



Fiscal Year 2025 (FY25)

**High-Impact Tutoring (HIT) Local Education
Agency (LEA) Grant**

Pre-Application Webinar

July 2024 | Crystal Thomas

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

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- The HIT LEA Grant will provide support to LEAs to **launch, strengthen, and grow HIT programs for students**. The purpose of this funding program is to accelerate academic growth for students in kindergarten through 12th grade in English language arts and math, with a focus on students who are economically disadvantaged, by providing them with evidence-based HIT services.
- Funding will be available for eligible LEAs to support launching, strengthening or expanding HIT programs for **at least 10 percent of a school's student population in the targeted grade levels or 40 students per school site**, whichever is greater, at one or more school sites.
- Priority will be given to LEA applicants that **propose to provide HIT programs in schools that are designated as "priority schools" for this HIT grant**. Priority schools are schools with 70 percent or more students who are economically disadvantaged and/or schools that are identified as Comprehensive Support and Improvement (CSI) schools.

What is High-Impact Tutoring (HIT)?

STANDARD	KEY ACTIVITIES
1. Grounded in trusting relationships	<ul style="list-style-type: none"> Recruit caring tutors Train tutors in establishing rapport with students
2. Focused on tutor effectiveness	<ul style="list-style-type: none"> Select tutors for commitment and content knowledge Train in tutoring program Observe tutors and give regular feedback for improvement
3. Supported by high-quality curriculum	<ul style="list-style-type: none"> Ground in research Align to state educational standards
4. Occurring frequently	<ul style="list-style-type: none"> Occur multiple times per week Occur at least 90 minutes per week Occur for at least 10 weeks total for each individual student
5. Organized in small groups	<ul style="list-style-type: none"> Limit tutoring groups to no larger than 4 students Understand 1:1 tutoring is ideal for personalization but limits number of students who may access tutoring
6. Data-driven	<ul style="list-style-type: none"> Regularly assess student progress Use assessment data to adjust tutoring
7. Collaborative with schools	<ul style="list-style-type: none"> Connect tutors and tutoring program leads with teachers regularly Hold tutoring, ideally, during the school day or immediately adjacent to it (i.e., just before or after school) For tutoring taking place in other non-school community settings, connect what tutors are doing with what students are learning in school

Applicant Eligibility

Eligible DC public and public charter school LEAs must meet the following criteria:

- **Eligible LEAs have demonstrated a commitment to implementing HIT programs for their students** as a core element of their learning acceleration strategy in school prior to applying for this grant funding. A demonstrated commitment may include experience overseeing a staff-led HIT program, engaging with a third-party provider to conduct HIT programming for students, or attending a professional development series to design a HIT program with plans for implementation in the 2024-25 school year.
- **FY25 HIT LEA Grant funding must only support HIT programs at schools with 40 percent or more students who are economically disadvantaged OR at least 80 percent of students enrolled in a school's OSSE grant-supported HIT programs must be identified as economically disadvantaged.**
- Eligible LEAs must ensure that **at least one member of the school leadership team from each school that receives OSSE HIT grant funds will attend professional development** (one to two series per fiscal year) as well as regular communities of practices (approximately four 1–2-hour sessions) required by the Office of the State Superintendent of Education (OSSE) during the period of performance.

Funds Available and Funding Period

- OSSE anticipates selecting between five to 15 applicants for awards.

Award	Funding Available	Grant Period	Expected Number of Awards
High-Impact Tutoring LEA Grant	<ul style="list-style-type: none">• \$4.3 million total; maximum of \$2,000,000 per award	From the date of award (approx. October 2024) to the end of the fiscal year on Sept. 30, 2025	5-15

Funds Available (cont.)

- Up to \$4,300,000 is available in total for awards through this Request for Applications (RFA). OSSE will provide up to \$2,000,000 per LEA award.
- The maximum amount of grant award funding that an LEA can apply for is based on how many students the LEA projects to serve with HIT programs and for how long. OSSE plans to award applicants based on the following funding categories:
 - \$1,000 for each student that the applicant plans to provide with 20 weeks or more of HIT grant programming during the school year; or
 - \$800 for each student that the applicant plans to provide with 16-19 weeks of HIT grant programming during the school year; and
 - \$200 for each student that the applicant plans to provide with four weeks or more of HIT grant programming during the summer (summer programs are optional).



