

ATTACHMENT 1: DESCRIPTIONS OF REQUIRED PROJECT ACTIVITIES AND INITIATIVES

The following Appendix provides detailed descriptions and related resources of required project activities and initiative for the 4 years of the grant. Applicants are encouraged to utilize this appendix while developing their proposed Overall Objective Plan and Action Plan.

1. Support a School Wellness Team to assess current federally mandated school wellness policy development, adoption, implementation, and enforcement

A. Utilizing support and technical assistance of OPCP staff, successfully meet the requirements of the USDA Healthy, Hunger-Free Kids Act of 2010 SEC. 204 Local School Wellness Policy Implementation

Grantees may use staff time and technical assistance to continue to comply with the Section 204 of the Healthy, Hunger-Free Kids Act (HHFK Act) of 2010, *Local School Wellness Policy Implementation*. Detailed framework and guidelines for these local wellness policies are expected to be released by the USDA FNS Program later in 2013. According to the HHFK Act, at a minimum, a local school wellness policy must:

1. Include goals for nutrition education, physical activity, and other school-based activities that promote student wellness;
2. Include nutrition guidelines that are a) consistent with the USDA guidelines, and b) promote student health and reduce childhood obesity for all foods available on each school campus under the jurisdiction of the school district during the school day;
3. Permit parents, students, representatives of the school food authority, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy;
4. Inform and update the public (including parents, students, and others in the community) about the content and implementation of the local school wellness policy;
5. Be measured periodically and made available to the public an assessment of the local school wellness policy, including:
 - a) The extent to which schools are in compliance with local wellness policy;
 - b) The extent to which the school district's local wellness policy compares to the USDA model school wellness policies; and
 - c) The progress made in attaining the goals of the local wellness policy; and
6. Designate 1 or more school district officials or school officials, as appropriate, to ensure that each school complies with the local school wellness policy.

School districts can determine the specific policies appropriate for the schools under their jurisdiction, provided that those policies address all of the required elements specified in the HHFK Act of 2010.

Resources:

- Action for Healthy Kids, Wellness Policy Tool: <http://www.actionforhealthykids.org/for-schools/wellness-policy-tool/>.
- Alaska DHSS, Alaska School Wellness Toolkit: <http://dhss.alaska.gov/dph/Chronic/Documents/School/pubs/AKSchoolWellness.pdf>.
- CDC Adolescent and School Health, Local School Wellness Policy website <http://www.cdc.gov/healthyyouth/npao/wellness.htm>.
- Healthy Hunger-Free Kids Act of 2010: <http://www.gpo.gov/fdsys/pkg/PLAW-111publ296/pdf/PLAW-111publ296.pdf>
- Healthy, Hunger-Free Kids Act of 2010, Section 204: Local School Wellness Policies 5-Year Technical Assistance and Guidance Plan <http://www.fns.usda.gov/tn/healthy/lwp5yrplan.pdf>
- USDA FNS Local School Wellness Policy: <http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html>.
- USDA FNS Guidance on Healthy, Hunger-Free Kids Act of 2010: http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm.
- USDA FNS Memo SP 42-2011. Child Nutrition Reauthorization 2010: Local School Wellness Policies. July 8, 2011. http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011_os.pdf.

B. Conduct internal communications to comply with the requirements of the USDA Healthy, Hunger-Free Kids Act of 2010 SEC. 208 Nutrition Standards for all Food Sold in Schools as issued

Section 208 of the HHFK Act of 2010, *Nutrition Standards for all Foods Sold in School*, requires that Federal Nutrition Standards will apply to all foods sold outside the school meals program, on the school campus and at anytime during the school day. The proposed rule was published in the Federal Register February 8, 2013 and the final rule is anticipated by the fall of 2013.

The new **School Nutrition Standards for All Foods Sold in Schools** may significantly impact districts and local schools current practice. Grantees in coordination with the student nutrition manager will communicate the new rules to school district staff, students and parents and help interpret the requirements of the Nutrition Standards. The grantee in coordination with the student nutrition manager will also help identify resources available to assist school stores, vending machine operators, and others to comply with the Nutrition Standards.

