



Office of the State Superintendent of Education

EGMS User Manual

2014

OSSE

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www.osse.dc.gov



Revision History

Version	Status	Date	By	Summary of Changes
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Document Purpose

The purpose of this Enterprise Grants Management System (EGMS) User Manual is to provide instructions to individuals at Local Education Agencies (LEAs), Community Based Organizations (CBOs) and other organizations that wish to apply for grant programs administered through the Office of the State Superintendent of Education.

The document details the processes for:

1. Logging on to the EGMS
2. Accessing and Completing the Phase 1/Central Data Collection
3. Accessing and Completing Funding Applications
4. Completing Requests for Reimbursements for applications funded by OSSE

Contact the Program Office contact(s) listed on the Overview Web pages of each collection / application for questions regarding completing collections / applications in the EGMS.

TECHNICAL ASSISTANCE:

Contact the OSSE Help Desk at [\(202\) 719-6500](tel:202-719-6500) for technical questions regarding EGMS access or system issues.



Logon Page

The EGMS Logon Page is located at the following URL:

<http://grants.osse.dc.gov>

If you do not have a logon ID, click the “New User” link in the top right of the Logon Page.

Office of the State Superintendent of Education
Welcome to the Grants Management System

ANNOUNCEMENTS

- Announcement 1
- Announcement 2
- Announcement 3
- Announcement 4
- Announcement 5
- Announcement 6
- Announcement 7
- Announcement 8
- Announcement 9
- Announcement 10
- Announcement 11
- Announcement 12
- Announcement 13
- Announcement 14
- Announcement 15
- Announcement 16
- Announcement 17
- Announcement 18
- Announcement 19
- Announcement 20

INFORMATION

- Information Item 1
- Information Item 2
- Information Item 3
- Information Item 4
- Information Item 5
- Information Item 6
- Information Item 7

NOTICE OF FUNDING AVAILABILITY

- Notice of Funding Availability 1
- Notice of Funding Availability 2
- Notice of Funding Availability 3
- Notice of Funding Availability 4
- Notice of Funding Availability 5
- Notice of Funding Availability 6
- Notice of Funding Availability 7

LOGON

Username
email address

Password

UPCOMING

January 2014

Tue 06: Event Name
Mon 13: Event Name
Thu 23: Event Name
Fri 24: Event Name
Wed 29: Event Name

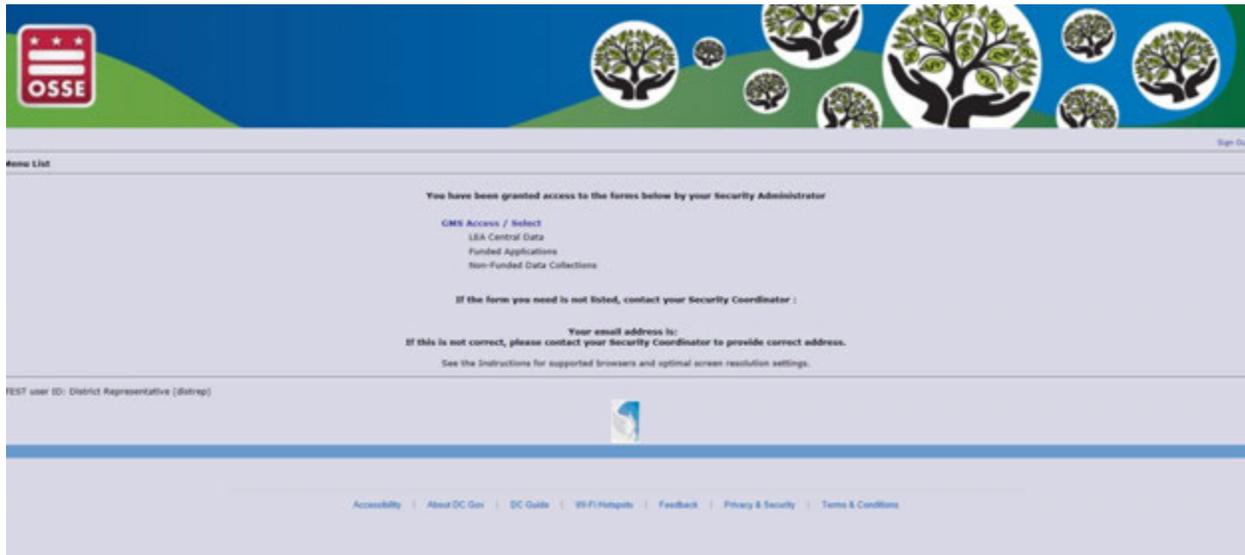
The Logon Page contains sections

1. Logging on using existing credentials
2. Requesting Credentials for a New User (which may be a new user at an existing vendor, or a new user at a vendor new to OSSE).
3. Using the Public Access feature to view allocations and payments of approved applications.
4. Viewing Announcements from OSSE
5. Viewing other EGMS related information from OSSE
6. Viewing Upcoming Events from OSSE
7. Viewing copies of Notices of Funding Availability from OSSE
8. Vendor Registration

Users with credentials to access the EGMS should enter their UserID (which will be their email address), their Password, and click the Logon button. As part of the first logon, users will be required to set a new password, and answer 4 security questions that will be used if a password reset is needed in the future.



EGMS Menu List



After successful logon, the EGMS will display the EGMS Menu List page. The EGMS Menu List shows options for each user based on authority they have been assigned.

The hyperlink for “EGMS Access/Select” will take users to the list of systems including:

- Central Data, including common assurances,
- Phase I Assurances for ConApp and IDEA Part B,
- Funding Applications (e.g. ConApp, IDEA Part B Consolidated, Perkins, 21st Century, etc.)
- Non-Funded EGMS Collections (e.g. IDEA Maintenance of Effort)

For each LEA or CBO User, the list of Security Coordinators who can request additional users for your organization will display at the bottom of the page.

EGMS Web pages displayed after the Menu List contains hyperlinks in the top right corner. These hyperlinks include:

1. Sign Out of the EGMS
2. Return to this Menu List Web page
3. Return to the EGMS Access / Select Page
4. Display the contents of the Web page in a format that can be printed from the Browser being used.



EGMS Access / Select

After clicking the EGMS Access / Select link from the Menulist Page, the EGMS Access / Select page displays. At the beginning of the Fiscal Year, when no applications or other collections have been created, the EGMS Access / Select page will appear as below.

In the preceding image, the Green Horizontal bar labeled “Created” shows no applications or collections in any of its sub-sections (e.g. Formula, Competitive, Maintenance of Effort, Central Data). Within the



Available sub-sections though, Create buttons are placed to the right of applications and collections which are available to be started (created) by the LEA/CBO. Click the “Create” button, to create an application or collection for the Fiscal Year listed in the drop down list at the top of the page.

