**To apply, please complete the CHOICES Learning Collaborative Partnership Agency Application form and email to** [**choicesproject@hsph.harvard.edu**](mailto:choicesproject@hsph.harvard.edu)**.**

**Agency Application**

**Approximately 4 (max 5) pages without supporting documentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Information** | | | | | |
| **Agency Name** | | | | | |
| **Street Address** | | | | | |
| **City/State/Territory/Zip** | | | | | |
| **Official Health Agency Contact** | | | | | |
| **Local Project Team Lead Contact** (local health agency-designated project contact for all matters pertaining to the project):  Name  Email  Phone | | | | | |
| **Contact List for Project Team:** The project team should include relevant staff members from the state or local health agency as well as additional organizations/partners the applicant considers to be critical to actively engage in decision-making regarding childhood obesity prevention initiatives (see examples on page 7, Section B4). If the health agency team is proposing to model potential interventions that other sectors would be responsible for implementing, the participation of a representative from that sector is required as part of the project team. The project team should be comprised of 1) a project lead who can manage communications, timelines and organization locally and with the CHOICES team, 2) a team member with training in public health epidemiology or similar training background, 3) a team member with content knowledge and/or expertise in the implementation of obesity prevention initiatives, 4) a team member with strong knowledge/background in policy communication; and 5) if intervention area(s) of interest to the team would be led in actual implementation by other agencies, a representative of that agency should be included as part of the team | | | | | |
| Category | Name | Title | Organization | Email | Phone |
| Health agency principal/lead official |  |  |  |  |  |
| Senior Deputy |  |  |  |  |  |
| Health Agency Project Lead(s) |  |  |  |  |  |
| Health Agency Epidemiologist(s) |  |  |  |  |  |
| Other Health Agency Staff |  |  |  |  |  |
| Other Local Agency/ies |  |  |  |  |  |
| Other Local Agency/ies |  |  |  |  |  |
| Other Local Agency/ies |  |  |  |  |  |
| **CHOICES Learning Collaborative Session Dates** | | | | | |
| A successful application requires agreement to the following learning sessions. Please take note of who is required to attend. Exceptions need to be in writing to the CHOICES team. Please check for the following for availability of relevant health agency team members :  Learning Session 1: (all team members, including lead health official and/or senior deputy and partner agencies as relevant to specific interventions of interest) Virtual Kickoff – Dec 4, 2019 1:00-4:00 pm ET  Learning Session 2: (project lead, epidemiologist/relevant staff) In-person training, Cambridge, MA- February 5th and 6th, 2020  Learning Session 3: (all team members, including lead health official and/or senior deputy)- Local stakeholder convening/site visit- March/April 2020  Learning Session 4: (all team members)- Virtual communications introduction- May 13 2020 3:00-4:00 pm ET  Learning Session 5: (all team members, including lead health official and/or senior deputy)- Local stakeholder convening/site visit- July 2020  Learning Session 6: (all team members): Virtual Mid-Term Meeting 1- Sept 9 2020, 1:00-4:00 pm ET  Learning Session 7: (all team members, including lead health official and/or senior deputy): Virtual Mid-Term Meeting 2- Oct 21 2020- 1:00-4:00 ET  Learning Session 8: (project lead, epidemiologist/relevant staff): In-person training, Cambridge, MA Nov 18th and 19th 2020 | | | | | |
| **Site Visits:** The CHOICES team will collaborate with your local agency to conduct two on-site learning sessions to engage stakeholders. The first will be early in the process (in March/April 2020) as a way to gain input and feedback and finalize interventions for analysis. The second will be in July 2020 and will be an opportunity to review preliminary data and discuss communication plans. The site visits are developed in partnership with the agency and include **a 4 hour stakeholder engagement meeting** with community partners per visit to listen and learn. This may be structured depending upon the needs of the specific local organization. It is also recommended that the project team host a one hour meeting in advance of all local site visit meetings with the lead health official, visiting CHOICES team members and project team leads. Please check the dates which would be available for your team (including the lead at your health agency) for a local site visit, selecting at least three options in March/April 2020 and at least three options in July 2020:  Site Visit 1: March/April 2020  March 24, 2020  March 25, 2020  March 26, 2020  March 31, 2020  April 1, 2020  April 2, 2020  April 7, 2020  April 8, 2020  April 9, 2020  Site Visit 2: July 2020  July 7, 2020  July 8, 2020  July 9, 2020  July 14, 2020  July 15, 2020  July 16, 2020  July 21, 2020  July 22, 2020  July 23, 2020 | | | | | |
