



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)
DIVISION OF HEALTH AND WELLNESS**

REQUEST FOR APPLICATIONS (RFA)

LOCAL AND VALUES-BASED PURCHASING PILOT GRANT

FISCAL YEAR 2025 (FY25)

RFA Release Date:

January 31, 2025 (12:00 p.m. EST)

Pre-Application Meeting:

Wednesday, February 12, 2025 (2:00 p.m. EST)

Pre-Application Questions Submission Deadline:

Wednesday, February 19, 2025 (3:00 p.m. EST)

Application Submission Deadline:

Friday, March 18, 2025 (3:00 p.m. EST)

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN
AWARD.**

Please allow additional time for any issues you may experience, as well as the consistency check to run, prior to submission.

Contents

SECTION I: GENERAL INFORMATION	4
1.1 Background Information	4
1.1.1. Release for Application	4
1.1.2. Pre-Application Meeting (Highly Encouraged)	4
1.1.3. Pre-Application Question Period	4
1.1.4. Submission of Application.....	4
1.1.5. Application Checklist	5
1.1.6. Application Deadline	5
1.1.7. Program Contact.....	5
1.2 General Information	5
1.2.1 Introduction.....	5
1.2.2 Purpose of Funds	6
1.2.3 Eligibility	6
1.2.4 Source of Funds	7
1.2.5 Award Period	7
1.2.6 Funds Available	7
1.2.7 Anti-Deficiency Considerations.....	8
1.2.8 Permissible Use of Grant Funds	8
1.2.9 Funding Terms and Conditions	11
1.3 Program Scope	11
1.3.1 General Grantee Responsibilities Overview.....	11
1.3.2 Additional Grantee Responsibilities	14
1.3.3 OSSE/HW Responsibilities.....	14
1.4 Application Review Process	15
1.4.1 Review Process	15
1.4.2 Rubric	15
SECTION II: PROGRAM INFORMATION	16
2.1 Program Proposal: Track 1 and Track 2	16
2.1.1 Program Abstract	16
2.1.2 Program Plan	16
2.1.2.1 School/Facility Recruitment and Needs Assessment (if applicable)	16
2.1.2.2 Diversity, Equity and Inclusion (DEI)	16

2.1.2.3	Monitoring and Data Collection Plan	16
2.1.2.4	Collaboration with Partners and Stakeholders	17
2.1.2.5	Budget.....	17
2.2	Program Proposal: Track 3	17
2.2.1	Program Abstract	17
2.2.2	Program Logic Model	18
2.2.3	Program Plan	18
2.2.3.1	Facility/School Recruitment and Needs Assessment.....	18
2.2.3.2	Diversity, Equity and Inclusion (DEI)	19
2.2.3.3	Technical Assistance Plan	19
2.2.4	Program Sustainability Plan.....	19
2.2.5	Monitoring and Data Collection Plan	20
2.2.6	Collaboration with Partners and Stakeholders	20
2.2.7	Summary of Qualifications	20
2.2.8	Budget.....	21
SECTION III:	GENERAL PROVISIONS	22
3	22
3.1	Performance Standards and Quality Assurance.....	22
3.2	Confidentiality of Records.....	22
3.3	Reporting Requirements.....	22
3.4	General Provisions.....	22
3.4.1	Grant Award Notice and Payments	22
3.4.2	Monitoring and Reporting	23
3.4.3	Document Retention.....	23
3.4.4	Audits.....	24
3.4.5	Conflict of Interest.....	24
3.4.6	Nondiscrimination in the Delivery of Services	24

SECTION I: GENERAL INFORMATION

1.1 Background Information

The Office of the State Superintendent of Education (OSSE), Division of Health and Wellness (HW) is soliciting applications for the fiscal year 2025 (FY25) Local and Values-Based Purchasing Pilot (LVPP) Grant. The LVPP Grant builds upon the Healthy Schools Act (HSA) and Healthy Tots Act (HTA) local foods reimbursement models. Per the HSA and HTA, schools and ECE facilities are reimbursed five cents per day when at least one component of a reimbursable breakfast or lunch meal is comprised entirely of a food that was locally grown/raised, and unprocessed when purchased. The HSA and HTA also state that schools and ECE facilities shall purchase from growers engaged in sustainable agriculture practices whenever possible.

The LVPP Grant will provide an additional 20 cent reimbursement per day when at least one component of a reimbursable breakfast or lunch meal is comprised of locally grown/raised and unprocessed food; and will provide the opportunity for schools and ECE facilities to purchase small equipment that aids in the processing of these foods. Additionally, the LVPP Grant introduces new values-based purchasing resources and requirements, including a track for community-based organizations (CBOs) that will allow for community partners to provide technical assistance (TA) on local and values-based procurements to ECE facilities and schools, as well as any food service management companies or school meal vendors under contract.

1.1.1. Release for Application

The release date of the RFA is Friday, January 31, 2025 (12:00 p.m. EST). The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2. Pre-Application Meeting (Highly Encouraged)

Interested applicants are encouraged to participate in a pre-application meeting on Wednesday, February 12, 2025 (2:00 p.m. EST). To attend the pre-application meeting, please register [here](#). A link will be sent after registration. A recording of the information session will be available no later than Friday, February 14, 2025 on the [OSSE website](#).

1.1.3. Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that interested applicants submit questions regarding the RFA electronically to melissa.gurevitch@dc.gov by Wednesday, February 19, 2025 (3:00 p.m. EST) with the subject line, RFA Question: LVPP Grant. Answers to submitted questions will be made available by Wednesday,, February 26, 2025. Questions submitted after this deadline date will not receive responses. Responses to questions will be published on the [OSSE website](#).

1.1.4. Submission of Application

The application must be submitted using the [Enterprise Grants Management System \(EGMS\)](#). A completed application with attachments is required upon submission. OSSE/HW will not forward incomplete applications to the review panel. 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/HW 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.

