

Title IV, Part A Grant Application Training

School Year 2025-26



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Meet the Program Supervisor

Title IV, Part A

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We now have a Title IV, Part A shared inbox for supporting any Title IVA or Stronger Connections Grant questions:

TitleIVA@k12.wa.us



Title IV, Part A: Program Purposes

The Student Support and Academic Enrichment (Title IV, A) grant program aims to increase the capacity of state educational agencies (SEAs), local educational agencies (LEAs), schools, and local communities to:

Provide all students with access to a **Well-Rounded Education**.

Improve school conditions for student learning through activities that support **Safe and Healthy Students**.

Support the **Effective Use of Technology** in order to improve the academic achievement and digital literacy of all students.



Title IV, Part A: Grant Requirements

1

Meaningful consultation with stakeholders.

2

Comprehensive needs assessment at least once every three years. (If allocation is \$30,000 or more.)

3

Distribution of funds across the 3 program areas – at least 20% well-rounded education, at least 20% safe and healthy students, and some portion effective use of technology. (If allocation is \$30,000 or more.)

4

Funds must be used to supplement, and not supplant, non-federal funds.

5

Equitable services for private school participation, including by engaging in timely and meaningful consultation with private school officials during the design and development of their Title IV, Part A programs.



Allocations

- US Department of Education allocates funding to each state on an annual basis based on its relative share of Title I the prior year.
- OSPI allocates funding to each LEA based on its Title I allocation from the prior year.
 - The minimum allocation is \$10,000.
 - LEAs may carryover up to 100% of funds from year to year.
- LEAs submit a narrative plan and budget as part of the Consolidated Grant Application (CGA) in the new EGMS.
- REAP eligible LEAs may opt to exercise Alternative Fund Use Authority (flexibility) to simplify management of Title IVA, as well as Title IIA, funds.
- LEAs may opt to transfer Title IVA, as well as Title IIA, funds to use for purposes consistent with other federal programs.
- Allocations can be found on [OSPI's Federal Allocation webpage](#).

Core Components of the Title IV, Part A Application

Budget

- Indirect costs
- Direct costs
- Use of subcategories

Program Plan

- Spending across content areas
- Identified need
- Grant funded activities

Equitable Services

- Private School participation

Comprehensive Needs Assessment

- Form is required for all LEAs
- Inclusion of Title IVA is required for LEAs with \$30,000 or more



Application Flow Chart

Access the 23-24 Consolidated Grant Application (CGA) in EGMS

STEP 1: Budget indirect costs

You will need to determine the amount of indirect costs you wish to claim before filling out the rest of the budget. The system shows the maximum allowable, but you may opt to claim less.
CGA > Budget tab > Allocations & Indirect Costs section > Edit (pencil) indirect total > **SAVE**

STEP 2: Enter Title IVA Budget

****Budgets MUST be entered FIRST.** This step will populate the Title IVA program plan form.

Option 1:

Manually enter your budget in EGMS by line item.

CGA > Budget tab > Scroll down to the "Budget Details" Table > Edit (pencil) line items. > Add funds and subcategories > **SAVE**

OR

Option 2:

Upload your budget in EGMS from an Excel sheet.

CGA > Budget tab > Scroll down to the "Budget Details" Table > "Download in Excel" > Add funds and subcategories to the sheet > Back in EGMS "Upload Excel" > **SAVE**

STEP 3: Access Title IV, Part A Forms in the CGA

CGA > Forms & Files tab > Forms "FP 211" > Edit (pencil)

Form 1: FP 211 - Title IV, Part A (Program Plan)

Review auto-populated data > List EUT funds for Tech Infrastructure > List Direct Admin costs > Scroll to program plan table > Add button > Complete program plan > **Save > Validate**

AND

Form 2: FP 211 – Title IV, Part A Equitable Services

Indicate whether your LEA has participating private schools. Determine equitable share > Indirect Costs are already included in the calculation. Enter direct admin costs (if applicable) > Review private school participation table > **Save > Validate**

STEP 4: Comprehensive Needs Assessment

This form is required for all applicants.

*LEAs that receive \$30,000 or more in Title IVA must select Title IVA from the list to indicate it was included in the CNA process. This is also where you will document that you included a variety of stakeholders during the development of your plan.

