

# **PINELLAS COUNTY SCHOOLS**

## **Private School Handbook TITLE II & TITLE IV**



**A GUIDE FOR PARTICIPATING  
PRIVATE SCHOOLS**

### **TITLE II**

**Supporting Effective Instruction**

### **TITLE IV**

**Student Support and Academic Enrichment**

**PCS  
SPECIAL  
PROJECTS  
DEPARTMENT**

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## Section 1

# GENERAL INFORMATION

**This section includes:**

[Overview of Title II and Title IV](#)

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## GENERAL INFORMATION

### Overview

Activities supported with Title II or Title IV funds must be in addition to, not in place of, what the school would otherwise provide. It would be supplanting to use Title II or Title IV funds to provide services or resources a private school should provide in the absence of these funds.

| Title II: Supporting Effective Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Title IV: Student Support and Academic Enrichment                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ul style="list-style-type: none"> <li>• Increase student achievement consistent with the challenging state academic standards.</li> <li>• Improve the quality and effectiveness of teachers, principals and other school leaders.</li> <li>• Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools.</li> <li>• Provide low-income and minority students greater access to effective teachers, principals and other school leaders.</li> </ul> | <p><u>Purpose:</u></p> <ul style="list-style-type: none"> <li>• Provide students with access to a well-rounded education.</li> <li>• Improve safe and healthy school conditions for student learning.</li> <li>• Improve the use of technology to increase the academic achievement and digital literacy of all students.</li> </ul> |

### Private School Participation in Title II and Title IV

School districts are required to provide educational services and other benefits for private school children, teachers and other educational personnel, equitable in comparison to services and other benefits for public school children, teachers and other educational personnel, pursuant to section 8501(a)(3)(A) of the Elementary and Secondary Education Act (ESEA), amended by Every Student Succeeds Act of 2015 (ESSA). Private schools must hold non-profit status to be eligible to receive funds.

### Intent to Participate

Private schools must decide annually which federal programs they wish to participate in for the following school year. The process is known as “Intent to Participate” and the details are explained in the next section of this manual.

### Period of Allowability

Federal funds must be **obligated during the grant’s period of availability**, which is typically **12 months**. For example, if a grant is awarded for FY 2027 (July 1, 2026 – June 30, 2027), all obligations must be made within that timeframe.

## GENERAL INFORMATION

### **Affirmation of Consultation**

School districts should obtain a written affirmation, signed by officials of each participating private school, that meaningful consultation required by ESSA, has occurred. The written affirmation must provide the option for private school officials to indicate if they feel timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children.

If private school officials do not provide the written affirmation within a reasonable time period, the district must document that consultation or attempts at consultation took place, pursuant to section 8501(c)(5).

### **Determining Allocations**

The amount a school district must reserve to provide equitable services for private schools is based on the district's total allocation, less administrative costs, which provides a per pupil rate. The district determines the amount of funds available for equitable services by calculating, on a per-pupil basis, the amount available for all public and private school students enrolled in participating private elementary and secondary schools in areas served by the district (regardless of a student's residency). This method is used for both Title II and Title IV funds.

### **Option to Pool Funds- Collaborative Activities Involving Multiple Private Schools**

Schools may choose to collaboratively participate in activities by "pooling" their set-asides. This can be accomplished by designating one individual to serve as the contact person for specific activities, who will work with the Special Projects office to implement the spending process. Principals of participating schools will be required to submit written authorization for pooling school set-asides for specific activities.

### **Process for Collaborative Activities**

- Describe each professional development activity in which the school will collaborate with one or more schools to "pool" Title II funds on the PD plan.
- Provide the names of collaborating schools at the time of plan submission.
- Clearly and succinctly describe how each activity will enhance and expand knowledge and skills of teachers, principals, and other school leaders.
- Provide scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school's Needs Assessment.
- For each activity, indicate the kind of expenses that are expected to be incurred and paid by Title II funds, including whether a consultant will be used, and if so, provide the name of the consultant if that information is known at the time of plan submission.
- Provide estimated expenses.
- Each school "pooling" funds for an activity should include it on their Title II plan.

## GENERAL INFORMATION

### Roll Forward

In general, to ensure that equitable services are provided in a timely manner, a district must obligate the funds allocated for equitable services under all applicable programs in the year for which they are appropriated (ESEA sections 1117(a)(4)(B) and 8501(a)(4)(B)). There may be extenuating circumstances, however, in which a district is unable to obligate all funds within this timeframe in a responsible manner. Under these circumstances, the funds may remain available for the provision of equitable services under the respective program during the subsequent school year. In determining how such carryover funds will be used, the district must consult with appropriate private school officials (ESEA sections 1117(b) and 8501(c)).

### Control of Funds and Reimbursement

Pursuant to [section 8501\(d\)](#), the LEA must maintain control of funds at all times. Any materials, equipment or property purchased with grant funds shall remain property of the LEA, where the materials, equipment or property must continue to be used for the purposes of Title II and Title IV. Private schools should maintain an inventory of equipment or property, particularly technology purchases, each year and conduct a yearly reconciliation. Private schools must work with the district to set up Purchase Orders for all purchases and services.

Alternatively, the school district may use Title II and/or Title IV funds to reimburse an individual private school teacher, principal or other school leader for professional development that the district has pre-approved and meets the reasonable and necessary cost principles of 2 CFR section 200. The school district must not reimburse for unallowable activities and must **not reimburse the school directly**.

### Record Keeping

While the district will work to not overburden a private school in paperwork, the district is fiscally responsible for the management of funds pursuant to section 8501(d), and as such, the district may require the private school to submit necessary documentation to determine student and teacher needs, as well as documentation to determine that the activities and expenses are allowable, reasonable and necessary, and in accordance with any and all federal and state requirements.

### Procurement

School districts that serve private schools expend funds on behalf of the private schools; thus all private school expenditures must also comply with the district's procurement procedures. Districts entering contracts on behalf of private schools must adhere to district procedures and have the primary responsibility for maintaining documentation.

#### **Procurement - Purchases between \$10,000 and \$50,000 (Small Purchases)**

The Purchasing Department requires that POs for small purchases between **\$10,000 - \$25,000** be documented by at least three written quotes. Small purchases between **\$25,000 - \$50,000** require three written quotes *and* an additional level of approval by the Executive Director or by

## GENERAL INFORMATION

### Procurement Continued...

position equal to or more senior than the Executive Director. Additionally, if the PO is in excess of \$10,000, an agreement must be executed by the requesting school or department that includes a termination clause, addressing termination for cause and for convenience, including the manner by which termination will be affected and the basis for settlement. In the absence of an executed agreement, the approved purchase order is considered the contract and contains the applicable terms and conditions, including termination for cause or convenience.

