



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**Quality Improvement Network (QIN) Grant Competition
Frequently Asked Questions (FAQs)**

General Grants Administration Questions

1. Where can I find information on OSSE's grants?

All Notices of Funding Availability (NOFAs) are published in the DC Register:

<https://www.dcregs.dc.gov/Common/DCR/SearchIssues.aspx?AgencyID=1>

Office of Partnerships and Grants Services (OPGS) District Grants Clearinghouse:

All District grant opportunities are posted here: <https://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

OSSE-wide forecast: this is the landing page where each school year's forecast will be posted: <https://osse.dc.gov/page/grants-and-funding-0>

School Year 19-20 Forecast: this is the forecast specific to the 2019-20 school year. All forecasted grants funded by OSSE for the next school year are posted with relevant links. Changes are made regularly: <https://osse.dc.gov/page/osse-school-year-2019-20-grant-forecast>

Early Learning grants and funding: Changes are made regularly and new documents are added to the specific grant pages under "attachments":

<https://osse.dc.gov/service/early-learning-grants-and-funding>.

2. What is a NOFA and what is an RFA? What is the difference?

A NOFA is published at least 14 days before a full Request for Applications (RFA). The NOFA indicates the intent of the relevant agency to put forth a funding opportunity. When the RFA is released, the grant period is open. For more information about NOFAs and RFAs, please see the Citywide Grants Manual and Sourcebook: <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook/70-nofa-and-application-process>

Enterprise Grants Management System (EGMS) Questions

1. Where can I find a recording of the June 26 EGMS technical training?

This page includes a recorded presentation, which provides an overview of the EGMS to familiarize potential or current grant applicants with the components of the system in advance of submitting a grant application: <https://osse.dc.gov/multimedia/egms-overview-training-applicants>.

2. What is Central Data?

The Central Data Collection is designed to capture information that applies across 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 to by ANY applicant that wishes to submit one or more Funding Applications within this Fiscal Year to OSSE. Such assurances are located within Central Data so that each applicant need only complete these in one location, rather than in multiple applications during the year. Additional Assurances that are specific to one program may also be required within their respective Funding Application.

3. What is a Master Collection Form? Is this just something we need to fill out for ourselves or is it something we need from each partner?

The purpose of the District of Columbia Master Collection Form (MCF) is to collect additional information about certified vendors providing services and goods to the District of Columbia. The lead organization submitting an application is the only organization that needs to submit a MCF in addition to their W-9, in order to receive reimbursements. For more information, visit: <https://osse.dc.gov/publication/master-collection-form>.

4. How do we submit the application in EGMS? Why is there a “lock application”?

To submit a completed application, you 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 in the top left-hand side. 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 by 3 p.m. on Aug. 8.

5. Can you upload more than one document in the “Other Attachments” and “Staffing Plan” tabs?

Yes. To upload the first document, select a file to upload, click the upload button and then save the page. To upload additional documents, repeat this process.

6. If we are applying as a partnership, should we include an MOU or partnership agreement in EGMS?

Yes, please include in “Other Attachments.”

7. Do professional services have to be a one-time service?

No. They can be one-time or recurrent services. In the case of the QIN competition, they may include services that you are paying for as a hub to help the child care partners in the QIN meet the Head Start standards (e.g., deep cleaning, pest control.) It could also be a contracted staff member who works on the grant.

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

Make the connection between the staffing plan and detailed planned expenditures clear by using the same unit of analysis. If you would like to have two separate line items per person in the Detailed Planned Expenditures (one for salary and one for benefits), then the Staffing Plan should have only salary. If you would like to have one line item per person in the Detailed Planned Expenditures (combined salary and benefits), then the Staffing Plan should do the same.

9. How do we know what line items to budget in each cost category and EGMS sub-category?

In the Detailed Planned Expenditure section of EGMS, there are two helpful documents available: one includes instructions (available here: <https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/RR-Instructions.docx>) and one provides examples of where different types of costs should be budgeted both in terms of the cost category (available here: <https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/RR-ProgramCategoryDescriptions.docx>) (e.g. Salaries & Benefits, Professional Services, Equipment, Supplies & Materials, Fixed Property Costs, and Other Objects) and EGMS sub-categories (e.g. 10 - Instruction, 20 - Support Services, 30 - Administration, 40 - Operations and Maintenance, 50 - Student Transportation, 80 - Other Expenses, 90 - Training, and 100 - Travel).

