



**IOWA DEPARTMENT OF PUBLIC HEALTH**

**DIVISION OF COMMUNITY ACCESS**

Iowa Nutrition Network School Grant Program

Request for Application

Fiscal Year 2024 - #58818021-6

**Project Period: October 1, 2018 - September 30, 2024**  
**Contract Period: October 1, 2023 - September 30, 2024**

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## **SECTION I – GENERAL AND ADMINISTRATIVE ISSUES**

### **1.01 Purpose**

The purpose of this RFA is to provide guidance for current contractors to submit continuation applications to the Iowa Department of Public Health (referred to as Department) to renew service provisions as described by and within the project period established by the RFP #58818021. Services covered by this application promote health equity, or opportunities for everyone to live their healthiest life possible, by administering nutrition education, physical activity and obesity prevention programs to elementary-age children in school buildings in low-income neighborhoods.

### **1.02 Project and Contract Period**

FY2024 is the final year of a six-year project period. The Department expects the contract period to be a one-year term from October 1, 2023 to September 30, 2024. Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance and compliance with general and special conditions of the contract, availability of project funds, program modifications, or any other grounds determined by the Department to be in the Department's best interest.

The issuance of this RFA in no way constitutes a commitment by the Department to award a contract.

### **1.03 Eligible Applicants**

Applicants must meet each of the following eligibility requirements for consideration.

#### Eligible Applicants

Only current contractors are eligible to submit a continuation application under this RFA.

Current contractors:

- Allamakee County Agricultural Extension District
- Appanoose County Agricultural Extension District
- Black Hawk County Health Department
- Cedar Rapids Community School District
- Clarke County DBA Clarke County Board of Health
- Council Bluffs Community School District
- Dallas County Public Health Nursing Service
- Davenport Community School District
- Decatur County Public Health and Home Care
- Des Moines Independent Community School District
- Floyd County Agricultural Extension
- Henry County Agricultural Extension District
- Mills County Agricultural Extension
- Mid-Iowa Community Action, Inc.
- Wapello County Agricultural Extension District
- Wayne County Agriculture Extension District
- Webster County dba Webster County Health Department
- Woodbury County Agricultural Extension Services

**Electronic Communication Requirements**

Applicant is required to maintain and provide to the Department, upon application, a current and valid email account for electronic communications with the Department.

Official email communication from the Department regarding this application will be issued from [iowa.grants@mail.webgrantscloud.com](mailto:iowa.grants@mail.webgrantscloud.com). Applicants are required to assure these communications are received and responded to accordingly.

**1.04 Service Delivery Area**

Refer to the RFP #58818021 for service delivery area parameters. Any changes in the current service delivery area must adhere to these instructions. Any service delivery area changes for this RFA must be agreed to by existing contractors and applicable boards of health, and approved by the Department. Submit requests to Mike Drottz at [michael.drottz@idph.iowa.gov](mailto:michael.drottz@idph.iowa.gov) . Written approval must be obtained prior to submitting a continuation application.

**1.05 Funding**

The source of funding is the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP). The availability of funding for this project is contingent upon a USDA grant award to the Iowa Department of Health and Human Services.

Applicants may apply for up to the amount listed for their agency in Attachment F for the total contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Department to be in the Department’s best interests.

**1.06 Schedule of Important Dates** (All times and dates listed are local Iowa time.)

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire RFA for detailed information about events, dates, times and sites.

<b>EVENT</b>	<b>DATE</b>
RFA Issued	March 2, 2023
Written Questions and Responses	
Round I Questions Due	March 9, 2023
Interim Responses Posted by	March 16, 2023
Final Questions Due	March 30, 2023
Final Cumulative Responses Posted by	April 6, 2023
Applications Due	April 13, 2023 by 4:00 p.m. Local Iowa Time
Post Notice of Intent to Award	May 25, 2023

**A. RFA Issued** – The Department will post the RFA under Grant Opportunities quick link at [www.iowaGrants.gov](http://www.iowaGrants.gov) on the date referenced in the Schedule of Events table above. The RFA will remain posted through the Applications Due date.

