Fiscal Year 2018 Community Schools Incentive Initiative

Grant Reader Training

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Grant Overview

Community School

A **public and private partnership** to coordinate educational, developmental, family, health, and after-school-care programs during school and non-school hours for students, families, and local communities at a public school or public charter school. D.C. Official Code § 38-754.02(2).

- **Objectives:**
  - Improve academic achievement
  - Reduce absenteeism
  - Build stronger relationships among students, parents, and communities
  - Improve the skills, capacity, and wellbeing of the surrounding community residents

Purpose of Funds

- The purpose of the grant is to establish **seven** community schools in the District of Columbia, as defined by the *Community Schools Incentive Act of 2012*.[1]

- The goal of the grant is to provide resources that will enable eligible consortia to create and enhance community-based partnerships, develop a framework for continued funding as well as ongoing evaluation of program success.

Grant Award Overview

Length of Award

- Award period: Oct. 1, 2017 – Sept. 30, 2018

- This is a multi-year grant program to begin in the 2018 fiscal year. Successful applicants shall be eligible for three years of grant funding, subject to available appropriations.

Available Funding for Award

- The total funding available for the 2018 fiscal year is $1,240,027.32.

- An eligible consortium may apply for an award amount up to $177,146.76 and shall be eligible for continued funding for two additional years, subject to available appropriations.

Anticipated Number of Awards

- OSSE has funding available for a maximum of seven awards.

Eligibility

- Funds will be made available through a competitive process for "eligible consortia" that propose substantive, evidence-based approaches to creating community schools.

- An "eligible consortium" is a partnership established between a local education agency (LEA) in DC and one or more community partners for the purposes of establishing, operating, and sustaining a community school. D.C. Official Code § 38-754.02(3).

- An eligible consortium must demonstrate the ability to provide additional eligible services that did not exist before the establishment of the eligible consortium. D.C. Official Code § 38-754.03.

Permissible Use of Funds

- Funds are strictly limited to developing and sustaining community schools.

- Funding may not be used for daily home-work travel expenses for employees and other personnel of members of the eligible consortium.

- Funds may be used to cover costs of salaries/benefits of personnel, transportation for students/community members, materials, training, and support the promotion of the community school.

- Funds are subject to the terms, conditions and provisions of the *Raising the Expectations for Education Outcomes Omnibus Act of 2012* (D.C. law 19-0142, Title IV).

Grant Monitoring

- OSSE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports. All information in these reports is subject to verification, and OSSE may require additional information from the grantee.

- Grantees will also be required to submit a mid-year and end-of-year report to OSSE, illustrating the use of funds and the progress towards goal attainment. These reports should include all grant required components listed in the RFA.

- At any time during the time period of the grant and for up to three years after payment, DC government may audit the grantee's expenditures statements and source documentation.

Application Overview

Key Application Requirements

- Application must be completed in [OSSE's Enterprise Grant Management System](#) (EGMS).

- All sections of the application must be completed and all required documentation must be in EGMS by the deadline.

- The scoring of the application is based on a 60 point scale.

- Applications deadline has been extended to no later than **Sept. 29, 2017 (3 p.m. EST)**. Applications received after the deadline will not be considered for review.

Application Content

- Executive Summary

- Program Features

- Program Implementation and Monitoring

- Financial Management and Sustainability

- Attachments

Application Review Process

Initial Review

- Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel.

Review Panel

- OSSE will use external peer reviewers to review and score the applications. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE will select applicants to fund.

Scoring Rubric

- The review panel will assess each grant application using the *CSII2018 Scoring Rubric*. The scoring of the application is based on a 60-point scale.

Reader Review

Reader Review

PURPOSE

Competitive educational grants released by OSSE require Reader scoring. This document will walk the reader through the reading process.

CONTEXT

Leading to this point applicants have submitted applications to OSSE. An OSSE competitive grants administrator has reviewed the application for completeness. Content will be reviewed through the Reader role.

READER CREDENTIALS

Prior to assignment each reader will need credentials with permissions to access application(s) and Reader Scoresheet(s).

Competitive Grant Administrators will request the following for each Reader:

- First Name
- Last Name
- Email Address

Readers will receive an email with the URL, Username (email), and Password.

Please Note: The system may require you to set a new password.

