Mayor
Tommy Fortenberry

Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hurley Ray Guillotte
Ward 3 Gordon T. Gollott
Ward 4 Scott D. Macfarland
Ward 5 Adam D. Colledge

City of Gautier
Gautier, Mississippi

City Manager
Samantha D. Abell

Interim City Clerk
Teresa L. Montgomery

3330 Highway 90
Gautier, MS 39553
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

October 9, 2012

Martin Bluff Elementary
P.T.A.
1306 Roys Rd.
Gautier, MS 39553

Dear Martin Bluff P.T.A.,

The City of Gautier supports the grant application for a walking track at Martin Bluff Elementary. We have avid outdoor enthusiasts living in the Hickory Hill area who have requested walking tracks and trails. The walking track at Martin Bluff Elementary will be an asset and promote healthy lifestyles. In support of this project, the City of Gautier will post directional signs in partnership with the school.

Sincerely,

Samantha D. Abell

Samantha D. Abell
City Manager

Enclosure:
MSDH Making Your Community Healthy Mini- Grant Application

Mississippi State Department of Health
Mississippi Department of Education

Shared Use Agreement (SUA)

2012 - 2013

Healthy Lifestyles: Making Your Community Healthy Mini- Grant Application

Grant Deadline: Wednesday, October 24, 2012

Mississippi State Department of Health
Bureau of Community & School Health
Office of Preventive Health 0-208
570 East Woodrow Wilson Drive
Jackson, MS 39215
Telephone: 601-576-7781

Electronic or faxed submissions will NOT be accepted.

Mississippi State Department of Health
Mississippi Department of Education

Mississippi State Department of Health – Shared Use Agreement Mini-Grant Application

Overview –

The Mississippi State Department of Health's (MSDH) Bureau of Community and School Health is conducting a call for applications to support the establishment of formal shared use agreements (joint use agreements) between schools and communities. Formal shared use agreement policies support MSDH's effort to increase physical activity in the state of Mississippi by increasing access to safe and attractive indoor and outdoor recreation facilities. The establishment of shared use agreement policies is an important obesity prevention strategy in communities that lack access to safe places to be physically active. According to the Institute of Medicine of the National Academies, increasing opportunities for regular physical activity and supporting the efforts of families to incorporate physical activity into their lives are important strategies for reversing the childhood obesity epidemic. These efforts will lay the ground work to advance state and local policies that increase community access to physical activity and recreation facilities outside of the school day.

A Shared Use Agreement (SUA) is a formal agreement between two separate government entities. This is often a school and a city or county. The SUA sets forth the terms and conditions for the shared use of public property. Usually, each party under a shared use agreement helps fund the development, operation, and maintenance of the facility/facilities that will be shared. Therefore, no single party is fully liable for the costs and responsibilities associated with the recreational facilities. Also, after regular school hours, schools can continue to provide their students and community with the facilities needed to maintain active and healthy lifestyles, while incurring little to no additional costs.

A SUA is an opportunity to form collaborative agreements for more efficient and productive use of community and school facilities. These types of agreements help cities and schools avoid the need for duplicate buildings that often serve the same purpose. Also, SUAs provide community residents with amenities such as programs, services or public spaces that would not otherwise

be available. Creating a SUA between cities and schools allows community residents access to gymnasiums, auditoriums, performing arts centers and recreational and educational spaces that meet the various needs of the community during non-school hours. In addition, these spaces may function as a location for public meetings and activities while addressing the recreational and wellness needs of the community. As well, the community may be able to provide facilities, renovation projects, or financing to schools for sharing a facility for community-wide use. Therefore, collaboration between the community and the school allows both parties to pool their resources thus saving tax revenue.

Grant Description:

MSDH will provide a maximum of 11 mini-grants to schools and communities (communities as defined in RFA) to assist with a school and community shared use agreement policy implementation and adoption. This will be a dual application between the school and the community. This funding opportunity is comprised of benchmarks that the school and community must complete in order to receive total grant funding. The total grant award up to $4,000. The school is identified as the primary agency and will act as the fiscal agent. The grant award will be received through the primary agency (school) through a direct deposit of funds from the MSDH.

All grant recipients will receive one training session provided by MSDH in collaboration with other state partners. In addition, technical assistance will be provided throughout the entire grant cycle to assist grantees so that they may build support for shared use agreement policies of communities and school facilities in the development, adoption, and implementation of a shared use agreement between the school and community.

Mississippi State Department of Health
Mississippi Department of Education

GOAL:

The intended outcome of this funded initiative is to develop and adopt a shared use agreement policy between Mississippi schools and communities.

