Title IV, Part A: Student Support and Academic Enrichment

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

Updated: July 2023

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Title IV, Part A in EGMS

✓ Completing the Title IVA budget

✓ How to access Title IVA forms:
- Title IVA Program Plan
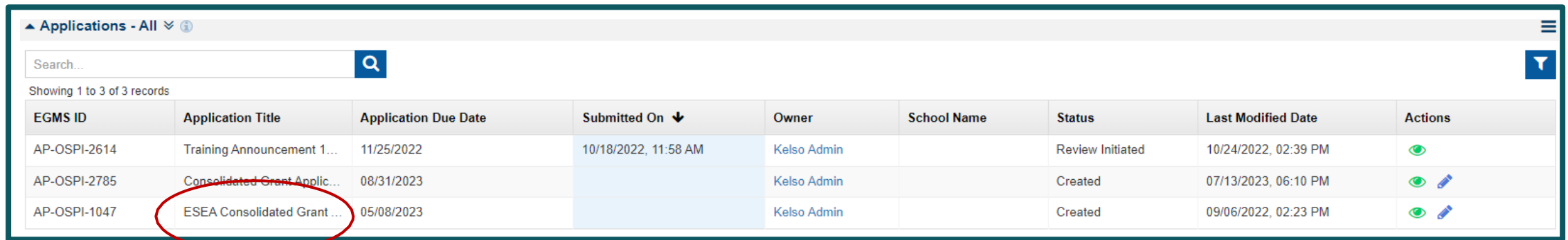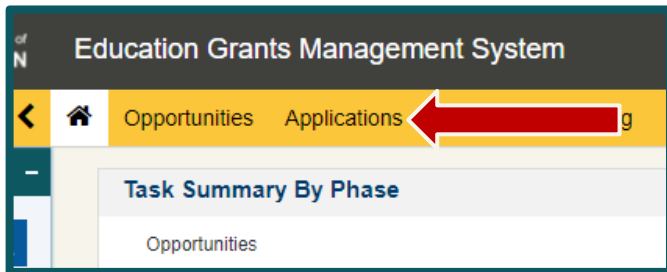- Equitable Services for Private School Participation in Title IVA

✓ A reminder about the Comprehensive Needs Assessment form

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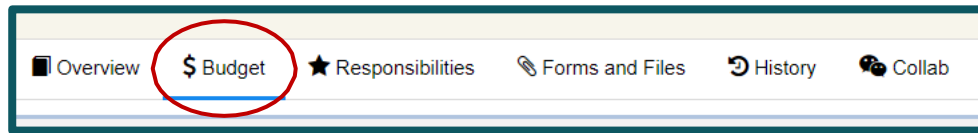**PUBLIC INSTRUCTION**

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"

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.

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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**".

▲ Allocations and Indirect Costs

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	✏️
Title I, Part C	$1,236,204.00	$53,913.00	$0.00	$1,236,204.00	$0.00	✏️
Title I, Part D	$0.00	$0.00	$0.00	$0.00	$0.00	✏️
Title I, Part D, Subpart 1	$35,000.00	$1,527.00	$0.00	$35,000.00	$0.00	✏️
Title I, Part D, Subpart 2	$35,000.00	$1,527.00	$0.00	$35,000.00	$0.00	✏️
Title II, Part A	$746,028.00	$32,536.00	$0.00	$746,028.00	$0.00	✏️
Title III, Part A	$831,602.00	$36,268.00	$0.00	$831,602.00	$0.00	✏️
Title IV, Part A	$381,588.00	$16,642.00	$16,642.00	$364,946.00	$18,000.00	✏️
Title V, Part B	$14,000.00	$611.00	$0.00	$14,000.00	$1,400.00	✏️
Total	$9,093,442.00	$396,582.00	$16,642.00	$9,076,800.00	$19,400.00	

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Budget - Indirects

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

Title IV, Part A		$10,631.00	4,326	$175,855.00	$285,122.00
Title V, Part B	$16,000.00	$945.00	$0.00	$16,000.00	$0.00
Total	$5,658,811.00	$333,878.00	$28,323.00	$5,630,488.00	$466,222.00

When finished, be sure to hit the **SAVE** button at the top of the Allocations and Indirect Costs section.

▲ Allocations and Indirect Costs   Save ≡

Focus Area/Program ↑	Allocation Amount	Maximum Indirect Allowed	Requested Indirect Amount	Allowed Budgeted Direct Expenditure	Budgeted Direct Expenditure	Actions
Title I, Part A	$4,490,080.00	$264,918.00	$0.00	$4,490,080.00	$0.00	✎
Title I, Part C	$21,000.00	$1,240.00	$0.00	$21,000.00	$0.00	✎

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Entering the Budget

Scroll down to the **Budget Details** section. Click the "**Edit**" (pencil) icon to enter values for any budget category.

