

# Special Education Enhancement Fund (SEEF) Formula Grant Application Webinar



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July 11, 2017 and July 12, 2017  
Jonathan Elkin



# Agenda

- Welcome and Introductions
- Overview of Application
- Application Components
- Q&A
- Next Steps



# Overview of Application



# Purpose of Funds

## Background and Purpose

DC law in 2014 required that local educational agencies (LEAs) make changes to how they serve students with disabilities. OSSE is providing funding to help meet the new requirements by July 1, 2018:

- 1. Initial Evaluation and Determination Timelines.** OSSE is providing funding for LEAs to evaluate and determine eligibility for students who have a disability within 60 days of a parent or guardian providing consent for the evaluation. This is shorter than the current timeline of completing an evaluation and eligibility determination within 120 days from referral.
- 2. Middle School Secondary Transition.** OSSE is providing funding for LEAs to include secondary transition plans within students' first individualized education programs (IEPs) in effect at age 14. This is sooner than the current requirement of completing a secondary transition plan by age 16. Funding will allow LEAs to begin completing transition plans for students currently age 13, 14, and 15.



# Funding Availability and Eligibility

## **Funding Availability and Funding Period**

A total of **\$3,771,769** is available for awards through this grant award period, which will begin on Oct. 1, 2017 and end on Sept. 30, 2018.

OSSE will provide additional continuation funding in future years, subject to availability of continued funding. Awards are limited to one per LEA.

## **Eligibility**

To be eligible for this grant, an LEA must:

- Serve students in the 2017-18 school year; and
- Receive federal IDEA funds for serving children ages 3 through 21.

LEAs are not eligible for funding if they do not receive IDEA funding.



# Funding Formula

The **\$3,771,769** will be allocated using a formula as follows:

Each eligible LEA will receive a **base allotment of \$2,500**.

The remaining funds shall be allocated as follows:

- **20 percent** of the remaining funding is allocated to each LEA based on the LEA's share of the total number of students with disabilities who will be age 13, 14, or 15 on July 1, 2018, and thus who will need additional support as the transition age changes from 16 to 14.

**Why 20 percent?** OSSE selected 20 percent because that is the percentage of students with disabilities citywide who will be age 13, 14, or 15 on July 1, 2018.

- **80 percent** of remaining funding will be allocated to each LEA based on that LEA's share of the District's total number of students with disabilities.

After the application period is complete, if any LEAs do not submit approvable applications, all other LEAs may receive an additional allocation based on the formula.



# Allowable Expenses

**Funds are available strictly on a reimbursement basis and may only be used for allowable grant project expenditures during the grant period.**

Allowable Expenses	Non-Allowable Expenses
<p>Costs that are described in the original, approved application, and must:</p> <ul style="list-style-type: none"><li>✓ Be directly linked to improving outcomes for students with disabilities in the areas of initial evaluation and secondary transition.</li><li>✓ Support planning activities that can be reasonably expected to impact middle grades secondary transition planning and evaluation timeliness (e.g., professional development, staff augmentation, data analysis and/or case management systems).</li></ul>	<ul style="list-style-type: none"><li>✗ Costs that do not align with the strategies outlined in the application.</li><li>✗ Costs that do not meet the purpose of this grant.</li><li>✗ Unallowable costs per government guidelines.</li></ul>



# Schedule and Key Dates

**Application release in EGMS:**

Monday, July 3

**Required pre-application webinars:**

Tuesday, July 11

***(must attend one)***

Wednesday, July 12

**Application submission deadline in the Electronic Grants Management System (EGMS):**

**Wednesday, Aug. 2, 3 p.m.**

All applications must be submitted through the Enterprise Grants Management System (EGMS). For more information about EGMS, please visit <http://osse.dc.gov/service/enterprise-grants-management-system-egms>.

*\*\*\*Start early! This deadline remains in effect unless a systemic EGMS technical challenge is identified that affects all users. EGMS considerations will be covered later in the presentation.\*\*\**





# Application Sections

- Overview Pages (*informational; nothing to complete*)
- Contact Information
- Funding Distribution (*informational; nothing to complete*)
- Allocations
- Needs Assessment and Narrative
- Detailed Planning Expenditures
- Supporting Documentation (*optional*)
- Assurances
- Submit (*application is not complete until it is submitted through this tab*)
- Application Print (*hard copies or PDF of applications may be printed through this tab*)
- Application History (*the history of who has accessed and modified the application may be viewed through this tab*)

**We will review these sections later in the webinar.**



# Award Administration

- OSSE will notify all applicants of the final award decision.
- Each awarded applicant will receive a grant award notification (GAN) in EGMS.
- Please review the application for more information on:
  - Terms and Conditions
  - Conflict of Interest
  - Assurances



# Application Components



# Contact Information

- Head of school
- Grants contact
- Fiscal contact
- Application contact (if different from grants contact)

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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Contact Information

\* Denotes required field

**Application Approval / Disapproval Copy Email Addresses**

☐ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Head of School or Authorized Representative will receive an email notification and does not need to be included in this list. Any other users who should receive notification should be listed.

