Washington Office of Superintendent of
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EDUCATION GRANTS MANAGEMENT SYSTEM

EGMS Post-Award Amendments and Progress Reports Training

October 27th, 2022

![Washington Office of Superintendent of PUBLIC INSTRUCTION]

Welcome & Introduction

Introduce training instructor and panelists

Training Topics

Training format

Introductions

Training Instructor	Training Moderator	Panelists
• **David Dabb**, REI Systems, Functional Lead	• **Vishal Agarwal**, REI Systems, EGMS Project Manager	• **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 CGA Coordinator • **Cara Patrick**, OSPI Title IV Program Supervisor • **Elizabeth Rush**, OSPI Title II Program Supervisor

Things to Note

- LEA Primary and Secondary Users 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-management-system-egms

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 soon at the following link.

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

Training Topics

Topic	What's Covered?
EGMS Post-Award Amendment Requests for Consortium and Consolidated Grants	• OSPI-Initiated Amendment Process • LEA Portion Walkthrough • LEA-Initiated Amendment Process • LEA Portion Walkthrough
EGMS Progress Reports	• Progress Report Process • Creation • Completion • Submission • OSPI Review • LEA Portion Walkthrough

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OSPI-Initiated Post-Award Amendments

Post-Award Amendments iGrants vs EGMS

| iGrants	EGMS
OSPI uploads amounts, and the district must go into the application and submit a budget revision to access the funds.	There is a separate amendment record and process that results in a new award. The application is locked.
Revisions to Transfers and Carryovers may be in a separate form package.	Revisions to Transfers and Carryovers is handled as an amendment.
While a budget revision is in progress, claims cannot be submitted.	While an amendment is in progress, claims can still be submitted, but they refer to the current active budget.

OSPI-Initiated Amendment Workflow
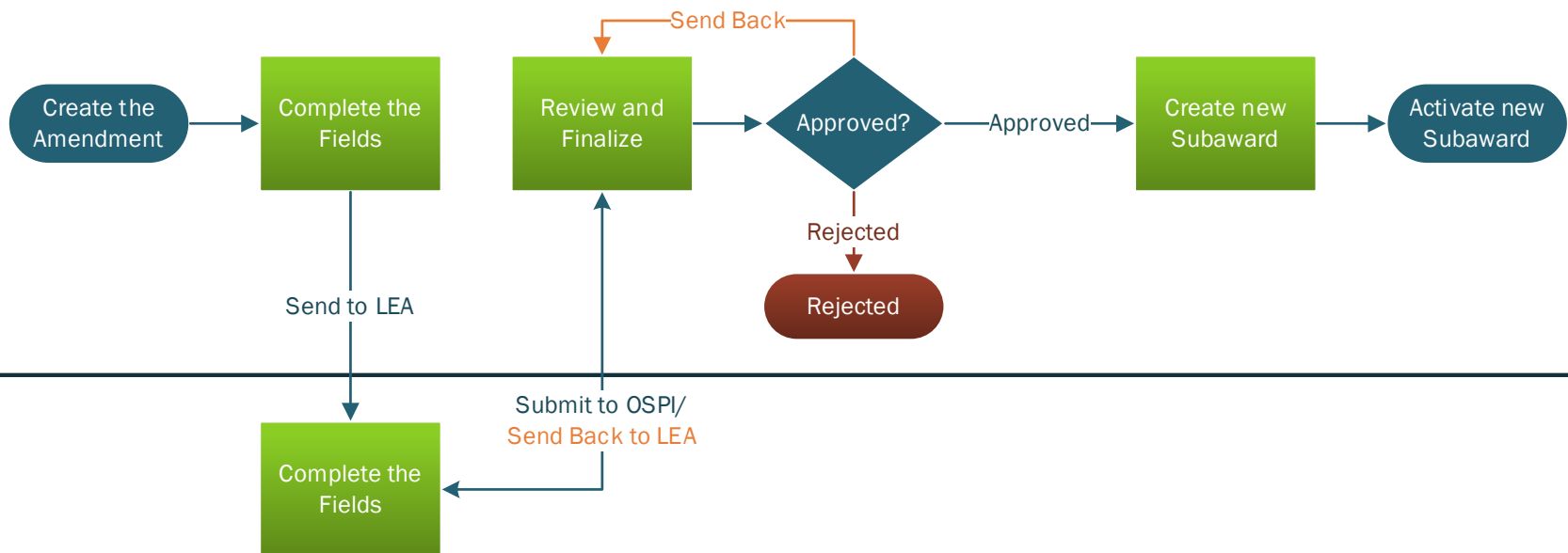
OSPI-Initiated Amendment Creation

- OSPI can create the following amendment types:
  - Budget Period Change
  - Funding Change
  - Scope of Work Change
  - Carryovers

- Amendment types can be combined.

