Step It Up!: Action Institute to Increase Walking and Walkability
(April 9-12, 2018 in Decatur (Atlanta), Georgia)

Metropolitan Planning Organization Regions (or other similar regional entities)
Request for Funding Assistance

Applications due: December 8, 2017 by 11:59 pm ET to 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 (or other similar regional entity) for competitive funding assistance to support attendance at the fourth 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 (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 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 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 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 a team 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.

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;
- 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 9-12, 2018 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 $6,804 per team. This equals $1,701 per person for four-member teams; $1,360.80 per person for five-member teams; or $1,134 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 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) 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.

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 8, 2017. 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 $6,804 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 all related activities. NACDD will disperse the full funding award of $6,804 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 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 January 5, 2018 (anticipated), for a project period beginning on January 8, 2018 (or the date of notice of award) and ending on June 30, 2018. NACDD will establish an ongoing Walkability Community of Practice (CoP) and progress reporting mechanism for participating teams to continue past the date of June 30, 2018.

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 a 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, in January 2018 (exact date TBD).
- Participate in pre-course webinar March 13, 2018 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 9-12, 2018.
- Complete daily and overall course evaluations for the action institute April 9-12, 2018.
- Develop a team action plan by May 18, 2018 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 7, 2018 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 MPO CoP group by June 30, 2018 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 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 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 for the application to be considered complete (required component; not scored; does not count towards the page limit);
- 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 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 18, 2018 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 Edwards 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:
  o WAI 2018 (insert name of applicant MPO region in) RFA
  o Example: WAI 2018 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 8, 2017 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, and members of the Course Steering Committee. 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 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 Harris, the 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: http://www.cdc.gov/nccdphp/dnpao/.
• 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.
Step It Up!: Action Institute to Increase Walking and Walkability

Metropolitan Planning Organization (MPO) (or other similar regional entities)
Request for Funding Assistance Application Form

Applications due: December 8, 2017 by 11:59 pm ET to Karma Harris by email at kedwards@chronicdisease.org.

PART A—Cover Pages
(Required for application to be considered complete; no point value; does not count towards 5-page limit):

<table>
<thead>
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<th>Public Health Representative:</th>
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<tr>
<td>Name of Public Health Representative:</td>
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<td>Briefly describe the Public Health Representative’s professional background and experience with walkability (200 words or less):</td>
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<tr>
<td>Name of MPO Planning Representative:</td>
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<td>Agency (MPO or other similar regional entity):</td>
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<td>Briefly describe the MPO Representative’s professional background and experience with walkability (200 words or less):</td>
<td>Click here to enter text</td>
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Which representative above will serve as the MPO Team Lead? (Please select below)
- [ ] Public Health Representative
- [ ] MPO Representative

With support from CDC Division of Nutrition Physical Activity and Obesity
**Transportation Representative:**

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<td>Briefly describe the Transportation Representative’s professional background and experience with walkability (200 words or less):</td>
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**Elected Official:**

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<th>Name of Elected Official:</th>
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<td>Agency:</td>
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<td>Type/Position of Elected Office:</td>
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<tr>
<td>Briefly describe the Elected Official’s professional background and experience with walkability (200 words or less):</td>
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**MPO Team Fiscal Agent:**

The fiscal agent will be the person/organization that NACDD will send payment, and does not necessarily need to be the respective agency of the MPO if it is more efficient to administer pass-through travel funds through another agency.

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<thead>
<tr>
<th>MPO Team Fiscal Agent Name:</th>
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<td>Fiscal Agent Mailing Address:</td>
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**Please complete the following regarding your additional team member(s):**

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<th>Name of First Additional Team Member (optional):</th>
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<tr>
<td>Additional Team Member, as taken from RFA Appendix A:</td>
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<td>Agency:</td>
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<td>Name of Second Additional Team Member (Optional):</td>
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<td>Additional Team Member, as taken from RFA Appendix A:</td>
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<td>Briefly describe the Additional Team Member’s relevant experience with walkability (200 words or less):</td>
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You may delete unused rows of this chart in efforts to save space.

Please provide the following most current demographic information or most recent Census data for your region.

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<thead>
<tr>
<th>Total Population of Region:</th>
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<tbody>
<tr>
<td>Racial/Ethnic Make-Up:</td>
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<td>% White/Non-Hispanic</td>
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<td>% Hispanic-Latino</td>
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<td>% American Indian/Alaskan Native</td>
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<td>% Asian American</td>
<td>Enter %</td>
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<tr>
<td>% Native Hawaiian/Pacific Islander</td>
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<td>% Other</td>
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<tr>
<td>Describe the general setting for your region (urban, suburban, rural, and/or frontier):</td>
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</table>
PART B—Scored Components (100 total points)
(This section is limited to no more than 5 total pages, nor does it have to total 5 pages):

Using the text boxes below, please answer the following questions. You may increase or decrease the text box as needed to fit your answer and assist you with maintaining the page limit; please do not modify the left and right margins of the box. The spacing (per the RFA) is set to 1.5 spacing between lines.

PART B.1: Interest Statement (10 points):
1. Using the text box below, please provide a brief interest statement as to why your team wants to attend this action institute (5 points) and describe how your team will be able to implement related walkability PSE strategies within the next six months (5 points):

PART B.2: Regarding the Proposed Regional Team (10 points):
2. Please answer either “A” or “B” in the below text box. There is no penalty to applicants for selecting either “A” or “B”.

A— Using the text box below, please describe the past and current working relationships and skills sets of the Team Lead and additional team members, and how this combination has/will contribute to successful implementation of new policies, systems, and environments that promote increased walkability and infrastructure throughout your designated MPO region (10 points).

B—OR, if this is a new team being assembled for the first time, please describe how this new team infrastructure will enhance your ability to implement high-level PSE changes that improve walkability and walkability infrastructure (10 points).
**PART B.3: Past Efforts (20 points):**

3. Using the text box below, describe the cross-collaborative efforts you have undertaken in the past in your region to improve walkability and infrastructure design through PSE approaches (10 points).

4. Please share any evidence of the need and/or demand for improved walkability through future PSE strategies in your region. This could include mode share data, crash data, anticipated infrastructure projects, community feedback, visioning, and planning documents or assessments processes (e.g. including walk audits, photovoice, listening sessions, and windshield tours). (10 points).

**PART B.4: Current Efforts (30 points):**

5. Using the definitions in Appendix E of the RFA, please describe in detail your region’s current capacity (5 points) and state of readiness (5 points) to implement high-level PSE strategies within the next six months like the ones listed in Appendix D.
6. Please include in your description a synopsis of the current PSE improvements being pursued by your team agencies collectively or individually (10 points).

7. Using the text box below, describe your region’s past and current efforts or recognized future need to target health equity and disability inclusion in walking and walkability efforts, including but not limited to working towards equitable access among people and places who experience reduced access and limitations to walking and walkability (10 points).

PART B.5: Future Efforts (30 points):

8. Describe your region’s (1) short-term (5 points) and (2) long-term (5 points) plans for working collaboratively across intersecting disciplines and sectors to improve walkability and healthy community design using PSE approaches, including your plans to address equity.
9. How will your team’s attendance at this action institute augment these future efforts? (20 points)

The 5-Page Limit Section Ends Here. The following sections (Part B.6 and B.7) do not count towards the total page limit.

**PART B.6: Equitable People, Populations, and Places:**
Please select from the following lists the types of people and places that you want to target for increased access to opportunities for walking (required, not scored).

If applicable, please rank 1-7 for the category “race/ethnicity,” with “1” being the group of greatest potential focus and “7” being the group of lesser potential focus.

- [ ] White/Non-Hispanic
- [ ] Black/African American
- [ ] Hispanic/Latino
- [ ] American Indian/Alaska Native
- [ ] Asian American
- [ ] Native Hawaiian/ Pacific Islander
- [ ] Other race/ethnicity (please describe): Click here to enter text

If applicable, please rank 1-7 for the category potentially vulnerable populations, with “1” being the group of greatest potential focus and “7” being the group of least potential focus.

