

District of Columbia Department of Health Community Health Administration SNAP-Ed Program

Request for Applications CHA_SNAPED061515

**Submission Deadline: July 17, 2015 by 4:45
p.m.**



The Department of Health (DOH) reserves the right to, without prior notice, reduce or cancel one or more programs listed in this Request for Applications (RFA), reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the award, if awarded, sub grant agreement are contingent on continued funding, sub grantee performance, and/or reduction, elimination, or reallocation funds by the Executive Office of the Mayor (EOM) of the Government of the District of Columbia and/or the Department of Health in accordance with applicable sections within the sub grant award and/or agreement.

Department of Health
Community Health Administration
Nutrition and Physical Fitness Bureau
Notice of Funding Availability
for

Request for Applications (RFA)

#CHA_SNAP-ED061515

SNAP-Ed Nutrition and Wellness Education Services

The Government of the District of Columbia, Department of Health (DOH), and Community Health Administration (CHA) is soliciting applications from qualified applicants to provide SNAP-Ed nutrition and wellness education services to culturally diverse District residents.

This funding is provided through a Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP) Food and Nutrition Service (FNS) grant. All awards resulting from this RFA are contingent upon the continued availability of federal funds.

Approximately \$100,000 in federal funds will become available for up to two awards for the provision of services between October 1, 2015 and September 30, 2016.

The following entities are eligible to apply for grant funds under this RFA: not-for-profit public and private organizations with a demonstrated track record in providing nutrition and wellness education services to culturally diverse limited income District residents.

The Request for Application #CHA_SNAP-ED061515 will be released on Monday, June 15, 2015. The RFA will be posted on the Office of Partnerships and Grants Services website, under the District Grants Clearinghouse <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> . A limited number of copies of the RFA will be available for pick up at DOH/CHA offices located at 899 North Capitol Street, NE Washington, DC 20002 3rd floor.

The deadline for submission is July 17, 2015 at 4:45 pm. All applications must be received by 4:45 pm.

The Pre-Application Conference will be held at the CHA offices located at 899 North Capitol Street, NE Washington, DC 20002 3rd floor **Tuesday June 23, 2015 from 1 pm to 2 pm**. Please contact Amelia Peterson-Kosecki at 202.442.9140 for additional information.

**CHA is located in a secured building. Government issued identification must be presented for entrance.

**District of Columbia Department of Health
RFA Terms and Conditions**

v06.2015

The following terms and conditions are applicable to this and all Requests for Applications issued by the District of Columbia Department of Health (DOH) and to all awards, if funded under this RFA:

- Funding for a DOH subaward is contingent on DOH's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- DOH may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The RFA does not commit DOH to make any award.
- Individual persons are not eligible to apply or receive funding under any DOH RFA.
- DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DOH shall notify the applicant if it rejects that applicant's proposal for review.
- DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- DOH 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.
- DOH shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at www.sam.gov prior to award.
- DOH reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period. This includes DOH electronic grants management systems, for which the awardee will be required to register and maintain registration of the organization and all users.
- DOH 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.

RFA # CHA.SNAP-ED.061515

- DOH shall establish terms of agreement for an award funded under this RFA. If funded, the applicant will receive a Notice of Grant Award (NOGA). The NOGA will establish the project period (i.e. the total number of years for which funding has been approved) and define any segments of the Project Period (e.g. initial partial year, or a 12 month budget period). The NOGA shall outline conditions of award or restrictions.
- Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- DOH shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, such as OMB Circulars 2 CFR 200 (effective December 26, 2014) and as applicable for any funds received and distributed by DOH under OMB circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- 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.

Additional information about grants management policy and procedures may be obtained at the following site: www.opgs.dc.gov (click on Information) or click here: [City-Wide Grants Manual](#).

If your agency would like to obtain a copy of the **DOH RFA Dispute Resolution Policy**, please contact the Office of Grants Management and Resource Development at doh.grants@dc.gov or call (202) 442-9237. Your request for this document will not be shared with DOH program staff or reviewers. Copies will be made available at all pre-application conferences.

