



Office of the Chief Operating Officer

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December 16, 2014

Dear Local Educational Agencies (LEAs):

The purpose of this letter is to announce that the District of Columbia Office of the State Superintendent of Education (OSSE) will revise the business process in place for budgeting and receiving reimbursements from grant programs administered by OSSE due to implementation of the Enterprise Grants Management System (EGMS).

Beginning FY2015, all reimbursement requests will be processed through EGMS. EGMS will replace the Payment Tracking System (PTS). LEAs will no longer submit distinct budgets for a single grant program across multiple grant phases in EGMS.

Please note the following important changes:

1. LEAs will submit a single budget application per federal grant program via EGMS (*i.e., a budget for Title I-A Federal Fiscal Year 2013 Carryover will have a combined budget as Title I-A Federal Fiscal Year 2014*).
  - LEA receives preliminary allocation under grant program within EGMS;
  - LEA develops preliminary site-based budget application within the system based on preliminary allocation; upon approval of preliminary budget application by OSSE programmatic staff, the LEA may begin requesting reimbursement under the particular grant program;
  - LEA receives final current year allocation under grant program within the EGMS as necessary (*revisions to preliminary allocations may not be required depending on circumstances and grant program*); LEA must revise budget application as necessary to align to final allocation amount prior to requesting additional reimbursements within the EGMS;
  - Later in the school year, LEA receives carry-over funds within EGMS (if applicable); LEA must revise budget application for grant program as necessary to align to overall allocation amount, with such amount including carry-over funds; LEA must revise budget application as necessary prior to requesting additional reimbursements within EGMS; and
  - If applicable, upon LEA's application and budget receiving approval after allocation of carry-over funding, LEA may begin requesting reimbursement; for such reimbursement requests, carry-over funds will be used for payment until they are no longer available, at which point current-year funds will be used.

2. The budget will now reflect the following:

- Federal funds available to a particular LEA under the particular grant program; and
- Site-based budgeting (*i.e., line-item budgeting per campus*) for an LEA with multiple campuses.

This method of budgeting will increase both State Educational Agency and LEA accountability and oversight, while also enhancing organizational control. This process will better support grants management between OSSE and LEAs within the District of Columbia. Specifically, it will greatly reduce the potential for lapsed funds as EGMS prioritizes expiring federal funds for reimbursement, and it will streamline and consolidate the grant budgeting process.

For further guidance, OSSE will be hosting a webinar on the following dates:

<b>January 30, 2015, 11:00am</b>	<b>February 3, 2015, 2:00pm</b>
<p>1. Please join my meeting. <a href="https://global.gotomeeting.com/join/937795109">https://global.gotomeeting.com/join/937795109</a></p> <p>2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.</p> <p>Dial +1 (630) 869-1013 Access Code: 937-795-109 Audio PIN: Shown after joining the meeting</p> <p>Meeting ID: 937-795-109</p>	<p>1. Please join my meeting. <a href="https://global.gotomeeting.com/join/393188613">https://global.gotomeeting.com/join/393188613</a></p> <p>2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.</p> <p>Dial +1 (872) 240-3212 Access Code: 393-188-613 Audio PIN: Shown after joining the meeting</p> <p>Meeting ID: 393-188-613</p>