- [ ] People with Disabilities
Low Socioeconomic Status
Faith-Based
Youth
Elderly
Members of Military
Other special populations (please describe): Click here to enter text

If applicable, please select the types of places within your region that you primarily intend to target:

Urban City Areas
Suburban Areas
Rural Areas
Frontier Areas
Impoverished or disadvantaged city areas

PART B.7: Learning Needs and Interests
NACDD and CDC want to ensure that learning needs and interests of participating course teams are addressed. Using the chart below, please list any walkability related topics that your team wants to learn more about at the action institute, and indicate whether you prefer to learn the topics from the course faculty team, other participating teams, or a combination of both (optional, not scored).

<table>
<thead>
<tr>
<th>Topics Our Team is Interested in Learning About:</th>
<th>We want to learn these topics from:</th>
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<tbody>
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<td></td>
<td>Expert Course Faculty Team</td>
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</tbody>
</table>

You may delete unused rows of this chart in efforts to save space.

PART C—Signature Pages

With support from CDC Division of Nutrition Physical Activity and Obesity
Please read and affirm the following with your electronic signatures:

**PART C.1: Public Health and MPO Representative Signatures**

We understand that this action institute can accommodate a limited number of applicants and the information submitted on this application form is a true representation of our MPO (or other similar regional entity) region’s past, current, and future walkability related efforts. We acknowledge the project deliverables outlined in the RFA and corresponding RFA documents, and commit to participating in all aspects of the project, including development of the team action plan and achievement of action plan outcomes to improve walkability of our designated region.

Electronic Signature of Public Health Representative:  
Click here to enter text

Date:  
Click here to enter text

Electronic Signature of MPO Representative:  
Click here to enter text

Date:  
Click here to enter text

*This box must be checked by the Public Health and MPO Representatives in order for the application to be considered valid.*

**PART C.2: MPO Team Lead Signature**

I assure that I can effectively perform my role as Team Lead, serve as a primary point-of-contact to NACDD on behalf of the project and the team, and collaborate with NACDD throughout the project process, as outlined in the RFA and corresponding RFA appendices. I understand that Community of Practice and progress reporting of processes and outcomes participation will commence during the project period and last beyond the project period. I additionally assure that all proposed members of the MPO Regional Team will actively participate in the entire course.

Electronic Signature of MPO Regional Team Lead:  
Click here to enter text

Date:  
Click here to enter text

*This box must be checked by the MPO Regional Team Lead in order for the application to be considered valid.*
Appendix A:

Required and Additional Team Member Descriptions

The following list provides additional guidance on the required and additional team members for team make-up:

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Team Member Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Team Members</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>--Local, regional, or state public health practitioner, coordinator, health promotion specialist, or health education specialist with demonstrated experience in policy, system, and environmental (PSE) changes towards walkability improvements through community and/or transportation design</td>
</tr>
</tbody>
</table>
| Metropolitan Planning Organization       | --Technical community, urban, metropolitan, or transportation planning development professional/administrator working directly for the applicant MPO  
--Can also apply as Regional Planning Organization (RPO), Transportation Planning Organization (TPO), or a Regional Council of Government (RCOG), or other similar regional entity. |
| Transportation                            | --Local, regional, or state transportation representative working in the applicant region.  
--There is a strong preference for this member to have engineering responsibility, such as DPW, DOT, or private firm.                                                                                               |
| Elected Official                          | --A decision-maker within the applicant MPO region who is elected into office or position;  
--Must have interests, voting, programmatic, fiscal, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, economic development, smart growth, healthy community design, and/or transportation design;  
--Examples include but are not limited to: city/county/municipal/township councilmembers, county commissioners, school board/district members, mayors, etc. |
<p>| Additional Team Members                   |                                                                                                                                                                                                                            |</p>
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Team Member Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business/Industry</td>
<td>--Business/industry leader with regional reach and influence; --Focus on PSE approaches to promoting physical activity for employees (e.g., comprehensive transportation demand management program or accomplishment of health insurer benefits for employees)</td>
</tr>
<tr>
<td>Community, Regional, or Urban Development</td>
<td>--Private sector participant in land development, realty lending, or related fields, with reach and influence in this arena; --For example, leader or influencer in the state or regional chapter of Urban Land Institute, National Association of Realtors, National Association of Homebuilders, or equivalent group of private sector developers; -- Works with planning professionals within the MPO applicant region, but is not employed by the agency.</td>
</tr>
<tr>
<td>Disability Inclusion Expertise</td>
<td>--Individual with expertise and experience in accessible design and inclusive community engagement --Ideally, has worked extensively on policy and environmental approaches towards walkable and accessible design</td>
</tr>
<tr>
<td>Economic/Commerce Development</td>
<td>--Engagement with regional or local community development in the region, including Main Street, downtown redevelopment, or comparable programs, funding, and policies; --Examples include but are not limited to: local or regional members of the Department of Commerce, local or regional Chambers of Commerce, philanthropic foundations, etc.</td>
</tr>
<tr>
<td>Education</td>
<td>--Education administrator, official, or educator in the MPO region; --Influential regarding school facilities, school health policies and practices, siting, pupil transportation, and/or Safe Routes to School efforts.</td>
</tr>
<tr>
<td>Parks, Recreation, and Trails</td>
<td>--Parks and recreation departments, trails groups, and/or open space planning and funding agencies, advocacy groups, etc. in the MPO region.</td>
</tr>
<tr>
<td>Public Housing</td>
<td>--Agency or influential non-profit organization or housing group that is intimately involved with development and maintenance of affordable housing and forestalling adverse effects of the gentrification that can follow enhanced walkability in the MPO region.</td>
</tr>
<tr>
<td>Public Transit</td>
<td>--Transit agency in MPO region with influence in local or regional PSE efforts to increase walkability and walkable communities.</td>
</tr>
<tr>
<td>Volunteer/nonprofit walkability-related advocacy organizations or foundations</td>
<td>--Strong and influential groups working in pedestrian advocacy, community health coalition, smart growth, new</td>
</tr>
</tbody>
</table>

With support from the CDC Division of Nutrition Physical Activity and Obesity
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Team Member Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>urbanism, open space conservation, community development, or equivalent.</td>
</tr>
<tr>
<td>Other</td>
<td>--For any other discipline not represented in the above list, please justify the relevance of their work and influence on walkability and related policies in your region.</td>
</tr>
</tbody>
</table>
Ten interdisciplinary MPO regional teams will receive travel assistance funding, not exceeding the total amount of $6,804 per team ($1,701 per person for four-member teams; $1,360.80 per person for five-member teams; or $1,134 per person for six-member teams). These funds will be awarded in January/February 2018 (anticipated) to assist selected teams with required travel to and from the multi-day action institute. This funding amount can be used to pay for the following:

- Round trip airfare using team identified fiscal agency travel guidelines and procedures.
- Lodging at the hotel conference location (TBD Decatur (Atlanta), GA) for up to three nights for team members;
  - 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.
  - NACDD will make every effort to negotiate the room rate at the federal government rate, however, in some cases the federal government rate cannot be negotiated.
  - 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.
- Meal and tips per diem using the approved federal government rate for the Atlanta, Georgia area (http://www.gsa.gov/portal/category/100120) for the dates of April 9-12, 2018.
- Ground transportation for use of personal vehicle for mileage (current federal government rate of .54 per mile), airport parking, taxis, shuttles, or subways.

Since the funds will be awarded in the full sum amount in advance, selected regional teams will be required to perform the respective travel arrangements for each team member. NACDD will not be coordinating travel arrangements outside of assisting with hotel reservations once the hotel logistics are decided.

On the RFA Application Form, each applicant team must designate who the appropriate fiscal agent will be for that team. NACDD will dispense the funds to the designated fiscal agent. It is not required that the fiscal agent be the same agency as the MPO or Team Lead if it is more efficient to run the pass-through funds through another organization.

