



Application Package

Envision-Promoting Healthy School Environments Partnership Program

Request for Grant Proposals 2011

Deadline for Applications: April 1, 2011



1. Introduction

The Vermont Department of Health's Envision program started in 2000 after the Vermont legislature passed the School Environmental Health Act 125¹. The program provides school grants, technical assistance, referrals, and training. The Act required the development of a model environmental health management plan and policy that is available to all schools². The goal of a school environmental health management plan is to reduce hazardous exposures and to improve or maintain good indoor air quality. For example, reducing asthma and allergy triggers are an area of the plan that schools should focus on.

Ultimately, the Certificate of Achievement for Environmental Health in Schools recognizes schools for their exemplary efforts to meet the program goals. Once eligible, all schools are encouraged to apply for the certificate. A ceremony, with the Governor, is held annually to recognize schools for their efforts.

This year, the Envision program received funding from the Centers for Disease Control and Prevention to administer this grant program. The funds awarded to schools are used to defray costs of developing/implementing an environmental health management plan/project. School districts compete for a maximum of \$5,000.00 per district. Grants typically range from \$3000.00 to \$5000.00. Approximately \$10,000.00 is available this year. The Department is committed to seeking funding for schools annually to continue this grant program.

2. Background on Act 125 (School Environmental Health Act)

Vermont's Act 125 recognized that schools are already taking steps to address environmental health, the use of toxic materials, and indoor air quality in public schools. Building upon this can further encourage schools to set up a comprehensive plan aimed at creating a healthy environment for students and staff alike. This approach includes establishing an integrated pest management program, purchasing safer or least toxic products (environmentally preferable), reviewing ventilation/HVAC system protocols, communication, and more. The Envision program provides the resources and training to assist schools with environmental policy and planning that may reduce complaints and absenteeism, and prevent unnecessary hazardous exposures. For more details, please visit the Department of Health Website at www.learnenvision.org.

3. Eligibility

A school district/supervisory union may apply for funding if there is an active committee established to address school health issues. At this time, private or independently approved schools are not eligible for these funds.

¹ <http://www.leg.state.vt.us/DOCS/2000/ACTS/ACT125.HTM>

² <http://healthvermont.gov/enviro/envision/plan.aspx>

4. Grant Requirements and Instructions

Please complete the attached application. Because funding is issued to the district/supervisory union, a signature from the school district's business manager is required. This requirement ensures that he/she understands a grant may be issued to their district or supervisory union and they need to make these funds available to the awarded school.

All applications must be postmarked no later than April 1, 2011. Faxed and e-mailed transmissions cannot be accepted.

To receive grant funds an environmental health walkthrough evaluation of the school will be performed by the Department of Health's Public Health Industrial Hygienist. It is the responsibility of the grantee to arrange this appointment by contacting Chris Zuidema at Christopher.Zuidema@ahs.state.vt.us or (802) 865 – 7762.

As part of this funding opportunity, if it has not already done so, the school district/supervisory union must engage in the Envision program by adopting an environmental management policy and an environmental management plan. A model environmental management policy and environmental management plans are available at: www.learnenvision.org.

5. Purpose for Grant Funds

The purpose of this grant is to support the development/implementation of an environmental intervention identified in a school district/supervisory union environmental management plan. Proposals may include a new project that the environmental team has identified, or the continuation of the ongoing implementation of the school environmental health management plan.

Grant proposals will describe how the school district/supervisory union will achieve work/progress on the following objectives, which may include, but are not limited to:

- Adopting or implementing a district/supervisory union wide environmental management policy.
- Adopting or implementing a district/supervisory union wide environmental management plan.
- Decreasing triggers for asthma and allergy.
- Decreasing exposures to harmful environmental pollutants such as cleaning chemicals or diesel exhaust.
- Promoting, engaging, or educating another school district about your plan and policy work (i.e. lessons learned, successes, and barriers).
- Evaluating and reporting outcomes of grant activities to the Department of Health at the end of project.
- Applying for the Certification of Achievement for Environmental Health in Schools (i.e. complete application form) upon eligibility.

