

Eligible/Non-Eligible Expenditures

Please note:

- Title II, Part A eligible expenditures MUST BE aligned with the district Needs Assessment and MUST BE reasonable and necessary.
- Title IIA Funds may not be used to develop/align/design/map/revise curriculum, assessments or DDMs; Title IIA funds may be used to provide professional development/training/resources to teach/train on how to develop/align/design/map curriculum, assessments or DDMs.

Line Item	Eligible Activities	Non-Eligible Activities
1. Administrator Salaries	<ul style="list-style-type: none"> • Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dealing directly with Title II, Part A 	<ul style="list-style-type: none"> • Entire salary unless the manager’s entire responsibility is Title II, Part A
2. Instructional/ Professional Staff	<ul style="list-style-type: none"> • Academic/Instructional coaches • Salary for HQ teacher for class-size reduction • Development and support for district based preparation programs for administrators • Development and support for district based teacher preparation programs for initial and/or professional licenses • Differential pay for teachers in high need districts* • Signing bonuses* • Differential pay for core academic shortages* • Merit Pay* 	<ul style="list-style-type: none"> • Develop/align/design/map/revise curriculum, assessments or DDMs • Salary for non-HQ class-size reduction teacher
3. Support Staff Salaries	<ul style="list-style-type: none"> • Secretary/Bookkeeper for Title II, Part A grant work – only portion of salary dealing directly with Title II, Part A 	<ul style="list-style-type: none"> • Entire salary unless the support staff’s entire responsibility is Title II, Part A
4. Stipends	<ul style="list-style-type: none"> • Teacher stipends to present workshops, trainings that improve content knowledge and/or classroom practice • Teacher stipends for participation in Title II, Part A PD • Stipends for Mentors/Mentor Coordinator 	<ul style="list-style-type: none"> • Stipends/salaries for paraprofessionals/aides • Stipends for tutors
5. Fringe Benefits	<ul style="list-style-type: none"> • MTRS • Other Fringe benefits such as health insurance 	
6. Contractual Services	<ul style="list-style-type: none"> • Consultants for HQ PD to improve content knowledge and/or classroom practice • Consultants to provide training to enable educators to involve parents in their children’s education • Consultants to improve classroom management • Consultants to provide training to improve content knowledge and/or classroom practice of paraprofessionals • Substitutes for teachers attending TIIA funded HQ PD or for CSR • Consultants for Private School allocation 	<ul style="list-style-type: none"> • Substitutes for teachers not attending TIIA funded PD or not CSR teacher • Consultants for non-core academic areas • Consultants for first aid training
7. Supplies and Materials	<ul style="list-style-type: none"> • Supplies to be used strictly for PD such as books, software, instructional technology • HQ PD Meeting supplies such as chart paper, pens, binders, easels 	<ul style="list-style-type: none"> • Supplies to be used in the classroom or by students • Anything not directly connected to educators’ PD

		<ul style="list-style-type: none"> • Books, software, instructional technology for private schools • Evaluation system-related data systems to manage linking student-teacher data
8. Travel (Registration)	<ul style="list-style-type: none"> • Conference registration for HQ PD • Course reimbursement for HQ PD • Cost of required state tests to determine HQ status • Private school allocation for HQ PD • Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary • Support for National Board certification 	<ul style="list-style-type: none"> • Meals unless included in registration fee for conference • Meals for school/district PD meetings
9. Other Costs	<ul style="list-style-type: none"> • Memberships/Subscriptions for HQ PD • Advertising to recruit HQ educators • Printing/Copying for HQ PD • Space rental for HQ PD 	
10. Indirect Costs	<ul style="list-style-type: none"> • District indirect cost rates can be found at www.doe.mass.edu/Grants/essential.html 	<ul style="list-style-type: none"> • Indirect rate greater than the percentage assigned to district
11. Equipment		<ul style="list-style-type: none"> • Equipment

**Must be linked to measureable increases in student academic achievement produced by the efforts of that teacher or principal*

Private Schools Checklist

- For TIIA, equitable participation applies to all private schools within district boundaries
- Contact at least twice and document it
- Consult with representative from private schools to determine PD needs
- Districts cannot simply offer private school educators to attend district PD sessions
- Districts remain in control of the funds (no money goes to the private schools)
- Charter and Vocational districts are exempt from consulting private school

Amendments

To submit an amendment, retrieve the approved TIIA grant from the "Outbox" in the security portal. Make changes to the approved grant and resubmit it to the security portal.

Be sure to submit an amendment for a line item when there is a 10% or greater change.

Amendments may be submitted when there is change which is less than 10%, but are not required.

Quick Checks before Submitting the Application

- Contact Information:** Is the current TIIA contact listed in the workbook cover page?
- Private School Information:** Be sure you contacted the private school twice via a documentable method (fax, email, letter). At least one of the attempts to contact the private school(s) in your district boundaries should be via certified mail (Note: charter schools and vocational districts do not need to complete this).
- Priority Needs-Budget:** Make sure everything included in the budget is included in the needs assessment (Exceptions are program administration and private school allocations).
- Complete the Requirements:** Complete all yellow cells throughout the workbook; when available, only use the choices in the drop down menus; when in doubt, read additional notes by running your mouse over the red triangle in the upper right corner of a cell.