#### **Procurement - Purchases Over \$50,000**

The district requires formal, advertised procurement procedures to be followed for any purchase greater than \$50,000. All purchases over \$50,000 must be approved by the Board, regardless of which procurement method is used.

To meet its general record-keeping responsibility, the school district should document that:

- Representatives of private schools were informed of the availability of services
- The needs of private and public-school teachers were identified as part of a Needs Assessment
- Private school officials were consulted and provided an opportunity for input into the planning of program activities; and
- The district's approved budget permitted equitable participation for private schools

#### **Procurement - IT Governance**

The Pinellas County Schools (PCSB) Information Technology (IT) governance (IT Gov) process guides the acquisition and implementation of technology (including both hardware and software). Because PCS makes purchases on behalf of private schools, all purchases using federal title funds have to follow the same approval processes. This includes a review of the potential software or hardware purchase and whether it meets current state laws. You will be asked to complete a form for all technology-related purchases including software, hardware, robots, digital curriculum, etc.

## Section 2

# THE PROCESS

### **This section includes:**

[Notification](#)

[Intent to Participate](#)

[Consultation](#)

[The Needs Assessment](#)

[Needs Assessment Components](#)

[Needs Assessment Submissions](#)

[Participation Request](#)



## THE PROCESS

### Notification

The Elementary and Secondary Education Act (ESEA), amended by Every Student Succeeds Act of 2015 (ESSA), requires that school districts contact appropriate officials of all private schools within the geographic boundaries of the district annually to determine if they want their schools to participate in available grant programs, regardless of whether those officials have recently indicated any interest in program participation. Pinellas County Schools will notify all private schools each spring to ensure they are aware of next year's funding opportunities, timelines and processes. To provide the opportunity for a school to take part in the annual Needs Assessment before allocations are made available in the next fiscal year, letters should be mailed in the current fiscal year.

### Intent to Participate

Intent to Participate forms are sent to private schools annually, during the month of December. Schools will receive the form and relative timelines from Special Projects and will need to respond with what programs they wish to participate in or not participate in for the following school year. Included with this form is a request to update the schools' eligibility information for participation in grant programs. This will include:

- a **written affirmative** action policy, or description of standing practices, of admitting students irrespective of race.
- documentation of **501(c)3 tax-exemption**; and
- the U.S. Education Department's Office for Civil Rights "Assurance of Compliance—Civil Rights Certificate", signed and dated by the school principal (submit signed form to the school district; do not submit to the Special government as indicated on the form)

### Consultation

To ensure timely and meaningful consultation, the school district must include private school officials during the design and development of the proposed programs, pursuant to section 8501(c).

It is important that attention be given to the timing of the consultation so that decisions affecting private school participation are made after discussions have taken place. In accordance with section 8501(c)(3), the consultation must occur before the district and private schools make any decisions that affect the opportunities for eligible private school children, teachers and other educational personnel to participate in grant programs.

Pursuant to section 8501(c)(1), school districts must consult with appropriate private school officials and have the goal of reaching an agreement on how to provide equitable and effective programs for eligible private schools on issues such as the following:

- How student needs will be identified
- How student needs will inform professional learning needs of teachers, principals and other school leaders
- What services will be offered
- How, where, and by whom the services will be provided

## THE PROCESS

### Consultation – Continued

- How the services will be assessed and how the results of the assessment will be used to improve those services, as school districts are responsible for ensuring private schools measure the effectiveness of funded activities
- The size and scope of the equitable services to be provided to eligible teachers, the amount of funds available for those services and how that amount is determined
- How and when the district will make decisions about the delivery of services, including thorough consideration and analysis of the views of the private school officials on the provision of services through potential third-party providers
- Whether to provide equitable services to eligible private schools by creating a pool or pools of funds with all the funds allocated, in accordance with section 8501(a)(4)(C).

Through consultation, the school district will provide private school officials with guidance and/or copies of applicable policies or written procedures, such as travel, stipends, and documentation to help determine reasonability, allowability and necessity.

### The Needs Assessment

Private schools' use of Title II and Title IV funds should be based on a documented Needs Assessment that is aligned to a strategic participation plan. The Needs Assessment process helps determine if the current methods of participation are meeting the needs of private schools. Additionally, information from the Needs Assessment is used in the development of the district's Title II and Title IV applications. Participating schools must submit a Needs Assessment to the Special Projects office for review and approval prior to submitting a Participation Request. The Needs Assessment workbook also contains a budget that should directly relate to the needs identified. Activities that are not aligned to the school's Needs Assessment and not included in the Needs Assessment workbook will not be approved. Private schools will have multiple opportunities in the school year to make amendments to their Needs Assessment workbook and budget. After these amendments are submitted and approved by the state, schools will be able to complete a Participation Request and spend funds on their approved activities.

### Needs Assessment Components

The six components of the Needs Assessment are:

1. Briefly summarize the school's Needs Assessment process.
2. Identify your students' needs (academic, social-emotional, physical health, digital literacy) that emerged from the process described above. Provide appropriate data for support.
3. Identify your professional development needs, related to addressing the student needs identified above.
4. Describe the programs, services or other activities the school intends to implement to address the identified needs.
5. Provide outcome objectives for activities to be funded through Title II, Part A and/or Title IV, Part A. Describe the plan for determining the extent to which these services and programs contributed to addressing needs identified above.
6. Provide a budget for allocated Title II and Title IV funds. Budgets must include all travel plans, particularly any out-of-state travel requests, consultant contracts, and specific technology purchases. Budgets should be highly specific and detailed.

## THE PROCESS

### **Needs Assessment Submissions**

Needs Assessments and budgets are submitted to Special Projects using Smartsheet. Templates and links to submit are found on the Special Projects website at: <https://www.pcsb.org/learning/special-projects/private-schools/private-school-participation>

Needs Assessments will be collected and edited at application time in March/April. Then there will be opportunities to amend it in Fall, Winter and Spring. Schools will receive email notification the month prior, so they will have an opportunity to request changes to their budget.

