



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY. APPLICATIONS MUST BE
SUBMITTED THROUGH EGMS**

<https://osse.mtwgms.org/wdcossegsweb/logon.aspx>

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

HEALTH & WELLNESS DIVISION

REQUEST FOR APPLICATIONS

DC Physical Activity for Youth Grant

Announcement Date: March 25, 2016

Request for Application Release Date: April 8, 2016

Pre-Application Question Period Ends: May 20, 2016

Application Submission Deadline: June 3, 2016

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

More information is available on the Health and Physical Education and Physical Activity
Webpage here: <http://osse.dc.gov/service/dc-physical-activity-youth-dc-pay-grant>

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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Health and Wellness Division, is soliciting applications for the DC Physical Activity for Youth (DC PAY) grant. The purpose of this grant is to increase the capacity of District of Columbia schools to provide physical activity to all students before, during, or after the school day. School year 2016-2017 will be the fifth year of the DC PAY grant.

Background

Obesity is a serious health issue in the District of Columbia. Thirty-five percent of children between the ages of 10 to 17 in D.C. are overweight or obese as compared to 31.3% of 10 to 17 year olds nationwide.¹ According to the 2012 Youth Risk Behavior Survey, 55% of D.C. middle school males reported that they were physically active for at least 60 minutes per day 4-7 times per week, whereas 40% of D.C. middle school females reported that they were physically active for at least 60 minutes per day 4-7 times per week.²

The *Healthy Schools Act of 2010* (D.C. Law 18-209) (D.C. Official Code § 38-821.01 et seq.) (HSA) aims to reduce childhood obesity and improve the health, wellness, and nutritional status of students in the District of Columbia through healthy school meals, physical activity, and nutrition education. The Healthy Schools Act mandates that schools promote 60 minutes per day of physical activity to all students. The National Association for Sport and Physical Education defines physical activity as “bodily movement of any type and may include recreational, fitness and sport activities such as jumping rope, playing soccer, lifting weights, as well as daily activities such as walking to the store, taking the stairs or raking the leaves.”³ To support the provision of physical activity before, during, or after the school day, the HSA requires OSSE to award grants through a competitive process to public schools and public charter schools.

Intended Population

The intended population for the DC PAY grant includes:

- K-12 public schools and public charter schools in the District of Columbia
- Physical activity community-based organizations in partnership with schools

Pre-Application Question Period

To ensure an equal opportunity for all applications, OSSE requests that all applicants submit questions regarding the Request for Applications (RFA) electronically to Katie Lantuh, kathryn.lantuh@dc.gov by **5 PM EST on May 20, 2016**. Questions submitted after this deadline will not receive responses. Answers to submitted questions will be made available via email by May 23, 2016. Applicants with questions are encouraged to participate in one of the webinar sessions listed below. Recordings of the sessions will be available upon request.

¹ National Survey of Children's Health. NSCH 2011/12. Data query from the Child and Adolescent Health Measurement Initiative, Data Resource Center for Child and Adolescent Health website. Retrieved [11/10/15] from www.childhealthdata.org.

² Ost, Julie C. & Maurizi, Laura K. (2013). 2012 District of Columbia Youth Risk Behavior Survey Surveillance Report. Office of the State Superintendent of Education: Washington, DC.

³ “Is it Physical Education or Physical Activity?” The National Association for Sport and Physical Education. <http://www.aahperd.org/naspe/publications/teachingTools/PAvsPE.cfm>. Accessed 06 February 2012.

May 10, 2016

10:00-10:30 AM

Register here: <https://attendee.gotowebinar.com/rt/414967055308726785>

Dial in number: +1 (562) 247-8421

Access Code: 522-309-745

May 11, 2016

2:00-2:30 PM

Register here: <https://attendee.gotowebinar.com/rt/414967055308726785>

Dial in number: +1 (562) 247-8421

Access Code: 522-309-745

Contact Information

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Section II: Award Information

Award Period

The grant period is one (1) year beginning on August 1, 2016 and ending on July 31, 2017.

Available Funding

The total funding available for this award period is \$200,000. Eligible schools and community-based organizations may apply for an award amount of up to \$10,000 per school. OSSE will award funds to no less than 20 applicants. It is recommended that public schools designate their PTO/PTSO as the fiscal sponsor, provided the PTO/PTSO has 501(c) 3 status. All reimbursements will follow OSSE's grant policies and procedures.

Funding Restrictions

Funds may 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. Funding may be used to cover the costs of personnel, student group transportation, materials, equipment, and training and to support the promotion of school-based physical activity programs. Funding may not be used for travel expenses (e.g. hotels, airline tickets, per diem, etc.).

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.

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 United States federal agency.

Section III: Eligibility Information

Eligibility

OSSE will accept applications from D.C. K-12 public schools and public charter schools participating in the Healthy Schools Act (2010). Schools must have completed their 2015-2016 Healthy Schools Act School Health Profile, required by Section 602 of the HSA (D.C. Official Code §38-826.02), to be eligible for the DC PAY grant.

