

**Office of the State Superintendent of Education (OSSE)**

**Division of Health and Wellness**

**REQUEST FOR APPLICATIONS (RFA)**

**Healthy Tots Wellness Grant Program**

**Announcement Date: Monday, November 13, 2017**

**RFA Release Date: Monday, December 4, 2017 at 12:00pm**

**Pre-Application Information Session: Monday, December 11, 2017 at 10:00am**

**Pre-Application Questions Submission Due:**

**Monday December 18, 2017 at 3:00pm**

**Application Submission Deadline: Wednesday, January 17 at 3:00pm**

**Late applications will not be accepted.**

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**Section I: General Information**

**1.1 Introduction**

The Office of the State Superintendent of Education (OSSE), Division of Health and Wellness is soliciting applications for the Healthy Tots Wellness Grant Program (WGP). The purpose of the Healthy Tots Wellness Grant is to support the dissemination of healthy eating, physical activity, and

wellness programming in the District of Columbia early child care community. As such, the grant supports individual behavior changes as well as policy and environmental changes that will promote good health for child development facilities, including licensed community-based facilities and homes.

## 1.2 Background

The Healthy Tots Act (HTA) of 2014, effective February 26, 2015 (DC Law 20-155; DC Official Code §§38-281 et. seq.) builds on the success of the DC Healthy Schools Act by extending many of its key nutrition, physical activity and wellness provisions to child development facilities, helping level the playing field between community and school-based providers. The HTA aims to reduce obesity and improve the health, wellness, and nutritional status of the more than 6,000 number of children enrolled in community-based child care and family daycare homes in the District of Columbia through healthy meals, physical activity, and nutrition education. In addition to providing reimbursements for facilities to serve more nutritious meals, the HTA requires OSSE to make competitive grants available to support child care facilities in the dissemination of healthy eating, physical activity, and wellness education initiatives in the District of Columbia early child care community.

OSSE is awarding funding to organizations that can provide technical assistance and help implement wellness programming at targeted community-based child care facilities in the District of Columbia. The selected applicants will be required to build capacity and sustainable partnerships within the early learning community. Applicants will be awarded funding to implement programming in these six areas:

- Gardening/Environmental Sustainability
- Farm to Childcare/Local Food Procurement
- Nutrition Education
- Physical Activity & Education
- Staff Wellness & Center Wellness Policy
- Family Style Dining

Early exposure to nutritious foods, physical activity, and wellness programming can impact a young child's lifelong determinants of health and well-being. Various studies show that early childhood is a critical period for rapid growth and brain development. Many of the risks for the diseases of adult life (e.g. heart disease) are, in part shaped by learning, coping, and decision-making skills that are set in the earliest years of life.<sup>1</sup> These skills determine performance in the school system and set children onto life pathways that in turn, affect their health and well-being over time<sup>2</sup>.

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<sup>1</sup> Hertzman, C., Mustard, F. (1997) A Healthy Early Childhood = A Healthy Adult Life. Founders Network Report, The Canadian Institute for Advanced Research: 1(1)  
<http://www.founders.net/fn/Entropy.nsf/d6534131a118818f852568ef005dad3a/418d2b65d888570485256583006a78c5?OpenDocument>

<sup>2</sup> (<http://www.eoionline.org/wp/wp-content/uploads/health-care/LinkECEHealth-Jul02.pdf>)

Child development facilities are uniquely positioned to help children develop the strong bodies and minds needed for success in preschool and beyond.<sup>3</sup>

OSSE contends that by successfully implementing wellness programming at the over 150 child care facilities participating in the Child and Adult Care Food Program (CACFP), child care facilities are able to provide an early childhood environment that supports good health, nutrition, and physical activity.

### **1.3 Intended Population**

The intended beneficiaries of the Healthy Tots Wellness Grant Program are young children between the ages of 0 through 5 who attend community-based child care facilities in the District of Columbia. Grants will be awarded to applicants that will not only assist in implementing programming to this age group, but also provide training and support to child care staff, center leadership, parents, and families.

## **Section II: Award Information**

### **2.1 Award Period**

This grant period covers two fiscal years and is from March 1, 2018, to September 30, 2019, contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Year one spans from March 1, 2018 through September 30, 2018. Year two spans October 1<sup>st</sup>, 2018 through September 30, 2019. Applicants must re-apply for the second year funding.

### **2.2 Available Funding for Award**

The total amount available for this award is \$500,000 per fiscal year. Each awarded organization can apply for up to \$100,000 for each fiscal year in the grant period. Applicants must use allocated funding outlined in their budget timeline each fiscal year as funding cannot be rolled over to the next year in the grant period, or funding will lapse. OSSE anticipates awarding funds to no more than six applicants.

### **2.3 Funding Restrictions**

Funds must be used to support activities described in the program requirements of this RFA and included in the applicant's submission as part of their program plan. No more than 10% of the project budget can be used for purchasing food.