**ADD ADDITIONAL EMAIL ADDRESS**

**Head of School:**

Name\*

Address 1\*

Address 2

City\*

State\*

Zip+4\*

Phone\*    Extension

Fax

Email\*

**Grants Contact:**

Last Name\*

First Name\*

Phone\*    Extension

Fax

Email\*

\*\*\* Note: Save frequently in EGMS, because the site times out with inactivity



# Allocations

Your LEA's initial formula allocation is listed on this page.

Select a box and “save page” to pick whether your LEA will submit reimbursement requests 12 times per year, six times per year, or four times per year.

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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**Allocations**

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Below, allocations are displayed, provided by the State Education Agency, for each program for which the LEA is applying for funding through this application.

LEA Allocation for Special Education Enhancement Fund Formula Grant

Please indicate, by checking the applicable box below, the schedule that the LEA will follow for submitting reimbursement requests for all grants included in this application in order to maintain regular drawdowns of federal funds. From among these options, the LEA has the flexibility to choose a schedule that best meets its needs.

☐ Monthly (12 workbooks per year) ☐ Bi-Monthly (6 workbooks per year) ☐ Quarterly (4 workbooks per year)

SAVE PAGE



# Needs Assessment and Narrative

[OVERVIEW PAGES](#)[CONTACT  
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ASSESSMENT AND  
NARRATIVE](#)[DETAILED PLANNING  
EXPENDITURES](#)[SUPPORTING  
DOCUMENTATION](#)[ASSURANCES](#)[SUBMIT](#)[APPLICATION PRINT](#)[APPLICATION  
HISTORY](#)

## Initial Evaluation for Special Education (all applicants)

The first questions relate to a needs assessment. You should look at data on your LEA's current timeline for initial evaluation and determine what's needed to reach the law's new timeline (60 days from parental consent to eligibility determination).

1. Please **describe the approach your LEA used to analyze current performance** related to:
  - the rate at which the LEA is currently completing initial evaluations and eligibility determinations;
  - the gap, if any, between the current rate and the new requirement (60 days from parental consent); and
  - the key areas (e.g., training, staffing, coordination, data systems) where actions the LEA takes are determined to have the greatest impact on the new initial evaluation timeline requirement.
2. Please **identify the roles of individuals involved in the needs assessment process.**



# Needs Assessment and Narrative

## **Initial Evaluation for Special Education (continued)**

The next question asks for a brief explanation of what you will do with this funding to improve your initial evaluation and eligibility determination timeline. The items in parentheses include possible activities but are not an exhaustive list.

### **3. Project Description**

Briefly describe how the proposed project can be reasonably expected to impact evaluation timeliness (e.g., professional development, staff augmentation, data analysis and/or case management systems).



# Needs Assessment and Narrative

## Secondary Transition Timelines:

LEAs must only complete this section if they serve students who will be age 14 or 15 on July 1, 2018. These students are the focus of efforts to meet the law's new secondary transition requirement, which moves from age 16 to 14.

The first questions relate to a needs assessment. You should look at data on your LEA's current process for secondary transition planning and determine what's needed to reach the law's new age requirement (14 instead of 16).

1. Please describe **the approach your LEA used** to analyze current performance related to:
  - the rate at which the students are receiving timely and appropriate secondary transition plans;
  - the gap, if any, between the current performance and the new requirement; and
  - the key areas (e.g., training, staffing, coordination, data systems) where actions the LEA takes are determined to have the greatest impact on compliance with the new secondary transition requirement.
2. Please **identify the roles of individuals involved in the needs assessment process**





# Needs Assessment and Narrative

## **Secondary Transition Timelines (continued)**

The next question asks for a brief explanation of what you will do with this funding to improve your secondary transition timeline. The items in parentheses include possible activities but are not an exhaustive list.

### **3. Project Description**

Briefly describe how the proposed project can be reasonably expected to impact secondary transition compliance (e.g., professional development, staff augmentation, data analysis and/or case management systems).



