



ADVANCING A HEALTHIER WISCONSIN ENDOWMENT

HEALTHIER WISCONSIN PARTNERSHIP PROGRAM

Improving health through community-academic partnerships

CALL FOR POLICY, SYSTEMS & ENVIRONMENTAL CHANGES FOR IMPROVED HEALTH

Through this Call for Policy, Systems & Environmental Change (PSE), the Advancing a Healthier Wisconsin Endowment (AHW) will provide funds to support multi-sector partnerships led by Wisconsin-based organizations, local leaders and citizens to create strong, healthy neighborhoods and communities pursuing evidence based **policy, systems and environmental (PSE) change strategies** that address the key determinants that most strongly influence community health.

RFP release	March 2018
Stage 1 Brief proposals due	June 1, 2018
Stage 1 Reviews conducted	June 2018
Stage 2 Pitch Presentations.....	July 31, 2018
Stage 3 Proposals due	September 21, 2018
Stage 3 Reviews conducted	October 4, 2018
Funded project start date.....	January 1, 2019



Advancing a Healthier Wisconsin Endowment

8701 Watertown Plank Road | PO Box 26509 | Milwaukee, WI 53226

☎: 414.955.4350 | ✉: healthierwisconsin@mcw.edu | 🌐: www.mcw.edu/Advancing-Healthier-WI-Endowment.htm

ADVANCING A HEALTHIER WISCONSIN ENDOWMENT OVERVIEW

The Advancing a Healthier Wisconsin (AHW) Endowment works to catalyze health improvement in Wisconsin and was created by funds generated from Blue Cross & Blue Shield United of Wisconsin's conversion to a for-profit corporation.

Since 2004, AHW has invested more than \$230 million in more than 380 research, education and community health initiatives.

AHW resides at the Medical College of Wisconsin (MCW) and receives oversight from the MCW Consortium on Public and Community Health for its investments in partnership programs in public/community health. In addition, the MCW Research and Education Advisory Committee (REAC) provides oversight of AHW investments in biomedical and population health research, and educational programming.

By completing this application, you are applying for public/community health programming funds that will be reviewed and approved by the MCW Consortium.

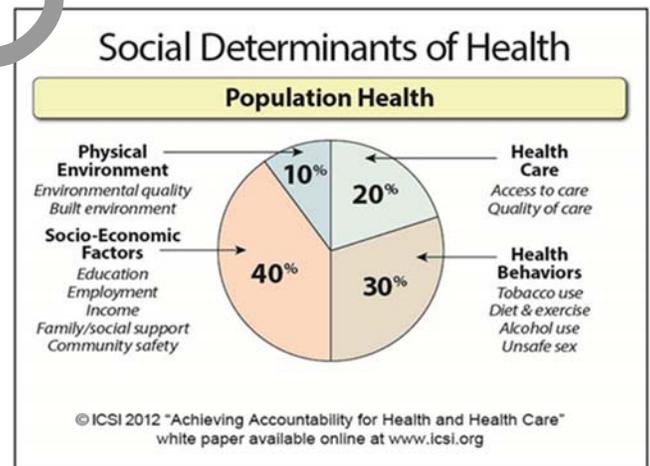
POLICY, SYSTEM AND ENVIRONMENTAL CHANGE CALL FOR PROPOSALS

The Healthier Wisconsin Partnership Program (HWPP) supports Wisconsin-based organizations, local leaders and citizens to create strong, healthy neighborhoods and communities. Successful projects will demonstrate how a range of partners from multiple sectors can work together to pursue evidence-based strategies targeting **policy, systems and environmental (PSE)** changes that address the key determinants that most strongly influence community health.

To successfully impact challenging population health issues, it is essential to focus on root causes of diseases, changes at the PSE level and community collaboration.

