



Washington Office of Superintendent of
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EDUCATION GRANTS MANAGEMENT SYSTEM

EGMS Training for LEA Staff (Consolidated Grants, Consortiums)

ESDs, LEAs, Charter Schools, Tribal Schools

May 10th, 2022



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Welcome & Introduction

Introduce training instructor and panelists

Training Topics

Training format



Introductions

Training Instructor

- **Vishal Agarwal**, REI Systems, EGMS Project Manager

Training Moderator

- **Ivan Sacoto**, REI Systems, Functional Lead

Panelists

- **Eric Thornburgh**, OSPI EGMS Project Manager
- **Jason Miller**, OSPI EGMS Product Owner/Co-sponsor
- **Amy Harris**, OSPI EGMS Product Owner/Co-sponsor
- **Alyssa Ibanez**, OSPI Consolidated Grants Coordinator



Things to Note

- This training is for external users (i.e., ESDs, LEAs, charter schools, tribal schools) who will work in the new EGMS on consolidated grants and consortiums.
- If you currently have access to iGrants and assist with completing applications, budget revisions and claims, this training is highly recommended for you.
- Today's training is the first of multiple training opportunities for LEAs on the new EGMS to be used by OSPI.
- For any assistance with the system, please send email to EGMS Support (EGMS.Support@k12.wa.us)
- OSPI has scheduled office hours on May 11th and May 12th to provide dedicated support. To sign up, please go to: <https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms>



Important Links

- Link to EGMS Portal: <https://ospiegms.force.com/>
- Link to OSPI EGMS page showing contact information by program, recordings of trainings, cross-walks, training materials for application forms, and important dates.

<https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms>



Crosswalk

What you currently do in iGrants?

How is it changing in EGMS?



iGrants Vs. EGMS - Crosswalk

iGrants	EGMS
Set up new grantee organization and user accounts by iGrants support staff	Organization and user registration process
Form Package - collection of pages set up by admin user	Form Package - collection of forms set up by admin user
Form package - profile page	Opportunity Overview
General Assurances form package	General Assurances process
SAS Application	Pre-application
Application Page	Application Form

For additional details, refer to:

https://www.k12.wa.us/sites/default/files/public/titlei/pubdocs/EGMS%20Terminology%20Crosswalk%20External_Final.pdf



Consolidated Grants (Big Change in EGMS)

- In the new EGMS, LEAs will submit a single/consolidated pre-application and thereafter a single/consolidated application for the following federal grants
 - Title I, Part A (Closing Educational Achievement Gaps)
 - Title I, Part C (Migrant Education)
 - Title I, Part D (Neglected-Delinquent)
 - Title II, Part A (Improving Teacher and Principal quality)
 - Title III, Part A (Multilingual Education Programs)
 - Title IV, Part A (Student Support and Academic Enrichment)
 - Title V, Part B (Rural Education Initiative, REAP, RLIS)
- Further, LEAs will receive a single/consolidated grant award from the new EGMS for the federal grants noted above.



EGMS Access – Important Information

- The number of users allowed per LEA is based on the LEA's student enrollment count and ranges from 3 to 10.
- The LEA EGMS Admin identifies and invites other LEA EGMS users.
 - Use this link to view the EGMS Administrator currently assigned for your LEA: [LEA EGMS admin users](#)
 - To change the EGMS Administrator for your LEA, please contact EGMS.Support@k12.wa.us
- Only staff who will be assisting with the ESEA Consolidated Grant Application (CGA) and its associated reports and claims will need access to EGMS in school year 2022–23.
- We encourage all LEAs to carefully consider who needs an EGMS user account for the first year.
 - The programs included in the ESEA CGA are Title I, Part A; Title I, Part C; Title I, Part D, Subparts 1 and 2; Title II, Part A; Title III, Part A; Title IV, Part A; and Title V, Part B.



Training Topics

Topic	What's Covered
EGMS Registration and Login	<ul style="list-style-type: none">• Registering in EGMS• Logging into the system• Password resets
EGMS Basic Overview	<ul style="list-style-type: none">• Big Picture• Basic navigation concepts• General features
General Assurances	<ul style="list-style-type: none">• Submitting General Assurances
Pre-applications (SAS)	<ul style="list-style-type: none">• Completing and submitting pre-applications• Revising pre-applications
Applications	<ul style="list-style-type: none">• Completing and submitting applications• Revising applications



Training Format

- All attendees will be muted during the training.
- Questions are welcome!
 - **Please use the Q&A feature for questions. Do not use the 'Chat' feature to ask questions.**
 - The training moderator will monitor questions and request the training instructor or the panelists to answer them at the end of each topic.
 - If you need additional assistance or face system issues after the training, please contact EGMS Support.
- This training is being recorded and the recording will be made available by OSPI within few days.