# Detailed Planning Expenditures

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
BUDGET OVERVIEW	SUMMARY OF PLANNED EXPENDITURES	SALARIES AND BENEFITS	SUPPLIES AND MATERIALS	PROFESSIONAL SERVICES	EQUIPMENT	OTHER OBJECTS	BUDGET SUMMARY			

Summary of Planned Expenditures

Summarize the planned uses of funds for all activities.

Note: It may help to complete this summary after completing each of the more detailed tabs for each Budget category.

On the following tabs, enter proposed expenditures within each Budget Category you plan to use. You need not use all.

- Summary of Planned Expenditures
- Salaries and Benefits
- Supplies and Materials
- Professional Services
- Equipment
- Other Objects



# Detailed Planning Expenditures

Within each Budget Category sub-tab, enter the type of expenditure in each program category (if applicable). Click the description for details.

OVERVIEW PAGESCONTACT INFORMATIONFUNDING DISTRIBUTIONALLOCATIONSNEEDS ASSESSMENT AND NARRATIVEDETAILED PLANNING EXPENDITURES (selected)SUPPORTING DOCUMENTATIONASSURANCESSUBMITAPPLICATION PRINTAPPLICATION HISTORY

BUDGET OVERVIEWSUMMARY OF PLANNED EXPENDITURES (selected)SALARIES AND BENEFITS (disabled)SUPPLIES AND MATERIALSPROFESSIONAL SERVICESEQUIPMENTOTHER OBJECTSBUDGET SUMMARY

Budget Detail By SiteInstructions

Itemize and explain each expenditure amount that appears on the Budget Summary.  
[Click here for Description of Program Category Values](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	300	400	500	600	700	800	Indirect Cost
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Budget Category	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes:

The District Level Budget page is identified by "0000"

Site: 0000

Note that your LEA should budget by the overall LEA level, and you can decide how to allocate to school sites but don't need to submit these site-level allocations within the application.



# Detailed Planning Expenditures

## Budget guidance document with Definitions and Examples

OSSE Definitions - Updated 8/21/2014

Budget Definitions

1 of 2

Definitions and Examples for Each Program Category and Budget Category							
IMPORTANT NOTE: The examples in this table are provided only as a generic guide of the general scope of potential expenditures and have no relation to determinations of allowability for any particular federal grant program. Indeed, some entire categories may represent unallowable activities for some grant programs. Subgrantees should pay close attention to the <b>definitions</b> provided in column B in order to determine the appropriate categorization of expenditures.							
DIRECT COSTS		Budget Categories (sub-tabs in EGMS)					
		Salaries and Benefits (100)	Contracted Professional Services (300)	Equipment (500)	Supplies and Materials (600)	Fixed Property Costs (700)	Other (800)
	<b>INSTRUCTION (10)</b> The direct instructional interaction between teachers and students. This instruction may be provided to students in a school classroom, in an alternate location (i.e.: home or hospital), or in other learning situations, including those involving co-curricular activities. The activities of teacher aides or classroom assistants of any type (i.e.: clerks, graders, teaching machines) who assist in the instructional process are also in this category.	Teachers, Tutors, Coaches, Substitute Teachers, Teacher's Aides, Reading Specialists, Classroom Paraprofessionals (all positions are on staff)	Contracted Teachers / Instructors or Substitute Teachers (those that are not an official employee)	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$5,000 per unit (according to OSSE's equipment policy)	General Supplies, Textbooks, Instructional Aids, Instructional Software, Internet Fees - Site License	Rental of Instruction Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees, Travel Costs, Non-Payroll Taxes, Miscellaneous
	(program categories within each sub-tab)  <b>SUPPORT SERVICES (20)</b> The technical and logistical support to facilitate and enhance instruction. These are services within programs that aid in fulfilling that program's instructional objectives or community service goals, rather than being full-service entities. Such services include activities or stipends associated with providing professional development to the instructional staff, assessing and improving the well-being of students, and supplementing the teaching process.	Site Coordinators, Instructional Staff Trainers, Librarians, Counselors, Audiovisual Services, Curriculum Consultants, Program Evaluators, Psychologists, Social Workers, Nurses, Attendance Personnel, Record Clerks, Chief Academic Officer, Dean of Students (all positions are on staff)	Contracted Consultants, Contracted Evaluators, Counselors, Therapists, Doctors or Instructional Staff Trainers. Fees for Professional Development, In-service Training, or Registration	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$5,000 per unit (according to OSSE's equipment policy)	General Supplies, Books, Library Books, Periodicals, Testing Materials	Rental of Support Services Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees, Travel Costs, Non-Payroll Taxes, Miscellaneous
		Program Directors,					