Key determinants of health include:

- **Economic stability:** poverty, employment status, access to employment, housing stability
- **Education:** high school graduation rates, school policies that support health promotion, school environments that are safe and conducive to learning, enrollment in higher education
- **Social and community context:** family structure, social cohesion, perceptions of discrimination and equity, civic participation, incarceration/institutionalization
- **Health and health care:** access to services, access to primary care, health technology
- **Neighborhood and built environment:** quality of housing, crime and violence, environmental conditions, access to healthy foods



Successful projects will be awarded funds to support non-lobbying activities focused on evidence-based strategies to achieve PSE changes (changing the regulations, rules, priorities, protocols or practices within and across organizations and communities and/or policies changing the physical or material components of the community environment) related to the key determinants of health. Increasing the scope and availability of existing community programs is not the primary goal of this funding, so applications must be clearly focused on a systems change goal. Successful projects must demonstrate an appropriate level of funding and timeframe to accomplish the change and it is strongly encouraged to include a robust evaluation of the systems change.

WHAT IS POLICY, SYSTEMS AND ENVIRONMENTAL CHANGE?

PSE change is a sustainable way to effectively improve health in a community. It makes healthy choices practical and available to all community members. PSE changes look upstream to address root causes to improve environments where we live, work, learn, play and receive health care. **Successful projects will lead to a population-level health improvement change as opposed to individual behavior changes.**

For the purposes of this funding opportunity:

- Systems change refers to an intentional process designed to alter the status quo by shifting and realigning the form and function of a targeted system. In most systems change endeavors, the underlying structures and supporting mechanisms that operate within a system are altered, such as the policies, routines, relationships, resources, power structures, and values (Foster-Fishman, 2002). Systems are generally considered to be a collection of parts that, through their interactions, function as a whole (Ackoff & Rovin, 2003; Maani & Cavana, 2000). Examples of systems are the criminal justice system, a food system, child welfare system, emergency call system, etc.
- Policy change refers to the practices, protocols, regulations or rules that will be altered. This may include advocacy work but cannot be associated with lobbying efforts.
- Environmental change refers to policy changes related to the physical landscape.
- Policy, systems and environmental changes are often interrelated and not necessarily mutually exclusive.

PSE CHANGE EXAMPLES

INTERVENTIONS (NOT FUNDABLE)		PSE CHANGES (FUNDABLE)
Provide education to police officers who repeatedly arrest the same individuals for prostitution and release without resources to break the cycle	→	Change police procedures to require police to work with community groups to divert women to programs to help break the cycle of prostitution instead of re-arresting
Train 911 dispatchers how to coach a bystander to perform CPR on a victim of cardiac arrest at a training	→	Design and implement a call transfer mechanism for all 911 call centers in the county to re-route a caller to be coached to perform CPR if they are interacting with a person in cardiac arrest
Teachers are trained on mindfulness practices for youth	→	A school district adapts a policy requiring mindfulness training to teachers who are also required to restructure classroom time for regular incorporation of mindfulness
Training and materials are provided to nurses on perinatal issues to educate prospective parents about the benefits of breastfeeding	→	Every hospital and clinic in the county will adopt new standards for embedding an evidence-based practice for nurses who work with women prior, during and after childbirth around breastfeeding support

PARTNERSHIPS

HWPP values the [Community-Academic Partnership Model](#). Successful applicants should feature a **multi-sector network of partners**, including those not traditionally involved in health improvement efforts, with the necessary expertise to address PSE changes in their communities.

Projects must designate **one (1) primary community partner applicant organization** and **one (1) primary MCW School of Medicine academic partner**. Collaboration among partners is expected, but responsibility for the fiduciary and reporting requirements of the project and for transferring all communications, notifications and instructions from HWPP to all members of the partnership lies with the primary partners.

Eligible community partners:

Wisconsin-based, non-profit, IRS tax exempt 501(c)3 or government organizations including but not limited to:

- Health, social service and other community-based organizations
 - Agriculture/farmers
 - Hospitals or other healthcare providers
 - Housing
 - Transportation
- Faith-based organizations
- State and local governments
 - Public health agencies or organizations
 - Public safety
- Scientific or professional associations, universities and schools
- Voluntary associations, foundations, civic and citizen groups
 - Policy advocates
- Federally-recognized Indian tribal governments, tribes and tribal organizations

While the applicant organization and the coalition need not have an explicit focus on health, the group of partners must include participation from organizations with expertise in community health improvement and/or the key determinant(s) of health being addressed. It is expected that the partnership may grow during the course of the project to include representation from additional sectors to be successful.