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EGMS Registration and Login

LEA admin registration

Logging into the system

Password resets



LEA User Profiles in EGMS

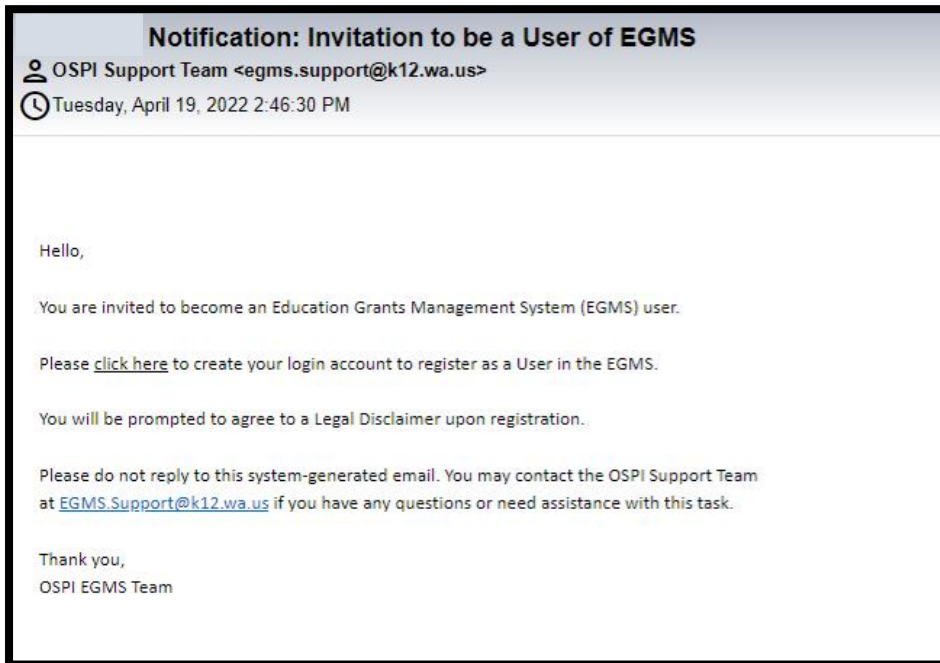
Profile	Description
LEA Administrator	<ul style="list-style-type: none">• EGMS admins will be users who are current iGrant LEA Admin users.• Admins can invite additional users to register as an EGMS user for their organization.• Admins can view and work on business records (e.g., applications, amendment requests, progress reports) within the EGMS.
Primary User	<ul style="list-style-type: none">• Primary users can view and work on business records (e.g., applications, amendment requests, progress reports) within the EGMS.• Primary users have minimum restrictions in the system.• We recommend designating your Fiscal Contact as a 'Primary User'.
Secondary User	<ul style="list-style-type: none">• Secondary users can view and work on business records (e.g., applications, amendment requests, progress reports) within the EGMS.• Secondary users cannot submit post-award amendments and progress reports in the system.
Non-User	<ul style="list-style-type: none">• When creating a contact who need not access the system as a user but may need to be referenced in the application, award, etc., use the "Non-User" option in the 'Contact Type' field.

Refer to 'LEA User Profiles and Permissions' document for complete details.

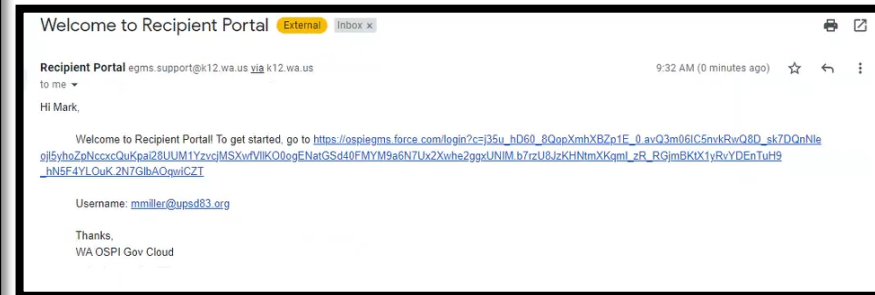


Registration Email

- By now you (LEA Staff) should have already received the following emails from EGMS to complete your registration and set up your system password.



Registration Invitation Email



Password Setup Email



Registration Email – Not Yet Received?

