

FP 208 – Title I, D – Subpart 2, Local and ESD Application

Completing Title I, Part D Subpart 2 Forms Associated with the
Consolidated Grant Application in EGMS



Title I, D Subpart 2 Application Overview



How to access FP 208 – Title I, Part D – Subpart 2 Local and ESD Application



Walk through of the form

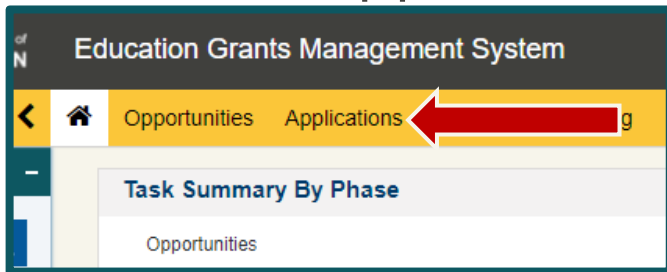


Walk through of the budget





Access ESEA Consolidated Grant

1. 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"



A screenshot of the 'Applications - All' table in EGMS. The table has a search bar at the top and a search icon. Below the search bar, it says 'Showing 1 to 1 of 1 records'. The table has the following columns: EGMS ID, Application Title, Funding Opportunity Title, Application Due Date, Submitted On, Owner, Status, Last Modified Date, and Actions. The 'Application Title' column for the first record is circled in red.

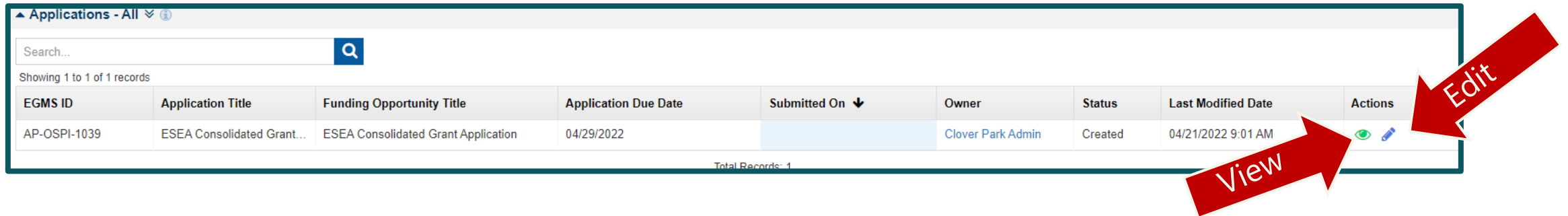
EGMS ID	Application Title	Funding Opportunity Title	Application Due Date	Submitted On	Owner	Status	Last Modified Date	Actions
AP-OSPI-1039	ESEA Consolidated Grant...	ESEA Consolidated Grant Application	04/29/2022		Clover Park Admin	Created	04/21/2022 9:01 AM	 

Total Records: 1





Access Forms and Files

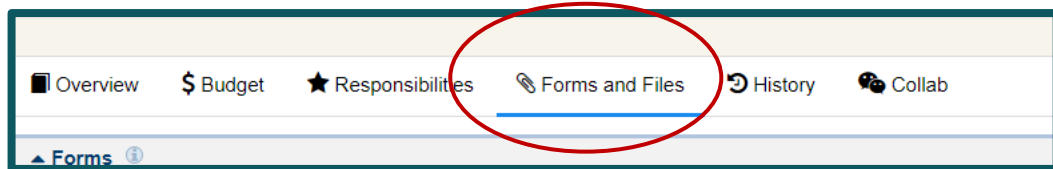
2. On the far right-hand side, select the pencil icon to edit or the eye icon to view the application.



The screenshot shows a table titled "Applications - All" with a search bar and a search icon. Below the search bar, it says "Showing 1 to 1 of 1 records". The table has the following columns: EGMS ID, Application Title, Funding Opportunity Title, Application Due Date, Submitted On (with a downward arrow), Owner, Status, Last Modified Date, and Actions. The first row contains the following data: AP-OSPI-1039, ESEA Consolidated Grant..., ESEA Consolidated Grant Application, 04/29/2022, Clover Park Admin, Created, 04/21/2022 9:01 AM. In the Actions column, there are two icons: an eye icon and a pencil icon. A red arrow labeled "View" points to the eye icon, and another red arrow labeled "Edit" points to the pencil icon. Below the table, it says "Total Records: 1".

