



DEPARTMENT OF HEALTH

Guidance Document and Appendices

**Coordinated Healthy Activity, Motivation & Prevention
Programs**

(CHAMPPS)

Nutrition and Physical Activity Initiatives

Fiscal Year 2009

Project Period November 15, 2008 to September 30, 2009



Guidance Document and Appendices

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TIMETABLE SUMMARY

September 2, 2008	Release of RFP by Vermont Department of Health (VDH)
October 15	Deadline for receipt of completed application to VDH office by close of business at 4:30 p.m. or postmarked October 15 (6 weeks to complete proposal)
October 29	Review process completed (2 weeks to review)
November 5	Notification of awards
November 15	FY 2009 grant award period begins

Application Process

PURPOSE & BACKGROUND

The Appropriations Act of 2006 (Act 215) established the Coordinated Healthy Activity, Motivation and Prevention Programs (CHAMPPS) initiative to distribute competitive, substantial multi-year grants to communities beginning July 1, 2007. These grants are to be used to fund “comprehensive community health and wellness projects” that are designed to “promote healthy behavior and disease prevention across the community and across the lifespan of individual Vermonters”.

The Department of Health currently funds coalitions to address tobacco use and substance abuse prevention. Therefore, fiscal year 2009 grant awards will emphasize building community plans to promote better nutrition and increased physical activity, following guidelines outlined in the Fit and Healthy Vermonters state plan (<http://healthvermont.gov/family/fit/obesity.aspx>). Community based programs must address the target population of parents and families with young children.

Grant awards will be dispersed to eligible organizations based on a careful review and scoring. Applicants covering a geographic area currently underserved by a community coalition will receive priority over areas with these resources.

Capacity building grants up to \$50,000 will be awarded to approximately **eight** applicants to support the steps of assessment, capacity building and planning for community based nutrition and physical activity initiatives. Capacity building grants support communities that do not have the infrastructure necessary to carry out a comprehensive nutrition and physical activity assessment and plan. Prevention capacity means having financial resources, organizational structures and people with the knowledge and skills to carry out a prevention plan are available.

ELIGIBILITY

Applicants must be Vermont-based organizations and include:

- Municipalities
- Public and private not-for-profit organizations
- Coalitions and partnerships
- Community development and planning organizations

This grant opportunity seeks to fund communities and organizations who meet these two eligibility criteria:

- Organization demonstrates leadership in community mobilization
- Organization has been operational or meeting for at least 6 months

Capacity building grantees will have the option of competing for implementation funds in future years, contingent on allocation of CHAMPPS funding to VDH. State government organizations are not eligible to apply for CHAMPPS grants, but are encouraged to collaborate with applicants in their area. The applicant must focus on a geographic area smaller than the state to be considered. Applicants must have a federal tax ID number, or must identify a fiscal agent meeting the eligibility criteria above. A Memorandum of Understanding (MOU) with the fiscal agent must be included as part of this application.

GRANT LIMIT AND USE OF FUNDS

The grant period is approximately 11 months starting November 15, 2008 through September 30, 2009 and is subject to annual state budget allocation for the CHAMPPS grant program.

Grant funds **may** be used for the following:

- staff salaries
- consultant fees
- operating expenses
- indirect costs associated with the proposed programs

Grant funds **may not** be used for the following activities:

- capital expenditures
- to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Legislature, an officer or employee of Legislature, an employee of member of Legislature in connection with the awarding of a Federal or State contract, continuation, renewal, amendment, or modification of any Federal or State contract, loan or cooperative agreement
- implementation of existing programs or activities

TECHNICAL ASSISTANCE

Individuals with questions regarding the CHAMPPS community grants or the grant application process should contact:

Susan Coburn MPH, RD
Nutrition and Physical Activity Chief
Vermont Department of Health
802-951-5151
FAX 802-651-1634
scoburn@vdh.state.vt.us
108 Cherry Street, PO BOX 79
Burlington, VT 05402

SUBMISSION and DEADLINE

- Applications must meet all of the guidelines on the Application Checklist
- Include six double sided copies
- Applications must be received by close of business (4:30 p.m.) on October 15, 2008 **or** postmarked October 15, 2008.
- Mail or deliver applications to:

