



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

College Rising Mentorship Grant 2022

Frequently Asked Questions (FAQs)

Question 1: What is the purpose of the College Rising Mentorship Grant?

Answer 1: The goal of the College Rising Mentorship Grant is to support programs that mentor high school students who are enrolled in District of Columbia public or public charter schools and assist them in navigating high school, taking dual enrollment courses, and selecting and applying to college.

Question 2: What is the maximum amount of funding available?

Answer 2: The Office of the State Superintendent of Education (OSSE) has available a total of \$695,000 in fiscal year 2022 (FY22) to make one to three subgrantee awards for the implementation of research-based mentoring programming (starting as of the grant award date).

Question 3: Who is eligible to apply?

Answer 3: Eligible applicants include nonprofit organizations particularly those working with first-generation college students, from underserved communities and provide a research-based approach to mentoring said students. Entities must be in good financial standing with the District of Columbia, per the [Clean Hands Law](#). Entities must have demonstrated success or experience in urban areas and/or school districts.

Question 4: What is the target population?

Answer 4: The target population are high school students and especially those who will/can/do participate in OSSE-sponsored dual enrollment programming.

Question 5: How do I start an application?

Answer 5: All OSSE grants are managed using the Enterprise Grants Management System (EGMS). Please visit grants.osse.dc.gov/ to start an application.

Question 6: How do I get access to EGMS?

Answer 6: New EGMS users must request credentials. Instructions for becoming an EGMS user are available at grants.osse.dc.gov/info/credentials. For technical help with EGMS, contact the EGMS Call Center at (202) 719-6500 or osse.callcenter@dc.gov Monday-Friday from 7:30 a.m. – 5:30 p.m.

Question 7: What is the application deadline?

Answer 7: The application is due by 3 p.m. on Oct. 22, 2021.

Question 8: What are the permissible uses of funds?

Answer 8: Permissible use of funds include:

- Cost of supplies and materials for students;
- Cost of professional development for staff and mentors;
- Cost of staff/mentor salaries, wages and/or stipends;
- Application must provide rationale for expenses that do not fall under these categories, and will be considered on a case-by-case basis.

Question 9: Is this grant funded with local or federal funds?

Answer 9: This grant is funded with federal funds.

Question 10: Is this grant eligible for indirect costs?

Answer 10: All OSSE grantees must have an indirect cost rate approved by OSSE, if they plan to claim indirect costs on grants that allow indirect-cost claiming. Once a grantee has an approved rate, that rate will be entered in EGMS and will appear as a special indirect-cost line item at the bottom of each budget page, on all grants that allow indirect-cost claiming. This is the only place that indirect costs can be budgeted and claimed. Grantees are not permitted to enter indirect costs in the “OTHER” tab of the budget. The criteria for receiving an approved rate vary, depending on the type of entity. The following is required for each type of entity:

LEAs: must submit an indirect cost rate proposal to OSSE for review. The proposal should be submitted to the Office of Grants Management and Compliance at osse.grantscompliance@dc.gov, using the approved LEA Indirect Cost Rate Template can be found at osse.dc.gov/publication/indirect-cost-information-and-templates. OSSE will issue a letter stating the approved rate and period for which that rate is applicable, once it is reviewed and approved.

Nonprofits: may use the De Minimis rates of 10 percent Unrestricted and 8 percent Restricted.

Institutes of Higher Education (IHEs): must provide a letter each fiscal year from the US Department of Health and Human Services (DHHS) stating their approved indirect cost rate. If the letter does not specify a separate restricted and unrestricted rate, the De Minimis rate of 8 percent will be used as the restricted rate. The rate on the letter will be used as the unrestricted rate.

Question 11: What are the reporting requirements for the grant?

Answer 11: Please see reporting requirements below.

- **Annual Program Evaluation Report.** A report is due to OSSE by Sept. 30 of each fiscal year in which funds are awarded, with an overview of activities that took place during the funded period, highlighting any proposed changes in logistics or budget of the current fiscal year and any proposed changes in logistics or budget for the next fiscal year (if receiving grant funds). Reports should also include information on the program’s strategies, as well as the frequency of student engagement with the program. Template will be provided.