⭐ Pro tip: Use the search bar at the top of the section and type in "title iv" to view only your Title IV, A budget details.

Budget Entries

Clicking on the "**Edit**" (pencil) icon will open a detail box.

Detailed Budget Entry Screen   ✕

Focus Area: Title IV, Part A
Budget Category: 25 Pupil Management and Safety
Allocation Amount: $180,181.00   Allowed Budgeted Direct Expenditure: $175,855.00   Budgeted Direct Expenditure: $285,122.00   Unbudgeted Amount: ($109,267.00)

▲ **Detailed Budget**   **Add Rows** ☰

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	Actions
	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	✏️ 🗑️
Safe and Healthy Students	25 Pupil Management and Safety	$0.00	$0.00	$0.00	$0.00	$0.00	$122.00	$0.00	$0.00	$0.00	$122.00	✏️ 🗑️
		$0.00	$0.00	$0.00	$0.00	$0.00	$122.00	$0.00	$0.00	$0.00	$122.00	

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Title IVA Budget Entries

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

- 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.)

- Use the Add Rows button if you need to divide a budget object code across multiple subcategories. When finished hit the Save button.

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

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 empty – you will need to expand columns or wrap the text of the category column to see the empty subcategory cells. **Please assign a Subcategory to each line that has funds added**. For budget lines you do not add funds to, leave the subcategory cells empty. The downloaded file does not incorporate the same drop-down menu as you'll find on the main budget page.

Manually enter one of the following:
- Well Rounded Education
- Safe and Healthy Students
- Effective Use of Technology

	Record Id	Focus Area	Category	Subcategory	Description	Debit Tran	Credit Tran	Salaries-Ce	Salaries-Cl	Benefits &	Supplies In	Purchased	Travel	Capital Outlay	
1	Record Id	Focus Area	Category	Subcategory	Description										
57	a2cBZ000(	Title IV, Part A	15 Public Relations		15 Public Relations	0	0	0	0	0	0	0	0	0	
58	a2cBZ000(	Title IV, Part A	21 Supervision-Instruction	Safe and Healthy Stude	21 Supervision-Instruc	0	0	31000	0	0	0	0	0	0	
59	a2cBZ000(	Title IV, Part A		Well Rounded Educatic	22 Learning Resources	0	0	0	0	0	0	0	250	0	
60	a2cBZ000(	Title IV, Part A	23 Principal's Office		23 Principal's Office	0	0	0	0	0	0	0	0	0	
61	a2cBZ000(	Title IV, Part A	24 Guidance and Counseling		24 Guidance and Coun	0	0	0	0	0	0	0	0	0	

Enter subcategory

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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
a2cr0000002cMBMAA2	Title IV, Part A	32 Instructional Technology	Effective Use of Technology
	Title IV, Part A	32 Instructional Technology	Safe and Healthy Students

Leave blank if new

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

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Budget Upload (cont)

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

Choose the file and then click on **"Upload File"**

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Accessing the Title IVA Forms

Navigate back to the Applications tab and locate the CGA application 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"

On the far right, click on the pencil icon to edit.

Now click on the

"**Forms and Files**" tab.

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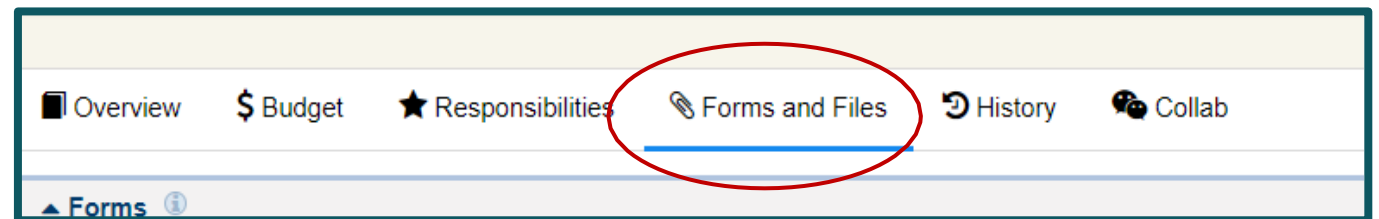
Accessing Title IVA Forms

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

When you 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

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

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

Actions

View → 👁 ✏ ← Edit

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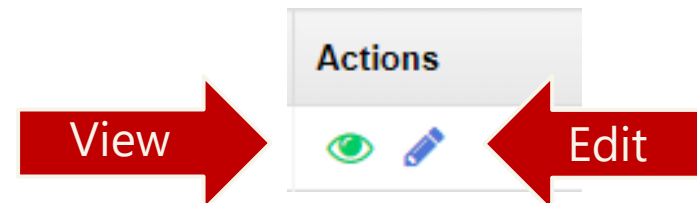
Title IV, Part A Program Plan

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. You will be able to see if all funds are not budgeted.

