



## Title III Allowable Funding Activities Early Childhood, Special Education and Title Services

### What portion of an LEA subgrant may be used for administrative expenses?

An LEA may use no more than 2% of its subgrant for administrative costs.

### Are indirect costs included in the 2% administrative cap under Title III?

Title III specifies that a subgrantee may use no more than two (2) percent of its funds each fiscal year for administrative costs. This limitation not only encompasses direct administrative costs, but also indirect costs. Hence, a Title III subgrantee cannot use more than 2 percent of its Title III subgrant for the combination of direct administrative costs and indirect costs.

### Can Title III subgrantees use all of the 2% administrative costs for indirect costs only?

A Title III subgrantee can, if it chooses, use all of its allowable administrative costs, 2 percent of its subgrant, for indirect costs. If it did this, however, it would not be able to pay for any direct administrative costs.

### Are salaries for personnel such as resource teachers or coordinators considered part of administrative costs and do these expenses count toward the 2% administrative cap?

If in the absence of a Title III grant, an LEA would not have hired resource teachers or coordinators, then the use of Title III funds for the salaries of these positions would be appropriate. If the work of these employees were related to matters of program implementation, then it would be appropriate not to count their salaries toward the 2% administrative cap.

### Can Title III funds be used to pay for transportation for students to attend and after school program?

Title III funds can be used to provide transportation services to Title III students attending an after school or summer enrichment programs offered by Title III school districts in cases where this would be the only way that these students would be able to attend these types of programs, and these programs would be effective in increasing LEP students' English proficiency and student academic achievement in the core academic subjects. However, if these same programs are being offered to all students by the school district, and normally the district would provide transportation to ensure that all students had the opportunity to attend these programs, then the responsibility of providing transportation belongs to the school district. The district, to avoid a non-supplanting violation, would need to determine if these are the types of costs that it would have paid for if it were not receiving a Title III grant. If the answer to that question is yes, the Title III funds cannot be used for that purpose.

### What are required subgrantee activities for Title III?

To provide high-quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel that is:

- Designed to improve the instruction and assessment of LEP children;
- Designed to enhance the ability of such teachers to understand and use curricula, assessment measures, and instruction strategies for LEP children;

- Scientifically research based in demonstrating the effectiveness of the professional development in increasing children's English proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers; and
- Of sufficient intensity and duration (which shall not include activities such as one-day or short-term workshops and conferences) to have positive and lasting impact on the teacher's performance in the classroom.

To increase the English proficiency of LEP children by providing high quality language instruction educational programs that are based on SBR demonstrating the effectiveness of the programs in increasing:

- English proficiency; and
- Student academic achievement in the core academic subjects.

### What are authorized subgrantee activities for Title III?

Subject to required activities in the previous question, an eligible entity receiving Title III monies may use the funds to achieve one of the purposes by undertaking one or more of the following activities (*If an LEA enters into an MOU with an outside contractor; it is not permissible for the LEA to engage in activities without the consultation of the contractor and send receipts for reimbursement*):

Upgrading program objectives and effective instruction strategies;

- Improving the instruction program for LEP children by identifying, acquiring, and upgrading curricula, instructional materials, educational software and assessment procedures; (*If an outside contractor purchases any of the above materials and/or software for the LEA, it remains the property of the LEA*)
- Providing tutorials and academic or vocational education for LEP children and intensified instruction;
- Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services;
- Improving the English proficiency and academic achievement of LEP children;
- Providing community participation programs, family literacy services, and parent outreach and training activities to LEP children and their families;
- Providing for the acquisition or development of educational technology or instructional materials; Providing access to, and participation in, electronic networks for materials, training, and communication.

### Does the "supplement, not supplant" provision apply to Title III funds?

Yes. Funds available under the Title III subgrant must be used to supplement the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for LEP children, immigrant children, and youth and in no case supplant such funds.

### If you have questions, please contact:

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