Perkins Grant

(FP 215 & FP 274)

Washington Office of Superintendent of
PUBLIC INSTRUCTION

2025

2025-26 PERKINS APPLICATION USER GUIDE

2025

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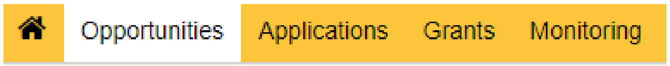
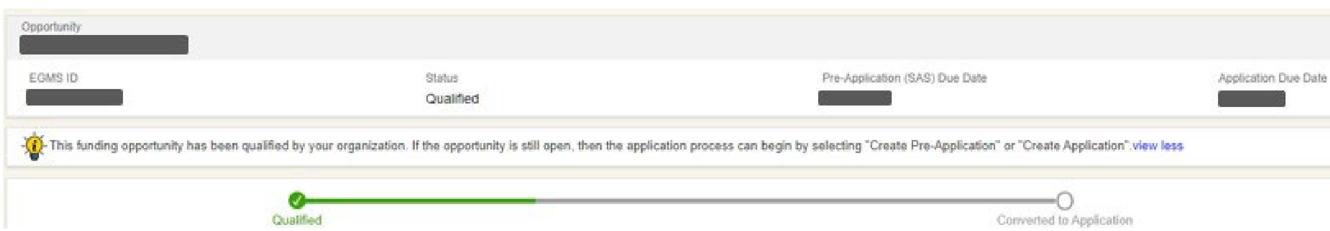
BEGIN THE APPLICATION PROCESS

1. Log into EGMS (<u>must have district-level license</u>)
2. Click on the **Opportunities** tab



3. Search for FP 215 or FP 274 Perkins Application (FP 274 is only for skill centers)
4. Click the icon in the Actions column
5. Read through the **Overview** and **Financials** tabs
    a. **Overview** – general information (what used to be in the Profile Page) such as who is eligible, grant contact(s), key dates, and your final allocation amount.
    b. **Financials** – budget specific details
6. Once you are done, click **Qualify** at the top or bottom of the screen. By qualifying for an opportunity, the organization is beginning the application process. Basically, you're saying "Yes, I'd like to apply."
7. The status will now indicate Qualified and the status bar will appear

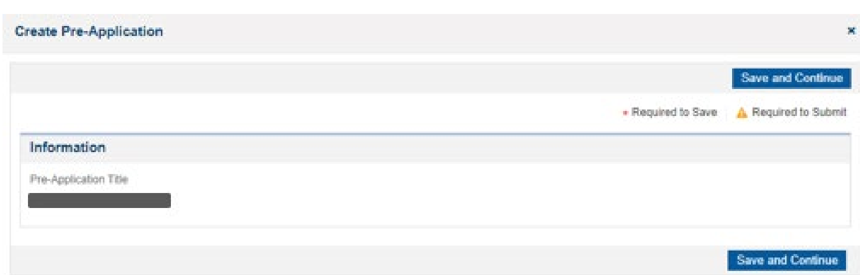


8. Click **Create Pre-Application** at the top or bottom of the screen

    Pre-Application = SAS & Assurances

    - If the Pre-Application is submitted to OSPI by the August 29 deadline, organizations will be able to obligate funds beginning with the Pre-Application submission date.
    - If the Pre-Application is **submitted after August 29**, organizations will be able to obligate funds beginning with the submission date of the completed Pre-Application **AND** Application.