Reader Process

- See Guidance Document
- See Additional OSSE Flow Chart
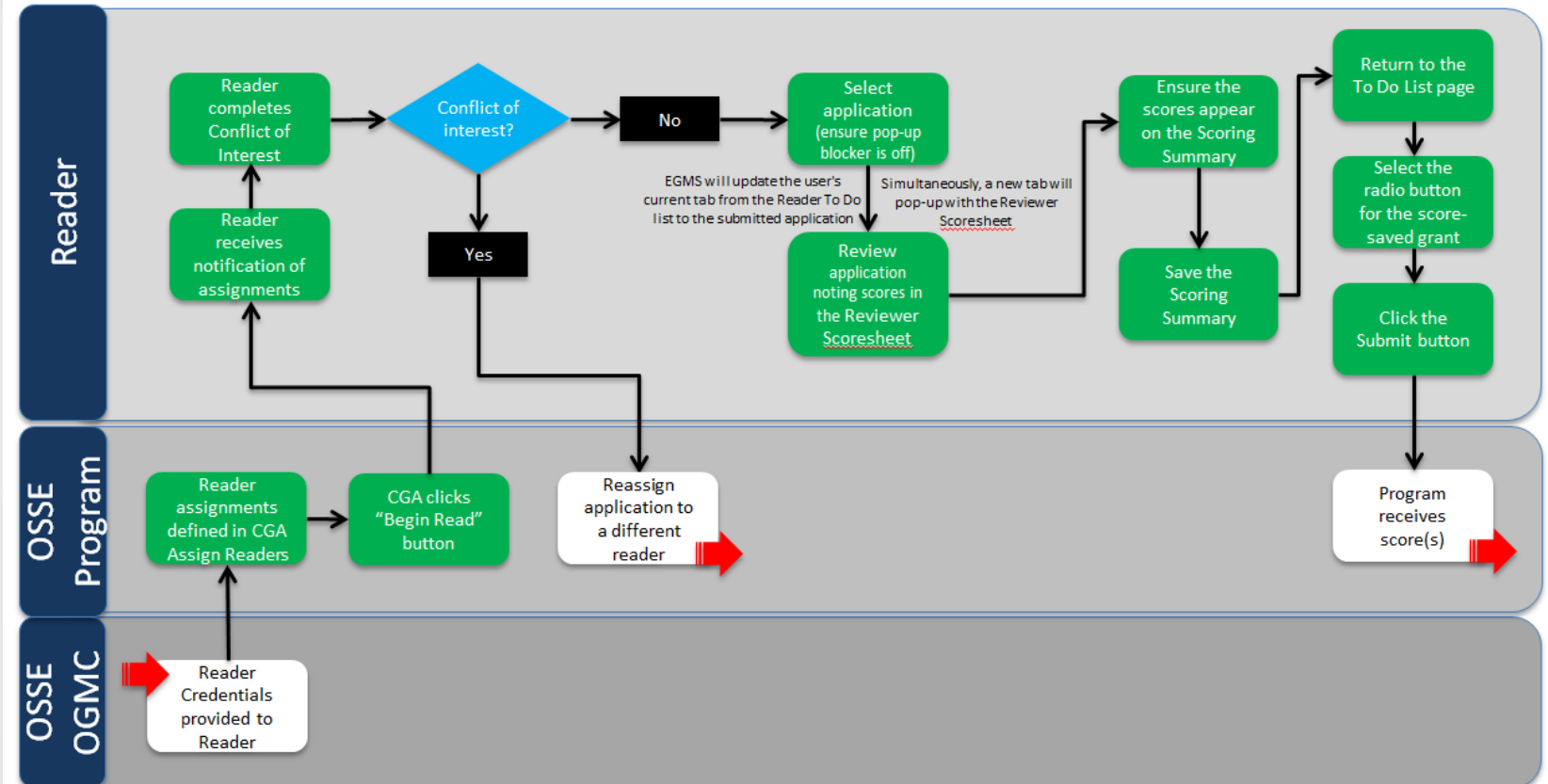
ACCESSING APPLICATIONS

If an application is complete the Competitive Grant Administrator will route the application to readers. Readers will be notified, by email, of actions in EGMS. (Please check your email Junk folder in the case they are routed beyond the Inbox.)

- Enter "grants.osse.dc.gov" in your browser URL.
- Login using the provided username and password.
- Click the GMS Access Select link.
- Click the **Reader Review** button.
- You have navigated to the **Reader To Do List**.

You have been granted access to the forms below by your Security Administrator

GMS Access / Select
Central Data and Common Assurances
Phase I Assurances
Funding Applications
Other Data Collections

If the form you need is not listed, contact your Security Coordinator :

Your email address is:
If this is not correct, please contact your Security Coordinator to provide correct address.

