



**HEALTH IMPACT ASSESSMENT MENTORSHIP PROJECT**

**REQUEST FOR APPLICATIONS**

**\*\*\*Applications due September 15, 2011, at 8:00 PM EDT\*\*\***

*Please complete the application below by inserting text into the designated areas below. Save the document as a Word file and email it to [jcolon@naccho.org](mailto:jcolon@naccho.org) along with the project narrative and appendix.*

**PART 1: Local Health Department Information**

Name of agency:

Title of proposed program:

Street address:

City/state/Zip:

Telephone:

Fax:

Primary Contact (include job title):

Phone:

E-mail:

Health Agency Director:

Phone:

E-mail:

LHD population size served:  < 50,000  50,000 – 199,999  200,000 – 1 million  > 1 million

Is your LHD currently a dues-paying NACCHO member?  Yes  No

## **PART 2: Application Description**

### **I. BACKGROUND**

Health impact assessment (HIA) is a structured process that brings together scientific data, public health expertise, and stakeholder input to assess the potential health consequences of a proposed policy, project, or program that does not have health as its primary objective and to craft health-based recommendations. HIA provides local health departments (LHDs) with an opportunity to engage their communities, planners, engineers, and elected officials in the decision-making process while ensuring that the proposed changes support public health, health equity, and environmental justice. As such, HIA is consistent with the National Association of County and City Health Officials' (NACCHO's) policy statement on healthy community design, which supports "comprehensive, formal, and systematic integration of local public health considerations into community design processes, including community planning, regulations, and design of new development and redevelopment, and design of the public realm to promote and protect the health of our communities."

Through the HIA Mentorship Project, NACCHO will improve LHD staff training and experience in HIA and promote the use of HIA in LHDs. The following are some examples of issues that are appropriate for HIA:

- Educational programs and policies;
- Transportation planning and projects;
- Natural resource extraction and energy production projects;
- Environmental engineering, ecosystem services, and water resources management decisions;
- Energy policies;
- Climate change projects and policies;
- Food and agricultural programs and policies;
- Housing programs, projects, and policies;
- Social, economic and labor decisions; and
- Incarceration policies.

NACCHO's HIA Mentorship Project is part of an ongoing effort to increase the use of this powerful tool among LHDs. Through support from the Health Impact Project, a collaboration of the Robert Wood Johnson Foundation and The Pew Charitable Trusts, LHDs supported under the project will receive peer-to-peer assistance and intensive technical support, thereby, advancing the practice of HIA among LHD-based practitioners while increasing the number of HIAs completed in the United States.

### **II. PROGRAM OPPORTUNITY DESCRIPTION**

The overall objective of the NACCHO HIA Mentorship Project is to match four seasoned HIA practitioners with four LHDs currently implementing an HIA to ensure successful completion of the HIA while providing opportunities for capacity building at the

mentored LHD. More specifically, the NACCHO HIA Mentorship Project will do the following:

- Provide technical support to LHDs and their partners at different stages of the HIA process (from screening to evaluation) to help jumpstart the process or move the process successfully from one stage to the next over the 6-month project period. Technical support will include the following:
  - Two training webinars for the participating LHDs;
  - Guidance from an LHD mentor with experience implementing HIA;
  - Additional guidance and technical support from NACCHO and Health Impact Project staff;
  - Travel funds for an in-person meeting with the mentor at either the successful applicant's site or the mentor's location, provided that the traveler is eligible for reimbursement according to his or her applicable gift and ethics rules (eligibility for travel reimbursement will be determined prior to the selection of the mentor/mentee pair);
  - Travel funds for one team member from each of the four mentee sites to attend the Washington D.C. Health Impact Project grantee meeting in late March/early April 2012 (exact date to be determined);
  - Provision of training materials for LHD staff involved in HIA;
  - Review of HIA reports, abstracts, and journal articles;
  - Publication of HIA materials on [naccho.org](http://naccho.org); and
  - Access to Health Impact Project website and other information.
- Facilitate peer assistance and learning about HIA among a growing network of LHD HIA practitioners;
- Improve NACCHO's understanding of the technical assistance needs of LHDs around HIA;
- Identify strategies to hasten the diffusion of HIA across the nearly 2,800 LHDs;
- Provide a venue for LHDs conducting HIA to share resources, experiences, and lessons;
- Provide opportunities for professional development for LHD staff through assistance and feedback on meeting presentations and journal articles;
  - As one of the ways to continue to develop the HIA field, we strongly encourage the development of journal articles or abstracts stemming from this project.
  - Project sites that are able to develop an article or abstract will be provided with support services from NACCHO HIA Mentorship Project staff.
- Provide shared Internet workspace to support communication, coordination, and information exchange among and between LHD staff involved in HIA; and
- Identify financial and other resources to support ongoing HIA efforts.