Competition Details

Key Dates

Action	Date
RFA and EGMS application released	Wednesday, July 17, 2024, 12 p.m. Eastern Time (ET)
Pre-Application Webinars (recommended)	Monday, July 22, 2024, 1-2 p.m. ET Tuesday, July 23, 2024, 10-11 a.m. ET
Notice of Intent to Apply Submission Deadline (Mandatory)	Friday, Aug. 16, 2024
Application Deadline	Wednesday, Aug. 28, 2024, <u>by 3 p.m. ET</u>
Anticipated Award Date	End of October 2024

RFA and Pre-Application Events

- The RFA was released on Wednesday, July 17, 2024, and can be found on OSSE's [HIT website](#).
- Two pre-application webinars will be hosted on Monday, July 22, 2024 and Tuesday, July 23, 2024. These webinars are not required but are recommended for applicants. Both webinar sessions will have the same content.

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 website) via email to HIT.Grants@dc.gov **on or before Friday, Aug. 16, 2024.**
- Failure to submit a Notice of Intent to Apply will result in disqualification and the LEA's application will not be reviewed.

Application Submission

- Applications are due by 3 p.m. ET on Wednesday, Aug. 28, 2024.
 - The application deadline will be strictly enforced. Applications submitted at or after 3:01 p.m. ET on Wednesday, Aug. 28, 2024, 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 several days early to ensure that avoidable technical issues with EGMS do not cause you to miss the submission deadline.



Detailed Eligibility Requirements

Program Eligibility

- National and local research on HIT demonstrates that HIT programs with certain design features are more effective than others in accelerating student learning. Funding from this grant will be awarded to programs that meet the program quality standards, which are aligned with the research and learnings that OSSE gathered from expanding HIT programs in the District over the past three years.
- Programs that do not meet these criteria will not be selected for funding. LEAs that offer multiple types of tutoring or other personalized interventions should only apply for funding for programs that meet the criteria in this program eligibility section.

Eligibility (cont.)

- The HIT grant has extensive requirements regarding the type of programming that will be funded. **Please read section 1.6 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 LEA is otherwise eligible.**
- While not an exhaustive list, program model requirements include:
 - **Program Management** - must assign at least one new or existing LEA or school staff member to oversee the design, student selection, implementation, data collection, and continuous improvement of HIT efforts. If the program includes partnerships with third-party tutoring providers, the staff member(s) must serve as their liaison.
 - **Tutors** - may use tutors from many sources, including certified teachers, paraprofessionals, classroom aides, dedicated tutoring staff, such as full-time tutors, fellows, interns or apprentices, and/or trained volunteers, such as college students, community members, student family members, and/or other students who are older than the students receiving tutoring

Eligibility (cont.)

- **Program Location and Timing** - programs must be scheduled at school, and schools must clearly designate spaces or rooms where students can focus on their HIT instruction.
- **Program Size and Student Selection** - must enroll at least 10 percent of a school's students in the targeted grade levels for HIT programs or 40 students, whichever is greater, and priority will be given to proposals that aim to enroll a greater percentage of students.
- **Program Length and Frequency** - must offer consistent tutoring, two to five times a week, for the same students for at least 90 minutes per week (students in grades 2-12) or 60 minutes per week (students in grades K-1) for a minimum of 16 weeks per individual student participant during the school year. If the school is also proposing summer programs, the minimum number of weeks per individual student participant is four weeks.
- **Program Content and Materials** - must support kindergarten through 12th grade students with math or English language arts content only.

Eligibility (cont.)

- **Program Goals, Measures, and Data Use** - must have clear goals and frameworks for evaluating both individual student progress and success of the overall program. Proposals must describe how programs and schools will make intentional use of data to monitor and improve student progress, using both formative and summative assessments. Programs must use assessment data to tailor lessons to the students' needs and to provide individualized instruction, as well as to make ongoing improvements to the program model.
- **Partnerships** - eligible programs that are implemented entirely or in-part by third-party tutoring providers must provide a letter of intent (LOI) or Memorandum of Understanding (MOU) to indicate proof of partnership.
- **Data Collection** - must collect data on enrolled students, session-level attendance for students and tutors, and student outcomes and be prepared to submit data in the format requested by OSSE on a set schedule, planned for four to six times over the course of the grant period.
- **Program Delivery** - will be delivered in-person or through synchronous online sessions, with students present in school and the tutors providing live instruction from a remote location. If the tutoring is conducted online, there must be a staff member affiliated with the HIT program in the room with students to provide coaching support, technical assistance, and ensure the session runs as planned.



