



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY.
APPLICATIONS MUST BE SUBMITTED USING THE EGMS
SYSTEM AT (grants.osse.dc.gov) WHERE IT WILL BE AVAILABLE
ON JUNE 1, 2017.**

**Office of the State Superintendent of Education (OSSE)
Division of Health and Wellness**

Request for Applications (RFA)

District of Columbia School Garden Grant (SGG)

Announcement Date: May 10, 2017

RFA Release Date: June 1, 2017

Pre-Application Question Period Ends: July 19, 2017

Application Submission Deadline: August 9, 2017

**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) Division of Health and Wellness is soliciting applications for the District of Columbia School Garden Grant. The purpose of this grant is to:

- 1) Increase the number of students that engage¹ in school garden programs.
- 2) Increase the number of classroom teachers that are including garden-based teaching into their teaching practice.
- 3) Increase the number of schools with garden programs.
- 4) Institutionalize school garden programs to ensure staying power.

To achieve this, the focus of the grant is to fund staff that oversees all aspects of the school garden program including instruction, program management, and garden care.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209) (D.C. Official Code § 38-821.01 et seq.) requires OSSE to make competitive grants available to public schools, public charter schools, and community based organizations (CBO) to support school gardens in DC public schools. The OSSE School Gardens Program (SGP) oversees the District of Columbia School Garden Grant which has supported sixty-three garden programs by providing \$1,495,834 in grant funds since 2012.

The school garden movement continues to experience growth, since 2012 the number of school gardens in the District has increased by 50%. During the 2015-16 school year, [127 schools](#) across the District utilized school gardens to engage students through a wide range of topics including nutrition, environment, science, technology, engineering and mathematics (STEM) concepts, English and art. School gardens are found in all eight wards and across all grade levels. There are a variety of types of school gardens in the District, with the most common being edible gardens.

While over half of the school gardens in the District are staffed, data collected by OSSE indicates that the biggest barrier schools face in establishing and sustaining garden programs is the lack of staff to oversee the program. Staffed garden programs engage more students and teachers than gardens that depend solely on volunteers, community members and dedicated parents. These programs are also more likely to have greater staying power. This grant seeks to establish new school gardens and expand and sustain existing garden programs by supporting staff to increase the number of students and teachers that are engaged in garden-based teaching and learning. The School Garden Program recognizes that there are many successful staffing models, therefore this grant does not require that school garden programs subscribe to a particular model. More background information on school garden staffing models can be found in the [HSA Farm-to-School and School Gardens Reports](#).

¹ A student is considered engaged when exposed to 10 or more hours of garden-based education over the course of one school year.

Intended Population

The intended population for the District of Columbia School Garden Grant is:

- Students enrolled in grades pre-K-12 attending public schools and public charter schools in the District.
- Classroom teachers in pre-K-12 public school and public charter schools in the District.
- CBOs that support school garden projects working in partnership with DCPS and public charter schools in the District.

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](#) by 5p.m. on July 19, 2017. To ensure a fair process, questions submitted after July 19, 2017 will not receive responses. Responses to questions will be published on the [FAQ page](#) by July 21, 2017.

Applicants are strongly encouraged to participate in one of the webinar information sessions below. A recording of the information sessions will be available [here](#).

- June 5, 2017 3:30- 4:30p.m. [Register](#)
- June 9, 2017 9:30-10:30a.m. [Register](#)

Due Date

Applications must be received no later than 3p.m. on August 9, 2017.

OSSE Contact Information

Sam Ullery
School Garden Specialist
Division of Health and Wellness
Office of the State Superintendent of Education
810 First Street, NE
Washington, DC 20002
Desk: (202) 741-6485
Email: Sam.Ullery@dc.gov

Section II: Award Information

Award Period

The grant period is two years beginning on Oct. 1, 2017 and ending on Sept. 30, 2019.

Available Funding

The total amount of funding available for this award period is \$400,000. Eligible schools and organizations may apply for an award amount of up to \$35,000 per school. OSSE will award funds to no less than 11 applicants.

Funding Restrictions

Funds must be used to support activities described in the program requirements of this RFA and/or to support the program goals.

- A minimum of 80% of the project budget must be allocated to staffing. 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.
- A maximum of 10% of the project budget may be allocated to indirect costs.

Funds MAY be used for:

- Teacher stipends
- Staff salaries
- Materials and supplies
- Professional services including garden design and professional development
- Food for the following purposes only (prior approval by OSSE required):
 - Snacks for students during grant-related activities.
 - Food for demonstration/educational purposes (ex. cooking demo, taste tests to promote healthier food choices).
 - Snacks for parents, teachers, or community members at grant-related trainings or community events (ex. School garden work events, garden-based trainings for teachers).
 - Meals for students during grant-related activities (ex. lunches during a 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.
- Transportation for field trips.