▲ **Budget Plan**

This Budget Plan is auto populated from entries in the Title IV, Part A section of the Budget. (Please note that these values will not update to reflect revisions, including addition of carryover, to the budget after initial approval.)

LEAs that receive an allocation of $30,000 or more must address all three content areas as follows:
- Not less than 20 percent of funds to support well-rounded educational opportunities.
- Not less than 20 percent of funds to support safe and healthy students.
- A portion of funds to support the effective use of technology.

LEAs that receive an allocation of less than $30,000 are not required to address multiple content areas.

Well-Rounded Education Budget	Well-Rounded Education Budget %
$5,250	14.05%
Safe and Healthy Students Budget	Safe and Healthy Students Budget %
$31,000	85.05%
Effective Use of Technology	Effective Use of Technology %
$0	0.00%
Total Budgeted Direct Costs	Total Allocation (including indirect)
$36,250.00	$10,000.00

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 auto-calculate. By statute, the percentage here cannot exceed 15%

▲ **Technology Infrastructure**

This section is a sub-total of the Effective Use of Technology amount in the Budget Plan. Please do not enter any text here if you did not include any funds for Effective Use of Technology in the Budget. (If you did include funds for Effective Use of Technology in your budget, they would be shown in the Budget Plan above.)

By statute, no more than 15% of funds designated for activities to support the Effective Use of Technology may be used "for purchasing technology infrastructure." The U.S. Department of Education (ED) defines technology infrastructure to include devices, equipment, software applications, platforms, digital instructional resources and/or other one-time IT purchases.

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

2. Percentage of Effective Use of Technology:

3. Describe any technology infrastructure items, as defined above, that are included in the budget for Effective Use of Technology. (I.e., you do not need to include non-technology infrastructure items such as professional learning.) ⓘ

Title IV, Part A – Tech Infrastructure (cont)

After you enter data, 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.

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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.)
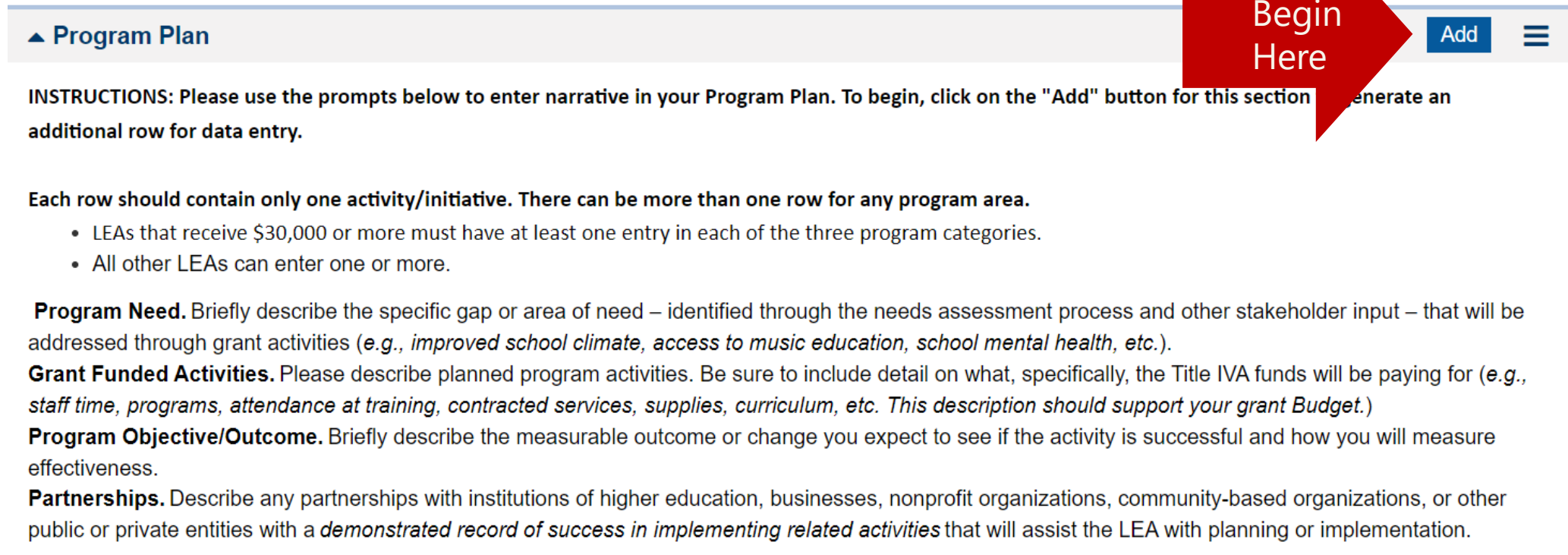
▲ **Direct Administrative Costs**