For-profit companies and non-profit organizations that do not have IRS tax exempt status may participate in the project, but funds from HWPP will not be paid directly to these partners. A subcontractor or fiscal agent relationship with an eligible partner must be established so that funds are paid directly from MCW to the eligible community partner.

All projects must also include formal partnership with an eligible MCW School of Medicine academic partner.

Eligible MCW School of Medicine academic partners include:

- Full-time, part-time or full-professional effort status MCW faculty members (considered eligible MCW Principal Investigators - PI) with a primary appointment in the MCW School of Medicine
- Full-time MCW School of Medicine academic staff with a minimum of a Master's Degree in public health or a related field and relevant experience working with communities. The staff person may serve as the Primary MCW School of Medicine academic partner; however, an eligible MCW PI must approve the MCW staff person's participation and provide oversight of this staff person throughout the award period

The role of the MCW School of Medicine academic partner is typically to provide one or more of the following in a defined role for the project:

- Health-related content expertise
- Evaluation-related expertise
- Clearly defined liaison role between the community partners and MCW, including connection with additional MCW partners
- Facilitation of bidirectional learning among all partners
- Expertise in data gathering, analysis and or using data to evaluate program effectiveness

Additional MCW School of Medicine academic partners may be involved in a range of activities dependent on the project design and partnership structure. Additional MCW partners may include other faculty, staff and students from multiple MCW departments.

For assistance in making connections with new community or academic partners, contact the Responsive component Program Officer at mbusalacchi@mcw.edu or 414-955-4327.

BUDGET AND TIMEFRAME

Successful projects will demonstrate an appropriate budget and timeframe for their proposed scope of work. Approximately **\$1M-\$1.5M** is available to support **4-6 projects**.

The exact number of awards and the average award amount cannot be determined in advance since this depends on the merit of proposals received and the amount requested by successful applicants.

LEVERAGING

All projects are **highly encouraged to leverage additional funding support** for their PSE strategy. Leveraging can include a **cash match** from one or more other funders, business partners, coalition member organizations or city, county, state and federal funds as well as **in-kind support** provided by participating organizations. The benefit of leveraging is that it expands the funding support for the proposed change strategy, demonstrates community commitment to the project, increases the sustainability of the effort beyond the award period and provides resources for activities that HWPP cannot fund (e.g. indirect expenses, lobbying) that may be essential for the project's success.

ALLOWABLE EXPENSES

HWPP uses a **cost-reimbursement model**. Funds can only be used for **direct project-specific expenses**. Examples of eligible expenses include:

- Salary and benefits for personnel directly involved in the project
- Direct expenses including, supplies, mileage, travel, training, etc.

FUNDING RESTRICTIONS

Funds may **not** be used for:

- Indirect costs such as ongoing operating expenses of an organization's routine functions and principal programs
- Capital expenditures costing \$3,000 or more with a useful life of more than one year
- Debt reduction
- Entertainment or alcoholic beverages
- Lobbying
- Projects conducted outside of Wisconsin
- Reimbursement solely for patient care or clinical service delivery
- Supplanting (see Supplanting Criteria below)

Visit the **HWPP website** to view a complete list of [Direct, Indirect and Unallowable Costs](#).

SUPPLANTING CRITERIA

The March 28, 2000 Order of the Commissioner of Insurance requires that the AHW Funds (the Funds) may not be used to supplant funds or resources that are available from other sources." The MCW Consortium is required to report annually on "whether the Funds are supplanting resources otherwise available." MCW must report annually the basis for the "determination that the application of the Funds does not supplant other resources that may be available to accomplish the same purposes."

[Supplanting criteria](#) details can be found in the Application Resources section of the AHW website. Prior to recommending funding for community-MCW partnership projects, the MCW Consortium will assess whether other financial resources exist or are available for the project, including an assessment of whether the community partner has other financial resources available for the project. Partners must certify that no financial resources will be supplanted and provide a complete listing of current funding sources for the project, or similar current or prior projects, so that an accurate assessment of supplanting versus leveraging can be made.

