

Office of the State Superintendent of Education (OSSE)

Division of Health and Wellness

REQUEST FOR APPLICATIONS (RFA)

Healthy Tots Wellness Grant Program

RFA Release Date: January 4, 2023 at 12 p.m. EST

Pre-Application Information Session: January 17, 2023

Pre-Application Questions Submission Due: January 23, 2023

Application Submission Deadline: February 17, 2023 at 3 p.m. EST

Late applications will not be accepted.

Table of Contents

Section	Page
Section I: General Information	
1.1 Introduction	4
1.2 Background	4
1.3 Intended Population	5
Section II: Award Information	
2.1 Award Period	5
2.2 Available Funding for Award	5
2.3 Funding Restrictions	6
2.4 Pre-Application Conference & Question Period	6
2.5 Application Checklist	7
2.6 Due Date	7
2.7 OSSE Contact Information	7
Section III: Eligibility Information	
3.1 Eligibility Criteria	8
3.2 Indirect Costs	8
3.3 Fiscal Sponsor	8
Section IV: Submission Information	
4.1 Application Submission	9
4.2 Submission Requirements	9
Section V: Program Requirements, Application Forms and Content	
5.1 General Wellness Grant Program Requirements	9
5.2 Program Area Requirements: Physical Activity and Education	9
5.3 Program Area Requirements: Farm to Childcare and Local Food Procurement	10
5.4 Program Area Requirements: Outdoor Learning/Environment Education	11
5.5 Program Area Requirements: Staff Wellness Culture and Program	12
Section VI: Application Forms and Content	
6.1 Application Forms	13
6.2 Program Abstract	13
6.3 Logic Model	13
6.4 Program Narrative	14
6.5 Required Attachments to the Application	17
Section VII: Application Review Information	
7.1 Review Process	17
7.2 Application Review and Scoring	18

Section VIII: Award Administration	
8.1 Decision and Notification of Awards	23
8.2 Audits	24
8.3 Monitoring and Reporting	24
8.4 Confidentiality	25
8.5 Nondiscrimination in the Delivery of Services	25
8.6 Appearance of a Conflict of Interest	25
8.7 Terms and Conditions	25
8.8 Assurances	26
Attachments	
Attachment 1 Healthy Tots Wellness Grant RFA Logic Model Template	
Attachment 2 Application Criteria and Scoring	

Section I: General Information

1.1 Introduction

The Office of the State Superintendent of Education (OSSE), Division of Health and Wellness (H&W) is soliciting applications for the Healthy Tots Wellness Grant (HTWG). The purpose of the HTWG is to support the dissemination of wellness programming including the program focus areas for the fiscal year 2023 – outdoor learning/environmental education, farm to childcare/local food procurement, physical activity and education, and staff wellness culture and program. As such, the grant supports individual behavior changes as well as policy and environmental changes that will promote good health within child development facilities, including licensed community-based facilities and homes.

1.2 Background

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

The goals of the HTWG are to: 1) position Community-Based Organizations (CBOs) to serve as a sustained network for childcare providers in accessing wellness support and resources, and 2) identify and promulgate best practices to create early learning environments that nurture the health and wellness of early learners through concrete actions.

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

- Physical Activity and Education
- Farm to Childcare and Local Food Procurement
- Staff Wellness Culture and Program
- Outdoor Learning/Environmental Education

OSSE contends that by successfully implementing wellness programming at child development facilities participating in the Child and Adult Care Food Program (CACFP), child development facilities can provide an early childhood environment that optimizes early learners' health and wellness through sustainable concrete actions.

1.3 Intended Population

The intended beneficiaries of the HTWG impacts are young children between the ages of 0 through 5 who attend community-based child development facilities in the District of Columbia participating in the CACFP. Grants will be awarded to applicants that will not only assist in implementing programming to this age group, but also provide training and support to childcare staff and facility leadership.

Section II: Award Information

2.1 Award Period

This grant period covers two fiscal years and is from March 1, 2023, to September 30, 2024, contingent upon funding availability and the grantee's satisfactory implementation of the proposed program. Year one spans from March 1, 2023 through September 30, 2023. Year two spans October 1, 2023 through September 30, 2024. Applicants must re-apply for the second-year funding.

Continuation of awards in year two is contingent upon:

- Availability of funds;
- Recipient's implementation and/or operation of the program as submitted in the application;
- 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's reports;
- Compliance with District and federal laws, regulations, and guidance; and
- Appropriate expenditure of funds throughout the grant award period.

