



Healthy Tots Wellness Grant

Division of Health and Wellness

Pre-Application Information Session

Welcome and Icebreaker



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Pre-Application Information Session

December 11, 2018

- Grant Overview
- Application Submission and Checklist
- General Program Requirements
- Program Areas
- Application Review Procedures
- Awarding and Grantee Expectations
- Let's Practice!
- Important Dates to Remember
- Q&A





Overview



What is the Purpose and Background?

Purpose

The Healthy Tots Wellness Grant (HTWG) supports the dissemination of healthy eating, physical activity, and wellness programming in the District of Columbia early child care community.

Background

- What is the Healthy Tots Act (HTA) of 2014?
- What does the HTA hope to achieve?
- What role do grants play in achieving the goals of HTA?



Where can I find HTWG Application materials?

<https://osse.dc.gov/node/1132616>



Who is Eligible to Apply?

OSSE is awarding funding to organizations that can provide technical assistance and help implement wellness programming at targeted community-based child care facilities in the District of Columbia. The selected applicants will be required to build capacity and sustainable partnerships within the early learning community.

Applicants will be awarded funding to implement programming in these six areas:



1. Gardening/Environmental Sustainability
2. Farm to Childcare/Local Food Procurement
3. Nutrition Education
4. Physical Activity & Education
5. Staff Wellness & Center Wellness Policy
6. Family Style Dining



Who is Eligible to Apply? Cont....

OSSE will prioritize awarding grants to community based organizations (CBOs) that provide services to child care facilities that operate in wards 1, 4, 5, 6, 7, or 8 and participate in CACFP.

Targeted facilities need to be currently licensed by OSSE and accept child care subsidy as payment for at least 25% of existing infant and or toddler slots.

Applicants will be required to demonstrate partnership with **AT LEAST five child care development facilities** by having facilities fill out an [Interest in Services Form](#) and tracking information on the [Program Site Locations and Participants Log](#). Family day care homes are eligible to participate in this grant, but can only apply under the fiscal sponsorship of a CBO or approved Family Day Care sponsor.



Definitions

- What are CBOs?
 - According to 20 USCS § 7801(6)*, the term “community-based organization” means “a public or private nonprofit organization of demonstrated effectiveness that--
 - (A) is representative of a community or significant segments of a community; and
 - (B) provides educational or related services to individuals in the community.”
 - According to § 38–271.01. (1A)^ the term “community-based organization” or “CBO” means a Head Start or early childhood education program operated by a nonprofit entity, faith-based organization, or other entity that participates in federally funded early childhood programs.

Sources

*U.S. Department of Education - <https://www2.ed.gov/policy/elsec/leg/esea02/pg107.html>

^Code of the District of Columbia - <https://beta.code.dccouncil.us/dc/council/code/sections/38-271.01.html>



What are targeted facilities?

The Healthy Tots Wellness Grant aims to target child care facilities that:

- Identify as a community based child care center or family daycare home
- Operate in the District's most underserved wards (Wards 1, 4, 5, 6, 7, or 8)
- Participate in CACFP
- Are licensed by OSSE
- Serve children between birth and age five
- Accept child care subsidy as payment for at least 25% of existing infant/toddler slots

For a list of eligible centers and their contact information visit:

<https://osse.dc.gov/node/1288766>



How Many Organizations can Apply?

What is a Fiscal Sponsor?

A Fiscal Sponsor may be either the applicant or a designated lead organization if an application includes several organizations. If the grant is to be remunerated directly to the lead organization, that organization is then designated as the fiscal sponsor as part of the application.

How many applications can an organization submit?

OSSE will accept one application per organization, however a lead organization may partner with other organization(s) that can provide services in another program area to expand reach. Partner organizations can only appear on one application. Applicants must designate ONE fiscal sponsor to oversee administration and reporting of funds. Applicants may not designate more than one fiscal sponsor.



How Much Funding is Available?

- The total amount available for this award is \$500,000 per fiscal year. The grant covers a two year fiscal period.
- Each awarded organization can apply for **up to \$100,000 for EACH fiscal year** in the grant period. This means applicants can ask for **up to \$200,000** during the two year grant cycle.
- Applicants must use allocated funding outlined in their budget timeline during the designated budget year. Funding cannot be rolled over to the next year in the grant period. Funding that is not spent will lapse.
- OSSE anticipates awarding funds to no more than six applicants.



How Can Funding be Utilized?

Funding shall be utilized to implement wellness programming.

