



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

Action Communities for Health, Innovation and EnVironmental Change (ACHIEVE)

2010 RFA Frequently Asked Questions

The FAQs are divided into categories. These include:

- Eligibility
- Community Application Process
- State Health Department Application Process
- Funding
- Terminology
- Assessment and Evaluation

Eligibility

1. **Q: Are previous ACHIEVE communities (2008 or 2009) eligible to apply?**

A: Per Section D. Current ACHIEVE communities funded by any of the national partners such as the YMCA of the USA, NRPA, NACCHO, or NACDD and those communities funded by the Centers for Disease Control and Prevention's Healthy Community program are not eligible to apply for this funding. Communities receiving funding under the recently released American Recovery and Reinvestment Act of 2009 "Communities Putting Prevention to Work" are not eligible for funding.

2. **Q: In the Communities RFP under Section C, local health departments are cited as being eligible applicants, but the paragraph preceding the list states that 501(c)3 status is required. We are a county health department, which is a division of our State Health Department, and therefore are exempt from taxes, but we do not hold the 501(c)3 designation. Are we eligible to apply for this grant?**

A: Yes, under the requirements of this application a county health department is eligible to apply since it is a tax exempt government agency.

3. **Q: Regarding the other national organization's funding RFPs: I understand each community can only submit one application...Ideally, they would know if any of these partners are also planning to apply, but what if that connection is not made and a YMCA and CHD in the same county applies?**

A: The CDC funded four national partners to implement ACHIEVE; the YMCA of the USA, National Recreation and Park Department, NACCHO, and NACDD. Each application is separate and has different applicant eligibility. Ideally, communities requesting funding should work together to ensure collaboration; but, that is not a requirement to submit an application. Communities can submit more than one application; but, will only be awarded funding from one national organization. Each application will be reviewed individually by the appropriate national organization; however, there is a process in place to ensure that communities do not overlap with funding from multiple sources.

4. **Q: Am I correct in understanding that Steps to a Healthier US funded communities are eligible to apply?**

A: No, per Section D. current ACHIEVE communities funded by any of the national partners such as the YMCA of the USA, NRPA, NACCHO, or NACDD and those communities funded by the Centers for Disease Control and Prevention's Healthy Community Program are not eligible to apply for this funding. Communities receiving funding under the recently released American Recovery and Reinvestment Act of 2009 "Communities Putting Prevention to Work" are not eligible for funding.

5. **Q: We are a non-profit made up of volunteers from more than 30 communities statewide that works with landlords and housing professionals to protect residents from secondhand smoke in multi-unit housing. We are very interested in applying for funding through your program, however noticed mention of projects addressing policy change around tobacco use, not policy change around other tobacco-related issues such as secondhand smoke exposure. Before we begin development of the formal application I was hoping for your input as to**

whether you think this type of program would qualify for funding through the ACHIEVE initiative.

A: The purpose of the initiative is to enable local communities to address chronic disease risk factors of physical inactivity, poor nutrition, and tobacco use at the policy, systems, and environmental change level to reduce the burden of chronic diseases such as obesity, diabetes, and cardiovascular disease. Policy, systems and environmental change strategies addressing tobacco use and prevention is considered appropriate for this application so yes, secondhand smoke exposure is acceptable. This application focuses on policy strategies and not programs.

6. Q: Are federally recognized tribes eligible as community applicants?

A: No, a federally recognized tribe is not eligible to apply. However, a community located on a reservation is eligible to apply through the appropriate SHD as is any community in that state.

7. Q: Are territories eligible to apply?

A: Yes, under Section C of the RFA, territories are eligible to apply for these funds. They must apply through the designated NACDD contact for the territory.

8. Q: If a local health department is in an advanced phase of their work (i.e., coalition formed and functioning, plan developed etc) should they apply for this grant anyway? Is the grant intended for those just starting to develop their organizational structure?

A: Yes these grant funds can be used for an existing coalition looking to pursue policy and environmental change strategies as well as to fund a new coalition.

9. Q: For the ACHIEVE funding opportunity, can an applicant apply to all ACHIEVE funding sources (Y-USA, NACDD, NRPA and NACCHO)?

A: The CDC funded four national partners to implement ACHIEVE; the YMCA of the USA, National Recreation and Park Department, NACCHO, and NACDD. Each application is separate and has different applicant eligibility. Ideally, communities requesting funding should work together to ensure collaboration; but, that is not a requirement to submit an application. Communities can submit more than one application; but, will only be awarded funding from one national organization. Each application will be reviewed individually by the appropriate national organization; however, there is a process in place to ensure that communities do not overlap with funding from multiple sources.