For DC Public Schools (DCPS), applications must be submitted through the DCPS Central Office. Protocol requires that DCPS schools apply for grants released by the OSSE through the 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 April 22, 2016.

Past award recipients are eligible; however, a school may only receive the DC PAY grant three times in a five year period.

OSSE will accept one application for each school campus; however, a community-based organization may submit up to four applications with four different school campuses. A letter of commitment regarding the partnership is required from each partnering organization or school.

Fiscal Sponsor

Schools may choose to partner with community-based organizations to provide physical activity supported by the DC PAY grant. In this case, the grant may be but is not required to be remunerated directly to the school's partner, who will then be designated as the fiscal sponsor of the grant. The fiscal sponsor must have 501(c)3 status in order to receive the grant funds directly from OSSE, and provide the IRS Determination Letter as an attachment to the application. In this case, the partner becomes fiscally responsible for the grant funds and is deemed the fiscal sponsor. It is recommended that D.C. public schools that are not working with community-based organizations designate their PTO/PTSO as the fiscal sponsor, provided the PTO/PTSO has 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 not be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds. District schools are not permitted to claim indirect costs. Community based organizations must submit the Indirect Cost Notice of Interest to determine the appropriate indirect cost rate a request for this form can be made by emailing osse.grantscompliance@dc.gov.

Grant Award Payments

In accordance with section 80.21(d) of the Education Department General Administrative Regulations (EDGAR), 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. All awards will be reviewed annually for consideration of continued funding. Compliance with programmatic and fiscal implementation and reporting will be considered. In

order to receive local funds, sub-grantees must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and any additional rules established by OSSE. 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 through the reimbursement request process. To receive reimbursement for grant program expenditures, OSSE sub-grantees must complete and submit the applicable reimbursement workbook/s electronically.

Section IV: Submission and Application Information

Application Period

The deadline for submission is **5 PM EST on June 3, 2016**.

Submission Requirements

The application must be submitted electronically through EGMS, which can be accessed here: <https://osse.mtwgms.org/wdcossegmsweb/logon.aspx>. The required contents are as follows:

- School Eligibility
- Contact Information
- Narrative
- Supporting Documentation
- Detailed Planning Expenditures
- Assurances

Section V: Program Requirements

General Program Requirements

The purpose of this grant is to increase the capacity of D.C. schools to provide physical activity to all students before, during, or after the school day.

It is expected that:

- Grantees will facilitate student, staff, parent, guardian, and community input to create physical activity programs and meaningful physical activity experiences for students.
- Grantees will meaningfully increase the average amount of physical activity for students at their school.

Required Activities

Grantees will be required to complete the following activities under the DC PAY grant:

- Grantees must establish a Physical Activity Coordinator (PAC) position to oversee day-to-day operations of the physical activity program. This person may hold an existing position within the school or may be a person outside of the school staff. The PAC must:
 - Participate in all School Wellness Committee meetings.
 - Teach, facilitate, or oversee physical activity-based lessons.
 - Participate in three OSSE-sponsored grantee training/networking events over the course of the grant period.
 - Organize at least two community-building events such as family fitness nights or play days during the school year.
- Grantees must have or establish a School Wellness Committee that convenes at least four times per year and is comprised of parents, teachers, students, administrators, staff, and community members that:
 - Promotes parent, family, and community engagement with the goal of a healthier school environment.
 - Supports the PAC through implementing a tracking mechanism for program participation and reviewing and tracking student participation in the funded physical activity program(s).
 - Works with the PAC to evaluate the impact of the DC PAY grant.
- Grantees must provide two written reports, pre and post surveys, and occasional informal verbal reports on their progress through:
 - Participation in two site visits in which a DC PAY Site Evaluation will be conducted with the PAC.
 - Submission of mid-year and end-year reports.
 - Submission of pre and post surveys.
 - Regular communications with OSSE's Physical Education & Physical Activity Specialist throughout the grant period.

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 matter. Scoring and recommendations of the review panel are advisory only. The final decision to fund the applicants 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 a panel using the following criteria:

Criteria	Scoring Weight (%)
<p><i>Project Vision and Implementation Plan</i></p> <ol style="list-style-type: none"> 1. Applicant describes the current state of physical activity in the school, including programs offered before, during, and after school and describes the number of students that each program reaches. 2. Applicant describes the vision of the proposed physical activity program. If a previous DC PAY grantee, applicant describes how the proposed program is different from or builds upon the previously funded program. 3. Applicant provides a clear implementation plan, including a timeline for the program and outlines a plan to ensure that the program is sustainable. 4. Applicant anticipates challenges and has a plan in place to overcome these challenges. 5. Applicant describes the benefits of the physical activity program for the school and students. 	20
<p><i>Curriculum Integration Plan</i></p> <ol style="list-style-type: none"> 1. Applicant clearly explains how physical activity will be integrated into the existing curriculum. 2. Applicant clearly describes the role of the Physical Activity Coordinator and provides evidence that this person will receive adequate support to carry out the activities of the grant. 	16
<p><i>Student and Community Involvement Plan</i></p> <ol style="list-style-type: none"> 1. Applicant provides specific examples of how students will be involved in the program. If applicable to the program, applicant lists partner community organizations, community members, or businesses that will be involved with the proposed project. 2. Applicant describes the School Wellness Committee and provides specific examples of how committee members will be involved with the grant. 	16
<p><i>Cost Effectiveness of Budget</i></p>	16