2.2 Available Funding for Award

Applicants must use allocated funding outlined in their budget timeline each fiscal year as funding cannot be rolled over to the next year in the grant period, or funding will lapse. Each awarded organization may receive anywhere from \$133,000 to \$200,000 for each fiscal year in the grant period. OSSE anticipates awarding between 2-3 applicants, pending funding availability.

Available Funding

- Total funding available: \$400,000
- Estimated minimum award amount per grant fiscal year: \$133,000
- Estimated maximum award amount per grant fiscal year: \$200,000
- Estimated number of awards: 2 – 3

2.3 Funding Restrictions

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

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

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

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

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

The funds MAY NOT be used for:

- Travel expenses outside of to and from childcare sites, OSSE mandated trainings, and grant related special events (ex: hotels, airline tickets, and per diem).
- Equipment or other valuable electronics (phones, computers, printers) that are not part of the program.

2.4 Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to [Suzanne Henley, suzanne.henley@dc.gov](mailto:suzanne.henley@dc.gov) by 3:00 pm January 23, 2023. Answers to submitted questions will be made available by January 30, 2023. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the FAQ page.

Applicants are strongly encouraged to participate in the Pre-Application Information Session on Wednesday, January 17, 2023 from 10:30 a.m. to 12:00 p.m. A recording of the information session will be available on the OSSE [website](#).

Healthy Tots Wellness Grant Pre-Application Information Session

Date: Wednesday, January 17, 2023

Time: 10:30 a.m. to 12:00 p.m.

Location: Online - Link will be sent after registration.

Register Here: [Information Session Registration](#)

2.5 Application Checklist

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

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

2.6 Due Date

Applications must be received no later than 3 p.m. on February 17, 2023.

2.7 OSSE Contact Information

Suzanne Henley
Early Childhood and Out of School Time Program Manager
Division of Health and Wellness
Office of the State Superintendent of Education
1050 First St NE, 6th Floor
Washington, DC 20002
Phone: 202.664.0458
Email: suzanne.henley@dc.gov

Section III: Eligibility Information

3.1 Eligibility Criteria

Applicants

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

- Physical Activity and Education
- Farm to Childcare and Local Food Procurement
- Outdoor Learning/Environmental Education
- Staff Wellness Culture and Program

OSSE will accept one application per organization; however, a lead organization may contract with other organization(s) that can provide services in another program area to expand reach. Contracted organizations can only appear on one application. Applicants must designate one fiscal sponsor to oversee administration and reporting of funds. Applicants may not designate more than one fiscal sponsor. Applicants must incorporate OSSE-approved resources for trainings and materials. The grantee must identify and provide an overview of resources that will be used. OSSE must approve all resources used for trainings by grantees.

Organizations may receive this award up to 6 consecutive years, or three grant cycles.

Early Learning Facilities Served by Grantees

Facilities selected to participate in grant activities need to be currently licensed by OSSE, must participate in the CACFP in good standing, and at least 25% of enrollment at the facilities selected must be children occupying childcare subsidy slots.

OSSE will prioritize awarding grants to organizations that provide services to child development facilities meeting the following criteria:

- Operate in wards 1, 4, 5, 6, 7, or 8,
- Have no/minimal activities related to the program area or have inadequately implemented programming
- Demonstrate readiness to participate in grant activities
- Serve populations that are systematically underrepresented and children with special needs.

3.2 Indirect Costs

If a community-based organization has an approved indirect cost rate from the federal government and provides a letter to OSSE with the current approved rate from another federal agency, it may use that rate. If not, the de minimis rate is 10% of all direct costs under the grant.

3.3 Fiscal Sponsor

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

is then designated as the fiscal sponsor as part of the application.

Section IV: Submission Information

4.1 Application Submission

The RFA will be released on January 4, 2023 at 12:00 p.m. Eastern Standard Time and the deadline for submission is February 17, 2023 at 3:00pm Eastern Standard Time. All applications will be recorded upon receipt through the Enterprise Grants Management System (EGMS). The RFA will be available on OSSE's EGMS platform, <https://grants.osse.dc.gov/> on OSSE's website at <https://www.osse.gov/> and on the [Serve DC website](#).