# Detailed Planning Expenditures

Here's an example within the Salaries and Benefits budget category sub-tab:

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BUDGET OVERVIEWSUMMARY OF PLANNED EXPENDITURES (selected)SALARIES AND BENEFITS (selected)SUPPLIES AND MATERIALSPROFESSIONAL SERVICESEQUIPMENTOTHER OBJECTSBUDGET SUMMARY

Budget Detail By SiteInstructions

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Click here for Description of Program Category Values](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	300	400	500	600	700	800	Indirect Cost
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Budget Category	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by "0000"

Site: 0000

Total Allocation Available for Budgeting \$11,500.00

To obtain additional detail lines, fill in all blank lines, and click Save Page. 10 more blank lines will then be added at the bottom.

Name of Individual	Position Title	Program Category	FTE	Expenditure Description and Itemization	SP-ED_Enhancement_Fund Funds	Delete Row
J Doe	Instructional Staff Tr	20-Support Services	0.2	Special Education Instructional Staff Trainer	10000	
					0.00	

\*\*\*Don't forget to save frequently.



# Detailed Planning Expenditures

After entering a budget in each Budget Category sub-tab relevant to your project plan, you can view the budget summary (Read-only).

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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**Budget Summary** (Read Only)

Remove blank rows from display: ☒ Yes ☐ No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
20	Support Services	10,000.00							10,000.00 100.00 %
Subtotal		10,000.00 100.00 %							10,000.00 100.00 %
Total Budget									10,000.00



# Supporting Documentation

- This section is optional for the initial application.
- You may use this for longer answers, or attachments like a complete needs assessment.
- If OSSE requires changes to your application for approval, you may use this section to provide updates.
- Give a brief explanation of the file you upload.
- \*\*\*Once you upload, it can't be deleted. (You can explain if there's an upload error.)

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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## Supporting Documentation

Any supporting documentation should be uploaded using the File Upload process below. Required documentation can be submitted upon the initial submission of this application and when amending the application. If the Office of State Superintendent of Education (OSSE) requests further documentation, this File Upload process is the location where such files should be attached to your application for review.

If you have files to upload for OSSE review, please provide a brief description of the contents of each file. If you upload a file in error, those files cannot be removed. Please detail any directions about such files to OSSE below.

(0 of 2000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx), Excel (.xls/.xlsx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

If any documents that were previously uploaded should be disregarded, please note that instruction in the textbox above where you have provided a description of your files.

Choose File No file chosen

UPLOAD





# Assurances

- You must check the Program Specific Assurances checkboxes.
- The first box relates to Personally Identifiable Information (PII).
- The second box is specific to this grant. OSSE will be working with all LEAs to provide technical assistance on the new law's requirements, including initial evaluation timelines and secondary transition (if applicable).
- The LEA will share data with OSSE about interim progress toward the law's new requirements, and OSSE staff will work with the LEA on strategies.

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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PROGRAM SPECIFIC ASSURANCES	ASSURANCES AGREEMENT SUMMARY
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### Program Specific Assurances

☐ Subject to OSSE's policies on protecting student data privacy, the LEA commits to ensuring that any requested data with personally identifiable information is submitted securely.

For more information on OSSE's data privacy policy, visit:  
[https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Final\\_Confidentiality%20of%20Student%20Information%20Policy\\_01272014.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Final_Confidentiality%20of%20Student%20Information%20Policy_01272014.pdf)

For more information on OSSE's secure data upload policy, visit:  
[https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/LEA%20Secure%20Upload%20Background%20Guidance\\_0.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/LEA%20Secure%20Upload%20Background%20Guidance_0.pdf)

☐ Subject to requirements outlined in the Grant Award Notice, LEAs which access funds commit to participating in at least two (winter and spring) technical assistance sessions with OSSE staff in school year 2017-2018 to analyze data and discuss best practices to improve timelines for initial evaluation and secondary transition. This review will include:

- Data regarding timelines for special education referral, parental consent, and evaluation;
- Data regarding secondary transition planning for students ages 14 and 15, if the LEA serves students who will be age 14 and 15 by July 1, 2018; and
- Other data that OSSE deems necessary for the LEA to meet the requirements of DC Act 20-487 and DC Act 20-488.





# Assurances

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HISTORY](#)[PROGRAM SPECIFIC  
ASSURANCES](#)[ASSURANCES  
AGREEMENT  
SUMMARY](#)

## Assurances

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.

