Title II, Part A

1. **Program Detail tab**
   a. **Activities Page 1**
      i. The district must select what activities it are using their Title II, Part A funds to strengthen.
         1. If the district selects *"Activity 1"* under **Educator Performance and Support SEC. 2103,** it must explain how it is going to develop and improve an evaluation and support system that is evidence based to student achievement.
         2. If the district selects *"Activity 2"* under **Educator Performance and Support SEC. 2103,** it must explain how it is going to develop feedback mechanisms to improve school working conditions.
         3. If the district selects *"Activity 1"* under **Staff Recruitment/Retention SEC. 2103,** it must explain how it is going to develop and implement initiatives to assist in recruiting, hiring, and retaining effective teachers.
         4. Required if "Activity 1" is selected If the district selects *"Activity 2"* under **Staff Recruitment/Retention SEC. 2103,** it must explain how it is going to recruit qualified individuals from other fields.
         5. If the district selects *"Activity 1"* under **Curriculum/Instruction SEC. 2103,** it must list the number of teachers hired with Title II, Part A funds to reduce class size, the grade to be reduced, subject area to be reduced (if needed), the Students/Teacher ratio before the reduction, and Students/Teacher ratio after the reduction.
            a. District must check box assuring Staff hired with Title II, Part A funds for reducing class size will be properly licensed and endorsed in their area.
            b. Districts then must provide an explanation as to how this reduction in class size will improve student achievement. (500 minimum)
            c. Districts must also explain why the class size reduction is needed, and what professional development is being provided for the newly hired teacher. (500 minimum)
         6. If the district selects *"Activity 2"* under **Curriculum/Instruction SEC. 2103,** it must explain what supporting instructional services are provided by effective school library programs.

7. If the district selects *"Activity 3"* under **Curriculum/Instruction SEC. 2103,** it must explain what other activities were selected, and how they are evidence based.

b. **Activities Page 2**
   i. Describe all checked items in detail, including the intended outcome(s) for professional development. The response must also address sustainability. (500 minimum)
      1. If the district selects *"Activity 1"* under **Professional Development SEC. 2103,** it must explain what high-quality, personalized, and evidence-based professional development opportunities are offering to the staff.
      2. If the district selects *"Activity 2"* under **Professional Development SEC. 2103,** it must explain what programs and activities it is developing to increase the ability of staff members to effectively teach using a multi-tiered system of support.
      3. If the district selects *"Activity 3"* under **Professional Development SEC. 2103,** it must explain in detail how it is providing programs and activities to increase the knowledge base on instruction in the early grades.
      4. If the district selects *"Activity 4"* under **Professional Development SEC. 2103,** it must explain in detail what training, technical assistance, and capacity-building the district is providing to assist staff in implementing assessments and using data to improve instruction and academic achievement.
      5. If the district selects *"Activity 5"* under **Professional Development SEC. 2103,** it must explain in detail what in-service training the district is providing to school personnel in school-based mental health activities.
      6. If the district selects *"Activity 6"* under **Professional Development SEC. 2103,** it must explain in detail what training the district is providing to support the identification of students who are identified as gifted and talented.
      7. If the district selects *"Activity 7"* under **Professional Development SEC. 2103,** it must explain in detail what training the district is providing to all staff to help prevent and recognize child sexual abuse.
      8. If the district selects *"Activity 8"* under **Professional Development SEC. 2103,** it must explain in detail what high-quality professional development the district is providing to all staff to promote high-quality instruction and leadership in science, technology, engineering, and mathematic subjects, including computer science.

9. If the district selects *"Activity 9"* under **Professional Development SEC. 2103,** it must explain in detail what high-quality professional development the district is providing to all staff to integrate rigorous academic content, career and technical education, and work-based learning, which may include providing planning time, to help prepare students for postsecondary education and/or the workforce.

c.   Budget Pages Tab

1. Private/Nonpublic Equitable Share – This page is a read-only copy of the Title II Part A Equitable Share page which is completed at the ESEA/ESSA Consolidated application. If you need to make changes, you must change them on the ESEA/ESSA Consolidated application, Title II Part A Equitable Share page.

2. Budget Detail-This page will contain information on how Title II, Part A funds will be spent during the school year. Dollars must be spent under the appropriate topic area. For example, all professional development goes under Topic 2, and Private School expenses are under Topic 8. Remember that set asides that are listed on Targeting Step 4 under the Consolidated Application must show up on the budget pages.

3. If the district has, and choses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.

4. Calculate and save the page.

d.   Property and Equipment Tab

1. Should a district purchase any singular item with a cost of $5,000 or more, this page must be completed. The district will give a description of the item, how may are being purchased, and the unit cost. The page will automatically calculate the total costs.

2. If needed, further clarification can be given in the textbox at the bottom of the page.

e.   Budget Summary Tab

1. This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.

f.   Page Lock Control

1. The page lock control tab can be used to unlock any page within the Title II, Part A portion of the grant application.

2. After clicking on the tab, check the radio button titled Expand All to see the list of options.

3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to open the page.