



**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 JAN. 6, 2016.**

**Office of the State Superintendent of Education (OSSE)
Division of Health and Wellness
Request for Applications (RFA)**

DC Environmental Literacy Fellowship Grant (ELFG)

Announcement Date: Dec. 11, 2015
RFA Release Date: Jan. 6, 2016
Pre-Application Question Period Ends: Jan. 27, 2016
Application Submission Deadline: Feb. 10, 2016

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

More information is available on the Environmental Literacy Program Webpage here:
<http://osse.dc.gov/service/environmental-literacy-program-elp>



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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 Environmental Literacy Fellowship Grant. The purpose of this grant is to support teachers at District schools represented in the 2016 Environmental Literacy Leadership Cadre by coordinating programs and activities related to school-based environmental literacy programs.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209; D.C. Official Code § 38-821.01 *et. seq.*) aims to create a healthy school environment where students can achieve academically and learn healthy nutrition and activity habits for life. The HSA acknowledges that creating and sustaining an environmentally friendly school environment and integrating environmental education into schools' curricula are essential to the health and wellness of students, as well as the health of the local environment and community.

To complement existing efforts related to school gardens, farm-to-school programs, and local wellness policies, an [environmental literacy program](#) has been established within the Office of the State Superintendent of Education (OSSE) to assist schools in implementation of the DC Environmental Literacy Plan. Research indicates that environmental education improves learning in other subjects. For example, using strategies such as problem-based learning, taking field trips, using the schoolyard for lessons, and encouraging reflection, effectively enhance student learning (Schroeder, Scott, Tolson, Huang, and Lee, 2007). Additionally, the Next Generation Science Standards focus on real world contexts for learning, with major content focus on science related to the environment – energy, nature, climate, sustainability, and the earth.¹

In 2013, the DC Department of Energy and Environment received a Sustainable DC Innovation Grant to work with nonprofit organizations and District teachers to begin implementation of the DC Environmental Literacy Plan. At the end of the two-year project, one of the lessons learned was that an environmental literacy leader, who is a well-respected staff member at a school, is a key factor in successful implementation of the [Environmental Literacy Framework](#). Following this recommendation, OSSE has created the 2016 Environmental Literacy Leadership Cadre (ELLC), a select group of teachers and mentors who will be developing plans to implement the Environmental Literacy Framework at their elementary schools and coordinating their implementation.

Additionally, the HSA requires OSSE to establish a one year pilot program and provide funds to support environmental literacy in DC schools. The Environmental Literacy Fellowship grants will provide support for teachers in the ELLC by ensuring that environmental education programs will be integrated at every grade level in alignment with the school-based environmental literacy program. Grantees will designate a fellow

¹ National Wildlife Federation blog post: <http://blog.nwf.org/2014/03/six-key-reasons-the-new-next-generation-science-standards-are-great-news-for-environmental-education/>

who will assist up to three elementary schools in the coordination of school garden, recycling, and composting efforts, and will facilitate the creation and adoption of school practices that will result in these programs being sustained over time.

Intended Population

The intended population for the DC Environmental Literacy Fellowship Grant is:

- K-12 public schools and public charter schools in the District of Columbia represented in the 2016 Environmental Literacy Leadership Cadre.
- Environmental education CBOs.

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Grace Manubay, grace.manubay@dc.gov by Jan. 27, 2016, at 4:30 p.m. Answers to submitted questions will be made available by Feb. 3, 2016, at 4:30 p.m. 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/environmental-literacy-program-elp>.

Applicants are strongly encouraged to participate in a pre-application conference at OSSE on Jan. 21, 2016, at 2 p.m.

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 submitted electronically using the EGMS System no later than **Feb. 10, 2016 at 3 p.m.**

OSSE Contact Information

Grace Manubay
Environmental Literacy Coordinator
Healthy Schools Act Initiatives
Division of Health and Wellness
Office of the State Superintendent of Education
Government of the District of Columbia
810 First St. NE
Washington, DC 20002
Phone: (202) 654-6116
Email: Grace.Manubay@dc.gov

Section II: Award Information

Award Period

The grant period begins upon date of award notification and ends on Sept. 30, 2016.

Available Funding

The total amount of anticipated funding available for this award period is \$176,000. Eligible organizations may apply for an award amount of up to \$22,000 per fellow. 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.

The funds MAY be used for:

- Personnel
- Materials and supplies

The funds MAY NOT be used for:

- Travel expenses (ex: hotels, airline tickets, and per diem).

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 nonprofit and CBOs with 501(c)(3) status.

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 be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds. Environmental CBOs must submit the Indirect Cost Notice of Interest form to determine the appropriate indirect cost rate. To receive this form, please email Grace.Manubay@dc.gov.

Grant Award Notice and Payments

In order to be awarded an environmental literacy fellowship 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 must be an organization that has 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 Jan. 6, 2016. The deadline for application submission is **Feb. 10, 2016, at 3 p.m.**

Submission Requirements

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

- Organization Eligibility
- Contact Information
- Narrative
- Detailed Planning Expenditures (project budget)
- Assurances
- Supporting Documentation
 - 501(c)(3) Determination Letter
 - Letters of Commitment from any partner organizations

Section V: Program Requirements

General Program Requirements

The purpose of the ELFG is to support teachers at District schools represented in the 2016 Environmental Literacy Leadership Cadre by coordinating programs and activities related to school-based environmental literacy programs.