☐ Central Data Collection Common Assurances - Common Assurances are agreed to in the Central Data Collection. These Special Education Enhancement Fund specific assurances may not be agreed to unless the common assurances have previously been agreed to.

☒ Program Specific Assurances

The assurances were fully agreed to on this date:

- Before submitting the program-specific assurances for this grant, all applicants must have completed the Central Data Assurances for all OSSE grants for the fiscal year.
- Note that Central Data Assurances are found as a separate application within the EGMS homepage.

Select Fiscal Year:

[Click to view Funding Summary](#)

### Created

#### Assurances and Central Data

	Application Name	Revision	Status	Date	Actions			
▶	Central Data	Amendment 1	Final Approved	5/31/2017	OPEN	AMEND	REVIEW SUMMARY	DELETE APPLICATION
▶	Phase I Assurances - ESEA ConApp	Original Application	Final Approved	5/23/2017	OPEN	AMEND	REVIEW SUMMARY	DELETE APPLICATION

#### Formula Grant

	Application Name	Revision	Status	Date	Actions			
▶	SP ED Enhancement Fund	Original Application	Not Submitted		OPEN	AMEND	PAYMENTS	REVIEW SUMMARY DELETE APPLICATION



# Submit

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

OVERVIEW PAGES	CONTACT INFORMATION	FUNDING DISTRIBUTION	ALLOCATIONS	NEEDS ASSESSMENT AND NARRATIVE	DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY
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Submit

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- SP ED Enhancement Fund
  - SP ED Enhancement Fund has no budget information.
  - Contact Information - Head of School Contact Last Name is a required field.
  - Contact Information - Head of School Contact Address 1 is a required field.
  - Contact Information - Head of School Contact City is a required field.
  - Contact Information - Head of School Contact State is a required field.
  - Contact Information - Head of School Contact Zip is a required field.
  - Contact Information - Head of School Contact Phone is a required field.
  - Contact Information - Head of School Contact Email is a required field.
  - Contact Information - Grants Contact Last Name is a required field.
  - Contact Information - Grants Contact First Name is a required field.
  - Contact Information - Grants Contact Phone is a required field.
  - Contact Information - Grants Contact Email is a required field.
  - Contact Information - Fiscal Contact Last Name is a required field.
  - Contact Information - Fiscal Contact First Name is a required field.
  - Contact Information - Fiscal Contact Position is a required field.
  - Contact Information - Fiscal Contact Email is a required field.
  - Contact Information - Fiscal Contact Phone is a required field.
  - Allocations - Must select a schedule for Federal Fiscal Year.
  - Needs Assessment and Narrative - Please describe the approach your LEA used to analyze current performance related to: is a required field.
  - Needs Assessment and Narrative - Please identify the roles of individuals involved in the needs assessment process: is a required field.
  - Needs Assessment and Narrative - Project Description is a required field.
  - Summary of Planned Expenditures - Summary of planned use of funds for all activities is a required field.
  - Program Specific Assurances - ALL assurances must be agreed to.
  - Budget Detail by Site total must equal Allotment of \$16,500.00.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



# EGMS Considerations

- When in doubt, contact the EGMS help center. (But note, a record of contact with EGMS will not excuse missing the application submission deadline.)
- Save early and often – EGMS times out and kicks users out of the system after 60 minutes of inactivity.
- Narrative responses may not exceed the stated word count. If you cut and paste from a Word document double-check that final sentences/paragraphs are not cut off.
- EGMS does not handle special characters well. Contact the EGMS help center if you think you are encountering this problem.



# Next Steps

Applicants must submit the application electronically via the Enterprise Grants Management System (EGMS) by **Wednesday, Aug. 2, at 3 p.m.** The Office of the State Superintendent of Education shall not accept applications submitted after 3 p.m.

**\*\*Be sure to start your application early.**

If you have technical questions about the application in EGMS, contact:

## **EGMS Help**

[osse.callcenter@dc.gov](mailto:osse.callcenter@dc.gov)

(202) 719-6500



Q&A



# Contact Information

## FIND US

### **ADDRESS:**

810 First St. NE

Washington, DC 20002

### **Contact for Special Education Enhancement Fund**

Jonathan Elkin

[Jonathan.Elkin@dc.gov](mailto:Jonathan.Elkin@dc.gov)

(202) 481-3875

## GET SOCIAL



facebook.com/ossedc



twitter.com/ossedc



youtube.com/DCEducation



<https://osse.dc.gov/page/special-education-enhancement-fund-seef-formula-grant>