- Make sure you check your spam or junk folder in your email system.
- Please ask your LEA's EGMS admin if he/she has sent you an email invitation to register in the EGMS.
- If you did receive an email invitation to register from your LEA EGMS admin and you already completed/submitted the registration form, but you are yet to receive the password setup email, then please contact EGMS.Support@k12.wa.us



EGMS Login

- EGMS link: <https://ospiegms.force.com/>
- Use the 'Forgot Password' link to reset your password.
- Refer to the FAQs tab for high-level information on EGMS.

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Welcome to the Education Grants Management System (EGMS), a "one-stop-shop" for the grant process.
To view current opportunities, click on the Opportunities tab below. To apply for an Opportunity, you must be a registered user of EGMS.
If you need to register your Organization, click the Register button.
If you have a Username and Password, log in by clicking the Login button in the upper right corner.

FAQs | **Contact Us**

Office of Superintendent of Public Instruction (OSPI)
600 Washington Street SE,
Olympia, WA 98504

OSPI Education Grant Management System (EGMS) Team
EGMS.Support@k12.wa.us



Locked Out of EGMS?

- The system will lockout a user after five successive invalid login attempts. The user must wait at least 15 minutes before trying to login again.
- Still not able to login? Send email to EGMS.Support@k12.wa.us with a request to unlock the account.
- You must provide your EGMS username to EGMS Support to request account unlocking.



Session Timeout

- The system will automatically logout a user in the absence of any activity (e.g., typing, clicking) from the user continuously for 2 hrs.
 - The system **does not save** any unsaved data automatically.
 - Users must save data in the EGMS every few minutes to avoid loss of data.
- The system will show a warning message to the user an hour before terminating the session.

The screenshot displays the Education Grants Management System (EGMS) interface. At the top, the navigation bar includes 'Planning', 'Announcements', 'Applications', 'Grants', and 'Monitoring'. A 'Task Summary By Phase' table shows counts for Home, Planning, Announcements, Applications, Grants, and Monitoring, all at 0. A 'Task Summary By Due Date' table shows counts for Late, Due within 7 Days, Due within 30 Days, and Due in more than 30 Days, all at 0. A 'My Feed' section indicates 'No feeds available.' A 'Session Expiration Warning' dialog box is centered on the screen, stating: 'Because you have been inactive, your session is about to expire. Time remaining: 36m:39s'. Below the warning are 'Stay Logged In' and 'Log Out Now' buttons. The 'My Workspace' section at the bottom contains 'Calendar', 'Messages', 'Notes', and 'Files' tabs. The date 'April 2022' is visible at the bottom of the interface.



Updating User Profile

Go to “My Profile” to update phone and address. To update name, email, and user role (Primary or Secondary), contact EGMS Support at: EGMS.Support@k12.wa.us

Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Adna AAENSON [Edit](#)

[Profile Information](#) [Attachments](#)

User Information

First Name Adna	Last Name AAENSON	User Role Primary
Accessibility Mode <input type="checkbox"/>		

Contact Information

Email adnaggg@yopmail.com	Phone (789) 654-4568	Address Line 1 Adna null
Address Line 2	City Adna	State/Province Adna
Zip Code 47857	Country USA	

[Edit](#)

Adna AAENSON

[My Profile](#)

[Logout](#)

Adna AAENSON

Contact
adnaggg@yopmail.com

Contribution

2 Posts & Comments	0 Comments Received	0 Likes Received
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Updating Programs of Interest

Under **Organization Profile** → **Contacts**:

Select one or more grant programs (e.g., ESEA Consolidated Grant) in the “Programs of Interest” section to receive notifications from EGMS for the formula opportunities that OSPI has published in the system for the selected grant programs.

The screenshot displays the Education Grants Management System interface. The left sidebar contains navigation options: Search, Tasks, My Tasks, Pending Tasks, Completed Tasks, Activities, Organization (highlighted), Organization Profile (highlighted), Recently Viewed, Adna School District, Adna School District, Technical Support, and Contact Us. The main content area shows the Organization Profile for Adna School District. The 'Contacts' section is highlighted, showing a list of contacts with the following details:

Full Name
Adna AAENSON
Adna AAENSON
MOLLY MAJORS
Katrin Williams
JAMES FORREST
ELIZABETH DALLAS

The 'Programs of Interest' section is also highlighted, showing an 'Associate' button and a table with the following structure:

EGMS ID	Program Name	Type
No Records Found		



Additional Information on EGMS User Management

- To register a new user in EGMS or to deactivate a user in EGMS, send request to your LEA EGMS Administrator.
- If the LEA Administrator is out of office, please contact the EGMS Support to update the LEA Administrator in EGMS to another registered EGMS user.
- Only one LEA user registered in EGMS can be assigned as the LEA administrator at any given time.
- To update your name, username, email, and system role (primary, secondary) – please contact your LEA Administrator. Your LEA Administrator should contact EGMS.Support@k12.wa.us to have this information updated.



