



ARLINGTON COUNTY, VIRGINIA

County Board Agenda Item Meeting of July 21, 2012

DATE: June 7, 2012

SUBJECT: Acceptance and appropriation of a Virginia Foundation for Healthy Youth Grant

C. M. RECOMMENDATIONS:

1. Authorize the County Manager or her designee to execute a grant agreement to accept \$74,032 in grant funds from the Virginia Foundation for Healthy Youth for FY 2013 and FY 2014.
2. Appropriate \$37,407 in Virginia Foundation for Healthy Youth Grant funds (101.350908) to the Department of Parks and Recreation (101.88610) in FY 2013 for preventing and fighting childhood obesity by strengthening an existing community coalition and by addressing both community food access and physical activity for preschool and school age children.

ISSUES: The Virginia Foundation for Healthy Youth has awarded the Department of Parks and Recreation (DPR) a grant for prevention and fighting childhood obesity. No issues have been identified.

SUMMARY: This grant will support the implementation of policy, systems and environmental changes to increase the health of the youth in our community.

BACKGROUND: The Virginia Foundation for Healthy Youth was established by the Virginia General Assembly to combat youth tobacco use and childhood obesity, using funds from a settlement with tobacco manufacturers. The grant awarded to DPR will continue the work of the community coalition formed under the ACHIEVE grant to address childhood obesity. The Healthy Community Action Team (HCAT) coalition includes DPR, Virginia Cooperative Extension, DHS Public Health Division, Marymount University, YMCA, Virginia Hospital Center, Arlington Public Schools (APS) Extended Day, Smart Beginnings, Capital Area Food Bank, and the Arlington Partnership for Children, Youth and Families.

County Manager:

BMD/mjs

County Attorney:

[Signature]

MNC

38.

Staff: Michele Gregory and Kara Grace, Department of Parks and Recreation

DISCUSSION: This funding is a reimbursement grant, which will allocate \$37,407 in FY 2013 and an additional \$36,625 in FY 2014. This grant will fund community gardens, healthy vending, child care policy and systems, active recess, and physical activity during out-of-school time. In combination, these evidence-based initiatives are designed to change the environments in which Arlington children play, learn and grow. The ultimate goal is to develop policy, systems and environmental changes that support increases in physical activity, in access and interest in healthy nutritious foods, and in capacity to solve the childhood obesity epidemic.

FISCAL IMPACT: All expenses will be covered by the grant; no local match is required. The programs funded by the grant will be implemented by the HCAT coalition and staffed with existing DPR employees. FY 2014 grant funds will be appropriated upon adoption of the FY 2014 budget.



May 31, 2012

Ms. Sylvia Liroff
 Arlington County Department of Parks and Recreation
 2100 Clarendon Blvd., Suite 414
 Arlington, VA 22203

Dear Ms. Liroff:

Congratulations! Your proposal submitted under VFHY program RFP #852P015 has been approved for funding for the grant term of July 1, 2012 – June 30, 2014. Funding is being awarded in the amount not to exceed \$74,324. The following revisions are required.

BUDGET REVISIONS:

Consultants	Reduce Consultants to \$2,000 in Year One and \$3,000 in Year Two.
Travel	Reduce travel to orientation to \$537. Will pay for one night's lodging for two people.
Materials	Provide information on the subsidy. What will the \$1,000 per site pay for? Are you proposing to provide the food that goes into the vending machines?

PROGRAM REVISIONS:

Job Description	<p>Please clarify the title of the interim person. It is inconsistent throughout. Also, the interim person's salary is listed at \$31/hour on the job description and \$40/hour in the budget...which one is correct?</p> <p>Add to the job description the number of hours the interim manager will be working.</p> <p>Finally, provide clarification on the person identified to serve as the interim manager. Are they already on staff at Parks and Recreation? Need to make sure it is not supplanting.</p>
Partner Profile	Since the plan includes working with Arlington County Public Schools to implement "active recess" please obtain a Partner Profile from someone from the school district.

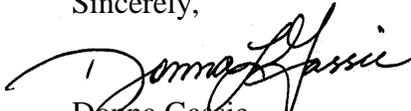
Please make your revisions and email the updated budget, budget narratives, workplan and Partner Profile to Lisa Brown, Regional Grants Administrator, North Region, at lbrown@healthyouthva.org by June 8, 2012. If you have any questions regarding the requested revisions, contact Lisa Brown at (703) 501-3042.

All groups awarded a Healthy Communities Action Team grant are required to attend a one day coalition building and orientation workshop. Please plan to send two key partners or staff/volunteers to this training.

June 14, 2012, 9:30 a.m. – 2:30 p.m.
Virginia Community Healthcare Association
3831 Westerre Parkway
Henrico, VA 23233
(804) 237-7677

Thank you for your interest in addressing obesity prevention for the youth of the Commonwealth of Virginia. We look forward to working with you.

Sincerely,


Donna Gassie
Director of Programs

VIRGINIA FOUNDATION FOR HEALTHY YOUTH
STANDARD CONTRACT

Contract Number: 8520905

This contract entered into this 21st day of June, 2012, by County Board of Arlington County, 2100 Clarendon Blvd., Suite 300, Arlington, VA 22201, hereinafter called the "Contractor" and Virginia Foundation for Healthy Youth, 701 E. Franklin Street, Suite 500, Richmond, Virginia 23219 called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents that shall consist of:

- (1) This signed form;
- (2) The Request for Proposals, #852P015 dated January 19, 2012;
- (3) The Contractor's Proposal and the negotiated modifications to the Proposal, all of which documents are incorporated herein.

Contractor agrees to obtain all necessary releases for photographic images of program participants.

COMPENSATION: The VFHY shall issue funding to the Contractor on a reimbursement basis, via an invoice generated by the Contractor, utilizing a form provided by the VFHY. Compensation shall not exceed \$37,407 in Year One and \$36,625 in Year Two. Total compensation shall not exceed \$74,032.

Invoices shall be sent to the Regional Grants Administrator assigned to the Contractor's grant program.

Failure of the Contractor to submit a final invoice within 15 days after the contract end date may forfeit the Contractor's right to payment from the VFHY.

PERIOD OF PERFORMANCE: From July 1, 2012 through June 30, 2014.

TERMINATION: This contract may be terminated by either party upon thirty (30) days notice or immediately by VFHY in the event of a change in appropriations by the Commonwealth of Virginia or Master Settlement Agreement (MSA) with tobacco manufacturers.

POLICY REQUIREMENT: The Contractor certifies that it will comply with Section 32.1-361 of the Code of Virginia that requires contractors to establish and maintain policies restricting or preventing tobacco use by minors. The Contractor expressly acknowledges that Virginia law requires the establishment and maintenance of such policies by the Contractor as a condition precedent to the release or payment of any money from the Virginia Tobacco Settlement Fund to the Contractor under this agreement.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

COUNTY BOARD OF ARLINGTON COUNTY

**VIRGINIA FOUNDATION FOR
HEALTHY YOUTH**

By: _____
(signature)

By: _____
(signature)

(printed name)

Marty Kilgore

Title: _____

Title: Executive Director

Date: _____

Date: _____

FEI/FIN _____



INSTRUCTIONS FOR RESPONSE TO REQUEST FOR BEST VALUE PROPOSALS (RFP) #852P015

Issue Date: January 19, 2012
Title: Healthy Communities Action Teams to Prevent Childhood Obesity
Issuing Agency: Virginia Foundation for Healthy Youth (VFHY)

- Period of Contract: From July 1, 2012 through June 30, 2014.
- Anticipated amount of awards: Not to exceed \$40,000 per year/\$80,000 total for two years.
- This is an online proposal process. No hard copy proposals will be accepted.
- All offerors are required to attend one of three Offerors' Conferences. Information about location and dates is on page 3 of this RFP.
- Online proposals are due and must be uploaded by **11:59 pm, Eastern Standard Time, March 27, 2012**. To be considered, all proposals must be uploaded on or before the date and hour stipulated. Offerors are encouraged to submit online proposals prior to the deadline to avoid any delays due to busy servers or other internet failures. *Be aware that technical assistance is not available after 5:00 p.m.* No late proposals will be accepted, under any circumstances, regardless of the reason(s). VFHY is not responsible if the proposal is not submitted by the appointed time. The official time used in the receipt of responses is the electronic time stamp recorded by the server's clock. Proposals uploaded after the date and hour designated are automatically disqualified and will not be considered.
- All inquiries for information should be directed to Donna Gassie, Director of Programs at (804) 225-3619 or dgassie@vfhy.org, Regional Grants Administrators (contact information on Page 2), or Heidi Hertz, Obesity Prevention Coordinator at (804) 371-0424 or hhertz@vfhy.org.
- Note: This Public Body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, Section 2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- **Late proposals will not be accepted.** Proposals will be accepted until **11:59 pm, March 27, 2012**.
- All data, materials, and documentation originating and prepared for the VFHY pursuant

to the RFP shall belong exclusively to the VFHY and such data, materials and documents shall be subject to public inspection and disclosure in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section -2.2-4342 (F) of the *Code of Virginia*, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

REGIONAL GRANTS ADMINISTRATORS

Lisa Brown
Regional Grants Administrator
North Region
2465 Centreville Road
#J17-106
Herndon, VA 20171
703-501-3042
703-793-9513 Fax
lbrown@vfhy.org

Judy Link
Regional Grants Administrator
Southeast Region
2926 George Washington Memorial
Highway
Hayes, VA 23072
804-642-2418
804-642-7504 Fax
757-879-6462 Mobile
jlink@vfhy.org

Terri-ann Brown
Regional Grants Administrator
Central Region
701 E. Franklin Street, Suite 500
Richmond, VA 23219
804-225-3466
804-225-2272 Fax
tabrown@vfhy.org

Jennifer Martin
Regional Grants Administrator
Southwest Region
1700 Kraft Drive, Suite 2416
Blacksburg, VA 24060
540-961-8485
540-961-8463 Fax
540-320-1861 Mobile
jmartin@vfhy.org

MANDATORY OFFERORS' CONFERNCES

All offerors are required to attend one of three offerors' conferences. The conferences are repeated in different regions of the state. These conferences will provide detailed information about RFP #852P015, specific requirements and information about policy, system and environmental changes related to preventing childhood obesity. It is recommended that at least 2 members of coalitions/proposed HCATS attend a conference to maximize the quality of the submitted proposal.

Offerors are required to attend only one conference. They must register online at www.healthyyouthva.org/funding.asp.

DATE & LOCATIONS OF OFFERORS' CONFERNCES

February 3, 2012

9:30 a.m. – 12:30 p.m.
The Inn at Virginia Tech
901 Prices Ford Road
Blacksburg, VA 24061
540-231-8000

February 9, 2012

9:30 a.m. – 12:30 p.m.
Fredericksburg Hospitality House
2801 Plan Road, Central Park
Fredericksburg, VA 22401
800-682-1049

February 10, 2012

9:30 a.m. – 12:30 p.m.
Marriott Town Center
740 Town Center Drive
Newport News, VA 23606
757-873-9299

I. PURPOSE

The purpose of the Request for Best Value Proposals (RFP) is to solicit online proposals to establish a contract through competitive negotiations for the purchase of the implementation of youth obesity prevention activities by the Virginia Foundation for Healthy Youth (also referred to herein as the Purchasing Agency). This solicitation is using *Best Value* procurement procedures.

The overall goal of this funding is to improve access to healthy foods and opportunities for physical activity to prevent and reduce childhood obesity in the Commonwealth of Virginia. VFHY will fund Healthy Communities Action Teams providing infrastructure to build and sustain state and local capacity to implement promising practices and activities emphasizing policy, systems, and environmental change.

II. BACKGROUND

The Virginia Foundation for Healthy Youth was established by the Virginia General Assembly to lead statewide efforts to reduce and prevent youth tobacco use and childhood obesity. In 1999, the Virginia General Assembly created the Virginia Foundation for Healthy Youth (VFHY) to distribute monies from the Virginia Tobacco Settlement Fund for the purpose of restricting the use of tobacco products by minors through such means as educational and awareness programs on the health effects of tobacco use on minors, and enforcement of laws restricting the distribution of tobacco products to minors. Because of the Foundation's great success at reducing youth tobacco use and helping youth in Virginia learn to make positive, healthy lifestyle choices, the Virginia General Assembly voted unanimously in 2009 to rename VTSF as the Virginia Foundation for Healthy Youth, adding childhood obesity prevention and reduction to our mission

III. STATEMENT OF NEEDS

A total of up to \$1,200,000 is available for grants across the state. Competition for grant awards takes place on a statewide basis.

IV. EVALUATION AND AWARD CRITERIA

All areas described in "*Specific Requirements*" of the VFHY Proposals Instructions will be reviewed for level of completeness and accuracy.

All proposals will be reviewed and evaluated by a Statewide Review Panel comprised of members of the VFHY Regional Advisory Boards and other experts in the field of childhood obesity prevention. "Best Value" concepts will be used for the evaluation and award. "Best Value" means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs. Various elements may include location, target population, sustainability and type of project. VFHY will consider awards to other than the highest technically acceptable proposal. The Statewide Review Panel will recommend to the VFHY Board of Trustees those proposals which most closely meet the requirements of VFHY and are considered to be "best value."

A. Evaluation Criteria: Proposals will be evaluated by VFHY using the following adjectival rating method:

Acceptable:

Offeror's proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.

Marginal:

Offeror's proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that may outweigh strengths that exist. Weaknesses may be difficult to correct.

Unacceptable:

Offeror's proposal fails to demonstrate an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

The following areas of the proposal will be evaluated by reviewers for completeness, clarity and understanding:

Proposal Summary, Offeror's Background, Sustainability Information, Program Information, Project Workplan, Evaluation, Line Item Budgets, Budget Narratives and Appendix items.

- B. Award Criteria: Selection will be made of Offerors deemed to be fully qualified and best suited among those submitting proposals on the following: the adjectival ratings from the reviewers' individual evaluation, the group consensus rating at the team review, the Best Value requirements and the amount of funding available. Negotiations will be conducted with the Offerors so selected. Price will be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency will select the Offeror(s) that, in its opinion, has made the best proposal(s), and will award the contract(s) to those Offeror(s). The VFHY may cancel this Request for Best Value Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (See Section, 2.2-4359 D of the *Code of Virginia*.) Awards are contingent on availability of funds through the Master Settlement Agreement and/or appropriations made by the General Assembly, and/or as budgeted and approved by the VFHY Board of Trustees.
- C. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the VFHY. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

ONLINE PROPOSAL INSTRUCTIONS

General Requirements:

- **Read the entire online RFP, VFHY Terms and Conditions, and Proposal Instructions before completing a proposal.**
- To complete the application online, go to:
<https://www.grantinterface.com/vtsf/Common/LogOn.aspx> .
- Offerors must complete each required section of the online proposals and upload all of the required VFHY forms.
 - I. Proposal Summary – Name of Project, Brief Project Description, Amount Requested, Geographic Region
 - II. Offeror’s Background – History, Description of Group, Previous Activities and Outcomes, Specific Experience with Childhood Obesity Prevention Programs, Previous Grants Management Experience, Previous Grants
 - III. Sustainability – Strategies and plans to continue the HCAT work once VFHY funding has ended.
 - IV. Project Information – Need and Proposed Response, Project Workplans, Implementation Plan, Collaborating Agencies & Partners, Staff/Volunteers & Responsibilities
 - V. Evaluation – Strategies, Outcome Measures, Responsible Staff
 - VI. Budgets – Budget Line Item Form and Budget Narrative Form, Matching Funds
 - VII. Appendix – Partner Profile Agreements, Terms and Conditions/Required Statements, Job Descriptions, Resumes
- Offerors must complete and upload the three required forms (Project Workplan, Budget Line Item Form, Budget Narrative Form). Offerors can directly link to these forms from the online application. They are also available from the VFHY website, www.healthyyouthva.org under the “Funding Opportunities” tab. The forms are in Microsoft Word and Microsoft Excel. VFHY staff can email you the required forms upon request. VFHY Terms and Conditions/Required Statements must also be downloaded and read and attested to in the online proposal.
- Appendix items must be submitted electronically (uploaded) as part of the online proposals. Directions for file uploading including document conversion and Fax to File, can be found on page 11.
- All sections must be completed. All questions must be answered to ensure a complete proposal. Non-responsive proposals may not be forwarded for review.

Specific Requirements

Promising Practices and Activities

All proposals must select activities from the VFHY Promising Practices to Address Childhood Obesity. These practices are listed separately and are available on the VFHY website, <http://www.healthyyouthva.org/funding.asp>, or in written version in the VFHY Richmond office. The practices listed have been identified by the CDC, the Robert Wood Johnson Foundation, the Institute of Medicine and other sources as strategies that are effective in addressing childhood obesity prevention. One or more of these activities must be selected and implemented in order to receive funding from VFHY.

Eligible Applicants & Activities

Local organizations, coalitions, and teams are ideally positioned to promote behavioral, policy, system, and environmental changes that will increase access to healthy foods, improve opportunities for physical activity, and help children and adolescents reach and maintain healthy weights.

VFHY recognizes the need to focus on two components of community engagement: infrastructure-building and promoting best practices in childhood obesity prevention. Eligible applicants will address infrastructure-building through forming, expanding, and sustaining Healthy Community Action Teams (HCATs) and through the established HCAT, implement an activity focused on policy, systems, and environmental changes around nutrition and physical activity. Offerors are required to select a minimum of one activity from each component.

Component I: Infrastructure-Building: VFHY Healthy Communities Action Team Development

Community involvement is vital to childhood obesity prevention efforts. Engaging a variety of community members as partners in the process will help identify local assets, focus resources, and improve implementation plans. In adopting policies and practices tailored to improving health, localities have the ability to catalyze, support, and lead collaborations in the community and engage diverse groups to improve the places where children live, learn, and play.

VFHY Healthy Communities Action Teams must consist of a minimum of five representatives from the locality including but not limited to: community organizations, schools, policy makers, local growers, physicians, businesses, health departments, faith based organizations, cooperative extension agencies, afterschool programs, and others active in the call for healthier, sustainable lifestyles that prevent and reduce childhood obesity. Partner Profile Agreements with all participants detailing their role in the Healthy Community Action Team must be uploaded and included with the proposal where designated.

VFHY recognizes that communities and coalitions are at various levels of readiness to address obesity prevention through policy, systems, and environmental changes. Each applicant must select at least one objective from the *Infrastructure Building: VFHY HCAT Development* area. Less experienced or newly formed groups may select activities such as developing a Mission, Vision, or Strategic Plan while more established groups may provide outreach to the community through hosting a conference focused on obesity prevention or providing training in fostering policy change. In general, these activities will ensure the offeror has the foundation to select and implement one or more activities from the Nutrition and Physical Activity action steps.

Component II: Nutrition and Physical Activity Action Steps

Localities are experienced in promoting children's health, with jurisdiction over many aspects of land use, food marketing, community planning, transportation, health and nutrition programs, and other community issues. With this in mind, HCATs should identify opportunities for policy, systems, and environmental changes that promote increased access to healthy foods and opportunities for physical activity at the local level.

Each offeror must select at least one objective in *Nutrition or Physical Activity* that best fits the group's skills, capacity, available resources and experience. Multiple activities and practices across may be selected if the offeror is able to show the necessary level of capacity.

Many of the listed activities are in-depth and will require multiple levels of strategies to be successful – in some cases, beyond the timeline of these grant awards. Offerors are encouraged to identify the strategy steps that can be implemented and achieved through this grant opportunity as a means for laying the groundwork for continued success with the chosen activity.

Application Instructions

The following areas describe the specific sections of the online application to completed at:
<http://www.grantinterface.com/vtsf/Common/LogOn.aspx>.

