



Healthy Tots Wellness Grant

Division of Health and Wellness

Pre-Application Information Session

Welcome and Icebreaker



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Pre-Application Information Session

June 27, 2019

- 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 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 Healthy Tots Wellness Grant Application materials?

<https://osse.dc.gov/page/fiscal-year-2020-healthy-tots-act-grant-application-materials>



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 development facilities in the District of Columbia. The selected applicants will be required to build capacity and sustainable partnerships within the early learning community.

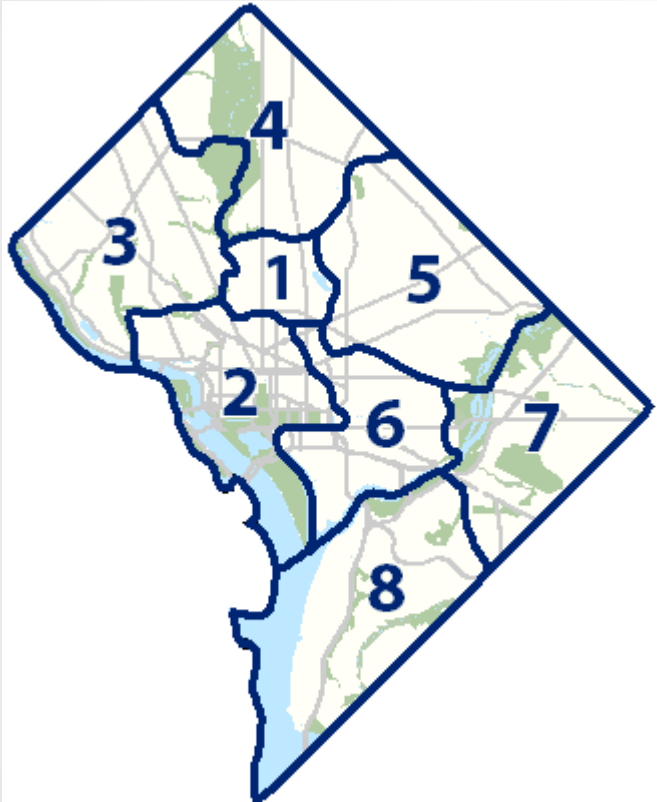
Applicants will be awarded funding to implement programming in these five areas:



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



Who is Eligible to Apply? Cont....



OSSE will prioritize awarding grants to community based organizations (CBOs) that provide services to child development 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 percent of existing infant and or toddler slots.



Who is Eligible to Apply? Cont....

Applicants will be required to demonstrate partnership with **AT LEAST five child development facilities** in the first year of the grant 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. Returning grantees applying to continue working with facilities served during the fiscal years 2018 and 2019 grant cycle must provide a detailed explanation of the benefits of continuing this work versus reaching out to new facilities.

During the second year of the grant, the grantee must grow their program by bringing on at least five additional child development facilities, to a **total minimum of ten facilities in the two year grant period**. OSSE encourages applicants to include populations that are systematically underrepresented and children with special needs. Applicants should describe how their programs will be inclusive and equitable in addition to describing how their own organization demonstrates internal diversity, equity, and inclusion.



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>



Definitions

What are targeted child development facilities?

The Healthy Tots Wellness Grant aims to target child development 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 percent of existing infant/toddler slots

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

<https://osse.dc.gov/page/healthy-tots-act>



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 contract other organizations that can provide services in another program area to expand reach. Contracted 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?

- Each awarded organization may receive anywhere from \$50,000 to \$100,000 for each fiscal year in the grant period. The grant covers a two fiscal year period. Awarded organizations must apply for the second year of funding.
- 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 between 3-5 applicants, pending funding availability.



How Can Funding be Utilized?

Funds must be used to support activities described in the program requirements of this RFA and included in the applicant's submission as part of their program plan.

In addition to implementing wellness programming, funds MAY 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.
- Stipends for Wellness Coordinators at child development facilities.
- Materials and supplies to implement wellness initiative.
- Professional services such as nutrition educators and yoga instructors for staff, parents, and children.
- Reimbursements for local and grant related travel such as going to and from child development facility sites, OSSE mandated trainings, and grant related special events
- 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.



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 percent 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 Aug. 5, 2019. 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 three 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 development facilities work towards complying with at least 75 percent of the OSSE Wellness Guidelines.

The objectives of the HTWG are to:

- Provide child development facilities with targeted assistance and the resources they need to implement wellness programming
- Equip staff with resources and support to enhance personal emotional, mental, and physical wellness.
- Have all facilities write and update a Center Wellness policy (see Section 5.6 below).
- Position CBOs to serve as a sustained collaborative network for child care providers in accessing wellness support and resources.
- Champion a Wellness Coordinator and/or Wellness Facilitator at every target facility.



General Program Requirements

- Applicants must select at least ONE of the following program areas to implement at a minimum of 10 child development facilities.
- In year one of implementation, the grantee will reach a minimum of five individual child development facility sites.
- In year two of implementation, a total minimum of 10 sites should be reached per organization.
 - The year one goal is lower to take into consideration the planning process for implementation amongst awarded grantees.