9. The following pop-up will appear **click** **Save and Continue** **ONLY ONCE**

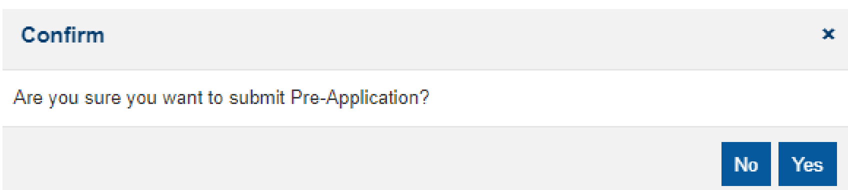


10. You are now in the Pre-Application and officially the Record Owner.
    - As the Record Owner if you would like to allow another <u>district level user</u> (who has an EGMS account) to review and edit the Pre-Application, click on the **Staff Assignments** tab
        - In the **Staff Assignment** tab, click **New** and edit all the columns, then **Save**

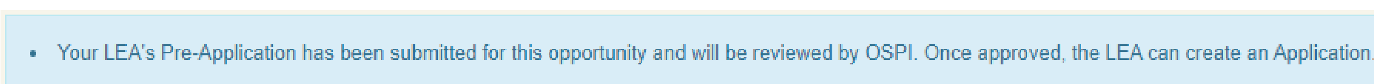
11. In the **Forms and Files** tab, you will find the SAS and Assurances form

Sequence Number	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
	[redacted] District/STEC SAS and Assurances	No	✔	[redacted]	[redacted]	

12. Click Edit icon
13. Read the **Overview and SAS** tab - Read
14. **Assurances** tab
    a. Follow the **Assurances Instructions**
    b. Read and review the **Assurances** and links
    c. Complete the **Leadership Acknowledgement** section
15. Click **Save**, then on the next screen **Validate**
16. Click **Submit to Grantor**, a pop-up screen will appear



17. Click **Yes**, then the following message will appear at the top of the screen

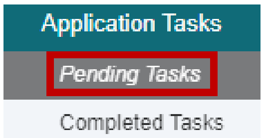


Stop here until you receive the Pre-Application "accepted" message from OSPI

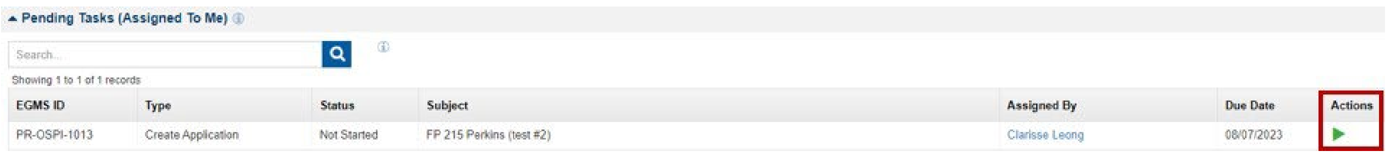
AFTER THE PRE-APPLICATION IS ACCEPTED

Once the Pre-Application has been approved/accepted, log back into EGMS to complete the Application.

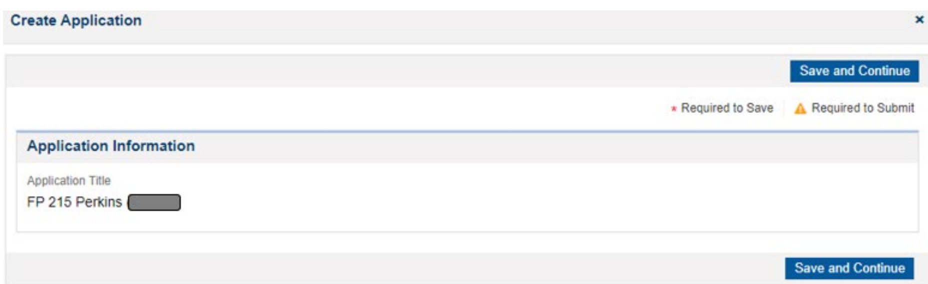
1. In the left-hand column, click Pending Tasks