**NOTIFICATION:
PRE-APPLICATION CONFERENCE**

WHEN: Tuesday, June 23, 2015

WHERE: Department of Health
899 North Capitol Street, NE
Washington, DC 20002
3RD FLOOR

TIME: 1:00 pm to 2:00 pm

CONTACT PERSON: Amelia Peterson-Kosecki, Bureau Chief
Department of Health
Nutrition and Physical Fitness Bureau
899 North Capitol St., NE
3rd Floor
Washington, DC 20002
amelia.peterson-kosecki@dc.gov

Table of Contents

- Checklist for Applications8
- Section I - General Information9
 - Organizations/Entities Eligible to Apply for This Grant Opportunity10
 - Source of Grant Funding10
 - Award Period10
 - Grant Award and Amount.....10
 - Use of Funds11
 - Applicants shall only use grant funds to support the program listed in this RFA consistent with the terms as outlined in this RFA and the ensuing grant agreement.11
 - Indirect Cost Allowance11
- Section II - Submission of Applications11
 - Contact Information12
 - Internet*12
 - Explanations to Prospective Applicants.....13
 - Applicants are encouraged to email their questions to the grants management contact person listed until 4:45 pm on July 10, 2015. Questions submitted after the deadline date will not receive responses. Please allow ample time for email to be received prior to the deadline July 10, 2015.13
- SECTION III - GENERAL PROVISIONS13
 - Insurance13
 - All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.13
 - Inspections/Licenses and Certifications.....13
 - Audits.....13
 - Assurances13
 - A. Assurances Required to Submit Applications (Pre-Application Assurances).....13
 - B. Assurances required for signing grant agreements for funds awarded through this RFA (Post Award Assurances)14
 - Nondiscrimination and Delivery of Services.....14
- SECTION IV - PROGRAM SCOPE OF WORK.....14
 - General Consideration14

SECTION V - REVIEW AND SCORING OF APPLICATION19

 Review Panel.....19

SECTION VI - PROPOSAL FORMAT ALL PROGRAM AREAS22

 Proposal Requirements.....22

 Formatting Requirements.....23

 Description of Proposal Sections23

 Official Transmittal Letter23

 Applicant Profile.....23

 Organizational History and Experience.....23

 Knowledge and Understanding of Need23

 Work Plan - Program Goals, Objectives and Activities.....24

 Timeline24

 Management and Staffing of the Program24

 Program Budget and Budget Narrative.....24

 Personnel.....25

 Non-personnel25

 Indirect Costs25

 Certifications and Assurances25

 Appendices25

 Attachments26

Checklist for Applications

The applicant has completed a DOH Application for Grant Funding and attached it electronically to the electronic Application Package, which includes an applicant profile, proposal summary/abstract, contact information, and all assurance and certification documents)

- The Complete **Application Package** includes the following:
 - Applicant Profile Form
 - Project Work Plan
 - Project Staffing Plan
 - Project Budget Form
 - DOH Application for Grant Funding
 - Receipt
 - Package of Assurances and Certification Documents **completed and signed**
 - Other Attachments and Appendices allowed or requested by the RFA (e.g. resumes, professional certifications, letters of support, etc.)
- Documents requiring signature have been signed by an AUTHORIZED representative of the applicant organization
- The Applicant has a DUNS number to be awarded funds. Go to Dun and Bradstreet to apply for and obtain a DUNS # if needed.
- The Project Narrative is formatted 8½ by 11-inch, **double-spaced, Times New Roman or Arial font (unreduced) using 12-point type with a minimum of one inch margins.** Applications that do not conform to this requirement will not be forwarded to the review panel.
- The application proposal format conforms to the “Proposal Format” listed in the RFA.
- The Proposed Budget is complete, complies with the Budget forms provided in the RFA, and describes the categories of items proposed.
- The Proposed Work Plan is complete and complies with the forms and format provided in the RFA.
- The Applicant is submitting four copies, one (1) marked “original” and three (3) additional marked “copy” along with one electronic copy.
- The appropriate attachments, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to **DOH** no later than **4:45 p.m.**, on the deadline date of **7/17/2015**.

