Fiscal Year 2022 (FY22) Continuation Application Instructions

Scholarships for Opportunity and Results (SOAR) Act and Charter School Programs (CSP) Grants

January 2022
Log in to EGMS

osse.mtwgms.org/WDCosseGMSWeb/GMSlogon.aspx
Select “GMS Access / Select” from the menu list.

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

- GMS Access / Select
- Assurances and Central Data
- Phase I Assurances
- Funding Applications
- Other Data Collections
- Monitoring
Confirm filter year is set to “2022.” Search by name or scroll to locate your grant.
Confirm the grant and grant type are accurate, then select “2022” to open and begin the application.
The application should open with a number of tabs available at the top of the screen.

- Use the tabs to navigate the grant application.
  - Avoid using the back arrow when navigating the application. Use the hyperlinked options at the top of the screen, when possible.
  - Click “SAVE PAGE” at the bottom of application pages to save the content you enter.
  - Content will not save until all required fields are populated. Typing responses outside of EGMS in a location where they can be saved is sometimes helpful.
  - Only submit the application when it is complete and ready for OSSE to review.
General Information

This application is a continuation of a prior year SOAR (Scholarships for Opportunities and Results grant. Detailed information about the requirements of this program can be found in the original application, the RFA (Request for Applications), and your signed performance agreement. OSSE is also issuing a revised GAN (Grant Award Notification) with the amount carried over from the fiscal year closeout.

Review general information about the grant.

No grantee information needs to be entered in this section.
Enter contact information for your LEA grant staff.

Click “SAVE PAGE” when the information is complete.
Review funding information. If the details do not align to your expected funding amounts, please contact OSSE for support.
Review allocation information.

If the details do not align to your expected allocation amounts, please contact OSSE for support.
SOAR Formula Grantees only:

• Describe the prior year SOAR Formula Project in 1-2 paragraphs.

• Provide 3-5 specific project activities that will be completed during the first six-month period of the continuation grant (Oct. 1, 2021-March 31, 2022). You will provide a completion status update for these activities in the semi-annual narrative report.

• Provide 3-5 specific project activities that will be completed during the second six-month period of the continuation grant (Apr. 1, 2022-Sept. 30, 2022). You will provide a completion status update for these activities in the semi-annual narrative report.
An additional set of tabs will appear when selecting the “Budget” tab.

Grantees will use this section to detail their expenditure plans.

**Budget Overview**

For each of the following budget categories, the LEA must provide a full list of all planned expenditures.

A summary of the budget category planned expenditures can be found on the Budget Summary tab.
“Brief Project Description” should align directly with your prior year application.

In the budget narrative section, outline any changes that have been made from the previous year’s approved budget (e.g., new line items, removing line items, shifting major categories of funding).
In each of these tabs, enter LEA expenditures in detail. Format and table contents will vary by expenditure type. Tabs that are not related to your plan can remain empty.

When details are complete, select “SAVE PAGE.”
Review the summary of the expenditures entered and saved in this application.

If the summary is not accurate, adjust expenditures in previous tabs.
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 6MB 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.

Uploaded Files:
No files are currently uploaded for this page.

Do not include any files with your initial continuation applications. Leave this tab blank. The file upload may be used for budget amendment requests at a later date.

Please note: you may make budgetary changes as needed in this continuation application, but a letter of rationale is not required. You will provide details about any budgetary shifts from the previous year in the “Budget Narrative” section.
An additional set of tabs will appear when selecting the “Assurances” tab.

Program Specific Assurances

☐ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

Applicants will be required to attest to the following program specific assurances:

As the duly authorized representative of the applicant I certify that:

1. Will comply with activities necessary to carry out a mandated evaluation of the Opportunity Scholarship Program (OSP), as specified in Section 3011(a)(1) of the SOAR Act.

2. Will comply with the Davis-Bacon and Related Acts (40 U.S.C. 3141 et seq), as applicable.
Review the assurances in detail and select the check box at the top and select “SAVE PAGE” when you are ready to certify you have read, understand, and will comply with the assurances.
The assurance agreement summary must be completed by the LEA's authorized representative. They may select “LEGAL ENTITY AGREES” to complete this page.

If you need to make adjustments to who has this role, please contact OSSE for support.
Select “CONSISTENCY CHECK” and allow the program to confirm that the application is ready for submission.

If an error appears, complete the missing information and repeat the consistency check.
When the check is complete and accurate, a "SUBMIT TO OSSE" button will appear. Select that button to submit the application.

Once the application has been submitted, red text confirming the submission will appear.
Requested Prints will be processed every hour, starting at 6:01 AM and ending at 9:01 PM, every day of the week. Requests entered before the next print run will be included when that upcoming run is executed (Example: A print requested at 2:48 PM will be processed with the run at 3:01 PM. Another request submitted at 3:02 PM will not be processed until the next run at 4:01 PM). Once completed, a link to a PDF will display on the Right Side of the page under Completed Printed Jobs. Applicants may save this PDF to their local computer and print as desired.

Please click the "Request Print" button once only. Each press of the button will send an additional request to the system.

Completed Print Request links will remain on this page for 7 days. After that time, the document will be removed. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer.

Printing notes are included in this tab. Please review them carefully to understand the timing of this process.

Printing and/or saving your application is optional.
This tab can be used to confirm submission, review the status of your application, and see the details of the application history.

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Questions?

If you need support, please contact OPCSFS.Funding@dc.gov, or your program officer.

<table>
<thead>
<tr>
<th>Program Officer Name</th>
<th>Program Officer Email</th>
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<tbody>
<tr>
<td>Brianna Griffin</td>
<td><a href="mailto:Brianna.Griffin@dc.gov">Brianna.Griffin@dc.gov</a></td>
</tr>
<tr>
<td>Marie Hutchins</td>
<td><a href="mailto:Marie.Hutchins@dc.gov">Marie.Hutchins@dc.gov</a></td>
</tr>
<tr>
<td>Stacy Kirk</td>
<td><a href="mailto:Stacy.Kirk@dc.gov">Stacy.Kirk@dc.gov</a></td>
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