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 costs are defined as any costs that are administrative in nature and support the management of a program (e.g., salaries of administrators). These costs are in addition to the indirect costs already included in the Budget. ⓘ

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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   Begin Here → Add ≡

INSTRUCTIONS: Please use the prompts below to enter narrative in your Program Plan. To begin, click on the "Add" button for this section [ge]nerate an additional row for data entry.

Each row should contain only one activity/initiative. There can be more than one row for any program area.
- LEAs that receive $30,000 or more 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.

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Title IV, Part A – Activities

Complete the text boxes and then click on "**Save**"

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

Validate Form

After completing the form, you will need to validate.

At the top of the form, click "**Validate**" in the top right corner.
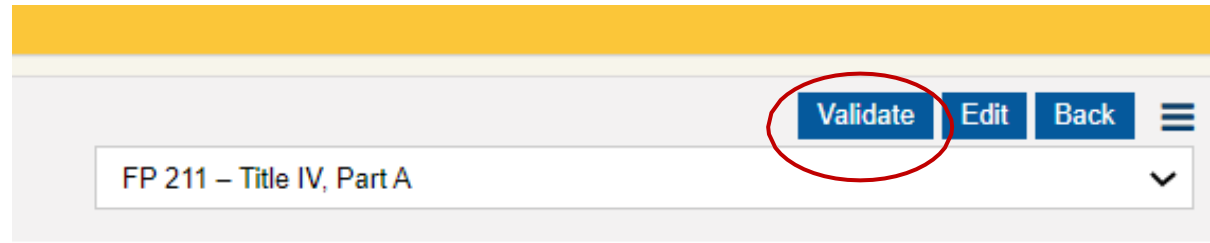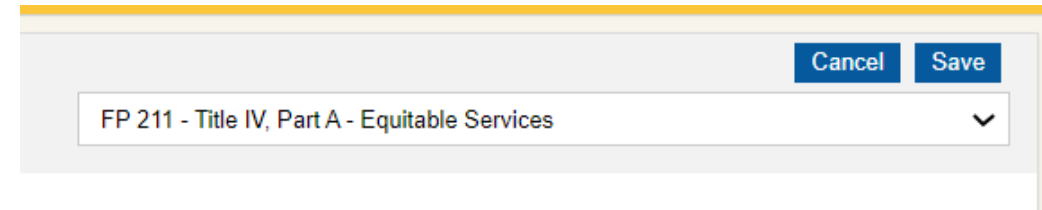
The system will check that all required data has been entered on the form. If any data is missing, you will see a red error message.

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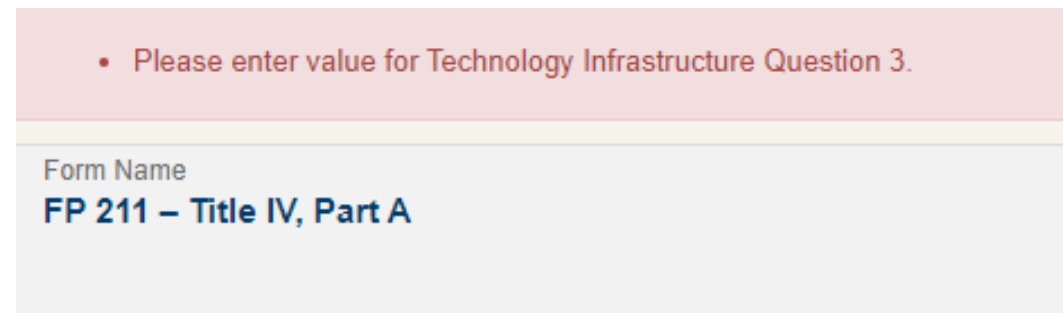
Title IV, Part A - Equitable Services Form

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.

