



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

2018 OSSE Healthy Tots Wellness Grant FAQs Updated on: 12/29/2017

The questions below were submitted during the pre-application question period and are made available to assist all applicants in completing the 2018 Healthy Tots Wellness Grant. The pre-application question period ended on Dec. 18, 2017. Please reference the [informational webinar](#). The Request for Applications can be found on the Wellness Grants Application Materials [page](#).

Definitions

1. What is the definition of a CBO? Is a private university or a charter school with non-profit status eligible?

For the purposes of this grant, a Community Based Organization, or CBO, has two definitions:

- 1) 20 USCS § 7801(6)¹ states that the term “community-based organization” means “a public or private nonprofit organization of demonstrated effectiveness that--
 - (A) is representative of a community or significant segments of a community;
 - (B) and/or provides educational or related services to individuals in the community.”
- 2) § 38–271.01. (1A)² states that the term “community-based organization” or “CBO” means a Head Start or early childhood education program operated by a nonprofit entity, faith-based organization, or other entity that participates in federally funded early childhood programs.

2. In the information section of the application it states that this grant is intended for use with targeted child development centers. How is a targeted center defined and/or have those centers been identified?

For the purposes of this grant, targeted facilities are defined as child care centers that:

- Identify as a community based child care center or family daycare home (child development facility)

¹U.S. Department of Education <https://www2.ed.gov/policy/elsec/leg/esea02/pg107.html>

² Code of the District of Columbia <https://beta.code.dccouncil.us/dc/council/code/sections/38-271.01.html>

- Operate in the District’s most underserved wards (Wards 1, 4, 5, 6, 7, or 8)
- Participate in CACFP
- Are licensed by OSSE
- Serve children between birth and age five
- Accept child care subsidy as payment for at least 25 percent of existing infant/toddler slots

For a current list of centers that are eligible and their contact information, visit:
<https://osse.dc.gov/node/1288766>.

Awarding

3. How many times can an applicant be awarded the Healthy Tots Wellness Grant?

An applicant can be awarded funding for the Healthy Tots Wellness Grant for a maximum of three continuous grant cycles.

4. Does reapplying for the second year of the two-year grant cycle count towards the three-time awarding limit?

The cap is only for funding awarded; there is no limit on how many time an applicant can submit an application for the Healthy Tots Wellness Grant.

5. How many grant applications are typically accepted? How many applications are awarded?

This is the first year of funding for the Healthy Tots Wellness Grant. All applications that meet the application and eligibility requirements will be sent to the external peer review panel for scoring. OSSE anticipates awarding funding to about six applicants.

6. What is the actual average award amount?

This is the first year of funding for the Healthy Tots Wellness Grant. Applicants can request up to \$100,000 in funding per fiscal year. The Healthy Tots Wellness Grant cycle covers a two year fiscal period, so the total amount requested caps at \$200,000 per grant cycle. OSSE reserves the right to award less than the requested amount.

7. How is funding distributed once an application is approved?

Once funding is awarded, monies are released via reimbursement. Grantees are expected to keep detailed records of funds spent and must submit receipts on a timely basis in order to be reimbursed the full amount requested.

8. Is the indirect rate part of the \$100,000 per fiscal year cap or in addition?

The indirect rate is included in the \$100,000 per fiscal year cap.

Permissible Use of Funds

9. Is travel for transporting children to activities such as gardening, physical fitness, farm field trips etc. allowed?

While the Healthy Tots Wellness Grant does not allow funds to be spent on personal travel expenses (ex: hotels, airline tickets, and per diem), costs to transport children to field trips or other wellness-related activities (physical activity programming, gardening demonstrations, nutrition education activities, etc.) are allowable. Travel expenses in these circumstances need to be reasonable with regards to cost and must be very detailed in the budget and explanation.

10. Can funds be used for salaries?

Yes, funding can be used for salary and benefits.

