



**Building and Sustaining Quality Early  
Care and Education Grant  
Grant Application Review Meeting:  
Readers**



# Agenda

- I. Welcome and Introductions
- II. Building and Sustaining Quality Early Care and Education Grant:  
Overview
- III. Request for Applications (RFA): Building and Sustaining Quality Early  
Care and Education Grant
- IV. Application Review Process
- V. Attachments
- VI. Enterprise Grants Management System (EGMS)
- VII. Common Errors and Quick Tips
- VIII. Next Steps
- IX. Q&A



# Welcome and Introductions



# Building and Sustaining Quality Early Care and Education Grant: Overview



# What is the Building and Sustaining Grant?

- OSSE/DEL launched three grants in 2016-17 to help improve the quality of early care and education in the District through direct quality improvement support, improved consumer education and awareness and increased supports for the business and administrative needs of child development home providers. These initiatives include the District's redesigned Quality Rating and Improvement System (QRIS), Capital Quality, the child care resource and referral (CCR&R) program and a Shared Service Business Alliance for Homes.
- 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.



Request for Applications

(RFA): Building and

Sustaining Quality Early Care

and Education Grant



# Purpose of Funds

## **Purpose of Funds** (RFA, p. 14)

- 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 Funds (RFA, p. 14) (cnt'd)**

- 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.





# Purpose of Funds

## **Allowable / Unallowable Use of Funds (RFA, p. 19)**

- 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.



# General Information

## **Eligibility** (RFA, pg. 17)

- 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.

## **Award Period** (RFA, p. 18)

- 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.



# General Information

## **Funds Available** (RFA, p. 18-19)

- 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 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.
- OSSE maintains the right to adjust the grant award and amount based on funding availability. Successful applicants may be awarded amounts less than requested.



# General Information

## **Funds Available** (RFA, p. 18-19)

- Program Area One: QRIS: \$1,530,000 in Year 1; \$1,655,000 in Year 2; \$1,780,000 in Year 3; \$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: 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.



# Grant Background

- **Changes from prior years of the grant:**
  - Consolidation of three grants into one grant
  - Shared Services Business Alliance may include small child development centers (i.e. with four classrooms or less)



# Grant Requirements

## **Grantee Responsibilities (RFA, pg. 20-29)**

- 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
  - Encourage and support facilities in fully utilizing Early Childhood Share DC to promote their business, save money and enhance their overall communication and marketing.



# Grant Requirements

## Grantee Responsibilities (RFA, pg. 20-29)

- 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 (cnt'd):
  - 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 (RFA, pg. 20-29)

- 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 (cnt'd)
  - Maintain a system for logging of 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. Retrieved from:  
<https://ers.fpg.unc.edu/sites/ers.fpg.unc.edu/files/ReliabilityEcers.pdf>.





# Grant Requirements

## **Grantee Responsibilities (RFA, pg. 20-29)**

- Program Area One: QRIS (RFA, pg. 21-23)
- Program Area Two: CC R&R (RFA, pg. 23-27)
- Program Area Three: Shared Services Business Alliance (RFA, pg. 27-29)



# General Grantee Responsibilities

## **Grant Objectives** (RFA, pg. 29)

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



# General Grantee Responsibilities

## **Program Specific Assurances** (RFA, pg. 48-49)

- Applicants will be required to attest to the following specific assurances:
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE grant monitor. In the case of staffing changes, an amendment to the approved application must be made, specifically in the Staffing Plan and Detailed Planned Expenditures, Salaries and Benefits section.
- Applicants must provide certifications herein that, if awarded funding, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under this funding, as required by applicable D.C. law. Any conviction or arrest identified in the background checks of the program's employees will be reported to the OSSE, which will determine the employee's suitability for employment.
- The applicant must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.



# General Grantee Responsibilities

## **Program Specific Assurances (RFA, pg. 48-49)**

- A for-profit applicant, and a non-profit applicant with 50 or more employees, receiving an award of at least \$100,000 shall ensure that employees are paid in compliance with the Living Wage Act of 2006, as amended. The applicant shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- We agree to submit quarterly program reports as described in the request for applications, and such other information as OSSE may require.



# Application Review Process



# Application Review Timeline: Overview

## 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 in EGMS.

## Award Announcement

- Currently, we hope to announce the grantees in September 2019, but this timeline is subject to change.



# Review Panel

## **Review Panel (RFA, pg. 34)**

- OSSE/DEL will make the funds available through a competitive process to identify eligible organizations with experience in the child care field that are interested in implementing the Building and Sustaining Quality Early Care and Education grant. Applications that meet all eligibility and application requirements will be evaluated, scored and rated by an OSSE/DEL designated review panel.
- OSSE/DEL will use external peer reviewers to review and score the applications received for this RFA. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE.
- An external peer reviewer is an expert in the field or the subject matter. The final decision to fund applicants rests solely with OSSE/DEL. After reviewing the recommendations of the review panel and any other relevant information, OSSE/DEL shall decide which applicant to fund.



