



Fiscal Year 2022, 2023 and 2024 (FY22-23-24)

**High-Impact Tutoring (HIT) Grants for
Tutoring Programming, Strategic Program
Supports, and Program Evaluation Services**

Pre-Application Webinar

February 2022 | Charlotte Nugent

By the end of this webinar, attendees will...

- Understand the purpose and requirements of the High-Impact Tutoring (HIT) grant, including:
 - Purpose of funds
 - Eligibility and program requirements
 - Priority areas
 - Key competition details and deadlines
- Be familiar with the application components and review process
- Know how to access the Enterprise Grants Management System (EGMS) application and who to contact with issues or questions



Purpose of Funds

Purpose of Funds

- The HIT grant will provide support to organizations with a **demonstrated history of success providing tutoring programming** to deliver high-quality HIT programs designed to mitigate the effects of interrupted instruction that students have experienced during the COVID-19 pandemic.
- Additionally, we seek applications from organizations with **expertise in proving strategic program supports for HIT organizations**, as well as **program evaluation services** for HIT programming.

Purpose of Funds (cont.)

- Funds are available for four types of awards:
- **Scaling HIT Programming:** Applicants with a **demonstrated history of success providing tutoring programming** who are planning to offer evidence-based HIT programming directly to District students at three or more school or non-school sites, and to at least 150 students. For purposes of this RFA, “scaling” means expanding an existing tutoring program with evidence of success to more students.
- **Planning and Launch Grants:** Applicants with a **demonstrated history of success providing tutoring programming** who wish to begin offering HIT programming in the District for the first time and need funding to set up operations prior to offering programming, or who wish to develop and launch new tutoring programming not previously offered by the organization (e.g., an elementary school tutoring program looking to expand into middle school).

Purpose of Funds (cont.)

- **Strategic Program Support:** Applicants with **demonstrated expertise** in providing strategic supports to organizations and/or schools operating HIT programs, including providing intensive training and professional development on setting up and/or strengthening HIT programs; supports for recruiting and training tutors; supports for new tutoring organizations or organizations launching new tutoring programming; supports for non-school sites to run effective HIT; and creation of high-quality materials for organizations to use to implement tutoring.
- **Program Evaluation Services:** Applicants with **demonstrated expertise** conducting experimental and/or quasi-experimental program evaluations of HIT initiatives to conduct a multi-year program evaluation of the effectiveness of HIT in the District.

What is High-Impact Tutoring (HIT)?

High-Impact Tutoring IS:	High-Impact Tutoring IS NOT:
<ul style="list-style-type: none"> • Accessible to all students in a school 	<ul style="list-style-type: none"> • Remedial • For struggling students only • Treated like a punishment
<ul style="list-style-type: none"> • Intensive and at least two times per week • Up to 3:1 student-tutor ratio • Occurs a minimum of 90 minutes per week 	<ul style="list-style-type: none"> • Low-dosage or irregular; occurs 1 time per week or less • Higher than a 3:1 student-tutor ratio
<ul style="list-style-type: none"> • Provided by a qualified tutor • Trained in the tutoring program and role 	<ul style="list-style-type: none"> • Provided by an unvetted, untrained tutor
<ul style="list-style-type: none"> • Individualized • Driven by diagnostic and formative assessment data • Aligned to the student's current skill levels while also connecting what is currently being taught in the classroom 	<ul style="list-style-type: none"> • Decontextualized • Sitting in front of a computer program • Focused only on discrete skills • Filling out worksheets
<ul style="list-style-type: none"> • Responsive • A positive mentoring relationship • Assets-oriented to value students' diverse strengths and needs • Committed to high expectations • In addition to core content area instruction and students' other required services, such as English language instruction or interventions and accommodations outlined in a student's individualized education program (IEP) 	<ul style="list-style-type: none"> • A replacement • A substitute for other intensive interventions or individualized services a student may need • In place of content area classroom instruction • Cause for a student to miss content area classes

Funds Available and Funding Period

- OSSE anticipates making between 12 to 17 awards across the four award types.
- Organizations may apply for only one award, unless they apply for a Scaling Grant and a Planning and Launch Grant for different types of programming.

