

FP 209 – Title I, D – Subpart 1 State Agency Application

Completing Title I, Part D, Subpart 1 Forms Associated with the
Consolidated Grant Application in EGMS



Title I, D Subpart 1 Application Overview



How to access FP 209 – Title I, Part D – Subpart 1, State Agency Application



Walk through of the form

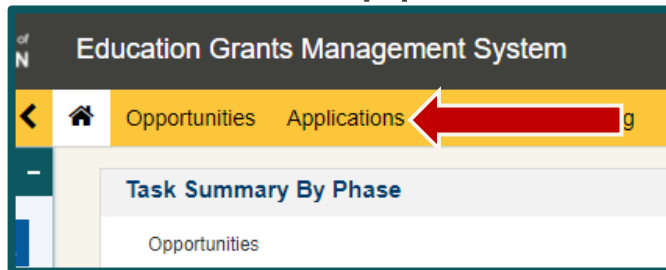


Walk through of the budget



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"

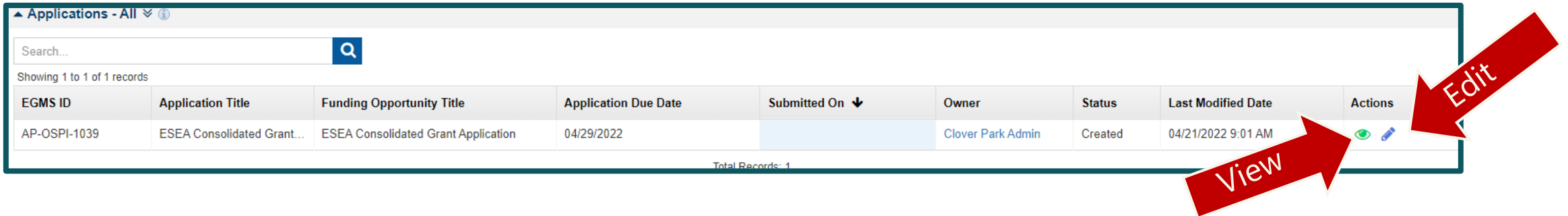


A screenshot of the "Applications - All" table in the EGMS. The table has a search bar at the top and a search icon. Below the search bar, it says "Showing 1 to 1 of 1 records". The table has the following columns: EGMS ID, Application Title, Funding Opportunity Title, Application Due Date, Submitted On, Owner, Status, Last Modified Date, and Actions. The first row of data is highlighted in light blue and contains the following information: EGMS ID: AP-OSPI-1039, Application Title: ESEA Consolidated Grant... (circled in red), Funding Opportunity Title: ESEA Consolidated Grant Application, Application Due Date: 04/29/2022, Submitted On: (empty), Owner: Clover Park Admin, Status: Created, Last Modified Date: 04/21/2022 9:01 AM, and Actions: (eye icon, pencil icon). The text "Total Records: 1" is visible at the bottom right of the table.



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	

Access Forms and Files

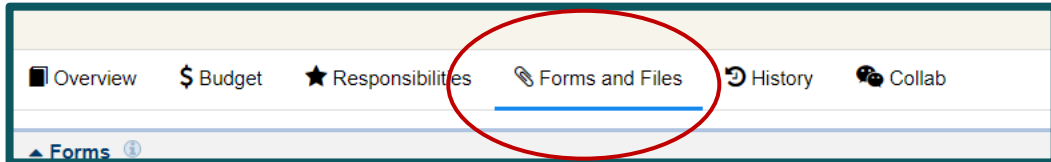
2. On the far right-hand side, select the pencil icon to edit or the eye icon to view the application.



A screenshot of a web application interface showing a table of applications. The table has columns for EGMS ID, Application Title, Funding Opportunity Title, Application Due Date, Submitted On, Owner, Status, Last Modified Date, and Actions. A single record is shown with EGMS ID AP-OSPI-1039 and Application Title ESEA Consolidated Grant... The Actions column contains an eye icon (View) and a pencil icon (Edit). Two red arrows point to these icons, labeled 'View' and 'Edit' respectively.

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.



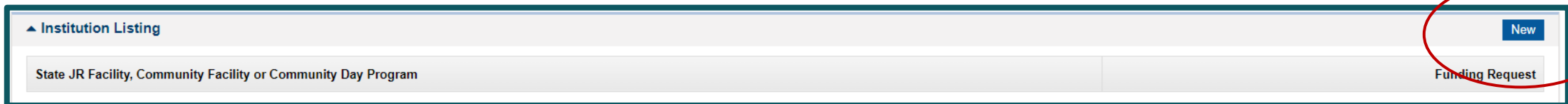
A screenshot of a navigation menu with several tabs: Overview, Budget, Responsibilities, Forms and Files, History, and Collab. The 'Forms and Files' tab is highlighted with a red circle.