- I. Offeror's Background:** Offerors should answer each question by entering historical information about their group and its previous projects and outcomes. Offerors should fully describe their experience with grants management and any previous childhood obesity and/or health initiatives.
- II. Sustainability:** Describe how the coalition sustains its current activities. Provide information about how the group will build on the activities funded through this grant to ensure sustainability of these programs in the community.
- III. Project Information:** The Project Workplan form outlines the major implementation components of the selected activity(s) and provides a table to delineate proposed steps for each chosen activity and must be uploaded to the application. Offerors must provide information about the specific components of the project including selected activity, the projected timeline, expected outcomes, measurements (evaluation), and responsible parties. The Project Workplan must be submitted on the VFHY form provided. Offeror's must use a separate Project Workplan form for each activity selected. Additional copies of workplan pages may be duplicated as needed.

Directions for Completing the Project Workplan Form

- All offerors are required to utilize the VFHY Project Workplan form provided. The form can be downloaded from the VFHY website, www.healthyyouthva.org/funding.asp and is also directly linked in the online application. Save the form to your computer before entering information to reduce errors.
- Offerors must select at least one of the VFHY identified Promising Practices from each of the Components (HCAT Infrastructure-Building AND

Nutrition and Physical Activity Action Items) based on the level of experience and particular area of focus of the coalition or group. Download the Promising Practices & Activities to Prevent and Reduce Childhood Obesity document from the VFHY website. More than one activity across the two components may be selected. Offerors must use a separate VFHY Project Workplan form for each proposed activity. Each form must provide specific strategy steps for addressing and completing each activity. The Goal for each of the three areas is already defined by VFHY. Offerors must define their own *measurable* objectives as determined by their evaluation plan to report final outcomes to VFHY related to the selected activities.

- For technical assistance with the workplan, contact the Regional Grants Administrator for your region listed on Page 2.

Need and Proposed Response: VFHY's goal is to prevent childhood obesity throughout the Commonwealth. There are specific risk factors that increase the likelihood of childhood obesity. This area must identify and discuss any risk factors identified for youth in your community and how the offeror will adequately address these risk factors with the strategies and activities chosen.

Program/Project Information: This area must outline the details of project implementation and describe the strategy steps necessary to achieve the stated goal(s).

Collaborating Agencies, Organizations & Partners: Identify all partnering organizations, individuals and members of the Healthy Communities Action Team and provide a description of their roles and responsibilities within the scope of the proposed project. Signed Partner Profile Agreements are required and should be uploaded as an attachment to the proposal.

Staff/Volunteers & Responsibilities: List the position titles, names (if possible) and roles of all staff or volunteers providing oversight (fiscal and/or implementation) of the selected programs.

IV. Evaluation: All offerors must include a plan for the evaluation of the proposed activities. Evaluation must provide measurements of expected outcomes as defined in the original proposal. Both qualitative and quantitative measures should be included to provide an overall evaluation of how the HCAT functioned, a summary of the actual outcomes and description of what policy, system and environmental changes were accomplished.

V. Budget and Budget Narrative: A separate Budget Line Item Form and Budget Narrative Form must be completed and uploaded for the online proposals. Use the VFHY Budget Line Item Form to list amount of funding being requested per line item. List anticipated in-kind or matching donations your organization or partners will provide. Use the VFHY Budget Narrative Form to provide the justification for each line item request and provide calculations for both VFHY funds and match dollars. All equipment purchases requested must be thoroughly justified by showing the need for and full integration with the planned activities. Supplanting of current funding is not allowed. Supplanting is defined by VFHY as replacing funds already available to your organization to implement the proposed project.

All costs associated with the offeror's proposed project must be reasonable and necessary and required to ensure successful project outcomes. Excessive, unnecessary and unjustified line

items will not be funded. Offerors must thoroughly explain all costs of the project as they relate to the planned strategies.

Directions for Completing the Budget and Budget Narrative Forms

- The Budget Line Item Forms and Budget Narrative Forms are provided as electronic downloads from www.healthyyouthva.org/funding.asp and are also directly linked in the online application. A separate budget is required for each year of the grant. They must be completed and uploaded to each online proposal. Save the forms to your computer before entering information to reduce errors. The Budget Line Item Form is in Microsoft Excel and the Budget Narrative Form is in Microsoft Word.
- Ensure that all line items are reasonable and are adequately justified. Explain how each item was calculated and include formulas used to determine line item costs in the narrative justification. Provide an explanation regarding why the items are necessary for successful implementation of the program.
- Fringe benefits must be listed separately from personnel salaries. The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY. Offerors must state their organizational rate for fringe benefits, including the portion (if any) not covered by VFHY. Grant funds cannot be used to provide benefits not normally and customarily offered.
- Indirect costs are defined as general operating expenses required for the program. They are allowable but cannot exceed *10% of the personnel costs requested from VFHY*. Indirect costs are those costs that cannot be assigned to a particular category but are necessary to the operation of the organization for the implementation of the grant program. Examples could include insurance, general office supplies, equipment maintenance, general purpose software and computer supplies, peripheral administrative costs. Indirect costs cannot be included anywhere else in the budget.
- Include travel expenses for VFHY Orientation for two (2) staff. When determining mileage for the proposed project, Offerors should use the rate allowable through their organization. However, VFHY will only reimburse up to .55 cents per mile. Anything above that can be included as match by the Offeror. Assume the orientation training will be in Richmond, VA.
- There is no match required for the grant. However, if an offeror does expect to provide other funds or in-kind services for the grant, these should be reflected in the overall budget information provided. Contractor cannot use grant funds from other sources as matching funds for VFHY grants (if required) if the source of the additional funds are from an organization whose primary mission conflicts with VFHY's mission. As well VFHY funds cannot be used as matching funds for other grant opportunities From organizations whose primary mission conflicts with VFHY's mission

VI. Appendix – Partner Profile Agreements, Terms and Conditions, Job Descriptions, Resumes

Partner Profile Agreements: Signed VFHY Partner Profile Agreements must be completed

for each for each member of the HCAT. In the application, *only one file can be uploaded per field. For Partner Agreements, offerors should include all agreements in one file to upload. Two fields have been provided if offerors need to upload two sets due to file size.*

Terms and Conditions/Required Statements: Offerors must enter the name of the organization's Authorized Representative to acknowledge agreement to the Terms and Conditions, including the VFHY Required Statements.

Job Descriptions & Resumes: All job descriptions for proposed staff to be funded by the VFHY must be included in this area and completed using the VFHY Job Description Template form. Volunteer positions with significant time on the grant should also have job descriptions completed. Include copies of resumes for any current staff that will work on the proposed grant project. *These documents should be saved as one file for upload.*

Directions for File Conversion, Fax to File and Document Uploading

Several documents must be uploaded with each online proposal. These include the Project Workplan, Budget Line Item Form, Budget Narrative Form, Letters of Agreement, Job Descriptions, and Resumes.

- Normal document files that are formatted in Microsoft Word, Microsoft Excel or PDF format can be uploaded as electronic documents by selecting the document from its location and uploading it where requested in the online proposal.
- Only one file can be uploaded per field. For LOA's, offerors should include all LOA's in one file to upload. For large quantities of LOA's, an additional field has been provided. Further, all job descriptions and resumes should be in one file to upload.
- Documents with original signatures or those only available in hard copy format must be scanned and then uploaded to the online proposal. These files can also be converted into PDF documents. This simple conversion process will reduce the size of the file and protect the content. Free PDF document converter downloads are available online. Some example sites are: www.freepdfconverter.com and www.primopdf.com.
- The VFHY online proposals site also offers the "Fax to File" option for those unable to scan or convert their documents to a digital format. This process will enable offerors to fax documents to an external site which will then convert them into electronic PDF files. Offerors will then be able to download to a computer and upload to the online proposals where required. To use this tool, click on the Fax to File tab on the VFHY online proposals page and follow the directions.

Obesity Prevention Project Workplan #1



Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team
(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	Expand local partnerships and build infrastructure for the HCAT. Identify opportunities for current and future funding for financial stability.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Welcome selected new partners to the previously existing CHART coalition.	07/2012	11/2012	CHART coalition	New partners join in efforts to prevent youth obesity in Arlington County
Review CHART accomplishments and project status. Re-constitute and reorient group as HCAT.	11/2012	1/2013	Arlington HCAT	Community coalition reconstituted as HCAT
Continue CHART initiated sustainability work group to explore ways of positioning the coalition for future 501©3 funding. Options for exploration include: organizing the coalition itself as tax exempt under IRS section 501(c)3; seeking affiliation with an existing 501(c)3; seeking affiliation with a community foundation as fiscal agent.	11/2012	07/2013	CHART/HCAT sustainability work group	Recommendation for a coalition basis for seeking future funding with nonprofit status.
Recruit additional partners, volunteers and residents interested in supporting community garden and nutrition education initiatives.	11/2012	06/2014	Virginia Cooperative Extension Department of Parks and Recreation	Increase partner and stakeholder support for community gardens and related nutrition education

Recruit County government agencies, other community organizations and potential vendors interested in supporting healthy vending initiative.	11/2012	06/2014	Department of Parks and Recreation	Increase partner support for healthy vending in public buildings patronized by youth and families. Increase availability of healthy vending support.
Recruit advocates, child care providers, parents, and County agencies to support policy change to the County Code for licensure of child care providers. Identify and recruit “opinion leaders.”	11/2012	03/2013	Smart Beginnings Public Health Division Virginia Hospital Center	Increase partner support and advocacy support for policy changes to mandate annual training on nutrition and physical activity in preschool care. Build acceptance and interest among care providers.
Recruit school staff, physical fitness educators, recess supervisory staff, university partnerships (for internships), and possibly PTA partners to support active recess strategies.	11/2012	06/2014	Department of Parks and Recreation	Develop support for active recess policy, system and environmental change in the school community. Invite school-affiliated partners to join with HCAT in work against child obesity.
Recruit additional providers of after-school time care to partner with HCAT on setting and meeting physical activity standards for out-of-school time. Build a working partnership with the new Arlington Out-of-School Time Council (now part of the Partnership for Children, Youth and Families).	11/2012	06/2014	Partnership for Children, Youth and Families – Out-of-School Time Council Arlington Public Schools YMCA	Productive working relationship with the Out-of-School Time Council. Additional HCAT partners.
Recruit teen support and partnership for increased physical activity in after-school programs. <ul style="list-style-type: none"> ○ Form a Teen Fitness Team ○ Engage the existing Arlington Teen Network Board or form a new youth advisory board on wellness 	01/2013	06/2014	Department of Parks and Recreation Partnership for Children, Youth and Families	Teen volunteer leadership of physical activity in County after-school programs; advisory support to the HCAT on child and teen wellness issues.

Obesity Prevention Project Workplan #2



Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team

(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	Develop community based gardens as community based interventions that link procurement of produce and preparation of healthy food. By June 2014, there will be an increase the number of community gardens in affordable housing complexes, churches, condo associations, and multi-family dwellings from 5 to 12.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Coordinate with Master Gardeners, Master Food Volunteers, chefs, and property staff/managers on what organizations would need to start a community garden.	July 2012	Sept 2012	Cooperative Extension	List of materials and resources.
Organize Master Gardener and Master Food Volunteers support for grant award sites.	September 2012	October 2012	Cooperative Extension	List of volunteers
Generate mini-grant RFP for affordable housing complexes, faith based institutions, multi-family dwellings. Review applications and process funding. Applicants will be required to include a sustainability strategy for the garden.	October 2012	Nov 2012	Cooperative Extension	RFP generation, dissemination, evaluation
	October 2013	November 2013		

<p>Generate capacity in the Master Food Volunteer Program through Virginia Cooperative Extension. Subsidize training for volunteers in return for a one year formal signed commitment to “Adopt a Site” through the Department of Parks and Recreation. Volunteers will counsel on nutrition and provide education/training according to Virginia Cooperative Extension evidence based curriculum.</p>	<p>November 2012 November 2013</p>	<p>March 2013 March 2014</p>	<p>Cooperative Extension</p>	<p>Trained volunteer corps that will support sustainability of nutrition education component of community garden project.</p>
<p>Coordinate Master Food Volunteers with grant sites to provide nutrition education and cooking instruction to support use of produce generated at each site.</p>	<p>March 2013 March 2014</p>	<p>June 2014 June 2014</p>	<p>Cooperative Extension</p>	<p>Building skills in food procurement and preparation of healthy and nutritious foods.</p>
<p>Evaluate results</p>	<p>Ongoing</p>	<p>June 2014</p>	<p>Cooperative Extension</p>	<p>Evaluation chart/ information</p>

Obesity Prevention Project Workplan #3



Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team
 (Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	To provide incentives or subsidies to government run vending machines to eliminate calorie dense, nutrient poor foods. By June 2014, there will be an expansion of the healthy vending program in Arlington County government venues administered by a healthy vending policy from eight to 12.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Engage staff from other County agency or agencies interested in addressing healthy vending in their agency.	July 2012	December 2012	Department of Parks and Recreation	Other agency or agencies agrees to test healthy vending in their government site.
Encourage the agency or agencies to adopt a departmental policy on healthy vending, modeled after Department of Parks and Recreation’s Operating Memorandum 29. This policy would include nutrition standards for vending in a particular government controlled vending machine.	January 2013	June 2013	Department of Parks and Recreation	Agency or agencies adopt healthy vending standards in the form of department-wide policy.
Talk with existing vending healthy company about whether they can meet the nutritional requirements for additional agency’s machines. Or find alternate vending company.	July 2012	August 2012	Department of Parks and Recreation	Vending agency onboard

Have other agency or agencies purchasing agent negotiate new contract. Possible re-negotiation of Department of Parks and Recreation's contract to include all sites in Arlington County. Engage Health Smart (Arlington County's Employee Wellness Program).	Spring 2013	September 2013	Department of Parks and Recreation Public Health Division	Written contracts
Provide incentives to vendors for hosting "Tasting" events that introduce nutrient rich products featured in the government run vending machines.	Spring 2013	June 2014	Department of Parks and Recreation	Build acceptance and sale volume for healthy vending.
Provide subsidies, to vendors, for providing nutrient dense foods in government run vending machines, thus eliminating nutrient poor and calorie dense food in machines.	Spring 2013	June 2014	Department of Parks and Recreation	Build acceptance and sale volume for healthy vending through cost reduction for healthy products.

Obesity Prevention Project Workplan #4



Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team

(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	To implement policies and practices in child care facilities that promote healthy foods and mandate training to build physical activity into the daily routines. By June 2014, there will be an increase in the number of early child care providers who receive annual training about nutrition and physical activity from zero to 25. Promote physical activity and healthy food habits for children in pre-schools by adopting recommended curriculum.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Meet with Arlington County Child Care Office staff and the coalition workgroup. Develop a mutually agreeable operational plan that determines objectives for a County code change requiring training for child care providers that is tied to their licensing.	July 2012	October 2012	Smart Beginnings Arlington County Public Health Division	Timeline for steps needed to change County code
Coalition workgroup will research code changes and find benchmarking data on creating a requirement of nutrition education tied to licensing. Present recommendations to departmental leadership at Department of Human Services (DHS).	July 2012	November 2012	Smart Beginnings Arlington County Public Health Division	Recommendations based on a body of evidence from other jurisdictions to provide to DHS staff regarding best practices and possible code changes.
Coalition workgroup will develop or identify available training curriculum and topics to be covered for early childcare providers.	November 2012	February 2013	Smart Beginnings Arlington County Public Health Division	A plan on how required trainings could be organized, presented, and tracked. The goal of the training is to increase early childcare providers' competency in healthy food options/nutrition education and increasing physical activity during the time they have the children.

Recommend to Arlington County Child Care Office contractors and/or identify qualified instructor to teach curriculum. Set class schedule, incorporating into current training system and requirements (establish as part of core CEUs).	February 2013	April 2013	Smart Beginnings Arlington County Public Health Division Department of Parks and Recreation	List of qualified contractors to perform the mandatory instruction. List of annual class subject matter topics.
Coalition workgroup will write up proposed code changes and provide feedback to Arlington County Child Care Office staff. Make adjustments or do more research if necessary. Seek input from child care providers at community forums.	April 2013	November 2013	Smart Beginnings Arlington County Public Health Division	List of evidence based recommendations regarding best practices and possible code changes.
Edit recommendations based on provider feedback. Help Department of Human Services staff submit code change recommendations to the County Attorney's Office.	November 2013	March 2014	Smart Beginnings Arlington County Public Health Division	Revisions to code recommendations
Develop communications plan for providers.	March 2014	June 2014	Smart Beginnings	Communications plan
Develop a coalition workgroup to administer an RFP to provide Mighty Moves and Food Friends curriculum to venues serving 3-5 year olds in groups of 8 or more. Develop evaluation mechanisms for the policy/curriculum adoption process.	July 2012	November 2012	Cooperative Extension Smart Beginnings	Sustainable curriculum policy change in 15 pre-schools.
Write up RFP requiring formal adoption of Food Friends and Mighty Moves as curriculum. Send out RFP. Review applications.	November 2012	March 2013	Cooperative Extension Smart Beginnings	Written RFP
Develop training for pre-schools that adopt a formal policy of curriculum change. Administer training for pre-schools that adopt a formal policy of curriculum change.	March 2013 September 2013	May 2013 December 2013	Cooperative Extension Smart Beginnings	Training curriculum
Evaluate implementation of curriculum policy changes.	ongoing	June 2014	Cooperative Extension/ Smart Beginnings	Identify strategies for successful implementation of curriculum policy changes.

Obesity Prevention Project Workplan #5



Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team

(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	Develop systems that build physical activity into daily routines in public elementary schools. By June 2014, there will be an increase in the number of public elementary schools that adopt systems and environmental changes to support an increase in physical activity at recess time.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Review research done to date in the ACHIEVE pilot and benchmark other jurisdictions that have tried this type of physical activity culture change during recess. Assess current school recess policy.	July 2012	Sept 2012	Marymount University	Identify recess practices that have been successful in increasing intensity and duration of physical activity play at recess.
Work with Arlington Public Schools staff to assess school readiness to implement active recess practices and identify obstacles to recess implementation issues on playgrounds during recess. Work cooperatively with school staff to propose a solution and possible curriculum for playground supervisors.	Sept 2012	January 2013	Marymount University	Rated level of readiness of schools and list of concerns to address.
Investigate a sustainable ongoing college intern bank managed by Arlington Public Schools' Volunteer Office to provide coaching active recess.	Sept 2012	January 2013	Marymount University/ Department of Parks and Recreation	Possible intern infrastructure generated

Assess need/inventory of equipment to modify the environment at Arlington Public Schools (elementary) during recess. (i.e. is there blacktop that could have markings for four square, is there a lawn that kids would play on with soccer balls if they were available, do they have basic physical education equipment, are there pavement markings, is there playground equipment, do the kids have access to balls, cones, soccer goals, etc.)	Sept 2012	March 2013	Marymount University	Needs assessment data
Purchase equipment for Active Recess carts and/or playground markings. Equipment will be “customized” per site depending on existing infrastructure. Two pilot site will be conducted in year one (2012-2013). Five remaining sites will be equipped in the second year	April 2013 December 2013	July 2013 June 2014	Department of Parks and Recreation	Equipment
Evaluate changes to intensity and duration of physical activity recess play at schools that have made environmental or systems changes.	Ongoing	June 2014	Marymount University	Determine effectiveness of increasing physical activity during recess play.



Obesity Prevention Project Workplan #6

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

Component II

Name of Applicant Group: Arlington Healthy Community Action Team

(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies

Goal 1:	To prevent and reduce childhood obesity in Virginia.		
Objective 1:	<p>By June 2014, we will increase the number of out-of-school time sites (including after-school programs and summer camps) with a policy on physical activity (PA) that addresses duration and intensity.</p> <p>To strengthen out-of-school time staff competency in directly leading and facilitating daily PA.</p> <p>To develop systems and environmental changes that supports an increase in PA during out-of-school time programs (special focus on after-school and summer).</p>		
Strategy Steps	Projected		Responsible Partner Organization
	Start Date	End Date	Expected Outcomes
Convene Arlington’s primary stakeholders and community providers that offer out-of-school time programs [<i>Out-of-School Time (OST) Advisory Council, Arlington Public Schools (APS), the Department of Parks and Recreation (DPR), YMCA, Arlington Housing Corporation, Greenbrier Learning Center</i>].	July 2012	October 2012	Partnership for Children, Youth and Families (OST Advisory Council) Initial engagement with government, school and nonprofit providers of out-of-school time programs to children.
Collect an inventory of and assess current physical activity policies and practices within these entities/out-of-school programs.	November 2012	December 2012	Arlington Public Schools Establish a “snapshot” of baseline data on current policy & practices for youth engagement in physical activity during out-of-school time.