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

- Grantees will establish an Environmental Literacy Fellow position to support implementation of the school's environmental literacy program. This person may be a new hire or an existing staff member. The fellow must:
 - Have experience working in elementary schools. Familiarity with managing school garden, recycling, and composting programs is highly preferred.
 - Provide a minimum of 20 hours of service per week at three schools (on average, six hours per school per week) for a minimum of six months. The schools will be designated by OSSE.
 - Attend monthly meetings with other fellows to discuss progress and challenges at their schools.
- Grantees will support three schools in the Environmental Literacy Leadership Cadre in the implementation of the schools' environmental literacy program. The fellow must:
 - Facilitate meetings between each school's environmental literacy leader and grade level teams to pilot the adoption of grade-level environmental initiatives aligned with the Environmental Literacy Framework. Below are suggested focus areas for different grade levels:
 - Second grade – garden investigations (pollinators) and maintenance
 - Fourth grade – recycling and composting
 - Fifth grade – watershed education
 - Coordinate with teachers to schedule lessons and field experiences with external program providers.
 - Serve as the point-person for operation of the school gardens, recycling, and composting programs.
 - Facilitate the creation and adoption of school practices that will result in the school garden, recycling, and composting programs being sustained over time.
 - Disseminate information about environmental literacy to the community and garner feedback on the school-based environmental literacy programs.
- Grantees will provide OSSE with recommendations regarding efficacy of coordination and adoption of grade-level environmental education experiences and how to work with schools to create and adopt practices that will result in

the school garden, recycling, and composting programs being sustained over time.

- Grantees must report on their progress through:
 - One site visit during the grant period conducted by OSSE program staff.
 - Regular communications with OSSE’s Environmental Literacy Coordinator throughout the grant period.
 - Submission of Mid-Project and End-Project Reports.

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 ELFG 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
<p><i>Project Vision and Implementation Plan</i></p> <ol style="list-style-type: none"> 1. Applicant describes its current state of environmental education program delivery to elementary schools in the District. 2. Applicant provides a clear implementation plan, including a timeline, for the project. 3. Applicant anticipates challenges and has a plan in place to overcome these challenges. 4. Applicant has clearly described the role of the Environmental Literacy Fellow and provides evidence that this person will receive adequate support to carry out the activities of the grant. 	20
<p><i>Curriculum Integration Plan</i></p> <ol style="list-style-type: none"> 1. Applicant clearly explains how school gardens, recycling, and composting programs can fit into a school-based environmental literacy program. 2. The applicant clearly explains how the fellow will provide support to schools implementing a school-based 	20

environmental literacy program through classroom visits, field experiences, and/or service opportunities.	
<p><i>Student and Community Involvement Plan</i></p> <ol style="list-style-type: none"> 1. The applicant provides specific examples of how students will be impacted by the grant activities. 2. The applicant provides specific examples of how the school community, especially classroom teachers and school staff, will be involved in sustaining the environmental literacy program over time. 	20
<p><i>Cost-Effectiveness of Budget</i></p> <p><i>In addition to the criteria below, the level of cost-effectiveness will be determined by the Budget and Budget Justification Narrative.</i></p> <ol style="list-style-type: none"> 1. Applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective. 2. All proposed costs are described in the Budget and Budget Justification Narrative. Applicant provides a clear explanation of the source and value determination of in-kind contributions. 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. 4. The Environmental Literacy Fellow is qualified to effectively carry out the duties of this grant. 	20

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 Feb. 24, 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 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 ELFG 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 ELFG 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. As required by the grant making Agency, we are able to secure a cost-sharing amount equal or greater than 20% of the total amount of the funds awarded, as

detailed in the grant budget. Volunteer time may 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 Schools 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 environmental 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

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 fiscal sponsor has current 501(c)(3) status.

Project Narrative

Criterion 1, Project Narrative: Project Vision and Implementation Plan (20 out of 80 Points)

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

1. Please describe the current state of environmental education program delivery to elementary schools in the District. (5000 maximum characters)
2. Please describe your implementation plan for the project including a timeline of major milestones. (5000 maximum characters)
3. Please describe any challenges that you anticipate and describe how you will overcome these challenges. (5000 maximum characters)
4. Please describe the role of the Environmental Literacy Fellow and provide evidence that the fellow will receive adequate support to carry out the activities of the grant. (5000 maximum characters)

Criterion 2, Project Narrative: Curriculum Integration Plan (20 out of 80 Points)

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

1. Please indicate how school gardens, recycling, and composting programs can fit into a school-based environmental literacy program. (5000 maximum characters)
2. Please explain how the fellow will provide support to schools implementing a school-based environmental literacy program through classroom visits, field experiences, and/or service opportunities. (5000 maximum characters)

Criterion 3, Project Narrative: Student and Community Involvement Plan (20 out of 80 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 and school staff, will be involved in sustaining the environmental literacy program over time. (5000 maximum characters)

Criterion 4, Project Narrative: Cost-Effectiveness of Budget (20 out of 80 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)
2. Please provide a Budget and Budget Justification Narrative that describes all proposed costs. Also provide a clear explanation of the source and value determination of in-kind contributions. (5000 maximum characters)
3. 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)
4. Please include the resume of the Environmental Literacy Fellow (if applicable) and a description of knowledge, skills, and experience that indicates 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
- Resume of Environmental Literacy Fellow (if applicable)
- Letters of Commitment from partner organization(s) (if applicable)
- Indirect Cost Notice of Interest form (if applicable)

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
- Administrative/Indirect Costs (no greater than 8%)