# Early Childhood Education Workforce College Development Program (ECE WCDP)

# Frequently Asked Questions (FAQs)

## General Grants Administration Questions

1. **When is the deadline for the completed application?**

   Applications are due no later than Oct. 20, 2021 at 3 p.m. All applications must be submitted through the Enterprise Grants Management System (EGMS). Late applications will not be accepted.

2. **When is the "intent to submit" due?**

   Please send an email confirming intent to submit to Alexis Williams, program manager, at Alexis.Williams@dc.gov, by Oct. 1, 2021. The email of intent is not a requirement for the grant application, however, sharing your organization's intent will help the Office of the State Superintendent of Education (OSSE) provide technical assistance during the grant application period.

## Enterprise Grants Management System (EGMS) Questions

1. **What is "central data"?**

   The central data collection is designed to capture information on potential grantees, which may apply to multiple funding applications and other collections for each local education agency (LEA), community-based organization (CBO) or other applicants throughout the fiscal year. Common assurances must be agreed upon in order to submit one or more funding applications within a fiscal year to OSSE. These assurances are housed centrally so that each applicant must only complete these in one location, rather than in multiple applications during the fiscal year. Additional assurances that are specific to one program may also be required within each respective funding application.

If you currently have a grant award within EGMS, central data will not need to be resubmitted unless the expiration date is approaching. In this instance, you will need to create an amendment and amend the application to update the System for Award Administration (SAMS) information to submit the application.

For more information on updating your SAMS registration, please refer to [sam.gov](sam.gov).

2. **How do we submit the application in EGMS?**

   To submit a completed application, navigate to the grant application, click "open" and then click the "submit" tab. Three buttons will appear on this page: consistency check, lock application and unlock application. You will click the "consistency check." Any errors in the application will appear in red. If no errors exist or once all errors are resolved, the "submit to OSSE" button will appear. Please click this to submit to OSSE. All applications are due Wednesday, Oct. 20, 2021 at 3 p.m.

   For more information, please refer to the [EGMS User and Training Guides](EGMS User and Training Guides).

3. **Can you upload more than one document in the "other attachments" and "staffing plan" tabs?**

   Yes.


## ECE WCDP Request For Application (RFA) Questions

*Eligible Applicants*

1. **Are LEAs eligible to apply for this grant program?**

   Eligible applicants for this grant program include nonprofit, for-profit and faith-based community-based organizations that can demonstrate expertise in ECE, knowledge of existing scholarship programs in DC and previous experience providing financial management and monitoring of scholarships or other awards provided to the local community. LEAs that meet other requirements stated in the RFA may be eligible to apply for this funding opportunity. Please note, however, that prospective applicants should submit a proposal to support scholarships and incentives for child care staff employed in child development facilities across the early care and education system. Applications focused solely on providing scholarships or incentives for staff of a single LEA or facility will not be considered.

1. **What type of education programs can the scholarships fund?**

   The grant funds are to be used to provide eligible child development teachers, child development assistant teachers, child development home caregivers, child development home assistant caregivers and child development center directors with a college program to successfully meet the degree and course requirements to earn an associate or bachelor's degree.

   The current licensing education requirements can be found on the [ECE resources page](#).

2. **Are there any stipulations on the incentives provided to participants who receive scholarship funds?**

   Program incentives are intended to provide motivation for completing a postsecondary program/credential and remaining employed in child care following credential completion. The grantee should develop an incentive program that may include direct monetary bonuses, increase in salary based on an agreement with the sponsoring employer or directly with the employee, depending on their current employment and if they are applying to receive a scholarship or an incentive for meeting the minimum education requirements. The agreement, developed by the grantee, should outline the incentive program available to scholars and staff who meet the minimum education requirements. Prospective grantees should describe in the grant application their proposed approach to developing and implementing incentives and agreements.

