



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

**Division of Health and Wellness  
Child Nutrition Programs  
FY 2023 School Food Service Assistance Grant for School Food Authorities**

## **REQUEST FOR APPLICATIONS**

**RFA Release Date: July 14, 2023**

**Application Submission Deadline: ~~Aug. 15, 2023, 3 p.m.~~  
Sep. 7, 2023, 3 p.m. - **New****

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

**This RFA was updated on Aug. 21, 2023 to provide a new Application Submission  
Deadline of Sep. 7, 2023, at 3 p.m.**

**Checklist for Applications**  
**FY 2023 School Food Service Assistance Grant for School Food Authorities**

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

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

- Obtained a Unique Entity ID number from the federal System for Award Management (SAM); and
- Registered in the OSSE Electronic Grants Management System (EGMS).
- The applicant has completed Central Data Assurances for FY23 in EGMS and accepted all program assurances.

**When submitting your application, ensure:**

- The application was submitted through the OSSE Electronic Grants Management System (EGMS).
- The applicant organization/entity has responded to all sections of the Request for Application and has provided all the information in EGMS.
- Formal quotes must be submitted for each requested item (three quotes are required for all equipment).
- The application was submitted to the OSSE no later than 3 p.m. on the deadline date of 2023.

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## SECTION I: GENERAL INFORMATION

### Introduction

The Consolidated Appropriations Act, 2022 (P.L. 117-103) and the American Rescue Plan Act (ARPA) (P.L. 117-2), authorized grants to the Office of the State Superintendent of Education (OSSE), Division of Health and Wellness, for providing equipment assistance to School Food Authorities participating in the National School Lunch Program (NSLP). The District of Columbia has been selected to receive funding in the amount of \$53,163.

The Zero Waste Omnibus Act of 2020 (D.C. Law 23-211) and the Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209, as amended; D.C. Official Code § 38- 821.01 *et seq.*) allows OSSE to issue grants through a competitive process or a formula grants process to local education agencies, schools, nonprofit organizations, or partnerships developed among schools or with nonprofit organizations to support efforts to address food and food packaging waste. OSSE is adding an additional \$100,000 of local funds to the FY 2023 funding for this grant, for a total funding amount of \$153,163.

These funds will be available through a competitive grant process comprised of two program areas: 1) NSLP Equipment Assistance and 2) Food and Food Service Waste Reduction to public schools (i.e., schools within the District of Columbia Public Schools), public charter schools, and participating non-profit private/non-public schools.

### Grant Period

The grant period begins on the award period start date and ends on the award period end date listed on the Grant Award Notification (GAN). All funds must be expended by the award period end date. The award period end date for the NSLP Equipment Assistance program area will be September 30, 2024. The award period end date for the Food and Food Service Waste Reduction program area will be September 30, 2023. Unexpended funds of the approved grant will be refunded to the agency for further award to eligible applicants.

### Eligibility

Any District of Columbia public school, non-profit private/non-public school or public charter school campus chartered by the District of Columbia Public Charter School Board that currently participates in the NSLP, may apply. Awards are determined based on the school campus, not the School Food Authority (SFA) as an entirety. SFAs cannot submit applications for school campuses that are not part of their SFA in school year 2022-23.

## Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to [osse.nutritionprogram@dc.gov](mailto:osse.nutritionprogram@dc.gov) by 12 p.m. on Aug. 8, 2023. To ensure a fair process, questions submitted after Aug. 8, 2023, will not receive responses. Responses to questions will be published by Aug. 10, 2023.

Applicants are strongly encouraged to participate in the following webinar information session. A recording of the information session will be available on the OSSE website:

- Pre-application webinar: July 19, 2023, 2:00-3:00 p.m. Register [here](#).

## SECTION II: SUBMISSION OF APPLICATIONS

### Application Identification

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

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

### Application Submission Date and Time

One individual should be designated as primary contact and authorized representative of the application(s) submitted. Applications are due by 3 p.m. on ~~Aug. 15, 2023~~ Sep. 7, 2023 (**new**).

If there are questions, please contact:  
Shaunice Wall, Program Specialist  
Office the State Superintendent of Education  
1050 First St. NE, 6th Floor  
Washington, DC 20002  
[osse.nutritionprogram@dc.gov](mailto:osse.nutritionprogram@dc.gov)

## SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

This RFA solicits applications under two program areas: 1) NSLP Equipment Assistance and 2) Food and Food Service Waste Reduction. Eligible entities may apply for one or both program areas.

### NSLP Equipment Assistance

This program area will fund capital equipment used to serve healthier meals, meet the nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety, and expand accessibility to food services.

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

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

### Equipment Examples

The following are examples of allowable equipment for this program. This list is not exhaustive.

- Combine ovens
- Tilt skillets
- Hot and/or cold food service lines
- Salad Bars
- Packing machines
- Water bottle refill stations

## Funding

The District of Columbia has been selected to receive federal funding from USDA in the amount of \$53,163 for the NSLP Equipment Assistance program area. OSSE is adding an additional \$100,000 of local funds for the Food and Food Packaging Waste Reduction program area for a total funding amount of \$153,163.

