

EDUCATION GRANTS MANAGEMENT SYSTEM

EGMS Claims Training for LEA Fiscal Contacts

September 27th, 2022



Welcome & Introduction

Introduce training instructor and panelists

Training Topics

Training format



Introductions

Training Instructor

 David Dabb, REI Systems, Functional Lead

Training Moderator

 Vishal Agarwal, REI Systems, EGMS Project Manager

Panelists

- Eric Thornburgh,
 OSPI EGMS Project
 Manager
- Michelle Sartain,
 OSPI Fiscal
 Manager
- Amy Harris, OSPI EGMS Product Owner/Co-sponsor
- Sary Li, OSPI Fiscal Support



Things to Note

- LEA Fiscal Contacts are the key audience for today's training.
- EGMS Administrator for OSPI: Indumathi (Indu) Kandasamy
- For any assistance with the system, please send email to EGMS Support (EGMS.Support@k12.wa.us)
- OSPI has scheduled office hours to provide dedicated support (answer questions, discuss reported issues, etc.).
- For upcoming office hours and trainings, please visit:

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



Training Topics

Topic	What's Covered?
EGMS Claims - for Consolidated Grants and Consortium Grants	 Accessing the Claim Completing the Claim Submitting the Claim Revising a submitted Claim

Training Format

- All attendees will be muted during the training.
- Questions are welcome!
 - Please use the Q&A feature for questions.
 - The training moderator (Vishal) will monitor questions and request the training instructor or the panelists to answer them at the end of each topic.
 - Answers will also be posted in OSPI website after session is completed.
- This training is being recorded and the recording will be made available by OSPI within few days at the following link.

https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-



EGMS Claims

Accessing, Completing, Submitting, and Revising Claims



iGrants vs EGMS

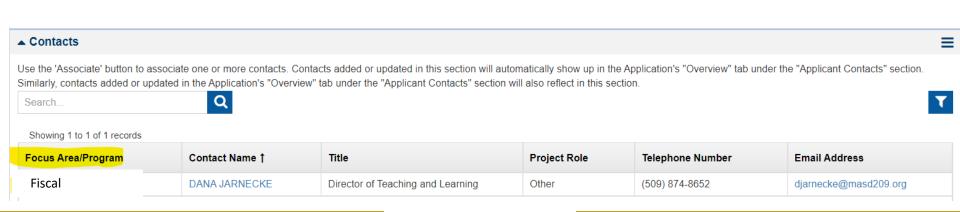
iGrants	EGMS			
Expenditures are reported cumulatively.	Expenditures are reported by month.			
There is no reporting period concept.	If a missed claim needs to be included in the current month's claim, the reporting period start date can be updated to report the previous month's claim.			
A separate record of Title IV, Part A expenditures by program subcategory had to be maintained outside of the system.	For Title IV, Part A LEAs must report expenditures by subcategory. Subcategories are not required for REAP.			
The deadline in iGrants is set to the next business date if the 15 th is on the weekend.	The deadline in the EGMS is always the 15 th of the month.			
iGrants allowed exceptions to submit claims after the deadline.	The deadline in the EGMS is a hard deadline. If the deadline is missed, you will need to wait for the next month.			



Setting Up Fiscal Contact

- The user who will be responsible to submit claims must be added to the Applicant Contacts table in the application and confirmed on the subaward
 - When adding the fiscal contact to your application the Transferability/REAP form may become invalidated. To remedy this, you must add the Focus Area in the Contacts table in the form. You can just enter "Fiscal" in this field.

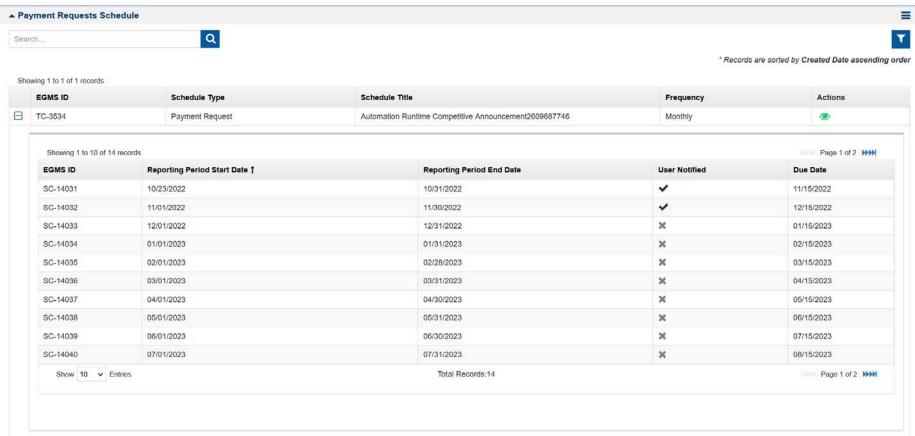






Claim Schedule

• Based on the payment schedule outlined in the active subaward, the claim will be created and assigned automatically to the LEA's **Fiscal Contact**.





