

### Title III: Quick Reference Guide - Fund Code 24153

*Title III, Part A, is officially known as the Language Instruction for English Learner (EL) and Immigrant Students Act (Section 3102 of ESSA lists the purpose of the law). The overarching purpose is to ensure that EL students, including immigrant children and youth, attain English language proficiency and meet the same challenging state academic standards that other students are expected to meet.*

*The Local Education Agency (LEA) must use Title III funds to supplement state language instruction educational programs, designed to assist EL students' achievement goals. The state educational agency (SEA), LEAs, and schools are accountable for increasing the English proficiency and core academic content knowledge of EL students.*



Category	Allowable Costs	Unallowable Costs
1. <b>Administrator Salaries</b>	<ul style="list-style-type: none"> <li>Program Administrator/Grant Manager/Professional Development Coordinator—Only the portion of the salary dedicated to Title II</li> </ul>	<ul style="list-style-type: none"> <li>Entire salary unless the manager's entire responsibility is Title II.</li> </ul>
2. <b>Instructional/ Professional Staff</b>	<ul style="list-style-type: none"> <li>Instructional coaches for ELs</li> <li>Teachers for extended days/extended year.</li> <li>Teachers for Title III supplemental parent ESL classes.</li> </ul>	<ul style="list-style-type: none"> <li>Core instruction teachers, including ESL teachers during the school day</li> </ul>
3. <b>Support Staff Salaries</b>	<ul style="list-style-type: none"> <li>Assistants/Bookkeeper for Title III grant work—only the portion of salary dedicated to Title III program</li> </ul>	<ul style="list-style-type: none"> <li>Entire salary unless the individual's entire responsibility is Title III.</li> <li>Screening students for EL status</li> </ul>
4. <b>Stipends</b>	<ul style="list-style-type: none"> <li>ESL Teachers collaboration of upgrading an already established ESL curriculum</li> <li>Stipends for teachers to attend High Quality Professional Development (HQPD) to benefit the language acquisition of ELs</li> <li>Tutors under the direction of an EL licensed teacher</li> <li>Staff for summer/extended day EL programs</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> <li>Funding for district interpreters/translators</li> <li>Funding to write ESL curriculum</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>
6. <b>Contractual Services</b>	<ul style="list-style-type: none"> <li>Consultants for HQPD to improve best practices for teaching of ELs</li> <li>Consultants to provide training to educators to be culturally aware</li> </ul>	<ul style="list-style-type: none"> <li>District sponsored PD</li> <li>Contractual services not approved by NMPED</li> <li>Training in the use of a dangerous weapon</li> </ul>
7. <b>Supplies and Materials</b>	<ul style="list-style-type: none"> <li>Supplies to be used <b>strictly</b> for TIII sponsored HQPD</li> <li>TIII summer and extended day programs</li> <li>Supplemental reading texts for classroom language enhancement</li> </ul>	<ul style="list-style-type: none"> <li>Instructional materials for core instruction.</li> <li>Evaluation system-related data systems to manage linking student-teacher data</li> <li>Assessment materials for the district</li> <li>Food (<a href="#">See Edgar p. 255</a>)</li> </ul>
8. <b>Travel</b>	<ul style="list-style-type: none"> <li>Conference registration for HQPD for ELs</li> </ul>	<ul style="list-style-type: none"> <li>Out-of-state travel not pre</li> </ul>

(Conference & Course Registration)	<ul style="list-style-type: none"> <li>Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary to participate in the conference of EL PD</li> </ul>	approved.
9. Other Costs	<ul style="list-style-type: none"> <li>Memberships/subscriptions for HQPD</li> <li>Includes supplemental, experiential field trips for ELs in the extended day or summer TIII program</li> </ul>	<ul style="list-style-type: none"> <li>Construction</li> <li>Building maintenance or landscaping costs</li> </ul>
10. Indirect Costs	<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 III**

- Title III is a supplemental grant. Title III cannot be used to fund activities that are required to be provided by the district for the education of ELs to meet the requirement of Title VI of the Civil Rights Act, or other federal, state and local requirements. .
- As a general rule, if a particular activity was paid with other funds, the same activity cannot be paid with Title III funds in the current year. The use of Title III funds to pay for services to ELs that were paid for in prior years with federal, state, or local funds raises a presumption of supplanting.
- All expenses in addition to being allowable, have to be necessary and reasonable. § 200.403(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– an [Amendment](#) must be completed.
- All expenses must have a completed and signed [Approval](#) form.