



NATIONAL ASSOCIATION OF  
**CHRONIC DISEASE DIRECTORS**  
Promoting Health. Preventing Disease.

***Step It Up!: Action Institute to Increase Walking and Walkability***  
(April 26-28 in Atlanta, Georgia)

**Metropolitan Planning Organization Regions  
Request for Funding Assistance**

***Applications due: January 22, 2016 by 11:59 pm ET to [kedwards@chronicdisease.org](mailto:kedwards@chronicdisease.org)***

**A. PURPOSE**

The National Association of Chronic Disease Directors (NACDD) in collaboration with the Centers for Disease Control and Prevention's (CDC) National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Division of Nutrition, Physical Activity and Obesity (DNPAO) seeks applications from Metropolitan Planning Organization (MPO) regions for competitive funding assistance to support attendance at the second annual walkability action institute, entitled "*Step It Up!: Action Institute to Increase Walking and Walkability.*"

The purpose is to prepare interdisciplinary teams from MPO regions to pursue policy, systems, and environmental (PSE) supports for walking and walkability. This action institute will provide teams with the most up-to-date academic and applied learning methods, and will reinforce and support implementation of significant national public health policy statements promoting walking and walkability, such as *Step It Up! -- The Surgeon General's Call to Action to Promote Walking and Walkable Communities* (SGCTA). NACDD and CDC are interested in applicant teams who can commit to all of the project deliverables outlined in this request for funding assistance (RFA) and produce measurable PSE outcomes after attending the action institute.

**B. PROJECT DESCRIPTION**

Regular physical activity can lead to reductions in chronic disease risk and burden. Walking is an easy, cost-efficient and common form of physical activity that can help many more people meet the *2008 Physical Activity Guidelines* and obtain health benefits. Most people are able to walk, including many people with disabilities who are able to walk or move with assistive devices such as wheelchairs or walkers. Improved walkability can make communities safer, support social cohesion, reduce air pollution and benefit local economies. To promote walking and walkability throughout the country, NACDD and CDC will partner with at least 10 MPO regions to achieve PSE outcomes that create equitable access to opportunities for walking, community and transportation design, policies and practices that improve walkability.

NACDD seeks collaborative applications from MPO regions to participate in this walkability action institute project. NACDD has travel assistance funding for up to 10 interdisciplinary regional teams to attend the action institute with the CDC, NACDD, and an expert course faculty team. All members of the teams selected will commit to participate in each of the following project activities: attend a pre-course webinar to learn of course expectations and pre-course homework activities, attend 100% of the sessions at the multi-day action

institute, attend a post-course webinar, develop an action plan inclusive of evidence-based PSE strategies that align with those in the SG CTA, begin implementation of action plan strategies, and assist NACDD with progress reporting activities.

Applicant teams must include *at least four, but no more than six*, team members. Either the required public health representative *or* the required MPO representative for each team will assume the role of Team Lead, representing the team and serving as a primary point-of-contact for NACDD throughout the project. (Please refer to Section C below for more details on required team make-up).

The action institute will provide applied learning and skill-building instruction to support achievement of related PSE strategies for increasing walking and walkability, including design and infrastructure improvements, as supported by the SG CTA. This institute will be facilitated by a nationally renowned cadre of faculty within a structured, team-based, and practical learning atmosphere. The action institute will occur **April 26-28, 2016 in Atlanta, Georgia**.

This RFA will provide for team travel expenses, not exceeding \$7,152 per team. This equals \$1,788 per person for four-member teams; \$1,430.40 per person for five-member teams; or \$1,192 per person for six-member teams. Should a team's travel expenses exceed this total amount, the team is responsible for additional expenses incurred. If a team should subsequently not attend, the total amount of the paid funds will have to be returned to NACDD within 15 business days of notification to the NACDD Lead Consultant. There is no registration cost for institute attendance. Institute attendees are being selected through a competitive RFA process.

### **C. ELIGIBILITY and TEAM MAKE-UP**

Eligible applicants for this RFA include interdisciplinary teams from geographical regions represented by MPOs to implement PSE supports for walking, walkability, and walkable communities. Preferred teams will be comprised of four-to-six individuals each, with four of the prospective team members representing the following *required team positions*:

- Public Health representative at the local, regional, or state level;
- Metropolitan Planning Organization representative in the applicant region;
- Transportation representative at the local, regional, or state level affiliated with the MPO region; and
- Elected official in the applicant region with voting, programmatic, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, healthy community design, and/or transportation design.

Additional team member(s) (for teams applying with five or six total team members) could represent any of the following:

- Business/Industry;
- Economic Development;
- Education;
- Parks, Recreation, and Trails;
- Public Housing;
- Public Transit;
- Volunteer/nonprofit walkability-related advocacy organizations or foundations.

NACDD will make team selections based upon the successful combination of the following criteria:

- Strength and diversity of team make-up, as outlined above;
- Past, current, and future PSE efforts targeting improved walkability through community design, and/or transportation design;
- Demonstrated capacity and level of readiness for implementing macro-level PSE changes; and
- Ability to target underserved population groups, and places.