EGMS ID	Application Title	Funding Opportunity Title	Application Due Date	Submitted On ↓	Owner	Status	Last Modified Date	Actions
AP-OSPI-1039	ESEA Consolidated Grant...	ESEA Consolidated Grant Application	04/29/2022		Clover Park Admin	Created	04/21/2022 9:01 AM	 

3. Click on the "Forms and Files" tab.

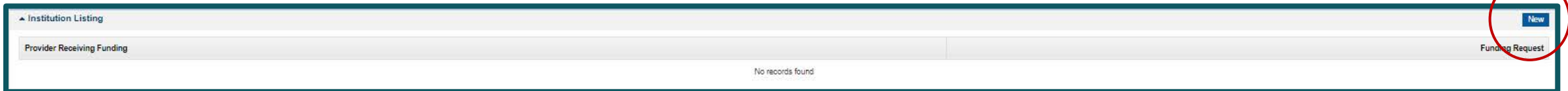


Access Title I, D Forms

4. Scroll down to the **“FP 208 – Title I, Part D – Subpart 2, Local and ESD Application.”** Select the pencil icon to edit or the eye icon to view.



5. Near the bottom of the page, select the **“New”** button to complete an application. For each institution that the district will be requesting funding for, a new form must be completed.



Form Walk Through

6. A pop-up window will appear titled, "Institution Listing Details." This is where most of the application will be completed.

Institution Listing Details

Save

* Required to Save | * Required to Submit

▲ Institution Listing

*Provider Receiving Funding

*Funding Request

▲ I. BASIC EDUCATION SERVICES

Comparable Program: Identify the 3 things which ensure that the youth are participating in basic education programming in the facility which is comparable to the same academic programs in the local school they would otherwise attend.

▲ 1. ⓘ

▲ 2. ⓘ

▲ 3. ⓘ

▲ II. NEEDS ASSESSMENT FOR TRANSITION SERVICES

1. List 3 lessons learned from the Title I, D transition services provided in the 2021–22 school year.

▲ a. ⓘ

▲ b. ⓘ

▲ c. ⓘ

2. Describe the top 5 needs of the youth for transitional services that you will be addressing with supplemental services for the 2022–23 school year.

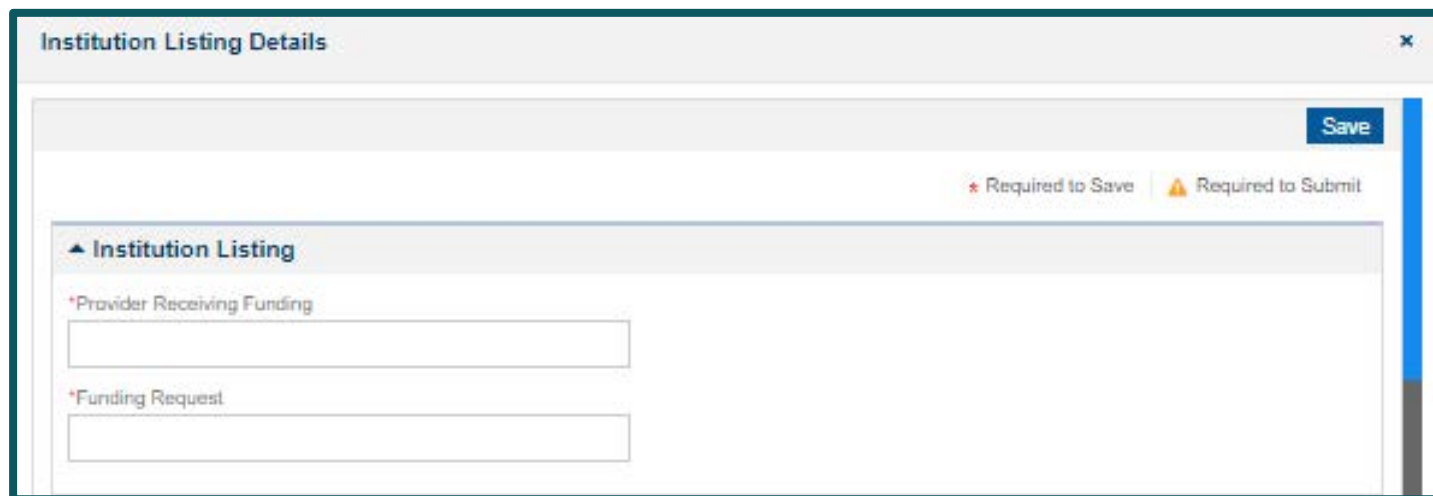
▲ 2a. ⓘ

▲ 2b. ⓘ



Form Walk Through – Facility Name

7. Fill out the name of the facility and the funding request. These two sections must be completed prior to saving the form.



The screenshot displays a web form titled "Institution Listing Details" with a close button (x) in the top right corner. A blue "Save" button is located in the top right of the form area. Below the title bar, there are two status indicators: a red asterisk for "Required to Save" and a yellow warning triangle for "Required to Submit". The form contains a section titled "Institution Listing" with a downward-pointing arrow. Under this section, there are two required text input fields: "*Provider Receiving Funding" and "*Funding Request".



