



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 October 15, 2019.**

**Office of the State Superintendent of Education (OSSE)
Division of Health and Wellness
REQUEST FOR APPLICATIONS (RFA)
FY 2020 Cafeteria Staff Training Grant Program**

Announcement Date: September 27, 2019

RFA Release Date: October 15, 2019

Pre-Application Question Period Ends: November 1, 2019, 3 p.m.

Application Submission Deadline: December 6, 2019, 3 p.m.

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

Checklist for Applicants

FY 2020 Cafeteria Staff Training Grant Program

This checklist identifies the required actions an applicant should take leading up to and including submission of their application.

At least four weeks prior to submission:

- Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- Register the DUNS number into the System for Award Management (SAM); and
- Register in the OSSE Electronic Grants Management System (EGMS).
- Complete Central Data for FY20 in EGMS and accepted all program assurances.

When submitting your application:

- Submit through the OSSE Grants Management System (EGMS).
- Ensure that the applicant organization/entity has responded to all sections of the Request for Application and has provided all the information in EGMS.
- Submit to the OSSE no later than 3 p.m. on the deadline date of December 6, 2019.

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Request for Applications RFA # FY 2020 Cafeteria Staff Training Grant

SECTION I: GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education (OSSE) Division of Health and Wellness is soliciting applications for a Cafeteria Staff Training Grant. The purpose of this grant is to provide school foodservice/nutrition employees with knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. To achieve this, the focus of the grant is to fund training sessions for school foodservice/nutrition employees at schools participating in the National School Lunch Program (NSLP) and Healthy Schools Act (HSA). School foodservice employees are defined as individuals in a school who are responsible for the preparation and serving of all menu items. Additional responsibilities include cleaning and dishwashing, as well as the care of some equipment. Employees in cafeterias and kitchens include cooks, bakers, dishwashers and cashiers.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209, as amended; D.C. Official Code § 38-821.01 et seq.) allows OSSE to make grants available through either a competitive or formula grant process to public schools, public charter schools, or other organizations to provide training sessions for school cafeteria workers and food service vendors on knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296, made significant changes in the Child Nutrition Programs to prevent and reduce childhood obesity, give eligible children access to nutrition benefits, and enhance the ability of nutrition professionals to operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) efficiently. Section 306 of the HHFKA amended section 7 of the Child Nutrition Act of 1966 (CNA) (42 U.S.C. 1776) by adding paragraph (g), "Professional Standards for School Food Service." This provision is intended to ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet program requirements. OSSE has identified USDA school meals professional standards that meet the purpose of this grant and have identified them as allowable training areas within this RFA.

Intended Population

The intended population to be reached by the grant are school foodservice/nutrition employees who work at District of Columbia Public Schools (DCPS), District of Columbia

(DC) public charter schools, or DC non-profit private schools participating in the NSLP and HSA.

Funding

Total funding available: \$100,000

Range of awards: \$2,500 minimum - \$100,000 maximum

Estimated number of awards: 1-5

In order to support training for as many school foodservice/nutrition employees as possible, OSSE is providing a competitive preference to those applicants who serve more schools and particularly more 1 and 2 STAR schools. See Competitive Preference Attachment for details.

It is possible that a grant request may not be fully funded, but may be approved for partial funding. Funding for this grant will be available for one fiscal year, and there is no carryover allowed with grant funds.

Resources

- United States Department of Agriculture (USDA) School Meals Professional Standards <https://www.fns.usda.gov/school-meals/professional-standards>
- The Institute of Child Nutrition: <http://nfsmi.org>

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Elysia DiCamillo at Elysia.DiCamillo@dc.gov by 3:00 p.m. on November 1, 2019. To ensure a fair process, questions submitted after November 1, 2019 will not receive responses. Responses to questions will be published by November 13, 2019.

Applicants are strongly encouraged to participate in the following webinar information session. A recording of the information session will be made available on the OSSE website.

- Pre-application webinar: October 24, 2019 10:00 – 11:00 am. Register [here](#)

OSSE Contact

Elysia DiCamillo
Program Specialist
Office the State Superintendent of Education
1050 First St. NE, 6th Floor

Washington, DC 20002
Elysia.DiCamillo@dc.gov

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

Applications must be submitted online through the OSSE Grants Management System (EGMS). No paper applications will be accepted. This RFA serves as guidance when completing the application in EGMS. EGMS is located at grants.osse.dc.gov.

Application Submission Deadline

Applications must be submitted by 3:00 p.m. on December 6, 2019.

Eligible Applicants

Eligible applicants: DCPS, DC public charter schools, and DC non-profit private schools who participate in the NSLP, other organizations that support the National School Lunch Program including: food service vendors, food service management companies, and training organizations with experience training schools.