Section I - General Information

Supplemental Nutrition Assistance Program: Nutrition Education and Obesity Prevention Grant Program (SNAP-Ed)/DC Eat Smart/Move More invites the submission of applications for funding under the District of Columbia, Department of Health, Community Health Administration (CHA) Grant Award, and Authorization FY 2016 Budget Support Act of 2016.

Announcement Date: 5/29/2015

RFA Release Date: 6/15/2015

Application Submission Deadline: 7/17/2015

Late applications will not be forwarded to the review panel.

The District of Columbia, Department of Health (DOH), Community Health Administration (CHA), Nutrition and Physical Fitness Bureau, administers the United States Department of Agriculture Supplemental Nutrition Assistance Program: Nutrition Education and Obesity Prevention Grant Program (SNAP-Ed).

The DC SNAP-Ed Program, known locally as “DC Eat Smart/Move More”, is funded annually through a grant from the United States Department of Agriculture (USDA). Its mission is to improve the likelihood that persons eligible for the Supplemental Nutrition Assistance Program (SNAP) will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans, Physical Activity Guidelines for Americans and MyPlate. It is further designed to promote good health and beneficial health practices, reduce morbidity and mortality resulting from major preventable diseases, and promote a sound, healthy environment for District of Columbia residents and visitors.

The District of Columbia SNAP-Ed Program/DC Eat Smart/Move More submitted a State Plan covering Fiscal Years 2015 and 2016. The plan takes into consideration the Healthy People 2020 goals and objectives, the Dietary Guidelines for Americans, and two District specific health and wellness plans: Sustainable DC (<http://sustainable.dc.gov/>) and the One City Action Plan for the District of Columbia (<http://ocap.dc.gov/page/one-city-action-plan>). Childhood obesity prevention and management is a mayoral priority, and the State Plan reflects this health objective.

SNAP-Ed/DC Eat Smart/Move More nutrition and physical activities are in alignment with District goals and objectives as outlined in the following plans or acts.

One City Action Plan (OCAP): action items include: Improve access to healthy food—farmer’s markets, community gardens and grocery stores and also expanding nutrition education and increasing access to healthy foods.

Healthy Tots Act: funding child development facilities to adopt wellness policies, training and professional development activities, and nutritional and physical activity standards that promote the health of participating children.

Sustainable DC: goals are to cut in half the current 22% Citywide Obesity rate. Short term goals are to cut in half the 21% of people who are not participating in some form of physical activity on a monthly basis and also provide a new urban economic sector providing healthy, affordable food.

The District of Columbia's Overweight and Obesity Action Plan (The Action Plan): the first five year strategic plan for the government and the community to reduce the rate of overweight and obesity.

Organizations/Entities Eligible to Apply for This Grant Opportunity

Eligible applicants include all public and private non-profit organizations with 501(c) (3) status serving residents of the District of Columbia.

Source of Grant Funding

Funds for the grant include funds from the United States Department of Agriculture Food and Nutrition Services (USDA FNS).

Award Period

The Project Period for this grant is one year beginning October 1, 2015 through September 30, 2016, contingent upon availability of funds from the USDA for the implementation of FY 2016 Supplemental Nutrition Assistance Program: Nutrition Education and Obesity Prevention Grant Program/DC Eat Smart/Move More for the District of Columbia.

No obligation or commitment of funds shall be allowed beyond the Project Period.

Grant awards may be made annually, contingent on demonstrated progress by the Grantee in achieving performance objectives, and contingent upon availability of funds. CHA reserves the right to make partial awards (e.g., providing partial funding for a proposal and/or carving out proposed services) and to fund more than one agency for each target population and service hours covered in all program areas. The Department of Health reserves the right to option a year two based on available funds, program objectives and demonstrated progress.