Resources:

- USDA FNS Proposed Rule <http://www.fns.usda.gov/cga/020113-snacks.pdf>

C. Develop and/or strengthen the School Wellness Team

All school districts participating in the USDA School Nutrition Program are required to have School Wellness Teams under the HHFK Act of 2010, Section 204, *Local School Wellness Policy Implementation*. The School Wellness Team is required by the HHFK Act to include representatives from different segments of the school and community, including physical

education and school health professionals, parents, students, school food authority, school board, school administrators, and the public. The HHFK Act requires School Wellness Teams participate in the development of wellness policies, as well as the implementation and periodic review and updates. Grantees will work with their School Wellness Team to assess current school wellness policies, develop an improvement plan for the school wellness policy plan, and support implementation of school wellness policies and other grant goals.

Resources:

- American Cancer Society *Promoting Healthy Youth, Schools and Communities. A Guide to Community-School Health Councils*:
<http://www.cancer.org/acs/groups/content/@nho/documents/document/guidetocommunityschoolhealthcou.pdf>.
- Alaska School Health and Safety Framework (2011)
http://www.eed.alaska.gov/tls/SchoolHealth/pdf/ak_health_safety_plan.pdf.
- Alliance for a Healthier Generation *School Wellness Council Toolkit*:
http://www.healthiergeneration.org/uploadedFiles/For_Schools/Helpful_Tools/08Toolkit_SWC.pdf.

D. Engage parents and the community in improving the nutrition and physical activity environment of the district

Research on school health efforts has shown that they are most successful when parents and community members are involved. Therefore, grantees will be required to a) identify and recruit parents and community members to participate in the School Wellness Team and b) develop and implement strategies to engage parents and community members in school wellness policy activities. Examples of *Community and Parental Engagement* strategies can be found in Attachment 3: *Examples of Obesity Prevention Evidence-based Strategies for Schools*.

Resources:

- CDC *Parent Engagement: Strategies for Involving Parents in Schools*.
http://www.cdc.gov/healthyyouth/AdolescentHealth/pdf/parent_engagement_strategies.pdf

***E. Conduct assessments of current school wellness policy
School Health Index***

The School Health Index (SHI) is a self-assessment and planning guide for elementary schools and middle/high schools developed by the Centers for Disease Control and Prevention (CDC). It provides structure and direction in a school's effort to improve their health and safety policies and programs. Grantees will be required to complete the 1) Nutrition and 2) Physical Activity and Physical Education components. Grantees will be required to work with targeted schools to complete the SHI in grant years 1 and 4 for evaluation purposes.

Resources:

- CDC School Health Index: <http://apps.nccd.cdc.gov/shi/default.aspx>.

Wellness School Assessment Tool (WellSAT)

WellsAT provides a standard method for quantitative assessment of school wellness policies. Grantees will be able to assess the quality of their wellness policy, and will be provided with personalized guidance and resources for making improvements, based on the assessment. Grantees will be required to complete the WellsAT during grant year 1 and year 4.

Resources:

- Rudd Center WellsAT: <http://wellsat.org/>.

2. Improve the school nutrition and physical activity environment

A. Participate in the Healthy Futures Challenge for targeted elementary school students beginning Spring 2014.

In partnership with the Department of Health and Social Services, Healthy Futures offers the opportunity for students to increase their physical activity through an Activity Log Challenge in which students and schools can be rewarded for being active. The contest runs for three months during the Fall and Spring semesters. Schools participate by signing up on the Healthy Futures website. Activity logs, posters, prizes and incentives are provided by the Healthy Futures program so there is no cost to schools to participate. Grantees must have elementary students participating in at least the Spring Challenge in targeted schools during the first grant year. The grantee is expected to increase school and student participation in the Challenge each year of the grant.

Resources:

- Healthy Futures Challenge: <http://www.healthyfuturesak.org/>.

B. Work toward achieving at least the Bronze Award Level of the HealthierUS School Challenge (HUSC).

The USDA FNS and the Alaska Department of Education and Early Development Child Nutrition Programs strongly encourage schools to take the HealthierUS School Challenge (HUSC). HUSC is a voluntary certification initiative to recognize those schools participating in the National School Lunch Program that have created healthier school environments through promotion of nutrition and physical activity. The HUSC provides guidelines for schools that meet or exceed the requirements of the HHFK Act of 2010. Many schools find that applying for the HUSC is a valuable learning process that helps their school wellness team focus on areas needing improvement. Monetary incentive awards are available for each HUSC award level: Bronze, Silver, Gold, and Gold Award of Distinction.