EGMS Registration – Recap Questions

To register a new user in the EGMS, LEA staff must contact EGMS Support (OSPI).

1. True
- 2. False**

What can a primary user do in EGMS that a secondary user cannot?

1. Submit progress reports
2. Submit post-award amendments
- 3. All of the above**



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EGMS Basic Overview

A look at the big picture

Basic navigation concepts and general features in
EGMS



The New EGMS - A Big Picture

Capabilities Available in the new EGMS

- Registration
- General Assurances and Tribal Consultation Form
- Opportunities
- SAS (Pre-applications)
- Application
- Budget Redirections (Budget Revisions)
- Carryovers
- Progress Reports (e.g., End of Year reports)
- Claims

Additional Capabilities Planned for Future Release

- Site Visits and Desk Monitoring
- Grant Closeout



Basic Navigation Concepts and General Features

- Navigating the EGMS menu (context-driven menus, expanding/collapsing menus and more)
- Home tab (Task Summary, My Feed, Calendar, Messages, Notes, Files)
- Accessing system records
 - Tasks
 - Global Search
 - Recently Viewed
- Data Refresh (page-level, section-level)
- Download data in Excel (.xls) and PDF format
- Basic components of a record in EGMS (Overview, Collab, Files, History, etc.)

Refer to Chapter 3 of the user guide for additional details on the common features in the EGMS.



Basic Navigation Concepts and General Features

- Adding data in grids
 - Scrolling to the right to view available actions
 - Sorting
 - Filtering
 - Saving data
 - Hamburger menu
 - In-line edits Vs modal (or pop-up) windows
 - Saving data and closing modal windows



Basic Navigation Concepts and General Features

- Taking page-level actions
 - Actions buttons in the upper right corner.
 - Switching between View and Edit modes.
 - Forms Vs. regular pages
 - Editing and Validating a form
 - Hamburger menu



EGMS Navigation – Recap Questions

I can click on the eye icon () to do this

1. **View the record**
2. Edit the record
3. All of the above

I can click on the pencil icon () to do this:

1. View the record
2. Edit the record
3. **All of the above**



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General Assurances

Complete annual General Assurances form and submit to OSPI.



Application Process Overview



Note: These are the recommended timelines. The application steps will be available in the EGMS beyond the recommended timelines.



General Assurances (GA) - Key Points

- LEAs **must** complete the GA form electronically within EGMS for FY 2023 and submit it to OSPI before submitting the SAS (pre-application) in the EGMS.
- LEAs can upload the “Affirmation of Tribal Consultation” form in the ‘Files’ tab of the General Assurances form. LEAs **must** upload this form before OSPI can approve the Consolidated Grant Application.
- EGMS automatically populates the UEI number for the LEA in the GA form if available within the LEA’s organization profile in EGMS.
 - If the LEA adds/updates the UEI number on the GA form, the EGMS will automatically update the UEI on the organization profile page for future reference.

Refer to Chapter 8.3 of the user guide for additional details on completing General Assurances.



General Assurances (GA) – Collaborating with OSPI

- LEA staff can use the Collab chat or message feature available within the Organization Profile (Collab tab) to communicate and collaborate with OSPI staff when submitting their GA form.
- Use the My Feed feature within the Collab tab for short messages. Otherwise, use the Messages (Email) feature.
- OSPI staff will communicate via the Collab tab (within Organization Profile) to request revisions from the LEAs on a submitted GA form. LEAs have the option to revise and resubmit their GA form.



General Assurances – Recap Questions

LEA staff can start working on their SAS (pre-application) without submitting their General Assurances.

- 1. True**
- 2. False**

Who can start and submit the GA form in the EGMS?

- 1. Only the EGMS Administrator**
- 2. Any LEA user registered in EGMS**



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Opportunity

Search and qualify available Funding Opportunities.



Receiving Notification for an Opportunity

- Once an opportunity is published (or launched), the contacts added within the EGMS will receive a notification.
- Only those contacts within the invited organizations who have indicated interest in a grant program will receive notification.



Opportunities – Allocations from OSPI

- **For a Consolidated Grant opportunity**, OSPI will upload preliminary and final allocations for each LEA for the Title programs (a.k.a focus areas) for which an LEA qualifies e.g., Title I, Part A, Title II, Part A.
- **For a Consortium Grant opportunity**, OSPI will provide one allocation amount to each **lead LEA** applying in the EGMS.