APPLICATION PROCESS

STAGE 1 PSE CHANGE BRIEF PROPOSALS

Projects that meet applicant eligibility requirements should **submit a Stage 1 Brief Proposal via the online form on the AHW website. The deadline for submission is 12:00 noon CST on June 1, 2018.** Applicants must answer all required fields and follow the restrictions set within the online form. No attachments or paper or emailed applications will be considered. AHW will confirm receipt of the submission via email to the primary community and MCW School of Medicine academic partners.

LOBBYING VERSUS ADVOCACY

AHW funds may not be used for lobbying efforts. Successful applicants will ensure that descriptions of the intended use of all AHW funds abide by the non-lobbying requirement.

LOBBYING (UNALLOWABLE)

Communication with a legislator or agency official regarding a specific piece of legislation and your view on it, including any attempt to influence local, state or federal legislation or administrative action; costs associated with lobbying efforts that are not allowable using HWPP funding include lobbying to attempt to influence specific legislation.

ADVOCACY (ALLOWABLE)

Taking part in efforts to create or effect change in policies or systems; advocacy efforts can take many forms, including education, media and direct action.

Supplant means to replace. The concern over supplanting focuses on replacing existing funding with AHW Funds for specific projects or uses.

When filling out the online form, you will not be able to save your submission and return at a later date to finish. It is recommended that you use the Word-version form available on the AHW website to prepare your responses with your partnership. Information can be cut and pasted into the appropriate sections of your online submission. Please note that the online form only accommodates text. Please don't use formatting options as these will not translate appropriately.

Stage 1 Review Process

The review process for AHW PSE change funding is a highly competitive process that includes a detailed, multi-level, qualitative and quantitative assessment. The numeric score assigned to brief proposals, complemented by discussion and critique at each level of the review process, is used to prioritize proposals for funding. Projects funded are those that rank high in the scoring criteria and reflect the AHW Endowment's principles and partnership model.

Eligible Stage 1 submissions will be reviewed by external content experts based on a 9-point scale and criteria to assess alignment of proposals with the AHW Endowment's Principles, the Community-Academic Partnership Model and criteria listed below.

All proposals will be **screened for eligibility and reviewed** using the following criteria:

- A clearly stated achievable, impactful and sustainable PSE change strategy
- Clear identification of the regulations, rules, priorities, protocols or practices within and across organizations and communities and/or the physical or material components of the community environment that are being changed by the PSE change strategy
- Convincing evidence that the proposed PSE change addresses a community prioritized need, that the community is engaged and committed to the change, and that the proposed change will ultimately lead to improved population-level health outcomes
- Evidence of a multi-sector, diverse partnership with the experience, influence and expertise to implement the change
- Evidence that the change is sustainable beyond the length of the funding period

The external review panel will provide a recommendation to the MCW Consortium for invitations to the next stage of the application process. Following this approval process, invitations will be sent to the proposal's primary community and MCW School of Medicine academic partners via email. Written feedback from the submission review process will be provided to all applicants via the primary partners. Expression of interest in a project should not be construed as an indication of funding or grant approval.



POLICY, SYSTEM AND ENVIRONMENTAL CHANGE CALL FOR PROPOSALS

STAGE 1 BRIEF PROPOSAL

OVERVIEW

Project Title (maximum 100 characters, including spaces):

System Declaration: What system(s) will be changed? (max 100 characters including spaces)

PSE Change Statement (maximum 255 characters, including spaces)

- Specific policy, systems and/or environmental change that will occur
• Community-prioritized need the change will address
• Long-term health impact of the change

Primary Community Partner – Projects must designate one (1) eligible primary community partner organization to serve as the fiscal agent for the project. Identify one (1) contact person at the primary community partner organization who will share responsibility with the primary MCW School of Medicine academic partner of transferring all communications, notifications and instructions from HWPP to all members of the partnership and will be responsible for the fiduciary and reporting requirements on behalf of the larger partnership. See page 4 for eligibility requirements.