In addition to these benefits, NACCHO's HIA Mentorship Project is expected to improve the public health system in the jurisdictions of the LHDs receiving guidance and technical assistance. System-level outcomes likely will include staff trained in HIA, demonstrated LHD capacity for future HIA work, and an improved relationship between the LHD and other local agencies involved in this project. The HIA Mentorship Project will run from October 17, 2011, through May 15, 2012.

### **III. ELIGIBILITY AND PROGRAM REQUIREMENTS**

#### **Eligibility**

Only LHDs are eligible to receive assistance under this project. LHDs that are involved in a coalition conducting an HIA are especially encouraged to apply. LHDs and their stakeholders at different stages of HIA are encouraged to apply, including those in the initial stages of HIA. However, those in the initial stages of implementing an HIA will be required to provide a plan for completing the work even if it extends beyond the May 15, 2012 project end date.

All LHDs must involve other agencies in charge of or affected by the decision in their HIA project (e.g., city/county planning or public works department, housing authority, metropolitan transportation organization, or state department of environmental quality). All applicants must provide proof of a partnership with another agency through a letter of support.

In addition to letters of support from agencies relevant to the application, a letter of support from the LHD's health officer is also highly recommended. All letters must be included in the appendix.

#### **Program Requirements**

From October 17, 2011, through May 15, 2012, the mentored LHDs will do the following:

- Participate in a two-hour kick-off webinar training on HIA and a one-hour, mid-project review conference call;
- Hold at least one in-person meeting with an assigned mentor, either at the mentored LHD's site or the mentor's site;
- Send a representative from the mentee site to the Washington D.C. Health Impact Project grantee meeting in late March/early April (exact date to be determined);
- Participate in periodic conference calls with the mentor;
- Participate in monthly one-hour peer-learning conference calls;
- Complete an evaluation survey at the end of the program period; and
- Return final HIA report or draft report (including work plan and timeline for completing the HIA) to NACCHO no later than May 15, 2012.

### **IV. APPLICATION SUBMISSION INFORMATION**

All applicants must submit a brief application registration by September 1, 2011 to [jcolon@naccho.org](mailto:jcolon@naccho.org). Application registrations are only required to include the submitter's name, title, health department, email address, and contact number. Upon receipt of the application registration, applicants will be provided with a log-number to reserve their place within the applicant pool. Applicants who are unable to submit their application registration by September 1, 2011, may still be able to apply, but must contact [jcolon@naccho.org](mailto:jcolon@naccho.org) prior to the Sept 1 deadline for special dispensation.

All applicants must submit a PDF file of the project narrative and accompanying appendix, along with a Word file of the completed face page of LHD information (see Part 1). Note that a separate file containing only the appendix is acceptable. The project narrative must be no longer than **nine pages** double-spaced using Times New Roman, 12-point font. Applications not in the required format and exceeding page limitations will be considered incomplete and not scored.

All application materials must be received electronically no later than 8:00 PM ET on September 15, 2011. Please e-mail the application material to Jacques Colon, Program Analyst, at [jcolon@naccho.org](mailto:jcolon@naccho.org). NACCHO will confirm receipt of e-mailed applications. Please contact Mr. Colon if you do not receive a confirmation of receipt within 24 hours of submission. NACCHO will not consider funding any applications sent after the deadline.

### **Project Narrative**

The project narrative must be in the required format and answer all of the questions listed in Table 1. Applicants may embed tables within the text of the project narrative (1.5-spaced, Times New Roman, 12-point font) and include supporting materials in a separate appendix. The project narrative must be divided into each of the four sections listed in Table 1 (page 7):

- Applicant Information
- HIA Description
- LHD Staffing and Coalition
- Work Plan

### **Key Dates**

Applicants are advised to consider the following dates.

- Application deadline: September 15, 2011, 8:00 PM ET
- Award notification: October 17, 2011
- Kick-off training webinar: October 26, 2011 (3:00-5:00 PM ET)
- Mid-project review conference call: January 2012 (exact date to be determined)
- Receipt of satisfaction/evaluation survey: May 15, 2012
- Submission deadline for required HIA report or draft report (including work plan and timeline for completing the HIA) submitted to NACCHO: May 15, 2012
- End of project period: May 15, 2012

## **V. SCORING INFORMATION**

Applications will be reviewed according to the following criteria:

- Completeness in answering the questions;
- Evidence of an active policy, program, or project being assessed;
- Evidence of agency capacity to carry out the proposed activities;
- Appropriate work plan to complete the HIA or substantially move the HIA to completion during the project period;
- Appropriate staffing to complete the HIA; and

- Demonstration of overall commitment.

Each eligible application will be scored by multiple members of a review panel. Ineligible applicants and applications lacking the requisite letters of support will not be scored. Only HIAs that seek to inform a policy, program or project that is already on decision-makers' agenda for action will be considered for this project. "Retrospective HIAs" and research on the health consequences of an existing policy are not considered HIAs and are not eligible for this project. Applications that do not conform to the page limitations and format will not be scored.