Viewing Eligible Opportunities in EGMS

- LEAs can view their eligible opportunities under the Opportunities tab – click the [Available](#) link in the left-hand navigation menu.

The screenshot displays the Education Grants Management System (EGMS) interface. The top navigation bar includes the Washington Office of Superintendent of Public Instruction logo and the title 'Education Grants Management System'. The main navigation menu is highlighted in yellow and contains 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left-hand navigation menu is expanded, showing 'Tasks', 'Activities', and 'Recently Viewed'. Under 'Activities', the 'Opportunities' link is highlighted with a red box, and its sub-menu is visible, with the 'Available' link also highlighted with a red box. The main content area shows 'Published Opportunities' with a search bar and a table of results. The table has columns for 'EGMS ID', 'Opportunity Name', 'Type', 'Pre-Application Required?', 'Opportunity Release Date', 'Application Due Date', 'Status', and 'Actions'. A single record is shown for 'AN-OSPI-1407' with a status of 'Published'. The 'Available' link in the left-hand navigation menu is highlighted with a red box.

EGMS ID	Opportunity Name	Type	Pre-Application Required?	Opportunity Release Date	Application Due Date ↓	Status	Actions
AN-OSPI-1407	Test CGA	Formula	Yes	04/05/2022	06/01/2022	Published	



Applying for an Opportunity

- To initiate a pre-application or application for an opportunity, LEAs must first “Qualify” the opportunity.
 - Any LEA user can qualify any opportunity in the EGMS.
- All qualified opportunities are viewable under the [Selected](#) link in the left menu.
- All qualified opportunities for which either a pre-application or an application has been created are viewable under the [Converted to Application](#) link in the left menu.
 - Any LEA user can create a pre-application or an application for a qualified opportunity.
 - A LEA user should create a pre-application or an application only if he/she is the person designated to do so by the LEA. **The user who starts a pre-application or an application would be the only one who can submit it in the EGMS.**



Opportunities – Recap Questions

After submitting the General Assurances, what is the next step in the application process?

1. Start the Full application
2. Start the SAS/Pre-application
3. **Qualify the funding opportunity**

Who can start the SAS/pre-application for the LEA?

1. The LEA user who qualified the opportunity
2. **Any LEA user registered in EGMS**




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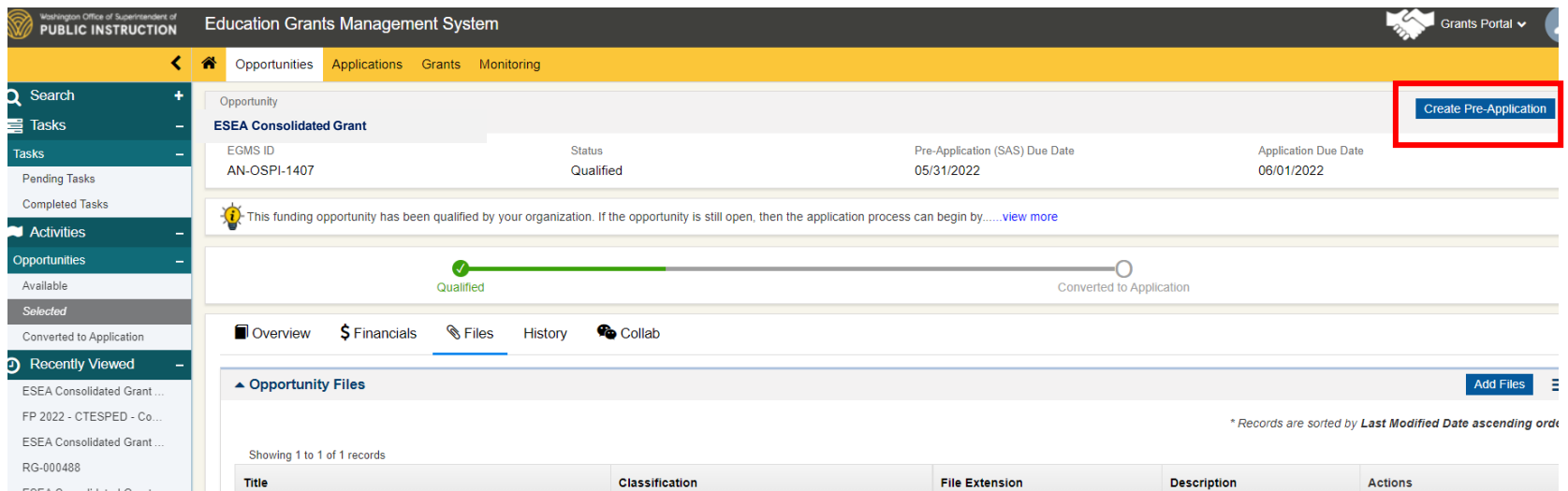
SAS or Pre-application Submission

Creating and submitting a SAS application or pre-application



Creating a SAS/Pre-Application

- All qualified opportunities are viewable under the [Selected](#) link in the left menu.
- Under the [Selected](#) link, click the view icon () for the opportunity.



