



Quality Improvement Network (QIN) Pre-Application Conference

July 2, 2019 | Tara Dewan-Czarnecki and Lizbeth White



Agenda

- Welcome and Introductions
- Grant Background
- Grant Requirements
- Application Submission and Checklist
- Application Review
- Enterprise Grants Management System (EGMS)
- Q & A



Grant Background



Important Dates

Action	Date/Timeline
Notice of Funding Availability (NOFA) Released	June 7, 2019 https://osse.dc.gov/page/quality-improvement-network-qin-grant
Request for Applications (RFA) Released and Application Available in Enterprise Grants Management System (EGMS)	June 26, 2019 https://osse.dc.gov/page/quality-improvement-network-qin-grant
Application Due in EGMS	Aug. 8, 2019 OSSE recommends submitting early. This deadline remains in effect unless a systemic EGMS technical challenge affects all users.
Awards Announced	September 2019



Grant Background

- **Purpose of grant** (RFA, pg. 13)
 - Through the Quality Improvement Network (QIN), the hub(s) will provide services, to include eligibility, recruitment, selection, enrollment and attendance (ERSEA), continuous, comprehensive high quality services, job-embedded professional development and technical assistance to licensed child care partners to ensure low income infants and toddlers and their families have access to programs that meet Head Start Program Performance Standards (HSPPS) see:
<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>.
 - The hub(s) will be responsible for implementing a hub-based model to support child care partners in the network to further the aim of Early Head Start (EHS), which is to: enhance intellectual, social and emotional development of infants and toddlers to promote later success in school and life; promote greater family self-sufficiency; and encourage parents to support their child's development.



Grant Background

- **Purpose of grant** (cnt'd)
 - Services are meant to support the full range of health, nutrition and family engagement services a child and their family needs from birth through the age of 36 months, or for a limited number of additional months following the child's third birthday. Services can be delivered through one of two main models. The options for a model include:
 - City-wide hub: The recipient of funds would oversee the QIN for the entire city and deliver comprehensive services. The City-wide hub may provide services to: Both child development centers and homes (1a); Child development centers only (1b); or Child development homes only (1c).
 - Neighborhood-based hub model: The recipient of funds would serve as the hub for their designated neighborhood area (Wards 1, 2, 4, 5, 6 or 7 or 8), based on established linkages in these communities and understanding of the unique challenges in these different areas.



Grant Background

- **Period of availability of funds** (RFA, pg. 15)
 - The period for this grant will be five years, ending on Sept. 30, 2024, contingent upon availability of funds. Each budget period will be one year, with the first period ending Sept. 30, 2020. Applicants must re-apply for the second year funding.
- **Funds available** (RFA, pg. 16)
 - The total funding available for implementing the QIN is at least \$2,300,000 in local funds. Potential range of awards includes \$500,000 - \$2,300,000 in local funds.
 - OSSE is anticipating supplementing the awards with federal funds from the US Department of Health and Human Services (HHS). OSSE anticipates, but does not guarantee, approximately \$750,000 - \$900,000 in federal funds to be awarded to the hub, based on similar amount of funding received for this grant in previous fiscal years.



Grant Background

- **Eligibility** (RFA, pg. 15)
 - OSSE/DEL will accept applications from eligible applicants, including non-profit, for-profit and faith-based community based organizations. Applicants are encouraged to propose bold and innovate strategies to achieve the objectives of the RFA.
 - See RFA for more detail.



Grant Background

- **Allowed use of funds** (RFA, pg. 16)
 - Grant funds shall only be used to support activities delineated in Section 1.3.1 Hub Responsibilities Overview and the budget included in the applicant's submission.
 - Funds may be used for repairs and minor renovations to facilities to ensure that the physical environment and facilities of all QIN child care partners meet all Head Start Program Performance Standards (HSPPS), including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements. Repairs are defined as maintenance that is necessary to keep a Head Start facility in working condition. Repairs do not add significant value to the property or extend its useful life. 45 CFR 1305.2; see also 45 CFR 75.452. Minor renovations are defined as improvements to facilities, which do not have a cost equal to or exceeding \$250,000. 45 CFR 1305.2.



Grant Background

- **Changes from prior years of the grant:**
 - Choice of city-wide vs. neighborhood-based hub
 - Choice of service delivery for city-wide hub
 - In either model, hubs may provide comprehensive services directly or through contractual agreements with other organizations.



