

Form Package 222 – Grantee Instructions

When you log into the EGMS platform, you will find the BEST FP222 grant opportunity under the “Opportunities” tab.


Task Summary By Phase	
Opportunities	0
Applications	4
Grants	0
Monitoring	0

Once you are in the “Opportunities” section, please “Search” or sort by name to find: FP222 BEST District LEAs. You will click the **green eyeball** under the “Actions” tab to gain access to the opportunity.

EGMS ID	Opportunity Name	Type	Pre-Application Required?
AN-OSPI-5135	Pri 1 Worksheet A	Competitive	No
AN-OSPI-7187	SK comp Ann-376304	Competitive	Yes
AN-OSPI-5144	Safety Net Application improv...	Competitive	No
AN-OSPI-5133	Safety Net - Training Announ...	Competitive	No
AN-OSPI-5179	Consolidated Grant Applicatio...	Formula	Yes
AN-OSPI-5138	Pri 2 Worksheet A	Competitive	No
AN-OSPI-7199	Test 1 Transporation Grants	Competitive	No
AN-OSPI-5106	Safety Net UAT Demo	Competitive	No
AN-OSPI-7198	FP 222 - BEST District LEAs	Competitive	No
AN-OSPI-5175	2023-24 Community Impact S...	Competitive	No

Once you gain access to the opportunity, you will need to select the “Qualify” button in the upper right corner of the page to create the application.

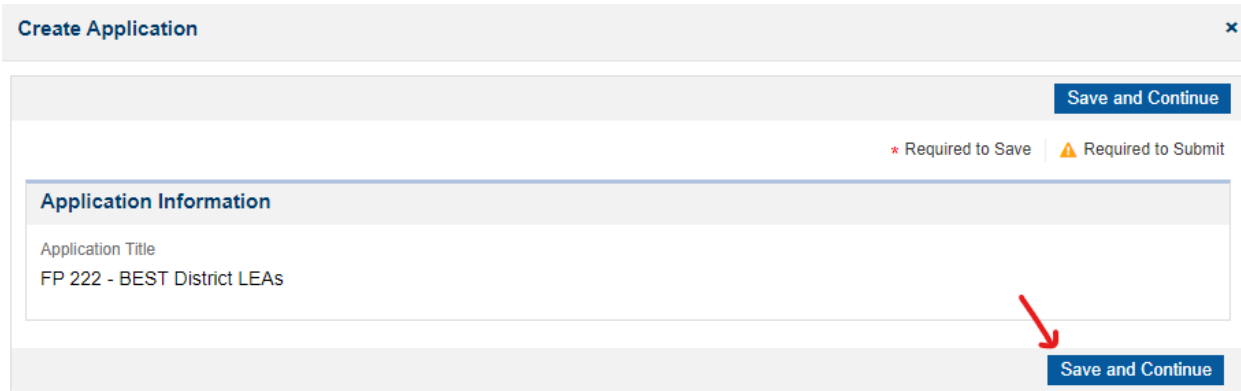
After you hit the “qualify” button, you should see a banner pop up that says, “This funding opportunity has been qualified by your organization. If the opportunity is still open, then the application process can begin by selecting “Create Application”.

 This funding opportunity has been qualified by your organization. If the opportunity is still open, then the application process can begin by selecting “Create Pre-Application” or “Create Application”. [view less](#)

After you see this banner, you will be able to click the “Create Application” button in the upper right corner to start the process.

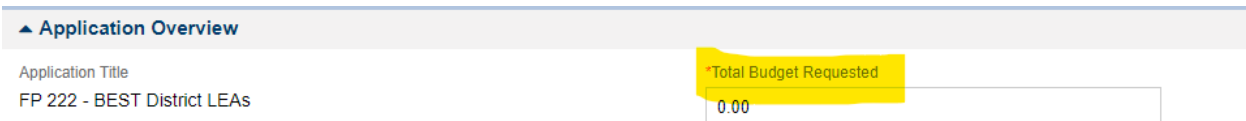
Opportunity: FP 222 - BEST District LEAs [Create Application](#)

You should see a pop-up to “Save and Continue” creating the application.