All snacks/foods purchased with Healthy Schools Act funds must meet the requirements of the [USDA Smart Snacks in School guidelines](#). Grantees should strive to purchase local and seasonal produce when available. Prior approval from OSSE must be obtained before purchasing “meals,” as defined by the HSA, 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 public schools (i.e., schools within the District of Columbia Public Schools), public charter schools and school CBOs that support school garden programs. Public schools and public charter schools must have completed the 2016-17 school year school health profile, required by Section 602 of the HSA (D.C. Official Code §38-826.02). For more information about the school health profile, please contact [Aimee McLaughlin](#).

Applying Public schools and public charter schools

Public schools and public charter schools may submit one application for each school campus. DCPS schools must apply through its Office of Federal Programs and Grants. For more information, please contact the Grant Administration Team directly at ofpg.grants@dc.gov with your intent to apply by June 16, 2017. Public schools and public charter schools must partner with a CBO that supports school garden programs focuses on school garden projects. A [Service Provider List](#) is available, this list includes organizations that have partnered with schools to support garden programs. Applying schools may choose to collaborate with any organization however, evidence supporting 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 organization.

Applying CBOs

A CBO may submit up to three applications, each application must encompass a minimum of one and a maximum of four school campuses. Applying CBOs must have experience supporting school garden programs. A letter of commitment regarding the partnership is required from each school.

Indirect Cost Rate

Public school and public charter schools applying for a grant must also apply to receive an indirect cost rate by emailing osse.grantscompliance@dc.gov. Community based organizations will automatically receive a 10% indirect cost rate.

Grant Award Notice and Payments

Applicants must establish eligibility by submitting an application through the Enterprise Grants Management System (EGMS). Once OSSE has fully approved the application and issued an official Grant Award Notification, 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 grantees. Grant award payments are reimbursed on a weekly basis. Program costs must be paid by the 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 grantees must complete and attach the applicable reimbursement workbook/s electronically using the EGMS system.

OSSE will reimburse for a maximum of 60% of the total award between Oct. 1, 2017-Sept. 30, 2018. It's OSSE's expectation that grantees submit reimbursements totaling a minimum of 40% of the total award amount between Oct. 1, 2017-Sept. 30, 2018.

Fiscal Sponsor

The DCPS central office, the central office of public charter schools, and CBOs that support school garden programs are eligible to serve as fiscal sponsors for this grant.

Section IV: Submission and Application Information

Application Period

The RFA was released on June 1, 2017. The deadline for application submission is **Aug. 9, 2017 at 3p.m. EST.**

Submission Requirements

The application must be submitted electronically using the EGMS System which can be accessed here: grants.osse.dc.gov. The required content is as follows:

Section V: Program Requirements

General Program Requirements

The following deliverables are required:

- 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 to:
 - Integrate the school garden program into the overall wellness mission of the school.
 - Institutionalize the garden program to ensure staying power through strengthening external partnerships and central office buy-in.
 - Provides guidance and support to the project staff in the day-to-day operations of the project.

- Grantees must establish/ maintain at least one staff position to oversee the day-to-day operations of the school garden program. This person must:
 - 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. A [School Garden Coordinator Framework](#) is available to further explain the typical tasks and skills of a school garden staff person.
 - Year One Requirements (Oct. 1, 2017-Sept. 30, 2018)
 1. Collaborate with at least five classroom teachers to support the inclusion of garden-based teaching into their teaching practice through supporting the delivery of at least five garden-based lessons per teacher (total 25 lessons) using curriculum that is aligned to relevant standards.
 2. Collaborate with the food service vendor, to plan and implement at least three cafeteria-based activities including, but not limited to, taste tests, cooking demos, or produce displays.
 3. Participate in four half-day trainings which take place during DCPS professional development days in partnership with DC Greens' Trellis Program.
 4. Engage one entire grade level in at least one Meaningful Watershed Educational Experience (MWEE).
 5. Facilitate school-wide participation in Growing Healthy Schools Month (October) and Strawberries and Salad Greens Day (Early Spring), sponsored by OSSE.
 6. Mid Project Report which includes:
 1. Narrative supporting progress towards project goals (as determined in the application).
 2. The [School Garden Assessment Tool](#).
 3. Staying Power Plan that identifies priorities and strategies to implement to ensure the school garden program sustains beyond the grant period.
 7. Completion of the Continuation Grant to be eligible to receive funds for the second year of the grant.
 - Year Two Requirements (Oct. 1, 2018-Sept. 30, 2019)
 1. Collaborate with at least eight classroom teachers to support the inclusion of garden-based teaching into their teaching practice through supporting the delivery of at least five garden-based lessons per teacher (total 40 lessons) using curriculum that is aligned to relevant standards.
 2. Collaborate with the food service vendor, to plan and implement at least three cafeteria-based activities including,

but not limited to, taste tests, cooking demos, or produce displays.

