**Tool #20: Title IIA Fiscal Planning**

*This tool can help Catholic school leaders maximize their Title IIA allocation to support the professional development goals they identified using tool #20. The Excel version of this tool is the best tool to use when planning your Title IIA program. You can access the Excel version of this document on the government programs page of the OCS website.*

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| **Desired Title IIA Funded Professional Development Activities** | **Teachers/School Personnel Served** | **Cost** | **Supporting Data for Service** |
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| Total Cost Desired Services | |  |  |
| Administrative Costs | |  |  |
| **Total Cost with Administrative Fees** | |  |  |
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| Total Allocation for Catholic School Services | |  |  |
| **Surplus/Deficit** | |  |  |

**Instructions for Completing this Workbook:**

1. Use the OCS Title IIA Professional Development Planning Tool to identify your main professional development goals and desired professional development activities.
2. List all desired IIA Professional Development Activities in the first column and identify the data that supports this PD activity (student achievement data, classroom observations, etc.). Be sure to consider regional PD efforts and PD opportunities for early childhood educators (now allowable expenses under ESSA!).
3. List the estimated cost of each activity.
4. List the administrative costs associated with the desired activities and the total allocation available for services. You should consult with your school district to determine these amounts.
5. Review the surplus/deficit and adjust your program accordingly so that the highest priority professional development needs can be addressed through Title IIA services.