How to Request a Budget Redirection Amendment within the Education Grants Management System (EGMS)

1. Begin on the Home tab. Click the Grants tab from the gold tool bar.

W PUBLIC INSTRUCTION	Education Grants Management Sy	stem				Gr
<	Opportunities Applications Grants	Monitoring				
Q Search + ➡ Tasks - My Tasks - Pending Tasks Completed Tasks	Create Application: Click the Opportunitie View Current/Past Applications: Click the <i>J</i> View Current/Past Grants: Click the Grants View Current/Past Payments: Click the No View Current/Past Payments: Click the Mo View Current/Past Payments: Click the Mo View Current/Past Payments: Click the Mo View Current/Past Payments: Click the Mo	s module in the top menu Applications module in th s module in the top menu Grants module in the top nitoring module in the top k the Monitoring module i system, Search the EGM	e top menu menu menu he top menu S ID in the left menu			
📁 Activities 🛛 🗕	Task Summary By Phase		Task Summary By Due Date		My Feed	
Organization -	Opportunities	0	Late	15	No feeds available.	
Organization Profile	Applications	10	Due within 7 Days	0		
21st CCLC - Year 1 - Test	Grants	0	Due within 30 Days	0		
21st CCLC - Year 1 - Test FP 672-Financial Liferacy FP 40 Test FY25 FP 40 Test FY25	Monitoring	7	Due in more than 30 Days	2		
204 Test TEST OG PUBLISH FOA Brinnon School District Brinnon School District						
241 Test FY26						
Technical Support – Organizational Administrator Contact Us						

2. Click "subawards" from the left navigation panel.

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<	Applic Applic	cations Grants Mon	toring 🔇					
Q Search +	Subaward							=
= Tasks -								
My Tasks _	EGMS ID		Status	Grant ID		Budget Period		
Pending Tasks	AD309		Activated	01-00011		6/1/2023 - 9/30/2024		
Completed Tasks	1. Create Budget 2. Expenditures	t Revision: Navigate to the tab: To view Payment deta	Amendments tab and click the new to ils and create Refund and	uttonview more				
Grants, Subawards &								
Amendments	0							
Grants Surveyorts	Created		Submitted for Approval	Approved	Activated	Amended	Closed	
Amendment Requests	Overview \$B	udget \$ Expenditu	res 🖹 Amendments 🖿 T	erms 📓 Progress Report	Forms and Files 3	History 🇠 Collab		
Recently Viewed -								_
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21st CCLC - Year 1 - Test	Search	Q					۲	
FP 672-Financial Literacy	EGMS ID	Award ID	Created Award EGMS ID	Initiated B	y Amendmer	t Types	Status	1
FP 40 Test FY25				No records found				
FP 40 Test FY25								
204 Test								
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3. Click the green eye icon to open the record.

Washington Office of Supermembers of PUBLIC INSTRUCTION	Education Grants Manage	ment System				ų	Grants F	'ortal 🗸 🙁 🗸
<	Opportunities Applications	Grants Monitoring	6					
Q Search +	▲ Subawards - All × ①							=
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My Tasks _	Search: To find Awards, search fo Create Refund: Click the View by	or the Award Title or Award utton in the Actions column.	EGMS ID Navigate to the Expenditures tab.					
Pending Tasks	Create Reimbursement Reques	t: Click the View button in the	Actions column. Navigate to the E	xpenditures tab.				
Completed Tasks	Sauch	0						
Activities -	Search	4						
Grants, Subawards & _	Showing 1 to 2 of 2 records					* Records are sorted	by Created Dat	e ascending order
Grants	Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
Subawards			8/1/2023 - 9/30/2024		Activated	1	AD359	۲
Amendment Requests			6/16/2024 4/20/2026		Activated		AD 699	
Recently Viewed -			0/10/2024 - 4/30/2023		Activated	1	AD-000	
				Total Records:2				\smile
21st CCLC - Year 1 - Test								
21st CCLC - Year 1 - Test								
FP 672-Financial Literacy								
FP 40 Test FY25								
FP 40 Test FY25								
204 Test								
TEST OG PUBLISH FOA								
Brinnon School District								
Brinnon School District								
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	GovGrants		OSPI Home S	Site Info Non Disclosure Agreement Confl	ict of Interest			

4. Click the "Amendments" tab.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manager	ent System			**	Grants Portal 🗸 🙎
<	Opportunities Applications	Grants Monitoring				
Q Search +	Subaward					=
My Tasks Pending Tasks	EGMS ID AD688	Status Activated	Grant ID GT00256	Budget Period 6/16/2024 - 4/30/2025		
Completed Tasks –	1. Create Budget Revisio 2. Expenditures tab: To v	n: Navigate to the Amendments tab and click the ew Payment details and create Refund and	new buttonview more			
Grants, Subawards & Amendments Grants	0		0		0-	0
Subawards Amendment Requests	Overview \$ Budget	\$ Expenditures Amendments	Terms Progress Report	Forms and Files 3	History Collab	Closed
Recently Viewed - FP 672-Financial Literacy	Subaward Information					
TBIP FY 24 Test 21st CCLC - Year 1 - Test	Subaward Title	. Subaward Initial	Туре 🚯	Version Numbe 1	er (1)	
FP 40 Test FY25	 Subrecipient Information 	r				
FP 40 Test FY25 204 Test	Subrecipient Organization	UEI 🕄		EIN (1) NULL		
TEST OG PUBLISH FOA Brinnon School District	Organization Code 16046	Statewide NULL	Vendor ID (3)			
Brinnon School District	 Related Federal/NGO Pre 	ogram 🚯				Ξ
	Search	Q				T
	Program Number	Program Title	Orga No records found	nization Name		Туре
	Subaward Description	٥	SPI Home Site Info Non Disclosure Agr	reement Conflict of Interest		