CHAMPPS Grant Application
Vermont Department of Health
P.O. Box 70
Burlington, VT 05402
Attn: Susan Coburn
Physical address:
101 Cherry Street (Burlington Town Center)
5th Floor

GRANT REVIEW and AWARD PROCESS

Proposals will be reviewed by a grant committee comprised of members of the CHAMPPS Advisory Committee; a legislatively appointed body comprised of representatives from various state departments and community organizations, and designated Vermont Department of Health (VDH) staff. The VDH has developed a two-stage review process for all applications. This will include:

- **Compliance Review** – VDH reserves the right to refuse to review incomplete or late applications.
- **Technical Review** - Each application will be reviewed and scored as described in the table below. The score will serve as one component of the final decision making process

In addition to total score, the committee will also consider applicants that cover a geographic area which is currently underserved by a community coalition or organization. The grant committee will make final recommendations for funding to the Commissioner of Health. VDH reserves the right to reject any application that does not comply with eligibility requirements. It also reserves the right to reject all applications after they have been reviewed, to negotiate awards after the application process and to accept applications deemed most favorable to the interest of the State of Vermont and the goals of the CHAMPPS initiative. See Appendix B for the application scoring instrument.

The points assigned to each category are as follows:

Category	Capacity Points
1. Program Narrative	
a. Community Description, Needs and Resources	15
b. Collaboration	10
c. Management and Staffing Plan	5
d. Work plan including details in Attachment 2	50
e. Budget and Budget Narrative	10
f. Training Plan	10
Total	100

All applicants will be notified by November 5, 2008, of the decision to fund or not fund their application. Applicants may receive conditional approval, in which case certain changes or clarifications must be made to their proposal before funding will be granted.

GRANTEE ADMINISTRATIVE REQUIREMENTS

Joint Letter of Commitment from local Agency of Human Services Field Services Director & local Department of Health District Director - Please see the list of Field Directors and District Directors located in Appendices D and E. Your local Department of Health District Director will be involved in monitoring and oversight of CHAMPPS-funded projects.

A Memorandum of Understanding (MOU) is required if you will be using another entity as your fiscal agent. The MOU must define the roles and responsibilities of each party regarding grant management. At a minimum, it should identify the process by which funds can be accessed, who can access them, who makes final decisions on how funds are spent, what role the fiscal agent plays with respect to hiring and supervision of staff, reporting.

Required training/meetings: Grantees must attend a training on assessing nutrition and physical activity in their community and additional trainings to be outlined in the grant agreement.

Technology Requirements: Grantees are required to have e-mail and internet access.

Reporting Timeline and Requirements: Grantees are required to submit two (2) reports during the grant period that include the following components: Narrative Report, Fiscal Report, and Work plan Status Report. The report template will be provided to grantees following the notice of grant award. The schedule for submission of reports is:

<u>Report Due</u>	<u>Reporting Period</u>
April 1, 2009	November 15, 2008 – March 30, 2009
October 15, 2009	April 1 – September 30, 2009

Appendix A

CHAMPPS Grant Guidance for Community Based Nutrition and Physical Activity Initiatives