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<sup>3</sup> <http://www.dchunger.org/healthy-tots-act/>

In addition to implementing wellness programming, funds MAY be used for the following activities if they support activities described in this RFA and included in the applicant's submission:

- Stipends to cover replacement staff time during trainings and professional development, and to supplement time covered outside of normal working hours
- Materials and supplies to implement wellness initiative
- Professional services such as nutrition educators and yoga instructors for staff, parents, and children
- Food can be purchased for the following purposes only:
  - Food for demonstration/educational purposes (ex. cooking demo, taste test of healthier food choices).
  - Snacks for parents, children, or community members at grant-related trainings or community events (ex. family fitness night, training for teachers on teaching in a school garden).
  - Any other food purchase requires prior authorization from OSSE.

The funds MAY NOT be used for:

- Travel expenses (ex: hotels, airline tickets, and per diem).
- Equipment or other valuable electronics (phones, computers, printers) that are not part of the program.

All snacks/foods purchased with Healthy Tots Act grant funds must meet the requirements of the CACFP meal pattern guidelines. For more information, visit: <https://www.fns.usda.gov/cacfp/meals-and-snacks>

If a meal is to be provided to children, it must consist of healthy foods (fresh fruits and vegetables, whole-grain rich products, lean sources of protein, non-fried foods, and no desserts such as candy, cakes, pies or buns). Grantees should strive to purchase local and seasonal produce when available.

#### **2.4 Pre-Application Question Period**

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Patrilie Hernandez, [Patrilie.Hernandez@dc.gov](mailto:Patrilie.Hernandez@dc.gov) by 3:00 pm on December 18, 2017. Answers to submitted questions will be made available by January 2, 2018. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the FAQ page here (hyperlink <https://osse.dc.gov/node/1132616>)

Applicants are strongly encouraged to participate in the Pre-Application Information Session on Monday, December 11, 2017 from 10:00am-1:00pm. A recording of the information session will be available on the OSSE [website](#)

## Healthy Tots Grant Pre-Application Information Session

**Date:** December 11, 2017

**Time:** 10:00am -1:00pm

**Location:** Office of the State Superintendent of Education, 810 First St NE, Room 806B

**Register Here:** <https://www.eventbrite.com/e/healthy-tots-wellness-grant-pre-application-information-session-tickets-39042451022>

### **2.5 Application Checklist**

Applications must meet the following requirements to be eligible for review:

- EGMS Login Credentials, which include access to DUNS number, a SAM expiration date, and central data information (which can take up to 3 days to process)
- All required components of the application are completed.
- All components of the application have been thoroughly reviewed and signed by the appropriate stakeholders.
- The completed application must be submitted, including all narrative responses and uploaded documents, by or before the deadline. Once submitted, an applicant may not amend the application.

### **2.6 Due Date**

Applications must be received no later than 3 p.m. on January 17, 2018.

### **2.7 OSSE Contact Information**

Patrilie Hernandez, MS  
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Healthy Tots Act  
Division of Health and Wellness  
Office of the State Superintendent of Education  
810 First St. NE, Ninth Floor  
Washington, DC 20002  
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E: Patrilie.Hernandez@dc.gov

### **Section III: Eligibility Information**



### 3.1 Eligibility Criteria

OSSE will accept applications from community-based organizations (CBOs) that can demonstrate expertise and success working with young children in one or more of these following areas:

- Gardening/Environmental Sustainability
- Farm to Childcare/Local Food Procurement
- Nutrition Education
- Physical Activity & Education
- Staff Wellness & Center Wellness Policy
- Family Style Dining

OSSE will prioritize awarding grants to organizations that provide services to child care facilities that operate in wards 1, 4, 5, 6, 7, or 8 and participate in CACFP. Targeted facilities need to be currently licensed by OSSE and accept child care subsidy as payment for at least 25% of existing infant and or toddler slots.

Applicants will be required to demonstrate partnership with at least five child care development facilities through a letter of commitment or letter of interest. Family day care homes are eligible to participate in this grant, but can only apply under the fiscal sponsorship of a CBO or approved Family Day Care sponsor.

During the second year of the grant, the grantee must demonstrate partnership with at least five additional child care development facilities. OSSE encourages applicants to include populations that are systematically underrepresented and children with special needs. Applicants should describe how their programs will be inclusive and equitable.

Organizations may receive this award up to three times in a six year period.

OSSE will accept one application per organization, however a lead organization may partner with other organization(s) that can provides services in another program area to expand reach. Partner organizations can only appear on one application. Applicants must designate ONE fiscal sponsor to oversee administration and reporting of funds. Applicants may not designate more than one fiscal sponsor. Applicants must use the Healthy Tots Act Wellness [Guidelines](#) as a key resource and guide for trainings. The grantee must identify and provide an overview of other resources that will be used.

### **3.2 Indirect Costs**

If a community-based organization has an approved indirect cost rate from the federal government, it may use that rate. If the community-based organization does not have an approved indirect cost rate, it will automatically receive a 10% rate.

### **3.3 Audits**

At any time or times before final payment and for three years thereafter, the District and/or the federal government may audit the applicant's expenditure statements and source documentation. The applicant cannot at any time prior to the application process nor during the award period be in violation of any previous grant obligations to the District of Columbia government or a Federal agency.

