



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 JUNE 21, 2019.**

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

Request for Applications (RFA)

School Garden Grant (SGG)

Announcement Date: June 6, 2019

RFA Release Date: June 21, 2019

Pre-Application Question Period Ends: August 13, 2019

Application Submission Deadline: September 4, 2019

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

More information is available on the School Garden Grant Webpage here:

<http://osse.dc.gov/service/school-garden-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 School Garden Grant (SGG). The purpose of this grant is to:

- 1) Increase the number of students that engage¹ in school garden programs.
- 2) Increase the number of classroom teachers that are including garden-based teaching into their teaching practice.
- 3) Increase the number of schools with garden programs.
- 4) Institutionalize school garden programs to ensure staying power.

To achieve this, the focus of the grant is to fund staff that oversees all aspects of the school garden program including instruction, program management, and garden care.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209) (D.C. Official Code § 38-821.01 et seq.), as amended, requires OSSE to make competitive grants available to public schools, public charter schools, and community based organizations (CBO) to support school gardens in DC public schools. The OSSE School Gardens Program (SGP) oversees the District of Columbia School Garden Grant which has supported seventy-four garden programs by providing \$2,218,607.00 in grant funds since 2012.

The school garden movement continues to experience growth, since 2012 the number of school gardens in the District has increased by 50%. During the 2017-18 school year, [134 schools](#) across the District utilized school gardens to engage students through a wide range of topics including nutrition, environment, science, technology, engineering and mathematics (STEM) concepts, English and art. School gardens are found in all eight wards and across all grade levels. There are a variety of types of school gardens in the District, with the most common being edible gardens.

Data collected by OSSE indicates that the biggest barrier schools face in establishing and sustaining garden programs is the lack of staff to oversee the program. Over half of the school garden programs in the District are staffed, these programs engage more students and teachers than gardens that depend solely on volunteers, community members and dedicated parents. These programs are also more likely to have greater staying power. This grant seeks to establish new school gardens and expand and sustain existing garden programs by supporting staff to increase the number of students and teachers that are engaged in garden-based teaching and learning. The SGP recognizes that there are many successful staffing models, therefore this grant does not require that school garden programs subscribe to a particular model. More background information on school garden staffing models can be found in the [HSA Farm-to-School and School Gardens Reports](#).

¹ A student is considered engaged when exposed to 10 or more hours of garden-based education over the course of one school year.

Intended Population

The intended population for the District of Columbia's SGG is:

- Students enrolled in grades pre-K-12 attending public schools and public charter schools in the District.
- Classroom teachers in pre-K-12 public school and public charter schools in the District.

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to [Sam Ullery](#) by 5 P.M. on August 13, 2019. To ensure a fair process, questions submitted after the pre-application question deadline will not receive responses. Responses to questions will be published on the FAQ page listed under the [2019-20 School Garden Grant Documents](#) by August 21, 2019.

Applicants are strongly encouraged to participate in one of the webinar information sessions below. A recording of each information session will be available after June 28, 2019 at 1 P.M. Register [here](#) to view recordings or to participate in the live sessions:

- June 24, 2019 4-5 P.M.
- June 25, 2019 10-11 A.M.
- June 26, 2019 9 A.M. – 12 P.M.*
- June 26, 2019 12-1 P.M.
- June 28, 2019 9-10 A.M

*This is a technical training on OSSE's grant management system and will prepare applicants to submit grant applications. Attendees will gain understanding on how to access and log into EGMS and who should have access at their organization. This event is available as a webinar and in-person meeting. RSVP [here](#).

Due Date

Applications must be received no later than 3 P.M. on September 4, 2019.

OSSE Contact Information

Sam Ullery
School Grounds Specialist
Division of Health and Wellness
Office of the State Superintendent of Education
1050 First Street NE
Washington, DC 20002
Desk: (202) 741-6485
Email: Sam.Ullery@dc.gov

Section II: Award Information

Award Period

The grant period is two years beginning on Oct. 1, 2019 and ending on Sept. 30, 2021 contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Applicants must re-apply for the second year funding. See Continuation Funding for more information.

Available Funding

The total amount of funding available for this award period is up to \$300,000. Eligible schools and organizations may apply for an award amount of up to \$35,000 per school. The range for possible awards is \$10,000 to \$35,000. The award amount represents the total amount available over the two year grant period. OSSE anticipates that approximately 8 awards will be made.