In year one, grantees will be required to enroll as a Team Nutrition School and begin work toward the Bronze Award Level of the HUSC. Schools that have already achieved a HUSC Award will maintain their current level and be encouraged to work toward receiving the next highest award level. HUSC application criteria will address activities in these areas:

- Participation in the National School Lunch Program (NSLP) *and* School Breakfast Program (SBP).

- Healthy meal components that reflect the Dietary Guidelines for Americans and meet USDA nutrition standards.
- Competitive foods and beverages, including sodium
- Nutrition education.
- Physical education.
- Physical activity.
- Local school wellness policy.
- Fundraising.

Detailed application criteria can be found on the USDA FNS HUSSC website and in Attachment 2: *HealthierUS School Challenge Application Guidelines* of this RFP. Participation in the HUSSC will require the support and participation of the school food service director and staff, and the HUSSC application must be signed by the school food service director and the district superintendent. For this RFP, a letter of support from the school food service director and the district superintendent stating their support for HUSSC is required. For more information on HUSSC in Alaska, contact Jo Dawson, EED Child Nutrition Programs, State Program Administrator at jo.dawson@alaska.gov or 907-465-8708.

Resources:

- USDA FNS HealthierUS School Challenge: USDA FNS HealthierUS School Challenge: <http://www.fns.usda.gov/tn/HealthierUS/index.html>.
- USDA FNS HUSSC Application Criteria: http://www.teamnutrition.usda.gov/HealthierUS/2012criteria_chart.html.
- USDA Team Nutrition: <http://teamnutrition.usda.gov/team.html>
- CDC: Under Pressure: Strategies for Sodium Reduction in the School Environment http://www.cdc.gov/salt/pdfs/sodium_reduction_in_schools.pdf
- Alaska EED Child Nutrition Programs *Nutrition Foundations for Alaska Schools: A Nutrition Guide for the National School Lunch and School Breakfast Program* : <http://education.alaska.gov/tls/cnp/pdf/AkNutritionFoundations.pdf>

C. Physical Activity and School Nutrition Environment Strategies (**not required in Year 1)

Grantees will be required to work with their School Wellness Team to develop activities on their action plan to implement at least three (3) supportive strategies during the four (4) year grant period. Grantees will utilize results from the SHI and the WellSAT policy assessment tools to identify gaps in current wellness policies and prioritize areas that need to be addressed. Grantees will choose evidence-based strategies to implement their priority policies. These strategies must be approved by the grants manager.

Examples of evidence-based strategies may include those that are a part of the HUSSC such as implementing 20 minutes of high-quality recess preferably before lunch or improving the school nutrition environment with healthy vending and fundraising policies. Districts may also choose other strategies that are locally appropriate and are encouraged to implement

comprehensive school physical activity programs (CSPAP). CSPAP includes quality physical education and physical activity programming before, during, and after school, such as recess, classroom activity breaks, walk/bicycle to school, physical activity clubs). More examples of evidence-based strategies for nutrition and physical activity can be found in Attachment 3: *Examples of Obesity Prevention Evidence-based Strategies for Schools*.

Resources:

- CDC *School Health Guidelines to Promote Healthy Eating and Physical Activity Among Youth*: <http://www.cdc.gov/healthyyouth/npao/strategies.htm>.
- National Physical Activity Plan: Comprehensive School Physical Activity Plan (CSPAP) Policy Continuum http://www.chronicdisease.org/resource/resmgr/school_health/cspap_policy_continuum_final.pdf

D. Physical Education and Health Curriculum Assessments (**not required in Year 1)

A comprehensive physical activity program with quality physical education, and health education that provides students with the knowledge, attitudes, skills, and experiences needed for lifelong healthy eating and physical activity are important pieces of a successful school-based obesity prevention program. Grantee staff must participate in any planned district assessments of current physical education and health education curriculum scheduled during the four years of the grant and promote utilizing the **Physical Education Curriculum Analysis Tool (PECAT)** and **Health Education Curriculum Analysis Tool (HECAT)**.

Physical Education Curriculum Analysis Tool (PECAT): PECAT is a self-assessment and planning guide developed by CDC. It is designed to help school districts and schools conduct clear, complete, and consistent analyses of physical education curricula, based upon national physical education standards.