### **3.4 Grant Award Notice and Payments**

In order to be awarded a wellness grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Once OSSE has fully approved the application and issued an official Grant Award Notification (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 the applicable reimbursement workbook/s electronically.

### **3.5 Fiscal Sponsor**

The fiscal sponsor may be either the applicant or a designated lead organization if an application includes several organizations. If the grant is to be remunerated directly to the lead organization, that organization is then designated as the fiscal sponsor as part of the application.

### **3.6 Other**

Any entity delinquent on District of Columbia debts may not apply.

## **Section IV: Submission Information**

### **4.1 Application Submission**

The RFA will be released on December 4, 2017 and the deadline for submission is January 17, 2018 at 3:00pm EST. All applications will be recorded upon receipt through the Enterprise Grants Management System (EGMS). The RFA will be available on OSSE's EGMS platform, [www.osse.dc.gov](http://www.osse.dc.gov), and/or by contacting the Division of Health and Wellness at [osse.hydt@dc.gov](mailto:osse.hydt@dc.gov) or (202) 442-3268.

#### **4.2 Submission Requirements**

All applications are required to be submitted through EGMS. Emailed or faxed applications will not be accepted. Late submissions **will not** be accepted. Extensions will not be granted. Applicants will have to re-apply to OSSE for subsequent years of funding with continued grant awards contingent upon the availability of funds and grantee's demonstrated performance. OSSE will notify applicants if the application is not selected for funding.

### **Section V: Program Requirements**

#### **5.1 General HTA Wellness Grant Program Requirements**

The purpose of the Healthy Tots Wellness Grant is to support the dissemination of healthy eating, physical activity, and wellness education in the District of Columbia early child care community. The Healthy Tots Wellness Grants will fund organizations to help eligible child care facilities comply with at least 75% of the [Healthy Tots Wellness Guidelines](#) and the [self-assessment](#).

The objectives of the Healthy Tots Wellness Grants are to:

- Provide child care facilities with targeted assistance and the resources they need to implement wellness programming such as nutrition education, physical activity, and gardening/environmental sustainability, farm to childcare, staff wellness and family style dining.
- Increase the number of child care facilities that are serving locally grown and locally processed and unprocessed foods at least once per week.
- Increase the number of facilities implementing a structured nutrition education and physical activity program.
- Construct gardens and implement environmental programs such as recycling, composting, water and energy conservation.
- Have all facilities write and update a Staff Wellness and Center Wellness policy (see Section 5.7 below).
- Position CBOs to serve as a sustained collaborative network for child care providers in accessing wellness support and resources.
- Make the Healthy Tots Act an integral part of Department of Early Learning (DEL) licensing, and professional development in DC.

- Identify a Wellness Coordinator and/or Wellness Facilitator at every target center. The Wellness Coordinator is a designated lead person responsible for assisting in the planning, development, implementation and monitoring of wellness programming. The Wellness Coordinator serves as liaison between the center’s administrative leadership and the implementing organization. The Wellness Facilitator provides technical support to the Wellness Coordinator and contributes structure and process to interactions so participants (staff, parents, organizations, etc.) are able to work together effectively.

Applicants must select at least ONE of the following program areas to implement at 5-10 child care facility sites. In year one of implementation, the grantee will reach a minimum of 5-7 individual child care facility sites. In year two of implementation, a total minimum of 10 sites should be reached per organization. The year one goal is lower to take into consideration the planning process for implementation amongst awarded grantees.

Preference will be given to applicants who address two or more program areas. Please see the following pages for the program requirements and objectives of each area.

### **5.2 Program Area Requirements: Nutrition Education**

The grantee will be responsible for building capacity, overseeing, and reporting on the administration and implementation of structured nutrition education programming at targeted community-based child care facilities participating in CACFP. The grantee will, at a minimum, offer a standardized, evidence-based curriculum that aligns with DC Common Core Standards, Early Learning Standards, P.L.A.Y Guidelines, and Healthy Tots Wellness Guidelines. The grantee will conduct training to early childhood educators on nutrition education and role modeling healthy behaviors, provide technical assistance associated, with establishing a structured nutrition education program, and will also support targeted facilities in engaging parents/families in wellness programming.

Grantees will be required to complete the following activities under this portion of the grant:

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website), completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.
- Conduct at least two trainings to each designated child care center’s Wellness Coordinator and Facilitator with 100% participation. The grantee will bring together the Wellness Coordinators and Facilitators for at least two group training/information sharing sessions or work

sessions during the first year of the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.