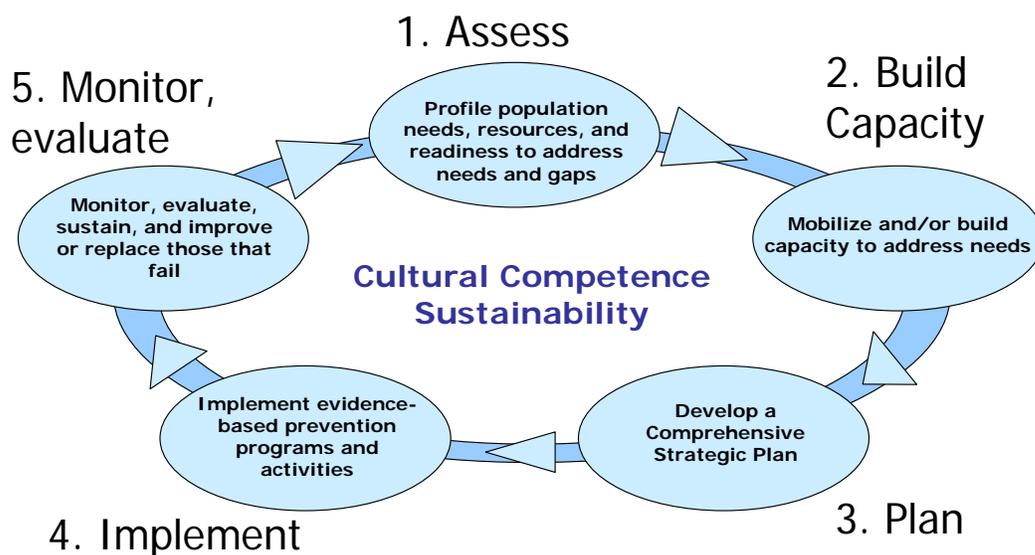
Overview

Developing and implementing effective community based programs requires the use of the following:

- The Strategic Prevention Framework
- Vermont's Prevention Model, and
- The Centers for Disease Control and Prevention's Best Practice Strategies for Nutrition and Physical Activity

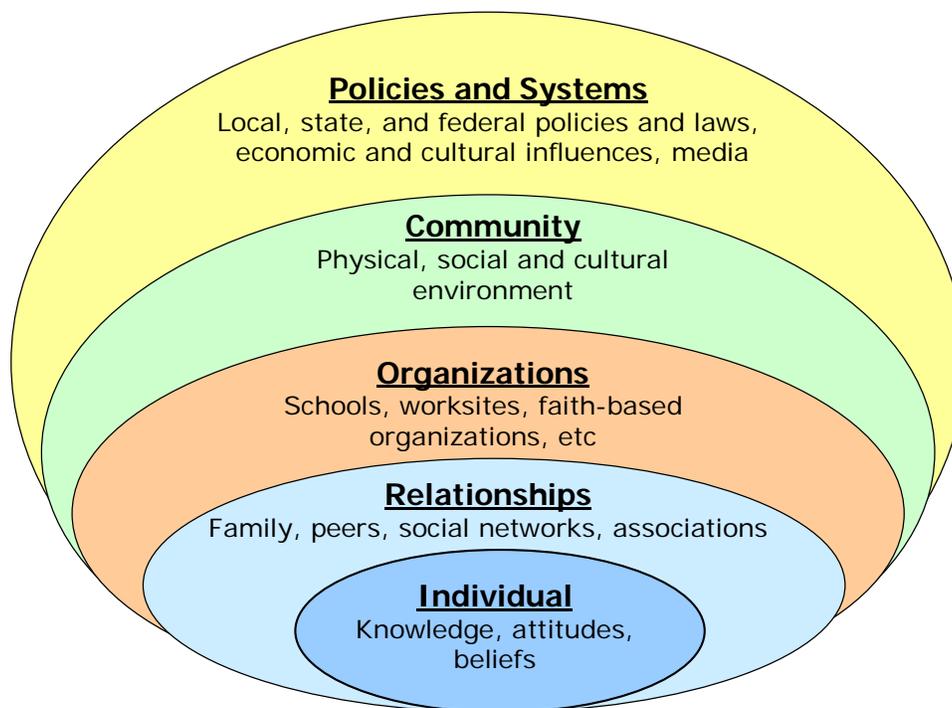
The Strategic Prevention Framework offers a step by step process for assessing, developing, implementing and evaluating community based prevention programs. This is an evidence-based process for community development utilized by SAMSHA's (Substance Abuse and Mental Health Services Administration) alcohol and drug prevention programs.

Prevention Framework



Vermont's Prevention model describes the multiple levels for potential intervention. Comprehensive prevention programs, to be most effective for the long term, and to reach the largest number of people, should address multiple levels of the model with an emphasis on the policy, systems and community environment levels.

Vermont Prevention Model



Adapted from: McElroy KR, Bibeau D, Steckler A, Glanz K. An ecological perspective on health promotion programs. Health Education Quarterly 15:351-377, 1988.

Requirements for Community Nutrition and Physical Activity Initiatives

Capacity building grants for community nutrition and physical activity projects will be awarded to complete steps 1-3 described below.

Technical assistance and trainings will be provided at each step by Health Department staff. Community initiatives must be directed towards parents and families with young children.

In addition,

- Communities must include disparate populations in interventions and planning,
- Emphasis must be placed on including low income and minority populations.
- Sustainability and cultural competency must be considered throughout the entire community process.