Applicant Eligibility

11. Who is eligible to apply for the grant?

OSSE is awarding funding to Community Based Organizations (CBOs) that can provide technical assistance and help implement wellness programming at targeted community-based child care facilities in the District of Columbia. The selected applicants will be required to build capacity and sustainable partnerships within the early learning community.

12. Can CBOs submit an application as a lead and also be a partner with another lead organization?

Community Based Organizations (CBOs) that are implementing programming at child care sites can only appear on ONE application per grant cycle, either as a partnering organization or a lead organization. For CBOs that also operate child care facilities, there is no limit on how many Interest in Services forms those child care facilities (sites) can submit to potential Healthy Tots Wellness Grant applicants.

13. Do the partnering CBOs that are applying under a lead organization/fiscal sponsor have to receive funding from the lead organization/fiscal sponsor or can partnering CBOs receive services/intervention/materials?

One of the goals in the Healthy Tots Wellness Grant is for foster collaboration among Community Based Organizations (CBOs) that provide wellness programming. If multiple organizations are looking to work together and submit one application, they must designate a lead organization who will be charged with the administration and reporting of the grant. The lead organization also serves as a fiscal sponsor and is responsible for the financial management of funds awarded. Because the award is released via reimbursement, it is up to the

lead organization/fiscal sponsor to determine the best way to relay resources to the partnering organizations. This would be found in the Memorandum of Understanding that outlines the terms and conditions between the partnering organizations and the lead organization/fiscal sponsor.

Implementing Programming at Child Care facilities

14. Do applicants have to service five childcare sites?

Applicant must provide services to a MINIMUM of five childcare sites during the two year grant cycle. Preference will be given to applicants that can provide service to seven to ten childcare facilities over the two year grant cycle.

15. Are we expected to implement programming in all of the classrooms at each site?

Programming can be tailored by age group and developmental appropriateness. While it is not required to implement programming at every classroom and age group, each infant/toddler should be able to benefit from programming in some way (either directly or indirectly).

16. Will we have access to the results from the Healthy Tots Wellness Assessment of targeted facilities?

In early 2017, a voluntary online survey was sent to over 150 child care facilities in the District of Columbia. This survey, the Healthy Tots Wellness Assessment, established a baseline of where centers were in complying with the Healthy Tots Wellness Guidelines. Around 40 child care facilities completed the assessment and submitted the results to OSSE. The results of the facilities' assessment can be made available to applicants upon request. Please contact Patrilie Hernandez at Patrilie.Hernandez@dc.gov for more information.

17. Can applicants implement programming at more than 10 child care facilities?

Yes. As long as an applicant is able to provide services to targeted child care facilities and the grant application illustrates how the grantee will ensure success and effectiveness, there is no limit to the number of child care facilities they can work with.

18. Can child care sites be included into the 5-10 locations without their affiliated Community Based Organization being considered a partner?

Yes. Please see question 12 for clarification on child care sites filling out an Interest of Services Form.

19. Do the child care facility sites need to be ones CBOs haven't worked with before or can we work with existing sites to expand programming?

If applicants are a CBO that currently implements programming at child care facilities, those sites can be included in the application. The only requirement is

that applicants must provide services to at least five individual sites, whether they are existing sites that are already receiving services provided by the applicant or new ones.

20. Partnering with five sites – is this five facilities or five different providers (ie, multiple sites of the same provider)?

The grant requires applicants to implement programming at 5 INDIVIDUAL sites. It could be a multi-site child care provider, which can operate multiple child care sites, or a child care provider that only operates one site.

21. On page 11 of the RFA, it says a minimum of 10 sites must be reached in year two. This implies that we need to ramp up during year one and really target 10 sites – is this correct?

Yes. The Healthy Tots Wellness Grant was designed so CBOs could implement wellness programming at 5 sites during the first year of the grant cycle and 5 more sites in the second year of the grant cycle.