Continuation Funding

All awards are made for a period of no less than two years. However, applicants awarded funds will be required to complete and submit an annual continuation application prior to being awarded continuation funds in year two. The continuation application will be online in OSSE's EGMS. Information regarding the application will be communicated to recipients prior to the end of each program period. Continuation of awards in year two is contingent upon:

- The availability of funds;
- The subrecipient's demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the subrecipient;
- Compliance with District and Federal laws, regulations, and guidance;
- Operation of the grant program as submitted in the application; and
- The appropriate expenditure of funds throughout each grant award period.

Funding Restrictions

Funds must be used to support activities described in the program requirements of this RFA and/or to support the program goals.

- A minimum of 80% of the project budget must be allocated to staffing, such as teacher stipends, staff salaries, and/or professional services.
A maximum of 20% of the project budget may be allocated to items such as garden supplies, curriculum and indirect costs.

Funds may be used for the following purposes must be approved by OSSE before purchase:

- Meals and/or snacks for students during grant-related activities.
- Food for demonstration/educational purposes (ex. cooking demo, taste tests to promote healthier food choices).
- Snacks for parents, teachers, or community members at grant-related trainings or community events (ex. School garden work events, garden-based trainings for teachers).

The funds MAY NOT be used for:

- Travel expenses (ex: hotels, airline tickets, and per diem) for both staff and students.
- Any costs associated with field trips.

All snacks/foods purchased with Healthy Schools Act funds must meet the requirements of the [USDA Smart Snacks in School guidelines](#). Grantees should strive to purchase local and seasonal produce when available. Prior approval from OSSE must be obtained before purchasing “meals,” as defined by the HSA, for students.

Section III: Eligibility Information

Eligibility

OSSE will accept applications from public schools (i.e., schools within the District of Columbia Public Schools), public charter schools and CBOs that support school garden programs. Public schools and public charter schools must have completed the 2018-19 school year school health profile, required by Section 602 of the HSA (D.C. Official Code §38-826.02). For more information about the school health profile, please contact [Avani Dhamsania](#).

Applying public schools and public charter schools

Public schools and public charter schools may submit one application for each school campus. DCPS schools must apply through its 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 July 24, 2019. Public schools and public charter schools must partner with a CBO that supports school garden programs focuses on school garden projects. A [Service Provider List](#) is available, this list includes organizations that have previously partnered with schools to support garden programs. Applying schools may choose to collaborate with any organization; however, evidence supporting that the organization has the experience and capacity to support the project must be provided. A letter of commitment regarding the partnership is required from each organization.

Applying CBOs

A CBO may submit up to three applications, each application must encompass a minimum of one and a maximum of four school campuses. Applying CBOs must have experience supporting school garden programs. A letter of commitment regarding the partnership is required from each school.

OSSE will provide matchmaking support to applying public schools and public charter schools that are interested in partnering with CBOs, and applying CBOs that are interested in partnering with public schools and public charter schools. Applicants should contact the OSSE school grounds specialist at Sam.Ullery@dc.gov to indicate their interest before the question period deadline of August 13, 2019.

Indirect Cost Rate

Public school and public charter schools applying for a grant must also apply to receive an indirect cost rate by emailing osse.grantscompliance@dc.gov. Community based organizations will automatically receive a 10% indirect cost rate.

Fiscal Sponsor

The DCPS central office, the central office of public charter schools, and CBOs that support school garden programs are eligible to serve as fiscal sponsors for this grant.

Section IV: Submission and Application Information

Application Period

The RFA was released on June 21, 2019. The deadline for application submission is **September 4, 2019 at 3 P.M. EST.**

Submission Requirements

The application must be submitted electronically using the EGMS System which can be accessed here: grants.osse.dc.gov.

Section V: Program Requirements

General Program Requirements

The following deliverables are required:

- Grantees must have or establish a School Wellness Committee that convenes at least three times per year consisting of parents, teachers, students, administrators, staff, and community members to:
 - Integrate the school garden program into the overall wellness mission of the school.
 - Institutionalize the garden program to ensure staying power through strengthening external partnerships and central office buy-in.
 - Provides guidance and support to the project staff in the day-to-day operations of the project.
- Grantees must establish/ maintain at least one staff position to oversee the day-to-day operations of the school garden program. This person must:
 - Participate in all School Wellness Committee meetings.
 - Manage the day-to-day operation of the proposed school garden program including program management, technical support, and instruction. A [School Garden Coordinator Framework](#) is available to further explain the typical tasks and skills of a school garden staff person.

