

Office of the State Superintendent of Education (OSSE)

Division of Health and Wellness

REQUEST FOR APPLICATIONS (RFA)

Nutrition Education and Physical Activity Grant (NEPA)

Announcement Date:

RFA Release Date: 10/15/2018

Pre-Application Conference: 10/22/2018

Pre-Application Question Submission Date: 10/29/2018

Application Submission Deadline: 11/28/2018

Late applications will not be accepted.

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Section I: General Information

1.1 Introduction

The Office of the State Superintendent of Education (OSSE) Division of Health and Wellness is soliciting applications for the Nutrition Education and Physical Activity (NEPA) grant. The purpose of this grant is to build the capacity of schools to provide quality nutrition education and physical activity programming and services. The NEPA grant intends to achieve this goal by:

- 1) Providing funding, technical assistance, and training to grantees in order for them to support schools in building, developing, and sustaining quality nutrition education and physical activity programming and services;
- 2) Increasing the delivery of training and professional development to educators in schools to consequently increase the delivery of nutrition education and physical activity programming and services to students.

The NEPA grant funds will be allocated using an equity model that focuses on creating equitable opportunities for DC public and public charter schools with the goal of accelerating progress for schools that are the furthest behind. With the NEPA grant, OSSE intends for schools to establish a coordinated school health approach that incorporates components of the Whole School, Whole Community, Whole Child (WSCC) model and to ultimately enhance student knowledge, behavior, and attitudes toward being healthy and physically active.

The NEPA grant will be awarded to nonprofit entities in the District of Columbia having a 501(c)(3) status with the Internal Revenue Service (IRS) which are partnered with DC public and public charter schools.

1.2 Background

Childhood obesity is a serious problem in the United States (1). Obesity is recognized as a chronic illness that puts individuals at risk for multiple physical and psychiatric conditions in childhood, including adverse metabolic, orthopedic, and cardiovascular consequences; increased likelihood of adult obesity; and worsening asthma, which is the leading cause of school absenteeism (1). Children with obesity are teased and bullied more than their peers and are more likely to suffer from social isolation, lower self-esteem, and depression (1,2).

The 2011 National Survey of Children's Health stated that 35 percent of DC youth ranging from 10-17 years old were either overweight or obese (3). Higher consumption of fruits and vegetables can contribute to weight-management (6). Additionally, a diet higher in fruits and vegetables has been associated with a decreased risk of many chronic diseases (7,8). Unfortunately, studies have found limited fruit and vegetable consumption by Americans. In 2015 only 12 percent of high school students reported eating vegetables at least three times in the previous week (4). This amount was down from 15 percent in 2012 (5), demonstrating the importance of increasing the consumption of vegetables among high school students in the District. According to the 2017 Youth Risk Behavior Survey for the District of Columbia, only 21 percent of high school students reported getting 60 minutes of physical activity at least six or seven days a week (4). Youth who engaged in regular physical activity reduce the risk of becoming obese and prevent other chronic health conditions (4).

Schools play a pivotal role in improving the physical activity and dietary behaviors of young people by creating supportive and healthy environments. The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209) (D.C. Official Code § 38-821.01 et seq.) was introduced with aims to reduce obesity in children by focusing on areas including, but not limited to: Gardening, physical education and physical activity, health education, farm to school, environmental literacy, nutrition environment, and local wellness policies. Through the HSA, OSSE is required to make funds available through a competitive grant or formula grant process to public schools, public charter schools, and community based organizations (CBOs) to support initiatives that combat childhood obesity, including nutrition education and physical activity. The NEPA grant aims to build the capacity of District of Columbia schools to provide quality nutrition education and physical activity programs while focusing on schools that are furthest behind.

