



Title II, Part A – Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders

All costs must be:

- (1) **Reasonable**: consistent with prudent business practice and comparable current market value;
- (2) **Necessary**: required to carry out the intent and purpose of the Title II, Part A program; and
- (3) **Allocable**: chargeable or assignable in accordance with relative benefits received.

In addition, costs must be aligned with generally accepted accounting principles and adequately documented and budgeted within the grant.

Supplement vs. Supplant: Title II funds must be used to supplement (increase the level of services) and not supplant (replace) funds from non-federal sources. Any program activity required by state law, Illinois State Board of Education regulations, or local board policy may not be paid with these funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of these funds. District and school personnel must maintain documentation that clearly demonstrates the supplementary nature of these funds. The federal supplement, not supplant, provision is intended to ensure that services provided under Title II, Part A are in addition to, and not in place of, local funds if Title II funds were not available.

Below is a general overview of allowable and unallowable expenditures under Title II, Part A.

Allowable Expenditures	Unallowable Expenditures
Instructional and Administrative Support	
Salaries for certified teachers for class-size reduction	Salaries for regular class teachers
Academic/instructional coaches	Salaries for paraprofessionals, tutors, and interventionists
Program administrator, grant manager, professional development coordinator salaries for the <i>portion</i> that provides direct support of Title II allowable activities	Entire salary of administrator unless entire responsibility is Title II
Support staff for Title II grant work – only <i>portion</i> of salary that provides direct support of Title II allowable activities	Base pay for principals (contract hours)
Professional Development	
Substitutes for teachers, principals, or other school leaders to attend Title II-funded professional development	Substitutes for teachers not attending Title II-funded professional development
Tuition reimbursement costs (paid to staff [not college/university] for staff development as part of a benefits package)	Tuition reimbursement paid directly to college/university
Purchased services for professional development of teachers, principals, and other school leaders to improve content knowledge and classroom practice, to improve student behavior in the classroom, and identify early and appropriate interventions to help students with special needs	Rental of a venue to provide professional learning unless the expense is determined to be a necessary and reasonable expense
Expenses for transportation, per diem, and lodging, if the costs are reasonable and necessary	Food, meals, drinks for professional development (including working lunches)
Equitable services for private schools	Direct reimbursement to private, nonpublic schools
Stipends for teachers, principals, or other school leaders to lead or participate in workshops or training	Professional training of religious or political nature.

Out-of-state workshop (if it is not being offered locally) must include identified function, number of travelers, projected cost, date(s) of travel, and benefit to project.	Professional training for private schools must meet the specific needs of students enrolled in a private school and not the school itself. Funds may not be used to meet the needs of a private school or the general needs of the students enrolled in the private school.
Conference registration costs for Title II-funded professional development activities	
Professional development memberships or subscriptions	
Payment to ROE for staff development training	
Materials/Supplies/Equipment	
Supplies or materials to be used strictly for professional development, such as books or instructional resources, directly connected to Title II professional development activities	Supplies and materials for classroom or student use
Portion of software or digital content used as part of a Title II-funded professional development activity	Equipment (hardware, computers, or other devices) not related to training activities or for student use
Professional development activity supplies, such as printing or copying, chart paper, pens, binders, easels, folders and other supplies, directly connected for use of Title II professional development activities.	
Periodicals, online subscriptions, and software license fees	
Recruitment and Retention Activities	
Cost of state tests to fulfill teaching certificate endorsement requirements (teachers)	
Recruitment, retention, mentoring, and induction costs	
Advertising to recruit effective educators	
Job fairs and other recruitment events	
Other	
Developing or improving a rigorous, transparent, and fair evaluation and support system for teachers, principals, or other school leaders	Social events, e.g., recreation, alcohol, entertainment, non-educational field trips, passes to amusement parks, etc.
REAP flexibility	Fundraising, raffles, door prizes, movie tickets, gifts
Indirect costs per restricted rate identified for LEA	Employee awards
	Promotional items such as T-shirts, caps, tote bags, imprinted pens and key chains, souvenirs, incentives
	Construction – building construction, structural alterations, building maintenance, or repairs
	Non-educational games and devices