



# Building and Sustaining Quality Early Care and Education Grant Pre-Application Conference

July 31, 2019 | Tara Dewan-Czarnecki and Michele Reid



# Agenda

- Welcome and Introductions
- Grant Background
- Grant Requirements
- Application Review
- Enterprise Grants Management System (EGMS)
- Application Submission and Checklist
- Q&A



# Welcome and Introductions



# Grant Background



# Important Dates

Action	Date/Timeline
Notice of Funding Availability (NOFA) Released	June 26, 2019 <a href="https://osse.dc.gov/page/building-and-sustaining-quality-early-care-and-education-grant">https://osse.dc.gov/page/building-and-sustaining-quality-early-care-and-education-grant</a>
Request for Applications (RFA) Released and Application Available in Enterprise Grants Management System (EGMS)	July 10, 2019 <a href="https://osse.dc.gov/page/building-and-sustaining-quality-early-care-and-education-grant">https://osse.dc.gov/page/building-and-sustaining-quality-early-care-and-education-grant</a>
Application Due in EGMS	Aug. 21, 2019 OSSE recommends submitting early. This deadline remains in effect unless a <b>systemic</b> EGMS technical challenge affects all users.
Awards Announced	September 2019



# Grant Background

- Purpose of grant: pg. 14 in RFA
  - The goal of the Building and Sustaining Quality Early Care and Education Grant is to build the capacity of DC's early care and education system to expand and enhance quality services for young children and their families.
  - This RFA will support activities that address the identified and documented business and administrative needs of child development facility owners, center directors and child development home caregivers and activities that support positive, goal-oriented communications and relationships with parents/guardians in their role as their child's first and most important teacher.



# Grant Background

- Purpose of grant (cnt'd): pg. 14 in RFA
  - OSSE/DEL is combining three grants into one grant with three Program Areas to align the strategies and enhance collaboration and coordination among interested organizations.
  - Each Program Area will build on the infrastructure established by the current grantees. Collaboration and coordination will be expected among applicants in all three Program Areas.
  - Services must continue uninterrupted and as such, are detailed in Section 1.3.1. Grantee Responsibilities. However, the nature of the consortium and the approach to family engagement, technical assistance, professional development and cultural and linguistic diversity are areas for innovation. Successful applicants must demonstrate a use of evidence-based, trauma-informed approaches to care and learning.



# Grant Background

- Objectives: pg. 29 in RFA:
  1. Improve the quality of early learning environments
  2. Strengthen partnerships and communication with parents to enhance knowledge
  3. Increase access to quality resources, referrals and supports for families
  4. Improve program participation and outcomes for children and families
  5. Increase successful linkages for families and providers to needed services and supports
  6. Improve the diversity and equity of outcomes for young children in programs and services





# Grant Background

- Purpose of grant (cnt'd): pg. 14 in RFA
  - Applicants may apply to one, two or all three Program Areas. The maximum award amount is linked to each Program Area. Applicants applying for one Program Area will apply for the corresponding amount of that Program Area. Applicants applying for two Program Areas will add the two corresponding amounts to yield the total amount for which they can apply. Applicants applying for all three Program Areas are eligible for up to \$3,150,000.
  - See chart in RFA.



# Grant Background

- Period of availability of funds: pg. 18 in RFA
  - The period for this grant will be four years, ending on Sept. 30, 2023, contingent upon availability of funds and compliance with terms and conditions of the grant. Each budget period will be one year, with the first period ending Sept. 30, 2020. Grantees must re-apply each year for continued funding.
  - Continuation of awards in subsequent years is contingent upon:
    - the availability of funds;
    - the grantee's demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the grantee;
    - compliance with District and Federal laws, regulations, and guidance;
    - operation of the grant program as submitted in the application; and
    - the appropriate expenditure of funds throughout each grant award period.



# Grant Background

- Funds Available: pg. 18-19 in RFA:
  - The total funding available for developing and implementing the Building and Sustaining Quality Early Care and Education Grant is \$3,150,000 for the first year for implementation of all three Program Areas.
  - The amount in subsequent years may vary based on the scaling up of the District's Quality Rating and Improvement System (QRIS), as outlined below.
  - OSSE/DEL anticipates issuing one to three awards from this funding opportunity. The maximum grant amount is broken down by Program Area.
  - Applicants may apply for the amount corresponding to the Program Area or areas to which they are applying. For example, if you are applying for all three amounts, you may request the full amount for all three Program Areas.



# Grant Background

- Funds Available: pg. 18-19 in RFA:
  - **Program Area One - QRIS:** \$1,530,000 in Year 1; \$1,655,000 in Year 2; \$1,780,000 in Year 3; and \$1,905,000 in Year 4. The grant amount tied to Program Area One will increase each year as OSSE continues to add new child development facilities to the QRIS system, which will in turn require additional quality facilitators.
  - **Program Area Two - Child Care Resource and Referral (CCR&R):** \$1,120,000 each year
  - **Program Area Three - Shared Services Business Alliance:** \$500,000 in Year 1. The award amount will decrease in subsequent years as fees for services are phased in.
  - OSSE maintains the right to adjust the grant award and amount based on funding availability. Successful applicants may be awarded amounts less than requested.