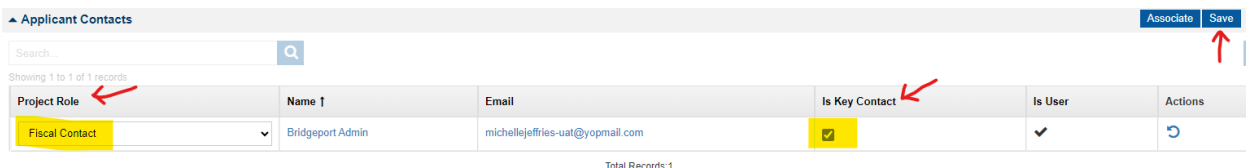
If you’ve made it this far, you can formally apply for FP222 – BEST District LEAs. Yay!

On the “Overview” tab, the “Total Budget Requested” box in the “Application Overview” section will need to be completed before the application can be saved or submitted.



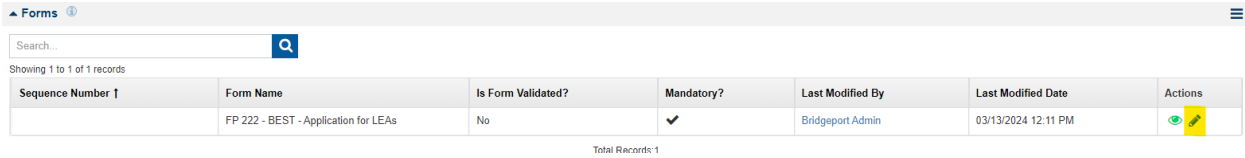
Staying on the “Overview” tab, in the “Applicant Contacts” section you will need to do two (2) things. After the following two (2) items are completed, do not forget to hit the “save” button in the upper right corner of the “Applicant Contacts” section.

1. You will need to make one (1) contact the “key contact” by checking the box under “Is Key Contact”.
2. You will need to make one (1) contact the “fiscal contact” by using the drop-down menu under “Project Role”. **You will not be able to make claims against the grant without a “fiscal contact”.**



Project Role	Name	Email	Is Key Contact	Is User	Actions
Fiscal Contact	Bridgeport Admin	michellejeffries-uat@yopmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Refresh



On the “Forms and Files” tab, you will find the “FP 222 – BEST – Application for LEAs” under the “Forms” section. Click the [blue pencil icon](#) to begin filling out the forms.



▲ Forms ⓘ

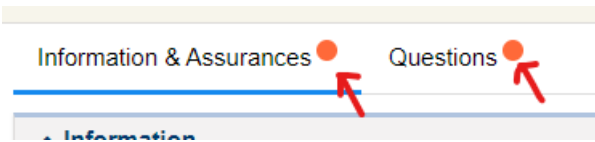
Search...

Showing 1 to 1 of 1 records

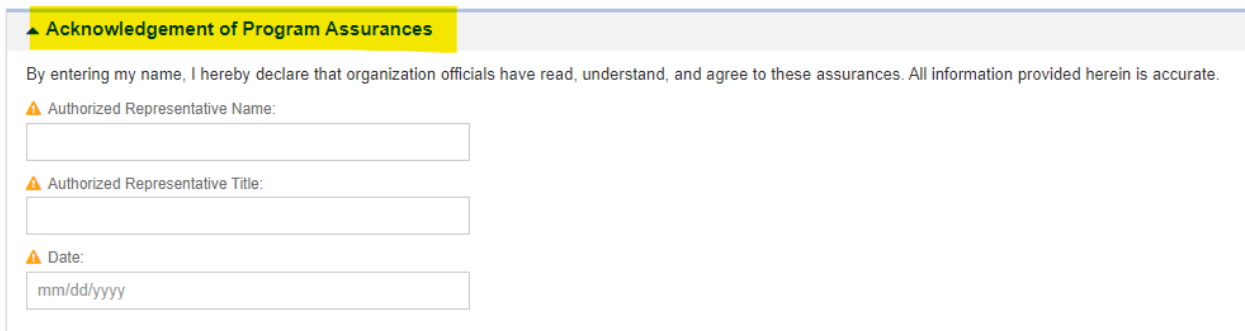
Sequence Number	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
	FP 222 - BEST - Application for LEAs	No	✓	Bridgeport Admin	03/13/2024 12:11 PM	 