The following slides provide a framework for the program requirements and objectives of each area.



The grantee will be responsible for:

- Building capacity, overseeing, and reporting on the administration and implementation of structured nutrition education programming in addition to providing extensive training and technical assistance in successfully implementing family style dining.
- Offering a standardized, evidence-based nutrition education program that aligns with DC Common Core Standards, Early Learning Standards, and OSSE Wellness Guidelines.
- Conducting training to early childhood educators on nutrition education, family style dining and role modeling healthy behaviors.
- Providing assistance in determining, sourcing and purchasing materials to implement structured nutrition education and family style dining.
- Supporting targeted facilities in engaging parents/families in programming through family meal nights and other family engagement opportunities.



Program Area: Physical Activity/Education

The grantee will be responsible for:

- Building capacity, overseeing, and reporting on the administration and implementation of a physical activity programming at targeted child development facilities.
- Conducting training to 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.
- Providing assistance in determining, sourcing and purchasing materials to implement a physical activity program.
- Supporting targeted facilities in engaging parents/families in programming through family engagement opportunities.



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 development facilities
- 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 and/or Environmental Sustainability

The grantee will be responsible for building capacity, overseeing, and reporting on the development of a gardening and/or environmental sustainability program at targeted child development 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



The grantee will be responsible for assisting facilities in:

- Developing a Facility Wellness Policy using the OSSE Wellness Guidelines as a foundation. The facility wellness policy will be tailored by the results of [OSSE Wellness Guidelines: Self-Assessment for Child Development Facilities](#)
- Implementing of a staff wellness program that supports good nutrition, physical activity, mindfulness, stress management, and the formation of healthy habits. The staff wellness program will be tailored by the results of an employee interest survey.
- Establishing a Wellness Council with a staff wellness initiative targeting one or more of the following areas:
 - Managing Stress and Incorporating Mindfulness
 - Increasing water consumption and healthy beverage education
 - Incorporating physical activity as part of a healthy lifestyle
 - Increasing knowledge in nutrition education and cooking
 - Health education or other individual behaviors that impact health (mental health awareness, tobacco and alcohol use, importance of health screenings)
- Coordinating family engagement opportunities



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. Equity and Inclusion (12 points)
3. Project Vision and Implementation (25 points)
4. Collaboration with Partners and Stakeholders (20 points)
5. Summary of Qualifications (10 points)
6. Performance and Impact Measurement (20 points)
7. Cost Effectiveness of Budget (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.



How are Applications Scored?

In addition to external peer review, OSSE also takes into consideration*:

➤ Equity

- ☐ Has the applicant received OSSE grant funding before?
- ☐ Is the applicant considered a Grassroots organization?
- ☐ Does the applicant have extensive experience working in underserved communities?
- ☐ Does the applicant demonstrate partnerships rooted in the community?
- ☐ Does the applicant have a commitment to advancing social/racial equity?

➤ Budget

- ☐ Did the applicant demonstrate that they took measures to ensure cost effectiveness?
- ☐ Are proposed costs reasonable?
- ☐ Are all proposed items essential to the success of the project?
- ☐ Budget Justification Narrative is acceptable
- ☐ Food costs are kept under 10 percent of the budget

➤ Participant Reach

- ☐ Number of Centers
- ☐ Wards Served
- ☐ Total Impacted Participants
- ☐ Average at-risk %

* The final decision to fund programs rests solely with the OSSE. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the OSSE shall decide which applicants to fund.



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 **Sept. 23, 2019**. 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 and requirements in the mid-year and final report
2. Responsiveness to requests and inquiries from OSSE
3. Ability to comply with grant activities and deliverables
4. Ability to participate grant-related events (check-ins, orientation, post award symposium)
5. Ability to keep detailed records of funds spent
6. Ability to support the needs of the targeted child development facilities

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
 - Only submit for FY20 expenses
 - Budget Category Instructions
 - Budget Narrative Justification should cover FY2020 and FY2021



Important Dates



Important Application Period Dates

Application Release Date: **Monday, June 17, 2019 at 12 p.m. EST**

Pre-Application Information Session: **Thursday, June 27, 2019 at 2 p.m. EST**

Pre-Application Questions Due Date: **Monday July 8, 2019 at 3 p.m. EST**

Answers to Pre-Application Questions will be made available: **Monday, July 15, 2019**

Application deadline for submission: **Monday, Aug. 5, 2019 at 3 p.m. EST**

No late applications will be accepted.

Award Period

- This grant period covers two fiscal years and is from **Oct. 1, 2019, to Sept. 30, 2021**
- Year one spans from Oct. 1, 2019 through Sept. 2020.
- Year two spans Oct. 1, 2020 through Sept. 30, 2021.
- Applicants must re-apply for the second year funding



Q&A



Let's Review

- What are the five 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?
- Do I need to submit detailed planning expenditures for ONE or TWO fiscal years in EGMS? How many years should I include in the Budget Narrative Justification?
- How many Interest in Services Forms do I need to collect from child development facilities in the FIRST YEAR of the grant?
- What is the minimum number of child development facilities I can work with over the TWO YEAR grant period?



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| Thank you!