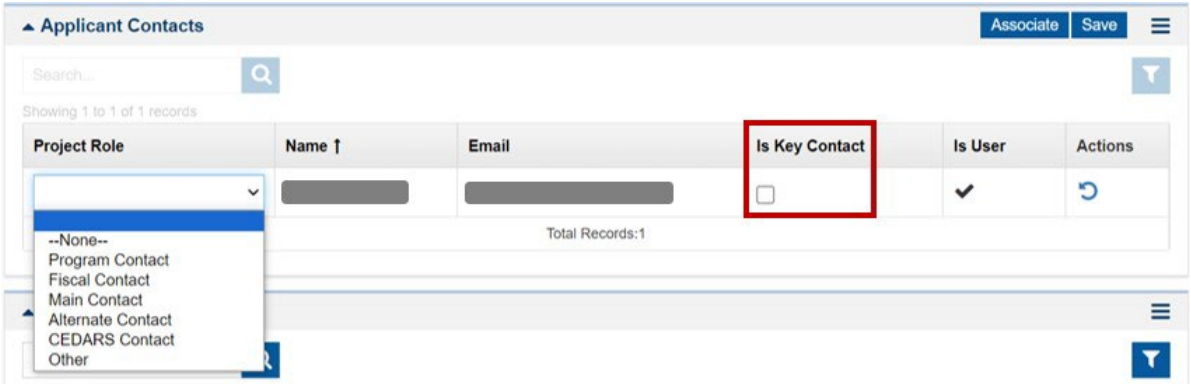
2. Click the ▶ in the Actions column to Create the Perkins Application for your organization



3. Click Create Application at the top or bottom of the screen.
4. The following pop-up will appear **click** Save and Continue **ONLY ONCE**

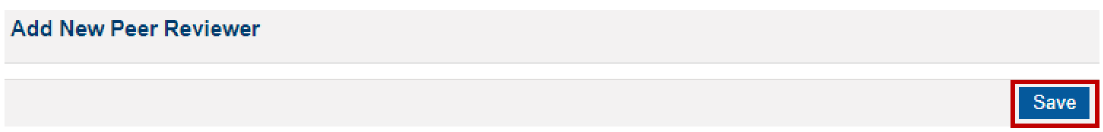


5. You are now in the Perkins-Application.
6. In the **Budget** tab, the **Final Allocation Amount** can be found there!
7. In the **Staff Assignments** tab and in the **Applicant Contacts** section, indicate other staff (that have an EGMS account) and their roles in the application.
   a. At minimum, please indicate staff who will be responsible for
      i. **Program Contact**
      ii. **Fiscal Contact**
      iii. **Alternate Contact**
   b. Click Associate and in the pop-up screen click the box, then Associate
   c. Once Associated, choose a **Project Role** for each staff. Click edit (pencil) to the right the staff name



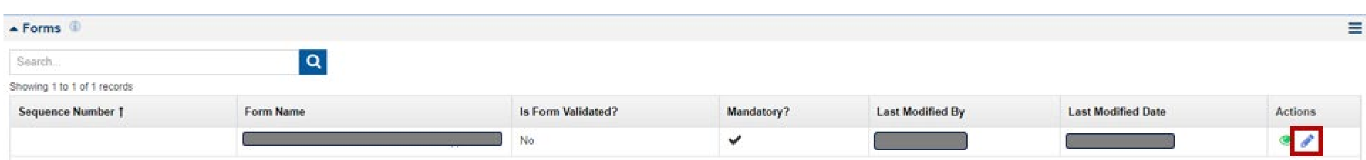
d. One person must be indicated as a **Key Contact** (see above)
e. Then **Save**, continue assigning **Project Roles** for those selected. Once finished, **Save** (again) **on the Application**