<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. 2. Applicant has taken measures to ensure that the program is cost-effective. 3. All proposed costs are described in the Budget and Budget Justification narrative. If applying for \$5,000 or more, the applicant provides a clear explanation of the source and value determination of in-kind (cost-sharing) contributions. 4. All expenses are necessary to the success of the project and are clearly justified. 	
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*An additional five points will be awarded to focus and priority schools.

Description of Scoring

The following indicators will be used to score the criteria above:

- 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 address 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 so 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 categories. 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 D.C. competitive funding regulations. OSSE will notify all applicants of the final award decision no later than August 1, 2016. Each awarded applicant will receive a Grant Agreement 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 by the following information:

- Responses provided in the mid-year and end-year reports
- Site visit documentation including the site visit form
- Number of students impacted by the physical activity program
- Number of physical activity minutes students are receiving
- 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 termination of the grant and return of funding to OSSE. 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 Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to discrimination under, any program activity receiving funds from the DC PAY grant. 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 OSSE funds shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any person or for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written consent of the person identified in the 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 that it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects the applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rules(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 or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; 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 thereof, 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. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
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 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. 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 provides an overview of the Application Narrative section in EGMS. The information in this section is repetitive as it has been covered in previous sections.

Section VIII: EGMS Application Narrative

School 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 button. All responses will be verified by OSSE.

- The applicant/authorized representative submitting this application certifies that the current year School Health Profile has been fully completed and submitted.
- The applicant/authorized representative submitting this application certifies that the fiscal sponsor has current 501(c)3 status.
- The applicant/authorized representative certifies that the school has not been awarded three or more DC PAY grant awards within the past 5 years.

Project Narrative

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

Criterion 1- Project Narrative: Project Vision and Implementation Plan (20 out of 68 points)

1. Please describe the current state of physical activity in the school. Include programs offered before, during, and after the school day and the number of students each program reaches. (5,000 maximum characters)
2. Please describe the vision of the proposed physical activity program. If a previous DC PAY grantee, please describe how the proposed program is different from or builds upon the previously funded program. (5,000 maximum characters)
3. Please describe the implementation plan for the program including a timeline. (5,000 maximum characters) Please describe potential challenges and describe how the challenges will be overcome. (5,000 maximum characters)
4. Please describe the benefits of the physical activity program for the school and students. (5,000 maximum characters)
5. Please describe the plan for program sustainability as grant funding is only for one year. (5,000 maximum characters)

Criterion 2- Project Narrative: Curriculum Integration Plan (16 out of 68 points)

1. Please explain how the physical activity program will be integrated into the existing curriculum. (5,000 maximum characters)
2. Please describe the role of the Physical Activity Coordinator (PAC) and explain the support the PAC will receive to carry out the activities of the grant. (5,000 maximum characters)

Criterion 3- Project Narrative: Student and Community Involvement Plan (16 out of 68 points)

1. Please provide specific examples of how students will be involved in the program. If applicable to the program, list partner community organizations, community members, or businesses that will be involved with the proposed project. (5,000 maximum characters)
2. Please describe the School Wellness Committee and provide specific examples of how committee members will be involved with the grant. (5,000 maximum characters)

Criterion 4- Project Narrative: Cost-Effectiveness of Budget (16 out of 68 points)

1. Please describe how the proposed costs were determined. (5,000 maximum characters)
2. Please describe the measures taken to ensure that the project is cost-effective. (5,000 maximum characters)
3. Please provide a budget justification narrative describing the costs outlined in your budget. If applying for more than \$5,000, provide a clear explanation of the funding source(s) and value determination of cost-sharing (i.e. in-kind contributions). (5,000 maximum characters)

All supporting documentation should be uploaded using the File Upload feature on EGMS. Required documentation can be submitted upon the initial submission of this application. If OSSE requires additional documentation, upload additional files through the File Upload process.

Required Documents:

- 501(c)3 Determination Letter
- Letters of Commitment

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 from the DC Physical Activity for Youth (PAY) grant pool of funds. The total of all expenditures in this section must match the total amount from all sources of funds.

A summary of budget category planned expenditures can be found below.

- Salaries and Benefits
- Professional Services
- Equipment
- Supplies and Materials
- Fixed Property Costs
- Other Objects
- Cost-Sharing