

# *Allowable Uses of Title II, Part A Funds*

## General Allowability Requirements

All activities and purchases must meet the purpose of Title IIA:

- Increase student achievement consistent with state standards,
- Improve the quality and effectiveness of teachers and principals
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools, and
- Provide students caught in the opportunity gap, including students of color, students from low-income backgrounds, students with disabilities, English language learners and multilingual students, highly mobile and homeless students, students in highly capable programs, and LGBTQAI+ students greater access to effective teachers and principals.

All activities and purchases must be necessary, reasonable, and allocable: [2 CFR 200](#)

- Necessary: The cost is generally recognized as ordinary and necessary for the operation of the grant. Be sure the cost is included in the Title IIA plan(s) in your application, the cost aligns with the goals of the grant, and your staff have the capacity to use what is being purchased.
- Reasonable: The cost is the market price for goods and services in the geographic area. Be sure the rate paid is fair and defensible.
- Allocable: The cost is in proportion to the value being received. Be sure you have enough time to implement the cost, and the use is documented.

All activities and purchases must supplement, not supplant, state and local funds:

- Activities mandated by the state or in the LEA's collective bargaining agreement may not be funded by Title IIA.
- Activities funded by state or local funds last year may not be funded.

## Overview

The first section provides a high-level overview of what activities and programs may be funded by Title IIA, which staff are eligible to participate in those activities, as well as the required outcomes.

The second section provides a list of allowable expenditures and the activity codes that align to Title IIA.

## Section 1: Programmatic Use of Funds

All Title IIA funded activities, projects, and salaries must be in accordance with the purpose of Title IIA and have a measurable outcome that directly ties back to one of the purposes of Title IIA.



## Professional Learning

Professional Learning must be sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

### Outcome

These activities and programs must have the projected outcome of increasing the number of students meeting challenging state standards.

### Allowable Roles

Title IIA funds may only be used to provide professional learning for:

- Teachers, including instructional coaches and mentors
- Principals and assistant principals
- Instructional paraeducators

### Allowable Activities

High-quality, evidence based, ongoing, personalized professional development on:

- **Building Essential Skills:** Training educators to help all students develop the skills essential for learning readiness and academic success.
- **Using Data:** Teaching educators how to use data effectively helps them understand student achievement and tailor their teaching to improve outcomes as well as understand how to ensure individual student privacy is protected.
- **Experiential Learning:** Opportunities for educators to learn from observing best practices.
- **Integrating Technology:** Helping teachers use technology in their lessons.
- **Supporting Students with Additional Tiered Instruction:** Increase the ability of educators to teach English language learners, students with disabilities, and other students. This may include MTSS and Positive Behavior Interventions.
- **STEM Education:** Learning how to integrate Science, Technology, Engineering, and Math (STEM) education in authentic ways across multiple subjects, including state standards in computer science.
- **Engaging parents, families, and community partners:** Training educators to improve the way the school and the community interact to promote student and school relationships. This may include how to hold effective meetings in diverse community settings.
- **Additional Professional Development:** Must meet the purpose of Title IIA, be evidence based, and provided only to teachers, paraeducators, or principals.

Training, technical assistance, and capacity-building in districts/LEAs to assist teachers and principals in:

- **Assessments:** Designing, selecting, and implementing classroom-based and formative assessments.
- **Using multiple sources of data** to improve instruction, student academic achievement,

and growth over time.

- **Integrating** rigorous academic content and career and technical education to prepare students for postsecondary education and the workforce.
- **School Library:** Supporting the instructional services provided by effective school library programs.

## Recruitment, Induction, and Retention

In schools with high percentages of teachers lacking appropriate endorsements or certification and students not meeting state standards, Title IIA funds could be used to increase the number of effective teachers.

### Outcome

These activities and programs must have the projected outcome of increasing the number effective teachers.

### Allowable Roles

Title IIA funds may only be used to recruit or retain teachers who are teaching in the appropriate assignment/endorsement with a full certificate, hold National Board certification, or who score above a one on Teacher Principal Evaluation and Growth Program (TPEP). Funds can also be used for building administrators (i.e. principals, assistant principals, TOSAs) and instructional paraeducators, if these efforts recruit or retain effective educators.

### Allowable Activities

Developing and implementing recruiting, hiring, and retaining effective teachers in high need schools including:

- Expert help in recruitment and enabling early hiring
- Differential and incentive pay for high need teachers and principals
- Recruit qualified individuals from other fields to become teachers
- Hire additional paraeducators that directly support or reduce the workload of teachers or provide additional planning time with teachers and paraeducators.
- New teacher and principal induction and mentoring programs (Title IIA funds cannot be used to provide a mentor to teachers with a conditional certificate as that is required by law).