8. In the **Staff Assignments** tab and the **Peer Reviewers** section, indicate additional staff who can edit the application (in addition to yourself).
   a. To add **Peer Reviewers**, click **New** and fill out all of the following sections for each staff
      i. **Reviewer Name** (click magnifying glass to search for use then **Select**)
      ii. **Responsibility** (choose either Program or Fiscal Reviewer)
      iii. **Description** (indicate their responsibility for the role indicated)
      iv. **Due Date** (when their review should be completed by)
      v. **Allow Record Editing** (Yes/No)
      vi. Click **Save on pop-up screen**



      vii. Click **Save on Application**

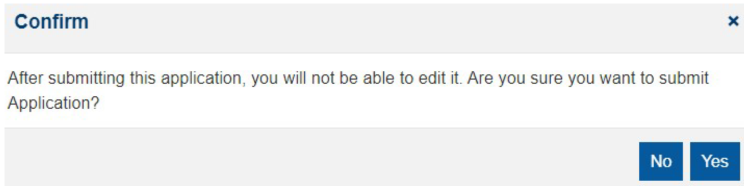
9. In the **Forms and Files** tab, you will find the Perkins application listed under Forms. Click the edit (pencil) to open the application



10. Start with the **Waiver Request** tab
    a. If the Final Allocation Amount (located on the **Funding** tab of the application) of **$15,000 or more** please proceed to the Funding tab.
    b. If the Final Allocation Amount is **less than $15,000**, please answer questions 1-3.
       i. Questions 4-6 are required only for those who are interested in a Perkins consortium for 2026-27.

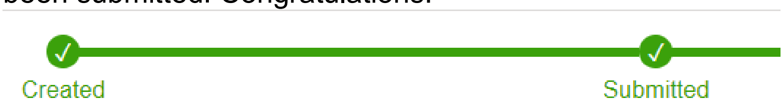
11. **Funding** tab
    a. Final Allocation – Final Allocation Amount is reflected
    b. Required Uses of Funds
        i. If funds will not be spent in an area, please enter 0.
        ii. Enter whole dollar amounts.
        iii. **Totals on this page must equal final allocation amount minus Indirects (if taken)**.
    c. Local Application of Funds – Please answer all questions
12. **Comprehensive Local Needs Assessment (CLNA)** tab
    a. Answer questions 1-3
    b. Upload the CLNA (completed in the 2024-25 SY), follow the steps below
        i. Click **Save** at the top or bottom of the page.
        ii. Then **Back** at the top of the page (This will take you out of the Perkins Application and back into the Announcement.)
        iii. In the **Forms and Files** tab and **Application Files** section, click **Add Files**
        iv. In the pop-up screen
            1. **Classification** – Choose "Comprehensive Local Needs Assessment (CLNA)"
            2. **Upload** CLNA document
            3. Click **Upload**
    c. To return to the Perkins Application, in the **Forms** section click the Edit (pencil icon).
13. **Programs of Study** tab – Please complete the questions
14. **Performance Indicators and Requirements** tab (click the **+** to see the tab)
    a. Identification of Performance Levels
        i. After you have reviewed the district/STEC performance for each measure in the Tableau Perkins Dashboard you will Edit (pencil icon) and indicate the **Proposed Negotiated Target**.
            1. Use 2024 data unless otherwise indicated
    b. Performance Improvement Plan
        i. **District/STEC Performance % ÷ State Target %** = Indicator math
        ii. Indicators 90% or higher, type N/A in the two question text fields.
        iii. Indicators 89% or below, please answer the two questions.
15. Click **Save** at the top or bottom of the page
16. Click **Validate**
17. Click **Edit**, then **Budget** tab
    a. Budget Information
        i. If the organization is taking less than the allowable Indirect, please edit it in this section.
    b. Budget Details
        i. To add funds to any of the Categories (21, 22, 24, 27, 31-33), use the blue scroll bar to get to the far right column.
        ii. Click on the Edit (pencil icon)
        iii. Don't forget to accommodate for the **Indirect** in the **Budget Details**.
        iv. Once you are done, click **Save in the Budget Details** section

18. If you are ready, click **Submit Application**
    a. Click Yes on the pop-up window



WHEN FINISHED

1. If there is any missing information, a red box will appear with what needs to be fixed.
2. Once those changes have been made (don't forget to **Save** along the way), the application has been submitted. Congratulations!



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