- When OSPI sends the amendment to the LEA, each user in the organization will receive a notification and a pending task.
  - Any user can edit.
  - Only Primary Users can submit.

- If there are any open amendments, carryover amendments cannot be initiated.

Accessing the Amendment

- When OSPI sends the amendment to the LEA. All LEA Users will receive an email and a pending task.
  - Changes in the final allocation or Carryover will typically occur in January/February.

EGMS ID	Type	Status	Subject	Created By	Due Date ↑	Actions
CR-AD--233-01	Submit Amendmen…	In Progress	ESEA Consolidated Grant Applic…	PMInternal Ross	10/07/2022	▶

Pending Tasks (Assigned To Me)

amendment

Showing 1 to 1 of 1 records

Total Records: 1

Example: Funding Change Amendment

For Consolidated Grants: In the Allocations and Indirect Costs section, you can update the Requested Indirect Amount for the Focus Areas/Programs where funding has been changed.

▲ Allocations and Indirect Costs   Save ☰

If the LEA is completing an amendment for the ESEA Consolidated Grant, complete the Transfer Carryover and Program Carryover Tabs before completing the Allocations and Indirect Costs section.

[Search...] 🔍   🔽

* Records are sorted by **Last Modified Date ascending order**

Showing 1 to 9 of 9 records

Focus Area/Program	Allocation Amount	Requested Change in Budget	Revised Allocation	Maximum Indirect Allowed	Indirect Expenditures Approved	Requested Indirect Amount	Allowed Budgeted Direct Expenditure	Budgeted Direct Expenditure	Actions
Title I, Part D, Subpart 1	$36,000.00	$0.00	$36,000.00	$1,715.00	$0.00	$1,715.00	$34,285.00	$34,285.00	✏️
Title V, Part B	$16,000.00	$0.00	$16,000.00	$762.00	$0.00	$762.00	$15,238.00	$15,238.00	✏️
Title IV, Part A	$342,941.00	$0.00	$342,941.00	$16,331.00	$0.00	$2,048.00	$340,893.00	$346,893.00	✏️
Title III, Part A	$406,723.00	$0.00	$406,723.00	$19,368.00	$0.00	$19,368.00	$387,355.00	$387,355.00	✏️
Title II, Part A	$508,827.00	$0.00	$508,827.00	$24,230.00	$0.00	$24,135.00	$484,692.00	$484,692.00	✏️
Title I, Part C	$21,000.00	$0.00	$21,000.00	$1,000.00	$0.00	$1,000.00	$20,000.00	$20,000.00	✏️
Title I, Part A	$4,450,139.00	$0.00	$4,450,139.00	$211,912.00	$0.00	$211,912.00	$4,238,227.00	$4,240,227.00	✏️
Title I, Part D	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	✏️
Title I, Part D, Subpart 2	$36,000.00	$1,000.00	$37,000.00	$1,762.00	$0.00	1,715	$35,285.00	$34,285.00	↺
Total	**$5,817,630.00**	**$1,000.00**	**$5,818,630.00**	**$277,080.00**	**$0.00**	**$262,655.00**	**$5,555,975.00**	**$5,562,975.00**	

Total Records:9

Example: Funding Change Amendment

For Consortium Grants: In the Budget Information section, you can update the Requested Indirect Amount.

▲ Budget Information

Allocation Amount	⚠ Requested Change in Budget ⓘ	Revised Allocation	Indirect Rate
$76,541.00	$1,000.00	$77,541.00	5.00%

Maximum Indirect Allowed	Requested Indirect Amount	Indirect Expenditures Approved	Budgeted Direct Expenditures
$3,693.00	3,645.00	$0.00	$82,896.00

Budgeted Indirect Expenditures	Total Budgeted Expenditures
$3,645.00	$86,541.00

Example: Funding Change Amendment Cont.

For Consolidated and Consortium Grants: Clicking the **Edit** icon will open a pop-up window allowing you to add/edit the line items for the budget category. This allows you to update your budget to accommodate the changes in funding.

- For Consortium Grants, the direct costs may be done at the budget category level.

Detailed Budget Entry Screen ×

Focus Area: Title I, Part D, Subpart 2
Budget Category: 27 Teaching

▲ AmendmentLineItem [Add Row] ≡

Records are sorted by Last Modified Date ascending order

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	Revised Budget	Difference	Actions
N/A	27 Teaching	$0.00	$0.00	$34,285.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,285.00	$34,285.00	$0.00	✏️🗑️
N/A	27 Teaching Line 2	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	✏️🗑️
Total		$0.00	$0.00	$35,285.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,285.00	$35,285.00	$1,000.00	

Example: Funding Change Amendment Cont.

