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 (or other similar regional entities, such as Regional Planning Organizations, Transportation Planning Organizations, Regional Councils of Government, Transportation Management Agencies, etc.) for competitive funding assistance to support attendance at the Fifth Annual Walkability Action Institute (WAI), formally titled “Step It Up!: Action Institute to Increase Walking and Walkability.”

The purpose is to prepare interdisciplinary teams from MPO regions (or other similar regional entities) 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 the Step It Up! -- The Surgeon General’s Call to Action to Promote Walking and Walkable Communities (SGCTA) and the Community Preventive Services Task Force’s Built Environment Recommendations. NACDD and CDC are interested in applicant teams who can commit to all 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 can 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 up to eight MPO regions (or other similar regional entities) 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 (or other similar regional entities) to participate in this walkability action institute project. NACDD has travel assistance funding for up to eight interdisciplinary regional teams to attend the action institute with NACDD, CDC, 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 a team action plan inclusive of evidence-based PSE strategies that align with those in the SG CTA; and
- Begin implementation of action plan strategies.

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). In addition to overseeing team participation in project activities listed above, Team Leads must also commit to:

- Participate in a team orientation call with NACDD, and
- Assist NACDD with progress reporting activities.

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 22 - 25, 2019 in Decatur (Atlanta), Georgia.

This RFA will provide for team travel expenses through a travel stipend in advance to assist selected teams with purchase of travel arrangements, not exceeding $6,884 per team. This equals $1,721 per person for four-member teams; $1,376.80 per person for five-member teams; or $1,147.33 per person for six-member teams. The team is responsible for expenses exceeding $6,884. If a team should subsequently not attend, the total amount of the paid funds must be returned to NACDD within 15 business days of notification to NACDD. 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 (or other similar regional entities) 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;
- MPO (or other similar regional entity) planning representative in the applicant region;
- Transportation representative (preferably in engineering) at the local, regional, or state level affiliated with the MPO (or other similar regional entity) 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.

It is strongly recommended that the transportation professional, or one of the other members (for example, the "required" elected official or the "additional" team member) have an engineering background and/or infrastructure focused responsibilities, such as a public works director. In the past, teams including engineering and/or public works expertise and perspective on the team have benefited greatly. Although it is not required, teams including someone in this type of position will be looked on more favorably during the review process, and is therefore strongly encouraged.

**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 December 14, 2018. Please see Appendix A for descriptions of the required and additional team members listed above. For a searchable list of established MPOs in the United States, please visit the following link: [https://www.planning.dot.gov/mpo.asp](https://www.planning.dot.gov/mpo.asp).

Once selected, teams will receive travel assistance supporting attendance at the action institute. If a team’s travel expenses exceed $6,884 per team (see Section B above), the team will be responsible for additional travel costs. Please note that all team members are required to book hotel reservations at the host hotel using the NACDD-negotiated rates. Staying at a separate hotel is not permitted. The negotiated rates may or may not equal the government rate. It is the responsibility of the applicant team to ensure that this is understood by the applicant team’s fiscal agent at the time of application. All team members will possess the authority and expertise and commit to fully participate in the action institute and the related activities outlined in this RFA and corresponding RFA Appendices. NACDD will dispense the full funding award of $6,884 to the applicant’s designated fiscal agent in advance of the course after a signed MOU is executed. If a team should subsequently not attend, the total amount of the paid funds must 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.

Applicant teams who previously applied for and were selected to attend the WAI in previous years are not eligible to apply. However, any team who previously applied for the WAI, but were not selected, are both eligible and encouraged to submit another application for the current year.

D. **ANTICIPATED TIMELINE and DESCRIPTION**

The anticipated project timeline and description is detailed in Appendix C. Team selection notices will be announced by January 21, 2019 (anticipated), for a project period beginning on January 21, 2019 (or the date of notice of award) and ending on July 31, 2019. NACDD has established a Walkability Community of Practice (CoP) virtual peer group in which 2019 teams will have the ability to join and participate in surrounding the topics of walkability, community, and transportation design implementation. NACDD will additionally establish a progress reporting mechanism for Team Leads to report on team action plan outcomes to NACDD.