CGA > Forms & Files tab > Comprehensive Needs Assessment & Priorities > Edit (pencil) > **Save & Validate**

Helpful Reminders: Budget

Complete the budget first!

Make sure to use the subcategories in the budget!

Detailed Budget Entry Screen

Focus Area: Title IV, Part A
Budget Category: 25 Pupil Management and Safety

AppLineItemsBySubCategory

Subcategory ↑	Description	Debit Transfer	Credit Transfer	Salaries-Certificated
--None-- Well Rounded Education Safe and Healthy Students Effective Use of Technology N/A	25 Pupil Management and Safety	0	\$0.00	
	33 Curriculum			
Total - Focus Area : Title III, Par				

Detailed Budget Entry Screen

Subcategory ↑	Description	Debit Transfer	Credit Transfer
Well Rounded	25 Pupil Management and Safety	0.00	
Safe and Heal	25 Pupil Management and Safety	0	\$
		\$0.00	\$



Helpful Reminders: Budget

In excel uploads, be sure the subcategories are written exactly as they are in EGMS. The system will validate if it is not.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Id	Focus Area	Category	Subcategory	Description	Debit Tran	Credit Tran	Salaries C	Salaries C	Benefits & Supplies	Ir	Purchased	Travel (
5	a2cBZ000	Title III, Part A	32 Instruct	N/A	32 Instruct	0	0	0	0	0	0	0	
6	a2cBZ000	Title III, Part A	33 Curricu	N/A	33 Curricu	0	0	0	0	0	0	0	
7	a2cBZ000	Title IV, Part A	15 Public I	N/A	15 Public I	0	0	0	0	0	0	0	
8	a2cBZ000	Title IV, Part A	21 Supervi	N/A	21 Supervi	0	0	0	0	0	0	0	
9	a2cBZ000	Title IV, Part A	22 Learnin	N/A	22 Learnin	0	0	0	0	0	0	0	
0	a2cBZ000	Title IV, Part A	23 Princip	N/A	23 Princip	0	0	0	0	0	0	0	
1	a2cBZ000	Title IV, Part A	24 Guidan	Safe and Healthy Students	24 Guidan	0	0	0	0	0	50000	0	
2	a2cBZ000	Title IV, Part A	24 Guidan	Effective Use of Technology		0	0	2500	0	2476	0	0	
3	a2cBZ000	Title IV, Part A	25 Pupil M	N/A	25 Pupil M	0	0	0	0	0	0	0	
4	a2cBZ000	Title IV, Part A	26 Health	N/A	26 Health	0	0	0	0	0	0	0	
5	a2cBZ000	Title IV, Part A	27 Teachin	N/A	27 Teachin	0	0	0	0	0	0	0	
6	a2cBZ000	Title IV, Part A	28 Extracu	N/A	28 Extracu	0	0	0	0	0	0	0	
7	a2cBZ000	Title IV, Part A	29 Paymer	N/A	29 Paymer	0	0	0	0	0	0	0	
8	a2cBZ000	Title IV, Part A	31 Instruct	Safe and Healthy Students	31 Instruct	0	0	0	0	0	0	39000	
9	a2cBZ000	Title IV, Part A	32 Instruct	N/A	32 Instruct	0	0	0	0	0	0	0	
0	a2cBZ000	Title IV, Part A	33 Curricu	N/A	33 Curricu	0	0	0	0	0	0	0	



Helpful Reminders: general

If no amounts show up here, it means your budget is incomplete.



Well-Rounded Education Budget
\$5,250
Safe and Healthy Students Budget
\$31,000
Effective Use of Technology
\$0
Total Budgeted Direct Costs
\$36,250.00

Well-Rounded Education Budget %
14.05%
Safe and Healthy Students Budget %
85.05%
Effective Use of Technology %
0.00%
Total Allocation (including indirect)
\$10,000.00

Specify funds used for “Tech Infrastructure” under Effective Use of Technology.



▲ 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.)

▲ 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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Helpful Reminders: Program Plan

LEAs with an allocation of \$30,000 or more must have an entry for each program area.

Each entry should include:

- associated Title IVA program purpose (content area)
- identified program need
- grant funded activities, including how funds will be used
- anticipated results of the activity if successful (program objectives/outcomes)

Do not crowd all activities/initiatives under the same program area line. Add additional lines for each unique activity/initiative.