1.1.5. Application Checklist

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

- Enterprise Grants Management System (EGMS) Login Credentials, which include access to Unique Entity Identifier (UEI) number, a System for Award Management (SAM) expiration date, and central data information. This can take up to three (3) days to process.
- All required components of the application are completed.
- The completed application must be submitted, including all narrative responses and uploaded documents, before the deadline. Once submitted, an applicant may not amend the application.

1.1.6. Application Deadline

Applications are due no later than Friday, March 18, 2025 (3:00 p.m. EST). Applications must be submitted through EGMS. Late applications will not be accepted.

1.1.7. Program Contact

Applicants are advised that the authorized contact person for matters concerning this RFA is:

Melissa Gurevitch
Farm to School Program Specialist
Division of Health & Wellness
Melissa.gurevitch@dc.gov

1.2 General Information

1.2.1 Introduction

The overall goal of the LVPP Grant is to build the capacity of ECE facilities and public and public charter schools in the District of Columbia (DC) operating child nutrition programs (CNP) to increase the quantity, variety and/or frequency of local foods served and increase the use of values-based procurement methods in purchasing locally sourced and unprocessed foods. Values-based procurement methods are further expanded upon in Attachment B: Local & Values-Based Purchasing Action Plan for Child Nutrition Programs (CNP).

This grant will support the implementation of three tracks.

ECE facilities and public and public charter schools who are eligible to apply for the grant may apply for tracks 1 and/or 2. CBO applicants may apply under Track 3.

- Track 1 will achieve the goal by providing an additional 20-cent reimbursement incentive to CNPs serving locally grown/raised and unprocessed meal components in addition to the existing Healthy Schools Act (HSA) and Healthy Tots Act (HTA) 5-cent local incentive.

- Track 2 will achieve the goal by providing funding to CNPs to purchase small kitchen equipment that can be used to process or cook local foods.
- Track 3 will achieve the goal by providing funding to community-based organizations (CBO) to provide technical assistance (TA) on local and values-based procurement to ECE facilities and public and public charter schools in DC operating CNPs as well as the food service management companies (FSMC) or school meal vendors under contract.

1.2.2 Purpose of Funds

The LVPP grant Track 1 will use a reimbursement model to build the capacity of early childhood education (ECE) facilities and public and public charter schools in the District of Columbia (DC) operating child nutrition programs (CNP) to engage in local and values-based procurement methods.

The LVPP grant Track 2 will provide optional funds to build CNP capacity to process and serve local foods by purchasing small kitchen equipment.

The LVPP grant Track 3 will provide funds to CBOs to provide TA on local and values-based procurement to CNPs.

1.2.3 Eligibility

Track 1 and Track 2

OSSE/HW will accept applications for LVPP grant Track 1 and Track 2 from District of Columbia ECE facilities, public and public charter schools who participate and are in good standing in any of the following programs. ECE facilities must be currently licensed by OSSE:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)
- Seamless Summer Option (SSO)
- Afterschool Snack Program (ASP)
- Fresh Fruit and Vegetable Program (FFVP)

Applicants who have programs at multiple sites will select a maximum of five (5) DC ECE facilities and/or public and public charter schools.

Track 3

OSSE/HW will accept applications from CBOs that can demonstrate expertise and success in building capacity through the provision of TA in local and values-based procurement methods.

CBO eligibility, expertise, and success will be evaluated in the review process. CBOs that are unable to demonstrate their capacity to deliver a TA model are ineligible for funding. CBOs will partner with at least one DC ECE facilities and/or public and public charter schools. CBOs must include in their application letters of commitment from each ECE facility and/or school that the CBO plans to partner

with Applicants may include proposals to work with a FSMC or school meal vendor that is contracted with the partner ECE facilities and/or public and public charter schools.

If partnering with DC ECE facilities, the facilities must meet the following criteria:

- Are currently licensed by OSSE.
- Participate in the Child and Adult Care Food Program (CACFP) and be in good standing.

Applicants may propose to partner with: 1) a mix of DC ECE facilities and public and public charter schools; 2) only ECE facilities; or 3) only DC public and public charter schools.

OSSE will accept one application per CBO. Applicants must designate one fiscal sponsor to oversee administration and reporting of funds. Applicants may not designate more than one fiscal sponsor.

1.2.4 Source of Funds

The funds are being made available through the USDA Farm to School State Agency Formula Grant authorized by Section 1001 of the American Rescue Plan Act of 2021. OSSE/HW maintains the right to adjust the grant award and amount based on funding availability. This RFA does not commit OSSE/HW to make an award.

1.2.5 Award Period

The total award period for this grant will be two-year awards, ending on September 30, 2026, contingent upon availability of funds. Each budget period will be on year, with the first period beginning on the date of the award and ending on September 30, 2025. The applicant will be required to complete a continuation application each fiscal year. Funding in future fiscal years is contingent on the following:

- 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 receive of the recipient's reports.
- Compliance with District and federal laws, regulations and guidance.
- Appropriate expenditure of funds throughout the grant award period.

1.2.6 Funds Available

Track 1:

The total funding available for Track 1 of the LVPP is \$300,000. OSSE/HW intends to issue awards for up to 45 sites from this RFA. Grantees will receive an *estimated* total award amount; however, the *actual* total award amount will be based upon the number of eligible lunches served by the grantee. The estimated monthly award amount for each awarded site will be calculated by multiplying the estimated number of lunches served per month, as reported in the grant application, by 20 cents. The total estimated award amount will be calculated by multiplying the estimated monthly award amount by 6 months. The actual award amount shall be a 20-cent reimbursement for each eligible lunch meal served. For awarded sites that serve greater than 5,000 eligible lunches per month and have a total monthly reimbursement greater than \$1,000 (5,000 eligible lunches multiplied by 20-cents), the actual award will be capped at \$1,000 per month and additional reimbursements will be issued based upon eligible lunches served and available funds.