Grant Background

- **Citations for authorizing legislation** (RFA, pg. 15)
 - The funds are being made available through District of Columbia local funds and federal funds. Local funds are authorized through the Early Learning Quality Improvement Network Amendment Act of 2015, D.C. Code §4-415. Federal funds are authorized through the Early Head Start-Child Care Partnerships Grant, 42 U.S. Code 9801, et seq.
- OSSE website: <https://osse.dc.gov/publication/quality-improvement-network-qin>



General Grantee Responsibilities

Grant Objectives:

1. Ensure all infants and toddlers served in QIN CCPs are in safe and healthy environments and receive continuous nurturing care that is responsive to their individual needs.
2. Support and retain a qualified early learning workforce with professional development (PD), coaching and technical assistance using individualized approaches that reflect the diversity of experience and expertise of staff.
3. Maintain the use of evidence-based family engagement strategies and practices across hub(s) and CCPs and increase participation.
4. Ensure all CCPs meet or exceed evidence-based quality program standards to improve outcomes for children and families.
5. Ensure families and children are linked to and receiving comprehensive supports and services.
6. Improve the health and well-being of QIN teachers through activities and initiatives.



Grant Requirements



Grant Requirements

Hub Responsibilities (RFA, pg. 16)

- Meet with OSSE/DEL staff on a regular basis to share information on the status of the grant activities and progress.
- Document and describe program success, unmet needs, barriers and problems encountered, through reports to OSSE/DEL. Monthly and quarterly reports are detailed in Section 3.3 Monitoring and Reporting.
- Document and validate the implementation of the work plan and report on outcomes for the QIN child care partners receiving services. Develop and implement the delivery of services, including ERSEA services, continuous, comprehensive services, job embedded professional development and technical assistance in the QIN, as defined in Section 1.2.1 Introduction.
- Provide professional development, practice-based coaching for all teachers with emphasis in continuity of care, and relational learning that supports infant/toddlers and their families and fosters school readiness.
- Ensure there is at least one full-time family engagement specialist per every 40 enrolled infant/toddler children and families.



Grant Requirements

Hub Responsibilities (cnt'd)

- Ensure that QIN child care partner staff carry out a minimum of two annual home visits and two parent teacher conferences for each enrolled child.
- Support the recruitment and enrollment of infant/toddlers with developmental delays or disabilities (at least 10 percent of funded enrollment).
- Ensure all QIN child care partners meet full enrollment. If a program falls below full enrollment, ensure that full enrollment is reached within 30 days.
- Support QIN child care partner staff in developing transition plans for all enrolled children and their families to pre-kindergarten.
- Ensure infants/toddlers retain services until they transition into a Pre-K or Head Start program.
- Serve children and families/providers in one or more of the following Wards: 1, 2, 4, 5, 6, 7 and 8.



Grant Requirements

Hub Responsibilities (cnt'd)

- Provide ongoing and appropriate orientation to the Head Start Program Performance Standards for any service provider and for the QIN child care partner and their staff.
- Assist OSSE in recruiting licensed child development facilities in one or more identified wards if necessary.
- Ensure all QIN teachers meet required staff qualifications.
- Ensure the physical environment and facilities of all QIN child care partners meet all HSPPS, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements.
- Support all QIN child care partners in maintaining full compliance with OSSE child care licensing regulations.
- Ensure all QIN child care partners maintain HSPPS group size and ratio requirements and use research based curriculum and assessments that are aligned to the DC Common Core Early Learning Standards.



Grant Requirements

Hub Responsibilities (cnt'd)

- Provide supplementary equipment, supplies, technology and materials, such as curriculum and assessments.
- Conduct a quarterly assessment for every QIN child care partner.
- Complete a quality improvement plan in partnership with each QIN child care partner on a quarterly basis.
- Ensure children's physical, mental and oral health needs are met.
- Participate in any federal review, monitoring visits and mandated trainings.
- Participate in the evaluation of the program by appropriate internal/external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, surveys to families and facility staff, record reviews or other data collection activities.
- Comply with federal requirements for data and reporting of program, financial and administrative data and information for QIN child care partners.



Grant Requirements

Hub Responsibilities (cnt'd)

- Collaborate with OSSE on developing solicitation materials to be posted and awarded by Sept. 1, 2019 for any contracted service providers or staff to include services, which include Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), continuous and comprehensive services, job-embedded professional development and technical assistance, as previously defined in Section 1.2.1 Introduction.
- Collect information using a management software approved by Head Start and report monthly to OSSE on participants' demographics, enrollment at each child care partner and other reporting requirements related to family services, coaching, nutrition, health etc.



Grant Requirements

Program Specific Assurances (RFA, pg. 35)

- Applicants will be required to attest to the following specific assurances:
 - All laborers and mechanics employed by contractors or subcontractors in the construction or renovation of facilities to be used to carry out Head Start programs shall be paid wages at not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Act of March 3, 1931, as amended (40 U.S.C. 276a et seq., commonly known as the "Davis-Bacon Act").