The estimated action institute project travel is projected below. The daily start and end times listed below are tentative and could change slightly after the application process.
• **April 9, 2018:**
  - All institute participants will arrive to the hotel location (TBD) in Decatur (Atlanta), Georgia during the day in advance of the opening evening session (anticipated evening session timeframe is 4:00 pm – 7:00 pm ET) to kick off the 2018 action institute.
  - This date serves as Day #1 of the action institute and lodging night #1 in host hotel (TBD).

• **April 10, 2018:**
  - This date serves as Day #2 of the action institute (anticipated schedule 8:30 am – 4:00 pm, with evening team homework activities).
  - This date serves as lodging night #2 in host hotel (TBD).

• **April 11, 2018:**
  - This date serves as Day #3 of the action institute (anticipated schedule 8:30 am – 4:00 pm, with evening team homework activities).
  - This date serves as lodging night #3 in host hotel (TBD).

• **April 12, 2018:**
  - This date serves as Day #4 of the action institute (anticipated schedule 8:30 am – 3:00 pm).
  - Participants depart from Atlanta, Georgia to respective locations. Please note that departure flights should not be scheduled before 5:30 pm ET. Participants are expected to fully attend all course sessions.

**Airfare Tips:**

Teams should start looking at airfares to ATL Atlanta Hartsfield-Jackson Airport as soon as they are notified of acceptance. Some tips for getting reasonable rates:

1. Begin looking at airfares a few weeks in advance of booking.
2. Use a cross-airline service such as Kayak, Orbitz, Expedia, etc. to compare prices.
3. Airfares are usually best on a Tuesday, when the airlines announce sales. They rise through the rest of the week.
4. If an airfare seems unusually high, it might come down after a couple of weeks.
5. Book return flights for 5:30 p.m. or later April 12th.

**Airport Transportation Tips:**

NACDD plans to secure the host hotel within walking distance of a MARTA station. The airport has a MARTA station located adjacent to it. Take any northbound train. We strongly recommend not renting a vehicle at the airport.
Step It Up!: Action Institute to Increase Walking and Walkability

Metropolitan Planning Organization Regions (or other similar regional entities)
Request for Funding and Technical Assistance

Appendix C:

Anticipated Project Timeline and Description

The general timeline for the action institute project is detailed below.

**Tentative Project Timeline and Description:**

- **October 30, 2017 (anticipated) – December 8, 2017:**
  - RFA application period;
  - RFA applications due to Karma Harris of NACDD at kedwards@chronicdisease.org by 11:59 pm ET on December 8, 2017;

- **December 8, 2017 – January 5, 2018 (anticipated):**
  - RFA application review and selection period;
  - NACDD to announce team selections;

- **January 8, 2018 (anticipated) – January 31, 2018 (anticipated):**
  - NACDD MOU process begins immediately upon formal notice and acceptance of team selections;
  - Participate in one team project orientation call with NACDD scheduled post-grant announcement January 2018 (anticipated);
  - Team Leads begin assisting NACDD with course logistic assignments;

- **February 1, 2018 – February 28, 2018 (anticipated):**
  - NACDD MOU process continues with awarded MPO team fiscal agents;
  - Anticipated NACDD payment process to awarded MPO team fiscal agents upon completed MOU signatures;
  - Team Leads begin assisting NACDD with course logistic assignments;

- **March 1, 2018 – April 8, 2018:**
  - Participate in pre-course webinar March 13th 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;
  - Initiate team action planning process
• **April 9-12, 2018:**
  - Participate in 100% of the sessions of the “Step It Up!: Action Institute to Increase Walking and Walkability” in Decatur (Atlanta), Georgia;
  - Complete daily and overall course evaluations for the action institute;
  - Continue team action planning process;

• **April 13, 2018 – April 30, 2018:**
  - Continue developing a team action plan representative of one to three goals (new or existing for your region) with a focus on the practical details of successful PSE implementation. (NACDD will provide related action plan template and training);
    - Sample implementation strategies are described in Appendix D;

• **May 1, 2018 – May 30, 2018:**
  - Participate in post-course webinar on May 7th from 2:00 – 3:30 pm ET to discuss anticipated implementation successes or challenges, ongoing engagement after June 30, 2017, and next steps;
  - Action plans due by May 18, 2018 or sooner to Karma Harris of NACDD at kedwards@chronicdisease.org;
  - As needed or requested, Team Leads to assist NACDD with CoP formation and communication processes to team members;
  - Pending Walkability MPO CoP Group Schedule, Team Leads and interested team members to participate in first CoP group session (date TBD, anticipated to begin in May or June 2018 for this year’s cohort and extend beyond the project period).
  - Begin implementation of team action plans;

• **June 1, 2018 – June 30, 2018:**
  - As needed or requested, Team Leads to assist NACDD with CoP formation and communication processes to team members;
  - Implementation of team action plans continues;
  - Team Leads to participate in first progress report;
    - NACDD to establish semi-annual progress reporting following June 30, 2018.
  - Pending Walkability MPO CoP Group Schedule, Team Leads and interested team members to participate in first CoP group session (date TBD, anticipated to begin in May or June 2018 for this year’s cohort and extend beyond the project period).
MPO regional teams selected to participate in the 2018 *Step It Up!: Action Institute to Increase Walking and Walkability* will be required to develop a team action plan of short- and long-term implementation outcomes, with one to three specific goals. Potential outcomes could reflect those outlined in the SG CTA, Smart Growth strategies, or others listed as examples below. NACDD and CDC encourages teams who can target more than one PSE outcome to do so.

**Community Preventive Services Task Force/Community Guide Recommendations:**

The Community Preventive Services Task Force recommends built environment approaches that combine one or more interventions to improve pedestrian or bicycle transportation systems with one or more land use and environmental design interventions based on sufficient evidence of effectiveness in increasing physical activity. The recommendation is based on evidence from a systematic review of 90 studies. Included studies evaluated the effectiveness of built environment approaches used in combination to create or enhance opportunities for physical activity. Studies assessed and compared different combinations of interventions or existing built environment characteristics, and evaluated longitudinal changes (16 studies) or cross-sectional differences (74 studies) for a wide range of physical activity outcomes.

For the purposes of this review, interventions were identified and organized into higher-level intervention approaches as follows (Tables 1 and 2), taken directly from the 2016 *Community Preventive Services Task Force Finding and Rationale Statement* (updated in 2017):

**Table 1. Pedestrian and Bicycle Transportation System Interventions**

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Selected Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street pattern design and connectivity</td>
<td>Designs that increase street connections and create multiple route options, shorter block lengths</td>
</tr>
<tr>
<td>Pedestrian infrastructure</td>
<td>Sidewalks, trails, traffic calming, intersection design, street lighting and landscaping</td>
</tr>
<tr>
<td>Bicycle infrastructure</td>
<td>Bicycle systems, protected bicycle lanes, trails, traffic calming, intersection design, street lighting and landscaping</td>
</tr>
</tbody>
</table>
Public transit infrastructure and access | Expanded transit services, times, locations, and connections

Table 2. Land Use and Environmental Design Interventions

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Selected Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed land use</td>
<td>Residential, commercial, cultural, institutional, or industrial land uses that are physically and functionally integrated to provide a complementary or balanced mix of restaurants, office buildings, housing, and shops.</td>
</tr>
<tr>
<td>Increased residential density</td>
<td>Smart growth communities and new urbanist designs, relaxed planning restrictions in appropriate locations to reduce sprawl, sustainable compact cities and communities with affordable housing</td>
</tr>
<tr>
<td>Proximity to community or neighborhood destinations</td>
<td>Community destinations such as stores, health facilities, banks, and social clubs that are accessible and close to each other</td>
</tr>
<tr>
<td>Parks and recreational facility access</td>
<td>Public parks, public recreational facilities, private fitness facilities</td>
</tr>
</tbody>
</table>

SGC CTA Sample Strategies:

The full SG CTA can be accessed using one of the two following links:

The SG CTA recommends five overarching goals and corresponding strategies for making walking a national priority and designing walkable communities for people of all ages and abilities in areas where people live, learn, work, and play. Please note that not all of the SG CTA strategies are reflected in the list below; those listed represent the types of PSE improvements that NACDD and CDC will be looking to selected MPO teams to pursue.

