



NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS

Promoting Health. Preventing Disease.

Community Request for Funding Assistance:

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

Applications due: December 4, 2009 at 11:59 pm ET

For further information on ACHIEVE visit: www.achievecommunities.org

A. Purpose

The National Association of Chronic Disease Directors (NACDD) in collaboration with the Centers for Disease Control and Prevention's National Center for Chronic Disease Prevention and Health Promotion, Division of Adult and Community Health seeks applications from community coalitions or other local or regionally-based organizational entities to implement Action Communities for Health, Innovation and EnVironmental ChangE (ACHIEVE). NACDD has \$750,000 available to fund up to 10 ACHIEVE communities in states or territories. The 10 selected communities will collaborate with the State Health Department's Chronic Disease Program as well as NACDD and other national partners. All community applications **must** be submitted through the SHD and therefore must be attached to a SHD application in order to be considered (see Section B for more information).

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. ACHIEVE does not implement programs. ACHIEVE is part of a broader Healthy Communities collaborative with CDC, YMCA of the USA (YMCA), National Association of City and County Health Officials (NACCHO), and National Recreation and Parks Association (NRPA).

Please note: As part of the national collaborative, YMCA, NACCHO and NRPA will announce similar RFAs for their respective constituents. Each national partner will fund up to 10 communities. See the ACHIEVE website for more information on other national partner RFAs at www.achievecommunities.org

B. Project Description

NACDD will fund up to 10 communities/organizational entities for no more than \$75,000 (this includes a \$5,000 set aside for SHD travel assistance) each to fully implement ACHIEVE for a three-year or longer project period. Communities **MUST** apply for funding in collaboration with the State Health Department Chronic Disease Program based on eligible applicant criteria (see section C below). Communities applying from U. S. Territories must also apply through the designated NACDD contact in the territory. Refer

to www.chronicdisease.org/memberdirectory and at the *Specific Chronic Diseases* drop down menu select “Voting Member, CDD” to find the appropriate SHD state chronic disease director. Alert the SHD chronic disease director at the email address provided if you intend to submit a community application. Community applications submitted without being attached to the state application will not be considered for funding.

ACHIEVE seeks to create healthy communities by promoting local leadership and action to reduce chronic diseases and conditions through implementation of policy, systems and environmental change strategies specifically to increase physical activity, prevent tobacco use and promote healthy nutrition. ACHIEVE works through local coalitions or community organizations to facilitate sustainable improvements working in partnership. ACHIEVE works through a five-phase process: coalition building/commitment, assessment, prioritization and planning, implementation, and evaluation. Sustaining efforts beyond the three-year project period is supported and encouraged and applicants addressing sustainability efforts will have preference in scoring.

C. Eligible Applicants

Applications for funding must be from 501(c)(3) organizations such as coalitions, universities, nonprofit organizations, government agencies and other entities that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are not private foundations as defined under Section 509(a).

1. Local health departments ARE considered eligible applicants for this application.
2. 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.
3. Communities in U.S. Territories are eligible to apply.
4. Community coalitions and organized entities as described above with a mission that supports healthy communities and or experience in reducing chronic disease and associated risk factors in communities, regions, organizations, and systems are eligible to apply. Examples of eligible applicant organizations include but are not limited to groups or coalitions that represent:
 - Local Health Departments
 - Aging service organizations and senior centers;
 - Business, community, and/or faith-based leaders;
 - Community, health care, voluntary, and/or professional organizations;
 - Community health centers;
 - Community agencies and or organizations that represent disparate populations;
 - Community agencies and or organizations that represent a community located on a reservation;
 - Faith organizations;
 - Existing community coalitions (especially those already focusing on chronic diseases);
 - Health care providers for farm and migrant workers and their families;
 - Organizations that represent minority populations;
 - Persons with disabilities;

- Parks and recreation departments;
- YMCAs;
- Schools, school-based and school-linked clinics and local education agencies;
- Universities, schools of public health, academic health centers; and
- Urban planning groups, housing authorities and departments of transportation.

Applicants are encouraged to apply for an ACHIEVE award that incorporates all the requirements of implementing a coalition to put policy, systems and environmental change strategies into action. This coalition may also include a special focus in one or more of the following population groups: youth, elderly, minority, faith-based groups, intergenerational groups, and or persons with disabilities. Focusing on one of these special population groups is not a requirement of this application, but is encouraged and supported by NACDD.

Applicants are encouraged to partner with groups listed above if they are not already a part of the applying coalition or entity.

D. Ineligible Applicants

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 Communities Programs are not eligible to apply for this funding.

E. Available Funding

Approximately \$750,000 is available for up to 10 ACHIEVE communities at no more than \$75,000 each to implement this process of sustainable community change to promote healthy communities. Funds will be awarded to the selected applicant community, but allocated directly to the fiscal contact referenced in the application. Funds will be awarded through a disbursement mechanism consistent with current ACHIEVE funding methodology. Memorandum of agreements (MOA) will be used to document the award and requirements. All funds will be allocated within the first year of the project.

F. Project Period

Funds will be awarded for a three-year project period. Funded entities are expected to work toward developing sustainable plans and implementing policies, systems and environmental change strategies that may go beyond the project period.

