Office of System and School Improvement (OSSI) iGrants Fact Sheet 2022–23

(updated 6.17.22)

Who is eligible for OSSI Continuous School Improvement Grants?

- Eligibility for OSSI Continuous School Improvement grant funding will remain unchanged for the 2022–23 school year, based on identification from 2017 WSIF and 3-year ESSA identification cycle that began in SY 2018–19, now being essentially extended to a fifth year.
- Funding is for schools identified as eligible for Tier II or Tier III supports per 2017 WSIF data: Comprehensive, Comprehensive Low Graduation Rate, Targeted 3+, Targeted EL, Required Action Districts (RAD), Institutional Education Schools, and school districts with 67% or more schools with one or more targeted student groups identified.
- A list of eligible schools and their funding awards can be found on the OSPI School Improvement Resources page.

When will 2022–23 grant applications open?

- Applications for all OSSI iGrants will become available by early August 2022 in EDS iGrants.
- The new consolidated grant application for all Federal Title programs is available in the new Education Grant Management System (EGMS). All other OSPI iGrants will remain in EDS for SY 2022-23.

Who will receive notification that applications are open?

- Announcements of grant application releases for the 2022-23 will be sent to district personnel via EDS iGrants and emailed to building principals/program directors**. Please take time to update contact information in EDS and on the contact page of your 2022–23 grant in EDS iGrants to ensure the correct recipients are receiving notifications**.
- It is important that all communications around OSSI grants and expenditure processes are shared between district fiscal personnel and building principals who are largely responsible for the implementation of activities which this funding supports. All funds for school-level grants, save for indirect amounts, are specifically for use by identified schools to support their SIP goals.
- OSSI Coordinated Support Team (CST) members will be notified by direct email.

What is the application deadline?

- The application deadline for all 2022–23 OSSI Continuous School Improvement Grants is Monday, October 31, 2022, at 5:00 pm PDT. After that date, funds designated for schools

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and districts who have not submitted their full application will be reallocated to other grantees and no longer available.

How long does it take to process applications?

- New applications are reviewed in the order received and can take up to 30 days for initial review. However, processing time is typically two weeks, depending on the number in queue and the quality of the applications.

What are the form package numbers for OSSI Continuous Improvement iGrants?

- The form package numbers and identification categories are unchanged from 2021–22. However, be sure to consult the list of eligible schools and award amounts linked on the Profile Page of your grant application or on the OSPI School Improvement Resources page **prior** to beginning your application to verify that you are applying for the right grant.

School Type or District:	Form Package Number:
Comprehensive Schools (Federal) for ALL comprehensive schools	871
Comprehensive – Low Grad Rate (Federal)	873
Comprehensive – Low Grad Rate (State)	874
Targeted 3+ (Federal)	875
Targeted 3+ (State)	876
Targeted EL Progress (Federal)	877
Targeted EL Progress (State)	878
District Grant (State)	879
Institutional Schools (Federal)	910
Required Action District (RAD) (State)	710

What is the expenditure window for the grants?

Check the Profile Page of your application for all essential information about your grant.
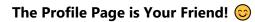
- For state funded grants (874, 876, 878, 879 and 710), the first day you can begin expending funds is the first day of the life cycle of the grant, regardless of the date of formal award notification through EDS. The expenditure window is from July 1, 2022, to June 30, 2023. There is no carry forward for these funds. All "goods must be in hand, services rendered," by June 30, 2023.
- For federally funded grants (FPs 871, 873, 875, 877, and 910), the first day you can begin expending funds is the day that OSPI receives a request for Substantially Approvable

Status (Pages 1 - SAS and 2 - Assurances of the application), or July 1, 2022, whichever is later. If no SAS is requested, the first day expenditures can occur is the date OSPI issues the formal Grant Award Notification following approval of the entire application. There is no carry forward for these funds. All "goods must be in hand and services rendered or obligated per federal guidelines" by **September 30, 2023. *Please note:*** you have an additional month to spend on these grants from previous years.

For all grants:

- The application deadline is Monday, October 31, 2022.
- Formal approval of your application is necessary to access any funds.

Where can I find important details about my grant?

The Profile Page is Your Friend! 😊

Located via the link in the top left corner of your grant application, this page has a wealth of information to answer most of your grant questions. This includes:

- School Listing and Grant award amounts
- Fiscal details and expenditure periods
- Lists and definitions of allowable and prohibited activities
- This OSSI iGrant FAQ's and Fact Sheet
- Links to School Improvement Resources on the OSPI website including:
  - Time and effort reporting
  - School Improvement Plan (SIP) template and implementation guide
  - OSPI Common Data Measures
  - Continuous Improvement Glossary of Terms
  - SIP progress monitoring timelines

o   And more...