1. Centers for Disease Control and Prevention. (2017). Childhood Obesity Facts. Retrieved August 11, 2017 from <https://www.cdc.gov/obesity/data/childhood.html>
2. Obesity Society. (2014). Childhood Overweight. Retrieved August 11, 2017 from <http://www.obesity.org/obesity/resources/facts-about-obesity/childhood-overweight>
3. Data Resource Center for Child and Adolescent Health. (2011). The National Survey of Children's Health. Retrieved August 15, 2017 from <http://childhealthdata.org/browse/survey/results?q=2415&r=10>
4. Office of the State Superintendent of Education. (2015). DC Youth Risk Behavior Survey. Retrieved August 15, 2017 from <https://osse.dc.gov/service/dc-youth-risk-behavior-survey-yrbs>
5. Office of the State Superintendent of Education. (2012). DC Youth Risk Behavior Survey. Retrieved August 15, 2017 from https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/2012%20DC%20YRBS_OSSE_0.pdf.
6. Rolls, B.J., Ello-Martin, J.A., & Tohill, B.C. (2004). What can intervention studies tell us about the relationship between fruit and vegetable consumption and weight management? *Nutrition Reviews*, 62(1), 1-17.
7. Hu, F.B. (2003). Plant-based foods and prevention of cardiovascular disease: an overview. *American Journal of Clinical Nutrition*, 78(3 Suppl), S544-551.
8. Montonen, J., Knekt, P., Jarvinen, R., Reunanen, A. (2004). Dietary antioxidant intake and risk of type 2 diabetes. *Diabetes Care*, 27(2), 362-366.

1.3 Intended Population

The intended target populations that will ultimately benefit from the NEPA grant funds are:

- Students enrolled in pre-K to grade 12 who attend a District public school or public charter school which partner with a grantee organization.

Section II: Award Information

2.1 Award Period

This grant period covers two fiscal years and is from the award date to September 30, 2020. It is contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Please note, all grantees will need to submit a continuation application in order to receive funds for year two.

2.2 Available Funding for Award

The total amount of funding available for this award period is up to \$300,000 each year. Eligible organizations may apply for an award amount of up to \$30,000 per topic area. OSSE anticipates awarding funds to five (5) non-profit organizations per topic area. Grants will be made available for a two year period, contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Grantees may receive a total of up to \$60,000 for the two year period (\$30,000 per year).

2.3 Funding Restrictions

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.

The funds MAY be used for:

- Personnel
- Materials and supplies
- Equipment
- Student transportation
- Food for the following purposes only:
 - Snacks for students during grant-related activities.
 - Food for demonstration/educational purposes.
 - Snacks for parents, teachers, or community members at grant-related trainings or community events.
 - Meals for students during grant-related activities.
 - 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).

All snacks/foods purchased with Healthy Schools Act funds must meet the requirements of the USDA Smart Snacks in School guidelines. For more information, go to <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. If a meal is to be provided to students, 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. Prior approval from OSSE must be obtained before purchasing meals for students.

2.4 Pre-Application Conference and Question Period

Pre-Application Conference

The Pre-Application Conference is highly encouraged as CBOs interested in applying will receive thorough information and have an opportunity to ask questions about the grant and the application process.

Pre-Application Information Session:

October 22, 2018 from 10am – 12pm

1050 First Street, NE, Washington DC 20002, Eleanor Holmes Norton II

To attend the NEPA Grant Pre-Application Information Session, please [RSVP here](#).

2.5 Application Checklist

Applications must meet the following requirements to be considered complete:

- All required components of the application are completed.
- All components of the application have been thoroughly reviewed and submitted by the appropriate stakeholders.
- The completed application must be submitted through the Enterprise Grants Management System (EGMS), including all narrative responses and uploaded documents, by or before the deadline.
- Assurances* (**Appendix 3**)

*Please note that the Assurances will be signed on EGMS, no physical signature is needed.

2.6 Due Date

Applications must be submitted electronically using EGMS no later than **November 28, 2018 at 3PM EST**.

2.7 Contact Person:

For further information, please email Charles.Rominyi@dc.gov.

Section III: Eligibility Information

3.1 Eligibility

OSSE will accept applications from non-profit entities in the District of Columbia having a 501(c)(3) status with the Internal Revenue Service (IRS). All applicants must submit their respective 501(c)(3) determination letter and any correspondence or other communication received from the IRS within three years before submission of the application that relates to the applicant's tax status. All applicants must have experience supporting school-based health initiatives.

3.2 Applicant Partnering With Schools

An applicant may submit only one application per topic area, and demonstrate partnership with a five (5) schools. All schools must be from the list of DC public and public charter schools found in **NEPA List of Schools**

Applicants must ensure that all schools that they partner with have completed their Healthy Schools Act School Health Profiles and all self-reported data in the School Health Profiles is accurate.