Performance Milestone Payments

Planned Performance Milestone Payment Schedule

- Payments for this grant will not be made on a reimbursement basis, as they are for most other OSSE grants.
- The funds associated with this RFA will be made available through multiple payments (approximately six to nine) and will be contingent on the completion of specific milestones. Grantees will be required to submit defined deliverables, including a program implementation plan, student-level enrollment, interim assessment data, and HIT program attendance to demonstrate the completion of milestones.
- If a grant recipient does not submit satisfactory documentation within three months of achieving a milestone, the payment for that milestone may be reduced.
- Grant recipients must use the funds they receive through multiple payments to support the HIT grant programs and fulfill grant objectives according to the approved application budget.

Planned Performance Milestone Payment Schedule

- **Milestone 1 - Program Budget and Implementation Plans - 10 percent of award**
 - Approved HIT Budget
 - Implementation Plan, including MOU/Partnership Agreement with Providers, if relevant
- **Milestone 2 - Data Submission: HIT Enrollment - 10 percent of award**
 - Roster of students enrolled in LEA HIT programs
- **Milestone 3 - Data Submission: Weeks 1-4 of HIT programs - 20 percent of award**
 - HIT attendance report by student for first four weeks of programming
- **Milestone 4 - Data Submission: Weeks 5-8 of HIT programs - 20 percent of award**
 - HIT attendance report by student for weeks 5-8 of programming

Planned Performance Milestone Payment Schedule

- **Milestone 5 - Data Submission: Weeks 9-12 of HIT programs - 20 percent of award**
 - HIT attendance report by student for weeks 9-12 of programming
 - Beginning of year (BOY) and middle of the year (MOY) interim assessment results for all enrolled students
- **Milestone 6 - Data Submission: Weeks 13-16 of HIT programs -**
 - **10 percent of award (20-week programs) / 20 percent of award (16-week programs)**
 - HIT attendance report by student for weeks 13-16 of programming
 - End of year (EOY) interim assessment results for enrolled students (16-week programs only)

Planned Performance Milestone Payment Schedule

20-week programs only

- **Milestone 7 - Data Submission: Weeks 17-20 of HIT programs (10 percent of award)**
 - HIT attendance report by student for weeks 17-20 of programming
 - End of year (EOY) interim assessment results for enrolled students

Summer Programming only

- **Milestone 8 - Summer Implementation Plan - 20 percent of award**
 - Implementation Plan, including MOU/Partnership Agreement with Providers, if relevant
- **Milestone 9 - Data Submission: All Summer Program Weeks - 80 percent of award**
 - HIT attendance report by student for all summer program weeks

Permissible Use of Funds

- The funds for this grant may only be used for allowable grant project expenditures during the grant period. All costs must align and directly support the project(s) described in the LEA's application and must be included in the budget approved in advance by OSSE. The following are examples of allowable uses of HIT grant funds:
 - salaries and/or stipends for existing staff for additional duties associated with providing proposed HIT services;
 - salaries to hire new staff to provide proposed HIT services;
 - stipends for external tutors to provide HIT services during designated times;
 - salaries and/or stipends for staff to support the implementation of HIT programs, including design, management, clerical work;
 - staff and programmatic expenses to support the needs of students with disabilities participating in HIT programs;
 - professional development expenses related to equipping tutors and staff to provide effective HIT services;
 - instructional supplies and materials to support HIT programs, not including computers or laptops;
 - instructional technology and software needed to integrate into HIT programs;
 - transportation expenses related to delivering HIT programs.



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."



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.

A screenshot of the EGMS login interface. At the top is a blue header with the word "LOGIN" in white. Below the header are two input fields: "Username/Email" and "Password". To the right of the password field is a blue link that says "Forgot Password". Below the password field is a blue button with the word "LOGIN" in white. At the bottom left of the form area is a yellow button with the text "New User" in black.

EGMS Application (cont.)

- All applicants must complete the “Certifications and Assurances” tabs within the 2025 Central Data application prior to submitting an application under this program.

Central Data

Grant: Central Data

Grant Type: Assurances and Central Data

Application: 2025 - Central Data - 00

Revision: Original Application

Status: Final Approved 3/8/2024 3:46:23 PM

[View Grant Application](#)

[Create Amendment](#)

[View Review Summary](#)

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 LEA Grant and create an application for 2025.