Application Submission and Checklist



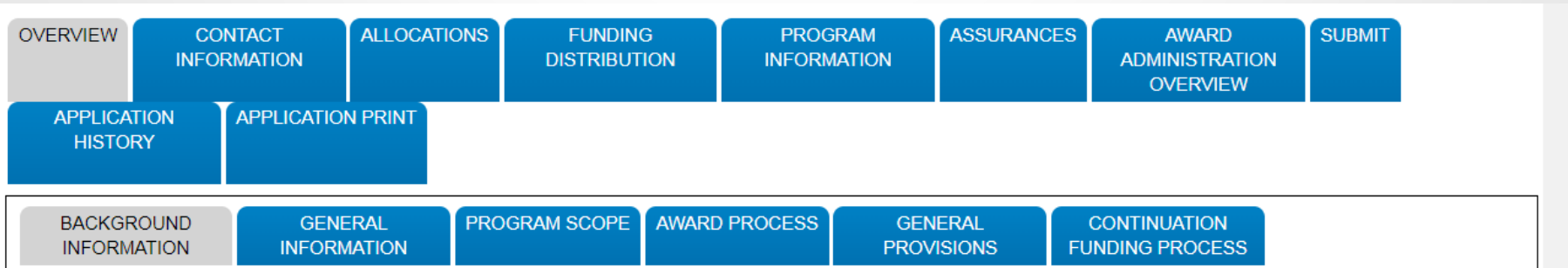
Submission Requirements

- All applications must be submitted through EGMS: grants.osse.dc.gov
 - To submit an application, all applicants must annually complete the Central Data Application with a valid System for Award Management (SAM) registration in EGMS
 - Emailed or faxed applications will not be accepted
 - Upon submission of an application, an applicant may not revise the application
 - OSSE will notify applicants if the application is or is not selected for funding
- Applications must be received no later than 3 p.m. on **Aug. 8, 2019**
 - Start early
 - Late submissions will not be accepted
 - **EGMS Help:** OSSE.CallCenter@dc.gov (202) 719-6500
7:30 a.m. – 5:30 p.m. Monday - Friday



EGMS Application

- The grant application in EGMS will consist of the following tabs:
 - Overview
 - Background Information: context, important dates, program contact
 - General Information: purpose of funds, eligibility, source of funds, award period, funds available, permissible use of funds
 - Program Scope: Hub responsibilities, OSSE / DEL responsibilities, objectives, etc.
 - Award Process: Review panel, scoring rubric
 - Contact Information
 - Funding Distribution: Will be blank until an award is made



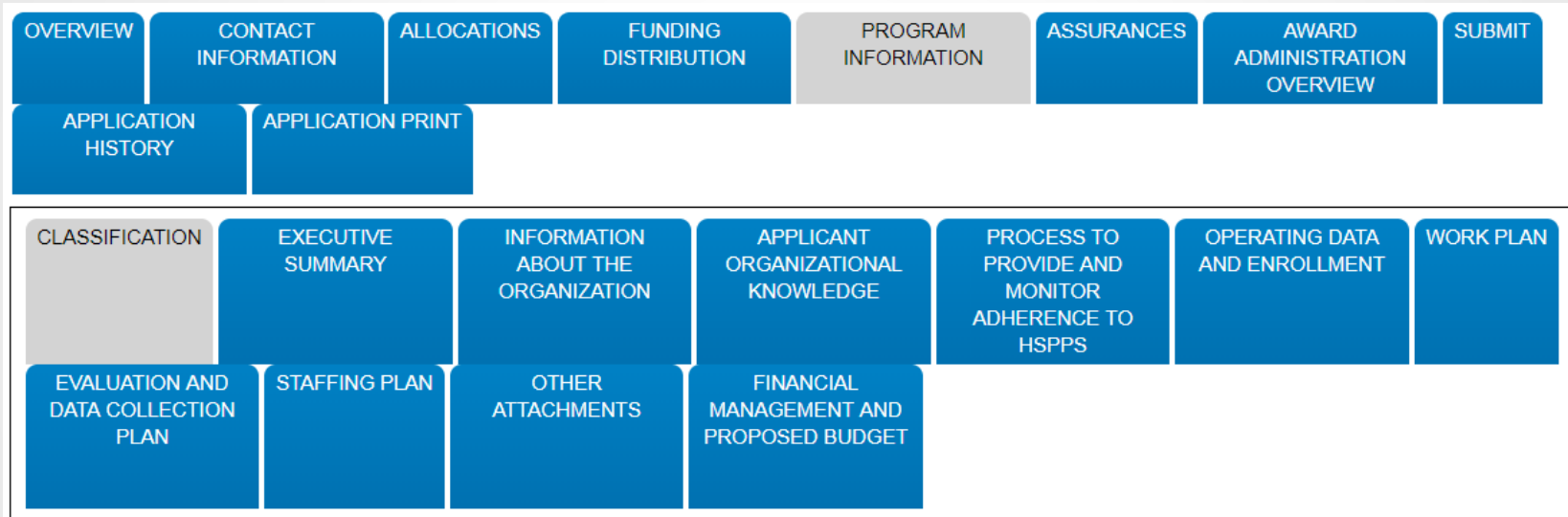


EGMS Application

- The grant application in EGMS will consist of the following tabs (cnt'd)
 - Program Information
 - Classification
 - Executive Summary
 - Information about the Organization
 - Applicant Organizational Knowledge
 - Process to Provide and Monitor Adherence to HSPPS
 - Work Plan
 - Evaluation and Data Collection Plan
 - Staffing Plan
 - Other Attachments
 - Financial Management