- Implement an evidence based nutrition education curriculum that aligns with [DC Health Education Standards](#), [DC Early Learning Standards for Infants and Toddlers](#), and [DC Early Learning Standards for Pre-K](#), and [Healthy Tots Wellness Guidelines](#) (where applicable). The grantee must identify and provide an overview of the curriculum that will be used. The grantee must also employ [Team Nutrition](#) resources whenever possible.
- Provide technical assistance to child care facilities at least one time per week during the grant period to help them successfully implement the nutrition education program. The grantee may begin the grant period by role modeling the delivery of the lessons to enrolled children; however, through training and technical assistance, the Wellness Coordinators, Wellness Facilitators and teachers must gain the competence to deliver lessons independent of the grantee.
- Provide Assistance to the Wellness Coordinator and Facilitator in determining, sourcing and purchasing materials to implement structured nutrition education.
- Coordinate a parent/family engagement activity at least twice during the grant period that helps promote the following Facility Wellness guidelines:
  - Families are educated on the CACFP meal requirements. (FFW1)
  - Families are provided with information in the appropriate language about how to foster healthy eating, encourage physical activity and limit screen time at home. (FFW3)
  - Families are offered nutrition education by child care facilities (workshops, special programs, newsletters). (FFW4)
  - Nutrition education is offered to parents at least twice yearly. Evidence based, peer reviewed, culturally appropriate materials are written in a language and at a level the families can understand. (FFW6)
  - In all communication with parents/guardians/families, the child care providers show respect for the families' cultures and customs. (FFW7)
- Participate as a presenter in the Post Award Grant Conference.

### **5.3 Program Area Requirements: Physical Education/Activity**

The grantee will be responsible for building capacity, overseeing, and reporting on the administration and implementation of physical activity programs in community-based child care facilities that participate in CACFP. The grantee will, at a minimum, train early childhood educators on physical activity delivery and provide technical assistance associated with implementing consistent physical activity program(s) that includes

structured teacher-led activities and unstructured play. The grantee will also support targeted facilities in engaging parents/families in programming that supports physical activity.

Grantees will be required to complete the following activities under this portion of the grant:

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website) completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.
- Conduct at least two training to each designated child care center's Wellness Coordinator and Facilitator with 100% participation. The grantee will bring together the Wellness Coordinators and Facilitators for at least two group training/information sharing sessions or work sessions during the first year of the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.
- Implement an evidence based physical activity intervention that aligns with [D.C. Health Education Standards](#), [DC Early Learning Standards for Infants and Toddlers](#), and [DC Early Learning Standards for Pre-K](#), the [Caring for Our Children: National Health and Safety Performance Standards](#), and the [Healthy Tots Wellness Guidelines](#) (where applicable). The grantee must identify and provide an overview of the curriculum that will be used.
- Provide technical assistance to child care facilities at least one time per week during the grant period to help them successfully implement the physical activity program. The grantee may begin the grant period by role modeling the delivery of the lessons to enrolled children; however, through training and technical assistance the Wellness Coordinators, Wellness Facilitators and teachers must gain the competence to deliver lessons independent of the grantee.
- Provide assistance to the Wellness Coordinator and Facilitator in determining, sourcing and purchasing materials to implement structured physical activity and education programming
- Coordinate a parent/family engagement activity at least twice during the grant period that helps promote the following Facility Wellness guidelines:
  - Families receive information about the program's nutrition, breastfeeding, physical activity and screen time policies when they enroll their infants/children. (FFW2)
  - Families are provided with information in the appropriate language about how to foster healthy eating, encourage physical activity and limit screen time at home. (FFW3)

- In all communication with parents/guardians/families, the child care providers show respect for the families' culture and customs. (FFW7)
- All families are welcomed and encouraged to participate in program activities. (FFW8)
- Participate as a presenter in the Post Award Grant Conference.

#### **5.4 Program Area Requirements: Farm to Childcare/Local Food Procurement**

The grantee will be responsible for building capacity, overseeing, and reporting on the development of a local food procurement/farm to childcare program at targeted child care facilities that participate in CACFP. The grantee will connect facilities to locally grown, and locally processed and unprocessed foods from growers engaged in sustainable agriculture practices. Grantees can also help to connect facilities with producers or distributors that take local produce and minimally process them (cut up, freeze, can, turn into baby food, etc.) Grantees will assist facilities in serving seasonal, locally grown and/or locally processed and unprocessed foods into their menu at least once a week. Grantees will also integrate farm to childcare concepts into nutrition education activities/education that includes a parent engagement component and assist in the coordination in developing a farm to childcare field experience for teachers and/or students.

Grantees will be required to complete the following activities under this portion of the grant:

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website), completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.
- Conduct at least two trainings to each designated child care center's Wellness Coordinator and Facilitator with 100% participation. The grantee will bring together the Wellness Coordinators and Facilitators for at least two group trainings/information sharing sessions or work sessions during the first year of the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.
- Provide technical assistance and procurement methods to child care facilities at least one time per week during the grant period to help them successfully implement the farm to childcare program.
- Assist facilities in determining, sourcing and purchasing local food.
- Coordinate a farm field trip experience for teachers and/or children.
- Coordinate a parent/family engagement activity at least twice during the grant period that help promote the following Facility Wellness guidelines:

- Families are provided with information in the appropriate language about how to foster healthy eating. (FFW3)
- Families are offered nutrition education by child care facilities (workshops, special programs, newsletters). (FFW4)
- Nutrition education is offered to parents at least twice yearly. Evidence based, peer reviewed, culturally appropriate materials are written in a language and at a level the families can understand. (FFW6)
- Participate as a presenter in the Post Award Grant Conference.