High-Impact Tutoring Grant

Grant: High-Impact Tutoring
Grant Type: Competitive Grant

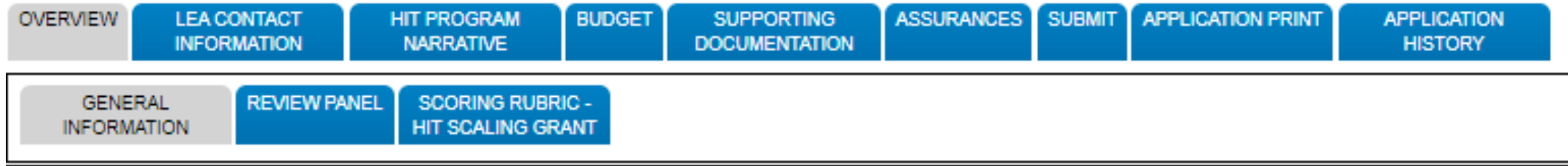
Central Data Assurances must be agreed to before applications can be created for: 2023

High-Impact Tutoring LEA Grant

Grant: HIT LEA Grant
Grant Type: Competitive Grant

Create an application for: 2025

EGMS Application (cont.)



- The application contains a series of tabs and subtabs to navigate through each application section.

EGMS Application (cont.)

- 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.
- Section 2 – LEA Contact Information
 - Please enter complete contact information for project staff and key points of contact for your LEA.
- Section 3 – HIT Program Narrative
 - 16 questions divided into four sub-tabs.

EGMS Application (cont.)

- Section 4 – Budget
 - Budget Narrative: Summary of planned expenditures
 - Two questions and two reminders
 - [FY25 HIT Program Model and Budget Template](#)
 - Detailed proposed budget to support the HIT grant programming
 - Cover Page
 - LEA Program Model Student Count
 - LEA Program Model Features
 - Award Calculator
 - Projected FY25 Budget
 - Summary
 - Attachments: The completed FY25 HIT Program Model and Budget Template must be uploaded on the **Supporting Documentation** tab.

EGMS Application (cont.) – Performance Milestones

Performance Milestone	HIT_LEAGrant Funds
-Performance Milestone 1 ▼	43500.00
-Performance Milestone 2 ▼	43500.00
-Performance Milestone 3 ▼	87000.00
-Performance Milestone 4 ▼	87000.00
-Performance Milestone 5 ▼	87000.00
-Performance Milestone 6 ▼	43500.00
-Performance Milestone 7 ▼	43500.00
▼	0.00
▼	0.00
▼	0.00

EGMS Application (cont.)

- Section 5 – Supporting Documentation
 - FY25 HIT Program Model and Budget Template **(required)**
 - Resume of the project director or staff member leading the programming **(required)**
 - Any MOUs or letters of support/intent from third-party HIT providers indicating a planned tutoring partnership **(required, if applicable)**
 - Note: Any additional uploads will be considered supplemental and **will not be considered** in the scoring of your application
- Section 6 – Assurances
 - Program-Specific Assurances
 - Assurances Agreement Summary
 - Applicant must agree to all assurances prior to submission

EGMS Application (cont.)

- Section 7 – 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 LEA Grant

Grant: HIT LEA Grant
Grant Type: Competitive Grant

Application: ▼

Revision: ▼

Status: Submitted For Review 7/10/2024 2:34:08 PM

[View Grant Application](#)
[View Payments](#)
[View Review Summary](#)

EGMS Application (cont.)

- Section 8 – 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 9 – Application History
 - This tab may be used to view application submission and review dates.

EGMS Technical Support

Please contact the OSSE Customer Service team if you experience **technical issues** and/or have any questions regarding EGMS.

Upon logging in, there will be a “Click to Create EGMS Support Ticket” link highlighted in the upper left corner of the system on every page.

Click on this link to access the support request form, complete required fields and hit the "Send Request" button.

There is also a recorded [EGMS training](#) on OSSE’s website.

EGMS Technical Support Tips

- When experiencing technical issues, start by submitting a support ticket that explains the issue and includes screenshots (if possible) of what you are encountering in EGMS.
- Applicants are encouraged to write your application responses outside of EGMS and copy and paste the answers as needed so you have a record of your work. Many tabs within the application will not allow you to save as you go.
- When inputting your budget for performance milestones, the "Calculate" button does not save your work. You must click the "Save" button in order to submit.



Review and Award Process

Review Panel

- Grants under the HIT LEA 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 external, 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 in Appendix C of the RFA.

Scoring Rubric

The rubric for evaluating grant proposals is designed to prioritize those that include the following program features:

- Offer more than 16 weeks of tutoring to individual student participants during the school year.
- Offer more than 90 minutes per week and/or more than two sessions of tutoring for students in grades 2-12.
- Utilize grant funds to expand the number of students served by HIT programs to reach more students than was previously planned for the school in the 2024-25 school year.
- Provides evidence of a plan for the school to eventually create a sustainable HIT model that, after the lifespan of the grant, is fully funded by local Uniform Per Student Funding Formula (UPSFF) funds, philanthropic funds, federal formula or school improvement funds, and/or other, non-OSSE funds.
- Sets goals for and uses data to track non-academic outcomes, such as social-emotional indicators, teacher pipeline support, or other potential benefits of the HIT program (tracking academic outcomes is an eligibility requirement).
- **Please review Appendix C of the RFA for further details.**

Priority Schools

- Priority will be given to LEA applicants that propose to provide HIT programs in schools that are designated as "priority schools" for this HIT grant. Priority schools are schools with 70 percent or more students who are economically disadvantaged and/or schools that are identified as [Comprehensive Support and Improvement \(CSI\) school](#). A list of these schools can be found on OSSE's [HIT website](#).