EGMS Application





EGMS Application

- The grant application in EGMS will consist of the following tabs (cnt'd)
 - Detailed Planned Expenditures
 - Budget Overview
 - Cost Category tabs (e.g. Salaries & Benefits, etc.)
 - Award Administration
 - Assurances
 - Submit
 - Application History
 - Application Print



Budget

- Two budgets: Federal and local. For this competition, you will enter the local budget. It can be accessed via drop down menu under “Application Sections.”
- Budget Overview
 - Program Category Values (hand out)
 - Instructions (hand out)
- Salaries & Benefits
- Professional Services
- Equipment
- Supplies & Materials
- Fixed Property Costs
- Other Objects
- Budget Summary



Budget

Applicant: 000-0108 Capital City PCS

Application: 2019-2020 Quality Improvement Net
Cycle: - 00-
Original Application

2019-2020 1/1/2019 -
9/30/2020

Application Sections

Quality Improvement Network

Quality Improvement Network

Quality Improvement Network Federal

Quality Improvement Network Local

[Click to Return to Menu List / Sign Out](#)

OVERVIEW

CONTACT
INFORMATION

ALLOCATIONS

FUNDING
DISTRIBUTION

PROGRAM
INFORMATION

ASSURANCES

AWARD
ADMINISTRATION
OVERVIEW

SUBMIT

APPLICATION
HISTORY

APPLICATION PRINT

BACKGROUND
INFORMATION

GENERAL
INFORMATION

PROGRAM SCOPE

AWARD PROCESS

GENERAL
PROVISIONS

CONTINUATION
FUNDING PROCESS



Attachments

RFA Attachment A: Central Data Assurances (RFA, pg. 29)

RFA Attachment B: Program Specific Assurances (RFA, pg. 35)

RFA Attachment C: QIN School Readiness Goals (RFA, pg. 36)

Other Attachments (required uploads in EGMS) (RFA, pg. 23-24)

- **Attachment 1:** W-9
- **Attachment 2:** Resumes and / or qualifications of key staff
- **Attachment 3:** Audited financial statements for the past three (3) years
- **Attachment 4:** Documentation of organizational status
- **Attachment 5:** Conflict of interest policy
- **Attachment 6:** Separation of duties policy
- **Attachment 7:** Organizational chart



Submit

- Before you submit, you must hit Consistency Check to see if all parts are complete. Missing elements are in red.
- Then, lock the application and submit.

Assurances must be reviewed and approved before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



Application Review



Application Review Process

Application Deadline

- Applications are due no later than **Aug. 8, 2019** (3 p.m.)
- Applications must be submitted through EGMS
- Late applications will not be accepted

Application Review Period

- Applications are scored by external reviewers.

Award Announcement

- Currently, we hope to announce the grantees in September 2019, but this timeline is subject to change.



Application Rubric

Executive Summary:

Briefly describe the applicant organization, the target population (i.e. neighborhood centers and / or homes vs. city-wide centers and / or homes), and its proposed model (Options 1a, 1b, 1c or 2) for providing services (including ERSEA, continuous and comprehensive services, technical assistance and job-embedded professional development), designing, implementing and monitoring the selected QIN model in support of ensuring families receive services that meet HSPPS. Applicants must also demonstrate a plan to ensure services delivered continue uninterrupted for families currently in the QIN.



Application Rubric

Information about the Organization (Maximum: 10 points)

- **Mission and History (Maximum: 5 points):** Provide the applicant organization's mission statement, a description of its core programs and explain the relevance of the organization's programmatic and operational activities to providing technical assistance, designing, implementing and monitoring the selected QIN model. Provide an organizational history as it relates to supporting EHS/other federally funded programs in the community and other eligibility criteria outlined in Section 1.2.3. Describe how the mission and / or vision of the organization links to OSSE's long term strategy to improve the quality of infant and toddler care in the District, including sharing of data and necessary information and participating in evaluation efforts, as needed.



Application Rubric

Information about the Organization (Maximum: 10 points): cnt'd

- **Strategic Logic (Maximum: 5 points):** Describe the strategic logic for the applicant organization to manage this grant at this point in the organization's history (i.e., describe how the organization is prepared to provide services and monitor the selected QIN model), the rationale for selecting this model and for selection of any partners and how it will directly result in high-quality care for infants and toddler and their families in DC and how this work is consistent with the organization's strategic objectives and goals).



Application Rubric

Applicant Organizational Knowledge (Maximum: 35 points)

- **Experience in Providing Technical Assistance and Monitoring of Child Development Facilities (Maximum: 10 points):** Describe the applicant organization's experience in implementing, monitoring or providing technical assistance (aligned to HSPPS) and coaching to licensed child development facilities to improve outcomes for children and families in alignment with HSPPS or other national best practices. To the extent that the proposed project involves child development homes, applicants should demonstrate knowledge of key differences in HSPPS between child development homes and centers. Provide details about prior engagement with the target population in the proposed project.