Goal 1. Make Walking a National Priority
- 1B-- Create a walking movement to make walking and walkability a national priority.

Goal 2. Design Communities that Make It Safe and Easy to Walk for People of All Ages and Abilities
- 2A-- Design and maintain streets and sidewalks so that walking is safe and easy.
- 2B-- Design communities that support safe and easy places for people to walk.

Goal 3. Promote Programs and Policies to Support Walking Where People Live, Learn, Work, and Play
- 3A-- Promote programs and policies that make it easy for students to walk before, during, and after school.
• 3B-- Promote worksite programs and policies that support walking and walkability.
• 3C-- Promote community programs and policies that make it safe and easy for residents to walk.

Goal 5. Fill Surveillance, Research, and Evaluation Gaps Related to Walking and Walkability

• 5A-- Improve the quality and consistency of surveillance data collected about walking and walkability.
• 5B-- Address research gaps to promote walking and walkability.
• 5C-- Evaluate community interventions to promote walking and walkability.

Smart Growth Sample Strategies:

Smart Growth sample strategies and relevant information to inform the action planning process can be accessed at the following links:

• Smart Growth and Transportation: http://www2.epa.gov/smartgrowth/smart-growth-and-transportation
• Sustainable Development and Smart Growth: http://mrsc.org/Home/Explore-Topics/Environment/Special-Topics/Smart-Growth-and-Sustainable-Development.aspx
• Examples of Smart Growth Communities and Projects: http://www2.epa.gov/smartgrowth/-examples-smart-growth-communities-and-projects

Active Transportation Network Strategies:

Resources and information relevant to Complete Streets and active transportation sample strategies can be accessed at the following links:

• Small Town and Rural Multimodal Networks design and performance: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/fhwahp17024_lg.pdf
• National Association of City Transportation Officials design guidance: https://nacto.org/publications/design-guides/
• Rethinking Streets; detailed examples of 25 Complete Streets redesigns: http://www.rethinkingstreets.com

With support from the CDC Division of Nutrition Physical Activity and Obesity
Additional Action Plan Examples:

Below are additional examples of the types of goals and action steps expected to be pursued by MPO teams:

**Sample Goal:** Substantially increase funding for active transportation (walk, bike, transit) infrastructure through the setting of MPO project funding priorities in the regional Transportation Improvement Plan (TIP) and other discretionary funding mechanisms and competitive grants.

- Step 1—Within three to six months, convene an interdisciplinary working group to develop a project score sheet that identifies public health as a priority outcome for project funding.
  - Specifically, the new scoring will substantially include active transport modes (walk, bike, transit) as opposed to just motor vehicle oriented performance measures (e.g. Level of Service).
  - This scoring will have Active Transport benefits account for at least one-third of project score in the very next TIP update, and over 50% of the score by the following update.

**Sample Goal:** Launch a regional Complete Streets (CS) implementation process so that within two years the entire region is effectively accommodating all users of all ages and abilities in all roadway projects and maintenance activities.

- Step 1—Within six months, a cross-disciplinary team from this institute will develop CS policy resolution language that will be adopted by the MPO, and the team will bring it to all governments in the region (counties, cities, towns).
  - The team will also create a package of specific best practices that will be implemented by the MPO and recommended for all member governments (such as requiring multi-modal transportation analyses instead of traffic impact analyses, and formal adoption of NACTO design guidelines).
  - The team will sponsor an introductory half-day CS training session within five months and an advanced full-day training workshop within ten months.

**Sample Goal:** Implement an urban growth boundary (UGB) to minimize low-density sprawl development that will generate substantial additional traffic volumes and congestion and have adverse air quality and health impacts.

- Step 1—Host a series of public and stakeholder education and input forums, as well as launch an on-line survey, to develop (within six months) specific recommendations for the location of the UGB.
  - This process shall be jointly sponsored by MPO, health department, and economic development agency to assure that co-benefits (e.g. public health, transportation efficiency, economic vibrancy) are reflected in the sessions, survey instruments and processes, and final recommendations.
  - Also develop specific policy recommendations to mitigate potential adverse impacts on property owners outside the UGB, such as a purchase and transfer of property rights to targeted development areas.

**Sample Goal:** Develop a regional Active Transportation Task Force (ATTF) with advisory and regulatory obligations, focused on development of an Active Transportation Plan that will contain specific zoning recommendations for the region.
• Step 1-- Develop an MOU signed by all member governing bodies (county, cities, towns) in the MPO region within three months committing to passing (within nine months) zoning regulation changes developed by the ATTF.
  o Utilize form-based codes, density bonuses for mixed-use development and inclusion of affordable units, market-based parking requirements, and other tactics developed by the interdisciplinary team.
Appendix E:
Subjective Level of Readiness Scale

What Level of Readiness Exists within your MPO Region (and within your assembled team) to Improve Walkability?

Instructions:

Using the readiness chart below, please indicate your region’s subjective readiness on the applicant team’s designated Team Lead’s Letter of Commitment for targeting advanced PSE interventions to improve walkability, community, and transportation design within your MPO region (Level 1, Level 2, Level 3, or Level 4). You will also be asked to clarify this on the application form.

We recommend that you consider the level of readiness that exists within your region, as well as within the individual agencies on your team, as you develop your overall subjective score.

<table>
<thead>
<tr>
<th>Subjective Level of Readiness Scale 1 – 4:</th>
<th>Scale Description:</th>
</tr>
</thead>
</table>
| Level 1 Readiness                      | • No direct contact initiated by local or regional agencies and/or members of prospective state team;  
• Possible, occasional/incidental interaction on inter-agency committees; |
| Level 2 Readiness                      | • Active interaction on inter-agency committees  
• Members from prospective regional team have active memberships on inter-agency committees;  
• Ongoing interest/outreach/attempts to form more intentional inter-agency partnership; |
| Level 3 Readiness                      | • Active collaboration at policy development or programmatic levels of departments;  
• Senior administrators in one or multiple agencies have portfolio(s) that overlap with another agency;  
• Active, ongoing collaborative activities may take place at lower levels of departments |
| Level 4 Readiness                      | • Active collaboration at management levels of departments;  
• Regular, ongoing collaborative activities between executive leadership sets the tone for involved agencies;  
• Departments or involved agencies may conduct joint strategic planning, have missions that include common elements/common interests |
Appendix F:

Draft Action Institute Outline

Following is an anticipated outline of how the Action Institute will generally be organized. Details of the final course agenda will be finalized after the application and selection process concludes.

Day 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Time</th>
<th>Anticipated Course Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 9, 2018</td>
<td>4:00 pm – 7:00 pm</td>
<td>Course Check-In/Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welcome and Introductions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course Overview and Expectations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homework: “Identify Your WHY?”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Day 1 Ends.</td>
</tr>
</tbody>
</table>

Day 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Time</th>
<th>Anticipated Course Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, April 10, 2018</td>
<td>8:30 am</td>
<td>Day 2 Begins</td>
</tr>
<tr>
<td></td>
<td>8:45 am – 11:45 am</td>
<td>Course Content (presentations, inter-team interactions)</td>
</tr>
<tr>
<td></td>
<td>11:45 am – 1:00 pm</td>
<td>Lunch (may be onsite or offsite; may be working or non-working)</td>
</tr>
<tr>
<td></td>
<td>1:00 pm – 3:00 pm</td>
<td>Course Content (presentation, active learning outdoors)</td>
</tr>
<tr>
<td></td>
<td>3:00 pm – 3:15 pm</td>
<td>Day 2 Wrap-Up</td>
</tr>
<tr>
<td></td>
<td>3:15 pm</td>
<td>Homework: “Walkability Integration Grid”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Day 2 Ends to Support Participant Physical Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dinner on Own Or As A Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teams to Work on Homework</td>
</tr>
<tr>
<td>Date</td>
<td>Anticipated Time</td>
<td>Anticipated Course Structure</td>
</tr>
<tr>
<td>----------------------</td>
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<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Teams to Work on Team Action Planning</td>
<td></td>
</tr>
</tbody>
</table>

