



Washtenaw County Health Department

Building Healthy Communities Healthy Food Access Projects
Request for Proposals
Grant period: January 1, 2020 - September 30, 2020

Grant Timeline

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| Request for Proposals released | Wednesday, October 16, 2019 |
| Proposals due | Friday, November 15, 2019 by 5 PM |
| Grant start date | Wednesday, January 1, 2020 |

All required documentation for this RFP may be obtained on the Washtenaw County Health Department website at washtenaw.org/bhc.

Submission: applicants should email the completed Request for Funding form, along with the Work Plan and Budget worksheets, to Tedi Milgrom at milgromt@washtenaw.org with the subject: BHC FY20 Proposal.

Purpose

Washtenaw County Health Department is looking for partners to lead community projects that aim to improve access to and/or consumption of healthy foods. Ideal projects will create lasting change and support health equity by engaging residents and investing resources where most needed in Washtenaw County. Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This Request for Proposal (RFP) provides an opportunity for a variety of potential partners to submit their projects for consideration.

Background

Communities are the places where we live, learn, work, and play. Our health is shaped not only by personal choices but also the physical and social environment, and local policies in our communities. Washtenaw County Health Department is working to improve local environments, policies, and educational opportunities to ensure that all our residents live in communities that fully support health and healthy choices.

Our Building Healthy Communities program creates policy, system, and environmental changes that support physical activity and healthy eating. The program is funded by the Michigan Department of Health and Human Services and aims to reduce cardiovascular disease, obesity, and other chronic conditions. Washtenaw County Health Department works with partners and residents to implement local projects where they are most needed and can be most effective – ultimately, aimed at improving health outcomes and creating

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equitable access to affordable, healthy food and safe, accessible public spaces for physical activity for everyone in our local communities.

Past projects have helped launch local farmers markets in Ypsilanti and Chelsea, healthy food assistance programs, non-motorized planning initiatives, walking and biking trails, the Washtenaw County Food Policy Council, and [Prescription for Health](#).

The program aligns with national strategies, the [Michigan 4 x 4 Health and Wellness Initiative](#), the [Guide to Community Preventive Services](#), and objectives of [Healthy People 2020](#) as outlined below:

- Promote quality of life, healthy development, and healthy behaviors across the life span;
- Achieve health equity and the elimination of health disparities;
- Create social and physical environments that promote good health.

Grant Focus

This RFP seeks competitive proposals for projects that **implement programs/interventions, policies, and/or environmental changes that increase access, availability, and/or consumption of healthier, affordable foods in Washtenaw County**. Healthier foods include:

- Seasonal/local fruits and vegetables
- Whole grains
- Vegetarian entrees
- Lean meats
- Low-fat dairy options
- High-fiber, low sugar cereals
- 100% fruit juice
- Offering drinking water at no charge

Applicants may submit a request in one, or more, of the following areas:

- 1. Programs/Interventions.** Community-based initiatives that support residents to make healthy changes, such as peer support can be effective, especially if combined with better access to healthy, affordable foods. Examples of supported projects include: fruit and vegetable prescription programs, youth agricultural and food preparation training programs, mobile grocery food truck program, and local farm gleaning program to donate to food pantries. Proposed programs should be evidence-based and applicants should demonstrate that they have the support and engagement of leaders and residents in the local community or communities.
- 2. Policy.** Policies at the legislative or organizational level that create or amend laws, ordinances, resolutions, mandates, regulations, or rules. If applicants propose a health-related policy change or improvement, or if a health-related policy already

exists, then funds could be used to support the adopted policy. Items could include signage, training, awareness campaigns, or related support work. Examples include: healthy vending policies, healthy food and beverage procurement policies, urban agriculture laws/ordinances, and zoning regulations for fast food.

3. Environmental Changes. Alterations to the physical or observable environment.

Examples of environmental changes include, but are not limited to:

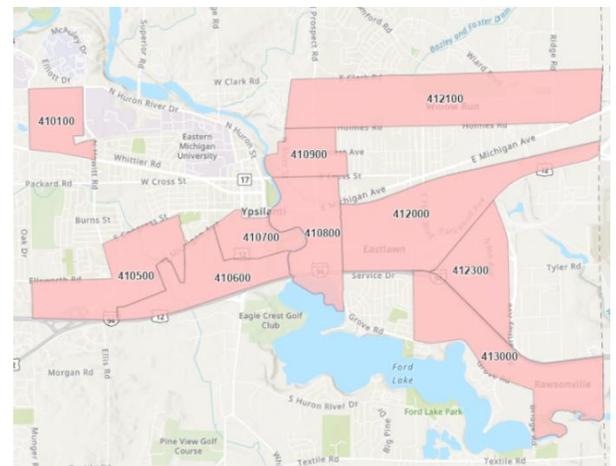
- Installation of water bottle filling stations
- Adding fruit and vegetable displays or refrigerated cases to community food programs (e.g. pantries, meal programs or other group settings)
- Creating community gardens
- Initiatives to increase availability and affordability of healthier foods and beverages in food retail environments

