

OSSI Grant Application Assistance and Office Hours 2023-24

Overview

Schools identified as eligible for Tier 3 supports for the Washington School Improvement Framework (WSIF) Cycle 2 beginning school year 2023-24 can apply for either state or federal grant funding to support the priority goals of their School Improvement Plan (SIP). A list of eligible schools, their funding source, amounts, grant system and grant form packages is available on the [OSPI Continuous School Improvement Resources](#) webpage. **Check your funding source first to determine which guidance documents and office hours apply to you.** For SY 23-24, all federally funded OSPI grants will be accessed and managed through the new grant management system, EGMS. All state-funded grants will remain in the EDS iGrants system for another year.

The purpose of OSSI school-level grants is to support the priority goals of the school's School Improvement Plan (SIP) to improve student learning, graduation or reengagement outcomes and reduce opportunity gaps among student groups. Close collaboration between LEAs and school leaders is strongly encouraged to ensure all expenditures align with the SIP and meet the purpose of the grant. LEAs are encouraged to provide access for school leaders to their grants in both systems so they can manage or co-manage their grants and budget throughout the year.

All OSSI school-level grants are scheduled to open in mid-May, 2023. Expenditures can begin as early as July 1 (see expenditure periods in the following sections). The application deadline is October 31, 2023.

OSPI provides assistance to school and district personnel with these applications in a variety of ways. Grant guidance documents, video tutorials and this office hours schedule can be found on the [webpage](#).

Federally Funded Grants – Educational Grant Management System (EGMS)

Each school district (LEA) has an [LEA EGMS Administrator](#) with access to EGMS who can provide access to school principals or program directors.

The grant expenditure period for federally funded grants is July 1, 2023 (or date the pre-application/SAS request is submitted to OSPI, whichever is later) through September 30, 2024.

Short video tutorials will be provided for each step in the application process and can be found on under the Grant and Fiscal Guidance Tab of the [Continuous School Improvement Resources](#) webpage. The first of these is EGMS Tutorial #1: Preparing for your Federal OSSI Grant, will become available in early May.



EGMS Office Hours

The purpose of EGMS Office Hours offered in May and June is to assist LEA personnel and school leaders in completing the pre-application for federally funded OSSI grants and request Substantially Approvable Status (SAS), which allows them to begin obligating funds on July 1, or the date they complete it, whichever is later. We encourage both LEA-level and school-level users (usually principals or program directors) to attend Office Hours together. Please [register](#) through PD Enroller to ensure a spot.

The school's 2023-24 School Improvement Plan (SIP) is **not** required to complete the pre-application and request for SAS. It **is** a required upload with the grant application.

Before attending Office Hours, the [LEA EGMS Administrator](#) must complete three things:

1. Ensure that school-level users can log into EGMS. School leaders can contact their [LEA EGMS Administrator](#) to set up access. If the LEA administrator needs assistance setting up your school-level account, follow the [Step-by-Step Quick Guide: Registering School Users](#). Provide access to LEA users by following the [Step-by-Step Quick Guide: Registering Additional LEA Users](#).
2. The [LEA EGMS Administrator](#) must ensure that the staff member designated to submit the General Assurances does so for fiscal year 2024, as this is required for pre-application submission.
3. An LEA-level user must "qualify" the OSSI school-level grant "opportunity." This enables either a school-level or LEA-level user to create, complete and submit the pre-application. If a school-level user attends Office Hours without an LEA-level user, coordinate with your [LEA EGMS Administrator](#) to ensure that the OSSI grant opportunity has been "qualified" beforehand.

Date	Time	PD Enroller/Zoom Link
Wed 5/17/2023	4:00-4:30	https://www.pdenroller.org/ospi/catalog/155369
Tue 5/23/2023	11:30-noon	https://www.pdenroller.org/ospi/catalog/155378
Wed 5/31/2023	4:00-4:30	https://www.pdenroller.org/ospi/catalog/155379
Mon 6/5/2023	4:00-4:30	https://www.pdenroller.org/ospi/catalog/155381
Mon 6/12/2023	11:30-noon	https://www.pdenroller.org/ospi/catalog/155382
Wed 6/21/2023	10:00-10:30	https://www.pdenroller.org/ospi/catalog/155383
Mon 6/26/2023	10:30-11:00	https://www.pdenroller.org/ospi/catalog/155387
Wed 6/28/2023	3:30-4:00	https://www.pdenroller.org/ospi/catalog/155388
Every Thur, 5/18 - 11/16/2023	1:00-2:00	https://us02web.zoom.us/j/89226337985

OSSI is joining with the OSPI Multilingual Education Department and EGMS staff to provide **additional weekly office hours every Thursday, May 18 - November 16, 2023, from 1-2 pm** to assist with the pre-application/application process for OSSI, TBIP and Title III grants at:

Please direct any questions about EGMS access to EGMS.Support@k12.wa.us.

State Funded Grants – EDS iGrants

School leaders can get access to their form package in EDS iGrants from their district data manager.

The expenditure period for state grants is from July 1, 2023 – June 30, 2024. Expenditures can be billed back to July 1, provided the application is received by the deadline of October 31 and ultimately approved.

No office hours for EDS are currently scheduled. If you need assistance, consult this EDS iGrants Technical Assistance chart that informs who you can contact for help with certain questions.

For general questions about OSSI Grants, contact Akiva.Erezim@k12.wa.us.

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 Akiva.Erezim@k12.wa.us (360) 464-0147	Program-related questions regarding: <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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 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 or OSSI.