



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

THIS DOCUMENT IS INTENDED FOR REVIEW ONLY. APPLICATIONS MUST BE SUBMITTED USING THE EGMS SYSTEM AT grants.osse.dc.gov WHERE IT WILL BE AVAILABLE ON JULY 15, 2019.

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

Request for Applications (RFA)

**DC Environmental Literacy Advancement Grant
(ELAG)**

Announcement Date: July 1, 2019

RFA Release Date: July 15, 2019

Pre-Application Question Period Ends: Aug. 28, 2019

Application Submission Deadline: Sept. 16, 2019

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

More information is available on the Environmental Literacy Program Webpage here:
<http://osse.dc.gov/service/environmental-literacy-program-elp>

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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Division of Health and Wellness is soliciting applications for the District of Columbia Environmental Literacy Advancement Grant (ELAG). The purpose of this grant is to increase the capacity of nonprofit and community-based organizations (CBOs) to provide environmental education programs to District schools represented in the 2019-21 Environmental Literacy Leadership Cadre.

Background

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209), as amended (codified at D.C. Official Code § 38-821.01 *et. seq.*) aims to create a healthy school environment where students can achieve academically and learn healthy nutrition and activity habits for life. The HSA acknowledges that creating and sustaining an environmentally friendly school atmosphere and integrating environmental education into schools' curricula are essential to the health and wellness of students, as well as the health of the local environment and community (D.C. Official Code § 38-821.02(g)).

To complement existing efforts related to school gardens, farm-to-school programs, and local wellness policies, an [environmental literacy program](#) has been established within OSSE to assist schools in implementation of the DC Environmental Literacy Plan. Research indicates that environmental education improves learning in other subjects. For example, using strategies such as problem-based learning, taking field trips, using the schoolyard for lessons, and encouraging reflection, effectively enhance student learning (Schroeder, Scott, Tolson, Huang, and Lee, 2007). Additionally, the Next Generation Science Standards focus on real-world contexts for learning, with major content focus on science related to the environment – energy, nature, climate, sustainability, and the earth.¹

In 2013, the DC Department of Energy and Environment received a Sustainable DC Innovation Grant to work with nonprofit organizations and District teachers to begin implementation of the DC Environmental Literacy Plan. At the end of the two-year project, one of the recommendations from the final report is to build capacity of environmental education providers and offer a coordinated approach to delivering education programs and services to support schools in their implementation of the [Environmental Literacy Framework](#).

To this end, the HSA required OSSE to establish a one-year pilot program during the 2015-16 school year and provide funds to support environmental literacy in DC schools. In February 2016, OSSE established the Environmental Literacy Leadership Cadre, a group of teachers and educators that represent 16 public elementary schools in the District. At the same time, OSSE awarded Environmental Literacy Advancement grants to provide environmental education programs in the areas of air quality/climate change, water, land, resource conservation, and/or health for elementary schools represented in

¹ National Wildlife Federation blog post: <http://blog.nwf.org/2014/03/six-key-reasons-the-new-next-generation-science-standards-are-great-news-for-environmental-education/>

cadre. Initial feedback from cadre members showed that these grants provide much needed assistance in implementing newly established school-based environmental literacy programs.

OSSE is in the process of establishing its third cohort of teachers representing up to 16 public elementary schools to participate in the Environmental Literacy Leadership Cadre, to begin in Sept. 2019. Therefore, in accordance with the Environmental Literacy Program Amendment Act of 2016 (D.C. Law 21-160), OSSE is soliciting applications for Environmental Literacy Advancement Grants that will provide quality environmental education programs to a minimum of one entire grade level. Grantees are encouraged to collaborate and/or partner with other organizations to determine which grade level will best fit their expertise and decrease the chance of duplicative efforts.

Intended Population

The intended population for the DC Environmental Literacy Advancement Grant is:

- Elementary students and teachers from schools represented in the Environmental Literacy Leadership Cadre
- Environmental education CBOs with experience working with K-12 public schools in the District of Columbia.
- Applicants must be able to work with all schools in the Environmental Literacy Leadership Cadre

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Grace Manubay, Grace.Manubay@dc.gov, by Aug. 21, 2019, at 4:30 p.m. Answers to submitted questions will be made available by Sept. 6, 2019, at 4:30 p.m. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the FAQ page here:

<http://osse.dc.gov/service/environmental-literacy-program-elp>.