For Consolidated and Consortium Grants: In the Explanation of Changes section, you can explain the budget changes that were made.

▲ Explanation of Changes

Please include explanation of changes to the budget table above.

Explanation

Example: Funding Change Amendment Cont.

For Consolidated: If needed, you can complete the Transferability Options tab

- Transferability Options are also available on Budget Redirection amendments.
- Previously, in iGrants, Transferability Options were captured in form package 821.

▲ **Purpose**

Transferability is a flexibility authority under the Every Student Succeeds Act (ESSA) which allows Local Educational Agencies (LEAs) to transfer up to 100% of the funds they receive under Title II, Part A and Title IV, Part A to other programs to better address the needs of their unique student populations and to ensure the capacity of delivering a meaningful program. Federal regulations require LEAs to notify the State Education Agency 30 days prior to the transfer of funds. (Elementary and Secondary Education Act (ESEA) Section 5103:

ESEA Section 5103

NOTE: Although there is no deadline for exercising transferability, we strongly encourage LEAs to make the decision as early as possible, so applicable program applications can be adjusted by LEA staff and approved by OSPI.

1. Are you going to exercise your additional transferability option as a result of this amendment request?

[--None-- ▼]

Transferability Process Guide
Transferability Q&A
Transferability & Carryover Q&A

When an LEA decides to transfer some or all of the funds allocated for local activities under the two eligible programs, it must take certain steps. The LEA must:

a) Engage in timely and meaningful consultation, in accordance with section 8501 of the ESEA, with appropriate private school officials (5103(e)(2))*;
b) Determine the program(s) from which funds are to be transferred and to which funds are to be transferred;
c) Determine the amount, and Federal fiscal year, of funds to be transferred;
d) Establish the effective date for the transfer**;   [Example: Funding Change Am...]
e) Notify the SEA of each transfer at least 30 days before the effective date of the transfer (5103(d)(2)(C)); and
f) Submit, not later than 30 days after the date of such transfer, a copy of the LEA's modified plans or applications for all programs affected by the transfer to the SEA (5103(d)(2)(B)).

2. We have engaged in timely and meaningful consultation, in accordance with section 8501 of the ESEA, with appropriate private school officials (5103(e).
☐

3. Date of consultation
[mm/dd/yyyy]

4. **Effective date of the transfer (the date should be at least 30 days after the SEA has been notified of the transfer).
[mm/dd/yyyy]

ESEA Section 5103
ESEA Section 8501

REMINDER: LEAs must consult with local Tribal governments if 50 percent or more of the schools/ LEA students are Native American/Alaska Native or the district receives $40,000 or more from a Title VI, Part A, Subpart 1 grant. ESSA Section 8538

Example: Funding Change Amendment Cont.

▲ Transferability Summary   ≡

*Records are sorted by **Last Modified Date ascending order***

Focus Area/Program	Allocation Amount ⓘ	Transferred Out Amount	Transferred In Amount
Title I, Part D, Subpart 2	$37,000.00	$0.00	$1,000.00
Title I, Part D, Subpart 1	$36,000.00	$0.00	$0.00
Title V, Part B	$16,000.00	$0.00	$0.00
Title IV, Part A	$342,941.00	$0.00	$0.00
Title III, Part A	$406,723.00	$0.00	$0.00
Title II, Part A	$508,827.00	$1,000.00	$0.00
Title I, Part C	$21,000.00	$0.00	$0.00
Title I, Part A	$4,450,139.00	$0.00	$0.00
Title I, Part D	$0.00	$0.00	$0.00

▲ Transferability Details   Add   ≡

*Records are sorted by **Last Modified Date ascending order***

Transfer From	Transfer To	Transfer Amount	Actions
Title II, Part A	Title I, Part D, Subpart 2	$1,000	✏️ 🗑️

Example: Carryover Amendment

- Transfer Carryover and Program Carryover are supported in the EGMS.

📕 Overview   ➡ Transfer Carryover   ⇄ Program Carryover 🔴   ⭐ Responsibilities   🖇 Files   🕘 History   💬 Collab

Federal Transferability Under Every Student Succeeds Act (ESSA) - transferred funds take on the character of the program they are transferred into. This includes statutory set-asides and carryover. Any remaining balance of the total amount after transfers is used to calculate the carryover balances and limitations.

Carryover balances remain with the program transferred into unless the LEA elects to transfer them. They do not "automatically follow" current year transfer elections. LEAs who want to transfer available carryover funds must notify OSPI on this form.

▲ Carryover Balance and Elect to Transfer

The purpose of this form is:
- to provide LEAs with an accurate balance of Title II, Part A and Title IV, Part A prior year carryover funds, and
- for LEAs to notify OSPI of their intent to transfer carryover funds to another eligible program.

