

## Title IV: Quick Reference Guide - Fund Code 24189



Title IV, Part A is a U.S. Department of Education grant program authorized under the Elementary and Secondary Education Act (ESEA) which provides supplemental funding to help support student academic achievement and enrichment. This grant, also referred to as SSAE, Student Support and Academic Enrichment, awards Title IV, Part A funds to state educational agencies (SEAs), which then sub-grant funds to local education agencies (LEAs). Title IV, Part A program, may be referred to as “T4A”

Title IV Part A, Subpart 1 authorizes the expense of federal funds to support students and schools in three domains:

1. Well-rounded education
2. Safe and healthy students
3. Effective use of technology

Category	Allowable Costs	Unallowable Costs
1. <b>Administrator Salaries</b>	<ul style="list-style-type: none"> <li>Program Administrator/Grant Manager <ul style="list-style-type: none"> <li>Only the portion of the salary dedicated to Title IV</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Entire salary unless the manager's entire responsibility is Title IV</li> </ul>
2. <b>Instructional/ Professional Staff</b>	<ul style="list-style-type: none"> <li>Site coordinator to provide resources and support for schools to implement Title IV related programs. Only the portion of the salary dedicated to Title IV– Time and effort documentation necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Entire salary unless entire responsibility is Title IV</li> </ul>
3. <b>Support Staff Salaries</b>	<ul style="list-style-type: none"> <li>Assistants/Bookkeeper for Title IV grant work–only the portion of salary dedicated to Title IV program</li> </ul>	<ul style="list-style-type: none"> <li>Entire salary unless the individual's entire responsibility is Title IV.</li> </ul>
4. <b>Stipends</b>	<ul style="list-style-type: none"> <li>For staff to coordinate, implement activities and/or engage in high quality professional development related (but not limited) to the following activities: <ul style="list-style-type: none"> <li>Bullying prevention and intervention</li> <li>Safe and supportive schools</li> <li>Service-learning and civic engagement</li> <li>Social and emotional learning</li> <li>Emergency management planning</li> <li>Comprehensive substance abuse prevention</li> <li>Designing and implementing a locally-tailored plan to reduce exclusionary discipline p[ractices and promote positive behavioral approaches</li> <li>Comprehensive health prevention education</li> <li>Behavioral/mental health supports/services</li> <li>Reducing Chronic Absenteeism</li> <li>Developing and/or offering accelerated coursework (AP courses)</li> <li>Effective use of instructional technology</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Stipend for time and/or activities that are already compensated as part of regular contractual duties.</li> </ul>
5. <b>Benefits</b>	<ul style="list-style-type: none"> <li>As related to additional compensation such as medicare, social security, ERB, NM RHC.</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer contribution accounts such as 401k and 403b</li> </ul>

<b>6. Contractual Services</b>	<ul style="list-style-type: none"> <li>• See stipends section above for a list of topics/initiatives</li> <li>• Social-emotional learning programs</li> <li>• Multi-disciplinary programs and activities</li> <li>• Programs and activities that promote volunteerism and community involvement</li> <li>• College and career guidance and counseling programs: <ul style="list-style-type: none"> <li>◦ Post-secondary education and career awareness and exploration activities</li> <li>◦ Training counselors in assisting students with postsecondary education and career planning</li> <li>◦ Financial literacy and federal financial aid awareness activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advertising, public relations, promotional items (Banners, tee-shirts, backpacks/tote bags, lanyards, wristbands, water bottles, etc.)</li> <li>• Security Guards</li> </ul>
<b>7. Supplies and Materials</b>	<ul style="list-style-type: none"> <li>• Equipment for PE classes</li> <li>• Certificates for specific allowable items such as pizza or ice cream certificates for increased attendance, meeting educational goals, etc.</li> <li>• Educational books or games</li> <li>• Inexpensive high interest books</li> <li>• Materials for a parent and child to make simple educational games, manipulatives, etc.</li> <li>• Food while on educational trips is allowable. However, use the regular school lunch program whenever possible.</li> <li>• Activities to teach traditional American history, civics, economics, geography, or government education</li> <li>• Environmental education</li> <li>• Software, hardware and other instructional technology</li> <li>• Supplemental curriculum materials</li> </ul>	<ul style="list-style-type: none"> <li>• General Ed. supplies, materials, textbooks, curriculum</li> <li>• Operational expenses</li> <li>• Sporting equipment for athletics</li> <li>• Costs associated with awards banquets, ceremonies, celebrations or social events</li> <li>• Gifts or promotional items</li> <li>• Printing services/photo copies</li> <li>• Food (<a href="#">See Edgar p. 255</a>)</li> <li>• No more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure (e.g., devices, equipment, software, platforms, digital instructional resources and/or other one-time IT purchases).</li> </ul>
<b>8. Travel (Conference &amp; Course Registration)</b>	<ul style="list-style-type: none"> <li>• Tied to educational/behavioral achievement. Provided only for things such as improved academic performance, attendance, and/or behavior. Of nominal value (approximately \$15 per person)</li> <li>• Conference and course registration for Title IV professional development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-state travel not pre approved.</li> <li>• Non-educational field trips</li> </ul>
<b>9. Other Costs</b>	<ul style="list-style-type: none"> <li>• High-quality courses in science, technology, engineering, mathematics, computer science (STEM)</li> <li>• Activities and programs in music and the arts</li> <li>• Foreign languages</li> <li>• Accelerated learning programs <ul style="list-style-type: none"> <li>◦ Post-secondary level courses (Dual Credit)</li> <li>◦ Post-secondary level instruction and exam (AP)</li> <li>◦ Reimbursing low-income students to cover part of or all the costs of accelerated learning exams</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Construction</li> <li>• Building maintenance or landscaping costs</li> </ul>
<b>10. Equipment</b>	<ul style="list-style-type: none"> <li>• Equipment costing more than \$5K per unit and having a useful life of more than a year. Must be itemized with prior <a href="#">approval form</a> completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Two-way radios</li> <li>• Security cameras</li> <li>• No more than 15% of funds used for activities to support the effective use of technology may be</li> </ul>

		used for purchasing technology infrastructure
<b>11. Indirect Costs</b>	<ul style="list-style-type: none"> <li>District approved indirect cost rates.</li> </ul>	<ul style="list-style-type: none"> <li>Indirect rate greater than the percentage assigned to the district.</li> </ul>

*\*Please note: This is not an exhaustive list. Contact the Federal Grants Analyst for more specific, situational and fiscal guidance as needed.*

## Supplement not Supplant in Title IV

- LEAs that receive Title IV funds must comply with a supplement not supplant requirement. This means that Title IV funds should add to (supplement) and not replace (supplant) state and local funds. Supplanting is presumed when:
  - A district uses Title IV funds to pay for an activity that is required by federal, state, or local law.
  - A district uses funds to pay for an activity it supported with state or local funds the prior year.

## 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– an [Amendment](#) must be completed.

## Allocations

- Districts that receive a \$30,000 or more must:**
  - Conduct a comprehensive needs assessment that includes a focus on the Title IV priorities. **Note:** *Districts may fulfill (or may have fulfilled) this requirement as part of the development of the districts' strategic plan, improvement plan, etc.*
  - Spend at least 20% of the allocation on access to well-rounded educational opportunities.
  - Spend at least 20% of the allocation on safe and healthy schools
  - Spend some amount on improving the use of technology.
  - Spend the remainder on activities that support any/all of the three priorities.