Application Rubric

Applicant Organizational Knowledge (Maximum: 35 points) (cnt'd)

- **Organizational Expertise in Early Childhood Development and HSPPS (Maximum: 10 points):** Describe the applicant organization's experience and expertise (and that of any partners) related to federal HSPPS early childhood development and children and families served in Wards 1, 2, 4, 5, 6, 7 and 8 in the District. Applicants should demonstrate knowledge of similar programs implemented in other cities nationwide and a plan to glean best practices and lessons learned from those program models and apply them to the District context.



Application Rubric

Applicant Organizational Knowledge (Maximum: 35 points) (cnt'd)

- **Proposed Organization and Staffing Structure (Maximum: 10 points):**
Describe the applicant's proposed organization, staffing and positions or services to be contracted out to support the provision of all comprehensive and family engagement EHS services across the entire QIN. This should include a well delineated breakdown of how the model will be designed and implemented and the structure of any partnerships. Describe the senior management team and their capacity to provide effective oversight and accountability for the program, including establishing systems of ongoing monitoring and self-assessment and involving the parent committees/policy council in planning and decision-making consistent with HSPPS. If the proposed program engages with child development homes, describe staff knowledge and experience this group.



Application Rubric

Applicant Organizational Knowledge (Maximum: 35 points) (cnt'd)

- **Organizational Networks (Maximum: 5 points):** List and describe existing organizational partnerships with public and/or private entities that serve the District's residents and whose expertise complements your organization's capacity, including organizations that will assist in delivering technical assistance and services to the child care partners. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone.



Application Rubric

Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points)

- **Communications Strategy (Maximum: 10 points):** Based on the organization's prior experience working with child development facilities, children and families, please describe your communication strategy for program planning and community engagement. Describe the process your organization will use to spread awareness of the opportunity and engage child care partners and the target population in the District regarding HSPPS standards and participation in the QIN. If the proposed program engages with child development homes, describe any particular communication strategies that will be used with this group.



Application Rubric

Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points) **(cnt'd)**

- **Delivery of Professional Development (Maximum: 10 points):** Based on experience with or knowledge of similar initiatives and initial research into the landscape of EHS programs, describe the approach to providing teachers with continuous, job-embedded professional development and coaching aligned to DC Common Core Early Learning Standards, QIN School Readiness Goals and HSPPS (see Attachment C in the RFA for additional information).
- **Continuity of Services (Maximum: 10 points):** Applicants must demonstrate a plan to ensure QIN services continue uninterrupted for families currently in the QIN (if applicable). This is in addition to having a plan to communicate this to the child care partners, teachers and families.



Application Rubric

Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points): (cnt'd)

- **Monitoring and Continuously Improving Delivery of Services and Technical Assistance to Child Care Partners (Maximum: 10 points):** Describe the methodology for monitoring the quality of services and technical assistance delivered to the child care partners and the process for continuous enhancement and improvement. Monitoring procedures must describe: (1) programmatic monitoring on the achievement of goals and activities, as stated and approved in the applications; and (2) adherence to terms agreed upon in notices or other agreements. Applicants may submit sample programmatic and financial reporting materials.



Application Rubric

Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points): (cnt'd)

- **Development of Work Plan and Data Collection and Evaluation Plans (Maximum: 5 points):** Using the charts available in EGMS, complete the work plan and data collection and evaluation plan.
 - **Work Plan (Maximum: 3 points):** Each applicant must submit a work plan for the first year of the five year grant, detailing project activities (i.e., specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.



Application Rubric

Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points):

- **Development of Work Plan and Data Collection and Evaluation Plans (Maximum: 5 points):** Using the charts available in EGMS, complete the work plan and data collection and evaluation plan. (cnt'd)
 - **Evaluation and Data Collection Plan (Maximum: 2 points):** For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency. A complete response should clearly name the party responsible for activities, demonstrate a process for periodic data collection, ongoing learning and program improvement.



Application Rubric

Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 10 points)

- **Financial Management (Maximum: 5 points):** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management of the grant, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant funds according to approved budgets and applications. This should include an explanation of fiscal monitoring and tracking of expenditures according to approved budgets and contractual documents. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).



Application Rubric

Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 10 points) cnt'd

- **Proposed Budget (Maximum: 5 points):** Using the grant budget, provide a proposed budget for the first year of the five-year grant and narrative description of the use of grant funds to address the requirements of this grant. Indirect costs are allowable expenses in the proposed budget but must be requested by contacting the Program Contact listed in Section 1.1.5. The standard indirect cost rate offered by OSSE/DEL 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.