### **Participation Request**

After submission of Needs Assessments and after the state awards grant funding, private schools may submit a Participation Request to spend funds. Activities included on the Participation Request must be aligned to the school's Needs Assessment and be on the current approved budget. Participation Requests should only be turned in if the activity is already on your current, approved Needs Assessment. Otherwise, you will need to wait until an amendment period to change your Needs Assessment & Budget. Then wait to get state approval before submitting the Participation Request. Activities **MUST NOT** begin prior to being approved by the Grant Coordinator for Title II or Title IV funding. Participation Requests must be submitted using Smartsheet. Schools will receive emails from Smartsheet with follow-ups and status updates. You do not need a Smartsheet account as the information you need will be included in the email. Templates and links to submit are found on the Special Projects website at: <https://www.pcsb.org/learning/special-projects/private-schools/private-school-participation>

## Section 3

# TITLE II SPECIFICS

### **This section includes:**

[R.A.N. - Title II Allowability](#)

[Professional Development Supplies](#)

[Professional Development School Based Activities](#)

[Professional Development Conference](#)

[Professional Development Stipends](#)

[Professional Development Coursework](#)

## TITLE II SPECIFICS

### Title II Allowability – Equitable Services for Private Schools

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| Allowable activities for Private Schools:                                                                          |
| <b>Supplies: Materials and Equipment</b> that are secular, neutral and nonideological                              |
| <b>Professional Development (PD): School Based Activities</b> to address the specific needs of students            |
| <b>Professional Development: Conference</b> that supports secular PD plan                                          |
| <b>Professional Development: Other- College Course</b> not in degree program to address specific needs of students |
| <b>Subscription</b> to a program that provides access to PD                                                        |

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

| PD: SUPPLIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PD: SCHOOL BASED                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Materials and equipment are secular, neutral and nonideological<br><input type="checkbox"/> Supplies are for PD and allowable<br><input type="checkbox"/> Supply details are provided (exact items, purpose, cost, vendors, etc)                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Facilitated by outside consultant.<br>*Can not be an employee of the school<br><input type="checkbox"/> Quote from consultant less than \$3000 per day (for full day)<br><input type="checkbox"/> Scope of work, agenda provided<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment                                                                   |
| PD: OTHER<br>College Courses or Subscriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PD: STIPENDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> Course not part of a degree program<br><input type="checkbox"/> Course is for PD purposes<br><input type="checkbox"/> Subscription provides access to PD                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> PD Facilitated by Outside Consultant<br>*Can not be an employee of the school<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment<br><input type="checkbox"/> PD attended outside of contract hours/school day<br><input type="checkbox"/> Rate of pay is reasonable and should not exceed PCS current rate for PD stipends which is \$22.50 per hour. |
| PD: CONFERENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Academic Purpose<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment<br><input type="checkbox"/> Sponsored by faith-based organization<br>*If yes, plan provided delineating secular and non-secular activities prior to attending<br><input type="checkbox"/> Local (in state)<br><input type="checkbox"/> Out of State (if yes details provided)<br><input type="checkbox"/> Travel costs are reasonable |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## TITLE II SPECIFICS

### Professional Development- Supplies

#### Allowable Activities

Materials and equipment for professional development that are secular, neutral and nonideological

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule.

#### Details

- Purchases of professional development materials (e.g. professional development books for participants) and other related expenses must be purchased directly through the school district's Special Projects office.
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet
- Upload quote for materials
- Upload detailed materials worksheet
- Purchase Order issued and items ordered (PCS Staff)
- Upon receipt of materials return a signed copy of the Purchase Order to the Special Projects office to verify receipt of materials. Once received, payment can be processed.

#### Important to Note

- Materials and equipment are secular, neutral and nonideological
- Supplies are for PD and allowable
- Supply details are provided (exact items, purpose, cost, vendors, etc.)
- Materials are on Needs Assessment
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Vendor quote
- W-9 for new vendors
- Detailed [materials worksheet](#) with links to Amazon items

## TITLE II SPECIFICS

### Professional Development – School Based Activities

#### Allowable Activities

School Based PD Activities to address the specific needs of students

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Purchases of professional development services (e.g. consultants) and other related expenses must be purchased directly through the school district's Special Projects office.
- Activity approved in Needs Assessment
- Not to exceed \$3,000 per full day per [Common Federal Program Guidance](#)

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Upload quote with Scope of Work for Consultants (includes all topics & deliverables AND W-9)
- Purchase Order processed (PCS Staff)
- Submit Consultant invoice after training has been completed
- Submit signed PO

#### Important to Note

- Facilitated by an outside consultant.  
**\*Can not be an employee of the school**
- Quote from consultant for less than \$3000 per day (for full day)
- Scope of work, agenda provided
- PD benefits a specific student need and not the school itself
- PD aligns with Needs Assessment
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Out of County Travel Form (email Grant coord if needed)
- Mileage – MapQuest
- Hotel Receipts
- Airline receipts
- Car rental/taxi receipts
- Personal bank/credit card statements documenting payment (remove Personal Identifiable Information)
- Certificate of completion

## TITLE II SPECIFICS

### Professional Development- Conference

#### Allowable Activities

Conference that supports secular PD plan and has an academic purpose

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Activity approved in and aligned with Needs Assessment
- Registration for conferences & on-line professional development must be paid for by the attendee & reimbursed following the activity with documentation that the professional development has been successfully completed.
- Reimbursement requests for travel expenses during the grant period **must be submitted within thirty (30) days following the travel period.**
- Travel to/from by automobile—mileage is .70 cents/mile round trip according to Map Quest map mileage
- Meals at \$64/day—receipts are not required. To be eligible for meal reimbursement, the following guidelines must be used.
  - Breakfast: \$16.00—Travel must begin *before* 6 a.m. & extend *beyond* 8 a.m.
  - Lunch: \$17.00—Travel must begin *before* 12 p.m. & extend *beyond* 2 p.m.
  - Dinner: \$31.00—Travel must begin *before* 6 p.m. & extend *beyond* 8 p.m.
- **Note: meals for single-day travel are not allowable.**

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to attending
- Upon completion of conference, upload attendee certificate of completion or attendance verification, and Out of County Travel form, signed by Principal & expense documentation.