- Year One Requirements (Oct. 1, 2019-Sept. 30, 2020)
 1. Collaborate with at least five classroom teachers or extracurricular staff to support the inclusion of garden-based teaching into their teaching practice through supporting the delivery of at least five garden-based lessons per teacher or extracurricular staff (total 25 lessons) using curriculum that is aligned to relevant standards. A minimum of three teachers must use curriculum that is aligned to relevant standards.
 2. Engage at least 50 students in garden-based learning².
 3. Collaborate with the food service vendor, to plan and implement at least three cafeteria-based activities including, but not limited to, taste tests, cooking demos, or produce displays.
 4. Participate in four 2-hour in person “Community of Practice” trainings to support the completion of grant requirements. At least one staff from each school, and one staff from each partner organization must attend.
 5. Communicate monthly with a mentor or mentee which will be assigned by OSSE.
 6. Engage one entire grade level, or group of 50 students in at least one [Meaningful Watershed Educational Experience](#) (MWEE).
 7. Facilitate school-wide participation in [Growing Healthy Schools Month](#) (October) and [Strawberries and Salad Greens Day](#) (first Wednesday in June), sponsored by OSSE.
 8. Mid Project Report which includes:
 1. Narrative supporting progress towards project goals (as determined in the application).
 2. The [School Garden Assessment Tool](#).
 9. Completion of the continuation grant application to be eligible to receive funds for the second year of the grant.

- Year Two Requirements (Oct. 1, 2020-Sept. 30, 2021)
 1. Collaborate with at least eight classroom teachers or extracurricular staff to support the inclusion of garden-based teaching into their teaching practice through supporting the delivery of at least five garden-based lessons per teacher or extracurricular staff (total 40 lessons) using curriculum that is aligned to relevant standards. A minimum of three teachers must use curriculum that is aligned to relevant standards.
 2. Engage at least 50 students in garden-based learning.
 3. Collaborate with the food service vendor, to plan and implement at least three cafeteria-based activities including, but not limited to, taste tests, cooking demos, or produce displays.

² A student is considered engaged when exposed to 10 or more hours of garden-based learning per school year.

4. Participate in four 2-hour in person “Community of Practice” trainings to support the completion of grant requirements. At least one staff from each school, and one staff from each partner organization must attend.
 5. Communicate monthly with a mentor or mentee which will be assigned by OSSE.
 6. Engage one entire grade level or group of 50 students, in at least one [Meaningful Watershed Educational Experience](#) (MWEE).
 7. Facilitate school-wide participation in [Growing Healthy Schools Month](#) (October) and [Strawberries and Salad Greens Day](#) (first Wednesday in June), sponsored by OSSE.
 8. End Project Report which includes;
 1. Narrative supporting progress towards project goals (as determined in the application).
 2. The [School Garden Assessment Tool](#).
 3. Sustainability Plan that identifies priorities and strategies to implement to ensure the school garden program sustains beyond the grant period.
- Maintain a healthy school garden using sustainable agricultural practices as defined by the Healthy Schools Act and safety protocol as outlined in the [School Garden Safety Checklist](#).
 - Grantees must report on their progress through:
 - Up to three site visits during the grant period conducted by OSSE program staff.
 - Submission of Mid-Project and End-Project Reports.
 - Communication with OSSE staff as requested.

Section VI: Application Narrative

School Eligibility

- Is the applicant is either a public schools (i.e., schools within the District of Columbia Public Schools), public charter schools or CBOs that support school garden programs that is partnering with only public schools (i.e., schools within the District of Columbia Public Schools), and/or public charter schools. (Y/N)
- Has the applicant and/or partnering schools completed the 2017-2018 School Health Profile (Y/N)
- Is this the only school garden grant application that will be submitted by this school campus? (Y/N)

Narrative

- Project Overview
 - Project Name
 - Project Summary (5,000 max. characters)

- Project Vision and Implementation (5,000 max. characters for all prompts)
 - Describe the current state of the garden program.
 - Describe the program goals, and how the proposed project will move this program towards these goals.
 - What activities will be implemented and how will these activities help to achieve the program goals?
 - Describe any challenges that you anticipate, in regards to ensuring this program continues beyond the grant period, and describe how you will overcome these challenges.
 - Describe the staffing structure for this project including teachers, CBO staff, and other stakeholders. What will the roles and responsibilities be for each individual and what qualifications do they have that will ensure project success?
- Curriculum Integration Plan (5,000 max. characters for all prompts)
 - Indicate which garden based curricula will be used and how this curricula will be implemented to support the project goals.
 - Explain how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom.
 - Explain how an entire grade level will engage in at least two Meaningful Watershed Experiences through the context of the school garden.
- Student and Community Involvement Plan (5,000 max. characters for all prompts)
 - Explain how 50 students (year 1) and 75 students (year 2) will be engaged in the garden program as a result of this project? How will this be achieved?
 - How will your LEA/organization ensure that students with disabilities have access to and meaningfully participate in the programs described in this grant?
 - Explain how 5 teachers (year 1) and 8 teachers (year 2) will be engaged in the garden program as a result of this project? How will this be achieved?
- Cost-Effectiveness of Budget (5,000 max. characters for all prompts)
 - Describe how proposed costs were determined and what steps were taken to ensure the project is cost-effective.
 - Explain the source and value determination of cost-share contributions.
 - Describe how all proposed costs are essential to the success of the project goals.
- Supporting Documentation
 - Up to three images of existing or future garden site as Microsoft Word or Adobe PDF files.
 - Letters of Commitment from the school leadership or partner organization as well as any additional partner organizations.

