



MISSISSIPPI STATE DEPARTMENT OF HEALTH



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

Shared Use Agreement (SUA)

Grant Deadline: *Rolling Application until Friday, November 4th, 2016*

Mississippi State Department of Health
Office of Preventive Health
Bureau of Community & School Health
Division of Nutrition, Physical Activity and Obesity
715 Pear Orchard Road Plaza 1
Ridgeland, MS 39216
Telephone: 601.206.1559

Electronic or faxed submissions will NOT be accepted.

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

Overview –

The Mississippi State Department of Health's (MSDH) Bureau of Community and School Health is conducting a call for applications to support the establishment of formal shared use agreements (joint use agreements) between schools and communities. Formal shared use agreement policies support MSDH's effort to increase physical activity in the state of Mississippi by expanding access to safe and attractive indoor and outdoor recreation facilities. The establishment of shared use agreement policies is an important obesity prevention strategy in communities that lack access to safe places to be physically active. According to the Institute of Medicine of the National Academies (2013), increasing opportunities for regular physical activity and supporting the efforts of families to incorporate physical activity into their lives are important strategies for reversing the childhood obesity epidemic. These efforts will lay the ground work to advance state and local policies that increase community access to physical activity and recreation facilities outside of the school day.

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

A SUA is an opportunity to form collaborative agreements for more efficient and productive use of community and school facilities. These types of agreements help cities and schools avoid the need for duplicate buildings that often serve the same purpose. Also, SUAs provide community residents with amenities such as programs, services or public spaces that would not otherwise be available. Creating a SUA between cities and schools allows community residents access to gymnasiums, auditoriums, performing arts centers and recreational and educational spaces that meet the various needs of the community during non-school hours. In addition, these spaces may function as a location for public meetings and activities while addressing the recreational and wellness needs of the community. As well, the community may be able to provide facilities, renovation projects, or financing to schools for sharing a facility for community-wide use. Therefore, collaboration between the community and the school allows both parties to pool their resources thus saving tax revenue.

Grant Description:

The Mississippi State Department of Health will provide a maximum of five (5) mini-grants to schools and communities (communities as defined in RFA) to develop and adopt a shared use agreement policy (with a focus on walking trails/tracks). This will be a dual application between the school and the community. This funding opportunity is comprised of benchmarks that the school and community must complete in order to receive total grant funding. Up to \$3,200 will be awarded to each selected applicant. The school is identified as the primary agency and will act as the fiscal agent. The grant award will be received through the primary agency (school) through a direct deposit of funds from the MSDH.

All grant recipients will receive one training session provided by MSDH in collaboration with other state partners. In addition, the Mississippi State Department of Health will provide technical assistance during and throughout the grant cycle. The technical assistance will build support for the development, adoption, and implementation of a shared use agreement between the school and the community.

GOAL:

The intended outcome of this funded initiative is to expand opportunities for physical activity through the development and adoption of a shared use agreement policy between Mississippi schools and communities.

Shared Use Agreement of School Facilities Defined:

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

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

Communities Defined:

- City
- Town
- County

Who should apply?

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

Eligibility:

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

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

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

Benchmarks:

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

Award Notification:

Grant recipients will be notified no later than Monday, November 14, 2016.

Budget:

Single grant up to \$3,200 will be awarded per school/community applying for the implementation, completion, and adoption of a school and community shared use agreement. Funding will be provided by completion of established benchmarks and submission of final project report.

Approved expenses may include, but are not limited to:

- Minimum fencing and assistance for walking trails located on school grounds
- Program and activity supplies
- Approved physical activity equipment and supplies
- Legal fees
- Contract security services
- Marketing campaign focused toward SUA school/community initiative
- Signage/lights for the walking trails
- Mile markers
- Trees (i.e., fruit, shade tree, etc.)

Unapproved expenses include:

- Staff salaries nor overtime funding
- Administrative costs
- Equipment costs above \$1,000.00, unless approved by MSDH
- Supplementing public school state requirements
- New construction
- Non-physical activity related
- Sports team (i.e., swimming, football, track and field, etc.)

Selection Criteria:

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

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

Application deadline:

All applications must be **received** by **Friday, November 4, 2016**.

Submission Details:

*Please submit the attached Mini-Grant Application:
“Partnering to Promoting Walking and the Use of Trails”*

Items to submit include:

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

Mail Proposals to:

Attn: Xavier Johnson, MPH
Mississippi State Department of Health
Office of Preventive Health
P.O. Box 1700
Jackson, MS 39216-1700

For questions about this application process, contact:

Xavier Johnson, MPH
601.206.1559
Xavier.johnson@msdh.ms.gov

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

Application Cover Sheet

School Applying: _____

(Primary Agency)

Community Applying: _____

(Secondary Agency)

Primary Agency's Address: _____

School Contact: _____

Phone Number: _____

Email: _____

Community Contact: _____

Phone Number: _____

Email: _____

County: _____

Total number of schools in the district:

Number of elementary schools (K- 5): _____

Number of middle schools (grades 6 - 8) _____

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

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

Percentage of students eligible for free and reduced price meals:

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

1. Local Need and Readiness (50 points)

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

○ *Please see Request for Application (RFA) for definitions of shared use agreements.*

2. Partner Collaboration (15 points)

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

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

3. School /Community Capacity (15 points)

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

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

4. Letter of Support (10 points)

Please submit a letter of support from the school district superintendent or school board, the city mayor/board of alderman or county board of supervisors, as well as a letter of support from a community leader. (Letter not to exceed one page).

- Note: Letters of support must outline how each agency/entity will be involved with the project.
- Letter of support from three different agencies/entities:
 1. School district superintendent or school board
 2. City mayor, board of alderman or county board of supervisors
 3. Community leader

5. Budget (10 points)

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

Application Deadline

All applications must be received by Friday, November 4, 2016 by 5:00 pm.

Please Note: If awarded, the first technical assistance meeting with Xavier Johnson is scheduled for Monday, December 5, 2016 at 10:00 A.M.

Submission Details

The following must be submitted:

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Timeline	
November 4, 2016	Applications Due
November 7-11, 2016	Application Review
November 14, 2016	Notification of Award
November 28, 2016	Sub-Agreement Contract will be mailed out to awarded school
December 5, 2016	Technical Review Conference Call
December 15, 2016	Sub- Agreement Contract due
February 2017 Time and Location (TBA)	Face to Face Meeting

Mail Proposals to:

Attn: Xavier Johnson, MPH
Mississippi State Department of Health
Office of Preventive Health
Division of Nutrition, Physical Activity and Obesity
P.O. Box 1700
Jackson, MS 39216-1700