Shared Use Agreement of School Facilities Defined:

For the purpose of this project, shared use agreements of school facilities may be defined as any of the following:

- The school gates are unlocked outside of scheduled school hours therefore community members may use the outdoor facilities (athletic fields, basketball courts, tennis courts, playgrounds) for unstructured play.
- School officials allow dance, yoga and/or martial arts instructors to use the gymnasium and other facilities for community classes before and/or after school.
- Indoor school facilities (gymnasiums, swimming pools, auditoriums) are open to community members outside scheduled school hours for structured/unstructured play or use.
- City or county sports leagues use the school gymnasium or other indoor facilities outside scheduled school hours.
- A local government agency (e.g., Parks and Recreation) or non-profit organization (e.g., Boys and Girls Club) uses indoor and outdoor school facilities to operate after school/weekend physical activity programs.
- City or county sports leagues use the school athletic fields or courts outside scheduled school hours.

Communities Defined:

- **City**
- **Town**
- **County**

Who should apply?

- Schools and communities interested in spearheading a shared use agreement policy initiative.
- Schools and communities interested in developing and adopting a shared use agreement policy.

Eligibility:

To be eligible for a SUA mini-grant, applicants must meet the following criteria:

- Be willing to convene a school health council
- Have demonstrated experience working with community partners.
- Have the support of the target school administration and the community administration (demonstrated by letters of support from either school district superintendent or school board and either mayor, board of alderman or county board of supervisors).
- Must designate a contact person from both the school and community.
- The target school district has 40 percent or greater students that qualify for free and/or reduced priced school meals.
- The recipient must be willing to develop and adopt a formal shared use agreement policy (the *Best Practices Tool Kit for Shared Use Agreements in Mississippi* may be found at: http://www.healthyms.com and www.mde.k12.ms.us).

Please note that you will need to demonstrate how you meet the above eligibility requirements in your application.

Benchmarks:

- Participation in the MSDH meetings/trainings
- Participation in at least one grantee teleconference with MSDH
- Convene school health council committee for planning/sustainability
    - Assemble meetings on a monthly basis
- Develop a shared use agreement policy action plan
- Ensure adoption and implementation of a FORMAL shared use agreement policy
- Submit final SUA grant report to MSDH

Award Notification:

Grant recipients will be notified mid *November 2012*.

Budget:

Single grant up to $4,000 will be awarded per school /community applying for the implementation, completion, and adoption of a school and community shared use agreement. Funding will be provided by completion of established benchmarks and submission of final project report.

Allowable expenses may include, but are not limited to:

- Minimum fencing and assistance for walking trails located on school grounds
- Program and activity supplies
- Approved physical activity equipment and supplies
- Legal fees
- Contract security services
- Marketing campaign focused toward SUA school/community initiative

Unallowable expenses include:

- Staff salaries nor overtime funding
- Administrative costs
- Equipment costs above $1,000.00, unless approved by MSDH
- Supplementing public school state requirements
- New construction
- Non-physical activity related

Selection Criteria:

Applications will be reviewed against set criteria and scored on a point system. Applications can receive up to 100 points:

- Local need and readiness (50 points)
- Partner collaboration (15 points)
- School and Community capacity (15 points)
- Budget (10 points)
- Three letters of support (10 points)
    - Letter of support from three different agencies/entities:
        1. School district superintendent or school board
        2. City mayor, board of alderman or county board of supervisors
        3. Community leader
    - Please note: Letters of support must outline how entity will be involved with the project.
    - If so desired, additional letters of support may be included.

Mississippi State Department of Health
Mississippi Department of Education

Application deadline:

All applications must be **received** by **Wednesday, October 24, 2012 at 5:00 p.m.**

Submission Details:

Please submit the attached Mini-Grant Application:
"Healthy Lifestyles: Making Your Community Healthy".

Items to submit include:

- Application cover sheet
- Answers to questions 1 – 3 in this application **(maximum six pages in total length)**
  - Include list of school health council members **(Attachment A)**
- Budget worksheet (**Attachment B)**
- Letters of support :
  - One letter from the school district superintendent or school board
  - One letter from the city mayor, board of aldermen or county supervisors
  - One letter from a community leader

Mail Proposals to:

Attn: Tonitrice Wicks, MPH, CHES
Office of Preventive Health
Bureau of Community & School Health
Mississippi State Department of Health
570 East Woodrow Wilson Drive, Osbourne 208
PO Box 1700
Jackson, MS 39215-1700

For questions about this application process, contact:
Tonitrice Wicks, MPH, CHES
Office of Preventive Health
Bureau of Community & School Health
Mississippi State Department of
Health (601) 576-7781
Tonitrice.Wicks@msdh.state.ms.us

Mississippi State Department of Health
Mississippi Department of Education

Please read Request for Application (RFA) for a complete description of the grant and project. The RFA describes the eligibility and scope of work in detail.

Application Cover Sheet

School Applying: _____

(Primary Agency)

Community Applying: _____

(Secondary Agency)

Primary Agency's Address: _____

_____

_____

School Contact: _____

Phone Number: _____

Email: _____

Community Contact: _____

Phone Number: _____

Email: _____

County: _____

Total number of schools in the district:

Number of elementary schools (K- 5): ___

Number of middle schools (grades 6 - 8) ___

Number of high schools (grades 9-12): ___

What grades are served in the school applying for this funding opportunity?