# Review Panel

## Expectations of Reviewers

- Draw upon their expertise in evaluating the applications.
- Maintain the confidentiality of the process and information reviewed.
- Notify OSSE ahead of time if issues or conflicts arise.
- Adhere to all deadlines.
- Read independently, score and evaluate applications based on an assessment of the extent to which each application meets the criteria as described in the scoring rubric.
- Make an objective assessment of applications assigned and provide an accurate evaluation of each application reviewed.
- Always be mindful that their scores and comments will determine which applications will be recommended for funding.
- Review conflict of interest policies and be fully aware of confidential nature of applications and aspects of grant review process.





# Review Panel

## Readers are required to:

1. Read all applications in their entirety.
2. Follow all instructions provided.
3. Review and consider only the information in the applications. Reviewers are not required to access external documents or websites.
4. Provide a numerical score for each criterion.
5. Provide constructive written comments that provide meaningful information to the applicant, including suggestions for improvements.
6. Adequately address the strengths and weaknesses for each criterion in every application based on the selection criteria.
7. Provide summaries of strengths and weaknesses that (1) justify the score awarded for the section and (2) are consistent with each criterion being rated. Statements of strengths and weaknesses must be written in complete grammatically correct sentences.
8. Treat all applications in a fair and equitable manner.



## Scores / Comments Alignment

1. The numerical scores to an applicant's response to the criteria must be consistent with your written comments. Comments and scores should reflect the same overall assessment.
2. Scores should be checked for accuracy to ensure that the appropriate point scale was used.
3. Partial credit points may be awarded, but in whole numbers only.
4. Comments should both praise strong areas as well as critique weak ones. Comments are most helpful when they provide specific feedback on why something was strong or weak rather than simply describe or reiterate what the applicant stated. Remarks not only should tie directly to the resulting score, but also give an applicant vital feedback for writing future applications.
5. Comments should indicate whether the applicant's response to the selection criteria is incomplete, poor, average, good, or excellent.
6. Comments MUST be based on the scoring criteria in the rubric
7. Strength(s) must be aligned with criterion or criteria for which full points have been given. Weaknesses must be aligned with criterion or criteria for which only partial or no evidence has been found.



# Review Panel

## Characteristics of High Quality Comments

- Are objective/neutral/unbiased.
- Specify exactly which elements of a given criterion the applicant met or did not meet. The difference is clear between comments based on fact and those based on professional judgment.
- Consistent within each criterion, rooted directly in the rubric.
- Specify exactly which elements of a given criterion the applicant met or did not meet.



# Review Panel

## **Characteristics of High Quality Comments (cnt'd)**

- Analytical rather than descriptive.
- Detailed and written in complete sentences.
- Limited to information provided in the application and do not imply information that is not included in the application.
- Constructive, courteous, professional and clearly understandable. Remarks not only should tie directly to the resulting score, but also give an applicant vital feedback for writing future applications.



# Review Panel

## Characteristics of Low Quality Comments

- Provide too little documentation (such as writing only “yes” or “good”).
- Repeat the selection criterion rather than provide an analytical assessment.
- Focused on applicants’ grammar and spelling, rather than content.
- Not clearly related to the selection criteria.
- Inconsistent with assigned scores or recommendations.
- Inaccurate based on the information provided in the application.
- Misspelled or have grammatical errors.
- Contain judgments that are outside the scope of the responsibility of the reviewer.
- Would be inappropriate to share with applicants / external audiences.



## Examples of Acceptable Reviewer Comments

### Executive Summary:

#### Strengths

The applicant provides an overview of the proposed program, which includes the target service areas and proposed program model to align the strategies and enhance collaboration and coordination among interested organization's services (QRIS, CC R&R, Shared Services). Applicant demonstrates plan to ensure providers and families receive services that meet the goals of all each program service areas.

#### Weaknesses

The applicant did not identify an adequate description of the service model chosen addressing QRIS, CCR&R and Shared Services. The applicant did not demonstrate adequate knowledge of QRIS, CCR&R, Shared Services and lacked a detailed plan on how services would be delivered in collaboration.



## Examples of Acceptable Reviewer Comments

### Information about the Organization:

#### Strengths

The applicant provided an overview of their mission and history. The applicant explained the relevance of their activities providing family engagement, technical assistance, professional development, designing and implementing the selected service area using a collaboration model. The applicant described how the mission and vision of the organization links with OSSE's long term strategy.

#### Weaknesses

The applicant did not provide an adequate explanation of why they selected the proposed collaboration model, nor how the QRIS, CCR&R and Shared Services align. The applicant lacked an explanation of how the three service areas work is consistent with their existing strategic objectives and goals.