Track 2:

The total funding available for the LVPP grant track 2 is \$20,000. OSSE/HW intends to issue awards for 20 sites from this RFA. Each awarded organization is expected to receive up to \$1,000 for the grant period.

Track 3:

The total funding available for the LVPP grant Track 3 is \$40,000. OSSE/HW intends to issue 1-2 awards from this RFA. Determinations regarding the number of competitive grants to be awarded will be based on the quality and number of applications received and available funding. Successful applicants may be awarded amounts less than requested. Applicants are encouraged to propose innovative and creative solutions to address the capacity building need of ECE facilities and public and public charter schools. OSSE/HW strongly encourages collaborative applications that meet or exceed the scope of work outlined in the RFA. For applications that include multiple organizations, one organization must be designated to submit and manage the grant.

The total funding amount across all three Tracks is subject to USDA approval.

1.2.7 Anti-Deficiency Considerations

The commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.2.8 Permissible Use of Grant Funds**Track 1:**

Grant funds shall only be used only to reimburse awarded CNPs for the cost of locally grown/raised and unprocessed foods purchased for any of the following programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)
- Seamless Summer Option (SSO)
- Afterschool Snack Program (ASP)
- Fresh Fruit and Vegetable Program (FFVP)

However, consistent with the HSA and HTA, reimbursement calculations will be based on each lunch meal that meets this requirement, as schools typically serve more lunch meals than breakfast meals or snacks. If a CNP works with a food service management company (FSMC) or school meal vendor, the CNP is responsible for working with their FSMC or school meal vendor to make purchasing decisions and allocating grant funds in a way that is allowable in their existing contract. When possible, funds will be used to increase the use of values-based procurement methods. The definition of locally grown/raised

and unprocessed foods shall remain the same as existing OSSE guidelines and are as follows. The food must meet both requirements.

- The food was grown/raised in one of the following states:
 - The District of Columbia
 - Maryland
 - Virginia
 - West Virginia
 - Pennsylvania
 - New Jersey
 - Delaware
 - North Carolina

- The food was “unprocessed” when received. If it went through one of the following processes, it is still considered “unprocessed”:
 - Cooling, refrigerating or freezing
 - Peeling, slicing, dicing, cutting, chopping, shucking or grinding
 - Drying or dehydration
 - Washing
 - Cold pasteurization
 - Vacuum packing, bagging or placing in cartons (as with eggs)
 - Butchering (as with livestock, fish or poultry)

Track 2:

Grant funds are to be used solely to purchase small food service equipment that will help to cook, prepare, process or serve unprocessed foods at the ECE facility or school site.

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

Per unit acquisition cost, as defined by the federal government, includes the “net price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, and protective in transit insurance, freight and installation may be included or excluded from the acquisition cost in accordance with the non-Federal entity’s regular accounting practice.” All costs included within the acquisition cost must be necessary and reasonable in accordance with federal cost principles.

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

Procurement

Procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply to any equipment procured with these grant funds. Equipment competitively procured using these grant funds must be reasonable, necessary, and allocable in order to be permissible costs.

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

Track 3:

Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities Overview, Section 1.3.2 Additional Grantee Responsibilities, and the Grant Budget included in the applicant's submission.

For the purposes of this RFA, HW defines TA as:

1. Providing trainings (e.g., professional development, webinars, meetings) that support ECE facilities and/or schools in any of the following:
 - a. Developing the necessary knowledge and skills to engage in local and values-based procurement methods.
 - b. Developing the necessary knowledge and skills to work with their contracted FSMC or school meal vendor to engage in local and values-based procurement methods on their behalf.
 - c. Developing the necessary knowledge and skills to use small kitchen equipment to cook, prepare, process or serve locally grown/raised and unprocessed foods at the ECE facility or school site.
2. Conducting consultations (e.g., site visits, team meetings, phone calls, emails) to assist the ECE facility or school to identify challenges, successfully problem-solve, and implement solutions.
3. Developing resources (e.g., implementation materials, impact and measurement tools, readiness tools) in partnership with the ECE facility or school that provides them with the requisite policies, processes, and practices to engage in local and values-based procurement methods.

LVPP Track 3 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:

- Personnel, both for grantee staff and other professional services that would support the needs of the staff to build their capacity in the application's program area.
- Stipends to cover replacement staff time during trainings and professional development, and to supplement time covered outside of normal working hours, as allowable. Grantees must not use stipends to cover staff training and professional development that occurs during working hours.
- Materials and supplies to provide training and TA.
- Local travel expenses within Washington, DC to and from schools, OSSE mandated trainings, and grant related special events.
- No more than 10 percent of the project budget can be used for purchasing food under the following conditions:
 - Snacks at grant-related trainings or meetings with school leaders, educators, and school staff requires prior authorization.
 - Food for demonstration/educational purposes (e.g., cooking demo, taste test of healthier food choices), is allowable.

- All snacks/foods purchased with LVPP grant funds must meet the nutrition standards for the National School Lunch Program (NSLP) and School Breakfast Program (SBP) Meal Pattern Guidelines and Smart Snacks in School Standards.

LVPP Track 3 grant funds may not be used for:

- Travel expenses more than 50 miles outside of Washington, DC and overnight travel (e.g., hotels, airline tickets, and per diem) Equipment or other valuable electronics (e.g., phones, computers, printers) that are not part of the program activities.
- Property construction or renovation.

If a CBO 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 percent of all direct costs under the grant.