   This proposed approach should include incentives for:

   a. early educators who receive the scholarship to attend a postsecondary program to meet the education requirements; and
   b. current ECE workforce members who meet the minimum education requirement and remain employed in their roles.

   Any incentives must be agreed upon by OSSE and the grantee prior to inclusion in the contract between the scholars and their respective center, and articulated agreements should facilitate employer/employee guidelines for receipt of incentives and incentive disbursement.

3. **Should the logic model be submitted specifically for the ECE WCDP?**

   Yes. The logic model should describe the planned activities, inputs, outputs and outcomes for the ECE WCDP. This information must be inputted into EGMS.

4.  **Will the selected grantee be expected to support scholars previously enrolled in the Teacher Education and Compensation Helps D.C. (T.E.A.C.H. D.C.) program?**

    Yes, one of the goals of this program is to support those scholars transitioning from the T.E.A.C.H. D.C. program as seamlessly as possible. There are approximately 150 current scholarship recipients who will require support. Please include your plan for transitioning current T.E.A.C.H. D.C. scholars in your grant applications. Final details regarding the transition will be finalized once grantee(s) are finalized and plans are developed.

5.  **Can an applicant propose alternate models for different components and then engage with grantor post-award?**

    The application should include a proposed model that will be implemented post-award. The proposed model should meet program design and other requirements outlined in the RFA, but prospective applicants are encouraged to propose innovative approaches to meet those requirements. OSSE may engage the selected grantee post-award to further refine the proposed approach, but applicants should propose the approach they intend to implement.

6.  **Will the successful grantee be required to hire additional staff to complete the project?**

    Hiring additional staff is not a requirement of the grant and is based on the applying organization's needs. If your organization currently has staff members whom you wish to devote to the program, you can do so. Percentage of effort on the grant should be clearly laid out in your plan. If there is a need to hire additional staff to support the project, this information should be included in your Staffing Plan. This can include minimum requirements for proposed personnel that have not been identified, the process for recruitment and selection and the timeline for other support persons included in the budget.

7.  **When are the scholarships expected to begin?**

    OSSE expects to announce the grantee(s) in November 2021. The anticipated start date is spring 2022. Please note this timeline is subject to change.

8.   **Will applicants need to provide letters of intent from institutional partners?**

    Established or anticipated partnerships may be included in Workforce Development/Business Partnerships section of the grant application, which should also explain how the applicant will support adult learners through community partners.

Applicants may include letters of intent from established or anticipated partners, but letters of intent are not required.

## *Budget/Detailed Planned Expenditures*

1. **What percentage of the grant funds may be used for scholarships and incentives?**

   At least 80 percent of the grant award must be used toward scholarships and incentives during the grant period.

2. **May applicants include administrative or indirect costs in the grant budget? Is there a cap on the percentage of indirect costs that may be included? Are all entity types, including for-profits, permitted to claim indirect costs?**

   Indirect costs are allowable expenses in the proposed budget but must be requested as a part of the application process. The standard indirect cost rate offered by OSSE's Division of Early learning 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.

3. **The budget says salaries and benefits, but the staffing plan only discusses salaries. What should we do?**

   The Salaries and Benefits tab should include all proposed salaries and benefits for all project staff. Applicants should include the full annual salary and fringe benefits under both the Staffing Plan tab and the Salaries and Benefits tab.

4. **How do we know what line items to budget in each cost category and EGMS subcategory?**

   Please refer to the Program Category Values and document located in EGMS under Detailed Planned Expenditures/Budget Overview Tab. This document provides definitions and examples for each program and budget category. There is also a document with instructions on how to complete the budget in the same location under this tab.

5. **What is the web address for the Enterprise Grants Management System (EGMS)?**

   grants.osse.dc.gov

1.  **Can an applicant have access to the scoring rubric?**

    Yes. The scoring rubric is located on pages 19-21 within the RFA.

2.  **Who will be scoring the application?**

    Applicants will be scored by an external review panel in EGMS. Please note that the final award decision rests solely with OSSE.