

**Healthier Wisconsin Resource Kit Pilot  
RFP#G1608-DPH-BC**

**Questions and Answers**

#	Question	Answer
1	Can one community apply to be the site to pilot both the ACE and Access to F/V Resource Kits?	No - you will need to pick either the F/V Access Resource Kit or the Active Community Environment Resource Kit to pilot
2	I am concerned that if we write for this RFP our county would not be considered since we have not had per se the existence of an established wellness coalition (members include public health, industry, schools, UW Extension, occupational health, hospital and clinic representation) when we are competing with the established coalitions. Can you tell me in terms of the RFP what will be the parameters used for the definition of an established coalition?	The intent behind the 4 <sup>th</sup> bullet in section 1.6 is that we wanted a group that had nutrition and/or physical activity on their radar screen before applying for this grant – so you are fine in this regard. Also, in terms of competing with coalitions with more experience, the fact that you have completed the CHIP process, have clear objectives and subcommittees formed to begin to address each objectives speaks a lot to your capacity. If you look at the evaluation criteria starting on page 9 of the RFP and really address those points you should have a very competitive application. I'm assuming that many of the members of your current coalition were part of the CHIP planning process and other previous efforts – draw upon this and how the coalition has now come together in a more formal way.
3	Under the work plan, is the expectation that we would address one objective for each of the resource tool kits in our grant application?	<ul style="list-style-type: none"> <li>• Only one resource kit per grant application – you will need to pick either the F/V Access Resource Kit or the Active Community Environment Resource Kit to pilot</li> <li>• The work plan should reflect the major milestones needed to pilot the kit (e.g. engaging the coalition and other partners, assigning/hiring staff, etc) and utilizing the steps in the kit (e.g. determining purpose, conducting the assessment (using tools in the kit), analyzing and reporting results, reviewing strategies, making decisions based on your assessment results, developing the intervention action plan and to implement at least one thing from the intervention action plan.</li> <li>• It is not necessary (or desirable) for the application or work plan to identify the strategy that will be implemented as the purpose of the pilot is to see if using the resource kit will help a coalition or group arrive at strategies best suited for the community through the steps and tools in the kit.</li> </ul>
4	We are one of the 16 coalitions funded through the Local Implementation of the Wisconsin Nutrition and Physical Activity State Plan grant. Can we apply for this grant to use the kit or can we not due to our other funding?	No, the 16 grantees are not eligible. The 3 Healthy Lifestyles Coalition pilot projects are also ineligible for this opportunity.
5	Where is the Improving Access to Fruits and Vegetables	The Improving Access to Fruits and Vegetables Resource Kit is still being

	Resource Kit – all I can find is the outline	developed. It is our goal to send out on the WI PAN listserve and/or post on the website a significant portion of the resource kit the week of June 22 <sup>nd</sup> . It is not necessary (or desirable) for you to select strategies for this application. If you look at the available outline or the other resource kits that the NPAO Program has available (ACE's and Worksite Wellness) you can see the content areas and type of activities you will be doing as part of the pilot process. These include: conducting formative assessment using the tools in the resource kit, analyzing and reporting results, reviewing and selecting strategies, making decision about where to focus efforts/developing an intervention action plan, implementation and evaluation.
6	Are the points received on the application the main determination of who is awarded the contract?	Yes, the points scored will determine who is awarded the grant as this is a competitive process.
7	What goes in the budget?	Since the intent of the grant is to pilot the resource kit, it is likely that the majority of the funding will go to pay someone to complete the tasks. This could be a staff person, contract, student stipend, etc.