**Day 3**

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Time</th>
<th>Anticipated Course Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 11, 2018</td>
<td>8:30 am</td>
<td>Day 3 Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homework Report-Outs</td>
</tr>
<tr>
<td></td>
<td>9:00 am – 12:30 pm</td>
<td>Course Content (presentations, inter-team interactions, rotating resource table topics) active learning outdoor field trip, active learning scavenger hunt, team presentations)</td>
</tr>
<tr>
<td></td>
<td>12:30 pm – 3:30 pm</td>
<td>Lunch (to be taken as a team offsite during active learning outdoors activity)</td>
</tr>
<tr>
<td></td>
<td>3:30 pm – 3:45 pm</td>
<td>Day 3 Wrap-Up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homework: “Case Study Assignments”</td>
</tr>
<tr>
<td></td>
<td>4:00 pm</td>
<td>Day 3 Ends to Support Participant Physical Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dinner on Own Or As A Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teams to Work on Homework</td>
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<td></td>
<td></td>
<td>Teams to Work on Team Action Planning</td>
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<tr>
<td></td>
<td></td>
<td><strong>Evening Hours:</strong></td>
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**Day 4**

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Time</th>
<th>Anticipated Course Structure</th>
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<tbody>
<tr>
<td>Thursday, April 12, 2018</td>
<td>8:30 am</td>
<td>Day 4 Begins</td>
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<tr>
<td></td>
<td></td>
<td>Homework Report-Outs</td>
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<tr>
<td></td>
<td>9:30 am – 1:00 pm</td>
<td>Course Content (panel and large group discussion, team action planning)</td>
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<tr>
<td></td>
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<td>Lunch (to occur as a team during action planning)</td>
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<tr>
<td></td>
<td>1:00 pm – 2:15 pm</td>
<td>Team Action Plan Presentations</td>
</tr>
<tr>
<td>Date</td>
<td>Anticipated Time</td>
<td>Anticipated Course Structure</td>
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<tr>
<td></td>
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<td>(teams present tentative action plans to each other and course faculty)</td>
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<tr>
<td></td>
<td>2:15 pm – 2:45 pm</td>
<td>Day 4 Wrap-Up</td>
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<td>Course Evaluations</td>
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<td></td>
<td>2:45 – 3:00 pm</td>
<td>Course Ends</td>
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<td>Depart for Airport</td>
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Step It Up!: Action Institute to Increase Walking and Walkability

Metropolitan Planning Organizations (or other similar regional entities)
Request for Funding and Technical Assistance

Frequently Asked Questions (FAQ) List

As questions come into email, the questions and answers will be listed and updated on this form within two business days for the anticipated dates October 30, 2017 – December 8, 2017.

APPLICATION SUBMISSION PROCESS:

1. A few of the tracts extend slightly outside of our current MPO boundary area. Is that alright to include in our data? I believe this would be acceptable due to the fact that the MPO boundary could change as our area increases in population, as well as the fact that the application states “region” which to me implies it could be slightly outside our current boundary.

   Yes, that is acceptable.

2. Is it acceptable if the percentages do not add up to 100%? Based on the questions asked, the MPO may not add up to 100% due to the fact that there are many individuals in our region that claim “more than one race” on the Census forms, which is an option listed on the application.

   Yes, it is acceptable if the percentages do not add up to exactly 100%.

3. In the RFA document, Section F on page 5 addresses a section titled “Requested Topics”. I am unable to find more about this information, are you able to provide insight on this section for me? I would like to provide as much information as possible in my application.

   Taken from the RFA: “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).”

   This is in reference to the final section on the application form that provides a non-scored, optional section where applicants can list specific topics of request and/or interest that they hope to learn more about at the course. It is a check-and-balance to ensure that our course agenda is hitting upon the topics participants want, and how flexible we are in meeting learning needs.
4. **The nature of the Walkability plan is comprehensive, therefore, we are not focusing on one specific race/ethnicity. Because the plan is comprehensive, what are your suggestions for completing part B.6 Equitable People, Populations and Places of this grant application?**

Part B.6 of the application is a required, unscored component, meaning that you will not lose or gain points for your answer. We know walkability efforts are comprehensive by nature and have placed that section there so that our reviewers get a sense for the complete picture of your application and MPO region, as well as what you do to target equitable people and places. I would suggest selecting any and all (or none) of the boxes that most accurately reflect your MPO region in efforts to give reviewers the most accurate picture of your region.

5. **How can we go about ranking each group's race/ethnicity to display their greatest potential focus?**

As the applicant group, you all will have to figure the race/ethnicity for your MPO region based upon where you anticipate your implementation efforts. Census data provides this. Some applicants provide the stats for the entire region/location; others have this data drilled down specific to a focus area within the larger MPO if that focus area will be the target for implementation. This must be decided/answered by the applicant group.

6. **Should each team member letter of commitment be on the respective agency letterhead of the Team Lead or should each letter of commitment be on the respective agency letterhead of each team member?**

The RFA states that the individual team members’ letter of commitment should be on the respective agency letterhead of each team member.

7. **For part B of the application where we type our answers into each text box, may we delete the question text to save space on the 5-page limit or is this considered part of the required form?**

No, applicants cannot delete the questions since the review team will need the questions to appear above the written answers to better assist them with their review and scoring of the application.

8. **To whom should the letters of commitment be addressed?**

With this question, we realized that we never specified that before. You can make them addressed to “To Whom It May Concern” or to the team’s designated Team Lead, or to NACDD, etc. Just make sure the letter of commitment is written on the respective letterhead of the submitting team member.

9. **Will there be an informational conference call?**

No, there will not be an informational conference call. In the last three years, we did not have an informational conference call, so we are not planning to schedule one for year four.
10. Does having a higher level of self-assessed readiness (RFA Appendix E) increase a team’s likelihood of selection?

Absolutely not. The subjective level of readiness scale assists the course faculty with preparing content and anticipating both the skills and needs of the attending teams.

11. I am in charge of our Bicycle and Pedestrian Advisory Committee and we are interested in forming an RFA. I will appreciate if you could please send me all the info about it. I browsed your website to see if I found the application, but I could not find it.

Here’s the direct link to the RFA materials. Click on this link and then scroll down to the Year 4 section of the page. You will be able to download all RFA documents in this section. I have inquired with our Communications Director if I can also make this part of the news feature on NACDD’s main page and then link directly to this page, since this might be easier for folks who are searching.

http://www.chronicdisease.org/page/WAI

12. Could you please send me some more information on the WIA team application process? I was forwarded an e-mail regarding this which directed me to http://www.chronicdisease.org/blogpost/1519632/282394/NACDD—s—Third—Annual—Walkability—Action—Institute—Brings—Interdisciplinary—Teams—Together. Thanks.

Unfortunately, the link above is an outdated link from last year, and this is NOT the current link to this year. (I’m not sure how you were given this link!?) Last week and earlier today (11/6/17), we sent out the current link for this year. When you click on this link, this page will provide information on the NACDD WAI. If you scroll to the section “Year 4”, you will be able to click on and access this year’s RFA, RFA Appendices, RFA Application Form, and the FAQs document. Once you access this, let me know if you have further questions.

http://www.chronicdisease.org/page/WAI

13. I am working on our application for the Walkability Action Institute. Quick question – For question #8, how do you define “short-term” and “long-term?” For example, does “short-term” mean “less than 1 year?”

