



Washington Office of Superintendent of
PUBLIC INSTRUCTION



EDUCATION GRANTS MANAGEMENT SYSTEM

EGMS Claims Training for LEA Fiscal Contacts

September 27th, 2022



Washington Office of Superintendent of
PUBLIC INSTRUCTION

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-management-system-egms>



Training Topics

Topic	What's Covered?
EGMS Claims - for Consolidated Grants and Consortium Grants	<ul style="list-style-type: none">• 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->



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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.

▲ Contacts

Search...

Showing 1 to 3 of 3 records

Project Role	Name ↑	Email	Is Key Personnel	Is User	Actions
Fiscal Contact	Almira AAENSON	almiraggg@yopmail.com	✓	✓	
Other	HEIDI EMERSON	hemerson@achwarriors.com.test	✗	✗	
Other	JAMES EVANS	jevens@achwarriors.com.test	✗	✗	

Total Records:3

▲ Contacts

Use the 'Associate' button to associate one or more contacts. Contacts added or updated in this section will automatically show up in the Application's "Overview" tab under the "Applicant Contacts" section. Similarly, contacts added or updated in the Application's "Overview" tab under the "Applicant Contacts" section will also reflect in this section.

Search...

Showing 1 to 1 of 1 records

Focus Area/Program	Contact Name ↑	Title	Project Role	Telephone Number	Email Address
Fiscal	DANA JARNECKE	Director of Teaching and Learning	Other	(509) 874-8652	djarnecke@masd209.org



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**.

▲ **Payment Requests Schedule** ☰

Search... 🔍

* Records are sorted by Created Date ascending order

Showing 1 to 1 of 1 records

EGMS ID	Schedule Type	Schedule Title	Frequency	Actions
<input type="checkbox"/> TC-3534	Payment Request	Automation Runtime Competitive Announcement2609687746	Monthly	

Showing 1 to 10 of 14 records Page 1 of 2 >>>

EGMS ID	Reporting Period Start Date ↑	Reporting Period End Date	User Notified	Due Date
SC-14031	10/23/2022	10/31/2022	✓	11/15/2022
SC-14032	11/01/2022	11/30/2022	✓	12/15/2022
SC-14033	12/01/2022	12/31/2022	✗	01/15/2023
SC-14034	01/01/2023	01/31/2023	✗	02/15/2023
SC-14035	02/01/2023	02/28/2023	✗	03/15/2023
SC-14036	03/01/2023	03/31/2023	✗	04/15/2023
SC-14037	04/01/2023	04/30/2023	✗	05/15/2023
SC-14038	05/01/2023	05/31/2023	✗	06/15/2023
SC-14039	06/01/2023	06/30/2023	✗	07/15/2023
SC-14040	07/01/2023	07/31/2023	✗	08/15/2023

Show Entries Total Records:14 Page 1 of 2 >>>



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.

▲ Pending Tasks (Assigned To Me) ⓘ

PR--1475 ⓘ

Showing 1 to 1 of 1 records

EGMS ID	Type	Status	Subject	Assigned By	Due Date	Actions
PR--1475	Create Payment Request	Not Started	SK - Title IIA End of Year Report form_8 June	Pratiksha Admin	09/05/2022	<input type="button" value="▶"/>

Total Records: 1



Payment Summary

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

Payment Request Summary		
Budgeted Direct Expenditures \$17,358,490,561.00	Maximum Indirect Allowed \$1,041,509,439.00	Budgeted Indirect Expenditures \$1,041,509,439.00
Total Budgeted Expenditures \$18,400,000,000.00	Direct Expenditures Approved \$0.00	Direct Expenditures Requested \$1,200,000.00
Cumulative Direct Expenditures \$1,200,000.00	Indirect Rate 6.00%	Indirect Expenditures Approved \$0.00
Indirect Expenditures Requested \$2,802,255.00	Cumulative Indirect Expenditures \$2,802,255.00	Maximum Indirect Expenditures Allowed \$72,000.00
Total Expenditures Approved \$0.00	Total Expenditures Requested \$4,002,255.00	Total Cumulative Expenditures \$4,002,255.00

Payment Request Summary by Focus Area												
Search <input type="text"/>												
Focus Area/Program	Allocation Amount	Budgeted Direct Expenditures	Max. Indirect Allowed	Budgeted Indirect Exp.	Direct Exp. Approved	Direct Exp. Requested	Cumulative Direct Exp.	Indirect Exp. Approved	Indirect Exp. Requested	Cumulative Indirect Exp.	Max Indirect Exp. Allowed	Actions
Title I, Part A	\$2,300,000,000.00	\$2,169,811,320.00	\$130,188,680.00	\$130,188,680.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$2,445,585.00	\$2,445,585.00	\$60,000.00	
Title I, Part C	\$2,700,000,000.00	\$2,547,169,811.00	\$152,830,189.00	\$152,830,189.00	\$0.00	\$200,000.00	\$200,000.00	\$0.00	\$356,670.00	\$356,670.00	\$12,000.00	
Title I, Part D	\$2,900,000,000.00	\$2,735,849,056.00	\$164,150,944.00	\$164,150,944.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title I, Part D, Subpart 1	\$100,000,000.00	\$94,339,622.00	\$5,660,378.00	\$5,660,378.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title I, Part D, Subpart 2	\$100,000,000.00	\$94,339,622.00	\$5,660,378.00	\$5,660,378.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title II, Part A	\$2,500,000,000.00	\$2,358,490,566.00	\$141,509,434.00	\$141,509,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title III, Part A	\$2,800,000,000.00	\$2,641,509,433.00	\$158,490,567.00	\$158,490,567.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title IV, Part A	\$2,600,000,000.00	\$2,452,830,188.00	\$147,169,812.00	\$147,169,812.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Title V, Part B	\$2,400,000,000.00	\$2,264,150,943.00	\$135,849,057.00	\$135,849,057.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$18,400,000,000.00	\$17,358,490,561.00	\$1,041,509,439.00	\$1,041,509,439.00	\$0.00	\$1,200,000.00	\$1,200,000.00	\$0.00	\$2,802,255.00	\$2,802,255.00	\$72,000.00	



Budget Grid by Focus Area (Consolidated Grants)

- The Payment Request Budget 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.**

Payment Request Budget

[Download in Excel](#)

Click the 'Download in Excel' button to download the Excel template that you should use to enter the expenditures. After entering the expenditures in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button to upload the budget in the payment request section.