## Examples of Acceptable Reviewer Comments

### Organizational Knowledge:

#### Strengths

The applicant demonstrated experience providing technical assistance, family engagement and professional development aligned with QRIS, CCR&R and Shared Services supporting child development facilities and families. They also indicated program details about prior engagement with the target audience. The applicant also has expertise in early childhood development as well as similar programs implemented in other cities. The applicant describes their proposed organizational and staffing structure and how it aligns with all three program service goals.

#### Weaknesses

The applicant did not describe enough organizational ties with public and/or private entities that would complement their capacity and assist in delivery of family engagement, technical assistance and professional development (QRIS, CCR&R and Shared Services). The applicant does not demonstrate expertise in early childhood development relating to each program service.





## Examples of Acceptable Reviewer Comments

### Process to Provide and Monitor Services:

#### Strengths

The applicant described a strong model for building upon existing service and families. monitoring while developing innovative approaches achieving program objectives. The work plan and data collection and evaluation plans are logical against the programmatic narratives stated and includes a transitional QRIS, CCR&R and Shared Services service plan for uninterrupted service to providers

#### Weaknesses

The applicant did not define how current providers and families would continue to receive QRIS, CCR&R and Shared services uninterrupted. The work plan, data collection and evaluation plans are not comprehensive and does not state logical steps with QRIS, CCR&R and Shared Services programmatic narratives in proposal.



## Examples of Acceptable Reviewer Comments

### Detailed Planning Budget Expenditures:

#### Strengths

The applicant demonstrates strong financial management and internal accounting procedures to manage the grant. The amount requested seems adequate for the proposed program design. The expenses appear to be necessary to achieve the objectives of the proposed QRIS, CCR&R and Shared Services programs. All associated costs are reasonable and align to the goals and objectives of the each program area.

#### Weaknesses

The applicant failed to clearly state how the budget will support and sustain each of the three program areas while services expand. The applicant did not adequately demonstrate how funds will be allocated to support all three services as intended and does not align with goals and objectives of program collaboration.



# Review Panel

## Point Values

Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
No response or information/ information doesn't answer prompt question	Attempts to answer prompt	Mostly answers prompt	Fully answers prompt	Answers prompt in depth; reviewer has no questions
Information, if provided, is unclear or hard to understand	Missing a lot of requested information/ unclear	Missing some of requested information/ mostly clear	All requested information provided/ clear	All requested information provided/ clear, highly focused, coherently integrated answers
Inappropriate answer	Appropriate answer with limited details	Appropriate answer with details; answer is not well expressed	Appropriate answer with details; answer is well expressed	Appropriate, well-articulated answer that is extremely detailed and shows a clear and relevant path to success
Strongly disagree	Disagree	Slightly agree	Agree	Strongly agree



# Scoring 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.



# Scoring 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.
- **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.



# Scoring 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 core competencies named in the RFA (pg. 35).
- **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):** 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. See pg. 36 for more information.



# Scoring 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), Department of Parks and Recreation (DPR) and DC Public Libraries (DCPL).



# Scoring 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): see RFA, pg. 37
  - Program Area Two: CC R&R (Maximum: 5 points): see RFA, pg. 37
  - Program Area Three: Shared Services (Maximum: 5 points): see RFA, pg. 37





# Scoring Rubric

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

- **Communications Strategy (Maximum: 5 points):**
  - All Program Areas (Maximum: 2 points): see RFA, pg. 37
  - 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.
  - Program Area Two: CC R&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 (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.



# Scoring Rubric

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

- **Process for Continuous Learning (Maximum: 15 points):**
  - All Program Areas (Maximum: 2 points): see RFA, pg. 38
  - 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.
  - Program Area Two: CC R&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.



# Scoring Rubric

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

- **Process for Continuous Learning (Maximum: 15 points): (cnt'd)**
  - Program Area Three: Shared Services (Maximum: 2 points):
    - Market Demand:
      - Describe the process your organization will use to continually assess the home providers' need 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.



# Scoring 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.



# Scoring Rubric

## Process to Provide and Monitor Services (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, ongoing learning and program improvement.



# Scoring 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 grant, including:
  - The fiscal controls designed for accountability and procedures to ensure proper spending of the grant funds 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).



# Scoring 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 five-year grant and narrative description of the use of grant funds to address the requirements of this grant. Indirect costs are allowable expenses in the proposed budget but must be requested by contacting the Program Contact listed in Section 1.1.5. The standard indirect cost rate offered by OSSE/DEL is 10 percent, unless the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government that allows them to budget a different rate.
  - Grant specific components detailed in the RFA: see pg. 39-40.



