

## FOA Number: CDC-RFA-EH14-1407 - Health Impact Assessment for Improved Community Design

February 28, 2014

### Question and Answers

This document sets out frequently asked questions and answers regarding the new Funding Opportunity Announcement (FOA) Number: CDC-RFA-EH14-1407 - Health Impact Assessment for Improved Community Design. The document captures the questions asked by potential FOA applicants.

#### Overview:

1. Q. What is the project start date?  
A. September 1, 2014.
2. Q. Will there be instructions on finding the Q&A document on the website?  
A. Yes, the Q&A document will be located on our programs website - [http://www.cdc.gov/healthyplaces/improved\\_community\\_design.htm](http://www.cdc.gov/healthyplaces/improved_community_design.htm).
3. Q. When do you plan to have the responses from this call on grants.gov?  
A. The responses from this call will be posted on our website during the week of April 21, 2014.
4. Q. What are the next steps for those not able to join this call?  
A. A second FOA informational call for potential applicants will be scheduled and posted on grants.gov. Also, a Q&A document from this call will be posted on our website - [http://www.cdc.gov/healthyplaces/improved\\_community\\_design.htm](http://www.cdc.gov/healthyplaces/improved_community_design.htm).
5. Q. Is there a recording of this call?  
A. Yes, the FOA informational call was recorded, but we cannot distribute the number to potential applicants.
6. Q. If awarded, can applicants ask for additional funding if all FY14-15 awards total less than \$870,000?  
A. No.

#### Letter of Intent:

7. Q. Is a letter of intent required to submit for FOA number EH14-1407?  
A. A letter of intent is optional, so potential applicants are not required to submit a Letter of Intent.
8. Q. Is a Steering Committee and Advisory Panel one and the same?  
A. Yes, they are one in the same, but we would like to keep it consistent and use Advisory Panel.

#### Collaborations:

9. Q. Page 6 of the FOA, given that the websites for the organizations external to CDC are primarily informational in nature, I am not sure how to show collaboration other than a signed letter of support. Please clarify.  
A. Recipients are required to collaborate with currently funded EH11-1104 programs in their states and are encouraged to collaborate with organizations external to CDC. Include a signed letter of support that verifies each collaboration. Organizations external to CDC may be helpful resources for all potential applicants. Another way to show collaboration is to highlight how your partnerships will fulfill your objectives.

### **Letter of Commitment**

10. Q. The way our local governments have divided duties we have both city and county. Do you want Letters of Commitment from each individual partner or would one letter from the City Manager (Transportation Planning, Mass Transit) and County Manager (Public Health, Park and Recreation, Land Use & Environment) giving specifics suffice?
- A. This is up to the applicant, depending on the details of the collaboration.
11. Q. Are MOUs or MOAs required to be put in a proposal or is it just recommended?
- A. MOUs and MOAs are not required but highly recommended in a proposal.

### **CDC Program Support to Awardees:**

12. Q. What is CDC's role in this cooperative agreement?
- A. See page 11 – Letter - F. CDC Program Support to Awardees; it highlights CDC's role in this cooperative agreement.

### **Eligibility:**

13. Q. Who is eligible for this award?
- A. This FOA is open to any qualified applicant and is not restricted to awardees funded by the existing FOA (EH11-1104). Page 12 lists the eligible applicants.
- Government Organizations:
- State or their bona fide agents (includes the District of Columbia)
  - Local governments or their bona fide agents
  - Territorial governments or their bona fide agents in the Commonwealth of Puerto
- or:
- Non-government Organizations:
- American Indian or Alaska native tribally designated organizations
  - Nonprofit with 501C3 IRS status (other than institution of higher education)
  - Nonprofit without 501C3 IRS status (other than institution of higher education))
- [Private colleges and universities]  
[Community-based organizations]  
[Faith-based organizations]  
[For-profit organizations (other than small business)]  
Page 13  
[Small businesses]
14. Q. I am interested in applying for the above referenced grant opportunity. Are state-funded universities eligible?
- A. Yes, state-funded universities are eligible to apply.
15. Q. Can cities apply for the FOA Number: CDC-RFA-EH14-1407 - Health Impact Assessment for Improved Community Design?
- A. Yes, city governments are eligible to apply.
16. Q. Are cities eligible for the Health Impact Assessment for Improved Community Design program as a "local government" or is the Commonwealth the only eligible entity as a "territorial government"?
- A. Yes, cities are eligible and are considered local governments.
17. Q. Our Regional Planning Council is a multi-purpose organization with legal status. In our State, Regional Councils are voluntary associations and do not have the power to regulate or tax. Articles 12-B and 5-G

of our State General Municipal Law give affiliated counties the legal authority to create regional planning boards and joint purpose municipal corporations. Are we eligible?

A. Yes, based on page 12 of the FOA, a regional planning council is eligible if they are a bona fide agent of the state.

18. Q. Is CDC considering proposals for projects conducted in one city or do the projects need to be conducted at the state level?