**B. Applicant's Conference** – An applicant's conference will not be held.

**C. Written Questions and Responses** – Written questions related to the RFA must be submitted through [www.iowaGrants.gov](http://www.iowaGrants.gov) no later than the dates specified in the table above. Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by the Department.

Applicant must be registered with IowaGrants in order to submit a question (Refer to the 'New User Registration Instructions for IowaGrants.gov' document posted under the Attachments section of this Funding Opportunity).

To submit a question:

- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Ask A Question' link located at the top right-hand side of the Opportunity Details page, and enter a single question in the 'Post Question' box;
- Click the 'Save' button;
- A post question confirmation box will appear stating the question is under review.

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFA, the section and page must be referenced. Verbal questions will not be accepted. Questions will not be displayed in IowaGrants until written responses are posted by the Department.

The Department will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Department's written responses will be considered part of the RFA.

To view posted questions and responses:

- Login to [www.iowaGrants.gov](http://www.iowaGrants.gov);
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Scroll to the bottom of the Opportunity Details page, under the **Questions** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in [www.iowaGrants.gov](http://www.iowaGrants.gov) periodically for written questions and responses to this RFA.

**D. Application Creation** – The application will consist of multiple required forms (refer to Section 2.02) available within the Electronic Grant Management system at [www.iowaGrants.gov](http://www.iowaGrants.gov).

Each form of the application must be completed in its entirety or IowaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants (refer to section 2.01 and the 'New User Registration Instructions for IowaGrants.gov' document posted under the Attachments section of this Funding Opportunity). **The first user to**

**initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will override any changes made by other users.

IowaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections I.04) in response to this RFA.

**E. Applications Due** – Applications must be submitted by 4:00 p.m. (local Iowa time) **April 13, 2023** in the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov). Attempted submission of a completed application after the stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating “The Funding Opportunity is closed”.

Applications submitted to the Department in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Department and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

**The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.**

**The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants website are mandatory requirements and will not be subject to waiver as a minor deficiency.**

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant’s sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

**F. Notice of Intent to Award** – A Notice of Intent to Award the contract(s) will be posted for 10 business days on the Department webpage <https://hhs.iowa.gov/finance/funding-opportunities/notice-of-intent> by 4:30 pm on the date specified in the Schedule of Events table above. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

**G. Contract Negotiations and Execution of the Contract** – Following the posting of the Notice of Intent to Award, the Authorized Official for the successful applicant(s) will receive a contract document via email from the Department. The successful applicant has ten (10) working days from the date of receipt in which to negotiate and sign a contract with the Department. If a contract has not been executed within ten

(10) working days of applicant's receipt, the Department reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Department. The Department may, at its sole discretion, extend the time period for negotiations of the contract.

### **1.07 Technical Assistance**

Technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact Suzy Wilson at 515-322-6413 with questions about program issues.

For assistance regarding IowaGrants, please contact the IDPH IowaGrants Helpdesk at [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov) or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

In no case shall verbal communications override written communications. Only written communications are binding on the Department. The Department assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless representations are specifically incorporated into the RFA.

### **1.08 Amendments to the RFA**

The Department reserves the right to amend the RFA at any time. In the event the Department decides to amend, add to, or delete any part of this RFA, a written amendment will be posted at [www.iowaGrants.gov](http://www.iowaGrants.gov) under the Attachments section of this Funding Opportunity. The applicant is advised to check this website periodically for amendments to this RFA. In the event an amendment occurs after the Funding Opportunity is closed, the Department will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet - General Information Form.

### **1.09 Withdrawal of Applications**

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov).

After this funding opportunity closes, the Department may withdraw applications that have not been submitted.

### **1.10 Resubmission of Withdrawn Applications**

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all

- applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections in section 2 of this RFA.

