



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

THIS DOCUMENT IS INTENDED FOR REVIEW ONLY. APPLICATIONS MUST BE SUBMITTED USING THE EGMS SYSTEM AT (grants.osse.dc.gov) WHERE IT WILL BE AVAILABLE ON FEBRUARY 24, 2021.

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

Request for Applications (RFA)

Healthy Schools Grant

Announcement Date: February 4, 2021

RFA Release Date: February 24, 2021

Letter of Intent Due: March 8, 2021

Pre-Application Question Period Ends: March 30,
2021

Application Submission Deadline: April 6, 2021

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

More information is available on the Healthy Schools Grant webpage here:

<https://osse.dc.gov/publication/healthy-schools-grant>

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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Division of Health and Wellness is soliciting applications for the District of Columbia Healthy Schools Grant. The purpose of this grant is to increase the capacity of OSSE to support schools with implementing high-quality health education, physical education, and place-based education programs.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209), as amended (codified at D.C. Official Code § 38-821.01 *et seq.*) aims to create a healthy school environment where students can achieve academically and learn healthy personal, nutrition and physical activity habits for life.

OSSE's Division of Health and Wellness believes healthy bodies and minds are the foundation of academic success. Improved implementation of health education, physical education, and place-based learning represents an opportunity and an obligation for OSSE and LEAs.

Program Areas

This RFA solicits applications under two program areas 1) the Health Education and Physical Education Program and 2) Place-based Education Program. Eligible organizations may apply for one or both program areas.

Guidance for selecting a program area is below;

1. Organizations that have experience in health education and physical education are eligible to apply for the health and physical education program area.
2. Organizations that have experience in agriculture, environment, and nutrition education are eligible to apply for the place-based education program area.

Description of the Health and Physical Education Program

OSSE promotes clear, comprehensive and age-appropriate health education and physical education standards and practices essential to the health and well-being of all District students. The HSA creates health education and physical education goals and requirements for District schools. Schools are encouraged to meet the goals set in the HSA, and the Health and Physical Education Program works to support schools in this undertaking through the provision of technical assistance, resource and guidance development and distribution, and annual professional development trainings. This funding is specifically authorized by D.C. Code §38-821.02(b)(6)-(7).

Description of the Place-based Education Program

Placed-based Education is “the process of using the local community and environment as a starting point to teach concepts... across the curriculum. Emphasizing on hands-on, real-

world learning experiences, this approach to education increases academic achievement, helps students develop stronger ties to their community, enhances students' appreciation for the natural world, and creates a heightened commitment to serving as active contributing citizens.” (David Sobel 2013) The Place-based Education Program promotes the integration of agriculture, environment, and nutrition concepts into lessons, resulting in high-quality, hands-on, engaging opportunities for students. These lessons take place outdoors either on school grounds (such as in a school garden), in a nearby farm or park, or inside in a classroom or cafeteria. This funding is authorized by D.C. Code §38-821.02(b)(7)-(9).

Pre-Application Question Period

Applicants are **highly encouraged to** attend one of the live virtual pre-application conferences listed below. These conferences will provide the opportunity to meet other interested organizations and identify potential partners. All conferences will present identical content. A recording of each conference will be available two business days after the dates listed.

Date	Time	How to Access the Meeting	
Feb. 26, 2021	4-5 p.m.	Join using a computer or tablet: https://dcnet.webex.com/dcnet/j.php?MTID=m2728db36ffc4b8c37579e66429dd6f2f Password: HSA21	Join by phone: Phone # 1-650-479-3208 Access code: 180 526 7185 Password: HSA21
Mar. 2, 2021	9-10 a.m.	Join using a computer or tablet: https://dcnet.webex.com/dcnet/j.php?MTID=mfebdb8a53ad18a0b1b6f1330c95519b6 Password: HSA21	Join by phone: Phone # 1-650-479-3208 Access code: 180 237 2904 Password: HSA21
Mar. 4, 2021	1-2 p.m.	Join using a computer or tablet: https://dcnet.webex.com/dcnet/j.php?MTID=m27f65591d024eadc64d02b4182bce2e6 Password: HSA21	Join by phone: 1-650-479-3208 Access code: 180 881 7658 Password: HSA21

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Sam Ullery or Charles Rominiyi at osse.nutritionprogram@dc.gov by March 30, 2021 at 3 p.m. Answers to submitted questions will be made available by April 2, 2021 at 3 p.m. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the FAQ page here: <https://osse.dc.gov/publication/healthy-schools-grant>

Due Dates

- Applicants are required to submit a non-binding letter of intent (LOI) here:

https://docs.google.com/forms/d/e/1FAIpQLScysehFJ9ptYe9gJ17ntUm6HqOD7QkA6odiSV5ANUwgdIx_LA/viewform no later than 3 p.m. on March 8, 2021. Organizations that do not submit a timely LOI will not be eligible to apply.

- ❑ Applications must be submitted electronically using the EGMS System no later than 3 p.m. on April 6, 2021.

