



Enterprise Grants Management System (EGMS)

Applications must be submitted online using the Office of the State Superintendent of Education's (OSSE) [Enterprise Grants Management System](#) (EGMS).

New Vendor Accounts

Applicants that have not done so will need to create a new vendor account in EGMS. The new vendor account will require the following information:

- The applying organization's Employer Identification Number (EIN);
- A completed W-9, Request for Taxpayer Identification Number and Certification form;
- A completed [Master Collection Form](#) (MCF);
- A Data Universal Number System (DUNS) number.
- A System for Award Management (SAM) account. A SAM account must be obtained prior to the start of a program, pursuant to [Federal Acquisition Regulations](#) (FAR).

Central Data

To access and complete the 21st CCLC application, applicants are required to agree to and save, at minimum, all assurances and certifications in Central Data in EGMS. There are three tabs of assurances and certifications that must be completed and saved. To complete Central Data, applicants must enter or acknowledge these elements:

- Central Contacts: Provide contact information for the "Administrative Office," "Head of School/Organization," and "Business Manager." If roles are fulfilled by the same individual, the information should be the same for both;
- Data Universal Number System (DUNS) Number: All entities doing business with the federal government (receiving federal grant funds) must register for a DUNS number to complete the Central Data section. Applicants must have a current DUNS number to apply for grant funding. An expired DUNS number will not be accepted;
- System of Award Management (SAM) Account: All entities doing business with the federal government (receiving federal grant funds) must register for a SAM account to complete the Central Data section. Applicants must have a current SAM account to apply for grant funding. Information for an expired SAM account will not be accepted;
- Certifications and Assurances: Certifications and assurances must be approved by the applicant's director prior to submission. Applicants should refer to the regulations cited on the "Assurances" tab in Central Data and in the 21st CCLC application to review the certifications and assurances to which they are required to attest. Applicants should also review the instructions for certifications and assurances included in the regulations before completing them. All certifications and assurances shall be treated as a material representation of fact. Applicants who do not complete "Assurances" will not be eligible to apply for the this grant;
- Allocations and Funding Summary: The amounts in the "Allocations and Funding Summary" section will reflect the application budget after the application is submitted and approved. Until the application and budget are approved, the amounts in this section will remain at \$0; and,
- Submit: Applicants must run a consistency check for all Central Data information prior to the final submission. Applications must pass the consistency check before submission.