



**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY.  
APPLICATIONS MUST BE SUBMITTED USING THE EGMS  
SYSTEM AT ([grants.osse.dc.gov](http://grants.osse.dc.gov)) WHERE IT WILL BE AVAILABLE  
ON December 4, 2015.**

**Office of the State Superintendent of Education (OSSE)  
Wellness and Nutrition Services (WNS)**

**Request for Applications (RFA)**

**DC School Garden Grant (SGG)**

Announcement Date: November 20, 2015

RFA Release Date: December 4, 2015

Pre-Application Question Period Ends: January 15, 2016

Application Submission Deadline: January 29, 2016

**LATE OR INCOMPLETE APPLICATIONS  
WILL NOT BE REVIEWED.**

More information is available on the School Garden Grant Webpage here:

<http://osse.dc.gov/service/school-garden-grant>



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## **Section I: General Information**

### **Introduction**

The Office of the State Superintendent of Education (OSSE), Wellness and Nutrition Services (WNS) is soliciting applications for the District of Columbia School Garden Grant. The purpose of this grant is to increase the capacity and scope of DC school gardens as educational resources. As such, the grant promotes the use of a school garden(s) by school personnel to facilitate meaningful learning experiences for students in the classroom, garden, and cafeteria. This three-pronged approach helps students gain exposure to new foods and insight into the source of their food and the myriad benefits of gardening and consuming locally grown produce.

### **Background**

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209) (D.C. Official Code § 38-821.01 et seq.) aims to improve the health, wellness, and nutritional status and intake of public and public charter school students in the District of Columbia. The law is an effort to make an impact on the reduction of two child health epidemics in the District of Columbia – childhood obesity and childhood hunger. The HSA aims to reduce obesity and improve the health, wellness, and nutritional status of the more than 80,000 public and public charter school students in the District of Columbia through healthy school meals, physical activity, and nutrition education. The HSA requires OSSE to make competitive grants available to support schools in achieving its objectives. School garden based research suggests that school gardens can increase students' nutrition knowledge and increase their servings of fruits and vegetables. (Heather, 2006) (McAleese & Ranklin, 2007).

To this end, the HSA requires OSSE to make competitive grants available to District of Columbia Public Schools (DCPS), public charter schools, and community based organizations (CBO) to support school gardens in DC schools.

With 103 active school garden programs, over a dozen school garden and farm to school focused non-profit organizations, and a School Garden Specialist Farm to School Specialist and most recently an Environmental Literacy Specialist within WNS, the District is well-poised to support school garden and farm to school programs. Schools across the District use school gardens and cafeterias to engage students in nutrition, environmental, and science education. Most of these programs are spearheaded by a few champions of the school garden and farm to school movement, on top of their primary responsibilities. This model has proven unsustainable over time, as these individuals do not have the capacity to build and manage robust programs.

There is great potential to expand the reach of these programs to engage more students across all subjects. Data collected by OSSE shows the biggest barrier schools face in establishing and sustaining garden programs is the lack of a School Garden Coordinator (SGC). The DC School Garden Grant seeks to establish new school gardens or expand existing gardens through the establishment of a SGC position in schools. A SGC is an individual who manages the day-to-day operation of the school garden program including

program management, technical support, and instruction. The SGC works closely with the classroom teachers to plan and deliver nutrition-based lessons in the garden and the classroom. A framework, which outlines the responsibilities of the SGC, is available on the OSSE School Garden Grant Page here: <http://osse.dc.gov/service/school-garden-grant>.

### **Intended Population**

The intended population for the DC School Garden Grant is:

- K-12 public schools and public charter schools in the District of Columbia.
- Garden and farm to school CBOs in partnership with schools.

### **Pre-Application Question Period**

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Sam Ullery, [sam.ullery@dc.gov](mailto:sam.ullery@dc.gov) by 5:00pm on December 18, 2015. Answers to submitted questions will be made available by December 22, 2015. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the FAQ page here: <http://osse.dc.gov/service/school-garden-grant>.

Applicants are strongly encouraged to participate in one of the webinar information sessions below. A recording of the information session will be available upon request.

December 16, 2015 10 a.m. -11 a.m.