Ultimately, as the Fiscal Year proceeds, many applicants will create multiple grant programs. Once created, the applications move to one of the Created sub-sections at the top. Buttons next to Created applications facilitate the following actions:

- Open,
- Amend (Create Amendments),
- Payments (Accessing Payments (if final approved)),
- Review Summary (Reviewing OSSE comments about submitted applications,) or
- Delete Application (Deleting unsubmitted applications)

Application Name	Revision	Status	Date	Actions
NCLB Consolidated	Amendment 1	Returned for Changes	4/30/2014	Open, Amend, Payments, Review Summary, Delete Application
IDEA Part B Consolidated	Amendment 2	Not Submitted		Open, Amend, Payments, Review Summary, Delete Application
Perkins Secondary	Amendment 1	Not Submitted		Open, Amend, Payments, Review Summary, Delete Application
Title I Part D Neglected Delinquent Youth	Original Application	Submitted For Review	3/9/2014	Open, Amend, Payments, Review Summary, Delete Application
SOAR Act - Increasing Academic Quality	Original Application	Not Submitted		Open, Amend, Payments, Review Summary, Delete Application
Charter Schools Planning and Implementation	Original Application	Not Submitted		Open, Amend, Payments, Review Summary, Delete Application

Discretionary Grant
There currently aren't any Discretionary Grant applications created.

Competitive Grant

The EGMS Access / Select Page defaults to the current Fiscal Year, with the exception that during the month of June, the upcoming Fiscal Year will display. For example, on May 31, 2014 the default year will be FY14. However, on June 1, 2014, the default Fiscal Year will be 2015. This default year determines which applications and collections display. If the user desires to view an alternate year, the default can be changed by selecting a different year within the list.



Funding Summary

The first link available on the EGMS Access / Select Page directs the user to the Funding Summary page for the selected year. The Funding Summary page shows data regarding each program the LEA / CBO has been allocated, budgeted and paid funds for the selected year.

This page shows users the sum of funding made available to the LEA/CBO for the Fiscal Year. No updates or other data entry can be performed on this page.

Click to Return to EGMS Access/Select Page
Click to Return to Menu List / Sign Out

Funding Summary

District of Columbia Public Schools [Click for Instructions](#)

Select Fiscal Year:

Program	Application Name	Total Funds Available	Last Approved Budget	Paid To Date	Amount Remaining
PKV_Homeless	Hickman Vento Homeless	\$50,000	\$50,000	\$0	\$50,000
Title I-A	NCLB Consolidated	\$13,726,858	\$80,000	\$0	\$13,726,858
Title II-A	NCLB Consolidated	\$5,431,276	\$3,431,276	\$0	\$5,431,276
Title II-A	NCLB Consolidated	\$449,549	\$449,549	\$0	\$449,549
Consolidated Schoolwide Program Pool	NCLB Consolidated	\$14,800,000	\$14,800,000	\$0	\$14,800,000
21st Century	21st Century	\$0	\$73,319	\$0	\$0
IDEA 611 - Annual	IDEA Part B Consolidated	\$8,418,483	\$8,473,483	\$0	\$8,418,483
IDEA 611 - Directed Use	IDEA Part B Consolidated	\$529,141	\$529,141	\$0	\$529,141
IDEA 619 - Preschool	IDEA Part B Consolidated	\$0	\$0	\$0	\$0
IDEA 619 - Directed Use	IDEA Part B Consolidated	\$0	\$0	\$0	\$0
IDEA 611 CEES - from 611 Annual	IDEA Part B Consolidated	\$1,613,487	\$1,613,487	\$0	\$1,613,487
IDEA 611 ES - Equitable Share (DCPS only)	IDEA Part B Consolidated	\$21,710	\$21,710	\$0	\$21,710
IDEA 619 ES - Equitable Share (DCPS only)	IDEA Part B Consolidated	\$3,114	\$3,114	\$0	\$3,114
IDEA 619 CEES - from 619 Preschool	IDEA Part B Consolidated	\$170,646	\$170,646	\$0	\$170,646
Perkins Secondary	Perkins Secondary	\$500,000	\$500,000	\$0	\$500,000
Early Childhood - Pre-K	Early Childhood - Pre-K	\$0	\$68,240	\$0	\$0
Title I Part D Reg-Del Youth	Title I Part D Reg-Del	\$259,000	\$259,000	\$0	\$259,000
▶ Title II Part A NINE-105					
▶ Title II 8 - Math-Science Partnership					
▶ School Improvement Grant Section 1903g					
Title V-B Charter School Program Dissemination	Title V-B Charter Dissem	\$0	\$0	\$0	\$0
DC School Garden Grant - SGG	WNS School Garden Grant	\$0	\$0	\$0	\$0
SOAR Act - Public Facilities	SOAR Act - PF	\$0	\$0	\$0	\$0
SOAR Act - Replication and Growth	SOAR Act - RG	\$0	\$0	\$0	\$0
DC Physical Activity for Youth - P4Y	WNS DC P4Y	\$0	\$0	\$0	\$0
SOAR Act - Non-Profit Third Party Org-Charter Supp	SOAR Act - Third Party Organizations	\$0	\$0	\$0	\$0
SOAR Act - Increasing Academic Quality	SOAR Act - IAQ	\$276,000	\$500	\$0	\$276,000
Charter Schools Planning	CS Planning and Implementation	\$0	\$0	\$0	\$0
Charter Schools Implementation	CS Planning and Implementation	\$0	\$0	\$0	\$0
IDEA - Maintenance of Effort	IDEA - Maintenance of Effort	\$0	\$0	\$0	\$0
Totals:		\$46,243,264	\$38,159,096	\$0	\$46,243,264



Central Data

From the EGMS Access / Select Page, all Applications, Central Data, Non-Funded Collections are created and accessed. During each June, the LEA or CBO should start the Central Data Collection for the upcoming fiscal year.

The Central Data collection **must be completed** annually by any LEA or CBO wishing to apply for a grant within the EGMS. Central Data captures information that is common to the applicants organization across all grant programs.

Central Data should be completed and submitted to OSSE prior to completing the first funding application for the Fiscal Year. Failure to complete the Central Data collection will prevent users from completing and submitting Funding Applications.

Requirements of Central Data:

1. Annually complete between 1-15 Learning Support Initiatives (LSI) for all LEAs and any CBOs that budget for at least 1 program that is connected to this Learning Support Initiative process. A list of programs that require completion of the Learning Support Initiatives is located on the first Web page (Overview) in Central Data.
2. Assurances within Central Data are designed to:
 - a. Allow the LEA/CBO to agree to assurances common from OSSE one time per year, without having to agree to the same assurance in multiple grant programs.
 - b. Only be accepted by the Authorized Representative, based on EGMS Security Setup. Users with data entry level of security will not see the "Legal Entity Agrees" buttons
3. Complete the Central Contact tab for the LEA or CBO.
4. Complete the DUNS Number tab, which includes the organizations DUNS number, and SAM (System for Award Management) Expiration Date. During FY15, OSSE requests, but does not require that a scanned image from SAM.gov of your Entity Overview record be uploaded back into the EGMS to provide evidence of your SAM Expiration Date.



The following images are from pages within the Central Data Collection.

Upon initial creation of Central Data, or subsequent opening of Central Data, the EGMS will direct the user to the first Web page in the collection.

As with all applications and collections in the EGMS, a Tab Strip(s) will display. Each tab (rectangle) along the horizontal bar represents a different Web page, which the applicant will review and in many cases complete. The image below depicts two levels of tab strips. The EGMS uses a multi-level tab structure when there is too much content to place on one Web page efficiently. For example, listing all 15 Learning Support Initiatives on one Web page would result in a very long and slower performing Web page. To improve the manageability of this page, it was split into three separate Web pages (each a Sub-tab), with 5 Learning Support Initiatives on each page. When the user clicks a different tab on the primary (higher) tab strip, the secondary (lower) tab strip will no longer display. In some cases, three or four rows of sub-tabs exist, depending on the information requirements of the grant program.