Funds MAY also be used for the following activities if they support activities described in this RFA and included in the applicant's submission:

- Stipends to cover replacement staff time during trainings and professional development, and to supplement time covered outside of normal working hours
 - Materials and supplies to implement wellness initiative
 - Professional services such as nutrition educators and yoga instructors for staff, parents, and children
 - Food can be purchased for the following purposes ONLY:
 - Food for demonstration/educational purposes (ex. cooking demo, taste test of healthier food choices)
 - Snacks for parents, children, or community members at grant-related trainings or community events (ex. family fitness night, training for teachers on teaching in a school garden)
 - Any other food purchase requires prior authorization from OSSE
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Are there any Funding Restrictions?

Funding MAY NOT be used for:

- Travel expenses (ex: hotels, airline tickets, and per diem)
- Equipment or other valuable electronics (phones, computers, printers) that are not part of the program

No more than 10% of the project budget can be used for purchasing food

- All snacks/foods purchased with Healthy Tots Wellness Grant funds must meet the requirements of the CACFP meal pattern guidelines. For more information, visit: <https://www.fns.usda.gov/cacfp/meals-and-snacks>
- If a meal is to be provided to children, 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.



Application Submission & Checklist



How can I submit an Application?

Application Submission

All applications are required to be submitted through [EGMS](#). Emailed or faxed applications will not be accepted. Applicants will have to re-apply to OSSE for the second fiscal year of grant period, depending on the availability of funds and grantee's demonstrated performance. OSSE will notify applicants if the application is not selected for funding.

Due Date

Applications must be received no later than 3 p.m. on January 17, 2018. Late submissions **will not** be accepted. Extensions will not be granted.



What do I need to Submit an Application?

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

- EGMS Login Credentials, which include access to DUNS number, a SAM expiration date, and central data information (which can take up to 3 days to process)
- 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
- Once submitted, an applicant may not amend the application



Program Requirements & Program Areas



General Program Requirements

- The Healthy Tots Wellness Grants will fund organizations to help eligible child care facilities work towards complying with at least 75% of the [Healthy Tots Wellness Guidelines](#) and the [self-assessment](#).
 - Applicants must select at least ONE of the SIX program areas to implement at 5-10 child care facility sites.
 - Preference will be given to applicants who address two or more program areas.
 - The following slides provide a framework for the program requirements and objectives of each area:
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Program Area: Nutrition Education

The grantee will be responsible for:

- building capacity, overseeing, and reporting on the administration and implementation of structured nutrition education programming at targeted community-based child care facilities participating in CACFP
- offering a standardized, evidence-based curriculum that aligns with DC Common Core Standards, Early Learning Standards, P.L.A.Y Guidelines, and Healthy Tots Wellness Guidelines
- conducting training to early childhood educators on nutrition education and role modeling healthy behaviors
- providing technical assistance associated, with establishing a structured nutrition education program
- supporting targeted facilities in engaging parents/families in wellness programming



Program Area: Physical Activity/Education

The grantee will be responsible for:

- building capacity, overseeing, and reporting on the administration and implementation of physical activity programs in community-based child care facilities that participate in CACFP
- training early childhood educators on physical activity delivery
- providing technical assistance associated with implementing consistent physical activity program(s) that includes structured teacher-led activities and unstructured play
- Supporting targeted facilities in engaging parents/families in programming that supports physical activity



Program Area: Farm to Childcare/Local Food Procurement

The grantee will be responsible for:

- building capacity, overseeing, and reporting on the development of a local food procurement/farm to childcare program at targeted child care facilities that participate in CACFP
- connecting facilities to locally grown, and locally processed and unprocessed foods from growers engaged in sustainable agriculture practices
- helping connect facilities with producers or distributors that take local produce and minimally process them (cut up, freeze, can, turn into baby food, etc.)

The grantee will also be responsible for assisting facilities in:

- serving seasonal, locally grown and/or locally processed and unprocessed foods in their menu at least once a week
- integrating farm to childcare concepts into nutrition education activities/education that includes a parent engagement component
- coordinating a farm to childcare field experience for teachers and/or students.



Program Area: Gardening/Environmental Sustainability

The grantee will be responsible for building capacity, overseeing, and reporting on the development of a gardening/environmental sustainability program at targeted child care facilities that participate in CACFP.

