

# Allowable Uses of Title II, Part A Funds

## Purpose of the Title IIA Program

Title II funds can be used to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders (responsible for the daily instructional leadership and management of a school). The purpose of Title IIA is to:

- Increase student achievement consistent with state standards,
- Improve the quality and effectiveness of teachers, principals, and other school leaders,
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools, and
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

## Overview

This section provides a high-level overview of which staff are eligible, as well as the activity codes that align to Title II, Part A. See the chart for further details.

## Eligible Roles

- Teachers
- Instructional coaches
- Building administrators, i.e., principals, vice principals
- Instructional paraeducators

## Eligible Activity Codes

- **15 Public Relations** – Use for recruitment of effective teachers and principals
- **21 Supervision** – Use for management of Title II, Part A activities. Please note grant managers, supervisors, and clerical support are generally an indirect cost. They can be a direct cost and coded to Activity 21 if:
  1. Administrative or clerical services are integral to a project or activity;
  2. Individuals involved can be specifically identified with the project or activity;
  3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
  4. The costs are also not recovered as indirect costs
- **23 Principal's Office** – Use for principal retention bonuses
- **27 Teaching** – Use for contracted salaries for teaching positions during school days such as:
  - retention bonus and/or differential pay
  - class size reduction salaries
- **31 Instructional Professional Development** – Use for professional learning including:
  - Stipends for teachers and instructional para educators attending professional



- learning outside of contracted **hours**
- Stipends for principals and assistant principals attending professional learning outside of contracted **days**
- Stipends for teacher mentors and novice teacher mentees
- Stipends for teachers to provide professional learning outside of job description
- Substitutes to release teachers, principals, or vice principals to attend professional learning during the school day
- Salaries for coaches, TOSAs, and other staff who deliver Title II activities

Please see the chart below for additional directions.

### Eligible and Non-Eligible Expenditures

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Instructional/ Professional Staff  Budget Activity 21 Supervision- Instruction	<ul style="list-style-type: none"> <li>● Grant Managers</li> <li>● Supervisors</li> <li>● Clerical Support</li> </ul>	<ul style="list-style-type: none"> <li>● Entire salary unless the administrator's sole responsibility is Title IIA</li> <li>● If the costs are recovered as indirect costs</li> </ul>
Instructional/ Professional Staff  Budget Activity 31 Professional Development	<ul style="list-style-type: none"> <li>● Development and support for LEA-based preparation programs for principals</li> <li>● General and Advanced Certificate training for instructional paraeducators may be funded <i>if</i> funding is not provided by the state for the specific school year</li> <li>● Paid time to align or map curriculum or assessments</li> <li>● Academic/instructional coach's salary</li> </ul>	<ul style="list-style-type: none"> <li>● State required Fundamental Course of Study (FCS) for paraeducators</li> <li>● Creating/revising curriculum or assessments</li> <li>● Lesson planning that is not part of a professional learning activity</li> </ul>

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Instructional/ Professional Staff  <a href="#">Budget Activity 27 Teaching</a>	<ul style="list-style-type: none"> <li>Differential pay for teacher in high need school and/or high-need academic / specialty area</li> <li>Salary for in-field teacher with five or more years' experience for Class Size Reduction (CSR)</li> <li>Retention bonuses for high need subjects and hard to fill positions</li> <li>Moving expenses reimbursement for in field teachers, particularly in low-income schools with high percentages of ineffective teachers and high percentages of students who do not meet the challenging State academic standards, to improve within-district equity in the distribution of teachers</li> </ul>	<ul style="list-style-type: none"> <li>Salary for inexperienced (less than five years of teaching experience) or out-of-assignment teacher for Class Size Reduction (CSR)</li> <li>Signing bonuses (state law considers this a gift of public funds as the educator is being paid prior to working)</li> </ul>
Fringe Benefits  <a href="#">Budget Activity 27 Teaching</a>	<ul style="list-style-type: none"> <li>Reasonable benefits proportionately linked with salaries</li> </ul>	<ul style="list-style-type: none"> <li>Not allowable for non-public personnel</li> </ul>
Stipends  <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>Teacher stipend to lead or participate in workshops or trainings that improve content knowledge or classroom practice</li> <li>Teacher stipend for participation in Title II professional learning activities including induction/mentoring programs/activities</li> <li>Stipends for teacher mentor</li> <li>Stipends for instructional paraprofessionals attending professional development outside of work hours</li> <li>National Board for Professional Teaching Standards (NBPTS) facilitator</li> </ul>	<ul style="list-style-type: none"> <li>Salaries for paraprofessionals</li> <li>Stipends for tutors</li> <li>Stipend for administrators and school board members (may attend professional development alongside teachers, but may not receive a stipend)</li> <li>Stipend for administrators during a contracted workday</li> <li>Stipends already covered by the BEST program.</li> </ul>

