



## **Building Capacity for Integrating Climate Change and Public Health Programs at Local Health Departments Request for Proposals**

**\*\*\*Applications due July 3, 2009 by 8:00 pm EDT/5:00 pm PDT \*\*\***

### **BACKGROUND**

---

The National Association of County and City Health Officials (NACCHO) invites local health departments (LHDs) to submit applications to receive support to conduct a comprehensive needs assessment, build or strengthen a coalition of community partners, and provide training to LHD staff regarding the long-term consequences of climate change on public health. The purpose of this one-year demonstration project is to provide support to LHDs towards increasing the level of coordination and communication between the disparate programs involved in addressing the public health consequences of climate change. This initiative is funded by the National Center for Environmental Health (NCEH), Centers for Disease Control and Prevention (CDC).

### **AVAILABILITY OF FUNDS**

---

By August 1, 2009, NACCHO intends to award funding up to \$50,000 each to six local health departments for the establishment and implementation of climate change demonstration projects. Funding for this initiative is likely but remains contingent on resources provided to NACCHO from the CDC. The project duration will be from August 1, 2009 through May 31, 2010. It is hoped that funded programs may leverage additional funds and resources to implement the strategic plan and continue the collaboration. Ongoing technical assistance, beyond the one-time funding, will be available.

The review panel will consider all LHDs as eligible applicants. Please note that, as mentioned above, the awards are contingent upon the availability of funds.

### **EXPECTATIONS**

---

Each participating LHD will be responsible for completing activities described in its proposal. Selected demonstration sites will be provided funding to conduct the following activities:

Internal Needs Assessment:

- Conduct a comprehensive needs assessment of the ability of the LHD to address the public health consequences of climate change.
- Using the Ten Essential Services of Public Health, the grant recipients will gauge the current capacity of their agencies to confront both acute and long-term ramifications of climate change.<sup>1</sup>
- Use the needs assessment to outline knowledge and capacity gaps regarding climate change.

---

<sup>1</sup> Howard Frumkin, MD, DrPH, Jeremy Hess, MD, MPH, George Luber, PhD, Josephine Malilay, PhD, MPH, and Michael McGeehin, PhD, MSPH, "Climate Change: The Public Health Response," *American Journal of Public Health* (March 2008), Volume 98, No. 3: 435-445. This article is also available on NACCHO's Website at <http://www.naccho.org/topics/environmental/climatechange/index.cfm>.

#### Training:

- Provide training to LHD personnel on relevant climate change topics.
- Raise awareness of climate change issues/considerations to senior levels within the agency.

#### Collaboration:

- Build or strengthen a coalition of community partners from various local sources. The coalition may include the following: high-level policy and decision makers, other local government agencies; key community, health care, voluntary, and/or professional organizations; business, community, and/or faith-based leaders; lay person representatives of the population to be served; existing community coalitions (especially those already focusing on environmental health); community health centers; universities; schools of public health; academic health centers; organizations that serve young children and youth; parks and recreation departments; departments of transportation; public housing authorities; service organizations; food manufacturers and distributors; aging service organizations; senior centers; community action groups; consumer groups; and the media.
- Collaborate with key internal partners and external stakeholders to develop a strategic plan for addressing the knowledge and capacity gaps identified by the needs assessment.

#### Interaction with other demonstration sites:

- Travel for one to two representatives from the demonstration project to participate in a face-to-face meeting (date and location to be determined). During this meeting, participants will receive an introduction to climate change and public health and learn more about the technical assistance and resources available to assist with their project activities.
- Participate in all technical assistance activities, including a kickoff call, bi-monthly conference calls, and peer networking.

#### Dissemination of lessons learned:

- Compile findings, promising practices and lessons learned for distribution to other local health departments. Submit findings and lessons learned for a session proposal at a national conference (e.g., NACCHO, APHA, NEHA) in 2010.
- Provide a written final report that includes a project description, activities, outcomes, contacts and collaborations, issues/concerns and recommendations for improvement of the grant and available for posting on NACCHO's Web site and distribution to NACCHO members.

## **APPLICATION REQUIREMENTS**

---

### **A. Eligibility**

To be eligible for the demonstration project, the applicant must:

- Be an LHD representing local city, county, district, or tribal communities.
- Demonstrate the LHD's commitment to the proposed effort, including how the project will collaborate with community partners from various local sources.
- Be willing to share resources and lessons learned with CDC, NACCHO, and other LHDs across the country.
- Agree to fulfill all expectations for participation.

### **B. Application Procedure**

All interested applicants must submit the Application Form (Appendix A) and a proposal addressing the Criteria for Selection (see below).

**Applications must be received by 8:00 p.m. EDT on Friday, July 3, 2009. Applications received after the deadline will not be considered for funding.**

### C. Letters of Support

Three letters of support are required. Letters of support should be specific and describe the specific role of the supporting agency or organization in the community coalition and strategic planning process. Community partners must demonstrate commitment and willingness to collaborate with the LHD.

## CRITERIA FOR SELECTION

---

NACCHO will use the following criteria to review the applications. Please note that the criteria will be weighted according to the percentages given below.