# Attachments





# Attachments

**RFA Attachment A: Assurances and Certifications (RFA, pg. 43-49)**

**Other Attachments (required uploads in EGMS) (RFA, pg. 41-42)**

- **Attachment 1:** W-9
- **Attachment 2:** Resumes and / or qualifications of key staff
- **Attachment 3:** Audited financial statements for the past three (3) years
- **Attachment 4:** Documentation of organizational status
- **Attachment 5:** Conflict of interest policy
- **Attachment 6:** Separation of duties policy
- **Attachment 7:** Organizational chart
- **Attachment 8:** Executed or draft partnership agreements with any organizations working on the Program Areas



# Enterprise Grants Management System (EGMS)



# Requesting EGMS Access

- If the Grant Point of Contact does not already have this information, provide the following to the Grant Point of Contact:
  - First Name
  - Last Name
  - Email Address
  - Note if you have worked in EGMS previously and, if you have, provide a new email address for your reader role
- Look for an email with the URL, username and password. The system may require you to set a new password.



[Click to Return to Menu List / Sign Out](#)

## Organization Select

[Click for Instructions](#)

Search By:  Organization Code  
 Name

Search:

SEARCH

READER REVIEW



[Click to Return to Menu List / Sign Out](#)

Application:

Reader To Do List

[Click for Instructions](#)

Reader: Reader 3 OCIO

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either 'Yes' or "No" and press the 'Save Conflict Answers' button.

[SAVE CONFLICT ANSWERS](#)

[REVIEW APPLICATION](#)

[SUBMIT](#)

Conflict of Interest		Select	Applicant	Total Score	Review Status
Yes	No				
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Booker T. Washington PCS	29	Completed
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Capital City PCS		Reader Notified
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Friendship PCS	53	Completed



Application:

Reader To Do List

[Click for Instructions](#)

Reader: Reader 3 OCIO

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either 'Yes' or 'No' and press the 'Save Conflict Answers' button.

Conflict of Interest		Select	Applicant	Total Score	Review Status
Yes	No				
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Booker T. Washington PCS	29	Completed
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Capital City PCS		NOCONFLICT
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Friendship PCS	53	Completed

TEST user ID: Reader 3 OCIO (OCIOR3)



# EGMS: Conflicts of Interest

- Reviewers all completed a Conflict of Interest form first, signing that they would let OSSE know if they learn of a conflict with a particular applicant.
- Conflict of interest: “**personal or vested interest in the organizations that submitted applications**” – [DC Citywide Grants Manual and Sourcebook](#), Sec. 8.1(b)



**Applicant:** 000-0108 Capital City PCS

**Review Checklist:** Competitive Grant Reader

**Application:** 2019-2020 Building and Sust QECE - 00

[Printer-Friendly](#)

**Cycle:** Original Application

[Close Browser](#)

OVERVIEW

EXECUTIVE  
SUMMARY

INFORMATION  
ABOUT THE  
ORGANIZATION

ORGANIZATIONAL  
KNOWLEDGE

PROCESS TO  
PROVIDE AND  
MONITOR SERVICES

DETAILED PLANNED  
EXPENDITURES

SCORING SUMMARY

## 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.

(138 of 5000 maximum characters used)

Detailed response, covering all required elements. Proposed model is clearly described and plan for uninterrupted service delivery clear.





OVERVIEW

EXECUTIVE SUMMARY

INFORMATION ABOUT THE ORGANIZATION

ORGANIZATIONAL KNOWLEDGE

PROCESS TO PROVIDE AND MONITOR SERVICES

DETAILED PLANNED EXPENDITURES

SCORING SUMMARY

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

### Mission and History (Maximum: 5 points):

4

- 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.

(148 of 5000 maximum characters used)

Clearly details the history, mission, relevance of operational activities to the grant. Clear history of supporting small businesses and within ECE.

### Strategic Logic (Maximum: 5 points):

2

- 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.

(219 of 5000 maximum characters used)

Description of why the organization wants to manage this grant at this point in their history is well described. Delegation of some work to contractors clearly laid out along with desired qualities of those contractors.

Total

6



**Applicant:** 000-0108 Capital City PCS  
**Application:** 2019-2020 Building and Sust QECE - 00  
**Cycle:** Original Application

**Review Checklist:** Competitive Grant Reader  
[Printer-Friendly](#)  
[Close Browser](#)

- OVERVIEW
- EXECUTIVE SUMMARY
- INFORMATION ABOUT THE ORGANIZATION
- ORGANIZATIONAL KNOWLEDGE
- PROCESS TO PROVIDE AND MONITOR SERVICES
- DETAILED PLANNED EXPENDITURES
- SCORING SUMMARY

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

**Implementation of Program (Maximum: 20 points):**

15

*All Program Areas (Maximum: 5 points):*

Describe how services will continue uninterrupted and how your program is innovative, building upon the existing model.

5

(91 of 5000 maximum characters used)

Description clear with well detailed hand off of current stakeholders and menu of services.