5. Click the blue "New" button.

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Search +	Subaward						
Tasks –							
y Tasks 🗕	EGMS ID	5	Status	Grant ID		Budget Period	
Pending Tasks	AD688	,	Activated	GT00256		6/16/2024 - 4/30/2025	5
Completed Tasks	A Company Parton P						
Activities –	2. Expenditures tab	To view Payment details a	endments tab and click the new b nd create Refund and	uttonview more			
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mendment Requests	Overview \$ Bud	et \$ Expenditures	Amendments	erms Serogress Report	Forms and Files	D History 伦 Collab	
Recently Viewed -							
P 672-Financial Literacy	Amendment Requests						New
BIP FY 24 Test	Search	0					
Ist CCLC - Year 1 - Test	Joantin	4					
st CCLC - Year 1 - Test	EGMS ID	Award ID	Created Award EGMS ID	Initiated I	By Amend	ment Types	Status
9 40 Test FY25				No records found			
9 40 Test FY25							
14 Test							
EST OG PUBLISH FOA							
rinnon School District							
innon School District							

6. Click "Budget Redirection" and "Scope of Work Change" and then the right arrow to add them to the chosen list.

"Note: If conducting updates alongside E *Please select reques	a budget revision, ir udget Revisions." t type	clude the S	cope of Work	amendment type if	the Grant Pro
Available Budget Redired Scope of Work	tion Change	Chosen 4			
*Purpose of Amendmo	ent 🛈				
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7. Click "Save and Continue."

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			History	🎕 Collab	
		Save and Co	ontinue		
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	No records found				

8. Wait five minutes while the system takes a snapshot of the record, and then reload the page.

(4	Opportunities A	oplications Grant	s Monitorina	¢					
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	Amendment Request								
	EGMS ID		Stat	us		Initiated By			
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rities –	Amendment has been	n successfully creat	ed. please wait	for at least five (5) m	inutes, then reload the	page.			
Subawards &									
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ently Viewed –	 Overview 								
-Financial Literacy	Subaward Id					Amendment Types			
Y 24 Test	AD688					 Budget Redir 	ection		
CLC - Year 1 - Test						 Scope of Wo 	k Change		
CLC - Year 1 - Test	Purpose of Amendme	nt 🛈				Changes Needed			
Test FY25	Test reasoning								
Test FY25	A Budget Inform	ation							
st	For Non-Consolidate	ed Grants, click the E	dit button to cha	inge the Requested In	direct Amount				
OG PUBLISH FOA									
n School District							* <i>R</i>	ecords are sorted by Last Mo	dified Date ascending or
n School District	Showing 1 to 1 of 1 re	ecords							
	Allocation	Revised	Indirect	Maximum	Requested	Indirect	Budgeted Direct	Budgeted Indirect	Total Budgeted
	Amount	Allocation	Rate	Allowed	Indirect Amount	Approved	Expenditures	Expenditures	Expenditures
	\$3,500,00	\$3,500,00	6.00%	\$198.00	\$199.00	\$0.00	\$3,301.00	\$199.00	\$3,500.0
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9. Click the "Edit" button on the top right.

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📑 Tasks 🗕								_		_
My Tasks 🗕	EGMS ID		S	Status		Initiated By				
Pending Tasks	CR-AD688-00		C	created		Subrecipient				
Completed Tasks		0								
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Grants, Subawards & Amendments Grants	Overview	Forms 📎	Files 🕲 H	History 🇠 Col	ab					
Subawards	▲ Overview									
Amendment Requests	Subaward Id					Amendment Ty	nes			
 Recently Viewed - 						Budge	t Redirection			
FP 672-Financial Literacy						 Scope 	of Work Change			
FP 672-Financial Literacy	Purpose of Amendme	ent 🛈				Changes Need	ed			
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FP 40 Test FY25	For Non-Consolidat	ted Grants, click the	Edit button to o	change the Requeste	d Indirect Amount					
FP 40 Test FY25										T
204 Test								* Records are sorted t	y Last Modified Date asc	ending order
TEST OG PUBLISH FOA	Showing 1 to 1 of 1 m	ecords								
Brinnon School District	Allocation	Revised	Indirect	Maximum	Requested	Indirect	Budgeted Direct	Budgeted Indirect	Total Budgeted	Actions
Brinnon School District	Amount	Allocation	Rate	Allowed	Amount	Approved	Expenditures	Expenditures	Expenditures	Actions
	\$3,500.00	\$3,500.00	6.00%	\$198.00	\$199.00	\$0.0	\$3,301.00	\$199.00	\$3,500.00	ø
						Total Records:1				
	 Explanation of 	of Changes								
		lanation of changes	to the hudget to	able	OSPI Home Site	Info Non Disclosure A	reement Conflict of Inter	est		