10. How do we budget for federal and local funds?

This is a consolidated or cluster grant in EGMS. This means there are two budgets and the recipient of funds will reimburse against these budgets separately, in order to distinguish federal and local funds. The budgets can be accessed by using the drop down menu under the “Application Sections” in the top right hand area of the grant application. For the purposes of this grant application, no funds should be budgeted in the federal budget. Applicants should budget in Quality Improvement Network Local only. Federal funds will be added to the grant once OSSE receives these funds and the recipient of funds is selected.

11. We assume that your payments to the participating centers/child development homes (e.g., voucher payments) is separate from our budget. Is this correct?
Subsidy payments are not part of the hub budget.
12. Are we responsible for paying for Teaching Strategies (TS) GOLD and a child management system (such as ChildPlus)?
OSSE is currently paying for the TS GOLD subscription. The hub pays for the ChildPlus subscription.

Request for Applications (RFA) Questions

1. I'm interested in becoming a QIN-center or home, is this application for me?
No. This is for the hub that will deliver the services for the centers and homes to meet Head Start Program Performance Standards. We are not expanding the QIN at this time. Interested homes and centers should email the QIN Program Manager, Lizbeth White, at Lizbeth.White2@dc.gov to express their interest. The relevant document for joining the QIN is an Invitation to Participate. When we expand the QIN, this Invitation will be posted on the Early Learning Grants and Funding page: <https://osse.dc.gov/service/early-learning-grants-and-funding>.
2. When the RFA says neighborhood-based, does this mean you can only serve one ward?
Page 14 of the RFA states: "Neighborhood hub means that you provide services to children in the neighborhood." A "neighborhood" could be bigger than traditional neighborhood or smaller. While this is not ward specific, the neighborhood must be near where the hub is located, as opposed to city-wide, in which the hub staff would be providing services to all participating homes and centers in the QIN across the District. OSSE recommends that applicants consider the organization's comparative advantage (i.e., is it a specialization or a geographic region?) and use this in the consideration and selection of the appropriate model.
3. Will there be funding so that more centers can participate in the hub? If so, does the new model only apply to new centers or old? Does this mean that the new model only applies to current centers?
At this time, there is no additional funding to expand to new centers or homes. The recipient of funds will work with the current consortium of homes and centers. The model will apply to all current centers. Services must continue uninterrupted to the current consortium of homes and centers. Applicants are expected to demonstrate a plan to account for this continuity (See Section 1.4.2.5 Process to Provide and Monitor Adherence to HSPPS, page 21 in the RFA).
4. Can we get a list of the centers that are currently part of the program?

This is listed on the website of current centers and homes:

<https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/QIN%20FY%202021%20RFA.pdf>.

5. If I apply as a hub, will my centers automatically become QIN childcare providers?

No. At this time, there is no additional funding to expand to new centers and/or homes. This would include centers of any potential new hub(s).

6. How many awards do you anticipate making?

Per Section 1.2.6, Funds Available, OSSE intends to make one to five awards. The number of awards is related to the model selected by the recipient(s) of funds (see page 16 in RFA).

7. How do we structure partnerships? If we are interested in applying as a specialty hub, should we apply as a primary or sub-contractor?

Applicants will select one of three potential models for delivery of services to the current network of QIN homes and centers to ensure they meet HSPPS. See Section 1.2.2. Purpose of Funds for the model options (page 13 in RFA). Services delivered to the QIN may be issued directly or through contractual agreements with other organizations. If your organization is interested in applying as a specialty hub, you may apply as a primary applicant directly to OSSE or appear as a contractual line item within the budget of another applicant.

8. Can my organization apply as a primary applicant and also appear as a contractor in another application?

Yes.

9. Will the hub have to provide direct service or technical assistance for health and nutrition services?

The hub is responsible for providing high-quality oral health, mental health and nutrition services to child care partners. Therefore, the primary applicant may choose to provide direct services, or to partner with another organization who can provide these services. The partner would appear in the budget under Professional Services.

10. How many children are served through the QIN?

QIN capacity is currently 716 children.