Sample Activities under this Program Area Include:

- Providing labor and materials to build gardens and integrate gardening education into existing programming
- Training staff in gardening techniques and help develop a garden sustainability plan
- Assisting in the application of an environmental sustainability education program as well as develop and implement an environmental sustainability project such as a recycling program, a compost project, or a water conservation or energy conservation program



Program Area: Family Style Dining

The grantee will be responsible for:

- providing extensive training and technical assistance to child care facilities in successfully implementing family style dining
- assisting facilities in purchasing and distributing reusable developmentally appropriate serving dishes, serving utensils & milk carafes to utilize during mealtime
- assisting centers in purchasing reusable developmentally appropriate plates, bowls and eating utensils (If a child care center has the equipment to wash and sanitize a large amount of dishes.)
- providing support, food and materials to facilities in order for them to host family meal nights at least quarterly (every three months), inviting a minimum of five families to each meal. Meals must employ family style dining and a nutrition education lesson.



The grantee will be responsible for assisting facilities in:

- developing a facility wellness policy and staff wellness policy at targeted child care facilities. The staff wellness policy will be tailored by the results of a center healthy behaviors assessment and an employee health interest survey
- implementing a staff wellness program that supports good nutrition, physical activity, stress management, and the formation of healthy habits
- implementing a Wellness Council with a staff wellness initiative targeting one of the following areas:
 1. Increasing water consumption and healthy beverage promotion
 2. Incorporating physical activity as part of a healthy lifestyle
 3. Increasing knowledge in nutrition education and healthy cooking
 4. Managing stress and optimizing mental/emotional health



Application Review Procedures



What is the review process for Applications?

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 subject matter. Scoring and recommendations of the review panel are advisory only.

After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicant to fund, as well as the funding amount.



How are Applications Scored?

All applications for this RFA will be objectively reviewed and scored* against the following application areas and key criteria:

1. Program Abstract (3 points)
2. Intended Population and reach (12 points)
3. Project Vision and Implementation (25 points)
4. Collaboration and Stakeholders (20 points)
5. Summary of Qualifications (10 points)
6. Performance and Impact Measurement (20 points)
7. Budget Narrative Justification (10 points)

Total # of Points = 100

*All applications that meet the application criteria will be reviewed and scored by an external review panel using the following criteria. This criteria allows the external peer reviewers and OSSE staff to determine an applicant's justification of need for grant funds, the soundness of its proposed service delivery plan, the adequacy and reasonableness of proposed resources needed, and demonstrated capability for managing the proposed program.



BREAK TIME



Award & Grantee Expectations



When are the Grant Recipients Notified?

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 **February 14, 2018**. The awarded applicants will receive a GAN that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.



What are the expectations of grant recipients?

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

1. Responses to questions in the mid-project and final report
2. Responsiveness to requests and inquiries from OSSE.
3. Ability to keep detailed records of funds spent
4. Ability to support schools or childcare facilities/homes across the District.

All awards will be reviewed annually for compliance with programmatic and fiscal requirements. Monitoring results shall be taken into consideration in determining whether an applicant may be awarded the grant after the initial year of the grant.*

*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 the grant and return of funding to OSSE. A project that is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.



Let's Practice!



EGMS Walk Through



Enterprise Grants Management System



District of Columbia Office of the
State Superintendent of Education

- Helpful Resources
 - [Training videos](#)
 - [User Manual](#)
 - [EGMS Training and Video Guides](#)
- Let's try it out [here](#)
- Things to Remember
 - [Requesting EGMS Credentials](#)
 - Save every page!
 - Detailed Planning Expenditures Cost Summary



Important Dates



Important Application Period Dates

Application Release Date: **Monday, December 4, 2017 at 12:00pm EST**

Pre-Application Information Session: **Monday, December 11, 2017 at 10:00am EST**

Pre-Application Questions Due Date: **Monday December 18, 2017 at 3:00pm EST**

Answers to Pre-Application Questions will be made available: **Tuesday, January 2, 2018**

Application deadline for submission: **Wednesday, January 17, 2018 at 3:00pm EST**

No late applications will be accepted.

Award Period

- This grant period covers two fiscal years and is from **March 1, 2018, to September 30, 2019**
 - Year one spans from March 1, 2018 through September 30, 2018.
 - Year two spans October 1st, 2018 through September 30, 2019.
 - Applicants must re-apply for the second year funding
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Q&A



Let's Review

- What are the six program areas?
- When is the application due date?
- When is the latest I can log into EGMS to get EGMS Login Credentials?
- How much funding can I apply for in the TWO year grant cycle?
- How many Interest in Services Forms does the applicant need to collect from child care facilities?



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| Thank you!