Accessing the Claim

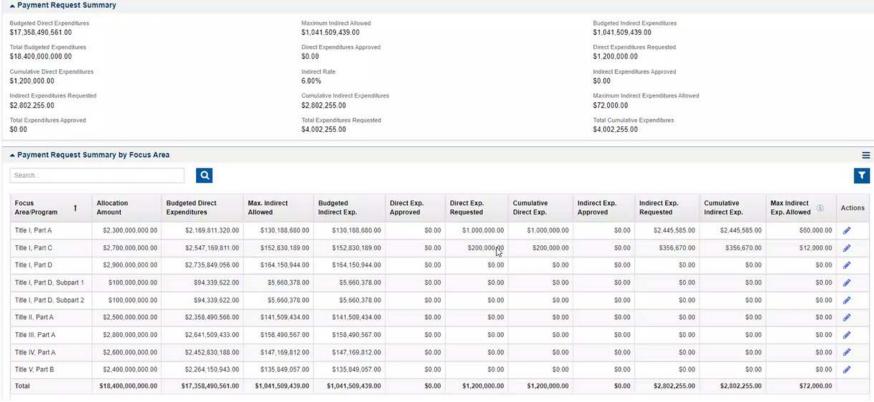
- Once the claim is created and assigned, access the claim through your pending tasks (under 'Home' tab or 'Monitoring' tab).
 - The individual assigned to the claim will be the Fiscal Contact identified on the award. Only one Fiscal Contact can be designated.
- Each claim automatically has the reporting period set by the schedule. If a missed claim needs to be included, you can update the reporting period for the claim.





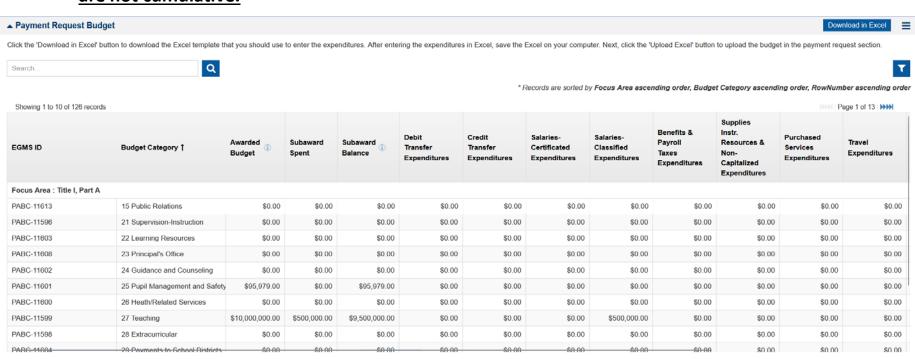
Payment Summary

- The <u>Payment Request Summary</u> section shows the high level roll up information regarding the claim.
- The <u>Payment Summary by Focus Area</u> section will only show for consolidated grants.



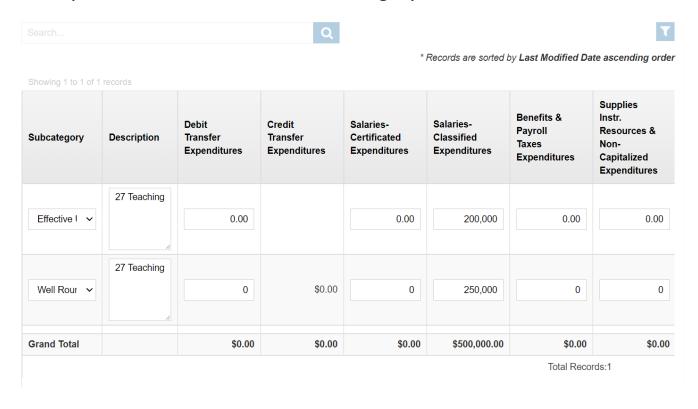
Budget Grid by Focus Area (Consolidated Grants)

- The <u>Payment Request Budget</u> table is organized by Focus Area for Consolidated Grants.
- For Consolidated Grants, clicking the Edit icon will open the detailed line items modal window.
- Only the expenditures for the payment period (month) are entered. The expenditures entered are not cumulative.