# Grant Background

- Eligibility: pg. 17-18 in RFA
  - OSSE/DEL will accept applications from eligible applicants. Only not-for-profit, for-profit community based organizations, faith-based organizations, and agencies are eligible for this grant.
  - Eligible applicants must have experience in business and financial management, system design, early childhood and a working knowledge of the District's early childhood landscape.
  - Additionally, eligible applicants must demonstrate knowledge of child development facility licensing regulations and knowledge of child development and developmentally-appropriate practice in early childhood education.
  - Competencies will be scored as detailed in Section 1.5.2 Scoring Rubric. Expectations of the grantee(s) are spelled out in Section 1.3.1 General Grantee Responsibilities. Specific expertise required varies based on Program Area, as detailed in Section 1.5.2 Scoring Rubric.



# Grant Background

- Eligibility: pg. 17-18 in RFA
  - Award amounts are linked to each Program Area. Applicants may submit an application for one, two or all three Program Areas. Applicants applying for more than one Program Area must apply as a **consortium**, meaning that one primary applicant will manage the grant and will contract directly with other organizations/partners.
  - OSSE expects to award one primary applicant or single, non-consortium applicant to cover each of the three Program Areas or one to two consortium(s) to cover two-three Program Areas. Ultimately, OSSE will award grants to applicants so that all three Program Areas will be implemented. Entities may apply as part of more than one consortium.
  - For more details on the nature of a consortium, please see RFA.



# Grant Background

- Allowed use of funds: pg. 19 in RFA
  - Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities and the budget included in the applicant's submission.



# Grant Background

- Changes from prior years of the grant:
  - Consolidation of three grant programs into one:
    - OSSE is consolidating these three grants into one RFA in order to be responsive to the need for more coordination and collaboration across these three Program Areas.
    - Each Program Area will build on the existing infrastructure established by the previous grants. Eligible applicants may apply for one, two or three Program Areas. Details on each Program Area are found in the Purpose of Funds section of this document. Applicants may also apply in a consortium to cover one or more Program Areas, as detailed in Eligibility.
    - See Introduction (pg. 13) for more information on the theory of change for this consolidation.
  - Expansion of Shared Services Business Alliance to allow small centers (four classrooms or less) with the understanding that they face many of the same operational and administrative challenges as child development homes.





# Grant Background

- Citations for authorizing legislation: pg. 18 in RFA
  - The funds are being made available through District of Columbia local funds and federal funds.
  - Federal funds are made available through and authorized by the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.)
  - District of Columbia local funds are made available through and authorized by a strategic District-wide effort to increase access to high-quality early education and to support DC's Child Care and Development Fund (CCDF) Plan through the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.)



# Grant Background

- OSSE website:
  - QRIS: <https://osse.dc.gov/page/capital-quality-gris>
  - CC R&R: <https://osse.dc.gov/page/dc-child-care-connections>
  - Shared Services: <https://www.dcsharedservices.com/>



# Grant Requirements



# Grant Requirements

Grantee Responsibilities: pg. 19 in RFA

- Grantee responsibilities are broken down by Program Area below. Program Areas 1 and 3 engage primarily with child care providers whereas Program Area 2 engages with child care providers as well as families and the community.
- All Program Areas:
  - The grantee(s) / partners(s) will be expected to maintain up to date knowledge in the core competencies outlined in the Scoring Rubric (Section 1.5.2). In addition, the grantee(s) / partner(s) will be expected to do the following:
    - Maintain timely documentation and data entry into online application and other computer software
    - Demonstrate excellent written and verbal communication skills, observation and listening skills
    - Demonstrated commitment to diversity, cultural relevancy and inclusion



# Grant Requirements

## Grantee Responsibilities (cnt'd):

- All Program Areas: The grantee(s) / partner(s) will be expected to do the following:
  - Encourage and support facilities in fully utilizing Early Childhood Share DC to promote their business, save money and enhance their overall communication and marketing.
  - Have working knowledge of OSSE's core knowledge areas (<https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/PD%20Standards%20and%20Core%20Knowledge%20Areas.pdf>) and a strong understanding of the District of Columbia Common Core Early Learning Standards (DC CCELS).
  - Have at least two staff that are trained and reliable in using the Classroom Assessment Scoring System (CLASS) for pre-Kindergarten and the Infant and Toddler Environment Rating Scale-Revised (ITERS-R) and the Family Child Care Environment Rating Scale-Revised (FCCERS-R) and any revised versions of these tools. For Program Area One, 100 percent of quality facilitators must meet this requirement.