1.2.9 Funding Terms and Conditions

- a. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE/HW to make an award.
- b. OSSE/HW reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE/HW shall notify the applicant if it rejects that applicant's proposal. OSSE/HW may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable regulation or requirement.
- c. OSSE/HW reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- d. OSSE/HW 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.
- e. OSSE/HW 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.
- f. OSSE/HW 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.
- g. OSSE/HW 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(s) will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE/HW; and compliance conditions that must be met by the grantee(s).
- h. 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.

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

Track 1:

The purpose of the LVPP grant Track 1 is to:

- Providing a 20-cent reimbursement per eligible lunch to build the financial capacity of ECE facilities and public and public charter schools in the DC operating CNPs to increase the quantity, variety and/or frequency of local foods served and increase the use of values-based procurement methods in purchasing locally sourced and unprocessed foods

The above is to be accomplished through the procurement of local and unprocessed foods that were purchased using values-based procurement methods when possible.

Applicants will select a maximum of five (5) DC ECE facilities and/or public and public charter schools. Applicants must include in their application a letter of commitment from the ECE facilities and/or schools that will receive the reimbursement. Applicants whose selected sites have a contracted Food Service Management Company (FSMC) or school meal vendor will include a letter of commitment from each contractor's authorized representative.

Track 1 grantees are required to complete the following activities during the grant period:

- Establish baseline local and values-based purchasing data including:
 - Average current monthly dollars spent on locally grown and unprocessed foods.
 - Average percentage of monthly dollars spent on locally grown and unprocessed foods that are purchased using values-based procurement methods.
 - Average current number of different locally grown and unprocessed foods purchased each month.
 - Average current number of locally grown and unprocessed foods served per day.
- Work with each site's FSMC or school meal vendor to reach procurement goals, as applicable.
- Submit monthly modified [Locally Grown and Unprocessed Food Item Tracking Log](#).
- Monthly, 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 TA from OSSE on best practices for coordination of policies, practices, and procedures. 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.

Track 2:

The purpose of the LVPP grant Track 2 is to:

- Build the capacity of early childhood education (ECE) facilities and public and public charter schools in the District of Columbia (DC) operating child nutrition programs (CNP) increase the quantity, variety and/or frequency of local foods served by increasing capacity to process and serve local foods by purchasing small kitchen equipment.

Applicants will select a maximum of five (5) DC ECE facilities and/or public and public charter schools. Applicants must include in their application a letter of commitment from the ECE facilities and/or schools that will receive the equipment.

Track 2 grantees are required to complete the following activities during the grant period:

- Purchase equipment listed in the application.

- Use the equipment, or coordinate with site staff to use equipment, for its intended purpose as written in the application at least one time.
- Monthly, 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 TA from OSSE on best practices for coordination of policies, practices, and procedures. 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.

Track 3:

The purpose of the LVPP grant Track 3 is to:

- Build the capacity of early childhood education (ECE) facilities and public and public charter schools in the District of Columbia (DC) operating child nutrition programs (CNP) to increase the quantity, variety and/or frequency of local foods served by providing technical assistance on local and values-based procurement (TA) to ECE facilities and schools as well as any food service management companies or school meal vendors that they contract with.

CBOs will partner with at least one DC ECE facilities and/or public and public charter schools. CBOs must include in their application letters of commitment from each ECE facility and/or school that the CBO plans partner with. Applicants may include proposals to work with a FSMC or school meal vendor that is contracted with the partner ECE facilities and/or public and public charter schools.

If partnering with DC ECE facilities, the facilities must meet the following criteria:

- Are currently licensed by OSSE.
- Participate in the Child and Adult Care Food Program (CACFP) and be in good standing.

Applicants may propose to partner with: 1) a mix of DC ECE facilities and public and public charter schools; 2) only ECE facilities; or 3) only DC public and public charter schools.

Grantees will be required to complete the following activities through the provision of TA with at least one partner ECE facility or school to:

- Finalize partnerships (as submitted in their application), begin relationship building and establish communication norms.
- Confirm the partner team(s) and point of contact who will lead the work at the partner site and the ECE facility or school leader who will support the team in this work.
- Conduct needs assessments in partnership with the ECE facility or school team to:
 - Identify the ECE facility's or school's strength or challenges in the selected programmatic area.
 - Evaluate current capacity and identify the areas where that capacity could be increased.
 - Use needs assessment findings to develop program area specific strategies.
 - Implement or enhance structures to communicate: 1) the results of the assessment; and 2) a feedback loop to allow for clear and transparent communication regarding the results and next steps.
- Develop an implementation and sustainability plan using the results of the needs assessment. The implementation plan must be written in partnership with the site team and include how the

ECE facility or school team will improve their capacity, programs, policies, practices, and/or resources.

- Grantees will pilot program area specific strategies with partner schools. This may include:
 - Capacity-building supports provided to schools and staff (e.g., training, TA, consultation).
 - Participation in school team planning, data review, monitoring, and evaluation.
- Grantees will be required to monitor and evaluate the Outputs and Outcomes described in the Logic Model.
- 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 activities to include formal recommendations to OSSE on the implementation of program area specific training and TA to schools.
- Occurring monthly, 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 TA from OSSE on best practices for coordination of policies, practices, and procedures. 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.

For local guidance and best practice approaches please reference:

- [OSSE Wellness Guidelines for Child Care Facilities](#)
- [A Comprehensive Approach to Educator Wellness](#)
- [Healthy Schools Act Informational Guide](#)

1.3.2 Additional Grantee Responsibilities

Grantees will also be required to:

- To the extent possible, participate in OSSE/HW-sponsored training programs that assist the grantees' staff and assures OSSE/HW that the grantees' staff is adequately trained to increase the capacity of schools to implement healthy ECE facility and schools programming
- Work with the OSSE/HW grant manager, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed;
- Based on the need and population to be served, ensure OSSE/HW that culturally sensitive activities will be utilized, and that competent staff will be part of the proposed program; and
- Adhere to Section 3.3 Reporting Requirements.