Applicants are encouraged to consider past, current, and potential for future collaboration, as well as anticipated level of influence to improve walking and walkability at population levels when developing their team. Each applicant team should have a designated Team Lead to serve as a primary point-of-contact for NACDD throughout the project. This must be either the Public Health or MPO representative. Applicants who fail to develop the required team make-up will not be considered for funding. The team must be in place at the time of application submission no later than January 22, 2016. Please see Appendix A for descriptions of the required and additional team members listed above. Federally recognized tribes are not eligible to apply. For a comprehensive list of established MPOs in the United States, please visit the following link: [http://www.rita.dot.gov/bts/external\\_links/government/metropolitan\\_planning\\_organizations.html](http://www.rita.dot.gov/bts/external_links/government/metropolitan_planning_organizations.html).

Once selected, teams will receive travel assistance supporting attendance at the action institute. If a team's travel expenses exceed \$7,152 per team (see Section A above), the team will be responsible for additional travel costs. (Please note that all team members are expected to book hotel reservations at the host hotel using the NACDD-negotiated rates. Staying at a separate hotel is not permitted). All team members will possess the authority and expertise and commit to fully participate in the action institute and all related activities. NACDD will dispense the full funding award of \$7,152 to the applicant's designated fiscal agent. If a team should subsequently not attend, the total amount of the paid funds will have to be returned to NACDD within 15 business days of notification to the NACDD Lead Consultant. Please see Appendix B for a breakdown of projected project travel.

#### **D. ANTICIPATED TIMELINE and DESCRIPTION**

The anticipated project timeline and description is detailed in Appendix C. Team selection notices will be announced by February 19, 2016 (anticipated), for a project period beginning on February 19, 2016 (or the date of notice of award) and ending on August 30, 2016. NACDD will establish an ongoing Community of Practice and progress reporting mechanism for participating teams to continue past the date of August 30, 2016.

#### **E. PROJECT DELIVERABLES**

**The required action institute project deliverables for the MPO regional teams are bulleted below:**

Deliverables to be achieved during application process:

- Appointment of a local, regional, or state Public Health representative to the applicant MPO regional team (required).
- Appointment of a MPO planning representative to the MPO regional team (required).
- Designation of the Team Lead to serve as a primary point-of-contact for NACDD throughout the project process (required).
- Appointment of a local, regional, or state Transportation representative affiliated with the MPO regional team (required).

- Appointment of an elected official for the MPO regional team (required).
- Appointment of one or two additional team members per Section C and Appendix B (optional).

Deliverables to be achieved upon notice of award and throughout project:

- Participate in one team project orientation call with NACDD, in late February 2016 (exact date TBD).
- Participate in pre-course webinar March 31 2015 from 1:00-2:00 pm ET to learn of related logistics and requirements, NACDD travel logistics, institute expectations, interdisciplinary team approach to training, pre-course team assignments, and implementation options.
- Complete all pre-course homework assignments and related paperwork as detailed in the individual orientation call and/or the pre-course webinar to NACDD by specified deadlines.
- Participate in 100% of the sessions of the the “Step It Up!: Action Institute to Increase Walking and Walkability” in Atlanta, Georgia April 26-28, 2016.
- Complete daily and overall course evaluations for the action institute April 26-28, 2015.
- **Develop a team action plan** including short- and long-term outcomes, inclusive of **at least one (ideally more than one) PSE outcome** targeting improved walkability through community design or transportation design strategies as outlined by the SG CTA. (NACDD will provide related action plan template and training).
  - Sample implementation strategies are described in Appendix D.
- Participate in post-course webinar May 18 2015 from 1:00-2:00 pm ET to discuss anticipated implementation successes or challenges, ongoing engagement after August 30 2016, and next steps.
- Participate in Community of Practice (CoP) formation (TBD June 2016) with NACDD, to be implemented in July 2016 and beyond in efforts to foster ongoing peer engagement, sharing and learning, and provision of targeted technical assistance for implementation of outcomes.
- Participate in progress reporting to NACDD beginning bi-monthly during the first six months of action plan implementation (July 2016, September 2016, November 2016, and January 2017), and quarterly thereafter (April 2017, August 2017, and December 2017).
- **Establish Memorandum of Understanding (MOU) or other working agreement** among members of the MPO regional team by August 15 2016 to continue the collaborative relationship. NACDD will provide examples of working agreement template. All working agreements will be submitted to NACDD.

#### F. APPLICATION SUBMISSION PROCESS and REQUIREMENTS

Collaborative applications for this RFA must include the **RFA Application Form** and a **Letter of Commitment from each team member** indicating commitment for all aspects of the action institute project period (not just attendance to the action institute). Application forms submitted without the accompanying letters of commitment will not be reviewed.