3.3 Cost Sharing or Matching

Cost-sharing or matching of this award is not required. Applicants are encouraged to engage in collaborative partnerships to implement the requirements of the NEPA. While there is no cost-sharing requirement included in this RFA, applicant organizations, including any collaborating organizations, may devote other resources to support this effort. Examples of support include donated equipment and space, institutional funded staff time and efforts, or other investments. Applicant organizations that plan to provide support must outline specific contributions to the project and provide assurance that their organization and any collaborators are committed to providing these funds and resources to the project.

3.4 Indirect Cost

CBOs will automatically receive a 10% indirect cost rate unless they have a current indirect cost rate approved by a Federal Agency. CBOs are required to submit a letter that states the approved indirect cost rate.

3.5 Other

Any entity delinquent on District of Columbia debts may not apply.

Section IV: Submission Information

4.1 Application Submission

The RFA will be released on **October 15, 2018** and the deadline for submission is **November 28, 2018 at 3 PM EST**. All applications will be recorded upon receipt through the EGMS. The RFA will be available on OSSE's EGMS platform, www.osse.dc.gov, and/or by contacting Charles Rominiyi at Charles.Rominiyi@dc.gov

4.2 Submission Requirements

All applications are required to be submitted through EGMS which can be accessed at grants.osse.dc.gov. Emailed or faxed applications will not be accepted. Late submissions will not be accepted. Extensions will not be granted. Upon submission of an application, an applicant may not revise the application. Applicants will have to re-apply to OSSE for subsequent years of funding with continued grant awards contingent upon the availability of funds and grantee's demonstrated performance. OSSE will notify applicants if the application is not selected for funding.

Section V: Program Requirements, Application Forms, and Content

5.1 General Program Requirements

The purpose of this grant is to build the capacity of D.C. public and D.C. public charter schools to provide quality nutrition education and physical activity programming and services.

Grantees will be required to carry out programmatic requirements in the three phases outlined below. In addition, grantees will be required to attend four general meetings at OSSE throughout the grant period. These meetings will be an opportunity for the grantees to share their progress, strategize, engage in collaboration with other grantees, and receive technical assistance from OSSE staff.

Grantees will be required to submit regular reports to OSSE in order for OSSE to track the grantee's performance. Information required in each report is outlined at the end of each phase.

Phase 1: Planning and Partnerships

Objective: The objective of Phase 1 is for the grantee and partnering schools to:

1. Gain knowledge and skills to build the capacity of schools to assess their priorities and needs;
2. Establish partnerships for the length of the grant period.
3. Identify the actions that will be necessary in order to successfully meet the grant's requirements.

Grantees are required to:

- Attend the NEPA Training Institute, which will consist of two (2) days of trainings.
- Form a partnership with five (5) schools. All schools must be from the list of DC public and public charter schools found in **NEPA List of Schools**. A minimum of three (3) of those schools have to be from **Group A** on **NEPA List of Schools**.

- Draft a performance report for Phase 1 upon completion of the phase that answers the following questions:
 - Describe the trainings attended through OSSE and how these trainings support your organization.
 - Did the grantee gather required baseline data (Health and Physical Education Assessment's Nutrition score, PA minutes from the School Health Profiles)? How does this data influence the grantee's strategy in Phase 2?
 - If applicable, please describe in detail the roles and responsibilities that any partnering organizations will have throughout the grant period.

Phase 2: Implementation

Objective: The objective of Phase 2 is for schools, with assistance from grantees and, when applicable, partnering organizations, to implement robust and sustainable nutrition education and/or physical activity programming and services through the use of the materials and best practices learned during the previous trainings.

Grantees are required to:

1. Work with each school to choose programming and services to implement based on priorities determined through each school's NEPA Index.
2. Draft performance reports (two reports total for Phase 2 will be required; Report 1 will be required halfway through Phase 2 and report 2 at the end of Phase 2) for Phase 2 that:
 - Describe any programming implemented as findings through the NEPA Index. In this section, you should describe a particular program, curriculum, specific activities, and anything else that was implemented.
 - Describe the tools you are using to evaluate the programs and/or curriculum being implemented. Examples include utilizing the Smarter Lunchroom Scorecard (pre vs. post score), FitnessGrams, plate waste studies, and performance-based assessments.
 - Describe any challenges/barriers faced by the grantee during this phase.

