



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34301-17623
AMENDMENT # 1
FOR HEALTHY BUILT ENVIRONMENT FUNDING
OPPORTUNITY**

DATE: MARCH 27, 2023

RFA # 34301-17623 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Confirmed
2. Letter of Intent Teleconference	1:00 p.m.	Confirmed
3. Written "Questions & Comments" Deadline	2:00 p.m.	Confirmed
4. State Responses to written "Questions and Comments"		March 27, 2023
5. Letter of Intent Deadline	2:00 p.m.	May 10, 2023
6. State issues Invitations to Apply		June 9, 2023
7. Application Teleconference	10:00 a.m.	June 15, 2023
8. Written "Questions and Comments" Deadline	2:00 p.m.	June 20, 2023
9. State Response to Written "Questions and Comments"		June 27, 2023
10. Deadline for Applications	2:00 p.m.	July 10, 2023
11. Evaluation Notice Released		July 31, 2023
12. Effective Start Date of Contract		September 1, 2023

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 Was the teleconference recorded?	The link for the recording is: RFA #34301-17623 Teleconference-20230313 1800-1
2 The map of approved areas in the State only includes a portion of the County. We would	TDH has pre-identified census tracts that are in the 60th percentile of the 2018 Social Vulnerability Index (SVI) as

QUESTION / COMMENT	STATE RESPONSE
like to submit a proposal for a Skateboard (Multipurpose Park) located in a park within our county. Would we be eligible to apply for an application?	defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at tn.gov/SVImap . Target communities of built environment projects must be in one of the hi-lighted census tracts on the map. If the location of the facility itself is directly outside the shaded area, please explain how the facility will serve the target community in the qualifying census tract. Please show how the community will be engaged in the building process and how their community is or will be connected to the facility with safe, accessible, active transportation.
3 Can we apply for a healthy play spaces grant? We were funded previously but could use funds for additional play & exercise structures.	Grantees are encouraged to apply for other funding sources as needed.
4 We are hoping to build a playground at a school site that is not located within the target census area. Is our project an eligible project if some students attending the school and the nearby community that can access the playground after hours are within the targeted census area (even though the school itself is not)?	All projects must directly serve a census tract with an SVI (Social Vulnerability Index) in the upper 60 th percentile. These areas are shaded red on the SVI Map linked in the RFA. If the actual location is outside of the shaded area, then you must show how the target population in the shaded area was engaged throughout the construction process and how the project will be easily and safely accessible by the target population through active transportation means.
5 If the Chamber, as a 501(c)(6), was an eligible applicant for the grant? We're nonprofit, but we do not have a Foundation or anything that is an official 501(c)(3).	Nonprofits are eligible to apply, regardless of 501(c)(3) status. Please read the sample contracts included with this RFA and ensure you will be able to adhere to the terms in the grant contract.
6 Would swimming pool renovation be an eligible project? The East side of our county, which is in the identified area, has a community swimming pool. It has not been in use since pre-COVID and has some structural damage that needs repaired. Would an application for repair/renovation of the pool be considered eligible for this grant?	Yes. Please keep in mind that all proposed Phase B projects must be on publicly accessible property and available for use by all community members free of charge.
7 County currently has a Master Plan for our county Farmer's Market. The market has been built and is almost finished. We were wanting to know if we could use Phase B funding to pave the parking lot of the market.	Yes. Projects that increase access to healthy foods are eligible.
8 Can the grant be used in the construction of a splash pad. I saw in the paperwork that fountains can be constructed with this money. The design the County is considering, for a splash pad, in one of our parks would be very similar to a fountain. It would have a concrete foundation with water sprinklers shooting from the ground.	Yes. The grant could be used to construct a splash pad.
9 In the process of currently applying for an ARC grant to fund a pedestrian bridge that previously washed away along a public trail that connects to national park trails. The historic village itself is responsible for	No. Vehicles and construction machinery are not eligible expenses.