Collect health data prior to implementation of PA policy and system-change efforts (pre-test):				
Data specific to young people ages 11-18 (6 th -12 th grades) and via gender for elementary and high school boys/girls.	September 2012	September 2012	Partnership for Children, Youth and Families (OST Advisory Council)	Via the Community Report Card on the status of Children/Youth Risk Behavior Survey determine baseline health data for Arlington youth (percentage of youth who met recommended exercise levels, percentage of Arlington County students scores' on standard physical fitness tests, had a recent physical, reported depressive feelings and/or suicidal intentions).
Data specific to incoming Kindergarten children (ages 5-6 years old).	September 2012	September 2012	Arlington Public Schools	All incoming Arlington Kindergarten children will have their Body Mass Index (BMI) reading collected via the school nurse during the entry school health physical exam. This aggregate data will establish overweight to obese percentages for youth ages 5-6 years of age.
Within the Department of Parks and Recreation, adopt a revised operating memorandum specifying minutes and intensity-level for physical activity by age group and adopt a standardized scale for rating intensity of physical activity.	September 2012	November 2012	Department of Parks and Recreation	Policy revision and standards for physical activity during out-of-school programs operated by Arlington County DPR
Recommend to after-school program manager's policy revisions for PA for increased standard of time and intensity levels. Lay the foundation to institutionalize this system-wide PA requirement.	December 2012	January 2013	Department of Parks and Recreation	Recommend policy standard among key providers of out-of-school time care.
Host a "PA launch party" for politicians, decision-makers, parents, children, after-school staff and primary out-of-school-time stakeholders.	January 2013	January 2013	Arlington Public Schools	To showcase a countywide marketing special event the significance of the proposed policy change and anticipated environmental change.
Revise DPR after-school and summer staff job descriptions to ensure accountability in meeting PA requirements. Share, encourage and facilitate like requirements for other out-of-school providers' staff job descriptions.	September 2012	May 2013	Department of Parks and Recreation	Revised job performance standards implemented in DPR. Revised job performance standards recommended to other providers.
Establish and mobilize a Teen Fitness Team – developed and led by teens - which will serve DPR programs initially and then serve as a pilot Countywide.	September 2012	May 2014	Department of Parks and Recreation – Teen Office and Community Health Promotion Office	Design and test a model –created by teens and run by teens – to engage teens in regular PA during after-school time. The intent would be to motivate this often hard-to-reach demographic (the Arlington teen) and provide the opportunity for them to engage in cool, intriguing, cutting-edge PA; for the teen to gain an understanding of overall health benefits through PA; and hopefully develop a lifelong fitness habit.

Investigate the option of developing a teen wellness board, possibly through the existing Teen Network Board [Partnership for Children, Youth and Families.] This would be similar to the existing Teen Fitness Team.	February 2013	March 2013	Partnership for Children, Youth and Families	To expand youth engagement and provide a “teen voice” to the process; to expand on Teen Fitness Team model Countywide.
Invest in evidence-based curriculum and equipment for increasing PA in out-of-school time programs (on-going and in concert with staff trainings).	July 2012	May 2014	Department of Parks and Recreation	To continue to build the inventory of equipment in the Countywide Lending Program that is “checked out” by out-of-school-time staff to be used in their programs. The Lending Program is an equipment sharing opportunity that includes a wide variety of training, equipment, activities and educational materials. The sole purpose of the Lending Resource team and Lending Program is staff competency building and program enhancement.
Design and deliver on-going countywide staff trainings. Trainings would be available to all out-of-school program providers. The goal of the trainings would be to develop staff competency in leading and/or facilitating physical activity (PA) activities so as to successfully meet PA policy. Trainings would be age-specific. Lay foundation for regular staff trainings as a systems change.	February 2013 September 2013 February 2014	March 2013 October 2013 March 2014	Department of Parks and Recreation Partnership for Children, Youth and Families (OST Advisory Council) Arlington Public Schools	Staff responsible for providing after-school time care are trained in physical activity standards, why they are needed, and how to meet them. Training resources shared collaboratively among multiple providers of out-of-school time care. Countywide access to and staff training on the Lending Program; subsidy extended as needed.
Recruit and train as needed new DPR leaders to support PA in preschool, elementary and teen out-of-school programs. Share, encourage and facilitate similar practices with other out-of-school providers.	September 2012	May 2014	Department of Parks and Recreation	DPR program leaders expect to meet physical activity standards as conditions of employment, and are prepared to meet the standards.
Coordinate and make available partnerships in support of increasing PA in out-of-school programs. These would be “enhancements” to ongoing programs (e.g. youth sports leagues, speciality visits, workshops, outside contractors) that would come in as additional motivation/mentorship for staff and children.	February 2013	May 2014	Partnership for Children, Youth and Families (OST Advisory Council)	Increased resources for after-school time providers; increased practice and success in engaging youth in physical activity during after-school program hours.

Assess physical activity practices in out-of-school programs following policy change and staff training (re-evaluate).	September 2012	May 2014	Department of Parks and Recreation	Data on improvement in physical activity indicators and sustainability of changes to practice.
<p>Collect and analyze health data following the implementation of PA policy and system-change efforts (post-test):</p> <p>Data specific to young people ages 11-18 (6th-12th grades) and via gender for elementary and high school boys/girls.</p> <p>Data specific to incoming Kindergarten children (ages 5-6 years old).</p>	<p>May 2014</p> <p>September 2013</p>	<p>May 2014</p> <p>May 2014</p>	<p>Partnership for Children, Youth and Families</p> <p>Arlington Public Schools</p>	<p>Via the Community Report Card on the status of Children/Youth Risk Behavior Survey evaluate any change in health data for Arlington youth (percentage of youth who met recommended exercise levels, percentage of Arlington County students scores' on standard physical fitness tests, had a recent physical, reported depressive feelings and/or suicidal intentions).</p> <p>Via BMI readings collected via the school nurse during the entry school health physical exam, evaluate any change with overweight to obese youth ages 5-6 years of age.</p>

Q1: Name of Project

[100 characters allowed]

Arlington County HCAT Childhood Obesity Initiative

Q2: Project Description

Provide a brief, summary description of proposed HCAT project/activities.

[2000 characters allowed]

Arlington County's Healthy Community Action Team will take steps to prevent and fight childhood obesity by strengthening an existing community coalition and by addressing both community food access and physical activity for preschool and school age children. Our work plan describes six objectives. For the "Component I" objective, the HCAT will add partners, outreach to new stakeholders, and address sustainability by examining possibilities for 501-c-3 status. The five "Component II" objectives address community gardens, healthy vending, child care policy and systems, active recess during the school day, and physical activity during out-of-school time. In combination, these evidence-based initiatives are designed to change County government policy, agency systems and practices, and the environments in which Arlington children play, learn and grow. Arlington has already come a long way in building partnerships for wellness and specifically in working against childhood obesity. We know from experience that it takes years to alter formal policy and achieve lasting change in people's habits, expectations and norms—changes that will produce measurable results. We are optimistic in this journey, and believe we have the resources to make sustainable change happen.

Q3: Amount Requested

We are requesting \$79,548. This is \$39,923 in year one and \$39,625 in year two.

Q4: Geographic Area

VFHY website. Geographic Region where programs will be conducted. VFHY regions are Central, North, Southeast and Southwest. A comprehensive listing of counties and cities and their corresponding region can be found on the North Region Central Region Southwest Region Southeast Region

North region

Q5: State Senate & House Legislative District(s) - Office

Identify the state Senate and House Legislative District(s) where your organization resides.

This is where the grantee's office is located. To determine your districts, click here.

[200 characters allowed]

Senate district 30, House district 45

Q6: State Senate & House Legislative District(s) - Programs

Identify the state Senate and House Legislative District(s) where the proposed activities will be conducted. This should include all activity/project locations. To identify your districts, click here. [500 characters allowed]

Senate districts 30, 31, 32; House districts 45, 47, 48, 49

Q7: Offeror's History

Describe the history of the coalition or group. How, why and when did it begin?

Include any major accomplishments this group has experienced.

[1000 characters allowed]

Arlington's HCAT is rooted in Partnerships for Healthier Arlington (Healthier Arlington), launched in 01/09 as a result of an 18-month planning process called Mobilizing for Action through Planning and Partnerships (MAPP). Data from the MAPP process identified three areas of concern: access to care, preventing communicable disease and preventing chronic disease. A Chronic Disease team set two goals: reducing tobacco use and the prevalence of overweight/ obesity. Considering local and national data, a focus was narrowed to childhood obesity. A Community Health Action and Response Team (CHART) was formed in 2010 and received an Action Communities for Health, Innovation and EnVironmental change (ACHIEVE) grant sponsored by the CDC through the National Recreation and Park Association. The CHART drew on Healthier Arlington and brought in new volunteers. We have demonstrated a strategic approach to coalition building and we are planning to continue to build upon that success with our HCAT.

Q8: Description of Group

Please list all organizations/agencies/businesses/localities represented in the coalition. Include any formal positions members have in your group (i.e.: Chairperson, staff). [1000 characters allowed]

Continuing organizational members from the CHART coalition will include Virginia Cooperative Extension, Marymount University, the Arlington County Public Health Division, the Arlington County Department of Parks and Recreation (DPR), and YMCA DC (Arlington). Joining the coalition in its expansion as an HCAT are Virginia Hospital Center, Arlington Public Schools (APS) Extended Day, Smart Beginnings, Capital Area Food Bank, and the Arlington Partnership for Children, Youth and Families. The Arlington County Department of Parks and Recreation will serve as HCAT fiscal agent.

Q9: Previous Activities

Describe any activities the offeror has developed, provided, partnered in and/or sponsored. Provide specific outcome information and details about programs related to

childhood obesity prevention.

[1000 characters allowed].

Healthier Arlington inventoried programs on childhood obesity prevention. It organized a stakeholder meeting and developed proposals for obesity prevention. The CHART has since:

- Changed policy to require healthy vending in DPR recreation centers
- Added policy and signage for County parks to become voluntarily compliant for “no smoking” around areas of congregation
- Piloted a community garden, developed a tool kit on community gardening and awarded 4 mini-grants
- Laid groundwork for a change in the County Code to require training in nutrition and physical activity (PA) for licensed day care providers
- Explored academic credits for after-school PA for 11th and 12th graders
- Piloted “coached” recess activities at an elementary school to enhance intensity and duration of active play. Advocated for policy change adopting principles of active recess. Using data collected, identified environmental change as a preferable strategy to improve subsequent attempts at active recess.

Q10: Previous Grants Management Experience

Describe the group's experience receiving and managing grants. If no grants have been managed, please provide information pertaining to any programs that the group has had responsibility for and describe the programmatic and fiscal management of such programs.

[1000 characters allowed]

The coalition’s current ACHIEVE grant, received in 2010, was for \$35,000 over three years. Of those goals and objectives, the project has exceeded three and met four of the planned objectives. One objective was tested but found not workable. All required reporting has been completed on time. Thus far the ACHIEVE grant is on budget and on time. The Arlington Department of Parks and Recreation (DPR), as fiscal agent, has a longer grants history. Just within the DPR Sports and Recreation Division, grants have included a Bullying Prevention grant (\$150,000 from the Virginia Department of Criminal Justice Services, 2000-2003); a Hearts N Parks grant (\$10,000 from and National Recreation and Park Association and National Heart, Lung and Blood Institute, 2001) a Wisdom Works grant (\$30,000 from the National Council on Aging and MetLife, 2006). In addition, DPR was accepted to locally administer the Kids Café program of Feeding America. Other DPR divisions have managed additional grants.

Q11: Outcome Sustainability

What outcomes does the HCAT want to sustain over time. Describe the strategies to ensure these are sustained. [2000 characters allowed]

The strategies we propose to use to accomplish our outcomes are a combination of policy, systems and environmental changes, which we know will produce long-term sustainable change. It is our goal to provide our community's leadership with a shared vision and the capacity to promote changes to reduce childhood obesity. The work that we propose to accomplish will affect future decisions, and change the world that our citizens experience on a daily basis, thus making the right decision the easy decision.

The HCAT seeks to sustain: (1) A durable coalition that continues to foster healthy nutrition and physical activity (PA). (2) Policies defining minimum training and PA practices in out-of-school programs. (3) Improvements to early-childhood nutrition and PA that will result in systemic changes with potential to improve BMI findings at kindergarten screenings. (4) Improvements to active play during school recess, measurable by number of schools that make environmental changes to increase minutes of active play. (5) Improvements to active play in out-of-school programs, measurable by number of programs and duration and intensity of play. (5b) Improvement in the percentage of Arlington youth reporting at least an hour of exercise at least 5 days a week. (6) Improvements to community food access, measurable by number of community garden plots and the number of Master Gardeners and Food Volunteers recruited to support community gardens. The number of public buildings with healthy vending contracts.

Q12: Sustainability Resources

What resources does the HCAT have (or will obtain) to further the objectives of the HCAT?

Resources include human capital, board commitment, financial and other supports.

[1000 characters allowed].

Resources to sustain the objectives of the HCAT include County government commitment, a history of partnerships, robust non-government community organizations, availability of in-kind staff support (both government & non-government), a history of volunteerism, and a well-defined culture of supporting fit lifestyles. The Arlington County Board has had an explicit FitArlington initiative since 2007 and continues to voice support for community fitness and wellness. DPR is a leader among County agencies in fostering wellness, with committed leadership for wellness by its department head and division chief; and with staff positions dedicated to community wellness, development of partnerships and grant support. A strong foundation has been laid for community collaboration for wellness (Healthier Arlington) and for Schools-County government-citizen efforts on behalf of children through the Partnership for Children, Youth and Families. Unallocated ACHIEVE funds as of 07/2012 will be about \$600.

Q13: Sustainability Planning

Given the identified objectives and resources, describe how the HCAT will use these to develop a sustainability plan and what it will include.

[1000 characters allowed].

Now two years old, the CHART committee that forms the nucleus of Arlington's HCAT has formed a sub-group to work on a sustainability plan. Arrangements under consideration include creation of a 501(c)3, alliance with an

existing 501(c)3, establishment of a standing County chartered board, and other options. Our sustainability plan will include strengthening: funding opportunities, political leverage, community partnerships, ~~increasing~~ organizational capacity, program improvement, strategic planning, and leadership and volunteer development. Results will be lasting policy, systems and environmental changes, such as: changes to the County code for licensed family day care providers, changes to County agency standards for healthy vending and physical activity, and changes to hiring and recruitment requirements.

Q14: Need and Proposed Response

Describe why the proposed selected activities are needed for the community, how the need was identified and how the activity(s) will address this need. A comprehensive list of Promising Activities are available at the VFHY website . Provide local and statewide statistical data supporting the described need for this project. Clearly link the described need with the chosen activity(s) and explain why your group thinks this is the best approach for them.

[3000 characters allowed]

Partners in Arlington's HCAT have identified needs for improved access to healthy foods, increased physical activity for youth in pre-school and during out-of-school time, and systems changes for providers of out-of-school time care as needs that can be addressed to counter the problems of overweight and obesity. These needs have been identified through community processes including the MAPP assessment; the Healthier Arlington public health coalition; youth surveys collected and analyzed by the Arlington Partnership for Children, Youth and Families; and the ACHIEVE community wide assessment.

Arlington had an estimated population of 210,280 in 2011, including 32,626 residents under age 18. It is among the most densely populated jurisdictions in the country, and its population is highly diverse. According to the 2010 Census about 36% of Arlington's residents were Hispanic/Latino, African-American, Asian or multi-racial, with 23% of residents born outside the U.S.

Drawing on the 2010 Youth Risk Behavior Survey (YRBS), the Partnership for Children, Youth and Families reported that 21% of students were identified as overweight or at risk of overweight using a body mass index calculation. Only 18% met the minimum recommendation of drinking three glasses of milk per day; in the week before taking the survey, 14% reported drinking no milk at all and 55% said that they had eaten less than one serving of fruit per day.

Additionally, 54% of students averaged more than two hours of screen time per school day, and 50% failed to meet the CDC standard of 1 hour or more of physical activity at least five days per week. Based on data from Arlington Public Schools, the Partnership reported, "About half of youth who participated in all five fitness tests in grades 4 through 10 passed all of them [in 2009-2010]. Girls were more likely to pass than boys but the three year trend is down for both groups."

Arlington's overall rates of disease and death compare favorably to state and national rates. Still, the MAPP process identified obesity as a problematic risk factor for chronic disease. Arlington's high level of diversity in

income, education, cultural backgrounds and lifestyles contributes to uneven access to healthy food and uneven participation in exercise and sports. Arlington farmland is a distant memory, but community gardens are resurgent and can be effective in bringing fresh vegetables and nutrition improvements to low-income neighborhoods. Healthy vending is an aspect of food supply particularly pertinent to youth and within the County's ability to influence in public buildings through policy/environment change. Increases in active play and recreation are essential to affect sedentary youth lifestyles and overweight youth. Out-of-school time care, in both pre-school and out-of-school time programs, presents windows of opportunity for physical activity that can be influenced by policy, systems and environmental change.

Q15: Project Workplan*

Upload the completed Workplan form. Download the blank form at the VFHY website.

Ensure that the workplan is complete and includes all required information (timelines, expected outcomes, specific implementation steps and responsible staff) before uploading to the application. This Workplan should provide all details of the grant implementation strategies and will be used and referred to throughout the

[1 MB(s) allowed]

Q16: Program/Project Information

Describe the program implementation plan for the project. Your plan should include but not be limited to: Identification of the Promising Practice activities selected, organizations identified and committed as project partners, identification of coalition member(s) responsible for the management of the grant, location of activities and an overall description of the action strategy steps. [3000 characters allowed]

In Component I, we will: build infrastructure by strengthening the existing CHART coalition, add members, and identify funding and affiliation opportunities for financial sustainability. In Component II, we will promote community food access by developing healthy vending and community garden interventions. To increase the amount of PA during out-of-school time and pre-school, we will cultivate policy and system changes and environment changes in school recess and after-school programs. We will continue to advocate for policy change in the County Code to require annual training on nutrition and PA for child care providers as a condition of licensing. We will research active-recess strategies and explore staff/ volunteer solutions; environmental changes will be advocated such as pavement markings and recess carts. We will foster policy changes setting minimum duration of active play periods in out-of-school programs, mandating them in County-run facilities and encouraging them with other providers.

Arlington's coalition is learning that we need to take steps to cultivate more culture and systems changes to go along with policy and environment change. In the case of healthy vending, experience shows it is necessary to conduct promotions, such as tastings and even subsidize prices initially to build acceptance of new snacks and drinks. In the case of PA requirements in programs, we expect to need a multi-year process of systemic culture change that we believe can spread from "early adopters" to more community settings. To shift the out-of-school

time culture, we plan to use demonstration projects, community resources such as teen and college student volunteers, staff training, and changes to job standards and recruitment. To advance the culture of preschool toward healthy nutrition and PA, we plan to support regulatory/ policy change with training and system changes to curriculum. The CHART has piloted community gardens and developed a tool kit. Further, we will cultivate volunteer support with the Master Gardeners, managed by Cooperative Extension, to help establish and sustain gardens especially at affordable housing complexes, churches, and multi-family dwellings. By training Master Food Volunteers to support nutrition education, we can enhance nutrition education associated with the gardens and “grow” a sustainable resource for the future.

Committed project partners are named in the next section. DPR will perform grant management, financial accountability and reporting.

Activities will be conducted in the following locations: Healthy vending – County government facilities. Training for preschool providers - affecting licensed family day care homes and preschools throughout the County and county wide adoption of nutrition and PA curriculum. Active recess - in elementary schools. After-school policy changes - in County-run elementary programs, community recreation center teen programs, teen programs at middle schools, and APS Extended Day programs.

