

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**HEALTHY BUILT ENVIRONMENTS (HBE) RACIAL AND ETHNIC APPROACHES TO
COMMUNITY HEALTH (REACH) PLANNING**

RFA # 34352-19725

REQUEST FOR APPLICATION**STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. Introduction:**

The places where we live, learn, work, play, and pray influence how we view and understand our communities, ourselves, and each other. A well-designed built environment can decrease obesity, heart disease, and diabetes rates while increasing physical, mental, and social health. The Tennessee Department of Health (TDH) recognizes the important link between the built environment and public health. Therefore, TDH supports the creation of healthy built environments to protect, promote, and improve the health and prosperity of all Tennesseans.

In our country, there are health disparities linked to race and ethnicity. According to the Centers for Disease Control and Prevention (CDC), “All people should be able to reach their full health potential. However, health gaps exist among racial and ethnic minority groups. These groups may have higher rates of disease, early death, and health care costs, and lower quality of life.”

TDH believes every Tennessean should be able to reach their full health potential regardless of race or ethnicity. Through CDC Racial and Ethnic Approaches to Community Health (REACH) funding, The Healthy Built Environments REACH (HBE REACH) Planning grants aim to remove barriers to health linked to race and ethnicity through built environment assessment and planning to promote physical activity through increased access to active transportation and recreation opportunities.

Eligible applicants are Local and State government entities, American Indian tribes, and non-profits with 501(c)(3) status. Applicants must complete a project in one of these four counties: Shelby, Davidson, Knox, or Hamilton.

Individuals are not eligible to apply. Each applying organization should only submit one application.

Applicants must identify a predominantly racial or ethnic minority community where built environment improvements may advance health equity in one of these four counties: Shelby, Davidson, Knox, or Hamilton.

Applicants should use data to describe the current demographics of the priority community. Applicants must also describe in their proposal culturally appropriate plans to engage racial and ethnic minority members of the priority community in their project.

Eligible Activities:

The CDC has provided [The Active Communities Tool Action Planning Guide](#) to “improve community built environments to promote physical activities.” Applicants should use this guide as a framework to propose activities and strategies that can increase physical activity and overall health in their priority communities. Proposed projects should clearly state public health goals and aim to advance health equity through community engagement-driven built environment design solutions. All proposed activities must leverage cross-sector commitment and community resources as described in Section 2 of [The Active Communities Tool Action Planning Guide \(CDC\)](#). Applicants should describe their plan to use culturally appropriate messaging to engage the priority community in either (1) conducting assessment and action planning or (2) creating a community/neighborhood design plan.

1. **Assessment and Action Planning:** The goal of this activity is to collect data and complete assessments to better understand the built environment policy and infrastructure needs of the community. Projects proposed under this activity must include both of the following:
 - Completion of [Module 1: Street Design and Connectivity of the ACT: Assessment Module](#) (CDC) to assist with identifying priority areas for built environment community design projects. Completion of additional modules as needed is encouraged; and
 - Creation of an action plan through cross-sector and community collaboration as described in Section 4 of [The Active Communities Tool Action Planning Guide \(CDC\)](#).

2. **Community or Neighborhood Design Planning:** The goal of this activity is to develop a community or neighborhood design plan. For this activity, the priority community should have already identified the need for a new or updated community or neighborhood design plan through prior convening or assessment and action planning. Public health goals should be explicitly stated in the completed plan. Example plan types include:
 - Small-area plans focused on increasing physical activity;
 - Greenways, parks, sidewalks, bikeways, or multi-modal transportation plans;
 - Complete streets plans;
 - Arts and placemaking plans;
 - Public spaces plans; or
 - Other built environment plans focused on promoting health.

The grantees must conduct an evaluation to assess the impacts of their grant-funded projects in the priority community. TDH has provided a [Built Environment Evaluation Guide](#) if applicants need assistance in identifying methods and metrics, planning for data collection, or building a logic model. A Work and Evaluation template is provided with this application and must be submitted as one of the application attachments.

Grant funds can be used to cover salaries or professional fees incurred to conduct the evaluation.

Grant recipients are encouraged to define their own measures of success to evaluate their projects. However, they must report on, at minimum, the following:

- Number of local community members that participated in the planning process;
- Number of local organization partnerships formed or strengthened in the planning process and the types of organizations engaged (non-profit, business, HOA, etc.);
- Number and type of communication methods used to engage local community members;
- Number of new or enhanced plans adopted by elected officials; and
- Number of people living within geographic areas with new or enhanced plans.

Below is a list of some (but not all) of the expenses that this grant can cover:

- Venue and supplies to conduct convening and community engagement activities;
- Compensating community members of the priority community for their time (excluding state or local government employees);
- Childcare to encourage participation from members of the priority community;
- Posters, pamphlets, and other educational materials, printouts, or supplies for community events;
- Salaries and up to 10% administration fees in applicant organization to compensate time directly spent on grant activities;
- Professional fees for assessment, action planning, or urban design planning; and
- Paying for evaluation services of grant activities.

