**Request for Proposals:**

**Health Impact Assessment Demonstration Project**

*Released March 2013*

*The Health Impact Project is a collaboration of the Robert Wood Johnson Foundation and The Pew Charitable Trusts. Grants selected through this request for proposals will be supported by funding from the Blue Cross and Blue Shield of Minnesota Foundation.*

***Purpose and Background***

Every day, legislators, public agencies, and other decision-makers make choices without recognizing the risks and opportunities to improve health. For example, agricultural policies that influence food selection, availability, and pricing have the potential to increase demand for and availability of healthier foods. Similarly, transportation decisions that contribute to urban sprawl play an important role in changing injury patterns and the decreasing levels of physical activity, which are related to the epidemics of obesity and Type II diabetes. If decision-makers in all sectors factored in the effects on health when drafting laws and regulations, many health conditions could be prevented or improved, and, ultimately, many economic costs could be reduced. Health impact assessments, or HIAs, help build new collaborations between health and other sectors; engage communities, policymakers, and other stakeholders in a productive dialogue; and provide timely, accurate, and relevant information to impact real-world decision-making. HIAs bring together public input, scientific data, and health expertise to identify the potential health effects of proposed projects and policies, and recommend measures to minimize health risks and capitalize on opportunities to improve health.

HIA practice has grown rapidly in the United States over the past several years. HIAs have now been completed, or are in progress, in at least 33 states. Many different types of organizations have led HIAs, including nonprofit community organizations, tribal organizations, public health institutes, universities, local and state health departments, and nonhealth agencies, such as metropolitan planning organizations and housing agencies. To view an interactive map of the topics and locations of HIAs in the United States, see [www.healthimpactproject.org/hia/us](http://www.healthimpactproject.org/hia/us).

Through this Request for Proposals, the Health Impact Project will support up to three HIA demonstration projects. Each grant will fund a single HIA that informs a *specific upcoming decision* on a proposed local, tribal, or state policy, program, plan, or project. The HIA must inform a decision in Minnesota. These HIAs will support decisions that create opportunities for better health in affected communities, and more broadly, will contribute to a body of evidence that showcases the utility of HIAs in various geographic settings and diverse topics.

We encourage proposals from organizations representing a range of fields and sectors, such as education, economic and social policy, agricultural policy, energy, environmental regulation, transportation, and natural resource development. Prior experience conducting HIAs is NOT required. The Health Impact Projectwill provide tailored training and technical assistance to each grantee throughout the grant period.

***Total Awards***

* Up to three grants will be awarded.
* Grants will be up to $100,000 each and must be completed within 12 months.

***Who Can Apply***

The primary purpose of this project is to develop the capacity of Minnesota organizations to conduct HIAs. Eligible applicant organizations must be located in Minnesota and include:

* local agencies, tribal agencies, and state agencies, with the exception of state agencies that regulate Blue Cross and Blue Shield of Minnesota (Examples of regulators include the Department of Commerce, the Department of Human Services, Minnesota Department of Health and Minnesota Management & Budget);
* tax-exempt educational institutions;
* tax-exempt organizations described in Section 501(c)(3) of the Internal Revenue Code (including public charities and private foundations).

Applicants need not have experience with HIA to apply. They should have knowledge of the decision-making process that they aim to inform and the ability to communicate effectively with all of the stakeholders, including individuals and organizations that will be affected by the decision, elected officials, and agency staff. Grantees will receive training, mentoring, and technical assistance from the Health Impact Project and leading HIA experts.

Regulating agencies may serve as partners and/or consultants on projects funded by eligible organizations.

***Key Dates***

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| Wednesday, May 15, 2013, 5:00 p.m. CT | Brief proposals due to [healthimpactproject@pewtrusts.org](mailto:healthimpactproject@pewtrusts.org) |
| Friday, May 31, 2013 | Notification of full proposal invitation |
| Monday, July 1, 2013, 5:00 p.m. CT | Full proposals due through online application system |
| August 2013 | Anticipated start date for selected projects |
| September 23, 2013  September 24-25, 2013 | Grantee meeting  National Health Impact Assessment Meeting |
| August 2014 | Anticipated end date for selected projects |

***Selection Criteria***

All full proposals will be screened for eligibility and then assessed by a committee composed of Health Impact Projectstaff, Blue Cross and Blue Shield of Minnesota Foundation staff, and expert, external reviewers.

