Title IV, Part A: Student Support and Academic Enrichment

Completing Title IVA Forms Associated with the Consolidated Grant Application in EGMS



Title IV, Part A in EGMS



Completing the Title IVA budget

How to access Title IVA forms:

- Title IVA Program Plan
- Equitable Services for Private School Participation in Title IVA



A reminder about the Comprehensive Needs Assessment form



Accessing the CGA

In EGMS, navigate to the applications tab and locate the CGA application. This is found in the list of "Applications – All" or you can enter the EGMS ID in the search window. The application will be called "ESEA Consolidated Grant Application"



▲ Applications - A	All ≫ (I)						
Search	Q						
Showing 1 to 1 of 1 rec	cords						
EGMS ID	Application Title Funding Opportu	nity Title Application Due Date	Submitted On 🔸	Owner	Status	Last Modified Date	Actions
AP-OSPI-1039	ESEA Consolidated Grant ESEA Consolidate	d Grant Application 04/29/2022		Clover Park Admin	Created	04/21/2022 9:01 AM	۲
р. <u> </u>			Total Records: 1				



Entering a Budget

From the **Application**, click on the **Budget** tab.



Scroll down to see the Budget Information section. This section contains the allocation amount, indirect rate fields, and calculated fields related to the application budget.

 Budget Information 			
Allocation Amount	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount
\$9,098,442.00	4.56%	\$396,800.00	\$16,642.00
Budgeted Direct Expenditures	Budgeted Indirect Expenditures	Total Budgeted Expenditures	
\$19,400.00	\$16,642.00	\$36,042.00	



Budget Walk Through

Scroll down to the Allocations and Indirect Costs section. Click the "**Edit**" (pencil) icon to enter the Requested Indirect Amount for Title IV, Part A and "**Save**".

Focus Area/Program †	Allocation Amount	Maximum Indirect Allowed	Requested Indirect Amount	Allowed Budgeted Direct Expenditure	Budgeted Direct Expenditure	Actions
Title I, Part A	\$5,814,020.00	\$253,558.00	\$0.00	\$5,814,020.00	\$0.00	ø
Title I, Part C	\$1,236,204.00	\$53,9 <mark>1</mark> 3.00	\$0.00	\$1,236,204.00	\$0.00	
Title I, Part D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
itle I, Part D, Subpart 1	\$35,000.00	\$1 <mark>,</mark> 527.00	\$0.00	\$35,000.00	\$0.00	1
Fitle I, Part D, Subpart 2	\$35,000.00	\$1,527.00	\$0.00	\$35,000.00	\$0.00	
ītle II, Part A	\$746,028.00	\$32,536.00	\$0.00	\$746,028.00	\$0.00	ð
itle III, Part A	\$831,602.00	\$36,268.00	\$0.00	\$831,602.00	\$0.00	1
Fitle IV, Part A	\$381,588.00	\$16,642.00	\$16,642.00	\$364,946.00	\$18,000.00	
Fitle V, Part B	\$1 <mark>4</mark> ,000.00	\$611.00	\$0.00	\$14,000.00	\$1,400.00	
Fotal	\$9,093,442.00	\$396,582.00	\$16,642.00	\$9,076,800.00	\$19,400.00	



Budget - Indirects

Enter the Indirect amount into the **Requested Indirect Amount** field. (There is a column that shows the maximum amount allowed.)

nuo n, r urtza	₩1 4 0,020.00	W02,000.00	ψ0.00	
Title III, Part A	\$831,602.00	\$36,268.00	\$0.00	
Title IV, Part A	\$381,588.00	\$16,642.00	16,642	>
Title V, Part B	\$14,000.00	\$611.00	\$0.00	
Total	\$9,093,442.00	\$396,582.00	\$16,642.00	



Budget Details

Scroll down to the **Budget Details** section. Click the "+" icon to expand the budget template.

Budget Details		Download in Excel Budget Summary By Subcategory Upload Excel
Click the 'Download in Excel' button to download the Excel template that you sho budget section.	uld use to enter the application budget. After entering the application budget in Excel, save the E	xcel on your computer. Next, click the 'Upload Excel' button to upload the budget in the applicat
Search Q		* Records are sorted by Last Modified Date ascending
Search Q		* Records are sorted by Last Modified Date ascending
Search Q Showing 1 to 1 of 1 records Budget Period #	Start Date	* Records are sorted by Last Modified Date ascending End Date
Search Q Showing 1 to 1 of 1 records Budget Period # BP01	Start Date 07/01/2021	* Records are sorted by Last Modified Date ascending End Date 08/31/2022



Entering the Budget

Click the "Edit" (pencil) icon to enter values for any budget category.

