



Request for Applications

**Office of the State Superintendent of Education
Wellness and Nutrition Services Division**

The Farm to School Program *Farm Field Trip Grant Program*

Announcement Date: March 28, 2014

RFA Release Date: April 11, 2014

Pre-Application Question Period Ends: April 25, 2014

Application Submission Deadline: May 23, 2014

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

More information is available on the [Farm to School Webpage](#)



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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Wellness and Nutrition Services Division (WNS) is soliciting applications for the Farm Field Trip Grant. The purpose of this grant is to increase the number of DC students who visit local farms. Farm field trips provide a hands-on opportunity for students to understand how a variety of foods are cultivated, learn about the importance of consuming locally grown, fresh fruits and vegetables, and explore the landscape within and around DC as a space for growing and raising food.

Background

The Healthy School Act (HSA), 2010 (D.C. Law 18-209) 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 requires OSSE to develop programs that promote the benefits of purchasing and eating locally-grown and unprocessed foods from growers engaged in sustainable agricultural practices. It also requires schools to develop local wellness policies that include opportunities for nutrition education to be incorporated into the school day. Understanding the local food system and participating in hands-on education programs, both at school and off-site, places DC students in the position to make healthier lifestyle choices.

Farm field trips are one of the core components of the Farm to School Program (FSP) and district-wide assessments have shown that schools need financial support to participate in these types of activities. Farm field trips are usually offered in the spring, between March and June, and in the fall, between September and November. Exact dates are dependent on the farm itself and the weather for that season. Some farms may offer winter field trips to learn about animals or greenhouse growing methods.

Follow-up activities that reflect the concepts learned on the field trip increase knowledge retention in participating students. Therefore, funding through the Farm Field Trip grant must be used towards both the field trip and a follow-up activity that promotes the themes of the field trip. This activity should be conducted in the classroom, garden, and/or cafeteria, should be sustainable, and applicable to all students, even those that did not attend the field trip. Activities should highlight the local foods served in the school cafeteria. Examples of meaningful activities include cooking demonstrations using local foods that also appear on the school cafeteria menu and classroom-based lessons centered on fruits, vegetables and sustainable agriculture.

Application Checklist

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

- ☐ The completed [Narrative Form](#) has been submitted to Erica Steinhart at erica.steinhart@dc.gov before 5:00 pm on May 23rd, 2014. The Application Form is in PDF format utilizing the form provided and attached to an email with the subject line “FieldTripGrant14_Schoolname_Application”.

- ☐ The completed [Documents Form](#) has been submitted to Erica Steinhart at erica.steinhart@dc.gov before 5:00 pm on May 23rd, 2014. The Documents Form is in PDF format utilizing the form provided and attached to a second email with subject line "FieldTripGrant14_Schoolname_Documents".
- ☐ All required components of the application are complete.
- ☐ All components of the application have been thoroughly reviewed and signed by the appropriate stakeholders.
- ☐ Email size does exceed 5mb.

Contact Information

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Section II: Award Information

Award Period

The funds must be used within the 2014-2015 school year.

Available Funding

The total funding available for this award period is \$40,000. OSSE will award funds to no less than 25 applicants. Eligible schools may apply for an award amount up to \$1,500 to fund field trips to farms within 80 miles of the District of Columbia and to conduct school-based follow up activities.

Funding Restrictions

Funds may 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. Up to 70% of the funding must be allocated towards the costs associated with the field trip to a local farm. The remaining funds, amounting to at least 30% of the total funding, must be allocated towards follow-up activities.

The funds MAY be used for any of the following:

- Transportation to and from the field trip site;
- The cost of the field trip as designated by the field trip site; and
- Supplies and materials for the follow-up activity including cookware, serving-ware, wheeled carts, and curriculum.

The funds MAY NOT be used for any of the following:

- Paying extra chaperones;

- Purchasing lunch for students, teachers or chaperones;
- Purchasing souvenirs while on the field trip; or
- Food for cooking demonstrations or taste-tests.

Audits

At any time or times before final payment and for five 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 United States federal agency.

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to erica.steinhart@dc.gov by 5:00 pm on April 25th, 2014. Questions submitted after this deadline date will not receive responses. Answers to submitted questions will be made available through email by April 29th, 2014.

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

April 21st, 2014
4:00 – 4:30 pm

Register Here: <http://osse.dc.gov/service/farm-field-trip-grant>

Section III: Eligibility Information

Eligibility

OSSE will accept applications from DC public schools and public charters schools participating in the Healthy Schools Act (2010). Funding is designed to support one or more classrooms and is not intended to support trips for the entire school. Teachers are encouraged to apply individually or in clusters. OSSE strives to spread this funding evenly across the District before funding multiple applications from one LEA. It is unlikely that OSSE will fund more than two applications per LEA.