The screenshot displays the OSSE EGMS application interface. At the top, there is a header with the OSSE logo and a decorative banner featuring trees and hands. Below the header, the application details are shown: Applicant: 000-0001 District of Columbia Public Schools, Application: 2013-2014 Central Data - 00-Original Application, and Cycle: 2013-2014 7/1/2013 - 6/30/2014. A navigation bar contains tabs for Overview, LIS Initiatives, Central Contracts, Assurances, Allocations and Funding Summary, Page Lock Control, Application Fund, and Submit. The main content area is titled 'Learning Support Initiatives 1-5' and includes a message: 'If this page has been locked and 'marked final', please contact your the Office of Grants Management and Compliance to unlock the page if revisions or updates are needed.' Below this, there is a form for entering the total number of Learning Support Initiatives (7) and two sections for 'Learning Support Initiative'. Each section includes a title field (e.g., 'Common Core Standards'), a description field (e.g., 'Provide resources and personnel to support implementation of Common Core State Standards.'), and a 'Funding Source' section with multiple checkboxes for various grant categories like Title I-A, Title III, Title II-B, Adult Education State Grant, Adult Education Accelerated Learning, Title I-C, Carl Perkins, Title I-D, Title I-E, Title I-F, Title II-A, IDEA, Part B 611, Title III-A, IDEA, Part B 619, and Title III-A: ELA/LEP.

At the bottom of this page, applicants can upload supporting documentation. Only files with XLS, DOC, and PDF extensions may be uploaded. Files should be limited to no larger than 2MB in size. Multiple files may be uploaded though if desired.



Learning Support Initiative Pages

The following is an image of the first of three Learning Support Initiative pages within Central Data. These LSIs are anticipated to be funded by programs focused on serving primarily a K-12 population.

Applicant: 000-0001 District of Columbia Public Schools
Application: 0003-0004 USA Central Data - 99-
Type: Original Application
2003-2004 7/1/2003 - 6/30/2004
USA Central Data
Click to Return to OSSE Home/Contact Page
 Click to Return to Home Link / Sign On

Learning Support Initiative 1-3

Funding/Learning Support Strategies 1-3

If this page has been locked and "marked final", please contact your NCLB point-of-contact to unlock the page if revisions or updates are needed.

The TOTAL number of Classroom Support Strategies to be entered is:

Learning Support Strategy 1 (25 characters maximum)
 Enter a description of the activity. (count) of 4000 maximum characters used.
 Provide resources and personnel to support implementation of Common Core State Standards.

Funding Source

<input checked="" type="checkbox"/> Title I-A: Basic	<input type="checkbox"/> Title II-A: State	<input type="checkbox"/> Carl Perkins	<input checked="" type="checkbox"/> Title II-A: Teacher Quality	<input type="checkbox"/> Title III-A: ELL/LEP
<input type="checkbox"/> Title II: Immigrant	<input type="checkbox"/> School Improvement (SIS)(g)	<input type="checkbox"/> Title I-D: N or D	<input type="checkbox"/> IDEA, Part B 611	<input type="checkbox"/> IDEA, Part B 619
<input type="checkbox"/> Title II-B: Math/Science	<input type="checkbox"/> Title I-C: Migrant	<input type="checkbox"/> Title X-C: Homeless		

Learning Support Strategy 2 (25 characters maximum)
 Enter a description of the activity. (count) of 4000 maximum characters used.
 Provide ongoing professional development for teachers and paraprofessionals.

Funding Source

<input checked="" type="checkbox"/> Title I-A: Basic	<input type="checkbox"/> Title II-A: State	<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Title II-A: Teacher Quality	<input type="checkbox"/> Title III-A: ELL/LEP
<input type="checkbox"/> Title II: Immigrant	<input type="checkbox"/> School Improvement (SIS)(g)	<input type="checkbox"/> Title I-D: N or D	<input type="checkbox"/> IDEA, Part B 611	<input type="checkbox"/> IDEA, Part B 619
<input type="checkbox"/> Title II-B: Math/Science	<input type="checkbox"/> Title I-C: Migrant	<input type="checkbox"/> Title X-C: Homeless		

Learning Support Strategy 3 (25 characters maximum)
 Enter a description of the activity. (count) of 4000 maximum characters used.
 Administer the OAS to all required students.

Funding Source

<input checked="" type="checkbox"/> Title I-A: Basic	<input type="checkbox"/> Title II-A: State	<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Title II-A: Teacher Quality	<input type="checkbox"/> Title III-A: ELL/LEP
<input type="checkbox"/> Title II: Immigrant	<input type="checkbox"/> School Improvement (SIS)(g)	<input type="checkbox"/> Title I-D: N or D	<input type="checkbox"/> IDEA, Part B 611	<input type="checkbox"/> IDEA, Part B 619
<input type="checkbox"/> Title II-B: Math/Science	<input type="checkbox"/> Title I-C: Migrant	<input type="checkbox"/> Title X-C: Homeless		

Classroom Support Strategy 4 (25 characters maximum)
 Enter a description of the activity. (count) of 4000 maximum characters used.
 Provide measurement information to families and the community so they can participate in decisions regarding School/Parent Compact and Family Involvement Policies/Plans at the campus and district level.

Funding Source

<input checked="" type="checkbox"/> Title I-A: Basic	<input type="checkbox"/> Title II-A: State	<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Title II-A: Teacher Quality	<input type="checkbox"/> Title III-A: ELL/LEP
<input type="checkbox"/> Title II: Immigrant	<input type="checkbox"/> School Improvement (SIS)(g)	<input type="checkbox"/> Title I-D: N or D	<input type="checkbox"/> IDEA, Part B 611	<input type="checkbox"/> IDEA, Part B 619
<input type="checkbox"/> Title II-B: Math/Science	<input type="checkbox"/> Title I-C: Migrant	<input type="checkbox"/> Title X-C: Homeless		

Classroom Support Strategy 5 (25 characters maximum)
 Enter a description of the activity. (count) of 4000 maximum characters used.
 A Safe Schools Coordinator and Special Education Assistant will operate and maintain a program that is available for students that have social and/or psychological issues that would possibly lead to a drop out program.

Funding Source

<input checked="" type="checkbox"/> Title I-A: Basic	<input type="checkbox"/> Title II-A: State	<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Title II-A: Teacher Quality	<input type="checkbox"/> Title III-A: ELL/LEP
<input type="checkbox"/> Title II: Immigrant	<input type="checkbox"/> School Improvement (SIS)(g)	<input type="checkbox"/> Title I-D: N or D	<input type="checkbox"/> IDEA, Part B 611	<input type="checkbox"/> IDEA, Part B 619
<input type="checkbox"/> Title II-B: Math/Science	<input type="checkbox"/> Title I-C: Migrant	<input type="checkbox"/> Title X-C: Homeless		

Any supporting documentation should be uploaded to LSI using the file upload process below. Such documentation (if required), can be submitted upon the initial submission of this application. If the LSI Federal Programs Office requests further documentation, this file upload process is the location where such file should be attached to your application for LSI review.

If you have uploaded any files for LSI review, please provide a brief description of the contents of each file. (count) of 4000 maximum characters used.

