



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
Salaries for certified teachers for class-size reduction	Salaries for regular class teachers
Recruitment, retention, mentoring, and induction costs	
Mentor stipends to support new teachers through observations, training and coaching	Salaries for paraprofessionals, tutors, and interventionists
Mentor substitutes to support observation and coaching of new teachers	
Job fairs and other recruitment events	
Academic/instructional coaches	Substitutes for teachers not attending Title II-funded professional development
Substitutes to allow for “Timebanks” or Flexible Time for collaborative planning, curriculum writing, peer observations, and trainings.	
Substitutes for teachers, principals, or other school leaders to attend Title II-funded professional development	
Evidence based professional development of teachers, principals, and other school leaders.	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 to attend professional development	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 not 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	
Payment to ROE for staff development training	
Supplies or materials to be used 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 for 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.	Social events, e.g., recreation, alcohol, entertainment, non-educational field trips, passes to amusement parks, etc.
Periodicals, online subscriptions, and software license fees for Professional Development	Fundraising, raffles, door prizes, movie tickets, gifts
Evaluation Tools and Supports	Employee awards
Developing or improving a rigorous, transparent, and fair evaluation and support system for teachers, principals, or other school leaders	Promotional items such as T-shirts, caps, tote bags, imprinted pens and key chains, souvenirs, incentives
REAP flexibility	Construction – building construction, structural
	Non-educational games and devices

Please note: All Professional Development must be evidence based and the LEA must state how they will evaluate the professional development at the end of the year.

Illinois State Board of Education
Title Grants Division
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