Enterprise Grants Management System (EGMS)



EGMS Overview



Enterprise Grants Management System

- DC Government grant-management system for application and grants management
- Link: <http://grants.osse.dc.gov>
- Registration is a one-time event
- EGMS training guides and videos:
<http://grants.osse.dc.gov/info/training>
- Vendor and user credential guide:
<http://grants.osse.dc.gov/info/credentials>



Registering as a Vendor/User

- **Step 1: Register:** You will need your organization's Federal Employee Identification Number (FEIN).

EGMS REGISTRATION

For both New Vendor and New User requests the first few steps are the same.

Username/Email

Password [Forgot Password](#)

LOGIN

[New User](#)

- In your browser window, type the following: grants.osse.dc.gov.
- Click on the **New User** link.
- A pop-up will appear requesting the Federal Employee Identification Number (FEIN). The FEIN will be used to pull the vendor information if already registered, or activate New Vendor registration fields.
- Input the FEIN and click **Search**.
 - Please note: if your organization is a local District government agency the FEIN may be **#536001131**, multiple organizations in the district use this number. If this is your number please contact the help desk [(202) 719-6500 or osse.callcenter@dc.gov] for both New Vendor and New User requests.

NEW VENDOR REQUEST

888888888

Prior to processing a new vendor request an **IRS W-9** form needs to be completed and uploaded to the GMS. A link to the form can be found [here](#).

Prior to processing a new vendor request a **Master Collection Forms (MCF)** document also needs to be completed and uploaded to the GMS.

BROWSE W-9



Registering as a Vendor/User

- **Step 2:** EGMS will determine if you are a new vendor or a new user.
 - a. New vendor: Organization and user are new to EGMS.

NEW VENDOR

Upon entering the FEIN and clicking **Search** if the organization is not already registered as a vendor the system will return the following message:

"Unable to find an organization with the provided search criteria. If you would like to request a new organization be added to the GMS, click the request button."

- Recheck the FEIN to ensure it is correct.
 - If incorrect, input the correct FEIN.
- Click the **Request** button.
 - Additional fields open for the NEW VENDOR REQUEST.

- b. New user: Organization is registered but individual entering information does not have EGMS credentials.

NEW USER

Actions in EGMS require specific roles. Users will request credentials through the NEW USER REQUEST.

Upon entering the FEIN and clicking **Search** if the organization is already registered as a vendor the system will display the name of the organization return the following message:

"Unable to find any local security admins with the provided search criteria. If you would like to request a new organization be added to the GMS, click the request button."

NEW USER

New User

FEIN

SEARCH

REQUEST

CLOSE

Test DC District

- Click the **Request** button.
 - Additional fields open for the NEW USER REQUEST.
- Input:
 - First Name
 - Last Name
 - Email
- Select the role:
 - View Only: users are able to view all data but are unable to make edits or changes.
 - Data Entry: users are able to create applications, reimbursement requests, and may save data. Data Entry users are unable to submit applications or reimbursement requests.
 - Authorized Rep: users have all the functions of the above roles and are able to agree to assurances and submit applications and reimbursement requests. Users must be an employee of the organization and not a third-party vendor.
 - Authorized Representative requests should come from leaders at an organization. This person's name should appear on the organization's website. If this is not the case, OSSE will request an email confirmation from a leader in the organization to approve the role.
- Confirm all the information is correct.
- Click the **Submit** button.
- Please note the request may take up to 2 business days to complete. Please plan appropriately.



Registering as a Vendor/User

- **Step 3:** Once your organization is registered and you have credentials, determine who else in your organization needs access to EGMS.
- **EGMS roles:**
 - View only: Users are able to view all data but are unable to make edits or changes.
 - Data entry:
 - Users are able to create applications, reimbursement requests and may save data.
 - Users are unable to submit applications or reimbursement requests.
 - Authorized representative:
 - Users have all the functions of the above roles and are able to agree to assurances and submit applications and reimbursement requests.
 - Users must be an employee of the organization and not a third-party vendor.
 - Authorized representative requests should come from leaders at an organization.
 - This person's name should appear on the organization's website. If not, OSSE will request an email from a leader in the organization to approve the role.



Registering as a Vendor/User

- **Step 3** (continuation):
 - You can also contact the EGMS help desk to determine who currently has credentials at your organization or to add additional users.
 - Contact the help desk at osse.callcenter@dc.gov or (202) 719-6500.
 - Requests for determining who has existing credentials must come from an authorized representative.
 - Important links for registration:
 - FEIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
 - DUNS: <http://fedgov.dnb.com/webform/displayHomePage.do>
 - System for Award Management (SAM): <https://www.sam.gov/SAM/>
 - Note: If awarded, the grant monitor will share a master supplier form and W-9. They are not needed at the time of application.



Completing Central Data

- **Step 4:** You will need a SAM expiration data and DUNS number for this step.
 - Central data captures information common to the applicant's organization across all grant programs.
 - It must be completed annually by any organization wishing to apply for a grant within EGMS.
 - It should be completed and submitted to OSSE prior to completing the first grant application.
 - The authorized representative must be the user to accept/submit the central data.