# Grant Requirements

## Grantee Responsibilities (cnt'd):

- All Program Areas: The grantee(s) / partner(s) will be expected to do the following:
  - Maintain a system for logging of technical assistance (TA) and professional development offerings including contractors, if applicable, that are managing other Program Areas.
  - The reliability of an instrument refers to the consistency of scores over time and among different raters (Kubiszyn & Borich, 2003). There are several important types of reliability that are relevant to the Environment Rating Scales including test-retest reliability, internal consistency, and interrater reliability (see RFA for reference).



# Grant Requirements

Grantee Responsibilities (cnt'd):

- **Program Area One: QRIS:**
  - Grantee(s) must develop and document its system for receiving ongoing feedback and making relevant adjustments to the program. Additionally, all grantee(s) /partner(s) must ensure continuity of services to early childhood educators and administrators, as detailed in the RFA (pgs. 21-23).



# Grant Requirements

## Grantee Responsibilities (cnt'd):

- **Program Area Two: CCR&R:**
  - The CCR&R system will function to support communication, facilitate referrals and help improve the quality of early care and education in DC. The grantee must employ staff that represent the linguistic and cultural diversity of the children and families served, including Spanish and Amharic speaking staff.
  - The grantee must leverage a variety of strategies that link families to child care assistance programs and providers to evidence-based services and supports that build the capacity of DC to deliver high-quality early care and education for all children. Grantee(s) must develop a system for receiving ongoing feedback and making relevant adjustments to the program. Grantee(s) must demonstrate an ability to establish and sustain the following components, broken down by stakeholder group.
  - For more detail, please see RFA (pgs. 23-27).





# Grant Requirements

Grantee Responsibilities (cnt'd):

- **Program Area 3: Shared Services Business Alliance:**
  - The proposed services, TA and professional development must reduce the administrative and operational burden associated with managing child development homes, expanded homes and small child development centers (i.e., with four classrooms or less). The grantee must employ Spanish and Amharic speaking staff. Grantee(s) must develop a system for receiving ongoing feedback and making relevant adjustments to the program.
  - Under this grant, the current alliance will be expanded to allow small centers (four classrooms or less) with the understanding that they face many of the same operational and administrative challenges as child development homes. All members of the alliance will pay a fee in return for an array of services, professional development and TA obtained. The structure of the fee will be agreed upon with OSSE and may be phased in. Services are broken down by stakeholder group in the RFA (pgs. 27-29).



# Application Review



# Application Review Process

## Application Deadline

- Applications are due no later than **Aug. 21, 2019** (3 p.m.)
- Applications must be submitted through EGMS
- Late applications will not be accepted

## Application Review Period

- Applications are scored by external reviewers.

## Award Announcement

- Grantees will be announced in September 2019.



# Application Rubric

## **Executive Summary:**

- Briefly describe the applicant organization and its proposed methodology for building the DC early childhood ecosystem capacity to grow and sustain viable child care operations by partnering with providers, parents and families and the community.
- The structure of the proposed program including the coverage of specific Program Areas and the amount requested should be clarified here.
- Demonstrate a plan to ensure services delivered to providers, families/parents and the community under the Program Areas continue uninterrupted.



# Application Rubric

## **Information about the Organization (Maximum: 10 points)**

- **Mission and History (Maximum: 5 points):**
  - Provide the organization's mission statement and a description of its core programs.
  - Explain the relevance of the organization's programmatic and operational activities to the purpose of the grant.
  - Provide an organizational history as it relates to work in supporting and sustaining small businesses and/or engaging with the early childhood education community.



# Application Rubric

## **Information about the Organization (Maximum: 10 points): (cnt'd)**

- **Strategic Logic (Maximum: 5 points):**
  - Describe the strategic logic for the organization to manage this grant at this point in the organization's history.
  - If any Program Areas are being implemented by partner organizations, provide the strategic logic for selecting this intended partner or the qualities you will look for if the contractor has not yet been selected.



# Application Rubric

## **Organizational Knowledge (Maximum: 35 points)**

- **Experience in Each Program Area to which your Organization is Applying (Maximum: 15 points):**
  - **All Program Areas:** Describe your organization's experience in each of the Program Areas to which you are applying. Knowledge should be demonstrated in the following core competencies:
    - Administering and managing federal grants
    - Organizational development
    - Systems design and capacity
    - Business operations, knowledge of small business principles
    - Financial management principles
    - Education and/or human services and human resources management.
    - Child development facility licensing regulations, knowledge of child development and developmentally-appropriate practice in early childhood education



# Application Rubric

## **Organizational Knowledge (Maximum: 35 points)**

- **Experience in Each Program Area to which your Organization is Applying (Maximum: 15 points):** (cnt'd)
  - **All Program Areas:**
    - Adult learning theories and experience holding trainings/professional development (PD) with adult learners through demonstrated experience working with culturally and linguistically diverse populations as well as populations with varying levels of literacy.
      - Demonstrated commitment to diversity, cultural relevancy and inclusion.
      - Knowledge of District of Columbia Common Core Early Learning Standards (DC CCELS)
      - Familiarity with national accrediting bodies such as the National Association for the Education of Young Children (NAEYC) and the National Association of Family Child Care Providers (NAFCC).
      - Implementing and overseeing change management.