A. FOA EH14-1407 does not require coordination at the state level. Management at the city level is appropriate.

19. Q. Are those currently funded under EH11-1104 eligible to apply?

A. Yes.

**Work plan:**

20. Q. If a state entity is applying; can there be HIAs each year from different jurisdictions or different cities from around the state?

A. Yes, as long as the applicant is initiating the HIA.

21. Q. Does any part of the hiring process for possibly hiring an HIA technician need to be in the work plan or explained in the budget?

A. The applicant should explain this process in the work plan and budget.

22. Q. Do the 3 HIAs need to be new projects or could they be ongoing HIA projects by the time September 2014 comes around?

A. They need to be new projects.

23. Q. I understand the requested level of details for Year 1; what is the level for years 2-3?

A. Applicants are only required to submit a work plan for year 1, but the same level of detail will be required during years 2 and 3.

24. Q. For conducting 3 HIAs each year, do you expect our application to have those 3 specific HIAs for year 1 identified or can we talk about how we are going to work with our partners to identify the 3 HIAs in the first year?

A. The applicant can choose the best approach for their situation. If you have potential HIAs selected, then please include them in your application. If not, another great strategy is to work with your advisory panel to select your HIAs.

25. Q. If we are getting funding (outside of EH14-1407) for an HIA, can we include that as one of the 3 HIA projects?

A. No.

26. Q. We must include a summary of all 9 proposed projects and specific details for the Year 1 projects, yes? We understand the pedestrians and bicyclists resource is a mandatory deliverable, but is it only required on one of the nine projects or is it required for one HIA annually?

A. Applicants are required to submit a proposal for only year 1 activities, which includes 3 HIAs. The pedestrian and bicyclist requirement is mandatory for 1 HIA per year.

27. Q. Page 6 – Letter C – Build a website – If we plan to do this at a city level, are applicants required to place links to HIA resources at the state level?

- A. The Healthy Community Design Initiative (HCDI) recommends that applicants link resources to their state level website, but it is not a requirement.
28. Q. Page 6, Letter B, “Recipients are encouraged to collaborate with organizations external to CDC. Include a signed letter of support that verifies each collaboration.” What are the options if they do not feel comfortable writing a letter of support?
- A. It is not required to have a signed letter of support with organizations external to CDC. It is recommended to have a letter of support to justify the collaboration between the applicant and partner. The letter of support should reflect how you plan to complete the objectives.
29. Q. Page 6, HCDI required collaborations; if the current recipients (FOA #EH11-1104) are also planning to apply, are they required to sign an MOU?
- A. If current awardees under FOA # EH11-1104 are funded after September 1, 2014, then they are required to sign an MOU with the applicant.
30. Q. Page 8, letter A – “Propose and complete three Health Impact Assessments each year, targeted at a transportation or land-use project or policy, in coordination with health, housing and urban development, land-use, planning, nutrition/agriculture, and/or transportation professionals who have been trained in HIA.” Do the professionals need formal training?
- A. No.
31. Q. We are a large urban area working with a regional group that surrounds suburban and rural areas. Is it okay that we spread out the HIAs in different locations per year?
- A. Yes.
32. Q. Do we submit 3 or 9 proposed HIAs?
- A. The applicant must submit 3 HIAs that they plan to complete between September 1, 2014 and August 31, 2015.
33. Q. Are there CDC work plan templates we should use for the work plan section or should I create my own?
- A. The CDC does not support a standard work plan template. Work plan templates are different for each applicant.
34. Q. What are the do’s/don’ts for expanding current HIA work started with other CDC funding via the new FOA?
- A. You cannot use competing federal funds to fully complete the same objective. This is considered double-dipping and not allowed. You can add processes to an existing CDC objective.
35. Q. Any specific requirements for regional level projects?
- A. No, there are no specific requirements for regional level projects. Regional level partnerships are mentioned on page 10 under “Build Formal and Informal Partnerships” bullet A.
36. Q. Re staff resumes, we might need to hire someone if we receive the grant. Would you like to see resumes of potential employees or would you rather see that the applicant already has the required skills in house?
- A. The applicant can either describe the process of hiring employees to complete these skills or you can attach a resume of someone on your staff that already has the skills.
37. Q. Do the 3 HIAs that need to be completed between September 1, 2014 and August 31, 2015 have to be started and completed during the first year?

A. The 3 HIAs need to be complete but not final. HIAs can be revised after the due date, but the report should be complete.

38. Q. Can we complete HIAs on policies that have already been stated?

A. Yes.

39. Q. Are outcomes expected for each year, or only outcomes expected at the end of 3 years?

A. Yes, outcomes are required each year.

40. Q. Is the project period one year only, or the full 3 years?

A. The project period is 1 year.

41. Q. What are the allowable/unallowable expenses?

A. Please look at page 20 "Funding Restrictions" for all unallowable expenses.

42. Q. Do 3 HIAs need to occur in each funding cycle year?

A. Yes, recipients must complete 3 HIAs per year.

43. Q. Are there specific expectations related to health equity and community engagement?

A. No, we did not place specific expectations related to health equity and community engagement.

44. Q. Is the last bullet under Resources on page 11 of the FOA a mandatory or suggested deliverable: "e) Develop a metric and track both the number of pedestrian and bicyclist injuries and the number of pedestrian and bicyclist trips (or a proxy) in the areas in which HIAs are performed and the ratio of the two"?

