

**Waltham Community Health Impact Fund
RFP Questions and Responses**

1. The RFP names 4 barriers regarding health. Are you hoping for a proposal that addresses all 4? Would you prefer to see someone focus on just one, or a few?

Proposals should address at least one of the identified systemic barriers with the goal of increasing access to the continuum of Waltham community services that support healthy living.

2. Is there a preference for a longer- or shorter-term grant?

There is no preference. Applicants should determine what length of time is necessary to develop and implement policy, systems, or environmental change efforts that reduce one or more of the identified systemic barriers.

3. We are wondering about the paragraph that says funds may only be used for Waltham residents. While we serve majority Waltham residents, we do not require Waltham residency. We do not ask for any proof of residency at all. Would this be an issue? Would we need to create programs that ask for proof of residency, or only allow residents?

These funds are intended to serve Waltham residents. As such, applicants should demonstrate in their proposals that the majority of individuals or families benefiting from policy, systems, or environmental change efforts are Waltham residents from the priority populations identified in the RFP.

4. Can one agency be on multiple applications? They would not be the lead agency on multiple but as a collaborative.

An organization may be the lead on one application only. However, a lead agency may also be a partner on another collaborative application. Please note that only one project will be funded.

5. Are there any specific expenses that are excluded, such as leases and staff expenses for the project?

Exclusions are listed on page 6 of the RFP: This CHIF will not fund the cost of existing efforts, inter-state or international travel, and indirect costs exceeding 25%. Infrastructure costs such as rent/lease, utilities, insurance, and technology are typically part of the indirect rate. Project staff salaries and benefits are an allowable expense.

6. Can school districts apply?

Yes, municipal agencies and school districts are welcome to apply.

7. How is a 'partner' defined in this project? For example, if an organization/individual is providing in-kind advice or consultation, does that partnership require an MOU?

Collaborative partners include those organizations with formal roles and responsibilities on the project. They should be included in the budget and MOUs with formal partners should be included in Attachment D. Informal partners offering advice, guidance, or in-kind support do not need to be included as a collaborative partner. Applicants relying on informal partners should explain their role in the approach section of the narrative.

8. How will funds be distributed if multiple organizations collaborate? Will the funds be given to the lead to distribute among partners or will NWH distribute funds to the partner organizations?

For collaborative proposals, the lead agency will receive the full funding amount and be responsible for distributing funds to partner agencies. The lead agency is also accountable for the budget and will be required to collaborate with their partners to develop annual budget reports, submit budget updates, and request budget changes.

9. The RFP mentions that \$50,000 can be used towards direct transportation services. Is the transportation assistance allowance optional? Would including this in a proposal make it stronger?

The transportation assistance allowance is optional. This funding allows for up to \$50,000 per year to be allocated for transportation assistance. Applicants may propose spending less or not spending any funds on transportation. If the funds are not used for transportation, they may be allocated to other project activities.

While one approach is not stronger than another, it is important to note that this allowance was included due to transportation needs being a significant part of the conversation during the Advisory Committee meetings that informed the development of this RFP.

10. Given the multi-year approach, some project components cannot be secured until funding is acquired, and implementation has begun. In the case of commercial, industrial, retail space, or vehicle acquisition, should quotes be provided? Is there flexibility in these expenses?

Although modifications to the budget are possible after the grant is awarded, significant unknown budget amounts will be difficult for the committee reviewing the proposals to assess. Also, this CHIF funding does not support direct service provision, so if the space or vehicle is used for distribution of food, it would not be supporting PSE change.

Follow-up: The environmental situation for Waltham residents who are food insecure is that there are not enough neighborhood resources to receive food at a free or low cost. The area is densely occupied by commercial space. How does this project define environmental change? Would providing broader and more inclusive spaces for food distribution fit that?

The application needs to be in the spirit of upstream work. Environmental change refers to changes to the built environment that support healthy living. You would need to make the case that creating more inclusive spaces for food distribution is sustainably addressing one or more of the systemic barriers identified in the RFP.

11. How are “direct services” being defined?

Assistance provided to an individual or family to address immediate needs. Some examples include case management and referrals, mental health or substance abuse counselling, health education, youth development, English language classes, food distribution, and housing search.

12. Would hiring translators be considered a direct service?

Yes. Hiring translators to provide translation services is a direct service. However, you are welcome to make a case demonstrating how hiring translators is a systems change effort in the application. In other words, think about translation services within the framework of PSE change and how it factors into reducing barriers.

13. What is an example of environmental change?

Environmental changes are typically changes to the built environment that support healthy living. Some of the most common examples relate to policy efforts around safer community spaces, such as Complete Streets Initiatives that create bike lanes and sidewalks, policy initiatives to limit exposure to toxins, or community green space or community garden ordinances.

14. If funding will be used to hire key staff, can the role requirements be listed as part of the application instead of providing a resume?

Yes. If you are proposing to hire someone, please include the position title and brief description of the role in the narrative and include a more detailed job description or outline of job responsibilities in the attachments. Note in the Key Staff section that this position is “to be hired.”

15. Typically, governments and municipalities help organizations sustain systemic change efforts. How aware is the city of Waltham of this initiative and what is their response?

The city is aware of this project. Several municipal employees were on the Advisory Committee.

16. There were several questions about Policy, Systems, and Environmental (PSE) change efforts.

Applicants are encouraged to review information about PSE change here:

<https://www.communitycommons.org/collections/An-Introduction-to-Policy-Systems-and-Environmental-PSE-Change>

And here:

<https://mahealthfunds.org/policy-systems-environmental-change-approaches/>

** The graphic on the next page shows some examples of the difference between programs/services and PSE efforts.*

A Programs Approach



Hosting a community bike ride



Having an "open gym night"
at a local school



Working with a corner store to
become a designated Healthy Market



Opening and maintaining
a community garden

VS.

A PSE Change Approach



Implementing a Complete Streets policy
to ensure community roads are designed
to be safe and accessible for all users



Implementing a town-wide Joint Use
Agreement enabling community members
to have access to the school's gym and
fields when school is not in session



Creating a city-wide healthy retail
program that supports food retailers
to offer a variety of products and fresh,
affordable healthy foods



Passing a municipal urban agriculture
ordinance or policy which allows residents
to use space for community gardens