QUESTION / COMMENT	STATE RESPONSE
maintaining the trails within the natural area. Can the Healthy Built Environment Grant help fund some sort of equipment or vehicle to assist with the trail maintenance to improve safety and increase accessibility for trail-walkers between the village and the national park?	
10 Could this grant cover expenses for putting up lights for a youth ballfield that would also be utilized for the walking trail that goes around the ballfield?	Yes. Lighting is an eligible expense.
11 Could this grant be divided between two projects (one would be the lighting at one location and the other would be for playground equipment at another park)?	No. Each entity must submit one cohesive project.
12 Can we request 80,000 funds to be used as part of a much larger project? For instance...the project is a community rec center that costs substantially much more than \$80,000 to build, but we would request specifics such as basketball goals, gym flooring, etc. Is this allowable?	Yes. The grant can be used as part of a larger project and to leverage more funding and community engagement to finish the project.
13 Does the space have to be available to the public 24/7, or can there be a joint use agreement with the city/county for specific times of operation when other programming is not in use?	Yes. In this case, a joint use agreement can fulfill the public accessibility requirement of this grant. Program staff will want to see that the target community is engaged and aware that the facility is open for their use at specific times.
14 The "Request for Application" (RFA) states at p. 1, "These grants are awarded through reimbursement of completed work only. TDH is unable to provide advanced payment." a. Assuming our application is approved for a Phase B grant of \$80,000, when will that grant actually be awarded? b. Will the grant be awarded only (1) after we document that the project and all required work have been completed and/or (2) after we submit to TDH receipts showing expenses for having completed the project totaling at least \$80,000? c. Or is the grant (<i>i.e.</i> , the reimbursement) awarded in installments? That is, if we document that half the project is completed and provides receipts for \$40,000, will TDH reimburse that \$40,000? And will TDH later reimburse the remaining \$40,000 after we provide additional receipts demonstrating those additional expenditures?	Invoices will be submitted by the grantee monthly for any month that expenses were incurred toward grant activities. The State will reimburse approved invoices within 45 days.
15 Please advise at which stage of the application process – whether LOI, formal	These will be submitted upon selection for an award.

QUESTION / COMMENT	STATE RESPONSE
Application, or upon award of a grant – the following items should be submitted: (a) Competitive Requirements; (b) Direct Deposit; and (c) W9.	
16 The RFA refers to attachments but only specifically discusses Attachment 2. Is there an Attachment 1?	The application becomes attachment 1 to the grant contract if awarded. The budget becomes attachment 2 to the grant contract if awarded.
17 The documents that download—the titles of the file names—are not matching the website’s pages. We ask the agency to validate.	The documents posted with this funding opportunity are the correct documents.
<p>18 Regarding Phase B projects, the RFA states: “All infrastructure projects must include the community in the decision-making process and documentation of community involvement through committees, reports, and master plans.”</p> <p>a. As members of a locally operated nonprofit organization, we are all volunteer community citizens. We have coordinated with the local town and county governments and obtained authorization for each stage of our planned, ongoing infrastructure project in our local city park. We have publicized the project in the local weekly paper and through informal discussions with 2 other community residents. We have received significant in-kind contributions of labor and materials from the community. We have also included a community resident – a high school student who will use the planned facility – on our planning-development subcommittee.</p> <p>b. In TDH’s view, do the above-described actions qualify as sufficient “community involvement” in the “decision-making process”? In particular, does the fact that we are a community organization and is coordinating with local government on this project satisfy TDH’s requirements?</p> <p>c. Or must we create a formal committee that includes non-members to generate “reports” and “master plans” concerning the project’s development?</p> <p>d. Please provide any additional guidance possible (1) of what is necessary to satisfy the requirement for including “the community in the decision-making process” and (2) to document the required “community involvement through committees, reports, and master plans.”</p>	Grantees will work with their State grant manager to ensure due diligence in engaging their specific target community. The description provided could be an example of action steps taken to meet this requirement.
19 The RFA refers several times to the concept of “health equity,” including the need for grant applicants to “identify a target community where built environment improvements can advance health equity.” Please define the	The WHO defines health equity as “the absence of unfair and avoidable remediable differences in health among population groups defined socially, economically, demographically, or geographically.” More simply, the Robert Wood Johnson Foundation states, “Health equity means that everyone has

