



Nutrition Education and Physical Activity Grant (NEPA)

Division of Health and Wellness

Pre-Application Information Session

Charles Rominiyi

Avani Dhamsania



Introductions



- Grant Overview
- General Program Requirements
- Application Submission and Checklist
- Application Review Procedures
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Grant Overview



Purpose

The NEPA grant intends to:

- To build the capacity of schools to provide quality nutrition education and physical activity programming and services. To create equitable opportunities for DC public and public charter schools by using an equity model to allocate funds
- To enable schools to establish a coordinated school health approach that incorporates components of the Whole School, Whole Community, Whole Child (WSCC) model
- To ultimately enhance student knowledge, behavior, and attitudes toward being healthy and physically active





Nutrition Education and Physical Activity Grant



OSSE will:

- Distribute funds equitably
- Provide training
- Offer technical assistance

CBOs will:

- Collaborate with one another
- Partner with schools
- Build capacity

Students will:

- Be more physically active
- Eat more nutritious foods
- Be better prepared to learn





Award Period and Amount

- Grant spans over two fiscal years
- Total amount available is \$300,000 per fiscal year
- Total grant period is **22 months**
- Grantees will need to submit a **continuation application** in order to receive funds for year two
- Eligible organizations **may apply for up to \$30,000 per topic area, per year** (contingent upon funding availability)
- 10 NEPA grants will be awarded (five for physical activity, five for nutrition education)
- Applicants must use allocated funding outlined in their budget timeline during the designated budget year. Funding that is not spent will in year one will roll over to the next year.



Eligibility

- Nonprofit entities in the District of Columbia having a 501(c)(3) status with the Internal Revenue Service (IRS)
- **Must** submit their respective 501(c)(3) determination letter
- Applicants are no longer required to have a signed MOA with schools, prior to award being granted.



Partnerships With Schools

- Each applicant may submit one application per topic area
- Schools chosen must be from the **NEPA List of Schools** (All K-12 DC public and charter schools)
- Each applicant must partner five schools. Of these five schools, at least three must be from Group A.
 - Group A Schools criteria calculated based on:
 - At-risk number, physical activity minutes reported in the HSA school health profiles, number of HSA grants received in the past, Health and PE assessment scores, and attendance data.



Use of Funds

- Funding **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

*All snacks/foods purchased must meet the requirements of the USDA Smart Snacks in School guidelines (<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>).



Use of Funds (Cont.)

- The funds **may not** be used for:
 - Travel expenses (e.g. hotels, airline tickets, and per diem)



Program Requirements



General Program Requirements

- Grantees will be required to:
 - Carry out programmatic requirements in the three phases outlined in the Request for Applications (RFA).
 - Attend four general meetings at OSSE throughout the grant period.
 - 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 & Partnerships

- Objectives:
 - Gain knowledge and skills to build the capacity of schools to assess their priorities and needs.
 - Establish partnerships for the length of the grant period.
- Requirements:
 - Attend the NEPA Training Institute, which will consist of two (2) days of trainings, in the first year of the grant. Dates to be announced.
 - Form a partnership with five 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 of those schools have to be from ***Group A*** on ***NEPA List of Schools***.



Phase 2: Implementation

- Objectives:
 - 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.
- Requirements:
 - Work with each school to choose programming and services to implement based on priorities determined through each school's **NEPA Index**.



Phase 3: Transition

- Objectives:
 - 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.
- Requirements:
 - 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.



Performance Reporting

- Grantees will be required to submit performance reports upon completion of each phase.



Application Submission & Checklist



Submitting Your Application

- All applications must be submitted through the Enterprise Grants Management System [EGMS](#).
 - Emailed or faxed applications **will not** be accepted
 - 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, and continued grant awards are contingent upon the availability of funds and grantee's demonstrated performance.
- Applications must be received **no later than 3 p.m. on Wednesday, Nov. 28, 2018.**
 - Late submissions **will not** be accepted
 - Extensions **will not** be granted



Enterprise Grants Management System

- OSSE grant management system
- Registration is a one-time event
- All guides: <http://grants.osse.dc.gov/info/training>
- Vendor and user credential guide:
<http://grants.osse.dc.gov/info/credentials>



Application Checklist

- Applications must meet the following requirements to be considered complete:
 - All required components of the application are completed.
 - All Assurances* (**Appendix 3**) are submitted for signature.

*Assurances will be signed on EGMS, no physical signature is needed



Required Attachments

- Resumes of applicant organization's program manager and key staff members, and that of any partners
- An organizational chart



Application Review Procedures



Review Process

- All applications for grant funds are reviewed in accordance with DC competitive funding regulations



- Applications are screened by OSSE staff
- Applications that meet all eligibility and application requirements are evaluated, scored, and rated by the review panel
- External peer reviewers review and score the applications
- OSSE reviews the recommendations of the review panel and any other information considered relevant
- OSSE decides which applicant to fund, as well as the funding amount



Application Scoring

- All applications for this RFA will be objectively reviewed and scored against the following application areas and key criteria
 - Phase Execution Narrative (48 Points)
 - Phase 1 (20 points)
 - Phase 2 (20 points)
 - Phase 3 (8 points)
 - Performance Measurement (10 points)
 - Budget Narrative Justification (12 points)



Application Rubric

- Applications may be rated as:
 - **Missing:** The applicant does not answer the question.
 - **Poor:** The applicant does not answer the criterion, fails to provide information, 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.



Award & Grantee Expectations



Award Notification

- OSSE hopes to notify all applicants of the final award by end of **December 2018**, but this timeline is subject to change.
- The awarded applicants will receive a Grant Award Notification that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.



Important Dates



Important Application Period Dates

- Application Release Date: Monday, Oct. 22, 2018 at 12 p.m.
- Pre-Application Conference: Monday, Oct. 22, 2018 at 10 a.m.
- Pre-Application Questions Due Date: Thursday, Oct. 25, 2018 at 3 p.m.
- Answers to Pre-Application Questions available on: Monday, Nov. 5, 2018
- Application submission deadline: **Wednesday, Nov. 28, 2018 at 3 p.m.**
 - No late applications will be accepted



Q&A



Contact Information

Charles Rominiyi, MHS, CHES

Program Analyst

Desk: (202) 741-6487

Cell: (202) 215-5704

Email: Charles.Rominiyi@dc.gov

OSSE Customer Service

OSSE.Callcenter@dc.gov

(202) 719-6500



| Thank you!