Example: Carryover Amendment Cont.

For Consolidated and Consortium Grants: Once everything is complete, click the Submit to Grantor button to submit the amendment back to OSPI. If there is an issue with what was completed, the system will show a validation message on the top of the page.

• Overview Tab - Budgeted Direct Expenditures for each focus area must be equal to the Allowed Budgeted Direct Expenditures for that focus area.   ✕

Amendment Request
ESEA Consolidated Grant Application   Edit | Submit to Grantor | ☰

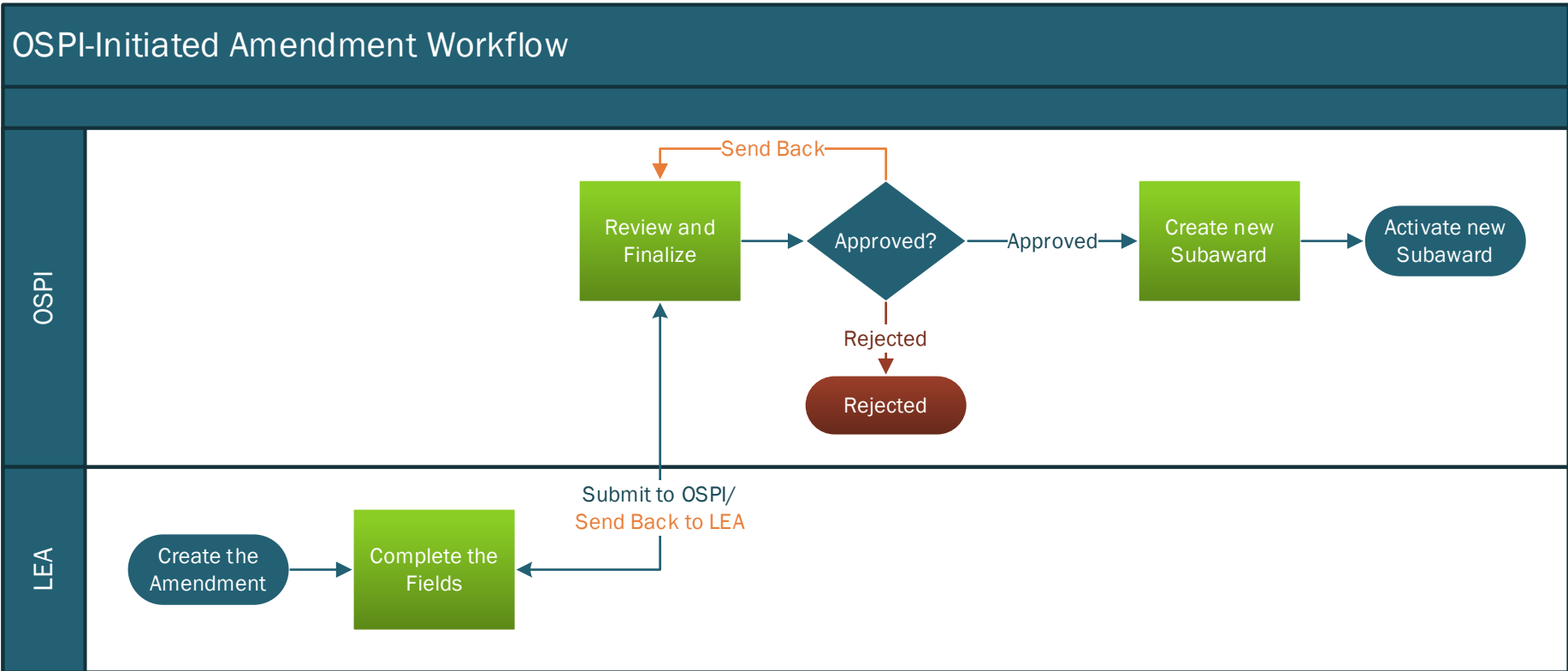| EGMS ID	Status	Initiated By
CR-AD--233-01	Sent to Subrecipient	State

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LEA-Initiated Amendments

LEA-Initiated Amendment Workflow

OSPI-Initiated Amendment Workflow

OSPI

Send Back

Review and Finalize → Approved? —Approved→ Create new Subaward → Activate new Subaward

Rejected → Rejected

LEA

Create the Amendment → Complete the Fields

Submit to OSPI/
Send Back to LEA

LEA-Initiated Amendment Creation

- The LEAs can create the following amendment types:
  - Budget Redirection
  - Scope of Work Change

- Amendment types can be combined.

- Do not submit an amendment if the change is less than 10% of the total budgeted direct expenditures for the focus area.

