



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

**Fiscal Year 2024 (FY24) Healthy Schools Grant (HSG)  
Frequently Asked Questions (FAQs)**

Released Dec. 6, 2023

**1. Where can I find the FY24 HSG Notice of Funding Availability (NOFA)?**

The NOFA was posted Friday, Oct. 6 on the District Grants Clearinghouse [website](#).

**2. Where can I find the FY24 HSG Request for Applications (RFA)?**

The RFA was posted Friday, Nov. 3 on the District Grants Clearinghouse [website](#).

**3. What is a NOFA and what is an RFA? What is the difference?**

A NOFA is published at least 14 days before a full RFA. The NOFA indicates the intent of the relevant agency to put forth a funding opportunity. When the RFA is released, the grant period is open. For more information about NOFAs and RFAs, please see the [Citywide Grants Manual and Sourcebook](#).

**4. Where can I find a recording of the pre-application conference?**

The [FY24 HSG webpage](#) includes a recorded presentation from Nov. 9, which provides an overview of the Enterprise Grants Management System (EGMS) to familiarize potential or current grant applicants with the components of the system in advance of submitting a grant application. Attendance at the pre-application webinar was recommended, but not required.

**5. When will awardees be able to begin conducting program activities and expending grant funds?**

OSSE anticipates making awards Feb 1. The grant period will start on the date that awardees receive an automated award email from EGMS.

**6. What is the deadline for the grant?**

Applications are due no later than Dec. 19, 2023 (3 p.m. EST). Applications must be submitted through EGMS. Late applications will not be accepted.

**7. Who is eligible to apply?**

OSSE will accept applications from community-based organizations (CBOs) that can demonstrate expertise and success working with DC public and public charter schools in one or more of the following areas: physical activity, physical education (PE), health education, nutrition education, environmental education, garden-based education and farm to school programs. CBO eligibility, expertise and success working with schools will be evaluated in the review process.

**8. My organization is considering submitting a proposal for a separate RFA released by OSSE. Can we apply for both?**

Eligible organizations may apply for both grant programs.

**9. My organization has already established memoranda of understanding (MOUs) with the schools we will be working with. Can we submit those instead of the support letter template provided?**

CBOs must include in their application a minimum of five letters of commitment from the schools that the CBO plans to use as partners. The required template is included as Appendix/Attachment A (toward the end of the RFA). Unfortunately, established MOUs are not an allowable substitute.

**10. What is the total amount of available funding?**

For FY24, the total funding available is \$500,000. Each awarded organization is expected to receive anywhere from \$50,000 to \$125,000 for the grant period ending Sept. 30, 2024. The funding amount available in Phase Two (Oct. 1, 2024 – Sept. 30, 2025) is contingent upon availability of funds and will be made available at a later date.

**11. In my grant proposal, a staff person's time is divided between instruction and training services. Should they be listed twice?**

The budget detail section should include your planned personnel expenditures to carry out grant program activities. In this scenario, a staff member would be listed twice in the budget to reflect that they are providing both training and instructional services.

**12. Are salaries/professional fees allowable expenses under professional services for this grant?**

Yes.

**13. Is my organization able to use grant funds to travel to our partner schools to complete our proposed activities for this grant?**

Yes.

**14. Is my organization able to use grant funds to pay for incentives for teachers, parents and school staff to attend focus groups and other meetings?**

Incentives for participation in grant program activities are a permissible use of grant funds if they support activities described in this RFA and support activities included in the applicant's submission. See Section 1.2.8. for permissible use of grant funds. The budget narrative should describe the necessity and reasonableness of the proposed costs of incentives and how program participation would be impacted without the use of incentives.

**15. Given that the needs assessment phase will inform the creation/selection of program area specific strategies, to what extent should the implementation plan detail possible proposed strategies, as opposed to simply stating that these strategies will emerge from the needs assessment?**

The implementation plan section of the program proposal should broadly describe the programmatic approach to increasing the capacity of schools to support the implementation of health education, PE, physical activity, nutrition education, environmental education, garden-

based education and/or farm to school programs. This section should describe how the needs assessment will inform the selection, design and use of specific strategies, tactics and/or activities to implement the program to fit individual schools' needs and context.

**16. Are there specific schools, LEAs, or geographies in DC that OSSE is prioritizing for this opportunity?**

No.

**17. May we propose to undertake HSG activities with schools where we already deliver health-related activities, or does OSSE prefer that strictly new partnerships are created under this grant opportunity?**

Yes, a CBO may propose to work with a school that it has an existing partnership with. However, if a grantee has an existing partnership with a school, HSG funds must support previously unfunded activities for which there is a need and included in the grantee's budget.