Award Type	Funding Available	Grant Period	Expected Number of Awards
Scaling HIT Programming	<ul style="list-style-type: none">• Maximum of \$1,750,000• Minimum of \$250,000	28 months (date of award – 9/30/24)	5-10
Planning and Launch Grants	<ul style="list-style-type: none">• Maximum of \$500,000• No minimum	12 months (date of award – May 2023)	5
Strategic Program Support	<ul style="list-style-type: none">• Maximum of \$8 million• No minimum	28 months (date of award – 9/30/24)	1
Program Evaluation Services	<ul style="list-style-type: none">• Maximum of \$500,000• No minimum	28 months (date of award – 9/30/24)	1

Eligibility: All Applicants

- Eligible applicants include nonprofit organizations and for-profit businesses. However, preference will be given to nonprofit applicants.
- Local education agencies (LEAs) are ineligible to apply for this grant competition. In another future grant competition, eligibility may be expanded to LEAs.
- Applicants should pay careful attention to requirements in the RFA around: 1) being incorporated and registered to operate in the District of Columbia with the District's Department of Consumer and Regulatory Affairs (DCRA), 2) being able to produce a "Certificate of Good Standing" from DCRA as a condition of receiving funding, and 3) being able to produce a "Certificate of Clean Hands" from the District's Office of Tax and Revenue (OTR). These requirements apply to ALL applicants.



Competition Details

Key Dates

Action	Date
Request for Applications (RFA) and EGMS application released	Wednesday, Jan. 26, 2022
Pre-Application Webinars (recommended)	Tuesday, Feb. 1, 2022, 11 a.m.-12 p.m. and Thursday, Feb. 3, 2022, 3-4 p.m.
School Connection Webinar (recommended)	Tuesday, Feb. 8, 2022 10-11 a.m.
Notice of Intent to Apply Submission Deadline (Mandatory)	Friday, Feb. 25, 2022
Application Deadline	<u>By 3 p.m. EST</u> on Thursday, March 10, 2022
Anticipated Award Date	May 16, 2022

RFA and Pre-Application Events

- The RFA was released on Wed., Jan. 26, 2022, and can be found on OSSE's [HIT web site](#).
- Two pre-application webinars will be hosted on Tuesday, Feb. 1, 2022 and Thursday, Feb. 3, 2022. These webinars are not required but are recommended for applicants.
- Additionally, a “School Connection Webinar” will be held on Tuesday, Feb. 8, for applicants wishing to make a brief presentation to school leaders interested in partnering with applicants. This webinar is not required but is recommended for applicants. Approximately 75 District school leaders have been invited to attend this event. **Please complete the applicant interest form on the [HIT website](#) and submit your slides by Friday, Feb. 4 at 5 p.m. to secure your place to present during this webinar. Slides must be in the format of the template found on the website.**

Intent to Apply

- All eligible entities seeking to receive funding under this RFA **are required** to submit to OSSE a Notice of Intent to Apply, using the Official Intent to Apply Notification form (located in Appendix A of the RFA and on the HIT web site) via email to Charlotte.Nugent1@dc.gov **on or before Friday, Feb. 25, 2022.**
- Failure to submit a Notice of Intent to Apply will result in disqualification and the organization's application will not be reviewed.

Application Submission

- Applications are due by 3 p.m. EST on Thursday, March 10, 2022.
 - The application deadline will be strictly enforced. Applications submitted at or after 3:01 p.m. EST on Thursday, March 10, 2022, will not be reviewed.
- This application will be open for 30 business days. Please avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application at least one day early to ensure that avoidable technical issues with EGMS do not cause you to miss the submission deadline.



EGMS Application

EGMS Application

- All applications for this competition must be submitted through [EGMS](#).
- If you haven't already, please register for EGMS by clicking "Login," then "New User."



Enterprise Grants Management System

District of Columbia Office of the
State Superintendent of Education



This website best viewed using Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

LOGIN

Username/Email

Password

[Forgot Password](#)

LOGIN

New User

EGMS Application (cont.)

- All applicants must complete the “Certifications and Assurances” tab within the 2022 Central Data application prior to submitting an application under this program.

Central Data
Grant: Central Data
Grant Type: Assurances and Central Data
Application: 2022 - Central Data - 00
Revision: Original Application
Status: Final Approved 7/12/2021 11:52:41 AM
[View Grant Application](#)
[View Review Summary](#)
[Consistency Check Override](#)

EGMS Application (cont.)