6. Grant Timeline

| | |
|--------------------|---|
| March 1, 2011: | Grant application package available |
| April 1, 2011: | Grant applications due (must be postmarked by 4/1/2011 to be eligible) |
| April 15, 2011: | Notification letters mailed |
| May 2011: | Grant documents mailed to grantees for signature. Upon receipt of signed grant documents, grant funds will be disbursed to Supervisory Union. |
| September 30, 2011 | End of grant period |
| October 14, 2011 | Final report from schools due to Envision Program |

Application for 2011 Envision Grant

| | | |
|---|---|------|
| Supervisory Union/ School District Information | Supervisory Union/School District Name: | |
| | Address: | |
| | Phone: | Fax: |
| | Business Manager: | |
| | Phone: | Fax: |
| | Email: | |
| | Amount of funds being requested (Unions/Districts may apply for up to \$5,000): | |

| | | | |
|---------------------------|--|-----------------|--------|
| School Information | Please list <u>each</u> school that will participate in proposed activities (attach additional sheets, if necessary) | School Name: | |
| | | Contact Person: | Title: |
| | | Phone: | Fax: |
| | | Email: | |
| | | Committee Name: | |

Certification by authorized official:

This applicant certifies that to the best of his/her knowledge the information in this application is correct and that the governing body of this organization duly authorizes the filing of this application.

| | |
|-------------------------------|------|
| Signature of Business Manager | Date |
|-------------------------------|------|

II. DESCRIPTION OF ENVISION GOALS PROGRESS

Please complete the following table outlining progress toward Envision goals. Indicate if progress towards an Envision goal will be made with funding from this grant.

| Envision Goal | Description of activities related to meeting goal | Date of completion (may go beyond project period end date, or be “completed” or “ongoing”) |
|---|---|---|
| Adopt environmental policy <i>*Sample plan available*</i> | | |
| | | |
| | | |
| Write environmental plan <i>*Sample policy available*</i> | | |
| | | |
| | | |
| Decrease environmental triggers for asthma and allergies | | |
| | | |
| | | |
| Decrease exposure to harmful environmental pollutants (ex. diesel exhaust, cleaning products) | | |
| | | |
| | | |
| Promote, engage, or educate another school district about successes with plan and policy | | |
| | | |
| | | |
| Apply for Environmental Health Certification of Achievement | | |
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| | | |

III. BUDGET

Please complete the following table and justify the cost in the space provided. An example of a justification includes paying a stipend to the coordinator of the project or purchasing a high efficiency particulate air filtered vacuum cleaner. If you have questions, please contact Chris Zuidema at Christopher.Zuidema@ahs.state.vt.us or (802) 865-7762.

A school district may request up to \$5,000.00 per district/union.

| Direct Cost | Amount | Justification |
|---------------------------|--------|---------------|
| Salary and wages | | |
| Employee benefits | | |
| Travel | | |
| Materials and supplies | | |
| Consultants and contracts | | |
| Teacher stipend | | |
| Equipment | | |
| Other | | |
| Indirect Costs | | |
| TOTAL | | |

IV. PROPOSAL SUBMISSION AND REVIEW

a. Please submit this form with original signature to the following address postmarked no later than April 1, 2011:

Envision Program, Division of Health Surveillance
Vermont Dept. of Health
PO Box 70, Drawer 30
Burlington, VT 05402

b. Proposals will be reviewed by staff for completeness and eligibility. Funding is based upon the following criteria: 1) final score assigned to each proposal; 2) demonstration of need; 3) commitment and capacity of school district; 4) and feasibility of completing activities within timeline.

V. REPORTING REQUIREMENTS

A final report of program activities during the funding period will be required of all grantees two (2) weeks following the close of the grant period. Reports are due to the Envision program on October 14, 2011.