| **Proposed Scope of Project** | | | | | |
| What particular aspect of childhood obesity prevention efforts is of most interest to your organization and partners? You may focus on a setting (e.g. school-based interventions), an age group (e.g. interventions focus on adolescents), a topic area (e.g. nutrition policies/regulations for child care providers) and/or a sector (e.g. transportation-related interventions). You might consider the following when selecting a preliminary focus:   * Interest about assessing the cost-effectiveness of the childhood obesity prevention efforts your organization is currently invested in/implementing * Interest in assessing the cost-effectiveness of strategies your organization is exploring implementing | | | | | |
| **In determining the response of the applicant, the following criteria will be considered:**  **Proposed Approach - 20 points**  **Agreement of participation, support and attendance of lead Health Officer in Learning Collaborative Partnership and Learning Sessions/Meetings - 10 points**  **Agreement of participation of team members and key partners/stakeholders in Learning Collaborative Sessions/Meetings- 14 points**  **Multi-sector partnerships and letters of support - 20 points**  **Prior Experience - 10 points**  **Organizational Capacity - 20 points**  **Implementation and Communications plan- 20 points**  **Proposed budget and narrative budget justification- 14 points**  **Proposed Approach (20 Points): Please describe your proposed approach and include the following:**   * Demonstrated understanding of the risk factors for childhood obesity and multi-sector/multi-level approaches for preventing obesity * How you view this project to be supportive of your organization’s process or outcomes in the area of obesity prevention   **Agreement of participation, support and attendance of lead Health Officer to Learning Sessions/Meetings (10 points)-**   * The cover letter from the lead health official includes support for the project and vision describing integration of the project activities and learnings to other organizational initiatives and potential areas of support * Names a local leadership designee such as a Senior Deputy and local project lead designee (i.e. will attend all meetings and be responsible for submitting reports) contact for the project * Agency lead health officer/official and senior deputy participation is required in specific sessions:   + Learning Session 1: Virtual Kick Off Webinar; Dec 4, 2019; 1:00-4:00 pm ET   + Learning Session 3: Local stakeholder convening/site visit by CHOICES team; March/April 2020   + Learning Session 5: Local stakeholder convening/site visit by CHOICES team; July 2020   + Learning Session 7: Mid-term Meeting 2 (Webinar) Oct 21, 2020; 1:00-4:00 pm ET * It is also recommended that the project team host a one-hour meeting in advance of all local site visit meetings with the lead health official, visiting CHOICES team members and project team leads. * Agreement of attendance/participation should be noted in the health agency lead official cover letter and partner letters of support   **Agreement of participation of team members and key partners/stakeholders in Learning Collaborative Sessions/Meetings (14 points)-**   * Commitment from the team to participate in all learning session dates and selects at least potential dates for each local site visit   **Multi-sector Partnerships and Letters of Support (20 Points): Please describe partnerships that will be necessary for working in your proposed area of interest and include:**   * A discussion of your partners and their potential roles and responsibilities in the project * Partners that represent a multi-disciplinary cross-section of entities and issues within your community * Describe how you plan to disseminate learnings from your project across your state/city/county * Applicants should include letters of support that clearly state the entities’ support, recognition of role on the project and willingness to undertake the project in collaboration with the applicant   **Prior Experience (10 Points): Please describe your prior experience and performance and include:**   * Experience with childhood or adult obesity prevention initiatives * Previous experience in priority setting, particularly with other partners * Past experience with undertaking projects with partners from other entities   **Organizational Capacity (20 Points): Please describe your organizational capacity for this work and include:**   * Ability to identify 1) a project lead, 2) a