# Application Rubric

## **Organizational Knowledge (Maximum: 35 points)**

- **Experience in Each Program Area to which your Organization is Applying (Maximum: 15 points):** (cnt'd)
  - **All Program Areas:** Implementing peer support networks and mentorship programs.
    - Working knowledge of early childhood principles and research-based best practices;
    - Demonstrated knowledge of the District's regulatory landscape in early childhood and broader national bodies of knowledge and sources of best practices;
    - Approved OSSE-trainer on Strengthening Business Practices of Child Care Providers; and
    - Knowledge of family engagement best practices and experience working with families navigating early childhood care and education.



# Application Rubric

## **Organizational Knowledge (Maximum: 35 points) (cnt'd)**

- **Gap Identification in the Early Childhood Landscape (Maximum: 5 points):** Applicants should demonstrate an understanding of the gaps in the District's Birth to Five system as they pertain to families and parents, providers and/or communities and a suggested approach to working to address these gaps.
- **Organizational Networks (Maximum: 10 points): All Program Areas:** List and describe existing organizational partnerships with public and /or private entities that serve the District's residents and whose expertise complements your organization's capacity, including organizations that will assist in delivering services relevant to the Program Area(s) to which you are applying. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone and demonstrate knowledge of the District of Columbia's Early Childhood System Approach to Child Health, Development, Education and Well-being. A complete response should clarify specific examples of public and private programs and initiatives that link with the grant and amplify its impact.



# Application Rubric

## **Organizational Knowledge (Maximum: 35 points) (cnt'd)**

- **Ongoing Collaboration with Government Stakeholders (Maximum: 5 points):** Describe how your organization will foster and maintain collaborative relationships with OSSE/DEL as well as with and between other service organizations within the District government, including but not limited to: DC Health, Department of Behavioral Health (DBH), DC Department of Health Care Finance (DCHCF), Department of Human Services (DHS), Child and Family Services Agency (CFSA), Department of Employment Services (DOES), DC Department of Parks and Recreation (DPR) and DC Public Library (DCPL).



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Implementation of Program (Maximum: 20 points):**
  - **All Program Areas (Maximum: 5 points):** Describe how services will continue uninterrupted and how your program is innovative, building upon the existing model.
  - **Program Area One: QRIS (Maximum: 5 points):**
    - **Quality Facilitator Criteria:**
      - Please also describe your plan to recruit, train and retain high-quality quality facilitators.
      - Describe how your organization intends to adhere to the minimum requirements / criteria for quality facilitators.
    - **Targeted Supports for Early Care and Education Leaders:**
      - Describe how your organization will facilitate the development and implementation of the CoPs, CQIP, individualized coaching service model, matching providers and coaches, TA and PD to the OSA and / or teachers.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Implementation of Program (Maximum: 20 points):** (cnt'd)
  - **Program Area Two: CCR&R (Maximum: 5 points maximum):**
    - CCR&R Services: Describe your organization's plan to provide CCR&R services typical to that provided by CCR&Rs in other states but specific to the District's particular needs.
    - Parent, family and community engagement: Describe how you will provide consumer education and outreach to parents, families and community members.
  - **Program Area 3: Shared Services (Maximum: 5 points):** Describe how you will implement the Shared Services Business Alliance.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Communications Strategy (Maximum: 5 points):**
  - **All Program Areas: (Maximum: 2 points)**
    - Describe the applicant's approach to conducting outreach and deliver services to culturally and linguistically diverse populations, particularly Amharic and Spanish speaking populations.
    - Explain how the communication strategy to share information about the services and successes of each Program Area is rooted within the District of Columbia's Child Care and Development Fund Plan 2019-2021.
    - Describe how the applicant will work with OSSE to develop and implement a larger communications plan about the successes of the grant.
  - **Program Area One: QRIS (Maximum: 1 point):** Describe your "elevator speech" (i.e., a short description of no more than 50 words) about Capital Quality – what it is, how it works and the benefits of joining the QRIS for different stakeholders.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Communications Strategy (Maximum: 5 points):**
  - **Program Area Two: CCR&R (Maximum: 1 point):** Outreach and Consumer Education: Describe your plan to collect and disseminate relevant information through different mediums of communication.
  - **Program Area Three: Shared Services Business Alliance (Maximum: 1 point):** Describe your organization's process to retain current members in the alliance as well as recruit and attract additional members to participate in the alliance.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Process for Continuous Learning (Maximum: 15 points)**
  - **All Program Areas (Maximum: 9 points):**
    - Demonstrate how authentic feedback will be solicited on an ongoing basis and how this feedback could potentially be translated into concrete adjustments to the program and service delivery model.
    - Describe how the feedback will be shared with OSSE. See below for more specific details on each Program Area.
  - **Program Area One: QRIS (Maximum: 2 points):** Demonstrate the PD plan for quality facilitators as well as the approach to management of the CQIP for providers.





# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Process for Continuous Learning (Maximum: 15 points):** (cnt'd)
  - **Program Area Two: CCR&R (Maximum: 2 points):**
    - Describe how your organization will use an annual needs assessment for providers as well as other tools to solicit feedback on required learning areas in OSSE core knowledge areas.
    - Describe how the Directors' Corners will be leveraged as a continued opportunity for networking and professional development.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points)**

- **Process for Continuous Learning (Maximum: 15 points):** (cnt'd)
  - **Program Area Three: Shared Services Business Alliance (Maximum: 2 points):**
    - Market Demand:
      - Describe the process your organization will use to continually assess the home providers' needs and the likelihood that they will join the alliance, including measures your organization will take to develop relationships and in-roads with providers.
      - If applicable, name the menu of back office functions to be provided based on anticipated need beyond the services detailed in Section 1.3.1 General Grantee Responsibilities.
    - Financial Feasibility Analysis: Describe the process that will be used to introduce a fee structure and expand services to small centers to sustain and expand the alliance, and a demonstration of the cost-benefit analysis to the provider for their participation.



# Application Rubric

## **Process to Provide and Monitor Services (Maximum: 45 points): (cnt'd)**

- **Development of Work Plan and Data Collection and Evaluation Plans (Maximum: 5 points):** Using the charts available in EGMS, complete the work plan and data collection and evaluation plan.
  - **Work Plan (Maximum: 3 points):** Each applicant must submit a work plan for the first year of the four-year grant, detailing project activities (i.e., specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.



# Application Rubric

## **Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points):**

- **Development of Work Plan and Data Collection and Evaluation Plans (Maximum: 5 points):** Using the charts available in EGMS, complete the work plan and data collection and evaluation plan. (cnt'd)
  - **Evaluation and Data Collection Plan (Maximum: 2 points):** For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency. A complete response should clearly name the party responsible for activities, demonstrate a process for periodic data collection and ongoing learning and program improvement.



# Application Rubric

## **Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 10 points)**

- **Financial Management (Maximum: 5 points):** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management of the grants and contracts, including:
  - The fiscal controls designed for accountability and procedures to ensure proper spending of the grant according to approved budgets and applications.
  - Details on the structure of the grant, including how any Program Areas not directly implemented by the prime applicant (i.e., implemented by a contractor) will be managed and monitored.
  - The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).



# Application Rubric

## **Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 10 points) (cnt'd)**

- **Proposed Budget (Maximum: 5 points):** Using the grant budget, provide a proposed budget for the first year of the four-year grant and narrative description of the use of grant funds to address the requirements of this grant. The budget must adhere to the following instructions and include the grant-specific components named in the RFA (pgs. 39-40).



# Enterprise Grants Management System (EGMS)



# EGMS Overview



**Enterprise Grants Management System**

- DC Government grant-management system for application and grants management
- Link: <http://grants.osse.dc.gov>
- Registration is a one-time event
- EGMS training guides and videos:  
<http://grants.osse.dc.gov/info/training>
- Vendor and user credential guide:  
<http://grants.osse.dc.gov/info/credentials>





# Registering as a Vendor/User

- **Step 1: Register:** You will need your organization's Federal Employee Identification Number (FEIN).

## EGMS REGISTRATION

For both New Vendor and New User requests the first few steps are the same.

Username/Email

Password

Forgot Password

LOGIN

New User

- In your browser window, type the following: [grants.osse.dc.gov](https://grants.osse.dc.gov).
- Click on the **New User** link.
- A pop-up will appear requesting the Federal Employee Identification Number (FEIN). The FEIN will be used to pull the vendor information if already registered, or activate New Vendor registration fields.
- Input the FEIN and click **Search**
  - Please note: If your organization is a local District government agency the FEIN may be **#536001131**, multiple organizations in the district use this number. If this is your number please contact the help desk [(202) 719-6500 or [osse.callcenter@dc.gov](mailto:osse.callcenter@dc.gov)] for both New Vendor and New User requests.

NEW VENDOR REQUEST

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Prior to processing a new vendor request an IRS W-9 form needs to be completed and uploaded to the OMS. A link to the form can be found [here](#).

Prior to processing a new vendor request a Master Collection Form (MCF) document also needs to be completed and uploaded to the OMS.

BROWSE W-9



# Registering as a Vendor/User

- **Step 2:** EGMS will determine if you are a new vendor or a new user.
  - a. New vendor: Organization and user are new to EGMS.

## NEW VENDOR

Upon entering the FEIN and clicking **Search** if the organization is not already registered as a vendor the system will return the following message:

"Unable to find an organization with the provided search criteria. If you would like to request a new organization be added to the GMS, click the request button."

- Recheck the FEIN to ensure it is correct.
  - If incorrect, input the correct FEIN.
- Click the **Request** button.
  - Additional fields open for the NEW VENDOR REQUEST.

- b. New user: Organization is registered but individual entering information does not have EGMS credentials.

## NEW USER

Actions in EGMS require specific roles. Users will request credentials through the NEW USER REQUEST.