*Program Area One: QRIS (Maximum: 5 points):*

3

(203 of 5000 maximum characters used)

Quality facilitator criteria, recruitment, training, adherence to minimum requirements is defined clearly. Limited information on implementation of targeted supports for early care and education leaders.

•Quality Facilitator Criteria:

- oPlease also describe your plan to recruit, train and retain high-quality quality facilitators.
- oDescribe how your organization intends to adhere to the minimum requirements / criteria for quality facilitators.

•Targeted Supports for Early Care and Education Leaders:

- oDescribe 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.



## Building and Sustaining Quality Early Care and Education - Scoring Summary

Section	Available Points	Points Awarded
<b>Information about the Organization</b>	<b>10 Points</b>	6
-Mission and History	5 Points	4
-Strategic Logic	5 points	2
<b>Applicant Organizational Knowledge</b>	<b>35 Points</b>	10
-Experience in Each Program Area to which your Organization is Applying	15 points	1
-Gap Identification in the Early Childhood Landscape	5points	2
-Organizational Networks	10 points	3
-Ongoing Collaboration with Government Stakeholders	5 points	4
<b>Process to Provide and Monitor Services</b>	<b>45 Points</b>	25
-Implementation of Program	20 points	15
-Communication Strategy	5 points	4
-Process for Continuous Learning	15 points	4
-Development of Work Plan and Data Collection and Evaluation Plans	5 points	2
<b>Detailed Planned Expenditures: Financial Management and Proposed Budget</b>	<b>10 Points</b>	4
-Financial Management	5 points	2
-Proposed Budget	5 points	2
<b>Application Total Points:</b>	<b>100 Points</b>	



**Applicant:** 000-0108 Capital City PCS

**Review Checklist:** Competitive Grant Reader

**Application:** 2019-2020 Building and Sust QECE - 00

[Printer-Friendly](#)

**Cycle:** Original Application

[Close Browser](#)

- OVERVIEW
- EXECUTIVE SUMMARY
- INFORMATION ABOUT THE ORGANIZATION
- ORGANIZATIONAL KNOWLEDGE
- PROCESS TO PROVIDE AND MONITOR SERVICES
- DETAILED PLANNED EXPENDITURES
- SCORING SUMMARY

## Overview

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project. The scoring of the application is based on a 100-point scale. These criteria allow the external peer reviewers and OSSE staff to determine an applicant's justification of need for grant funds, the soundness of its proposed service delivery plan, the adequacy and reasonableness of proposed resources needed and demonstrated capability for managing the proposed program.

**Applicant:** 000-0108 Capital City PCS

Building and Sustaining Quality ECE Grant ▼

**Application:** 2019-2020 Building and Sust QECE - 00

[Printer-Friendly](#)

**Cycle:** Original Application

[Click to Return to Reader To Do List](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

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

- BACKGROUND INFORMATION
- GENERAL INFORMATION
- PROGRAM SCOPE
- AWARD ADMINISTRATION
- AWARD PROCESS



Application:

[Click for Instructions](#)

Reader: Reader 1 OCIO

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either 'Yes' or 'No' and press the 'Save Conflict Answers' button.

[SAVE CONFLICT ANSWERS](#)

[REVIEW APPLICATION](#)

[SUBMIT](#)

Conflict of Interest Yes No		Select	Applicant	Total Score	Review Status
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Booker T. Washington PCS	100	Completed
<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Capital City PCS	45	Review Started
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Friendship PCS	84	Completed

Application:

[Click for Instructions](#)

Reader: Reader 1 OCIO

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either 'Yes' or 'No' and press the 'Save Conflict Answers' button.

[SAVE CONFLICT ANSWERS](#)

[SUBMIT](#)

Conflict of Interest Yes No		Select	Applicant	Total Score	Review Status
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Booker T. Washington PCS	100	Completed
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Capital City PCS	45	Completed
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Friendship PCS	84	Completed



# Common Errors and Quick Tips



# Quick Tips

1. Hit “Save/Calculate” when Scores are entered or edited on the Reader Scoresheet.
2. On the Scoring Summary tab of the Reader Scoresheet, click “Calculate Totals” and “Save Page.”
3. Ensure no boxes are blank under “Points Awarded” on the Scoring Summary tab of the Reader Scoresheet.
4. On the Scoring Summary tab of the Reader Scoresheet, do not exceed maximum possible “Available Points.”
5. Ensure “Total Score” has been recorded in the indicated space on “Reader To Do List” before clicking “Submit.”



# Common Errors for Readers

Potential Error 1: Scores are entered, “Save/Calculate” is clicked. Scores are then edited and “Save/Calculate” is not clicked. The revised score will not be updated.