Phase 3: Transition

Objective: The objective of Phase 3 is to ensure that after the grant period concludes schools have the capacity to sustain the nutrition education and/or physical activity programming and services implemented during the duration of the grant.

Grantees are required to:

1. Continue monitoring schools and providing them with technical assistance, trainings, and professional development as needed but are no longer required to carry out the implementation of the programming and services.
2. Provide partner schools with feedback on where the school can improve to optimally self-manage programming and services after the grant.
3. Work with schools so that each school has a clearly outlined 'end of grant' transition plan,

including a folder with:

- a. Descriptions of the materials and trainings received as a result of the NEPA grant.
 - b. Instructions on how to utilize the folder to train new school based points of contact.
4. Attend an exit conference, with their partner schools, hosted by OSSE at the end of the grant period.
 5. Draft a performance report for Phase 3 upon completion of the phase that answers the following questions:
 - a. Describe the impact the grantee had on the partnering school (e.g. did the grantee gather required final data? Did HPEA nutrition score rise and PA minutes in School Health Profiles increase? What are the implications of these data?).
 - b. What NEPA related trainings, if any, did personnel at partnering schools take?
 - c. Describe the events the grantee hosted to engage the community.
 - d. Describe how the transition plan was implemented when transitioning out of each school.
 - e. Describe how the grant had an impact on students' performance on the 2019 Health and Physical Education Assessment's nutrition portion.
 - f. Describe how the grant impacted physical education minutes included in the School Health Profiles.
 - g. Describe each partnering schools' ability to implement programming following the end of the grant period.

Section VI: Application Forms and Content

6.1 Application Forms

All applicants are required to complete and submit the Standard Forms below in EGMS:

- Certifications signed by an Authorized Official
- Assurances (**Appendix 3**)

6.2 Program Narrative

All applicants are required to complete a program narrative.

A program narrative must contain a detailed description of how the grantee will accomplish the requirements described within this RFA. This includes:

Phase Execution Narrative

1. Phase 1: Applicants are required to describe their capacity and previous experience with collecting school-level data and building relationships with schools:
 - a. Please provide a detailed description of previous successes in forming partnerships with schools.
 - b. Please provide a detailed description of previous experience gathering school-level data.
 - c. Please provide a staff transition plan that applicant will follow to address any unforeseeable staff turnover, ensuring that the program will not be interrupted.
 - d. Please provide a description of the target population and how the applicant plans to address unique challenges and barriers presented by factors like race, gender, and geographic location.
 - e. Please describe in detail the roles and responsibilities that each CBO staff member will take for NEPA.
2. Phase 2: Applicants are required to describe how they will enable the school to implement robust and sustainable nutrition education or physical activity programming and services utilizing the materials and best practices learned during the required trainings.
 - a. Please provide a detailed description of previous successes in developing and implementing nutrition education or physical activity programs and services.
 - b. Please provide a description of specific nutrition education or physical activity programming and services the applicant would implement, and enable the schools to implement.
 - c. Please provide a description of how the applicant would enable the schools to implement the described programming and services (e.g., coordinating with school staff, providing technical assistance, etc.).
 - d. Please provide a description of how the applicant would enable schools to increase student outreach and engagement for described programming and services.
 - e. Please provide a description of how the applicant would address challenges and barriers presented by factors such as time constraints to implement described programming and services, and leadership buy-in, among others.

3. Phase 3: Applicants are required to describe how they plan to transition out of the school at the end of the grant cycle after ensuring sustained capacity.
 - a. Please provide a description of any tools that will be provided to schools to assist them in the transition and to enable them to be self-sustainable.
 - b. Please describe how the applicant plans on remaining engaged with each school after transition.

Budget Justification Narrative in

1. Please describe how proposed costs were determined and the measures taken to ensure that the project is cost effective.
2. Please provide a Budget and Budget Justification Narrative that describes all proposed costs. The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program.
3. Please demonstrate how all costs are essential to the success of the project and are clearly related to the vision and implementation plan for the project.

Performance Measurement: Applicants are to detail how they would track and complete key performance measures in a timely fashion.

Section VII Required Attachments to the Application

7.1 Upload Additional Supporting Documentation

All the following required documentation must be submitted upon the initial submission of this application using the File Upload process in EGMS. Further documentation required by OSSE should also be uploaded using the File Upload process.