Upon entering the FEIN and clicking **Search** if the organization is already registered as a vendor the system will display the name of the organization return the following message:

"Unable to find any local security admins with the provided search criteria. If you would like to request a new organization be added to the GMS, click the request button."

- Click the **Request** button.
  - Additional fields open for the NEW USER REQUEST.
- Input:
  - First Name
  - Last Name
  - Email
- Select the role:
  - View Only: users are able to view all data but are unable to make edits or changes.
  - Data Entry: users are able to create applications, reimbursement requests, and may save data. Data Entry users are unable to submit applications or reimbursement requests.
  - Authorized Rep: users have all the functions of the above roles and are able to agree to assurances and submit applications and reimbursement requests. Users must be an employee of the organization and not a third-party vendor.
    - Authorized Representative requests should come from leaders at an organization. This person's name should appear on the organization's website. If this is not the case, OSSE will request an email confirmation from a leader in the organization to approve the role.
- Confirm all the information is correct.
- Click the **Submit** button.
- Please note the request may take up to 2 business days to complete. Please plan appropriately.



# Registering as a Vendor/User

- **Step 3:** Once your organization is registered and you have credentials, determine who else in your organization needs access to EGMS.
- **EGMS roles:**
  - View only: Users are able to view all data but are unable to make edits or changes.
  - Data entry:
    - Users are able to create applications, reimbursement requests and may save data.
    - Users are unable to submit applications or reimbursement requests.
  - Authorized representative:
    - Users have all the functions of the above roles and are able to agree to assurances and submit applications and reimbursement requests.
    - Users must be an employee of the organization and not a third-party vendor.
    - Authorized representative requests should come from leaders at an organization.
    - This person's name should appear on the organization's website. If not, OSSE will request an email from a leader in the organization to approve the role.



# Registering as a Vendor/User

- **Step 3** (continuation):
  - You can also contact the EGMS help desk to determine who currently has credentials at your organization or to add additional users.
    - Contact the help desk at [osse.callcenter@dc.gov](mailto:osse.callcenter@dc.gov) or (202) 719-6500.
    - Requests for determining who has existing credentials must come from an authorized representative.
  - Important links for registration:
    - FEIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
    - DUNS: <http://fedgov.dnb.com/webform/displayHomePage.do>
    - System for Award Management (SAM): <https://www.sam.gov/SAM/>
  - Note: If awarded, the grant monitor will share a master supplier form and W-9. They are not needed at the time of application.



# Completing Central Data

- **Step 4:** You will need a SAM expiration data and DUNS number for this step.
  - Central data captures information common to the applicant's organization across all grant programs.
  - It must be completed annually by any organization wishing to apply for a grant within EGMS.
  - It should be completed and submitted to OSSE prior to completing the first grant application.
  - The authorized representative must be the user to accept/submit the central data.



# Completing Central Data

- **Step 4** (continuation):
  - What do you need?
    - Contact information for your organization’s “central contacts”;
    - A DUNS number and SAM expiration date; and
    - A current copy of your organization’s “entity overview” record from SAM.gov.
  - Tips on document uploads: Save in DOCX, DOC, XLSX, XLS, PDF; file must be less than 6 MB; do not use special characters in the file name.
  - Review certifications and assurances, click “legal entity agrees.”  
Navigate to the “submit” tab.
  - Run a “consistency check.”
  - If no errors exist, the blue “submit” button will then appear. Click “submit.”



# Navigating EGMS

- **Step 5:** Familiarize yourself with EGMS.
  - Once you log in, you will see your main grant dashboard.
  - Please see example below:

**EGMS** Enterprise Grants Management System

District of Columbia Office of the State Superintendent of Education

Click to Return to Organization Select  
Click to Return to Menu List / Sign Out

Enterprise Grants Management System – Access Select

106 Booker T. Washington PCS

Select Fiscal Year: 2020

Click to view Funding Summary

Created

Assurances and Central Data

Application Name	Revision	Status	Date	Actions
Central Data	Original Application	Final Approved	4/12/2019	OPEN REVIEW SUMMARY

Formula Grant

There currently aren't any Formula Grant applications created.

Competitive Grant

Application Name	Revision	Status	Date	Actions
21st Century	Original Application	Final Approved View GAN	5/1/2019	OPEN PAYMENTS
SAT and ACT Preparation Expansion Grant	Original Application	Final Approved View GAN	5/2/2019	OPEN PAYMENTS

Continuation Grant

There currently aren't any Continuation Grant applications created.



# Navigating EGMS

- **Step 5** (cnt'd): Familiarize yourself with EGMS. This is where the grant initially appears. Once created, it will move under “Created: Competitive Grant.”