G. Use of Funds

Funds must be allocated by the coalition or selected applicant organization’s fiscal agent for the following: in Year 1 for travel by two coaches and the SHD Expert Advisor to the Coaches Meeting (see section H. below) and to the Action Institute (see section H below) for up to 10 individuals that includes the two coaches and SHD Expert Advisor. A Community Health Action Response Team (CHART) of at least eight high level policy experts and community representatives must be created (see H for more information). Additionally, funds may be used for staffing, resources, materials, sustaining actions, advocacy, education, media, meeting and travel costs, infrastructure and other capacity support, and equipment that is consistent with ACHIEVE.

A set aside of up to \$5,000 per funded site will be used to fund travel for the state health department expert advisor to provide needed implementation assistance to the

community. This is a required line-item in the attached budget template and should be included in all requests for funding. In-kind support or funding is not a requirement of this program; however, demonstration of in-kind support in the budget is listed for communities wanting to include this information.

Funds may not be used for the purchase of alcoholic beverages, tobacco products or for lobbying efforts.

H. Project Deliverables (see attached Model for estimated timeline)

Mandatory project activities for ACHIEVE include the following deliverables and are consistent with the ACHIEVE model that includes the following phases: commitment, assessment, prioritization and planning, implementation, and evaluation:

1. Designation of the following individuals: two coaches (one from the applicant organization and one partner coach from another organization or agency) and a representative who will be responsible for the fiscal aspects of the grant.
2. Participation in an information Orientation conference call is scheduled for the week of February 8, 2010 (exact date TBD).
3. Participation in individual conference calls with selected communities (date TBD).
4. Development of a Community Health Action and Response Team or enhancement of an existing coalition/entity willing to serve in this role. The CHART will consist of a coalition of at least eight leaders of the highest levels from such entities as city and county governments; schools or school boards; businesses; health-focused foundations; faith-based organizations; public health agencies; health care purchasers, civic organizations, health plans or providers; academic institutions; urban planning and transportation groups, and other key community policy and decision makers. The lead agency/organization CEO or Executive Director must be included as a CHART member. The application must state why each coach and CHART member was selected to participate. For this application, a minimum of four CHART members must be identified prior to funding and sign the letter of commitment (see attached template letter).
5. Participation in a Coaches Meeting in Washington DC (exact location TBD) on March 2-4, 2010 (date subject to change) where two designated local leaders (coaches) and one representative from the State Department of Health will learn more about the community change process and receive tools and strategies to assist with this process
6. Participation in a community/organizational assessment process that describes the health aspects of the target community. At a minimum, this assessment will include the CHANGE Tool created by the CDC. The applicant must commit to implementing this tool in the application if awarded funding. More can be found on this tool at <http://cdc.gov/healthycommunitiesprogram/tools/change.htm>. Other assessment tools may be identified for additional usage and must meet minimum criteria and be explained in the application. The CHANGE process will begin March 22, 2010 and be completed by August 31, 2010. It will be repeated annually.
7. Participation of the CHART and the designated State DOH representative in a 3-day ACHIEVE Action Institute during either the week of June 14 or June 21, 2010 in (location to be determined) where leaders will learn about tools, resources, and strategies to build healthier communities and will begin to develop a community action plan at that institute to implement once the team returns home. Note: the travel team is limited to a minimum of eight and a maximum of 10 people from the CHART. However, CHARTs can have more than these numbers of members participate at the community level.

8. Implementation of policy, systems and environmental change strategies at the local level that will support and sustain community members to lead healthier lifestyles in their communities. See examples at www.achievecommunities.org/resources
9. Participation in scheduled conference calls for the duration of the project. This will include monthly technical assistance calls, learning webinars, progress updates, or other organizational sessions.
10. Development of a community action plan.
11. Participation in a local site visit within one year of funding.
12. Submission of at least one success story within the first two years of funding.
13. Participation with national and state partners in the development and implementation of needs assessment, evaluation and reporting methods and progress reporting.
14. Participation by one or two CHART members at the 2011 annual NACDD Chronic Disease Academy (if funding allows).
15. Provide all invoices and narrative reports on time and per established schedule.

I. Reporting Requirements and Computer Capacity

Each successful applicant will provide information on a routine basis through an electronic online reporting system. One designated reporting individual must be referenced in the application with all contact information and email address and must have computer and internet capability for reporting. Applicant organizations must provide documentation in the application that supports online reporting capability including access to and ability with computers, Word software programs and web access.

J. Submission Process

Applications for funding must be coordinated with the State Health Department's Chronic Disease Director/Program. Each community application 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*
- *Fiscal Agent Letter of Support*
- *Letter of Commitment from Coaches and CHART members*

All four components must be saved in **pdf format**. *In one email message*, please attach your four pdf files:

- 1) Community Application Form,
- 2) Budget,
- 3) Letter of support from the fiscal agent, and
- 4) Letter of commitment

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

All applications sent by the deadline will receive an email acknowledging receipt of the application by the SHD designated contact. The SHD designated contact will forward all applications from their state to NACDD by the noticed deadline for submission.