10. Q: We are a suburban health district serving approx 280,000 people and are considering applying. We are in the process of trying to build a stronger and more broadly based coalition for our county to provide more organized chronic disease messaging – Can the community be a county rather than an individual community?

A: Yes, the "community" can be defined as any geo-political division be it county, city, tri-region, neighborhood, or other defined area as served by the coalition.

11. Q: So much of this sounds exactly like other ACHIEVE 2010 grants we have seen. Can we use the same information, name, etc for this grant as we did for other grant applications?

A: The CDC funded four national partners to implement ACHIEVE through various constituent groups. While similar in many ways, each national partner has some variation in eligibility and application content and requirements. Your names and other information may or may not be similar; it depends on how each application is written. Also, please note that while communities may submit multiple applications, if selected a community will only receive funding from one national organization.

12. Q: Can we apply on behalf of multiple communities? If so where is the best place to explain that out needs have been identified in multiple communities?

A: Yes, you can apply for multiple communities; either together in one application if they are contiguous or nearby and you plan on having them work together or you can apply for four separate funding awards. Please note however, that the national partners are committed to funding projects throughout the US and it is unlikely that four separate projects would be funded in one locale. Depending on how you proceed, your explanation will go in the application narrative.

13. Q: The award dates are the same (February, 2010) for both all the Achieve RFAs. Does applying for all in any way diminish your chances of receiving one or the other? Also, if applications are considered by all grantors, who decides which award the grantee should receive? Without sounding presumptuous, does the grantee have any say in which award they prefer to receive?

A: Each organization is independently reviewing and scoring applications based on criteria set forth by that agency. Once all applications are reviewed and scored the top applications will be considered for funding by all four national partners (Y-USA, NACDD, NRPA and NACCHO). If there is overlap in site a determination will be made by the organizations as to which to fund.

Community Application Process

1. Q: I am wondering if I may contact the SHD team you notified, for information, etc.

A: Yes, you should alert the SHD team for your state or contact for your territory of your intention to submit an application. Please review Section B of the RFA. To find the appropriate SHD state chronic disease director for your state please refer to www.chronicdisease.org/memberdirectory and at the *Specific Chronic Diseases* drop down menu select "Voting Member, CDD".

2. **Q: Some of our communities may wish to partner with the YMCA ACHIEVE initiative. I have not been able to locate the specific guidelines on the YMCA ACHIEVE initiative. Perhaps it is restricted to only YMCA staff? Previous emails list YMCA.net as the source of the RFP info, however I just checked and I cannot locate any reference to ACHIEVE on this site. Is the YMCA issuing a separate RFP and if so, how can folks obtain the guidance?**

A: Yes, the YMCA has issued a separate RFA for ACHIEVE funding. For information on the YMCA ACHIEVE you will need to contact a local YMCA, or the number below. YMCA's interested in applying to Y-USA's ACHIEVE initiative can go to: www.achievecommunities.com

3. **Q: What are the deadlines for 2010?**

A: The deadlines for the application process are outlined in the SHD and the Community RFA. The Community RFA is due to the SHD by Friday December 4th, 2009 at 11:59 pm ET. The SHD RFA application will be comprised of their application form and a copy of each community application form. This entire packet is due to the NACDD by Wednesday, December 9th, 20 at 11:59 pm ET. Once selected, communities and the corresponding SHDs will be noticed in February with Memorandum of Understanding (MOU) documents in place for awarding funding beginning as soon as the MOU is signed

4. **Q: Can we include letters of recommendation with our submission?**

A: Please refer to Section L in the Community RFA.

- o Letter of support from the organization/entity that will act as fiscal agent. Use the *Fiscal Agent LOS template* to complete your letter of support.
- o Letter of Commitment signed by at least four identified CHART members and the lead coach and partner coach.
- o **No attachments other than the budget, letter of support from the fiscal agent and letter of commitment will be reviewed and should not be attached.**

Only one letter of support from the fiscal agent should be attached and that no other attachments other than those requested in the RFA will be reviewed.

5. **Q: Do you know what date we should submit the paperwork to our state to enable the application for the ACHIEVE grant to be forwarded by the due date in December?**

A: Community applications are due to the State Health Department's Chronic Disease Director/Program by December 4th, 2009 at 11:59 pm ET. Please see Section J Submission Process in the Community RFA. The SHD Application is due to NACDD by December 9th, 2009 at 11:59 pm ET.