Withdrawn applications for this RFA posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

### **1.11 Right to Reject Applications/Cancellation of RFA**

- A. The Department reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of the Department.
- B. Any application will be rejected outright and not evaluated for any of the following reasons:
  1. The applicant is not an eligible applicant as defined in section 1.03.
  2. An applicant submits more than one application for the same service area for the same funding opportunity.
  3. An application is submitted in a manner other than the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov).
- C. Any application may be rejected outright and not evaluated for any one of the following reasons:
  1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFA requirement has been satisfied.
  2. The applicant fails to follow the application instructions or presents information requested by this RFA in a manner inconsistent with the instructions of the RFA.
  3. The applicant provides misleading or inaccurate answers.
  4. The applicant states that a mandatory requirement cannot be satisfied.
  5. The applicant's response materially changes a mandatory requirement.
  6. The applicant's response limits the right of the Department.
  7. The applicant fails to respond to the Department's request for information, documents, or references.
  8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFA.
  9. The applicant initiates unauthorized contact regarding the RFA with a state employee.

### **1.12 Acceptance of Terms and Conditions**

- A. An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and RFA and operates as a waiver of any and all objections to the contents of the RFP and RFA. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Department or the State of Iowa based on the terms or conditions of the RFP, RFA, or the procurement process.



- B. The Department reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of the RFP or this RFA. Should the successful applicant take exception to the terms and conditions required by the Department, the successful applicant's exceptions may be rejected and the Department may elect to terminate negotiations with that applicant. However, the Department may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFA or the contents of the applicant's application.

### **1.13 Public Records and Requests for Confidential Treatment of Application Information**

The Department's release of public records is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with Chapter 22 before submitting an application in response to this RFA.

The Department will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by an applicant as non-confidential records unless applicant requests specific parts of the application be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Department personnel from any responsibility for maintaining the information in confidence. Applicants may not request confidential treatment with respect to pricing or budget information and transmittal letters. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

#### **A. Confidential Treatment of Information is Requested by the Applicant**

An applicant requesting confidential treatment of information contained in its application shall be required to submit two copies of its application (one complete application (containing confidential information) and one redacted version (with confidential information excised) and complete and submit Form 22 with both applications; as outlined herein:

##### **I. Complete and Submit Form 22 with both applications**

**APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED ONLY IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.**

In order to request information contained in an application to be treated as confidential, the applicant must complete and submit FORM 22 with both applications. Failure of the applicant to accurately and fully complete FORM 22 with the application submission may result in the application to be considered non-responsive and not evaluated. The Form 22 is available to download from a link located in the attachments section of the standard application form titled Application Certification and Conditions (refer to section 2 of this RFA). Applicant must download Form 22 from a link within this form, complete it, and upload it into the specific field of the electronic Application Certification and Conditions form in both applications.

Form 22 will not be considered fully complete unless, for **each** confidentiality request, the applicant: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Department concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive.

2. An applicant that submits an application containing confidential information must submit two copies of its application (one complete application and one redacted version of the application) for this RFA. Completed Form 22 shall be uploaded in the Application Certifications and Conditions form in **both** copies.

One copy of the application must be completed and submitted in its entirety, containing the confidential information. This is the application that will be reviewed.

The applicant must submit one copy of the application labeled “Redacted Copy” from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word ‘Redacted’ added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word ‘redacted’ in the required fields. The confidential material must be excised from the redacted version in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section I.06 (E).

#### B. Public Requests

In the event the Department receives a public request for application information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction. If the Department receives a request for information that applicant has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If applicant fails to do so, Department may release the information or material with or without providing advance notice to the applicant and with or without affording the applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Additionally, if applicant fails to comply with the request process set forth herein, if applicant’s request for confidentiality is unreasonable, or if applicant rescinds its request for confidential treatment, Department may release such information or material with or without providing advance

notice to applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Department as a waiver of any right to confidentiality which the applicant may have had.