Applicants are **highly encouraged to** attend a pre-application conference at OSSE on July 31, 2019, at 2 p.m. in Conference Room 622. This will provide the opportunity to meet other interested organizations and identify potential partners.

Due Date

Applications must be submitted electronically using the Electronic Grants Management System (EGMS) no later than **Sept. 16, 2019, at 3 p.m.**

OSSE Contact Information

Grace Manubay
Environmental Literacy Coordinator
Healthy Schools and Wellness Programs
Division of Health and Wellness
Office of the State Superintendent of Education
Government of the District of Columbia
1050 First St. NE, 6th Floor

Washington, DC 20002
Phone: (202) 654-6116
Email: Grace.Manubay@dc.gov

Section II: Award Information

Award Period

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

Continuation of awards in year two is contingent upon:

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

Available Funding

For the 2020 fiscal year, the total amount of anticipated funding will range from \$150,000 to \$280,000. For the 2021 fiscal year, the total amount of anticipated funding will be up to \$280,000. The dollar amount per award will depend on the quality of the grant application and the number of grades proposed to be served. As such, the range of awards will vary significantly and OSSE cannot provide an estimate at this time.

Funding Restrictions

Funds must be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan.

The funds MAY be used for:

- Personnel
- Program fees
- Materials and supplies
- Student transportation
- Food for the following purposes only:
 - Snacks for students during grant-related activities.
 - Food for demonstration/educational purposes (ex. cooking demo, taste test of healthier food choices).
 - Snacks for parents, teachers, or community members at grant-related trainings or community events (ex. Environmental STEM night, training for teachers on teaching in a school garden).

- Meals for students during grant-related activities (ex. lunches during a farm field trip).
- 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).

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

Section III: Eligibility Information

Eligibility

OSSE will accept applications from nonprofit and CBOs with 501(c)(3) status.

Cost-Sharing

Applicants must contribute cost-sharing funds equal to or greater than 20 percent of the grant amount. A detailed line-item breakdown of cost-sharing contributions should be identified in the budget. Volunteer time may be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds.

Indirect Costs

Indirect costs may be requested up to a limit of 8 percent of the funding request. To submit a request, please email osse.grantscompliance@dc.gov.

Section IV: Submission and Application Information

Application Period

The RFA was released on July 15, 2019. The deadline for application submission is **Sept. 16, 2019, at 3 p.m. EST.**

Submission Requirements

The application must be submitted electronically using [EGMS](#).

Section V: Program Requirements

General Program Requirements

The following deliverables are required:

- Grantees must “adopt-a-grade” to provide an environmental education experience to all classes in one grade level across all of the elementary schools represented in the 2019-21 Environmental Literacy Leadership Cadre. This includes:
 - Collaborating and contracting (if applicable) with other partners to ensure complete service delivery for the designated topic area.
 - Aligning programs with the Next Generation Science Standards using the recommended guiding questions and/or sustainability initiative outlined in the Environmental Literacy Framework. Programs do not need to be the same across partners but must be similar in content.
- Grantees must support the Environmental Literacy Leadership Cadre in the implementation of the school’s environmental literacy program. This includes:
 - Providing feedback as the cadre members begin developing individual school environmental literacy programs.
 - Collaborating with teachers to schedule lessons and field experiences.
 - Scheduling and providing field experiences and services opportunities (as appropriate) during the 2019-21 school years.
 - Providing hands-on, standards-based environmental education lessons to students.
- Grantees must provide programs to a minimum of 10 classes from schools represented in the Environmental Literacy Leadership Cadre alumni schools. A list of the schools can be found here: <https://osse.dc.gov/node/1220026>. OSSE reserves the right to match grantees with the alumni school with which the grantee will provide programming.
- If a school represented in the Environmental Literacy Leadership Cadre opts not to engage in the grantee’s program, OSSE reserves the right to select a comparable school at which the grantee can provide programming.
- Grantees must provide OSSE with recommendations regarding efficacy of coordination and adoption of grade-level environmental education experiences.
- Grantees must keep and submit to the Environmental Literacy Coordinator detailed documentation of how funds are spent throughout the grant period, including:
 - In FY20, the grantee must obligate a minimum of 50 percent and a maximum of 60 percent of the total funds awarded. Reimbursement requests must be submitted by December 2, 2020.
- Grantees must complete the continuation grant application in EGMS midway through the grant period to be eligible to receive funds for the second year of the grant.

