THIS DOCUMENT IS INTENDED FOR REVIEW ONLY. APPLICATIONS MUST BE SUBMITTED THROUGH EGMS (https://osse.mtwgms.org/wdcossegmsweb/logon.aspx).

Office of the State Superintendent of Education
Wellness and Nutrition Services

Request for Applications

Healthy Schools Act Farm Field Trip Grant

Announcement Date: May 8, 2015
RFA Release Date: May 22, 2014
Pre-Application Question Period Ends: June 17, 2015
Application Submission Deadline: July 1, 2015

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

More information is available on the Farm to School Webpage

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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Wellness and Nutrition Services (WNS) is soliciting applications for the Farm Field Trip Grant. The purpose of this grant is to increase the number of DC students who visit local farms. Farm field trips provide a hands-on opportunity for students to understand how a variety of foods are cultivated, learn about the importance of consuming locally grown, fresh fruits and vegetables, and explore the landscape within and around DC as a space for growing and raising food.

Background

The Healthy School Act (HSA), 2010 (D.C. Law 18-209) aims to improve the health, wellness, and nutritional status and intake of public and public charter school students in the District of Columbia. The law is an effort to make an impact on the reduction of two child health epidemics in the District of Columbia – childhood obesity and childhood hunger.

The HSA requires OSSE to develop programs that promote the benefits of purchasing and eating locally-grown and unprocessed foods from growers engaged in sustainable agricultural practices. It also requires schools to develop local wellness policies that include opportunities for nutrition education to be incorporated into the school day. Understanding the local food system and participating in hands-on education programs, both at school and off-site, places DC students in the position to make healthier lifestyle choices.

Farm field trips are one of the core components of the Farm to School Program (FSP) and district-wide assessments have shown that schools need financial support to participate in these types of activities. Farm field trips are usually offered in the spring, between March and June, and in the fall, between September and November. Exact dates are dependent on the farm itself and the weather for that season. Some farms may offer winter field trips to learn about animals or greenhouse growing methods.

Follow-up activities that reflect the concepts learned on the field trip increase knowledge retention in participating students. Therefore, funding through the Farm Field Trip grant must be used towards both the field trip and a follow-up activity that promotes the themes of the field trip. This activity should be conducted in the classroom, garden, and/or cafeteria, should be sustainable, and applicable to all students who attend the field trip. Activities should highlight the local foods served in the school cafeteria. Examples of meaningful activities include cooking demonstrations using local foods that also appear on the school cafeteria menu and classroom-based lessons centered on fruits, vegetables, and sustainable agriculture.

Pre-Application Question Period

To ensure an equal opportunity for all applications, OSSE requests that all applicants submit questions regarding the Request for Applications (RFA) electronically to Erica Walther, erica.walther@dc.gov by **5 PM EST on June 17, 2015**. Questions submitted after this deadline will not receive responses. Answers to submitted questions will be made available via email by June 22, 2015. Please review the FAQ page before submitting a question.

Applicants with questions are encouraged to participate in one of the webinar sessions listed below. Recordings of the sessions will be available upon request.

Wednesday June 3, 2015, 9:00 AM – 10:00 AM
Registration Link: https://attendee.gotowebinar.com/register/4473572330976621826

Wednesday June 10, 2015, 3:00 PM – 4:00 PM
Registration Link: https://attendee.gotowebinar.com/register/2724850764045422082

Contact Information

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Section II: Award Information

Award Period
The funds must be used within the 2015-2016 school year.

Available Funding
The total funding available for this award period is $40,000. OSSE will award funds to no less than 25 applicants. Eligible schools may apply for an award amount up to $1,500 to fund field trips to farms within 80 miles of the District of Columbia and to conduct school-based follow up activities.

Funding Restrictions
Funds may 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. Up to 70% of the funding must be allocated towards the costs associated with the field trip to a local farm. The remaining funds, amounting to at least 30% of the total funding, must be allocated towards follow-up activities.

The funds MAY be used for any of the following:

- Transportation to and from the field trip site;
- The cost of the field trip as designated by the field trip site; and
- Supplies and materials for the follow-up activity including cookware, serving-ware, wheeled carts, and curriculum.
- Funds may 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. Funds may not be used for travel expenses for (ex: hotels, airline tickets, and per diem).

- Funds may be used to purchase 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. family fitness 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.

  All snacks/foods purchased with Healthy Schools Act funds must meet the requirements of the USDA Smart Snacks in School guidelines. For more information, go to http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. If a meal is to be provided to students, it must consist of healthy foods (fresh fruits and vegetables, whole-grain rich products, lean sources of protein, non-fried foods, no desserts such as candy, cakes, pies or buns). Grantees should strive to purchase local and seasonal produce when available. Prior approval from OSSE must be obtained before purchasing meals for students.

The funds MAY NOT be used for a paying extra chaperones.

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

Section III: Eligibility Information

Eligibility
OSSE will accept applications from DC public schools and public charters schools participating in the Healthy Schools Act. Funding is designed to support one or more classrooms and is not intended to support trips for the entire school. Teachers are encouraged to apply individually or in clusters. OSSE strives to spread this funding evenly across the District before funding multiple applications from one Local Education Agency (LEA). It is unlikely that OSSE will fund more than two applications per LEA.

Fiscal Sponsor
For some schools, it is advantageous to remit funds directly to a partnering 501(c) (3) rather than to the school. Many Parent-Teacher/Student Organizations (PTO/PTSO) are designated as 501

(c)(3)s. If you would prefer that your PTO/PTSO serve as the fiscal sponsor for the grant, please complete the fiscal sponsor information and upload the necessary documentation. Please note this aspect of the application will not affect the decision for awarding funds to a school.