Example: Budget Redirection Amendment

For Consolidated Grants: In the Allocations and Indirect Costs section, you can update the Requested Indirect Amount for the Focus Areas/Programs.

▲ Allocations and Indirect Costs   Save

If the LEA is completing an amendment for the ESEA Consolidated Grant, complete the Transfer Carryover and Program Carryover Tabs before completing the Allocations and Indirect Costs section.

*Records are sorted by **Last Modified Date ascending order***

Showing 1 to 9 of 9 records

Focus Area/Program	Allocation Amount	Requested Change in Budget	Revised Allocation	Maximum Indirect Allowed	Indirect Expenditures Approved	Requested Indirect Amount	Allowed Budgeted Direct Expenditure	Budgeted Direct Expenditure	Actions
Title I, Part D, Subpart 1	$36,000.00	$0.00	$36,000.00	$1,715.00	$0.00	$1,715.00	$34,285.00	$34,285.00	✎
Title V, Part B	$16,000.00	$0.00	$16,000.00	$762.00	$0.00	$762.00	$15,238.00	$15,238.00	✎
Title IV, Part A	$342,941.00	$0.00	$342,941.00	$16,331.00	$0.00	$2,048.00	$340,893.00	$346,893.00	✎
Title III, Part A	$406,723.00	$0.00	$406,723.00	$19,368.00	$0.00	$19,368.00	$387,355.00	$387,355.00	✎
Title II, Part A	$508,827.00	$0.00	$508,827.00	$24,230.00	$0.00	$24,135.00	$484,692.00	$484,692.00	✎
Title I, Part C	$21,000.00	$0.00	$21,000.00	$1,000.00	$0.00	$1,000.00	$20,000.00	$20,000.00	✎
Title I, Part A	$4,450,139.00	$0.00	$4,450,139.00	$211,912.00	$0.00	$211,912.00	$4,238,227.00	$4,240,227.00	✎
Title I, Part D	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	✎
Title I, Part D, Subpart 2	$36,000.00	$1,000.00	$37,000.00	$1,762.00	$0.00	1,715	$35,285.00	$34,285.00	↺
Total	**$5,817,630.00**	**$1,000.00**	**$5,818,630.00**	**$277,080.00**	**$0.00**	**$262,655.00**	**$5,555,975.00**	**$5,562,975.00**	

Total Records:9

Example: Budget Redirection Amendment

For Consortium Grants: In the Budget Information section, you can update the Requested Indirect Amount.

▲ Budget Information

Allocation Amount	Revised Allocation	Indirect Rate	Maximum Indirect Allowed
$76,541.00	$76,541.00	5.00%	$3,645.00
Requested Indirect Amount	Indirect Expenditures Approved	Budgeted Direct Expenditures	Budgeted Indirect Expenditures
3,645.00	$0.00	$72,796.00	$3,645.00
Total Budgeted Expenditures			
$76,441.00			

Example: Budget Redirection Amendment

In the Budget Information section, the direct costs can be updated as needed by clicking the **Edit** icon. A pop-up window will appear to collect the detailed line-item changes.

- For Consortium, the direct costs may be collected at the budget category level.

Detailed Budget Entry Screen ✕

Budget Category: 98 General Support (Programs 01, 02)

▲ AmendmentLineItem   Add Row ☰

Records are sorted by Last Modified Date ascending order

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	Revised Budget	Difference	Actions
N/A		$0.00	$0.00	$72,896.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72,896.00	$72,896.00	$0.00	✏️ 🗑️
N/A	98 General Support (Programs 0	$0.00	$0.00	($100.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($100.00)	($100.00)	✏️ 🗑️
Total		$0.00	$0.00	$72,796.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72,896.00	$72,796.00	($100.00)	

Example: Budget Redirection Amendment

Once everything is complete, click the Submit to Grantor button to submit the amendment to OSPI. If there is an issue with what was completed, the system will show a validation message on the top of the page.

- • Overview Tab - Total Budgeted Expenditures must be equal to Revised Allocation.   ✕

Amendment Request
Migrant Education Consortium Grant 2022-23   [Delete] [Edit] [Submit to Grantor] ☰

EGMS ID	Status	Initiated By
CR-AD--212-06	Created	Subrecipient

Additional Notes for Amendments

- Multiple amendment types can be combined into one amendment request. For example, budget redirections and scope of work changes can be combined.

- The EGMS does not allow multiple amendments to be conducted in parallel for the same grant. If there are any open amendments, carryover amendments cannot be initiated. Please take care of your amendments in a timely manner.

- If OSPI requires something to be changed in the information provided in the amendment request, OSPI can send the amendment back to you for updates.

Additional Notes Cont.