Q17: Collaborating Agencies & Partners

Identify all partnering organizations, individuals and members of the HCAT and provide an overview of their roles and responsibilities within the scope of the proposed project. Signed Partner Profile Agreements are required and must be uploaded as part of the application appendix. [3000 characters allowed]

The Arlington HCAT has a track record as an active and collaborative community coalition since it assembled under the ACHIEVE grant in 2010. The following organizations have already committed as project partners: DPR; Arlington County Public Health Division; Arlington County YMCA; Arlington Partnership for Children, Youth and Families; Marymount University; Smart Beginnings; Virginia Cooperative Extension, Virginia Hospital Center, APS Extended Day, Capital Area Food Bank.

Individuals who have already taken leadership roles in the coalition include Kara VanGraafeiland Grace and Michele Gregory, DPR wellness staff; Josephine Peters, planning and education chief, Arlington County Public Health Division; Jennifer Abel, Virginia Cooperative Extension; Skye Donovan, professor, Marymount University; Craig Esherick, professor, George Mason University; Erik Van De Poll, executive director, YMCA; and Kara Vonasek, obesity policy expert. Also, active citizens Jennifer Weber (preschool board member), Bonnie Ryan (business owner), Kris Angerthal (parent), and others.

OVERVIEW OF ROLES AND RESPONSIBILITIES: Strengthening the coalition – A subcommittee including Kara Vonasek, Michele Gregory and Jennifer Abel is examining options for sustainability including possible affiliation or independent creation of 501(c)3 status. Networking for added coalition membership and outreach will be supported especially by Smart Beginnings and the Partnership for Children, Youth and Families. The Virginia Cooperative Extension will lead the community garden initiative (other coalition members assist in site selection). DPR will lead the healthy vending initiative and outreach to other County government agencies. The DHS Office of Child Care manages licensure of both family day care providers and early education centers. For the child care initiative, this office will administer regulatory changes and provide training for licensees with the assistance of Arlington Public Health. Smart Beginnings will conduct outreach to child care providers; Virginia Cooperative Extension will organize the RFP for adoption of nutrition and physical activity curriculum kits. Marymount University will lead research and advocacy for active recess systemic and environmental changes on school playgrounds. DPR and APS Extended Day will lead the initiative to increase active play in after-school programs. The Out-of-School Council of the Partnership for Children, Youth and Families will help disseminate standards and resources for after-school activity, including elements in its annual asset-building conference. In Arlington, providers in this partnership are specifically expanding their focus from after-school programs to out-of-school time to include evenings, weekends and summer.

Q18: Staff/Volunteers & Responsibilities

List position title, names (if known) and roles of all staff and volunteers that will work on the proposed project and include their individual responsibilities with the grant project. Complete and attach Job Descriptions (using the VFHY Job Description Template downloadable from

the VFHY website) in the application appendix. [1000 characters allowed]

Kara Van Graafeiland Grace, MPA – DPR Community Health Promotions Programmer. Kara has facilitated the existing CHART coalition. She will continue to provide in-kind support to the coalition, maintaining focus on policy, system and environmental change.

Genea Luck– Interim Project Manager. A veteran of the CHART coalition, Genea will “keep the trains running” in the absence of the Community Health Promotions Programmer (maternity leave). She will assist coalition members in sequenced collaboration and project reporting.

Michele Gregory, MS, ACSM, CMT, CHESS – DPR section leader for program resources. As supervisor for division wellness activity, she will continue to provide support to the coalition. She will lead the DPR initiatives for policy and culture change toward more active youth programs and will supervise Genea and Kara.

Skye Donovan, PT, PhD, OCS – professor, Marymount University. Skye heads the demonstration and research team piloting active recess programs.

Q19: Evaluation Strategies

Indicate the strategies to be used to evaluate the success of the implementation of activities chosen. Identified measures should provide information about how the HCAT functioned, a summary of actual outcomes and descriptions of what changes were accomplished.

[2000 characters allowed]

Evaluation strategies will include:

- Pre/post assessment of recruitment, engagement and retention of coalition members
- Assessment of HCAT function using a coalition effectiveness inventory, to be developed by a subcommittee and completed periodically by coalition members
- Pre/ post assessment of policy and support from Out-of-School Time providers (questionnaire)
- Estimates for # of youth that training and curriculum changes could affect, and those affected by actual changes in child care.
- Estimates for # of youth that strategies could affect, percent of students participating in active recess, and minutes of active play at recess
- Estimates of # of youth in out-of-school programs that strategies could affect, those actually affected, and duration and intensity of play (measured on Bug ‘n Bag scale)
- Sustainability: enforcement mechanisms in place for policy changes including training requirements for early childhood care, nutrition requirements for healthy vending contracts, and physical activity requirements for out-of-school time.

Achievement of the following outcomes by June 2014:

- Number of community gardens grows from 5 to 12.
- Number of public County venues served under healthy vending contracts grows from 8 to 12.

- Number of early child care providers who receive annual training about nutrition and physical activity grows from 0 to 25.
- Number of pre-school venues that adopt formal nutrition and physical activity curriculum grows from 5 to 16.
- Number of elementary schools that adopt systems and environmental changes to increase daily physical activity at recess time from 2 to 9.
- Increase the # of after-school sites with a policy that covers duration and intensity of physical activity.
- Increase the # of after-school providers that receive training on incorporating physical activity.
- The Arlington HCAT will have grown from 10 to 20 organizational partners. It will have identified a strategy for seeking 501(c)3 funding.

Q20: Responsible Staff

Indicate the staff person/volunteer and/or position responsible for the evaluation activities and their specific roles (conducting the evaluation, processing data, collecting data, analysis and statistical descriptions, etc.). [1000 characters allowed]

Kara V. Grace, Genea Luck, and coalition members Jennifer Abel (Virginia Cooperative Extension) and Skye Donovan will take responsibility for evaluation activities. Genea and Kara will develop a schedule of evaluative assessments, administer and track pre/post assessments, maintain records and complete reports. They will coordinate development of assessment questionnaires in consultation with coalition members. Michele Gregory will also manage DPR-related counts including measures of active play in DPR after-school programs, number of people trained at the physical activity trainings, and number of County and public buildings served under healthy vending contracts. Skye will oversee collection of data on active recess pilots, provide analysis and recommendations. She will provide data on the school infrastructure inventory for physical activity equipment. Data specialist Amy Yamashiro, Partnership for Children, Youth and Families, will assist us in with YRBS data on youth exercise.

VFHY PROJECT BUDGET FORM

OFFEROR NAME:

Arlington Healthy Community Action Team/
Arlington County Dept. of Parks and Recreation, fiscal agent

A separate budget is required for each year.

2012-2013 2013- 2014

A. PERSONNEL: Staff salary & benefits.

Position Title	Annual Salary	Request from VFHY	Match Contributions/ If Applicable	Totals
Community Health Project Coordinator	9,600	\$9,600	\$0	\$9,600
Community Health Promotion Programmer (Staff assigned to the project)	\$65,728	\$0	\$19,718	\$19,718
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc). Fringes cannot exceed 30% of the salary amount.				
Totals		\$9,600	\$19,718	29, 318

B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
Trainers		\$2,000	\$2,220	\$4,220
				\$0
				\$0
				\$0

Totals	\$2,000	\$2,220	\$4,220
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C. TRAVEL: Cost for project staff's travel to implement the grant.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions /If Applicable	Totals
Travel, Lodging and meals for Orientation & Training VFHY Meeting	761.3	\$245	\$0	\$245
				\$0
				\$0
				\$0
				\$0
Totals		\$245	\$0	\$245

D. RENTAL SPACE/EQUIPMENT: Equipment requested MUST be unavailable in the organization, related to the grant and be clearly justified. Excessive, unnecessary equipment costs will not be considered.

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
				\$0
				\$0
				\$0
				\$0
Totals		\$0	\$0	\$0

E. MATERIALS: Educational materials, products, and supplies.

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
Active Recess Equipment/Supplies		\$5,342		\$5,342
Healthy Vending		\$5,000		\$5,000
Childcare Code Change		\$240		\$240
Community Gardens		\$4,000		\$4,000
Community Gardens Volunteer Training		\$1,500		\$1,500
Out-of-School Time PA curriculum		\$9,330		\$9,330
				\$0
Totals		\$25,412	\$0	\$25,412

F. OTHER COSTS: Printing, copying, postage, indirect costs (Indirect costs cannot exceed 10% of the personnel costs charged to the grant).

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
Marketing materials/communication plan/copying/web support/postage/etc			\$3,500	\$3,500
Coalition-building meetings		\$150		\$150
				\$0
				\$0
				\$0
Totals		\$150	\$3,500	\$3,650

TOTAL BUDGET

		Amount Requested From VFHY	Match Contributions/ If Applicable	Totals
Total Amount of Funds		\$37,407	\$25,438	\$62,845

VFHY PROJECT BUDGET FORM

OFFEROR NAME: Arlington Healthy Community Action Team/
Arlington County Dept. of Parks and Recreation, fiscal agent

A separate budget is required for each year. 2012-2013 2013- 2014

A. PERSONNEL: Staff salary & benefits.

Position Title	Annual Salary	Request from VFHY	Match Contributions/ If Applicable	Totals
Community Health Project Coordinator			\$0	\$0
Community Health Promotion Programmer (Staff assigned to the project)	\$65,728	\$0	\$32,864	\$32,864
				\$0
				\$0
				\$0
				\$0
<u>Fringe Benefits for Personnel</u> (FICA, Health, etc). Fringes cannot exceed 30% of the salary amount.				
Totals		\$0	\$32,864	\$32,864

B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
Trainers		\$3,000	\$3,330	\$6,330
				\$0
				\$0
				\$0
Totals		\$3,000	\$3,330	\$6,330

C. TRAVEL: Cost for project staff's travel to implement the grant.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions /If Applicable	Totals
Travel, Lodging and meals for Orientation & Training VFHY Meeting			\$0	\$0
				\$0
				\$0
				\$0
				\$0
Totals		\$0	\$0	\$0

D. RENTAL SPACE/EQUIPMENT: Equipment requested MUST be unavailable in the organization, related to the

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
				\$0
				\$0
				\$0
				\$0

Totals	\$0	\$0	\$0
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E. MATERIALS: Educational materials, products, and supplies.

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
Active Recess Equipment/Supplies		\$13,355		\$13,355
Healthy Vending		\$500		\$500
Childcare Code Change		\$11,120		\$11,120
Community Gardens		\$3,000		\$3,000
Community Gardens Volunteer Training		\$5,500		\$5,500
				\$0
				\$0
Totals		\$33,475	\$0	\$33,475

F. OTHER COSTS: Printing, copying, postage, indirect costs (Indirect costs cannot exceed 10% of the personnel costs)

Type of Expense		Request from VFHY	Match Contributions/ If Applicable	Totals
Marketing materials/copying/web support/postage/etc			\$2,000	\$2,000
Coalition-building meetings		\$150		\$150
				\$0
				\$0
				\$0
Totals		\$150	\$2,000	\$2,150

TOTAL BUDGET

		Amount Requested From VFHY	Match Contributions/ If Applicable	Totals
Total Amount of Funds		\$36,625	\$38,194	\$74,819

Arlington County HCAT Childhood Obesity Initiative

VFHY RFP #852P015 - Healthy Communities Action Team Grants

Arlington County Department of Parks and Recreation

2100 Clarendon Blvd.
Suite 414
Arlington, Virginia 22201

dtiwari@arlingtonva.us
O: 703-228-3313
F: 703-228-3328

Ms. Sylvia R. Liroff

300 N. Park Drive
Arlington, Virginia 22203

slirof@arlingtonva.us
O: 703-228-4755
M: 703-201-3399
F: 703-228-4757

Application Form

Report Fields

Project Name*

Name of Project

Arlington County HCAT Childhood Obesity Initiative

Project Description

Provide a brief, summary description of proposed HCAT project/activities.

Arlington County's Healthy Community Action Team will take steps to prevent and fight childhood obesity by strengthening an existing community coalition and by addressing both community food access and physical activity for preschool and school age children. Our work plan describes six objectives. For the "Component I" objective, the HCAT will add partners, outreach to new stakeholders, and address sustainability by examining possibilities for 501-c-3 status. The five "Component II" objectives address community gardens, healthy vending, child care policy and systems, active recess during the school day, and physical activity during out-of-school time. In combination, these evidence-based initiatives are designed to change County government policy, agency systems and practices, and the environments in which Arlington children play, learn and grow. Arlington has already come a long way in building partnerships for wellness and specifically in working against childhood obesity. We know from experience that it takes years to alter formal policy and achieve lasting change in people's habits, expectations and norms—changes that will produce measurable results. We are optimistic in this journey, and believe we have the resources to make sustainable change happen.

Amount Requested

TOTAL Amount Requested for both years combined.

\$79,548.00

State Senate & House Legislative District(s) - Office

Identify the state Senate and House Legislative District(s) where your organization resides. This is where the grantee's office is located. To determine your districts, click [here](#).

Senate district 30, House district 45

Geographic Area

Geographic Region where programs will be conducted. VFHY regions are Central, North, Southeast and Southwest. A comprehensive listing of counties and cities and their corresponding region can be found on the [VFHY website](#).

North Region

State Senate & House Legislative District(s) - Programs

Identify the state Senate and House Legislative District(s) where the proposed activities will be conducted. This should include all activity/project locations. To identify your districts, click [here](#).

Senate districts 30, 31, 32; House districts 45, 47, 48, 49

Offeror's History

Describe the history of the coalition or group. How, why and when did it begin? Include any major accomplishments this group has experienced.

Arlington's HCAT is rooted in Partnerships for Healthier Arlington (Healthier Arlington), launched in 01/09 as a result of an 18-month planning process called Mobilizing for Action through Planning and Partnerships (MAPP). Data from the MAPP process identified three areas of concern: access to care, preventing communicable disease and preventing chronic disease. A Chronic Disease team set two goals: reducing tobacco use and the prevalence of overweight/ obesity. Considering local and national data, a focus was narrowed to childhood obesity. A Community Health Action and Response Team (CHART) was formed in 2010 and received an Action Communities for Health, Innovation and EnVironmental changE (ACHIEVE) grant sponsored by the CDC through the National Recreation and Park Association. The CHART drew on Healthier Arlington and brought in new volunteers. We have demonstrated a strategic approach to coalition building and we are planning to continue to build upon that success with our HCAT.

Description of Group

Please list all organizations/agencies/businesses/localities represented in the coalition. Include any formal positions members have in your group (i.e.: Chairperson, staff).

Continuing organizational members from the CHART coalition will include Virginia Cooperative Extension, Marymount University, the Arlington County Public Health Division, the Arlington County Department of Parks and Recreation (DPR), and YMCA DC (Arlington). Joining the coalition in its expansion as an HCAT are Virginia Hospital Center, Arlington Public Schools (APS) Extended Day, Smart Beginnings, Capital Area Food Bank, and the Arlington Partnership for Children, Youth and Families. The Arlington County Department of Parks and Recreation will serve as HCAT fiscal agent.

Previous Activities

Describe any activities the offeror has developed, provided, partnered in and/or sponsored. Provide specific outcome information and details about programs related to childhood obesity prevention.

Healthier Arlington inventoried programs on childhood obesity prevention. It organized a stakeholder meeting and developed proposals for obesity prevention. The CHART has since:

- Changed policy to require healthy vending in DPR recreation centers
- Added policy and signage for County parks to become voluntarily compliant for "no smoking" around areas of congregation
- Piloted a community garden, developed a tool kit on community gardening and awarded 4 mini-grants
- Laid groundwork for a change in the County Code to require training in nutrition and physical activity (PA) for licensed day care providers
- Explored academic credits for after-school PA for 11th and 12th graders
- Piloted "coached" recess activities at an elementary school to enhance intensity and duration of active play. Advocated for policy change adopting principles of active recess. Using data collected, identified environmental change as a preferable strategy to improve subsequent attempts at active recess.

Previous Grants Management Experience

Describe the group's experience receiving and managing grants. If no grants have been managed, please provide information pertaining to any programs that the group has had responsibility for and describe the programmatic and fiscal management of such programs.

The coalition's current ACHIEVE grant, received in 2010, was for \$35,000 over three years. Of those goals and objectives, the project has exceeded three and met four of the planned objectives. One objective was tested but found not workable. All required reporting has been completed on time. Thus far the ACHIEVE grant is on budget and on time. The Arlington Department of Parks and Recreation (DPR), as fiscal agent, has a longer grants history. Just within the DPR Sports and Recreation Division, grants have included a Bullying Prevention grant (\$150,000 from the Virginia Department of Criminal Justice Services, 2000-2003); a Hearts N Parks grant

(\$10,000 from and National Recreation and Park Association and National Heart, Lung and Blood Institute, 2001) a Wisdom Works grant (\$30,000 from the National Council on Aging and MetLife, 2006). In addition, DPR was accepted to locally administer the Kids Café program of Feeding America. Other DPR divisions have managed additional grants.

Outcome Sustainability

What outcomes does the HCAT want to sustain over time. Describe the strategies to ensure these are sustained.

The strategies we propose to use to accomplish our outcomes are a combination of policy, systems and environmental changes, which we know will produce long-term sustainable change. It is our goal to provide our community's leadership with a shared vision and the capacity to promote changes to reduce childhood obesity. The work that we propose to accomplish will affect future decisions, and change the world that our citizens experience on a daily basis, thus making the right decision the easy decision.

The HCAT seeks to sustain: (1) A durable coalition that continues to foster healthy nutrition and physical activity (PA). (2) Policies defining minimum training and PA practices in out-of-school programs. (3) Improvements to early-childhood nutrition and PA that will result in systemic changes with potential to improve BMI findings at kindergarten screenings. (4) Improvements to active play during school recess, measurable by number of schools that make environmental changes to increase minutes of active play. (5) Improvements to active play in out-of-school programs, measurable by number of programs and duration and intensity of play. (5b) Improvement in the percentage of Arlington youth reporting at least an hour of exercise at least 5 days a week. (6) Improvements to community food access, measurable by number of community garden plots and the number of Master Gardeners and Food Volunteers recruited to support community gardens. The number of public buildings with healthy vending contracts.

Sustainability Resources

What resources does the HCAT have (or will obtain) to further the objectives of the HCAT? Resources include human capital, board commitment, financial and other supports.

Resources to sustain the objectives of the HCAT include County government commitment, a history of partnerships, robust non-government community organizations, availability of in-kind staff support (both government & non-government), a history of volunteerism, and a well-defined culture of supporting fit lifestyles. The Arlington County Board has had a FitArlington initiative since 2007 and continues to voice support for community fitness and wellness. DPR is a leader among County agencies in fostering wellness, with committed leadership for wellness by its department head and division chief; and with staff positions dedicated to community wellness, development of partnerships and grant support. A strong foundation has been laid for community collaboration for wellness (Healthier Arlington) and for Schools-County government-citizen efforts on behalf of children through the Partnership for Children, Youth and Families. Unallocated ACHIEVE funds as of 07/2012 will be about \$600.

Sustainability Planning

Given the identified objectives and resources, describe how the HCAT will use these to develop a sustainability plan and what it will include.

Now two years old, the CHART committee that forms the nucleus of Arlington's HCAT has formed a sub-group to work on a sustainability plan. Arrangements under consideration include creation of a 501(c)3, alliance with an existing 501(c)3, establishment of a standing County chartered board, and other options. Our sustainability plan will include strengthening: funding opportunities, political leverage, community partnerships, organizational capacity, program improvement, strategic planning, and leadership and volunteer development. Results will be lasting policy, systems and environmental changes, such as: changes to the County code for licensed family day care providers, changes to County agency standards for healthy vending and physical activity, and changes to hiring and recruitment requirements.

Need and Proposed Response

Describe why the proposed selected activities are needed for the community, how the need was identified and how the activity(s) will address this need. A comprehensive list of Promising Activities are available at [the VFHY website](#). Provide local and statewide statistical data supporting the described need for this project. Clearly link the described need with the chosen activity(s) and explain why your group thinks this is the best approach for them.