Completing Central Data

- **Step 4** (continuation):
 - What do you need?
 - Contact information for your organization’s “central contacts”;
 - A DUNS number and SAM expiration date; and
 - A current copy of your organization’s “entity overview” record from SAM.gov.
 - Tips on document uploads: Save in DOCX, DOC, XLSX, XLS, PDF; file must be less than 6 MB; do not use special characters in the file name.
 - Review certifications and assurances, click “entity agrees.” Navigate to the “submit” tab.
 - Run a “consistency check.”
 - If no errors exist, the blue “submit” button will then appear. Click “submit.”



Completing Central Data

OVERVIEW	CONTACT INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM INFORMATION	ASSURANCES	AWARD ADMINISTRATION OVERVIEW	SUBMIT
APPLICATION HISTORY	APPLICATION PRINT	INFORMATION ABOUT THE ORGANIZATION					
PROGRAM SPECIFIC ASSURANCES	ASSURANCES AGREEMENT SUMMARY						

Assurances Agreement

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to.

4/3/2019

Central Data Collection Common Assurances - Common Assurances are agreed to in the Central Data Collection. These Early Childhood QIN Continuation assurances may not be agreed to unless the common assurances have previously been agreed to.

☒ Early Childhood QIN Continuation Assurances

The assurances were fully agreed to on this date:

LEGAL ENTITY AGREES



Navigating EGMS

- **Step 5:** Familiarize yourself with EGMS in advance of the grant application opening.
 - Once you log in, you will see your main grant dashboard.
 - Please see example below:

EGMS Enterprise Grants Management System

District of Columbia Office of the State Superintendent of Education

Click to Return to Organization Selection
Click to Return to Menu List / Sign Out

Enterprise Grants Management System -- Access Select

106 Booker T. Washington PCS

Select Fiscal Year: 2020

Click to view Funding Summary

Click for Instructions

Created

Assurances and Central Data

Application Name	Revision	Status	Date	Actions
Central Data	Original Application	Final Approved	4/12/2019	OPEN REVIEW SUMMARY

Formula Grant

There currently aren't any Formula Grant applications created.

Competitive Grant

Application Name	Revision	Status	Date	Actions
21st Century	Original Application	Final Approved View GAN	5/1/2019	OPEN PAYMENTS
SAT and ACT Preparation Expansion Grant	Original Application	Final Approved View GAN	5/2/2019	OPEN PAYMENTS

Continuation Grant

There currently aren't any Continuation Grant applications created.



Navigating EGMS

- **Step 5 (continuation):** Familiarize yourself with EGMS in advance of the grant application opening.

Available

Assurances and Central Data

There currently aren't any Assurances and Central Data applications available.

Formula Grant

- HIV-STD Prevention and PE Submissions due by 9/30/2018

Competitive Grant

- DC Career Academy Network Submissions due by 1/15/2019
- DC School Garden Grant Submissions due by 9/30/2018
- EC-Child Development Associate Submissions due by 9/30/2018
- WNS Farm Field Trip Program Submissions due by 9/30/2018
- WNS_Community_Schools Submissions due by 9/30/2018

Continuation Grant

CREATE



Navigating EGMS

Submitting to OSSE: The submit tab has a few components.

1. First click the “consistency check” and this will alert you to any errors you have that are holding up the application.
2. Then click “lock application” and the “submit” button will appear.
3. Then click “submit.”

Application: 2017-2018 Access to QCC Expansion - 00-
Cycle: Original Application

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

[OVERVIEW](#) [CONTACT INFORMATION](#) [FUNDING DISTRIBUTION](#) [PROGRAM INFORMATION](#) [DETAILED PLANNED EXPENDITURES](#) [ASSURANCES](#) [SUBMIT](#) [APPLICATION HISTORY](#) [APPLICATION PRINT](#)

Submit

The application has been submitted for review.

[CONSISTENCY CHECK](#) [LOCK APPLICATION](#) [UNLOCK APPLICATION](#)

Assurances	10/19/2017
Consistency Check was run on:	10/19/2017
Organization Data Entry	
Organization Administrator submitted the application to OSSE on:	10/19/2017
Grant Administrator	
Grant Admin - Final Review	



Navigating EGMS

[OVERVIEW](#)[CONTACT INFORMATION](#)[ALLOCATIONS](#)[FUNDING DISTRIBUTION](#)[PROGRAM INFORMATION](#)[ASSURANCES](#)[AWARD ADMINISTRATION OVERVIEW](#)[SUBMIT](#)

[APPLICATION HISTORY](#)[APPLICATION PRINT](#)[INFORMATION ABOUT THE ORGANIZATION 2](#)

Submit

The Consistency Check must be successfully processed before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Assurances

6/20/2019

LEA Data Entry

LEA Administrator

Grant Administrator

Grant Admin - Final Review



Navigating EGMS

Tester OCIO ran the consistency check process which locked the application on 6/20/2019 at 3:08 PM.