- **Rationale/Problem Statement (2 page limit)**: The rationale or problem statement that explains a) the need to address climate change within the community, b) prior and/or current experience addressing environmental health and/or preparedness issues (including climate change),. (20 points)
  - What is the need for augmenting or enhancing climate change activities within the community? Include any background information, data and statistics, and community assessments results (including what assessment tool was used, e.g. MAPP, PACE EH, and when the assessment was conducted).
  - If the health department has played a role in existing or previous climate change and/or preparedness activities within the community, please describe the activities and the health department's involvement?
- **Collaboration (2 page limit)**: A plan for assuring a collaborative approach in addressing climate change and fostering sustainability for the coalition. (30 points)
  - What current partnerships exist with organizations to address climate change in your community? What assets will they bring to this initiative? Please list the organizations and if applicable, share their experiences pertaining to climate change approaches.
  - What additional external partners are needed (list potential organizations)? How will the LHD foster collaboration with these additional external partners? Describe the relationships and how they will further the project's goals.
  - What is the plan for sustaining the project beyond the initial funding?
- **Project Description (2 page limit)**: A project description that includes a description of needs assessment process, and the coalition development process if one does not exist, description of how the coalition will strengthen and grow if one is in place already, and how the strategic plan will be developed. (35 points)
  - List the goals and objectives of the project.
  - What are the activities that fall within these goals and objectives?
  - If the coalition has not yet been formed, how will it be developed?
  - If the coalition is already in place, how will it be strengthened?

- **Specification of Resources (2 page limit):** Specification of resources (e.g., training, staff, and technical assistance) available and needed to conduct this project. (10 points)
  - What resources are available to contribute to this project?
  - What type of resources and assistance (e.g. training, staff, technical assistance) do you need from NACCHO and/or CDC to conduct this project?
  - What capacity exists within the health department to address climate change?
  - What capacity exists within the community to evaluate activities that will be identified in the strategic plan?
  
- **Applicability (1 page limit):** Applicability of the proposed project to other public health programs and practices nationwide. (5 points)
  - How will your project benefit other local health departments and communities in addressing the integration of climate change and public health?

## **PROCESS FOR SELECTION**

---

All proposals will be carefully reviewed by a selected group of NACCHO members and CDC staff for the extent to which they meet the criteria defined above and rated based on the following:

- Completeness (includes application form, written proposal, budget, and letters of support);
- Evidence of health department capacity in addressing environmental health issues (including climate change) and public health emergencies within the community;
- Demonstrated collaboration and partnerships;
- Ability to form or strengthen a coalition of community partners;
- Demonstrated need;
- Innovativeness of project;
- Expected outcomes;
- Activities proposed to meet goals and objectives;
- Evidence of ability to sustain program (e.g., in-kind support, matching funds, strong partnerships).

In addition to evaluating the total application score, NACCHO will ensure that selected LHDs represent diverse geographic areas and populations served.

## **SUPPORT FROM NACCHO and CDC**

---

NACCHO and CDC make a commitment to provide the following support to the chosen health departments:

- Overall multi-site project coordination;
- Financial support (per a contractual agreement process with NACCHO);
- Access to peer support and assistance for the project;
- Develop leaders and advocates through trainings and other opportunities at the local level;
- Dissemination of lessons learned from the demonstration sites; and
- Provide expert consultation and technical assistance to LHDs.

## WHAT TO INCLUDE IN APPLICATION PACKAGE TO NACCHO

---

- A completed application form, see Appendix A.
- A written proposal that addresses the Criteria for Selection. Limit the proposal to **9 pages** in length (12 point font/times new roman/single spaced/one inch margins), excluding letters of support and budget. *Please note:* Do not include additional attachments.
- Budget and budget justification
- Three (3) letters of support from community partners that will play an important role in the coalition and strategic plan development.
- Send your application package via e-mail: [jli@naccho.org](mailto:jli@naccho.org) with “Climate Change Proposal” as the subject heading.

**Applications must be received by Friday, July 3, 2009 by 8:00 p.m. Eastern Daylight Time/5:00 p.m. Pacific Daylight Time. Applicants will be notified by August 1, 2009.**

## ADDITIONAL INFORMATION

---

For questions about this RFP, contact:

Jennifer Li  
(202) 507-4242  
[jli@naccho.org](mailto:jli@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 SMART goals and objectives, introduction to logic models, and development of a need statement. The webinars can be viewed here: <http://webcasts.naccho.org/series.php?id=569>.

In addition, NACCHO will offer one proposal technical assistance webcast to walk applicants through the RFP process and answer any questions.

**Thursday, June 18, 1:00 – 2:00 p.m. EDT**

To register, visit <https://cc.readytalk.com/r/6etm9jaz88bc>.

APPENDIX A



*Climate Change and Public Health Demonstration Sites*

---

APPLICATION FORM

NACCHO must receive your submission by: **Friday, July 3, 2009**

**Local Health Department**

Name of agency: \_\_\_\_\_

Title of project: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person**

Contact person (include job title): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Health Department Information**

Please include a short description of health department jurisdiction size and population served