<b>Mission and History (Maximum: 5 points):</b> Provide the applicant organization’s mission statement, a description of its core programs and explain the relevance of the organization’s programmatic and operational activities to providing technical assistance, designing, implementing and monitoring the selected QIN model. Provide an organizational history as it relates to supporting EHS/other federally funded programs in the community and other eligibility criteria outlined in Section 1.2.3. Describe how the mission and / or vision of the organization links to OSSE’s long term strategy to improve the quality of infant and toddler care in the District, including sharing of data and necessary information and participating in evaluation efforts, as needed. (190 of 5000 maximum characters used) Applicant partially answered the question by only providing an organizational history relating to EHS / federally funded program and not how the mission linked to OSSE’s long term strategy.	3
<b>Strategic Logic (Maximum: 5 points):</b> Describe the strategic logic for the applicant organization to manage this grant at this point in the organization’s history (i.e., describe how the organization is prepared to provide services and monitor the selected QIN model), the rationale for selecting this model and for selection of any partners and how it will directly result in high-quality care for infants and toddler and their families in DC and how this work is consistent with the organization’s strategic objectives and goals). (257 of 5000 maximum characters used) Applicant fully responded to all components of the question by discussing how their organization has previously worked on EHS programming and has used this experience to prepare for providing services. They described how they selected the particular model.	5
<b>Total</b>	8

**SAVE/CALCULATE**

To resolve Error 1: Click “Save/Calculate” after entering or editing any scores. Confirm that the sub-total for the section is the sum of the scores given to the sub-sections.





# Common Errors for Readers

Note: “Save/Calculate” is one button on all tabs on the Reader Scoresheet, excluding the Scoring Summary.



# Common Errors for Readers

Potential Error 2: A score higher than the maximum allowed for a sub-section will still calculate into the total for the section (i.e. 6 out of 5 for “Mission and History”).

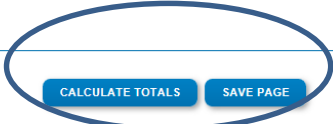
<b>Mission and History (Maximum: 5 points):</b>	3
<p>Provide the applicant organization's mission statement, a description of its core programs and explain the relevance of the organization's programmatic and operational activities to providing technical assistance, designing, implementing and monitoring the selected QIN model. Provide an organizational history as it relates to supporting EHS/other federally funded programs in the community and other eligibility criteria outlined in Section 1.2.3. Describe how the mission and / or vision of the organization links to OSSE's long term strategy to improve the quality of infant and toddler care in the District, including sharing of data and necessary information and participating in evaluation efforts, as needed.</p> <p>(190 of 5000 maximum characters used)</p> <p>Applicant partially answered the question by only providing an organizational history relating to EHS / federally funded program and not how the mission linked to OSSE's long term strategy.</p>	
<b>Strategic Logic (Maximum: 5 points):</b>	5
<p>Describe the strategic logic for the applicant organization to manage this grant at this point in the organization's history (i.e., describe how the organization is prepared to provide services and monitor the selected QIN model), the rationale for selecting this model and for selection of any partners and how it will directly result in high-quality care for infants and toddler and their families in DC and how this work is consistent with the organization's strategic objectives and goals).</p> <p>(257 of 5000 maximum characters used)</p> <p>Applicant fully responded to all components of the question by discussing how their organization has previously worked on EHS programming and has used this experience to prepare for providing services. They described how they selected the particular model.</p>	
<b>Total</b>	8
<a href="#">SAVE/CALCULATE</a>	

To resolve Error 2: Correct the score to be a number less than or equal to the maximum allowed and re-click “Save/Calculate.” Confirm that the sub-total for the section is the sum of the scores given to the sub-sections.



# Common Errors for Readers

Potential Error 3: Only “Calculate Totals” is clicked and scores are not saved.

Section	Available Points	Points Awarded
<b>Information about the Organization</b>	<b>10 Points</b>	8
-Mission and History	5 Points	3
-Strategic Logic	5 points	5
<b>Applicant Organizational Knowledge</b>	<b>35 Points</b>	29
-Experience in Providing Technical Assistance and Monitoring of Child Development Facilities	10 points	8
-Organizational Expertise in Early Childhood Development and HSPPS	10 points	7
-Proposed Organization and Staffing Structure	10 points	10
-Organizational Networks	5 points	4
<b>Process to Provide and Monitor Adherence to HSPPS</b>	<b>45 Points</b>	33
-Communication Strategy	10 points	0
-Delivery of Professional Development	10 points	10
-Continuity of Services	10 points	10
-Monitoring and Continuously Improving Delivery of Services and Technical Assistance to Child Care Partners	10 points	8
-Work Plan	3 points	3
-Evaluation and -Data Collection Plan	2 points	2
<b>Detailed Planned Expenditures: Financial Management and Proposed Budget</b>	<b>10 Points</b>	3
-Financial Management	5 points	1
-Proposed Budget	5 points	2
<b>Application Total Points:</b>	<b>100 Points</b>	
Overall Comments:		
<div style="text-align: center;"></div>		

To resolve Error 3: Click “Calculate Totals” and “Save Page” to ensure the score is saved and recorded.