7.2 Required Documents to Include:

- Resumes of applicant organization's Program Manager and key staff members, and that of any partners, that demonstrate relevant knowledge, skills, and experience necessary to fulfill grant requirements
- Annual budget of applicant organization
- An organizational chart, program organization chart and map describing the multiple sites in each group of the project
- Evidence of being a legally-authorized entity (501(c)(3) determination letter) and any correspondence or other communication received from the IRS within three years before submission of the application that relates to the applicant's tax status

Section VIII: Application Review Information

8.1 Application Review and Scoring

All applications that are complete and meet the application criteria will be reviewed and scored by a review panel.

OSSE will use external peer reviewers to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness and proper format) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' rating and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

Description of Review Scoring:

The total possible numeric value assigned to each criterion varies and is identified on this scoring sheet. The following descriptive rating categories are consistent across all the questions.

- Missing: The applicant does not answer the question.
- Poor: The applicant does not answer the criterion, provides inaccurate information, or provides information that needs to be further explained to understand what it means.
- Fair: The applicant provides sketchy and non-specific information, partially answers the criterion but provides limited information about approach and strategies. The answers lack focus and detail.
- Good: The applicant provides general but sufficient detail, adequately answers the criterion but some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Excellent: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the criterion. The criterion is well-conceived and the ideas are fully developed.

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

1. Phase Execution Narrative (48 Points)
 - a. Phase 1 (20 points)
 - b. Phase 2 (20 points)
 - c. Phase 3 (8 points)
2. Performance Measurement (10 points)
3. Budget Narrative Justification (12 points)

Scoring and recommendations of the review panel are advisory only. The final decision to fund programs rests solely with OSSE. After reviewing the recommendations of the review panel, information gathered

during the internal review, and any other information considered relevant, OSSE shall decide which applicants to fund.

Section IX: Award Administration

9.1 Grant Award Notification and Payments

In order to be awarded a NEPA grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, 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 reimbursable on a monthly 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 submit a reimbursement request electronically using the EGMS system.

The grant recipient shall spend 100 percent of the awarded funds by the end of the grant period. The grant recipient shall submit reimbursement requests for a 100 percent of the first year of the grant funds awarded through award date TBD by October 20, 2019 and a 100 percent of the second year of the grant funds awarded through September 30, 2020 by October 20, 2020. Please note, all grantees will need to submit a continuation application in order to receive funds for year two.

9.2 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.

9.3 Monitoring and Reporting

Grant recipients will receive, at minimum, two (2) annual school site visits from an OSSE staff member to review their grant files, administrative procedures, and program operations. The OSSE Grant Program Managers will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits. Additionally, OSSE will also review if grantees are ensuring that schools are meeting the Physical Activity minutes reported in the Healthy Schools Act School Health Profiles. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required

to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

9.4 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 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.

9.5 Confidentiality

Except as otherwise provided by local or federal law, no recipient 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 this grant 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.

9.6 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 interfamily offense, or place of residence or business.

9.7 Appearance of a Conflict of Interest

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

9.8 RFA Terms and Conditions

- Funding for this award is contingent on OSSE's continued availability of funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if OSSE determines it is its best interest 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 federal 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; 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.

Appendix 1: Helpful Terms

Grantee: an organization with a 501(c)(3) status which is awarded NEPA funds.

Technical Assistance: providing of advice, assistance, and training pertaining to the development, implementation, maintenance, and/or evaluation of programs.

Professional Development: a systematic process used to strengthen the knowledge, skills, and attitudes of a particular professional workforce. Professional development for those who serve adolescents is intended to help improve the health, education, and well-being of youth. This type of professional development is consciously designed to actively engage learners and includes the planning, design, marketing, delivery, evaluation, and follow-up of training offerings (events, information sessions, and technical assistance).

Capacity Building Assistance: the transmission of knowledge and building of skills to improve an organization's ability to achieve its mission. Capacity Building Assistance involves using diverse program activities including training, professional development, staff development, technical assistance (see technical assistance), and/or technology transfer.

Capacity Building: the process of improving an organization's ability to achieve its mission. It includes increasing skills and knowledge; increasing the ability to plan and implement programs, practices, and policies; increasing the quality, quantity, or cost-effectiveness of programs, practices, and policies; and increasing the sustainability of infrastructure or systems that support programs, practices, and policies.

