State/Territory-Level Capacity Building for Built Environment Projects and Health Impact Assessments

REQUEST FOR PROPOSALS

Background

The Association of State and Territorial Health Officials (ASTHO), in conjunction with the Centers for Disease Control and Prevention/National Center for Environmental Health, is looking to fund and support state and/or territorial health agencies to develop and implement a plan for strengthening and improving the capacity to provide training and technical assistance on the health consequences of built environment projects and policies at the local level. Training and technical assistance topics should include health impact assessments; the use of health-supporting principles (e.g., smart growth and complete street principles) in making local transportation, planning, and zoning decisions; and an awareness of the possible use of LEED-ND certification to promote healthy communities. Primary targets for training and technical assistance are state and local health agency staff, as well as planning representatives from local jurisdictions. Secondary targets include transportation agencies and departments of parks and recreation.

Availability of Funds

In July 2009, ASTHO plans to award up to four state and/or territorial health agencies a maximum of $90,000 each to create and implement a plan for improving the capacity to provide training and technical assistance for built environment projects and health impact assessments. (Note: Funding for this initiative is likely, but contingent upon resources provided to ASTHO from CDC.) The project duration will be from July 20, 2009 through May 31, 2010. It is hoped that funded programs may leverage additional funds and resources to implement the plan and continue the collaboration.

ASTHO will consider all state and territorial health agencies as eligible applicants. The aim is to fund states or territories where there is greatest need and desire to increase the capacity to provide training and technical assistance on the health consequences of built environment projects and policies.

Proposal Expectations

The applicant must include the following in the project proposal:

1. Concrete plan for strengthening and improving the capacity to provide training and technical assistance at the local level on the health consequences of the built environment. This will include a plan for training and technical support on health impact assessment (HIA) methodology.
2. Written description of the following: capacity that is being developed; goals; milestones; budget, to include possible sources of funding if continued federal funding is not available; and how success of the project will be measured.

3. Written plan and recommendations for activities beyond Year 1 (if additional federal funding should become available).

4. Reasons why this project has a strong probability of success within the state or territory, as well as any anticipated challenges in meeting the goals set forth in the project plan.

5. Perception of need to build capacity to provide training and technical assistance within the state or territory.

**Project Deliverables**

The state or territorial health agencies receiving the funds will be responsible for completing activities described in its proposal. The grantees will:

1. Develop and implement a concrete plan for capacity building to provide training and technical assistance on the health consequences of built environment projects and policies in county and local jurisdictions. This will include training and technical support on health impact assessment (HIA) methodology. Whenever possible, collaboration with other national partners is encouraged (e.g., NACCHO, APA, APHA, foundations, etc.)

2. Provide training to representatives from at least 10% of the counties and/or local jurisdictions within the state or territory, including an evaluation mechanism to measure an outcome or improvement that results from the training event. *(Note: Primary targets for training are local health and planning jurisdictions; secondary targets include other state agencies such as transportation and parks and recreation.)*

3. Provide technical assistance to counties or local jurisdictions within the state or territory (one at a time), including an evaluation mechanism to measure an outcome or improvement that results from each technical assistance event. *(Note: Primary targets for technical assistance are local health and planning jurisdictions; secondary targets include other state agencies such as transportation and parks and recreation.)*

4. Draft and administer a survey to training attendees 6-8 months after their formal HIA training to gauge how and if the attendees have been able to apply the skills and knowledge from the training to their work and operations.

5. Provide a written final report that includes a project description, activities, outcomes, contacts and collaborations, issues/concerns, and recommendations for improvements to the grant. This written report should also contain any lessons learned, best practices, and success stories with HIA and built environment project implementation in state or local health agencies.

In addition, the grantees will:

1. Participate in monthly conference calls with ASTHO, NCEH/ATSDR, and other grant recipients to discuss development of the project and review monthly progress.

2. Make the final written report available for posting on ASTHO’s website and distribution to ASTHO members and partners.

3. Submit findings and lessons learned for a session proposal at a national conference (e.g., NCEH, APHA, NEHA, Smart Growth) in 2010.
Eligibility

To be eligible for the capacity building project, the applicant must:

- Be a state or territorial health agency.
- Demonstrate the state or territorial health agency’s (STHA) commitment to the proposed effort, including how the project further builds the capacity for that STHA to promote healthy built environment programs.
- Be willing to share resources and lessons learned with ASTHO, CDC, and other STHA’s and partner associations across the country.
- Agree to fulfill all expectations for participation.

Technical Support

ASTHO is available to provide technical assistance to the grantee at no additional cost. This assistance is unlimited by phone and e-mail, though travel to the state will be no more than one visit. NCEH/ATSDR staff is also available via phone or email for technical assistance.

Application Procedure

Please include information from Parts I-III below in your submission (see Applicant Checklist below for further details). No more than 10 pages of text will be accepted for Part II of the application, excluding budget and appendices.

- Part I – Include contact information for STHA and contact persons, as well as CV for the project lead.

- Part II – Describe the following: background, statement of need, and project description.

- Part III – Budget.

Attachments -- ASTHO must receive applications by 4 pm Eastern time on Wednesday, July 8, 2009. Please submit an electronic copy of the application and all attachments to kwilliams@astho.org.

Selection Process

Each application will be reviewed and rated by an ASTHO panel consisting of ASTHO staff and CDC/NCEH Public Health Built Environment Initiative personnel. Proposals will be rated on the following evaluation criteria:

- Completeness (includes Parts I-III of the Applicant Checklist)
- Evidence of commitment to increasing capacity on health consequences of built environment projects and policies, as well as health impact assessment methods
- Appropriate budget request
- Goals and objectives proposed
- Work plan, including activities, timeline, goals, and milestones
- Plan for collaboration with county and local counterparts or other key partners (e.g., NACCHO, APA, APHA, foundations, etc.)
Additional Information

For questions about this RFP, contact:

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The Association of State and Territorial Health Officials (ASTHO) is the national nonprofit organization representing the state and territorial public health agencies of the United States, the U.S. Territories, and the District of Columbia. ASTHO's members, the chief health officials of these jurisdictions, are dedicated to formulating and influencing sound public health policy, and to assuring excellence in state-based public health practice.
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<th>Applicant Checklist</th>
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<td><strong>Part I – Include contact information for STHA and contact persons.</strong></td>
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| - State or territorial health agency name  
- Project lead name & title  
- Project lead CV  
- Street address  
- City/state/zip  
- Telephone #  
- Fax #  
- Email address  
- Other project partners |
| **Part II – Describe the following: background, statement of need, and project description.** |
| - Background  
- Statement/perception of need  
- Project description (capacity that is being developed; goals; project timeline with milestones; how success of the project will be measured)  
- Anticipated challenges in meeting the goals set forth in the project description  
- Plan and recommendations for activities beyond Year 1 (if additional federal funding should become available)  
- Evaluation mechanism for training and technical assistance events  
- Reasons why this project has a strong probability of success  
- Plan for collaboration with local counterparts |
| **Part III – Budget.** |
| - Breakdown of budget into salaries and wages, supplies and materials, and other costs  
- Timeline and milestones to accompany budget  
- Have additional funds and/or resources been leveraged? If yes, please describe them. |