#### Important to Note

- Funds must be obligated during the grant period of availability PD benefits a specific student need and not the school itself
- If sponsored by faith-based organization, provide conference agenda delineating secular & non-secular activities **AND** schedule a meeting with Grant Manager to collaborate on percentage of conference sessions allowable **prior** to attending
- Local (in state)
- Out of State (if yes, details must be provided)
- Travel costs are reasonable

#### Documentation Required

- Quote with Scope of Work
- W-9
- Invoice following services



## TITLE II SPECIFICS

### Professional Development-Stipends

#### Allowable Activities

School Based PD Activities to address the specific needs of students

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Documentation Required

- Agenda
- Sign-in sheets
- W-9
- Check request form

#### Details

- PD sessions should enhance student learning and address identified areas of need as outlined in approved Needs Assessment
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Provide agenda of PD including dates and times
- Provide names of staff who will attend training
- Upon completion of training, submit sign-in sheets documenting attendance
- Submit W-9 and check request form for each attendee

#### Important to Note

- PD Facilitated by Outside Consultant  
**\*Can not be an employee of the school**
- PD benefits a specific student need and not the school itself
- PD aligns with Needs Assessment
- PD attended outside of contract hours/school day
- Rate of pay is reasonable and should not exceed PCS current rate for PD stipends of \$22.50 per hour.
- Funds must be obligated during the grant period of availability

## TITLE II SPECIFICS

### Professional Development - Coursework

#### Allowable Activities

- College Course not in degree program to address specific needs of students
- Subscription to a program that provides access to PD

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Certification of course completion required for reimbursement.
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Include course description and need for PD
- Upon completion, upload Out of County form with documentation for registration expense only
- Upload certification of course completion

#### Important to Note

- Course cannot be part of a degree program
- Course is for PD purposes
- Subscription provides access to PD
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Out of County form signed by Principal
- Certification of Completion
- Personal bank/credit card documentation of payment

## Section 4

# TITLE IV SPECIFICS

### **This section includes:**

[R.A.N. - Title IV Allowability](#)

[Supplies](#)

[Professional Development – School Based Activities](#)

[Professional Development – Conference](#)

[Professional Development – Stipends](#)

[Purchased Services](#)

[Field Trips](#)

## TITLE IV SPECIFICS

### Title IV Allowability – Equitable Services for Private Schools

Allowable Activities for Private Schools:

**Supplies: Materials and Equipment** (including Tech) that are secular, neutral and nonideological

**Professional Development (PD): School Based Activities** to address the specific needs of students

**Professional Development: Conference** that supports secular PD plan

**Field Trips:** for students to support instructional activities

**Purchased Services:** for subscriptions, software, repairs, consultants, mental health services, etc

#### Title IV Areas of Focus (AOF)

- 1) Well Rounded Education
- 2) Safe and Healthy Schools
- 3) Technology  
(15% cap on hardware)

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

| SUPPLIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PD: SCHOOL BASED                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Materials and equipment are secular, neutral and nonideological<br><input type="checkbox"/> Supplies support AOF and are allowable<br>AOF 1 [ ]<br>AOF 2 [ ]<br>AOF 3 [ ]<br><input type="checkbox"/> Supply details are provided (exact items, purpose, cost, vendors, etc)<br><input type="checkbox"/> If technology, meets 15% cap                                                                                                                                                                      | <input type="checkbox"/> Facilitated by outside consultant.<br>*Can not be an employee of the school<br><input type="checkbox"/> Quote from consultant less than \$3000 per day (for full day)<br><input type="checkbox"/> Scope of work, agenda provided<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment<br><input type="checkbox"/> AOF Connection                        |
| PD: CONFERENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PD: STIPENDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> AOF Connection<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment<br><input type="checkbox"/> Sponsored by faith-based organization<br>*If yes, plan provided delineating secular and non-secular activities prior to attending<br><input type="checkbox"/> Local (in state)<br><input type="checkbox"/> Out of State (if yes details provided)<br><input type="checkbox"/> Travel costs are reasonable | <input type="checkbox"/> PD Facilitated by Outside Consultant<br>*Can not be an employee of the school<br><input type="checkbox"/> PD benefits a specific student need and not the school itself<br><input type="checkbox"/> PD aligns with needs assessment<br><input type="checkbox"/> PD attended outside of contract hours/school day<br><input type="checkbox"/> Rate of pay is reasonable and should not exceed PCS current rate for PD stipends which is \$22.50 per hour. |
| PURCHASED SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FIELD TRIPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Subscription/license for academics<br><input type="checkbox"/> Subscription/license for mental health<br><input type="checkbox"/> Subscription/license for digital literacy<br><input type="checkbox"/> Services for Repairs<br><input type="checkbox"/> Services for Consultant                                                                                                                                                                                                                           | <input type="checkbox"/> Instructional, academic opportunity<br><input type="checkbox"/> Reasonable in cost<br><input type="checkbox"/> All details provided<br><input type="checkbox"/> Lesson plans provided                                                                                                                                                                                                                                                                    |

## TITLE IV SPECIFICS

### Supplies

#### Allowable Activities

Materials and Equipment (including Tech) that are secular, neutral and nonideological

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Documentation Required

- Vendor quote
- W-9 for new vendors
- Detailed [materials worksheet](#) with links to items

#### Details

- Purchases of materials and equipment and other related expenses must support an area of focus on approved Needs Assessment and are purchased directly through the school district's Special Projects office.
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet
- Upload quote for materials
- Upload detailed materials worksheet
- Purchase Order issued and items ordered by Special Projects
- Upon receipt of materials, return a signed copy of the Purchase Order through Smartsheet to the Special Projects office to verify receipt of materials. Once received, payment can be processed.

#### Important to Note

- Materials and equipment are secular, neutral and nonideological
- Supplies support AOF 1, 2 or 3 and are allowable
- Supply details are provided (exact items, purpose, cost, vendors, etc.)
- Technology, meets 15% cap and IT GOV form
- Funds must be obligated during the grant period of availability

## TITLE IV SPECIFICS

### Professional Development – School Based Activities

#### Allowable Activities

School Based PD Activities to address the specific needs of students and not the school itself

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- PD aligns with an area of focus on an approved Needs Assessment
- Activity approved in Needs Assessment
- Not to exceed \$3,000 per full day per [Common Federal Program Guidance](#)

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Upload quote with Scope of Work, including dates and rates for Consultant
- Purchase order processed by Special Projects
- Submit Consultant invoice after training has been completed

#### Important to Note

- Facilitated by outside consultant.  
\***Cannot be an employee of the school**
- Quote from consultant for less than \$3000 per day (for full day)
- Scope of work, agenda provided
- PD benefits a specific student need and not the school itself
- PD aligns with needs assessment
- Area of Focus (AoF) Connection
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Quote with Scope of Work
- Invoice following services
- W-9