1.3.3 OSSE/HW Responsibilities

- OSSE/HW will utilize several monitoring strategies including, but not limited to, collection of performance data, and review of financial reports. All information in monitoring reports will be subject to verification, and OSSE/HW may require additional information from the grantee(s). Additionally, OSSE/HW reserves the right to request, and be provided with additional information, such as financial records, supporting documents, data and statistical records, and all records pertinent to this award at any time during the grant award life.

- OSSE/HW will promote and highlight grantee projects and work through OSSE/HW communication channels.

1.4 Application Review Process

1.4.1 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 reviewers will read and score the applications received for this RFA. The final decision to award a LVPP grant rests solely with OSSE. After reviewing the recommendations of the reviewer and any other information considered relevant, OSSE shall decide which applicant to fund, as well as the funding amount.

1.4.2 Rubric

Applications will be scored using the rubrics provided in Attachments C, D and E.

SECTION II: PROGRAM INFORMATION

2.1 Program Proposal: Track 1 and Track 2

2.1.1 Program Abstract

Applicants must include an abstract and include the organization's name, location, and program manager's name. The abstract should include a project overview and description, participating ECE facilities and/or schools and description of the intended population; and the program's focus area and overarching goals. The abstract may be shared publicly, and should be clear, accurate, and concise so that the project can be understood without reference to other parts of the application.

2.1.2 Program Plan

2.1.2.1 School/Facility Recruitment and Needs Assessment (if applicable)

Track 1 and Track 2:

If an applicant's CNP program includes more than one site:

- State the number of early childhood facilities and/or school sites that will be participating in the pilot program (maximum of 5 for each applicant).
- A detailed strategy on how ECE facilities and/or school sites were determined.
 - Applicants may select a up to 5 school sites or ECE facilities to participate in this project. Applicants must provide a letter of commitment signed by the school's Authorized Representative.

2.1.2.2 Diversity, Equity and Inclusion (DEI)

- The organization's definition of DEI. 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?
- Applicants will submit a Local and Based Purchasing Action Plan.

2.1.2.3 Monitoring and Data Collection Plan

Track 1:

Applicants will submit a plan to monitor and evaluate the program activities for each ECE facility or school site included in the application.

- Desired outcomes for increasing at least one of the following indicators:
 - Frequency of local and values-based products served in school meals or snacks.
 - Quantity of local and values-based products served in school meals or snacks.
 - Variety of local and values-based products served in school meals or snacks.
- The data sources for each identified indicator. OSSE may request source data.
- Data will be reported monthly through a modified [Locally Grown and Unprocessed Food Item Tracking Log](#).

- Who will oversee each aspect of the project evaluation and who will submit the modified Locally Grown and Unprocessed Food Item Tracking Log (awardee, site level representative, FSMC or school meal vendor representative, etc.).

Track 2:

Applicants will submit a plan to monitor and evaluate the program activities for each ECE facility or school site included in the application.

- Desired outcomes for each site to use equipment to cook, prepare, process or serve locally grown and unprocessed foods.
- Who will oversee each aspect of the project evaluation (awardee, site level representative, FSMC or school meal vendor representative, etc.).

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

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

2.1.2.4 Collaboration with Partners and Stakeholders

- For applicants on applying on behalf of several sites, applicants will describe how they will work with each ECE facility and/or school site to complete program goals.
- When applicable, applicants will describe how they will work with each ECE facilities’ or school site’s contracted Food Service Management Company (FSMC) and/or vendor that prepares school meals.

2.1.2.5 Budget

Track 1:

Applicants will report the average number of eligible meals served per month for each site. This number will be used to calculate the estimated award for each site.

Track 2:

Applicants will submit a budget and budget narrative.

- Detailed, itemized cost information for each equipment purchase.
- Description of how the equipment will be used to meet grant purpose and objectives.

2.2 Program Proposal: Track 3

2.2.1 Program Abstract

Applicants must include an abstract and include the organization’s name, location, and program manager’s name. The abstract should include a project overview and description, services delivered;

participating ECE facilities and/or schools and description of the intended population; and the program's focus area and overarching goals. The abstract may be shared publicly, and should be clear, accurate, and concise so that the project can be understood without reference to other parts of the application.

2.2.2 Program Logic Model

Applicants must submit a logic model as part of their application. 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 outcomes and 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 desired change).

Use the OSSE logic model template included as Attachment C.

The logic model must demonstrate how the applicant will provide TA to their partner ECE facilities or schools and include the following:

- Purpose: Brief description of the goals of the Grantee’s specific program. The Purpose should be in conversation with the Assumptions.
- Target Audience: Group(s) intended to participate in and/or benefit from the activity.
- Assumptions: Underlying evidence-based or evidence-informed reasons and/or beliefs describing why the activities/strategies are believed to achieve the Outcomes.
- Inputs: Human, financial, and material resources; both tangible (e.g., equipment) and intangible (e.g., partners).
- Activities: Actions needed to implement a project (e.g., “Provide training”).
- External Factors: Environmental changes that can affect program implementation and success (e.g., political, social, economic factors).
- Measurement: What metrics or tools will be used to measure the impact of the activities or strategies.
- Outputs: Number (#) of deliverables from activities (e.g., # of trainings, # of persons being trained). Numbers should be based on accurate projections.
- Outcomes: The level of increase expected in the partner schools’ capacity as a result of the Activities and Outputs.

For more information on developing logic models, visit the [OSSE website](#).

2.2.3 Program Plan

Applicants must submit a high-level TA plan that should align with the logic model. The TA plan will be further refined early in the grant period.

2.2.3.1 Facility/School Recruitment and Needs Assessment

- State the number of early childhood facilities and/or schools you plan to partner with over the grant period.
- A detailed strategy on how ECE facilities and/or schools were recruited.

