



# New State coordinator's Pathway Program

## Session #2: Application Process

December 10, 2025 @3:00pm EST

### **Session Overview**

- Session will focus on preparing new State coordinators (SC) for application season. NDTAC will provide guidance on application requirements, the purpose of applications, and answer questions about the process, and encourage participants to share their process so they can learn better from one another.
- NDTAC will look for overlap in application processes to see where participants can benefit from each other. For example, if different states are utilizing the same application platform, teaming them together may help to support them in the process.
- Hear from a seasoned SC on how they set up their application process and what they have learned as their time as an SC regarding applications.

### **Introductions**

- Participants will share their:
  - Name
  - State
  - A tradition that you look forward to during the holiday season or favorite winter activity!

### **Housekeeping**

- Reminder: January office hours, next Pathways session

### **Application Process**

- After States receive their annual allocation of Title I, Part D (Part D) funds from the U.S. Department of Education (ED), State Part D coordinators must allocate the funds to their State agency (SA) and local education agency (LEA) subgrantees.
- Doing so requires State Part D coordinators to develop and review applications from subgrantees based on ED, State, and local requirements and program priorities.
- SEAs must then make their applications available to subgrantees and provide:
  - A clear due date for all applications
  - Training in how to complete the application

- Ongoing support throughout the application process
- SA and LEA subgrantees complete their respective applications after working with their facilities and programs to identify the greatest needs of children and youth who are neglected or delinquent (N or D).
- SEAs review applications, provide feedback to SAs and LEAs, and approve applications.
- SEAs notify subgrantees of awards.

## Lessons Learned

- Participants will have the chance to hear from one or two seasoned SCs on what they have learned about the application process during their time in their role. Seasoned SCs will be asked:
  - *Tell us a little about your overall application process*
  - *Do you use a consolidated application process or a standalone application?*
    - *What do you see as the pros and cons to using this application process?*
  - *What do you think is a strength of your application process?*
  - *What is one area you are hoping to improve in your application process?*
  - *What do you wish you had known about applications when you first started?*
- Review the “Checklists for Creating and Reviewing Application” [programAdminPlanning\\_tool1.docx \(live.com\)](#)
  - Walk through the mandatory items included in the checklist.
    - Discuss formal agreements: [programAdminPlanning\\_tool4.docx \(live.com\)](#)
  - Walk through the optional items included in the checklist with a special emphasis on Needs Assessments [programAdminPlanning\\_tool3.docx \(live.com\)](#) and the use of program data (using the data workbooks in the External Sharepoint)
- Utilizing statute and non-regulatory guidance
  - Walk through where to find the application requirements in the statute and non-regulatory guidance
    - Statute:
      - [TIPD Statute](#)
      - Subpart 1: [Title I, Part D Statute | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)
      - Subpart 2: [Title I, Part D Statute | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)
    - Non-Regulatory Guidance:

- [Non-Regulatory Guidance](#)
- [Subpart 1: Title I, Part D Nonregulatory Guidance State Agency Programs \(Part D, Subpart 1\) | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)
- [Subpart 2: Title I, Part D Nonregulatory Guidance Local Programs For At-Risk Youth \(Part D, Subpart 2\) | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)

## Discussion Questions

- These questions will be used to foster conversation and encourage audience participation. Additionally, they serve as a meaningful checklist of items a new SC should know or seek to know as they start the application process:
  - *Does your state use a consolidated funding application?*
  - *In what ways is your application aligned with your state plan?*
  - *Are the questions crafted in such a way that provide you with the information you are seeking? (are applicants understanding the questions and giving you information you need, or are they answering yes/no?)*
  - *How do you use program data to guide subgrantees towards data-driven program improvement?*
  - *What type of technical assistance do you provide to applicants to ensure they understand the process and questions?*
  - *What is the timeline for developing and revising applications at the SEA level? Is there an internal review process of the platform?*
  - *What platform do you use for LEAs/SAs to submit applications?*
  - *Who in your department is a part of the review process?*
  - *When are applications due? How long does the SEA have to review them?*
  - *Do you have a process for LEAs/SAs to revise applications?*
  - *What has been the most difficult aspect of the application process so far?*
  - *Are there any highlights or promising practices with applications in your state you would like to share?*
  - *What other questions do you have about the application process?*

## Resources

- [TIPD main page](#)
- [TIPD Statute](#)
- [Non-Regulatory Guidance](#)
- [Application Topical Call](#)
- [Home | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)

- [Planning and Funding | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)
- [programAdminPlanning\\_tool1.docx \(live.com\)](#)
- [programAdminPlanning\\_tool3.docx \(live.com\)](#)
- [programAdminPlanning\\_tool4.docx \(live.com\)](#)
- [Title I, Part D Statute | NDTAC: Technical Assistance Center for the Education of Youth Who Are Neglected, Delinquent, or At-Risk](#)
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