## TITLE IV SPECIFICS

### Professional Development - Conference

#### Allowable Activities

Conference that supports secular PD plan

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Conference aligns with an area of focus on an approved Needs Assessment
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Provide agenda of sessions if conference is conducted by religious organization, then Schedule meeting with grant manager to collaborate on percentage of conference sessions allowable for reimbursement
- Upon conference completion, upload attendee Out of County Travel form, signed by Principal and expense documentation

#### Documentation Required

- Out of County Travel Form (email grant coord if needed)
- Mileage – MapQuest
- Hotel Receipts
- Airline receipts
- Car rental/taxi receipts
- Bank/credit card statements documenting payment (remove Personal Identifiable Information)

#### Important to Note

- Area of Focus Connection
- PD benefits a specific student need and not the school itself
- PD aligns with needs assessment
- Sponsored by faith-based organization
  - \*If yes, plan provided delineating secular and non-secular activities prior to attending
- Local (in state)
- Out of State (if yes details provided)
- Travel costs are reasonable
- Funds must be obligated during the grant period of availability

## TITLE IV SPECIFICS

### Professional Development-Stipends

#### Allowable Activities

School Based PD Activities to address the specific needs of students

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Documentation Required

- Agenda
- Sign-in sheets
- W-9
- Check request form

#### Details

- PD aligns with an area of focus on an approved Needs Assessment
- Activity approved in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to start date
- Provide agenda of PD including dates and time
- Provide names of staff who will attend training
- Upon completion of training, submit sign-in sheets documenting attendance
- Submit W-9 and check request form for each attendee

#### Important to Note

- PD Facilitated by Outside Consultant  
**\*Cannot be an employee of the school**
- PD benefits a specific student need and not the school itself
- PD aligns with needs assessment
- PD attended outside of contract hours/school day
- Rate of pay is reasonable and should not exceed PCS current rate for PD stipends of \$22.50 per hour.
- Funds must be obligated during the grant period of availability



## TITLE IV SPECIFICS

### Purchased Services

#### Allowable Activities

Services for subscriptions, software, repairs, consultants, mental health services, etc.

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Services align with an area of focus on an approved Needs Assessment
- Activity documented in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet
- Submit quote for services
- Purchase Order issued and items ordered by Special Projects/services begin
- Upon receipt of materials/services return a signed copy of the Purchase Order and Invoice to the Special Projects office to verify receipt of materials/service completed.

#### Important to Note

- Subscription/license for academics
- Subscription/license for mental health
- Subscription/license for digital literacy
- Services for Repairs
- Services for Consultant
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Quote for materials/services
- Signed PO to verify receipt of materials
- Invoice for services upon completion
- W-9 required for new vendors

## TITLE IV SPECIFICS

### Field Trips

#### Allowable Activities

Field Trips: for students to support instructional activities

#### Requirements

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

#### Details

- Field Trip aligns with an area of focus on an approved Needs Assessment
- Activity documented in Needs Assessment

#### Process

- Submit Participation Request using Smartsheet **PRIOR** to trip
- Submit quote for services, including destination, entrance fee if applicable, number of attendees per grade level and transportation costs.
- Purchase Order issued (PCS Staff)
- Submit invoice upon completion of field trip

#### Important to Note

- Instructional, academic opportunity
- Reasonable in cost
- All details provided
- Lesson plans provided
- Costs for parents/non-staff attending as Chaperones will not be covered
- Funds must be obligated during the grant period of availability

#### Documentation Required

- Quote for services
- Destination, entrance fee if applicable, number of attendees per grade level and transportation costs
- Copy of academic lesson plans

## Section 5

# THE RESOURCE

### **This section includes:**

[Important Dates](#)

[District Contacts](#)

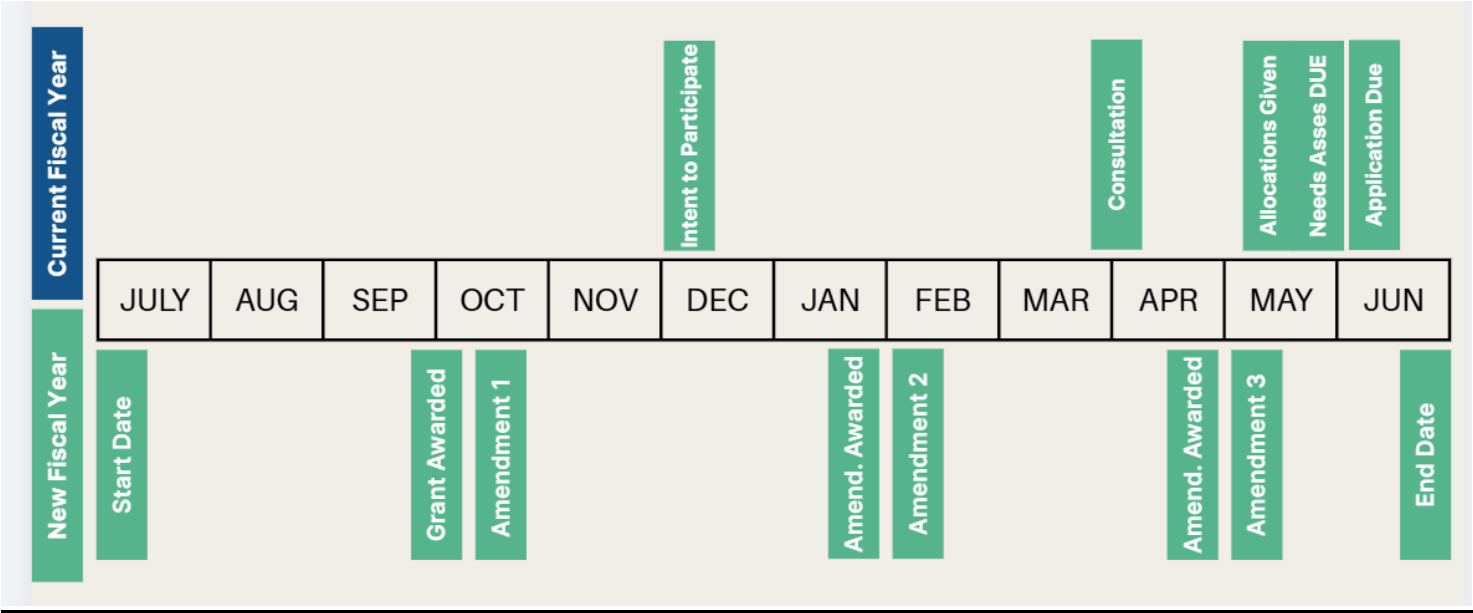
[Documents and Forms](#)

[Title II Participation Request – How To](#)

