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Title II, Part A SNS Professional Development Worksheet and Validation Overview

Presented by:
Post Award Compliance Unit
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Agenda

- Post Award Compliance Unit Overview
- Title II, Part A Professional Development Statutory Requirements and USDE Monitoring Visit
- ESSA Consolidated Federal, PS3104 Newly Added Assurance and the Title II, Part A Supplement Not Supplant Professional Development Worksheet Requirement
- Title II, Part A Supplement Not Supplant Professional Development Worksheet, Breaking Down the Options
- Overview of 2025-2026 Title II, Part A Supplement Not Supplant Professional Development Random Validation

Post Award Compliance Unit Overview



Post Award Compliance Unit Overview

- The Post Award Compliance Unit reviews grant applications post award for compliance with applicable statutes, regulations, nonregulatory guidance and grant guidelines.
- In addition, the Post Award Compliance Unit is responsible for a variety of random data validations, including BS6016 IDEA-B LEA MOE Random Data Validation, Title II, Part A and Title III, Part A SNS Professional Development Random Validations, and the Title I, Part A Homeless Reservation Random Validation.

Title II, Part A Professional Development Statutory Requirements and USDE Monitoring Visit



ESEA Section 2301: Title II, Part A Supplement, Not Supplant (SNS) Validation

- ESEA section 2301 requires that Title II, Part A funds are not used for professional development activities (i.e., the State's teacher preparation and retention programs) required by State law.
- **What does that mean?** Professional Development budgeted and paid for with Title II, Part A funds must be supplemental, i.e., in addition to any required professional development activities.

USDE Monitoring Visit

Area Requiring Action:

Title II, Part A, LEA Level Use of Funds, Meaningful Consultations

Action Plan:

Provide evidence showing compliance with ESEA section 2301 that Title II, Part A funds are not being used for professional development activities (i.e., the State's teacher preparation and retention programs) required by State law.

Response to USDE Monitoring Visit

Develop new assurance on schedule PS3104, Part 1C of the ESSA Consolidated eGrants application for school systems that select “Professional Development/Educator Growth” requiring school systems to affirm:

- Professional development budgeted with Title II, Part A funds is supplemental and does not include State required professional development.
- School System will complete the “Title II, Part A Professional Development/Educator Growth worksheet”(or equivalent) prior to submitting the grant application.
- School system will maintain the current worksheet and applicable supporting financial records and provide them upon request by TEA. *(Required submission if a part of the random sample for validation.)*

PS3104, Section C: Planned Uses of Funds by Area of Focus

Planned Uses of Funds

A. Title II, Part A – REAP Data (For Information Only)

1. REAP in from Title IV, Part A	\$
2. REAP out from Title II, Part A	\$

B. Title II, Part A – Funds Available

1. Current Year Allocation of Funds	\$
2. Transfer in from Title IV, Part A (Funding Transferability)	\$
3. Transfer out from Title II, Part A (Funding Transferability)	\$
4. Total Allocation and Transfer	\$