3. Participate in four half-day trainings which take place during DCPS professional development days in partnership with DC Greens' Trellis Program.
 4. Engage one entire grade level in at least one Meaningful Watershed Educational Experience (MWEE).
 5. Facilitate participation in Growing Healthy Schools Month (October) and Strawberries and Salad Greens Day (June), sponsored by OSSE.
 6. End Project Report which includes;
 1. Narrative supporting progress towards project goals (as determined in the application).
 2. The [School Garden Assessment Tool](#).
 3. Staying Power Plan that identifies priorities and strategies to implement to ensure the school garden program sustains beyond the grant period.
- 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](#).
 - Grantees must report on their progress through:
 - Two site visits during the grant period conducted by OSSE program staff.
 - Submission of [Mid-Project and End-Project Reports](#).
 - Communication with OSSE staff as requested.

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.

Applications from schools that have not previously received Healthy Schools Act grant awards will automatically receive 5 bonus points. 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:

Criteria	Points
Project Vision and Implementation Plan	20
Curriculum Integration Plan	16
Student and Community Involvement Plan	16
Cost-Effectiveness of Budget	16
SUB-TOTAL	68
Healthy Schools Act bonus points*	5
TOTAL	73

Schools that have not received Healthy Schools Act grant funds in the past will receive 5 bonus points.

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. 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 and documentation.
- Information provided 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

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended (D.C. Official Code § 2-1401.01 *et seq.*) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an intra-family offense, and place of residence or business.

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. We are able to secure a matching amount not less than 20% of the total amount of the funds awarded, volunteer time may not be used to satisfy this requirement;
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 and food purchases must be pre-approved by OSSE. 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 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.

Section VIII: Application Narrative

- School Eligibility
 - Confirm completion of 2016-2017 School Health Profile
 - Confirm that no more than one application was submitting per school campus.
 - Contact Information
 - Fiscal Sponsor and School contact information.
- Narrative
 - Project Overview
 - Project Name
 - Project Summary (5,000 max. characters)
 - Project Vision and Implementation (5,000 max. characters for all prompts)
 - Describe the current state of the garden program.
 - Describe the program goals, and how the proposed project will move this program towards these goals.
 - What activities will be implemented and how will these activities help to achieve the program goals?
 - Describe any challenges that you anticipate, in regards to ensuring this program continues beyond the grant period, and describe how you will overcome these challenges.
 - Describe the staffing structure for this project including teachers, CBO staff, and other stakeholders. What will the roles and responsibilities be for each individual and what qualifications do they have that will ensure project success?
 - Curriculum Integration Plan (5,000 max. characters for all prompts)
 - Indicate which garden based curricula will be used and how this curricula will be implemented to support the project goals.

- Explain how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom.
 - Explain how an entire grade level will engage in at least two Meaningful Watershed Experiences through the context of the school garden.
- Student and Community Involvement Plan
 - How many students will engage in the garden program as a result of this project? How will this be achieved?
 - Provide specific examples of how the school community, will be involved in the proposed project.
- Cost-Effectiveness of Budget (5,000 max. characters for all prompts)
 - Describe how proposed costs were determined and what steps were taken to ensure the project is cost-effective.
 - Explain the source and value determination of cost-share contributions.
 - Describe how all proposed costs are essential to the success of the project goals.
 - Include information (including resumes) that describes how key staffs are qualified to effectively carry out the duties of this grant.
- Supporting Documentation
 - Up to three images of existing or future garden site as Microsoft Word or Adobe PDF files.
 - Letters of Commitment from the school leadership or partner organization as well as any additional partner organizations.
 - An agreement between the school and partner organization signed by the appropriate authorized representatives.
 - Completion of the [School Garden Assessment Tool](#).
- Detailed Planning Expenditures (project budget)
 - Salaries and Benefits (80% of total budget)
 - Professional Services
 - Equipment
 - Supplies and Materials
 - Fixed Property Costs
 - Other
 - Cost Share
- Assurances (see “Assurances” under section VII)
 - Program Specific Assurances
 - Administrative Approval
 - Acknowledgement of Compliance, Terms and Conditions