Detailed Line Item (Consolidated Grants)

- For Title IV, Part A, you must select a subcategory as part of the claim.
 - This is a programmatic requirement from the US Department of Education.
 - You can have more than one subcategory for the same activity.
 - Subcategories are not required for REAP
- For others, you will select N/A as the subcategory.



Budget Grid without Focus Areas (Consortium Grants)

- The Payment Request Budget table is simply ordered by Budget Category for Consortium Grants.
- For Consortium Grants, clicking Edit will open the budget category for inline edit.

Payment Request Budget

• Only the expenditures for the payment period (month) are entered. The expenditures entered are not cumulative.



Download in Excel Upload Excel



Complete the Payment Request Budget Through Excel

 You may also complete the payment request budget table through excel download and upload capabilities.



Excel Template for Consolidated Grants

A	В	C	D	Ε	F	G	н	1	J	К	L	М	N	4
						Credit Transfer	Salaries-Certificated	Salaries-Classified	Benefits & Payroll Taxes	Supplies Instr. Resources &	Purchased Services			_
1 Record Id	Focus Area	Budget Category	Subcategory	Description	Debit Transfer Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Non-Capitalized Expenditures	Expenditures	Travel Expenditures	Capital Outlay Expenditure	S
2 a2cr0000000cQWSAAM	Title II, Part A	27 Teaching	N/A		() (500000	()	0	0	0		OII
3 a2cr0000000cQWAAA2	Title III, Part A	27 Teaching	N/A			(50000	(() (0		O
4 a2cr0000000cQWUAA2	Title IV, Part A	31 Instructional Professional Development	Effective Use of Technology			(0	5000	(0	0		O
5 a2cr0000000cQVqAAM	Title I, Part C	27 Teaching	N/A		() (10000	()		0	0		OI
6 a2cr0000000cQWeAAM	Title V, Part B	27 Teaching	N/A			(500	((0	0	0		OII
7 a2cr0000000cQW0AAM	Title I, Part D	27 Teaching	N/A			(0	1000	() (0		OII
8 a2cr0000000cQVIAAM	Title I, Part A	27 Teaching	N/A			(0	500000	0		0	0		OI



Excel Template for Consortium Grants

	В	c								K
1 Focus Area	Budget Category	Debit Transfer Expenditures	Credit Transfer Expenditures	Salaries-Certificated Expenditures	Salaries-Classified Expenditures	Benefits & Payroll Taxes Expenditures	Supplies Instr. Resources & Non-Capitalized Expenditures	Purchased Services Expenditures	Travel Expenditures	Capital Outlay Expenditures
2 Default	21 Supervision-Instruction	(0	0		0		0	0	0
3 Default	27 Teaching	0	0	0		0	0	0	0	0
4 Default	29 Payments to School Districts	0	0	0		0	0	0	0	0
5 Default	31 Instructional Professional Development	(0	0		0	0	0	0	0
6 Default	32 Instructional Technology	0	0	0		0	0	0	0	0





File Attachments

 Attach any supporting attachments for your claims within the <u>Files</u> tab.



Submit the Claim

- Once the information in the Claim is complete, click the Submit button to submit the Claim to OSPI.
- The system will perform validation checks to ensure proper completion. If there is an issue, an on-screen error message will be displayed.



Additional Notes

- The 15th of the month is the hard deadline to submit the claim for the previous month's payment period.
 - Any unsubmitted claims will be forced closed automatically by the system on the 16th.
 - If you missed a month's claim, then you may include the missed month in the following month's claim by updating the payment period start date.
- There is a 10% allowed variance within a given focus area. This allows you to overclaim by up to 10% for a given budget category as long as you don't overclaim for a focus area.
 - This variance is checked at the activity and object code level.
- If there is an ongoing amendment, then the payment request will not reflect the updated budgeted amounts until the new award is activated.

Revise the Claim (If Needed)

- If needed, you may revise a submitted Claim before the 15th before it is processed.
- Remember, that if you revise a claim, the revised claim must still be submitted by the 15th.



Future Functionality

• The capability to submit refunds is in development and is expected to be available soon.

Reminders

- A full range of EGMS resources is available on the EGMS website https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms
 - EGMS General Overview and Instructions
 - Program-specific Instructions
 - Program-specific OSPI Contacts
 - Budget Demonstrations
 - Upcoming Office Hours
- EGMS claims questions can be sent to the following:
 - Michelle Sartain <u>Michelle.Sartain@k12.wa.us</u>
 - Sary Li <u>Sary.Li@k12.wa.us</u>