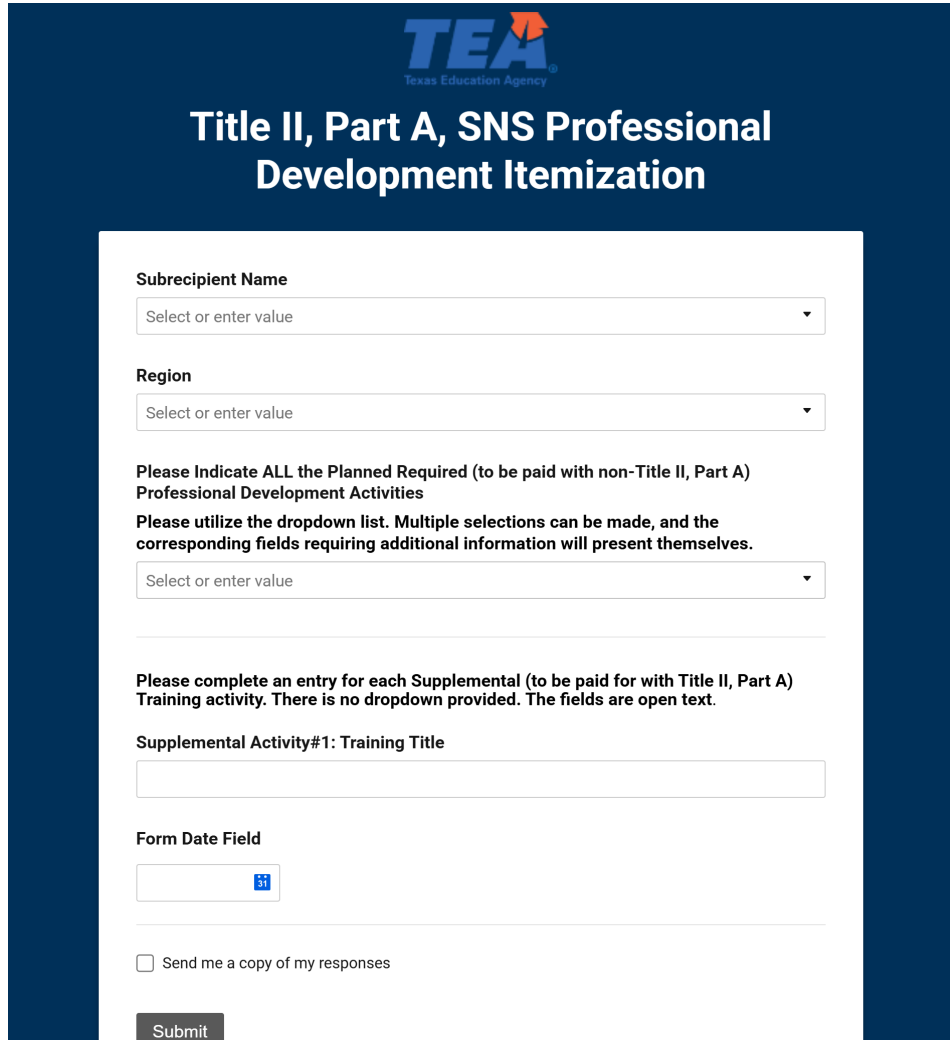
C. Planned Uses of Funds by Area of Focus

- ☐ Recruit, Support and Retain Effective Teachers and Principals
- ☐ Professional Development/Educator Growth
☐ LEA provides assurance that professional development budgeted with Title II, Part A funds is supplemental and does not include State required professional development; that it will complete the "Title II, Part A Professional Development/Educator Growth worksheet" (or equivalent) prior to submitting the grant application; and that it will maintain the current worksheet and applicable supporting financial records and provide them upon request by TEA.
- ☐ Evidence-Based Activities
- ☐ Administration of Title II, Part A, Program

Title II, Part A Professional Development Documentation Submission Options



Option 1: Title II, Part A SNS Professional Development Smartsheet Form



The form is titled "Title II, Part A, SNS Professional Development Itemization" and features the TEA logo at the top. It contains several sections for data entry:

- Subrecipient Name:** A dropdown menu with the placeholder text "Select or enter value".
- Region:** A dropdown menu with the placeholder text "Select or enter value".
- Planned Required Activities:** A section with instructions: "Please Indicate ALL the Planned Required (to be paid with non-Title II, Part A) Professional Development Activities. Please utilize the dropdown list. Multiple selections can be made, and the corresponding fields requiring additional information will present themselves." It includes a dropdown menu with the placeholder text "Select or enter value".
- Supplemental Training:** A section with instructions: "Please complete an entry for each Supplemental (to be paid for with Title II, Part A) Training activity. There is no dropdown provided. The fields are open text." It includes a text input field labeled "Supplemental Activity#1: Training Title".
- Form Date Field:** A date input field with a calendar icon.
- Checkboxes:** A checkbox labeled "Send me a copy of my responses".
- Submit Button:** A button labeled "Submit".