Focus Area : Title IV,	Part A											
AC-10816	15 Public Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۰
AC-10814	21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۲ ۲
AC-10813	22 Learning Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۲
AC-10815	23 Principal's Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۰
AC-10812	24 Guidance and Counseling	\$0.00	\$0.00	\$20,000.00	\$0.00	\$6,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$31,000.00	۲
AC-10811	25 Pupil Management and Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	•
AC-10810	26 Heath/Related Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<mark>\$0.00</mark>	•
AC-10809	27 Teaching	\$0.00	\$0.00	\$51,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,000.00	•
AC-10808	28 Extracurricular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0. <mark>0</mark> 0	\$0.00	\$0.00	•
AC-10821	29 Payments to School Districts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<mark>\$0.00</mark>	\$0.00	\$0.00	•
AC-10807	31 Instructional Professional Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۲
AC-10806	32 Instructional Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	۲ ۲
AC-10805	33 Curriculum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۲ ک
AC-10820	63 Operation of Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۰ 🖉
AC-10819	64 Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	۰ /
AC-10818	65 Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	•
AC-10817	91 Public Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	•
Total - Focus Area : T	itle IV, Par	\$0.00	\$0.00	\$71,000.00	\$6,000.00	\$12,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$104,000.00	



Washington Office of Superintendent of

Budget Entries

Title IV, Part A will take advantage of the "Subcategories" in EGMS to simplify the program plan form.

From the detail box, select from the drop-down list to associate the budget item with one of the 3 Title IVA program purposes. (Please do not select N/A.)

AppLineItemsBy	SubCategory											Add Rows S	Save
Subcategory †	Description	Debit Transfer	Credit Transfer	Salaries- Certificated	Salaries- Classified	Benefits & Payroll Taxes	Supplies Instr. Resources & Non- Capitalized	Purchased Services	Travel	Capital Outlay	Award Total	Total Project Cost	A
Well Rounde V	24 Guidance and Counseling	0	\$0.00	5,000	99	0	0	0	0	0	\$5,099.00	\$5,099.00	
Well Rounded Edu Safe and Healthy	ucation	\$0.00	\$0.00	\$5 000 00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5 099 00	\$5 099 00	



Budget Entries – Adding Rows

You can click on "**Add Rows**" to use the same budget category for a different programmatic subcategory.

You can track how much is budgeted with the detail at the top of this box.

Detailed Budget Entry S	creen												
ocus Area: Title IV, Part A udget Category: 24 Guidano location Amount: \$34,000.0	e and Counseling 00 Allowed Budgeted Direct E	xpenditure: \$	33,099.00 Bud	dgeted Direct Exp	penditure: \$33,0	99.00 Unbud	geted Amount: \$	0.00					
 AppLineItemsBySub 	Category										A	dd Rows S	ave
Subcategory †	Description	Debit Transfer	Credit Transfer	Salaries- Certificated	Salaries- Classified	Benefits & Payroll Taxes	Supplies Instr. Resources & Non- Capitalized	Purchased Services	Travel	Capital Outlay	Award Total	Total Project Cost	Actions
Safe and Healthy V		0	\$0.00	0	0	0	0	0	0	0	\$0.00	\$0.00	ъ
Well Rounded Education	24 Guidance and Counseling	\$0.00	\$0.00	\$5,000.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,099.00	\$5,099.00	e 🔊 🖉
		\$0.00	\$0.00	\$5,000.00	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,099.00	\$5,099.00	



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Budget Uploads

You also have the option to complete your budget in a spreadsheet and then upload the entire thing to EGMS.

- Click on "Download in Excel"
- Save the file on your computer

▲ Budget Details		Download in Excel Budget Summary By Subcategory Upload Excel
Click the 'Download in Excel' button to download the Excel template that you should use to e budget section.	nter the application budget. After entering the application budget in Excel, sa	we the Excel on your computer. Next, click the 'Upload Excel' button to upload the budget in the application
Search Q		* Records are sorted by Last Modified Date ascending order
Showing 1 to 1 of 1 records		
Budget Period #	Start Date	End Date
BP01	07/01/2021	08/31/2022



Title IVA Budget Upload

In your Excel sheet, use the same format as the downloaded file. (Do not rename columns or abbreviate.)

The Subcategory default will be N/A. **Please assign a Subcategory to each entry**. The downloaded file does not incorporate the same drop-down menu as you'll find on the main budget page.

