

Title II: Quick Reference Guide - Fund Code 24154

Designed to increase student achievement, to improve the quality and effectiveness of teachers, principals, and other school leaders; to increase the number of teachers, principals, and other school leaders who positively impact and help improve student academic achievement; and to provide students from low-income families and minority students greater access to effective teachers, principals, and other school leaders.



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 II 	<ul style="list-style-type: none"> Entire salary unless the manager's entire responsibility is Title II.
2. Instructional/ Professional Staff	<ul style="list-style-type: none"> Professional development to increase teacher knowledge and improve instruction in the classroom. Professional development to improve the quality of instructional leadership teams, principals and other school leaders. Teacher advancement initiatives New position dedicated to Title II recruiting 	<ul style="list-style-type: none"> Any course or activity not pre-approved by NMPED.
3. Support Staff Salaries	<ul style="list-style-type: none"> Assistants/Bookkeeper for Title II, Part A grant work—only the portion of salary dedicated to Title II support. 	<ul style="list-style-type: none"> Entire salary unless the individual's entire responsibility is Title II
4. Stipends	<ul style="list-style-type: none"> Stipends for mentors or individuals serving as supervising practitioners to student teachers. Initiatives to recruit and retain effective teachers. High-Needs areas & hard-to-fill positions 	<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"> Initiatives to recruit and retain effective teachers Advertising agencies, broadcasting (TV, Radio, Internet), job fairs & recruitment events. Consultants for high quality PD to improve content knowledge and/or classroom practice for any subject. High quality PD for social and emotional learning, school climate, inclusive practice, behavioral health, and other issues related to school conditions for student learning. 	<ul style="list-style-type: none"> Contractual services not approved by the NMPED budget. Substitutes for teachers not attending Title II, Part A funded PD Training in the use of a dangerous weapon
7. Supplies and Materials	<ul style="list-style-type: none"> Supplies to be used strictly for high quality PD such as books, software, instructional technology High quality PD supplies such as chart paper, pens, binders, easels, etc. 	<ul style="list-style-type: none"> Instructional materials Technology/Equipment Recruitment giveaways with district logo Food (See Edgar p. 255)
8. Travel (Conference & Course Registration)	<ul style="list-style-type: none"> Conference registration for high quality PD Course reimbursement Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary 	<ul style="list-style-type: none"> Out-of-state travel not pre approved.

	<ul style="list-style-type: none"> • Support for National Board Certification • Career advancement opportunities for current staff members, such as paraprofessionals. 	
9. Other Costs	<ul style="list-style-type: none"> • Membership/subscriptions for high quality professional development • Costs to improve the recruitment, placement, support, and retention of culturally competent and responsive educators, especially educators from underrepresented minority groups to meet the needs of diverse student populations 	<ul style="list-style-type: none"> • Construction • Building maintenance or landscaping costs
10. 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.

****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 II

- Title II funds should add to (supplement) and not replace (supplant) state and local funds.
- All Title II expenses, in addition to being allowable, have to be necessary and reasonable. §200.402(a)

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.