Form Walk Through – Staffing Chart

8. Scroll all the way down the form to the **Staffing Chart**. All fields in this section must be completed prior to saving the form. If any of the fields don't apply—please indicate, "Not Applicable or N/A" and "0" in the fields indicating numerical values. Select **Save** at the top or bottom of the form after completing this section.

*Admin Staff Title ⓘ	*FTE	*Salary/Benefits	*Duties and Responsibilities ⓘ
N/A	0.00	0	N/A
*Transition Staff Title ⓘ	*FTE	*Salary/Benefits	*Duties and Responsibilities ⓘ
Educational Advocate	1.00	61,119	Education advocate to assist with transition and students.
*Data/Office Staff Title ⓘ	*FTE	*Salary/Benefits	*Duties and Responsibilities ⓘ
Paraprofessionals	3.90	281,183	Paraprofessionals to assist with students and learning objectives.
Total Salary/Benefits \$342,302			

Form Walk Through – Complete All Sections

9. Complete sections **I, II, III, IV, V, IV, VII, VIII, IX, X** and save often. These sections must be completed prior to submitting the form.

Note: It is recommended to copy all answers into a word document.



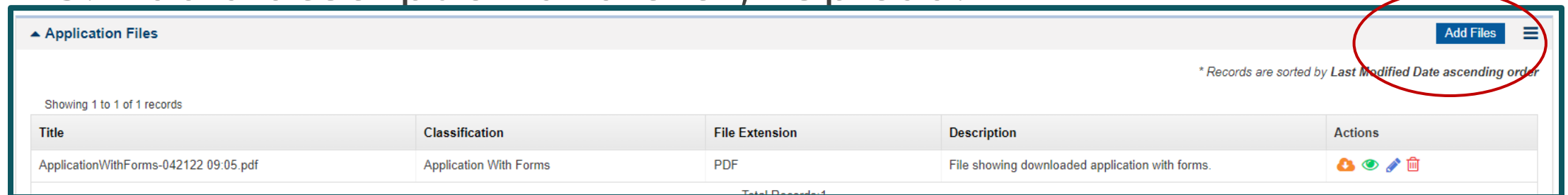
Formal Agreements

10. After completing the application, return to the **Forms and Files** tab. Please upload the contract or formal agreement between the district and facility/institution to the **Application Files** section.





11. Select, "Add Files."

12. Click "Choose File" to upload the file from your computer.

13. Add a description and click, "Upload."



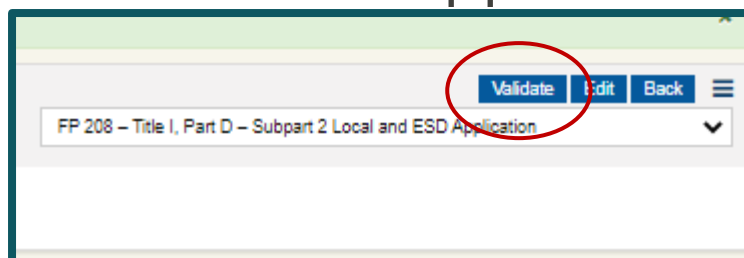
The screenshot displays the 'Application Files' section of a web application. At the top right, there is a blue button labeled 'Add Files' with a hamburger menu icon to its right, which is circled in red. Below the button, a note states: '* Records are sorted by Last Modified Date ascending order'. The main content area shows a table with one record. The table has five columns: Title, Classification, File Extension, Description, and Actions. The record in the table is for a PDF file named 'ApplicationWithForms-042122 09:05.pdf' with the classification 'Application With Forms' and the description 'File showing downloaded application with forms.' The Actions column contains icons for upload, view, edit, and delete. At the bottom of the table, it says 'Showing 1 to 1 of 1 records' and 'Total Records: 1'.

Title	Classification	File Extension	Description	Actions
ApplicationWithForms-042122 09:05.pdf	Application With Forms	PDF	File showing downloaded application with forms.	   

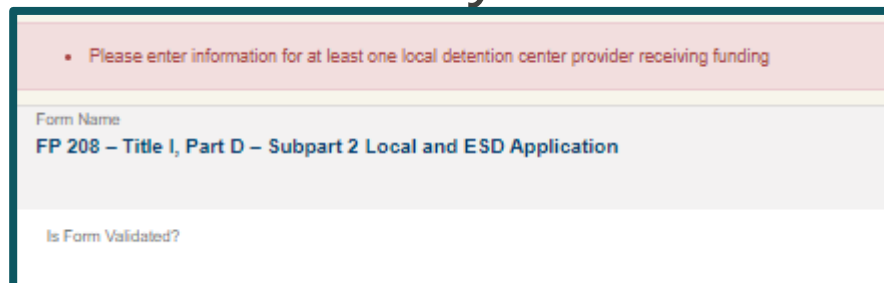
Validate Forms

14. After uploading the formal agreement, return to the **FP 208 – Title I, Part D – Subpart 2, Local and ESD Application** in the **Forms** section.