Enter one of the following:

- Well Rounded Education
- Safe and Healthy Students
- Effective Use of Technology

Record Id	Focus Area	Category	Subcategory
a2cr0000002cMBDAA2	Title IV, Part A	15 Public Relations	Well Rounded Education
a2cr0000002gFxJAAU	Title IV, Part A	21 Supervision-Instruction	N/A
a2cr0000002cMBGAA2	Title IV, Part A	22 Learning Resources	N/A
a2cr0000002cMBEAA2	Title IV, Part A	23 Principal's Office	N/A
a2cr0000002gFxMAAU	Title IV, Part A	24 Guidance and Counseling	N/A
a2cr0000002cMBIAA2	Title IV, Part A	25 Pupil Management and Safety	N/A
a2cr0000002cMBJAA2	Title IV, Part A	26 Heath/Related Services	N/A
a2cr0000002cMBNAA2	Title IV, Part A	27 Teaching	N/A
a2cr0000002gFxRAAU	Title IV, Part A	28 Extracurricular	N/A



Title IVA Budget Upload (cont.)

Each Category (Activity code) will come through in the download with one line.

You can "add a row" to the spreadsheet in order to budget funds for a given Category across multiple Subcategories. If you do this, please make sure to leave the Record Id blank. Since each Record Id is unique, duplicating it across rows will create an error message when the budget is uploaded.

	Record Id	Focus Area	Category	Subcategory
	a2cr0000002cMBLAA2	Title IV, Part A	31 Instructional Professional Development	Well Rounded Education
	a2cr0000002gFxqAAE	Title IV, Part A	31 Instructional Professional Development	Safe and Healthy Students
oavo blank	a2cr0000002cMBMAA2	Title IV, Part A	32 Instructional Technology	Effective Use of Technology
fnew		Title IV, Part A	32 Instructional Technology	Safe and Healthy Students

If you go back and download the budget again later, that row will now have an assigned unique Record Id.



Budget Summary By Subcategory Upload Excel

* Records are sorted by Last Modified Date ascending order

Choose the file and then click on "Upload File"



Download in Excel



T

Budget Upload (cont)

Once you complete your entries, go back up to the Budget Details heading and click on "Upload Excel"

Budget Details

Click the 'Download in Excel' button to download the Excel template that you should use to enter the application budget in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button to upload the budget in the application budget section.

Search.

Q

Accessing Title IVA Forms

Once you complete the Title IV, Part A budget, you can now continue with the program plan.

Open the "Forms and Files" tab. You will see a full list of all the forms associated with the CGA.

Navigate to line 22, FP 211 – Title IV, Part A

On the far right, select the pencil icon to edit or the eye icon to view.



23	FP 211 - Title IV, Part A - Equitable Services
22	FP 211 – Title IV, Part A



Title IV, Part A Plan

When you open the FP 211 -Title IV, Part A form, you can see that the budget data that was entered is now is auto-populated on this form.

▲ Budget Plan						
Budget Plan values are populated from the Title IV Part A Section in the Budget Tab of the application.						
Well-Rounded Education Budget \$2,500	Well-Rounded Education Budget % 16.0%					
Safe and Healthy Students Budget \$5,000	Safe and Healthy Students Budget % 32.1%					
Effective Use of Technology \$8,100	Effective Use of Technology % 51.9%					
Total Allocation \$15,600						

Please Note: The field labeled 'Total Allocation' is the amount that you have <u>budgeted</u> so far, including indirect.



Title IV, Part A – Tech Infrastructure

As in past years, you must indicate the amount of funds that were budgeted <u>under the Effective Use of Technology category</u> that were spent on "tech infrastructure".

Once you enter the amount and click on Save, the percentage will autocalculate. By statute, the percentage here cannot exceed 15%

By statute, the purchase of "technology infrastructure" is limited to 15% of the amount budgeted for the Effective Use of Technology. Technology infrastructure is defined to include devices, software, digital content, etc.
1.Please enter the amount of Effective Use of Technology funds you plan to use for technology infrastructure.
1000
2 Percentage of Effective Use of Technology:
0.00%
3.Please describe: 🛈
chrome books for STEM lab
Chrome books for STEM lab



Title IV, Part A – Tech Infrastructure (cont)

After you enter date, you should always go back to the top of that section to click on "**Save**"

You can see that now the percentage of funds that were budgeted under the Effective Use of Technology that you intend to spend on Tech Infrastructure has been calculated for you.