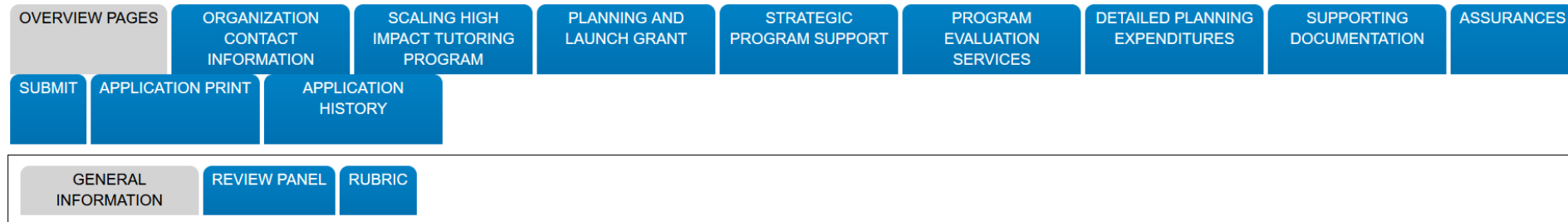
- Once you have registered in EGMS and completed the Central Data assurances, proceed to your organization's dashboard to select the High-Impact Tutoring Grant and create an application for 2021-22.

High-Impact Tutoring Grant

Grant: High-Impact Tutoring
Grant Type: Competitive Grant

[Create a Sub Project](#)

EGMS Application (cont.)



- The application contains a series of tabs and subtabs to navigate through each application section.
- **Please note: If your organization is applying for both a Scaling and Planning and Launch grant, you must submit two separate applications in EGMS, one for each award type. Please do NOT submit a single application for both award types.**
- Section 1 – Overview Pages
 - General information about the program and competition, including the scoring rubric that will be used by the external reviewer panel to score and rank each application.
 - There is nothing that applicants need to complete on the overview tabs.

EGMS Application (cont.)

- Section 2 – Organization Contact Information
 - Please enter complete contact information for project staff and key points of contact for your organization.
- Section 3 – Scaling High-Impact Tutoring award type application
 - 11 questions
 - Attachments: Your organization's logic model and theory of change
- Section 4 – Planning and Launch Grant award type application
 - 13 questions
 - Attachments: Your organization's logic model and theory of change

EGMS Application (cont.)

- Section 5 – Strategic Program Support award type application
 - 9 questions
 - Attachments: Your organization's logic model and theory of change
- Section 6 – Program Evaluation Services award type application
 - 5 questions
 - Attachments: None

EGMS Application (cont.)

- Section 7 – Detailed Planning Expenditures (Budget)
 - Detailed summary of planned expenditures (budget narrative)
 - 5 questions
 - Budgeted line items by category:
 - Salaries and Benefits
 - Professional Services (i.e., contracted work)
 - Equipment (more than \$5,000 per unit cost)
 - Supplies and Materials
 - Other Objects

Allowable Expenses

Funding will be made available to awardees on a reimbursement basis, in alignment with the approved application budget.

Allowable Expenses	Non-Allowable Expenses
<ul style="list-style-type: none">✓ Costs that support projects that meet the purpose of funding✓ Costs that align with and support the project(s) described in the organization's application✓ Costs that meet the requirements of permissible use of federal funds within 2 CFR Part 200	<ul style="list-style-type: none">× Unallowable costs per federal government guidelines× Costs that do not align with the strategies outlined in the application× Costs that do not meet the purpose of this grant

EGMS Application (cont.)

- Section 8 – Supporting Documentation
 - IRS 501(c)3 determination letter, if applicant is a nonprofit **(required)**
 - Any MOUs or letters of support/intent from schools indicating a planned tutoring partnership (not required, but organizations with evidence of partnership will receive additional preference – please see page 46 of the RFA)
 - Note: Any additional uploads will be considered supplemental and will not be considered in the scoring of your application.
 - This section may be used for future application amendments.
- Section 9 – Assurances
 - Program-Specific Assurances
 - Assurances Agreement Summary
 - Applicant must agree to all assurances prior to submission

EGMS Application

- Section 10 – Submit
 - Step 1: Run the “consistency check” which scans the application to ensure all required sections have been completed.
 - Step 2: Submit the application to OSSE
 - To verify that the application has been submitted, return to the dashboard and ensure that the status says “Submitted for Review.”