Upload

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 2MB in size and the file name should not include special characters (i.e., #, %, etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of uploaded data.

Uploaded Files:

No files are currently uploaded for this page.

Visit user ID: District Representative (lsirsp)

Contact Us

Accessibility | About OSSE | DC Guide | WFO Home | Feedback | Privacy & Security | Terms & Conditions

Organizations that complete this section must:



1. Indicate the total number of LSIs that are being entered across the 3 pages.
2. Enter their LSIs
 - a. A 25 character maximum abbreviation that will display in Funding Applications.
 - b. Check one or more boxes for Funding Sources the organization **anticipates** may contribute funds achieving progress towards each LSI.
 - c. Describe the activity or uploaded documents in the designated text area. Text areas have a limit of 4,000 characters. As the user enters content into the text area, the number of characters available decreases. This alerts the user of the remaining available characters allowed in the text area.

Central Contacts

The Central Contacts Page contains data that is anticipated to be common across all grant programs and collections for the Fiscal Year.

Applicant: 000-0001 District of Columbia Public Schools
Application: 2013-2014 Central Data - 00-
Cycle: Original Application

2013-2014 7/1/2013 - 6/30/2014
[Click to Return to QMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Central Data
[Printer-Friendly](#)

Overview | LSI Planning | **Central Contacts** | DUNS Number | Assurances | Allocations and Funding Summary | Page Lock Control | Application Print | Submit

Central Contacts

The American Recovery and Reinvestment Act of 2009 (ARRA) requires that all grant awardees create and/or validate existing Data Universal Number System (DUNS) and System for Award Management (SAM) registration data to be eligible for ARRA funds. Every LEA must provide their DUNS Number and SAM Expiration Date below. Your SAM Registration can be confirmed or you can register if needed using the SAM website. If your LEA does not have a DUNS number you can request one through the federal Grants.Gov website.

Administrative Offices:
 Address 1* 2020 J St
 Address 2
 City* Washington State* DC Zip+4* 20001
 Phone* 202 555 1212 Extension Fax* 202 555 1212

Head of School / Organization:
 Last Name* Example Last First Name* Example First Middle Initial
 Phone* 202 555 1212 Extension Fax* 202 555 1212
 Summer Phone Extension Email* test@test.com

Business Manager:
 Last Name* Example Bus Last First Name* Example Bus First Middle Initial
 Phone* 202 555 1212 Extension Fax* 202 555 1212
 Summer Phone Extension Email* test@test.com

* Denotes required field

[Save Page](#)



DUNS Number

The DUNS Number page allows LEAs, CBOs and other organizations to upload their DUNS number and their System for Award Management (SAM) Expiration Date. This page also allows the organization to upload a scanned copy from SAM.gov of their Entity Overview Record, which will confirm for OSSE that your organizations SAM Expiration Date is correct.

Applicant: 000-0001 District of Columbia Public Schools
Application Cycle: 2013-2014 Central Data - 00-Original Application

2013-2014 7/1/2013 - 6/30/2014

Central Data ▾
 Printer-Friendly
 Click to Return to GMS Access/Select Page
 Click to Return to Menu List / Sign Out

Overview | LSI Planning | Central Contacts | **DUNS Number** | Assurances | Allocations and Funding Summary | Page Lock Control | Application Print | Submit

DUNS Number

Dun and Bradstreet Data Universal Numbering System (DUNS) & System for Award Management (SAM)

It is required, as per Section 1512 ARRA reporting that your DUNS number be registered with the System for Award Management (SAM). Although sub-recipient SAM numbers are not currently part of the Federal Reporting.gov system, all Recovery Act recipients are required to register in SAM. This requirement is a condition attached to each Department of Education Recovery Act. Renewal of your organizations SAM Expiration Date is required annually.

Follow these steps to access your Entity Overview Record.

1. Go to SAM.gov website at: [Click Here for SAM.gov](#)
2. Type in your organizations Username and Password.
3. Click on SEARCH RECORDS.
4. Enter your DUNS# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your DUNS#, and your REGISTRATION EXPIRATION DATE.
7. Upload into the space provided.

Enter current DUNS Number:
 SAM Expiration Date:

This DUNS Number and Expiration Date will be copied into every Reimbursement Request created by your organization for the duration of this Fiscal Year. The SAM Expiration Date MAY be updated with such Reimbursement Requests, in the event it will have expired during the course of the Fiscal Year.
 OSSE must verify that your organizations SAM Expiration Date was valid at the time expenditures were incurred in order to reimburse for those expenditures.

A copy of the Entity Overview Record should be uploaded.

No files are currently uploaded for this page.

OSSE is prohibited from making payments for Federal Programs to organizations whose SAM Expiration Date was not effective at the time the expenditure was incurred by the organization.



Common Assurances

As mentioned above, Central Data holds the General Assurances for all grant programs. These assurances, along with the rest of the Central Data collection should be submitted by July 1st. Each Funding Application will reference back to Central Data. If the assurances within Central Data have not been agreed to, Funding Applications will not be able to be submitted.

Only users who have Authorized Representative credentials for their organization can agree to Assurances.

Assurances pages contain an affirmative statement at the top, along with a checkbox for the Authorized Representative to check. At the bottom of the Web page, the Authorized Representative must click "Save Page", which constitutes agreement to those Assurances. Where multiple assurances pages exist, an Assurances Summary Web page will redisplay the checkboxes. Users cannot modify the checkboxes on the Assurances Summary Web page. On this Assurances Summary Web page, the Authorized Representative must click "Legal Entity Agrees". After this is complete, the EGMS designates assurances as complete and they are binding for the duration of that Fiscal Year.

In some cases, Assurance Pages may require responses from the Authorized Representative before they can be agreed to.

The following image shows a single Assurance Page that the Authorized Representative must agree to.

Applicant: 000-0138 Prod PCS
 Application: 2013-2014 USA Central Data - 00-
 Cycle: Original Application

2013-2014 7/1/2013 - 6/30/2014

LEA Central Data
 - Manage Page
 Click to Return to DRG Access/Select
 Click to Return to Menu List / Sign

L&E Planning ES - 90 Planning Central Contracts **Assurances** Allocation Summary Grant Summary Summary Link by Program Summary CDS by Object Code Page Lock Control Application Print

General Title: U.S. State Assurances

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 85, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government wide Debarment and Suspension (Non-procurement) and Government wide Requirements for Drug Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction; and
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by federal Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, or as amended, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

- The applicant certifies that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

[Save Page](#)

TEST user ID: Test User (DRK)

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Submit

Prior to submitting Central Data or any application to OSSE for review, the Consistency Check function must be executed, and pass all validations. This dramatically reduces the frequency with which applications must be returned by OSSE for changes, by having the EGMS verify that the collection or application is as complete and correct as possible. Although users with Data Entry security access cannot Submit the Application, or Agree to Assurances, they can execute the Consistency Check to confirm the application is ready for submission.

The following image shows the Submit Page, with Assurances already agreed to (date present), and in need of the Consistency Check to be executed.