- Applicants will be required to provide a letter of commitment signed by each partner ECE facilities' or school's Authorized Representative.
- The needs assessment tool(s), data sources, and other resources that will be reviewed to identify schools and their specific areas of support.
- Describe any experience your organization has with completing needs assessments and include how your methods ensure authentic key partner voice.

2.2.3.2 Diversity, Equity and Inclusion (DEI)

- The organization's definition of DEI. 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?
- Describe the organization's experience with values-based purchasing methods.

2.2.3.3 Technical Assistance Plan

- Provide a detailed description of the organization's capacity to provide TA to the number of stated partners each month to include: 1) support within each of the grant program scope areas, i.e., finalizing partnerships, completing needs assessment, creating implementation and sustainability plans, and piloting promising practices; 2) milestones to track progress within each program scope area; and 3) examples of outcomes (short, medium and long) for how schools will be impacted by grant activities and how you will measure impact.
- Project goals and objectives. Goals should be SMART (Specific, Measurable, Achievable, Realistic, and Time-bound).
- Inputs, activities, and outputs that will lead to outcomes.
- External factors that are possible program influences/challenges, and how you will mitigate them.
- TA implementation plan, including a timeline.
- The organizational management plan, including how the project will be governed and will execute the activities, including:
 - The organization's governance structure;
 - Roles/responsibilities of key staff;
 - Operating procedures, including planning and monitoring of project activities to maintain fidelity to the evidence-based or evidence-informed program;
 - Communication plans;
 - Systems for financial management and oversight; and
 - Staff transition plan to address any unforeseeable staff turnover, ensuring that the program will not be interrupted.
- Resources and funding required to provide TA. Indicate what your current level of resources and assets to implement TA.

2.2.4 Program Sustainability Plan

Applicants will include information on how they will work with each partner ECE facility and/or school to develop a realistic sustainability plan to support the school in continuing and enhancing, if appropriate, the programming after the grant ends.

- How you will assess each school’s ongoing capacity and resource needs to help develop an individualized sustainability plan.
 - For more information on sustainability planning, reference the [Program Sustainability Assessment Tool \(PSAT\) and resources](#). The sustainability plan will be smaller in scale than discussed in this resource; however, the information can be used as a general guide.
- How you will include a sustainability plan as part of the action plan process. How you will support each school in preparing to effectively implement the sustainability plan and how you will transition out of the partner site and ensure that a plan, team, and resources are in place for the partner to sustain the work that will extend longer than the grant period.

2.2.5 Monitoring and Data Collection Plan

Applicants will submit a plan to monitor and evaluate the program activities.

- Based on the metrics/outcomes in your logic model, how project activities will be monitored, including a timeline for the monitoring process. At least one outcome must evaluate changes each ECE facilities’ and/or schools capacity in one or more of the following categories:
 - Purchase local foods
 - Engage in values-based procurement
 - Track, report and/or use local and values-based purchasing data.
 - Effectively communicate with contracted FSMC or meal vendors to influence purchasing behaviors on behalf of the CNP.
 - Use kitchen equipment to process and/or cook unprocessed foods at the school or ECE facility site.
- Your measures and desired outcomes.
- The data sources for each identified indicator.
- A plan to ensure data protection safeguards, as needed.
- A plan to ensure transparency and active sharing of findings with stakeholders.
- Who will oversee the project evaluation.

2.2.6 Collaboration with Partners and Stakeholders

Applicants will describe how they will work with ECE facilities and/or school partners, community members and stakeholders.

- 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 Commitment and/or Memoranda of Understanding (MOU) from all participating sites, resources and/or partners.

2.2.7 Summary of Qualifications

Applicants will submit information on the qualifications of the organization and program staff.

- Indicate if your organization has applied for or received an OSSE HW grant in the past.
- Your experience providing capacity-building services (e.g., training, TA, consultation) in local and values-based procurement methods.
- Please provide a detailed description of your experience in forming partnerships with early childhood facilities, schools, or organizations and building leadership buy-in and staff trust.
- Your commitment to building capacity of ECE facilities and schools to support local and values-based procurement, including examples of your work.

2.2.8 Budget

Applicants will submit a budget and budget narrative. Applications will be reviewed for the cost-effectiveness of the budget.

- How you determined the proposed costs.
- A Budget and Budget Justification Narrative that describes all proposed costs, including per unit costs (if appropriate). The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity and reasonableness of the proposed costs. The budget may only include allowable activities that will take place during the funding period in support of the program.
- How all costs are essential to the success of the project and are clearly related to the vision and implementation plan for the project.

SECTION III: GENERAL PROVISIONS

3

3.1 Performance Standards and Quality Assurance

OSSE/HW expects that the grantee(s)'s performance will result in measurable, quality improvements in health schools programming, which will be reported in the quarterly program performance reports. The grantee(s) will be expected to meet at least quarterly with OSSE/HW to share information and review reports related to the status of grant activities. In addition, the grantee(s) will be required to meet performance standards and acceptable quality level to be determined by OSSE/HW and the grantee(s).

3.2 Confidentiality of Records

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

3.3 Reporting Requirements

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

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

Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately.

3.4 General Provisions

3.4.1 Grant Award Notice and Payments

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's Electronic Grant Management System (EGMS) at: <https://grants.osse.dc.gov/>. The GAN 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. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS. 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. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests.

3.4.2 Monitoring and Reporting

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

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

3.4.3 Document Retention

Recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of five (5) years from the end date of the grant period to ensure that such documentation is available to authorized entities for review upon request. If any litigation, claim, or audit is started before the expiration of the five (5) year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

The grant recipient must maintain records that show:

- The amount of funds available under the grant;
- How the grant recipient used the funds;
- The total cost of the project;
- The share of that total cost provided from other sources; and
- Other records to facilitate an effective audit.