Total Records: 1

The first tab of the application that needs completing is the “Information & Assurances” tab. **Note, if you see an orange dot next to any section, that means there is something in that tab or section that still needs to be completed to save and submit.*



In the “Information & Assurances” tab, please read and acknowledge the assurances put forth by the BEST program. Complete the “Acknowledgement of Program Assurances” section.



▲ Acknowledgement of Program Assurances

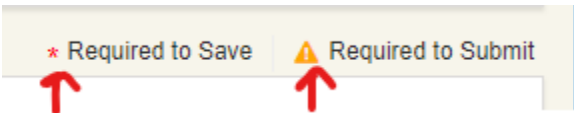
By entering my name, I hereby declare that organization officials have read, understand, and agree to these assurances. All information provided herein is accurate.

▲ Authorized Representative Name:

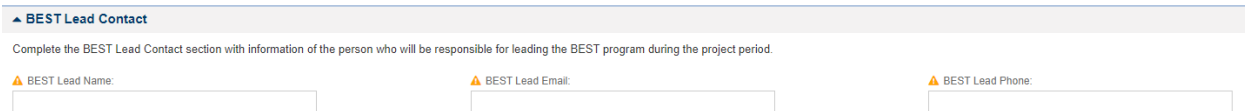
▲ Authorized Representative Title:

▲ Date:

In the second tab of the application, “Questions”, you will complete each section keeping in mind the items that tagged “Required to Save” and “Required to Submit”.



The first section asks for the contact information for the “BEST Lead Contact” – Name, Email, and Phone.



▲ BEST Lead Contact

Complete the BEST Lead Contact section with information of the person who will be responsible for leading the BEST program during the project period.

▲ BEST Lead Name:

▲ BEST Lead Email:

▲ BEST Lead Phone:

The second section encompasses four (4) questions that ask for information about the “Induction Program Components”.

1. Multiple choice question.
2. Drop-down, single answer question.
3. Long text answer – 1,000-character limit.
4. Long text answer – 1,000-character limit.

▲ Induction Program Components

Answer the Induction Program Components questions based on the current state of your Beginning Educator Induction program.

Definitions for the Program Components

- **Instructional Orientation:** A paid instructional orientation or individualized assistance before the start of the school year for novice educators
- **Mentor Assignment:** A trained and qualified mentor assigned to each novice educator
- **Underrepresented Populations:** A goal to provide novice educators from underrepresented populations with a mentor who has strong ties to underrepresented populations
- **PD for Novice Educators:** Ongoing professional development designed to meet the unique needs of each novice educator for supplemental training and skill development
- **PD for Mentors:** Initial and ongoing professional development for mentors
- **Release Time:** Release time for mentors and novice educators to work together, as well as time for novices to observe accomplished peers
- **School or Classroom Assignment:** To the extent possible, a school or classroom assignment that is appropriate for the novice educator
- **Nonevaluative Observations:** Nonevaluative observations with written feedback for novice educators
- **Evaluation Process Using Frameworks:** Support in understanding and participating in the state and district evaluation process and using the applicable frameworks to promote growth
- **Adherence to Standards:** Adherence to research-based [Standards for Beginning Educator Induction](#) developed by the OSPI
- **System Program Evaluation:** A system of program evaluation that identifies program strengths and gaps using the [Standards for Beginning Educator Induction](#), the retention of beginning educators, and positive impact on student growth for novice educators

