



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Division of Health and Wellness  
Child Nutrition Programs  
National School Lunch Program  
FY 2020 Equipment Assistance Grant**

**REQUEST FOR APPLICATIONS**

**RFA Release Date: October 9, 2019**

**Application Submission Deadline: November 22, 2019, 3 p.m.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD**

## **Checklist for Applications FY 2020 Equipment Assistance Grants for School Food Authorities**

This application checklist provides a list of required documents, however OSSE expects that applicants will read the entire RFA prior to submission of their application.

### **At least four weeks prior to submission, you have:**

- Obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- Registered the DUNS number into the System for Award Management (SAM); and
- Registered in the OSSE Electronic Grants Management System (EGMS).
- The applicant has completed Central Data for FY20 in EGMS and accepted all program assurances.

### **When submitting your application, ensure:**

- The application was submitted through the OSSE Grants Management System (EGMS).
- Three formal quotes are submitted for each requested equipment
- The applicant organization/entity has responded to all sections of the Request for Application and has provided all the information in EGMS.
- The application was submitted to the OSSE no later than 3 p.m. on the deadline date of November 22, 2019.

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**Request for Applications RFA #  
FY 2020 Equipment Assistance Grant for School Food Authorities**

## **SECTION I: GENERAL INFORMATION**

### **Introduction**

The Consolidated Appropriations Act of 2019 (Public Law 116-6) authorized grants to the Office of the State Superintendent of Education (OSSE), Division of Health and Wellness, for providing equipment assistance to School Food Authorities participating in the National School Lunch Program (NSLP). The District of Columbia has been selected to receive funding in the amount of \$70,451.00.

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209, as amended; D.C. Official Code § 38- 821.01 et seq.) allows OSSE to issue grants through a competitive process or a formula grants process to public schools, and public charter schools for the acquisition of school kitchen equipment. OSSE is adding an additional \$29,549 of HSA funds to the FY 2020 NSLP Equipment Assistance Grant, for a total funding amount of \$100,000.

These funds will be available through a competitive grant process to public schools (i.e., schools within the District of Columbia Public Schools), and public charter schools and participating non-profit private/non-public schools. Priority will be given to high need schools where 50% or more of the student population are eligible to receive free or reduced-price meals. Priority will also be given to schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, FY 2017 and FY 2018 Agriculture Appropriations Acts.

These funds will make a significant investment by allowing the purchase of capital equipment used to serve healthier meals, meet the nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety and expand accessibility to food services.

### **Grant Period**

The grant period begins on the award date listed on the GAN, and ends on September 30, 2021. All funds must be expended by this date. Unexpended funds of the approved grant will be refunded to the Agency for further award to eligible applicants.

### **Eligibility**

Any District of Columbia Public School, Non-Profit Private/Non-Public School or a Public Charter School campus chartered by the District of Columbia Public Charter School Board that currently participates in the NSLP, may apply. Awards are determined based on the school campus, not the School Food Authority (SFA) as an entirety. SFAs cannot submit applications for school campuses that are not part of their SFA in school year 2019-20.

### Focus of School Food Authority Grants

In order to make the most effective use of these grant funds, equipment requests must address at least one of the following focus areas:

- Equipment that lends itself to improving the quality of school food service meals that meet the dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer, or steam ovens that improve quality of prepared fresh or fresh-frozen vegetables).
- Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding bags/equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
- Equipment that improves the overall energy efficiency of the school food service operations (e.g. purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).
- Equipment that allows sponsors to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
- Equipment that aides in strategies for adopting smarter lunchrooms (e.g. lunchroom changes that appeals to student population; highlighting convenience, healthy choices, and supporting menu changes to healthier options).

### Funding

Total funding available: \$100,000.

Minimum award amount: \$1,000

Maximum award amount: \$25,000

Estimated number of awards: 7 to 12

An applicant may request funds for more than one piece of equipment, but the total funding request for any one application may not exceed \$25,000.

If multiple pieces of equipment are requested, an applicant should rank the requested equipment according to need. This ranking will assist OSSE in determining which equipment request to support if an application is partially funded.

### Continuation Funding

All awards are made for a period of up to two years, as defined by the grant period. However, if all funds are not expended by September 30, 2020, applicants awarded funds will be required to complete and submit an annual continuation application prior to being awarded continuation funds in year two. The continuation application will be online in OSSE's EGMS. Information regarding the application will be communicated to recipients prior to the end of each program period. Continuation of awards in year two is contingent upon:

- The availability of funds;
- The subrecipient completing closeout for year one by Jan. 15, 2021;
- Compliance with District and Federal laws, regulations, and guidance;
- Operation of the grant program as submitted in the application; and
- The appropriate expenditure of funds throughout the grant award period.
- The completion of a continuation grant application.