### **5.5 Program Area Requirements: Gardening/Environmental Sustainability**

The grantee will be responsible for building capacity, overseeing, and reporting on the development of a gardening/environmental sustainability program at targeted child care facilities that participate in CACFP. Grantees can provide labor and materials to build gardens and integrate gardening education into existing programming. Grantees can also train staff in gardening techniques and help develop a garden sustainability plan. Finally, the grantee can assist in the application of an environmental sustainability education program as well as develop and implement an environmental sustainability project such as a recycling program, a compost project, or a water conservation or energy conservation program.

Grantees will be required to complete the following activities under this portion of the grant:

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website), completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.
- Conduct at least two trainings to each designated child care center's Wellness Coordinator and Facilitator with 100% participation. The grantee will bring together the Wellness Coordinators and Facilitators for at least two group trainings/information sharing sessions or work sessions during the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.
- Implement a gardening education/environmental sustainability curriculum that aligns with [DC Common Core Standards](#), [DC Early Learning Standards for Infants and Toddlers](#), and [DC Early Learning Standards for Pre-K](#), and [Healthy Tots Wellness Guidelines](#) (where applicable). The grantee must identify and provide an overview of the curriculum that will be used.
- Provide technical assistance to child care facilities at least one time per week during the grant period to help them successfully implement the gardening/environmental sustainability program.



- Provide materials for building and installing gardens, or materials for an environmental sustainability project (recycling program, composting, and water or energy conservation).
- Coordinate a field experience for each center to an urban garden, farm, or other space that focuses on environmental sustainability.
- Coordinate a parent/family engagement activity at least twice during the grant period event focused on garden-based nutrition education and/or environmental sustainability that help promote the following Facility Wellness guidelines:
  - In all communication with parents/guardians/families, the child care providers show respect for the families' cultures and customs. (FFW7)
  - All families are welcomed and encouraged to participate in program activities. (FFW8)
- Participate as a presenter in the Post Award Grant Conference.

### **5.6 Program Area Requirements: Family Style Dining**

The grantee will be responsible for identifying and targeting facilities to provide extensive training and technical assistance to child care facilities over a two year period looking to successfully implement family style dining. The grantee will also assist facilities in purchasing and distributing reusable developmentally appropriate serving dishes, serving utensils & milk carafes to utilize during mealtime. If a targeted child care center has the equipment to wash and sanitize a large amount of dishes, the center can also purchase reusable developmentally appropriate plates, bowls and eating utensils. Finally, the grantee will be responsible for providing support, food and materials to facilities in order for them to host family meal nights at least quarterly (every three months), inviting a minimum of five families to each meal. Meals must employ family style dining and a nutrition education lesson.

#### **Grantees will be required to complete the following activities under this grant:**

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website), completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.
- Provide technical assistance to child care facilities at least one time per week during the grant period to help them successfully implement family style dining.
- Create training materials using the [Nemours and Ohio Child Care Resource & Referral Association Family Style Dining Guide: A mealtime approach for early care and education programs](#), [CDC's Professional Development 101- The Basics A Professional Development Series](#)

[\(Part 1 and 2\)](#), and the [Smarter Mealtimes in Childcare Resource](#) as a key resource and guide. The grantee must identify and provide an overview of other resources that will be used.

- Conduct at least two trainings to each designated child care center’s Wellness Coordinator and Facilitator with 100% participation. The grantee will bring together the Wellness Coordinators and Facilitators for at least two group trainings/information sharing sessions or work sessions during the grant period. If the grantee plans to employ a strategy that requires a training schedule and number of Wellness Coordinator and Facilitator contacts that varies from the above requirements, provide a detailed explanation.
- Provide assistance to the Wellness Coordinator and Facilitator in determining, sourcing, purchasing materials and distributing to implement family style dining.
- Support child care facilities in organizing and hosting family meal nights at least quarterly (every three months), inviting a minimum of five families to each meal. This meal will be served family style and employ family-style dining techniques. This meal time must include a nutrition education activity for the children and adults.
- Participate as a presenter in the Post Award Grant Conference.

#### **5.7 Program Area Requirements: Staff Wellness Program and Center Wellness Policy**

The grantee will be responsible for assisting facilities in developing a facility wellness policy and staff wellness policy at child care facilities in the District. The grantee will also be responsible for assisting in the implementation of a staff wellness program that supports good nutrition, physical activity, stress management, and the formation of healthy habits. The staff wellness policy will be tailored by the results of a center healthy behaviors assessment and an employee health interest survey. Finally, grantees will also assist in the implementation of a Wellness Council with a staff wellness initiative targeting one of the following areas:

1. Increasing water consumption and healthy beverage promotion
2. Incorporating physical activity as part of a healthy lifestyle
3. Increasing knowledge in nutrition education and healthy cooking
4. Managing stress and optimizing mental/emotional health

Grantees will be required to complete the following activities under the Healthy Tots Staff Wellness Grants:

- Submit a detailed strategy on how facilities are to be targeted, complete with a signed agreement with each center. Applicants will be required to have at least 5 child care facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website),

completed and signed by the child care center administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and Interest in Services forms must be submitted with the grant application.