QUESTION / COMMENT	STATE RESPONSE
concept of “health equity” as it relates to the grant application and the “target community.”	<p>a fair and just opportunity to be as healthy as possible.” Applicants must identify a target community where built environment improvements can advance health equity. TDH has already pre-defined census tracts that have inequities in social determinants of health using the Social Vulnerability Index from the CDC. Please explain the inequities in the target population and how they compare to other parts of the State and how a built environment improvement can advance equity.</p> <p>For more information on health equity and how it ties to the Built Environment, please visit this link or go to tn.gov/builtenvironment and click “Advancing Health Equity” on the left hand menu.</p>
20 If possible, please provide the template for the Letter of Intent as a PDF document for our organization to print and reference for planning purposes.	Once you enter the information in page 1 and click “Next”, you can right click on the document and print the questions.
21 Do you have a list of previously funded projects with a brief description of the project?	<p>Yes. Please visit the link below to see a map of previously funded projects. Please keep in mind that the program has changed some over the years. So some previously funded projects may not be eligible under the current program. Please refer to the RFA for eligibility requirements.</p> <p>https://www.tn.gov/health/health-program-areas/office-of-primary-prevention/redirect-opp/built-environment-and-health/built-environment-grants.html</p>
22 Can funding from this grant only be used for projects located on public property?	Per the RFA, your project must be on publicly accessible property and available for use by all community members free of charge. If the land itself is not owned by the public, documentation, such as a joint use agreement, would be needed to show how the project will remain open to the public.
23 We are a non-profit behavioral health provider bound by HIPAA. The project for which we are interested in applying for funding is a walking trail on our Campus that would be used for patients and community events. When patients use the trail through one of our programs, it would not be open for public use. However, it would be open to the community and for events at other times. Does the project have to open for public use at all times?	Projects such as these would be eligible. However, the applicant must either have a joint use agreement already or before the end of their grant term. The applicant should explain how they will formalize a joint use agreement and how they will ensure that the public is aware that the facility is for their use during certain times.
24 The project in the question above wouldn't be physically located in one of the pre-identified, approved census tracts, but a large portion of our patients who would use the trail reside within those tracts/targeted communities. Would our organization still qualify to apply for funding in this situation?	<p>TDH has pre-identified census tracts that are in the 60th percentile of the 2018 Social Vulnerability Index (SVI) as defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at tn.gov/SVImap. Target communities of built environment projects must be in one of the hi-lighted census tracts on the map.</p> <p>If the location of the facility itself is directly outside the shaded area, please explain how the facility will serve the</p>

QUESTION / COMMENT	STATE RESPONSE
	target community in the qualifying census tract. Please show how the community will be engaged in the building process and how their community is or will be connected to the facility with safe, accessible, active transportation.
25 Are grantees allowed to use a portion (percentage such as 7%, or a fixed amount such as \$5,000) of their <eventual> grant award toward administration of the grant? Furthermore, can applicants use a portion of the grant award to pay grant-writing costs that may have incurred to develop and submit the application (often considered to be <i>pre-award costs</i>)?	Funds may be used for indirect costs. However, the contracts are reimbursement. Therefore, any services that the State reimburses must occur after the start date of the contract. Thus, grant-writing costs to create the application for this grant would not be eligible.
26 If an applicant wants to pursue a construction project, are design/specifications (or a Preliminary Engineering Report) for what is to be constructed required at time of Application? Or can that be provided after the Application Deadline?	These would not be required at time of application. However, the applicant should show in their work plan how these specifications will be obtained during their project. These grant funds can fund construction documents under phase B.
27 If applicants are needing outside professional services (such as for Administration for the grant, an engineer or architect for the design of a project), do these applicants need to undergo a competitive procurement process before the Application Deadline? Is competitive procurement required, or can they use a "best of 3" cost estimate approach? Or, should they plan to use their local procurement policy?	The competitive processes can occur during the grant period as part of the grant activities and, thus, are not required before the application deadline. Applicants must follow the procurement procedures outlined in their contract. Sample contracts are included with this RFA. Please reference section D.20 if using a GG or GR contract or section D.7 if you will be using an IG contract.
28 What is the requirement for land ownership? Example: If a community has a 25 year lease on property used as a park, are they eligible for funding? Or is a 99 year lease required or are they required to own the property?	The grant does not specify a timeline on a lease such as this. The grantee should show how the project is publicly accessible. All proposed Phase B projects must be on publicly accessible property and available for use by all community members free of charge.
29 During the webinar, someone asked about administration funding, but the answer was not clear. I do not think the answer was fully understood. Are administration funds an eligible expense for grant funds? Many agencies allow a certain percentage for grant administration. What does the Department of Health allow?	Administrative funding is allowed. We do not set a specific limit as individual organization needs may vary. However, budgeting should show thoughtful use of State dollars to complete program activities.
30 I was stunned to see our community area is not on the vulnerability census tract. I read that these tracts were determined by CDC. In our community we serve approximately 4500 in a 5 mile radius with services/businesses in our town. However we have NO public playground for children in our community use. That is not one single playground. We have a swing frame with no swings on it. They have to drive more than 10 miles to the nearest public playground. Additionally, the children in	Though we would like to serve all communities that have a need, our funding is extremely limited. SVI allowed us to define areas of highest social vulnerability at the census tract level in an objective way. SVI looks at many factors that impact the social determinants of health. We realize that no index can fully capture all aspects of every community and that there are a lot of communities with needs across the State. We hope to have more funding available in the future that would be open to more communities.

