

How to Write Your Winning Indoor Air Quality Tools for Schools (IAQ TFS) Award Application

June 26, 2008

1

Goals of Today's Webinar

- Overview of the IAQ TFS Awards Program;
- Discuss how to tell the story of your IAQ management program in your award application;
- Hear about the application process previous award winners followed; and
- Answer participants' application-related questions.

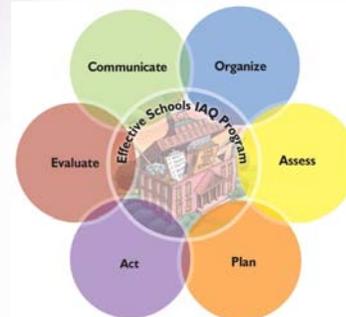
2

Welcome and Introductions

- Jennifer Lemon
U.S. EPA, Indoor Environments Division
- Frank Sever
Mayfield City School District, Mayfield Heights, Ohio
- Jeff Moquin
The School Board of Broward County, Fort Lauderdale, Florida

3

IAQ TFS Envisioning Excellence:
Framework for Effective School IAQ Management:
Six Key Drivers of Success



4

EPA's IAQ TFS Awards Program

- Four Tiers of National Awards**
- Great Start
 - Leadership
 - Excellence
 - Model of Sustained Excellence

5

National Great Start Award

- U.S. schools and districts that are in the initial stages of implementing the IAQ TFS Program.
- Schools must:
 - ✓ Establish an IAQ team or designate an IAQ Coordinator—this is the first step in the Key Driver: Organize for Success.

6

National Leadership Award

- U.S. school districts showing significant progress in implementing an IAQ management program.
- Schools must:
 - ✓ Although a prior Great Start Award is not required, schools must meet the minimum criteria for the Great Start Award.
 - ✓ Be **putting in place** the Framework for effective programs outlined in the Six Key Drivers: Organize, Assess, Plan, Act, Evaluate, and Communicate.
 - ✓ Progress toward completing IAQ assessments, demonstrating action to address IAQ issues, and prioritizing IAQ repairs and upgrades.

7

National Excellence Award

- U.S. school districts with exemplary IAQ programs that have shown exceptional commitment to IAQ management.
- Schools must:
 - ✓ Demonstrate how the school district has **successfully implemented** the elements associated with effective programs such as those outlined in all of the Six Key Drivers: Organize, Assess, Plan, Act, Evaluate, and Communicate.

8

National Model of Sustained Excellence Award

- *Ongoing* exceptional commitment and achievement while *institutionalizing* comprehensive IAQ management practices.
- Schools must:
 - ✓ **Previously won the Excellence Award**, which shows that they have **already successfully implemented and are sustaining** the actions associated with effective programs outlined in the Six Key Drivers (i.e., sustaining the program).
 - ✓ Demonstrate that they have:
 - Sustained an effective IAQ management program,
 - Established long-term IAQ management goals,
 - Tracked the results of their program, and
 - Through communication and policy, have institutionalized their program.

9

Resources to help you decide which award to apply for:

- *IAQ TFS 2008 Awards Flyer*
www.epa.gov/iaq/schools/pdfs/awards/awards_flyer.pdf
- *Table of Key Elements of the Awards*
www.epa.gov/iaq/schools/pdfs/award_program_matrix.pdf

10

Application Submission and Review

- National Great Start and Leadership Awards
 - Non-competitive – Award will be granted if schools meet requirements
 - **Accepted Year Round**
- National Excellence and the Model of Sustained Excellence Awards
 - Competitive process – However, it is not a secret! Review criteria are posted online.
 - Awards presented at EPA's IAQ TFS National Symposium, in Washington, DC, on December 4-6, 2008.
 - **Application Deadline: September 12, 2008!**

11

Application Submission

- **Apply by E-mail! New electronic fill-in forms make it easy.**
- Visit www.epa.gov/iaq/schools/awards.html for full details on submitting your application and to download the electronic forms.

12

Secrets to Successful Applications: 'How to Tell Your IAQ Story'

- Previous *Award-Winning Programs* will describe:
 - How they told the story of their IAQ management program in their award application;
 - The components of their programs they focused on; and
 - The process they followed to complete their applications.

13

Excellence Award Winner *Mayfield City School District, Ohio*

- Frank Sever, IAQ Coordinator, Supervisor of Buildings, Grounds, and Equipment
- 7 schools; 4,215 students; 744 staff
- Began *IAQ TfS* approach in 2004
- Great Start Award: 2005
- Leadership Award: 2006
- Excellence Award: 2007

14

Excellence Award Winner *Mayfield City School District, Ohio*

Telling Your IAQ Story

- To successfully address each of the application sections and meet the criteria (based on each of the Six Key Drivers of School IAQ Program Success) I/we...

15

Excellence Award Winner *Mayfield City School District, Ohio*

Telling Your IAQ Story

- The **critical steps** in writing my successful application were...

16

Model of Sustained Excellence Award *The School Board of Broward County, FL*

- Jeffrey Moquin, Director, Risk Management Department
- 6th largest district in the country; 233 schools; 262,616 students; 37,000 staff
- Began *IAQ TfS* approach in 2002
- Excellence Award: 2005
- Model of Sustained Excellence Award: 2007

17

Model of Sustained Excellence Award *The School Board of Broward County, FL*

Telling Your IAQ Story

- The lessons I learned in writing my Excellence Award application, in which I addressed each the criteria aligned with the Six Key Drivers of School IAQ Program Success, were...
- The things I had to do differently to successfully address each of the application sections and meet the criteria for the Model of the Sustained Excellence Award were...

18

Model of Sustained Excellence Award *The School Board of Broward County, FL*

Telling Your IAQ Story

- The **critical steps** in writing my successful application were...

19

Excellence Award *Helpful Resources*

- National Excellence Award Application and Helpful Tips
www.epa.gov/iaq/schools/pdfs/awards/excellenceaward_application.pdf
- National Excellence Award Evaluation Criteria
www.epa.gov/iaq/schools/pdfs/awards/excellenceaward_evalcriteria.pdf

20

Model of Sustained Excellence Award *Helpful Resources*

- National Model of Sustained Excellence Award Application and Helpful Tips
www.epa.gov/iaq/schools/pdfs/awards/sustainedexcellenceaward_application.pdf
- National Model of Sustained Excellence Award Evaluation Criteria
www.epa.gov/iaq/schools/pdfs/awards/sustainedexcellenceaward_evalcriteria.pdf

21

Resources

- IAQ TfS National Awards
www.epa.gov/iaq/schools/awards.html
- IAQ TfS Envisioning Excellence
<http://www.epa.gov/iaq/schools/excellence.html>
- IAQ TfS Webinar Archives
www.epa.gov/iaq/schools/webconferences.html
- National Map of IAQ TfS Award Winners
www.epa.gov/iaq/schools/nationalmap.html

22

Contact

- Frank Sever – (440) 995-7219;
fsever@mayfieldschools.org
Mayfield City School District, Mayfield Heights, Ohio
- Jeff Moquin – (754) 321-3200;
jeffrey.moquin@browardschools.com
The School Board of Broward County, Fort Lauderdale, Florida
- Jennifer Lemon – (202) 343-9608;
lemon.jennifer@epa.gov;
U.S. EPA, Indoor Environments Division

23