The screenshot displays the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar shows a menu with 'Selected' highlighted. The main content area shows an opportunity titled 'ESEA Consolidated Grant' with the following details:

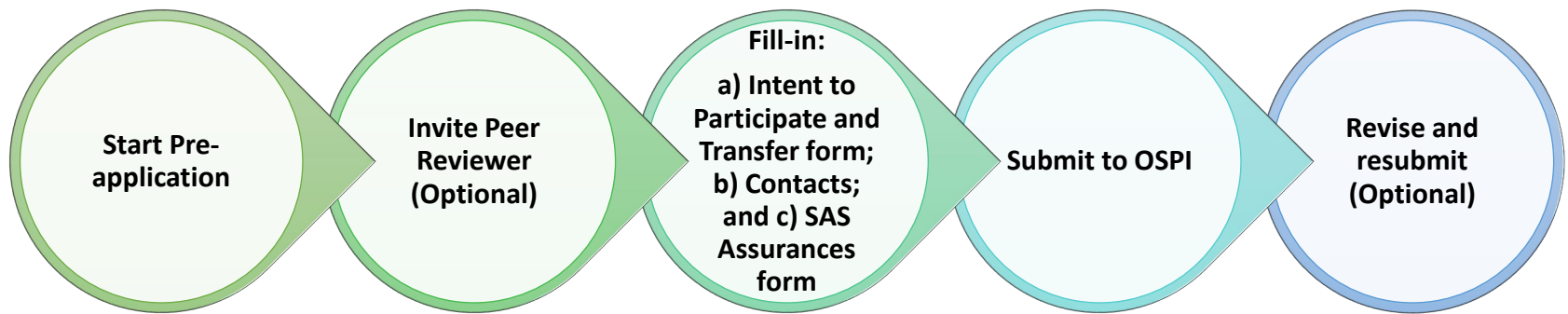
EGMS ID	Status	Pre-Application (SAS) Due Date	Application Due Date
AN-OSPI-1407	Qualified	05/31/2022	06/01/2022

A progress bar below the table indicates the status 'Qualified' (green) and 'Converted to Application' (grey). A red box highlights the 'Create Pre-Application' button in the top right corner of the opportunity card.

- While creating a pre-application, DO NOT change the default title of the pre-application that is populated by the EGMS.



SAS/Pre-Application Process Overview



- Consider inviting peer reviewers for consolidated grants.
- Submitting a pre-application allows LEAs to start obligating the funds.
- LEAs will have an additional opportunity to make changes to the Intent to Participate, Transfers, REAP, and Contacts in their full application.



Submit SAS/Pre-application - Key Points

- LEAs applying for the ESEA Consolidated and Consortium grant programs will need to first start and submit a SAS application or pre-application in the new EGMS.
- Either a primary or a secondary LEA user can start a pre-application on a 'qualified' opportunity.
 - The LEA user who starts the pre-application in the new EGMS is considered as the 'owner' of the pre-application.
 - Only the record owner can submit the pre-application to OSPI.
- The pre-application owner can invite other LEA users registered in EGMS to peer review the pre-application. The owner can optionally give 'edit' permission on the pre-application to the peer reviewer.
 - If multiple users from an LEA are working on a particular section of the application, the system will ultimately store the data entered/updated by the user who last updates/saves the data.



Submit SAS/Pre-application - Key Points

- For consolidated grants, the LEA staff must complete the “Intent to Participate and Transferability/REAP options” form prior to completing the “Substantially Approvable Status (SAS) and Program Assurances” form.
- OSPI staff can request multiple rounds of revisions from the LEA on a pre-application before approving the pre-application.
 - If pre-application status shows as ‘Accepted’, it means OSPI has approved the pre-application and no further revisions are required.
- **Although OSPI will review the pre-applications as they are submitted, OSPI will not approve them until the final allocations are available from the Department of Education.**

• Your LEA's Pre-Application has been submitted for this opportunity and will be reviewed by OSPI. Once approved, the LEA can create an Application.