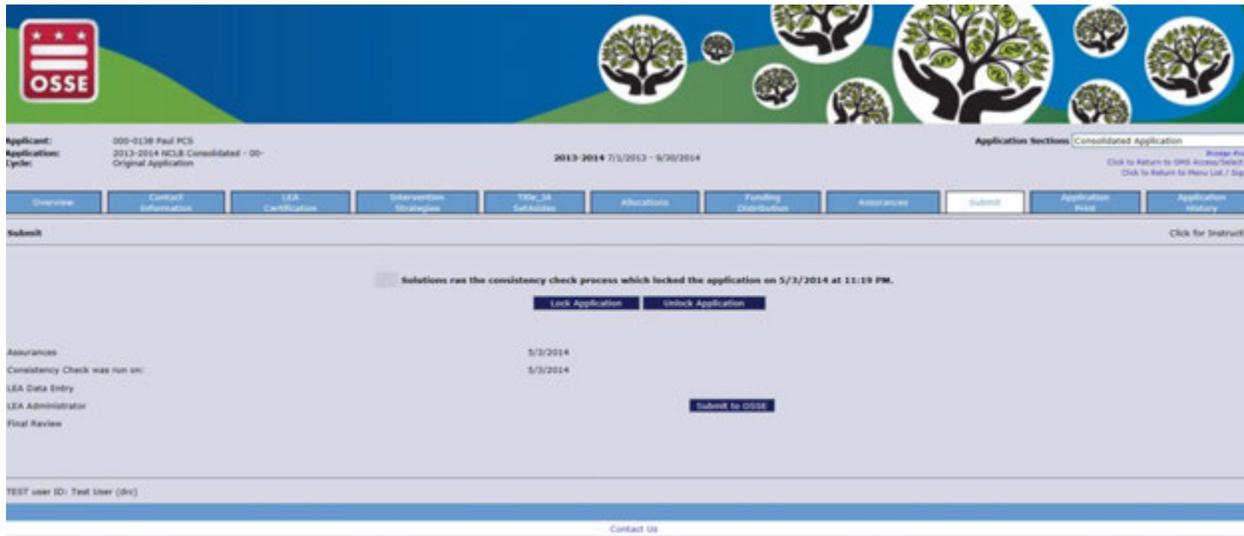


Due to the number of validations the Consistency Check is executing, this transaction may run for 30 seconds or more during periods of peak activity.

After the Consistency Check has executed, if there are any errors that prevent submission, the EGMS will display the error on the Submit Page. If there are multiple errors, it may be helpful to cut and paste the contents of those error messages to a separate document. After the user navigates away from the Submit page to resolve those errors, the error list will only redisplay upon re-executing the Consistency Check.



The following image shows the result of a Successful Consistency Check, with Assurances already completed. The application or collection is now ready for submission by an Authorized Representative from the applicant's organization. Furthermore, the application is now Locked. This means all Save Page buttons have been disabled throughout the application; therefore preventing the page(s) from being modified and potentially making the application inconsistent.





Phase I Assurances (ConApp and IDEA Part B)

Within the Central Data section of the EGMS Menulist, the Phase I Assurances for the ConApp and IDEA Part B are separate collections. These specific assurances related to their respective programs must be completed **ONLY** by LEAs who receive funds under programs within the ConApp (Title I-A, Title II-A, or Title III-A), or, IDEA Part B Consolidated (IDEA 611 Annual, IDEA 619 Preschool).

Organizations that do not receive funds under these programs do not need to complete these Phase I Assurance collections. They only need to complete the Assurances within Central Data itself, which are general across all grant programs.

Phase I Assurances for the ConApp and IDEA Part B **MUST** be agreed to by an Authorized Representative of the LEA, and submitted to OSSE for review prior to July 1st, the first date of the Fiscal Year. Failure to submit these assurances by July 1st will result in OSSE rejecting claims for reimbursement for obligations that preceded the date when the obligation occurred.

The following image shows the Access / Select page after Central Data and the Phase I Assurance collections for the ConApp and IDEA Part B have been created. They will display at the top of the Access / Select page.

Click to Return to Menu List / Sign

001 District of Columbia Public Schools [Click for Instructions](#)

Select Fiscal Year: 2014 [Click to view Funding Summary](#)

Created

Application Name	Revision	Status	Date	Actions
Central Data	Original Application	Created		Open
Phase I Assurances - NCLB ConApp	Original Application	Created		Open
Phase I Assurances - IDEA	Original Application	Created		Open

Formulas Created

Application Name	Revision	Status	Date	Actions
NCLB Consolidated	Amendment 1	Returned for Changes	4/30/2014	Open Amend Payments Review Summary Delete Application



Completing a Funding Application

EGMS Applications are either Consolidations of multiple programs (e.g. ConApp, IDEA, Charter School Planning & Implementation), or stand-alone programs.

Consolidated application utilize the Application Sections drop-down control in the top right of their Web pages allowing users to switch between programs. Functions and contents that apply to all programs within a Consolidated Application are part of the Web pages on the Consolidated Application Section.

Stand-alone programs have all functions and contents located within the only Application Section. The Drop Down list of Application Sections does not contain multiple rows to switch between programs.

Overview Web Page

Within most grant applications, the first Web page that displays upon opening the application is the Overview Web page. This page contains information about the program(s) included in the application, relevant guidance, and contact information at OSSE should users have questions about completing the application. Due dates for when the applications must be submitted are also listed on this page.

Applicant: 000-0001 District of Columbia Public Schools
Application: 2013-2014 NCLB Consolidated - 00-
Cycle: Amendment 1

2013-2014 7/1/2013 - 9/30/2014

Application Sections: Consolidated Application

Overview | Contact Information | LEB Certification | Intervention Mechanisms | Title II Subplans | Allocations | Funding Distribution | Assessments | Submit | Application Web | Application History

Consolidated NCLB Application (ConApp)

Due Date: Phase II due on 9/30/2013

Programs: Consolidated Schoolwide Program Funds (From Title I-A, Title II-A and/or Title III-A)
 Title I - Part A - Improving Basic Program
 Title II - Part A - Improving Teacher and Principal Quality
 Title III - Part A - Limited English Proficiency

Purpose: The No Child Left Behind (NCLB) Act, signed into law on January 8, 2002, requires that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Legislation: Public Law 107-110, the No Child Left Behind Act of 2001

Guidance: Guidance for NCLB

General Information: If assistance is required please contact the Office of the State Superintendent of Education by email at Con.App@dc.gov.

TEST user ID: District Representative (@dtreg)

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Program Narrative Page(s)

Each program consists of informational Web pages such as the Overview Web page above, along with Program Narrative Pages, and Program Budgeting Pages. The following is an example of a page requiring narrative data entry from the applicant.

Needs Assessment and Planning

Follow the directions below to describe assessment(s) of needs conducted by the LEA in planning for the use of Title II, Part A funds. If the LEA is applying for Title II, Part A funds, this section is required, unless all funds from Title II, Part A are consolidated in a Consolidated Schoolswide Program pool of funds.

Title II, Part A requires LEAs to conduct an assessment of local needs for professional development and hiring. The purpose of the needs assessment is to determine the needs of the LEA's teaching force in order to have all students meet challenging state content and academic achievement standards. An LEA may want to use information such as student achievement data, information about numbers of teachers (disaggregated by subject taught and grade level) who lack full teacher certification or licensure, assessments by administrators and mentor teachers who evaluate teacher and student performance, and teacher self-evaluations.

The LEA must conduct an assessment of local needs for professional development and hiring that takes into account the activities that need to be conducted in order to give teachers the means, including subject matter knowledge and teaching skills to provide students with the opportunity to meet challenging state and local student academic assessments, and to give principals the instructional leadership skills to help teachers. This needs assessment was conducted with the involvement of teachers.

