

Title I: Quick Reference Guide - Fund Code 24101

Provides all children significant opportunities to receive a fair, equitable and high-quality education to close educational achievement gaps.



Category	Allowable Costs	Unallowable Costs
1. Administrator Salaries	<ul style="list-style-type: none"> Program Administrator/Grant Manager/Professional Development Coordinator–Only the portion of the salary dedicated to Title I, Part A support McKinney-Vento Homeless Liaison 	<ul style="list-style-type: none"> Costs associated with general school functions such as base pay for principals Entire salary unless the manager's entire responsibility is Title I.
2. Instructional/ Professional Staff	<ul style="list-style-type: none"> Title I Teacher Salaries for enriched and accelerated curriculum Academic/Instructional coaches Counselors/behavior support positions Family and Community Engagement Coordinator 	<ul style="list-style-type: none"> 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
3. Support Staff Salaries	<ul style="list-style-type: none"> Counseling and school-based mental health programs Mentoring services and other strategies to improve student skills outside the academic subjects Title I instructional paraprofessionals 	<ul style="list-style-type: none"> 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
4. Stipends	<ul style="list-style-type: none"> Increase quality of learning time Enriched and accelerated curriculum Summer or after-school programs Financial incentives and rewards for teachers who serve in a school identified as comprehensive support and improvement or targeted support and improvement in order to attract and retain qualified and effective teachers 	<ul style="list-style-type: none"> Stipend for time and/or activities that are already compensated as part of regular contractual duties.
5. Benefits	<ul style="list-style-type: none"> As related to additional compensation such as medicare, social security, ERB, NM RHC. 	<ul style="list-style-type: none"> Volunteer contribution accounts such as 401k and 403b
6. Contractual Services	<ul style="list-style-type: none"> Provide opportunities for all students, including economically disadvantaged students, Native American students, English learners, and students with disabilities, to meet state academic standards. Methods and instruction activities that strengthen the academic program including programs and activities to provide a well-rounded education and address identified school needs. Implementing a school-wide tier model to prevent and address problem behavior and early intervening services 	<ul style="list-style-type: none"> Construction Substitutes for teachers not attending Title I, Part A funded PD Training in the use of a dangerous weapon
7. Supplies and Materials	<ul style="list-style-type: none"> Provide opportunities for all students, including economically disadvantaged students, Native American students, English learners, and students with disabilities, to meet state academic standards. Methods and instruction activities that strengthen 	<ul style="list-style-type: none"> Decorations Promotional items (t-shirts, fundraisers, etc.) Athletic equipment or items related to sports events Costs associated with awards

	<p>the academic program including programs and activities to provide a well-rounded education and address identified school needs.</p> <ul style="list-style-type: none"> • Support for career and technical education • Evidence based instructional materials or programs 	<p>banquets, ceremonies, celebrations, or social events</p> <ul style="list-style-type: none"> • Incentives to reward students for participation in a Title I program • Food and refreshments for district or building staff meetings or trainings
8. Travel (Conference & Course Registration)	<ul style="list-style-type: none"> • Professional development for teachers, paraprofessionals (educational assistants) and other school personnel to improve instruction or on using data from academic assessments • PD for teachers, paraprofessionals, and other school personnel on using data from academic assessments 	<ul style="list-style-type: none"> • Using Title I funds to pay for the salary of a teacher, guidance counselor, or paraprofessional in a non-Title I school. • Staff transportation • Credit courses not specific to Title I
9. Student Travel	<ul style="list-style-type: none"> • Methods and instructional activities that strengthen the academic program including programs and activities to provide a well-rounded education and address identified school needs • Preparation for and awareness of opportunities for post-secondary education and the workforce. • Enriched and accelerated curriculum 	<ul style="list-style-type: none"> • Field trips for entertainment or recreational purposes
10. Other Costs	<ul style="list-style-type: none"> • Memberships/Subscriptions (with approval) • Printing/copying for Title I-related activities (with approval) • Space rental for Title I-related activities (with approval) 	<ul style="list-style-type: none"> • Construction • Building maintenance or landscaping costs
11. Indirect Costs	<ul style="list-style-type: none"> • District indirect cost rates 	<ul style="list-style-type: none"> • Indirect rate greater than the percentage assigned to the district.
12. Equipment		<ul style="list-style-type: none"> • Basic school or classroom necessities, such as furniture and office equipment.

****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 I

- Title I funds should add to (supplement) and not replace (supplant) state and local funds.
- 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

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. [Amendment form](#).
- Link for the [Title I Salary Justification Form](#) and the [Allowable Salaries](#) guidance.