Partners in Arlington's HCAT have identified needs for improved access to healthy foods, increased physical activity for youth in pre-school and during out-of-school time, and systems changes for providers of out-of-school time care as needs that can be addressed to counter the problems of overweight and obesity. These needs have been identified through community processes including the MAPP assessment; the Healthier Arlington public health coalition; youth surveys collected and analyzed by the Arlington Partnership for Children, Youth and Families; and the ACHIEVE community-wide assessment.

Arlington had an estimated population of 210,280 in 2011, including 32,626 residents under age 18. It is among the most densely populated jurisdictions in the country, and its population is highly diverse. According to the 2010 Census about 36% of Arlington's residents were Hispanic/Latino, African-American, Asian or multi-racial, with 23% of residents born outside the U.S.

Drawing on the 2010 Youth Risk Behavior Survey (YRBS), the Partnership for Children, Youth and Families reported that 21% of students were identified as overweight or at risk of overweight using a body mass index calculation. Only 18% met the minimum recommendation of drinking three glasses of milk per day; in the week before taking the survey, 14% reported drinking no milk at all and 55% said that they had eaten less than one serving of fruit per day.

Additionally, 54% of students averaged more than two hours of screen time per school day, and 50% failed to meet the CDC standard of 1 hour or more of physical activity at least five days per week. Based on data from Arlington Public Schools, the Partnership reported, "About half of youth who participated in all five fitness tests in grades 4 through 10 passed all of them [in 2009-2010]. Girls were more likely to pass than boys but the three year trend is down for both groups."

Arlington's overall rates of disease and death compare favorably to state and national rates. Still, the MAPP process identified obesity as a problematic risk factor for chronic disease. Arlington's high level of diversity in income, education, cultural backgrounds and lifestyles contributes to uneven access to healthy food and uneven participation in exercise and sports. Arlington farmland is a distant memory, but community gardens are resurgent and can be effective in bringing fresh vegetables and nutrition improvements to low-income neighborhoods. Healthy vending is an aspect of food supply particularly pertinent to youth and within the County's ability to influence in public buildings through policy/environment change. Increases in active play and recreation are essential to affect sedentary youth lifestyles and overweight youth. Out-of-school time care, in both pre-school and out-of-school time programs, presents windows of opportunity for physical activity that can be influenced by policy, systems and environmental change.

Project Workplan*

Upload the completed Workplan form. Download the blank form at [the VFHY website](#). Ensure that the workplan is complete and includes all required information (timelines, expected outcomes, specific implementation steps and responsible staff) before uploading to the application. This Workplan should provide all details of the grant implementation strategies and will be used and referred to throughout the life of the grant to ensure the successful completion of all stated goals, objectives and strategies. To see the form uploaded, you must first "save" the document.

Combined Arlington HCAT workplans.docx

Program/Project Information

Describe the program implementation plan for the project. Your plan should include but not be limited to: Identification of the Promising Practice activities selected, organizations identified and committed as project

partners, identification of coalition member(s) responsible for the management of the grant, location of activities and an overall description of the action strategy steps.

In Component I, we will: build infrastructure by strengthening the existing CHART coalition, add members, and identify funding and affiliation opportunities for financial sustainability. In Component II, we will promote community food access by developing healthy vending and community garden interventions. To increase the amount of PA during out-of-school time and pre-school, we will cultivate policy, system and environment changes in school recess and after-school programs. We will continue to advocate for policy change in the County Code to require annual training on nutrition and PA for child care providers as a condition of licensing. We will research active-recess strategies and explore staff/ volunteer solutions; environmental changes will be advocated such as pavement markings and recess carts. We will foster policy changes setting minimum duration of active play periods in out-of-school programs, mandating them in County-run facilities and encouraging them with other providers.

Arlington's coalition is learning that we need to take steps to cultivate more culture and systems changes to go along with policy and environment change. In the case of healthy vending, experience shows it is necessary to conduct promotions such as tastings and even subsidize prices initially to build acceptance of new snacks and drinks. In the case of PA requirements in programs, we expect to need a multi-year process of systemic culture change that we believe can spread from "early adopters" to more community settings. To shift the out-of-school time culture, we plan to use demonstration projects, community resources such as teen and college student volunteers, staff training, and changes to job standards and recruitment. To advance the culture of preschool toward healthy nutrition and PA, we plan to support regulatory/ policy change with training and system changes to curriculum. The CHART has piloted community gardens and developed a tool kit. Further, we will cultivate volunteer support with the Master Gardeners, managed by Cooperative Extension, to help establish and sustain gardens especially at affordable housing complexes, churches, and multi-family dwellings. By training Master Food Volunteers to support nutrition education, we can enhance nutrition education associated with the gardens and "grow" a sustainable resource for the future.

Committed project partners are named in the next section. DPR will perform grant management, financial accountability and reporting.

Activities will be conducted in the following locations: Healthy vending – County government facilities. Training for preschool providers - affecting licensed family day care homes and preschools throughout the County and county wide adoption of nutrition and PA curriculum. Active recess - in elementary schools. After-school policy changes - in County-run elementary programs, community recreation center teen programs, teen programs at middle schools, and APS Extended Day programs.

Collaborating Agencies & Partners

Identify all partnering organizations, individuals and members of the HCAT and provide an overview of their roles and responsibilities within the scope of the proposed project. Signed Partner Profile Agreements are required and must be uploaded as part of the application appendix.

The Arlington HCAT has a track record as an active and collaborative community coalition since it assembled under the ACHIEVE grant in 2010. The following organizations have already committed as project partners: DPR; Arlington County Public Health Division; Arlington County YMCA; Arlington Partnership for Children, Youth and Families; Marymount University; Smart Beginnings; Virginia Cooperative Extension, Virginia Hospital Center, APS Extended Day, Capital Area Food Bank.

Individuals who have already taken leadership roles in the coalition include Kara VanGraafeiland Grace and Michele Gregory, DPR wellness staff; Josephine Peters, planning and education chief, Arlington County Public Health Division; Jennifer Abel, Virginia Cooperative Extension; Skye Donovan, professor, Marymount University; Craig Esherick, professor, George Mason University; Erik Van De Poll, executive director, YMCA; and Kara Vonasek, obesity policy expert. Also, active citizens Jennifer Weber (preschool board member), Bonnie Ryan (business owner), Kris Angerthal (parent), and others.

OVERVIEW OF ROLES AND RESPONSIBILITIES: Strengthening the coalition – A subcommittee including Kara Vonasek, Michele Gregory and Jennifer Abel is examining options for sustainability including possible affiliation or independent creation of 501(c)3 status. Networking for added coalition membership and outreach will be supported especially by Smart Beginnings and the Partnership for Children, Youth and Families. The Virginia Cooperative Extension will lead the community garden initiative (other coalition members assist in site selection). DPR will lead the healthy vending initiative and outreach to other County government agencies. The DHS Office of Child Care manages licensure of both family day care providers and early education centers. For the child care initiative, this office will administer regulatory changes and provide training for licensees with the assistance of Arlington Public Health. Smart Beginnings will conduct outreach to child care providers; Virginia Cooperative Extension will organize the RFP for adoption of nutrition and physical activity curriculum kits. Marymount University will lead research and advocacy for active recess systemic and environmental changes on school playgrounds. DPR and APS Extended Day will lead the initiative to increase active play in after-school programs. The Out-of-School Council of the Partnership for Children, Youth and Families will help disseminate standards and resources for after-school activity, including elements in its annual asset-building conference. In Arlington, providers in this partnership are specifically expanding their focus from after-school programs to out-of-school time to include evenings, weekends and summer.

Staff/Volunteers & Responsibilities

List position title, names (if known) and roles of all staff and volunteers that will work on the proposed project and include their individual responsibilities with the grant project. Complete and attach Job Descriptions (using the VFHY Job Description Template downloadable from [the VFHY website](#)) in the application appendix.

Kara Van Graafeiland Grace, MPA – DPR Community Health Promotions Programmer. Kara has facilitated the existing CHART coalition. She will continue to provide in-kind support to the coalition, maintaining focus on policy, system and environmental change.

Genea Luck– Interim Project Manager. A veteran of the CHART coalition, Genea will “keep the trains running” in the absence of the Community Health Promotions Programmer (maternity leave). She will assist coalition members in sequenced collaboration and project reporting.

Michele Gregory, MS, ACSM, CMT, CHESS – DPR section leader for program resources. As supervisor for division wellness activity, she will continue to provide support to the coalition. She will lead the DPR initiatives for policy and culture change toward more active youth programs and will supervise Genea and Kara.

Skye Donovan, PT, PhD, OCS – professor, Marymount University. Skye heads the demonstration and research team piloting active recess programs.

Evaluation Strategies

Indicate the strategies to be used to evaluate the success of the implementation of activities chosen. Identified measures should provide information about how the HCAT functioned, a summary of actual outcomes and descriptions of what changes were accomplished.

Evaluation strategies will include:

- Pre/post assessment of recruitment, engagement and retention of coalition members
- Assessment of HCAT function using a coalition effectiveness inventory, to be developed by a subcommittee and completed periodically by coalition members
- Pre/ post assessment of policy and support from Out-of-School Time providers (questionnaire)
- Estimates for # of youth that training and curriculum changes could affect, and those affected by actual changes in child care.
- Estimates for # of youth that strategies could affect, percent of students participating in active recess, and minutes of active play at recess
- Estimates of # of youth in out-of-school programs that strategies could affect, those actually affected, and duration and intensity of play (measured on Bug 'n Bag scale)

- Sustainability: enforcement mechanisms in place for policy changes including training requirements for early childhood care, nutrition requirements for healthy vending contracts, and physical activity requirements for out-of-school time.

Achievement of the following outcomes by June 2014:

- Number of community gardens grows from 5 to 12.
- Number of public County venues served under healthy vending contracts grows from 8 to 12.
- Number of early child care providers who receive annual training about nutrition and physical activity grows from 0 to 25.
- Number of pre-school venues that adopt formal nutrition and physical activity curriculum grows from 5 to 16.
- Number of elementary schools that adopt systems and environmental changes to increase daily physical activity at recess time from 2 to 9.
- Increase the # of after-school sites with a policy that covers duration and intensity of physical activity.
- Increase the # of after-school providers that receive training on incorporating physical activity.
- The Arlington HCAT will have grown from 10 to 20 organizational partners. It will have identified a strategy for seeking 501(c)3 funding.

Responsible Staff

Indicate the staff person/volunteer and/or position responsible for the evaluation activities and their specific roles (conducting the evaluation, processing data, collecting data, analysis and statistical descriptions, etc.).

Kara V. Grace, Genea Luck, and coalition members Jennifer Abel (Virginia Cooperative Extension) and Skye Donovan will take responsibility for evaluation activities. Genea and Kara will develop a schedule of evaluative assessments, administer and track pre/post assessments, maintain records and complete reports. They will coordinate development of assessment questionnaires in consultation with coalition members. Michele Gregory will also manage DPR-related counts including measures of active play in DPR after-school programs, number of people trained at the physical activity trainings, and number of County and public buildings served under healthy vending contracts. Skye will oversee collection of data on active recess pilots, provide analysis and recommendations. She will provide data on the school infrastructure inventory for physical activity equipment. Data specialist Amy Yamashiro, Partnership for Children, Youth and Families, will assist us in with YRBS data on youth exercise.

Funding Request

Provide the TOTAL amount you are requesting from VFHY for this grant.

\$79,548.00

First Year Funding

Provide the amount requested for funding for Year 1, 2012-2013.

\$39,923

Second Year Funding

Provide the amount requested for Year 2 of the grant, 2013-2014.

\$39,625

Matching Funds

Matching funds are not required. However, all organizations are encouraged to identify matching resources and provide the total amount here.

\$69,182.00

Line Item Budget*

Upload the completed VFHY Line Item Budgets. A separate budget is required for each year of the grant period. The blank form can be downloaded and saved from [the VFHY website](#). To see the form uploaded, you must first "save" the document. .

Combined HCAT_Budget.xlsx

Budget Narrative*

Upload the completed VFHY Budget Narrative Form. A separate budget narrative is required for each year of the grant period. The blank form can be downloaded from [the VFHY website](#). To see the form uploaded, you must first "save" the document.

Combined HCAT Budget Narrative.docx

Partner Profile Agreements*

Partner Profile Agreements are required to be submitted for all partners or collaborating agencies listed in the application. The agreement form can be uploaded at [the VFHY website](#). Scan all Agreements together as one document for easy upload. To see the form uploaded, you must first "save" the document.

Combined Arlington Partners group 1.pdf

Partner Profile Agreements - Additional

Upload additional Partner Profile Agreements, if applicable.

Combined Arlington Partners group 2.pdf

Job Descriptions and Resumes

Upload completed Job Description Templates for all proposed staff to be funded by the grant at [the VFHY website](#). Include resumes for any current staff that will work on the proposed grant project. To see the form uploaded, you must first "save" the document.

Job descriptions and resumes.pdf

Terms and Conditions/Required Statements*

Enter the name of the Authorized Representative for your organization. By so doing, you certify that the Authorized Representative has downloaded and read the VFHY Terms and Conditions & Required Statements from the [VFHY Website](#), and further, that the Authorized Representative agrees to comply with all conditions described and explained. This also certifies that at least one member of the defined Healthy Communities Action Team attended a VFHY Offeror's Conference for this RFP.

Barbara Donnellan, Arlington County Manager

Application Files

File Uploads

- Combined Arlington HCAT workplans.docx
- Combined HCAT_Budget.xlsx
- Combined HCAT Budget Narrative.docx
- Combined Arlington Partners group 1.pdf
- Combined Arlington Partners group 2.pdf
- Job descriptions and resumes.pdf

Recruit County government agencies, other community organizations and potential vendors interested in supporting healthy vending initiative.	11/2012	06/2014	Department of Parks and Recreation	Increase partner support for healthy vending in public buildings patronized by youth and families. Increase availability of healthy vending support.
Recruit advocates, child care providers, parents, and County agencies to support policy change to the County Code for licensure of child care providers. Identify and recruit “opinion leaders.”	11/2012	03/2013	Smart Beginnings Public Health Division Virginia Hospital Center	Increase partner support and advocacy support for policy changes to mandate annual training on nutrition and physical activity in preschool care. Build acceptance and interest among care providers.
Recruit school staff, physical fitness educators, recess supervisory staff, university partnerships (for internships), and possibly PTA partners to support active recess strategies.	11/2012	06/2014	Department of Parks and Recreation	Develop support for active recess policy, system and environmental change in the school community. Invite school-affiliated partners to join with HCAT in work against child obesity.
Recruit additional providers of after-school time care to partner with HCAT on setting and meeting physical activity standards for out-of-school time. Build a working partnership with the new Arlington Out-of-School Time Council (now part of the Partnership for Children, Youth and Families).	11/2012	06/2014	Partnership for Children, Youth and Families – Out-of-School Time Council Arlington Public Schools YMCA	Productive working relationship with the Out-of-School Time Council. Additional HCAT partners.
Recruit teen support and partnership for increased physical activity in after-school programs. <ul style="list-style-type: none"> o Form a Teen Fitness Team o Engage the existing Arlington Teen Network Board or form a new youth advisory board on wellness 	01/2013	06/2014	Department of Parks and Recreation Partnership for Children, Youth and Families	Teen volunteer leadership of physical activity in County after-school programs; advisory support to the HCAT on child and teen wellness issues.



Obesity Prevention Project Workplan #2

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I
 Component II

Name of Applicant Group: Arlington Healthy Community Action Team
 (Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
Goal 1:	To prevent and reduce childhood obesity in Virginia.			
Objective 1:	Develop community based gardens as community based interventions that link procurement of produce and preparation of healthy food. By June 2014, there will be an increase the number of community gardens in affordable housing complexes, churches, condo associations, and multi-family dwellings from 5 to 12.			
Strategy Steps	Projected		Responsible Partner Organization	Expected Outcomes
	Start Date	End Date		
Coordinate with Master Gardeners, Master Food Volunteers, chefs, and property staff/managers on what organizations would need to start a community garden.	July 2012	Sept 2012	Cooperative Extension	List of materials and resources.
Organize Master Gardener and Master Food Volunteers support for grant award sites.	September 2012	October 2012	Cooperative Extension	List of volunteers
Generate mini-grant RFP for affordable housing complexes, faith based institutions, multi-family dwellings. Review applications and process funding. Applicants will be required to include a sustainability strategy for the garden.	October 2012	Nov 2012	Cooperative Extension	RFP generation, dissemination, evaluation
	October 2013	November 2013		

<p>Generate capacity in the Master Food Volunteer Program through Virginia Cooperative Extension. Subsidize training for volunteers in return for a one year formal signed commitment to "Adopt a Site" through the Department of Parks and Recreation. Volunteers will counsel on nutrition and provide education/training according to Virginia Cooperative Extension evidence based curriculum.</p>	<p>November 2012 November 2013</p>	<p>March 2013 March 2014</p>	<p>Cooperative Extension</p>	<p>Trained volunteer corps that will support sustainability of nutrition education component of community garden project.</p>
<p>Coordinate Master Food Volunteers with grant sites to provide nutrition education and cooking instruction to support use of produce generated at each site.</p>	<p>March 2013 March 2014 Ongoing</p>	<p>June 2014 June 2014 June 2014</p>	<p>Cooperative Extension</p>	<p>Building skills in food procurement and preparation of healthy and nutritious foods.</p>
<p>Evaluate results</p>			<p>Cooperative Extension</p>	<p>Evaluation chart/ information</p>



Obesity Prevention Project Workplan #3

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I
 Component II

Name of Applicant Group: Arlington Healthy Community Action Team
 (Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies			
	Projected	Responsible Partner Organization	Expected Outcomes
Goal 1:	To prevent and reduce childhood obesity in Virginia.		
Objective 1:	To provide incentives or subsidies to government run vending machines to eliminate calorie dense, nutrient poor foods. By June 2014, there will be an expansion of the healthy vending program in Arlington County government venues administered by a healthy vending policy from eight to 12.		
Strategy Steps	Start Date	End Date	
Engage staff from other County agency or agencies interested in addressing healthy vending in their agency.	July 2012	December 2012	Department of Parks and Recreation
Encourage the agency or agencies to adopt a departmental policy on healthy vending, modeled after Department of Parks and Recreation's Operating Memorandum 29. This policy would include nutrition standards for vending in a particular government controlled vending machine.	January 2013	June 2013	Department of Parks and Recreation
Talk with existing vending healthy company about whether they can meet the nutritional requirements for additional agency's machines. Or find alternate vending company.	July 2012	August 2012	Department of Parks and Recreation
			Vending agency onboard

<p>Have other agency or agencies purchasing agent negotiate new contract. Possible re-negotiation of Department of Parks and Recreation's contract to include all sites in Arlington County. Engage Health Smart (Arlington County's Employee Wellness Program).</p>	<p>Spring 2013</p>	<p>September 2013</p>	<p>Department of Parks and Recreation Public Health Division</p>	<p>Written contracts</p>
<p>Provide incentives to vendors for hosting "Tasting" events that introduce nutrient rich products featured in the government run vending machines.</p>	<p>Spring 2013</p>	<p>June 2014</p>	<p>Department of Parks and Recreation</p>	<p>Build acceptance and sale volume for healthy vending.</p>
<p>Provide subsidies, to vendors, for providing nutrient dense foods in government run vending machines, thus eliminating nutrient poor and calorie dense food in machines.</p>	<p>Spring 2013</p>	<p>June 2014</p>	<p>Department of Parks and Recreation</p>	<p>Build acceptance and sale volume for healthy vending through cost reduction for healthy products.</p>



Obesity Prevention Project Workplan #4

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I

 Component II

Name of Applicant Group: Arlington Healthy Community Action Team
 (Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies			
	Projected	Responsible Partner Organization	Expected Outcomes
Goal 1:	To prevent and reduce childhood obesity in Virginia.		
Objective 1:	To implement policies and practices in child care facilities that promote healthy foods and mandate training to build physical activity into the daily routines. By June 2014, there will be an increase in the number of early child care providers who receive annual training about nutrition and physical activity from zero to 25. Promote physical activity and healthy food habits for children in pre-schools by adopting recommended curriculum.		
Strategy Steps	Start Date	End Date	
Meet with Arlington County Child Care Office staff and the coalition workgroup. Develop a mutually agreeable operational plan that determines objectives for a County code change requiring training for child care providers that is tied to their licensing.	July 2012	October 2012	Smart Beginnings Arlington County Public Health Division
Coalition workgroup will research code changes and find benchmarking data on creating a requirement of nutrition education tied to licensing. Present recommendations to departmental leadership at Department of Human Services (DHS).	July 2012	November 2012	Smart Beginnings Arlington County Public Health Division
Coalition workgroup will develop or identify available training curriculum and topics to be covered for early childcare providers.	November 2012	February 2013	Smart Beginnings Arlington County Public Health Division
			Timeline for steps needed to change County code
			Recommendations based on a body of evidence from other jurisdictions to provide to DHS staff regarding best practices and possible code changes.
			A plan on how required trainings could be organized, presented, and tracked. The goal of the training is to increase early childcare providers' competency in healthy food options/nutrition education and increasing physical activity during the time they have the children.