LOCK APPLICATION

UNLOCK APPLICATION

Assurances 6/20/2019
Consistency Check was run on: 6/20/2019
LEA Data Entry
LEA Administrator
Grant Administrator
Grant Admin - Final Review

SUBMIT TO OSSE



Navigating EGMS

- On the main dashboard, you will see grants grouped by “created” and “available.” Within these two categories, you will also see:
 - Assurances and central data.
 - Formula grant: Grants for which only particular organizations are eligible. Usually based on a “per student” formula.
 - Competitive grant: Grants with a request for application (RFA) that are being competitively bid out and awarded.
 - Continuation grant: Grants continuing to existing grantees under a multiple year grant.
- Any available grant applications and central data will start under “available” until you click the blue button, “create.” After that point, they will move to “created.” You will click “open” to open and edit your application.
- If the RFA has not yet been posted for the competitive grant for which you are applying, it will not appear yet in “available.” You can still complete central data during this time.



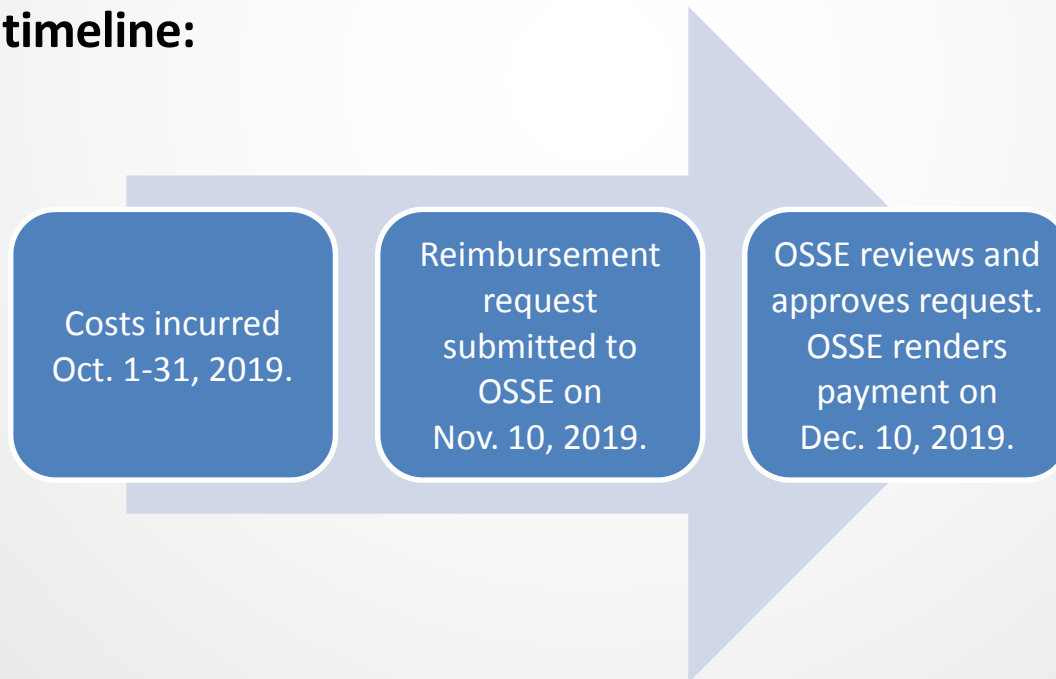
EGMS Tips

- Save early and often: EGMS times out after 60 minutes of inactivity.
- Printing: If you would like to print the application, go to the “application print” tab. The application will be available for you to print at the top of each hour.
- Start and submit early: Avoid last-minute technical submission issues by submitting early to ensure there is time to address issues if they arise. Grants are due at 3 p.m. on the submission date.
- Narrative responses may not exceed the stated character limit. If you cut and paste from a Word document, double-check that final sentences/paragraphs are not cut off.
- Tips on document uploads: Save in DOCX, DOC, XLSX, XLS, PDF; file must be less than 6 MB; do not use special characters in the file name.
- Contact the EGMS help center: OSSE.CallCenter@dc.gov (202) 719-6500; available Monday-Friday from 7:30 a.m.-5:30 p.m.
- Note: A record of contact with EGMS will not excuse missing the review submission deadline.



Grant Administration

- **OSSE grants are cost reimbursable.** Grantees incur costs and then submit a request for reimbursement of funds along with necessary supporting documentation.
- **DC Government payments proceed according to the 30-day quick payment act.** Payments are rendered 30 days from the submission of the final, correct request.
- **Sample timeline:**





Q&A



Contact Information

FIND US

ADDRESS:

1050 First St. NE
Washington, DC 20002

POC:

Tara Dewan-Czarnecki
(202) 741-7637

Tara.Dewan-Czarnecki@dc.gov

Rebecca Shaw


Phone: (202) 741-7637

Rebecca.Shaw@dc.gov

GET SOCIAL

 facebook.com/ossedc

 twitter.com/ossedc

 youtube.com/DCEducation

 www.osse.dc.gov