The **RFA Application Form** will consist of a multi-page writable Word document with scoring sections, and will include the components and specifications listed below. The scored components of the application cannot exceed 5 total pages:

- Designated space on the cover page(s) must identify the names and contact information of the MPO planning representative, Public Health representative, MPO applicant team’s fiscal agent, and all additional MPO team members (required component; not scored; does not count towards the page limit);
- Applicant teams must also indicate the Team Lead in designated space on the cover page(s) (required component; not scored; does not count towards the page limit);

- The scored components of the application form must not exceed 5 pages, nor does not have to total 5 pages. It must be 1.5 or double spaced, and must be typed using Calibri size 11 font (required component; scored, does count towards page limit);
- The signature sheet of the application form must be signed by the MPO *and* Public Health representatives in order for the application to be considered complete (required component; not scored; does not count towards the page limit); and
- The final application includes a section titled “Requested Topics.” This is to assist NACDD, CDC, and the course faculty team with ensuring the planned course meets participant learning needs (optional component, not scored; does not count towards the page limit).
- Applications not using the appropriate form, or applications without all sections completed, will not be reviewed.

**All Letters of Commitment** must be submitted with the RFA Application Form, indicating full commitment and participation in all project processes and activities, in collaboration with each other and NACDD:

- One Letter of Commitment from each team member on the respective agency letterhead of the Team Lead. The letter must demonstrate the following:
  - Commitment to collaborate throughout the project;
  - Commitment to accomplish the stated project deliverables (Section E) and within the project’s anticipated timeline (Appendix C);
  - Commitment to participate in an MOU or other working agreement before the end of the project to be signed by all team members, indicating ongoing collaboration and long-term implementation of PSE action plan strategies beyond the project period to make the region more walkable; and
  - Commitment to work closely with NACDD throughout the project, including participation in progress report activities as outlined in Section E and Appendix C.
  - This letter of commitment does not count towards the page limit.
- The Team Lead must additionally commit to the following in his/her Letter of Commitment:
  - Serve as the primary point-of-contact for NACDD;
  - Convening team members for attending pre- and post-course webinars;
  - Distributing all relevant materials for the course—before, during, and after the course;
  - Assist NACDD with all necessary paperwork in advance of the course
  - Establish the team action plan by the requested deadline (TBD) and initiate implementation
  - Establish the MOU or other working agreement among team members, indicating ongoing collaboration and long-term implementation of PSE action plan strategies beyond the project period to make the region more walkable;
  - Provide NACDD with progress reporting of established working agreement and implementation process; and
  - Commitment to return the paid funds within 15 business days of notification to the NACDD Lead Consultant if the team does not attend the action institute.

**In one email message, please attach the following and send via email** to Karma Edwards of NACDD by 11:59 pm ET on January 22, 2016 to [kedwards@chronicdisease.org](mailto:kedwards@chronicdisease.org):

- One PDF document consisting of the RFA Application Form and the required letters of commitment.
- Hard copy and fax applications will not be accepted.
- Please use the following subject line for your message:
  - WAI 2016 (insert name of applicant MPO region in **bolded letters**) RFA

- Example: WAI 2016 **Alpha Beta Region RFA**

All applications sent by the deadline will receive an email acknowledging receipt of application by NACDD. Applications submitted after 11:59 pm ET on January 22, 2016 will not be reviewed.

## **G. SELECTION PROCESS**

MPO regional team applicants must demonstrate how they will participate in the project's required deliverables as described in section E, their capacity and commitment to implement one or more suggested implementation strategies (Appendix D) within their respective MPO region, and how soon their team can move towards PSE implementation.

All applications will be scored and reviewed by representatives of CDC, NACDD, and members of the course faculty team. The selection committee reserves the right to select regional teams who demonstrate increased readiness for implementation.

## **H. NACDD COMMITMENT**

NACDD commits to providing regular and consistent communication, consultation, and project assistance and support to team awardees via email, one-on-one conference calls, group webinars, in-person at the action institute, and linkages to national expertise in accordance with the deliverables described in Section E and per the request of team awardees.

## **I. FOR MORE INFORMATION ON THIS RFA**

- Visit the NACDD website at: <https://chronicdisease.site-ym.com/news/264642/Metropolitan-Planning-Organization-Regions-Request-for-Funding-Assistance.htm> to download the RFA, RFA Application Form, and corresponding RFA Appendices documents, as well as to view a list of frequently asked questions (FAQ) that will be developed and updated through the application process.
- To view a sample agenda of expected course structure, dates, and times, please see Appendix F.
- To submit a question about this application, please email Karma Edwards, the Walkability and Healthy Communities Project Lead, at [kedwards@chronicdisease.org](mailto:kedwards@chronicdisease.org). All submitted questions will be compiled and answered within two business days on the FAQ list, and updated to the website.
- For further information on the CDC DNPAO programs and efforts, please visit: <http://www.cdc.gov/nccdphp/dnpao/>.
- For further information on NACDDs 2015 Healthy Community efforts, please visit: <http://www.chronicdisease.org/?ACHIEVE>
- For further information on the US SG CTA released in September 2015, please visit: [http://www.cdc.gov/physicalactivity/walking/call-to-action/index.htm?s\\_cid=bb-dnpao-calltoaction-005](http://www.cdc.gov/physicalactivity/walking/call-to-action/index.htm?s_cid=bb-dnpao-calltoaction-005) and <http://www.surgeongeneral.gov/library/calls/walking-and-walkable-communities/index.html>