15. From the Application Form, click “Validate” in the top right corner.



16. 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.



Validate Forms – Confirmation

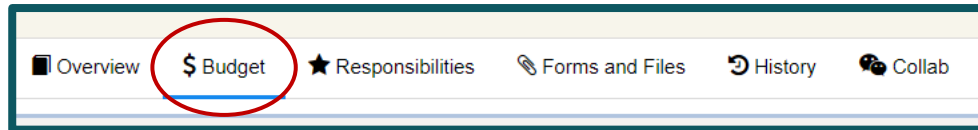
17. If the form passes validation, the “**Is Form Validated?**” field will say “**Yes.**”

Form Name FP 208 – Title I, Part D – Subpart 2 Local and ESD Application
Is Form Validated? No



Access Budget

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



19. 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 Indirect Costs

20. Scroll down to the Allocations and Indirect Costs section. Click the **"Edit"** (pencil) icon to enter the Requested Indirect Amount for Title I, Part D, Subpart 2, 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	

Request Indirect Amount

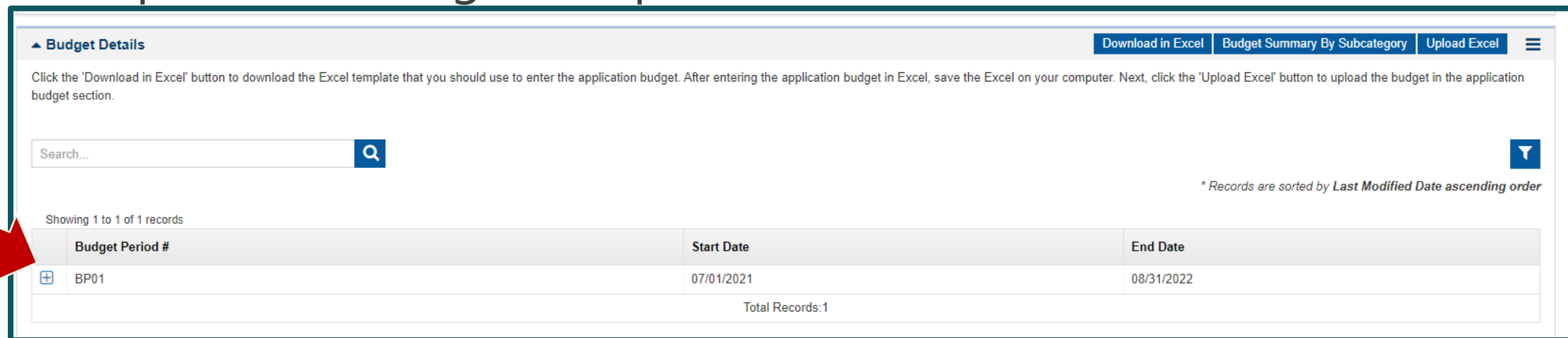
21. Enter in the Maximum Indirect Allowed amount into the **Requested Indirect Amount** field.

Focus Area/Program 1	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	\$1,238,204.00	\$53,913.00	\$0.00	\$1,238,204.00	\$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	<input type="text" value="1,527"/>	\$35,000.00	\$0.00	



Budget Details

22. Scroll down to the **Budget Details** section. Click the “+” icon to expand the budget template.



The screenshot shows a web interface for budget management. At the top, there's a header with the title "Budget Details" and three buttons: "Download in Excel", "Budget Summary By Subcategory", and "Upload Excel". Below the header is a paragraph of instructions. A search bar is present with a magnifying glass icon. A table displays one record for budget period "BP01" with start and end dates. A red arrow points to a plus icon in the first column of the table row.

Click the 'Download in Excel' button to download the Excel template that you should use to enter the application budget. After entering 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...

* 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

Total Records: 1



Budget Categories

23. Click the **"Edit"** (pencil) icon to enter values for any budget category for Title I, Part D, Subpart 2.

Focus Area : Title I, Part D, Subpart 2														
AC-10758	21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10757	24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10756	27 Teaching	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10755	31 Instructional Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10754	33 Curriculum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
Total - Focus Area : Title I, Part D, Subpart 2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Budget Details – Add Rows

24. For General Fund detailed budgets, a modal window opens to enter line-item budget details. Use the “**Edit**” (pencil) icon to add values. Click on “**Add Rows**” as needed.

Detailed Budget Entry Screen

Focus Area: Title I, Part D, Subpart 2
Budget Category: 21 Supervision-Instruction

AppLineItemsBy SubCategory Add Rows Save ☰

Subcategory 1	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
<input type="text" value="21 Supervision-Instruction"/>	<input type="text" value="21 Supervision-Instruction"/>	<input type="text" value="0"/>	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	