Appendix 2: DC NEPA Sample Budget Form

Categories of Funding Strategy	(Insert the Funding Year here)
Salary and Benefits (Including Fringe Benefits)	
Executive Director	5,000
Physical Activity Specialist	3,000
Personnel Total	\$8,000 -
Professional Services (i.e. Travel, Contractual, Trainings, etc.)	
Coach certification	\$2,000
CPR Training	\$2,000
Program Consultant	\$2,000
Yoga Instructor	\$2,000
Professional Services Total	\$8,000
Property Services	
Property Services Total	\$ -
Equipment (Machinery, Future, Fixtures, etc.)	

Equipment Total	-
Supplies and Materials	
Physical Activity Supplemental Resources	\$5,000
Physical Activity Curricula	\$5,000
Physical Activity Equipment	\$3,000
Supplies and Materials Total	\$13,000
Fixed Property Costs (Rental of Instruction Equipment, Utilities)	
Utilities	\$1,000
Fixed Property Costs Total	\$1,000
Property Services	
Property Services Total	\$ -
Other Objects	
Other Objects Total	\$ -

Direct Charges	
Salary and Benefits(Personnel)	\$ 8,000
Contracted Professional Services	\$ 8,000
Property Services	\$ -
Equipment	\$ -
Supplies and Materials	\$ 13,000
Fixed Property Costs	\$ 1,000
Other Objects	\$
	\$ -
Total Direct Charges	\$ -
Indirect Charges	
Indirect Charges	
Total Indirect Charges	
Total	\$ 30,000 -

Attach Line Item Budget Narrative/Justification

The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. For in-kind contributions, the source of the contribution and how the valuation of that contribution was determined must also be described. All applicants must outline proposed costs that support all project activities in the Budget Narrative/Justification. The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program. Any fees as program income must be used as toward the goals and objectives of the project.

Budget Summary Form

Object Class Categories	Budget Categories
A. Salaries and Benefits	\$
B. Professional Services	\$
C. Property Services	\$
D. Equipment	\$
E. Supplies and Materials	\$
F. Fixed Property Costs	\$
G. Other Objects	\$
H. Total Direct Charges (sum A-G)	\$
I. Indirect Charges	\$
Total (sum H and I)	\$
Program Income	\$

Appendix 3: Assurances

Central Data Assurances

The applicant shall be required to provide the following certifications:

- 1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

If applicable, click the link below to open the required document for completion. Once completed upload the form here:

[Disclosure of Lobbying Activities](#)

- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)," for prospective participants in a covered transaction:

- A. The applicant certifies that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.

- ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and
- iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

If applicable, upload the explanation here.

3. Criminal Offenses or Legal Proceedings

The applicant certifies that it has provided the following disclosures, in writing, to OSSE as applicable.

- A. Whether the applicant or any of its officers, partners, principals, members, or key employees, within three (3) years prior to the date of the application have been indicated or had charges brought against them (if still pending) and/or been convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (ii) any crime or offense involving financial misconduct or fraud; or
- B. Whether the applicant has been the subject of legal proceedings arising directly from the provision of services by the organization.
- C. If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances.

If applicable, upload the explanation here. The applicant is prohibited from including any individual’s personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual’s written consent for the release of that information. Personally identifiable information is

information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

No files are currently uploaded for this page.

4. Political Campaigns and Contributions (for locally funded grants of \$100,000 or more)

If the grant is \$100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
 - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
 - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
 - iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following
 - i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:
 - (1) An elected District official who is or could be involved in influencing or approving this grant; or
 - (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;
 - ii. A political party; or

iii. An entity or organization:

(1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or

(2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia 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. If applicable, please upload the OTR statement of certification here.

[Clean Hands Certificate 0618x20180611021504x1119.pdf](#)

[Tax Compliance Verificationx20180611021531x1119.pdf](#)

6. Acknowledgment of Accuracy

I certify that, to the best of my knowledge and belief, the information contained in this application is correct. I understand that to falsify information is grounds for denial or termination of any grant award.

Program Specific Assurances

1. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), as amended, our school or organization is in compliance of all of the requirements of this act;

2. We know and understand that awarded funds shall be used to support nutrition education and physical 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

3. 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)