#### **1.14 Appeal of Rejection Decision**

The applicant's receipt of a rejection notice constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten (10) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document, Mike Drottz, [michael.drottz@idph.iowa.gov](mailto:michael.drottz@idph.iowa.gov) Department of Public Health, and shall be submitted via email, including a read receipt verification, to. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed by the Department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

#### **1.15 Appeal of Award Decision**

The posting of the Notice of Intent to Award on the Department webpage constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten (10) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document, Mike Drottz, Department of Public Health, and shall be submitted via email, including a read receipt verification, to [michael.drottz@idph.iowa.gov](mailto:michael.drottz@idph.iowa.gov). Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFA were not followed by the Department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

## SECTION 2 – APPLICATION CONTENT

### 2.01 Scope and Description of Services

This section outlines minimum project requirements (refer to RFP #58818021). The Pick a **better** snack™ (PABS) program targets grades K-3 within eligible school buildings.

#### Pick a better snack™ Minimum Project Requirements

The applicant is expected to serve the school buildings listed in Attachment F. Funds awarded for programming as a result of this RFA are restricted to the eligible buildings and grades listed in Attachment F. Funds may not be used for activities other than those outlined in the RFA.

The applicant must:

1. Provide a minimum of seven monthly Pick a **better** snack™ nutrition lessons during the school day at eligible school buildings.
  - a. The nutrition lessons must be taught by the nutrition education coordinator or a nutrition educator.
  - b. The nutrition educator must teach lessons to at least three of four grade levels (K-3) in each building, assuming the building holds these grades.
  - c. Each lesson is approximately 30 minutes and must include physical activity and food tasting opportunities.
  - d. Applicants must use Year 1 lessons available on the Department's website for the 2023-2024 school year.
  - e. Nutrition lessons cannot take place during physical education class or recess.
2. Bingo cards, provided by the Department, and family newsletters must be used in at least one grade level in K-3. Newsletters may be printed from the Department's website or distributed to families electronically.
3. Display program signage (e.g., Pick a **better** snack™ and Play Your Way posters, banners) in participating school buildings.
4. Coordinate nutrition education with the Fresh Fruit and Vegetable Program (FFVP), if present in eligible buildings served by the applicant. (Note: Schools must apply and be approved each year to deliver the FFVP. A current map and list of participating schools can be found on the Iowa Department of Education website.)
5. Promote local Summer Food Service Program sites to students (and their families) who participate in Pick a **better** snack™ lessons. (Note: Summer Food Service Program sites are determined each year and are not available yet for 2024. Previous sites can be found on the Iowa Department of Education website.)
6. Provide nutrition education resources and promote the Pick a **better** snack™ program to parents at family events at each building as allowed. The nutrition and physical activity information must be consistent with the current Dietary Guidelines for Americans and Physical Activity Guidelines for Americans.
7. Collaborate with the Department on social marketing activities, including assistance with placement and evaluation efforts in the local community. This includes posting social media content provided by

the Department for the PABS and Play Your Way campaigns on school and/or agency social media pages each month as allowed by your school's/agency's social media policies.

8. Complete progress reports in IowaGrants and in the Program Evaluation And Reporting System (PEARS) according to the schedule listed in the contract.
9. Participate and assist in program evaluation activities under the direction of the Department or an outside evaluator working with the Department.
10. Participate in online and in-person meetings scheduled with the Department.

In addition to the above nutrition activities, applicants may adapt Pick a **better** snack™ lessons and provide nutrition education to PABS students during summer programs, such as summer school, at PABS school buildings or community locations where at least 50% of the students participating qualify for free or reduced-price meals. Similarly, applicants may adapt Pick a **better** snack™ lessons and provide nutrition education to PABS students during after-school programs at the schools. Adapted lessons must be taught by nutrition educators and include the same lesson components as the Pick a **better** snack™ lessons delivered during the school year. Lessons may, however, feature a different fruit or vegetable and involve more in-depth activities, such as cooking.

#### Optional Projects: Policy, System and Environmental (PSE) Change Interventions

This section describes two optional projects available to all applicants. Applicants must apply for the required project listed above and may apply for one or both of the optional projects described below. If an applicant applies for an optional project, the applicant must meet all the project requirements. Additional funds are available for optional projects (refer to Attachment F). Funds are awarded per applicant, not per school district. However, an applicant serving two school districts may use the funds to serve both districts.