*Consult with your HR and Legal Counsel for appropriate documentation related to salary and other payments to teachers and principals.*

### Improve Teacher Evaluations

- Develop processes that include evidence of student achievement, multiple measures of performance, and audits of the evaluation and support system quality.
- Training on how to accurately differentiate teacher performance, provide useful feedback, and use evaluation results to inform decision making about professional development, improvement strategies, and personnel decisions.
- Feedback mechanisms to improve school-working conditions such as school climate

surveys.

#### Professional Growth

- Increasing the number of effective teachers by providing leadership opportunities, multiple career paths, and advancement to teachers, principals, and paraprofessionals
- Supports for teachers and paraprofessionals obtaining full teacher certification
- Supports for teachers earning a National Board certification, or adding endorsements, especially in bilingual education, special education, and other high-need areas

#### Class Size Reduction

- **Prior approval is required – contact Title II, Part A staff before hiring.**
- The teacher hired with Title IIA funds must be fully certificated, teaching in the appropriate assignment, and have at least five years of teaching experience or National Board certification.
- Must be for K-3 classes and reduce class size to 15 or less students—or—be based on an approved evidence-based research study.

### All Staff Trainings

Trainings do not need to meet the same criteria as professional learning and may be short-term or “one offs”.

#### Outcome

These in-service trainings must have the projected outcome of supporting students and improving learning conditions.

#### Allowable Roles

All school personnel

#### Allowable Activities

In-service training for all school personnel on:

- Supporting students affected by trauma and mental illness
- Forming partnerships between school-based mental health programs and public or private mental health organizations
- Training staff to use referral mechanisms for students needing mental health support
- Preventing and recognizing child sexual assault
- Identification of students who are gifted and talented
- Improving school and student safety
- Improving positive peer interaction
- Preventing and recognizing drug and alcohol misuse
- Addressing chronic absenteeism

## Section 2: Eligible and Non-Eligible Expenditures

The budget categories aligned to Title IIA activities are provided in column 1.

| Budget Line                                                                                | Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Non-Eligible Activities/Expenditures                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructional/<br>Professional Staff<br><br>Budget Activity 21<br>Supervision-Instruction  | <ul style="list-style-type: none"> <li>Salaries and Benefits for:               <ul style="list-style-type: none"> <li>Grant Managers</li> <li>Supervisors</li> <li>Clerical Support</li> </ul> </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/<br>Professional Staff<br><br>Budget Activity 31<br>Professional Development | <ul style="list-style-type: none"> <li>Development and support for LEA-based preparation programs for principals</li> <li>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</li> <li>Paid time to select/implement formative assessments, design classroom-based assessments, and review/use assessment data to improve instruction and student academic achievement.</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>Select, create or revise curriculum</li> <li>Lesson planning that is not part of a professional learning activity</li> </ul> |

| Budget Line                                                                             | Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Non-Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructional/<br>Professional Staff<br><br><a href="#">Budget Activity 27 Teaching</a> | <ul style="list-style-type: none"> <li>Differential pay for effective teachers 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 for teachers and principals</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> </ul>                                                                                                                                                                                                      |
| Fringe Benefits<br><br><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<br><br><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> |

| Budget Line                                                           | Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Non-Eligible Activities/Expenditures                                                                                                                                                                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contracted Services<br>Budget Activity 15<br>Public Relations         | <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<br>Budget Activity 31<br>Professional Development | <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<br>Budget Activity 31<br>Professional Development | <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> |

| Budget Line                                                                           | Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                 | Non-Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplies and Materials<br><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's 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<br><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> <li>Out-of-state conferences are allowable in very limited circumstances. The LEA must have documentation that in-state alternatives were considered. The additional costs could result in fewer attendees.</li> </ul> |
| Travel<br><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>                                                                                                                                                                                                                                                                                                                                                         |



| Budget Line                                                               | Eligible Activities/Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Non-Eligible Activities/Expenditures                                                                                                                                     |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Other Costs</p> <p>Budget Activity 31<br/>Professional Development</p> | <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> |

| Budget Line                                                               | Eligible Activities/Expenditures                                                                                                                                                                          | Non-Eligible Activities/Expenditures                                                                                                                                                                  |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technology<br><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 (not allowable if included as part of software for student use)</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](#)
- [Supplement Not Supplant Guidance](#)
- [Professional Educators Standards Board \(PESB\) Assignment](#)