Organization:

Contact Name:

Email:

Phone Number:

Title:

Organization Website:

- Non-profit organization (check the applicable type below)
health, social service or other community-based organization
faith-based organization
private university or school
other (specify):

- Government organization (check the applicable type below)
state or local government
tribal organization
public university or school
other (specify):

Primary MCW School of Medicine academic partner – Projects must designate one (1) eligible primary MCW School of Medicine academic partner. Collaboration among partners is expected, but responsibility for reporting the administrative and budgetary aspects of the project to HWPP lies with the primary partners. The primary partners share the responsibility of transferring all communications, notifications and instructions from HWPP to all members of the partnership. See page 4 for eligibility requirements.

Name:

MCW Department:

MCW Division:

MCW Standing:

- Full-time faculty
Part-time faculty
Full-professional effort status
Eligible Community Medical Education Program faculty
Full-time MCW academic staff

Phone Number:

Email:

For academic staff, an eligible MCW Principal Investigator (PI) must approve the staff person's participation on this project and provide oversight throughout the award period. Indicate the MCW faculty member serving as PI:

PI Name:

Email:

MCW Department:

PROJECT PRIORITY AREAS

Select **one (1) primary priority area** from each of the sections below on which to focus. Projects may further refine that focus by identifying one or more additional categories from each area that may also be affected by project activities.

Infrastructure Focus Areas to Transform Health Improvements – if no specific infrastructure focus area, please select “Other” for the primary focus area

Primary focus area (from list below): _____

If additional areas apply, please select from the following list:

- | | |
|--|---|
| <input type="checkbox"/> Access to high-quality health services | <input type="checkbox"/> Public health capacity and quality |
| <input type="checkbox"/> Diverse, sufficient and competent workforce that promotes and protects health | <input type="checkbox"/> Public health leadership and policy |
| <input type="checkbox"/> Emergency preparedness, response and recovery | <input type="checkbox"/> Systems to manage and share health information and knowledge |
| <input type="checkbox"/> Health literacy | <input type="checkbox"/> Other, please specify: _____ |

Populations Affected – if no specific population, please select “Community-wide” for the primary focus area

Primary focus area (from list below): _____

If additional areas apply, please select from the following list:

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Children and adolescents | <input type="checkbox"/> Rural | <input type="checkbox"/> Women |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Seniors | <input type="checkbox"/> Community-wide |
| <input type="checkbox"/> Men | <input type="checkbox"/> Uninsured | |
| <input type="checkbox"/> Racial and ethnic populations | <input type="checkbox"/> Urban | |

Health Focus Areas – if no specific health focus area, please select “Other” for the primary focus area

Primary focus area (from list below): _____

If additional areas apply, please select from the following list:

- | | |
|---|---|
| <input type="checkbox"/> Adequate, appropriate and safe food and nutrition | <input type="checkbox"/> Injury and violence |
| <input type="checkbox"/> Alcohol and other drug use | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Oral health |
| <input type="checkbox"/> Chronic disease prevention and management – note specialization in one of the following areas: | <input type="checkbox"/> Physical activity |
| <input type="checkbox"/> Arthritis <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Reproductive and sexual health |
| <input type="checkbox"/> Hypertension <input type="checkbox"/> Stroke <input type="checkbox"/> Other, please specify: _____ | <input type="checkbox"/> Tobacco use and exposure |
| <input type="checkbox"/> Communicable disease prevention and control | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Environmental and occupational health | |
| <input type="checkbox"/> Healthy growth and development | |

Geographic Area Impacted – choose the area that best reflects the project’s primary geographic activity area:

- Statewide
- Rural – list the **primary** counties: _____
- Urban – list the **primary** counties: _____

Project Budget – use only numbers (no commas, \$, etc.)

Community Budget: \$ _____

Academic Budget: \$ _____

Total Project Budget: \$ _____

Project Duration – in total number of months

_____ months

NARRATIVE QUESTIONS

The questions below are designed to allow partnerships to describe their proposed PSE change and how it aligns with the AHW Endowment's Principles, the Community-Academic Partnership Model and criteria outlined in the Call.