Search By: ◯ Organization Code
⦿ Name

Starts With: [   ]

[Search] [Reader Review]

READER TO DO LIST

This page contains a listing of the applications in your reader queue. If you are completing a read for multiple grants, select the desired grant from the drop-down menu. The column headers contain crucial information for the review and submission of the grant including:

- Conflict of Interest (Yes/No)
- Select
- Applicant
- Total Score
- Review Status

Reader Review: Conflict of Interest

CONFLICT OF INTEREST

Prior to reviewing applications the reader will have an opportunity to review the assignments and indicate any conflict of interest. Should the reader have a conflict of interest with an application assignment the "Yes" radio will be selected and a free form text field will allow the nature of the conflict. DO NOT CLICK THE SELECT RADIO BUTTON FOR THE APPLICATION. Upon clicking the **Save Conflict Answers** button, the applications with a conflict of interest will be removed from the Reader's queue.

Applications with no conflict of interest will have a **Review Status** of "NOCONFLICT" updated upon clicking the **Save Conflict Answers** button. Applications will this status will allow users to access the **Review Application** button for the next stage of application review.

REVIEWING AN APPLICATION

- Click the Select radio button aligned with the desired application.
    - Please wait for the browser refresh icon to complete cycling through (it takes a moment to register this application.)
- Click the **Review Application** button once, allowing the refresh button to cycle completely.
    - Two things will happen:
        - The current browser tab will be directed to the submitted application.
        - An additional browser window or tab with the Reader Scoresheet will pop-up.
            - Please ensure your pop-up blocker is <u>OFF</u> for this page.
            - A pop-up blocker may prevent the additional window/tab from appearing.
                - » In the case this occurs, please identify the "pop-up blocked" notification and allow pop-ups from EGMS.
                - » The notification of a blocked pop-up window/tab may appear in the browser URL field or at the bottom center of the webpage, pending on the internet browser.

SUBMITTED APPLICATION

On the initial page the user will see the application as it was submitted by the applicant. Please note that the submitted application will have a red header, "No more changes can be made because the application has been submitted," this is correct in that the vendor applications submission will not be editable while being reviewed by readers. In addition to the input fields, Readers may access a few additional features including the Application Download and Accessing Attachments.

Downloading Applications

Submitted applications do not allow the review to make any edits; there is a Submit button, however this is solely a view of what was submitted. The tab furthest to the right, **Application Print**, contains functionality that Readers may use to download a copy of the application. Please note that it will download a version of the viewable sections of the online pages and the system will not print responses that expand beyond the viewable field. It is recommended to note these answers and view the application online.
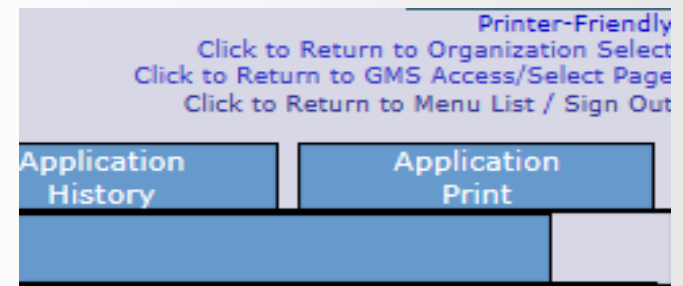
Reader Review: Downloading Applications

- From the application page, click the Application Print tab.

- The Application Print page allows users to select sections of the application to print. Blue links will allow users to expand eligible subsections. In the example to the right the 21st Century application has a check box for each section. The section titled "Program Information" is a blue link that opens additional C1-C7 subsections.

  - Select the desired sections for print.

- Once the desired sections are selected, click the Request Print button.

  - This moves the request to **the Request Print Jobs** line

  - Print jobs are processed at the top of the hour

  (or shortly thereafter). In the example to the right the Print Job was requested on 8/3/2015 at 1:02:10 pm. Typically this would be available after (or shortly after) 8/3/2015 at 2:00:00 pm. At which point the download will be available under the **Completed Print Jobs** line.