Grant Award and Amount

There will be at least one award of up to **\$100,000** for services rendered to residents of the District of Columbia.

The award amount and target population selected shall reflect priorities established by the FY2015-2016 SNAP-Ed/DC Eat Smart/Move More State Plan.

Use of Funds

Applicants shall only use grant funds to support the program listed in this RFA consistent with the terms as outlined in this RFA and the ensuing grant agreement.

Awards may not be used to supplant funds awarded to a provider through the Medicaid Assistance Administration, the D.C. Healthcare Alliance, or any other program within the D.C. Department of Health. All funds are meant to supplement preventive health services, education, outreach and referral services, rather than provide a major source of funding. Funds cannot be used to provide direct financial assistance to individuals.

Indirect Cost Allowance

Applicant's budget submissions must adhere to a ten-percent (10%) maximum for indirect costs. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost.

The Grantee shall adhere to the CHA-approved budget and work plan, which are incorporated by reference.

Section II - Submission of Applications

The Applicant shall submit by the deadline, four copies of the completed application, one (1) marked "original" and three (3) additional marked "copy" along with one electronic copy. A completed application shall include all required elements as stipulated in the RFA. All items must be received no later than 4:45 pm on July 17, 2015.

Contact Information

Grant Manager

Bryan Cheseman
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Community Health Administration
District of Columbia Government
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Program Contact

Amelia Peterson-Kosecki
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District of Columbia Government
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Internet

Applicants who received this RFA via the Internet shall provide the District of Columbia, Department of Health with the information listed below by contacting bryan.cheseman@dc.gov. Please be sure to put “**RFA Contact Information**” in the subject box.

Name of Organization
Key Contact
Telephone Number
E-mail Address

This information shall be used to provide updates and/or addenda to the RFA.

Explanations to Prospective Applicants

Applicants are encouraged to email their questions to the grants management contact person listed until 4:45 pm on July 10, 2015. Questions submitted after the deadline date will not receive responses. Please allow ample time for email to be received prior to the deadline July 10, 2015.

SECTION III - GENERAL PROVISIONS

Insurance

All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.

Inspections/Licenses and Certifications

All applicants that receive awards under this RFA shall show proof of all applicable inspections, licenses, and certifications as required by federal and state regulations and laws.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Assurances

DOH requires all applicants to submit various Certifications, Licenses, and Assurances to ensure all potential grantees are operating with proper DC licenses. The complete compilation of the requested documents is referred to as the Assurance Package. The assurance package must be submitted along with the application. Only ONE package is required per submission.

DOH classifies assurances packages as two types: those "required to submit along with applications" and those "required to sign grant agreements." Failure to submit the required assurance package will make the application either ineligible for funding consideration (required to submit assurances) or in-eligible to sign/execute grant agreements (required to sign grant agreements assurances).

A. Assurances Required to Submit Applications (Pre-Application Assurances)

Signed Assurances and Certifications

- a. DOH statement of Certification (Attachment G)**
- b. Federal Assurances (Attachment G)**
- c. Certifications (Attachment G)**
 - Current Certification of Clean Hands from the Office of Tax and Revenue
 - 501 (c) 3 Certification or Articles of Incorporation
 - List of Board of Directors on letterhead, for current year, signed and dated by a certified official from the Board, cannot be Executive Director (Attachment A)

- A Current Business license, registration, or certificate to transact business in the relevant jurisdiction
 - Other specialized certifications and licenses
- B. Assurances required for signing grant agreements for funds awarded through this RFA (Pre-Award Assurances)
- Certification of current/active Articles of Incorporation
 - Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation
 - Certificate of Occupancy
 - Most Recent Audit and Financial Statements
 - Most Recent A133 Audit Report (for organizations receiving \$750,000 or more in federal funding from any source)

Nondiscrimination and Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving funding support from the Department of Health.

