

**South Dakota Department of Health  
Office of Chronic Disease Prevention and Health Promotion  
Community Walk Audit  
Grant Funding Announcement and Application  
Due April 28<sup>th</sup>, 2014**

*“Walking is a distinctive and fundamental human activity that yields incredible benefits to our communities. Walkable communities provide affordable, healthy, and enjoyable places to live, work, and play.” (Source: [AmericaWalks.org](http://AmericaWalks.org))*

*Walk audits (or walkabouts) are facilitated walks for an interdisciplinary group of community stakeholders, often led by design experts, with the following potential goals:*

- **Education.** *Guides people to experience and assess the physical activity and healthy eating “friendliness” of an area, not just look at it theoretically.*
- **Inspiration.** *Helps leaders and policy makers to explore what could be possible.*
- **Practical planning.** *Outstanding way to get everyone--professionals and not--actively involved in project and policy development, valuing each person’s input. (Source: [Mark Fenton.org](http://MarkFenton.org))*

**Funding Opportunity Rationale:**

This grant opportunity offered through the South Dakota Department of Health will assist communities interested in the implementation of healthy community design principles and integrating physical activity into daily routines through active transportation principles. Walk Audits are an easy, doable assessment that communities can utilize as a community education and advocacy tool that can spark both short and long term policy planning efforts, and position communities for future larger grant opportunities to enhance the built environment and launch complete street policy efforts.

**Who Should Apply:**

Community/Civic Leaders, Healthy Community Stakeholders, City Public Works Department, Planning/Engineering/Transportation Officials, Walking/Bicycling Advocacy Groups, Others interested in improving walkability

**Timeline:**

- Grant Application due April 28<sup>th</sup>, 2014
- Applications due to Beth Davis, South Dakota Department of Health (contact information provided below)
- Awardees announced first full week of May 2014
- Contracts processed early May 2014
- Grant Cycle May 31, 2014 – May 30, 2015
- If selected, biannual progress reports due approximately December 31<sup>st</sup>, 2014 and May 30<sup>th</sup>, 2015

**Components to be completed and submitted (total maximum of 8 pages):**

1. Applicant Information (1 page)
2. Narrative (1-2 pages)
3. Multi-Disciplinary Team Roster (1 page)
4. One Year Workplan & Timeline (1-2 pages)
5. Budget (1 page)
6. Municipal Letter of Support (1 page)

**Funds Available:**

- 6-8 communities will each receive up to \$5000.00
- See allowable/non-allowable expenditures

**Eligibility Criteria:**

- All SD communities are eligible to apply with priority given to small, rural communities or those larger communities who identify a particular neighborhood or specific sector of the city in need

**Expectations of Grantee:**

- Application submitted no later than April 28<sup>th</sup>, 2014
- Complete and sign W9 and contractual agreement with SD Department of Health early May 2014
- Implement workplan as outlined and approved
- Implement use of appropriated funds as outlined and approved
- Submit final biannual reports as requested by SD Department of Health

**Expectations of SD Department of Health:**

- Provide technical assistance and guidance throughout process
- Provide resources, tools, templates, trainings as needed
- Provide funds through contractual agreement

**Allowed Expenditures:**

- Conduct Trainings, Town Hall Meetings, Active Living Workshops, Community Education Events
- Meeting Room Rental
- Consulting Engineering Costs
- Public Awareness Campaigns, Media, Advertising
- Mailings, Printing & Postage
- Maps & Aerial Photos (i.e. 24 x 36)
- Poster printing and development
- Final report development
- Clipboards, Tape Measures, Grid Maps
- Photo Printing
- Safety equipment – yellow vests, hats, deflectors
- Others as appropriate and approved

**Non-Allowable Expenditures:**

- Food, Beverage
- Construction, Infra-structure
- Large Equipment
- Paid Staff Time
- Indirect Costs

**Audit/Assessment Resources:**

- Mark Fenton – Tips on Leading a Community Walk Audit and Walk Audit Checklist
  - [www.markfenton.com](http://www.markfenton.com)
- Walk Bike to School Sample Checklists
  - <http://www.walkbiketoschool.org/get-set/event-ideas/walkability-bikeability-checklists>
- Walk Friendly Communities Walkability Checklist
  - <http://katana.hsrb.unc.edu/cms/downloads/walkabilitychecklist.pdf>
- This is not a complete list. If selected, additional TA will be provided throughout the grant period.

**Additional Walking and Walk Audit Resources:**

- America Walks – [www.americawalks.org](http://www.americawalks.org)
- WalkSteps – [www.WalkSteps.org](http://www.WalkSteps.org)
- Walk Friendly Communities - <http://www.walkfriendly.org/>
- Active Living Research
  - <http://activelivingresearch.org/walking-101-effective-policies-and-strategies-get-your-community-walking>
- Safe Routes to Schools - [www.saferoutesinfo.org/](http://www.saferoutesinfo.org/)
- CDC Healthy Community Design Toolkit
  - [http://www.cdc.gov/healthyplaces/toolkit/healthy\\_community\\_design\\_checklist.pdf](http://www.cdc.gov/healthyplaces/toolkit/healthy_community_design_checklist.pdf)
- Smart Growth America – [www.smartgrowthamerica.org](http://www.smartgrowthamerica.org)
- This is not a complete list. If selected, additional TA will be provided throughout the grant period.