- Create training materials using [Kaiser Permanente’s Thriving Schools resource](#), [the Thriving Workplace Resource](#), [Nemour’s Childcare Wellness Policy Workbook](#), [CDC’s Professional Development 101- The Basics A Professional Development Series \(Part 1 and 2\)](#) as a key resource and guide. The grantee must identify and provide an overview of other resources that will be used.
- Assist facilities in establishing and sustaining a Wellness Committee. This will include:
  - Identifying a Wellness Coordinator, Wellness Facilitator(s), and wellness “Champions”
  - Include teachers, parent/family and community member in Wellness Committee activities. Families are encouraged to participate in the program's Wellness Committee. (At least one family must participate.)
- Provide technical assistance and support to child care facilities in developing and conducting an employee health interest and health behaviors assessment. The grantee will assist in reviewing results and developing wellness goals.
- Provide technical assistance and support in writing a facility wellness policy. The wellness policy will include realistic and measurable goals. At least once a year, the facility will review progress on implementing the wellness policy. The facility wellness policy must include language to address the following Healthy Tots Wellness Guidelines:
  - Foods and beverages are not used as rewards or punishments. (NE18)
  - Children are not forced or bribed to eat. (NE19)
- Provide technical assistance and support in writing a staff wellness policy. The wellness policy will include realistic and measurable goals. At least once a year, the facility will review progress on implementing the wellness policy. The staff wellness policy must include language to address the following Healthy Tots Wellness Guidelines:
  - All staff role model healthy eating by eating foods that do not match wellness standards in the staff break area, away from view of children. (NE16)
  - All staff role model healthy eating by transferring all beverages from their original container to cups that do not expose food company logos. (NE17)
  - Staff role model positive behaviors by being physically active with children, both indoors and outdoors. (PA12)
  - Every child care provider, including directors, food service workers and frontline staff, share the responsibility of providing nutrition education. (NE20)
  - Incorporating professional development/wellness activities opportunities such as:
    - Staff attends internal and/or external training on nutrition/healthy eating at least two times per year. (This is separate from food safety trainings.) (PD1)

- Staff attends internal and/or external training opportunities that teach age-appropriate gross motor activities and games that promote physical activity at least two times per year. (PD2)
  - Child care providers' professional development includes available evidence-based materials that can be used to teach a basic knowledge of nutrition to children. (PD3)
  - Professional development includes training on breastfeeding for all new employees and at least once per year thereafter. (PD4)
  - Facility offers its staff resources and/or trainings on how to increase their personal wellness through physical activity at least once per year.(PD6)
  - Facility offers its staff resources and/or trainings on stress reduction and stress management. (PD7)
  - Facility offers its staff resources and/or trainings on how to increase their personal wellness through healthful eating/chronic disease prevention at least two times per year. (PD8)
- Coordinate a parent/family engagement activity at least two times during the grant period event focused on the selected staff wellness target initiative. The event will be led by child care staff and will incorporate concepts learned during training and program implementation will promote the following Facility Wellness guidelines:
    - Families are encouraged to participate in the program's Wellness Advisory Council. (At least one family must participate.) (FFW5)
    - In all communication with parents/guardians/families, the child care providers show respect for the families' cultures and customs. (FFW7)
    - All families are welcomed and encouraged to participate in program activities. (FFW8)
  - Participate as a presenter in the Post Award Grant Conference.

## **Section VI: Application Forms and Content**

### **6.1 Application Forms**

All applicants are required submit the following items:

- Certifications signed by an Authorized Official
- Assurances

## **6.2 Program Abstract**

Applicants must include a one-page abstract of the program plan to implement the selected program area(s). The abstract should provide an overview of the plan. The abstract may also be distributed to provide information to the general public. As a result, applicants must prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the application, and provides a description of the proposed project; mechanism for delivering services; specific geographic area to be served; description of the intended population; overarching goals; and a short description of the program selected. Program abstract should include the organization's name, business address, phone, email and the program manager's name.

## **6.3 Program Narrative**

The program narrative must contain a detailed description of the following:

### 6.3.1 Project Narrative: Intended Population and Reach

Please provide a brief narrative for each of the following sections:

1. Please describe how your proposed program will serve the intended population for the Healthy Tots Act Wellness grant. This includes populations that are systematically underrepresented and those with special needs. Applicants should describe in their application how their programs will be inclusive and equitable.
2. Please describe how you will ensure equal opportunity for reaching childcare facilities in target wards of the city, including specific examples of how you have demonstrated this in past work. Provide a plan that outlines outreach methods and the selection process of center.
3. Please provide realistic estimates of the overall number of program(s) participants and the number of proposed project site(s). Please indicate how many participants are expected to participate in the first and second years of implementation. In year one of implementation, the OSSE expects each organization to reach a minimum of 5 facilities. Additionally, in year two of implementation, the OSSE expects a minimum of 10 facilities. The year one goal is lower to take into consideration the planning process for implementation amongst awarded organizations.

