Office of System and School Improvement (OSSI) Grants Fact Sheet
2024-25

Introduction

Improvement funds are available to schools identified as eligible for Tier 3 and 3 Plus supports through Washington's School Improvement Framework (WSIF), as well as to certain other identified districts and entities (e.g., Required Action Districts) as determined by OSPI and Department of Education (ED).

All funds are expressly intended for implementation of district and school improvement planning (i.e., School Improvement Plans (SIPs), LEA-Consolidated Accountability Plans (L-CAPs), Required Action Plans (RAPs), etc.), and must be focused on positive impacts on student learning, as well as supporting the goals of basic education under RCW **28A.150.210**, specifically in areas driving identification for improvement.

Plans must be based on annual needs assessment, be informed by WSIF indicators and the state's long-term goals which drove identification, as well as resource inequities that perpetuate disparities in educational achievement.

Use of improvement science principles must be incorporated in the drafting, review, adjusting, and implementation of the goals within an improvement plan. Activities in plans must be centered on the use of evidence-based and research-oriented approaches. Additionally, incorporation of the broader school and community must be a facet of the improvement planning process from the beginning and throughout.

Evidence-based Practices

Washington State's Consolidated ESSA Plan and ESEA, requires that all schools, districts, and other entities eligible for tiered supports under the Washington School Improvement Framework (WSIF) identify and implement evidence-based practices as part of their improvement planning and programming. Please refer to OSSI's guidance on this to ensure you plan accordingly.

Eligibility

- Eligibility for OSSI funding is based on Washington School Improvement Framework (WSIF) identification and per OSSI/OSPI grant assurances: meaningful and fidelitous engagement of the applicant with federal, state, and regional improvement programming and aims.
- The OSSI Form Packages and Eligible Grantees List is available on the Continuous Improvement Resources Page on the OSPI website, as well as the application guide.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Important Dates and Deadlines

Date/Time	Item	Note
March/April/May	Announcements and communications to districts/schools and other entities about OSSI grants.	We will send emails and information through the Education Grants Management System (EGMS).
Mid-May	Grants Open for Application	We will open the applications in Mid-May.
July 1st, 2024	Beginning of spending window (state funded grants)	This is the start of the spending window for state-funded grants.
July 1st, 2024, or date of SAS (whichever date is later in the calendar)	Beginning of spending window (federally funded grants).	This is the start of the spending window for federally funded grants.
October 31st, 2024 @ 5:00PM	**SAS[1] and Initial Application Deadline** No new applications accepted after this date.	All initial applications must be submitted by this date/time. No new applications will be considered after it.
December 15th, 2024 @ 5:00PM	**Revisions Deadline** No revisions to initial applications will be accepted after this date.	If the initial application required revisions to reach final approval, they must be resolved by this deadline. The application must be approvable/finalizable by this date/time, or it will not be funded. There will be no exceptions.
June 30th, 2025	End of expenditure window (state funded grants)	All expenditures must be received goods-in-hand and services-rendered, by this date.
August 15th, 2025	Last date to claim against state funded grants.	*There is no carryover for these funds.*
September 30th, 2025	End of expenditure window (federally funded grants)	All expenditures must be received goods-in-hand and services-rendered, by this date.
November 15th, 2025	Last day to claim against federally funded grants	*There is no carryover for these funds.*

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[1] Substantially Approvable Status (SAS)

Communications

All communications are sent according to contact lists generated by the Education Grants Management System (EGMS).

All users who have selected "OSSI Continuous School Improvement Grants" as a program of interest in the EGMS profile will receive notifications.

OSSI also maintains an informal distribution list to capture those who may not have EGMS access.

It is the responsibility of the applying entity, to ensure your contact information is updated, to receive all communications. Please ensure your information is up to date in EGMS. Please email OSSI@k12.wa.us to ensure anyone without EGMS access is included in communications.

Processing Time

For OSSI grant applications please allow **up to two weeks** for initial processing.

In times of peak applications, this processing time can be extended **up to three weeks**.

It is imperative, given the number of eligible entities, that your application is submitted early-on and as finalizable, approvable, and completely as possible.