Step 1: Community Assessment: An assessment must be completed prior to starting programs or activities using the Fit and Healthy Vermonters Community Assessment Toolkit. In addition to data, it is essential to identify priorities, assets and gaps in a defined community area, develop a greater understanding of the needs of the target audience and to identify priorities for prevention. Grantees are required to attend a Department of Health sponsored training in this area.

Step 2: Capacity building: To ensure success, programs need to engage a wide variety of community partners and include them in all stages of program planning and implementation.

Step 3: Planning: Based on the community assessment findings, communities will work with partners to: prioritize findings, write goals and measurable objectives for written nutrition and physical activity implementation and evaluation plans that addresses multiple levels of the prevention model.

Following the completion of steps 1-3 future funding for implementation (Step 4 below) may be available contingent of annual state budget allocation for CHAMPPS grant program. Programs plans must be approved prior to implementation and must follow the implementation guidelines. **Note:** Applications for this RFP are for steps 1-3 only and should not include implementation activities.

Step 4: Implementation: Implement prevention programs using and building on best practice and evidence based guidelines as recommended by the Fit and Healthy Vermonters program.

Step 5: Evaluation: Conduct an evaluation of the assessment, capacity building and planning process.

Appendix B

CHAMPPS Score Sheet for Nutrition & Physical Activity Capacity Building Grant

Applicant Information

Name of Applicant Organization: _____

Amount Requested \$_____

Criteria	Total Possible Points	Applicant Score
A. Community Description, Needs & Resources	15	
1. Tell us why your community is applying for CHAMPPS funding. Why is your community ready to address the issues of poor nutrition and physical inactivity?	5	
2. Describe briefly your coalition or organization's history, mission, current services, and example of the leadership role in community mobilization around an issue. Eligible applicants must demonstrate leadership in the community and have been in operation for at least 6 months.	5	
3. Describe the steps you have used in the past to assess the community readiness and mobilize around an issue. Please include ways you brought together community members and partners to gather their input, identified resources and gaps, and any factors that enhance community involvement in developing a community plan.	5	
B. Collaboration Efforts	10	
1. Describe any existing partnerships with other community members or organizations working on improving the health of your community. Also identify which partners you would engage in the planning process and why they are important to engage in developing a community plan to address nutrition and physical activity.	5	
2. Explain how you will collaborate with existing volunteers and community coalitions in your area, businesses, and other community organizations to assess community capacity.	5	

Criteria	Total Possible Points	Applicant Score
C. Management and Staffing Plan		
5		
1. Include a list the staff and each job description under this application.	2.5	
2. Identify who will supervisor staff and how evaluation will be completed for each employee.	2.5	
D. Work Plan TIP: Read narrative and Work Plan template attachment 2 to score this section.		
50		
1. Describe briefly the SMART objectives, major activities, and timetable you have set to achieve the goal of building a community plan to promote better nutrition and increased physical activity. Are the activities clear and appropriate?	20	
a. How will your community profile population needs, resources and readiness? Describe how you will identify needs and gaps. Does the work plan create a structure and ways of operating that help work efficiently and effectively and create a cohesive and task-focused team comprised of diverse sectors that mirror your community? Does the work plan outline methods to engage the target audience of parents and families with young children in identifying community needs?	15	
b. How will you mobilize and/or build capacity to address needs. Does the work plan recruit a critical mass of participants and engage representation from a broad spectrum of key community sectors?	15	
10		
F. Budget and Budget Narrative TIP: Read narrative and Budget template attachment 3 to score this section.		
1. Provide a justification for each budget item.	5	
2. Submit the full budget breakdown using Attachment 3, which will not count towards your 5 page narrative limit.	5	

Criteria	Total Possible Points	Applicant Score
E. Training Plan	10	
1. List the individual(s) who will attend required Department of Health trainings (to be determined).	5	
2. How will the organization increase the knowledge, attitudes, behavior and skills of members and partners and establish linkages with a variety of community organizations outside the circle of your organization?	5	
TOTAL SCORE:	100	

What are the strengths of this proposal?

What are the weaknesses of this proposal?

Appendix C

Tips on Writing Objectives

Additional Work plan Guidelines

Goal(s) are the outcomes you desire because of your activities. Projected outcomes of your activities form the basis of objectives. The operant verb in your objectives should indicate *measure* (e.g., increase, decrease, etc.) rather than activity (e.g., to offer, develop, etc.). The objectives articulate the outcome of the project that will move the community toward realizing the stated goal.