### Resources

- The Institute of Child Nutrition: <http://nfsmi.org>
- School Nutrition Association: <https://schoolnutrition.org/>
- Smarter Lunchrooms Movement: [www.smarterlunchrooms.org](http://www.smarterlunchrooms.org)

### Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Elysia DiCamillo by 3 p.m. on October 22, 2019. To ensure a fair process, questions submitted after October 22, 2019 will not receive responses. Responses to questions will be published by October 31, 2019.

- Applicants are strongly encouraged to participate in the following webinar information session. A recording of the information session will be available on the OSSE website.
- Pre-application webinar: October 17, 2019 2:00-3:00 pm. Register [here](#).

## SECTION II: SUBMISSION OF APPLICATIONS

### Application Identification

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

SFAs applying for multiple campuses must submit a separate application for each campus. Awards will be made at the campus level, not the SFA level.

### Application Submission Date and Time

One individual should be designated as primary contact and authorized representative of the application(s) submitted. Applications are due by 3 p.m. on November 22, 2019.

If there are questions, please contact:  
Elysia DiCamillo, Program Specialist  
Office the State Superintendent of Education  
1050 First St. NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
[Elysia.DiCamillo@dc.gov](mailto:Elysia.DiCamillo@dc.gov)

## SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

### Use of Funds

Applicants shall only use funds for equipment that benefits the school (not a caterer or food service management company, if vended). Equipment assistance grant funds are to be used solely to purchase needed school food service equipment.

### Equipment

For the purpose of this grant, equipment means nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$1,000 or greater. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.

Equipment with a per unit acquisition cost of less than \$1,000 will not be considered for this grant. Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. Multiple units of equipment totaling \$1,000 will not be considered for this grant. Equipment must have a per unit acquisition cost of \$1,000 or greater.

Per unit acquisition cost, as defined by the federal government, includes the “net price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, and protective in transit insurance, freight and

installation may be included or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practice." All costs included within the acquisition cost must be necessary and reasonable in accordance with federal cost principles.

Equipment purchased under this program will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as applicant.

## Procurement

Procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply to any equipment procured with these grant funds. Equipment competitively procured using these grant funds must be reasonable, necessary, and allocable in order to be permissible costs. For example, using these funds to purchase a walk-in freezer for school food service would be allowable; however renovation of the food service area would fall under the category of construction and would not be an allowable cost.

A grantee must follow all Federal and District procurement laws when purchasing equipment with these grant funds, whichever is more proscriptive. All procurement transactions for equipment is conducted in a manner that provides, to the maximum extent possible, open and free competition. If you have questions about procurement procedures please contact your procurement office.

Recipients are encouraged to take advantage of volume purchase agreements.

## Reimbursement

Schools selected to receive proceeds of this grant will be required to provide the following documentation upon expenditure and request for reimbursement:

- i. Signed confirmation of adherence to procurement rules documents
- ii. Invoices detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
- iii. Date equipment was installed and used toward meeting grant initiatives
- iv. Evaluation Questionnaire (submit with reimbursement request)
- v. Any reporting requirements for USDA

## SECTION IV: GENERAL PROVISIONS

### Decision and Notifications of Awards

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each



awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

## Audits

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

## Monitoring and Reporting

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. The OSSE Grant Program Managers will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

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

Per USDA requirements, grantees will be required to complete quarterly reports. Quarterly reports will need to include the type of equipment purchased, accomplishments and challenges in expenditure activities, impact on the school food service operation of purchased equipment, reason(s) for any un-liquidated funds and potential return of equipment. A template for providing quarterly reports will be provided.

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

Grantees are required to submit the following information to OSSE at the end of the grant period:

- Type of equipment purchased
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation of purchased equipment
- Reason(s) for any un-liquidated funds
- Potential return of equipment

### Confidentiality

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

### Appearance of a Conflict of Interest

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

### Terms and Conditions

- Funding for this award is contingent on 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.

## Nondiscrimination in the Delivery of Services

### **Assurance of Civil Rights Compliance:**

The recipient will comply with the following nondiscrimination statutes and regulations, other related regulations and any USDA nondiscrimination:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies and Procedures;

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs;

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement; and

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

The District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 *et seq.*) 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, place of residence or business, or credit information.