[Title IV Participation Request – How To](#)

**Important Dates**

|           |                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------|
| September | Fall Private School Consultation                                                                                                     |
| December  | Intent to Participate Forms mailed for next fiscal year                                                                              |
| January   | Intent to Participate Forms due to the Special Projects office                                                                       |
| March     | Spring Private School Consultation                                                                                                   |
| April     | Last day to update current Title II/Title IV Needs Assessment                                                                        |
| May       | Deadline to submit next fiscal year Needs Assessment                                                                                 |
| July      | Deadline for receipt of Title II/Title IV travel reimbursement paperwork for current school year (Grants end June 30 <sup>th</sup> ) |



**District Contacts**

Ellen Truskowski  
*Director, Special Projects*

Melissa Arof  
*Grant Coordinator*

## **Documents and Forms**

Documents and Forms for Private School participation in Title II and Title IV can be accessed on the Special Projects Website using the following link:

<https://www.pcsb.org/learning/special-projects/private-schools/private-school-participation>

### **Participation Requests**

1. Email Melissa Arof, [arofm@pcsb.org](mailto:arofm@pcsb.org), to get the link for a Participation Request.
2. Use one of these Templates to complete a Participation Request:  
[Title II Participation Request](#) or [Title IV Participation Request](#)
3. If ordering supplies, please use [this worksheet](#) to provide us linked items.

Note: We are moving to Smartsheet to automate the approval process. You will receive emails from Smartsheet with follow-ups and status updates. You do not need a Smartsheet account as the info you need will be included in the email.

Note: Participation Requests should only be turned in if the activity is already on your current, approved Needs Assessment. Otherwise, you will need to wait for an amendment period, request to change your Needs Assessment & Budget, get state approval and then submit the Participation Request.

Note: If you are unsure about allowability, please review the [Title II Allowability Resource Page](#) or the [Title IV Allowability Resource Page](#) for the basics.

### **Amendments**

Amendments will occur in Fall, Winter and Spring and schools will receive email notification the month prior so they will have an opportunity to request changes to their budget. Amendments are necessary if you wish to make a change to your last approved budget. Amendments are optional, not required.

Please see this [handout for specifics related to the amendment process](#).

## K-12 ESEA Common Federal Program Guidance Contracted Services



### Guidance

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served, and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

*If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day, an **ESEA Contracted Services Extenuating Circumstance Request form** located on [www.FloridaCIMS.org](http://www.FloridaCIMS.org) must be submitted to the Bureau of Federal Educational Programs at [BFEP@fldoe.org](mailto:BFEP@fldoe.org).*

### Reflections

The following six considerations shall strategically guide and support LEAs in their review of ALL contracted services, not dependent on requested amount:

1. The services shall correlate to the district's strategic plan or professional learning plan;
2. The provider shall provide their qualifications including experience, evidence of effectiveness and impact on student achievement so the LEA can project a Return On Investment (ROI);
3. The LEA shall review how the service was funded in previous year(s), if a previous provider and the plan to sustain or narrow the services in the event of a decrease or absence of funds;
4. The LEA shall review the proposed contract or scope of work and confirm it includes the start and end date, the number of days/hours, and the proposed services with a detailed explanation and cost breakdown of each service and how it is reasonable;
5. The LEA shall project the number of participants and their roles (school and district administration, teachers and coaches), as well as the number of students who will benefit from the adult learning; and
6. The LEA shall identify how the services will be embedded into ongoing professional learning as well as the plan to build internal capacity to continue to support the learning.

**\*\* Source Document: [FDOE 2024-2025 Federal Programs Companion Guide](#)**

# TITLE II Participation Request

PINELLAS COUNTY SCHOOLS  
Title II Grant Participation Request for Private Schools

|                  |                      |
|------------------|----------------------|
| Date Submitted:  | <input type="text"/> |
| Total Amount: \$ | <input type="text"/> |

| SCHOOL INFORMATION |                      |
|--------------------|----------------------|
| School Name:       | <input type="text"/> |
| School ID#:        | <input type="text"/> |
| Contact Name:      | <input type="text"/> |
| Contact Email:     | <input type="text"/> |
| Submitter Name:    | <input type="text"/> |
| Submitter Email:   | <input type="text"/> |

## Activity Type Requested

- ☐ PD Supplies
- ☐ PD Travel
- ☐ PD Stipends
- ☐ PD Consultants
- ☐ PD Coursework

Complete all fields under School Information.

Be sure to complete BOTH fields on BOTH pages.

Also, choose ONE Activity Type Request.

## PD Supplies

| PD SUPPLIES                                    |                                                          |
|------------------------------------------------|----------------------------------------------------------|
| Name of Activity:                              | <input type="text"/>                                     |
| PD Supplies will Support:                      | <input type="text"/>                                     |
| Need Identified (Purpose) on Needs Assessment: | <input type="text"/>                                     |
| PO Required:                                   | <input checked="" type="checkbox"/> Yes                  |
| Activity on Original Needs Assessment:         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Supporting Documents

- ☐ Quote
- ☐ Detailed Spreadsheet

## Total Cost

Write the purpose from your NA

Complete all boxes. The "Need Identified (Purpose)" should explain the **purpose** from the particular item you are wanting to purchase from your Needs Assessment.

Make sure you include a quote (NOT needed for Amazon) completed, and detailed spreadsheet found on the website. Also, include total cost, with shipping.

## PD Travel/Conference

| PD TRAVEL/CONFERENCE                   |                                                                                                                                                                                                                                                              |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conference Title:                      |                                                                                                                                                                                                                                                              |
| Host:                                  |                                                                                                                                                                                                                                                              |
| PD Conference will Support:            |                                                                                                                                                                                                                                                              |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                                                                                                                                                                                                                               |
| Location:                              | <input type="checkbox"/> In-State <input type="checkbox"/> Out of State                                                                                                                                                                                      |
| Conference Date:                       |                                                                                                                                                                                                                                                              |
| # of Participants:                     |                                                                                                                                                                                                                                                              |
| Conference Events:                     | <input type="checkbox"/> Secular Only <input type="checkbox"/> Non-Secular Only <input type="checkbox"/> Both<br>if both, provide agenda clearly delineating secular and non-secular activities to determine percentage of conference that is non-secular PD |
| Link to Website:                       | EXACT link to website                                                                                                                                                                                                                                        |
| PO Required:                           | <input checked="" type="checkbox"/> No                                                                                                                                                                                                                       |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO                                                                                                                                                                                                     |

| Supporting Documents                      |  |
|-------------------------------------------|--|
| <input type="checkbox"/> Quotes on Travel |  |

| Cost Per Person   |  |
|-------------------|--|
| Registration      |  |
| Airfare           |  |
| Hotel             |  |
| Meals             |  |
| Mileage           |  |
| Parking           |  |
| Car Rental        |  |
| Taxi/Uber         |  |
| Cost Per Person:  |  |
| <b>Total Cost</b> |  |

### Reimbursement rates:

Mileage rate=.70/mile

Breakfast= \$16

Lunch=\$17

Dinner=\$31

Fill in required information. Cost per person for travel expenses may be an estimate. Refer to your Needs Assessment for amounts. Individuals will need to complete a PCS Out-of-County Travel form and turn it in with receipts and bank/credit card statements showing they personally paid for items. Only conference related expenses are allowable. Email grant coordinator for Out-of-County Travel form.

