Active People, Healthy Nation℠ Walkability Action Institute

Request for Funding Assistance (RFA)

Frequently Asked Questions (FAQ)

As questions are submitted, answers will be listed and updated on this form within 24 hours between November 10 - December 12, 2025.

Last updated 11/19/25

APPLICATION REVIEW AND SELECTION PROCESS:

(none received yet)

APPLICATION SUBMISSION PROCESS:

1) Will there be an informational conference call?

Yes, NACDD/CDC will convene an informational webinar via the Zoom Meeting platform on Monday, November 17, 2025 from 11:00 am - 12:30 pm ET. Anyone who plans to attend that session MUST register via this link:

https://chronicdisease.zoom.us/meeting/register/YbE1cngXSL687d8wJxwcTg

2) Can we include links or graphics in the application, as long as we stay within the seven pages?

Yes, as long as you do not exceed the 7-page limit.

3) Is there any benefit to hyperlinking to the plans or programs that we reference in our answers?

You may link to any plans/programs that you might reference in your answers. Just do not assume that each reviewer will click on the links. We do not suggest putting a hyperlink in lieu of written content to sufficiently answer the question.

4) Is there a space for attachments like Memorandum of Agreements (MOA)/Letters of Support (LOS) on the application?

We are not requiring attachments this time. If you submit attachments that are not required (e.g., LOS), they will not give you a scoring advantage. If you do decide to include them, the preference is to do so as one (combined) PDF document with the application form. Please note the application form must not exceed 7 pages. Any supplemental attachments would be in addition to the application form.

5) I have a question regarding item #5, which reads: "Describe your state's short-term and long-term plans for working collaboratively across disciplines to improve physically active travel to community destinations using PSE approaches." What is this referring to?

The WAI project, including the local Team Action Plans that will be developed by participant teams, focuses on the implementation of PSE changes since we know that PSE changes are more successful, sustainable, and impactful over the long term verses programmatic changes. We are interested in working with states who promote, pursue, and encourage PSE changes to improve active travel and who can provide this type of technical assistance support and capacity building to its participant local communities. We ask this question specifically to get an idea for what PSE changes each state is working towards both in the short-term and in the long-term, as well as to gauge a state's familiarity and commitment to PSE change, which is incredibly important in the walkability and active transportation space. An equal amount of emphasis/points will be given to each the short-term and long-term answers to this question.

CDC DNPAO RELATED:

1) Given the Year 3 workplan was already created and finances were dedicated across all the SPAN strategies, we don't have money allocated for this. What have teams done in the past? Did they rework their workplan and budget to make space for this opportunity?

If selected, state(s) will meet with the appropriate CDC DNPAO representatives (SPAN/HOP Project Officer, WAI Technical Monitor, etc.) to discuss appropriate and allowable revisions to workplans and budgets.

Some past participant WAI states have also built this into their workplans for future subsequent years to ensure ongoing work in walkability and increasing the number of communities participating across multiple years.

2) How do we clearly articulate "what's in it for us?" to our SPAN leadership? Should we be selected, and even to formulate the application, there is a significant time and financial cost. Beyond the expertise and support provided throughout the course, would you say the other value add for us is that we can 'count' any PSE change that comes out of this

experience towards our SPAN performance objectives? If there are other key value adds for us that I'm missing and that would be helpful to communicate to my leadership, please let me know.

CDC has seen tremendous growth in the states and communities who have participated in WAI training over the past decade+. The many benefits (of which this is not an exhaustive list) include:

- In-depth focused training from national experts on addressing challenges and opportunities in creating activity-friendly communities
- Enhanced professional cross-sectoral relationships and collaboration at the state and local levels (providing innumerable benefits in creating activity-friendly environments and achieving mutual goals in the future)
- Building a strong policy and plan foundation, with accelerated momentum and support for accomplishing true change this year and in subsequent years, with ongoing support from the WAI Community of Practice (depending upon funding for ongoing activities)
- Grant-readiness: the plans, knowledge, and coalition-forming that occurs throughout and because of the WAI experience help communities and states become better prepared to successfully apply for other funding streams to support activity friendly environments, such as DOT's Transportation Alternatives Program (TAP)

COURSE/PROJECT RELATED:

1) Why are the course dates not listed in the RFA?

Once the State Entities are selected, NACDD and the selected State Entities will collaborate to develop the full Hybrid Walkability Action Institute (WAI)/Walkability Virtual Academy (WVA) course schedule. At the time of application, interested State Entities must apply in agreement that the full course schedule will be developed and implemented fully between the dates of January 5 - July 31, 2026.

2) Where will the in-person portion of the course be convened?

Once the State Entities are selected, NACDD and the selected State Entities will collaborate to determine the appropriate location within the respective states for convening the in-person component of the course.

3) Is the in-person part of the event held within the recipient state?

Yes, the in-person portion of the Hybrid course will take place within the recipient state.

4) Do we create our own action plan?

NACDD will provide the selected State Entities with an appropriate Active People, Healthy Nation action plan template required for the project. Together, the selected State Entities and NACDD will collaborate to make sure the final template is satisfactory for local, state, and national needs.