1. Utilize the dropdown menu to select your school system and CDN number and Region.
2. Required Trainings: Utilize dropdown menu, indicate training, relevant class/object code, estimated amount and funding source.
3. Supplemental Trainings: Utilize open text fields, indicate training title, relevant class/object code, funding source, estimated amount.
4. If the Supplemental training was offered in SY 2024-2025, indicate the funding source utilized from the dropdown menu.
5. Remember to check the "Send me a copy of my responses" box.



Title II, Part A SNS Professional Development Smartsheet Form

School systems have the option to use a streamlined Title II, Part A SNS Professional Development Itemization Smartsheet Form.

The form has the relevant trainings listed, class/object codes, funding sources, etc. and corresponding logic that allows you to enter estimated amounts for the indicated class/object codes and trainings.

[Title II, Part A SNS Professional Development Smartsheet Form Link](#)

Option 2: Title II, Part A SNS Professional Development Worksheet

 	Title II, Part A Supplement Not Supplant Worksheet, Professional Development Activities
	<p>ESEA section 2301 requires an LEA to ensure that Title II, Part A funds are used to supplement, and not supplant non-Federal funds that would otherwise be used for activities authorized under Title II, Part A.</p> <p>Title II, Part A funds must be used to supplement, and not supplant State or local funds for its teacher preparation and retention programs.</p> <p>Title II, Part A requires that school system prioritize Title II, Part A funds to schools identified for school improvement by TEA [i.e., at campuses that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d)] and that have the highest percentage of children counted under Title I, Part A.</p> <p>When needing to expend funds to meet teacher professional development needs, it is recommended that school systems consider all available funding sources that are intended to support required professional development activities. Title II, Part A funds are supplemental to all other local, state and federal funds.</p> <p>When determining the funding source for an activity, it is recommended to keep the following terms in mind.</p> <p>Budgeted – Is the cost clearly documented and prioritized in the appropriate budgetary class/object code?</p> <p>Reasonable – Will the cost stand up to public scrutiny? Are the costs consistent with state and federal policies and procedures?</p> <p>Appropriate – Does it meet compliance according to state and federal guidance, policies, and procedures?</p> <p>Necessary – Is the cost essential to carry out the intent and purpose of the program?</p> <p>Teacher Certification Requirements</p> <p>Librarian/Resource Specialist/Educational Diagnostician/Reading Specialist Certification Requirements</p> <p>Counselor Certification Requirements</p> <p>Principal Certification Requirements</p> <p>Statutory Provisions-Required Trainings with Embedded Best Practices</p> <p>HB3 Reading Academies (K-3 Teachers and Principals)</p> <p>Resources:</p> <p>Supplement, Not Supplant Handbook</p>
	<div><div>←</div><div>→</div><div>Guidance</div><div>Required PD Plan</div><div>Supplemental PD Plan</div><div>Example</div><div>+</div></div>











Required Professional Development Tab

[illegible]

Supplemental Professional Development Tab



[illegible]

Example Tab

School System Name:		Learning A lot ISD		County District Number:		123456	
Professional Development Plan (Required)							
Professional Development Activity				Class/Object Code	Estimated Amount	Funding Source	
HB3 Reading Academies (K-3 Teachers and Principals)				6200	\$2,000.00	State	
Building Skills Related to Managing Emotions, Establishing and Maintaining Positive Relationships, and Responsible Decisio				6200	\$1,500.00	Local	
					\$		
					\$		
					\$		

This is an example of how to complete the Title II, Part A SNS Professional Development Worksheet. Within the Professional Development Activity section, list the planned Professional Development Activity. In the class/object code column, utilize the dropdown menu to indicate the appropriate class/object code utilized. The estimated amount for the Professional Development Activity must be indicated in the Estimated Amount column, and the funding source for the Professional Development Activity must be indicated in the Funding Source column.

Locating the Title II, Part A SNS Professional Development Worksheet



Title II, Part A Supplement Not Supplant Worksheet, Professional Development Activities

ESEA section 2301 requires an LEA to ensure that Title II, Part A funds are used to supplement, and not supplant non-Federal funds that would otherwise be used for activities authorized under Title II, Part A.

