration)
 | * Professional development registration and travel costs for administrators and staff engaged in Title I activities
* Course reimbursement to advance Title I initiatives
* Travel associated with provision of Title I services
 | * Food and beverage reimbursement
* Out of state travel not approved by ESE
* Credit courses not specific to Title I
* ***Travel costs should not exceed 10% of allocation without approved justification.***
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| 1. Other Costs
 | * Memberships/subscriptions
* Transportation to allow for student access to Title I-related initiatives if not available otherwise
* Transportation costs to maintain educational stability for students in foster care
* Costs to improve the recruitment, support, and retention of culturally competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations
* Printing/copying for Title I-related activities
* Space rental for Title I-related activities
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| 1. Indirect Costs
 | * District [indirect cost rates](http://www.doe.mass.edu/Grants/essential.html)
 | * Indirect rate greater than the percentage assigned to district
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| 1. Equipment
 | * Equipment costing more than $5,000 per unit and having a useful life of more than a year. All equipment must be used for Title I programs. Must be itemized with a brief statement of the need for the item.
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***\* Please note: This is not an exhaustive list.*** ***Contact*** ***our office for more specific, situational and fiscal guidance as needed.***

**Amendments**

* 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 $100 or 10% of the line (whichever is greater) or exceeds $10,000.
* **For ongoing FY23 grants administered via EdGrants,** request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison.
* **Amendments for grants administered through the new Grants for Education Management System (GEM$)**,i.e., FY24 FC 305, should be processed in GEM$.

**Supplement not Supplant in Title I under ESSA**

* Title I funds should add to (supplement) and not replace (supplant) state and local funds. Prior to reauthorization of ESEA under ESSA, supplement not supplant was typically tested by analyzing an individual Title I cost’s compliance with “three presumptions of supplanting.” ***Under ESSA, compliance with SNS will no longer be tested through individual Title I costs,so these three presumptions no longer apply.***
* Under ESSA, districts must demonstrate that the methodology they use to allocate state and local funds to schools provides each Title I school with all of the state and local money it would receive if it did not participate in the Title I program. This should expand Title I’s spending options. Title I costs must still be allowable and must still support eligible students among other requirements.

**Private Schools**

* Must have meaningful and timely [consultation](https://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/) in the spring.
* Title I funds can only be used for supplemental academic and/or academically-related support services to eligible students, their teachers and families.
* District must maintain control of funds and may not pay or reimburseprivate schools directly.