5) Are virtual sessions typically one session per week?

The virtual sessions are typically 5-7 sessions that can be customized with the selected States to 1 session per week, 2 sessions per week, or another variation that the host state(s) and NACDD collectively agree upon.

6) Can you share whether teams will complete the ACT (assessment) as part of WAI?

The WAI does not include an assessment portion, such as the ACT. If states/communities are interested in the ACT, we suggest using the ACT prior to or after the WAI (as part of the team's action plan activities). The ACT is a helpful exercise to augment what is learned during the WAI.

7) Are the team action plans "Active People, Healthy Nation" action plans?

Yes, the team action plans developed by local/regional participant teams can serve as your Active People, Healthy Nation action plans.

8) Is it possible to create an Active People Healthy Nation action plan without the WAI?

Yes, they are not dependent upon each other. The plans that would be developed during the WAI mirror the requirements of the SPAN/HOP NOFO.

9) You talked about an action plan template that you work off of during the WAI. Is that template only available to WAI recipients? Just thinking about the creation of our state's APHN action plan.

The WAI Action Plan template serves both purposes – for the WAI action plan and the SPAN/HOP action plans (independent of the WAI).

DEFINITIONS:

1) For the local/regional teams, how do you define an elected team member?

The elected team member is one of the required team members for the team make-up of the local/regional team. As taken from Appendix B, we define an elected official as a person who is voted/elected into a particular office or position. This person must have

interests, voting, programmatic, fiscal, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, economic development, smart growth, healthy community design, and/or transportation design. Examples include, but are not limited to the following: city/county/municipal/township council members, county commissioners, school board/district members, mayors, etc.

ELIGIBILITY:

1) **Who is eligible to apply for this?**

   As taken from Section C of the RFA, any state that is currently receiving funding through CDC's State Physical Activity and Nutrition (SPAN) program or High Obesity Program (HOP) is eligible to apply for the state-based Active People, Healthy Nation WAI project opportunity. Priority in scoring and selection will be given to state SPAN/HOP applicants who have not participated in a CDC/DNPAO-supported state-based WAI in the last three years.

2) **Our current contractor will be the SME's in the WAI planning and development. Would the application be able to come from the contractor or does it need to be submitted via us as the SPAN/HOP recipient?**

   The application needs to be submitted by the SPAN/HOP recipient.

3) **If we participated in the WAI project in the last three years and if we apply again, will our application still be considered given the language in the RFA about priority given to applicants who have not participated in the last three years? For example, if we participated previously as SPAN, but we plan to apply this year on behalf of HOP.**

   Yes, while any eligible Interested State Entities may apply, priority in scoring and selection will be given to state applicants who have not participated in a CDC/DNPAO-supported state-based WAI in the last three years. We encourage all Interested State Entities to apply. All applications received will be competitively reviewed and scored.

FUNDING:

1) **If this is an RFA, then why does it not specify the amount of funds given to the selected state?**

   The National Association of Chronic Disease Directors (NACDD) receives funding and support from the Centers for Disease Control (CDC) and Prevention's Division of Nutrition, Physical Activity, and Obesity (DNPAO) to implement the state-based Active People, Healthy National WAI project. While there will be no transfer of tangible project

dollars from NACDD to the selected State Entities, NACDD will assume the majority of the costs associated with implementing the Hybrid WAI/WVA in the selected state, thereby creating funding assistance for the project.

Please see Section B, page 3 of the RFA for the specific language pertaining to the shared budget agreement between NACDD and the selected State Entity.

- The selected State Entities are expected to support costs associated with travel reimbursement of the attending local/regional teams and meeting space/audio-visual equipment rental costs.
- In addition, the selected State Entities are encouraged, although not required, to provide mini grants to attending local/regional teams following course participation to support implementation of their respective action plans.

2) Is there required travel for this project and does the project include travel funds?

Yes, there is required travel. All state and subsequent local/regional interdisciplinary teams will be required to attend the in-person WAI portion of the Hybrid WAI/WVA fully in person. The selected State Entities will be responsible for covering the travel reimbursement of the participant local/regional interdisciplinary teams.

3) Does the State budget have to include travel reimbursement for WAI instructors as well?

No, CDC/NACDD covers the budget for WAI instructors.

LOCAL/REGIONAL TEAM RELATED:

1) Just confirming that the minimum number of teams that must participate is four (including a statewide team) and not six, is that correct? And the max is 8?

The sweet spot for the number of teams is 6-8 teams. The minimum number of teams is 4; the maximum number of teams is 8. The State Team is not counted in this number. It is permissible to have up to 8 local/regional teams and 1 State Team.

2) Do all the teams need to be new WAI teams? Or could we propose a mix of teams that have gone through training and started this work, but could benefit from additional support and teams that are new to the training?

Yes, all identified local/regional teams must not have previously participated in the CDC/NACDD WAI project and must not currently be on the WAI Alumni list of locations.

3) When recruiting local teams, how do we all recruit and encourage elected officials to join/participate on local teams?