### 6.3.2 Project Narrative: Project Vision and Implementation Plan

Please provide a brief narrative for each of the following sections:

1. Please describe your implementation plan for the program area(s), including a timeline. Applicants must provide a description of how the organization plans to govern and manage the execution of its overall program.
2. Please describe how you will manage the program area(s). Include the applicant's governance structure, roles/responsibilities, operating procedures, and communication plans to demonstrate adequate planning, monitoring, financial management, and control of the overall project. Identify and describe how education, training, and monitoring processes will be used to maintain fidelity to the evidence-based program. Applicant must provide a staff transition plan to address any unforeseeable staff turnover, ensuring that the program will not be interrupted.
3. Please describe any challenges that you anticipate and describe how you will overcome these challenges.
4. Please briefly describe the resources and funding required to implement the plan.

#### 6.3.3 Narrative: Collaboration with Partners and Stakeholders

1. Please indicate if your application will be strengthened by the inclusion of credible stakeholder organizations and detail which organization will be working with which program area.
2. If you are partnering with other organizations, please include documents and/or clear descriptions of formal partnerships and the rationale as to how they will enhance their programming and accomplish the intended program outcomes. Include any Letters of Support and/or Memoranda of Understanding from all participating sites, resources and/or partners.

#### 6.3.4 Project Narrative: Summary of Qualifications

1. Please describe your past experience partnering with child care facilities
2. Please describe your past experience working with field trip sites and transportation companies.
3. Please explain your commitment to increasing the numbers of young children in the District who have access to wellness programming, including examples of your work in the selected program area(s).

#### 6.3.5 Project Narrative: Performance and Impact

1. Please provide specific examples of outcomes (short, medium, and long term) of how childcare facilities implementing program areas will be impacted by grant activities.

2. Please provide information on how you will measure impact. Discuss how you will track and complete their performance measures in a timely fashion.

#### 6.3.6 Project Narrative: Cost-Effectiveness of Budget

1. Please describe how proposed costs were determined and the measures taken to ensure that the project is cost effective
2. Please provide a Budget and Budget Justification Narrative that describes all proposed costs. The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program.
3. Please demonstrate how all costs are essential to the success of the project and are clearly related to the vision and implementation plan for the project.

#### **6.4 Required Attachments to the Application**

All the following required documentation must be submitted upon the initial submission of this application using the File Upload process in EGMS:

- Resumes and position description of Program Manager and key staff members
- Current and valid Letters of Support and/or Memoranda of Understanding from all partnering organizations
- At least 5 Interest of Services Forms, completed and signed by the child care center administrator
- An organizational chart, program organization chart and map describing the multiple sites in each group of the project
- A table indicating the expected total number program participants that will be served per year at each program site
- A copy of a curriculum/intervention/program being implemented. This will be reviewed and matched to the OSSE Health Education Standards. Please note this curriculum will not be distributed for public use. Please include a description of what changes were made and why.
- A Budget Narrative/Justification. The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program.
- 501(c)(3) Determination Letter if applicable

- Current W9 Form
- Current Master Collection Form
- Basic Business License or Charitable Solicitations License

Copies of these forms may be downloaded from the Healthy Tots Act webpage. (<https://osse.dc.gov/node/1132616>)

**Section VII: Application Review Information**

**7.1 Review Process**

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE will use external peer reviewers to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or the matter. Scoring and recommendations of the review panel are advisory only. The final decision to award a Healthy Tots Act Wellness Grant rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicant to fund, as well as the funding amount.

**7.2 Application Criteria and Scoring**

All applications that meet the application criteria will be reviewed and scored by an external review panel using the following criteria. This criteria allows the external peer reviewers and OSSE staff to determine an applicant’s justification of need for grant funds, the soundness of its proposed service delivery plan, the adequacy and reasonableness of proposed resources needed, and demonstrated capability for managing the proposed program.

Criteria	Points
<p><b><i>Program Abstract</i></b></p> <p>1. Applicant provides a clear, accurate, concise description of the proposed project</p>	<p>3</p>



<ol style="list-style-type: none"> <li>2. Applicant briefly describes mechanism for delivering services, specific geographic area to be served; description of the intended population; overarching goals;</li> <li>3. Abstract includes the organization’s name, business address, phone, email and the program manager’s name.</li> </ol>	
<p><b><i>Intended Population and Reach</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant provides a clear explanation of how the program will benefit the intended population.</li> <li>2. Applicant explains how their program will be inclusive and equitable.</li> <li>3. Applicant provides an outreach plan and timeline that will ensure equal opportunity for reaching children in childcare facilities in highest need wards of the city.</li> <li>4. Applicant provides a fair estimate of how many participants will be included and how many childcare facilities will be included in the project. (Provided by the Interest of Services Form)</li> </ol>	12
<p><b><i>Project Vision and Implementation Plan</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant provides a clear implementation and delivery plan, including a timeline of major milestones.</li> <li>2. Applicant provides information on governance structure, roles/responsibilities, operating procedures, and communication plans to demonstrate adequate planning, monitoring, financial management, and control of the overall project. Applicant is also able to identify and describe how education, training, and monitoring processes will be used to maintain fidelity to the evidence-based program.</li> <li>3. Applicant anticipates challenges and has a plan in place to overcome these challenges.</li> <li>4. Applicant clearly describes the resources required to implement the plan.</li> </ol>	25