#### **Non Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Regulatory Requirements

### Government-Wide Regulations

This award is made subject to the following government-wide regulations:

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA Implementing regulations “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 2 CFR Part 418: USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3: “Debt Management”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and

would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552).

## SECTION V: EVALUATION OF APPLICATION

### Review Panel

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

### Evaluation Criteria

The Office of the State Superintendent of Education has established the following priorities for funding under the grant:

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
<b>Project Vision and Implementation</b>					
Applicant provides a clear vision for use of the equipment in the National School Lunch Program and/or National School Breakfast Program.	0	3	5	7.5	10
Applicant clearly describes how the equipment will have a measurable impact on the school food service program.	0	3	5	7.5	10
Applicant includes a timeline of major milestones.	0	3	5	7.5	10
					30
<b>Project Justification</b>					

Applicant describes how the equipment meets one or more of the focus areas including: o Improve the quality of school meals. o Improve the safety of food served in the NSLP. o Improve the energy efficiency of the school food service operation. o Improve or expand the level of participation in the NSLP and/or Breakfast Program. o Contribute to the Smarter Lunchroom strategy.	0	5	10	15	22.5
Applicant demonstrates a high need for requested equipment.	0	5	10	15	22.5
					45
<b>Sustainability</b>					
Applicant provides a clear sustainability plan, including a maintenance and upkeep plan for requested equipment.	0	3	5	7.5	10
					10
<b>Students with Disabilities</b>					
Applicant clearly describes how the requested equipment will serve students with disabilities.	0	2	3	4	5
					5
<b>Budget Justification</b>					

Applicant clearly describes how the proposed costs were determined.	0	2	3	4	5
Applicant clearly describes steps taken to ensure the requested equipment is cost effective.	0	2	3	4	5
					10

### 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.

As indicated in the Introduction section of this RFA, the USDA provides a competitive preference to select applicants. OSSE’s Division of Health and Wellness competitive preference is consistent with and in addition to the USDA’s competitive preference. OSSE’s competitive preference is intended to narrow the achievement and opportunity gap.

The Division of Health and Wellness will provide a competitive preference to DC public schools and DC public charter schools earning a 1 or 2 star rating on the [DC School Transparency and Reporting \(STAR\) Framework](#)<sup>1</sup> that have not received an NSLP Equipment Grant in the previous five years (competitive preference schools). See Table 1 below.

<sup>1</sup> This is DC’s school accountability system. Each year, all schools receive a score of 1 to 5 stars, with 5 being the highest based on performance across multiple metrics, including Academic Achievement, Academic Growth, School Environment, English Language Proficiency, Graduation Rate (high schools and Alternative Schools), and Educational Progress (Alternative Schools).



### **Competitive Preference**

Based on the rationale above, OSSE will utilize a competitive preference in reviewing FY2020 NSLP Equipment Assistance Grant applications. OSSE intends to award at least 50 percent of FY2020 funds to applications from competitive preference schools.

More information about the competitive preference, including a list of schools that will receive competitive preference can be found under the 2020 NSLP Equipment Grant Documents [here](#).

## **SECTION VI: APPLICATION FORMAT**

### Application Format

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

- Contact Information
- Project Summary
- Project Justification
- Supporting Documents
- Detailed Planning Expenditures

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

### Description of Application Sections

The purpose and content of each section is described below. Schools should include all information needed to adequately describe their objectives and plans for the equipment. It is important that applications reflect how the funds will be used to purchase equipment that will improve or supplement the school's participation in the National School Lunch Program. In addition, the budget and budget narrative should clearly demonstrate how and when the funds will be used in order to determine if the equipment purchase may provide a timely impact on the economy.

### Contact Information (Attachment A)

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

### Program Specific Information (Attachment B)

The Program Specific Information section is included in Attachment B. This section of the application should be brief and provide an overview of the application. The application summary should highlight the major aspects of the objectives that are discussed in the project description.

### Detailed Planning Expenditures (Attachment C)

The Detailed Planning Expenditures for this application shall contain detailed, itemized cost information that shows equipment purchases, personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures and your ability to spend or obligate the funds prior to the September 30, 2020 deadline.