Title II, Part A funds must be used to supplement, and not supplant State or local funds for its teacher preparation and retention programs.

Title II, Part A requires that school system prioritize Title II, Part A funds to schools identified for school improvement by TEA [i.e., at campuses that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d)] and that have the highest percentage of children counted under Title I, Part A.

When needing to expend funds to meet teacher professional development needs, it is recommended that school systems consider all available funding sources that are intended to support required professional development activities. Title II, Part A funds are supplemental to all other local, state and federal funds.

When determining the funding source for an activity, it is recommended to keep the following terms in mind.

Budgeted – Is the cost clearly documented and prioritized in the appropriate budgetary class/object code?

Reasonable – Will the cost stand up to public scrutiny? Are the costs consistent with state and federal policies and procedures?

Appropriate – Does it meet compliance according to state and federal guidance, policies, and procedures?

Necessary – Is the cost essential to carry out the intent and purpose of the program?

[Teacher Certification Requirements](#)

[Librarian/Resource Specialist/Educational Diagnostician/Reading Specialist Certification Requirements](#)

[Counselor Certification Requirements](#)

[Principal Certification Requirements](#)

[Statutory Provisions-Required Trainings with Embedded Best Practices](#)

[HB3 Reading Academies \(K-3 Teachers and Principals\)](#)

Resources:

[Supplement, Not Supplant Handbook](#)

Guidance

Required PD Plan

Supplemental PD Plan

Example

+

- [Post Award Compliance Webpage](#)
- [Federal Fiscal Compliance and Report WorkApp Dashboard](#)

Option 3: Equivalent Requirements: Required Professional Development Activities

If a school system is utilizing their own Title II, Part A SNS Professional Development Worksheet equivalent, the following aspects must be included:

Required Professional Development Activities

- Must include title of required professional development activities.
- Must indicate relevant class/object code.
- Must indicate estimated amount to be spent on the identified activity.
- Must indicate funding source for the indicated activities.

Equivalent Requirements: Supplemental Professional Development Activities

Supplemental Professional Development Activities

- Must include title of supplemental professional development activities.
- Must indicate relevant class/object code.
- Must indicate estimated amount to be spent on the identified activity.
- Must indicate funding source for the indicated activities.

Equivalent Musts: Format

File Type:

- Excel and PDF file formats are Acceptable

Identifying Information:

- School System Name and County District Number

Overview of 2025- 2026 Title II, Part A Supplement Not Supplant Professional Development Random Validation



Title II, Part A SNS Validation, Professional Development

Random 10% Validation Sample of School Systems:

Timeline: (March/May)

- Generate a random sample of 10% of school systems that receive Title II, Part A funding, and utilize the funding for Professional Development/Educator Growth.
- Submit completed Title II, Part A Professional Development/Educator Growth worksheet (or equivalent).
- Require school systems to submit supporting documentation from their financial records to demonstrate that professional development paid for with Title II, Part A funds is supplemental.
- School systems required to amend the worksheet and/or grant application as appropriate.

Training and Notification Timeline New Validation

Title II, Part A SNS Professional Development Validation:

- January 2026: GovDelivery sent notifying school systems of the validation process
- Early February 2026: ESCs information session
- Mid-February 2026: School systems included in the validation sample notified and informed of training sessions and office hours outlined below.
- Early March 2026: Training sessions and Office Hours for school systems included in the validation sample.

Relevant Resources



Resources

- [Supplement Not Supplant Handbook](#)
- [Financial Accountability System Resource Guide](#)
- [Title II, Part A Supporting Effective Instruction](#)
- [Title II, Part A Frequently Asked Questions](#)
- [Guidance on Title II, Part A SNS Professional Development Worksheet Completion \(YouTube Version\)](#)
- [Title II, Part A SNS Professional Development Worksheet \(Excel Version\)](#)
- [Title II, Part A SNS Professional Development Smartsheet Form](#)

Contact Us

If you have questions, concerns, and/or feedback, please reach out to us.

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Presentation Feedback – How Did We Do?