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

▶ Created		
▶ Available		
Assurances and Central Data		
▶ Phase I Assurances-ESEA ConApp	Submissions due by 3/31/2020	<a href="#">CREATE</a>
Formula Grant		
▶ IDEA Part B Consolidated	Submissions due by 9/30/2020	<a href="#">CREATE</a>
▶ <b>Competitive Grant</b>		
▶ Building and Sustaining QECE	Submissions due by 12/1/2020	<a href="#">CREATE</a>
▶ DC Career Academy Network	Submissions due by 9/30/2020	
▶ DC School Garden Grant	Submissions due by 9/30/2020	
▶ Env Literacy Advancement	Submissions due by 12/1/2020	





# Navigating EGMS

**Submitting to OSSE:** The submit tab has a few components.

1. First click the “consistency check” and this will alert you to any errors you have that are holding up the application.
2. Then click “lock application” and the “submit” button will appear.
3. Then click “submit.”

Applicant: 000-0108 Capital City PCS

Building and Sustaining Quality ECE Grant

Application Cycle: 2019-2020 Building and Sust QECE - 00-Original Application

2019-2020 6/1/2019 - 9/30/2020

[Printer-F](#)  
[Click to Return to GMS Access/Sele](#)  
[Click to Return to Menu List / S](#)

OVERVIEW

CONTACT INFORMATION

FUNDING DISTRIBUTION

PROGRAM INFORMATION

DETAILED PLANNED EXPENDITURES

ASSURANCES

SUBMIT

APPLICATION HISTORY

APPLICATION PRINT

Submit

The Consistency Check must be successfully processed before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Assurances

7/5/2019



# Navigating EGMS

## Submitting to OSSE: Cnt'd

[OVERVIEW](#)[CONTACT  
INFORMATION](#)[FUNDING  
DISTRIBUTION](#)[PROGRAM  
INFORMATION](#)[DETAILED PLANNED  
EXPENDITURES](#)[ASSURANCES](#)[SUBMIT](#)[APPLICATION  
HISTORY](#)[APPLICATION PRINT](#)

Submit

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- Building and Sustaining Quality ECE Grant
  - Other Attachments - A file must be uploaded on this page.

[CONSISTENCY CHECK](#)[LOCK APPLICATION](#)[UNLOCK APPLICATION](#)



# Navigating EGMS

## Submitting to OSSE: Cnt'd

OVERVIEW	CONTACT INFORMATION	FUNDING DISTRIBUTION	PROGRAM INFORMATION	DETAILED PLANNED EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
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**Submit**

Tester OCIO ran the consistency check process which locked the application on 7/5/2019 at 1:55 PM.

[LOCK APPLICATION](#) [UNLOCK APPLICATION](#)

Assurances 7/5/2019  
Consistency Check was run on: 7/5/2019  
Organization Data Entry  
Organization Administrator [SUBMIT TO OSSE](#)  
Grant Administrator  
Grant Admin - Final Review



# Navigating EGMS

- On the main dashboard, you will see grants grouped by “created” and “available.” Within these two categories, you will also see:
  - Assurances and central data.
  - Formula grant: Grants for which only particular organizations are eligible. Usually based on a “per student” formula.
  - Competitive grant: Grants with a request for application (RFA) that are being competitively bid out and awarded.
  - Continuation grant: Grants continuing to existing grantees under a multiple year grant.
- Any available grant applications and central data will start under “available” until you click the blue button, “create.” After that point, they will move to “created.” You will click “open” to open and edit your application.
- If the RFA has not yet been posted for the competitive grant for which you are applying, it will not appear yet in “available.” You can still complete central data during this time.