<p>Recommend to Arlington County Child Care Office contractors and/or identify qualified instructor to teach curriculum. Set class schedule, incorporating into current training system and requirements (establish as part of core CEUs).</p>	<p>February 2013</p>	<p>April 2013</p>	<p>Smart Beginnings Arlington County Public Health Division Department of Parks and Recreation</p>	<p>List of qualified contractors to perform the mandatory instruction. List of annual class subject matter topics.</p>
<p>Coalition workgroup will write up proposed code changes and provide feedback to Arlington County Child Care Office staff. Make adjustments or do more research if necessary. Seek input from child care providers at community forums.</p>	<p>April 2013</p>	<p>November 2013</p>	<p>Smart Beginnings Arlington County Public Health Division</p>	<p>List of evidence based recommendations regarding best practices and possible code changes.</p>
<p>Edit recommendations based on provider feedback. Help Department of Human Services staff submit code change recommendations to the County Attorney's Office.</p>	<p>November 2013</p>	<p>March 2014</p>	<p>Smart Beginnings Arlington County Public Health Division</p>	<p>Revisions to code recommendations</p>
<p>Develop communications plan for providers.</p>	<p>March 2014</p>	<p>June 2014</p>	<p>Smart Beginnings</p>	<p>Communications plan</p>
<p>Develop a coalition workgroup to administer an RFP to provide Mighty Moves and Food Friends curriculum to venues serving 3-5 year olds in groups of 8 or more. Develop evaluation mechanisms for the policy/curriculum adoption process.</p>	<p>July 2012</p>	<p>November 2012</p>	<p>Cooperative Extension Smart Beginnings</p>	<p>Sustainable curriculum policy change in 15 pre-schools.</p>
<p>Write up RFP requiring formal adoption of Food Friends and Mighty Moves as curriculum. Send out RFP. Review applications.</p>	<p>November 2012</p>	<p>March 2013</p>	<p>Cooperative Extension Smart Beginnings</p>	<p>Written RFP</p>
<p>Develop training for pre-schools that adopt a formal policy of curriculum change.</p>	<p>March 2013</p>	<p>May 2013</p>	<p>Cooperative Extension</p>	<p>Training curriculum</p>
<p>Administer training for pre-schools that adopt a formal policy of curriculum change. Evaluate implementation of curriculum policy changes.</p>	<p>September 2013 ongoing</p>	<p>December 2013 June 2014</p>	<p>Smart Beginnings Cooperative Extension/ Smart Beginnings</p>	<p>Identify strategies for successful implementation of curriculum policy changes.</p>



Obesity Prevention Project Workplan #5

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I
 Component II

Name of Applicant Group: Arlington Healthy Community Action Team
 (Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies				
	Projected		Responsible Partner Organization	Expected Outcomes
Goal 1:	Start Date	End Date		
<p>To prevent and reduce childhood obesity in Virginia.</p> <p>Develop systems that build physical activity into daily routines in public elementary schools. By June 2014, there will be an increase in the number of public elementary schools that adopt systems and environmental changes to support an increase in physical activity at recess time.</p>				
Strategy Steps				
<p>Review research done to date in the ACHIEVE pilot and benchmark other jurisdictions that have tried this type of physical activity culture change during recess. Assess current school recess policy.</p>	<p>July 2012</p>	<p>Sept 2012</p>	<p>Marymount University</p>	<p>Identify recess practices that have been successful in increasing intensity and duration of physical activity play at recess.</p>
<p>Work with Arlington Public Schools staff to assess school readiness to implement active recess practices and identify obstacles to recess implementation issues on playgrounds during recess. Work cooperatively with school staff to propose a solution and possible curriculum for playground supervisors.</p>	<p>Sept 2012</p>	<p>January 2013</p>	<p>Marymount University</p>	<p>Rated level of readiness of schools and list of concerns to address.</p>
<p>Investigate a sustainable ongoing college intern bank managed by Arlington Public Schools' Volunteer Office to provide coaching active recess.</p>	<p>Sept 2012</p>	<p>January 2013</p>	<p>Marymount University/ Department of Parks and Recreation</p>	<p>Possible intern infrastructure generated</p>

<p>Assess need/inventory of equipment to modify the environment at Arlington Public Schools (elementary) during recess. (i.e. is there blacktop that could have markings for four square, is there a lawn that kids would play on with soccer balls if they were available, do they have basic physical education equipment, are there pavement markings, is there playground equipment, do the kids have access to balls, cones, soccer goals, etc.)</p>	<p>Sept 2012</p>	<p>March 2013</p>	<p>Marymount University</p>	<p>Needs assessment data</p>
<p>Purchase equipment for Active Recess carts and/or playground markings. Equipment will be “customized” per site depending on existing infrastructure.</p> <p>Two pilot site will be conducted in year one (2012-2013).</p> <p>Five remaining sites will be equipped in the second year</p>	<p>April 2013 December 2013</p>	<p>July 2013 June 2014</p>	<p>Department of Parks and Recreation</p>	<p>Equipment</p>
<p>Evaluate changes to intensity and duration of physical activity recess play at schools that have made environmental or systems changes.</p>	<p>Ongoing</p>	<p>June 2014</p>	<p>Marymount University</p>	<p>Determine effectiveness of increasing physical activity during recess play.</p>



Obesity Prevention Project Workplan #6

Separate workplans must be completed for each component activity.

Select the correct component for this specific workplan.

Component I Component II

Name of Applicant Group: Arlington Healthy Community Action Team

(Arlington County Department of Parks and Recreation, fiscal agent)

Project Goals, Objectives and Strategies			
Goal 1:	To prevent and reduce childhood obesity in Virginia.		
Objective 1:	<p>By June 2014, we will increase the number of out-of-school time sites (including after-school programs and summer camps) with a policy on physical activity (PA) that addresses duration and intensity. ■</p> <p>To strengthen out-of-school time staff competency in directly leading and facilitating daily PA.</p> <p>To develop systems and environmental changes that supports an increase in PA during out-of-school time programs (special focus on after-school and summer).</p>		
Strategy Steps	Projected		Responsible Partner Organization
	Start Date	End Date	Expected Outcomes
Convene Arlington's primary stakeholders and community providers that offer out-of-school time programs [Out-of-School Time (OST) Advisory Council, Arlington Public Schools (APS), the Department of Parks and Recreation (DPR), YMCA, Arlington Housing Corporation, Greenbrier Learning Center].	July 2012	October 2012	Partnership for Children, Youth and Families (OST Advisory Council)
Collect an inventory of and assess current physical activity policies and practices within these entities/out-of-school programs.	November 2012	December 2012	Arlington Public Schools
			Initial engagement with government, school and nonprofit providers of out-of-school time programs to children.
			Establish a "snapshot" of baseline data on current policy & practices for youth engagement in physical activity during out-of-school time.

<p>Collect health data prior to implementation of PA policy and system-change efforts (pre-test):</p> <p>Data specific to young people ages 11-18 (6th-12th grades) and via gender for elementary and high school boys/girls.</p> <p>Data specific to incoming Kindergarten children (ages 5-6 years old).</p>	<p>September 2012</p> <p>September 2012</p>	<p>September 2012</p> <p>September 2012</p>	<p>Partnership for Children, Youth and Families (OST Advisory Council)</p> <p>Arlington Public Schools</p>	<p>Via the Community Report Card on the status of Children/Youth Risk Behavior Survey determine baseline health data for Arlington youth (percentage of youth who met recommended exercise levels, percentage of Arlington County students scores' on standard physical fitness tests, had a recent physical, reported depressive feelings and/or suicidal intentions).</p> <p>All incoming Arlington Kindergarten children will have their Body Mass Index (BMI) reading collected via the school nurse during the entry school health physical exam. This aggregate data will establish overweight to obese percentages for youth ages 5-6 years of age.</p>
<p>Within the Department of Parks and Recreation, adopt a revised operating memorandum specifying minutes and intensity-level for physical activity by age group and adopt a standardized scale for rating intensity of physical activity.</p>	<p>September 2012</p>	<p>November 2012</p>	<p>Department of Parks and Recreation</p>	<p>Policy revision and standards for physical activity during out-of-school programs operated by Arlington County DPR</p>
<p>Recommend to after-school program manager's policy revisions for PA for increased standard of time and intensity levels. Lay the foundation to institutionalize this system-wide PA requirement.</p>	<p>December 2012</p>	<p>January 2013</p>	<p>Department of Parks and Recreation</p>	<p>Recommend policy standard among key providers of out-of-school time care.</p>
<p>Host a "PA launch party" for politicians, decision-makers, parents, children, after-school staff and primary out-of-school-time stakeholders.</p>	<p>January 2013</p>	<p>January 2013</p>	<p>Arlington Public Schools</p>	<p>To showcase a countywide marketing special event the significance of the proposed policy change and anticipated environmental change.</p>
<p>Revise DPR after-school and summer staff job descriptions to ensure accountability in meeting PA requirements. Share, encourage and facilitate like requirements for other out-of-school providers' staff job descriptions.</p>	<p>September 2012</p>	<p>May 2013</p>	<p>Department of Parks and Recreation</p>	<p>Revised job performance standards implemented in DPR. Revised job performance standards recommended to other providers.</p>
<p>Establish and mobilize a Teen Fitness Team – developed and led by teens - which will serve DPR programs initially and then serve as a pilot Countywide.</p>	<p>September 2012</p>	<p>May 2014</p>	<p>Department of Parks and Recreation – Teen Office and Community Health Promotion Office</p>	<p>Design and test a model –created by teens and run by teens – to engage teens in regular PA during after-school time. The intent would be to motivate this often hard-to-reach demographic (the Arlington teen) and provide the opportunity for them to engage in cool, intriguing, cutting-edge PA; for the teen to gain an understanding of overall health benefits through PA; and hopefully develop a lifelong fitness habit.</p>

<p>Investigate the option of developing a teen wellness board, possibly through the existing Teen Network Board [Partnership for Children, Youth and Families.] This would be similar to the existing Teen Fitness Team.</p>	<p>February 2013</p>	<p>March 2013</p>	<p>Partnership for Children, Youth and Families</p>	<p>To expand youth engagement and provide a “teen voice” to the process; to expand on Teen Fitness Team model Countywide.</p>
<p>Invest in evidence-based curriculum and equipment for increasing PA in out-of-school time programs (on-going and in concert with staff trainings).</p>	<p>July 2012</p>	<p>May 2014</p>	<p>Department of Parks and Recreation</p>	<p>To continue to build the inventory of equipment in the Countywide Lending Program that is “checked out” by out-of-school-time staff to be used in their programs. The Lending Program is an equipment sharing opportunity that includes a wide variety of training, equipment, activities and educational materials. The sole purpose of the Lending Resource team and Lending Program is staff competency building and program enhancement.</p>
<p>Design and deliver on-going countywide staff trainings. Trainings would be available to all out-of-school program providers. The goal of the trainings would be to develop staff competency in leading and/or facilitating physical activity (PA) activities so as to successfully meet PA policy. Trainings would be age-specific. Lay foundation for regular staff trainings as a systems change.</p>	<p>February 2013 May 2013 September 2013 February 2014 May 2014</p>	<p>March 2013 June 2013 October 2013 March 2014 June 2014</p>	<p>Department of Parks and Recreation Partnership for Children, Youth and Families (OST Advisory Council) Arlington Public Schools</p>	<p>Staff responsible for providing after-school time care are trained in physical activity standards, why they are needed, and how to meet them. Training resources shared collaboratively among multiple providers of out-of-school time care. Countywide access to and staff training on the Lending Program; subsidy extended as needed.</p>
<p>Recruit and train as needed new DPR leaders to support PA in preschool, elementary and teen out-of-school programs. Share, encourage and facilitate similar practices with other out-of-school providers.</p>	<p>September 2012</p>	<p>May 2014</p>	<p>Department of Parks and Recreation</p>	<p>DPR program leaders expect to meet physical activity standards as conditions of employment, and are prepared to meet the standards.</p>

<p>Coordinate and make available partnerships in support of increasing PA in out-of-school programs. These would be “enhancements” to ongoing programs (e.g. youth sports leagues, speciality visits, workshops, outside contractors) that would come in as additional motivation/mentorship for staff and children.</p>	<p>February 2013</p>	<p>May 2014</p>	<p>Partnership for Children, Youth and Families (OST Advisory Council)</p>	<p>Increased resources for after-school time providers; increased practice and success in engaging youth in physical activity during after-school program hours.</p>
<p>Assess physical activity practices in out-of-school programs following policy change and staff training (re-evaluate).</p>	<p>September 2012</p>	<p>May 2014</p>	<p>Department of Parks and Recreation</p>	<p>Data on improvement in physical activity indicators and sustainability of changes to practice.</p>
<p>Collect and analyze health data following the implementation of PA policy and system-change efforts (post-test):</p> <p>Data specific to young people ages 11-18 (6th-12th grades) and via gender for elementary and high school boys/girls.</p> <p>Data specific to incoming Kindergarten children (ages 5-6 years old).</p>	<p>May 2014 September 2013</p>	<p>May 2014 May 2014</p>	<p>Partnership for Children, Youth and Families Arlington Public Schools</p>	<p>Via the Community Report Card on the status of Children/Youth Risk Behavior Survey evaluate any change in health data for Arlington youth (percentage of youth who met recommended exercise levels, percentage of Arlington County students scores’ on standard physical fitness tests, had a recent physical, reported depressive feelings and/or suicidal intentions).</p> <p>Via BMI readings collected via the school nurse during the entry school health physical exam, evaluate any change with overweight to obese youth ages 5-6 years of age.</p>

VFHY PROJECT BUDGET FORM

Arlington Healthy Community Action Team/
Arlington County Dept. of Parks and Recreation, fiscal agent

OFFEROR NAME:

A separate budget is required for each year.

2012-2013 2013- 2014

A. PERSONNEL: Staff salary & benefits.

Position Title	Annual Salary	Request from VFHY	Match Contributions/ If Applicable	Totals
Project Manager	9,600	\$9,600	\$0	\$9,600
Community Health Promotion Programmer (Staff assigned to the project)	\$65,728	\$0	\$19,718	\$19,718
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc). Fringes cannot exceed 30% of the salary amount.				
Totals		\$9,600	\$19,718	29, 318

B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
Trainers		\$4,000	\$4,440	\$8,440
				\$0
				\$0
				\$0
Totals		\$4,000	\$4,440	\$8,440

C. TRAVEL: Cost for project staff's travel to implement the grant.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions /If Applicable	Totals
Travel, Lodging and meals for Orientation & Training VFHY Meeting	761.3	\$761	\$0	\$761
				\$0
				\$0
				\$0
				\$0
Totals		\$761	\$0	\$761

D. RENTAL SPACE/EQUIPMENT: Equipment requested MUST be unavailable in the organization, related to the grant and be clearly justified. Excessive, unnecessary equipment costs will not be considered.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
			\$0
			\$0
			\$0
			\$0
Totals	\$0	\$0	\$0

E. MATERIALS: Educational materials, products, and supplies.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Active Recess Equipment/Supplies	\$5,342		\$5,342
Healthy Vending	\$5,000		\$5,000
Childcare Code Change	\$240		\$240
Community Gardens	\$4,000		\$4,000
Community Gardens Volunteer Training	\$1,500		\$1,500
Out-of-School Time PA curriculum	\$9,330		\$9,330
			\$0
Totals	\$25,412	\$0	\$25,412

F. OTHER COSTS: Printing, copying, postage, indirect costs (Indirect costs cannot exceed 10% of the personnel costs charged to the grant).

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Marketing materials/communication plan/copying/web support/postage/ etc		\$3,500	\$3,500
Coalition-building meetings	\$150		\$150
			\$0
			\$0
			\$0
Totals	\$150	\$3,500	\$3,650

TOTAL BUDGET

Total Amount of Funds		Amount Requested From VFHY	Match Contributions/ If Applicable	Totals	
		\$39,923	\$27,658	\$67,581	

VFHY PROJECT BUDGET FORM

OFFEROR NAME: Arlington Healthy Community Action Team/
Arlington County Dept. of Parks and Recreation, fiscal agent

A separate budget is required for each year.
 2012-2013 2013- 2014

A. PERSONNEL: Staff salary & benefits.

Position Title	Annual Salary	Request from VFHY	Match Contributions/ If Applicable	Totals
Project Manager			\$0	\$0
Community Health Promotion Programmer (Staff assigned to the project)	\$65,728	\$0	\$32,864	\$32,864
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc). Fringes cannot exceed 30% of the salary amount.				
Totals		\$0	\$32,864	\$32,864

B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
Trainers		\$6,000	\$6,660	\$12,660
				\$0
				\$0
				\$0
Totals		\$6,000	\$6,660	\$12,660

C. TRAVEL: Cost for project staff's travel to implement the grant.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions /If Applicable	Totals
Travel, Lodging and meals for Orientation & Training VFHY Meeting			\$0	\$0
				\$0
				\$0
				\$0
				\$0
Totals		\$0	\$0	\$0

D. RENTAL SPACE/EQUIPMENT: Equipment requested MUST be unavailable in the organization, related to the

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
			\$0
			\$0
			\$0
			\$0

Totals	\$0	\$0	\$0
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E. MATERIALS: Educational materials, products, and supplies.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Active Recess Equipment/Supplies	\$13,355		\$13,355
Healthy Vending	\$500		\$500
Childcare Code Change	\$11,120		\$11,120
Community Gardens	\$3,000		\$3,000
Community Gardens Volunteer Training	\$5,500		\$5,500
			\$0
			\$0
Totals	\$33,475	\$0	\$33,475

F. OTHER COSTS: Printing, copying, postage, indirect costs (Indirect costs cannot exceed 10% of the personnel

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Marketing materials/copying/web support/postage/etc		\$2,000	\$2,000
Coalition-building meetings	\$150		\$150
			\$0
			\$0
			\$0
Totals	\$150	\$2,000	\$2,150

TOTAL BUDGET

		Amount Requested From VFHY	Match Contributions/ If Applicable	Totals
Total Amount of Funds		\$39,625	\$41,524	\$81,149



VFHY BUDGET NARRATIVE – YEAR ONE (July 2012- June 2013)

A separate budget narrative is required for each year. Check the box for the specific year.

** Year 1 (2012-2013)

Year 2 (2013-2014)

Name of Offeror:

Arlington Healthy Community Action Team/Arlington County Dept. of Parks and Recreation, fiscal agent

All responses must be complete, detailed and specifically address calculations used to determine costs.

A: PERSONNEL – Describe all related personnel costs, including positions, salaries and fringes, and the formulas used to develop these figures. **Must include organizational rate of fringe. Proper calculations are required to explain ALL personnel rates.**

Grant Administrator (via Limited Services Agreement – no fringe benefits included/straight up hourly pay): \$9,600 total
Calculated based on: \$40/hour x 10 hours/week x 4 weeks/month x 6 months = \$ 9,600 total

Community Health Promotion Programmer: \$19,718 total

Calculated based on: 30% of time being dedicated to this project. 30% of annual salary of \$65,728 = \$19,718

Personnel Total: \$29,318

B: CONSULTANTS - Describe all related costs and the formulas used to develop these figures.

