

**Title IIIA: Quick Reference Guide – Fund Code 0180**

**Providing Supplemental Funds to Improve the Education of English Learners**

**Priorities of Title IIIA:**

To assist districts in improving the educational performance of English learners and immigrant children and youth by assisting them in learning English and meeting the same challenging state academic content standards that other students are expected to meet.

| Category | Allowable Costs | Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries | * Program Administrator for supplemental extended day or extended year program (maximum 2% of grant amount applied for) | * Entire salary if the administrator’s responsibility includes TIII |
| 1. Instructional/ Professional Staff | * Instructional coaches for ELs * Teachers for extended day/extended year * Teachers for TIIIA supplemental parent ESL classes | * Core instruction teachers, including ESL teachers during the school day |
| 1. Support Staff Salaries | * Secretary/Bookkeeper for Title IIIA grant work—only the portion of salary that is specific to the TIII program * Paraprofessionals to assist in class | * Entire salary unless the individual’s entire responsibility is Title III * Screening students for English learner status |
| 1. Stipends | * ESL Teachers Collaboration of upgrading an already established ESL curriculum * Stipends for teachers to attend Highly Quality Professional Development (HQPD) to benefit the language acquisition of ELs * Tutors under the direction of an ESL licensed teacher * Staff for summer/extended day programs | * Funding for district interpreters/ translators * Funding to write ESL curriculum |
| 1. Fringe Benefits | * MTRS (9% of salaries budgeted for staff who pay into MTRS) * Other fringe benefits such as health insurance |  |
| 1. Contractual Services | * Consultants for HQPD to improve best practices for the teaching of ELs * Consultants to provide training to educators to be culturally aware * Consultants for private school equitable participation | * District sponsored PD * Contractual services not approved by DESE in budget * Training in the use of a dangerous weapon |
| 1. Supplies and Materials | * Supplies to be used ***strictly*** for TIIIA sponsored HQPD * HEPD meeting supplies such as chart paper, pens, binders, easels * TIIIA summer and extended day programs * Supplemental reading texts for classroom language enhancement * Private school materials for ELs as agreed to through district consultation, such as leveled readers and initial assessment testing materials. Materials remain property of the public school and must be labeled and inventoried. | * Supplies to be used in the classroom or by students for core program or instruction * Evaluation system-related data systems to manage linking student-teacher data * Assessment materials for the district |
| 1. Travel (Conference & Course Registration) | * Conference registration for HQPD for ELs * Private school allocation for HQPD: this must be consistent with TIII regulations found in Title VIII * Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary to participate in the conference of EL PD | * Meals unless included in registration fee for conference * Meals for school/district HQPD meetings * Out-of-state travel not approved by DESE |
| 1. Other Costs | * Memberships/subscriptions for HQPD * Includes supplemental, experiential field trips for ELs in the extended day TIIIA program. * Transportation for ELs for summer/extended day program. * Printing/copying for HQPD * Space rental for HQPD |  |
| 1. Indirect Costs | * District [indirect cost rates](http://www.doe.mass.edu/Grants/essential.html) | * Indirect rate greater than the percentage assigned to district |
| 1. Equipment | * Equipment costing more than $5,000 per unit and having a useful life of more than a year. Must be itemized with a brief statement of the need for the item. | * Equipment for the district or core classroom |

**Supplement not Supplant in Title IIIA**

* Title IIIA is a supplemental grant. As such, Title IIIA cannot be used to fund activities that are required to be provided by the district for the education of ELs to meet the requirements 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 IIIA funds in the current year. Theuse of Title IIIA 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 that exceeds $100 or 10% of the line (whichever is greater), or exceeds $10,000.

**Grants administered via EdGrants:**

* Request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison. **Please only request an amendment when you are ready to submit the amendment in EdGrants.**

**Grants administered via GEM$:**

* For all FY24 and beyond FC 0180 grants approved or administered through the new Grants for Education Management System (GEM$), the amendments must be processed in GEM$.

**Private Schools**

* Must have meaningful and timely consultation in the spring.
* Title IIIA funds can be used for equitable services for EL.
* The district maintains control of funds at all times.
* Districts do not pay private schools directly.