In our experience, potential elected official team representatives are particularly responsive to an economic case for project participation. It is possible that your framing of the importance of WAI project participation could differ when recruiting the different interdisciplinary representatives for a given team, beyond or in addition to public health. See the NCCOR Thriving Communities website for content and resources related to the economic benefits of creating settings supportive of active transportation.

4) Is there a team unit size that makes the most sense or has been most successful? For example, teams that are city or town-wide, county wide, or regional (2 or more counties together)?

Local participant teams have represented a spectrum of geographic localities ranging from villages, townships, towns, cities, counties, to regions. The ongoing commitment of the team is the better indicator of future success, rather than team unit jurisdictional size.

Ultimately, the decision around which geographic level of government and organizations to recruit depends upon where the jurisdictional points of influence over transportation and land use policies lie (municipal, county, and/or region). For example, if counties are strong government entities that influence roadway designs and land use permitting decisions, that could be a good unit. However, if those decisions happen at the municipal level, it could be better to focus on cities and towns.

5) Is there a mix of that within the 4-8 teams? For example, some of the local/regional teams at the county level, then others at the town level?

Yes, you can have a mix of jurisdictional levels (e.g. some counties, some cities/towns). As stated in #6, the commitment of the team to on-going work, and the selection of jurisdictional level based on policy-influence should determine your focus in selecting participant teams. It is common enough to have a mix of municipal jurisdictions within the teams. For example, a county level team may have interdisciplinary representatives from the county, city, or town level all on one team.

6) Do most people have local teams somewhat identified when the project kicks off in January? I'm trying to gauge how much recruitment or seed planting to try and do between now and the new year or if there's a reason to wait until January.

Yes and no. We encourage states to start identifying potential participant locations as soon as possible since it will assist with building relationships, work to complete the "required" team positions, and build core cohesion. Even if you are not selected for project participation for this year, building these relationships would only serve to enhance the work you are already doing at the state level and throughout your state.

STATE TEAM RELATED:

1) Is there a maximum number of people allowed for the state team?

As stated in the RFA, states will commit to identifying and inviting four to six representatives to participate on a State Team. The purpose of the State Team is to provide state-specific subject matter expertise and/or technical assistance to the community teams who will be participating in the WAI. States may apply with more than six representatives; however, it will not impact application scoring. Our experience is that the more representatives that you bring to the State Team and project, the more in-state capacity you are creating to assist the state's local teams in the future.

2) What are some examples of state team members?

Examples of state team members, including both government agencies and non-governmental organizations:

- Engineer from the state Department of Transportation
- Pedestrian/Bicycle Coordinator from the state Department of Transportation.
- State Department of Health
- Department of Natural Resources or equivalent agency with a focus on trails, greenways, and open space
- Department of Commerce or Economic Development
- State Main Street organization
- State pedestrian, bicycle, and trails advocacy organization(s).
- State-level health foundation

3) Do you have a 1-pager that explains state team members' roles/responsibilities and time commitment? I want to be sure that I communicate what is expected of individuals that join the state team – especially when discussing what their time commitment will be- thank you!

No, a 1-pager does not exist that describes team members' roles and responsibilities. As stated in the RFA, the purpose of the State Team is to provide state-specific subject matter expertise and/or technical assistance to the community teams who will be participating in the WAI. Time commitment is variable. The State Team is expected to participate fully and willingly in all aspects of the hybrid course, virtual and in-person.

4) Does the State Team responsibility for the cost of travel for the in-person also include food? Do we have to budget for catering and/or per diem for folks for lunch on their own?

Past participating States have done it both ways – with and without food and beverages.

- In cases where food and beverages were provided, states were able to receive state rates and negotiate food and beverages as part of their meeting space rental contracts. There have been events where breakfast, snack, and lunch were provided, as well as events where only lunch was provided. Dinner was usually not provided; teams were encouraged to dine as a team for dinner or while participating in an evening optional learning activity.
- In cases where food and beverages were not provided, extra time was allotted in the agenda for participants to eat lunch outside the meeting venue. Breakfast was encouraged prior to the start of the day, and teams were encouraged to dine as a team for dinner or while participating in an evening optional learning activity. In this example, per diem would be provided.

5) Similarly, does the State Team have to pay for hotel costs for those traveling to the 2-day in person?

Yes, the selected State(s) are responsible for covering the travel reimbursement costs of the local/regional interdisciplinary teams. This includes airfare (where applicable), ground transportation, lodging, and per diem.

TIMING:

1) Will another WAI be available to host within the 5-year grant cycle?

CDC has been supporting the WAI for 11 years now. We view this an important implementation support opportunity. We are planning to offer it again in future years. However, that is dependent upon availability of funds.

2) What is the drop-dead deadline for teams to submit their action plans to you? Is July 31 acceptable or is there an expectation that you need more time to review and give feedback? I will likely be building a timeline based on this final deliverable deadline.

The entire project will be completed by July 31. If we aim to have the course wrapped up by the last week of June, there should be plenty of time for receipt, review, and finalizing team action plans.

3) What month would be the latest that you would advise us to host the in-person?

April and May are great months to host the in-person. Early to mid-May allows plenty of time for the virtual academy and revisions to the community team action plans. The photovoice aspect of the course will occur before the in-person aspect of the course.