Program Plan Add Save ⋮

INSTRUCTIONS: Please use the prompts below to enter narrative in your Program Plan. To begin, click on the "Add" button for this section to generate 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.

Showing 0 to 0 of 0 records * Records are sorted by Last Modified Date ascending order

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



Program Plan: ESEA SEC. 4106(e)(1)



(e) CONTENTS OF LOCAL APPLICATION.

Each application submitted under this section by a local educational agency, or a consortium of such agencies, shall include the following:

(1) DESCRIPTIONS.—A description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of:

- (A) *any partnership* with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart;
- (B) if applicable, *how funds will be used for activities related to supporting well-rounded education* under section 4107;
- (C) if applicable, *how funds will be used for activities related to supporting safe and healthy students* under section 4108;
- (D) if applicable, *how funds will be used for activities related to supporting the effective use of technology* in schools under section 4109; and
- (E) *the program objectives and intended outcomes for activities* under this subpart, and how the local educational agency, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes.



Program Plan: Program Need

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.*).

Rating	LEA Description	OSPI's Feedback
★	Professional development	This is not the need, but the activity planned to address the need.
★★	School climate	This is potentially an important need, but it is very broad.
★★★	Improve school climate and reduce bullying	Identifies the need and clarifies further the focus.



Program Plan: Grant Funded Activities

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.*)

Ranking	LEA Description	OSPI Feedback
★	Improving school climate	This does not explain what the LEA is doing in this area, or what they are paying for with grant funds.
★★	Professional development	This describes the activity, but not what the funds are specifically paying for within this area.
★★★	Staff time and supplies for educators to attend anti-bullying training.	Fully justifies the use of funds connected to the identified need.

Program Plan: Program Objective/Outcome

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.

Ranking	LEA Description	OSPI Feedback
★	Improved student success	While improved academic success is the ultimate goal, we are looking for something more directly related to the activity.
★★	Improved school climate	This is an important need, but it isn't clear how you would measure whether it was having the intended impact.
★★★	Improved school climate as measured by indicators in the school climate survey about how safe students feel at school.	Relates the intended outcome back to the identified need and shows how you will know if the activity is effective.

SSAE – Title IV, Part A PROGRAM EVENTS and TIMELINES

Event	Starts	Description	Due Date	Required
Title IV, Part A End of Year Progress Report in EGMS	May 01, 2025	The Title IV, Part A End of year report is a required for LEAs that participated in the program during the SY24-25. Responses will be used in the Title IV, Part A State public report and can be found on the website.	Must be approved prior to SY25-26 CGA application approval.	LEAs who REAP or transferred 100% of their Title IV, Part A funds do <i>not</i> need to complete FP 284.
Consolidated Grant Application (CGA) in EGMS	August 2025	Title IV, Part A forms in the CGA are FP 211, sequence #20 & 21	Must be approved to submit a claim for SY25-26 funding.	Yes. Both forms are required for participating LEAs, except for LEAs who REAP or transfer 100% of Title IVA funds.
Submit a SY24-25 Claim	SY24-25 Pre-application	Funds must be obligated by 8/31/25. Budget revision deadline 10/15/25.	Final claim due 11/15/25.	Title IV, Part A has 100% carryover for one year.



EGMS Resources and Support



- [Title IV, Part A](#) information, including guidance and other resources
- Detailed [Title IV, Part A EGMS instructions](#) with screenshots
- Title IV, Part A [Coordinators Guide](#)
- [Canvas courses](#) on navigating and completing the Title IVA portion of the CGA
- [EGMS User Guide for Local Education Agencies \(LEAs\)](#)
- [ESEA Consolidated Grant Application webpage](#)
- [Consolidated Grant Application Tips & Resources](#)
- [Office Hours](#)
 - Tuesdays from 10:00-11am (Zoom link: <https://us02web.zoom.us/j/88033044818>)
 - Thursdays from 1:00-2pm (Zoom link: <https://us02web.zoom.us/j/82230019925>)
- [OSPI staff](#) contact list by LEA
- If you believe there is an error in the system, please report it with as much detail as possible and a screenshot to EGMS.Support@k12.wa.us
- Email: titleiva@k12.wa.us





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