- While an amendment is ongoing, all other post-award processes (claims, progress reports, etc.) will refer to the current active award. Only after the amendment process is done will the post-award processes refer to the updated information.

- Additional information regarding post-award amendments can be found starting on page 64 In the user guide.
  - https://www.k12.wa.us/sites/default/files/public/titlei/pubdocs/EGMS_User_Guide_for_LEAs.pdf

How do I explain my budget revision?

Focus Area	Budget Re-Direction Comments Required?	Scope of Work Amendment Required with the Budget Re-Direction?
Title I, Part A	Not required unless funds are budgeted under Capital Outlay. Capital Outlay is usually not allowable.	No
Title I, Part C	Revision comments should reflect the activities and services to be added or adjusted with program funds to support the academic and/or other identified needs of migratory students, including health supports.	**Yes**, if the budget re-direction is submitted due to a change in the LEA's Title I C Plan. Form page updates should be submitted for FP206 – Title I, Part C Migrant Education - Program Planning and Services items 4.1 program services, 4.2 non-academic services, or 4.3 health supports, as well as FP206 – Title I, Part C – Program Expenditures for position changes, equipment, or instructional materials.
Title I, Part D (Subparts 1 & 2)	Revision comments should reflect the activities and services to be added or adjusted with program funds to support the academic and/or other identified needs of institutional education students.	No

How do I explain my budget revision?

Focus Area	Budget Re-Direction Comments Required?	Scope of Work Amendment Required with the Budget Re-Direction?
Title II, Part A	Yes. Explain activities to be conducted based on budget redirection. Only budget in activities 21, 23, 27 and 31.	No
Title III, Part A	Revision comments need to explain activity code changes and the reason for the changes/movement of funds. Changes must still meet Title III allowable activities	No
Title IV, Part A	Yes. If completed without a Scope of Revision, then verify whether budget redirection is a redistribution of funds in support of an activity already included in your approved Title IVA plan. Provide clarifying information as needed.	**Yes**, required for all budget re-direction amendments where a new activity is added. You may opt to add a whole new entry related to need/funded activity/outcome OR just to revise an existing activity to include additional expenditures (e.g., you were contracting for services but now you will be paying staff salaries/benefits for the same activity)

How do I explain my budget revision?

Focus Area	Budget Re-Direction Comments Required?	Scope of Work Amendment Required with the Budget Re-Direction?
REAP	Yes. Explain activities to be conducted based on budget redirection.	**Yes**, if the budget re-direction is submitted because there is a change in the LEA's REAP application, submit a scope of work amendment so that the budget aligns with the plan.
RLIS (Title V, Part B)	Yes. Explain activities to be conducted based on budget redirection.	**Yes**, if the budget re-direction is submitted because there is a change in the LEA's RLIS application, submit a scope of work amendment so that the budget aligns with the plan.

Title II, Part A, Budget Activities

While the Accounting Manual lists many budget categories for Program 52, Title II, Part A funds may only use budget categories:

- 21 Supervision-Instruction

- 23 Principal's Office

- 27 Teaching

- 31 Instructional Professional Development
  Most charges including teacher stipends, consultants, professional learning supplies, copies, tuition and other charges are part of 31 Instructional Professional Development