SECTION IV - PROGRAM SCOPE OF WORK

General Consideration

The mission of CHA is to improve health outcomes for all residents of the District of Columbia with an emphasis on women, infants, children (including children with special health care needs) and other vulnerable groups such as those with a disproportionate burden of chronic disease and disability. CHA embraces the values of health equity, accountability, collaboration, and initiative in the pursuit of its mission and fosters public participation in the design and implementation of community health programs. Addressing the burden of chronic diseases through improving the health and nutritional status of the District of Columbia's most vulnerable population is critical to the mission of CHA.

To this end, CHA coordinates and helps develop an integrated, community-based health care delivery system; promotes utilization of healthy food access programs, ensures equitable access to preventive and primary health care; and fosters citizen and community participation in improving the health outcomes of all residents living in the District of Columbia.

PROGRAM OVERVIEW

Nutrition Education and Physical Activity Services

The educational component of SNAP is known as SNAP-Ed and known locally as the DC Eat Smart/Move More Program in the District of Columbia. SNAP operates within CHA's Nutrition and Physical Fitness Bureau in collaboration with the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); along with the WIC Farmers' Market Nutrition Program the Healthy Corner Stores project and the Produce Plus Program. SNAP-Ed/DC Eat Smart/Move More aims to promote nutrition and physical fitness by providing 4 to 6 week education sessions in various elementary (including Public Charter) schools in the District of Columbia. SNAP-Ed /DC Eat Smart/Move More staff provides interactive lessons and activities (i.e., food demonstrations and nutrition-related games). In addition, SNAP-Ed/DC Eat Smart/Move More staff provides monthly nutrition education sessions on various nutrition and physical fitness topics to senior residents of the District of Columbia, as well as the general public at various city-wide recreation centers.

SNAP-Ed/DC Eat Smart/Move More aims to improve health and nutrition by providing education sessions on the following SNAP-Ed/DC Eat Smart/Move More approved topics to residents of the District of Columbia who are eligible for the SNAP benefits:

- The importance of eating fruits, vegetables, whole grains, fat-free or low-fat milk products every day.
- Being physically active every day.
- Balancing caloric intake from food and beverages with calories expended.
- Planning and budgeting food stamp benefits.
- The importance of practicing food safety practices by proper hand washing, washing food contact surfaces, and fruits and vegetables.

The goal of this Request for Application is to award a grant(s) to community based partner(s) to provide nutrition education and physical activity wellness sessions to youth, high school students grades 9-12, and adults ages 19-59, during the day, evenings, and weekends as needed. These sessions will complement current NPFB efforts to reach a broader audience during non-business hours. The awardee will adhere to all local and federal requirements including, but not limited to the District Food Code.

The Applicant shall submit an application detailing its current ability to provide the following services:

1. Implement science-based, behavioral focused nutrition messages for youth, high school students grades 9-12, and adults ages 19-59:
 - a. related to healthy food choices; for example, eating lower fat foods, adding one fruit each day, and switching to whole grain foods;
 - b. related to the environmental impact of dietary practices, including safe food handling;
 - c. related to promoting physical activity, such as community walking groups;

- d. related to food shopping practices that increase purchasing power and availability of food, including using store coupons, joining store clubs for added discounts, and purchasing in bulk;
 - e. related to enhancing food security such as applying for nutrition assistance programs (i.e. SNAP, WIC, Grocery Plus (formally Community Supplemental Food Program), Farmers Market incentive programs, Congregate Meal Sites etc.);
2. Implement leisure and cultural activities for adults that support and promote cultural diversity.
 3. Implement physical activity and wellness activities at accessible and safe recreational facilities.
 4. Implement culturally diverse nutrition workshops to at least two of the following ethnic groups: Hispanic, Asian, African (including, but not limited to those of Ethiopian, Somali, Eritrean, Ghanaian, and Nigerian origin), African American, Native Hawaiian/Pacific Islander or American Indian/Alaska Native. Sample class topics include obesity and weight reduction, healthy eating habits, food portions and substitution, label reading and physical activity classes to the chosen groups.
 5. Implement science-based, behavioral focused education and wellness activities for high school students grades 9 through 12 by promoting nutrition and physical fitness through 4 to 6 week classroom sessions in various high schools using nutrition lessons and activities (i.e., food demonstrations and nutrition-related games) on the benefits and importance of eating whole grains, fruits and vegetables, fat-free or low-fat milk products, water, and being physically active every day to promote a healthy lifestyle and help prevent obesity.
 6. To satisfy all local and federal requirements, applicant shall specify the number of direct and indirect contacts and the number of sessions that will be completed using the proposed funding. Direct education contacts (such as classes, workshops and seminars) are those where the participant is actively engaged in the learning process with an educator. For an activity to fully qualify as a direct education contact, information on the number of individuals, SNAP participation status, age, gender, and race/ethnicity must be collected. Indirect education contacts (such as health fairs, community meetings, conferences, expositions, and summits) are those where the participant receives information, materials, and resources but do not meet the definition of a direct education contact.
 7. Monitor and evaluate all services provided.
 8. Adhere to all reporting requirements.