- A continuation grant is required for all multi-year grants with OSSE and ensures that grantees can utilize grant funds during all years of the grant period.
- Grantees must report on their progress through:
 - One site visit during the grant period conducted by OSSE program staff per fiscal year.
 - Regular communications with OSSE’s Environmental Literacy Coordinator throughout the grant period via email and phone, as requested.
 - Submission of Mid-Project and End-Project Reports which can be found here: <http://osse.dc.gov/page/environmental-literacy-grants>.
- Reports and paperwork must be submitted on time to remain in compliance with grant requirements.

Section VI: Review Process and Application Scoring

Review Process

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

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:

Criteria	Points
<p><i>Project Vision and Implementation Plan</i></p> <ol style="list-style-type: none"> 1. Applicant describes its current state of environmental education program delivery to elementary schools in the District. 2. Applicant describes the vision of the proposed environmental literacy project, to include preferred grade level with which to work. 3. Applicant provides a clear implementation plan, including a timeline, for the project. 4. Applicant anticipates challenges and has a plan in place to overcome these challenges. 	25

5. Applicant has clearly described the role of partnering organizations and provides evidence that partners will effectively collaborate to carry out the activities of the grant.	
<p><i>Curriculum Integration Plan</i></p> <ol style="list-style-type: none"> 1. Applicant indicates which environmental education curriculum will be used and how this curriculum supports grade-level learning aligned with the Environmental Literacy Framework. 2. The applicant clearly explains how it will provide support to schools implementing a school-based environmental literacy program through classroom visits, field experiences, and/or service opportunities. 	20
<p><i>Student and Community Involvement Plan</i></p> <ol style="list-style-type: none"> 1. The applicant provides specific examples of how students, including students with disabilities, will be impacted by the grant activities. 2. The applicant provides specific examples of how the school community, especially classroom teachers, will be involved in the proposed project. 	20
<p><i>Cost-Effectiveness of Budget</i> <i>In addition to the criteria below, the level of cost-effectiveness will be determined by the Budget and Budget Justification Narrative.</i></p> <ol style="list-style-type: none"> 1. Applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective. 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. 3. All proposed costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project. 	15

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 Toward 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: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the category. The description is well-conceived and the ideas are fully developed and original.

Section VII: Award Administration

Grant Award Notice and Payments

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

Audits

At any time, or times, before final payment and during the required record retention period, the District may audit the applicant's expenditure statements and source documentation.

Monitoring and Reporting

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. Grant recipients will receive, at minimum, one site visit from an OSSE staff member to review their grant files, administrative procedures, and program operations. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

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

- Site Visit documentation including Site Visit Form.
- Responses to questions in the Mid-Project and End-Project Reports.
- Ability to keep detailed records of funds spent.
- Responsiveness to requests and inquiries from OSSE.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Specifically, the grantee must submit Mid-Project and End-Project Reports, which can be found here: <http://osse.dc.gov/page/environmental-literacy-grants>.

Grantees shall be required to reply and acknowledge any OSSE information request within 48 hours and to provide requested information within ten (10) business days.

Confidentiality

Except as otherwise provided by local or federal law, no recipient of a ELAG 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 ELAG program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Nondiscrimination in the Delivery of Services

Grant recipients 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 on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an intra-family offense, place of residence or business, or credit information.

Appearance of a Conflict of Interest

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

Terms and Conditions

- Funding for this award is contingent on OSSE's continued availability of funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and 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.

Program Specific Assurances

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

1. We are able to secure a cost-sharing amount equal or greater than 20 percent of the total amount of the funds awarded, as detailed in the grant budget. Volunteer time may be used to satisfy this requirement;
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), 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 environmental education and activities that may include covering the costs of personnel, transportation of students, materials, and training. 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.