Join here: <https://global.gotomeeting.com/join/763543381>

Or dial +1 (408) 650-3123

Access Code: 763-543-381

December 17, 2015 4 p.m. -5 p.m.

Join here: <https://global.gotomeeting.com/join/819861805>

Or dial +1 (408) 650-3123

Access Code: 819-861-805

### **Application Checklist**

Applications must meet the following requirements to be eligible for review:

- ☐ All required components of the application are completed.
- ☐ All components of the application have been thoroughly reviewed and signed by the appropriate stakeholders.
- ☐ The completed application must be submitted, including all narrative responses and uploaded documents, by or before the deadline.

### **Due Date**

Applications must be received no later than 3 p.m. on January 29, 2016.

### **OSSE Contact Information**

Sam Ullery  
School Garden Specialist  
Healthy Schools Act Initiatives  
Wellness and Nutrition Services Division  
DC Office of the State Superintendent of Education  
Government of the District of Columbia  
810 First Street, NE  
Washington, DC 20002  
Phone: (202) 741-6485  
Email: [sam.ullery@dc.gov](mailto:sam.ullery@dc.gov)

## **Section II: Award Information**

### **Award Period**

The grant period is one year beginning on March 14, 2016 and ending on March 13, 2017.

### **Available Funding**

The total amount of anticipated funding available for this award period is \$200,000. Eligible schools and organizations may apply for an award amount of up to \$15,000 per school. OSSE will award funds to no less than 15 applicants. It is recommended that public schools and public charter schools designate their PTO/PTSO as the fiscal sponsor, provided the PTO/PTSO has 501(c) 3 status. All reimbursements will follow OSSE's grant policies and procedures.

### **Funding Restrictions**

Funds must be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan. A minimum of 80% of the requested funds must be allocated to staffing of the School Garden Coordinator, which may not exceed a rate of \$30/hour. No more than 20% of the project budget can be used for items such as garden supplies and curriculum, and to support the promotion of school garden lessons.

In addition to staffing of a School Garden Coordinator position, funds MAY be used for:

- Teacher stipends
- Materials and supplies
- Professional services including garden design and curriculum development
- Food for the following purposes only:
  - Snacks for students during grant-related activities.
  - Food for demonstration/educational purposes (ex. cooking demo, taste test of healthier food choices).
  - Snacks for parents, teachers, or community members at grant-related trainings or community events (ex. family fitness night, training for teachers on teaching in a school garden).
  - Meals for students during grant-related activities (ex. lunches during a farm field trip).
  - Any other food purchase requires prior authorization from OSSE.

The funds MAY NOT be used for:

- Travel expenses (ex: hotels, airline tickets, and per diem).
- Student field trips to farms as the OSSE Farm Field Trip Grant will fund this activity.

All snacks/foods purchased with Healthy Schools Act funds must meet the requirements of the USDA Smart Snacks in School guidelines. For more information, go to <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. If a meal is to be provided to students, it must consist of healthy foods (fresh fruits and vegetables, whole-grain rich products, lean sources of protein, non-fried foods, and no desserts such as candy, cakes, pies or buns). Grantees should strive to purchase local and seasonal produce when available. Prior approval from OSSE must be obtained before purchasing meals for students.

### **Audits**

At any time or times before final payment and for three years thereafter, the District and/or the federal government may audit the applicant's expenditure statements and source documentation. The applicant cannot at any time prior to the application process nor during the award period be in violation of any previous grant obligations to the District of Columbia government or a Federal agency.

## **Section III: Eligibility Information**

### **Eligibility**

OSSE will accept applications from K-12 public schools and public charter schools in the District of Columbia. Schools must have completed their 2015-16 school health profile, required by Section 602 of the HSA (D.C. Official Code §38-826.02), to be eligible. For DC Public Schools (DCPS), applications must be submitted through the DCPS Central Office. Protocol requires that DCPS schools apply for grants released by the OSSE through the Office of Federal Programs and Grants. For more information, please contact the Grant Administration Team directly at [ofpg.grants@dc.gov](mailto:ofpg.grants@dc.gov) with your intent to apply by December 18, 2015.