4.2 Submission Requirements

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

Section V: Program Requirements

5.1 General Requirements

- Grantees will be responsible for building capacity, overseeing, and reporting on the administration and implementation of wellness initiatives in eligible community-based child development facilities. If a grantee selects two program areas, they are allowed to implement both program areas at the same facilities.
- Grantees will be required to work with each facility they serve to develop a realistic sustainability plan to support the facility in continuing and enhancing, if appropriate, the programming after the grant ends.
- Occurring quarterly, grantees will be required to attend a meeting with OSSE. These meetings will have in-person and virtual options. These meetings will be an opportunity to share their learnings, highlight successes, discuss and problem-solve challenges, collaborate with other grantees, and receive technical assistance from OSSE. In addition, there will be a culminating meeting at the end of the award period, hosted by OSSE, to showcase the overall work and accomplishments of the grant.
- Grantees will be required to submit regular reports for OSSE to track the grantee's performance and to include a final report on the effectiveness of the grant activity.

Grantees must implement programming in one of the program areas described in this RFA.

5.2 Program Area Requirements: Physical Activity and Education

Objective: Increase the number of facilities implementing high-quality physical activity and education programming.

- The grantee will be responsible for building capacity, overseeing, and reporting on the administration and implementation of a physical activity program in eligible community-based child development facilities. The grantee will, at a minimum, 1) train early childhood educators on physical activity delivery methods that support staff in leading and encouraging gross motor play, 2) provide technical assistance associated with implementing and leading consistent physical activity program(s) that include structured teacher-led activities and unstructured play, and 3) support the full implementation of an existing physical activity policy, as needed, or support the completion of a physical activity policy.
- Efforts should be made to incorporate opportunities for adult (staff) physical activity and education into the programming to encourage experiential learning and support the staff's capacity to act as role models in this program area.

At a minimum, grantees will be required to complete the following activities under this portion of the grant:

- Conduct a pre and post assessment of 1) the facilities' physical activity programming to assess its adherence to Caring for Our Children's physical activity guidelines and 2) opportunities for the staff to participate in physical activity throughout the day. The results of the pre-assessment should inform the grantees' plan for each facility.
- Implement an evidence-based or evidence-informed physical activity intervention that aligns with Care for Our Children's physical activity guidelines - [3.1.3.1: Active Opportunities for Physical Activity](#), [3.1.3.4: Caregivers'/Teachers' Encouragement of Physical Activity](#), and [9.2.3.1: Policies and Practices that Promote Physical Activity](#).
- Provide technical assistance to child development facilities at least four times per month during the grant period to help them successfully implement the physical activity program. The grantee may begin the grant period by role modeling the delivery of the lessons to enrolled children; however, through training and technical assistance the teachers must gain the competence to lead and support physical activity independently. If the grantee determines that a different technical assistance schedule is more appropriate to achieve this activity this must be described and explained in the application.
- Provide assistance to the facility in determining, sourcing and purchasing materials to implement structured physical activity and education programming, as needed.
- Grantees will be required to work with each facility they serve to develop a realistic sustainability plan to support the facility in continuing and enhancing, if appropriate, the programming after the grant ends.
- Work with a minimum of seven early learning facilities during the grant period.

5.3 Program Area Requirements: Farm to Childcare & Local Food Procurement

Objective: Increase the number of child development facilities that are serving locally grown and locally processed and unprocessed foods at least once per week and claiming the Local5 reimbursement.

- The grantee will be responsible for building capacity, overseeing, and reporting on the development of a local food procurement and farm to childcare program at eligible community-based child development facilities. The grantee will, at a minimum: 1) connect facilities to locally grown, and locally processed and unprocessed foods from growers engaged in sustainable agriculture practices.

Grantees can also help to connect facilities with producers or distributors that take local produce and minimally process them (cut up, freeze, canned, turn into baby food, etc.); And, 2) Grantees will assist facilities in incorporating seasonal, locally grown and/or locally processed and unprocessed foods into their menu and serving them at least once a week.

- Efforts should be made to incorporate opportunities for staff to purchase accessibly priced locally grown foods as part of the facility's local food program.

At a minimum, grantees will be required to complete the following activities under this portion of the grant:

- Conduct a pre and post assessment of 1) the facilities' local food procurement practices/knowledges, service of local foods and claiming of the Local5 reimbursement; and 2) the staff's knowledge of locally grown foods' benefits and where to purchase these foods. The results of the pre-assessment should inform the grantees' plan for each facility.
- Provide technical assistance to child development facilities at least four times per month during the grant period to help them successfully implement procurement methods that result in local foods being served in meals at least one time per week and claimed for Local5 reimbursement. If the grantee determines that a different technical assistance schedule is more appropriate to achieve this activity this must be described and explained in the application.
- Provide technical assistance to support facilities in successfully incorporating local foods into children's meals in a manner that promotes curiosity, exploration and consumption of new foods.
- Assist facilities in determining, sourcing and purchasing local food.
- As needed, provide resources, materials and equipment to support facilities to incorporate local foods into meals.
- Grantees will be required to work with each facility they serve to develop a realistic sustainability plan to support the facility in continuing and enhancing, if appropriate, the programming after the grant ends.
- Work with a minimum of 15 early learning facilities during the grant period.