**Potential Action Items to Result from Walk Audits:**

- Short Term – Community Awareness, Education, Advocacy, Multi-Disciplinary Team Development, Mayoral Directives to Improve Walkability, Healthy Community Design Resolution, Planning for Model Ordinances to Improve Walkability, Alterations to the Built Environment, Seek larger funding opportunities
- Long Term – Launch Complete Streets Policy Work, Incorporation of Healthy Community Design Principles into Master Planning

**Application (Due April 28, 2014)**

- Applicants must submit the 6 components summarized below, with a total of no more than 8 pages

**Scoring and Evaluation:**

- Applications will be scored up to 50 points – points possible per component are indicated below.

**(1) Applicant Information (5 points)**

- Community
- Community Size
- Individual responsible for Project
- Address
- Phone
- Email
- City Website
- Entity and Fiscal Agent for contractual agreement with SD Department of Health
- Sector focus for Walk Audit(s) (Community, School, Worksite, etc.)

**(2) Narrative (10 points)**

- Rationale
- Need
- Team responsible
- Describe locations and Area(s) for Walk Audit(s)
- Describe who will facilitate walk audits and their qualifications
- Intended assessment instrument to be used (See examples above under Audit/Assessment Tools)
- Intended resources to be used (See examples above under Resources))
- Describe intended action item to result from completion of walk audit (See list of Potential Action Items)

**(3) Multi-Disciplinary Team Roster (10)**

**\*Applicants should seek representation from most of the following. Indicate potential names and title or organization. Developing your team can be an activity in your workplan.**

- Elected Official
- Public Works, Streets
- Engineering
- Transportation
- Architects, Landscape Architects
- School
- Park & Rec
- Social Services
- Local businesses
- Transit Authority
- Tourism
- Senior Living, AARP
- Healthcare
- Childcare
- Walking Advocacy
- Bicycling Advocacy
- Wellness Coalition
- Economic Development
- Downtown, Main Street Association
- Historic Preservation Association
- Planning District Representative
- MPO or RPO Representative

**(4) Workplan & Timeline (10 points)**

**\*Use Template**

- Timeline for project is May 31, 2014 – May 30, 2015
- Suggested workplan activities:
  - Community Team, Planning and Education
  - Preparation for Walk Audit(s)
  - Conduct Walk Audit(s)
  - Analysis of Walk Audit(s), Planning for Action Items
  - Evaluation, Next Steps

**(5) Budget with Justification (10 points)**

**\*Use Template**

- May request up to **\$5000.00**
- Include Justification
- Refer to allowable and non-allowable expenses

**(6) Municipal Letter of Support (5 points)**

- Include one LOS from town, city, or municipality

Direct all inquiries, questions and email completed application **no later than COB April 28<sup>th</sup>, 2014** to:

Beth A. Davis, CHES, PAPPH  
Physical Activity Coordinator  
South Dakota Department of Health  
Office of Chronic Disease Prevention & Health Promotion  
Nutrition and Physical Activity Program  
[www.healthysd.gov](http://www.healthysd.gov)  
[Beth2022@pie.midco.net](mailto:Beth2022@pie.midco.net)  
(605)280-2429

**SD DOH Walk Audit Grant 2014  
Workplan & Timeline**

**Applicant Name:**

<b><u>Goal</u></b>	<b><u>Objectives</u></b>	<b><u>Partners, Leaders, Facilitators</u></b>	<b><u>Activities</u></b>	<b><u>Tools and Resources</u></b>	<b><u>Budget \$\$</u></b>	<b><u>Performance Measure</u></b>
<b>Conduct Community Walk Audits</b>	<b>(SMART) Specific Measurable Achievable Realistic Timeframe</b>	<b>List specific people responsible</b>	<b>List specific activity(s) planned</b>	<b>Indicate tools and resources utilized</b>	<b>Align with Budget Template</b>	<b>Indicates completion of activity. Include source.</b>
<b>1<sup>st</sup> Quarter</b> May 31, 2014 - August 31, 2014						
<b>2<sup>nd</sup> Quarter</b> September 1, 2014 – November 30, 2014						
<b>3<sup>rd</sup> Quarter</b> December 1, 2014 – February 28, 2015						
<b>4<sup>th</sup> Quarter</b> March 1, 2015 – May 30, 2015						



**SD DOH Walk Audit Grant 2014  
Budget with Justification**

**Applicant Name:**

<b><u>Budget</u></b>	<b><u>Activity</u></b>	<b><u>Costs</u></b>	<b><u>Justification</u></b>
<b>Conduct Community Walk Audits  May 31, 2014 - May 30, 2015</b>	<b>Include all activities planned per quarter.</b>	<b>Explain in detail costs associated per quarter, per activity.</b>	
<b>1<sup>st</sup> Quarter May 31, 2014 - August 31, 2014</b>			
<b>2<sup>nd</sup> Quarter September 1, 2014 – November 30, 2014</b>			
<b>3<sup>rd</sup> Quarter December 1, 2014 – February 28, 2015</b>			
<b>4<sup>th</sup> Quarter March 1, 2015 – May 30, 2015</b>			
		Total Request Here  \$	