#### Optional Project #1 - Farm to School

Farm to school activities included in this RFA must be provided at one or more PABS school buildings or locations that primarily serve students from PABS school buildings (e.g., nearby garden or Summer Food Service Program site). Some farm to school activities are more appropriate at the district level, such as local produce procurement, and are allowed as long as the PABS building(s) benefit from the activity. Grades participating in PABS lessons should be prioritized for farm to school, but any or all grades, including pre-K, in the building may be reached with the Department's approval. Activities may take place during the school day, before and after-school programs or summer programs.

Applicants applying for farm to school must designate a farm to school coordinator who will conduct the activities as follows:

1. Participate on the school district wellness committee, if the committee regularly meets, to represent farm to school.
2. Partner with key school personnel (e.g., principal, classroom teachers, food service director, maintenance staff, etc.) and community partners (e.g., parents, local farmers/growers, volunteers, students, etc.) to develop, implement and advance farm to school activities. A variety of partners is encouraged to help ensure success and sustainability of the PSE project.
3. Create and implement a farm to school plan. The plan must include the outcomes listed in a or b or both.

- a. Establish, improve, expand, reinvigorate or maintain food gardens at PABS schools. Garden sites not located at PABS schools are allowed if the applicant verifies they are used primarily by PABS students.
  - b. Incorporate and promote local fruits and vegetables in school nutrition programs on a regular basis (e.g., National School Lunch Program, National Breakfast Program, Fresh Fruit and Vegetable Program, Summer Food Service Program, Afterschool Snack Service, Child and Adult Care Food Program).
  - c. In addition to core activities listed in a and b, the farm to school plan may include coordination or delivery of agriculture-based or garden-based nutrition lessons. Curricula suggestions include: Great Garden Detective, Dig In!, Growing in the Garden, Iowa Farm to School Garden Lessons, Jr. Master Gardener, Got Veggies? and Grow It, Try It, Like It! .
4. Participate in assessment and evaluation activities under the direction of the Department or an outside evaluator. This includes data entry and completion of reports in the Program Evaluation And Reporting System (PEARS) according to the schedule listed in the contract. A record for each farm to school site must be initiated in PEARS by October 31, 2023.
  5. Participate in online meetings scheduled with the Department.

#### Optional Project #2 - Play Your Way

Play Your Way activities included in this RFA must be provided at one or more PABS school buildings. Some activities are more appropriate at the district level, such as participation on the school district wellness committee, and are allowed as long as the PABS building(s) benefit from the activity. Grades participating in PABS lessons should be prioritized for Play Your Way, but any or all grades, including pre-K, in the building may be reached with the Department's approval. Activities may take place during the school day, before and after-school programs or summer programs.

Applicants applying for Play Your Way must designate a physical activity champion who will:

1. Advocate for increased physical activity for students and staff before, during and after school as a participant on the school/district wellness committee.
2. Collaborate with the physical education teacher, and other school personnel and community partners, as appropriate, to create and implement a plan to increase physical activity for elementary students. Examples include: in-classroom physical activity, expanded or improved physical activity facilities, safe routes to school, shared-use agreements, physical education, recess, etc.
3. Implement at least one strategy to expand the reach of the Play Your Way campaign to elementary students and their parents. Examples include using social media or other forms of media, morning school announcements, indoor and outdoor recess, parent/family events and communications, before or after-school programs, summer programs and sporting events to share the message.
4. Communicate the applicant's Play Your Way project accomplishments to parents (e.g., presentation at parent-teacher association meeting, article in school newsletter or community newspaper, or post on school web page or social media page, etc.).
5. Participate in assessment and evaluation activities under the direction of the Department or an outside evaluator. This includes data entry and completion of reports in the Program Evaluation And Reporting System (PEARS) according to the schedule listed in the contract. Additionally, a record

for each Play Your Way site must be initiated in PEARS by October 31, 2023.