22. Does the programming at each child care site need to be exactly the same?

No. We understand that every child care facility has different needs in terms of wellness programming and varying capacity in implementing grant activities. The Healthy Tots Wellness Grant promotes flexibility in addressing this and aims to empower grantees in tailoring programming to the needs and capacity of each child care site.

23. Can childcare sites submit Interest of Services forms to more than one applicant?

Yes, child care sites are allowed to submit Interest of Services form for multiple applicants (no cap). That being said, one of the main goals of the Healthy Tots Wellness Grants is to promote equity by reaching a wide range of child care sites. If multiple grantees have the same sites submit Interest of Services forms, OSSE will provide technical assistance in targeting eligible centers that have not been contacted.

24. As a physical activity provider, can child care centers come to our sports facility for education and services?

Yes. Allowable activity costs permit transport of children to wellness activities, such as a physical activity provider. Travel expenses in these circumstances need to be reasonable with regards to cost and needs to be very detailed in the budget and explanation. Please see question 9 for more information.

Program Area Requirements

25. Is the Wellness Coordinator the same as the Wellness Facilitator? Are these roles already defined at each center?

Each child care site will need to designate a Wellness Coordinator and/or Wellness Facilitator for the grant. A Wellness Coordinator will be the point of contact for the grantee and assist the grantee organization(s) in managing grant activities at their child care site. A Wellness Facilitator supports the Wellness Coordinator in implementing activities at their child care site. Child care sites have not currently designated Wellness Coordinators and Facilitators. It is up to the grantee to assist in the establishment of these roles. While a child care center must designate a Wellness Coordinator, not all centers need a Wellness Facilitator.

26. Will there be an evaluation piece required with the grant?

Applicants will need to provide performance measures and example(s) of how they will measure impact in the narrative portion of the application. While a formal evaluation is not required for the Healthy Tots Wellness Grant, it can be included as a grant activity.

27. Do we need to submit a copy of the full curriculum or just an outline or summary?

Applicants need to submit a copy of the full curriculum. This will be reviewed and verified against the required standards outlined in the relevant program section, such as the DC Common Core Standards, Early Learning Standards, P.L.A.Y Guidelines, and Healthy Tots Wellness Guidelines. If the file is too large, please provide a Dropbox or similar link where OSSE can access and view the curriculum/intervention. Please note this curriculum will not be distributed for public use.

28. Under the Nutrition Education category, it says that “We will provide assistance to the Wellness Coordinator/Facilitator in determining, sourcing, and purchasing materials.” Does the child care site have to purchase materials? Or can we include funds to purchase materials in our budget?

While the Healthy Tots Wellness Grant supports soliciting feedback from a child care site before determining, sourcing, and purchasing materials, the child care site does not need to be responsible for purchasing materials for grant activities. Any materials needed to implement grant activities should be included in the budget and covered by grant funds. The grantee may purchase materials on behalf of the child care sites.

29. The Healthy Tots Wellness Grant RFA states under grant activities that grantees must “Conduct at least two trainings to each designated child care center’s Wellness Coordinator and Facilitator with 100 percent participation.” Is the expectation that only the Wellness Coordinator and Facilitator receive training?

The grant activities only outlines the minimum requirements for grantees during the grant period. The expectation is that other staff, families, children receive training as appropriate. As the main point of contact for the grantee at the sites,

it is expected that the Wellness Coordinator and/or Facilitator be involved in and aware of all grant activities at their sites.

30. Must trainings be conducted at each child care site? Is it possible to have these trainings with other wellness coordinators and facilitators from the participating child care sites in one place?

Grantees can schedule trainings at any venue that can best fit the needs of their targeted child care sites. The only requirement is that the grantee bring together the Wellness Coordinators and Facilitators for at least two group training/information sharing sessions or work sessions during the first year of the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.

31. For the program area focusing on a staff wellness program/center wellness policy, the RFA indicates that a grantee will be responsible for developing a staff wellness policy that will be tailored by the results of a center healthy behaviors assessment and an employee health interest survey. Is the assessment and survey something the applicant would design or will it be based on OSSE approved assessments/surveys?