1. Describe the targeted system/environment intended to be changed. What is the gap or problem this partnership is trying to solve? Identify the change to status quo that will occur, i.e. the regulations, rules, priorities, protocols or practices within and/or across the organizations and communities and/or the physical or material components of the community environment that will be changed. (maximum 3,000 characters, including spaces)
2. Describe the project partners and key decision-makers, include their level of commitment, influence, expertise and capacity to achieve the change. (maximum 3,000 characters, including spaces)
3. What additional partners are needed, but not yet engaged? How will you engage them? How are the affected population and key decision-makers engaged? (maximum 3,000 characters, including spaces)
4. What are the specific strategies and activities that will be used to achieve the PSE change? What resources are needed? What barriers are anticipated? How will the collaborative knowledge be succeeded in implementing the change? (maximum 3,000 characters, including spaces)
5. How will the PSE change be maintained and what will the resulting population level health impact be? (maximum 3,000 characters, including spaces)

CLOSED

APPLICATION NEXT STEPS

A limited number of applicants whose submissions best align with the AHW Endowment's Principles, the HWPP Community-Academic Partnership Model and criteria outlined in the Call will be invited to continue the application process. Additional materials will be distributed only to invited projects.

STAGE 2 PITCH PRESENTATIONS

Applicants of selected Stage 1 Brief Proposals will be invited to conduct a Pitch Presentation to a review panel on July 31, 2018. The Pitch Presentation is the partnerships' opportunity to interact with the reviewers, describe their proposed project and respond to Stage 1 reviewer questions and comments. Each Pitch Presentation will be approximately 20 minutes in length including a brief presentation by the partners and questions from and dialogue with the reviewers.

Criteria used to assess Pitch Presentations include, but are not limited to:

- A clearly articulated, achievable, impactful and sustainable PSE change strategy
- The potential for long-term, population-level health impact as a result of the change
- Clear identification of the regulations, rules, priorities, protocols or practices within and across organizations and communities and/or the physical or material components of the community environment that are being changed
- Convincing evidence that the proposed PSE change addresses a community-prioritized need, that the community is engaged and committed to the change, and that the proposed change will ultimately lead to improved population-level health outcomes
- Engaging presentation by a diverse, multi-sector partnership with the experience, expertise and influence to carry out the project
- Evidence that the change is sustainable beyond the length of the funding period
- Realistic overall budget and timeframe
- Articulate a theory of change that demonstrates how change can occur

STAGE 3 FULL PROPOSALS

Applicants of selected Stage 2 Pitch Presentations will be invited to submit a Full Proposal. Selected applicants will work with HWPP staff and HWPP pre-approved Technical Assistance Providers to develop their Full Proposal, including:

- Project Overview
- Supplanting Attestations for Primary Community and MCW Academic Partners
- Response to Reviewers
- Roadmap for Change
- Budget
- MCW Grants and Contracts (eBridge) Approval

HWPP will assist projects to ensure their plans meet AHW award requirements and criteria outlined in the Call for PSE Changes for Improved Health.

Technical Assistance Providers

Projects invited to submit a Stage 3 PSE Changes for Improved Health Full Proposals will receive customized technical assistance on strategies to improve health with a specific focus on PSE strategy provided through external consultants. HWPP pre-approved Technical Assistance Providers (TAPs) will work with full proposal applicants to enhance specific aspects of their partnership capacity or the overall project plan, regardless of final funding decisions. Each partnership will be given five (5) hours of technical assistance.

EXAMPLE TECHNICAL ASSISTANCE PROVIDERS EXPERTISE
Advocacy
Data and demographic analysis
Fundraising and development
Leadership and board/coalition development
Marketing and communications
Partnership development and sustainability
Program development and implementation
Program evaluation
Strategic planning

Stage 3 Review Process

Upon completion of all Stage 3 PSE Changes for Improved Health Full Proposal requirements, materials will be submitted to AHW for review and final recommendation of funding at the **October 2018** MCW Consortium meeting.