Spending Windows

The period of availability corresponds to the below for OSSI federal and state grants:

State-Funded Grants

July 1st, 2024	Beginning of spending window (state funded grants)
June 30th, 2025	End of expenditure window (state funded grants)
August 15th, 2025	Last day to make claims **(there is no carryover for these funds)**

Federally Funded Grants

July 1st, 2024, or date of SAS approval (whichever date is later in the calendar)	Beginning of spending window (federally funded grants).
September 30th, 2025	End of expenditure window (federally funded grants)
November 15th, 2025	Last day to claim against federally funded grants **(there is no carryover for these funds)**

Form Package Information

All OSSI form packages are now in EGMS. A list of form packages and eligible grantees is available on the Continuous Improvement Resources webpage.

Information about the funding opportunity can be found on EGMS under the "Opportunity Overview" or the "Opportunity ID" links.

To ensure you have the proper EGMS permissions and access, roles and responsibilities, please reach out to your LEA (i.e., School District) EGMS administrator.

Required Uploads

Improvement Plan

Every application for OSSI funding must have a corresponding improvement plan that addresses the requirements as outlined by the federal and state governments.

As previously stated all OSSI funds are expressly intended for implementation of district and school improvement planning (i.e., School Improvement Plans (SIPs), LEA-Consolidated Accountability Plans (L-CAPs), Required Action Plans (RAPs), etc.), and must be focused on positive impacts on student learning, as well as supporting the goals of basic education under RCW **28A.150.210**, specifically in areas driving identification for improvement.

> ***Every application for OSSI funding must have a corresponding improvement plan that addresses the requirements as outlined by the federal and state governments. All funds must serve this plan.***

All funding must serve the associated plan. If responses to the applications do not indicate work toward the improvement plan for the applying entity, the application will be rejected for revisions or may face disqualification.

If not using the OSPI-template, you must highlight your goals in yellow.

Tribal Consultation

Tribal consultation is required by ESSA Section 8358 for select Local Education Agencies (LEAs) in Washington state.

Federal funds will not be released to these districts until the Affirmation of Tribal Consultation (ATC) and the Certification of Completion for Board Training are completed and uploaded to the "general assurances" of the applicant organization (i.e., the school district does this for its constituent schools). These documents must be approved by the Office of Native Education (ONE) to fulfill the requirement.

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.

Other Requirements

- All expenditures must be allowable by state and federal definitions (ultimate discretion is left to the state program to approve or deny an expenditure given the context of the entity and its relationship to the program).
  - Please be sure to review the (non-exhaustive) list of prohibited expenditures.
- Any district with at least one Tier 1, 2, 3, or 3 Plus schools is required to complete the Local Education Aency (LEA) – Consolidated Accountability Plan (L-CAP).
  - **For Tier 3 Plus, it is required to include the L-CAP as a component of the grant application.**

Budget Amendments

In EDS/iGrants, they were called "budget revisions". In the EGMS system, they are called "budget amendments". This is the operation performed by the grantee to make a change to the grant budget, scope of work, among other changes during the life of the grant.

All budget amendments must:

- include a detailed and unambiguous description of the change in funds and how the change will support the work of the associated improvement plan (**we cannot fund unspecified expenditures)**,
- include an updated improvement plan, if the change is substantially different from the original plan,
- and the final budget amendment must be made approximately 60 days after the spending window closes (i.e., the period of availability ends).

Note: multiple divisions review each budget amendment as they are processes. We strongly recommend calendaring fiscal deadlines to ensure ample time for review, and if necessary, response to feedback.

March 2024

Contacts

District-Level EGMS Support

Before contacting OSPI, please contact your district EGMS administrator for support. If you are not with a district, you may contact OSPI per the below.

State-Level EGMS Support

Please begin by visiting OSPI's EGMS webpage.

If you still have questions, please reach out to EGMS.Support@k12.wa.us

Claims Support

For assistance with claims related questions, please contact Sary Li, Sary.Li@k12.wa.us.

Program Support

If you have questions about Continuous Improvement, planning, and grants questions on a programmatic level, please contact Continuous Improvement Program Supervisor of Grants, Akiva Erezim, Akiva.Erezim@k12.wa.us.