Indicate the beginning date of the most recent comprehensive needs assessment.

Indicate the ending date of the most recent comprehensive needs assessment.

Please indicate below the data sources that were used to perform the needs assessment.

- Highly qualified teacher (HQT) data (required for LEAs with less than 100% compliance with HQ requirements)
- DC CAS
- Other student achievement test data (please specify):
- Human resources data (that would yield information on retention rates, vacancies, etc.)
- Teacher input (such as through teacher surveys, minutes of meetings, etc.)
- Parent input (such as through parent surveys, minutes of meetings, etc.)
- Other (please specify):

[Save Page](#)

On EGMS pages where narrative information is required, the page includes validations to ensure the applicant has completed required fields correctly. If the applicant has entered any data in error, the EGMS will issue either Warnings or Error level messages.

In the case of Warnings **only**, the data is saved to the EGMS database. The applicant must correct such conditions before they can submit the application.

In the case of Error conditions, the data **has not** been saved to the database. If the user clicks another tab on the tab strip before successfully resolving all error level messages that exist, the data entered will be discarded. There are no warnings upon clicking off a tab with errors to verify if the user does or does not wish to discard this data. All errors should be resolved and the page re-saved until no error message displays at the top of the Web page.

The EGMS is constructed to only issue a Warning or Error if data entry is incorrect or incomplete. If all data entry is complete and in a valid format, when the user clicks Save Page, no confirmation message will display.



Funding Distribution Page

Formula grant programs begin with OSSE communicating Allocations to the users. This information is at the Consolidated Application Section on the Funding Distribution Page. Consolidated programs contain multiple columns for each program that has an allocation, or can receive an allocation transfer.

The following image shows the Funding Distribution Page for the ConApp.

Allocations

	SCHOOL WIDE	TitleIA	TitleIIA	TitleIIIA
Current Year Funds				
Allocation	\$0.00	\$27,726,858.29	\$5,231,276.44	\$449,548.00
ReAllocated (+)	\$0.00	\$0.00	\$0.00	\$0.00
Balanced (-)	\$0.00	\$0.00	\$0.00	\$0.00
Total Current Year Funds	\$0.00	\$27,726,858.29	\$5,231,276.44	\$449,548.00
Prior Year(s) Funds				
Rollover (+)	\$0.00	\$0.00	\$0.00	\$0.00
ReAllocated (+)	\$0.00	\$0.00	\$0.00	\$0.00
Total Prior Year(s) Funds	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$0.00	\$27,726,858.29	\$5,231,276.44	\$449,548.00

Optional Consolidation of Funds

	SCHOOL WIDE	TitleIA	TitleIIA	TitleIIIA
Applicable Percentage	0%	100%	100%	0%
Current Year	\$0.00	\$27,726,858.29	\$5,231,276.44	\$0.00
Cap for Rollover				
Total Available for Transfer/WEAP	\$0.00	\$0.00	\$0.00	\$0.00
From TitleIA (+)				
From TitleIIA (+)				
Total Transfer/WEAP		\$0.00	\$0.00	\$0.00

Amount Available for Transfer

	SCHOOL WIDE	TitleIA	TitleIIA	TitleIIIA
Amount Available for Transfer		\$27,726,858.29	\$5,231,276.44	\$449,548.00
To School Wide (-)	14000000.00		800000.00	

Funds not applied for

	SCHOOL WIDE	TitleIA	TitleIIA	TitleIIIA
Current Year Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Net Adjustment	(\$14,800,000.00)	(\$14,000,000.00)	(\$800,000.00)	\$0.00
Total Available for Budgeting	\$14,800,000.00	\$13,726,858.29	\$5,431,276.44	\$449,548.00

Buttons: Calculate Totals, Save Page

TEST user ID: District Representative (distrep)

Contact Us

The Funding Distribution page shows all possible sources of funding, including Carryover from the prior year for programs that allow carryover. Where Fiscal Agents exist for consortiums, the EGMS displays funds that members of the consortium transferred to the Fiscal Agent. Organizations wishing to participate in consortiums should contact OSSE program staff to facilitate those transfers.

Applicants can facilitate the transfer of funds from this page. (i.e. Moving ConApp funds into the Schoolwide Program Pool) For those programs that allow fund transfers, Applicants of the IDEA Part B Consolidated Application should utilize functionality on this page to move funds from Programs 611 and/or 619 into CEIS, or Directed Use if desired or required by OSSE.



Any organization that desires to release their funding back to OSSE can check the checkboxes at the bottom of the page to indicate this request. Ultimately, at the bottom of each column, the EGMS will indicate the total amount available for Budgeting. Almost all formula programs require that the budgets exactly match this amount.

For applicants on Competitive programs, the Funding Distribution page will show no funds until award decisions are finalized. At that time, successful applicants will see an allocation that may or may not be exactly equal to the amount they requested on their competitive application. For successful applicants whose amount is different, they must revise their budget to be exactly the same amount as the awarded amount.



associated with their LEA. Additionally; the site code 000 is included for proposed expenditures not intended for a specific site, but rather for the LEA Central Office.

To toggle to a specific campus, click on the drop-down list of sites, click on the desired site, and then click the Go button to retrieve budget details related to that site for that Budget Category.

Some programs in the EGMS do not require site-based budgeting. As such, all proposed expenditures are budgeted to the central office. Correspondingly, the drop down list of sites will be hard-coded to the 000 Central Office 'site'.

Each Web page like Salaries and Benefits will begin with 10 blank detail lines for the applicant to complete. Upon successful saving of a 10th line, another 10 blank lines will display. There is not an EGMS limit to the maximum number of rows allowed on the budget pages.

Each detail line contains multiple required data elements that vary by Budget Category. All fields must be completed on each line. The Program Category column represents the lists of allowable activities for that program.

One column that is usually present is a drop down list of Learning Support Initiatives (LSI) or Early Childhood Support Objectives (ECOs) that were completed within Central Data. Each Budget Line should be associated with the LSI or ECO that the proposed expenditure **best supports**. OSSE intends to generate reports to determine the amount of funding each LEA / CBO is anticipating directing towards the LSIs and ECOs that it identified within Central Data.

After the users enters and saves a line on a Budget Web paged, the value in the Program Category drop-down list **may not be modified**. If it is determined that the entry needs to be changed, the user should click the "Delete Row" checkbox on the far right side of that row, and click Save Page. This action will successfully remove the row, which can then be re-entered. Users can modify all other values on these budget Web pages after saving the page.

At the bottom of the Budget page on each Budget Category for the 000 Site Code only, the Indirect Cost calculation is displayed based on guidance from EDGAR. In early 2014, OSSE received permission from the US Department of Education to grant all sub-grantees a Restricted Indirect Cost rate of 8%. This is reflected in the indirect cost section. **If allowed by program areas**, Indirect Costs may be budgeted up to the maximum amount allowed. Sub-grantees are not required to budget indirect costs. Furthermore, indirect costs must come from the total amount available, not in excess of the allocation available. Program offices may limit the sum of Indirect Costs and Administrative budget items to not exceed a certain percentage of the allocation.