Applications from DCPS, DC public charter schools, and DC non-profit private schools must be submitted by the School Food Authority (SFA). 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](#). DCPS schools must apply through its Office of Federal Programs and Grants. For more information on how DCPS schools apply, please contact the Grant Administration Team directly at ofpg.grants@dc.gov with your intent to apply for this grant.

Applications from other organizations and certified training organizations must encompass training a minimum of three school campuses who participate in the NSLP at the start of school year 2019-20. Applying organizations must have experience supporting school food programs. A letter of interest regarding the training is required from each school the organization plans to provide training for.

One individual should be designated as primary contact and authorized representative of the application(s) submitted

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Funds must be used to train school foodservice/nutrition employees who work in DCPS, DC public charter schools, or DC non-profit private schools participating in the NSLP on the content areas listed below. Grant funds are to be used solely to provide training to these staff on the knowledge and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. Allowable training topics defined by USDA school meals professional standards are detailed below.

Funds may be used for:

- Salaries for staff providing training to school foodservice/nutrition employees
- Hiring external experts in school meals professional standards to conduct trainings
- Registration fees for webinars or in-person training sessions
- Training supplies and materials
 - Food purchased specifically for culinary training is allowable only with prior State Agency approval
 - This may include supplies and materials for school and staff engagement as a follow up to training
- School foodservice/nutrition employee salaries or stipends for time spent in training

Funds may not be used for:

- Food and beverages (outside of the above mentioned culinary training)
- Travel expenses (e.g., hotel, airline tickets, per diem, travel reimbursement)
- Transportation costs
- Overhead costs associated with the training venue

Indirect Costs

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

Allowable Training Focus Areas

Funds for this grant must be used for trainings that provide knowledge, skills and tools school foodservice/nutrition employees need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. Applicants are required to provide training on a minimum of five of the USDA school meals professional standards training topics listed below.

1100 MENU PLANNING
1110 USDA Nutrition Requirements
1140 Standardized Recipes
1150 Menu Analysis
1160 Special Diets, Including Food Allergies
1200 NUTRITION EDUCATION
1210 Nutrition Activities
1220 Classroom and Cafeteria Integration
1230 School Gardens
2100 FOOD PRODUCTION
2110 Standardized Recipes
2120 Food Production Records
2130 Culinary Skills
2140 Use and Care of Equipment
2200 SERVING FOOD
2210 Portion Sizes/Special Diets
2220 Offer Versus Serve
2230 Maintaining Food Quality and Appearance
2240 Serving Lines
2300 CASHIER AND POINT OF SERVICE (POS)
2310 Reimbursable Meals
2500 RECEIVING AND STORAGE
2510 Inventory Management
2520 Receiving and Storage
2530 Hold and Recall
2600 FOOD SAFETY AND HACCP
2610 HACCP
2620 Food Safety-General
2630 Federal, State, and Local Food Safety Regulations
2640 Food Safety Culture
4100 COMMUNICATIONS AND MARKETING
4130 Customer Service
4140 Communication Skills
4160 Smarter Lunchrooms Techniques

Award Information

- The grant period begins on the award date and ends on September 30, 2020. All funds must be obligated by September 30, 2020.

- The procurement in relation to this award must comply with District procurement guidelines. Grantees must ensure that all procurement for trainings is conducted in a manner that provides, to the maximum extent possible, open and free competition. If you have questions about procurement procedures please contact your procurement office.
- Unexpended funds of the approved grant will be refunded to the Agency for further award to eligible applicants.
- Trainings provided under this grant will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as a recipient.
- Schools shall retain grant files and supporting documentation for a term of five (5) years plus the current year after final payment.

SECTION IV: GENERAL PROVISIONS

Decision and Notifications of Awards

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 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 a reimbursement request electronically using EGMS.

Audits

At any time or times before final payment and during the required retention period, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

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.

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.

Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately. You may be required to report on the number of jobs created or retained because of this grant.

Grantees will be required to complete quarterly reports for this grant. Quarterly reports will need to include the type of trainings provided, accomplishments and challenges in expenditure activities, impact on the trainings on the school meal program, and reason(s) for any un-liquidated funds. A template for providing quarterly reports will be provided.

OSSE will consider failure to comply with the reporting requirements to be a material failure to comply and a basis for termination.

The quarterly reports will include:

- Description of training provided including
 - Training name
 - USDA school meals professional standards training topics covered
 - Training provider
 - # of school foodservice/nutrition employees in attendance
 - Name of school sites each school foodservice/nutrition employees represent
 - Hours of training provided for each training topic
 - Staff sign-in sheets
- Accomplishments and challenges in expenditure activities
- Impact on the school meal program
- Reason(s) for any un-liquidated funds

- ❑ USDA Child Nutrition Program's Professional Standards Training Tracker Tool for each employee who attended training

Confidentiality

Except as otherwise provided by local or federal law, no recipient 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 this grant 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, or credit information.