High-Impact Tutoring Grant

Grant: High-Impact Tutoring

Grant Type: Competitive Grant

Application: 2022 - MTW Testing - A0

Revision: Original Application

Status: Submitted For Review 1/31/2022 12:20:23 PM

[View Grant Application](#)

[Create a Sub Project](#)

[View Payments](#)

[View Review Summary](#)

EGMS Application

- Section 11 – Application Print
 - This tab may be used to request a PDF version of the application and saved responses at any time during the process.
 - PDFs will be generated every hour (e.g., a print request at 10:34 a.m. will be generated at 11 a.m.).
- Section 12 – Application History
 - This tab may be used to view application submission and review dates.

EGMS Help

- Applicants may contact the EGMS help desk by calling (202) 719-6500 or emailing osse.callcenter@dc.gov.
- There is also a recorded [EGMS training](#) on OSSE's website.



Review and Award Process

Review Panel

- Grants under the HIT grant program will be awarded competitively.
- A panel of external reviewers will be convened to review, score, and rank each application.
- The review panel(s) will be composed of neutral, qualified, professional individuals selected for their expertise, knowledge, and/or related experiences.
- All external reviewers must sign a Conflict of Interest statement.
- The application will be scored against a rubric.
 - The complete rubric can be found within the EGMS application and in Appendix B of the RFA.

Scoring Rubric

- For the Scaling and Planning and Launch grant award types, the application scoring rubric includes 13 categories in which applicants can receive up to 35 additional points on their application for meeting certain conditions, including categories such as serving the high-need grade levels of middle or high school; evidence of strong partnerships with schools; and specific plans to serve student with disabilities or where 20 percent or more of the students are English learners.
- **Please review Appendix B of the RFA carefully to ensure you understand the areas in which you can receive additional points.**
- Additionally, the Planning and Launch grant award type has three categories that apply only to this award type. Please see pages 49-50 of the RFA for these categories.

Priority Schools

- OSSE has identified a list of approximately 75 “priority schools” for purposes of this grant. These schools have 70% or more of the student body designated as at risk, and/or are designated as a [Comprehensive Support and Improvement \(CSI\) school](#).^{*} The list of these schools can be found on OSSE’s [HIT website](#).
- **Applicants will receive additional points for partnering with these schools.** Please see pages 47-48 of the RFA for details.
- To support you in developing partnerships with these schools, all of these “priority schools” have been invited to attend the “School Connection Webinar” on Tuesday, Feb. 8. Contact information of applicants will be shared with school leaders after this webinar, and vice versa.



^{*}This includes Cardozo Education Campus, Eliot-Hine Middle School, and Langley Elementary School, which are CSI schools but have fewer than 70% at-risk students.

Award Notification

- OSSE will notify all applicants via EGMS and email whether the application is selected for funding or not.
- OSSE may approve an application but not award the full amount requested. In this case, the applicant will be asked to submit a revised budget prior to awarding funds.
- Each awarded applicant will receive a Grant Award Notification (GAN) in EGMS upon complete application approval.
- OSSE anticipates making awards by May 16, 2022.
- All funding decisions are final and are not subject to review, appeal, or protest.



Detailed Eligibility Requirements

Eligibility: Scaling and Planning Grants

- Eligible applicant organizations for the **Scaling High-Impact Tutoring Programming** and **Planning and Launch Grant** award types must:
 - Have a **primary vision and program focus** on delivering student interventions that help students reach academic outcomes.
 - Have a **demonstrated history of success (at least three years)** providing tutoring programming.
 - Proven success with tutoring programming must include academic support that extends beyond “homework help” or supervised study halls.
 - Applicants with fewer than three years of demonstrated success providing tutoring programming are ineligible. As applications are due in March 2022, applicants must have been providing successful tutoring programming by March 2019 or earlier to be eligible.
 - **Have at least three years of experience serving students in the target student population** described in the RFA, **either in the District or elsewhere**.
 - For example, three years of experience tutoring students in Alexandria would be acceptable, but the target student population must be the same as described in section 1.8 of the RFA.