Schools may receive this award up to three times in a five year period. Below is a list of ineligible schools as a result of this rule:

Capitol City Public Charter School  
Burroughs Education Campus  
Capitol Hill Montessori @ Logan  
Cleveland Elementary School  
DC Bilingual Public Charter School  
E.L. Haynes Public Charter School  
Eastern High School

Harriet Tubman Elementary School  
Horace Mann Elementary School  
Mundo Verde Bilingual Public Charter School  
Seaton Elementary School  
Stoddert Elementary School  
Thurgood Marshall Academy Public Charter School  
Washington Yu Ying Public Charter School  
Watkins Elementary School

OSSE will accept one application for each school campus, however a community-based organization may submit up to four applications with four different school campuses. Applying schools must partner with a non-profit community based organization that focuses on school garden and/or farm to school projects. A list of recommended partner organization that have successfully partnered with past SGG grantees is available here: <http://osse.dc.gov/service/school-garden-grant>. Applying schools may choose to collaborate with an organization that is not on the list; however, evidence that confirms that the organization has the experience and capacity to support the project must be provided. A letter of commitment regarding the partnership is required from each partnering organization or school.

### **Cost-Sharing**

Applicants must contribute cost-sharing funds equal to or greater than 20% of the grant amount. A detailed line-item breakdown of cost-sharing contributions should be identified in the budget. Volunteer time may not be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds. District schools are not permitted to claim indirect costs. Community based organizations must submit the Indirect Cost Notice of Interest to determine the appropriate indirect cost rate a request for this form can be made by emailing [osse.grantscompliance@dc.gov](mailto:osse.grantscompliance@dc.gov).

### **Grant Award Notice and Payments**

In order to be awarded a school garden grant, sub-grantees must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Once OSSE has fully approved the application and issued an official Grant Award Notification, sub-grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all sub-grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the sub-grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE sub-grantees must complete and submit the applicable reimbursement workbook/s electronically.

**Fiscal Sponsor**

The fiscal sponsor may be either the school, or its partner CBO, where it has been endorsed by the school as the fiscal sponsor. If the grant is to be remunerated directly to the partner CBO, that organization is then designated as the fiscal sponsor and must have 501(c)(3) status and must include its 501(c)(3) determination letter as an attachment to the application.

**Section IV: Submission and Application Information****Application Period**

The RFA was released on December 4, 2015. The deadline for application submission is **January 29, 2016 at 3pm EST**.

**Submission Requirements**

The application must be submitted electronically using the EGMS System which can be accessed here: [grants.osse.dc.gov](http://grants.osse.dc.gov). The required contents are as follows:

- School Eligibility
- Contact Information
- Narrative
- Detailed Planning Expenditures (project budget)
- Assurances
- Supporting Documentation
  - 501(c)(3) Determination Letter.
  - Up to three photos of garden site as Microsoft Word or Adobe PDF files.
  - Letters of Commitment from the school principal / partner organization or any additional partner organizations.
  - An agreement between the school and partner organization signed by the appropriate authorized representatives. DCPS schools must have the agreement signed through central office.

**Section V: Program Requirements****General Program Requirements**

The purpose of the SGG is to increase the capacity and scope of DC school gardens as educational resources.

Grantees will be required to complete the following required activities under the SGG:

- Grantees must have or establish a School Wellness Committee that convenes at least three times per year consisting of parents, teachers, students, administrators, staff, and community members and:



- Integrates school garden, farm to school, and environmental literacy activities into the overall wellness mission of the school.
  - Assists the SGC in implementing the requirements of the grant.
  - Provides support to the SGC in the day-to-day operations of the project.
- Grantees must establish a School Garden Coordinator (SGC) position to oversee day-to-day operations of the school garden. The SGC must:
    - Have previous experience working in school gardens.
    - Participate in all School Wellness Committee meetings.
    - Manage the day-to-day operation of the proposed school garden program including program management, technical support, and instruction.
    - Collaborate with at least five classroom teachers to plan and deliver at least twenty garden-based lessons using curriculum that is aligned to relevant standards.
    - Partner with the food service vendor, to plan and implement at least ten cafeteria-based activities including, but not limited to, taste tests, cooking demos, or produce displays.
    - Participate in four full-day trainings which take place during DCPS professional development days.
    - Engage one entire grade level in at least one Meaningful Watershed Educational Experience (MWEE).
    - Engage the school community to increase the scope of the school garden as an educational resource.
    - Facilitate their school's participation in Growing Healthy Schools Month (October) and Strawberries and Salad Greens Day (May), sponsored by OSSE.
  - Maintain a healthy school garden using sustainable agricultural practices as defined by the Healthy Schools Act and safety protocol as outlined in the School Garden Safety Checklist here: <http://osse.dc.gov/node/1070112>.
  - Grantees must report on their progress through:
    - One site visit during the grant period conducted by OSSE program staff.
    - Submission of Mid-Project and End-Project Reports which can be found here: <http://osse.dc.gov/service/school-garden-grant>.