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 and 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 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.

SECTION V: EVALUATION OF APPLICATION

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique related experiences. The review panel will review and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The OSSE shall make the final funding determinations.

Evaluation Criteria

All applications that meet the application criteria will be reviewed and scored by an external review panel using the following criteria:

Criteria	Maximum Points
Project Vision and Implementation	40
Project Justification	35
Budget Justification	10
Students with Disabilities	5
Trainer Qualifications	10

TOTAL	100
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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 schools served by the grant, and cafeteria staff 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 school or organization had received a Cafeteria Staff Training grant in the past; (2) Whether the school as an applicant or partner will receive multiple grants in the current competition, and (3) 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 Not Meet Expectations: 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 Expectations: 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 Expectations: 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 Expectations: 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.

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Project Vision and Implementation					
Applicant clearly defines goal(s) to be met with the grant funds, and how the proposed goal(s) meet the purpose of this grant.	0	2	4	6	8

<p>Applicant describes the proposed training(s) to be provided with grant funds, and how training(s) will meet at least five of the professional standards identified in the RFA. The applicant included the following in their response:</p> <p>a. The professional standards topics that will be trained on (minimum of five)</p> <p>b. The number of school foodservice/nutrition employees proposed training(s) will be provided for</p> <p>c. The names of the school(s) or SFA campuses proposed training(s) will be provided for</p>	0	2	4	6	8
Applicant describes how the quality of the proposed training(s) will meet USDA Food and Nutrition Services and the OSSE standards	0	2	4	6	8
Applicant describes how they will make their trainings open to additional school campuses. This includes timing of the trainings to make them accessible, as well as how they will market to other schools.	0	2	4	6	8
Applicant provided a clear timeline of major milestones for the project.	0	2	4	6	8
Total Points					40

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Project Justification					

Applicant describes current training(s) provided for school foodservice/nutrition employees	0	2	4	6	8.75
Applicant describes current obstacles faced in providing school foodservice/nutrition employees training and how this grant will help overcome these obstacles	0	2	4	6	8.75
Applicant describes how the proposed training(s) will have a measurable impact on school foodservice/nutrition employees knowledge of nutrition and cooking skills	0	2	4	6	8.75
Applicant describes how the proposed training(s) will have a measurable impact on the school nutrition programs, including three specific, measurable, achievable, relevant, and time bound (SMART) goals to be accomplished with this grant.	0	2	4	6	8.75
Total Points					35

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Project Budget					
Applicant clearly shows how proposed costs were determined	0	1.25	2.5	3.75	5
Applicant shows steps were taken to ensure proposed costs are cost-effective	0	1.25	2.5	3.75	5
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
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Students with Disabilities					
Applicant describes how trainings provided through this grant will benefit students with disabilities.	0	2	3	4	5
Total Points					5

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Trainer Qualifications					
Trainer resumes and description of previous experience demonstrates the individual has expertise providing training that may include training school foodservice/nutrition employees.	0	2.5	5	7.5	10
Total Points					10

Competitive Preference

The Division of Health and Wellness will provide a competitive preference in reviewing FY2020 Cafeteria Staff Training Grant applications. After application review based on the responses on EGMS, applicants will be awarded additional points based on the following factors:

- 1 point for each school served through the grant; and
- 1 additional point for each 1 or 2 STAR school served through the grant.

OSSE's competitive preference is intended to increase the reach of the grant by prioritizing applicants that provide training to cafeteria staff at more schools. It is also intended to narrow the achievement and opportunity gap by prioritizing schools that have a STAR 1 or 2 rating on DC Report Card.

SECTION VI: APPLICATION FORMAT

Application Format

Applicants are required to follow the format below and each application must contain the following information, entered through EGMS:

- Contact Information
- Project Overview
- Project Vision and Implementation
- Project Justification
- Budget Justification
- Supporting Documents
- Detailed Planning Expenditures

Note that all central data, including SAMs and DUNS numbers must be submitted before this grant can be entered into EGMS.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for the use of grant funds. It is important that applications reflect how the funds will be used to offer trainings that provide knowledge, skills and tools school foodservice/nutrition employees need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. In addition, the budget and budget narrative should clearly demonstrate how and when the funds will be used in order to determine if the training may provide a timely impact on the school meal program.

Contact Information (Attachment A)

The contact information section is included in Attachment A. Each application must include contact information for the authorized representative, grants manager and fiscal manager.