Resources:

- CDC PECAT: <http://www.cdc.gov/healthyyouth/pecat/index.htm>.

Health Education Curriculum Analysis Tool (HECAT): HECAT can help school districts, schools, and others conduct a clear, complete, and consistent analysis of health education curricula based on the National Health Education Standards and CDC's Characteristics of an Effective Health Education Curriculum. Results of the HECAT results can help schools select or develop appropriate and effective health education curricula and improve the delivery of health education.

Resources:

- CDC HECAT: <http://www.cdc.gov/healthyyouth/HECAT/index.htm>.

3. Monitor student health risk behaviors, weight status & district physical activity and nutrition environment

A. Work with the Alaska OPCP to develop a system to collect student height and weight measurements.

Grantees will be required to develop a system to collect, record and transfer student height and weight measures to the State of Alaska OPCP for analysis. Ideally, growth screening should take place each year in a school child's life. However, with justification and approval from the obesity prevention grant manager, grantees may collect height and weight measurements that reflect the following critical times: early entry (K-1st grade), 9-10 year old (approx. 5th grade), and early adolescence (approx. 9th grade).

Currently, three districts in the state partner with the OPCP to assess the prevalence of overweight and obesity in their student population. These three districts have school nurse staff and electronic health records that enable the simple collection, recording and transfer of data for analysis. Grantees without a current system established will be required, in coordination with the OPCP and the Alaska School Health Nurse Consultant, to develop a system. The grantee may partner with the local public health nursing or local tribal health organizations to implement this system of collection, recording, and transfer of measures for analysis.

Proposal action plan narrative must include a description of district's capacity for successful implementation of height and weight measurements. If the applicant does not have a school nurse or electronic health records, the applicant must include a letter of support from their local PHN or Tribal agency stating their intention to partner with the district to develop a system to collect, record, and transfer student height and weight measures that meet DHSS standards for analysis. Data will be submitted using agreed upon electronic software to the Alaska OPCP. Upon request, OPCP can provide guidance on purchasing options of a variety of scales (cost range \$55-335) and stadiometers (cost range \$95-460).

Resources:

- State of Alaska Measuring Height/ Weight and Calculation BMI: Guidelines for Schools: <http://dhss.alaska.gov/dph/Chronic/Documents/School/MeasuringBMI.pdf>
- State of Alaska School Nursing and School Health <http://dhss.alaska.gov/dph/wcfh/Pages/school/default.aspx>
- Prevalence of Overweight and Obesity among Students in the Kenai Peninsula Borough School District, 2011-2012: <http://dhss.alaska.gov/dph/Chronic/Documents/School/MeasuringBMI.pdf>
- Prevalence of Overweight and Obesity among Students in the Anchorage School District, 1998-1999 through 2010-2011 (2012): <http://dhss.alaska.gov/dph/Chronic/Documents/Publications/assets/ChroniclesV4-2.pdf>

- Prevalence of Overweight and Obesity among Matanuska-Susitna Borough School District Students, 2003-2010 (2011):
<http://dhss.alaska.gov/dph/Chronic/Pages/Obesity/resources.aspx>.

B. Conduct a local Youth Risk Behavior Survey (*not required in Year 1)

The Youth Risk Behavior Survey (YRBS) is part of a nationwide surveillance system that was established in 1988 by the CDC. The purpose of the YRBS is to monitor the prevalence of behaviors that put Alaska youth at risk for the most significant health and social problems. Results from the YRBS assist in planning and development of prevention programs and interventions. The YRBS is a school-based survey of high school students administered by the State of Alaska Department of Health and Social Services in cooperation with the Department of Education & Early Development. A middle school YRBS is also available if desired, but not required for this grant. The YRBS is conducted every two years in Alaska, with the next survey scheduled for spring 2015. Participation requires an active parental consent, which means students must return a signed parental consent form (or “opt in”) prior to participating in the survey.

Proposal narrative must include plan for successful implementation of a local YRBS in spring 2015 and spring 2017 including gathering of parental permission forms. For YRBS data to be considered representative of the student population, 60% of high school students must complete the survey. If your district has participated in the past, please include response rate by percentage and number of surveys attained in previous years of YRBS implementation. If your district does not have an existing YRBS coordinator, the position description for the grant coordinator should indicate YRBS duties.