# Common Errors for Readers

Potential Error 4: Only “Calculate Totals” is clicked. The score and any comments entered in “Overall Comments” are not recorded.

Section	Available Points	Points Awarded
<b>Information about the Organization</b>	<b>10 Points</b>	8
-Mission and History	5 Points	3
-Strategic Logic	5 points	5
<b>Applicant Organizational Knowledge</b>	<b>35 Points</b>	29
-Experience in Providing Technical Assistance and Monitoring of Child Development Facilities	10 points	8
-Organizational Expertise in Early Childhood Development and HSPPS	10 points	7
-Proposed Organization and Staffing Structure	10 points	10
-Organizational Networks	5 points	4
<b>Process to Provide and Monitor Adherence to HSPPS</b>	<b>45 Points</b>	33
-Communication Strategy	10 points	0
-Delivery of Professional Development	10 points	10
-Continuity of Services	10 points	10
-Monitoring and Continuously Improving Delivery of Services and Technical Assistance to Child Care Partners	10 points	8
-Work Plan	3 points	3
-Evaluation and -Data Collection Plan	2 points	2
<b>Detailed Planned Expenditures: Financial Management and Proposed Budget</b>	<b>10 Points</b>	3
-Financial Management	5 points	1
-Proposed Budget	5 points	2
<b>Application Total Points:</b>	<b>100 Points</b>	

To resolve Error 4: Click “Calculate Totals” and “Save Page” on the Scoring Summary tab of the Reader Scoresheet. “Calculate Totals” will place the sum of the “Points Awarded” in the “Application Total Points” box. Clicking “Save Page” will save and record the score and comments.



# Common Errors for Readers

Note: “Overall Comments” is a good space to indicate any comments on the application as a whole, the Work Plan, the Evaluation and Data Collection Plan or the Staffing Plan sections of the application.



# Common Errors for Readers

## Potential Error 5: Sub-totals are blank, artificially reducing total score.

ACCESS TO QUALITY CHILD CARE EXPANSION GRANT - Scoring Summary		
Section	Available Points	Points Awarded
<b>Information about the Organization</b>	<b>10 Points</b>	<b>9</b>
-Mission and History	5 Points	5
-Strategic Logic	5 points	4
<b>Organizational Knowledge</b>	<b>35 Points</b>	<b>27</b>
-Experience in Expanding Access to Quality Child Care through Grant-making and Provision of Technical Assistance	10 points	10
-Organizational Expertise in Financing and Investment in Early Childhood Development	10 points	9
-Plan to Leverage Best Practices in Expanding Access to Quality Child Care	10 points	6
-Organizational Networks:	5 points	2
<b>Process to Provide and Monitor Sub-Grants</b>	<b>45 Points</b>	<b>30</b>
-Communication Strategy	10 points	7
-Cost Estimation	10 points	6
-Sub-Grant Competition	15 points	10
-Monitoring Sub-Grants and Providing Technical Assistance to Sub-Grantees	10 points	7
<b>Detailed Planned Expenditures: Financial Management and Proposed Budget</b>	<b>10 Points</b>	<b>5</b>
-Financial Management	5 points	3
-Proposed Budget	5 points	2
<b>Application Total Points:</b>	<b>100 Points</b>	

To resolve Error 5: If boxes are blank, return to related tab corresponding to the blank score, hit “Save/Calculate” again and then return to the Scoring Summary page to confirm the issue has been resolved and all boxes now have scores that are: (a) less than or equal to the maximum score allowed for the section and (b) match your overall views on the section. Confirm also that the total score matches your view on the application (See Error 4).



# Common Errors for Readers

Potential Error 6: Scores are higher / lower than intended.

Section	Available Points	Points Awarded
<b>Information about the Organization</b>	<b>10 Points</b>	8
-Mission and History	5 Points	3
-Strategic Logic	5 points	5
<b>Applicant Organizational Knowledge</b>	<b>35 Points</b>	29
-Experience in Providing Technical Assistance and Monitoring of Child Development Facilities	10 points	8
-Organizational Expertise in Early Childhood Development and HSPPS	10 points	7
-Proposed Organization and Staffing Structure	10 points	10
-Organizational Networks	5 points	4
<b>Process to Provide and Monitor Adherence to HSPPS</b>	<b>45 Points</b>	33
-Communication Strategy	10 points	0
-Delivery of Professional Development	10 points	10
-Continuity of Services	10 points	10
-Monitoring and Continuously Improving Delivery of Services and Technical Assistance to Child Care Partners	10 points	8
-Work Plan	3 points	3
-Evaluation and -Data Collection Plan	2 points	2
<b>Detailed Planned Expenditures: Financial Management and Proposed Budget</b>	<b>10 Points</b>	3
-Financial Management	5 points	1
-Proposed Budget	5 points	2
<b>Application Total Points:</b>	<b>100 Points</b>	73

To resolve Error 6: If the Total score (e.g. 73 out of 100) does not reflect your view on the application overall, re-visit the other tabs, re-score and hit “Save/Calculate” again. Return to “Scoring Summary” and hit “Calculate Totals” and “Save Page.”