Program Specific Information (Attachment B)

The program specific information section is included in Attachment B. The application summary should highlight the major aspects of the objectives that are discussed in the project description. The project description should include a detailed plan of how the grant funds will be utilized.

Detailed Planning Expenditures (Attachment C)

The detailed planning expenditures for this application shall contain detailed, itemized cost information that shows purchases, personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures and your ability to spend or obligate the funds prior to the September 30, 2019 deadline.

Contact Information (Attachment A)

Authorized Representative: _____
Address 1: _____
Address 2: _____
City: _____ State: _____
Phone: _____ Fax: _____
Email: _____

Grants Contact: _____
Phone: _____ Fax: _____
Email: _____

Fiscal Contact: _____
Phone: _____ Fax: _____
Email: _____

Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____

Program Specific Information (Attachment B)

- **Project Overview**
 - Project Name
 - Project Summary
- **Vision and Implementation**
 - Define goal(s) to be met with the grant funds, and how the proposed goal(s) meet the purpose of this grant. The purpose of this grant is to provide school foodservice/nutrition employees with knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.
 - Describe the proposed training(s) to be provided with grant funds, and how training(s) will meet at least five of the professional standards identified in this RFA. Include the following:
 - The professional standards topics that will be trained on (minimum of five);
 - The number of school foodservice/nutrition employees proposed training(s) will be provided for;
 - The names of the school(s) or SFA campuses proposed training(s) will be provided for;
 - Describe how the quality of the proposed training(s) will meet USDA Food and Nutrition Services and the OSSE standards.
 - Identify the number of school campuses who will be served through your trainings, including the number of 1 or 2 STAR schools (see Competitive Preference attachment for a list of 1 or 2 STAR schools). For SFAs, this number only includes the school campuses within your SFA who will be trained through the grant. For other organizations, this number should represent the number of school campuses you contract with, who will be served through this grant.
 - Describe how you will make trainings available to other school campuses. For SFAs, this includes schools who are not part of your SFA, and for other organizations, this includes school campuses you do not contract with. Please include information on when trainings will be held to make them accessible to other campuses, and how you will market the trainings to other campuses.
 - Provide a timeline of major milestones for the project.
- **Project Justification**
 - Describe current training(s) provided for school foodservice/nutrition employees.

- Describe current obstacles faced in providing school foodservice/nutrition employees training and how this grant will help overcome these obstacles.
- Describe how the proposed training(s) will have a measurable impact on school foodservice/nutrition employees knowledge of nutrition and cooking skills.
- Describe how the proposed training(s) will have a measurable impact on the school nutrition programs, including three specific, measurable, achievable, relevant, and time bound (SMART) goals to be accomplished with this grant.
- **Budget Justification Narrative**
 - How were proposed costs determined?
 - What steps were taken to ensure proposed costs are cost- effective?
- **Students with Disabilities**
 - Please describe how trainings provided through this grant will benefit students with disabilities.
- **Supporting Documents**
 - Training quotes including: quotes from external training companies for on-site trainings, registration costs of trainings, cost of supplies and materials, cost of staffing, and other as applicable to this grant.
 - Resumes of key personnel who will be providing the training.
 - Letter demonstrating past experience training school foodservice/nutrition employees.
 - Letter of interest from school campuses (for other organizations only).

Detailed Planning Expenditures (Attachment C)

This section allows the applicant to list in the appropriate sections (tabs) the budget information, whether it is in professional services, equipment and/or supplies and materials. Once completed, a budget summary will calculate and the applicant can choose to take indirect costs for this application.

Overview Pages	Eligibility Check	Contact Information	Program Specific Information	Detailed Planning Expenditures	Assurances	Submit	Application History	Application Print
Budget Overview	Budget Data Import	Professional Services	Equipment	Supplies and Materials	Other Objects	Budget Summary		

The application has been submitted. No more updates will be saved for the application.

Budget Summary (Read Only)

Site:

Remove blank rows from display: Yes No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
80	Other Expenses				8,400.00				8,400.00 100.00 %
Subtotal					8,400.00 100.00 %				8,400.00 100.00 %
Total Budget									8,400.00

Assurances and Certifications (Attachment D)

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. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
3. 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.

This attachment provides notice of the Central Data Assurances located in the Electronic Grants Management System to which the applicant must agree. In order to apply for this grant, 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 Governmentwide 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.)

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 attach 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.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after

the general election for which the contribution or solicitation for contribution was made to any of the following

i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:

(1) An elected District official who is or could be involved in influencing or approving this grant; or

(2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;

ii. A political party; or

iii. An entity or organization:

(1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or

(2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

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-fqs/corporate-registration-fqs-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.