3.4.4 Audits

At any time before final payment and during the required retention period, the District government may audit the applicant's expenditure statements and source documents.

3.4.5 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.

3.4.6 Nondiscrimination in the Delivery of Services

The grant recipient shall comply with the DC Human Rights Act of 1977, as amended (D.C. Code § 2-1401.01 *et seq.*), which prohibits discrimination on the basis of race, color, religion, nationality, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, genetic information, disability, matriculation, political affiliation, source of income, sealed eviction record, status as a victim of an intrafamily offense, or place of residence or business, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, credit information, or homeless status of any individual.

ATTACHMENTS

Attachment A: Letter of Commitment

Attachment B: Local and Values-Based Purchasing Action Plan

Attachment C: Logic Model Template

Attachment D: Evaluation Criteria Track 1

Attachment E: Evaluation Criteria Track 2

Attachment E: Evaluation Rubric Track 3

Attachment A: Letter of Commitment

Directions: Applicants will select a maximum of five (5) DC ECE facilities and/or public and public charter schools. Applicants must include in their application a letter of commitment from the ECE facilities and/or schools that will receive the reimbursement. Applicants whose selected sites have a contracted Food Service Management Company (FSMC) or school meal vendor will include an additional letter of commitment from each contractor’s authorized representative.

Applicants must provide this form to each ECE facility or school for them to complete and return to the applicant so that it can be included in their application. Please have the ECE facility or school copy the below text onto their letterhead, provide the relevant information where indicated, and have an authorized representative of the school sign. ECE facilities or schools who have a contracted food service management company or school meal vendor that purchases food on their behalf must provide part 2 of the letter to the contracted organization. The contracted organization must have an authorized representative complete and sign part 2 of the letter.

[Name]
[Title]
[ECE Facility or School]
{Address}

[Date]

[ECE facility or School site name] commits to engaging in local and values-based procurement methods that will increase the quantity, frequency and/or variety of local foods served in school meals and/or snacks. [ECE facility or School name] commits to completing the required tasks outlined in this application during the grant period to implement the requirements of the Office of the State Superintendent of Education’s (OSSE) Local and Values-based Purchasing Pilot grant.

_____ [Authorized representative signature]

For ECE facilities and schools who work with a contracted FSMC or school meal vendor to purchase foods on their behalf:

To be completed by applicant or ECE facility/school site staff. Please list all tasks required by the FSMC or School Meal Vendor.

[ECE Facility or School Site name] requests that [FSMC or School Meal Vendor Name] completes the following tasks:

[FSMC or School Meal Vendor Name] commits to completing the required tasks stated above during the grant period to implement the requirements of the Office of the State Superintendent of Education's (OSSE) Local and Values-based Purchasing Pilot grant.

_____ [Authorized representative signature]

Local & Values-Based Purchasing Action Plan for Child Nutrition Programs (CNP)

Each Child Nutrition Program (CNP) has a unique set of priorities, challenges, and that determines what food they purchase, how much of it they'll buy, where that food comes from, and how it will be used. This worksheet is designed to help you to articulate your food and producer , what program considerations and logistics impact your purchasing, and how these factors determine your goals toward local/regional and values-based purchasing. This template was adapted from the Vermont FEED "Creating a Local & Based Purchasing Action Plan" resource.

When we buy food we unconsciously use a set of for both the people we purchase from and the foods that we purchase that determine our purchasing decisions. These may include issues such as: quality, cost, convenience, origin, labor, safety, production practices, distribution, economic impact, and sustainability. For more information on defining can be found [here](#). The first step in creating a successful Local and Values-based Purchasing Action Plan for a Child Nutrition Program (CNP) is to articulate the of the CNP staff, students and any other notable stakeholders. To complete the boxes below, it's important to gather information from each group on their . The different groups may have shared, similar, different, or even conflicting –there are no wrong answers.

Child Nutrition Program	Students	Stakeholders (School Community, Families, Vendors, etc.)

Statement

Using the information from above, create a statement for your organization. This statement can be used to clearly communicate your programs purchasing .

At _____ we support:

Program Considerations and Logistics

In addition to , consider the logistics and realistic constraints that impact what your food or nutrition program can purchase. What limitations do your customers and your program face? These might include time, budget/cost, familiarity with foods, cafeteria or kitchen design, equipment available, etc.

Child Nutrition Program	Students	Stakeholders

Your Purchasing Goals

If you have a vendor or food Service management company that does purchasing on behalf of your CNP, work with them to fill out this section.

Products:

What food would you like to purchase?	Why would you like to purchase this food?	How will you use the food?

Producers:

Regional Producers	BIPOC/Socially Disadvantaged Producers	Small Businesses

Attachment C: Logic Model Template

Logic Model Template

Purpose	
Assumptions	

Inputs	Activities	Outputs	Outcomes	How Outcome Will Be Measured	Target Audience	External Factors

Attachment D: Evaluation Rubric Track 1

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 and project goals.	0	2	4	6	8
	Total Points				8

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
School/Facility Recruitment and Needs Assessment (If applicable)					
If an applicant’s CNP program includes more than one site, the applicant states which sites will be participating in the grant program and provides a letter of commitment from each site (maximum of 5 for each applicant).	0	3	6	9	12
If an applicant’s CNP program includes more than one site, the applicant describes a detailed strategy on how ECE facility and/or school sites were selected.	0	2	4	6	8
	Total Points				20

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Diversity, Equity and Inclusion					
Applicant describes the organization's definition of DEI. 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?	0	2	4	6	8
Applicant provides a detailed Local and Values-based Purchasing Action Plan	0	4	8	12	16
	Total Points				24

