



2008 *Indoor Air Quality Tools for Schools* Great Start Award Application

Indoor Air Quality (IAQ)

Instructions

The U.S. Environmental Protection Agency's (EPA) *Indoor Air Quality Tools for Schools (IAQ TFS)* National Great Start Award is presented to schools and/or school districts that are in the initial stages of implementing an effective IAQ management program. Qualifying schools are those that have selected an IAQ Coordinator and/or established an IAQ Team.

Recipients of the *IAQ TFS* Great Start Award will receive:

- A "Commitment to School Health" certificate signed by an EPA official;
- Recognition on EPA's Web site – www.epa.gov/iaq/schools/awards.html;
- Access to topical web conference calls, training, events, and recognition and mentoring opportunities; and
- Regular e-mail updates aimed at advancing your school IAQ program.

How To Apply

Interested candidates should complete the attached **application** and a **brief narrative** describing their current actions and commitments towards establishing a comprehensive IAQ management program and future action plans for their IAQ plan implementation. This narrative should not exceed **one page**.

In order to achieve the Great Start Award, applicants will be evaluated based on whether applicant schools have demonstrated that an IAQ Coordinator and/or an IAQ Team have been established. Applications for the Great Start Award are accepted **year-round** on a non-competitive basis. For specific questions, contact Jennifer Lemon at (202) 343-9608 or lemon.jennifer@epa.gov.

The application is a fill-in form, which will allow you to save what you have filled in on your computer and submit it electronically via e-mail.

All applications may be submitted by e-mail, U.S. Mail, facsimile or special delivery services (Federal Express, United Parcel Services, etc.).

E-mail:

ATTN: *IAQ Tools for Schools* Awards Coordinator
awardscoordinator@cadmusgroup.com

Facsimile:

ATTN: *IAQ Tools for Schools* Awards Coordinator
(703) 247-6001

U.S. Mail (or Special Delivery):

ATTN: *IAQ Tools for Schools* Awards Coordinator
The Cadmus Group, Inc.
1600 Wilson Blvd, Suite 500
Arlington, VA 22209
(703) 247-6000



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School or School System/District Information

Please provide all of the information requested in the table below. *Note: If the contact person for this application is not in school during the summer break, please provide additional contact information (e.g., cell phone, alternate contacts) to allow EPA to contact you if necessary about your application.*

The application is a fill-in form, which will allow you to type your answers directly into the form, save what you have filled in on your computer, and submit it electronically via e-mail.

IAQ Coordinator Contact Information	
School System/District Name	
Name(s) of IAQ Coordinator or IAQ Team Members (if necessary, please include an additional sheet listing all IAQ Team members)	
Title	
Department	
Address	
City, State, Zip Code	
Telephone	
Fax Number	
E-mail Address	
School System/District Profile	
Total Number of Students	
Total Number of Staff	
Total Number of Facilities in Your System/District (e.g., 45 schools, 5 educational support buildings)	
Age Range of All System/District Facilities (e.g., 5-90 years old)	
Total Square Footage (ft ²) of All System/District Facilities (e.g., 1.5 million ft ²)	
Total School District Budget	
Number of School Facilities in Your School System/District Participating in the IAQ TFS Program	



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Brief Narrative

In this section, describe your current actions and commitments towards establishing a comprehensive IAQ management program and future action plans for your IAQ plan implementation. This narrative should not exceed one page.