Trainers needed to conduct staff trainings specific to increasing physical activity during out-of-school time:

Consultant costs based on: \$50/hour x 1 hours of prep x 3 hours of direct training x 2 trainings in the first year x 10 subject-matter expert trainers = \$4,000

In-kind contributions based on: [Average of] \$37/hour x 1 hours of prep x 3 hours of direct training x 2 trainings in the first year x 15 in-house staff/trainers = \$4,440

Consultants Total: \$8,440

C: TRAVEL - Describe all related expenses including mileage rates and reasons for travel.

Projections based on our attendees spending two nights in Richmond, driving down the night before and returning at the end of the day of the conference.

Travel/gas based on 103 miles to/from Arlington and Richmond: 103 miles x .55 cents per mile = \$56.65 x 2 = \$113.30

Calculated for one day's per diem allowance [for day of conference] plus a meal the night before the conference. Calculations based on allowable expenses up to the per diem rate as provided by the Federal Government [and Arlington County] for meals: \$66/day x 1 day x 2 people = \$132 plus \$34 for dinner x 2 people = \$68 total = \$200

Two nights of lodging: \$112 (max allowable rate) x 2 nights x 2 people = \$448

VFHY Conference Expense Total: \$761.30

D: EQUIPMENT & SPACE - Describe any space rentals, equipment, their costs, and relation to the grant.

All in-kind. We have access to all Arlington County government run buildings; YMCA's; two college campus; VA Hospital Center; all Arlington Public Schools and space held by VA Cooperative Extension. This is a challenge to quantify but is a significant in-kind contribution and moreover, our capacity to deliver from a systems-approach.

E: MATERIALS - Describe all materials to be charged to the grant.

Active Recess First Year Pilot

We will pilot two elementary sites in the first year of the grant. Costs associated per site:

Start-up Equipment for Active Recess Cart: \$501

Standard Cones x 10= \$25

Mini-cones x 10= \$25

Pop-up goals x 2= \$50

Jump ropes x 6= \$50

Gator balls x2 = \$40
Dodge balls x 10 = \$50
Parachute x 1 = \$132
Cart x 1 = \$129

Cost for one standard school blacktop (3 hopscotch, 2 four-square) pavement marking (to include installation costs): \$2, 170

Recess Carts (\$501) x 2 = \$1, 002
Pavement Markings (\$2170) x 2 = \$4, 340

Active Recess First Year Pilot: \$5, 342 total

Healthy Vending Site and Policy Expansion Plan

We will conduct taste tests/samplings for the public 4 times in the first year of the grant.

Cost for tastings: \$250 per tasting: 4 x \$250 = \$1000

Subsidy for expanding sites that offer healthy vending (i.e. subsidize current healthy vendor and/or bring in other healthy vending agencies). Target is to add four additional sites): \$1,000 per site for a total \$4,000

Total for Healthy Vending: \$5000

Childcare Code Change Project

Materials / refreshments for Community Forums (World Café Format) for early childcare providers: \$120/Forum x 2 Forums = \$240.
The code policy change is without cost.

Total budget for Childcare Code change project for first year: \$240

Community Gardens Expansion and Outreach Plan

We will continue to expand Arlington's Community Gardens and Nutrition Education project through administration of a mini-grant program. Mini-grant funds will provide for the purchase of seeds, tools, soil amendments, soil tests, storage sheds, and food and supplies for nutrition classes. Grant recipients will also receive gardening education and assistance in starting the garden from in-kind Master Gardener volunteers and nutrition classes from in-kind Master Food Volunteers. We are hopeful to fund a minimum of 7

sites over the two year period. We will fund four sites first year and three sites the second year.

Mini-grants for community garden sites: \$1,000 x 4 = \$4,000

Increasing Physical Activity (PA) Project

Funding to be used for the purchase of evidence-based curriculums to be utilized for staff competency-building and trainings

SPARK curriculum for elementary and teen afterschool programs (target children ages 5-14) \$99

SPARK early childhood curriculum \$199

Over the course of the two years, we will offer preschool, elementary and teen training for out-of-school time providers in Arlington (DPR, APS, YMCA, Greenbrier extended day programs and summer camps; preschool programs and tot camps.). Elementary/teen equates to a total of 46 sites. Target preschool sites will be 24 sites. Our target via the six staff trainings will be to provide all with (1) curriculum as part of the training component.

\$99 x 46 sites (teen/elementary) = \$4,554

\$199 x 24 sites (preschool) = \$4,776

Increasing PA in out-of-school time curriculum total: \$9,330

F: OTHER COSTS - Describe any other costs, including indirect costs, copying, etc. and how they are related to the grant.

As part of the Community Gardens project, we hope to expand our current volunteer bank by extending a subsidy to community members interested in becoming Master Food /Master Gardener and/or Nutrition Educator volunteer. This grant will subsidize the expense of the training and in exchange, these volunteers will commit "x" number of hours per year in support of the project. The subsidy for registration costs associated with recruiting new Master Food Volunteers include the initial Master Food and/or Master Gardener Volunteer training/s and the Certified Food Handlers' certification (Our goal is to add 14 total certified volunteers over the two years; 3 in the first year, 11 in the second year. Volunteers will be paired with awarded Community Garden mini-grant sites.

Registration cost for the Master Food Volunteer training and resource/supplies = \$99 (trainers are in-kind)

Registration cost for Master Gardener training and training resource/supplies = \$200 (trainers are in-kind)

Certified Food Handlers License Training = approx. \$200

3 volunteers in the first year x \$500 = \$1,500 (which will equate to a total of 6 volunteers, holding different credentials)

Total for expanding pool of volunteers via training subsidy (first year): \$1,500

Materials / refreshments for Coalition meetings (first year): \$50 x 3 meetings = \$150

G: TOTALS - Describe all totals, including the in-kind or other contributions to be utilized with the grant.

Personnel: \$29,318.00

VFHY Conference Expense: \$761.30

Active Recess: \$5,342

Healthy Vending: \$5,000

Childcare Code Change: \$240

Community Gardens (mini-grants and increasing volunteer pool): \$5, 500

Increasing PA in out-of-school time programs (staff trainings and evidence-based curriculum): \$17,770

Coalition-building: \$150

Marketing/communication plan/web-based support: \$3, 500



VFHY BUDGET NARRATIVE – YEAR TWO (July 2013 - June 2014)

A separate budget narrative is required for each year. Check the box for the specific year.

Year 1 (2012-2013)

Year 2 (2013-2014)

Name of Offeror:

Arlington Healthy Community Action Team/Arlington County Dept. of Parks and Recreation, fiscal agent

All responses must be complete, detailed and specifically address calculations used to determine costs.

A: PERSONNEL – Describe all related personnel costs, including positions, salaries and fringes, and the formulas used to develop these figures. ***Must include organizational rate of fringe. Proper calculations are required to explain ALL personnel rates.***

The Project Manager will discontinue in the second year of this grant.

The staff assigned to this body of work – the Community Health Promotion Programmer's time - will increase from 30% to 50%. So, the in-kind contribution for personnel support is \$32, 864.

Calculated based on: 50% of time being dedicated specifically to this project. 50% of annual salary of \$65728 = \$32, 864

Personnel Total: \$32, 864

B: CONSULTANTS - Describe all related costs and the formulas used to develop these figures.

Trainers needed to conduct staff trainings specific to increasing physical activity during out-of-school time:

Consultant costs based on: \$50/hour x 1 hours of prep x 3 hours of direct training x 3 trainings in the second year x 10 subject-matter expert trainers = \$6, 000

In-kind contributions based on: [Average of] \$37/hour x 1 hours of prep x 3 hours of direct training x 3 trainings in the second year x 15 in-house staff/trainers = \$6660

(Note: Curriculum purchased already in year one)

Consultants Total: \$12, 660

C: TRAVEL - Describe all related expenses including mileage rates and reasons for travel.

No expected travel costs in year two.

D: EQUIPMENT & SPACE - Describe any space rentals, equipment, their costs, and relation to the grant.

All in-kind. We have access to all Arlington County government run buildings; YMCA's; two college campus; VA Hospital Center; all Arlington Public Schools and space held by VA Cooperative Extension. This is a challenge to quantify but is a significant in-kind contribution and moreover, our capacity to deliver from a systems-approach.

E: MATERIALS - Describe all materials to be charged to the grant.

Active Recess Second Year Pilot

We will add five additional elementary sites in the second year of the grant. Costs associated per site:

Start-up Equipment for Active Recess Cart: \$501

Standard Cones x 10= \$25

Mini-cones x 10= \$25

Pop-up goals x 2= \$50

Jump ropes x 6= \$50

Gator balls x2 = \$40

Dodge balls x 10 = \$50

Parachute x 1 = \$132

Cart x 1 = \$129

Cost for one standard school blacktop (3 hopscotch, 2 four-square) pavement marking (to include installation costs): \$2170

Recess Carts (\$501) x 5 = \$2505

Pavement Markings (\$2170) x 5 = \$10, 850

Active Recess (Second Year): \$13, 355 total

Healthy Vending Site and Policy Expansion Plan

We will continue to offer taste tests for the public (2 additional samplings)

Cost for tastings: \$250 per tasting: 2 x \$250 = \$500

We will only be extending a subsidy for the first years' contract for healthy vendors so there will be no subsidy costs in the second year of this grant.

Total for Healthy Vending (Second Year): \$500

Childcare Code Change Project

Food Friends and Mighty Moves Kits (evidence-based curriculum and equipment for pre-school providers): \$1,000/kit. The intention is to train 11 sites and provide them one kit / site in the second year = \$11, 000.

These awarded childcare sites will receive a formal training on the Kits: \$120 for materials/refreshments for one centralized training. The trainers for the Food Friends and Mighty Moves Kit are without cost (in-kind)

Total budget for Childcare Code Change Project (Second Year): \$11, 120

Community Gardens Expansion and Outreach Plan

We will continue the mini-grant program for Arlington's Community Gardens and Nutrition Education project. We will fund three additional sites the second year.

Mini-grants for community garden sites: \$1,000 x 3 = \$3,000

F: OTHER COSTS - Describe any other costs, including indirect costs, copying, etc. and how they are related to the grant.

We will continue to expand our pool of volunteers by extending a subsidy for training. We will add 11 subsidies in the second year to reach our goal of 14 over the course of the two year grant.

Registration cost for the Master Food Volunteer training and resource/supplies = \$99 (trainers are in-kind)

Registration cost for Master Gardener training and training resource/supplies = \$200 (trainers are in-kind)

Certified Food Handlers License Training = approx. \$200

11 volunteers in the second year x \$500 = \$5500

Total for expanding pool of volunteers via training subsidy (second year): \$5500

Materials / refreshments for Coalition meetings (second year): \$50 x 3 meetings = \$150

G: TOTALS - Describe all totals, including the in-kind or other contributions to be utilized with the grant.

Personnel: \$32, 864

Active Recess: \$13, 355

Healthy Vending: \$500

Childcare Code Change: \$11, 120

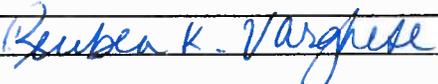
Community Gardens (mini-grants and increasing volunteer pool): \$8, 500

Increasing PA in out-of-school time programs (staff trainings): \$12, 660

Materials / refreshments for Coalition meetings (second year): \$50 x 3 meetings = \$150

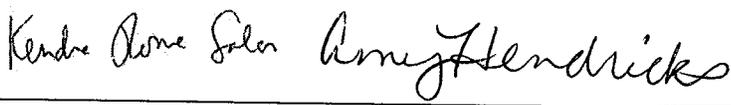
PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Arlington County Public Health Division		
Representative Name	Josephine Peters		
Organization's Address	800 South Walter Reed Drive		
Contact Phone Number	703-228-5597		
Contact Email Address	jpeter@arlingtonva.us		
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Faith <input type="checkbox"/> Business	<input type="checkbox"/> Civic <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Other	
How long have you been a member of this HCAT?	Since February 2010		
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>The Public Health Division commits to provide support to the HCAT in the following ways:</p> <ul style="list-style-type: none"> • Attendance at HCAT meetings • Support and guidance to projects that interact with the Public Health Division and the Department of Human Services • Access, as available, to subject matter experts related to public health • Take a leadership role on policy, systems and environmental change projects related to early childhood. Specifically with interest in modifying the County code regarding childcare providers to receive mandatory training in nutrition and physical activity on an annual basis. Also taking a leadership role with the Cooperative Extension in system wide curriculum adoption in pre-schools of the Mighty Moves and Food Friends curriculum—teaching movement and trying new fruits and vegetables to pre-schoolers. 			
Signature			Date 3/5/12
Printed Name: Reuben Varghese MD MPH (Arlington County Health Director)			

PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Capital Area Food Bank	
Representative Name	Kendra Rowe Salas (Director of Food For Kids), Amy Hendricks (Northern VA Kids Cafe Coordinator)	
Organization's Address	6833 Hill Park Drive, Lorton, VA 22079	
Contact Phone Number	703.541.3063x16	
Contact Email Address	krowesalas@capitalareafoodbank.org, ahendricks@capitalareafoodbank.org	
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Faith <input type="checkbox"/> Business	<input checked="" type="checkbox"/> Civic <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Other
How long have you been a member of this HCAT?		
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>Through the Kids Cafe® program, the Capital Area Food Bank provides healthy after-school and summer snacks and suppers to children and teens that are at risk of hunger. The Capital Area Food Bank currently supports 7 Arlington County Parks & Recreation centers. The Capital Area Food Bank is committed to providing continued support to Arlington County's efforts to increase the amount of healthy food and nutrition education opportunities available to out-of-school time programs by offering trainings that seek to build staff competencies, providing support for the development and delivery of nutrition education curriculum, and providing resources to assist staff in securing safe food handling certification.</p>		
Signature:		
		Date: 03/16/12
Printed Name: Kendra Rowe Salas, Amy Hendricks		

PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Arlington Public Schools Extended Day Program		
Representative Name	Bobby Kaplow		
Organization's Address	2801 Clarendon Blvd., Suite 203, Arlington, VA 22201		
Contact Phone Number	703-228-6069		
Contact Email Address	Bobby.Kaplow@apsva.us		
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Faith <input type="checkbox"/> Business	<input type="checkbox"/> Civic Youth <input type="checkbox"/> Other	
How long have you been a member of this HCAT?			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>The Extended Day Program provides a safe, enriching and fun environment before and after school each day for over 3,200 children. Offering age appropriate and asset-building activities, over 375 child care professionals work in 22 elementary schools, five middle schools and the Stratford Program to meet the individual needs of each child and the expectations of every family.</p> <p>The Extended Day Program plays a critical role in the development of young people's physical, social and academic skills and experiences. The program commits to:</p> <ul style="list-style-type: none"> ▪ a partnership with local OST providers to increase awareness, opportunities & staff development regarding physical activity and reducing child obesity ▪ modeling healthy & positive lifestyles, habits & behaviors ▪ providing children daily opportunities to participate in active games & events that support healthy lifestyle and fitness goals ▪ increasing physical activity opportunities ▪ offering a healthy afternoon snack daily that complies with federal and state standards ▪ offering activities for students to learn about & experience healthy eating alternatives (i.e. Cooking Club) ▪ offering opportunities for nutrition education & healthy eating habits (i.e. Lawns2Lettuce Program) ▪ increasing staff development opportunities regarding physical activity & nutrition topics 			
Signature			Date March 23, 2012
Printed Name	Robert G. Kaplow		

PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Virginia Hospital Center		
Representative Name	Cathy Turner		
Organization's Address	1701 N George Mason Dr Arlington, VA		
Contact Phone Number	703-558-6740		
Contact Email Address	cturner@virginiahospitalcenter.com		
Type of Organization	<input type="checkbox"/> Education <input checked="" type="checkbox"/> Healthcare <input type="checkbox"/> Faith <input type="checkbox"/> Business	<input type="checkbox"/> Civic <input type="checkbox"/> Youth <input type="checkbox"/> Other	
How long have you been a member of this HCAT?			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.			
Virginia Hospital Center is committed to supporting the HCAT with their outreach programs. We will be a part of the grant leadership meetings and will provide assistance on implementing the various projects.			
Signature			Date 2/28/12
Printed Name	Cathy Turner		

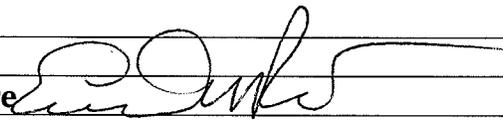
PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Virginia Cooperative Extension
Representative Name	Jennifer Abel
Organization's Address	3308 S Stafford Street Arlington, VA 22206
Contact Phone Number	703.228.6417
Contact Email Address	jabel@vt.edu
Type of Organization	<input checked="" type="checkbox"/> Education <input type="checkbox"/> Civic <input type="checkbox"/> Healthcare <input type="checkbox"/> Youth <input type="checkbox"/> Faith <input type="checkbox"/> Other <input type="checkbox"/> Business
How long have you been a member of this HCAT?	Two years
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>Our organization specializes in providing research-based education in the areas of nutrition, youth development, horticulture, and personal finance. We can commit to working on improving food access by continuing the community gardening and nutrition programs that we have begun under the ACHIEVE grant. We can also continue and start new nutrition education initiatives that will lead to policy, systems, and environmental changes.</p>	
Signature	<i>Jennifer Abel</i>
	Date 2.21.12
Printed Name	Jennifer Abel

PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	YMCA Arlington	
Representative Name	Erik Van de Poll	
Organization's Address	3422 North 13 th Street Arlington, VA 22201	
Contact Phone Number	(703) 525-5420	
Contact Email Address	<u>Erik.vandepoll@ymcadc.org</u>	
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Faith <input type="checkbox"/> Business	<input type="checkbox"/> Civic <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Other (YMCA)
How long have you been a member of this HCAT?	2 yrs.	
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>We are a Health Driven type of organization that includes youth, teens and families in all of our programs. Our organization will do whatever they can to assist in the HCAT.</p>		
Signature		
	Date	3/1/12
Printed Name	Erik Van de Poll	

- Education
- Healthcare
- Faith
- Business

Since May 2010

**organization in the propos
specific items your organizat**

ts to provide leadership an

PARTNER PROFILE AGREEMENT

**This form must be completed and signed by each HCAT partner.
Once signed, scan and upload to the online application.**

Organization Name	Department of Parks and Recreation
Representative Name	Kara Grace
Organization's Address	Fairlington Community Center 3308 S. Stafford Street Arlington, VA 22206
Contact Phone Number	703 228-6401
Contact Email Address	kgrace@arlingtonva.us
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Civic <input type="checkbox"/> Healthcare <input type="checkbox"/> Youth <input type="checkbox"/> Faith <input checked="" type="checkbox"/> Other <input type="checkbox"/> Business
How long have you been a member of this HCAT?	February 2010
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <ul style="list-style-type: none"> • Support policy systems and environmental changes that address childhood obesity • Expand healthy vending by recruiting agencies and assisting them to develop their own nutrition standards • Increase physical activity in afterschool programs • Recruit partners for elementary school active recess • Support systems and environmental changes that increase physical activity at recess time. • Adopt a physical activity standard for DPR programs and provide counsel to other out of school time providers • Invest in evidence base curriculum to increase physical activity in out of school time programs county wide • Provide support to Arlington County Childcare Office to identify instructors and curriculum, to increase physical activity and provide nutrition education to providers. 	