Selection will be based on the following:

* Whether the HIA will inform a decision for a proposed policy, program, or project that is under active consideration. The proposals must address decisions that can be reasonably anticipated within or shortly following the grant period;
* Significance of the pending policy, program, or project decision to health and health equity;
* A strong plan for engaging key stakeholders—community members and community-based organizations, decision-makers, relevant public agencies and leaders, and others—at each step of the HIA;
* A clear outline for disseminating the findings and supporting the adoption and implementation of the HIA recommendations;
* Potential for the HIA to add to the decision-making process by addressing health issues that are not already known or may not be immediately obvious, by analyzing and clarifying complex health effects, by identifying any differential impacts on vulnerable populations, and by generating health-based recommendations not already under consideration;
* The potential for the HIA to build new and enduring partnerships between public health organizations and nonhealth sectors such that health will be more regularly factored into future decisions;
* A well thought-out staffing plan with adequate staff time and commitment of senior leadership;
* Reasonableness of proposed budget and project timeline.

***How to Apply***

There are two stages in the competitive proposal process: (1) Applicant organizations will submit a brief proposal that describes the project and two to three letters of support from potential stakeholders; and, *if invited*, (2) select applicant organizations will then submit a full proposal, budget, budget narrative, and organizational documents for review.

The brief proposal will consist of responses to specific questions contained in the attached application form that are designed to provide reviewers with information necessary to assess the extent to which they meet the criteria listed above. Applicants invited to prepare a full proposal will submit materials through an online application system.

All brief proposals and supporting documents must be submitted electronically by e-mailing the materials to [healthimpactproject@pewtrusts.org](mailto:healthimpactproject@pewtrusts.org) by Wednesday, May 15, 2013, at 5:00 p.m. CT.

***Training and Technical Assistance***

Many demonstration project applicants will have no prior experience with the HIA process and methods. The Health Impact Project, through partnerships with experienced HIA practitioners, provides HIA training and ongoing technical assistance. Grantees who have not previously conducted an HIA will be expected to work with a technical assistance provider to organize a two-day training for HIA project staff and relevant stakeholders. Technical assistance may include, for example, help developing collaborative partnerships with other stakeholders, guidance on communications strategies, or guidance on developing an effective plan for implementing HIA recommendations.

In some cases, the applicant and partners may lack the full range of technical expertise needed to complete the proposed scope of work. The Health Impact Projectmay provide limited support for subject area expertise, such as epidemiological modeling, engaging stakeholders, or another sub-discipline, such as air quality analysis.

***Staffing***

Applicants should consider a staffing structure that reflects a realistic estimate of the time it will take to complete the steps of an HIA; manage the project and process; consult stakeholders; manage relationships and input from partners, advisers, and consultants; complete a high-quality report; disseminate the results and recommendations; and effectively engage decision-makers. Based on our experience, the most successful HIA projects have at least 0.5 full-time equivalent, or FTE, for one professional staff member to serve as the project coordinator. Applicants should give consideration to the range of skills that may be required for a successful HIA, such as expertise in community engagement, communications, public health, and policy experience in the issue that the HIA will address. If invited to submit a full proposal, applicants will be asked to detail their staffing plans in the budget narrative and work plan.

Applicants may partner with organizations outside of Minnesota, either through consulting, contracting, or in-kind contribution.

***Working with the Health Impact Project***

Grantees are expected to meet Pew requirements for the submission of narrative and financial reports, as well as provide periodic information needed for overall project performance monitoring and management. Pew monitors the grantees’ efforts and careful stewardship of grant funds to assure accountability. Grantees will be required to submit narrative and financial reports approximately six months after the start of the project and at the conclusion of the grant.

In addition, HIA project staff will be required to have regular check-in calls with Health Impact Projectstaff and technical assistance providers to give progress updates on their grants; the average frequency of these calls is twice monthly. The Health Impact Projectstaff and technical assistance providers may visit the grantee. With the grant narrative reports, grantees must submit their completed HIA and any other reports or public documents developed with grant funding.