This is a great question! We typically define “short-term” as within the next 6-12 months. We typically define “long-term” as 12 months and beyond. That said, we also realize that applicant regions could define these differently. Some of our past teams have created multi-year action plans after attending the course for 3-5-year periods; one team even used their action plan to cover the next 10 years. That said, in the application process, we encourage each applicant to define in their wording a timeline for “short-term” and “long-term”. This way, it is clear to the reviewers how the team is defining these based on each team applicant. We basically want to see applicants distinguish between short and long-term plans moving forward, but we realize a team’s definition could differ from the definition we use. We are flexible into understanding the total picture and plans of applicant teams.
APPLICATION REVIEW PROCESS:

1. **I cannot tell from the selection process how a team would be chosen besides, ‘readiness to implement’. Is that the major factor along with strength of the team?**

   Regarding the RFA, the “level of readiness” score is only a subjective score that we are requiring them to enter based upon a 4-point scale of criteria that we adapted from our friends at America Walks. The application itself (see RFA Application Form as one of the documents on the site where the RFA is held), has required sections that are both scored and unscored. On page 3 of the RFA, we list how the decisions will ultimately be made. We do take into consideration geographic spread of applicants, as well. The section from Page 3 of the RFA is pasted below. Each of these bullets is reflected in the application form, some of which are scored and some are required, but unscored.

   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.

2. **Timing for this application comes at a time when the main professionals in both organizations who would be working on this application are not available to do so. Is this possible for members of our Resource Team to apply through other sources of funding for attending the institute or will this course be limited only to awarded applicants through this grant process?**

   If the main professionals in both organizations are unable to collaborate on the application in the current RFA timeframe, is it possible that someone could submit the application on behalf of your interdisciplinary team? The project period will begin in the New Year, so the main team members would just need to be able to begin working with NACDD once/if selected.

   Are you asking if you can put a team together and attend the action institute on other funds instead of applying given the current timeframe? In the past, CDC has allowed one team to pay their own way after they were not selected. While we cannot speak for the CDC on this, we believe it would be preferable to apply through the application process and see if your team is selected. In the event, that your team is not selected and you still want to attend, CDC will address attendance using your own funds at that time. But ideally, the course is limited to selected applicants.

COURSE DATES:

1. **It appears the RFA has the same dates and location for the institute as last year. Can you let me know the correct dates and location for 2018 please?**
Thanks for pointing this out. The correct dates for this year’s course is April 9-12, 2018 in Decatur, GA. I just reviewed the version on the site and there were two dates listed as “April 9-12, 2017” instead of 2018. These corrections were made and the updated/correct version is now reposted.

DEFINITIONS:

1. How do you define an elected team member?

The elected team member is one of the required team members for the team make-up.

As taken from Appendix A, we define an elected official as a person who is voted/elected into a particular office or position. This person must have interests, voting, programmatic, fiscal, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, economic development, smart growth, healthy community design, and/or transportation design.

Examples include, but are not limited to the following: city/county/municipal/township councilmembers, county commissioners, school board/district members, mayors, etc.

ELIGIBILITY:

1. Are Regional or Rural Planning Organizations (RPOs) eligible to apply, or is it only open to Metropolitan Planning Organizations (MPOs)?

The expectation is that cross-disciplinary groups within an MPO will apply. If your RPO can demonstrate past, current, and future capacity to accomplish the deliverables outlined in the RFA and corresponding RFA appendices, then you may submit an application. The same is true for Transportation Planning Organizations (TPOs) and Regional Council of Governments (RCOGs). As long as the applicant can fulfill the application form, the application will be considered.

We realize MPO designation is based on population numbers. We don’t want to discount an RPO or regional transportation group if they demonstrate in the application the ability to accomplish the deliverables specified in the RFA.

2. I am emailing you because we feel that this opportunity aligns perfectly with the work we are doing. However, we are not a true MPO. Are we still able to submit an application? I can guarantee letters of support from all the players, but the wording on the RFA makes it seem that this opportunity is for true MPOs.

Please see Section C, pages 2-3 of the RFA. In ( ) we have included language that states “or other similar regional entities” throughout the RFA and related documents. We understand that locations with the required disciplines who are doing this work who may not have the total population as MPO regions can also benefit from the course. We invite other similar regional entities to apply who can satisfy the team member requirements and demonstrate past,
present, and future efforts for making communities more walkable.

3. **Can more than one MPO team in a given state apply?**

Yes

4. **Can a university apply for this proposal? I am a health professor and would like to apply.**

A university professor can represent “education” as one of the additional team member slots on the MPO regional team. The application would be submitted on behalf of the overall MPO regional team. The four required members of the team (public health, planning, transportation, and elected official) would need to be present; the public health or MPO representative would need to be designated as the Team Lead.

5. **Are local communities eligible to apply?**

No, local communities are not eligible to apply outside of an MPO region. Interdisciplinary teams within a designated MPO region can apply, with team members who are representative of the required and additional disciplines outlined in the RFA and RFA Appendix A and are located within the MPO applicant region.

Also allowable in lieu of an MPO region is a RPO, TPO, RCOG, or similar regional entity. Any of the required team members can represent a local community within the applicant team’s region.

6. **I run a statewide advocacy organization and we work to promote walking and bicycling in the state and would really like to attend the institute. We work on safety and enforcement, education, infrastructure, and policy and funding issues. Do you have any suggestions?**

One option is to work with an existing MPO (or RPO, TPO, or CROG) in your state and convince them to apply, meeting the team make-up requirements specified in the RFA and RFA Appendix A. In doing this, you could join their team and attend as an “additional” team member.

7. **Could a team of bike/ped coordinators from across the state apply with one representative of a statewide advocacy organization? Or do you want a team from one particular MPO? How many on a team?**

The RFA describes very specific criteria for team make-up. Teams must represent single MPO regions (or RPOs, TPOs, or CROGs), and consist of 4-6 team members each. Four members are required and those required members must represent the following:

1. MPO
2. Public Health representative (local, regional, or state)
3. Transportation (local within MPO region, MPO regional)
4. Elected official from the MPO region

The additional two team members are optional and must come from the “additional list”. In Appendix A, we offer definitions and descriptions for all of these. A regional or statewide walking/biking advocacy organization would fit within the “additional” team member category.
8. Are tribes eligible? We have tribal public health, elected and transportation representatives but we do not have a relationship with our local MPO. Is there a tribal version of MPO that we could use as a substitute?

On Page 3 of the RFA, we note that federally recognized tribes are not eligible to apply. However, after careful consideration, we will amend that statement.

I am not directly aware of a tribal version of a planning representative, but that does not mean that one does not exist. While we have never allowed tribes to apply in the past, if you want to submit an application using the same criteria for team make-up (i.e. the four required members of public health, planning, transportation, and elected officials, as well as the option of two additional team members from other disciplines), and you successfully get the application in by the required deadline, then we will add your application to the batch that gets reviewed. If you do not have a current relationship with your regional MPO, we would encourage you to use this RFA opportunity as a way to begin establishing a relationship with the MPO.

This project receives funding from the CDC Division of Nutrition Physical Activity and Obesity (DNPAO), using the funding mechanism from the CDC Office of State, Territory, Local and Tribal Support (OSTLTS). Since the OSTLTS office provides support to tribal efforts, we will accept applications from a tribal applicant who demonstrates the full eligibility requirements for team make-up.

9. I know a transportation official must be a part of the team. The description says they should be associated with the MPO region. Our regional DOT representative is unable to attend. Would a state DOT employee with a bicycle focus qualify for this? They work for the state, and are not specifically associated with our individual region.

Ideally, we prefer the transportation representative works directly or is directly affiliated with the applicant region. However, in this situation where the regional representative is unable to attend, the state DOT representative would qualify as a DOT representative to assist you in meeting the required criteria for team make-up.

I would suggest adding the language in your description of the transportation representative on the application form that your regional DOT representative is unable to attend and this person would have been your primary choice. In efforts to still be eligible for the application, you are sending a state DOT representative. I would also clarify in this section of the application if the regional DOT representative who is unable to attend would be the actual transportation representative working to help you with implementation efforts after the course. If this is the case, this would let reviewers know that (1) you are doing everything possible to meet the guidelines for application, and (2), that the preferred representative is going to be the primary DOT person moving forward with implementation.

10. Please confirm that the funding is for regional organizations only. We will promote to our municipal partners if they are eligible.
Yes, the funding is designated for interdisciplinary MPO regional teams (or other similar regional entities) over local municipalities. In some cases, we have seen past applicants and selected teams bring local municipal representatives as part of the required interdisciplinary make-up.