5.4 Program Area Requirements: Outdoor Learning/Environmental Education

Objective: Increase the number of facilities implementing high quality outdoor learning through various methods such as gardening, developing natural play areas, and incorporating outdoor learning into existing curriculum.

- The grantee will be responsible for building capacity, overseeing, and reporting on the development of an outdoor learning/environmental education program. The grantee will, at a minimum, 1) train early childhood educators on practices to foster an engaging and supportive outdoor learning/environmental education environment, 2) provide technical assistance associated with implementing and leading outdoor learning/environmental education activities, and 3) support the implementation of an outdoor learning/environmental education program and/or incorporating such activities into existing programming.
- Efforts should be made to incorporate opportunities for staff to learn how to accessibly incorporate nature activities into their lives outside of work as a method to promote stress reduction and staff

well-being.^{1,2}

At a minimum, grantees will be required to complete the following activities under this portion of the grant:

- Conduct a pre and post assessment of the status of the facilities' outdoor learning/environmental education program. The results of the pre-assessment should inform the grantees' plan for each facility. The results of the pre-assessment should inform the grantees' plan for each facility.
- Implement an evidence-based or evidence-informed physical activity intervention that aligns with the [North American Association for Environmental Education's Early Childhood Environmental Education Programs](#) guidelines within the capacity of the centers' needs and readiness, including administration, staff and existing outdoor space.
- Provide technical assistance to child development facilities at least four times per month during the grant period to help them successfully implement an outdoor learning/environmental education program. The grantee may begin the grant period by role modeling the delivery of the lessons to enrolled children; however, through training and technical assistance the teachers must gain the competence to lead and support outdoor learning/environmental education independently. If the grantee determines that a different technical assistance schedule is more appropriate to achieve this activity this must be described and explained in the application.
- Provide resources, materials and equipment for creating outdoor learning/nature-learning areas.
- Grantees will be required to work with each facility they serve to develop a realistic sustainability plan to support the facility in continuing and enhancing, if appropriate, the programming after the grant ends.
- Work with a minimum of seven early learning facilities during the grant period.

5.5 Program Area Requirements: Staff Wellness Culture and Program

Objective: Increase the number of facilities maintaining a culture that supports and encourages staff wellness.

The grantee will be responsible for building capacity, overseeing, and reporting on the development of an educator wellness program. The grantee will be responsible for assisting facilities in taking actionable steps to build a culture of wellness through the promotion of staff mental health, social and emotional well-being and overall health. At a minimum, the grantee will 1) provide training concerning staff well-being, 2) provide technical assistance associated with designing an educator well-being program and 3) support the implementation of educator wellness program that fosters a working environment of mutual respect, trust and teamwork where staff feel empowered to make decisions and know that program leadership supports them.

At a minimum, grantees will be required to complete the following activities under the OSSE Staff Wellness Grants:

¹ Ewert, A., & Chang, Y. (2018). Levels of Nature and Stress Response. *Behavioral sciences (Basel, Switzerland)*, 8(5), 49. <https://doi.org/10.3390/bs8050049>

² Yao, W., Zhang, X., Gong, Q. (2021). The effect of exposure to the natural environment on stress reduction: A meta-analysis. *Urban Forestry & Urban Greening*, 57. <https://doi.org/10.1016/j.ufug.2020.126932>.

- Conduct a pre and post assessment of educator wellness to assess the staff strengths and needs. Conduct a pre and post environmental assessment to assess the wellness culture of the facility, including practices and policies. The results of the pre-assessment should inform the grantees' plan for each facility.
- Implement an evidence-based or evidence-informed staff wellness program that aligns with the themes addressed in the U.S. Department of Health and Human Services' September 27, 2021 [Head Start Supporting the Wellness of All in the Head Start Workforce memo](#) (Log Number ACF-IM-HS-21-05) according to the centers' readiness and need as demonstrated in staff and environmental assessments.
- Provide technical assistance to child development facilities at least four times per month during the grant period to help them successfully implement a staff wellness program. The grantee may begin the grant period by leading the implementation; however, through training and technical assistance the facility staff and leadership must gain the competence to lead and maintain the program independently. If the grantee, determines that a different technical assistance schedule is more appropriate to achieve this activity this must be described and explained in the application.
- Provide resources, materials and equipment for operating an educator wellness program.
- Grantees will be required to work with each facility they serve to develop a realistic sustainability plan to support the facility in continuing and enhancing, if appropriate, the programming after the grant ends.
- Work with a minimum of seven early learning facilities during the grant period.