6. Participate in online meetings scheduled with the Department.

## 2.02 Application Instructions

Each user will complete the registration process, if not already registered. Follow the steps outlined in the 'New User Registration Instructions for IowaGrants.gov' as posted under the Attachment section of the Funding Opportunity. New Users should allow a few days for the registration to be processed. Refer to Section 1.06 (C) for instructions on Application Creation.

Note: The IowaGrants.gov system will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity.

The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area.**

For general instructions on completing applications in IowaGrants.gov, as well as copying previously created applications, refer to the 'IDPH Application Instruction Guidance' as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFA.
- Promotional materials or other items not required by this RFA will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFA application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will title their application and identify the Organization they are representing. The registered applicant must be representing an eligible entity (refer to section 1.03). After clicking 'Save'; the applicant can re-open and edit this form to add other users registered with the represented organization in IowaGrants.gov as 'Additional Contacts'.

The saved **General Information** Form appears as the first form in your application.

## 2.03 Application Forms:

Applicants must complete each application form listed below following the instructions here and within the Electronic Grant Management System at [www.iowagrants.gov](http://www.iowagrants.gov). Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants will not permit the application to be submitted. Follow the instructions for each section and field within the form in IowaGrants. A summary of each Form's contents is listed below.

**Cover Sheet - General Information:** This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

**Business Organization:** This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to

perform the required services, as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant, and disclosure of history of contract default or terminations.

**Application Certification and Conditions:** This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site in IowaGrants. Optional sections of this form include a section for the request for confidentiality in compliance with section 1.13 of this RFA and upload field for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant.

- o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

**Personnel:** This form requires specific information about the project personnel related to providing the services described in this RFA. Specifically applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project. One form is completed to cover the required and optional projects.

At a minimum, applicants must identify the following personnel. One person may serve in multiple roles.

- **Project Director** (required, must identify by name and email address). The project director is responsible for overall fiscal integrity and execution of the contract. At minimum, one year of experience in nutrition education, health education or health promotion is required.
- **Nutrition Education Coordinator** (required, must identify by name and email address). The nutrition education coordinator is responsible for coordinating and delivering day-to-day Pick a **better** snack™ programming. At minimum, one year of experience in nutrition education, health education or health promotion is required.
- **Nutrition Educator(s)** (required if the application includes additional educators. Name and email address can be listed as "vacant" if the person is unknown at this time.) The nutrition educator teaches the Pick a **better** snack™ lessons.
- **Farm to School Coordinator** (required if applying for this optional project. Must identify by name and email address). At minimum, one year experience in nutrition education, health education, health promotion or food systems is required.
- **Other farm to school personnel** (if included in the project. Name and email address can be listed as "vacant" if person is unknown at this time).
- **Physical Activity Champion** (required if applying for this optional project. Must identify by name and email address).



**INNSGP Service Delivery Area:** Applicant will list the school district(s) and school building(s) that will receive Pick a **better** snack™ lessons.

**Pick a better snack™ Work Plan:** This form requires the applicant to identify the details for implementing the work and services as described in this RFP. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in section 2. Within this form, the applicant will provide information about the location and audience of the Pick a **better** snack™ program including:

- school building
- grade levels (K-3)
- number of classrooms
- number of students
- grade level receiving bingo cards
- grade level receiving newsletters
- coordination with the Fresh Fruit and Vegetable Program
- promotion of the Summer Food Service Program
- adaption of the Pick a **better** snack™ lessons

**Optional PSE Project Work Plans:** Within this form, the applicant indicates whether or not they will apply for each PSE Project: Farm to School and Play Your Way. Applicants choosing to apply will provide details about the sites. Applicant will provide additional information about the work planned for each site in PEARS by October 31, 2024.

**IDPH Subcontract Plan:** This form requires specific information about the applicant's plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract.