<p><b><i>Collaboration with Partners and Stakeholders</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant clearly describes the role of partnering organizations and provides evidence that partners will effectively collaborate to carry out the activities of the grant.</li> <li>2. Applicant clearly describes why each supporting partner was chosen and what services or skills they bring to the project.</li> </ol>	20
<p><b><i>Summary of Qualifications</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant provides evidence of excellent past performance partnering with schools or childcare facilities on wellness activities.</li> <li>2. Applicant clearly describes their commitment to increasing the number of children in the District who have access to wellness programming.</li> </ol>	10
<p><b><i>Performance and Impact</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant provides short, medium, and long term outcomes of how childcare facilities implementing program areas will be impacted by grant activities.</li> <li>2. Applicant provides performance measures and example of how they will measure impact.</li> </ol>	20
<p><b><i>Cost-Effectiveness of Budget</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective.</li> <li>2. All proposed costs are described in the Budget and Budget Justification Narrative. Applicant provides a clear explanation of the source and value determination of in-kind contributions.</li> </ol>	10

All proposed costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project.	
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### 7.3 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.

All applications for this RFA will be objectively reviewed and scored against the following application areas and key criteria:

- Program Abstract (3 points)
- Intended Population and reach (12 points)
- Project Vision and Implementation (25 points)
- Collaboration and Stakeholders (20 points)
- Summary of Qualifications (10 points)
- Performance and Impact Measurement (20 points)
- Budget Narrative Justification (10 points)

Scoring and recommendations of the review panel are advisory only. The final decision to fund programs rests solely with the OSSE. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the OSSE shall decide which applicants to fund.

## **Section VIII: Award Administration**

### **8.1 Decision and Notifications of Awards**

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. OSSE will notify all applicants of the final award decision no later than **February 14, 2018**. The awarded applicants will receive a GAN that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

### **8.2 Monitoring**

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

- Responses to questions in the mid-project and final report.
- Responsiveness to requests and inquiries from OSSE.
- Ability to keep detailed records of funds spent.
- Ability to support schools or childcare facilities/homes across the District.

All awards will be reviewed annually for compliance with programmatic and fiscal requirements. Monitoring results shall be taken into consideration in determining whether an applicant may be awarded the grant after the initial year of the grant.

### **8.3 Corrective Action and Termination of Funding**

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken at the discretion of OSSE, up to and including the termination of the grant and return of funding to OSSE. A project that is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.

### **8.4 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 interfamily offense, or place of residence or business.

### **8.5 Confidentiality**

Except as otherwise provided by local or federal law, no recipient of a Healthy Tots Wellness grant shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with the Healthy Tots Wellness 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.

### **8.6 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.

## **8.7 Assurances**

### *Acknowledgement Assurances*

Applicants will be required to acknowledge compliance with the following applicable District and federal statutes and regulations:

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, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a 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 (see 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. Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
12. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
15. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
17. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964
19. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)

### *Program Specific Assurances*

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

1. We are not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating agency;
2. 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;
3. If required by the Healthy Schools Act of 2010 (HSA) (D.C. Law 18-209) or The Healthy Tots Act (HTA) of 2014 (D.C. Law 20-155; D.C. Official Code § 38-281 et. seq. funded via the 2015 Budget Support Act), our school or organization is in compliance of all of the requirements of this act;
4. We know and understand that awarded funds shall be used to support the dissemination of healthy eating, physical activity, and wellness programming as described by the program activities detailed within this RFA. The funds may not be used to support travel. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and
5. 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.

*General Assurances:*

Applicants will be required to attest to the following general assurances and certifications:

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) of 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 *Subgrantee Policy for Carryover and Reallocation* issued January 1, 2012, as may be amended.
  5. We shall comply with all terms and provisions of the *OSSE Monitoring Policy*, as may be amended.
  6. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the OSSE Data Collection Handbook, as amended, 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.
  7. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
  8. 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.
  9. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
  10. 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;



11. 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;
12. 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;
13. We have a satisfactory record of integrity and business ethics;
14. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
15. We are in compliance with the applicable District licensing and tax laws and regulations;
16. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
17. 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;
18. 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.

**We hereby certify the following:**

1. Lobbying

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

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.
- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

## 2. Debarment, Suspension, and Other Responsibility Matters

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

### A. The applicant certifies that it and its principals:

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

iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

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. 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.