team member with training in public health epidemiology or similar training background, 3) a team member with content knowledge and/or expertise in the implementation of obesity prevention initiatives, 4) a team member with strong knowledge/background in policy communication; and 5) if intervention area(s) of interest to the team would be led in actual implementation by other agencies, a representative of that agency should be included as part of the team * Resumes/CVs for each of the team members identified above * The stated commitment of the local health agency’s leadership team * The ability of the applicant to represent the project well in interactions with local health agency staff and other governmental, private sector and not-profit stakeholders * A description of potential or relevant data to which you have access (such as surveillance of BMI and/or behaviors related to obesity, childhood-obesity prevention intervention implementation data) | | | | | |
| **Implementation and Communications Plan (20 Points)** | | | | | |
| The CHOICES team are providing this opportunity as a means to increase capacity in state, city and county health agencies to use cost-effectiveness methods in prioritizing childhood obesity prevention initiatives. We intend for the cost-effectiveness approach, methods, data and results to be shared with health agency leadership and as relevant other decision makers, including partners at other government agencies, decision makers such as elected officials and leaders in other partner organizations to be able to provide research and data to enable informed decision making around childhood obesity. Please describe how you envision your organization using the results of this project to inform decision making and priority setting in your community, as well as the available mechanisms for implementing prioritized initiatives and channels for communicating cost-effectiveness results. | | | | | |
| **Budget and Narrative Justification (14 points)** | | | | | |
| **Proposed Budget:**   * A budget and narrative justification are included with the proposal * Budget supports activities delineated in project narrative portion of the application * Budget should support the modeling collaboration, not implementation of initiatives * Totals can be reasonably understood from the information provided * Overall cost is reasonable, allowable and within the stated budget * Please note that no part of the funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).   \*There is a separate travel stipend for up to 4 team members per team for the Boston meetings, so applicants do not need to include this in their budget.  Contract funds may be used to support costs associated with participation in this modeling project, including personnel, supplies, time for agency and/or partners to analyze and/or gather existing data, meeting expenses and local travel and production of materials to communicate project findings. **Please note that no part of the funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).**  **Budget Request** (use each line-item as applicable to your project; please provide a narrative description for how the funds will be used to support your agency’s participation in the CHOICES Learning Collaborative Partnership)  Personnel:  Supplies:  Data Analysis/Organizing Costs:  Meeting Expenses (e.g., space rental, food/beverages for meeting, parking for participants):  Local Travel (e.g., for local site visit meetings, meetings with local partners to discuss project):  In-Kind Contributions (please specify):  Communications (e.g., production of products to communicate findings of models):  Subcontracts (e.g., to local partners who may provide data for the project or use staff time to collaborate on detailing implementation resources and activities for modeling and/or communicating results):  Other:  **Budget request grant total** (not to exceed $50,000): | | | | | |
| **Application Checklist** | | | | | |
| Please ensure the following items have been completed before submitting your application:  Responses have been provided for all application questions  Detailed project budget and narrative justification is included  Letter of support from the agency’s principal/lead health official with agreement on attendance at required learning sessions  Letters of support from other relevant organizations with agreement to participate in project, including participation in local site visits and at least 3 technical assistance calls if that collaborating agency would have overall responsibilities for implementation of one or more of the potential interventions being considered by the team  Overall project leader has been identified, including name and contact information  Initial local team members have been identified, including name and contact information | | | | | |