- Purchase equipment and investigate sustainability of intern bank
- Establish and mobilize a teen fitness team
- Commit to fiscal management of grant and expand the line of thinking

Signature

Kara Grace

Date

3/20/12

Printed Name

KARA GRACE

PARTNER PROFILE AGREEMENT

Organization Name	Arlington Partnership for Children, Youth & Families
Representative Name	Barbara Gomez, Chair
Organization's Address	2100 Washington Blvd. 3rd Floor Arlington, VA 22204
Contact Phone Number	703-228-1667
Contact Email Address	
Type of Organization	<input type="checkbox"/> Education <input type="checkbox"/> Civic <input type="checkbox"/> Healthcare <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Faith <input type="checkbox"/> Other <input type="checkbox"/> Business
How long have you been a member of this HCAT?	New Member
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>The Arlington Partnership for Children, Youth and Families (APCYF) mission is to improve the health, wellbeing, and safety of children, youth, and families in Arlington through researching young people's needs, advocating for improved policies and programs to meet those needs, and engaging all members of our community as part of the solution.</p> <p>As such, APCYF's primary work is not direct program delivery, rather it functions as a primary networking arm to facilitate connections and build capacity across the County. The APCYF is a long standing community group that works closely with Arlington County Government (ACG), Arlington Public Schools (APS), parent groups, family networks, various foundations and multiple Arlington entities to enhance the wellbeing of children, youth and families. It is our work in the community to help convene, shine the light on where there are issues and make connections with like-minded providers. Clearly, childhood obesity and the health of our youth are paramount today.</p> <p>As a partner organization in the HCAT, we can help engage the community, network for added coalition membership and outreach to those Arlington entities closely tied to youth. The APCYF will help with the community assessment piece by sharing data from both the Developmental Assets Survey and the Youth Risk Behavior Survey (YRBS). HCAT may be able to incorporate additional questions into the (YRBS).</p>	

The APCYF will also leverage its links for getting youth involved by working with the existing Teen Network Board and exploring how this teen-run-and-operated youth advisory group can help move the wellness agenda forward.

Additionally, the Out-of-School Council (under the umbrella of the Partnership for Children, Youth and Families) could help with such items as: circulating assessment surveys to out-of-school-time providers, assist in the dissemination of resources for after-school activity, include elements in the Annual Youth Asset-Building Conference and support standards around physical activity (PA) requirements. This grant is specific to preventing and reducing childhood obesity. Healthy activities are going to keep kids from engaging in unhealthy behavior and improving the health of Arlington's youth. The APCYF's mission directly overlaps with the purpose of this grant and we are excited to be part of its' future HCAT.

Signature



Date 3/23/12

Printed Name - Barbara Gomez

Arlington HCAT

Job Title: Community Health Promotions Programmer	Status: Part-time: _____ hours/week Full-time: ___40___ hours/week
Location: Arlington County Department of Parks and Recreation	Is this a volunteer position? _____Yes ___X___No
Pay Rate: \$31/hr	

Position Overview

This position works to promote a culture of fitness in Arlington County and manages the FitArlington initiative. The position is designed to advocate for policy, systems and environmental changes that reduce chronic disease risk factors.

Job Functions (include percentage of time on each function/category)

Overall project management and administration for the Virginia Foundation for Healthy Youth grant.

- Provide overall stewardship and follow-through on grant project. (100%)
 - Function in the capacity of primary convener of and facilitator to the Healthy Community Action Team (HCAT); recruit and orientate new HCAT members/agencies as needed; organize HCAT meetings or conference calls as necessary; respond to requests for information from granting agencies; coordinate and blossom partnerships in support of this body of work.
- As the opportunity presents, lead advocacy efforts and broaden collaborative partnerships to support the delivery of either grant’s initiatives. (30%)
 - Recruit, coordinate, and facilitate new policy, systems and environmental change agents/coalition members as required by either grant.
 - Lead, support and serve on various work groups as needed to promote a PSE approach to establishing healthy social environments.
- Submit data needed to satisfy grant requirements or revisions of documents (i.e. reports, budget updates, evaluation documents) (10%)
- Respond to requests from HCAT and or granting agency (10%)
- Provide leadership to accomplish stated project goals and objectives in workplans (20%)
- Attend conference calls and /or site visits with VFHY (5%)
- Track budget and expenditures associated with grant payments (5%)
- Coordinate payment for workplan projects or expenditures for each grant with County staff (5%)
- Evaluate the quality and effectiveness, suggest recommendations for improvement, and ensure the sustainability of the integrity of workplans. (10%)
- In conjunction with County staff and in line with County policy, market grant-related programs/products/efforts/etc. (5%)

Requirements (Knowledge, Education & Experience)

- Experience with policy, systems and environmental change to prevent chronic diseases
- Ability to facilitate coalition based work
- Ability to track budgets and evaluation measures

Other Skills/Abilities

- Knowledge of the activities of the Action Communities for Health Innovation and Environmental Change (ACHIEVE) grant

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

HCAT Name

Job Title: Interim Project Manager	Status: Part-time: <input checked="" type="checkbox"/> hours/week Full-time: <input type="checkbox"/> hours/week
Location: Arlington County Department of Parks and Recreation	Is this a volunteer position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pay Rate: \$40/hr	

Position Overview

This position is designed to manage the VFHY grant in the absence of the Community Health Promotions Programmer. The job functions will provide continuity when the Community Health Promotions Programmer is out on maternity leave (at some point in the first year of the grant) and therefore this position will become primary overall grant management during that time.

Job Functions (include percentage of time on each function/category)

Overall project management and administration for the Virginia Foundation for Healthy Youth grant.

- Provide stewardship and follow-through on grant project. (100%)
 - In the absence of the Community Health Promotions Programmer, function in the capacity of primary convener of and facilitator to the Healthy Community Action Team (HCAT); recruit and orientate new HCAT members/agencies as needed; organize HCAT meetings or conference calls as necessary; respond to requests for information from granting agencies; coordinate and blossom partnerships in support of this body of work.
- As the opportunity presents, lead advocacy efforts and broaden collaborative partnerships to support the delivery of either grant’s initiatives. (30%)
 - Recruit, coordinate, and facilitate new policy, systems and environmental change agents/coalition members as required by either grant.
 - Lead, support and serve on various work groups as needed to promote a PSE approach to establishing healthy social environments.
- Submit data needed to satisfy grant requirements or revisions of documents (i.e. reports, budget updates, evaluation documents) (10%)
- Respond to requests from HCAT and or granting agency (10%)
- Provide leadership to accomplish stated project goals and objectives in workplans (20%)
- Attend conference calls and /or site visits with VFHY (5%)
- Track budget and expenditures associated with grant payments (5%)
- Coordinate payment for workplan projects or expenditures for each grant with County staff (5%)
- Evaluate the quality and effectiveness, suggest recommendations for improvement, and ensure the sustainability of the integrity of workplans. (10%)
- In conjunction with County staff and in line with County policy, market grant-related programs/products/efforts/etc. (5%)

Requirements (Knowledge, Education & Experience)

- Experience with policy, systems and environmental change to prevent chronic disease
- Experience in community health promotions
- Ability to facilitate coalition based work

- Ability to track budgets and evaluation measures

Other Skills/Abilities

- Knowledge of the activities of the Action Communities for Health Innovation and Environmental Change (ACHIEVE) grant

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

KARA VAN GRAAFEILAND

1203 S. Rolfe Street
Arlington, Virginia 22204

571.244.9526 (day and night)

karav101@yahoo.com

SUMMARY

Detail oriented professional with a variety of skills and experience in local government prevention and emergency preparedness programs. Articulate communicator, writer and innovator who maximizes resources to transform programs into efficient and effective services. Analytical thinker who has the ability to find creative solutions to improve efficiency and program performance. Easily establishes contacts across organizations and levels of government to achieve goals and objectives. Seeking a position to continue serving the public.

WORK EXPERIENCE

ARLINGTON COUNTY GOVERNMENT, Arlington, VA

2009-present

Community Health Promotions Programmer, Department of Parks, Recreation and Cultural Resources

Advocate for systems, environmental and policy changes to promote chronic disease prevention, tobacco cessation and obesity prevention. Manage the Fit Arlington initiative, which is a collaborative network of health and fitness professionals/ organizations dedicated to creating a County-wide culture of fitness.

- Develop, coordinate, implement, and evaluate health education, promotion and intervention programs.
- Serve on local and regional groups to address health disparity and chronic disease prevention
- Prepare and edit written reports and documents
- Conduct neighborhood needs assessments
- Provide recommendations to leadership regarding community based incentive programs and county-wide health promotion initiatives
- Manage program budget and grants, resulting in over \$37,000 of grant funds to advocate for chronic disease and tobacco prevention projects
- Research new programs and materials
- Track policy changes
- Manage website content

ARLINGTON COUNTY GOVERNMENT, Arlington, VA

1998-2000, 2003-2009

Management Specialist III, Fire Department

Responsible for developing, administering and evaluating innovative outreach and education programs involving life safety education. Collaborated with various agencies forming coalitions to promote life safety initiatives, and served as a representative on inter-departmental, local, state and regional committees and task forces.

- Wrote and managed grants including tracking data and program performance, resulting in grant support for over \$30,000 in smoke/ CO alarms
- Crafted specific and timely messages for a variety of communication audiences
- Edited content for the department's website
- Provided direction, support and management of life safety education activities targeting high-risk and diverse audiences yielding comprehensive life safety programs
- Developed and delivered presentations to teach: community groups, commercial facilities, and municipal employees
- Managed the Juvenile Fire Stop diversion program yielding no documented repeat offenders
- Created and edited letters, fliers, brochures and reports for the fire service

ARLINGTON COUNTY GOVERNMENT, Arlington, VA

2008

Aide to County Board Member, County Board Office

Responded to constituent concerns and supported Board Member in achieving their agenda items.

- Wrote and edited correspondence from the Board Member
- Worked in the Intranet Quorum (Gram) system
- Developed and maintained working relationships with: advisory groups, executives, and elected officials
- Maintained the Board Member's schedule, organized meetings, balanced competing priorities, handled calls from media
- Recorded notes at meetings, prepared and tracked follow-up actions
- Identified time-sensitive issues and took appropriate action
- Prepared talking points and researched information
- Tracked and supported Board Member's specific initiatives of interest
- Performed administrative duties as needed County Board Office

SAN ANTONIO YOUTH CENTER, San Antonio, TX**2002 – 2003****Education Coordinator**, Meadows Learning Center

- Supervised, coordinated and delivered programs including: tutoring, basic skills enrichment, computer training classes, and literacy, art classes, music lessons
- Recruited youth to participate in program activities
- Prepared monthly program reports and purchased supplies and equipment
- Assisted in data collection for grant proposals

CITY OF SAN ANTONIO, San Antonio, TX**2000 – 2001****Child Care Resource Specialist**, Community Initiatives

- Coordinated child care services for income eligible clients and social service agencies
- Determined and documented eligibility for services, performed calculations of parent fees and initiated payment agreements
- Monitored payments and pay adjustments
- Conducted research and justification for accounting adjustments.

EDUCATION AND TRAINING

Master of Public Administration, Northern Virginia Public Service Fellows Program,
George Mason University, Fairfax, VA

Bachelor of Arts, Psychology and Elementary Education concentration,
Nazareth College of Rochester, Rochester, NY

HONORS

Co-Editor: *The Ethical GPS, Navigating Everyday Dilemmas, A Local Government Guide*, printed by the Virginia Municipal League

PI Alpha Alpha, Public Affairs and Public Administration (2007)

Meritorious Service Award, Arlington County Fire Department (04/2007)

Meritorious Service Award, Arlington County Fire Department (03/2007)

Unit Citation, Arlington County Fire Department (02/2007)

Kappa Delta PI Education, (1997)

PROFESSIONAL DEVELOPMENT

Introduction to the Incident Command System (Emergency Management Institute) 2010

Changing American Family at Risk (National Fire Academy) 2006

Principles of Emergency Management (Emergency Management Institute) 2006

Juvenile Firesetter Intervention Specialist II (National Fire Academy) 2004

Discovering the Road to High Risk Audiences (National Fire Academy) 2004

Public Fire and Life Safety Educator I (Maryland Fire and Rescue Institute) 2003

Public Fire and Life Safety Educator II (Maryland Fire and Rescue Institute) 2003

Juvenile Firesetter Intervention Specialist I (National Fire Academy) 2003

Community Education Leadership (National Fire Academy) 1999

Community Risk Issues and Prevention Interventions (National Fire Academy) 1999

Basic Public Information Officer Course (Department of Emergency Services) 1999

New York State, Essentials of Firefighting (New York State Fire Academy) 1994

VOLUNTEER EXPERIENCE

ALUMINUM CANS FOR BURNED CHILDREN, Fairfax, VA**2003 – present****Volunteer/Photographer**

- Photograph events and activities
- Edit and publish photographs
- Organize fundraising activities

CENTRAL VIRGINIA BURN CAMP, Charlottesville, VA**2003-present****Counselor/Photographer**

- Provide emotional assistance and guidance to young burn survivors
- Photograph camp events

- File and edit photos to create individual photo journals for each camper

KARA VAN GRAAFEILAND

PAGE THREE

BRIGHTON VOLUNTEER FIRE DEPARTMENT, Brighton, NY

1997-1997

Fire Fighter

- Drove apparatus, operated pumps, certified for interior and exterior operations

STUDENT TEACHING, Waterford, Ireland/ Rochester, NY

1997-1997

Newtown School/Rochester City School District, #1,

- Provided instruction and supervision to a variety of elementary age students on core curriculum subjects

SKILLS

Knowledge of Microsoft Word, Excel, Publisher, Power Point, Outlook, HP Photosmart, Rhythmyx, Intranet Quorum (Gram)

GENÉA M. LUCK

31 South Hudson Street
Alexandria, VA 22304

703.855.2384

<http://www.linkedin.com/pub/genea-luck/4/924/aa>

genealuck@verizon.net

PROFILE

Creative, goal-driven professional seeking opportunity to influence the greater health and well-being of children and minority communities. Ability to direct many complex projects simultaneously, from early concept to media results tracking. Proven strength collaborating with teams including staff, high-profile volunteers, celebrity spokespersons, and a network of freelance videographers, directors and production crews from across the country.

CAREER HIGHLIGHTS

- Successfully cultivated and managed network of celebrity spokespersons, each year increasing new activities for charitable fundraising and donor cultivation. Successfully developed campaigns with the Jonas Brothers, American Idol's Elliott Yamin, President Jimmy Carter, and radio host and gospel recording artist Pastor Donnie McClurkin.
- Managed a myriad of strategic partnerships with health coalitions, including an Ad Council campaign that involved a \$900K budget for online, TV, radio, billboard, print PSAs and 3-year public awareness campaign.
- Wrote proposals for new campaigns and developed presentations to help secure funding and support from corporate sponsors, celebrity agents, strategic partners, government agencies and local faith-based institutions.
- Executive Producer during 16 annual meetings and conferences; handled contracts, budgeting, scripting, staging, rehearsals, board members and high-level volunteer relations during conferences. Exhibited during 100 nonprofit conferences, managing marketing materials and consumer interactions.
- Created, produced and directed corporate recruitment and branding videos; including over 80 personal profile videos, 18 diabetes education videos, and 30 corporate branding and minority program recruitment videos, many receiving Telly Awards for outstanding production and impactful messaging.

PROFESSIONAL EXPERIENCE

GENÉA LUCK CREATIVE CONSULTING, LLC, Alexandria, VA

Present

Owner

- Grassroots marketing and community diversity outreach consultant for Consumers Union, publisher of Consumer Reports Magazine, Consumer Reports Health and Consumer Reports Best Buy Drugs. Attended national conferences, conventions and local community events to promote prescription drug efficacy research and patient safety information.
- Provided coaching and project management for small businesses looking to develop or reinvent corporate branding and communication strategies. Recent client, wdtyreministries.org utilized services to develop and re-brand new teen missionary project.
- Producer of short form videos, special events, conferences and media relations for Associations. Assist business leaders to develop innovating concepts and grassroots marketing efforts to improve visibility, recruitment, fundraising efforts and onsite general session scripting, registration and show management.

INOVA MOUNT VERNON HOSPITAL, Alexandria, VA

2007 – 2011

Community Affairs Executive

2010 – 2011

- Established new business opportunities that enhanced image and visibility with local and regional officials.
- Managed corporate presence on 8 different coalitions with patient care advocates, non-profit experts, faith leaders and local health department staff.
- Interacted daily with senior leadership to keep them abreast of community interests and issues.
- Cultivated relationships with leaders of public and private institutions, Chambers of Commerce, local government officials, service clubs, faith-based institutions and local school officials to implement employee wellness campaigns, community health fairs, hospital growth and development presentations; project manager / mentor at the middle and high school during 10-week afterschool program called iPATH.
- Interfaced with Marketing and Community Affairs team to develop personal testimonials and patient success stories to generate human interest profiles for media relations efforts or public speaking engagements.
- Created and launched a monthly calendar of outreach activities and events for specific hospital locations.
- Developed or participated in annual events or galas to support fundraising efforts for hospital, specifically the new "Toast to a Cure for Breast Cancer Gala" and the "Survivors' Spring Brunch".

INOVA MOUNT VERNON HOSPITAL (Continued)

- Promoted various health observances and awareness days as published by the Society for Healthcare Strategy in an effort to provide community engagement and stronger brand awareness of various hospital services.
- Developed and managed budgets that supported community relations activities.
- Identified areas of community engagement and collaboration on community health issues, including analysis of demographics, services and needs assessments to determine areas of un-met and under-met needs to reduce the health disparities in certain minority communities and childhood obesity problems.

Program Manager, Congregational Health Partnership, Fairfax, VA 2007 – 2010

- Interfaced with faith communities, non-profit and government agencies that share a common goal to reduce health disparities in Northern VA through building the collaboration and network of faith-based institutions.
- Coached and trained new ministry leaders to develop an infrastructure for continual learning and support of congregational health outreach efforts.
- Marketing communications liaison and editor for monthly newsletters promoting community programs.

AMERICAN DIABETES ASSOCIATION (ADA), Home Office, Alexandria, VA 1997 – 2008

Associate Director, Broadcast Production and Marketing Communications 2002 – 2008

- Developed new patient education video series focused on dispelling the myths of diabetes, simple nutrition, and a 4 part exercise video featuring Exercise TV guru Brandy Cruthird. Simultaneously produced 3 new DVD toolkits for African American and Latino Programs.
- Account Executive that supervised the marketing communications for ADA's nationwide fundraising events, diversity initiatives and legal advocacy training. More recently produced Safe at Schools video series, sample: <http://www.youtube.com/watch?v=sosy28LE4Do>.
- Provided ongoing counsel and support during Corporate Alliance solicitations and meetings.
- Trained and coached for ongoing communications and problem solving skills with 12 field Communications and Programs staff of the American Diabetes Association.

Communications Director, Marketing Communications 2001 – 2002

- Ensured the effective implementation of the ADA's new nationwide Strategic Plan and Branding standards as it applied to the development of promotional brochures, PSAs and marketing videos to support new community programs and fundraising events.
- Served on management team during the ADA's partnership with the American Heart Association, American Cancer Society and The Advertising Council. Was integral during the 1st year and counsel for the Preventative Health Partnership, www.everydaychoices.org and managed the Ad Council budgeting processes for all 3 organizations.
- ADA's Project Lead during strategic partnership with the Discovery Health Channel's National Body Challenge, Total Family Health Tour, and National Medical Honors.

Communications Manager 1999 – 2000

Communications Specialist 1997 – 1999

EDUCATION

- **MA**, Public Communication / Public Relations, The American University, Washington, DC
- **BA**, Broadcast Journalism / Political Science, Howard University, Washington, DC

COMMUNITY INVOLVEMENT

- Volunteer, Presidential Inaugural Committee, 2009
- Member, Partnership for Healthier Arlington and Alexandria's Childhood Obesity Action Network Steering Committee; Member, Northern Virginia Healthy Kids Coalition
- Brownie and Junior Troop Leader for 12 years, Cookie Manager, Camping, CPR and 1st Aid Trained Leader, Girl Scouts Council of the Nation's Capital
- Co-Founder, Assistant Director for 11 years, Mount Zion Baptist Church Health and Fitness Ministry
- Trustee, Howard University Hospital Diabetes Support Group
- Team Leader and Walker, 8 Avon Walk for Breast Cancer events, totaling over 40 miles per event, raising over \$15K for breast cancer research