

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**ACTIVE LIVING WORKSHOP TECHNICAL ASSISTANCE**

**RFA # 34301-41626**

## REQUEST FOR APPLICATION

### STATE OF TENNESSEE

### DEPARTMENT OF HEALTH

#### I. Introduction:

Since 2022, the Tennessee Department of Health has conducted 25 Active Living Workshops throughout the State of Tennessee, serving the 89 non-metropolitan counties. Leading these efforts are the Tennessee Department of Health's (TDH) Healthy Development Coordinators (HDCs), subject matter experts working at the intersection of the built environment and health. The workshops are half-day events led by a HDC with participants consisting of elected officials, school board members, community members, and other stakeholders. During the events, the HDC first provides education on design principles of a healthy built environment that creates opportunities for physical activity and access to healthy foods. Next, a walk audit is completed with the participants in a stretch of their community that they are interested in improving. During the walk audit, members note assets that align with healthy design principles and opportunities for improvement. Then, participants gather for a mapping exercise to map their community's assets and opportunities for improvement. Finally, the participants form an action plan on next steps to improve the areas they defined and continue with improving the design of their community to foster health.

In the weeks and months following the workshop, the HDC provides a more in-depth action report and assists the community with next steps, which could include demonstration projects or quick placemaking wins that enhance walkability and bikeability in participating communities. The HDC may provide materials and assistance for things like:

- Pop-up bike lanes, crosswalks, pedestrian plazas, or open streets;
- Parklets or temporary public gathering spaces;
- Sidewalk or street art that supports pedestrian wayfinding or traffic calming;
- Small placemaking items that increase walkability such as benches, shade trees, and wayfinding signage.

If the Active Living Workshop had a strong bicycle focus, the HDCs may also assist in creating bike share programming or providing bikes and helmets so community members can utilize the tactical urbanism project.

The State is seeking applications to provide the services outlined in this RFA. The State anticipates providing up to 2 Active Living Workshops per region (for a total of up to 14 Active Living Workshops). Number of awardees will be subject to regional resources and HDC availability.

## II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project. It will ask you to answer the following questions:

1. **Interest in Promoting Walking and Biking** – (20 points maximum, 400 word limit) A high scoring application will demonstrate enthusiasm and interest in promoting walking and/or biking and will thoroughly answer and describe:
  - a. your community's current interest and momentum in advancing walkability and/or bikeability;
  - b. what you are hoping to achieve from this workshop;
  - c. whether or not your community has applied for (or has interest in applying for) grants having to do with walkability or bikeability.
2. **Need and Community Engagement** – (25 points maximum, 400 word limit) A high scoring answer in this section will show an understanding of needs in the community, based on both data and prior community engagement. The answer will describe:
  - a. social or health needs in your community and how increasing access to walking and/or biking could help meet those needs;
  - b. how you will ensure maximum community participation possible.
3. **Existing Traffic Safety** – (20 points maximum, 400 word limit) A high scoring answer in this section will use data (if available) and individual cases to describe a safety issue that needs to be addressed. The answer will thoroughly describe:
  - a. crosswalks, sidewalks, or intersections in the area you want to look at for your walk or bike audit and any safety concerns you have about the area;
  - b. any safety or crash data or information you have for your area of concern, including whether or not pedestrians or cyclists have been struck by cars.
4. **Letter of Support from Community Champion** (25 points, one page attachment) Each community that is applying should have a "champion" for this project identified. This could be a mayor, local government employee, school employee, non-profit organizer, or anybody else from the community deemed appropriate to assist with convening and organizing the workshop. This person will serve as the official host for the event, will coordinate securing space to conduct the workshop, and will be the primary contact with the State to ensure workshop activities are completed. A letter of support from the community champion that acknowledges their responsibility and commitment to ensuring the workshop is completed will earn full points for this section.
5. **Objective Analysis of Need.** (10 points maximum). This area will be scored internally. Poverty data will be used to rank the applications, with the areas experiencing highest percentages of the population in poverty receiving the highest number of points. Applicants will be asked to provide an address or cross section of where they would like

to conduct their walk audit. This location will be used to assess poverty data in the census tract immediately surrounding it.

### III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Active Living Workshop Technical Assistance. The State reserves the right to adjust the schedule as it deems necessary.

<b>EVENT</b>	<b>TIME (Central Time)</b>	<b>DATE (all dates are state business days)</b>
1. RFA Issued		January 9, 2026
2. Written “Questions & Comments” Deadline	2:00 p.m.	January 16, 2026
3. State Response to Written “Questions & Comments”		January 23, 2026
4. Deadline for Applications	2:00 p.m.	March 6, 2026
5. Evaluation Notice Released		March 20, 2026
6. Effective Start Date		March 23, 2026

#### **Questions and Answers:**

All questions concerning this RFA must be presented to the Competitive Procurement Assistant shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Assistant. The State’s responses will be emailed and posted as an Amendment to the following website:  
<https://www.tn.gov/health/funding-opportunities.html>.

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

### IV. **Submission of APPLICATIONS:**

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Assistant at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Jessica Lynn Taylor  
Competitive Procurement Assistant  
Service Procurement Program  
Division of Administrative Services  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 532-7560  
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application
- Competitive Requirements

## V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the criteria outlined in Section II.

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications which are most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.