Pew, at its discretion, may support an independent evaluation of the project and its grantees. As a condition of accepting these funds, grantees will be required to participate in the evaluation.

***Use of Grant Funds***

Grant funds may be used for project staff salaries and benefits, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project, and indirect expenses. However, since one of the primary purposes of this project is to develop HIA capacity within Minnesota, preference will be given to applicants that limit subcontracting to non-Minnesota organizations to 30 percent or less of the total funds.

Grant funds may *not* be used to subsidize individuals for the costs of health care, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, or as a substitute for funds currently being used to support similar activities.

Please note two important budget restrictions: 1) Pew limits the amount of indirect costs it will support to no more than 10 percent of salaries and benefits covered by the grant; 2) Pew limits the amount of fringe benefits it will support to no more than 32 percent of the total staff salaries line item. If organizations’ indirect or benefits amounts exceed 10 percent or 32 percent, respectively, the applicant organization or partner organizations will be required to provide matching or in-kind contributions to cover these expenses.

In addition, no part of the grant can be used to carry on propaganda or otherwise attempt to influence legislation within the meaning of the applicable provisions of the Internal Revenue Code and the Treasury Regulations thereunder. In addition, no part of the grant can be used to participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office.

***Brief Proposal***

*Instructions: Please submit this document to* [***healthimpactproject@pewtrusts.org***](mailto:healthimpactproject@pewtrusts.org) ***by 5:00 p.m. CT on Wednesday, May 15, 2013****. Send all request for proposal-related questions via e-mail to Bethany Rogerson at* [*brogerson@pewtrusts.org*](mailto:brogerson@pewtrusts.org)*. As a reminder, if invited for a full proposal, applicants will submit through an online application system.*

**Contact Information**

Title:

First Name:

Last Name:

E-mail Address:

Phone Number:

**Brief Proposal Responses:** *Up to 1,500 words total. Please respond to each question individually. The word count only applies to narrative responses and excludes the timeline and budget questions.*

1. What proposed policy, program, or project currently under active consideration by a decision-making body—such as a local, state, regional, or tribal agency or legislature—will your HIA inform?
2. Describe the decision-making process and timeline. What opportunities exist for including HIA findings and recommendations in this process? Who are the key decision-makers? When is the decision you are hoping to influence expected to be made?
3. Why is the decision important to health? How might health be affected?
4. Are health considerations currently part of the discussion? How would conducting the HIA contribute to or improve decision-making?
5. Briefly describe the community (or communities) who will be affected by the decision to be made. Is there the potential for different subgroups within the community to be more adversely affected than others?
6. Please describe the key stakeholders—decision-makers, relevant public agencies and leaders, community groups, scientific expert, and other organizations—and how you plan to engage them in order to build interest in, and support for, HIA findings and recommendations.
7. Briefly describe the potential for this HIA to establish an enduring capacity of the applicant organization to undertake future HIAs, as well as the potential to increase partnerships, visibility, and support for future HIAs in your region.
8. Describe the qualifications and experience of the HIA team (composed of applicant organization staff members and, if applicable, partner organizations/consultants) who will be involved in conducting the HIA.
9. Estimated project length (1-12 months):
10. Estimated project budget (up to $100,000), using the categories below:

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| --- | --- |
| **Expenses** | **Total** |
| Salaries   * *Staff 1* (*if known: FTE, name, title, brief sentence or bullet regarding staff member’s role on HIA*) |  |
| Employee Benefits *(up to 32% of salaries)* |  |
| Consultants   * *Consultant 1* (*if known: name; title; organization; total amount, FTE, or fee breakdown; brief sentence or bullet regarding staff member’s role on HIA*) * *Consultant 2* * *Consultant 3* |  |
| Travel |  |
| Meetings/Conferences |  |
| Supplies |  |
| Communications |  |
| Indirect (*up to 10% of salaries and benefits*) |  |
| **Total** *(up to $100,000)* |  |

1. Please attach two to three letters of support from organization leadership, potential stakeholders, decision-makers, or key partners.