Technology Infrastructure

By statute, the purchase of "technology infrastructure" is limited to 15% of the amount budgeted t

Please enter the amount of Effective Use of Technology funds you plan to use for technology infrastructure.
 \$1,000

2.Percentage of Effective Use of Technology:

```
10.00%
```

3.Please describe: (1) chrome books for STEM lab



Title IV, Part A - Direct Administrative Costs

Per statute, "Direct Administrative Costs" are limited to a maximum of 2% of the overall allocation.

This is IN ADDITION to the indirect costs that are calculated in the budget. It is not required, but if you do charge some direct administrative costs, then briefly describe them here. (Example: portion of staff managing equitable share.)

Direct Administrative Costs

Describe any proposed use of funds for the direct administrative costs of carrying out the program –please note the maximum is 2% of the LEA's allocation. Direct administrative salaries of administrators).



Title IV, Part A – Program Plan

Your Program Plan must include a brief summary of the:

- associated Title IVA program purpose
- needs identified
- grant funded activities, including how funds will be used
- anticipated results of the activity if successful

▲ Program Plan

Please enter information in the table below by Content Area. There should be one complete entry for each distinct set of Program Activities under that Content Area.

LEAs that receive more than \$30,000 must have at least one entry in each of the three program categories. All other LEAs can enter one or more.

Program Need. Briefly describe the specific gap or area of need – identified through the needs assessment process and other stakeholder input – that will be addressed through grant activities (e.g., improved school climate, access to music education, school mental health, etc.).

Grant Funded Activities. Please describe planned program activities. Be sure to include detail on what, specifically, the Title IVA funds will be paying for (e.g., staff time, programs, attendance at training, contracted services, supplies, curriculum, etc. This description should support your grant Budget.)

Program Objective/Outcome. Briefly describe the measurable outcome or change you expect to see if the activity is successful and how you will measure effectiveness.

Partnerships. Describe any partnerships with institutions of higher education, businesses, nonprofit organizations, community-based organizations, or other public or private entities with a *demonstrated record of success in implementing related activities* that will assist the LEA with planning or implementation.

Note: Click on 'New' to add a row to the table



New

Begin Here

Title IV, Part A – Activities

Complete the text boxes and then click on "Save"

anowing i to o or o records

Content Area	Program Need	Grant Funded Activities	Program Objective/Outcome 🗊	Partnerships 🚯	Actions			
Field is required	Field is required	Field is required	Field is required		×			
No Records Found								

Form Number FP211-1 Form Version

To add additional lines, you will need to use the "**New**" button at the top of the section. Please add as many lines as needed to fully describe your funded activities.



LEAs that receive more than \$30,000 must have at least one entry in each of the three program categories. All other LEAs can enter one or more.



Back

Validate Form

After completing the form, you will need to validate.

At the top of the form, click "Validate" in the top right corner.



The system will check that all required data has been entered on the form. If any data is missing, you will see a red error message.

Please enter value for Technology Infrastructure Question 3.

Form Name FP 211 – Title IV, Part A



Title IV, Part A - Equitable Services Form

Navigate to line 23, FP 211 Title IV, Part A – Equitable Services using the cont. navigation drop-down box in the upper left.



Or select the form from the main "Forms and Files" list.

22	FP 211 – Title IV, Part A
23	FP 211 - Title IV, Part A - Equitable Services



Title IV, Part A – Private Schools Participation

Use the Title IVA Equitable Services form to determine the private school proportionate share.

First indicate whether there are any private schools that wish to participate.

▲ Title IV, Part A Equitable Services

Choose the appropriate response:

The LEA does not have any private schools participating in our LEA's Title IV, Part A equitable services
 There are private schools in this LEA and at least one chooses to participate in Title IV, Part A.

Affirmation of Consultation

Reminder: LEAs must upload a completed Affirmation of Consultation in the Private School Participation in Federal Programs Application in EDS, under the "Consultations" tab. An Affirmation of Consultation must be uploaded for all private schools participating in federal program equitable services.

Then provide the contact for the appropriate staff contact.

▲ LEA Contact for Private School Title IV, Part A Services						
A Name	▲ Email	▲ Phone				



Title IV, Part A – Equitable Share Calculation

Use the Title IVA Equitable Share form to determine the private school proportionate share.

Under 1a. Use the LEA Student Enrollment link to open a pdf that lists the totals for the Oct 2021 count. Enter that amount in the box. If it does not allow for data entry, you may need to click on "**Edit**" in the upper right corner.