Application Specific Assurances

Where programs have assurances that were not appropriate to be installed in the Central Data Assurances, they will be located on the Funding Applications, directly ahead of the Submit Web page. These assurances, along with the Assurances previously completed within Central Data must be agreed to prior to the application being submitted.

Assurances are the only pages that can be completed after the Consistency check has passed. This allows data entry staff to complete the entire application, and confirm it is ready to be submitted before taking it to the Authorized Representative who can complete assurances and submit the application.

Application Submit

As detailed above on the Central Data collection, the Submit Page performs three functions:

1. Executes the Consistency Check
2. Locks / Unlocks the Application
3. Submits the Application

The Consistency Check will list all errors that must be resolved prior to submission to OSSE. Once all errors have been resolved, the application will be locked.

In the event that the applicant wishes to change the contents of a locked application, the Unlock button will restore all Save Page buttons. Once updates are completed, the Consistency Check must be executed again.

While Data Entry staff have the ability to Submit applications to their local Authorized Representatives, this function is not required. The Authorized Representative can submit the application directly to OSSE. Data Entry level submissions are not routed to OSSE, and do not constitute submission of the application to OSSE.

In the event the applicant is ready to submit the application to OSSE, but the Submit to OSSE button is not displayed, the reason is most likely one of the following conditions:

1. The Assurances within Central Data have not been completed
2. The Program Specific Assurances have not been completed.
3. The Consistency Check has not been successfully executed.
4. The Submit Deadline has passed, in which case, applicants can contact the program office to determine if this deadline can be extended.



Reviewing OSSE Comments:

Once an application has been submitted, OSSE staff will perform reviews of the application contents. Once OSSE has completed the review(s) of the application, a system-generated email will be sent to the person who Submitted the application along with any additional users identified on the applications Contact Information Web page.

In the event that the application is returned for changes, OSSE reviewers will have entered comments into the Review Checklists to advise the applicant what should be revised prior to resubmitting and reviewing the application again.

Access the Review Checklist comments from the EEGMS Access / Select Page. Prior to opening any review checklist, make sure that the Pop-up blocker within your browser allows Pop-ups from the EGMS Website. Otherwise, Review Checklists will not display.

The image below shows the Review Summary button that corresponds to Amendment #1 for the NCLB Consolidated Application (ConApp).

Application Name	Revision	Status	Date	Actions
NCLB Consolidated	Amendment 1	Returned for Changes	4/30/2014	Open Amend Payments Review Summary Delete Application

By clicking the Review Summary button, the following Web page will display.

Applicant: 000-0001 District of Columbia Public Schools
Application Cycle: 2013-2014 NCLB Consolidated - 00-Amendment 1
2013-2014 7/1/2013 - 9/30/2014

Review Summary
 latest submission to OSSE occurred on: 2/28/2014

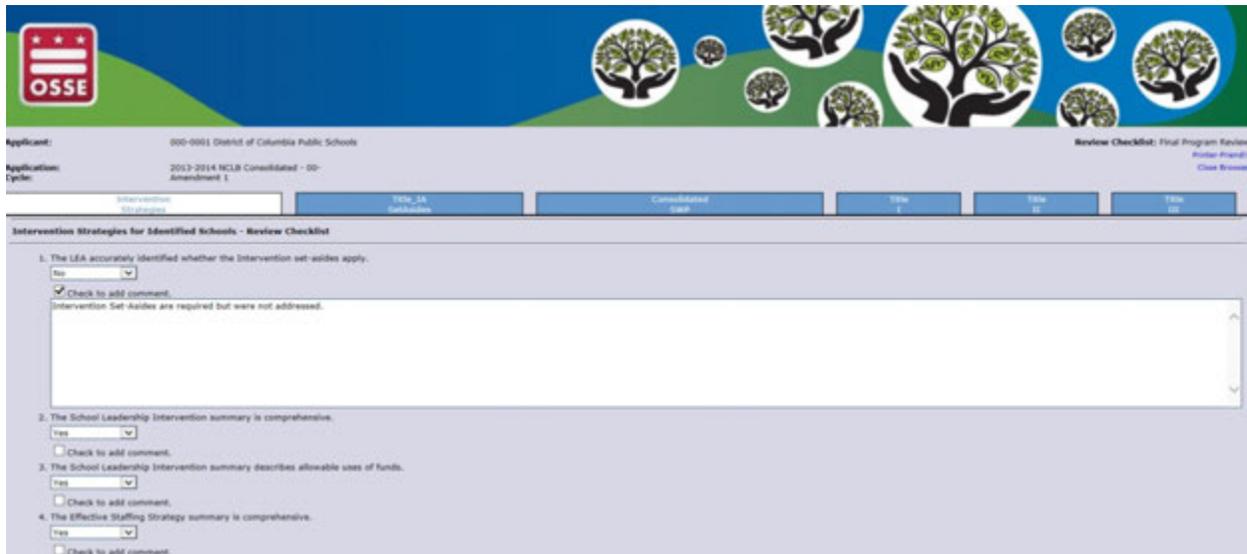
Level	Step	Group	Staff	Status	Status Date
1	2	District Superintendent	District Admin Users	Submitted	2/28/2014
1	3	Primary Reviewer	Giana Hutton	Rejected	4/30/2014
1	3	Peer Review	DiAnne Shelton-Eggs	Rejected	4/30/2014
1	4	Final Program Review	Ronda Kardash	Rejected	4/30/2014

[Review Checklist](#)

For each review level at OSSE, a Review Checklist is completed. These checklists are comprised of the questions that reviewers use to determine if an application can be approved. Any checklist that shows a status of Rejected should show comments from OSSE that the applicant should review and then update their application to address. Select the radio button for the desired line, and then click the Review Checklist button at the bottom of the page.



The Review Checklists usually contain questions for the reviewer to indicate if the applicants responses are consistent with program requirements. The following image shows how reviewers at OSSE could provide comments that require correction by the applicant.



Some Review Checklists, as shown above, contain multiple tabs. Others may contain only one page of checklist questions.

The Review Checklist is only intended to be updated by OSSE. Applicants can view comments in these pages, but are not able to modify the contents of review checklists.



Payments in the EGMS

Once a Funding Application has been Final Approved by OSSE, the Payments button on the EGMS Access / Select page will be available for that program. The following image shows the location of the Payments Button, on EGMS Access / Select.



In the image above, Amendment #1 has been Returned by OSSE for changes to the applicant. However, in order for an Amendment to have been created, the Original Application must have been final approved. The Payments portion of the EGMS will only work with the last approved budget. As such, in this case, the budget amounts on the Final Approved Original Application will be used. Budget changes that may exist on Amendment #1 will not be available to Payments until that Amendment is Final Approved by OSSE.