Criteria used to assess projects include, but are not limited to:

- A clearly defined, achievable, impactful and sustainable PSE change strategy
- The potential for long-term, population-level health impact as a result of the change
- Clear identification of the regulations, rules, priorities, protocols or practices within and across organizations and communities and/or the physical or material components of the community environment that are being changed
- Convincing evidence that the proposed PSE change addresses a community-prioritized need, that the community is engaged and committed to the change, and that the proposed change will ultimately lead to improved population-level health outcomes
- Evidence that the change is sustainable beyond the length of the funding period
- Realistic overall budget and timeframe
- Identify a theory of change that demonstrates short, medium and long-term outcomes (not all will occur within project period)

AHW may request the partners of selected projects to adjust their scope, budget or timeline based on the outcome of the review process. If necessary, these specific partners would be notified to make adjustments to their materials to accommodate the required change and resubmit for further review. Partners selected to revise their budget, scope or timeline will be notified individually. **No negotiations or appeals will be accommodated through this process.** Final funding decisions will be advanced to the MCW Board of Trustees for approval.

Award Announcement

Following the review process, AHW will notify the primary community and MCW School of Medicine academic partners of the award determinations.

CLOSED

APPLICATION RESOURCES

INFORMATIONAL SESSIONS

With the release of this Call for Proposals, the program officer is available for individual information sessions to discuss the Call and requirements. To receive information and announcements, subscribe to the AHW Endowment electronic distribution list - <http://www.mcw.edu/Advancing-Healthier-WI-Endowment/News-and-Events/E-News.htm>

Resources from these sessions will also be accessible through the [AHW website](#).

WEBSITE

The AHW website provides information and answers to Frequently Asked Questions related to the program and the application process. Additional application resources can also be found on the website, such as tips for applying online, the Community-Academic Partnership Model and a glossary of terms.

AHW STAFF ASSISTANCE

For assistance, please call or e-mail the Responsive Program Officer Maureen Busalacchi at mbusalacchi@mcw.edu or 414-955-4327. You may also contact the main office at 414-955-4350 or by email at healthierwisconsin@mcw.edu.

AHW staff members are available to field questions regarding the application process as well as to discuss the application and reviewer comments throughout the application process. Applicants are highly encouraged to contact AHW staff in advance of the proposal deadline to discuss their proposal idea and request assistance in identifying an eligible partner if necessary.

FUNDED PROJECT COMPLIANCE

After award announcements, it is anticipated that projects will commence January 1, 2019, pending an executed Funding Agreement. The following information briefly highlights the process for projects that are successfully awarded funding from AHW.

FUNDING AGREEMENT

After awards are approved, funded partners will be required to execute a Funding Agreement with the Medical College of Wisconsin (MCW) before the project activities can officially commence. Orientations will be held to provide greater detail about the funding agreement and award administration processes. Only the primary community partner organization and MCW School of Medicine academic partners should be listed on the Funding Agreement. Please note that only those community partners listed on the Funding Agreement will be able to directly invoice MCW for project costs.

The Funding Agreement must be submitted to AHW prior to project commencement along with the following documents:

- MCW or Children's Hospital of Wisconsin (CHW) Institutional Review Board (IRB) approval letter (see below)
- Annual audit for the primary community partner organization

HUMAN RESEARCH PROTECTION

Following award announcements, MCW or CHW IRB staff must review all successful proposals that involve human subjects for any purpose. Documentation of this IRB review will be required before an executed Funding Agreement is approved. Other community organizations may also have IRB requirements that must be completed before funding will be awarded. This process can be time consuming and should be factored into considerations for project start dates.

REPORTING

Funded projects must continually engage in program evaluation activities to document achieved outcomes and to disseminate lessons learned. Funded projects will undergo an annual assessment of progress toward achieving

their objectives and outcomes which may have an impact on future funding. Due to multiple layers of oversight, partners may be requested to submit additional information during and after the project award period.