## PD Stipends

| PD Stipends                            |                                                          |
|----------------------------------------|----------------------------------------------------------|
| Training Title:                        |                                                          |
| PD Training will Support:              |                                                          |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                           |
| Who is Facilitating:                   | Facilitator can NOT be a staff member                    |
| Date(s) of Training:                   |                                                          |
| PO Required:                           | <input checked="" type="checkbox"/> No                   |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO |

| Supporting Documents                   |  |
|----------------------------------------|--|
| <input type="checkbox"/> Agenda/Topics |  |

| Cost Breakdown    |  |
|-------------------|--|
| # of Teachers:    |  |
| # of Days:        |  |
| # of Hours:       |  |
| Rate of Pay:      |  |
| <b>Total Cost</b> |  |

Facilitator can NOT be a staff member. The rate of pay can NOT exceed PCS rate of \$22.50 per hour. An agenda and sign in sheet will need to be submitted as well.



## PD Consultants

| PD Consultants                         |                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------|
| PD Activity Name:                      |                                                                                  |
| PD Consultant will Support:            |                                                                                  |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                                                   |
| Name of Consultant:                    | Facilitator can NOT be a staff member                                            |
| Status:                                | <input type="checkbox"/> Current Employee of School <input type="checkbox"/> Not |
| Duration:                              | <input type="checkbox"/> One Time <input type="checkbox"/> Multiple/Ongoing      |
| Date(s) of PD:                         |                                                                                  |
| # of Staff Trained:                    |                                                                                  |
| # of Days PD Held:                     |                                                                                  |
| # of Hours:                            |                                                                                  |
| Price:                                 | <input type="checkbox"/> Less than \$3000 for one full day of training           |
| PO Required:                           | <input checked="" type="checkbox"/> Yes                                          |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO                         |

**Supporting Documents**  
☐ Quote  
☐ W-9  
☐ Scope of Work (includes all topics and deliverables)

**Total Cost**

Complete ALL details. Facilitator can NOT be a staff member. The rate of pay must be consistent with Common Federal Guidance and NOT exceed \$3,000 per full day. Must include a quote, Scope of Work/Agenda, and W-9.

## PD Other (College Coursework, PD Subscription, Online PD)

| PD Other (College Coursework or PD Subscription) |                                                                                                    | Supporting Documents                                                                                                 |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Coursework Name:                                 | <input type="text"/>                                                                               | <input type="checkbox"/> Quote                                                                                       |
| Coursework will Support:                         | <input type="text"/>                                                                               |                                                                                                                      |
| Need Identified in Needs Assessment:             | <div style="border: 1px solid red; padding: 5px; color: red;">Write the purpose from your NA</div> |                                                                                                                      |
| Name of Vendor:                                  | <input type="text"/>                                                                               |                                                                                                                      |
| Link to Website:                                 | <input type="text"/>                                                                               |                                                                                                                      |
| Date Range:                                      | <input type="text"/>                                                                               |                                                                                                                      |
| # of Staff Accessing:                            | <input type="text"/>                                                                               |                                                                                                                      |
| PO Required:                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                           | <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"><b>Total Cost</b></div> |
| Activity on Original Needs Assessment:           | <input type="checkbox"/> Yes <input type="checkbox"/> NO                                           |                                                                                                                      |

Provide all required details. If the vendor is not already an approved vendor with PCS, a W9 is needed. Individuals will need to complete a PCS Out-of-County Travel form and turn it in with receipts and bank/credit card statements showing they personally paid for items.

# TITLE IV Participation Request

PINELLAS COUNTY SCHOOLS 2025-2026  
Title IV Grant Participation Request for Private Schools

|                  |  |
|------------------|--|
| Date Submitted:  |  |
| Total Amount: \$ |  |

| SCHOOL INFORMATION |  |
|--------------------|--|
| School Name:       |  |
| School ID#:        |  |
| Contact Name:      |  |
| Contact Email:     |  |
| Submitter Name:    |  |
| Submitter Email:   |  |

| Activity Type Requested                     |
|---------------------------------------------|
| <input type="checkbox"/> Supplies           |
| <input type="checkbox"/> PD Travel          |
| <input type="checkbox"/> PD Stipends        |
| <input type="checkbox"/> PD Consultants     |
| <input type="checkbox"/> Purchased Services |
| <input type="checkbox"/> Field Trips        |

Complete all fields under School Information.

Be sure to complete BOTH fields on BOTH pages.

Also, choose ONE Activity Type Request.

## Supplies

| SUPPLIES                                       |                                                          |
|------------------------------------------------|----------------------------------------------------------|
| Name of Activity:                              |                                                          |
| Supplies will Support:                         |                                                          |
| Need Identified (Purpose) on Needs Assessment: |                                                          |
| PO Required:                                   | <input checked="" type="checkbox"/> Yes                  |
| Activity on Original Needs Assessment:         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Supporting Documents                          |
|-----------------------------------------------|
| <input type="checkbox"/> Quote                |
| <input type="checkbox"/> Detailed Spreadsheet |

| Total Cost |
|------------|
|            |

Write the purpose from your NA

Complete all boxes. The "Need Identified (Purpose)" should explain the **purpose** from the particular item you are wanting to purchase from your Needs Assessment.

Make sure you include a quote (NOT needed for Amazon) completed, and detailed spreadsheet found on the website. Also, include total cost, with shipping.