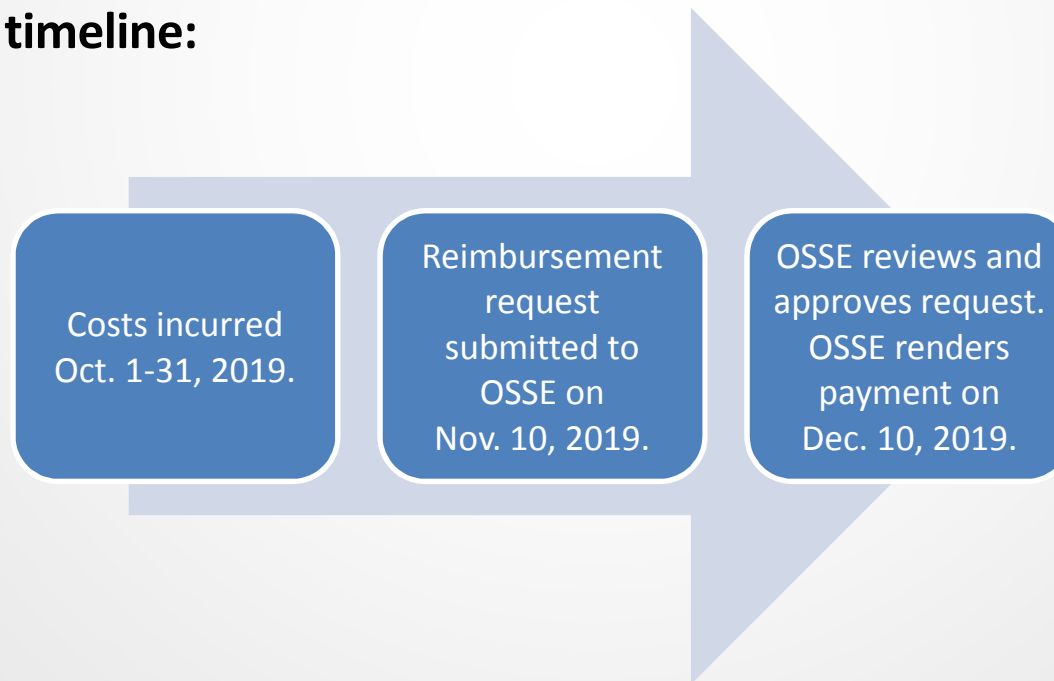
# EGMS Tips

- Save early and often: EGMS times out after 60 minutes of inactivity.
- Printing: If you would like to print the application, go to the “application print” tab. The application will be available for you to print at the top of each hour.
- Start and submit early: Avoid last-minute technical submission issues by submitting early to ensure there is time to address issues if they arise. Grants are due at 3 p.m. on the submission date.
- Narrative responses may not exceed the stated character limit. If you cut and paste from a Word document, double-check that final sentences/paragraphs are not cut off.
- Tips on document uploads: Save in DOCX, DOC, XLSX, XLS, PDF; file must be less than 6 MB; do not use special characters in the file name.
- Contact the EGMS help center: [OSSE.CallCenter@dc.gov](mailto:OSSE.CallCenter@dc.gov) (202) 719-6500; available Monday-Friday from 7:30 a.m.-5:30 p.m.
- Note: A record of contact with EGMS will not excuse missing the review submission deadline.



# Grant Administration

- **OSSE grants are cost reimbursable.** Grantees incur costs and then submit a request for reimbursement of funds along with necessary supporting documentation.
- **DC Government payments proceed according to the 30-day quick payment act.** Payments are rendered 30 days from the submission of the final, correct request.
- **Sample timeline:**





# Application Submission and Checklist



# Submission Requirements

- All applications must be submitted through EGMS: [grants.osse.dc.gov](https://grants.osse.dc.gov)
  - To submit an application, all applicants must annually complete the Central Data Application with a valid System for Award Management (SAM) registration in EGMS
  - Emailed or faxed applications will not be accepted
  - Upon submission of an application, an applicant may not revise the application
  - OSSE will notify applicants if the application is or is not selected for funding
- Applications must be received no later than 3 p.m. on **Aug. 21, 2019**
  - Start early
  - Late submissions will not be accepted
  - **EGMS Help:** [OSSE.CallCenter@dc.gov](mailto:OSSE.CallCenter@dc.gov) (202) 719-6500  
7:30 a.m.-5:30 p.m. Monday-Friday





# EGMS Application

- The grant application in EGMS will consist of the following tabs:
  - Overview
    - Background Information: context, important dates, program contact
    - General Information: purpose of funds, eligibility, source of funds, award period, funds available, permissible use of funds
    - Program Scope: Grantee responsibilities, OSSE / DEL responsibilities, objectives, etc.
    - Award Administration: general terms and conditions
    - Award Process: Review panel, scoring rubric
  - Contact Information
  - Funding Distribution: Will be blank until an award is made



# EGMS Application

- The grant application in EGMS will consist of the following tabs (cnt'd)
  - Program Information
    - Classification
    - Executive Summary
    - Information about the Organization
    - Organizational Knowledge
    - Process to Provide and Monitor Services
    - Work Plan
    - Evaluation and Data Collection Plan
    - Staffing Plan
    - Other Attachments



# EGMS Application

- The grant application in EGMS will consist of the following tabs (cnt'd)
  - Detailed Planned Expenditures
    - Budget Overview
    - Financial Management and Proposed Budget
    - Cost Category tabs (e.g. Salaries & Benefits, etc.)
  - Assurances
  - Submit
  - Application History
  - Application Print



# Budget

- Budget Overview
  - Program Category Values (hand out)
  - Instructions (hand out)
- Salaries & Benefits
- Professional Services
- Equipment
- Supplies & Materials
- Fixed Property Costs
- Other Objects
- Budget Summary
- Budget and Funding Information



# Required Attachments

- W-9: Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE/DEL within the past year, the applicant shall provide the date of this submission.
- Resumes and/or qualifications of key staff
- Audited financial statements for the past three (3) years
- Documentation of organizational status (e.g., Tax Exemption Letter)
- Conflict of interest policy
- Separation of duties policy
- Organizational chart
- Executed or draft partnership agreements with any organizations working on the Program Areas



# Submit

- Before you submit, you must hit Consistency Check to see if all parts are complete. Missing elements are in red.
- Then, lock the application and submit.

Assurances must be reviewed and approved before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



Q&A



# Contact Information

## FIND US

### **ADDRESS:**


1050 First St. NE  
Washington, DC 20002

### **POC:**

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 [www.osse.dc.gov](http://www.osse.dc.gov)