Award Notification

- OSSE will notify all applicants via EGMS and email whether the application is selected for funding or not.
- Each awarded applicant will receive a Grant Award Notification (GAN) in EGMS upon complete application approval.
- OSSE anticipates making awards by the end of October 2024.
- All funding decisions are final and are not subject to review, appeal, or protest.



Q&A

Frequently Asked Questions (FAQs)

- Questions regarding the RFA must be submitted via [this form](#).
 - Questions and answers received by 5 p.m. ET on Friday, July 26, 2024 will be published with answers on Friday, Aug. 2, 2024.
 - Questions received by 5 p.m. ET on Friday, Aug. 16, 2024 will be published with answers on Friday, Aug. 23, 2024.
 - Questions and answers will be located on [OSSE's website](#). To promote fairness and ensure all applicants have access to the same information about the grant application process, any questions received after 5 p.m. ET on Friday, Aug. 16, 2024 will not be answered.

Frequently Asked Questions (FAQs)

- **Q: How do I start an application?**
 - **A:** All OSSE grants are managed using the Enterprise Grants Management System (EGMS). Please visit <http://grants.osse.dc.gov> to start an application.
- **Q: How do I get access to EGMS?**
 - **A:** New EGMS users must request credentials. Instructions for becoming an EGMS user are available at <http://grants.osse.dc.gov/info/credentials>.
- **Q: Can individual schools apply for the grant?**
 - **A:** Individual schools cannot apply for the FY25 High-Impact Tutoring (HIT) Local Education Agency (LEA) Grant directly. The grant is intended for Local Education Agencies (LEAs), which are responsible for managing and distributing the funds to their respective schools. For specific details, it is advisable to refer to the "Eligibility" section of the RFA document, which outlines who can apply and how schools can participate through their LEA.

Frequently Asked Questions (FAQs)

- **Q: Can LEAs apply if they have not previously implemented a HIT program?**
 - **A:** Yes, LEAs can apply for the grant even if they have not previously implemented a HIT program. LEAs that have not previously implemented HIT programs are eligible if they have demonstrated a commitment to implementing a HIT program prior to submitting an application by attending a professional development session on high-impact tutoring. Eligible LEAs must also meet all other eligibility and program requirements outlined in the RFA.
- **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 HIT programming only. Please do not include other types of programming in your application or budget request, even if your LEA sponsors other types of programming.

Frequently Asked Questions (FAQs)

- **Q: Since this grant is not paid out via reimbursement, will LEAs need to retain documentation of expenses (payroll, invoices, receipts, etc.)?**
 - **A:** Yes, per the **RFA Section 5.3.1**, A grant recipient may be asked to provide fiscal documentation on expenditures if OSSE has concerns about the grantee's adherence to the program or budget proposal that was approved in the grant application. When provided reasonable time to produce requested documentation, OSSE staff members must be given access to items including invoices and proof of payment documentation for expenditures that are included in the most recent budget and policies for tracking equipment and supplies purchased for the grant program

Points of Contact Information

Point of Contact	Contact Information
Grant Application Questions	FY25 High-Impact Tutoring (HIT) LEA Grant Frequently Asked Questions (FAQs)
Technical Assistance with EGMS	EGMS Support Ticket Link
Notice of Intent to Apply	HIT.Grants@dc.gov
Jess Sobin <i>HIT Program Manager</i>	Jessica.Sobin@dc.gov
Crystal Thomas <i>HIT Grants and Operations Associate</i>	Crystal.Thomas1@dc.gov

Resources

- [OSSE's HIT Webpage](#)
- [High-Impact Tutoring \(HIT\) LEA Grant - Request for Application \(RFA\)](#)
- [Notice of Intent to Apply Form](#)
- [FY25 HIT LEA Program Model and Budget Template](#)
- [Form to submit FY25 High-Impact Tutoring \(HIT\) LEA Grant Frequently Asked Questions \(FAQs\)](#)
- [HIT School List](#)
- [Enterprise Grants Management System \(EGMS\)](#)