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Contracted Services  <a href="#">Budget Activity 15 Public Relations</a>	<ul style="list-style-type: none"> <li>• Consultants to recruit teachers and building leaders via social media</li> <li>• Advertising to recruit effective educators</li> </ul>	
Contracted Services  <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>• Consultants to provide professional learning to improve content knowledge or classroom practice of teachers, principals, and other school leaders</li> <li>• Consultants to provide training to improve content knowledge or classroom practice of instructional paraprofessionals who are learning alongside teachers</li> <li>• Consultants to provide professional learning to support or facilitate National Board certification for teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Substitutes for teachers not attending Title II funded professional learning</li> <li>• Consultants for first aid training</li> </ul>
Contracted Services  <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>• Substitutes for principals, or other school leaders (responsible for the daily instructional leadership and management of a school) to attend Title II funded professional learning</li> <li>• Substitutes for teachers and instructional paraeducators, to attend Title II funded professional learning</li> </ul>	<ul style="list-style-type: none"> <li>• Substitutes for principals not attending Title II funded professional learning</li> <li>• Substitutes for teachers not attending Title II funded professional learning</li> </ul>

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Supplies and Materials <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>Supplies or materials to be used strictly for professional learning such as books or instructional resources</li> <li>Professional learning activity supplies such as chart paper, pens, binders, easels</li> <li>Printing or copying for professional learning activities</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum purchases (also excludes funding for teacher manuals)</li> <li>Supplies to be used in the classroom or by students</li> <li>Anything not directly connected to Title II funded professional learning activity</li> </ul>
Travel <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>Conference registration for Title II funded professional learning activities (standalone conferences may not be funded, but are allowable as part of an ongoing and sustained professional learning plan)</li> <li>Expenses for transportation, per diem, and lodging if the costs align with the district travel rates and policies, and are necessary while in travel status</li> </ul>	<ul style="list-style-type: none"> <li>Any direct reimbursement to a private school</li> <li>Food and refreshments, including working lunches</li> <li>Reimbursing meals per receipt while in travel status</li> </ul>
Travel <a href="#">Budget Activity 15 Public Relations</a>	<ul style="list-style-type: none"> <li>Attending recruitment events, visiting teacher prep programs, other events to recruit teachers that represent the student body and diverse needs of the community.</li> </ul>	<ul style="list-style-type: none"> <li>Normal recruitment activities</li> </ul>

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Other Costs  Budget Activity 31 Professional Development	<ul style="list-style-type: none"> <li>• Reimburse tuition* for paraprofessional in a state-approved teacher preparation program, including alternative route or "grow your own" models</li> <li>• Reimburse tuition* and test fees for a teacher in a state-approved principal preparation program</li> <li>• Reimburse tuition* and test fees for a teacher in an add-on endorsement program               <ul style="list-style-type: none"> <li>* <i>If the LEA pays the tuition prior to completion of the course, a written agreement must be signed by both parties that outlines the process for repayment if the class is not completed or passed.</i></li> </ul> </li> <li>• Cost of state tests to fulfill teaching certificate endorsement requirements (teachers)</li> <li>• Cost of ETS ParaPro assessment (paraeducators)</li> <li>• Cost of National Board candidate or assessment fees</li> <li>• Clock hours that are not included in the cost of the professional development class/course</li> <li>• Professional learning memberships or subscriptions</li> <li>• Space rental for professional learning activities when free facilities are not available</li> <li>• AmeriCorps matching funds</li> </ul>	<ul style="list-style-type: none"> <li>• Any materials, travel expenses, or supplies that are not directly connected to Title II funded professional learning</li> </ul>

Line Item	Eligible Activities/Expenditures	Non-Eligible Activities/Expenditures
Technology <a href="#">Budget Activity 31 Professional Development</a>	<ul style="list-style-type: none"> <li>Professional learning software or digital content supporting a Title II funded activity</li> </ul>	<ul style="list-style-type: none"> <li>Equipment (hardware, computers, or other devices)</li> <li>Software licenses</li> <li>Hardware or software for classroom instruction or student use</li> </ul>
Indirect Costs	<ul style="list-style-type: none"> <li>Allowable <a href="#">district indirect cost rates</a></li> </ul>	<ul style="list-style-type: none"> <li>Indirect rate greater than the percentage assigned to the LEA</li> </ul>

### Resources and References

- Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), [section 2101](#)
- [Non-Regulatory Guidance for Title II, Part A: Building Systems of Support for Excellent Teaching and Learning](#)
- [Unlocking Federal and State Program Funds to Support Student Success](#)
- [Time and Effort Reporting FAQ](#)
- [Allowable Uses of Title II, Part A Funds for Private Schools](#)