•	Determining	Title	IV, P	art A	Private	School	Proportionate	Share	for Equitable	Services

 1. Number of Students

 1a. LEA Student Enrollment.

 2,000

 1b. Participating Private School Enrollment. You MUST select SAVE after entering this data.

 754

 1c. Total Enrollment

 2,754

 2. Title IV, Part A Calculations for Per Pupil Rate

 2a. Title IV, Part A LEA Allocation

 \$34,000

2b. Amount LEA transferred **FROM Title IV, Part A** to other programs by exercising transferability option - if less than 100%. \$0

2c. Enter LEA Title IV, Part A Indirect Costs (from Title IV, Part A Budget).

\$901

2d. Enter LEA Title IV, Part A direct administrative costs, if any.

\$0

2e. Amount LEA transferred **FROM Title II, Part A** into Title IV, Part A by exercising transferability option. \$0

2f. Revised Title IV, Part A Allocation for Title IV, Part A.

\$33,099

2g. Title IV, Part A Per Pupil Rate.

\$12

\$9.062

3. Equitable Services Amount (Rounded Up) 🗊

Equitable Share Calculation (cont.)

The funds you claimed as indirect should pre-populate 2c.

If you transferred any funds into or out of Title IVA, on the "**CGA** – **Transferability and REAP Confirmation**" form, it will show up here under 2b or 2e.

Use the "Edit" button at the top if you wish to include up to 2% of your allocation as direct administrative costs under 2d.



when of Students	
A Student Enrollment	
)	
articipating Private School Enrollment. You MUST select SAVE after enterin	ng this data.
ital Enrollment	
e IV, Part A Calculations for Per Pupil Rate	
tle IV, Part A LEA Allocation)00	
mount LEA transferred FROM Title IV, Part A to other programs by exercisin	ng transferability option - if less than 100%.
iter LEA Title IV, Part A Indirect Costs (from Title IV, Part A Budget).	
nter LEA Title IV, Part A direct administrative costs, if any.	
mount LEA transferred FROM Title II, Part A into Title IV, Part A by exercising	g transferability option.
vised Title IV, Part A Allocation for Title IV, Part A. 199	
tle IV, Part A Per Pupil Rate.	
uitable Services Amount (Rounded Up) 🕕	
2	26

Title IV, Part A – Private School Participation

Private schools within your district boundaries that opted to participate in Title IV, Part A will appear in the bottom section of the form.

▲ Private Schools Participating in Title IV, Part A

This table has been populated with the list of private schools residing within your LEA that indicated they intend to participate in Title IV, Part A equitable services. The default for the *Private School Participating in Equitable Services* column has been set to "**yes**" and the *Eligible Pupil Count* column has been pre-populated based on the private school data provided in the EDS *Private Participation in Federal Programs* application. If a private school will no longer participate, update the data in these two columns to reflect no participation and 0 student count.

This table asks questions that are standard across all ESSA programs. Please note that the information on "Other" in column 8 is not an option for Title IV, A as the equitable services amount is determined by formula.

Search...

* Records are sorted by Name ascending order

Save

Private School Name	Private School Building Number	Private School Participating in Equitable Services	Eligible Pupil (1) Count	Method of Per Pupil Calculation	Per Pupil Equitable Share	If Formula, Total Equitable Services Allocation Per Private School	If Other enter Total Equitable Services Allocation Per Private School	Actions
St. John Vianney Catholic Schoo	8205	Yes 🗸	100	Formula 🗸	\$14	\$1,408		C
St. Mary Catholic School	8201	Yes	50	Formula	\$14	\$704		<i>.</i>
Valley Christian School	8360	Yes	200	Formula	\$14	\$2,817		<i>.</i>
				Total Records:3				

Return to the top of the screen and click on "Validate"



Comprehensive Needs Assessment

Use the Navigation box at the top to get to the **CGA – Comprehensive Needs Assessment and Priorities** form.

This page is important to the Title IVA funding because all LEAs that receive \$30,000 or more are required to consider the Title IVA program categories when deciding how to allocate funds.

You will not be able to validate the form if you receive \$30,000 or more in Title IVA funding and do not check the Title IVA box. This applies whether funds are transferred or not.



Comprehensive Needs Assessment

- A Needs Assessment has been completed for the following programs (check all that apply):
 Select All
 Title I Part A
-] Title I Part C Migrant Education
- Title I D Neglected and Delinquent

] Title II A

Title III Title IV A

Title V REA

Questions?



Contact us:

Cara.patrick@k12.wa

Educational Grant Management

System (EGMS) at OSPI