General Need-to-Knows:

- A **2022–23 School Improvement Plan** is a required upload for all school-level OSSI grant applications—***submissions cannot be processed without this upload.*** Districts are required to upload their LEA Academic and Student Well Being Recovery Plan, an LEA Accountability Plan, and/or LEA Strategic Plan for FP 879. Required Action Districts (RAD) need to upload all Required Action Plan (RAP) documents for FP 710.

  The purpose of OSSI Grants is to fund continuous improvement activities defined in the school improvement plan (SIP). All proposed expenditures need to align with the priority goals and activities of your 2022–23 SIP. For ease of approval:
    o   Make sure your 2022–23 SIP goals are clearly identified in your SIP upload, either the completed Section III of the 2021–22 End-of-Year SIP progress monitoring form, the stand-alone optional OSPI SIP template, or, if using your own SIP format, with 2022-23 goals clearly dated and highlighted in yellow.
    o   Make the connection between all proposed expenditures and your priority goals and high-leverage activities clear in your application narrative.
    o   Ensure that all proposed activities are allowable uses of funds as defined on the Profile Page.

  An optional School Improvement Plan template is available to download on the OSSI School Improvement Resources page here. This template meets all Title I requirements. This template is the same as Section III of your 2021-22 End-of-Year SIP progress monitoring review.

- **RAD Districts** are no longer eligible for District Grant FP 879. The same annual amount of your district grant award from each previous year of this ESSA cycle in FP 879 has been added to the amount awarded in your 2022–23 RAD District Grant FP 710.

- If **Tribal Consultation** is required by ESSA Section 8538 for your school district, be advised that applications for federally funded grants cannot be finally approved until the annual Tribal Consultation is complete and submitted to the OSPI Office of Native Education (ONE). To find out if Tribal Consultation is required for your district, you can contact ONE or Mary Adams at mary.adams@k12.wa.us.

What if I need to make a budget revision?

- Budget revisions are accepted through the life of the grant and can take anywhere from two business days to two weeks to process.
- All budget revisions **must** contain a detailed description of any changes made to the budget, the reasons why, and which of the priority goals of your SIP the expense will support. There are two ways you can provide a description of changes:

- o Request that OSPI unlock the budget narrative page of your application, add descriptions in the fields, create a budget revision form reallocating funds to match the description, and submit to OSPI for review, **OR**
    - o Create a budget revision form and simply provide a dated, brief description of any changes in the comments section of the budget form. This requires fewer steps, so is generally preferable and more expedient.
- If you wish to fund activities not aligned with the goals on your currently uploaded SIP, you will need to upload a revised SIP on page 3 with goals that align with your budget revision request.
- Any budget revision request without descriptive information will be marked "Needs More Work" and returned to the school for further detail. **We cannot approve unspecified expenditures.**
- The final budget revision deadline is one week prior to the final claims submission deadline, approximately 60 days after the grant's close date. The OSPI Fiscal Department notifies districts of these deadlines.
- PLEASE NOTE: All grant applications and budget revisions require review by more than one division office at OSPI. We strongly recommend calendaring fiscal deadlines and submitting budget revisions well in advance of those deadlines to allow ample processing time.

Who do I contact for assistance or questions?

The EDS iGrants Technical Assistance document (downloadable through EDS iGrants and copied below) provides guidance on who you can contact for help with certain questions.

Please contact...	When you need help with...
DISTRICT SECURITY MANAGER The "Obtain User Login Credentials" link on the iGrants home page opens to a page that includes a link to District/ESD security managers.	District personnel only • Setting up new accounts • iGrants access/login issues • Changing EDS role assignments • Technical assistance with computer issues
CUSTOMER SUPPORT (800) 725-4311, option #1 or (360) 725-4983 customersupport@k12.wa.us	All other organizations, including ESDs, nonprofits, colleges/universities, and OSPI staff • Resolving login issues • Creating new EDS accounts • Changing EDS role assignments • Accessing other EDS application
OSSI PROGRAM CONTACT Mary Adams, Continuous Improvement Program Supervisor and OSSI iGrants Manager (360) 764-0198 mary.adams@k12.wa.us	Program-related questions regarding: • Application content • Timelines/deadlines • Budgets • Allowability and guidance on appropriate use of funds

Please contact...	When you need help with...
OSPI iGRANTS STAFF iGrants@k12.wa.us Mercedes Eckroth: (564) 999-0090 M-F, 8:00 am – 12:00 pm Kim Hoss: (360) 522-3052 M-F, 8:00 am – 4:30 pm iGrants@k12.wa.us	Technical issues, e.g. • Data isn't saving • A calculation isn't working correctly • Trouble submitting a form package • A form package is not visible on list
OSSI GRANTS MANAGEMENT/CLAIMS Sary Li: (360) 725-6281 sary.li@k12.wa.us	All claims related questions NOTE: Even though the budget is created in iGrants, claims is a separate EDS system managed by fiscal grants management staff, not iGrants