- **Bimonthly (every two months) check-ins and reporting** of program implementation. Template will be provided.
- **Mid-Program Report.** An evaluation report is due to OSSE midway through the duration of the program each fiscal year. At a minimum the report should detail a list of planned programming dates for the remaining fiscal year, student enrollment to-date, and an overview of program activities to-date. Template will be provided.
- **Final Evaluation Report.** If the applicant receives grant funds for more than one fiscal year, the applicant will be required to submit a final report after its last year of receiving College Rising Mentorship Grant funds. The final evaluation report is due within 30 days of the program end date. At a minimum the final report should detail student enrollment, attendance, an overview of program activities year over year, and student progress updates. Additionally, this report should include qualitative feedback from the entity's mentors, mentees and other staff (as appropriate). Template will be provided.
- Additionally, OSSE we will ask for qualitative feedback from program contacts up to three times throughout the program duration via phone call or in person meetings. **With the exception of these qualitative conversations, the subgrantee will be responsible for submitting the reporting requirements to OSSE.**

Question 12: Where can I find the Request for Applications (RFA) for the grant?

Answer 12: The RFA for the grant can be found on the [OSSE College Rising Mentorship Grant webpage](#).

Question 13: Where can I find the slide deck for pre-application conference/webinar?

Answer 13: The slide deck for the pre-application webinar can be found on the [OSSE College Rising Mentorship Grant webpage](#).

Question 14: How can I obtain my scores?

Answer 14: After grantees are announced, applicants may request their scores by contacting the grant's manager Christina Beal at Christina.Beal@dc.gov.

Question 15: Based on the application setup in the EGMS portal, are applicants restricted to an 8 percent indirect cost rate, or are we allowed to use our own indirect rate?

Answer 15: See the answer to question 10.

Question 16: How does OSSE define "research-based" programming?

Answer 16: Research-based programming is programming that was developed based on the research and evidence available in the field.

Question 17: Is there a page limit?

Answer 17: There is no “page limit,” but there are character limits for questions requiring narrative answers outlined in the application in EGMS. The character limits are clearly stated with each question.

Question 18: Is there a format requiring font size and type and spacing?

Answer 18: No, there is no format requiring font size, type and spacing. The application is to be completed in EGMS.

Question 19: Is there a funding formula based on the number of unique students served? For instance, is there a minimum number of students served required to win the full grant amount?

Answer 19: There is no required funding formula for this competitive grant. In order to win the full grant amount, the grant applicant must serve at least 300 dual enrollment students.

Question 20: How will the students be identified?

Answer 20: For those students currently enrolled in OSSE dual enrollment programs, rosters will be provided to subgrantees after they are selected as an awardee for this competitive grant. Subgrantees are also expected to recruit the students they currently serve to participate in the program, as appropriate.

Question 21: Will subgrantees receive rosters of students on a rolling basis?

Answer 21: Subgrantees may receive new students throughout the academic year as students enroll in the dual enrollment program and/or request access to a mentor.

Question 22: Is there a "ratio" preference for the number of dual enrollment youth as opposed to number of non-dual enrollment youth in the program?

Answer 22: There is not a ratio preference for the number of dual enrollment youth as opposed to the number of non-dual enrollment youth in the program.

Question 23: What will OSSE’s pre-award visits look like at this time?

Answer 23: OSSE is not expecting to complete any pre-award visits at this time. If this changes, all applicants will be notified immediately.

Question 24: Can subgrantee activities help students become eligible for the dual enrollment GPA requirement?

Answer 24: Yes, the activities in the grant application can reflect that subgrantees will work with students currently served to become eligible for dual enrollment programming.

Question 25: Although the College Rising Mentorship grant runs from Dec 21 until September 2022, is it possible to apply for funds to cover students already enrolled in our program (120)?

Answer 25: As long as those activities that fund the “current students” are geared towards preparing and recruiting those students to participate in dual enrollment programming, funds can be applied to current students.

All awarded entities are also expected to start programming with currently enrolled dual enrollment students that are assigned to their entity, by OSSE, for mentors starting with the spring 2022 academic semester.

Question 26: Is it mandatory that programs actively recruit students that participate in dual enrollment programs or encourage the students they currently serve to participate in OSSE sponsored dual enrollment programs?

Answer 26: Subgrantees are expected to provide information regarding the following in their applications as outlined in the RFA:

Applicants **must** provide the following in their applications: clear information about how the specific mentoring services proposed meet goals around dual enrollment engagement and college access, success and completion.

Applicants must clearly articulate a plan for how they will successfully target and enroll students in the mentoring program, including information regarding how they will recruit students who currently participate in dual enrollment programs and/or how they will encourage the students they currently serve to participate in OSSE sponsored dual enrollment programs. Projected enrollment numbers must also be articulated.