Title IV, Part A – Private Schools Participation

Use the Title IVA Equitable Services form to determine the private school proportionate share. Make a selection based on whether or not your LEA has any participating private schools.

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.

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Title IV, Part A – Equitable Share

The funds you claimed as indirect should pre-populate 1c.

2c is where you will enter the amount, up to 2%, for direct administrative costs. If you enter an amount here, you must fill in the purpose and amount on the program plan page as well.

The form already accounts for

any funds transferred out or in.

And the indirect funds you indicated on the budget form will also be pre-populated.

▲ **Determining Title IV, Part A Private School Proportionate Share for Equitable Services**

1. Number of Students
1a. LEA Student Enrollment
100

1b. Participating Private School Enrollment.
161

1c. Total Enrollment
261

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

$10,000.00

2b. Enter LEA Title IV, Part A Indirect Costs (from Title IV, Part A Budget).
$513.00

⚠ 2c. Enter LEA Title IV, Part A direct administrative costs, if any. Please note the maximum is 2% of the LEA's allocation.

2d. Revised Title IV, Part A Allocation for Title IV, Part A.
$9,487

2e. Title IV, Part A Per Pupil Rate.
$37

3. Equitable Services Amount (Rounded Up) ⓘ
$5,957

Participating Private Schools

Any private schools that indicated they want to participate in Title IV, Part A through the private schools database will appear in the table at the bottom.

If, during consultation, the private school indicates that they no longer want to participate, you can click on Edit to change the default Yes to be No. And change the Eligible Pupil Count to 0.

The Participating Private School Enrollment total at the top will adjust and recalculate once you click Save.

▲ 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 par *Eligible Pupil Count* column has been pre-populated based on the private school data provided in the EDS *Private Parti* and 0 student count.

This table asks questions that are standard across all ESSA programs. Please note that the information on "Other" in co

Search...

Showing 1 to 2 of 2 records

Private School Name	Private School Building Number	Private School Participating in Equitable Services	Eligible Pupil Count
Saint Patrick Catholic School	8018	Yes	100
Tri-Cities Prep	8309	Yes	197

▲ Determining Title IV, Part A Private School Proportionate Share for Equitable Services

1. **Number of Students**
1a. **LEA Student Enrollment.**
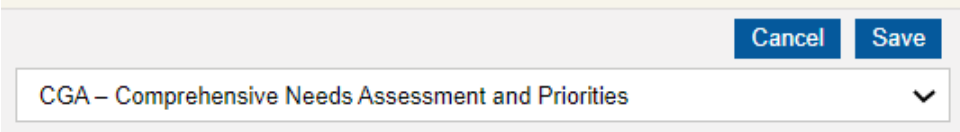1,000

1b. **Participating Private School Enrollment.**
297

1c. **Total Enrollment**
1,297

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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.
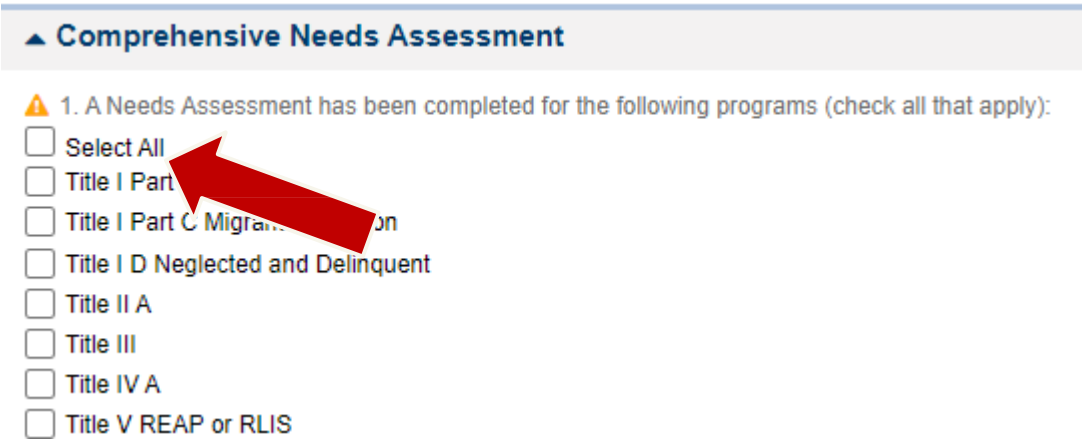
Questions?

Contact us:

TitleIVA@k12.wa.us

Educational Grant Management System (EGMS) at OSPI

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