Title IV Part A: Scope of Work Amendments

ESEA Section 4106

TITLE IV, PART A

LOCAL EDUCATIONAL AGENCY APPLICATIONS

(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.
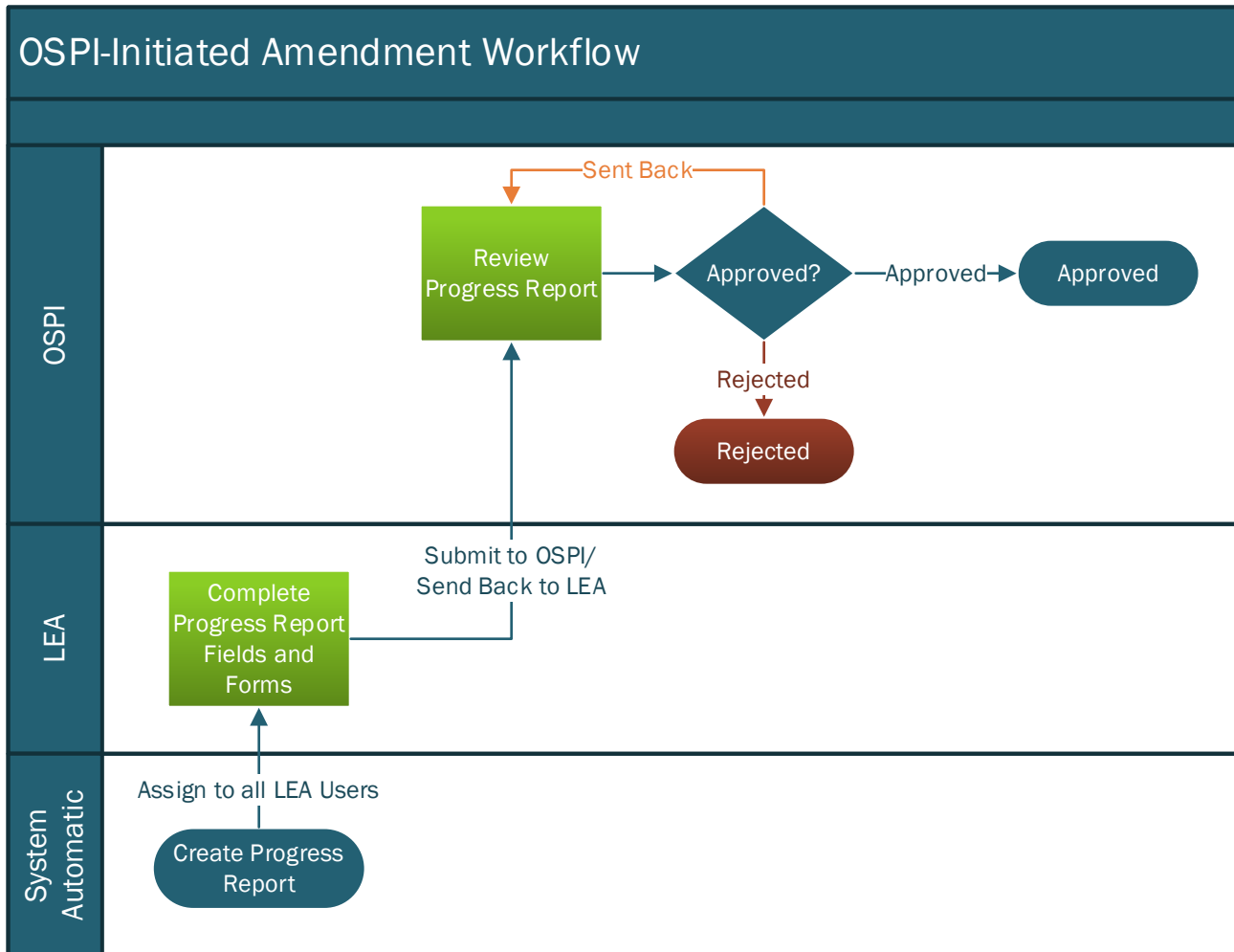
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Progress Reports

Progress Report Workflow

Progress Report Creation

- The EGMS automatically creates the progress report as per the schedules set up in the subaward.
  - For Consortium, the schedule will not be broken-down by Focus Area.
  - If a grantee is not allocated funds for a given focus area, then that grantee will not receive any progress reports for that focus area.

▲ Progress Reports Schedule

Search...

* Records are sorted by **Created Date ascending order**

Showing 1 to 10 of 16 records |◄◄◄ | Page 1 of 2 | ►►►|

	Report Title	Focus Area ID	Focus Area Name	Reporting Period	Frequency	Actions
⊞	Title III Test	00650	Title III, Part A	7/1/2021 - 3/30/2022	One-time	👁
⊞	Subpart 1: Title I, Part D Mid-Year Report	00660	Title I, Part D, Subpart 1	3/15/2022 - 3/30/2022	One-time	👁
⊟	Comparability Report	00647	Title I, Part A	7/1/2021 - 3/30/2022	One-time	👁

Search...

Showing 1 to 1 of 1 records

EGMS ID	Reporting Period Start Date ↑	Reporting Period End Date	User Notified	Due Date	Task Creation Date
SC-06141	07/01/2021	03/30/2022	✔	07/07/2022	07/03/2021

Total Records:1

⊞	Title I End-of-Year Report	00647	Title I, Part A	7/1/2021 - 3/30/2022	One-time	👁
⊞	Title I, Part C Migrant Education Regular End-of-Year Re|	00648	Title I, Part C	7/1/2021 - 3/30/2022	One-time	👁

Accessing Assigned Progress Report

- When the progress report is created and assigned to all LEA users, the user can access the progress report from their pending tasks.

- Coordinate within your district to determine who should complete the progress report.