Pre-Application – Collaborating with OSPI

- For questions about the Consolidated Grant Pre-application, email or tag in the Collab tab:
 - LEAs beginning with A-M: amy.harris@k12.wa.us
 - LEAs beginning with N-Z: jamey.schoeneberg@k12.wa.us
- Use the My Feed feature within the Collab tab for short messages. Otherwise, use the Messages (Email) feature.
- Ensure that you ‘tag’ the OSPI staff when using the My Feed feature.



SAS/Pre-application – Recap Questions

Which is the first form that LEAs must complete within their ESEA Consolidated Grant SAS/pre-application?

- 1. “Intent to Participate and Transferability/REAP options” form**
- 2. “Substantially Approvable Status (SAS) and Program Assurances” form**

To successfully submit a SAS/pre-application to OSPI, you must:

- 1. Submit the General Assurances form**
- 2. Validate all forms in the SAS/pre-application**
- 3. Both 1 and 2**




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Application Submission

Creating and submitting a full application in EGMS



Creating a Full Application

- LEAs applying for the ESEA Consolidated and Consortium grant programs will need to first have their SAS or pre-application approved by OSPI in the new EGMS before starting a full application.
- In the 'Applications' tab, all approved pre-applications are viewable under the [Pre-Applications](#) link in the left menu.
- Under the [Pre-Applications](#) link, click the view icon () for the pre-application.

The screenshot displays the Education Grants Management System (EGMS) interface. At the top, the Washington Office of Superintendent of Public Instruction logo and name are visible. The main header shows 'Education Grants Management System' and navigation tabs for 'Opportunities' and 'Applications' (highlighted in red). A search bar and a 'Create Application' button are also present.

The main content area shows a pre-application for 'ESEA Consolidated Grant SAS Application'. The EGMS ID is PR-OSPI-0193, and the status is 'Accepted'. The pre-application due date is 04/15/2021. A warning icon indicates that the pre-application must be completed in full and submitted to the grantor.

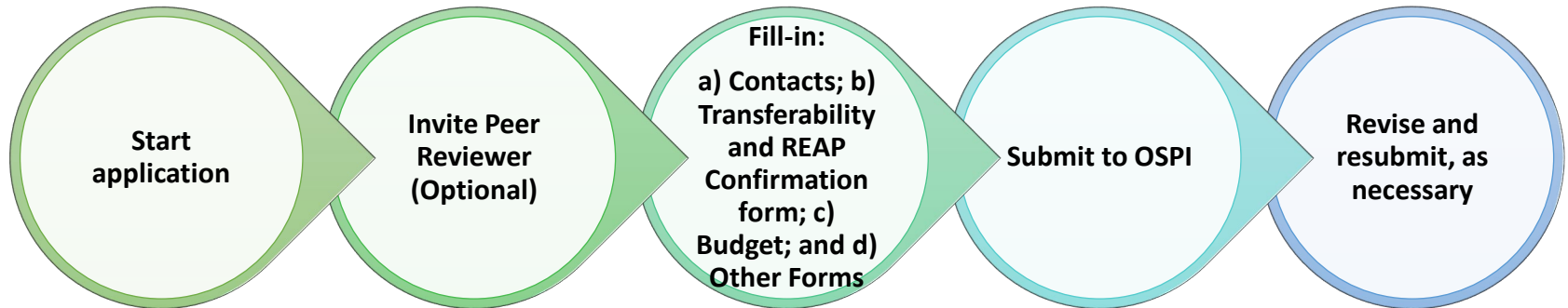
A progress bar shows the application status: Created (checked), Submitted for Peer Review (checked), Peer Reviewed (checked), Submitted (checked), Accepted (checked), and Converted to Application (unchecked).

Below the progress bar, there are tabs for 'Overview', 'Responsibilities', 'Forms and Files', 'History', and 'Collab'. The 'Overview' tab is selected, showing 'Applicant Information' for Arlington County. The applicant's address is 315 N French Avenue, Arlington WA 98223, USA. The EIN is 726000789. The DUNS number is 838114890, and the SAM Expiration Date is indicated by a link icon. The pre-application title is 'Announcement to chk field history'.

At the bottom, there is a section for 'Opportunity Overview'.



Full Application - Process Overview



- While creating an application, DO NOT change the default title of the application that is populated by the EGMS.
- Consider inviting peer reviewers for consolidated grants.
- In the application’s *“CGA – Transferability and REAP Confirmation”* form, the EGMS will automatically populate LEAs response from the pre-application – *“CGA – Intent to Participate and Transferability/REAP Options”* form.
 - LEA can modify the Intent to Participate, Transfers, REAP, and Contacts in their application’s *“CGA – Transferability and REAP Confirmation”* form.