Total funding available: \$153,163  
Minimum award amount: \$1,000  
Maximum award amount: \$15,000  
Estimated number of awards: seven to ten

An applicant may request funds for more than one piece of equipment, but the total funding request for any one application may not exceed \$15,000. For the FY 2022 federal Equipment Assistance Grants, Congress has specified that the minimum purchase threshold for the purchase of equipment has been lowered to \$1,000.

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

## Equipment

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

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

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

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

## Continuation Funding

All awards are made for a period of up to two years, as defined by the grant period. However, if all funds are not expended by September 30, 2023, applicants awarded funds will be required to complete and submit a continuation application prior to being awarded continuation funds in year two. The continuation application will be online in OSSE's EGMS. Information regarding the application will be communicated to recipients prior to the end of each program period. Continuation of awards in year two is contingent upon:

- The availability of funds
- The sub-recipient completing closeout for year one by Jan. 15, 2024
- Compliance with District and Federal laws, regulations, and guidance
- Operation of the grant program as submitted in the application
- The appropriate expenditure of funds throughout the grant award period
- The completion of a continuation grant application

## Resources

- The Institute of Child Nutrition: <https://theicn.org/>
- School Nutrition Association: <https://schoolnutrition.org/>
- Smarter Lunchrooms Movement: <https://www.cde.ca.gov/ls/nu/he/smarterlunchrooms.asp#toolkit>

## Procurement

Procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-327 apply to any equipment procured with federal grant funds. Equipment competitively procured using these grant funds must be reasonable, necessary, and allocable in order to be permissible costs. For example, using these funds to purchase a walk-in freezer for school food service would be allowable; however, renovation of the food service area would fall under the category of construction and would not be an allowable cost.

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



## Food and Food Packaging Waste Reduction

This program will fund costs that lead to a reduction of food and food packaging waste in schools. In order to make the most effective use of these grant funds, applicants must address at least one of the following focus areas:

- Dishes and dishwashing: Projects that establish, expand, or improve in-house dishwashing capacity
- Reusable foodware: Projects that purchase reusable food ware
- Food waste reduction: Projects that reduce food waste

The following are examples of allowable expenses for this program. All expenses must contribute to a reduction in food and food packaging waste. This list is not exhaustive.

- Supplies and materials (Reusable foodware containers, storage containers, recycle bins)
- Equipment (ex: food storage equipment)<sup>1</sup>
- Implementation and management programs (share tables<sup>2</sup>, education, training, and promotion)
- Salaries or stipends for purposes of this grant program only
  - Funds towards salaries and stipends cannot be used to replace salaries and stipends necessary to operate child nutrition programs and associated activities
- Hiring external experts in school meals professional standards to conduct trainings
- Registration fees for webinars or in-person training sessions
- Travel expenses (e.g., travel to training) for staff or students

## Reimbursement

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

- i. Signed confirmation of adherence to procurement rules documents
- ii. Invoices detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
- iii. Date equipment was installed and used toward meeting grant initiatives (if applicable)

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<sup>1</sup> Equipment purchases under \$1,000 are allowable in this program area only. There is no minimum per unit acquisition requirement for the Food and Food Packaging Reduction program area.

<sup>2</sup> "Share table" is a location where school community members can place unopened or sealed foods to provide for other community members to take food that would otherwise be thrown away.

- iv. Evaluation Questionnaire (submit with reimbursement request)
- v. Any reporting requirements for USDA or OSSE

## **SECTION IV: GENERAL PROVISIONS**

### **Decision and Notifications of Awards**

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS. Grant recipients are required to comply with OSSE's Grantee Reimbursement Request Submission Policy, available at <https://osse.dc.gov>.

### **Audits**

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

### **Monitoring and Reporting**

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

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

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

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

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

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

A template for providing quarterly reports will be provided.

### Confidentiality

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

### 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 a conflict of interest, or the appearance of a conflict, would be involved. A conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the

aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

## Terms and Conditions

- Funding for this award is contingent on available funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## Nondiscrimination in the Delivery of Services

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

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

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

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

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

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

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

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

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should

contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **Government-Wide Regulations**

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

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA Implementing regulations “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 2 CFR Part 418: USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3: “Debt Management”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
- The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing

regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552).

**Cost Principals**

- 2 CFR, Part 200: Subpart E, Cost Principles

**USDA Regulations**

- 7 CFR Part 15: “Nondiscrimination”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552).

