



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

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

Amendments in E-Grants

- 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.