Scores for each section are listed in Table 1 as percentages. The maximum score is 100. Only four LHDs will be selected to receive this project's mentorship opportunity. The final selection, including selecting tied participants, will be at the discretion of the project team.

## **VI. ADDITIONAL INFORMATION**

For questions about this RFP, contact:

Kenneth D. Smith, Ph.D.

Lead Senior Analyst, Chronic Disease and Environmental Health

202-756-0162

[ksmith@naccho.org](mailto:ksmith@naccho.org)

For assistance in proposal writing, please consult NACCHO's free archived webinars. The three-part series, *Elements of a Strong Proposal*, includes information on writing specific, measurable, achievable, realistic, and time-phased (SMART) goals and objectives, introduction to logic models, and development of a need statement. The webinars can be viewed at <http://webcasts.naccho.org/series.php?id=569>.

**TABLE 1: PROJECT NARRATIVE SECTIONS AND QUESTIONS**

<b>Section 1: Applicant Information (5%)</b>
1. Please provide background on your LHD, including the mission, the service area, jurisdiction, and local health authority. A letter from the health officer or higher is strongly encouraged and may be included in the appendix. (Do not forget to complete and enclose the LHD information on the face page of this RFA. This is not included in the proposal page count.)
<b>Section 2: HIA Description (35%)</b>
2. Describe an ongoing or planned HIA project that would benefit from the mentorship project. Specify the stage of the HIA process you expect to be in by the kick-off training webinar on October 26, 2011 (i.e., screening, scoping, assessment, recommendations, reporting, and evaluation). Describe the program, project, or policy that the HIA is targeting.
3. Attach a copy of the proposed ordinance or any other supporting material verifying that the HIA is targeting a prospective program, project or policy that is already on decision-makers' agenda for action and could potentially impact the population's health.
4. What is the significance of the HIA? Are there any particular controversies surrounding the HIA? What are the political dynamics of the HIA? Please include a description of the decision makers involved.
5. In what way would your HIA project impact the health of your community? Provide a brief description of the most important health risks and/or health outcomes you seek to address. Will your HIA project address health equity or social or environmental justice? If so, please describe how.
6. Define the nature and timeline of the decision-making process and the specific points at which the information and recommendations provided by the HIA could be addressed and implemented by decision makers.
<b>Section 3: LHD Staffing and Coalition (35%)</b>
7. Will the contact person listed in Section 1 be serving as the lead staff for the proposed HIA project and be responsible for carrying out the HIA? What percentage effort will this person devote to the HIA project? If not this person, describe who will be responsible for carrying out the HIA as part of your answer to question 8.
8. Identify all LHD personnel who will be involved in the HIA during the project period and what role each person will serve. What percentage of effort for each LHD personnel working on the project will be devoted to completing the HIA during the project period?
9. Identify the key HIA stakeholders, including any non-health-related government agency in charge of or affected by the HIA outcomes and recommendations. Describe stakeholder involvement in your HIA project, including their anticipated role in conducting the HIA. Identify any partners (e.g., city planning, public works, and school district) and include support letters as applicable in the appendix. Describe any coalition charged with completing the HIA and the LHD's role in the coalition. If there are any skill sets or expertise not currently represented on your coalition, please identify what those are and any plans you may have in place to bring that expertise to the table.
<b>Section 4: Work Plan (25%)</b>
10. Do you expect to complete the HIA within the project period? If so, please provide a month-by-month description of key tasks and milestones for project completion.
11. If you expect to complete the HIA after the project period, when will the HIA be complete? Provide a month-by-month description of key tasks and milestones for project completion. Identify project team involvement for each task.
12. Describe how participation in the HIA Mentorship project will be helpful to you and your LHD. What kind of technical assistance would you need to complete the project?

## APPENDIX

The following links provide additional resources to assist with the application:

APA Planning and Community Health Research Center:

<http://www.planning.org/nationalcenters/health/index.htm>

CDC Resources on Health Impact Assessment:

<http://www.cdc.gov/healthyplaces/hia.htm>

Health Impact Assessment Blog: <http://healthimpactassessment.blogspot.com>

Health Impact Project: <http://www.healthimpactproject.org>

NACCHO Resources on Land Use Planning:

<http://www.naccho.org/topics/environmental/landuseplanning/index.cfm>

NACCHO's Policy Statement on Healthy Community Design:

<http://www.naccho.org/advocacy/positions/upload/03-02-Healthy-Community-Design.pdf>

San Francisco Health Impact Assessment Collaborative: <http://www.hiacollaborative.org>

Smart Growth and Health: <http://www.smartgrowth.org/library/byissue.asp?iss=5>

UCLA Health Impact Assessment Clearinghouse: <http://www.hiaguide.org>