Section VI: Application Requirements

6.1 Application Forms

All applicants are required to submit the following items:

- Certifications signed by an Authorized Official
- Assurances

6.2 Program Abstract

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

6.3 Logic Model

Applicants must submit a logic model. A logic model illustrates the logical assumptions about how the resources invested in the program will be used to carry out activities and produce outputs that will contribute to achieving a chain of expected results (e.g., "If we deliver x then y will occur, which should then result in z"). These "if-then" assumptions, as depicted in a logic model, represent the basic components of a program's theory of change (the theory about how a program will effectively lead to a

desired change).³

Use the format of the OSSE logic model template (Attachment 1).

Your logic model will include the following:

- Activities: Actions needed to implement a project (e.g., “Provide training”)
- Assumptions: Underlying evidence-based or evidence-informed reasons or beliefs describing why the activities/strategies are believed to achieve the Outcomes
- External Factors: Environmental changes that can affect program implementation and success (e.g., political, social, economic)
- Inputs: Human, financial, and material resources; both tangible (e.g., equipment) and intangible (e.g., partners)
- Measurement: What metrics or tools will be used to measure the impact of the activities or strategies
- Outcomes: Changes or benefits expected to result from Activities and Outputs (e.g., knowledge, skills, status, levels of functioning); or “So what?”
 - The OSSE template requests Year 1 and Year 2 outcomes.
- Outputs: # of deliverables from activities (e.g., # of trainings, # of persons being trained)- don’t fill in actual number unless able to project accurately.
- Purpose: Brief description of the goals of the grantee’s specific program. The Purpose should be in conversation with the Assumptions.
- Target Audience: Identify group intended to participate and/or benefit from the activity
- For more information on developing logic models see the [EASN Logic Model Toolkit: Quick Reference Guide & Annotated Logic Model Template 1-2016 \(PDF\)](#) and [TA&D Project Logic Model and Conceptual Framework](#)

6.4 Program Narrative

Program narrative sections should support and align with the project logic model. The program narrative must contain a detailed description of the following:

6.4.1 Facility recruitment and needs assessment

1. Submit a detailed strategy on how facilities will be recruited.

Applicants will be required to have at least 5 child development facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website) completed and signed by the child development facility administrator. OSSE will provide a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and a copy of the Interest in Services form must be submitted with the grant application.

2. Describe the needs assessment that will be used to identify priority facilities.

6.4.2 Equity and Inclusion

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

³ [Logic Models for Program Evaluation: Purpose and Parts - Teaching and Learning | University of Saskatchewan \(usask.ca\)](#)

1. Your organization's definition of diversity, equity and inclusion. How is a commitment to diversity, equity and inclusion reflected in your mission, vision, goals, and work plans? How is it reflected in your staff, executive leadership, and board?
2. Please describe how your proposed program will serve the intended population for the Healthy Tots Wellness Grant. This includes populations that are systematically underrepresented and those with special needs. Applicants should describe in their application how their programs will be equitable and inclusive.
3. Please describe how you will ensure equal opportunity for reaching childcare facilities in target wards of the city (See section 3.1), including specific examples of how you have demonstrated this in past work. Provide a plan that outlines outreach methods and the selection process of facility.

6.4.3 Project Vision and Implementation Plan

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

1. The logic model provides a high-level view of your program; in the narrative section provide a description detailing how the activities and outputs will lead to the first- and second-year outcomes. Also describe how your program meets the program area's objectives.
2. External factors are identified in your logic model; describe these possible program influences/challenges and how you will mitigate these concerns.
3. Please describe your implementation plan for the program area, including a timeline. Applicants must provide a description of how the organization plans to govern and manage the execution of its overall program.
4. Please describe how you will manage the program area. Include the applicant's governance structure, roles/responsibilities, operating procedures, and communication plans to demonstrate adequate planning, monitoring, financial management, and control of the overall project. Identify and describe how education, training, and monitoring processes will be used to maintain fidelity to the evidence-based or evidence-informed program. Applicant must provide a staff transition plan to address any unforeseeable staff turnover, ensuring that the program will not be interrupted.
5. Please provide realistic estimates of the overall number of program participants and the number of proposed project facilities. Grantees implementing outdoor learning, physical activity/education or staff wellness programming must work with a minimum of seven facilities during the grant period. Grantees implementing farm-to-child care programming must work with a minimum of 15 facilities during the grant period.
6. Please briefly describe the resources and funding required to implement the plan. Indicate what your current level of resources and assets to implement the program are and how you are going to financially support the first 3 months of your program.