Evaluation

Applicants will be required to conduct pre- and post-program assessments to evaluate the impact of their proposed project. When possible, measurement tools that have been validated by outside research should be used. When applicable, funded projects will be required to use the [Nutrition Environment Assessment Tool](#) and the [Healthy Schools Action Tool](#).

Eligibility

1. Eligible applicants include any department, agency, or other instrumentality of a local government. Other eligible applicants include public school districts, Indian Tribal organizations, 501(c)(3) non-profit organizations, and community groups (e.g. neighborhood or health coalitions).
2. Project site(s) must be in Washtenaw County and include activities in the City of Ypsilanti and/or Ypsilanti Township. Priority will be given to projects that include and/or target census tracts highlighted on the provided map (click map to see larger version). Proposals that include other locations should explain why those locations were selected and how the prioritized areas are impacted by the selected locations.
3. If a project will make environmental changes to a public space, applicants must demonstrate that they have the authority and/or partnerships in place to make the proposed improvements during the 9-month grant period.
4. Applicants must demonstrate how proposed site changes will be sustained.



Funding

A total of \$30,000 will be awarded under this RFP, pending the availability of funding through the Michigan Department of Health and Human Services. Washtenaw County Health Department anticipates awarding funds for 2 - 6 projects with awards will range from a minimum of \$1,000 to a maximum of \$30,000.

Selection Criteria

A proposed project is more likely to be funded if as many of the following criteria as possible are met:

- Clearly prioritize health equity by dedicating project resources where they are needed most and clearly benefit communities experiencing greatest health inequities (e.g. low-income families, low-resource neighborhoods, people of color, persons with disabilities, seniors) as identified from a needs assessment or localized data
- Outcomes are clearly stated and measurable
- Has a sound evaluative process
- Maximizes collaboration with applicable, needed stakeholders (including community members)
- Incorporated (or would incorporate) community input into their project
- Aligns with evidenced-based, best practices and/or principles
- Leverages private, public and/or community resources
- Can demonstrate long-term sustainability – meaning the project will have a lasting effect after the initial grant period

Proposal Content

Please provide the following information. Use single spacing and a 12 point font.

1. Completed [Request for Funding form](#)
2. [Work plan & timeline](#) (sheet 1 of template provided)
3. [Budget](#) (sheet 2 of template provided). If additional grant or matching funds and/or in-kind contributions are anticipated, include them in the budget. If any of the proposed work will be completed by a partner or contractor, please describe this. Please show expenses by category (staffing, supplies, administrative costs or contracts, etc.).
4. Letter(s) of support (optional). Please limit letters to no more than two additional pages.

Grant Award and Payment

Grant award negotiations will be undertaken with the applicant(s) whose proposal shows the organization to be the best qualified, responsible, and capable of performing the project within the established timeline. A sample contract including contract provisions and

insurance requirements is available for review online. Payment for any contract entered into as a result of this RFP will be made according to the following:

1. Grantees will submit an invoice and be reimbursed for actual incurred expenses against the grant on a quarterly basis.
2. Grantees will be required to provide quarterly activity reports and financial status reports, with source documentation. At the close of the grant period, a final report and financial status report, with source documentation, is expected.

Submission and Review

- Proposals are due by **5:00 pm on Friday, November 15, 2019**.
- Applicants should complete the Request for Funding form, along with the Work Plan and Budget worksheets, available online at washtenaw.org/bhc.
- Proposals should be emailed as an attachment to Tedi Milgrom at milgromt@washtenaw.org with the subject: BHC FY20 Proposal; a confirmation email will be sent within 48 hours of receiving your proposal.
- You will receive notice of a decision on your proposal by November 27.

Questions and Technical Assistance: contact Tedi Milgrom at milgromt@washtenaw.org or (734) 544-3078. For emails please reference BHC FY20 RFP in the subject line.

A list of questions received by Wednesday, October 30 at 12 PM, along with corresponding answers, will be posted to the Health Department's website on Friday, November 1.