6. **Q: How should the Community application be submitted?**

A: Per Section J. Applications for funding must be coordinated with the State Health Department's Chronic Disease Director/Program. Each community application (1) must be submitted to the appropriate SHD designated contact person (as described in section B) and include the required Community Application Form (see attached) and include the following documents as attachments. *ACHIEVE Budget Template (2), Fiscal Agent Letter of Support (3), and Letter of Commitment from Coaches and CHART members(4)*

All four components must be saved in **pdf format**. *In one email message*, please attach your four pdf files – the Community Application Form (1), budget (2), letter of support (3) and the letter of commitment (4) - and send via email to the designated state chronic disease director in your state. Please use the following subject line for your message: ACHIEVE RFA (fill in the Community name) (Fill in state abbreviation) *EX: ACHIEVE RFA Atlanta, GA*

7. **Q: Since we are not a 501(c)(3) organization, how would you like the fiscal agent letter of support worded?**

A: Health departments are eligible to act as the fiscal agent for this application since they are typically considered government agencies. For the purposes of the letter of support, simply remove the sentence "This letter of support also serves as our assertion that we are a designated 501(c)(3) organization." and insert this sentence: "This letter of support serves as our assertion that the _____ County Health Department is a government agency."

8. **Q: After reviewing the RFA and the application, I have a question regarding the fiscal agent: Are we allowed to act as our own fiscal agent, or do we have to have a separate organization act as a fiscal agent on our behalf?**

A: Your agency may act as the fiscal agent as it meets the requirements as a government entity.

9. **Q: If we do have to have a fiscal agent other than ourselves, does this entity have to be a 501(c)3 as stated in the Letter of Support template?**

A: If a different fiscal agent is identified, yes, they need to meet the criteria listed in the Community RFA Section C Eligible Applicants.

SHD Application Process

1. **Q: We have some communities that are interested in submitting an application for the NACDD Achieve funding and as I was reading through the grant guidance it looked like I needed to submit the community application along with: SHD application; A list of communities that were applying. Can you please help identify what needs to be submitted by the SHD.**

A: Please refer to the SHD Application Section J for a review of the SHD Application process. Each community that applies must submit their application to the SHD by December 4th, 2009 at 11:59 pm ET. The SHD **does not** need to review or rank the applications; simply collate them and send them along with the required SHD application to NACDD by December 9th, 2009 at 11:59 pm ET. The SHD application must include deliverable noted in Section F of the RFA and must follow the guidance for submission. Please note that community RFA applications cannot be accepted by NACDD without a corresponding SHD application as the state and community levels are collaborators on future activities.

2. **Q: Does the NACDD SHD Application Form need to include the names of all communities that are applying for funding from the other three national partners (NACCHO, YMCA, or NRPA)?**

A: The only names of the communities you need to include in your NACDD SHD application are those communities that are applying for the NACDD funding. We do not need the names of the communities that are applying for NRPA, NACCHO, or the YMCA funding. This SHD application must link directly with those communities and or organizations that are applying for NACDD funding only.

3. **Q: According to the website, under section "C. Eligible SHD Applicants" it is indicated that "SHD applicants must provide collaboration and coordination to local communities/ entities from each respective state in the application process and commit to processing community applications by the due date.." What are the expectations for state processing? Are states expected to review, evaluate and/or make recommendations based on applications submitted by community agencies - or are states to collate and submit community applications - along with the state application?**

A: The SHD application must include a listing of all communities from that state who are applying for these funds. This doesn't suggest an endorsement from the state; but must be included since the selected communities will be working in collaboration with the SHDs. The SHD application will include a listing of all community applicants and will be sent to NACDD by 11:59 pm ET on December 9th, 2009. The SHDs do NOT review or approve these community applications for funding; this will be done by NACDD. Please collect the applications via email and send them along with the SHD application form to the email address in the SHD RFA.

4. **Q: Can a state's application submission include multiple community applicants? Is there a limit to the number of community applicants? We anticipate the possibility of several community applicants, and wish to consider if timing for a competitive review process is necessary.**

A: Yes, a SHD application can include multiple community applications. The SHD Application Form has room for 5 communities to be listed; but, you can add to this form if needed. You will **not need** to review these applications at all so will not need to have a competitive review process in place for your state. This will be handled by NACDD.