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Monitoring and Data Collection Plan					
Applicant states desired outcomes for increasing at least one the following indicators: <ul style="list-style-type: none"> - Frequency of local and values-based products served in school meals or snacks. - Quantity of local and values-based products served in school meals or snacks. - Variety of local and values-based products served in school meals or snacks. 	0	4	8	12	16
Applicant states who will oversee each aspect of the evaluation process and who	0	1	2	3	4

will submit the monthly modified Locally Grown and Unprocessed Food Item Tracking Log for each site.					
Total Points					20

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Collaboration with Partners and Stakeholders (If Applicable)					
For applicants on applying on behalf of several sites, applicant describes how they will work with each ECE facility and/or school site to complete program goals.	0	3	6	9	12
When applicable, applicant describes how they will work with each ECE facilities' or school site's contracted Food Service Management Company (FSMC) and/or vendor that prepares school meals to complete program goals.	0	3	6	9	12
Total Points					24

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Budget					
Applicant reports the average number of eligible lunches served per month for each site.	0	1	2	3	4
Total Points					4

Attachment D: Evaluation Rubric Track 2

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 and project goals.	0	2	4	6	8
	Total Points				8

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
School/Facility Recruitment and Needs Assessment (If applicable)					
If an applicant's CNP program includes more than one site, the applicant states which sites will be participating in the grant program and provides a letter of commitment from each site (maximum of 5 for each applicant).	0	2.5	5	7.5	10
If an applicant's CNP program includes more than one site, the applicant describes a detailed strategy on how ECE facility and/or school sites were selected.	0	2	4	6	8
	Total Points				18

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Diversity, Equity and Inclusion					
Applicant describes the organization's definition of DEI. 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?	0	2	4	6	8
Applicant provides a detailed Local and Values-based Purchasing Action Plan	0	4	8	12	16
	Total Points				24

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Monitoring and Data Collection Plan					
Applicant states desired outcomes for each site to use equipment to cook, prepare, process or serve locally grown and unprocessed foods.	0	2	4	6	8
Applicant states who will oversee each aspect of the evaluation process for each site.	0	2	4	6	8
	Total Points				16

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Collaboration with Partners and Stakeholders (If Applicable)					
For applicants on applying on behalf of several sites, applicant describes how they will work with each ECE facility and/or school site to complete program goals.	0	2	4	6	8
When applicable, applicant describes how they will work with each ECE facilities' or school site's contracted Food Service Management Company (FSMC) and/or vendor that prepares school meals to complete program goals.	0	2	4	6	8
	Total Points				16

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Budget					
Applicant includes a detailed, itemized cost information for each equipment purchase.	0	2.25	4.5	6.75	9
Applicant includes a description of how the equipment will be used to meet grant purpose and objectives.	0	2.25	4.5	6.75	9
	Total Points				18

Attachment E: Evaluation Rubric Track 3

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
Applicant briefly describes the services delivered, participating facilities and/or schools and description of the intended population and goals.	0	.5	1	1.5	2
	Total Points				4

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	1.5	2
The outcome measures are SMART.	0	.5	1	1.5	2
The activities are aligned to the purpose of the grant.	0	4	8	12	16
	Total Points				18

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Facility/School Recruitment and Needs Assessment					
Applicant provides a list of partner facilities/schools and a fair estimate of how many participants (e.g., staff, administrators) will be included in the project. (Applicants will be required to have a minimum of one (1) facilities/schools to participate in this project provide a letter of commitment signed by the school's Authorized Representative.)	0	.5	1	1.5	2
Applicant provides a clear description of the needs assessment tool and/or process that will be used to determine with each facility/school.	0	1	2	3	4
Total Points					6

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Diversity, Equity, and Inclusion (DEI)					
Applicant demonstrates a commitment to DEI within their organization and explains how their program will be inclusive and equitable.	0	1.5	3	4.5	6
Applicant provides a clear explanation of their organization's commitment and experience with values-based purchasing.	0	1	2	3	4
Total Points					10

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Technical Assistance Plan					
Applicant provides a clear implementation and program delivery plan that provides sufficient detail for all components of the logic model including a timeline of major milestones.	0	4	8	12	16
Applicant describes the external factors identified in the logic model and has a plan in place to mitigate/overcome these challenges.	0	.5	1	1.5	2
Applicant clearly describes the resources (e.g., financial, human, material, time) required to implement the plan.	0	1	2	3	4
				Total Points	22

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Program Sustainability Plan					
Applicant describes the process for assessing capacity and resource needs to help develop individualized sustainability plans	0	.5	1	1.5	2
Applicant presents a timeline for developing a sustainability plan for each facility/school	0	.5	1	1.5	2
Applicant describes how each school will be supported in preparing to effectively implement the sustainability plan.	0	1	2	3	4
				Total Points	8

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Monitoring and Data Collection Plan					
Applicant clearly identifies the source of the data for each identified metric, and how data will be used to understand program progress and impact.	0	1	2	3	4
Applicant clearly describes how they will manage the program evaluation, including a reasonable timeline and measures to ensure the integrity of the evaluation.	0	1	2	3	4
	Total Points				8

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Collaboration with Partners and Stakeholders (If Applicable)					
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
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
	Total Points				4

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Summary of Qualifications					

Applicant provides evidence of excellent past performance providing TA in local and values-based procurement methods.	0	3	6	9	12
Applicant clearly describes their commitment to building capacity of ECE facilities and schools to support local and values-based procurement.	0	1	2	3	4
	Total Points				16

Criteria	Missing	Does Not Meet Expectations	Working Towards Expectations	Meets Expectations	Exceeds Expectations
Budget					
Applicant is clear about how proposed costs were determined and steps were taken to ensure the project is cost-effective.	0	.5	1	1.5	2
All proposed costs are described in the Budget and Budget Justification Narrative. Applicant provides a clear explanation of the source and values determination of in-kind contributions.	0	.5	1	1.5	2
	Total Points				4