Award Information

Fiscal Year Funds	2016
Approximate Fiscal Year Funding	\$100,000.00
Approximate Number of Awards	Minimum of one
Approximate Average Award	\$50,000.00

This RFA will support at least one award to a public or private non-profit organization demonstrating the capacity, capability and experience to deliver the above specified services to District of Columbia residents in need as articulated in the following paragraph and elsewhere

in this RFA. The District reserves the right to renew this award for an additional year pending availability of funds.

Target Population

Recipient will define the target community in terms of their participation in and/or potential eligibility for SNAP within the District of Columbia. Recipient should demonstrate its understanding and familiarity with SNAP, its customer base, barriers to participation, cultural competency, respect for the dignity of the population being served, and their attestation to the likelihood of the beneficiaries of the services performed under this grant participating or being potentially eligible for SNAP.

Grantee Responsibility

The Grantee shall:

1. Attend and participate in quarterly SNAP-Ed trainings.
2. Monitor the program and submit the following documents/reports by the due date:
 - a. Four quarterly data reports
 - b. One USDA Annual Report
 - c. One Education and Administrative Reporting System (EARS) Report (appendix I)
 - d. Documents needed to complete the annual DC SNAP-Ed State Plan
3. Document the following information below for each class or outreach activity conducted: (appendix II)
 - a. Delivery Site location (church, school, health fair etc.)
 - b. Ethnicity/Race
 - c. Participant Number: Direct or indirect contact
 - d. Participant assistance from Federal Programs (SNAP, WIC, TANF etc.)
 - e. Educational Topic areas of emphasis (calcium, whole grain foods etc.)
 - f. Submit an analysis of the results of pre and posttests (appendix III Annual Report)
4. Conduct sessions using only SNAP-Ed/DC Eat Smart/Move More approved lesson plans, outreach materials, and surveys (see appendix IV Survey Card)
5. Submit Final Report no later than 15 days after the end of the fiscal year
6. Provide referral information to participants as part of the education process
7. Assist with promotion of healthy food access programs administered through the Department of Health including evening and weekends events

The successful applicant will include a plan to provide SNAP-Ed approved nutrition and wellness activities to the target population that will cover, at a minimum:

- a. Basic nutrition information;
- b. Basic cooking skills - awardee will comply with all applicable laws and regulations related to safe food handling;
- c. Reading nutrition labels;
- d. Food Safety;
- e. Making healthy choices using USDA Dietary Guidelines and MyPlate.
- f. Maintaining a healthy weight through behavioral changes including increasing physical activity and diet changes.

Available approved resources for nutrition and wellness activity planning include:

SNAP-Ed Connection

MyPlate for My Family: SNAP Nutrition Education

Eat Healthy. Be Active Community Workshops

Physical Activity Guidelines For Americans

Loving Your Family Feeding Their Future

Eat Right Now

CATCH

Team Nutrition

Organ Wise Guys

Food Make It Safe

SECTION V - REVIEW AND SCORING OF APPLICATION

Technical Review

All applications will be reviewed initially for completeness, formatting and eligibility requirements by DOH personnel prior to being forwarded to the external review panel. Incomplete applications and applications that do not meet the eligibility criteria will not advance to the external review. Applicants will be notified that their applications did not meet eligibility.

External Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, public health nutrition, health program planning and evaluation, and social services planning and implementation.

The panel will review, score and rank each applicant's proposal based on the criteria outlined in the RFA. Individual panel members are required to provide a summary of strengths and weaknesses found in the application.

Internal Review

DOH program managers will review the individual and summary recommendations of the external review panel and make recommendations for awards. Program Managers will weigh the results of the review panel against other internal and external factors in making the final funding determinations. Those factors will include minimally a past performance review, risk assessment and eligibility assessment, including a review of assurances and certifications, and business documents submitted by the applicant, as required in the RFA. DOH will also conduct an excluded parties list search (EPLS) of the organization and executives via the federal System for Award Management (SAM) and conduct an DC Clean Hands review to obtain DC Department of Employment Services and DC Office of Tax and Revenue compliance status.

In this phase of the review process, DOH reserves the right to request clarifying supplemental information from applicants and request on-site pre-decisional reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DOH to fund the applicant.

The internal review panel prepares and submits a formal recommendation of prospective awardees, funding levels and service/activities to the DOH Director for signature. The DOH Office of Grants Management is responsible for certifying that all District rules and standards were followed for the RFA process.

SCORING CRITERIA

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below:

Scoring Criteria		
Criterion A	Knowledge and Understanding of Need	Total 20 Points
In this section the applicant will justify the need for the proposed services for the target population through a demonstration of the applicant's knowledge and understanding of the core capacity areas.		
1.	Knowledge and understanding of needs and characteristics of target populations.	10
2.	Knowledge and understanding of barriers faced by the target population to access health, social service, and other community programs.	10
Criterion B	Theoretical and Technical Soundness of Proposal	Total 30 Points
In this section the applicant has provided sufficient information on how it will implement the proposed program. The applicant has presented relevant and realistic objectives and activities and demonstrated how the goals and objectives are to be achieved. The proposal has demonstrated the activities are sound, creative, specific, time-phased (in a specific time frame), and measurable. The applicant has described how services are to be provided either by the proposed organization or in collaboration with another organization. The applicant has provided the following:		
1.	The applicant proposes to implement a science-base program model with documented evidence of effectiveness for the specific target population/s to be reached and to be provided through the funded program	10
2.	The applicant has developed a work plan with a timeline that includes the start and completion dates of the program's major activities and important steps. The staff person responsible for each activity should be identified.	10
3.	The applicant describes collaborations, partnerships, memoranda of agreement with other organizations that will enhance the ability to provide the proposed service. The applicant describes how the collaborations will enhance the well-being of their clients through the provision of services.	10
Criterion C	Organizational History and Experience	Total 20 Points
Describe why your organization has the experience and expertise to successfully implement the proposed intervention with identified target population.		
1.	Applicant describes sound program goals and objectives that are time-phased, measurable and specific.	10
2.	Applicant describes past experience in implementing projects similar to the one being proposed.	5
3.	Applicant describes how the program will be managed along with skills and experience of the program staff.	5

Criterion D	Evaluation	Total 20 Points
1.	Applicant identifies methods for conducting process and outcome evaluations related to its goals and objectives.	10
2.	The applicant states how the organization will use the information to make changes in the program during the grant period.	10
Criterion E	Budget Justification	Total 10 Points
1.	Applicant's proposed budget is reasonable and realistic.	5
2.	Applicant's resources and staff are sufficient to achieve goals and objectives.	5

SECTION VI - PROPOSAL FORMAT ALL PROGRAM AREAS

Proposal Requirements

Applicants are required to follow the format listed below and each proposal submitted and must contain the following information: (Page totals are advisory only, total pages must not exceed 10 double spaced pages.)