**Iowa Nutrition Network School Grant Program Budget:** This budget form has two budgets and budget justification sections, one for the Pick a **better** snack™ program and one for the optional PSE project(s). All applicants must complete the Pick a **better** snack™ budget and justification as well as the indirect/administrative costs section. Applicants applying for one or both optional PSE projects will also complete the optional PSE project budget and budget justification. These sections require the applicant to describe the details of proposed expenses to implement the Pick a **better** snack™ program and optional PSE project(s) as described in the applicant's work plans. Expenses not listed in the budget are subject to the Department's approval using the SNAP-Ed Purchase Request Form. Proposed expenses and budget details cannot exceed the contract amount and must be adequate, yet reasonable, to support the work described in the work plans, appropriately justified (in the justification section) and remain in compliance with Section 2.04 of the RFP and as outlined here.

Complete the budget form in compliance with the following:

**Line Item Budget:**

Applicants will demonstrate a budget adequate to support the work of the application based on the specific line item categories outlined below. A budget justification narrative shall describe how the budget was calculated and justify the expenses detailed.

## Direct Costs Categories

Allowable budget line categories for direct cost expenses include:

1. Salary and Fringe Benefits

The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds.

2. Subcontract

If services performed for any activities outlined in this RFA are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category. Refer to Section 1.18 of RFP Number 58818021 and Section 5 of the IDPH General Conditions for subcontract provisions and requirements.

3. Equipment

Per federal grant regulations, equipment is defined as tangible personal property with a useful life of more than one year and a purchase price of \$5,000 and above (CFR 200.33). The equipment may be free standing or composed of several pieces working together. **Equipment may not be purchased with these funds.**

4. Other

This category may include items such as office supplies; educational supplies; project supplies, such as food for tasting during the lessons and supplies necessary for food storage and preparation; seeds; plants; small garden tools and supplies, such as potting soil and fertilizer; nutrition education reinforcement items (for returned bingo cards); communication; rent and utilities (if not included in Administrative or Indirect Costs); staff travel\* to education sites and the Department training, etc. and should reflect any major activities required to accomplish the action plan or work plan. Prior approval from the Department is required for any out-of-state travel.

\*The Department will not reimburse the Contractor travel amounts in excess of limits established by the Iowa Department of Administrative Services.

Current in-state travel maximum allowable reimbursement amounts:

- Food for in-state travel: \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner
- Lodging: \$120.00 plus taxes per night
- Mileage: \$0.50 per mile

Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.

Costs **not allowed** in this category include:

- Nutrition education reinforcement items (products given to participants that convey nutrition messages and promote healthy nutrition and physical activity practices) with a nominal value of greater than \$5.00.
- Meal-sized portions, ongoing snacks or food provided as groceries or supplemental food.
- Nutrition education materials that have already been charged to another Federal or private program or source.
- Any material that endorses or promotes brand name products or retail stores.
- Manufacturer's or store (cents off) coupons.

- Purchase or production of written or visual material for purposes of lobbying or influencing Federal, state or local officials to pass legislation or to influence the outcomes of an election, referendum or initiative.
- Purchase or production of written or visual nutrition education messages that are not consistent with the current Dietary Guidelines for Americans and MyPlate.
- Costs associated with the establishment and maintenance of environment or policy changes outside of the scope of SNAP-Ed such as infrastructure, equipment, space, land, construction.
- Costs for the rental or purchase of garden equipment (tillers, tractors, etc.).
- Purchase or rental of land for garden plots.

### **Indirect or Administrative Costs**

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Department reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments), Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. The Department reserves the right to request the documentation at any time.

**Minority Impact Statement:** This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

## **SECTION 3 – EVALUATION PROCESS AND CRITERIA**

### **3.01 Review Process**

Technical Review: The submitted application will be reviewed by Department staff for the applicant's compliance with the mandatory requirements, such as eligibility and application content. Applications which fail to satisfy the mandatory requirements may be eliminated from the application review. These applications may be rejected. The Department will notify the applicant of a rejection that occurs during the technical review phase. The Department reserves the right to waive minor variances at the sole discretion of the Department.