**PD Travel/Conference**

| PD TRAVEL/CONFERENCE                   |                                                                                                                                                                                                                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conference Title:                      |                                                                                                                                                                                                                                                                             |
| Host:                                  |                                                                                                                                                                                                                                                                             |
| PD Conference will Support:            |                                                                                                                                                                                                                                                                             |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                                                                                                                                                                                                                                              |
| Location:                              | <input type="checkbox"/> In-State <input type="checkbox"/> Out of State                                                                                                                                                                                                     |
| Conference Date:                       |                                                                                                                                                                                                                                                                             |
| # of Participants:                     |                                                                                                                                                                                                                                                                             |
| Conference Events:                     | <input type="checkbox"/> Secular Only <input type="checkbox"/> Non-Secular Only <input type="checkbox"/> Both<br><small>If both, provide agenda clearly delineating secular and non-secular activities to determine percentage of conference that is non-secular PD</small> |
| Link to Website:                       | EXACT link to website                                                                                                                                                                                                                                                       |
| PO Required:                           | <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                      |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO                                                                                                                                                                                                                    |

| Supporting Documents                      |  |
|-------------------------------------------|--|
| <input type="checkbox"/> Quotes on Travel |  |

| Cost Per Person   |  |
|-------------------|--|
| Registration      |  |
| Airfare           |  |
| Hotel             |  |
| Meals             |  |
| Mileage           |  |
| Parking           |  |
| Car Rental        |  |
| Taxi/Uber         |  |
| Cost Per Person:  |  |
| <b>Total Cost</b> |  |

**Reimbursement rates:**

Mileage rate=.70/mile

Breakfast= \$16

Lunch=\$17

Dinner=\$31

Fill in required information. If event includes secular and non-secular sessions, please reach out to us to schedule a consultation. Cost per person for travel expenses may be an estimate. Refer to your Needs Assessment for amounts. Individuals will need to complete a PCS Out-of-County Travel form and turn it in with receipts and bank/credit card statements showing they personally paid for items. Email grant coordinator for Out-of-County Travel form.

**PD Stipends**

| PD Stipends                            |                                                          |
|----------------------------------------|----------------------------------------------------------|
| Training Title:                        |                                                          |
| PD Training will Support:              |                                                          |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                           |
| Who is Facilitating:                   | Facilitator can NOT be a staff member                    |
| Date(s) of Training:                   |                                                          |
| PO Required:                           | <input checked="" type="checkbox"/> No                   |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO |

| Supporting Documents                   |  |
|----------------------------------------|--|
| <input type="checkbox"/> Agenda/Topics |  |

| Cost Breakdown    |  |
|-------------------|--|
| # of Teachers:    |  |
| # of Days:        |  |
| # of Hours:       |  |
| Rate of Pay:      |  |
| <b>Total Cost</b> |  |

Facilitator can NOT be a staff member. The rate of pay can NOT exceed PCS rate of \$22.50 per hour. An agenda and sign in sheet will need to be submitted as well.

## PD Consultants

| PD Consultants                         |                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------|
| PD Activity Name:                      |                                                                                  |
| PD Consultant will Support:            |                                                                                  |
| Need Identified in Needs Assessment:   | Write the purpose from your NA                                                   |
| Name of Consultant:                    | Facilitator can NOT be a staff member                                            |
| Status:                                | <input type="checkbox"/> Current Employee of School <input type="checkbox"/> Not |
| Duration:                              | <input type="checkbox"/> One Time <input type="checkbox"/> Multiple/Ongoing      |
| Date(s) of PD:                         |                                                                                  |
| # of Staff Trained:                    |                                                                                  |
| # of Days PD Held:                     |                                                                                  |
| # of Hours:                            |                                                                                  |
| Price:                                 | <input type="checkbox"/> Less than \$3000 for one full day of training           |
| PO Required:                           | <input checked="" type="checkbox"/> Yes                                          |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO                         |

**Supporting Documents**  
☐ Quote  
☐ W-9  
☐ Scope of Work (includes all topics and deliverables)

**Total Cost**

Complete ALL details. Facilitator can NOT be a staff member. The rate of pay must be consistent with Common Federal Guidance and NOT exceed \$3,000 per full day. Must include a quote, Scope of Work/Agenda, and W-9.

## Purchased Services (Subscriptions, Repairs, Non-PD Consultants)

| Purchased Services (Subscriptions, Repairs, Non-PD Consultants) |                                                                                                      |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Service Name:                                                   |                                                                                                      |
| Service will Support:                                           | <input type="checkbox"/> Students <input type="checkbox"/> Teachers <input type="checkbox"/> Parents |
| Need Identified in Needs Assessment:                            | Write the purpose from your NA                                                                       |
| Name of Vendor:                                                 |                                                                                                      |
| Link to Website:                                                |                                                                                                      |
| # People Impacted:                                              |                                                                                                      |
| PO Required:                                                    | <input checked="" type="checkbox"/> Yes                                                              |
| Activity on Original Needs Assessment:                          | <input type="checkbox"/> Yes <input type="checkbox"/> NO                                             |

**Supporting Documents**  
☐ Quote  
**Cost Breakdown**  
 Quantity:   
 Unit Price:   
**Total Cost**

Complete **ALL** details. Must include a quote within last 30 days, Scope of Work/Agenda, and W-9, if not a current PCS vendor.

## Field Trips

| Field Trips                            |                                                                          |                                                                                                       |    |
|----------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----|
| Name/Location:                         |                                                                          |                                                                                                       |    |
| Field Trip will Support:               |                                                                          |                                                                                                       |    |
| Need Identified in Needs Assessment:   |                                                                          | Write the purpose from your NA                                                                        |    |
| Link to Website:                       |                                                                          |                                                                                                       |    |
| # of Students                          |                                                                          | Cost/Student                                                                                          | \$ |
| # of Staff                             |                                                                          | Cost/Staff                                                                                            | \$ |
| PO Required:                           | <input checked="" type="checkbox"/> Yes (but only if for Transportation) |                                                                                                       |    |
| Activity on Original Needs Assessment: | <input type="checkbox"/> Yes <input type="checkbox"/> NO                 |                                                                                                       |    |
|                                        |                                                                          | <b>Supporting Documents</b><br><input type="checkbox"/> Quote<br><input type="checkbox"/> Lesson Plan |    |
|                                        |                                                                          | <b>Cost Breakdown</b><br>Admission: <input type="text"/><br>Busses: <input type="text"/>              |    |
|                                        |                                                                          | <b>Total Cost</b><br><input type="text"/>                                                             |    |

Complete ALL details. Provide a current quote for admission and busses (if applicable) as well as a lesson plan as it ties to your identified student need. The grant can pay for staff, not parent chaperones.