Fiscal Sponsor

For some schools, it is advantageous to remit funds directly to a partnering 501(c) (3) rather than to the school. Many Parent-Teacher/Student Organizations (PTO/PTSO) are designated as 501 (c)(3)s. If you would prefer that your PTO/PTSO serve as the fiscal sponsor for the grant, please complete questions #17 and #18 on the Narrative Form and attach the necessary documentation. Please note this aspect of the application will not affect the decision for awarding funds to a school.

Section IV: Submission and Application Information

Application Period

The deadline for application submission is **May 23rd, 2014 at 5:00 PM EST**. All applications will be recorded and confirmation of receipt will be emailed to the contact provided by May 27th, 2014.

Submission Requirements

The application must be submitted electronically to Erica Steinhart at erica.steinhart@dc.gov. There are two required forms, the Narrative Form and the Documents Form.

- The Narrative Form must be attached to an email with the subject line “FieldTripGrant14_Schoolname_Application”.
- The Documents Form must be attached to a second email with the subject line “FieldTripGrant14_Schoolname_Documents”.

Narrative Form contents:

- Applicant Profile
- Narrative (Description of how the proposed project meets the review criteria as outline in Section VI: Application Scoring and Review process)
- Budget and Budget Justification Narrative

Documents Form contents:

- Administrative Approval
- Certifications
- Assurances
- Acknowledgement of Compliance

Section V: Program Requirements

General Program Requirements

Grantees are expected to facilitate high levels of student participation to ensure that farm field trips are a meaningful and integrated part of the classroom setting. Follow-up activities should include standards-based hands-on instruction in the classroom, garden, and/or cafeteria.

Required Activities

Grantees will be required to complete the following activities under the Farm Field Trip Grant:

- Take at least one class of students on a field trip to a farm within 80 miles of the District. For a list of suggested sites, please visit the [Farm Field Trip page](#) on OSSE’s website.
- Complete at least one follow-up activity in the classroom, garden and/or cafeteria that reinforces the lessons learned on the field trip. For a list of recommended curriculum and lessons, please visit the [Farm Field Trip Grant Page](#).
- Administer the pre- and post-trip evaluation to all participating students and submit the results to OSSE.

Grantees must provide two written reports and occasional informal verbal reports on their progress through:

- A 1-page summary of the field trip, submitted no later than 30 days after the trip is taken.
- A 1-page summary of the completed follow-up activities, submitted no later than 90 days after the field trip is taken.
- Communication with the Farm to School Specialist throughout the grant period.
- Documentation of all expenses and how funds were used.

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 may use internal peer reviewers, external peer reviewers, or a combination of both to review and score the applications received for this RFA. An external peer reviewer is an expert in the field of the matter. Scoring and recommendations of the review panel are advisory only. The final decision to fund applicants 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

Criteria	Scoring Weight (%)
Needs Assessment 1. The applicant provides a clear overview of the demographic of students attending the field trip.	10
Farm Field Trip Implementation Plan 1. The applicant clearly identifies the farm and addresses all associated logistics. 2. The applicant describes how the farm field trip will benefit the students.	30
Follow-up Activity Implementation Plan 1. The application provides a detailed description of the follow-up activity. 2. The applicant clearly identifies all materials needed for the follow-up activity. 3. The applicant uses at least 30% of funding to pay for follow-up activity materials	30
Sustainability 1. The applicant uses funds to purchase items that assist in implementing future farm-to-school based activities in the classroom, garden and/or cafeteria. 2. The applicant clearly addresses how the follow-up activity materials can be used for future lessons.	20
Cost-Effectiveness of Budget 1. The applicant is clear about how proposed costs were	10

<p>determined.</p> <p>2. The applicant has taken measures to ensure the trip and activities are cost-effective.</p> <p>3. The applicant has listed the cost of all materials needed for the field trip and follow-up activity.</p>	
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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 **June 13th, 2014**. Each awarded applicant will receive a Grant Agreement 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:

- Results from the pre- and post-trip evaluation.
- Summaries of the field trip and post-trip activity.
- 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 and requiring the return of funds. 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 Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to discriminate under, any program activity receiving funds from the Field Trip Grant. 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 OSSE funds shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any person or for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written

consent of the person identified in the 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. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal 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, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; 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.