1. Select all program components currently, reliably implemented by the district. ⓘ

PD for Mentors
Release Time
School or Classroom Assignment
Nonevaluative Observations
Evaluation Process Using Frameworks
Adherence to Standards for Beginning Educator Induction

Chosen

2. Read and reflect on the "Stages of Induction Growth" outlined in the Standards for Beginning Educator Induction. In which stage do you consider your program to be? ⓘ

--None--

3. Describe a promising practice your mentees are benefiting from. What tells you it is promising? ⓘ

4. What are some action steps the team is taking to continue to grow and improve the program? ⓘ

If your district is part of a LEA Consortium, you will complete the "BEST Consortium Data" section. **Note, this is not required for those who are not apart of a LEA Consortium.*

To complete the consortium data section, you will select the "new" button in the upper right corner of the "BEST Consortium Data" section.

▲ BEST Consortium Data New

Complete the table with current consortium member data. Add additional rows as needed. * Records are sorted by Last Modified Date ascending on

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
		No Records Found

This will allow you to add a district name and whether the district is a new, continuing, or returning member. If you need to remove a district from the table, please use the **red x button** under the "Actions" header. Once all districts in the consortium are added, hit the "save" button in the upper right corner of the "BEST Consortium Data" section. **Note, hover over the "i" bubble to learn more about the definition of new, continuing, or returning member.*

▲ BEST Consortium Data New Save

Complete the table with current consortium member data. Add additional rows as needed. * Records are sorted by Last Modified Date ascending on

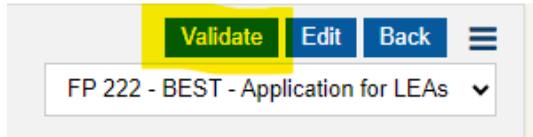
District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
		x

Once both tabs of the application are complete, hit the "save" button in the upper right corner of the page. This will bring you to the next step.

Cancel Save

FP 222 - BEST - Application for LEAs

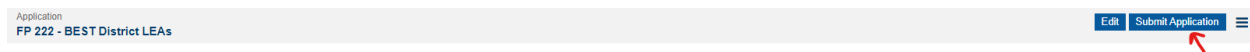
After the application is saved, you will need to hit the newly available “validate” button in the upper right corner of the page.



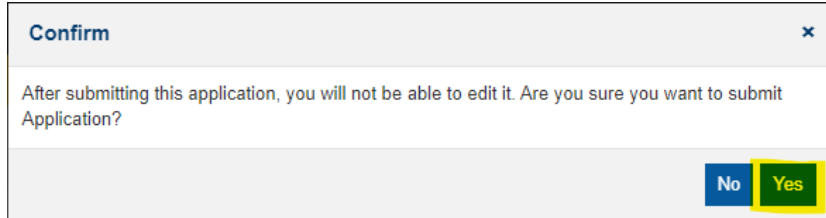
Once the form validation is completed, you will see a new “yes” in the “Forms” section of the “Forms and Files” tab. **Note, if you need to revise your application before submitting it, please follow the steps above after hitting the blue pencil icon.*

Sequence Number	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
	FP 222 - BEST - Application for LEAs	Yes	✓	Bridgeport Admin	03/13/2024 1:01 PM	

Now that you have completed your application and validated everything, you will select the “Submit Application” button in the upper right corner of the page. **Note, after submitting the application, you will not be able to edit it.*



Once you select the “Submit Application” button, you will see a modal window pop up. Please select “Yes” on the Confirm pop-up if you are ready to submit your application for review.



After submitting your application, you will see that a new green checkmark in the status bar above “Submitted”, and that the status has changed to “Review Initiated”.