11. I know the lead agency has to be a regional planning entity. However, I’m not sure what a MPO or regional council is.

Each team will need to have the four required team members of public health, planning, transportation, and elected official present. Each team may add one or two additional team members, not exceeding the total of six team members. Each team in the application process will designate at Team Lead to serve as the point of contact for NACDD and the project period. The Team Lead must be either the public health or planning representative.

12. Does Municipal Planning Department qualify to be a lead applicant?

If a planning department oversees a regional jurisdiction, then yes. If the planning department oversees a single community or county level jurisdiction and NOT a regional jurisdiction, then no.

13. We had a city reach out to us about the upcoming RFA. They are interested in applying but were unclear as to whether or not they are eligible or if it is only MPO’s that are eligible?

We are targeting interdisciplinary MPO (or similar regional entity) teams. It does not have to be an MPO, but could also be another regional equivalent, such as a regional council of government, regional planning organization, transportation planning organization, etc. There will be a designated Team Lead who will serve as the primary point of contact for NACDD. This person must represent the public health or planning discipline. As long as the applicant team satisfies the four required positions and serves a region, then the team is eligible to apply. Teams may add one to two additional team members, not exceeding six total individuals on a team.

FUNDING/FISCAL AGENT:

1. Is there required travel for this project and does the project include travel funds?

Yes. The funds awarded are travel assistance funds to travel four-to-six-member teams to the action institute for the dates of April 3-6, 2017. Please refer to RFA Appendix B for detailed explanations of required project travel.

2. If awarded, will we receive the money upfront, in one lump sum at the end, or periodically?

Payment of funds will occur in sum amount in advance of the action institute so that attending teams can make necessary travel arrangements.

3. Our county Judge Executive is interested in finding grant funding to increase walking trails in our county park. Would there be opportunities to obtain grant funding by participation in the Walking Institute? I would appreciate any additional information that you could provide.
Participation in the Walkability Action Institute could yield increased team and community/regional capacity to implement walkability related policy, system, or environmental (PSE) changes, making the community ultimately more walkable. Trail development is an example of an implementation strategy. Our project provides competitive travel assistance to the course, and requires teams to develop an action plan. It, in our opinion, helps participants build capacity for implementation and could help to secure future funds to do this type of work.

4. **The funding from this RFA would be to cover the travel to the Institute only, correct? Is there additional funding allocated for the projects that would occur after the institute? If so, what the dollar amounts allocated?**

Yes, we are only providing travel assistance to selected teams to attend the course in the amount specified in the RFA ($6,804). At this time, there is no additional funding for implementation.

5. **Is there any flexibility in travel stipends based on geographic location? Or other plans to accommodate states like Hawaii or US territory islands?**

Unfortunately, we are capped at the travel stipend amount of $6,804 per selected team. We cannot go over that amount. We do our best to cut a lump sum check in advance of the course to the fiscal agent for each team. We know for some of our teams that they may need more or less money, depending on their location. For example, Montana teams usually need to supplement their funds. We are fairly certain the same case would be true for Hawaii or other islands/territories that might apply. The rate of $6,804 is a set amount in a fixed line item in the budget.

6. **I was wondering if you all had a ballpark range of what hotels might cost for the conference? We are assembling an application, and would like to invite a six-member team if our team travel budget allows us to do so. We are just trying to estimate potential costs up and above our travel stipend for our member orgs.**

The travel formula that we used to come up with the travel stipend amount allows for a lodging fee of $250/night for three nights. This figure includes room rate plus taxes and fees. We have not fully negotiated the room rate with the hotel just yet, but hope to do this in the next 1-3 months.

Since the course is being offered in the same location and hotel as last year, we feel confident that our room rate will be below $200/night which will allow for enough space to cover taxes/fees.

7. **The request for applications is for a group to attend an educational course, or is this for a grant?**

This is a multi-day course for interdisciplinary regional MPO (or regional equivalent) teams to compete for travel stipends to attend the course. Eight teams will be competitively selected through this RFA process to attend the course. This is not grant money; it is a travel stipend that is issued in advance of the course.
8. **Is there any possibility of additional funding since we in Anchorage are very far away from Decatur, Georgia and would require maybe the most expensive cost for air travel?**

No. This year’s travel stipend amount for teams is capped at $6,804. We know that this amount may not be enough for some teams depending on their location. In these cases, we expect teams to be able to supplement their travel costs if they anticipate needing more funds than the capped amount of $6,804. This has been an issue for some previous selected teams based upon location and those teams supplemented their travel costs with additional funds.

9. **I’ve read through the FAQ and it seems to be an opportunity to send small teams to a conference to learn about and develop a walkability action plan, with ongoing virtual assistance for implementation (but no funding for implementation). Is that correct?**

The WAI is a multi-day course April 9 – 12, 2018 in Decatur, GA where we are targeting interdisciplinary regional teams of 4-6 people to attend and develop a team action plan towards improving walkability and built design. For this project, we provide travel assistance stipends to the teams who are selected to attend the course. We host a pre- and post-course webinar, in addition to providing ongoing virtual interaction with WAI alumni teams through a community of practice. The competitive RFA provides no grant money, just travel assistance in the form of lump sum stipends prior to attending the course. (*This question is also being placed in the “Project Related” section of the FAQs*).

**PROJECT RELATED:**

1. **When and where will the Walkability Action Institute be held?**

   The multi-day Walkability Action Institute will be held in Decatur (Atlanta), Georgia April 9-12, 2018.

2. **What is the project period?**

   The project period will begin upon notice of selection (anticipated January 8, 2018)-June 30, 2018.

3. **What strings are attached? What are the requirements?**

   In addition to the RFA, the RFA Appendix C listed on the site outlines a detailed project timeline and description of deliverables. This document outlines everything from start to finish. Essentially, once selected, teams are required to attend a pre-course webinar, perform some very easy homework items in advance of the course, attend 100% of the course, attend a post-course webinar, submit an action plan using a template we provide, begin implementing the action plan, provide brief online progress reporting to NACDD (because CDC is tracking outcomes), and participate in an ongoing virtual Community of Practice (CoP) after the project period to stay engaged and continue implementation efforts. Teams will start working on the action plan before the course, during the course, and will submit the plan a few weeks following the course and begin implementation.
4. **What types of PSE outcomes are expected in the action plan?**

RFA Appendix D lists sample implementation (PSE) strategies. Ultimately, we want teams to implement strategies that support pieces of the US Surgeon General’s 2015 Call to Action on improving walking, walkability, and walkable communities. The appendix lists the strategies from that document that we are interested in, as well as examples of other strategies.

It is our expectation that teams will accomplish at least one outcome, however, we understand the implementation process can be timely and we encourage teams to accomplish as many as possible. We will be tracking successes and lessons learned through an online progress reporting mechanism.

5. **Do we create our own action plan?**

NACDD will provide selected teams with an action plan template required for the project.

6. **I’ve read through the FAQ and it seems to be an opportunity to send small teams to a conference to learn about and develop a walkability action plan, with ongoing virtual assistance for implementation (but no funding for implementation). Is that correct?**

The WAI is a multi-day course April 9 – 12, 2018 in Decatur, GA where we are targeting interdisciplinary regional teams of 4-6 people to attend and develop a team action plan towards improving walkability and built design. For this project, we provide travel assistance stipends to the teams who are selected to attend the course. We host a pre- and post-course webinar, in addition to providing ongoing virtual interaction with WAI alumni teams through a community of practice. The competitive RFA provides no grant money, just travel assistance in the form of lump sum stipends prior to attending the course. (*This question is also being placed in the “Funding/Fiscal Agent” section of the FAQs*).