- An agreement between the school and partner organization signed by the appropriate authorized representatives.
 - Completion of the [School Garden Assessment Tool](#).
- Detailed Planning Expenditures (project budget)
 - Salaries and Benefits (80% of total budget)
 - Professional Services
 - Equipment
 - Supplies and Materials
 - Other
- Assurances (see “Assurances” under section VII)
 - Program Specific Assurances
 - Administrative Approval
 - Acknowledgement of Compliance, Terms and Conditions

Section VII: 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 the matter. Scoring and recommendations of the review panel are advisory only. The final decision to award a SGG rests solely with OSSE.

Application Criteria and Scoring

All applications that meet the application criteria will be reviewed and scored using a Quality Rubric. This rubric will be used by an external review panel to evaluate the quality of the application. This rubric includes four weighted criteria outlined in the table below.

Criteria	Missing	Does Not Meet	Working Towards	Meets	Exceeds
Project Vision and Implementation Plan (C1 Scoring Criteria) Total	0	8	14	20	28
Applicant describes the current state of the program.	0	1	2	3	4
Applicant describes the goals of the proposed project and how these goals will be achieved.	0	1	2	3	4

Applicant provides a clear implementation plan, including an overview of activities for the project.	0	2	3	4	6
Applicant anticipates challenges and has a plan in place to overcome these challenges, with focus on sustainability beyond the grant period.	0	2	3	4	6
Applicant has clearly described the staffing structure for this project including teachers, CBO staff, and other stakeholders. The applicant has also described the roles and responsibilities for each individual and the qualifications of each individual. The staffing structure and the individual roles will contribute to success.	0	2	4	6	8
Curriculum Integration Plan (C2 Scoring Criteria) Total	0	7	14	21	28
Applicant indicates which curricula will be used and how garden-based concepts will be integrated into the classroom environment.	0	3	6	9	12
Applicant clearly explains how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom.	0	2	4	6	8
Applicant clearly explains how an entire grade level will engage in at least one Meaningful Watershed Experience through the context of the school garden.	0	2	4	6	8
Student and Community Involvement Plan (C3 Scoring Criteria) Total	0	7	14	21	28
Applicant provides specific examples that demonstrate how at least 50 students (year 1) and 75 students (year 2) that will be engaged by the program.	0	3	6	9	12
Applicant provides specific examples of how a minimum of 5 teachers (year 1) and 8 teachers (year 2), will be involved in the proposed project.	0	2	4	6	8
Applicant demonstrates that students with disabilities will have access to and meaningfully participate in the program.	0	2	4	6	8
Cost-Effectiveness of Budget (C4 Scoring Criteria) Total	0	4	8	12	16
Applicant is clear about how proposed costs were determined and how steps were taken to ensure the project is cost effective.	0	1	2	3	4
Applicant provides a clear explanation of the source and value determination of in-kind contributions.	0	1	2	3	4

Applicant demonstrates that all costs are essential to the success of the project.	0	2	4	6	8
TOTAL	0	26	50	74	100

In order to promote equitable opportunities, and access to programming and services, competitive preference will be given to schools and applicants that partner with schools that have a STAR rating of 1 or 2 stars, and have not been a recipient of School Garden Grant for the past 5 years. More information about the competitive preference, including a list of schools that will receive competitive preference can be found under the 2019-20 School Garden Grant Documents [here](#).

While OSSE relies primarily upon the evaluation scores of the peer review panelists when deciding which applications to fund, there may be grant competitions when funding applications based solely on the rank order of peer review scores creates a significant imbalance in the demographic characteristics of the students, schools, and CBOs that will participate in a grant. To avoid such an imbalance after applications are rank ordered based on their peer review scores, in order of importance, OSSE may take the following factors into consideration: (1) whether the CBO as an applicant or partner will receive multiple grants in the current competition; (2) whether the school or CBO had received SGG grants in the past; (3) whether the school serves grades PreK-5, 6-8, or 9-12; (4) whether the school serves a significant number of students who qualify for the free or reduced lunch program; (5) whether the LEA will receive a grant in the current competition or has received a grant in past competitions; and (6) what ward the school is located in.