**Contact Information (Attachment A)**

Authorized Representative: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Grants Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Fiscal Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional Email Address (up to five): \_\_\_\_\_  
Additional Email Address (up to five): \_\_\_\_\_  
Additional Email Address (up to five): \_\_\_\_\_  
Additional Email Address (up to five): \_\_\_\_\_  
Additional Email Address (up to five): \_\_\_\_\_

## **Program Specific Information (Attachment B)**

### **Project Summary**

1. Please provide a brief overview of the application in the space provided below. The application summary should highlight the major aspects of the objectives that are discussed in the project description.

### **Project Vision and Implementation**

1. Please provide a clear vision for use of the equipment in the National School Lunch (or Breakfast) Program. Clearly describe how the equipment will have a measurable impact on the school food service program. Include photographs, diagrams, manufacturer fact sheets, or other supporting documentation. Include a timeline of major milestones for the project.

### **Project Justification**

1. Please explain how the equipment meets one or more of the focus areas including:
  - Improve the quality of school meals.
  - Improve the safety of food served in the NSLP.
  - Improve the energy efficiency of the school food service operation.
  - Improve or expand the level of participation in the NSLP and/or Breakfast Program.
  - Contribute to the Smarter Lunchroom strategy.
2. Please describe the need for the requested equipment.
3. Please describe the current condition of your kitchen equipment, including the following:
  - Age and condition of the equipment being replaced
  - Kitchen renovations and/or modernization that occurred in the last five years
  - Current equipment being rented
4. If more than one piece of equipment is requested, please rank the requested equipment below in order of greatest need, with the highest needed equipment at the top of the list.

### **Sustainability**

1. Please describe a sustainability plan for the requested equipment, including a maintenance and upkeep plan.

### **Students with Disabilities**

1. Please describe how the proposed equipment would serve students with disabilities.

### **Budget Justification Narrative**

1. How were proposed costs determined?
2. What steps were taken to ensure the equipment is cost-effective?

### **Supporting Documents**

1. Three quotes for each equipment requested.
2. Letter of Acceptance into the National School Lunch Program for school year 2019-20.
3. Photographs, diagrams, manufacturer fact sheets, or other supporting documentation for the vision.

## Detailed Planning Expenditures (Attachment C)

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

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

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

**Budget Summary** (Read Only)

Site:

Remove blank rows from display:  Yes  No

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

## Assurances and Certifications (Attachment D)

### Program Specific Assurances

1. We will ensure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
2. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
3. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

This attachment provides notice of the Central Data Assurances located in the Electronic Grants Management System to which the applicant must agree. In order to apply for this grant, applicants will be required to attest to the following specific assurances:

1. If the grant is federally funded, recipient assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, "New Restrictions on Lobby." See 28 CFR § 69.110(c).
2. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," or if due to changed circumstances, the applicant or any of its principals now meet any of the following criteria:
  - A. Are presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
  - B. Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.

- C. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (B) of this certification.
  - D. Have within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default. See 2 CFR §180.350.
3. We will immediately notify OSSE, in writing, if either of the following occurs during the grant period:
    - A. We or any of our officers, partners, principals, members, or key employees is indicted or has charges brought against them and/or is convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization; or (ii) any crime or offense involving financial misconduct or fraud;
    - B. We or any of our officers, partners, principals, members, or key employees becomes the subject of legal proceedings arising directly from the provision of services by the organization.
  4. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
  5. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including ED Facts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
  6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
  7. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
  8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
  9. If required by the grant making agency, we are able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;

10. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
11. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
12. We have a satisfactory record of integrity and business ethics;
13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
14. We are in compliance with the applicable District licensing and tax laws and regulations;
15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
17. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
18. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.
19. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.



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

#### *Acknowledgement Assurances*

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

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Pub. L. 103-94 (5 U.S. Code § 7321 et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964

16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

The applicant shall be required to provide the following certifications:

#### 1. Lobbying

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

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying

Activities,” in accordance with its instructions. The form may be uploaded within the applicant’s application in EGMS.

- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

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

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

## 3. Criminal Offenses or Legal Proceedings

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

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

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

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

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

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

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
  - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
  - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
  - iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after

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

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

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

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

ii. A political party; or

iii. An entity or organization:

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

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

#### 5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR. If applicable, please upload the OTR statement of certification here.

6. Any registered domestic entity or registered foreign entity must submit a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. Please see the following link for more details. (<https://dcra.dc.gov/book/corporate-registration-fqs/corporate-registration-fqs-process>).

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

- Yes
- No

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

#### 7. Acknowledgment of Accuracy

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