Grantees must contact the State of Alaska YRBS coordinator regarding their intent to conduct a 2015 local YRBS. For more information, visit the State of Alaska School Health website at: <http://dhss.alaska.gov/dph/Chronic/Pages/yrbs/yrbs.aspx> or contact Wendy Hamilton, YRBS Coordinator at: wendy.hamilton@alaska.gov . A letter of support/acknowledgement from the superintendent should be included in the application.

Resources:

- State of Alaska Youth Risk Behavior Survey:
<http://dhss.alaska.gov/dph/Chronic/Pages/yrbs/yrbs.aspx>.

4. Promote events, activities, and school success stories using local media

The grantee will **increase public awareness and knowledge** about the obesity prevention program events, activities, and successes to the public. With support from the Alaska Obesity Prevention and Control program’s social marketing consultant, the grantee will:

- Identify media (TV, radio, print, web, etc) opportunities within the local school district region.

- Utilize free posters, flyers, PSA's, and other communications materials provided by the OPCP to positively communicate healthy active lifestyles within your region.
- Develop a media communication strategy to gain community support for childhood obesity prevention that promotes events, activities and success related to the grant .
- Implement the media communication strategy.

Resources:

- AK DHSS Play Every Day
<http://dhss.alaska.gov/dph/PlayEveryDay/Pages/default.aspx>

5. Participate as a member of the state taskforce called Alaskans Taking on Childhood Obesity (ATCO)

Alaskans Taking on Childhood Obesity (ATCO) is an interagency taskforce of leaders in the health and education fields who are committed to preventing childhood obesity in Alaska. The Alaska Obesity Prevention and Control Program staff provides facilitation support and physical activity and nutrition expertise to the taskforce.

Grantees will be required to identify a district representative to participate and provide a local school district perspective as a member of ATCO. Grantee representatives can expect ATCO membership to include participating in, but not necessarily taking a lead role in, the following activities:

- Advise the State of Alaska Division of Public Health regarding childhood obesity prevention in the school setting;
- Participate in the development and implementation of a strategic plan and review of the plan annually;
- Conduct recruitment activities for new members; and
- Support other local and statewide activities that promote ATCO's charge.
- Participate in meetings (1-2 hours by teleconference quarterly)
- Attend the annual one to two-day general membership meeting. These meetings will be coordinated with grantee training and technical assistance meetings. Grantees should budget one extra day for lodging and per diem for one person to attend this meeting.

Resources:

AK DHSS Alaskans Taking on Childhood Obesity:
<http://dhss.alaska.gov/dph/Chronic/Pages/Obesity/atco/default.aspx>.

6. Meet grant administrative, personnel, and fiduciary requirements

Personnel and Professional Development

A. Hire at least a .75 FTE School Wellness Coordinator to provide a coordinated approach to establishing a school environment that supports healthy eating and physical activity. (See Section 1.06 Required Staffing.)

B. Ensure coordinator and other identified staff attend two professional development or training meetings for grantees each year and participate in ongoing project support from OPCP staff.

Grantees will be required to send a school wellness team of 2-4 representatives to the 3 -day Fall School Health & Wellness Institute (SHWI) and a 2.5 day Spring Grantee Training in Anchorage. (See Section 1.06 Required Travel.) Wellness team members should include the school district grant coordinator and other wellness team members such as: a school board member, school administrator, school nurse, health or other classroom teacher, PE teacher, parent or other community volunteer, or others as appropriate. Grantees should also budget one extra day for lodging and per diem for one person to attend the annual ATCO general meeting planned in conjunction with one of the required trainings. Additional travel for curriculum training and/or national obesity prevention trainings is acceptable with approval from OPCP staff.

Administrative and Fiscal Requirements

C. Complete action plans, using the format provided by DHSS, for each upcoming grant year by building on assessments and successes of previous year.

Complete quarterly reporting using the format provided by DHSS, each year and provide year end evaluation report. Grantees will complete a final evaluation report at the end of the 4 year grant program using a format provided by DHSS.

D. Meet quarterly fiscal reporting requirements by submitting to the DHSS electronic-grants management system (see Section 1.04 Program Evaluation Requirements and Reporting.)

Resources:

AK DHSS E-grants Help Page: <https://myalaska.state.ak.us/egrants/documentation/>