Access Title I, D Forms

4. Scroll down to the **"FP 209 – Title I, Part D – Subpart 1, State Agency 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 [Close]

[Save]

* Required to Save | ⚠ Required to Submit

▲ Institution Listing

*State JR Facility, Community Facility or Community Day Program

*Funding Request

▲ I. BASIC EDUCATION SERVICES – 2021–2022

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. ⓘ

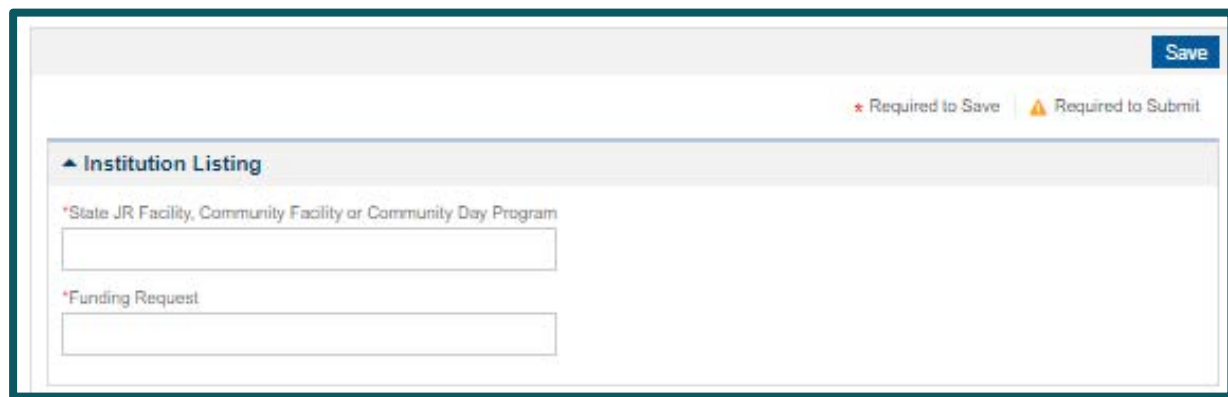
⚠ 3. ⓘ

▲ II. NEEDS ASSESSMENT FOR SUPPLEMENTAL SERVICES

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

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 shows a web form interface. At the top right, there is a blue 'Save' button. Below it, there are two status indicators: a red asterisk followed by 'Required to Save' and a yellow triangle followed by 'Required to Submit'. The main section is titled 'Institution Listing' with a small upward-pointing triangle to its left. Below this title, there are two text input fields. The first field is preceded by the text '*State JR Facility, Community Facility or Community Day Program'. The second field is preceded by the text '*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, XI, XI** 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.



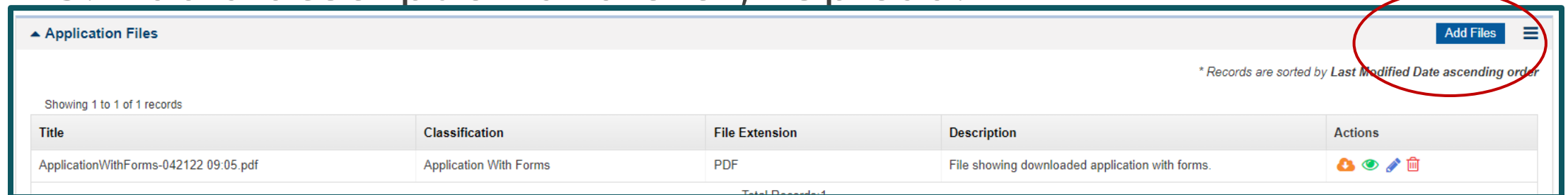
Formal Agreements

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."



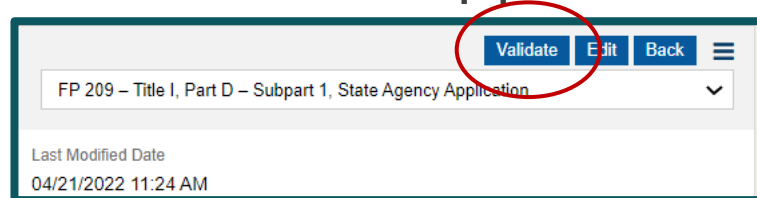
The screenshot shows the 'Application Files' interface. At the top right, there is a blue button labeled 'Add Files' with a menu icon to its right, which is circled in red. Below the button, a note states: '* Records are sorted by Last Modified Date ascending order'. The main area displays a table with one record. The table has the following columns: Title, Classification, File Extension, Description, and Actions. The record in the table is:

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

Validate Forms

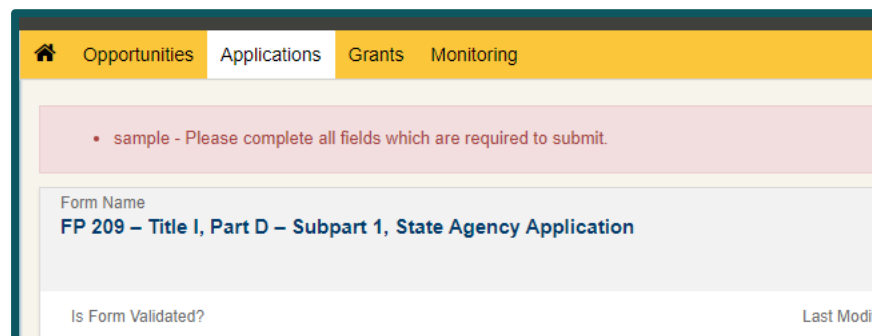
14. After uploading the formal agreement, return to the **FP 209 – Title I, Part D – Subpart 1, State Agency Application** in the **Forms** section.

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



A screenshot of a web interface showing a dropdown menu with the text "FP 209 – Title I, Part D – Subpart 1, State Agency Application". To the right of the dropdown are three buttons: "Validate", "Edit", and "Back". The "Validate" button is circled in red. Below the dropdown, the text "Last Modified Date" and "04/21/2022 11:24 AM" is visible.

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.



A screenshot of a web interface showing a navigation bar with "Opportunities", "Applications", "Grants", and "Monitoring". Below the navigation bar is a red error message: "• sample - Please complete all fields which are required to submit." Below the error message is a form with the text "Form Name" and "FP 209 – Title I, Part D – Subpart 1, State Agency Application". At the bottom of the form, the text "Is Form Validated?" and "Last Modified" is visible.

Validate Forms – Confirmation

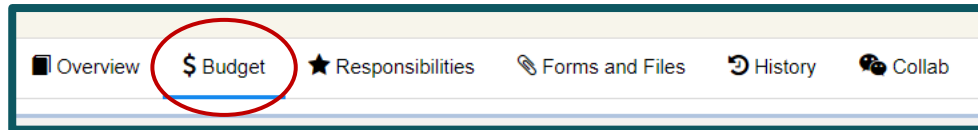
17. If the form passes validation, the “**Is Form Validated?**” field will say “**Yes.**”

Form Name FP 209 – Title I, Part D – Subpart 1, State Agency 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 1, 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	



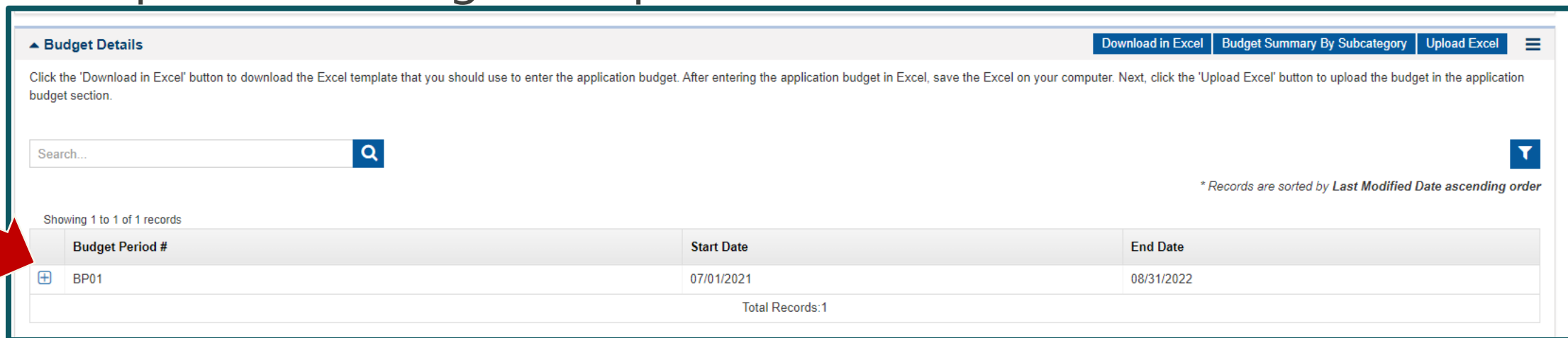
Request Indirect Amount

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

Focus Area/Program ↑	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		\$1,527.00	1,527	\$35,000.00	\$0.00	
Title I, Part D, Subpart 2	\$35,000.00	\$1,527.00	\$0.00	\$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 the 'Budget Details' section of a web application. At the top, there are three buttons: 'Download in Excel', 'Budget Summary By Subcategory', and 'Upload Excel'. Below these is a search bar and a dropdown arrow. A note explains the process of downloading and uploading an Excel template. 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.

▲ 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 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 1.

Focus Area : Title I, Part D, Subpart 1												
AC-10749	21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10753	24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10752	27 Teaching	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10751	31 Instructional Professional Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	 
AC-10750	33 Curriculum	\$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 1
Budget Category: 21 Supervision-Instruction

AppLineItemsBySubCategory Add Rows 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	Actions
<input type="text" value="21 Supervision-Instruction"/>	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	