

INTENDED BENEFICIARIES:

☐ Students ☐ Teachers

☐ Parents ☐ Principals

☐ Paraprofessionals

☐ School Leader* ☐ Central Office

☐ Specialized Instructional Support**



SELECT APPROPRIATE PROGRAM:

☐ Title I-Part A ☐ Title III

F211 F263

☐ Title II ☐ PERKINS-CTE

F255 CCMR

☐ ACE/NITA

LOWERY

☐ OTHER GRANT* – SEE BELOW

JUSTIFICATION AND DOCUMENTATION OF ALLOWABLE USE OF STATE AND FEDERAL FUNDS FOR EXPENDITURE 2026-2027

Date of Request: _____

Date Needed: _____

*Other Grant (If applicable): _____ Funding Code: _____

Amount\$ _____ Budget Code(s) affected _____

You will need access to the following documents to complete this form:

- a. Comprehensive Needs Assessment (must be in CNA)
- b. Campus, District or School Improvement Plan (CIP / DIP / TIP) - update plans as needed
- c. Vendor order form, quote(s), or other applicable vendor info (to be attached)

Was this purchased last year? Yes - No; If yes, how was it paid last year: _____

	Describe the expenditure and/or items to be paid with state or federal funds and the relationship to the activity.	Circle the appropriate Program	Below – 1) circle the appropriate title and complete description of expenditure to be paid with state or federal funds and relationship with an allowable activity. (Ensure it is in your CNA; use LEVERS from EDF. 2) Remember that every expenditure must be tied to an activity. 3) Ensure that the expense, item, activity is reasonable and necessary.
1	How is the expenditure reasonable and necessary to carry out the intent and purpose of the program?	Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F214)	
2	What need, as identified in the (CNA) comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need.	Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F214)	
3	How will the expenditure be evaluated to measure a positive impact on student achievement? Evaluation Component in CIP/DIP	Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F214)	
4	Provide the description, as written in the campus or district improvement plan , of the program, activity, or strategy that will be addressed by the expenditure requested.	Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F214)	
5	If for a schoolwide campus, how will the expenditure upgrade the entire educational program on the campus? (Best practice to connect to the Effective District Framework EDF)	Title I-A (F211)	

6	If PD, see options below or describe how it is sustained, intensive, collaborative, job embedded, data-driven, or for teacher based on TTESS PD plan. (Title II – serves campuses)	Title I (F211) Title II (F255)	
7	How the expenditure supplements nonfederal programs?	Title II (F255) Title IV (F214)	
8	How the expenditure supplements federal & nonfederal programs?	Title I-C (F212) Title III (F263)	
9	Other Grant: _____	(ACE, STOP, MHAT, AWARE SAFETY or OTHER)	
10	PERKINS ONLY - Requirements	Perkins (F244)	☐ Provide career exploration and career development activities through and organized systemic framework designed to aid students, including in middle grades ☐ Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals. ☐ Provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, and in-demand industry sectors or occupations. ☐ Support integration of academic skills into career and technical education programs and programs of study. ☐ Plan and carry out elements that support the implementation of career and technical education programs and programs of study that results in increasing student achievement of the local levels of performance. ☐ Develop and implement evaluations of the activities carried out with funds, including evaluations necessary to complete the CLNA.

* School Leader - 1.) LEA employee **AND** 2.) Responsible for the daily instructional leadership and managerial operations in the elementary or secondary school building.

** Specialized Instructional Support Staff - School counselors, language pathologists, librarians, nurses, psychologists, social workers, and related services.

*****ATTACH SUPPORTING DOCUMENTS*****

- Requested by _____ Campus/Dept: _____
- Principal/Coord/Director Signature _____

FEDERAL PROGRAMS OFFICE ONLY	
Approved _____ Denied _____ Additional Comments as Needed: _____	
Federal & State Programs Approval _____	Date _____

Revised 8/2026 V1

9.3.2026 v2

10.5.2026 v3

