



Indiana State Department of Health

2016 Grant Funding Application for the Preparation of a Community-wide Bicycle and Pedestrian Master Plan

Applications due by 4:00 pm, January 29, 2016

The Indiana State Department of Health (ISDH) Division of Nutrition and Physical Activity (DNPA) invest in partnerships and activities that work towards *improving the health of all Indiana residents*. The DNPA focuses on increasing healthy eating and physical activity and decreasing obesity. Poor nutrition, sedentary behaviors, and obesity are serious threats to the health, academic achievement, and productivity of Indiana's residents. Each of these threats is linked to an increased risk for chronic diseases such as heart disease, stroke, some cancers, and diabetes. Chronic disease is the leading cause of death and disability in Indiana. The adoption of bicycle and pedestrian master plans by Indiana communities is seen as an effective way to invest in changes to policy and the built environment that supports healthy community outcomes.

BICYCLE AND PEDESTRIAN MASTER PLAN FUNDING OVERVIEW

The DNPA has worked with numerous communities throughout Indiana to create plans and policies that result in safer and better walking and bicycling environments. The DNPA is providing matching funds to communities to assist in the preparation of community-wide Bicycle and Pedestrian Master Plans to facilitate more active living in Indiana using grant funds awarded to the ISDH from the Centers for Disease Control and Prevention's (CDC) *State Public Health Actions to Prevent and Control Heart Disease, Obesity and Associated Risk Factors and Promote School Health* program. This funding will assist in the preparation of two or more community-wide Bicycle and Pedestrian Master Plans per year in Indiana for the next five years. **This particular announcement is for one round of funding.**

- This round of funding is for projects started after June 30, 2016 and substantially completed by June 29, 2017.

Key Deliverables of the plans will be:

- A formal evaluation of the existing pedestrian and bicycle network, policies, and programs
- Policy and programming recommendations
- Prioritized route, facility type and maintenance recommendations, with cost analysis
- Action plan recommendations for implementation of the plan for the next five years
- Substantial public input is required as part of the planning process

CALL FOR APPLICATIONS AND ELIGIBLE APPLICANTS

The DNPA is seeking applications from communities in Indiana interested in using grant funds to assist in the preparation of these plans. Successful applicants will be selected based on their level of readiness to plan for and implement bicycle and pedestrian improvements, as well as their willingness to consider policy, planning, and the built environment changes necessary to foster healthy and active communities. Eligible applicants include incorporated communities in Indiana.

PROGRAM FUNDING REQUIREMENTS

The maximum grant award is \$20,000 for each community. A dollar for dollar local match is required from a municipality or eligible applicant. Funding will pay for consulting fees to prepare the plan. Other expenses will not be reimbursed as part of this funding. In-kind labor cannot be considered a match. The funding is available for planning only and cannot be spent on the preparation of construction documents, implementation activities, equipment or construction. Final approval of funds will be contingent upon the preparation of an approved grant agreement between the ISDH and the applicant that includes other State required conditions necessary for the approval. Final funding reimbursement will require formal adoption of the plan by the appropriate legislative body as an amendment to the community's comprehensive plan. If the plan includes more than one community, each community shall formally adopt the plan reflecting the boundaries of each community's individual planning jurisdiction and meeting the requirements of state statute for the amendment of comprehensive plans. Proof of the plan adoption will be required.

THE PLANNING PROCESS

The planning process required for the use of these funds will be community-focused through public participation and evidence-based recommendations. The objectives of the planning process are:

- Robust public participation to help guide the decision-making process.
- Prioritize investments in walking and biking based on cost, use, and overall network connectivity.
- Leverage routine maintenance and upgrades to build a connected biking and walking network.
- Strengthen applications for future state and federal funding opportunities.
- Integrate encouragement, education, enforcement, and evaluation into existing community activities.

Public engagement and plan content, which will be defined with each community during the preparation of the grant agreement with ISDH, can be tailored to address specific community needs. A standard, detailed scope of work is available from DNPA for all applicants.

APPLICATION SUBMITTAL

Applications are due by 4 PM on Friday January 29, 2016. Applications may be submitted via mail, email (PDF format) or in-person at the offices of ISDH/DNPA. Email submission shall be addressed to pefritz@isdh.in.gov. Mail submission shall be addressed to:

Pete Fritz, AICP, RLA
Healthy Communities Planner
Indiana State Department of Health
Division of Nutrition and Physical Activity
2 N. Meridian St., 2L
Indianapolis, IN 46204

REQUIRED APPLICATION DOCUMENTS

Applications shall include the following documents:

1. A cover letter on the sponsoring community's letterhead, signed by the highest elected official in the community that states a commitment of the required matching funds during the year that the funding is being applied for. The letter should also include key contact information for one person that can be notified during the application review process for more information and/or award notice.
2. One response to the application questions below, not to exceed a total of six pages in length.
3. A minimum of three letters of support from community stakeholders, such as the local school corporation, Chamber of Commerce, community organization, elected officials, neighborhood associations, local health organizations, etc.

RIGHT TO REJECT

The DNPA reserves the right to:

- Reject any or all applications submitted.
- Request additional information from any or all respondents.
- Conduct discussions with respondents for the purpose of clarification to assure understanding of, and responsiveness to, the solicitation requirements.
- Negotiate final modifications to a respondent's application prior to the final award for the purpose of obtaining the best application.

REQUIRED APPLICATION QUESTIONS

1. Describe your community's interest in and need for a bicycle and pedestrian plan, including any planning documents addressing bicycle and pedestrian issues.
2. What is your community's general vision for the next 20 years, and how will a Bicycle and Pedestrian Master Plan contribute to achieving this vision?
3. Describe the current state of your community's transportation system, including bicycle and pedestrian infrastructure. Highlight any projects your municipality has undertaken in the last 10 years to improve biking or walking in the community, such as building sidewalks or trails, painting bike lanes or cross walks, or traffic calming.
4. Are there any specific gaps, barriers, projects, or opportunities that you feel should be addressed in a Bicycle and Pedestrian Master Plan for your community?
5. Internal representation from various city departments contributes to a successful planning process and subsequent implementation. List how each department will contribute to the planning process and the implementation of a Bicycle and Pedestrian Master Plan.
6. Support from elected officials is key to the planning process, including approval and implementation of the plan. How will your community inform and engage elected officials throughout the planning process?
7. Describe your public outreach process for informing and engaging residents in your most recent planning effort.
8. How does your municipality communicate with community members and stakeholder groups in order to share information and encourage participation in civic affairs?
9. How does your municipality's current zoning and development code contribute to or detract from biking and walking for transportation and recreation?
10. Are there currently any programs, events, or activities offered in your community to encourage walking, bicycling, or using public transit?

A digital copy of this Request for Applications is available on the [Health by Design website](#) and on the [DNPA web page](#). For more information and questions contact Pete Fritz at 317.234.6808, pefritz@isdh.in.gov. Learn more about how the Indiana Healthy Weight Initiative is making the healthy choice the easy choice in Indiana at www.inhealthyweight.org