- At some time after the top of the hour return to the **Application Print** tab.
- The download should appear under the **Completed Print Jobs** line.
- Click on the blue link to open the download in a new browser tab.
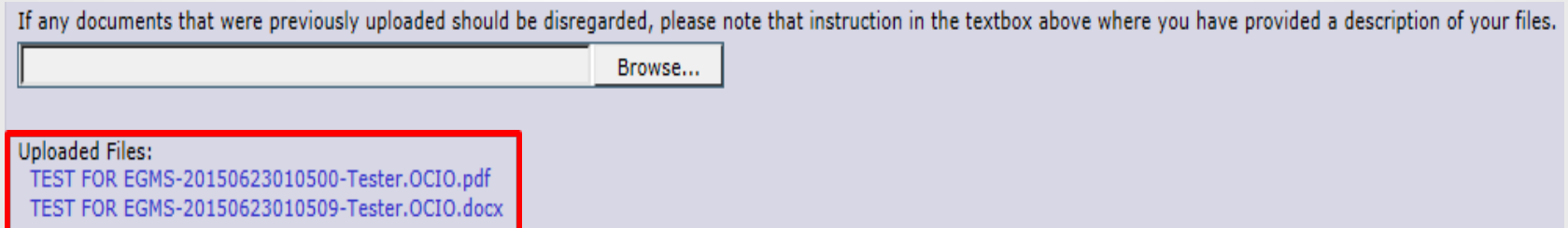- The download may be printed or saved.

Accessing Attachments

Submitted applications will often contain documents requested by the program in the form of attachments. Attachments appear as blue links. Please note that in order to maintain integrity of applications EGMS does not allow the deletion of attachments. This means that an application may have an attachment unrelated to the section or multiple attachments showing a progression of drafts.

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.

Browse...

Uploaded Files:
TEST FOR EGMS-20150623010500-Tester.OCIO.pdf
TEST FOR EGMS-20150623010509-Tester.OCIO.docx

- To access attachments:
  – Click on the blue link for the desired attachment.
  – This will bring up the attachment in a new tab (the pop-up blocker should be off by this time).

Grant Application

ossetest.mtwgms.org
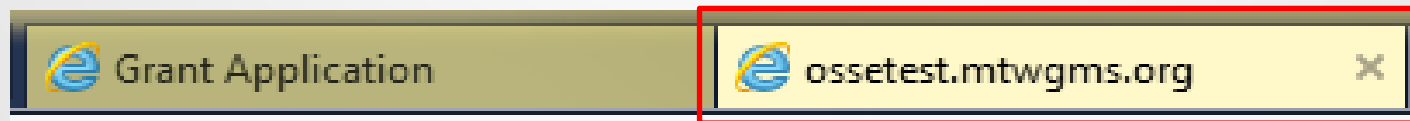
  – To close the attachment, close the tab.

READER SCORESHEET

With both the Application and Reader Scoresheet in a browser, Readers will be able to review and score applications.

- Access each criteria tab and identify scores. Each criteria tab has a **Save** button at the bottom of the page.
  - Clicking the **Save** button will run a validation of the required fields.
  - Any fields that are returned as insufficient will yield an error message in the top left and the page <u>will not</u> be saved:

> **The page has not been saved due to the following errors:**
> **Errors:**

  - One or more error messages will be listed.
  - Resolve all error messages and click the **Save** button to save the page.

Reader Review: Reader Scoresheet

- The scoresheet may be saved mid-review by clicking the **Save** button on criteria pages.

- Each scoresheet is unique to the program; however each scoresheet will have a final tab labeled "Scoring Summary."

  - Upon saving the Scoring Summary, the final total labeled, "Application Total Points," will be the score that will be forwarded to the **Total Score** column on the Reader To Do List.

  - Prior to submission of scores from the Reader To Do List, the last action on the Reader Scoresheet should be a save on the Scoring Summary.

- Confirm the desired score in the Total Score column on the Reader To Do List.

SUBMITTING THE READER SCORESHEET

Upon completion of the Reader Scoresheet scores will be finalized by submitting scores from the Reader To Do List

- Click the Select button aligned with the desired application.
    - Please wait for the browser refresh icon to complete cycling through (it takes a moment to register this application.)

- Reconfirm the desired score in the Total Score column.
    - If the value in the Total Score column does not correspond with the desired score, return to review the application and click on Save under the Scoring Summary tab.

- Click the **Submit** button once, allowing the refresh button to cycle completely.

Reader Review: Submitting the Reader Scoresheet

- The application is submitted to the OSSE Competitive Grant Administrator and removed from the queue on the Reader To Do List.

Key Dates

Key Dates

Aug. 18, 2017	Request for Application (RFA) Release Date
Aug. 24, 2017	Pre-Application Webinar
Sept. 29, 2017	Grant application submission deadline (no later than 3 p.m. EST)
Oct. 2-13, 2017	Review of Applications/Grant Recipients
Oct. 16-20, 2017	Awardees notified/Grant Award Notification (GAN) issued

Q&A

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Thank you!