SECTION/DOCUMENT	TOTAL PAGES
	(Not to Exceed 10 pages)
Official Transmittal Letter	Not counted in page total
Applicant Profile (Attachment A)	Not counted in page total
Table of Contents	Not counted in page total
Theoretical and Technical Soundness of Proposal	3-6 Pages
Organizational History and Experience	1-2 Pages
Evaluation and Data Collection	2 Pages
Work Plan (Attachment B)	Not counted in page total
Staffing Plan (Attachment C)	Not counted in page total
Budget Format (Attachment D)	Not counted in page total
Application for Grant Funding (Attachment E)	Not counted in page total
Assurances and Certifications (Attachment F)	Not counted in page total
Receipt (Attachment G)	Not counted in page total
EARS Report (Appendix I)	Not counted in page total
Class Documentation Form (Appendix II)	Not counted in page total
SNAP-Ed/ DC Eat Smart/Move More Annual Report (Appendix III)	Not counted in page total
Survey Cards (Appendix IV)	Not counted in page total

Formatting Requirements

Prepare application according to the following format:

Font size: Times New Roman or Arial 12-point un-reduced

Spacing: Double-spaced

Paper size: 8.5 by 11

inches Page margin size: 1
inch

Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their goals, objectives and plans for services. It is important that proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Official Transmittal Letter

An individual authorized to submit applications on behalf of the organization shall sign a letter transmitting the proposal to the Grants Manager listed in Section II.

Applicant Profile

Each application shall include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents shall list major sections of the proposal with quick reference page indexing.

Organizational History and Experience

In this section the applicant should describe its experience providing services to the target population and implementing the types of interventions proposed as well as the skills and experience of your organization and staff.

Knowledge and Understanding of Need

This section should contain a description of the target population and an understanding of need for the proposed intervention. Provide a description of the barriers they face to access services and how the proposed program will reduce those barriers; a description of services to the target population; and a description of the wards and/or neighborhoods where services will be provided

RFA # CHA.SNAP-ED.061515

along with the reasons for choosing those areas.

Work Plan - Program Goals, Objectives and Activities

The applicant shall prepare a work plan using the attached template (Attachment B) that includes measurable objectives, timelines and identification of key staff responsible. The applicant will include in the work plan all of the elements noted in the Grantee Responsibility section of this RFA.

The applicant must provide objectives that are measurable (i.e., show with numbers that progress is being made and what specific activities are implemented to achieve each objectives).

Also included as part of the work plan and narrative shall be the following:

Timeline

The applicant shall include an achievable timeline to accompany the work plan.

Client Access, Retention and Referral

The applicant shall include a plan to access, retain and refer clients.

Management and Staffing of the Program

The applicant will demonstrate the personnel capacity to fulfill goals, objectives, and activities as described in the work plan. A current curricula vitae shall be enclosed for each licensed professional that will be directly involved with clients.

Quality Assurance and Program Evaluation Plan

In this section, the applicant discusses how it will evaluate the intervention from both a process and outcome perspective. Process evaluation describes how an organization will remain focused on implementing a quality program on time and within budget. Outcome evaluation describes the types of instruments chosen by your organization to document the outcome(s) of your intervention. These instruments include but are not limited to data collection, surveys, focus groups, etc.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this proposal shall contain detailed, itemized cost information that shows 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.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, i.e. in-kind employees.

Non-personnel

These costs generally include expenditures for space, rented or donated, and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for supplies such as paper, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates of staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

Indirect Costs

Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant- related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

Certifications and Assurances

Applicants shall provide the information requested in Attachment G and return them with the application.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements.

Appendix I	Education and Administrative Reporting System (EARS) Report
Appendix II	Class Documentation Form
Appendix III	DC SNAP-Ed/DC Eat Smart/Move More Annual Report
Appendix IV	Survey Cards

Attachments

Attachment A	Applicant Profile Form
Attachment B	Work Plan
Attachment C	Staffing Plan
Attachment D	Budget Form
Attachment E	Application for Grant Funding
Attachment F	Receipt
Attachment G	Assurances and Certifications