Review Committee: All applications determined to be compliant with mandatory requirements and application content of this RFA will be assigned for review of content and completeness. In this continuing year of the project period, applications will be reviewed without awarding point scores.

Final Review and Award: The appropriate Bureau Chief(s) and the Division Director will review the evaluation and recommendation.

### **3.02 Review Tool**

Each application will be reviewed using the review tool included as an attachment to this funding opportunity.

### **3.03 Misleading or Inaccurate Information**

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

## SECTION 4 – CONTRACT

### 4.01 Contract Conditions & State Agency Transition Period

**Contract Conditions:** Any contract awarded by the Department shall include specific contract provisions and the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department’s website under Funding Opportunities. Refer to the Draft Contract Template Attachment under this Funding Opportunity. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of the Department.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFA. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

The Department requires contractors to link with the local board of health when providing services supported by Department funding. In particular, contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by the Department.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

**State Agency Transition Period:** Effective July 1, 2022, through July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services (DHS) shall be in a transition period as the agencies develop and implement transition plans to merge the agencies and become a new state agency, the Iowa Department of Health and Human Services (Iowa HHS). For purposes of this Procurement

throughout the transition period, “Agency” or “Department” means either IDPH or DHS or Iowa HHS. Throughout the transition period, IDPH and DHHS shall have and may exercise all legal powers and duties of IDPH, including executing all contractual rights and obligations.

Effective July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services shall merge and become the Iowa Department of Health and Human Services (Iowa HHS). For purposes of a resulting Contract on and after July 1, 2023, “Agency” or “Department” means Iowa HHS. On and after July 1, 2023, Iowa HHS shall have and may exercise all legal powers and duties of the former IDPH, including executing all contractual rights and obligations.

#### **4.02 Incorporation of Documents**

The RFA, any amendments, and written responses to applicant questions, and the application submitted in response to the RFA form a part of the contract. The parties are obligated to perform all services described in the RFP, RFA, and applications unless the contract specifically directs otherwise.

#### **4.03 Contractual payments**

The Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the Department. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> months of service.

## SECTION 5 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- FY2024 RFA Iowa Nutrition Network School Grant Program (INNSGP)
- B- New User Registration Instructions for IowaGrants.gov
- C- IDPH Application Instruction Guidance
- D- FY2024 RFA Iowa Nutrition Network School Grant Program Draft Contract Template
- E- FY2024 RFA Iowa Nutrition Network School Grant Program Draft Review Tool
- F- FY2024 Service Area and Funding Allocation Table

## SECTION 6 – LINKS

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

- A. IDPH General Conditions  
<http://idph.iowa.gov/finance/funding-opportunities/general-conditions>
- B. Integrate Classroom Physical Activity in Schools:A Guide for Putting Strategies Into Practice  
[https://www.cdc.gov/healthyschools/physicalactivity/pdf/Guide\\_for\\_Classroom\\_PA\\_508.pdf](https://www.cdc.gov/healthyschools/physicalactivity/pdf/Guide_for_Classroom_PA_508.pdf)
- C. Iowa Department of Agriculture and Land Stewardship Farm to School Program  
<http://www.iowaagriculture.gov/AgDiversification/FarmToSchoolProgram.asp>
- D. Iowa Department of Education Farm to School  
<http://www.educateiowa.gov/pk-12/nutrition-programs/farm-school>
- E. Iowa Farm to School and Early Care Network  
<https://www.iowafarmentoschoolearlycare.org/>
- F. Iowa Nutrition Network  
<https://hhs.iowa.gov/inn>
- G. Iowa State University Extension and Outreach Local Foods Program - Regional Food System Working Group Local Food Coordinators  
<http://www.extension.iastate.edu/localfoods/where-is-our-work/>
- H. Nutrition and Physical Activity Policy, Systems, and Environment Webinar Series  
<https://prc.public-health.uiowa.edu/training-links/>.

- I. Pick a **better** snack™  
<https://hhs.iowa.gov/inn/pick-a-better-snack>
  
- J. Play Your Way  
<https://hhs.iowa.gov/inn/play-your-way/brain-breaks>