6.4.4 Sustainability Plan

1. Describe your timeline for developing sustainability plans.
2. Describe how you will assess each facilities' capacity and needs to help each facility develop a sustainability plan.
3. Describe how you will guide each facility through the process of developing an attainable

sustainability plan.

4. Describe how you will support each facility in preparing to effectively implement the sustainability plan.

For more information [review these sustainability planning resources](#). You will develop a plan on a smaller scale than discussed in this resource; however, the information can be used as a general guide.

6.4.5 Evaluation Plan

- 1) Measurement is identified in your logic model; in the narrative section describe:
 - a) the source of data that will be used to measure impact;
 - b) how the measurements are reflective of program impact; and,
 - c) how you will manage the program evaluation, including the timeline and the plan to protect the integrity of the evaluation.

Note: OSSE will use the following as guidelines to evaluate the overall impact of the grant in each program area:

- a) Physical Activity and Education: Care for Our Children's physical activity guidelines - 3.1.3.1: Active Opportunities for Physical Activity, 3.1.3.4: Caregivers'/Teachers' Encouragement of Physical Activity, 9.2.3.1: Policies and Practices that Promote Physical Activity.
- b) Farm to Childcare & Local Food Procurement: The number of times local foods served in meals and how often the Local5 reimbursement is claimed.
- c) Outdoor Learning/Environmental Education: North American Association for Environmental Education's Early Childhood Environmental Education Programs guidelines
- d) Staff Wellness Culture and Program: Head Start Supporting the Wellness of All in the Head Start Workforce guidelines memo

6.4.6 Collaboration with Partners and Stakeholders

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

6.4.7 Summary of Qualifications

1. Please indicate if you have applied for or received the HTWG before.
2. Please describe your past experience partnering with child development facilities.
3. Please explain your commitment to increasing the numbers of young children in the District who have access to wellness programming, including examples of your work in the selected program area(s).

6.4.8 Cost-Effectiveness of Budget

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

6.5 Required Attachments to the Application

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

1. Program logic model*
2. Resumes and position description of Program Manager and key staff members
3. Current and valid Letters of Support and/or Memoranda of Understanding from all partnering organizations
4. At least 5 Interest of Services Forms*, completed and signed by the child development facility administrator
5. An organizational chart, program organization chart and map describing the multiple sites in each group of the project
6. A table indicating the expected total number of program participants that will be served per year at each program site
7. A copy of a curriculum/intervention/program being implemented. This will be reviewed and matched to the OSSE Health Education Standards. Please note this curriculum will not be distributed for public use. Please include a description of what changes were made and why.
8. A Budget Narrative/Justification. The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program.
9. 501(c)(3) Determination Letter, if applicable
10. Current W9 Form
11. Current Master Collection Form
12. Current Basic Business License or Charitable Solicitations License

*These documents can be downloaded from the Healthy Tots webpage: (<https://osse.dc.gov/page/healthy-tots-act>)

Section VII: Application Review Information

7.1 Review Process

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

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Program Abstract					
Applicant provides a clear, accurate, concise description of the proposed project.	0	.5	1	1.5	2.5
Applicant briefly describes mechanism for delivering services, specific geographic area to be served; description of the intended population; overarching goals.	0	.5	1	1.5	2.5
Total Points					5

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Logic Model					
the logic model includes all the requested information	0	.5	1	2	3
the outcomes are measurable, and the proposed data are readily available	0	1	3	5	8

the activities are aligned to the purpose of the grant					
	0	1	1.5	2	4
Total Points					15