These grants are awarded through reimbursement of completed work only. TDH is unable to provide advanced payment. Matching funds are not required, but TDH encourages applicants to include commitments of cash or in-kind services to demonstrate support for their project. Funds cannot be spent on salaries for government employees, subsidies for individuals, lobbying activities, construction, or for existing services.

The State is seeking applications to provide the services outlined in this RFA. The State will offer approximately four grant(s) of up to \$50,000 for a total of \$ 200,000. The project period is expected to begin on February 1, 2025, and will last for 6 months. At this time, no additional funding is expected beyond the 6-month project period. While we anticipate funding one project in each eligible county, the number and dollar amount of grants awarded will depend on the number and budgets of the **Applications** received.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions and IRS Form

W9 for completion. The **Application** contains detailed questions about your organization’s background and the specifics of your proposed project. Please complete and attach Exhibit 1 which is the Work and Evaluation Plans. Also provide additional Attachments (to include Letters of Commitment from Participating Partners) compiled in one 10-page or less PDF file.

Attachment #3 is the Grant Budget. This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Note: Each expense object line-item is defined by the *U.S. OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the HBE REACH Planning. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		October 14, 2024
2. Pre-response Teleconference	10:00 a.m.	October 18, 2024
3. Written “Questions & Comments” Deadline	2:00 p.m.	October 23, 2024
4. State Response to Written “Questions & Comments”		October 28, 2024
5. Deadline for Applications	2:00 p.m.	November 15, 2024
6. Evaluation Notice Released		December 13, 2024
7. Effective Start Date of Contract		February 1, 2025

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34352-19725 Teleconference

Meeting number (access code): 2311 807 1678

Meeting password: uR5nwWXpW43

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=mbcc63b4385b0b263bf4c1c2a4da15d51>

Join by phone: +1-415-655-0001 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Jessica Taylor, Competitive Procurement Assistant, listed below in Section IV.

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.

Jessica Lynn Taylor
Competitive Procurement Assistant
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 6th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 532-7560
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application (**Attachment 1**)
- Competitive Requirements
- Work and Evaluation Plan (Exhibit 1)
- 2-page Budget Form (**Attachment 3**)
- Additional Attachments (to include Letters of Commitment from Participating Partners) compiled in one 10-page or less PDF file
- State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**mailed per instructions on form**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**mailed with ACH form**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health or other Tennessee State Government departments 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 following criteria:
1. **Project Abstract and Problem Statement** - 15 Points Maximum (300-word limit) - Briefly explain what health need has been identified in a racial or ethnic minority priority community and how the proposed built environment project will meet that need. The priority community must be in one of these four counties: Shelby, Davidson, Hamilton, or Knox.
 2. **Project Narrative** – 35 Points Maximum (750-word limit and attached Work section of the Work and Evaluation Plan) - Provide a project narrative detailing how the work will achieve the goal(s) and objectives while collaborating with partners and engaging the

community. Describe how you will develop and share culturally appropriate messages to your priority community throughout the project. This should complement the Work and Evaluation Plan (Exhibit 1) attachment and should reference any letters of commitment or support you have received and included in your Additional Attachments.

3. **Project Management and Sustainment** – 15 Points Maximum (500-word limit) Please provide a narrative describing the applicant organization’s qualifications and ability to manage the project successfully. Please also describe how the applicant will use the plans after the term of the grant to continue the work beyond the grant term.
4. **Evaluation** – 15 Points Maximum (500-word limit and attached Evaluation portion of Work and Evaluation Plan) Please describe how the applicant will evaluate the impact and success of the project. Include metrics, a plan for data collection, and a plan to disseminate findings. This should complement the Evaluation section of the Work and Evaluation plan attachment (Exhibit 1).
5. **Budget** – 20 Points Maximum (500-word limit plus Attachment 2 completed on the provided budget template) Please provide a written budget narrative describing anticipated revenue and expenses, additional grant funding, and other funding sources (including in-kind, if applicable). Describe how the rest of the grant project will be funded if this grant is only providing a portion of the costs. If the applicant has received other TDH funds previously or concurrently, please give a brief history.
6. **Additional Attachments**
Supplemental attachments may be submitted. This section will not be scored individually, but it should support and complement other sections of the grant. For example, if support from an elected official was mentioned in the narrative, a letter of support may be included in this section to corroborate that statement. The additional attachments should be submitted as a single PDF file that does not exceed 10 pages total. Some attachments that may be included are:
 - Letters of Support and Letters of Commitment;
 - Documents that demonstrate public support;
 - Pictures;
 - Plans; and
 - Convening meeting minutes.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected without review. 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.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a HBE REACH Planning grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for HBE REACH Planning. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**