Office of System and School Improvement (OSSI) Grants Fact Sheet 2023–24

(Updated 08/08/2023)

Who is eligible for OSSI Continuous School Improvement Grants?

- Eligibility for OSSI Continuous School Improvement grant funding is based on identification for Cycle 2 of the Washington School Improvement Framework (WSIF) released in 2023, effective school year 2023-24.
- Funding is for schools identified as eligible for Tier 3 Plus and Tier 3 supports per WSIF Cycle 2 data. This includes Tier 3 Plus: Comprehensive, Tier 3 Plus: Graduation Rate, Tier 3: Comprehensive, Tier 3 Compounded, Tier 3: Graduation Rate, and Required Action Districts (RAD).
- A list of eligible schools, their funding awards, grant system and form package numbers can be found on the [Continuous School Improvement Resources](#) webpage, with additional grant guidance documents and short EGMS tutorial videos.

When will 2023-24 grant applications open?

- Applications for all school-level OSSI grants will become available by mid-May, 2023. RAD grants will open in June.
- All federally funded OSSI grants will be available in the new [Education Grant Management System](#) (EGMS). To access EGMS, contact your [LEA EGMS Administrator.](#)
- All state funded OSSI grants will remain in EDS iGrants for SY 2022-23. To access your grant in EDS, contact your district's data manger.

Who will receive notification that applications are open?

Announcements of grant application releases will be sent as follows:

- In EGMS: All LEA EGMS users who have selected "OSSI Continuous School Improvement Grants (Federal) as a program of interest in the EGMS profile will receive notifications.
- In EDS: District personnel registered in EDS with the following job titles will receive notifications through iGrants: superintendents, fiscal officers, grant administrators, grant writers and district administrators.
- Principals, program directors and other district personnel requesting grant notifications will be notified via email. To request email notifications, or update contact information, contact OSSI@k12.wa.us.
- OSSI Coordinated Support Team (CST) members will be notified via email.

What is the application deadline?

- The application deadline for all 2023-24 OSSI Continuous School Improvement Grants is Tuesday, October 31, 2023. After that date, funds designated for schools who have not

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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 Grants?

- Funding opportunities correspond to the school's identification for continuous improvement support.

- **IMPORTANT:** Consult the list of eligible schools, their funding awards, grant system and form package numbers on the [Continuous School Improvement Resources](#) webpage **PRIOR** to initiating an application to ensure you are accessing the correct application. If you apply for the wrong form package, you will have to duplicate all your efforts to access your funding – there is no way to transfer information between form packages or grant systems.

WSIF Cycle 2 Supports Identification and Funding	EGMS Form Package	EDS iGrants Form Package
Tier 3 Plus: Comprehensive (Federal)	37	
Tier 3 Plus: Graduation Rate (Federal)	39	
Tier 3: Comprehensive (Federal)	871	
Tier 3: Comprehensive (State)		872
Tier 3: Graduation Rate (Federal)	873	
Tier 3: Graduation Rate (State)		874
Tier 3: Institutional Education (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 federally funded grants (FPs 37, 39, 871, 873, and 910), the first day you can begin expending funds is the day that OSPI receives a request for Substantially Approvable Status and the Pre-application or July 1, 2023, 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. All "goods must be in hand and services rendered or obligated per federal guidelines" by September 30, 2024.

- For state funded grants (872, 874 and 710) the expenditure window is from July 1, 2023, to June 30, 2024. All "goods must be in hand, services rendered," by June 30, 2024.
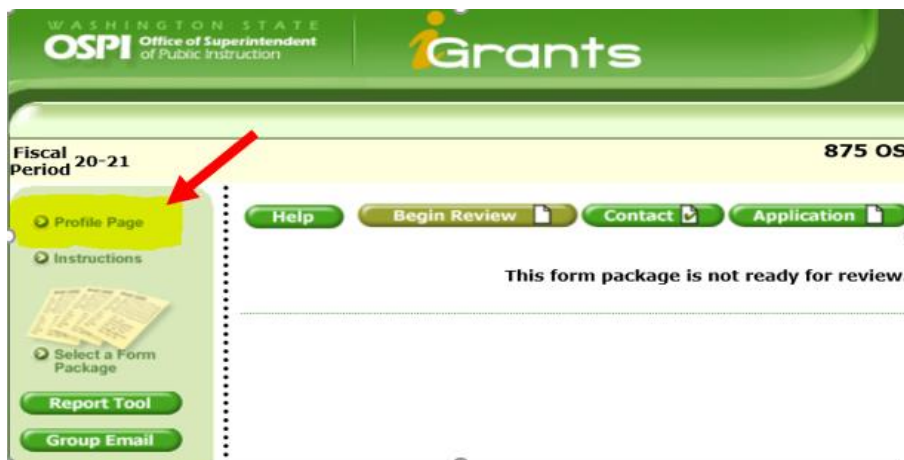
For all OSSI grants:

- The application deadline is Monday, October 31, 2023.
- Formal approval of your application is necessary to access any funds.
- There is no carry forward and expenditure periods cannot be extended.