QUESTION / COMMENT	STATE RESPONSE
<p>our school system have a 42% obesity rate, AND we are in a “food desert”, being more than 10 miles to the nearest grocery store for any fresh fruits, vegetables, meat. I cannot imagine being more vulnerable. The other areas in our county that are in the highlighted areas have MULTIPLE playgrounds and park facilities, MULTIPLE grocery stores and lower student obesity rate. My question is why would our community with these circumstances not be considered vulnerable?</p>	
<p>31 Regarding the instruction to submit invoices monthly. Does this mean that a project should not be started until after the application has been selected? We were planning to borrow money to begin our project this spring and continue fundraising? Would anything spent before being selected not be able to be submitted for reimbursement? (if the work was done in May or June).</p>	<p>Any costs that will be reimbursed through the grant should not start until the start date of the grant contract. The State will not reimburse any costs that occurred before the contract start date.</p>
<p>32</p> <p>We're looking at applying for the grant to build a playground for one of our elementary schools. When I look at the map of eligible areas for the grant, the elementary school is not in the shaded area, but part of the community nearby that would utilize the playground is in the shaded area. Does the school have to be in the shaded area for us to be eligible?</p>	<p>TDH has pre-identified census tracts that are in the 60th percentile of the 2018 Social Vulnerability Index (SVI) as defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at tn.gov/SVImap. Target communities of built environment projects must be in one of the hi-lighted census tracts on the map.</p> <p>If the location of the facility itself is directly outside the shaded area, please explain how the facility will serve the target community in the qualifying census tract. Please show how the community will be engaged in the building process and how their community is or will be connected to the facility with safe, accessible, active transportation.</p>
<p>33 Can this grant provide new playground equipment at a elementary school in addition to enhancing such as building a fence around the playground at the school?</p>	<p>Yes. These would be eligible expenses.</p>
<p>34 We are a nonprofit set up to educate and fundraise for a playground that celebrates children of all ages and abilities in our county. Our project is roughly \$700,000 - \$725,000. Do you think we should attach just what the \$85,000 will go towards? Would it be better to only address a Phase 1 that would include how we use \$85,000 plus what we have already raised in the bank that could safely be completed in 22 months but is shy of our final project? Or do I share our complete vision and goal for this healthy gathering space that will bring our communities together? I just do not want to send unnecessary information?</p>	<p>The Program would like to see how this project fits in with a bigger goal. However, for your work plan, please show what the \$80,000 would go for. Please keep in mind that the maximum for Phase B is \$80,000, not \$85,000.</p>
<p>35 Are you seeking funding for an existing or ongoing program? We have sponsor</p>	<p>This grant funding does not cover programming.</p>