Eligibility: Strategic Program Support

- Eligible applicant organizations for the **Strategic Program Support** award type must:
 - Have a **demonstrated history of success (at least one year)** providing strategic program supports to organizations and/or schools operating high-impact tutoring programs.
 - Experience supporting tutoring programs other than **high-impact tutoring** will not count toward the applicant's total experience.
 - This experience should include providing **all** of the following:
 - intensive training and professional development on setting up high-impact tutoring programs;
 - supports for recruiting and training tutors;
 - supports for new tutoring organizations or organizations launching new tutoring programming;
 - supports for non-school sites to run effective high-impact tutoring; and
 - creation of high-quality materials for organizations to use to implement tutoring.
 - Have a primary vision and program focus on reaching **District students** with high-quality programming that helps students reach academic outcomes.
 - Have **at least five years of experience** delivering supports and programming that serve students in the target student population described in the RFA **in the District**.

Eligibility: Program Evaluation Services

Eligible applicant organizations for the **Program Evaluation Services** award type must:

- Have at least **one prior example of evaluating HIT programming in urban settings and/or for low-income students of color**. Experience evaluating tutoring programs other than high-impact tutoring will not count toward the applicant's total experience.
- Have experience in executing **at least three evaluation projects of educational programs** which meet the standards for evaluation research in the *What Works Clearinghouse* Procedures and Standards Handbook, Version 4.1, available at ies.ed.gov/ncee/wwc/handbooks
- Have at least **two prior examples of conducting qualitative *and* quantitative analysis of student educational outcomes**. This may include measures such as attendance, test scores, or graduation rates, among others.
- Have at least **two prior examples of conducting interviews and designing surveys to assess the effectiveness of multiple educational programs and interventions**.



Program Requirements

Program Requirements

- The HIT grant has extensive requirements regarding the type of programming that will be funded. **Please read sections 1.5 through 1.9 of the RFA carefully to be sure that your program's model qualifies for funding under this grant. Proposed program models that do not align will not be funded, even if the applicant organization is otherwise eligible.**
- While not an exhaustive list, program model requirements include:
 - **Key personnel** must meet the requirements described in section 1.5 of the RFA
 - The **program's size and location** must meet the requirements described in section 1.6
 - The **program content and model** must meet the requirements described in section 1.7
 - The **program evidence base** must meet the requirements described in section 1.9

Program Requirements (cont.)

- The **target student population** must meet the requirements described in section 1.8
 - **Applicants must propose to work with schools in which at least 50 percent of students are at risk.**
 - The list of District schools and the percentages of at-risk students can be found on OSSE's [HIT website](#).
 - For non-school sites, applicants should outline a clear plan to recruit and enroll students who attend schools in which at least 50 percent of students are at risk.
 - **Please do not request funding for partnerships with schools with fewer than 50 percent of students at risk as part of this grant.**



Q&A

Frequently Asked Questions (FAQs)

- **Q: Can this grant be used to fund “homework help” programming?**
 - **A:** No. This grant is for high-impact tutoring (HIT) programming, not programming in which students are supported to complete their homework from school. Section 1.4 of the RFA notes, “Proven success with tutoring programming must include academic support that extends beyond “homework help” or supervised study halls.” Please review OSSE’s high-impact tutoring standards on page 3 of OSSE’s [high-impact tutoring guide](#) for more information about OSSE’s definition of high-impact tutoring.
- **Q: Can this grant be used to fund programming other than tutoring (e.g., a mentoring program, a teen leadership program?)**
 - **A:** No. This grant is for high-impact tutoring (HIT) programming only. Please do not include other types of programming in your application or budget request, even if your organization sponsors other types of programming.
- **Q: Can this grant be used to fund virtual-only tutoring programming?**
 - **A:** No. At least 51 percent of funded programming must take place in person, with the tutor and student at the same location. Please see section 1.7, page 13 of the RFA for details.

Contact Information

Contact	Contact Information
Charlotte Nugent <i>HIT Program Manager</i>	Charlotte.Nugent1@dc.gov
EGMS Helpdesk	OSSE.Callcenter@dc.gov (202) 719-6500