Where can I find important details about my grant?

In EGMS, under "Opportunity Overview," click on the link to the Funding Opportunity or the Opportunity ID.
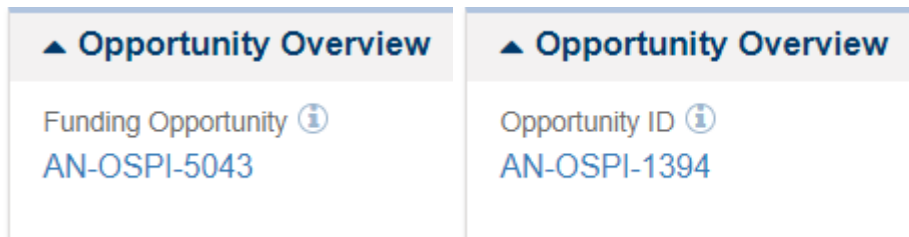
In EDS iGrants, click on the Profile Page

General Need-to-Knows:

- A **2023-24 School Improvement Plan (SIP) is a required upload** for all school-level OSSI grant applications. Required Action Districts (RAD) need to upload all Required Action Plan (RAP) documents, including the SIP, for FP 710. The SIPs is **not** required to submit the federal Pre-application and SAS request through EGMS.

The purpose of OSSI Grants is to fund evidence-based continuous improvement activities to improve learning, graduation or reengagement outcomes and reduce opportunity gaps. All proposed expenditures must align with the priority goals and activities of your 2023–24 SIP. For ease of approval:

- o Make sure your 2023-24 SIP goals are clearly identified in your SIP upload, either the completed Section III of the End-of-Year SIP progress monitoring form, the stand-alone optional OSPI SIP template, or, if using your own SIP format, <mark>with 2023-24 goals clearly dated and highlighted in yellow.</mark>
- o Make the connection between all proposed expenditures and your priority goals clear in the application narrative.
- o Ensure that all proposed activities are allowable uses of funds as listed on the Definitions of Allowable Expenditures found on the supporting documents checklist in EGMS, the Profile Page in EDS iGrants and the Continuous School Improvement Resources webpage.

- 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. Where possible, school leaders should be provided access to their grants. All funds for school-level grants, save for indirect amounts, are specifically for use by identified schools to support their SIP goals.

- 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 Affirmation of Tribal Consultation and the Certification of Completion for Board Training are completed, uploaded into EGMS in the Files folder of the General Assurances tab, and approved by the OSPI Office of Native Education (ONE). See the list of LEAs Required to Consult. For questions about the tribal consultation process, contact Maxine.Alex@k12.wa.us. For assistance regarding the EGMS upload, contact EGMS.Support@k12.wa.us.

What if I need to make a budget revision?

- Budget revisions (EDS) and budget amendments (EGMS) 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.
- If you wish to fund activities not aligned with the goals on your currently uploaded SIP, you will need to upload a revised SIP.

- Any budget revision request without descriptive information will be 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.
- 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?

For EGMS: Many questions can be answered by visiting OSPI's EGMS webpage. A number of resources, including step-by-step user guides are available on that page. For additional questions or support, contact EGMS.Support@k12.wa.us.

For EDS: This iGrants Technical Assistance document provides guidance on who to 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 Akiva Erezim Program Supervisor of Continuous Improvement - Grants (360) 464-0147 Akiva.Erezim@k12.wa.us	Program-related questions regarding: • Application content • Timelines/deadlines • Budgets • Allowability and guidance on appropriate use of funds
OSPI EGMS and iGRANTS STAFF iGrants@k12.wa.us Mercedes Eckroth: (564) 999-0090 M-F, 8:00 am – 2:00 pm Kim Hoss: (360) 522-3052 M-F, 8:00 am – 4:30 pm	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

Please contact...	When you need help with...
OSSI GRANTS MANAGEMENT/CLAIMS Sary Li: 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