



Title II, Part A - Allowable Administrative Costs

The amount of funds a Local Educational Agency (LEA) must reserve to provide equitable services for private school teachers and other educational personnel for Title II, Part A services is based on the LEA's total Title II, Part A (Title IIA) allocation, less administrative costs. The LEA must discuss administrative costs during consultation with appropriate private school officials. **Administrative costs for public and/or private school programs should not interfere with the delivery of services which meet the intents and purposes of the Title IIA program.**

The following list of allowable administrative costs is illustrative and is not all-inclusive.

1. Salary and fringe benefits for an LEA employee (e.g. Director, Administrative Assistant) whose duties include the direct oversight the professional development services provided under Title IIA. This may include duties such as:
 - a. Facilitating timely, meaningful, and ongoing consultation with private school officials
 - b. Processing and/or approving vouchers from a public and/or private school staff who attend Title IIA supported professional development
 - c. Developing, executing, and evaluating contracts for services with third-party vendors that are supported with Title IIA funds.

The amount of salary & benefits charged to Title IIA must be directly related to the time and effort spent administering the Title IIA program. LEA employees that are responsible for overseeing professional development in multiple program areas must have their salary and benefits pro-rated based on the proportion of time spent administering each program. Salaries for positions such as district or building instructional coaches are not administrative costs.

2. Supplies, materials, equipment, and other office related items directly associated with the oversight of the Title IIA program. This does not include costs such as training materials, recruiting materials, or indirect costs. Detailed information about indirect costs is available online on the [Grants Finance](#) webpage.
3. Negotiated administrative fees for third-party vendors providing professional development to public and/or private school staff under Title IIA, if applicable. Allowable types of vendor administrative fees are similar to the LEA's administrative fees listed above.
 - a. A third-party vendor may not include indirect costs in their Administrative fee.
 - b. The administrative fee must be broken down by each cost objective and explicitly listed in the contract agreement with the LEA.
4. Vendor administrative costs may not be taken out of the private school proportionate share amount. Instead, a vendor's administrative fee should be added to the LEA's administrative costs when calculating the proportionate share amounts.

Questions about other potential administrative costs should be directed to the ESSA-Funded Program Office at 518-473-0295 or via email at conappta@nysed.gov.