DRAFT Memorandum of Understanding Regarding CHOICES: Learning Collaborative Partnership

This MOU describes an understanding between the **CHOICES Project at the Harvard T.H. Chan School of Public Health** with its principal offices located at 401 Park Drive, 4th Floor West, Boston, MA 02215 and the [**Name of Organization]** at address, city, zip code].

The parties noted above will collaborate on a partnership to support states, cities and counties in preventing childhood obesity by building local capacity among decision-makers to choose and implement cost-effective strategies.

Accordingly, the parties agree as follows:

1. **The CHOICES Project at the Prevention Research Center on Nutrition and Physical Activity at the Harvard T.H. Chan School of Public Health will provide:**

* Training opportunities and technical assistance through site visits and in-person meetings
* A package of tools and resources to use for the initiative to identify your organization’s/community’s priorities
* Virtual technical assistance through online meetings, webinars, and conference calls
* Guidance in the development of tailored, locality-specific childhood obesity prevention intervention strategy cost-effectiveness estimates
* Support throughout the project period to ensure that key findings can be used to inform decision-making, strategic planning, and tactical implementation by the local partnership team
* Funding resources in the amount of $\_\_\_\_\_\_\_\_\_
* Travel costs associated with in-person meetings at Harvard

1. **The [Organization Name] will:**

* Identify two focus interventions from a menu of over 30 options to be tailored to the individual state/city/county
* Identify relevant data sets or sources to tailor models and collect relevant data
* Convene local partner agencies and stakeholders for participation in the project as relevant to selected interventions for modeling
* Share tools and resources used or developed by local project teams during the project with the CHOICES team
* Submit mid and final project reports (templates will be provided)
* Attend virtual kick off meeting, local meetings, participate in relevant webinars and conference calls; local partners must have capacity to participate in virtual meetings through the Zoom platform
* Share experiences/best practices with agency staff and leadership, as well the CHOICES team (information will also be distributed to the project funder and national partners as appropriate)
* Provide feedback and suggestions on project activities as requested via questionnaires and/or interviews with CHOICES team, including willingness for the CHOICES team to contact members of the local team post-project to gather data on further progress in using model results for decision-making
* Participate in communication activities including the promotion of learnings and results to other partnering localities and stakeholders
* Link project activities and findings to the agency’s quality improvement plan, health improvement plan, and/or strategic plan

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable** | **Due Date** |
| 1 | Baseline surveys &phone interviews with state project lead/team | Nov 30, 2019 |
| 2 | Learning Session 1: Virtual Kick Off | Dec 4, 2019 1:00-4:00 ET |
| 3 | Learning Session 2: In-person training in Cambridge, MA | February 5th and 6th, 2020 |
| 4 | Health agencies finalize interventions for modeling | March 4, 2020 |
| 5 | Learning Session 3: In-state stakeholder convening/site visit | March/April 2020 |
| 6 | Bi-weekly check-in calls with CHOICES team and project lead | May – Nov 2020 |
| 7 | Learning Session 4: Communications webinar | May 13, 2020 3:00-4:00 pm ET |
| 8 | Health agencies teams finalize hypothetical implementation activities for modeling | June 30, 2020 |
| 9 | Learning Session 5: In-state stakeholder convening/site visit | July 2020 |
| 10 | Learning Session 6: Virtual Mid-Term Meeting 1 | Sept 9, 2020 1:00-4:00 pm ET |
| 11 | Draft final report and communication plans due | Sept 16, 2020 |
| 12 | Learning Session 7: Virtual Mid-Term Meeting 2 | Oct 21, 2020 1:00-4:00 pm ET |
| 13 | Preliminary final reports due | Nov 13, 2020 |
| 14 | Learning Session 8: In person Cambridge , MA | Nov 18th and 19th, 2020 |
| 15 | Final version of final reports due | Nov 30, 2020 |
| 16 | Follow up surveys and phone interviews with state team members | December 2020 |
| 17 | Communicate with CHOICES regarding data on progress to-date | Post-project year |

1. **Summary Table of Tasks, Deliverables and Due Dates**
2. **Invoicing and Reporting**

The total reimbursable amount may not exceed $\_\_\_\_\_. Incurred costs must be reasonable and relate to the partnership activities. [Name of Organization] will submit invoices to the CHOICES Project ([choicesproject@hsph.harvard.edu](mailto:choicesproject@hsph.harvard.edu)) related to the following milestones:

1. 25% of awarded funds after attendance at initial training (February 7, 2020)
2. 25% of awarded funds after the first in-state stakeholder meeting (April 10, 2020)
3. 25% of awarded funds after the second in-state stakeholder meeting (August 1, 2020)
4. 25% of awarded funds after submission of draft report and implementation plan (November 13, 2020)
5. **Use of Funds**

Please note that no part of these funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).

1. **Manuscripts and Publications**

The CHOICES team will develop manuscripts for submission to peer reviewed journals regarding intervention modeling results. Local project team members may choose to participate in co-authors on these publications.

1. **Modification and Termination**

This agreement can be modified with the agreement of both parties, and should be altered as conditions change. This agreement can be terminated at the will of either party and is applicable for the duration of the CHOICES implementation phase (2019-2020).

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steven Gortmaker, PhD Name

Principal Investigator Title

CHOICES Project, Harvard T.H. Chan School of Public Health Organization

Date Date