* Records are sorted by Focus Area ascending order, Budget Category ascending order, RowNumber ascending order

Showing 1 to 10 of 126 records



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EGMS ID	Budget Category ↑	Awarded Budget	Subaward Spent	Subaward Balance	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
Focus Area : Title I, Part A												
PABC-11613	15 Public Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11596	21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11603	22 Learning Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11608	23 Principal's Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11602	24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11601	25 Pupil Management and Safety	\$95,979.00	\$0.00	\$95,979.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11600	26 Health/Related Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11599	27 Teaching	\$10,000,000.00	\$500,000.00	\$9,500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11598	28 Extracurricular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11604	29 Payments to School Districts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00







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.

Search...  

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

Showing 1 to 1 of 1 records

Subcategory	Description	Debit Transfer Expenditures	Credit Transfer Expenditures	Salaries-Certificated Expenditures	Salaries-Classified Expenditures	Benefits & Payroll Taxes Expenditures	Supplies Instr. Resources & Non-Capitalized Expenditures
Effective I 	27 Teaching 	0.00		0.00	200,000	0.00	0.00
Well Rour 	27 Teaching 	0	\$0.00	0	250,000	0	0
Grand Total		\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00

Total Records:1



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

Payment Request Budget

[Download in Excel](#) [Upload Excel](#) [Save](#)

Click the 'Download in Excel' button to download the Excel template that you should use to enter the expenditures. After entering the expenditures in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button to upload the budget in the payment request section.



* Records are sorted by Focus Area ascending order, Budget Category ascending order, RowNumber ascending order

Showing 1 to 6 of 6 records

EGMS ID	Awarded Budget	Subaward Spent	Subaward Balance	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	Total Direct Expenditures	Cu Exp
m for LEA Testing														
PABC-11634	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11633	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PABC-11632	\$4,670.00	\$500.00	\$3,670.00	0	0	0	1,270	0	500	0	0	0	\$500.00	
PABC-11631	\$36,500.00	\$1,217.00	\$34,783.00	0	0	500	0	4,283	0	0	0	0	\$500.00	
PABC-11630	\$5,000.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
PABC-11629	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total - Focus Area : Title III Cor	\$46,170.00	\$1,717.00	\$42,953.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,500.00	
	\$46,170.00	\$1,717.00	\$42,953.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,500.00	

Total Records: 6



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	B	C	D	E	F	G	H	I	J	K	L	M	N
Record Id	Focus Area	Budget Category	Subcategory	Description	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	a2cr0000000cQW5AAM	Title II, Part A 27 Teaching	N/A		0	0	50000	0	0	0	0	0	0
3	a2cr0000000cQWAAA2	Title III, Part A 27 Teaching	N/A		0	0	50000	0	0	0	0	0	0
4	a2cr0000000cQWUAA2	Title IV, Part A 31 Instructional Professional Development	Effective Use of Technology		0	0	0	5000	0	0	0	0	0
5	a2cr0000000cQVqAAM	Title I, Part C 27 Teaching	N/A		0	0	10000	0	0	0	0	0	0
6	a2cr0000000cQWeAAM	Title V, Part B 27 Teaching	N/A		0	0	500	0	0	0	0	0	0
7	a2cr0000000cQW0AAM	Title I, Part D 27 Teaching	N/A		0	0	0	1000	0	0	0	0	0
8	a2cr0000000cQVIAAM	Title I, Part A 27 Teaching	N/A		0	0	0	50000	0	0	0	0	0



Microsoft Excel
Worksheet



Excel Template for Consortium Grants

	A	B	C	D	E	F	G	H	I	J	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	0	0	0
3	Default	27 Teaching	0	0	0	0	0	0	0	0	0
4	Default	29 Payments to School Districts	0	0	0	0	0	0	0	0	0
5	Default	31 Instructional Professional Development	0	0	0	0	0	0	0	0	0
6	Default	32 Instructional Technology	0	0	0	0	0	0	0	0	0



Microsoft Excel
Worksheet



File Attachments

- Attach any supporting attachments for your claims within the Files tab.




Overview Financials **Files** History Collab

Reimbursement Files

Add Files

* Records are sorted by Last Modified Date ascending order

Showing 1 to 1 of 1 records

Title	Classification	File Extension	Description	Actions
September Invoices.pdf	Invoice	pdf		  

Total Records:1



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.

• Financials Tab - Complete agreement with the Acknowledgement Terms. ✕

Reimbursement Payment Request

SK - Title IIA End of Year Report form_8 June Edit Submit to Grantor ☰

EGMS ID	Status	Subaward	Budget Period
PR--1475	Created	AD--469	7/1/2022 - 6/30/2023



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.

Reimbursement Payment Request

FP 2022 - CTESPED - Competitive Grant Test

Revise 

EGMS ID

PR-TESTG-12

Status

Submitted to Grantor

Subaward

AD-TESTG-04

Budget Period

7/30/2021 - 8/30/2022



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 – Michelle.Sartain@k12.wa.us
 - Sary Li – Sary.Li@k12.wa.us