Objectives must be SMART:

- **Specific** - Identify a specific target population to be addressed; state the behavior, attitude, condition, or knowledge to be changed.
- **Measurable** - Use "increase", "decrease", or other measurable language; identify specific data sources to be used to measure change.
- **Achievable** – The objective must be attainable.
- **Realistic** – The level of change reflected in the objective is possible given your resources
- **Time Limited** - include an end date by when change will occur.

Activities should describe:

- how you plan to reach your goal(s) and objectives
- the timeline for completion
- who will be responsible for implementing the strategies/programs

APPENDIX D

Agency of Human Services Field Directors

The local AHS Field Director can help you assess the viability of proposed activities. He/she may be able to offer you data and information from other planning initiatives in the Agency that may assist you with your application. A letter of Commitment from your local Field Services Director is required (see Attachment 1).

Field Directors By District			
Barre (MDO)	Don Mandelkorn Don.Mandelkorn@ahs.state.vt.us	479-7594 (direct); 479-4230 (fax)	MacFarland State Office Building, 5 Perry Street, Suite 300, Barre, VT 05641
Bennington (TDO)	Charlie Gingo Charlie.Gingo@ahs.state.vt.us	447-2745 (direct); 442-8138 (reception); 447-2809 (fax)	State Office Bldg, 200 Veteran's Memorial Drive, Suite 14, Bennington, VT 05201
Brattleboro (LDO)	John Swartz John.Swartz@ahs.state.vt.us	257-2573 (direct); 257-2820 (reception); 254-6394	State Office Building, P.O. Box 70, 232 Main Street, Brattleboro, VT 05302
Burlington (BDO)	Jane Helmstetter Jane.Helmstetter@ahs.state.vt.us	652-6852 (direct); 863-7365 (reception); 863-7403 (direct); 863-5716 (fax)	District Office, 1193 North Avenue, Burlington, VT 05401
Hartford (HDO)	Sara Kobylenski Sara.Kobylenski@ahs.state.vt.us	295-4115 (direct); 295-8855 (reception); 295-4148 (fax)	226 Holiday Dr., Suite 4, White River Junction, VT 05001
Middlebury (YDO)	Sue Schmidt Sue.Schmidt@ahs.state.vt.us	388-5385 (direct); 388-4660 or (800) 244-2035 (reception); 388-4665 (fax)	District Office, 700 Exchange Street, Suite 103, Middlebury, VT 05753
Morrisville (VDO)	Dave Yacovone Dave.Yacovone@ahs.state.vt.us	888-1330 (direct); 888-4291 or 888-4576 (reception); 888-1345 (fax)	Morrisville District Office, 63 Professional Drive, Morrisville, 05661
Newport (NDO)	Rever Kennedy Rever.Kennedy@ahs.state.vt.us	334-3915 (direct); 334-6504 (reception); 334-3386 (fax)	AHS District Office, 100 Main St, Newport, VT 05855
Rutland (RDO)	Richard Giddings Richard.Giddings@ahs.state.vt.us	786-5952 (direct); 786-5817 (reception); 786-8827 (fax)	AHS District Office, 5 Asa Bloomer Bldg, Rutland, VT 05701
St. Albans (ADO)	Pam McCarthy Pam.McCarthy@ahs.state.vt.us	527-5438 (direct); 524-7900 (reception); 527-5403 (fax)	AHS District Office, 20 Houghton St., Suite 313, St. Albans, VT 05478
St. Johnsbury (JDO)	Greg MacDonald Gregory.MacDonald@ahs.state.vt.us	751-0168 (direct); 748-8374 (reception); 751-3203 (fax)	AHS District Office, 67 Eastern Ave, Suite 4, St. Johnsbury, VT 05819
Springfield (SDO)	Lynn Boyle Lynn.Boyle@ahs.state.vt.us	885-8862 (direct); 885-8856 (reception); 885-8879 (fax)	AHS District Office, 100 Mineral St, Suite 201, Springfield, VT 05156

APPENDIX E

Vermont Department of Health District Office Directors

The District Director of your local Department of Health office can help you assess the viability of proposed activities. He/she may be able to offer you data and information from other planning initiatives in the Department that may assist you with your application. A letter of Commitment from your District Director is required (see Attachment 1). **Collaboration with your local VDH office is required and must be described in your proposal narrative.**

