Frequently Asked Questions for the Nutrition Education and Physical Activity Grant Eligibility

Q1. What documentation must be included with the application?
A. A description of required documents can be found in the RFA under 7.2 (p. 15). Additionally, any organization that has never used the Enterprise Grants Management System (EGMS) will need to request EGMS credentials. Please visit the NEPA website for a list of documentation required to request EGMS credentials.

Q2. Can 501(c)(3) charter schools apply as lead applicants?
A. Yes, the grant is open to any 501(c)(3) organization that meets all the requirements, including the expectation for them to establish partnerships with other schools to carry out grant requirements and demonstrate experience in school based health initiatives.

Q3. The RFA says that the applying organization has to be a 501(c)(3) in DC. Would a national non-profit organization with staff in DC be eligible to apply?
A. Yes, national non-profits that have established a business license in DC and meet all other requirements are eligible to apply.

Partnerships

Q4. Can two different grantees be in the same school if they are targeting different topic areas?
A. Yes, two organizations can work in the same school if they working on different topic areas. However, there would only be one grantee per school per topic area. These partnerships will be facilitated in Phase 1 of the grant.

Q5. Can a grantee partner with schools from only one LEA?
A. Yes, as part of Phase 1 of the grant, grantees must partner with five schools from Groups A and B. As long as at least three out of the five schools come from Group A, the schools can all belong to the same LEA.

Application/Requirements

Q6. Is the grant asking for an already established curriculum that combines nutrition education and physical activity?
A. Grant applicants are not required to have an established curriculum; however, if an applicant has a curriculum that teaches nutrition education, physical activity, or both, the applicant may choose to include it as part of their application. Applicants providing a copy of their curriculum are asked to include a description of any changes made to the curriculum and an explanation of why the changes were made. It is also acceptable to use a

curriculum purchased from a developer if the applicant is trained to implement such a curriculum.

Q7. Is there a draft/save mode on EGMS or does the application have to be filled out in one sitting?
A. EGMS gives applicants the opportunity to exit out and return to saved work. The 'Save' button can be found at the bottom of every tab on EGMS.

Q8. Can organizations apply for both topic areas?
A. No, an organization can only apply for one topic area.

Q9. Do applicants need to submit an Intent to Apply letter?
A. No, applicants do not need to submit an Intent to Apply letter.

Q10. Can grantees change their topic area after year 1 of the grant?
A. No, grantees cannot change their topic area after year 1 of the grant. In order to run robust, sustainable programs at partner schools, we require the grantees to focus on the same topic area for both years of the grant lifecycle.

Q11. Do applicants need to make partnerships with schools at the time of the application?
A. No, applicants do not need to form partnerships with schools at the time of the application. Once grantees are selected, the cohort of grantees with assistance from OSSE will work on creating these partnerships in Phase 1 of the grant.

Q12. Can grantees change partner schools after the first year of the grant?
A. No, grantees cannot change partner schools after the first year of the grant. However, if a partner school has to drop out of the program due to any circumstances, OSSE will work with the grantee to identify a new school partner.

Finance
Q13. Is the applicant required to submit their budget only for the first year or for the entire 22 months of the grant period?
A. The grant application should include a budget for the first year of the grant, through September 2019. Grantees will be required to develop a budget for fiscal year 2020 during the application phase for the second year of the grant.

Q14. If an applicant is granted an amount that is less than what was requested in their application, can they decline the award or are they locked in to what is granted?
A. Applicants that are awarded any amount of funds have the option to decline them.

Q15. The NOFA says funds cannot be used for staff or adult travel. Does this include local mileage or parking reimbursement?

A. Local mileage and parking reimbursement fall into the "travel" category. These expenses would <u>not</u> be eligible for reimbursement. Only student transportation is a reimbursable expense.

Q16. How are grantees paid?
A. Grantees must submit reimbursement requests through EGMS, and submit invoices of purchases to receive reimbursements for the expenses incurred.

Q17. Is there a requirement for match for the amount being requested for the award?
A. No. There is not requirement to match the amount being requested.

Q18. Are grantees required to split award money evenly between all five partner schools?
A. There is no requirement for grantees to split grant funds in schools. Potential grantees should create budgets according to their organizational priorities as they relate to NEPA grant.