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Facility Recruitment and Needs Assessment					
Applicant provides a fair estimate of how many participants will be included and how many childcare facilities will be included in the project. (Provided by the Interest of Services Form) Applicants will be required to have at least 5 child development facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website) completed and signed by the child development facility administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and a copy of the Interest in Services form must be submitted with the grant application.	0	1	1.5	3	5
Applicant provides a clear description of the needs assessment that will be used to determine which facilities they will serve. Section 3.1 identifies one characteristic of priority facilities is a demonstrated need for the programming, for	0	1	1.5	3	5

example having no or minimal activities in the program area or an inadequately implemented program.					
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
<i>Equity and Inclusion</i>					
Applicant demonstrates a commitment to racial equity, diversity, and inclusion within their organization and explains how their program will be inclusive and equitable.	0	1	1.5	2	4
Applicant provides a clear explanation of how the program will benefit the intended population.	0	.5	1	2	3
Applicant provides an outreach plan and timeline that will ensure equal opportunity for reaching children in childcare facilities in highest need wards of the city.	0	.5	1	2	3
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Project Vision and Implementation Plan					
Applicant provides a clear implementation and delivery plan that supports the logic model including a timeline of major milestones.	0	1	2	4	6

Applicant describes the external factors identified in the logic model and has a plan in place to mitigate/overcome these challenges.	0	1	2	4	6
Applicant clearly describes the resources required to implement the plan.	0	.5	1	2	3
Total Points					15

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
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Sustainability Planning					
Applicant provides a clear and appropriate timeline for developing sustainability plans.	0	.5	1	2	3
Applicant provides a clear description of how they will ensure each facility's sustainability plan is tailored to their specific needs.	0	.5	1	2	3
Applicant provides a clear description of how they will guide each facility in developing a sustainability plan and support each facility in preparing to effectively implement their sustainability plan.	0	1	1.5	2	4
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
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Evaluation Plan	0	1	1.5	3	5
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Applicant clearly identifies the source of the data and how their measurement choices will illustrate program impact.					
Applicant clearly describes how they will manage the program evaluation, including a reasonable timeline and measures to protect integrity.	0	1	1.5	3	5
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Collaboration with Partners and Stakeholders					
Applicant clearly describes why each supporting partner was chosen and what services or skills they bring to the project.	0	.5	1	1.5	2.5
Applicant clearly describes the role of partnering organizations and provides evidence that partners will effectively collaborate to carry out the activities of the grant.	0	.5	1	1.5	2.5
Total Points					5

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Summary of Qualifications					
Applicant provides evidence of excellent past performance partnering with schools or childcare	0	1	1.5	3	5

facilities on wellness activities.					
Applicant clearly describes their commitment to increasing the number of children in the District who have access to wellness programming.	0	1	1.5	3	5
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Cost Effectiveness of Budget					
Applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective.	0	1	1.5	3	5
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.	0	1	1.5	3	5
Total Points					10

Please add content for missing tabs.

Section VIII: Award Administration

8.1 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 at any point but must be at least be submitted on a quarterly basis for a certain percentage of the grantee's award. Grant recipients are required to comply with OSSE's Grantee Reimbursement Request Submission Policy, available at <https://osse.dc.gov/>. After OSSE has approved the grant recipient's application, the grant recipient may submit a reimbursement request for any allowable expenditure paid during the award period or during the liquidation period. Grant recipients must submit at least one reimbursement per quarter in which the grant recipient expended funds, unless more frequent reimbursements are required by the terms of this grant. The reimbursement request must include all funds expended, but not yet claimed for reimbursement. 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.

OSSE anticipates notifying all applicants of the final award decision no later than **March 15, 2023**.

8.2 Audits

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

8.3 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. 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:

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

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

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.

8.4 Confidentiality

Except as otherwise provided by local or federal law, no recipient of a Healthy Tots Wellness Grant shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with the Healthy Tots Wellness program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding. The grantee will protect any personally identifiable information (PII) received in administering the grant and follow all applicable laws regarding the protection and use of the PII. **Before disclosing PII to any other party, the grantee must first receive approval from OSSE.**

8.5 Nondiscrimination in the Delivery of Services

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 *et seq.*) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, place of residence or business, or status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking credit information.

8.6 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.

8.7 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.
- The grant recipient must comply with all District laws and regulations and Mayor's Orders regarding District COVID-19 vaccination requirements.

8.8 Assurances

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 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 etseq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 etseq.)
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 etseq.)
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 etseq.)
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.