E. **PROJECT DELIVERABLES**

The required action institute project deliverables for the MPO regional teams (or other similar regional entities) 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 an MPO (or other similar regional entity) planning representative to the MPO regional team (required).
• Designation of the Team Lead (either the public health or planning representative) to serve as a primary point-of-contact for NACDD throughout the project process (required).
• Appointment of a local, regional, or state Transportation representative (preferably in engineering) 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, to occur in January or February 2019 (exact date TBD).
- Participate in pre-course webinar March 18, 2019 from 2:00 – 3:30 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 Decatur (Atlanta), Georgia April 22 - 25, 2019.
- Complete daily and overall course evaluations for the action institute April 22-25, 2019.
- **Develop a team action plan** by May 31, 2019 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 and/or the Community Preventive Services Task Force. (NACDD will provide related action plan template and training).
  - Sample implementation strategies are described in Appendix D.
- Participate in post-course webinar May 20, 2019 from 2:00-3:30 pm ET to discuss anticipated implementation successes or challenges, ongoing engagement after June 30, 2018 and next steps.
- Participate in NACDD’s Walkability CoP group by July 31, 2019 and beyond in efforts to foster ongoing peer engagement, sharing and learning, and provision of targeted technical assistance for implementation of outcomes.
- Participate in semi-annual/annual progress reporting to NACDD once team action plans are developed and submitted. NACDD will establish online semi-annual progress reporting schedule.

**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 in 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 five total pages:

- Designated space on the cover page(s) must identify the names and contact information of the MPO planning representative, Public Health representative, applicant team’s fiscal agent, and all additional 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 five pages, nor does not have to total five 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 for the application to be considered complete (required component; not scored; does not count towards the page limit); and
- 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 each team member’s respective agency letterhead. 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 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 and the Team Lead throughout the project, including assisting the Team Lead with progress report activities as outlined in Section E and Appendix C.
  - This letter of commitment does not count towards the page limit.

- In addition to the items listed above, 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 May 31, 2019 and initiate implementation
  - 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 NACDD if the team does not attend the action institute.

In one email message, please attach the following and send via email to Karma E. Harris of NACDD by 11:59 pm ET on December 8, 2017 to 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 2019 (insert name of applicant MPO region in) RFA
  - **Example**: WAI 2019 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 December 14, 2018 will NOT be reviewed.

G. **SELECTION PROCESS**

MPO regional team applicants (or other similar regional entities) 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 (examples provided in Appendix D) within their respective region, and how soon their team can move towards PSE implementation.

All applications will be scored and reviewed by representatives of CDC, NACDD, members of the Course Steering Committee, and project partners. 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: [http://www.chronicdisease.org/page/WAI](http://www.chronicdisease.org/page/WAI) 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, updated, and reposted to the page throughout the application process.
- To view a **sample** agenda of expected course structure, dates, and times, please see Appendix F. (Please note that this sample agenda is not the final 2019 WAI agenda).
- For questions about this RFA application process, please **first check the FAQ questions for your answer**.
If you do not see your question and answer on the FAQs, you may then email Karma Harris, NACDD’s Walkability and Healthy Communities Project Lead, at 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: https://www.cdc.gov/nccdphp/dnpao/index.html.
  - For further information on the CDC DNPAO physical activity efforts, please visit: https://www.cdc.gov/physicalactivity/index.html.
  - For further information on CDC DNPAO’s Active People, Healthy Nation efforts, please visit: https://www.cdc.gov/physicalactivity/activepeoplehealthynation/index.html.
- For further information about NACDD, please visit: www.chronicdisease.org.
- For further information on NACDDs Walkability Action Institute efforts, please visit: http://www.chronicdisease.org/page/WAI.
  - For further information about the Preventive Services Task Force, please visit: https://www.thecommunityguide.org/task-force/about-community-preventive-services-task-force.
  - For further information about the Community Preventive Services Task Force’s Findings and Rational Statement, please visit: https://www.thecommunityguide.org/sites/default/files/assets/PA-Built-Environments.pdf, with attention to Tables 1 and 2 on page 3.