# Common Errors for Readers

Potential Error 7: Blank score is submitted to OSSE.

Application: Access to QCC Expansion

Reader To Do List [Click for Instructions](#)

Reader: Reader 3 OCIO

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either 'Yes' or 'No' and press the 'Save Conflict Answers' button.

[SAVE CONFLICT ANSWERS](#) [REVIEW APPLICATION](#) [SUBMIT](#)

Conflict of Interest		Select	Applicant	Total Score	Review Status
Yes	No				
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	District of Columbia Public Schools	83	Completed

To resolve Error 7: If “Total Score” is blank on the Reader To-Do List, hit “Review Application” to return to the Scoring Summary tab of the Review Checklist and click “Calculate Totals” and “Save Page” again. Navigate back to the Reader To-Do List by clicking “Close Browser” on the Reader To-Do List and “Return to Reader To-Do List” on the Application window. The “Total Score” should now appear on the Reader To-Do List. Once the score is there, and it matches your overall view on the application (See Error 4), click “Submit.” The “Review Status” will then change to “Completed.”





# Common Errors for Readers

## Final Quick Tips:

- **When in doubt, contact the EGMS help center.** (Note: a record of contact with EGMS will not excuse missing the review submission deadline.)
- **Save early and often.** EGMS times out and kicks users out of the system after 60 minutes of inactivity.
- **Narrative responses may not exceed the stated word count.** If you cut and paste from a Word document, double-check that final sentences/paragraphs are not cut off.
- **EGMS does not handle special characters well.** Contact the EGMS help center if you think you are encountering this problem.
- **EGMS Help:** [OSSE.CallCenter@dc.gov](mailto:OSSE.CallCenter@dc.gov) (202) 719-6500  
7:30 a.m. – 5:30 p.m. Monday - Friday



Next Steps



# Next Steps: Overview

- Reviewers will confirm the appropriate email address for their role.
- Reviewers who complete the required webinar will receive credentials to log into EGMS.
- Reviewers will test credentials ahead of grant assignments to ensure they are functioning.
- Each satisfactory application will be assigned to three reviewers.
- Reviewers will review, provide scores on the rubric, and submit comments within EGMS.
- All scores are due to OSSE by **Sept. 12, 2019** at 3 p.m.
- OSSE will review scores. If a wide variance exists, reviewers will be **required to participate** in facilitated discussions between *Sept. 12* and *Sept. 13, 2019*.
- Reviewers will be paid \$150 per complete, satisfactory review with complete comments and facilitated discussion, if needed.
- OSSE will select winners based on reviewer scores and comments, which may be shared with applicants (without reviewer names).
- **For questions on reviewer payment process, contact Advance Employee Intelligence (AEI).**



# Facilitated Discussions

Application:

[SCORING SUMMARY](#) [PROJECT BUDGETS](#) [ASSIGN READERS](#)

[Click for Instructions](#)

## Scoring Summary

Project Year:

	Applicant Name	Reader Scores			Avg Score.	Greatest Variance	Read Status	Bonus Points	Total Score
		1	2	3					
<input type="radio"/>	Booker T. Washington PCS - 00	<input type="checkbox"/> 100	<input type="checkbox"/> 100	<input type="checkbox"/> 85	95	5 %	Marked as Final	0	95
<input type="radio"/>	Capital City PCS - 00	<input type="checkbox"/> 73	<input type="checkbox"/> 67	<input type="checkbox"/> 33	57.67	27 %	Preliminary Review Complete	0	0

[MARK AS FINAL](#)

[RE-OPEN SCORES](#)



# Next Steps: Awarding the Grant

*Aug. 21,  
2019*

- Applications submitted in EGMS

*Aug. 22 - 29,  
2019*

- Applications reviewed by OSSE Reviewer 1
- Applications released to Readers

*Aug. 29 –  
Sept. 12,  
2019*

- Applications reviewed and scored by Readers
- All technical issues addressed

*Sept. 13,  
2019*

- Applications reviewed by OSSE Reviewer 2

*Sept. 2019*

- Award Announced



# Reader Webinar

- Please review the webinar for the Healthy Tots grant. This is an excellent resource that walks readers through the step-by-step process of how to conduct a review.
- <https://osse.dc.gov/node/1304511>



Q&A



| Thank you!





# Contact Information

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