Barre

Jeffrey Hunsberger
District Director
VT Dept. of Health
McFarland Office Building
5 Perry Street, Suite 250
Barre, VT 05641-4272

1-888-253-8786
1-802-479-4200
FAX: 479-4230

Bennington

Marcia Russo
District Director
VT Dept. of Health
200 Veterans Memorial Drive,
Suite #1
Bennington, VT 05201-1944

1-800-637-7347
1-802-447-3531
FAX: 447-6910

Brattleboro

Dianne Champion
District Director
VT Dept. of Health
232 Main Street, Ste 3
Brattleboro, VT 05301-2881

1-888-253-8805
1802-257-2880
FAX: 254-6360

Burlington

Heather Danis
District Director
VT Dept. of Health
Burlington District Office
1193 North Avenue, Suite #1
Burlington, VT 05401-2749

1-888-253-8803
1-802-863-7323
FAX: 863-7571

Middlebury

Moira Cook
District Director
VT Dept. of Health
700 Exchange Street, Suite 101
Middlebury, VT 05753-1529

1-888-253-8804
1-802-388-4644
FAX: 388-4610

Morrisville

District Director
VT Dept. of Health
63 Professional Drive
Morrisville, VT 05661

1-888-253-8798
1-802-888-7447
FAX: 888-2576

Newport

Ann Creaven
District Director
VT Dept. of Health
100 Main Street, Suite 220
Newport, VT 05855

1-800-952-2945
1-802-334-6707
FAX: 334-3904

Rutland

Joanne Calvi
District Director
VT Dept. of Health
300 Asa Bloomer State Office
Bldg.
Rutland, VT 05701

1-888-253-8802
1-802-786-5811
FAX: 786-5984

St. Albans

Judy Ashley-McLaughlin
District Director
VT Dept. of Health
20 Houghton Street Suite 312
St. Albans, VT 05478-2248

1-888-253-8801
1-802-524-7970
FAX: 527-5405

St. Johnsbury

Darlene Ahrens
District Director
VT Dept. of Health
67 Eastern Avenue, Suite 1
St. Johnsbury, VT 05819-2638

1-800-952-2936
1-802-748-5151
FAX: 751-3229

Springfield

Rebecca Thomas
District Director
VT Dept. of Health
100 Mineral Street, Suite 104
Springfield, VT 05156

1-888-296-8151
1-802-885-5778
FAX: 885-3707

White River Junction

District Director
VT Dept. of Health
226 Holiday Drive, Suite 22
White River Junction, VT 05001

1-888-253-8799
1-802-295-8820
FAX: 295-8832

APPENDIX F

Potential Organizations/Entities for Collaboration

Health-related organizations: VDH District Office, Lung Association, American Cancer Society, American Heart Association, Blue Cross/Blue Shield

Health Care – health care providers, hospital wellness departments, clinics for the uninsured, Blueprint-participating hospitals

Social/Human Services organizations (public and private)
Community Action Agencies, Department of Children and Families, Economic Services, Office of Vermont Health Access (Medicaid), Department of Employment and Training, United Way, Vermont 211, Area Agencies on Aging

Mental Health - local mental health agencies and providers

Community Collaboratives and Coalitions - AHS regional partnerships, tobacco coalitions, alcohol and drug coalitions, maternal and child health coalitions, other coalitions and community-wide groups

Colleges/Universities - faculty, staff, students

Media – newspapers, community papers, radio, TV

Law Enforcement - local & state police, school resource officers

Faith Community - formal or informal religious or spiritual leaders

Business - area businesses/corporations, Workforce Investment Boards

Volunteer Groups – parent groups, civic groups, grassroots groups, service organizations, advocacy groups, Girl Scouts, Boy Scouts, individual volunteers

Recreation - local recreation departments, teen centers, Boys & Girls Clubs, fitness centers, sports leagues outdoor groups, senior centers

Food system – Agriculture, grocers, food co-ops, restaurants, trade organizations

School - school nurse, principal, health teacher, school board member, Student Assistance Program Counselor, Safe & Drug Free School Coordinator

Government – federal, state and local elected officials

Municipal leaders – town clerks, town planners, select board members, transportation/public works