Attachment 1
Healthy Tots Wellness Grant RFA Logic Model Template

Purpose	
Assumptions	

Inputs	Activities	Outputs	Year 1 Outcome	Year 2 Outcome	How Outcome Will Be Measured	Target Audience	External Factors

7.2 Application Criteria and Scoring

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

Criteria	Points
<p><i>Program Abstract</i></p> <ol style="list-style-type: none"> 1. Applicant provides a clear, accurate, concise description of the proposed project. (2) 2. Applicant briefly describes mechanism for delivering services, specific geographic area to be served; description of the intended population; overarching goals. (3) 	5
<p><i>Logic Model</i></p> <ol style="list-style-type: none"> 1. the logic model includes all of the requested information (3 points); 2. the outcomes are measurable, and the proposed data are readily available (8 points); and 3. the activities are aligned to the purpose of the grant (4 points). 	15
<p><i>Facility Recruitment and Needs Assessment</i></p> <ol style="list-style-type: none"> 1. Applicant provides a fair estimate of how many participants will be included and how many childcare facilities will be included in the project. (Provided by the Interest of Services Form) (5) Applicants will be required to have at least 5 child development facilities fill out an Interest in Services form (available on the OSSE Healthy Tots Act Website) completed and signed by the child development facility administrator. OSSE will be providing a list of eligible facilities (available on the OSSE Healthy Tots Act Website) and a copy of the Interest in Services form must be submitted with the grant application. 2. Applicant provides a clear description of the needs assessment that will be used to determine which facilities they will serve. (5) Section 3.1 identifies one characteristic of priority facilities is a demonstrated need for the programming, for example having no or minimal activities in the program area or an inadequately implemented program. 	10

<p><i>Equity and Inclusion</i></p> <ol style="list-style-type: none"> 1. Applicant demonstrates a commitment to racial equity, diversity, and inclusion within their organization and explains how their program will be inclusive and equitable. (4) 2. Applicant provides a clear explanation of how the program will benefit the intended population. (3) 3. Applicant provides an outreach plan and timeline that will ensure equal opportunity for reaching children in childcare facilities in highest need wards of the city. (3) 	10
<p><i>Project Vision and Implementation Plan</i></p> <ol style="list-style-type: none"> 1. Applicant provides a clear implementation and delivery plan that supports the logic model including a timeline of major milestones. (6) 2. Applicant describes the external factors identified in the logic model and has a plan in place to mitigate/overcome these challenges. (6) 3. Applicant clearly describes the resources required to implement the plan. (3) 	15
<p><i>Sustainability Planning</i></p> <ol style="list-style-type: none"> 1. Applicant provides a clear and appropriate timeline for developing sustainability plans. (3) 2. Applicant provides a clear description of how they will ensure each facility's sustainability plan is tailored to their specific needs. (3) 3. Applicant provides a clear description of how they will guide each facility in developing a sustainability plan and support each facility in preparing to effectively implement their sustainability plan. (4) 	10
<p><i>Evaluation Plan</i></p> <ol style="list-style-type: none"> 1. Applicant clearly identifies the source of the data and how their measurement choices will illustrate program impact. (5) 2. Applicant clearly describes how they will manage the program evaluation, including a reasonable timeline and measures to protect integrity. (5) 	10

<p><i>Collaboration with Partners and Stakeholders</i></p> <ol style="list-style-type: none"> 1. Applicant clearly describes why each supporting partner was chosen and what services or skills they bring to the project. (2) 2. Applicant clearly describes the role of partnering organizations and provides evidence that partners will effectively collaborate to carry out the activities of the grant. (3) 	5
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<p><i>Summary of Qualifications</i></p> <ol style="list-style-type: none"> 1. Applicant provides evidence of excellent past performance partnering with schools or childcare facilities on wellness activities. (5) 2. Applicant clearly describes their commitment to increasing the number of children in the District who have access to wellness programming. (5) 	10
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<p><i>Cost-Effectiveness of Budget</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. (5) 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. All proposed costs are essential to the success of the project and are clearly related to the vision and implementation plan of the project. (5) 	10
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Attachment 2 Description of Scoring

The criteria above will be scored using the following indicators:

- Missing: The category is not addressed.
- Does Not Meet Expectations: The applicant is missing a very large portion of the category, fails to provide information, provides inaccurate information, or provides information that is not discernible.
- Working towards Expectations: The applicant provides unclear and non-specific information, partially addresses the category, but provides limited information about approach and strategies. The answers lack focus and detail.
- Meets Expectations: The applicant provides general but sufficient detail, adequately addresses the category; however, some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Exceeds Expectations: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the category. The description is well-conceived, and the ideas are fully developed and original.

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

- Program Abstract (5 points)
- Logic Model (15 points)
- Facility Recruitment and Needs Assessment (10 points)
- Equity and Inclusion (10 points)
- Project Vision and Implementation Plan (15 points)
- Sustainability Planning (10 points)
- Evaluation Plan (10 points)
- Collaboration with Partners and Stakeholders (5 points)
- Summary of Qualifications (10 points)
- Cost-Effectiveness of Budget (10 points)