

**Title IV, Part A: Quick Reference Guide – Fund Code 309**

**Creating Safe, Healthy and Supportive, High-Quality Educational Learning**

**Environments for All**

**Priorities of Title IV, Part A – Student Support and Academic Enrichment (SSAE):**

1. Provide all students with access to a well-rounded education;
2. Improveschool conditions for learning to ensure safe and healthy students; and
3. Improve the use of technology to improve academic achievement.
4. Support key district and school improvement initiatives **in coordination with** other federal grant funds and state and local resources so initiatives and their impact **are sustained** beyond the life of individual sources of funding.

| Categories | Allowable Costs | Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries | * Program Administrator/Grant Manager | * Entire salary unless the manager’s entire responsibility is Title IV, Part A |
| 1. Instructional/ Professional Staff | * Site coordinator to provide resources and support for schools to:   + Establish partnerships within the community to provide resources and support for schools   + Ensure that all service and community partners are aligned with the academic expectations of a school in order to improve student success   + Strengthen relationships between schools and communities | * Entire salary unless the individual’s entire responsibility is Title IVA |
| 1. Support Staff Salaries | * Secretary/Bookkeeper for Title IVA grant work – only portion of salary dedicated to Title IVA support | * Entire salary unless the individual’s entire responsibility is Title IVA |
| 1. Stipends | * For staff to coordinate, implement activities and/or engage in high quality professional development related (but not limited) to the following activities:   + Bullying prevention and intervention   + Safe and supportive schools   + Service-learning and civic engagement   + Social and emotional learning   + Emergency management planning   + Comprehensive substance abuse prevention   + Designing and implementing a locally-tailored plan to reduce exclusionary discipline practices and promote positive behavioral approaches   + Comprehensive health prevention education (including sexuality education)   + Behavioral/mental health supports/services   + Reducing Chronic Absenteeism   + Developing and/or offering accelerated coursework (*e.g.,* Advanced Placement courses)   + Effective use of instructional technology |  |
| 1. Fringe Benefits | * MTRS * Other Fringe benefits such as health insurance |  |
| 1. Contractual Services | * See stipends section above for a list of SSAE topics/initiatives for which the following contractual services might be employed:   + High-quality professional development for school personnel, including specialized instructional support personnel   + Consultants to facilitate, coordinate or implement SSAE programming   + Consultants to provide equitable services to private schools | * Substitutes for teachers not attending TIVA funded PD * Training in the use of a dangerous weapon |
| 1. Supplies and Materials | * Software, hardware and other instructional technology * Supplemental curriculum materials | * 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 applications, platforms, digital instructional resources and/or other one-time IT purchases). * Dangerous weapons |
| 1. Travel (Conference & Course Registration) | * Conference and course registration for Title IVA professional development opportunities * Other travel related to Title IVA activities (e.g. home visits) | * Out-of-state travel not approved by ESE |
| 1. Other Costs | * Subsidize part or all of the costs of AP and IB exam fees for economically disadvantaged students |  |
| 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. | * No more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure |

***Please note: This is not an exhaustive list.*** [***Contact***](mailto:federalgrantprograms@doe.mass.edu) ***our office for more specific, situational and fiscal guidance as needed.***

**Supplement not Supplant in Title IVA**

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

**Allocations**

**Districts that receive less than $30,000 must:**

* Spend funds on one or more of the Title IV, Part A priorities listed at the very top of this guide.

**Districts that receive $30,000\* or more must:**

* Conduct a comprehensive needs assessment that includes a focus on the Title IVA priorities (see above).   
  ***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.

**\**Including funds that are “flexed” from Title IIA into Title IVA***

**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 $10,000.
* **For grants administered via EdGrants,** request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. **Please only request an amendment when you are ready to submit the amendment in EdGrants.**
* **Amendments for grants administered through the new Grants for Education Management System (GEM$)**,i.e., FY24 FC 309, should be processed in GEM$.

**Private Schools**

* Districts receiving these funds, must provide for the equitable participation in funded activities of private school students, teachers and other educational personnel in private schools located in the district boundaries.
* Districts must engage in timely and meaningful consultation in the spring
* District must maintain control of funds and do not pay private schools directly.