Contact Information

Sam Ullery
School Gardens Specialist
Division of Health and Wellness
Office of the State Superintendent of Education
Government of the District of Columbia
1050 First St. NE, 6th Floor
Washington, DC 20002
Phone: (202) 341-0791
Email: osse.nutritionprogram@dc.gov

Charles Rominiyi
Health Education Manager
Division of Health and Wellness
Office of the State Superintendent of Education
Government of the District of Columbia
1050 First St. NE, 6th Floor
Washington, DC 20002
Phone: (202) 215-5704
Email: osse.nutritionprogram@dc.gov

Section II: Award Information

Award Period

The grant period begins on Apr. 13, 2021 and ends on Sept. 30, 2021.

Available Funding

The total amount of anticipated funding available for this award period is up to \$240,000.

- Eligible entities may apply for an award up to \$120,000 per program area.
- OSSE anticipates awarding funds to one eligible applicant per program area for a total of two awards.

Use of Funds

Funds must be used to complete deliverables as described in the program requirements of this RFA.

The funds MAY NOT be used for:

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

Section III: Eligibility Information

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.

Cost-Sharing

Applicants must contribute cost-sharing funds equal to or greater than 20 percent 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.

Indirect Costs

Indirect costs may be requested up to a limit of ten percent of the funding request. To submit a request, please email osse.grantscompliance@dc.gov.

Section IV: Submission and Application Information

Application Period

The RFA was released on Feb. 24, 2021. The deadline for application submission is **April 6, 2021, at 3 p.m.**

Submission Requirements

The application must be submitted electronically using the [EGMS System](#).

Submission Checklist

Applicants must complete the following tasks to successfully submit an application:

- Submit a required non-binding letter of intent here:
https://docs.google.com/forms/d/e/1FAIpQLScysehFJ9ptYe9gJ17ntUm6HqOD7QkA6odiSV5ANUwgdIx_LA/viewform by 3 p.m. on March 8, 2021.
- Obtain EGMS login credentials, which can take up to three days to process. This includes:
 - Access to DUNS number;
 - A SAM expiration date; and
 - Central data information.
- Enter and upload all required components of the application narrative into the EGMS.
- Submit the completed application by 3 p.m. on April 6, 2021. EGMS will automatically reject applications submitted after the deadline. OSSE strongly recommends that applicants submit applications early to avoid any technical issues. Note that once submitted, an applicant may not amend the application.

Section V: Requirements

General Requirements

The purpose of this grant is to increase the capacity of OSSE to support schools with implementing high-quality 1) health education and physical education; and 2) place-based education programs.

Grantees will be required to complete the following required activities:

- Grantees will conduct needs assessments to identify specific program area challenges faced by K-12 schools. This will include:
 - Facilitating virtual focus groups with K-12 school stakeholders that identify program implementation barriers and successes. In addition, focus groups will provide recommendations to OSSE on improving support services to schools.
 - Reviewing relevant documents and data.
- Grantees will use needs assessment findings to develop program area specific strategies for school-based implementation that OSSE will disseminate to schools to support comprehensive, consistent, high-quality programs.
- Grantees will pilot program area specific strategies with a group of schools.
- Grantees will provide formal recommendations to OSSE on the implementation of program area specific training and technical assistance to schools. by OSSE as the state education agency.

Program Requirements

Health Education and Physical Education Program

- Grantees will conduct a needs assessment to identify challenges and successes with implementing high-quality, comprehensive health education and physical education programs. The needs assessment will include:
 - At least six hours of focus group engagement with at least 20 community members, CBO staff, teachers, and school staff.
 - A list of focus group participants will be provided to the grantee by OSSE
 - Review of documents and data reports relevant to high quality health education and physical education.
- Grantees will use findings from the needs assessment to develop an implementation guide that aims to improve the ability of a school to meet the health education and physical education HSA requirements. The implementation guide will include:
 - Foundational strategies to deliver high-quality, comprehensive health education and physical education in a variety of K-12 school settings
 - Addressing challenges with space, scheduling, and staff capacity
 - Integration and alignment of Local Wellness Policies
 - Strategies to support students with disabilities in accessing high-quality health and physical education
- Grantees will pilot strategies from the implementation guide with a group of five schools.
- Grantees will use information gathered from the focus group and the pilot to provide recommendations to OSSE on how to improve support to schools with implementing

high-quality, comprehensive health education and physical education programs.

Place-based Education Program

- Grantees will conduct at least six hours of focus group engagement with at least 20 community members, CBO staff, teachers, food service, and school staff to identify barriers to increasing the capacity of schools to integrate agriculture, environment, and nutrition concepts, as well as incorporating these concepts into lessons.
 - A list of focus group participants will be provided by OSSE to the grantee.
 - Grantee will use resources from OSSE, the National School Garden Support Organization, The National COVID-19 Outdoor Learning Initiative, the National Farm to School Network, and the North American Association for Environmental Education to inform focus group discussions.
- Grantees will use findings from the focus group to develop an innovative new training series that OSSE will administer recurrently. This training series will build the capacity of teachers, school staff, community-based organization staff, and community members to effectively integrate agriculture, environment, and nutrition concepts and then incorporate these concepts into instruction.
 - At least five training modules will be developed. Trainings must be scaffolded to support participants as varying levels of readiness.
 - Training modules will be formatted for virtual and in-person delivery.
 - Trainings must include strategies to support students with disabilities in accessing high-quality place-based learning.
- Grantees will pilot at least three trainings for a group of community members, CBO staff, teachers, food service, and school staff determined by OSSE.
- Grantees will use information gathered from the focus group and the pilot to provide recommendations to OSSE on how to improve support to teachers, school staff, community-based organization staff, and community members to effectively integrate agriculture, environment, and nutrition concepts and then incorporate these concepts into instruction.