## **Section VI: Review Process and Application Scoring**

### **Review Process**

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE

will use external peer reviewers to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or the matter. Scoring and recommendations of the review panel are advisory only. The final decision to award a SGG rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund, as well as the funding amount.

### **Application Criteria and Scoring**

All applications that meet the application criteria will be reviewed and scored by an external review panel using the following criteria:

| <b>Criteria</b>   | <b>Points</b> |
|---|---------------|
| <b><i>Project Vision and Implementation Plan</i></b> <ol style="list-style-type: none"> <li>1. Applicant describes the current state of the garden and farm to school program.</li> <li>2. Applicant describes the vision of the proposed school garden and farm to school project.</li> <li>3. The applicant provides a clear implementation plan, including a timeline, for the project.</li> <li>4. The applicant anticipates challenges and has a plan in place to overcome these challenges.</li> <li>5. The applicant has clearly described the role of the School Garden Coordinator and provides evidence that this person will receive adequate support to carry out the activities of the grant.</li> </ol> | 20            |
| <b><i>Curriculum Integration Plan</i></b> <ol style="list-style-type: none"> <li>1. The applicant indicates which garden, farm to school, or environmental-based curricula will be used and how this curriculum will be used to integrate nutrition, food system, and environmental concepts into the classroom environment.</li> <li>2. The applicant clearly explains how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom.</li> <li>3. The applicant clearly explains how an entire grade level will engage in at least one Meaningful Watershed Experience through the context of the school garden.</li> </ol>  | 16            |
| <b><i>Student and Community Involvement Plan</i></b> <ol style="list-style-type: none"> <li>1. The applicant provides specific examples of how students will be impacted by the grant activities.</li> <li>2. The applicant provides specific examples of how the school community, especially classroom teachers, will be involved in the proposed project.</li> </ol>   | 16            |
| <b><i>Cost-Effectiveness of Budget</i></b> <ol style="list-style-type: none"> <li>1. The applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective.</li> </ol>   | 16            |

|  |  |
|--|--|
| 2. The applicant provides a clear explanation of the source and value determination of in-kind contributions.<br>3. All proposed costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project.<br>4. The School Garden Coordinator is qualified to effectively carry out the duties of this grant. |  |
|--|--|

### **Description of Scoring**

The criteria above will be scored using the following indicators:

- Missing: The category is not addressed.
- Does Not Meet Expectations: The applicant is missing a very large portion of the category, fails to provide information, provides inaccurate information, or provides information that is not discernible.
- Working Towards Expectations: The applicant provides unclear and non-specific information, partially addresses the category, but provides limited information about approach and strategies. The answers lack focus and detail.
- Meets Expectations: The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Exceeds: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the category. The description is well-conceived and the ideas are fully developed and original.

## **Section VII: Award Administration**

### **Decision and Notifications of Awards**

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. OSSE will notify all applicants of the final award decision no later than March 7, 2016. Each awarded applicant will receive a Grant Award Notice (GAN) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

### **Monitoring**

The grant recipient's effectiveness is determined based upon the following information:

- Site Visit documentation including the School Garden Assessment Tool and Site Visit Form.
- Responses to questions in the Mid-Project and End-Project Reports.
- Responsiveness to requests and inquiries from OSSE.

### **Corrective Action and Termination of Funding**

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including the termination of funding. A project which is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **Nondiscrimination in the Delivery of Services**

In accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual.