A. Yes, this is a mandatory deliverable.

45. Q. Page 9 - "conduct 1 HIA in the framework of a policy" - Can you explain what this means? What would it look like?

A. One HIA needs be done in the framework of a law or policy, such as described in Pew Charitable Trusts document "Legal Review Concerning the Use of Health Impact Assessments in Non-Health Sectors."  
[http://www.healthimpactproject.org/resources/body/Legal\\_Review\\_of\\_HIA\\_report.pdf](http://www.healthimpactproject.org/resources/body/Legal_Review_of_HIA_report.pdf)

For transportation and land-use here are two possible examples.

1. Incorporating the HIA into the National Environmental Policy Act (NEPA) process associated with the project.
2. Incorporating the HIA into an existing planning process (e.g. comprehensive planning).

These can be policies at any jurisdictional level. The key point is to make sure that it is not a stand-alone HIA; rather, it should be married to an existing process.

46. Q. Page 10, Under D – "Attend required recipient meeting sponsored by CDC. Applicants must incorporate this expected cost into their proposed budget." Is this the national conference presentation? Is this the same thing?

A. CDC organizes a recipient meeting each year, which is separate from presenting an abstract at a national conference. The applicants are required to submit a session proposal of findings and lessons learned to at least one national conference, but not required to present during the recipient meetings.

47. Q. Do we need to budget separately for the national conference and this required recipient meeting?

A. Yes.

48. Q. How many days are the recipient meetings?

A. 2 days.

49. Q. Are the recipient meetings in the Washington, DC area?

A. The location of the recipient meetings rotates between Atlanta and Washington D.C.

50. Q. Can you talk about the page limit for the work plan on page 17, item 11 – “Work Plan: (Included in the Project Narrative’s 25 page limit) and applicant must name this file ‘Work Plan’ and upload it as a PDF file at [www.grants.gov](http://www.grants.gov)”? Is the work plan included in the Project Narrative’s 25 pages?

A. The Project Narrative is limited to 25 pages. Content beyond 25 pages will not be considered. The 25 page limit includes the work plan. There should be a file name “work plan” and a file named “Project Narrative” uploaded. Both files combined should not exceed 25 pages.

51. Q. Page 10, Letter E., Other Resources, “Develop a metric and track both the number of pedestrian and bicyclist injuries and the number of pedestrian and bicyclist trips (or a proxy) in the areas in which HIAs are performed, and the ratio of the two.” Can you explain what you’re looking for?

A. Two examples of how to capture these numbers would be using the Fatality Action Reporting System to capture bicyclist and pedestrian fatalities in a geographic area of concern. Examples of trips could be things that are generated through the community such as counts or it could be as an example using something like the American Community Standards Survey which has commute mode trips.

52. Q. The applicant is reporting on the numbers from Question 51?

A. Yes, the applicant has discretion on which system they would like to use, whether it’s nationally available data or data their community might already be collecting.

53. Q. So the applicant needs to describe in the proposal which system (from question 51) they need to use?

A. Yes.

**Project Narrative:**

54. Q. Page 15, under outcomes, are the applicants required to submit a logic model?

A. Applicants are not required, but we recommend including a logic model.

55. Q. For the total page limit under the project narrative, do the MOUs and CVs count for the 25 pages?

A. The additional attachments, including the MOUs, MOAs, CVs, are not included in the 25 page limit, but mention in your narrative that the CVs, MOUs, and additional requirements are attached.

**Budget Narrative:**

56. Q. On the SF-424A, do you want a 1 or 3 year budget narrative?

A. 1 year.

57. Q. Is there a page limit on the budget narrative?

A. No.

**Tobacco and Nutrition Policies:**

58. Q. Page 18 – Number 13 – are Tobacco and Nutrition Policies part of our applicant?

A. Unless otherwise explicitly permitted under the terms of a specific CDC award, no funds associated with this FOA may be used to implement the optional policies, and no applicants will be evaluated or scored on whether they choose to implement these optional policies. CDC encourages all awardees to implement the following optional recommended evidence-based tobacco and nutrition policies within

their own organizations. These policies are completely separate from our requirements, but CDC encourages you to implement these tobacco and nutrition policies under that section.

**Other Submission Requirements:**

59. Q. Page 20 of the FOA, under "Validation Process" indicates that the validation process can take as long as two business days. If that is the case, should we really be submitting our application on April 24, 2014 to allow two business days for validation?

A. No, your application is due by the submission date.

**Agency Contacts:**

60. Q. Page 28, what is the mailing address for the programmatic technical assistant for this grant?

A. Joseph Ralph, Centers for Disease Control and Prevention, 4770 Buford Highway, Mailstop – F-58, Atlanta, GA 30341.