Description of Scoring

The criteria above will be scored using the following indicators:

- Missing: The category is not addressed.
- Does: 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: The applicant provides unclear and non-specific information, partially addresses the category, but provides limited information about approach and strategies. The answers lack focus and detail.
- Meets: The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or 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 category. The description is well-conceived and the ideas are fully developed and original.

Section VIII: Award Administration

Grant Award Notice and Payments

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, 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 weekly 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 a reimbursement request electronically using EGMS.

OSSE will reimburse for a maximum of 60% and a minimum of 40% of the total award between Oct. 1, 2019-Sept. 30, 2020.

Audits

At any time or times before final payment and during the required record retention period, the District and/or the federal government may audit the applicant'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. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

The grant recipient's effectiveness is determined based upon the following information:

- Site visit and documentation.
- Information provided in the Mid-Project and End-Project Reports.
- 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. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

Confidentiality

Except as otherwise provided by local or federal law, no recipient of a SGG shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with the SGG program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

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 intra-family offense, and place of residence or business.

Appearance of a Conflict of Interest

The grant recipient 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 and Conditions

- Funding for this award is contingent on OSSE's continued availability of funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable 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, ; 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 thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Assurances

DC School Garden Grant Program Specific Assurances

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

1. 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;
2. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), as amended, our school or organization is in compliance of all of the requirements of this act;
3. We know and understand that awarded funds shall be used to support garden-based education and activities which may include covering the costs of personnel, transportation of students, materials, and training. The funds may not be used to support travel. Food purchases must be pre-approved by OSSE. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and
4. 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.

Central Data Assurances

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

1. If the grant is federally funded, recipient assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, “New Restrictions on Lobby.” See 28 CFR § 69.110(c).

2. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, "Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)," or if due to changed circumstances, the applicant or any of its principals now meet any of the following criteria:
 - A. Are presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - B. Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.
 - C. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (B) of this certification.
 - D. Have within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default. See 2 CFR §180.350.
3. We will immediately notify OSSE, in writing, if either of the following occurs during the grant period:
 - A. We or any of our officers, partners, principals, members, or key employees is indicted or has charges brought against them and/or is convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization; or (ii) any crime or offense involving financial misconduct or fraud;
 - B. We or any of our officers, partners, principals, members, or key employees becomes the subject of legal proceedings arising directly from the provision of services by the organization.
4. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
5. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including ED Facts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
7. 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 that these records will be made available for audit and inspection as required.

8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
9. If required by the grant making agency, we are able to secure a bond, in an 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;
10. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
11. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
12. We have a satisfactory record of integrity and business ethics;
13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
14. We are in compliance with the applicable District licensing and tax laws and regulations;
15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
17. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
18. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.

19. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.
20. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
21. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
22. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

Acknowledgement Assurances

The recipient shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to:

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, Pub. L. 103-94 (5 U.S. Code § 7321 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 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 (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. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)

11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964
16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

Certifications

The applicant shall be required to provide the following certifications:

1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.
- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," for prospective participants in a covered transaction:

- A. The applicant certifies that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

- iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and
 - iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

3. Criminal Offenses or Legal Proceedings

The applicant must disclose in a written statement whether the applicant or any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- A. Been indicted or had charges brought against them (if still pending) and/or been convicted of any crime or offense involving financial misconduct or fraud; or
- B. Been the subject of legal proceedings from the provision of services by the organization.

If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances.

“The applicant is prohibited from including any individual’s personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual’s written consent for the release of that information. Personally identifiable information is information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.”

4. Political Campaigns and Contributions (for locally funded grants of \$100,000 or more)

If the grant is \$100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
 - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
 - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or

iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.

5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia 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. If applicable, please upload the OTR statement of certification here.

6. Any registered domestic entity or registered foreign entity must submit a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. Please see the following link for more details.

<https://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process>).

Is the applicant a registered domestic entity or registered foreign entity with DCRA's Corporations Division?

- Yes
- No

If yes, you must submit a Certificate of Good Standing below.

7. Acknowledgment of Accuracy

I certify that, to the best of my knowledge and belief, the information contained in this application is correct. I understand that to falsify information is grounds for denial or termination of any grant award.