If a DC Public School (DCPS) teacher chooses to apply without a fiscal sponsor, the application must be submitted by the DCPSs Central Office. DCPS teachers and principals are not authorized to apply for grants directly according to DCPS's protocol. DCPS teachers that choose to apply must provide a draft to Central Office at least two weeks in advance. For more information, please contact : ofpg.grants@dc.gov

Grant Award Payments
In accordance with section 80.21(d) of the Education Department General Administrative Regulations (EDGAR), OSSE has implemented a reimbursement process for all sub-grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the sub-grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. All awards will be reviewed annually for consideration of continued funding. Compliance with programmatic and fiscal implementation and reporting will be considered. In order to receive local funds, sub-grantees must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and any additional rules established by OSSE. Once OSSE has fully approved the application and issued an official Grant Award Notification, sub-grantees may then receive payment for allowable expenditures for which obligation was made during the grant period through the reimbursement request process. To receive reimbursement for grant program expenditures, OSSE sub-grantees must complete and submit the applicable reimbursement workbook/s electronically.

Section IV: Submission and Application Information

Application Period
The deadline for application submission is **July 1, 2015 by 4:00 PM EST.**

Submission Requirements
Applications must be submitted through OSSE's Enterprise Grants Management System (EGMS). OSSE will not accept any emailed or mailed applications. To access EGMS, please visit grants.osse.dc.gov. Applicants will need to request credentials in order to logon and create an application in the system. Instructions for doing so can be found in the user manual: http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Manual.pdf
Applicants should allow ample time to familiarize themselves with the new system before creating an application.

Section V: Program Requirements

General Program Requirements

Grantees are expected to facilitate high levels of student participation to ensure that farm field trips are a meaningful and integrated part of the classroom setting. Follow-up activities should include standards-based hands-on instruction in the classroom, garden, and/or cafeteria.

Required Activities

Grantees will be required to complete the following activities under the Farm Field Trip Grant:

- Take at least one class of students on a field trip to a farm within 80 miles of the District. For a list of suggested sites, please visit the Farm Field Trip page on OSSE's website.
- Complete at least one follow-up activity in the classroom, garden and/or cafeteria that reinforces the lessons learned on the field trip. For a list of recommended curriculum and lessons, please visit the Farm Field Trip Grant Page.
- Administer the evaluation packet to all participating students and submit the results to OSSE, no later than 90 days after the field trip is taken.

Grantees must provide two written reports emailed to erica.walther@dc.gov and occasional informal verbal reports on their progress through:

- A 1-page summary of the field trip, submitted no later than 30 days after the trip is taken.
- A 1-page summary of the completed follow-up activities, submitted no later than 90 days after the field trip is taken.
- Communication with the Farm to School Specialist throughout the grant period.
- Documentation of all expenses and how funds were used.

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 may use internal peer reviewers, external peer reviewers, or a combination of both to review and score the applications received for this RFA. An external peer reviewer is an expert in the field of the matter. Scoring and recommendations of the review panel are advisory only. The final decision to fund applicants 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

Criteria	Scoring Weight (%)
Needs Assessment 1. The applicant provides a clear overview of the demographics of students attending the field trip.	**10**
Farm Field Trip Implementation Plan 1. The applicant clearly identifies the farm and addresses all associated logistics. **2.** The applicant describes how the farm field trip will benefit the students.	**30**
Follow-up Activity Implementation Plan 1. The applicant provides a detailed description of the follow-up activity. 2. The applicant clearly identifies all materials needed for the follow-up activity. **3.** The applicant uses at least 30% of funding to pay for follow-activity materials.	**30**
Sustainability 1. The applicant uses funds to purchase items that assist in implementing future farm-to-school based activities in the classroom, garden, and/or cafeteria. **2.** The applicant clearly addresses how the follow-up activity materials can be used for future lessons.	**20**
Cost-Effectiveness of Budget 1. The applicant is clear about how proposed costs were determined. 2. The applicant has taken measures to ensure the trip and activities are cost-effective. **3.** The applicant has listed the cost of all materials needed for the field trip and follow-up activity.	**10**

Section VII: Award Administration

Decision and Notifications of Awards

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. OSSE will notify all applicants of the final award decision no later than August 1, 2015**.** Each awarded applicant will receive a Grant Agreement Notice (GAN) generated through EGMS that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

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

- Summaries of the field trip and post-trip activity.
- Responsiveness to requests and inquiries from OSSE.

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

Nondiscrimination in the Delivery of Services
In accordance with Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to discriminate under, any program activity receiving funds from the Farm Field Trip Grant. In accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual.

Confidentiality
Except as otherwise provided by local or federal law, no recipient of OSSE funds shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any person or for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written consent of the person identified in the information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding. Any grantee agrees to comply with all requirements surrounding identifiable information under FERPA. (34 CFR § 99.1 et seq.)

Terms and Conditions

- 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. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal 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, such as OMB Circulars A-102, A-133, 2 CFR § 180, 2 CFR § 225, 2 CFR § 220, and 2 CFR § 215; 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.

Assurances

Program Specific Assurances

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

- We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
- 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 we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
- We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (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);
- We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
- If required by the grant making Agency, we are able to secure a matching 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;
- We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension,' and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any actions by the

District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

- We have the financial resources and technical expertise necessary to perform the grant or sub grant, or the ability to obtain them;
- We will insure 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;
- 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;
- We know and understand that awarded funds shall be used to support physical activity-based education and activities which may include covering the costs of personnel, transportation, 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
- 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.

Acknowledgement Assurances

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

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a et seq.)
- The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
- The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)

- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
- Individuals With Disabilities Education Act of 2004 (IDEA), 20 U.S.C. § 1400 et seq.