QUESTION / COMMENT	STATE RESPONSE
partnerships and are applying for grants from several organizations. Are these considered programs?	
36 If chosen does the 22 months typically start from that date or from the application deadline?	The 22 months starts at the start of the grant contract. Grant contracts are projected to start September 1, 2023. This date is subject to change.
37 In the request of application document it says Phase B is a Max request amount of \$80,000. But in the Letter of Intent document it says we can request \$85,000 Max. I know that when applying for grants if you request over the maximum amount they can throw you out of the running immediately. Which amount are we allowed to request?	Phase B's maximum award is \$80,000. Thank you for noticing the error in the Letter of Intent. It has been remedied.
38 We have some playgrounds in need of new equipment and shade. Three of our schools are in the target community for consideration. Is it okay to include all 3 schools for our project or is one location preferred?	Each entity must submit one project. If multiple locations are involved, the Program would want to see how it is one cohesive project.
39 We are acquiring a new building for Preschool this spring with playground needs. It is not in the target community geographically but will serve children from several zip codes that are. Would this be allowed?	TDH has pre-identified census tracts that are in the 60th percentile of the 2018 Social Vulnerability Index (SVI) as defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at tn.gov/SVImap . Target communities of built environment projects must be in one of the hi-lighted census tracts on the map. If the location of the facility itself is directly outside the shaded area, please explain how the facility will serve the target community in the qualifying census tract. Please show how the community will be engaged in the building process and how their community is or will be connected to the facility with safe, accessible, active transportation.
40 Are natural playground ideas considered for funding including trees/landscaping for shade?	Yes. This would be an eligible project.
41 The city has just completed a site plan and is intending to invest in upgrades to a park. The existing sidewalk terminates on the public street at the south end of the elementary school and we would like to extend it along the street to the park location at the north end of the school. Is this an eligible project?	Yes. This would be an eligible project.
42 The number of homes that could access the park in the question above by walking or rolling could be increased with more pedestrian improvements. The city sometimes uses its trained public works forces, either alone or in combination with a local concrete finishing company, to extend sidewalk because this is the most cost-effective	Yes. This would be an eligible expense.

QUESTION / COMMENT	STATE RESPONSE
<p>approach. A limiting factor in such cases is the cost of materials including concrete, drainage pipe, inlets, etc. that are needed to extend the sidewalk. Could the HBE Phase B funds be used to purchase pedestrian improvement materials for installation by city forces and/or a city contractor?</p>	
<p>43 Some streets near the park are low-volume, low-speed residential streets lacking sidewalks. The city may determine that “shared street” improvements on such streets could enhance walking/rolling access to the park. A shared street permits vehicular access but emphasizes pedestrian and bicycle access and use. There are recognized guidelines for the development of such facilities. Materials and techniques used in such application can vary but would generally be applied to make traffic slower and define areas that are preferential for non-motorized traffic. Special pavement treatments, signage, paint applications, planters, bollards, etc. might be used depending upon the design. Could the HBE Phase B funds be used to cover the costs of materials and/or materials installation for such a “shared street”?</p>	<p>Yes. These would be eligible expenses.</p>
<p>44 RFA states “only one application per entity is allowed.” Could you possibly elaborate a bit on this? For example, if multiple schools within a county wanted to apply for this grant, would that be possible?</p>	<p>The entity is the organization that is applying for funding and would be awarded funding if selected. Schools can apply separately. However, for example, if a school board was the applying entity, they could send in an application for each of the schools. They would need to send in one project.</p>
<p>45 The city has a Master Plan for our Park. The Master Plan is way more than what we are wanting (and way more than we can afford). Can we still use this Master plan and ‘tone it down’ to what we actually need at this point or do we need to start completely over with another Master Plan?</p>	<p>You could use these funds to make modifications to an existing master plan if that is what the community desires.</p>
<p>46 Can the Letter of Intent be saved and go back into it?</p>	<p>Once you complete the first page and click Next, it will give you the option to save for later.</p>
<p>47 If I am applying for a Phase B project, can I still include activities from Phase A but no money for those activities?</p>	<p>Yes.</p>
<p>48 What if a county has no eligible census tracts based on SVI?</p>	<p>The State realized that the SVI method eliminated one county from having an eligible census tract. For that county, the census tract with the highest SVI was selected and is now shaded on the map.</p>

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.