K. Minimum Application Requirements

- Applications exceeding page limits will not be reviewed.
- Applications not using appropriate templates will not be reviewed.
- Late applications (electronically stamped by the sender **after** December 4, 2009 will not be accepted by the SHD Chronic Disease Director and will not be forwarded to NACDD.
- Font size no smaller than 10-point Times New Roman, single-spaced.
- Hard copy and fax applications will not be accepted. Applications must be emailed the designated SHD Chronic Disease Director (Refer to www.chronicdisease.org/memberdirectory and at the *Specific Chronic Diseases* drop down menu select "Voting Member, CDD" for the appropriate email address to submit the application by the Community RFA deadline on the front of this application).
- Letter of support must be signed and created on official letterhead by the fiscal agent.
- Application must be included in the SHD Chronic Disease Program Director's application.

L. Application Content/Requirements for Communities (included in Community Application Form)

- Cover page that includes (limited to *one* page):
 - Name of the ACHIEVE Initiative and community
 - Name and contact information for Coaches (lead and partner)
 - Name and contact information of organization/entity that will act as fiscal agent
- Community demographics and Congressional Information (one page)
- Narrative description (not to exceed four pages) describing:
 1. Vision: Describe your vision for a healthy community - How this application will enhance or create a community organizational effort to support and implement policy, systems and environmental change strategies consistent with ACHIEVE
 2. Brief summary of community need
 3. Capacity
 - a. Current coalition or organizational entity's capacity and collaboration effort with health issues (based on phases - commitment, assessment, prioritization, implementation, and evaluation)
 - b. Current state of readiness and capability with physical activity and healthy nutrition promotion or tobacco reduction efforts
 4. Partnerships
 - a. Listing of current partnerships / collaborations relevant to the application
 - b. Provide justification for the selection of the lead and partner coaches
 - c. Provide a list of potential CHART members - why they are recruited and current / past experience with policy, systems and environmental change strategies
 - d. Describe how the demographics of the coalition will reflect the identified community

5. Proposed activities should include a narrative description of activities for year one of the grant, but not a work plan. This can include a description of how current and proposed partnerships will collaborate on activities, including any special focus on certain populations or catchment areas.
 6. Linkages to the State Health Department Chronic Disease Program and regional health department or a plan to enhance this partnership
 7. Describe how your community will sustain ACHIEVE beyond the funding cycle and include past experience with sustaining similar efforts. Include information on other similar funding sources within the community.
 8. Please describe the existing capacity for evaluating policy and environmental change strategies. If none, please describe how you intend to build evaluation capacity within ACHIEVE.
- Budget

Include as attachments using templates provided:

- Estimated budget that can be modified upon selection and included with the memorandum of agreement (limited to *one* page). In-kind and match are not required. Use the *ACHIEVE Budget Template* to complete your budget. The budget is allocated through partnership with a fiscal agent; but is for the use of the CHART.
- 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.
- Letter of Commitment signed by at least four identified CHART members and the lead coach and partner coach. Use the *Letter of Commitment* template to complete your letter of commitment.
- **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.**

M. Selection Process

Applications will be reviewed and scored based on the following criteria and percentages:

- Healthy Community vision, support of ACHIEVE philosophy or commitment to endorse and support (5%)
- Demonstrated Need (10%)
- Capacity/readiness (15%)
- Collaboration and Partnerships (20%)
- Proposed Activities (15%)
- Linkages to SHD (5%)
- Evidence of sustainability (10%)
- Evaluation (5%)
- Commitment of resources (time, personnel, funding) (15%)
- Realistic budget (not scored)
- State Application (an additional allocation of up to 5 percentage points)

N. NACDD and SHD Support and Commitment

- NACDD commits to providing regular technical assistance via email, conference calls, in person meetings, conferences, webinars, and linkages to national expertise, additional funding and or travel support as available and resources, materials and

tools needed to promote community-driven success. Additional support will be provided through site visits and one-on-one communications.

- The SHD Chronic Disease Program will designate a SHD Expert Advisor who will support local efforts and provide state-based technical assistance and evaluation support. Space is provided on the SHD Application Form for SHD's to explain their delivery of technical assistance. The SHD Expert Advisor agrees to travel reimbursement from the local applicant's allocation.

O. For more information on this application or on ACHIEVE

- Visit the NACDD website at: <http://www.chronicdisease.org/ACHIEVERFA2010> for an online version of this current RFA.
- Visit the NACDD website at: www.chronicdisease.org/ACHIEVERFA2010faq for a list of Frequently Asked Questions. A conference call to discuss this application process and provide an opportunity for questions is scheduled for October 29, 2009 at 2:00pm Eastern Time. The phone number and call in instructions will be posted to this website soon; please refer back for more information.
- For questions about this application, please visit: <http://www.chronicdisease.org/ACHIEVERFA2010questions> to submit your question online. All posted questions will receive a notification of response within two business days and will be posted to the NACDD FAQ site on the web. Emails or phone calls to NACDD representative for more information will be re-directed to the online submission form.
- Attached to this RFA is a set of Frequently Asked Questions from prior years' application process. As questions are posed to the online FAQ site, responses will be added to this list.