Section VI: Award Administration

Grant Award Notice and Payments

Applicants must establish eligibility by submitting an application through the Enterprise Grants Management System (EGMS). Once OSSE has fully approved the application and issued an official Grant Award Notification, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are 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 the applicable reimbursement requests electronically.

Audits

At any time or times before final payment and during the required retention period, the District may audit the recipient's expenditure statements and source documentation.

Monitoring and Reporting

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. 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.
- Ability to keep detailed records of funds spent.
- Responsiveness to requests and inquiries from OSSE.

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

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, or credit information.

Confidentiality

Except as otherwise provided by local or federal law, no recipient of this grant shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any purpose other than that for which such information was obtained in accordance with this grant program. 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.

Appearance of a Conflict of Interest

All grant recipients 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.

Terms & Conditions

- Funding for this award is contingent on available 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 that it is in the best interest of OSSE to do so. OSSE shall notify the applicant if it rejects the applicant's proposal. OSSE 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 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 thereof, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Program Specific Assurances

Applicants will be required to attest to the following program specific assurances:

1. We will ensure 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;
2. 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.

Section VII: Application Template

This section includes the questions and prompts as they appear in EGMS. OSSE recommends that applicants use this section to assist them in drafting responses to upload to EGMS.

Applicant Eligibility

1. Are you a nonprofit or community-based organization with 501(c)(3) status?
 - Yes
 - No

Project Overview

1. Project Name
 - o Please create a project name that is unique and easily identifiable, for example; “Healthy School Initiative”.
2. Application is for (check one):
 - Health education and physical education program area
 - Placed-based learning program area
3. Project Abstract (recommended 1,500 max. characters)
 - Provide a brief description of the proposed project including, but not limited to, the measurable outcomes the grant will achieve, and the activities that will be undertaken to achieve the goals. This summary may be distributed to provide information to the general public.
4. Describe the plan to conduct a needs assessment (recommended 1,500 max. characters)
5. Describe who will carry out which task. Also describe when and how these tasks will be carried out. (recommended 2,500 max characters)
6. Identify and provide information on key personnel on the grant. (recommended 1,000 max. characters)
7. Describe relevant experience supporting local government agencies to build their capacity (1,000 max. Characters).

Program Requirements

Health and Physical Education Program Application Requirements

1. Describe the plan to identify barriers with implementing high-quality, comprehensive health education and physical education programs in schools. (2,000 max characters).
2. Describe your organization’s experience with developing and implementing programs/ resources or providing technical assistance to build the capacity of schools to implement high-quality, comprehensive health education and physical education programs. (2,000 max characters).

Place-based Education Program Application Requirements

1. Describe the plan to identify barriers for schools to integrate agriculture, environment, and nutrition concepts, as well as incorporating these concepts into lessons (2,000 max characters).
2. Describe your organization's experience in developing and piloting training to build the capacity of teachers, school staff, community-based organization staff, and community members to effectively integrate agriculture, environment, and nutrition concepts and then incorporate these concepts into instruction (2,000 max characters).

Supporting Documents

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.
- Basic Business License or Charitable Solicitations License (or documentation that an application is being processed).
- Current W-9 Form.
- Current Master Collection Form.

Copies of the required forms may be downloaded from <https://osse.dc.gov/publication/healthy-schools-grant>

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:

- Personnel
- Professional Services
- Equipment
- Supplies and Materials
- Other Indirect Costs
- Cost Sharing

Section VIII: Review Process and Application Scoring

Review Process

Applications will be screened 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's review panel shall decide which applicants to fund, as well as the funding amount. OSSE may use multiple review panels in order to increase efficiency and quality of the grant review.

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
1) Quality of the project services. In determining the quality of the project's services, OSSE considers: a) Alignment to the general and program specific requirements; b) The quality of proposed activities related to general and program specific requirements.	40
2) Quality of the project design. In determining the quality of the project's design, OSSE considers the extent to which the project plan identifies: a) roles and responsibilities of key staff; b) a timetable for the implementation of key activities; and c) a process to evaluate the effectiveness of the project.	40
3) Qualifications Key Personnel. In determining the quality of the key personnel, OSSE considers the experience and expertise of the staff related to: a) Conducting needs assessments b) Developing resources to support implementation of programs c) Subject matter expertise in appropriate program areas i) Health and physical education or; ii) Place-based education	20