Refer to Chapter 9.2 of the user guide for additional details on completing an application.



Full Application - Key Points

- Either a primary or a secondary LEA user can start a full application for an 'Approved' pre-application.
 - The LEA user who starts the full application in the new EGMS is considered as the 'owner' of the application.
 - Only the record owner can submit the application to OSPI.
- The application owner can invite other LEA users registered in EGMS to peer review the application. The owner can optionally give 'edit' permission on the application to the peer reviewer.
 - If multiple users from an LEA are working on a particular section of the application, the system will ultimately store the data entered/updated by the user who last updates/saves the data.



Full Application – Sections to Complete

- **In a consolidated grant application**, the LEA staff should consider completing the various sections in the following sequence:
 - Applicant Contacts section (under ‘Overview’ tab)
 - “CGA - Transferability and REAP Confirmation” form (under ‘Forms and Files’ tab)
 - Budget (under ‘Budget’ tab)
 - Remaining forms (under ‘Forms and Files’ tab) – to be filled sequentially per the sequence# assigned to each form.
 - Add any attachments requested by OSPI within the ‘Supporting Document Checklist’ section (under ‘Forms and Files’ tab).
- Completion of all forms within a consolidated grant application is not mandatory.
 - Before submitting an application, an LEA must complete all forms for entitlement programs for which OSPI has provided an allocation, and the LEA has indicated an intent to participate.



Completing the Application Budget

- **Please enter whole numbers only within the Budget tab.**
- **Use the Excel upload capability to complete the application budget.**
 - Always start by downloading the budget data in Excel format.
 - Open the downloaded Excel to add or update budget entries.
 - Save the updated Excel in your computer before uploading the Excel to update the budget in the application.
 - **Remember:** The system saves the data from the latest uploaded Excel.
- **Only one user from the LEA should work on the budget at a time to avoid overwriting other user changes.**



Completing the Application Budget

- **For a Consolidated Grant Application:**

- Enter the budget based on the revised allocations (after transfers) for each focus area (e.g., Title I, Part A).
- Enter the Requested Indirect Amount for each focus area.
- Ensure that the 'Allowed Budgeted Direct Expenditure' is equal to the 'Budgeted Direct Expenditure' for each focus area.
- **Use the "Budget Summary by Subcategory" button to view the budget summary by subcategory.**

- **For a Consortium Grant Application:**

- Enter the budget based on the overall allocation provided by OSPI for your organization (as the lead LEA).
- Enter the Requested Indirect Amount.
- Ensure that the 'Total Budgeted Expenditures' is equal to the 'Allocation Amount'.



Completing Forms in the Application

- Complete forms sequentially per the sequence# provided by OSPI for each form.
- Fields marked with an asterisk (*) are required to save the data in the form.
- Fields marked with a (⚠️) are required to validate/complete the form.
- Field-level instructions are available by hovering over the 'Info' icon.
- Download a form in PDF format to share off-line with the LEA staff.



Completing Forms in the Application

- The system will automatically log you out if you do not do anything in the form for 2 hours.

- Remember to save the form frequently.

- OSPI will be providing detailed form-level instructions. Please visit this link:

<https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms>



Full Application – Collaborating with OSPI

- Use the ‘Collab’ tab in the application to collaborate with OSPI point of contacts listed in the ‘Overview’ tab.
- Use the My Feed feature within the Collab tab for short messages. Otherwise, use the Messages (Email) feature.
- Ensure that you ‘tag’ the OSPI staff when using the My Feed feature.



Full Application – Revisions and Approval

- OSPI staff can request multiple rounds of revisions from the LEA on a full application before approving it finally and issuing the award notification.
- LEA staff should reach out to the OSPI program staff for any support needed in completing their application. (**Hint:** Use 'Collab' tab in the application.)



Full Application – Recap Questions

For a Consolidated Grant, an LEA can apply for one funding source (focus area) at a time.

1. True
- 2. False**

Is it OK for multiple LEA users to update the budget in the full application simultaneously?

1. Yes
- 2. No**



Reminders

- **Training updates and resources are available on the OSPI EGMS webpage:**
<https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms>
- **Register for upcoming Office Hours: May 11th and May 12th**
 - Bring your questions you need answered
 - Registration link for office hours is available on the OSPI EGMS webpage.
- Watch the Gov Delivery updates for additional training opportunities.