_____

Percentage of students eligible for free and reduced price meals:

_____

Responses to questions 1 – 3 maximum of 4-6 pages total

1. Local Need and Readiness (50 points)

- Please describe why your school and community would benefit from increased access to school facilities for physical activity, recreation and/or nutrition education.
- Describe current shared use agreement efforts taking place in your school and/or community, if applicable.
- If funded, how would you implement and initiate a formal shared use agreement policy and program in your school and community?
    - *Please see Request for Application (RFA) for definitions of shared use agreements.*

2. Partner Collaboration (15 points)

For this grant, you will be required to work collaboratively with others in your school and community to advance support for shared use agreements of school facilities for physical activity.

- Please list possible groups and community organizations you feel will be helpful in supporting a community and school-wide shared use agreement policy.

3. School /Community Capacity (15 points)

This grant requires that you convene the school health council to assist with shared use agreement efforts. Please answer the following questions based on the above information:

- List of school health council members (Attachment A)
- If you do not have a school health council, please describe your readiness and capacity to start one. (Please note that this council should include parents, students, and representatives of the school food service, the school board, school administrators, health professionals and the community.)

4. Letter of Support (10 points)

Please submit a letter of support from the school district superintendent or school board, the city mayor/board of alderman or county board of supervisors, as well as a letter of support from a

community leader. (Letter not to exceed one page).

- Note: Letters of support must outline how each agency/entity will be involved with the project.
- Letter of support from three different agencies/entities:

1. School district superintendent or school board
2. City mayor, board of alderman or county board of supervisors
3. Community leader

5. Budget (10 points)

Please fill out Attachment B - Budget Worksheet. Include total amount requested, line item budget, and description of each budget item. In-kind contributions should also be documented.

Application Deadline

All applications must be received by Wednesday, October 24, 2012, by 5:00 p.m.

Please Note: If awarded, the first technical assistance meeting with Tonitrice Wicks will be scheduled no later than November 27, 2012.

Submission Details

The following must be submitted:

- Application cover sheet
- Answers to questions 1 – 3 in this application **(maximum six pages in total length)**
    - Include list of school health council members **(Attachment A)**
- Budget worksheet **(Attachment B)**
- Letters of support :
    - One letter from the school district superintendent or school board
    - One letter from the city mayor, board of aldermen or county supervisors
    - One letter from a community leader

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Mail Proposals to:

Attn: Tonitrice Wicks MPH, CHES
Office of Preventive Health
Bureau of Community & School Health
PO Box 1700
570 East Woodrow Wilson Drive, Osborne 208
Jackson, MS 39215-1700

Mississippi State Department of Health
Mississippi Department of Education

Mississippi State Department of Health
Bureau of Community & School Health
Joint Use Agreement Mini-Grant Request for Application

SCHOOL HEALTH COUNCIL

Attachment A

This form must be completed in its entirety. The name of the representative must be indicated, as well as the signature of the representative.

Official School Name:	**Community:**
Address:	**Address:**
School Contact:	**Community Contact:**
Email Address:	**Email Address:**
Phone:	**Phone:**
Fax:	**Fax:**

REPRESENTATION	PRINTED NAME	SIGNATURE
Parent		
Parent		
Student		
Student		
Teacher		
Teacher		
School Food Authority		
School Staff		
Principal/Assistant Principal		
Health Care Provider		
Business/Industry Rep		
Community Leader		
Government Official		
MS Cooperative Extension Service Agent		
Social Service Agencies		
Attorneys		
Law Enforcement Officials		

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Clergy		
College/University Personnel		
Media		
On-site Grant Coordinator		
Other (identify)		
Other (Identify)		

Mississippi State Department of Health
Mississippi Department of Education

Mississippi State Department of Health
Bureau of Community & School Health
Joint Use Agreement Mini-Grant
Attachment B

Grantee: _____

School Name: _____

Community Name: _____

Budget Categories	Total Project Budget
I. Purchased Services	
II. Property Services	
III. Other Purchased Services	
IV. Supplies and Materials	
General Supplies	
Equipment	
V. Other Expenses	
Miscellaneous (minimal use only)	
TOTAL	

Mississippi State Department of Health
Mississippi Department of Education

Mississippi State Department of Health
Bureau of Community & School Health
Joint Use Agreement Mini-Grant Request for Application

Budget Justification
2011-2012

Provide a <u>detailed</u> item justification that clarifies the cost of items for the proposed activities of the grant fund. May copy additional pages if necessary.

Expenditure Categories	Justification/Description	Amount of Funds
I. Purchased Services		
Contracted Services		
II. Property Services Operation Expenses		
III. Other Purchased Services Transportation Services		
IV. Supplies and Materials General Supplies		
Equipment (less than $1000)		
V. Other Expenses Miscellaneous (Minimal-Only use)		
TOTAL		**$**