▲ **Pending Tasks (Assigned To Me)** ⓘ

Progress Report [🔍]   ⓘ

Showing 1 to 10 of 15 records   ◄◄ ◄ | Page 1 of 2 | ►► ►►|

EGMS ID	Type	Status	Subject	Assigned By	Due Date	Actions
PR--GT--00027-...	Complete Grantor Progr...	In Progress	Subpart 1 February Annual Count Form for subaward: ESEA Consolidated Grant Application f...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Title I, Part C Summer Application for subaward: ESEA Consolidated Grant Application for Alm...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	REAP Alternative Fund Use Authority End-of-Year Report for subaward: ESEA Consolidated ...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Rural and Low-Income Schools End-of-Year Report for subaward: ESEA Consolidated Grant ...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Title IV, Part A: Student Support and Academic Enrichment Annual Report for subaward: ESE...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Title 1, Part D Mid-Year Report for subaward: ESEA Consolidated Grant Application for Almira ...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	FP 260 - Subpart 1 May Annual Count Form for subaward: ESEA Consolidated Grant Applicati...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	FP 260 - Subpart 1 March Annual Count Form for subaward: ESEA Consolidated Grant Applic...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Title I, Part D Subpart 2 Local Agency Annual Report (October Count) for subaward: ESEA Co...	Ivan	08/16/2022	▶
PR--GT--00027-...	Complete Grantor Progr...	Not Started	Title I, Part C Migrant Education Summer End-of-Year Report for subaward: ESEA Consolidat...	Ivan	08/16/2022	▶

Show [10 ▼] Entries   Total Records: 15   ◄◄ ◄ | Page 1 of 2 | ►► ►►|

Progress Report – Overview Tab

- Here, you can update the reporting period for the progress report.
  - Note, the system automatically sets the reporting period for you as per the subaward schedule. You only need to update it if something has changed.

▲ **Report Overview**

Organization Name	Reporting Period Start Date
Almira School District	7/1/2021
Report Frequency	Reporting Period End Date
One-time	3/30/2022
Final Report? ⓘ	Budget Period
☐	7/1/2021 - 12/31/2022
Budget Period Number	Progress Report Due Date
BP01	7/7/2022

Progress Report – Forms and Files

- The bulk of work in progress reports is in the forms that will need to be completed. Each program has its own forms.

- The applicable forms will be automatically available in the All Forms section.

- The EGMS ensures that all forms are complete and validated before the progress report can be submitted to OSPI.

▲ All Forms						≡

Search... 🔍 ▼

Showing 1 to 1 of 1 records

Sequence Number ↑	Form Name	Is Form Validated?	Mandatory	Last Modified By	Last Modified Date	Actions
	FP 260 – Title I, Part D – Subpart 1 February Annual Count Form	No	✔	Almira AAENSON	09/30/2022 1:00 PM	✏️ 👁
		Total Records: 1				

Progress Report – Overview Tab

Progress Report – Form Example

- The screenshot below is an example form from Title I, Part D – Subpart 1

Progress Report Submission

- Once everything is complete, click the Submit to Grantor button to submit the progress report to OSPI. If there is an issue with what was completed, the system will show a validation message on the top of the page.

• Forms and Files Tab - Provide all the required data in the form before submitting to Grantor. ✖

Progress Report
Subpart 1 February Annual Count Form   Edit Submit to Grantor ≡

EGMS ID	Status	Subaward ID
PR--GT--00027-015	Created	AD--233

Consolidated Grant Progress Report Schedule

Month Release	Report	Focus Area
October/November	Comparability Report	Title I, Part A
November	Local Agency Annual Report (October Count)	Title I, Part D Subpart 2
January	Mid-Year Report	Title I, Part D Subpart 1 and 2
January	February Annual Count Form	Title I, Part D, Subpart 1
February	March Annual Count Form	Title I, Part D, Subpart 1
February	Migrant Education Summer Program	Title I, Part C
May	May Annual Count Form	Title I, Part D, Subpart 1
May	End-of-Year Report	Title I, Part A
May	Migrant Education Regular End-of-Year Report	Title I, Part C
May	End-of-Year Report	Title II, Part A
May	End-of-Year Report	Title IV, Part A
May	End-of-Year Report	REAP
May	End-of-Year Report	RLIS
June	Migrant Education Summer End-of-Year Report	Title I, Part C

Additional Notes

- If OSPI requires something to be changed in the information provided in the progress report, OSPI can send the progress report back to you for updates.

- Any LEA user can edit the progress report. Only Primary Users can submit.

- Not all districts are required to complete the Title I Comparability Report and the Title I Schoolwide Waiver, but all users will still receive a task.

- Additional information regarding progress reports can be found starting on page 87 In the user guide.
  - https://www.k12.wa.us/sites/default/files/public/titlei/pubdocs/EGMS_User_Guide_for_LEAs.pdf

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 Post-Award Amendment and Progress Report questions can be sent to the following:
    - egms.support@k12.wa.us
    - Your OSPI Program Contact: https://www.k12.wa.us/policy-funding/grants-grant-management/education-grant-management-system-egms/egms-contacts-district