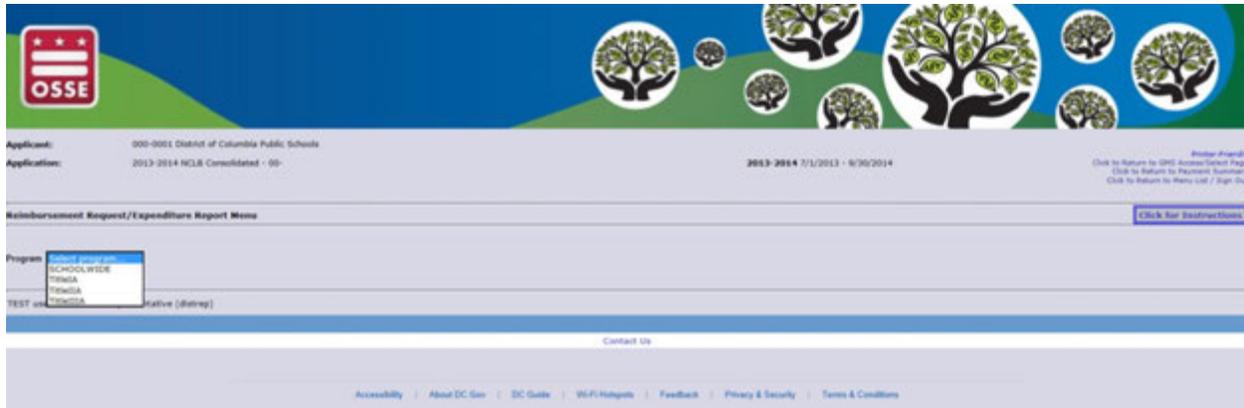
The following image shows the Payments Summary Web page that will display after clicking the Payments button on the EGMS Access / Select Page.

	SCHOOLWIDE	TitleIA	TitleIIA	TitleIIIA
Current Grant Year Allocation	\$0.00	\$27,726,858.29	\$6,231,276.44	\$449,548.62
FY13 Unexpended Balance	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Consortia	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Transfers	\$14,800,000.00	(\$14,000,000.00)	(\$800,000.00)	\$0.00
Total Funds to be Budgeted at Beginning of FY2014	\$14,800,000.00	\$13,726,858.29	\$5,431,276.44	\$449,548.62
Approved Budget	\$350,000.00	\$50,000.00	\$0.00	\$0.00
Pending Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Approved Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Completed Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$350,000.00	\$50,000.00	\$0.00	\$0.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$350,000.00	\$50,000.00	\$0.00	\$0.00

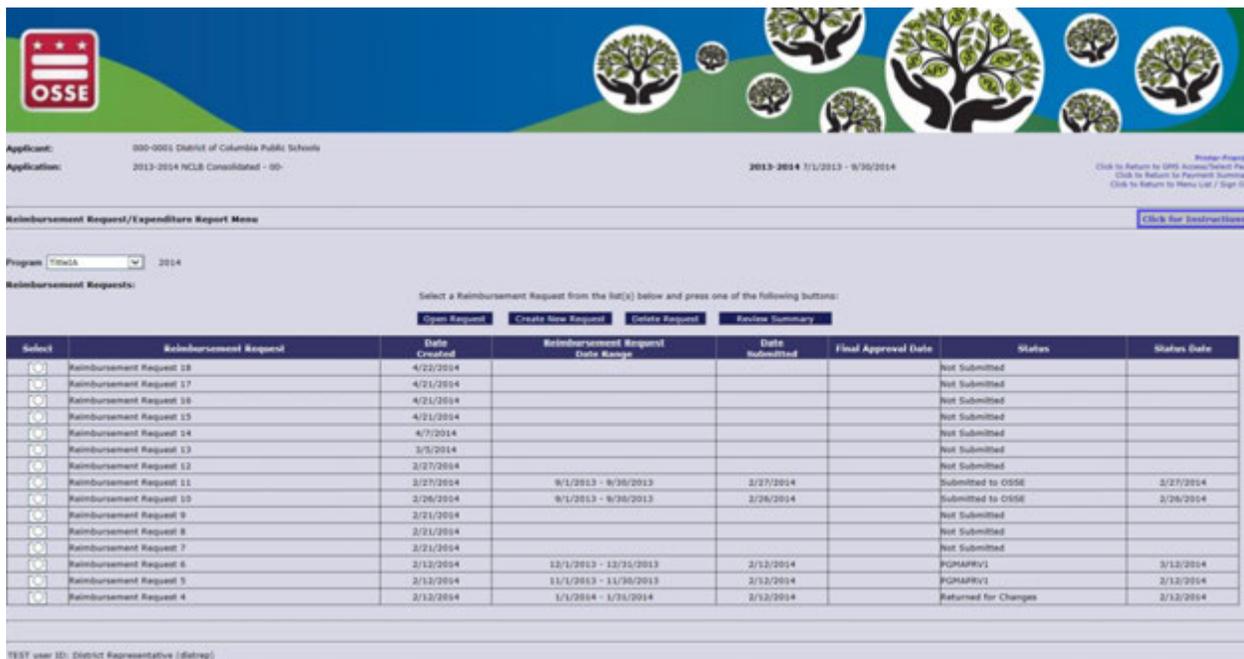
There will be one column for each budgeted program in the application. In this example, the ConApp has 4 such programs. At the top of the page, the total approved budget displays. Pending Reimbursement Requests (RRs) are for RRs that have been approved by OSSE, and are being sent to SOAR, but not yet paid by SOAR to the sub-grantee. Completed RRs represent funds that have been paid by SOAR to the subgrantee. Remaining Balance contains the amount of funds that are available to be claimed by the subgrantee during this program year.



At the top of the Payment Summary page, a button is labeled “View Reimbursement Requests / Periodic Reports. By clicking that button, the user will be directed to the list of existing RRs and the page where new RRs can be created. For programs like the ConApp, an intermediate step (illustrated in the image below) is required to select which of the programs in the consolidated application will be accessed.



After selecting a program from the drop down list, the user will be redirected to the Reimbursement Request menu for that program. The following image shows a view of multiple RRs that are in various statuses, during the course of the Fiscal Year.



On this page, users can open existing requests, create new requests, delete requests that are either Not Submitted or Returned for Changes, or see the Review Summary of a RR that has been returned for changes. For details on the Review Summary function, please refer to the prior chapter about Reviewing OSSE Comments.



Indirect Costs, if budgeted, can be claimed on this Web page. However, the amount that can be claimed must not be disproportionately higher than the Direct Expenses claimed on previous RRs. Error messages will alert the user if this limit has been exceeded.

Users should complete the Date Range when the expenditures were incurred (usually the 1st to the last day of one month). This date range should never attempt to span fiscal years.

Some programs will require that the sub-grantee upload supporting documentation to prove that the expenditures have already been incurred by the sub-grantee. To complete this upload process, execute the following steps:

1. Click the Browse button
2. Navigate to the file within your network that you wish to upload (2MB max file size)
3. Click "Open" to begin the upload process to the EGMS Server
4. Back on the EGMS RR Web Page, click Save Page.

When the upload is successful, the EGMS will return to the top of the Web page. The document that was just uploaded will display in the "Previously Attached Documents" section. **Be certain not to include any data in attachments such as Social Security Numbers or other Personally Identifiable Information (PII).** These files will be visible to Public Access users.

Once all Reimbursement Request lines have been entered, and the Date Range, and uploaded files have been completed, the Authorized Representative of the sub-grantee can Certify / Submit this Reimbursement Request to OSSE for review.

When OSSE approves or returns the RR for changes, the user who submitted the RR will receive an email notification of that action.

Within the EGMS, OSSE will either entirely approve the Reimbursement Requests, or return it to the user for changes. If there are 10 lines on an RR, and 8 are acceptable to OSSE but 2 have a concern that prevents OSSE from approving them, the entire RR with all 10 lines are returned to the sub-grantee. The 8 lines that were acceptable will not be paid until the entire RR is approved by OSSE.