7. **My question is, as an MPO with about 1,000 square miles in our urbanized area, and about 35 city/town/county members, and a population of 1.5M in the region, does the action plan have to be regional, or could it focus on just one city or town? My concern is that if we applied and went to the conference and created a plan, if it were a plan at the regional level it may end up being too watered down to be as useful as it would be if we partnered with a specific LPA.**

Great question regarding the focus/reach of the prospective team action plan. We have had MPO teams (and RPOs, TPOs, RCOGs, etc.) to focus on both the region and/or individual locations within the region. Part of the project itself is designed to guide Team Leads and teams through the team action planning process. We do this through pre-course webinars, attending the course, building in team action planning segments at the course, and also through post-course webinars. Ultimately, we ask teams to think six months ahead, a year ahead, and in some cases multiple years ahead. We allow teams to develop action plans that represent their needs for improving walkability in their region and we trust teams with knowing “where” the best place is to start for walkability and active living improvements in the region.
To date, we have a great variety of action plans that are representative of the larger region, as well as plans representative of smaller subsets of the region that will ultimately contribute to the overall region’s progression of a more walkable and active living future.

8. Are the action plans for the last three years posted online anywhere?

They are not online, but they are in a shared DBX folder that all WAI alumni have access to. I am not able to share the action plans at this point until selections are made, but RFA Appendix D provides sample strategies and recommended strategies that teams can pursue.

TEAM MAKE-UP:

1. Can our elected team member represent an elected planning commission member?

Yes. Please see Appendix A for examples of the elected team member.

2. Could a city mayor’s chief of staff serve on the team and fulfill the requirement to include an elected official on the team? The position is not elected, but rather appointed by the mayor. The position has influence on programmatic and policy decision-making related to walkability, active living, community development/redevelopment, healthy community design, and transportation design.

The goal is to have a representative from the world of elected officials to be able to bring what is learned back to that peer group, and to assure the involvement of that peer group in this work going forward when the team returns home. So we will be assessing applicant teams through that lens. If you bring/include a chief of staff in lieu of the actual elected official, can you convince us of his/her ability truly influence policy discussions at the elected board/council level?

- For example, can the mayor’s chief of staff put things on the City Council agenda, compose and propose actual ordinances for council consideration, be active in discussion and debate at council meetings?
- Similar questions for the MPO board - if the mayor sits on the MPO board, how can the chief of staff actually impact discussions, decisions, and ordinances of the MPO, if at all?

3. Does the Team Lead for the NACDD walkability team need to be one of the ‘required’ members (MPO, public health, elected official, transportation official)? Or can one on of the two ‘optional’ team positions serve as team lead?

The Team Lead for the team needs to be either the public health representative or the MPO representative. (see page 2 of the RFA for details).

4. Can a transportation planner working for the MPO count as the transportation member of the team? Or does the transportation representative have to be a transportation planner working for one of the local communities within the MPO?

In general, it is best if there is a clear "transportation" representative that is of a position other than a transportation planner with the MPO. It would ideally be good to have an engineer,
higher level administrator, etc. representing a key transportation agency within the MPO region (city/county/regional DOT, state DOT with regional responsibility focused in the MPO region).

For the MPO representative, it could be a planner of some sort, engineer, or higher level representative within the MPO.

Please also see the definitions and descriptions given in Appendix A for each of the required and additional team members.

One of the fundamental goals of the training is to create an interdisciplinary and inter-agency team that can return home to meaningfully influence transportation and land use, both planning and routine implementation decisions. So although the transportation slot could be filled by a transportation planner, understand that the strongest teams will include the recommended range of fields (health, planning, transportation, elected officials, engineering, economic development, etc.) and range of agencies and organizations.

5. Could a police chief/assistant chief serve as an additional team member for the Step It Up! Action Institute? Although they don't fit perfectly into any of the categories listed in appendix A, they are appointed officials, that would serve on the team in addition to an elected official and have a role in education, as our police department has launched education and enforcement campaigns around active transportation.

Yes, a police chief/assistant chief could serve as an additional team member, but not in lieu of one of the required team members.

6. Would a Planner from our Planning and Zoning Department or a Neighborhood Services Manager from the Neighborhood Services Department be an appropriate transportation representative? They have both worked on transportation related projects for the City.

The transportation rep has to be someone that works in a transportation position, not just others who have worked on transportation projects in the past. Though a planner at another agency may work on transportation projects, does that person have the ability to influence upward in the transportation agency for significant PSE considerations? The person should ideally work for city/county DOT, or a state or regional DOT entity that services part of the MPO region. When in doubt apply with the best scenario you have, but ultimately this is the type of lens the reviewers will be looking through.

7. I have a question concerning the affiliation of public health team member. Is there a requirement that their professional affiliation be public or private?

No, there is not a requirement about whether the public health rep must be public or private. We have provided definitions of the public health rep in RFA Appendix A. As long as your rep satisfies that description and you are able to demonstrate this, there is not a requirement that the person be public or private.

8. Could a team send a minimum/limited number of project team members, if needed?
The minimum team requirement is four people, representative of the following required team positions: Public Health, Planning, Transportation, and Elected Official. Please refer to Section C of the RFA which details this information.

9. **Are each of the project team members required to attend the “Step It Up!: Action Institute to Increase Walking and Walkability”?**

Yes, all listed team members must attend 100% of the full course and commit to participating in the team’s accomplishment of all project deliverables. If the applicant is selected and the listed team members cannot (or do not plan to) attend the course, the slot may be awarded to another team. At the time of application, the teams and all team members must commit to attending the course.

10. **We have a total of five participants right now, including all four of the required categories (elected official, health department representative, MPO representative, and transportation engineer). We don’t have a 6th person yet and may not have before the application deadline. We are really excited about the possibility of including at least one neighborhood person because it increases the investment of citizens in the planning process. Would it be possible to add a 6th person after the application is turned in or to include a “place holder” for the 6th?**

We suggest including the 6th person if you feel you have a good shot at adding a 6th person on the team. You can list it as a “neighborhood citizen not yet named”. You will have a small section to describe each person’s relative experience. For this placeholder, we suggest describing your intent to identify someone from a neighborhood along with your reasoning for having this person and that you were unsuccessful in naming an individual during the application period. This way, the reviewers will know your intent is to bring six people.

11. **Is there a maximum number of members in a coalition?**

There is not a maximum number of members in a coalition, but the attending applicant teams must have at least the four required members and can have up to two additional members, not exceeding six total members.

12. **Does the group have to all be members of an MPO, or could it consist of others (municipal staff for example) as long as a member of an MPO is on the team?**

Please refer to Section C of the RFA explaining required team make-up. There are four required members of the teams: Public health representative, MPO representative (or planning representative of another regional entity not titled MPO), transportation representative, and elected official. Up to two additional team members may be added. In addition to Section C of the RFA, all required and optional team positions are defined in Appendix A.

13. **Does it have to be a team, or can an individual apply for the stipend? Can a person or a team attend without winning the stipend?**

Individuals cannot apply for the stipends. The WAI course is for interdisciplinary regional teams.
Decisions about allowing teams to attend without receiving the stipend are made on a case by case basis once team selections have been made. In some previous years it was allowed and in other years it was not allowed. It is not yet determined whether teams who applied but were not accepted can attend on their own funds for this year’s course. Even though a team might attend using their own funds if not selected, the presence of additional teams still influences the project’s overall budget. A final decision on this will be made in January 2018.

14. We will have a public health rep (either me or my colleague who works on obesity prevention) on our team for the application, but we are hoping to possibly replace that person with someone yet to be hired in my program whose scope of work will be largely dedicated to bike and pedestrian health. It is likely this new person will not be on board until December at the earliest and possibly January. Would this be acceptable to do after the application due date?

Let me begin answering your question by asking you if you plan to have 4, 5, or 6 team members on your team?

If you’re having 6 at the time of application, then yes, we can swap the public health rep if you guys are selected. Failure to fulfill the four required positions even after selection could result in foregoing your team’s selection.

If you’re planning to apply with 4 or 5 people for the application, then I would recommend the option of listing the new position of Bike and Pedestrian Health person as an additional team member. This is a way you can get around it and have two public health folks, but including this position as the 5th or 6th representative in the application would let the reviewers know how serious you guys are about dedicating special staff and resources to this cause. You will get a spot in the application to justify each team member and this might serve you well in the review process.