

Master and Comprehensive Plan Implementation for Active Living

Partner Project Application Guidelines 2018-2019

I. Background

Living Healthy in Washington County (LHWC) is pleased to announce an opportunity for cities and townships to apply for 2019 funding for Master and Comprehensive Plan Implementation of Active Living related Partner Projects. These funds are made available through the Statewide Health Improvement Partnership (SHIP) and will focus on using Policy, Systems and Environmental changes to increase opportunities for physical activity.

Cities and townships have a unique role in supporting healthy communities when implementing master and comprehensive plan strategies. SHIP funds will be awarded through LHWC to a city or township that is implementing or expanding opportunities for their residents to be physically active by implementing related Comprehensive and/or Master Plan strategies.

To be eligible for funding, partners must be located within Washington County. Additional consideration will be given to applications that engage priority populations i.e. older adults, people of color, persons with disabilities, and those in lower income groups.

II. Funds and Project Timeline

Funding is competitive and award amounts may vary, however, the total for any project cannot exceed \$10,000. Applicants are required to provide a 10 percent match of the total funding requested. Applications are due by 4:00 p.m. on November 30, 2018. Funds will be available upon a signed agreement date through October 31, 2019. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed. Details for submitting an application can be found on the application form.

Activity	Due Date
Application Due	4:00 pm, Thursday November 30, 2018
Funds Awarded	Funds will be made available to partners on the date of the signed & approved agreement with the County.
Funds Must Be Spent By	October 31, 2019
Final Report Due	November 8, 2019

III. Project Criteria and Focus Areas

Successful applications will address improving access to physical activity for residents of Washington County. Applicants may utilize funds for internal staff time or for a consultant that is assisting with the planning, design or implementation of physical activity initiatives included in a current comprehensive or master plan. Programmatic activities (e.g. sports leagues, recreation classes, promotional materials for existing programs, etc.) are not eligible for funding. Construction projects are not eligible for funding.

Examples of this work could include:

- planning/design services for active transportation projects;
- planning/design for a bike share program;
- planning/design for safe routes to school efforts;
- planning/design for trail connections or park amenities;
- community engagement and assessment activities as it relates to one of the above.

This list is not exhaustive, please contact SHIP staff to discuss potential project ideas.

IV. Funding Requirements

- Cities or townships located within Washington County.
- Proof of 1.5 million liability insurance is required.
- Applicants must provide a 10 percent match of the total funding requested.
- Projects must be geared toward sustainable policy, systems, or environmental changes (see Section V. for “Definitions and Examples”)
- A designated project lead must meet with LHWC staff to finalize the action plan, timelines, budget, evaluation plan, and a county contract.
- The project lead must be able to carry out general business practices for accounting, record keeping, timely invoicing and reporting. The project lead may assign someone from the organization these duties and responsibilities if necessary.
- Project lead will complete required reporting. Assistance will be provided as needed.
- All communication pieces (print ads, newsletters, websites, blogs, news releases, letters to the editor, public service announcements, news conference materials, promotional items, handouts, signs, sponsorships, etc.) must be reviewed by LHWC staff, include required grant language and be approved by the Minnesota Department of Health (MDH) before printing, publication or distribution.
- SHIP funds must be spent by October 31st, 2019.

EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds

***Please note this is not an exhaustive list of funding expenses**

Allowable	Unallowable
<ul style="list-style-type: none"> • Creation and production (Graphic Design) of promotional materials included in approved action plan • Reasonable costs for photocopying, postage and office supplies • Consultant or staff time for mapping and spatial analysis • Community engagement related to active living project (could include surveys, forums or events) • Consultant time for analysis/assessment • Consultant or staff time for planning design phases to develop or implement physical activity sections of a master or comprehensive plan • Benches with community promotion to support physical activity for seniors or persons with disabilities to take breaks • Bicycles for bike libraries, bike fleets or bike education • Bike racks, event bike racks, and covered bike parking or bike shelters • Storage units for approved equipment • Wiki-maps • Funding master plans and local plans Examples: Bicycle Master Plan, Active Living Plan, Safe Routes to School Plan, Pedestrian Master Plan, Multi-modal Transportation Plan, Active Transportation Plan, Complete Streets Plan, etc. • Demonstration project supplies and equipment Examples: cones, greenery/beautification, spray chalk, paint, signage, etc. • Funding paint for one time demonstrations projects. Examples: traffic calming, road reconfiguration, street murals, creative crosswalks, etc. • Wayfinding signage for pedestrians and bicyclists to find key destinations • Walking and bicycling maps • Bike maintenance tools, stand and spare parts for bike fleets • E-Bikes, Adaptive Bicycles or Trikes for seniors or persons with disabilities • Portable driver feedback signs (permanent not allowed) Example: Radar Speed signs “Your Speed...” • Equipment to expand snow removal on sidewalks and 	<ul style="list-style-type: none"> • Advertising and promotion of single/one-time classes or activities • Advertising and promotion not tied to sustainable change • Non-approved training materials • Food purchases for snack carts, programs or staff meals • SHIP funds may not be used for capital improvements or construction projects • Installation and labor • Trail lighting • City Welcome signs • Ongoing event expenses • Fat tire bicycles or mountain bicycles • Permanent driver feedback signs (portable are allowed) • Sporting equipment or passes that do not support equitable, every day physical activity. Examples: snowshoes, cross country skis, ice skates, log rolling, canoes, kayaks, swimming, basketball, baseball, soccer, etc. • Programmatic expenses for walking clubs, yoga, Zumba, etc. • Fitness equipment • Including equipment along trails or in parks • Share the Road signs

<p>protected bikeways</p> <ul style="list-style-type: none"> • Portable bicycle/pedestrian counters, rentals available through MnDOT, permanent counters require prior MDH approval • Bike Fix-it stations • Paint for crosswalks, road reconfigurations, bike lanes, etc. • Signage for pedestrian and bicycle safety Examples: “Bikes May Use Full Lane,” lighted crosswalk signage • Events and materials for events that encourage walking and bicycling for transportation Examples: Open Streets, Walk to School Day, Bike to School Day, Bike Month, Bike to Work Day/Week, etc. 	
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V. Definitions and Examples

The following are definitions and examples related to the focus areas.

- Policy change refers to standards or guidelines that can be formal or informal. For example, updating or creating a policy regarding use of public buildings or outdoor space for group and individual physical activity.
- System change refers to changes that impact multiple elements of an organization. For example, collaborate with or collect input from a broad range of partners to address inequities in access to physical activity and improve walking and biking within the community for all residents.
- Environmental change refers to a physical or material change within a specified space. For example, developing supports that promote physical activity by conducting a walk or bikeability assessment and implementing changes into a capital improvement plan or transportation plan.
- Priority populations: include older adults, people of color, persons with disabilities, and those in lower income groups

For Questions Contact:

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