### **Confidentiality**

Except as otherwise provided by local or federal law, no recipient of a SGG shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with the SGG program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

### **Terms and Conditions**

- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, ; payment provisions identifying how the grantee will be paid for performing under

- the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Assurances**

### *Program Specific Assurances*

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

1. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
2. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR);
3. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
4. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
5. We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
6. We have the financial resources and technical expertise necessary to perform the grant or sub grant, or the ability to obtain them;
7. We will insure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;

8. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
9. We know and understand that awarded funds shall be used to support garden-based education and activities which may include covering the costs of personnel, transportation of students, materials, and training. The funds may not be used to support travel. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and
10. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

### *Acknowledgement Assurances*

Applicants will be required to acknowledge compliance with the following applicable District and Federal statutes and regulations:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
12. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
15. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
17. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964

19. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
21. Individuals with Disabilities Education Act of 2004 (IDEA), (20 U.S.C. § 1400 et seq.)

## Section VIII: Application Narrative

### School Eligibility Checklist

Please provide a response to all statements and questions below to determine applicant eligibility. Once your answers have been selected, click the Submit Eligibility button. All responses will be verified by OSSE.

- The applicant/authorized representative submitting this application certifies that the current year School Health Profile has been fully completed and submitted on the OSSE website.
- Schools may only apply once per year for DC SGG funding. The applicant/authorized representative submitting this application certifies that the school has not submitted any other applications for DC SGG funding during this Fiscal Year.
- The applicant/authorized representative certifies that the school has not been awarded **three or more DC SGG Awards within the past five years.**

### Project Narrative

Criterion 1, Project Narrative: Project Vision and Implementation Plan (20 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please describe the current state of the garden and farm to school program. (5000 maximum characters)
2. Please describe the vision of the proposed school garden project. (5000 maximum characters)
3. Please describe your implementation plan for the project including a timeline of major milestones. (5000 maximum characters)
4. Please describe any challenges that you anticipate and describe how you will overcome these challenges. (5000 maximum characters)
5. Please describe the role of the School Garden Coordinator (SGC) and provide evidence that the SGC will receive adequate support to carry out the activities of the grant. (5000 maximum characters)

Criterion 2, Project Narrative: Curriculum Integration Plan (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please indicate which garden, farm to school, or environmental-based curricula will be used and how this curriculum will be used to integrate nutrition, food



- system, and environmental concepts into the classroom environment. (5000 maximum characters)
2. Please explain how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom. (5000 maximum characters)
  3. Clearly explain an entire grade level will engage in at least Meaningful Watershed Experience through the context of the school garden. (5000 maximum characters)

Criterion 3, Project Narrative: Student and Community Involvement Plan (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please provide specific examples of how students will be impacted by the grant activities. (5000 maximum characters)
2. Please provide specific examples of how the school community, especially teachers, will be involved in the grant activities. (5000 maximum characters)

Criterion 4, Project Narrative: Cost-Effectiveness of Budget (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please describe how proposed costs were determined and the measures taken to ensure that the project is cost effective. (5000 maximum characters)
3. Please provide a clear explanation of the source and value determination of in-kind contributions. (5000 maximum characters)
4. Please demonstrate how all costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project. (5000 maximum characters)
5. Please include the resume of the School Garden Coordinator and any other information that described how this individual is essential to the success of this project. (5000 maximum characters)

All supporting documentation should be uploaded using the File Upload (through EGMS). Required documentation can be submitted upon the initial submission of this application. If OSSE requests further documentation, this File Upload process is the location where such files should be attached to your application for review.

Required Documents to Include:

- 501(c)(3) Determination Letter.
- Up to three (3) School Garden/Farm to School photos as Microsoft Word or Adobe PDF files.
- Letters of Commitment from the school principal / partner organization or any additional partner organizations.
- Agreement between the school and partner organization signed by the appropriate authorized representatives. DCPS schools must have the agreement signed through DCPS Central Office. Please contact DCPS Central Office by directly at [ofpg-grants@dc.gov](mailto:ofpg-grants@dc.gov) with your intent to apply by December 18, 2015.

If you have files to upload for OSSE review, please provide a brief description of the contents of each file.

**Budget Overview**

For each of the following budget categories in this section, the applicant must provide a full list of all planned expenditures. The total of all expenditures in this section must match the total amount requested.

A summary of the budget category planned expenditures can be found below:

- Salaries and Benefits
- Professional Services
- Equipment
- Supplies and Materials
- Fixed Property Costs
- Other Objects
- Cost-Sharing