Progress reports, site visits and conference calls are required throughout the duration of the project and are scheduled at the discretion of AHW in collaboration with project partners. A Final Report is required upon completion of the project. In addition to progress and financial reporting during the award period, partners receiving funding through the HWPP Responsive component will be expected to report on continued outcomes, sustainability of the project and/or partnership and any expansion of the project at regular intervals beyond the duration of the award.

Per the Funding Agreement, community organizations receiving funds from AHW are required to furnish an annual financial audit to MCW, the cost of which must be borne by the community organization. A federal A-133 audit or an audit performed in accordance with Government Auditing Standards will fulfill the audit requirement. If such audits are not performed, the community organization will need to work with HWPP staff to determine how to best meet this requirement. As financial stewards, MCW is required to monitor all sub-recipients including those community organizations receiving HWPP funds. Therefore, community organizations listed on the Funding Agreement may be selected by MCW for a sub-recipient audit.

CAPACITY BUILDING OPPORTUNITIES

All funded partners should make accommodation to attend annual in-person grantee cohort meetings during the project period to participate in bidirectional learning, share challenges, successes and lessons learned related to their multi-sector partnership and policy, systems and environmental change strategy and network with other engaged entities. Associated costs must be included in the proposed project budget.

Funded projects will receive customized technical assistance on strategies to improve health with a specific focus on PSE change provided through external consultants. AHW pre-approved Technical Assistance Providers (TAPs) will work with applicants to enhance specific partner-identified aspects of their partnership capacity and the overall project plan. Additional details will be shared with funded partnerships.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) REGULATIONS

The HIPAA privacy rules are federal regulations protecting the confidentiality of information used in clinical practice, research and operations of health care facilities. The privacy rules apply to the use or disclosure of protected health information for research purposes and require several actions and documentation. Funded projects must comply with all HIPAA requirements.

INVOICING

Project activities are funded through an expense reimbursement process. Payment requests must be submitted using the Invoice Form available from the AHW website. Invoices must be submitted via the primary MCW School of Medicine academic partner who will facilitate payment through the MCW accounts payable department via the department administrator. Requests should be made for approved, direct, allowable costs incurred by the community organization not more often than monthly nor less than quarterly (e.g. not more than one invoice per month, but at least one invoice per quarter). A final invoice must be signed, marked as "Final" and be submitted within sixty (60) days of the end of the award period. MCW reserves the right to request and review additional documentation for any payment requests submitted.

PROPOSAL PROTECTION AND INTELLECTUAL PROPERTY

Your proposal will be considered by AHW staff and the MCW Consortium as part of a multi-level review process. The MCW Consortium operates in accordance with standards consistent with Wisconsin's Open Meetings and Open Records Laws. Documents are generally considered by the MCW Consortium in open public meetings and become public record that may be subject to release. Prior to funding decisions being made, information contained in your proposal will not be shared outside the established MCW Consortium review process. If your project is funded, information contained in the proposal is subject to release. An Intellectual Property Agreement may be required for inventions, discoveries or copyrightable material developed as a result of a project.

MARKETING AND PUBLICITY

Funded projects may be invited to participate in communications and presentation opportunities with AHW as they arise, such as: electronic newsletters, conferences or training sessions. All funded partnerships are asked to provide copies of any press releases, articles or other project publicity to AHW. Publicity should identify AHW at MCW as the project funder with the following clause:

“This project is funded [in part or wholly (choose one)] by the Advancing a Healthier Wisconsin Endowment at the Medical College of Wisconsin.”

AHW will use information obtained from progress reports, site visits and final reports in program materials. This information will be shared with stakeholders. Information submitted by partnership projects may be edited.

FINANCIAL CONDITIONS

The amount awarded is the maximum funding available from the AHW Endowment for this project. MCW reserves the right to reduce unspent funding and/or funding duration, if needed, to comply with state and/or federal law (including but not limited to law governing endowment fund management), or to address MCW financial constraints which negatively impact the AHW Endowment from which HWPP funding is taken.

LOBBYING

Lobbying efforts are not allowable with AHW funding including any attempt to influence local, state or federal legislation or administrative action including providing information on MCW research or AHW funded projects.

CLOSED