**SECTION V: EVALUATION OF APPLICATION**

**Review Panel**

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

**Evaluation Criteria**

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

<b>Criteria</b>	<b>Missing</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>Project Vision and Implementation (Max 30 points)</b>				

Applicant provides a clear vision for use of the requested funds in the school meal programs.	0	(1-3)	(4-6)	(7-10)
Applicant clearly describes how the funds will have a measurable impact on the school food service program.	0	(1-3)	(4-6)	(7-10)
Applicant includes a timeline of major milestones.	0	(1-3)	(4-6)	(7-10)
<b>Project Justification (Max 40 points)</b>				
NSLP Equipment Grant program area:  Applicant describes how they will meet one or more of the focus areas including: 1- Improve the quality of school meals. 2- Improve the safety of food served in the NSLP. 3- Improve the energy efficiency of the school food service operation. 4- Improve or expand the level of participation in the school meal programs. 5- Contribute to the Smarter Reporting Sub-award strategy.	0	(1-10)	(11-25)	(26-40)
Food Service Waste Reduction program area:  Applicant describes how they will meet one or more of the focus areas including: 1- Dishes and dishwashing 2- Reusable foodware 3- Food waste reduction	0	(1-10)	(11-25)	(26-40)
<b>Sustainability (Max 20 points)</b>				



Applicant provides a maintenance and upkeep plan for requested equipment or a plan to continue food and food packaging waste reduction programing beyond the grant cycle.	0	(1-5)	(6-10)	(11-20)
<b>Budget Justification (Max 10 points)</b>				
Applicant clearly describes how the proposed costs were determined, and describes steps taken to ensure requests are cost effective.	0	(1-2)	(3-5)	(6-10)

### Description of Scoring

The criteria above will be scored using the following indicators:

- Missing: The category is not addressed.
- Does Not Meet Expectations: The applicant is missing a very large portion of the category, fails to provide information, or provides inaccurate information.
- 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.

OSSE’s Division of Health and Wellness has a competitive preference for the 2023 School Food Service Assistance Grant which is intended to narrow the achievement and opportunity gap.

The Division of Health and Wellness will provide a competitive preference for the NSLP Equipment Assistance program area only to DC public schools, public charter schools, and participating private schools who have not received a NSLP Equipment Assistance Grant in the previous three years.

### **Competitive Preference**

Based on the rationale above, OSSE will utilize a competitive preference in reviewing FY 2023 applications. OSSE intends to award at least 50 percent of FY 2023 School Food Service Assistance Grant funds to applications from competitive preference schools.

## SECTION VI: APPLICATION FORMAT

### Application Format

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

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

Note that all central data, including the Unique Entity ID number from the federal System for Award Management (SAM), must be submitted before this grant can be entered into EGMS.

### Description of Application Sections

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

#### Contact Information (Attachment A)

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

#### Program Specific Information (Attachment B)

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

#### Detailed Planning Expenditures (Attachment C)

The Detailed Planning Expenditures for this application shall contain detailed, itemized cost information that shows equipment purchases (if applicable), personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures and your ability to spend or obligate the funds prior to the September 30, 2024 deadline.

## Contact Information (Attachment A)

Authorized Representative: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Grants Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fiscal Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

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

## Program Specific Information (Attachment B)

### Program Area

#### **1. Please select the program area below**

- NSLP Equipment Assistance
- Food and Food Packaging Waste Reduction

### NSLP Equipment Assistance program area

### Project Summary

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

### Project Vision and Implementation

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

### **Project Justification**

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

### **Sustainability**

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

### **Students with Disabilities**

1. Please describe how the proposed equipment would support the health and wellbeing of students with disabilities.

### **Budget Justification Narrative**

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

### **Supporting Documents**

1. Three quotes for each equipment requested.
2. Letter of Acceptance into the NSLP for school year 2022-23.
3. Photographs, diagrams, manufacturer fact sheets, or other supporting documentation for the vision.

### **Food and Food Packaging Waste Reduction**

### **Project Summary**

1. Please provide a brief (2-3 sentence) summary of the proposed project in the space provided below.

### **Project Vision and Implementation**

2. Please provide a clear vision for how funds will contribute to a reduction in waste generated by the school food program. Clearly describe how the funds will have a measurable impact on the reduction of waste. Include photographs, diagrams, manufacturer fact sheets, or other supporting documentation. Include a timeline of major milestones for the project.

### **Project Justification**

1. Please explain how the proposed project meets one or more of the focus areas including:
  - Dishes and dishwashing
  - Reusable foodware
  - Food waste reduction
2. Please describe the need for the proposed project.

### **Sustainability**

1. Please describe a sustainability plan for the proposed project.

### **Students with Disabilities**

1. Please describe how the proposed project would support the health and wellbeing of students with disabilities.

### **Budget Justification Narrative**

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

### **Supporting Documents**

1. Letter of Acceptance into the NSLP for school year 2022-23.

Photographs, diagrams, manufacturer fact sheets, or other supporting documentation.

### **Detailed Planning Expenditures (Attachment C)**

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

Overview Pages	Eligibility Check	Contact Information	Program Specific Information	Detailed Planning Expenditures	Assurances	Submit	Application History	Application Print	
Budget Overview	Budget Data Import	Professional Services	Equipment	Supplies and Materials	Other Objects	Budget Summary			
The application has been submitted. No more updates will be saved for the application.									
<b>Budget Summary</b> (Read Only)									
Site: <input type="text" value="All Budgets Combined"/> <input type="button" value="Go"/>									
Remove blank rows from display: <input checked="" type="radio"/> Yes <input type="radio"/> No									
Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
80	Other Expenses				8,400.00				8,400.00 100.00 %
Subtotal					8,400.00 100.00 %				8,400.00 100.00 %
Total Budget									8,400.00

## Assurances and Certifications (Attachment D)

### Program Specific Assurances

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