5. **Q: If a SHD submits an application with more than 2 local health departments or regional agencies, is each application considered separately or as one initiative "package?" (i.e., can one community be funded and not another if submitted under the same State application? If both are approved, do they each receive funding or do they have to split funding?)**

A: This depends on what you consider your local community to be. If your community that you are working with is submitting an application on behalf of more than one community the application will be considered as one. If each community is submitting an application independently, they will be reviewed separately and funded separately if selected. Applications are being coordinated through the state health department to support collaboration and partnership between the state and local levels; the state health department will simply collect the applications and forward them to NACDD. They do not have a role in reviewing or selecting for funding. The national partners are looking to fund multiple site across the US and it is unlikely that more than one community will be funded in the same locale.

Funding

1. **Q: Am I correct that a maximum of \$75,000 will be available to each grantee community to be spent over a period of three years, and not \$75,000 for each year of a three year project period?**

A: The entire award amount of up to \$75,000 will be disbursed within the first year of the project to the fiscal contact listed in the community application. These funds can be carried over into the remaining two project years. The actual disbursement schedule will be included in the memorandum of agreement with the selected communities. These are

linked directly to the deliverables in the first year of the project. The \$5,000 SHD set-aside for travel and other meeting attendance costs for the State Health Department Expert Advisor is only necessary for year one of the project period. This is for travel to the Coaches Meeting, the Action Institute, assistance at community meetings (if needed), site visits and other costs associated with travel expense.

2. **Q: Does the funding for the CHART Team travel come out of the \$75,000 budget? If so how many members are required to attend?**

A: Yes, funding for all CHART travel to the Coaches meeting for 2-3 people and to the Action Institute for up to ten CHART members will be paid for out of these funds, including the travel reimbursement for the SHD Expert Advisor (through the \$5,000 set aside).

3. **Q: If the applicant is a 501c3 nonprofit organization that manages its own grants, does it need to have a separate fiscal agent for this application?**

A: No, there does not need to be a separate fiscal agent if the applicant agency is eligible and wishes to serve in this capacity.

4. **Q: We are a local health department that intends to submit an NACDD Achieve application through our SHD. If selected, is the up to \$75K awarded directly to the local health department or to the State?**

A: The funding is awarded directly to the fiscal agent noted in the application on behalf of the local coalition. It is not awarded to the state health department, although there is a \$5,000 set aside in the amount going to the fiscal agent for use by the state health department.

5. **Q: Are the funds available to use towards lobbying efforts?**

A: No, per Section G, Funds may not be used for the purchase of alcoholic beverages, tobacco products or for lobbying efforts.

6. **Q: Do you allow in-direct costs to grant request?**

A: Yes, indirect are allowed expenses. 10 percent is reasonable.

Terminology

1. **Q: What does "SHD" stand for?**

A: SHD stands for State Health Department.

2. **Q: What will the awarded communities be expected to implement? I wanted to clarify if a grantee can use the funds to support an existing program of their own that may also meet the mission of the ACHIEVE Initiative.**

A: Communities will be expected to implement policy, systems and environmental change strategies impacting chronic diseases and their associated risk factors such as tobacco use, poor nutrition and physical inactivity. Specific deliverables can be found in Section H of the Community RFA. Also, please note that ACHIEVE will not support programs; however, if the "program" you mention in your question refers to a group or coalition, then yes, this program can apply but must stipulate how they plan on organizing around these change strategies.

3. **Q: Define a healthcare purchaser.**

A: In this context, we are referring to managed care organizations, health maintenance organizations, hospitals, or other health care providers or plans.

Assessment and Evaluation

1. **Q: Define community assessment. Does it have to be part of a state initiative or something we did separately?**

A: In relation to the ACHIEVE Initiative, a community assessment refers to a review of the data in your community specific to chronic diseases, the associated risk factors, other demographic data, and an inventory of policies, systems and environmental change strategies. THE ACHIEVE Community RFA lists the CHANGE tool as the required assessment tool. All selected applicants will participate in the CHANGE tool assessment process once funded.

2. **Q: Can you direct me to the relevant information on the CHANGE tool please?**

A: CHANGE is an assessment tool used in ACHIEVE communities to assess the status of policy, systems and environmental strategies in community settings. All selected communities will have to do this assessment within the first

few months of the initiative. For more information please visit:
<http://cdc.gov/healthycommunitiesprogram/tools/change.htm>

3. **Q: How important is evaluation of the ACHIEVE efforts in the application?**

A: While evaluation is important, the evaluation efforts are not considered rigorous. NACDD technical assistance staff will provide guidance to communities of evaluation efforts.