OSSE does not provide a template or pre-approved assessment/survey for this portion of the grant. A health behaviors assessment and an employee health interest survey shall employ best practices and utilize evidence-based resources such as [Kaiser Permanente's Thriving Schools Resource](#), the [Thriving Workplace Resource](#), and the [Nemour's Childcare Wellness Policy Workbook](#).

Narrative and Scoring Rubric

32. How in depth should we discuss year 2 plans?

This grant cycle for the Healthy Tots Wellness Grant covers two fiscal years and is contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Applicants are expected to re-apply for funding for the second fiscal year. While an in-depth plan isn't required, an applicant should provide a detailed description so grant reviewers can understand the entire scope of their plan.

33. A section of the grant scoring rubric is about partnerships. Does it count against your application if you are providing all of the services within your organization?

A goal of the Healthy Tots Wellness Grant is to facilitate community partnerships as a way to foster sustainable positive changes in wellness programming utilizing a systems approach. Being able to effectively describe collaboration with partners and stakeholders count as 20 points of the rubric, so applications for

this grant are strengthened by the inclusion of credible stakeholder organizations that can assist in the implementation of grant activities.

34. In Project Narrative C5: Summary of Qualifications, Q2 (about field trip experience): if we aren't doing any field trips, would you still like for us to describe our experience/qualifications around working with field trip sites/transportation?

If a field experience/trip is not required under the grant activities of the desired program area, please write "N/A" as there is no need to provide an answer for that question.

Supporting Documents

35. What is a Master Collection Form? Is this just something we need to fill out for ourselves or is it something we need from each partner?

The purpose of the District of Columbia Master Collection Form (MCF) is to collect additional information about certified vendors providing services and goods to the District of Columbia. The fiscal sponsor or lead organization submitting an application is the only organization that needs to submit a MCF in addition to their W-9, in order to receive reimbursements.

For more information, visit:

<https://osse.dc.gov/publication/master-collection-form>

36. Under the Supporting Documentation tab in EGMS, the application required an organization chart, program organization chart and/or map describing the multiple sites in each group of the project. What is the difference between an organization chart and a program organization chart/map describing the multiple sites in each group of the project?

An organization chart, or org chart, illustrates the name, title, and job function of each team member in a CBO. An example of an org chart can be found here:

<https://osse.dc.gov/publication/organizational-structure-chart-example>

A program organization chart/map breaks down proposed programming at its most basic level. At the very least, this chart/map would include: the name of the child care facility, which organization(s) is implementing programming and what type of programming is going to be offered. There is no requirement regarding what the program organization chart should look like and can be included in the same document as the org chart.

EGMS

37. My organization already has login credentials, can I get individual access to EGMS?

You can request individual login credential through EGMS. Learn more about registering as user here: <http://grants.osse.dc.gov/info/credentials> . Login credentials are typically associated with a person and not an organization.

38. When I log into the EGMS dashboard, where can I locate the Healthy Tots Wellness Grant?

The Healthy Tots Wellness Grant can be found under the Enterprise Grants Management System -- Access Select page under the Competitive Grants tab.

Miscellaneous

39. This is my first time submitting a grant. How can I ensure I submit a successful application? Can I include costs associated with grant writing, such as hiring a grant writer, in my grant budget?

For first time applicants, submitting a grant proposal might seem intimidating. Effective grant writing takes preparation, patience, and practice. To ensure that your organization submits a successful application, view the Pre-Application Session Webinar to review how to navigate EGMS and other best practices. Here are some additional resources that can help you:

[Grant Writing 101](#)

[Grant Writing Best Practices](#)

[The Anatomy of a Great Grant Application](#)

[Don't Start Your Nonprofit Grant Writing Until You Read This](#)

Unfortunately, the Healthy Tots Wellness Grants does not permit using funds to assist in grant writing, such as hiring a grant writer.