Central Data Assurances

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

1. If the grant is federally funded, recipient assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, “New Restrictions on Lobby.” See 28 CFR § 69.110(c).
2. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, “Guidelines to Agencies on 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 EDFacts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
 6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
 7. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
 8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
 9. If required by the grant making agency, we are able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
 10. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
 11. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
 12. We have a satisfactory record of integrity and business ethics;
 13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
 14. We are in compliance with the applicable District licensing and tax laws and regulations;
 15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
 16. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;

17. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
18. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.
19. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.
20. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
21. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
22. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

Acknowledgement Assurances

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

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Pub. L. 103-94 (5 U.S. Code § 7321 et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)

7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964
16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

Certifications

The applicant shall be required to provide the following certifications:

1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative

agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

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

2. Debarment, Suspension, and Other Responsibility Matters

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

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

- iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

3. Criminal Offenses or Legal Proceedings

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

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

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

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

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

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

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

5. Compliance with Tax and Other Payments

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

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

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

- Yes
- No

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

7. Acknowledgment of Accuracy

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

Section VIII: Application Narrative

Eligibility Checklist

Please provide a response to all statements and questions below to determine applicant eligibility. Once your answers have been selected, click the Submit Eligibility button. All responses will be verified by OSSE.

- The applicant/authorized representative submitting this application certifies that the fiscal sponsor has current 501(c)(3) status.

Project Narrative

Criterion 1, Project Narrative: Project Vision and Implementation Plan (25 out of 80 Points)

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

1. Please describe the current state of environmental education program delivery to elementary schools in the District. (5,000 maximum characters)
2. Please describe the vision of the proposed environmental literacy project, to include preferred grade level with which to work. (5,000 maximum characters)
3. Please describe your implementation plan for the project including a timeline of major milestones. (5,000 maximum characters)
4. Please describe any challenges that you anticipate and describe how you will overcome these challenges. (5,000 maximum characters)
5. Please describe the role of partnering organizations and provide evidence that partners will effectively collaborate to carry out the activities of the grant. (5,000 maximum characters)

Criterion 2, Project Narrative: Curriculum Integration Plan (20 out of 80 Points)

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

1. Please indicate which environmental education curriculum will be used and how this curriculum supports grade-level learning aligned with the Environmental Literacy Framework. (5,000 maximum characters)
2. Please explain how your organization will provide support to schools implementing a school-based environmental literacy program through classroom visits, field experiences, and/or service opportunities. (5,000 maximum characters)

Criterion 3, Project Narrative: Student and Community Involvement Plan (20 out of 80 Points)

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

1. Please provide specific examples of how students will be impacted by the grant activities. Please provide specific examples of how students with disabilities will be engaged in environmental education and included in grant activities. (5,000 maximum characters)
2. Please provide specific examples of how the school community, especially teachers, will be involved in the grant activities. (5,000 maximum characters)

Criterion 4, Project Narrative: Cost-Effectiveness of Budget (15 out of 80 Points)

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

1. Please describe how proposed costs were determined and the measures taken to ensure that the project is cost effective. (5,000 maximum characters)
2. Please provide a Budget and Budget Justification Narrative that describes all proposed costs. Also provide a clear explanation of the source and value determination of in-kind contributions. (5,000 maximum characters)
3. Please demonstrate how all costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project. (5,000 maximum characters)

All supporting documentation should be uploaded using the File Upload (through EGMS). Required documentation can be submitted upon the initial submission of this application. If OSSE requests further documentation, this File Upload process is the location where such files should be attached to your application for review.

Required Documents to Include:

- 501(c)(3) Determination Letter.
- Letters of Commitment from partner organization(s).
- Agreement between the applicant and partner organization signed by the appropriate authorized representatives (if applicable).
- Basic Business License or Charitable Solicitations License (or documentation that an application is being processed).
- Current W-9 Form.
- Current Master Collection Form.

Copies of the required forms may be downloaded from the OSSE Environmental Literacy Grants webpage: <https://osse.dc.gov/page/environmental-literacy-grants>

If you have files to upload for OSSE review, please provide a brief description of the contents of each file.

Budget Overview

For each of the following budget categories in this section, the applicant must provide a full list of all planned expenditures. The total of all expenditures in this section must match the total amount requested.

A summary of the budget category planned expenditures can be found below:

- Salaries and Benefits
- Professional Services
- Equipment
- Supplies and Materials
- Fixed Property Costs
- Other Objects

- Cost-Sharing
- Administrative/Indirect Costs (no greater than 8 percent)

Assurances (see “Assurances” under Section VII)

- Program Specific Assurances
- Administrative Approval
- Acknowledgement of Compliance, Terms and Conditions