**Sample Spending Plan and Template**

**For Title I, Part A-Neglected and Title I, Part D**

The following is an optional template for local educational agencies (LEAs), in collaboration with neglected and delinquent facilities, to utilize as a resource for Title I, Part A - Neglected or Title I, Part D allocations. The form below has been filled out as an example. A blank form is included on the second page. This template is not intended to serve as a replacement for any existing or required LEA procurement or accounting document(s), but to provide a timeline for facilities. The use of funds must align with Title I guidelines, including the supplement not supplant provision in ESSA (Every Student Succeeds Act), requiring that federal grants must add to, and not replace, other funds in the provision of education services. In addition, all funds must be identified in the facility needs assessment and cannot be a requirement of a student’s IEP (Individualized Education Program).

**Example**

|  |  |  |  |
| --- | --- | --- | --- |
| Month Reimbursement Requested | Description of Item or Service (be as specific as possible) | Aligned with Needs Assessment? Yes/No | Cost |
|  |  |  |  |
| September | Library books for 5th – 8th grade  Reimbursement for educational assistant salary |  | $2500  $1500 |
| October | Reimbursement for educational assistant salary  Google Expedition |  | $1500  $5000 |
| November | Reading intervention software  Reimbursement for educational assistant salary NEP (Non-traditional Educational Programs) Conference (registration/travel) |  | $3500  $1500  $700 |
| December | Virtual job shadowing software  Parent engagement fliers  Reimbursement for educational assistant salary |  | $4500  $500  $1500 |
| January | Reimbursement for educational assistant salary |  | $1500 |
| February | 15 laptops at approximately $400 a piece  Reimbursement for educational assistant salary |  | $6,000  $1500 |
| March | Classroom sets of novels  Reimbursement for educational assistant salary |  | $500  $1500 |
|  | No supply reimbursements processed after March 30 (The LEA must indicate their last day for reimbursement in this section) |  |  |
| April | Reimbursement for educational assistant salary |  | $1500 |
| May | Reimbursement for educational assistant salary |  | $1500 |
| June | Reimbursement for educational assistant salary |  | $1500 |
| TOTAL |  |  | (Place total here) |

**Spending Plan Template**

**For Title I, Part A-Neglected and Title I, Part D**

|  |  |  |  |
| --- | --- | --- | --- |
| Month Reimbursement Requested | Description of Item or Service (be as specific as possible) | Aligned with Needs Assessment? Yes/No | Cost |
|  |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
|  | (The LEA must indicate their last day for reimbursement in this section) |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| TOTAL |  |  |  |