

## Request for Applications (RFA): BodyWorks: A Toolkit for Healthy Teens and Strong Families

### Application Submission Deadline

- Applications must be received by March 13, 2009 at 5:00 p.m. Mountain Time
- Submit applications in Microsoft word or PDF format to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Megan Hiltner, 1860 Blake Street, Suite 320, Denver, Colorado 80202
- Applications will not be accepted by the Department of Health and Human Services Regional Offices on Women's Health
- Please read all instructions prior to submitting your application

### **For help with this RFA:**

Please e-mail: [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or phone toll-free: 1-866-224-3815

### Funding Available By Region

Funding is available for instructors to facilitate community sessions using the BodyWorks toolkit and curriculum, in English or Spanish, with parents/caregivers and their teenagers or to train new BodyWorks instructors. Instructors that would like to facilitate community sessions must have completed a BodyWorks train-the-trainer course and be registered on the BodyWorks website (<http://www.womenshealth.gov/BodyWorks/>)

**Who can apply:** Not-for-profit organizations, community-based organizations, faith-based organizations, state and local health departments, tribal organizations, professional associations, and colleges and universities located in one of the following HHS regions:

<b>Region I</b>	CT, MA, ME, NH, RI, VT
<b>Region II</b>	NJ, NY, Puerto Rico, Virgin Islands
<b>Region III</b>	DC, DE, MD, PA, VA, WV
<b>Region IV</b>	AL, FL, GA, KY, MS, NC, SC, TN
<b>Region V</b>	IL, IN, MI, MN, OH, WI,
<b>Region VII</b>	IA, KS, MO, NE
<b>Region IX</b>	AZ, CA, HI, NV, Guam, American Samoa, CNMI, FSM, RMI, Palau
<b>Region X</b>	AK, ID, OR, WA

The table below breaks down the maximum number of BodyWorks projects to be funded per region and the maximum award amount for each project. For example, Region I is awarding up to two BodyWorks projects at a maximum amount of \$5,000 each.

Region	Maximum Number of Projects to be Funded	Maximum Award Amount per Project
I	2	\$5,000
II	4 (2 English, 2 Spanish)	\$2,500
III	5	\$2,000
IV	5	\$2,000
V	2 (Spanish)	\$2,500
VI	0 *	0 *
VII	3 (1 English, 1 Spanish, 1 Train-the-Trainer)	\$4,000
VIII	0 *	0 *
IX	5	\$2,000
X	3	\$5,000

\*Regions VI and VIII will provide funds to implement BodyWorks at a later date. They are currently looking for BodyWorks certified instructors that are willing to implement the program in their regions. Please contact Regions VI and VIII for additional information. Contact information can be found at the following website <http://www.womenshealth.gov/owh/about/>

## **Background**

The Department of Health and Human Services (HHS) Regional Offices on Women's Health has contracted with John Snow Incorporated (JSI) to administer this RFA. The mission of the Department of Health and Human Services Office on Women's Health (HHS OWH) is to improve the health of women across the life-span by advancing women's health research, health care services, public and health professional education and training through activities with the HHS Office of Public Health and Science, other governmental agencies, public and private organizations, and consumer and health care professional groups.

The program objectives of the HHS Regional Offices on Women's Health are to:

- Advance superior health practices for women by identifying and replicating successful HHS women's health programs in communities across the U.S. states and territories
- Promote public education by increasing the participation of women and girls in health education programs and increasing the number of information sessions to the public
- Collaborate with partners on women's health issues to increase access to health and human services
- Foster the availability and use of health information by increasing the number of users to Quick Health Data Online
- Promote and provide professional education on women's health issues supporting the shift from reaction to prevention in health care

Ten Regional Women's Health Coordinators (RWHCs) in the United States coordinate and implement national public health initiatives to promote a greater focus on women's health issues at the regional, state and local levels. They advance the mission of the Office on Women's Health in the U.S. Department of Health and Human Services and represent the Deputy Assistant Secretary for Health (Women's Health) by administering programs that improve the health of women in communities across the country, and by coordinating activities and programs in health care service delivery, research, and public and health professional education. Sensitivity to local, state, and regional needs in women's health is reflected in their work to identify priority health areas, to establish networking relationships, and to implement initiatives addressing regional women's health concerns. For additional information about the Office on Women's Health or the RWHCs please see the following link <http://www.womenshealth.gov/owh/>.

### **Additional Funding Opportunities**

This RFA is not the only funding opportunity available through the Regional Offices on Women's Health. The table below provides information on additional waves of funding.

<b>Wave</b>	<b>RFA</b>	<b>Release Date</b>
1	Heart Truth Campaign	November 2008
	National Women and Girls HIV/AIDS Awareness Day	
2	National Women's Health Week	December 2008
3	Reducing Women's Health Disparities	January 2009
	Prevention of Violence Against Women and Girls	
4	BodyWorks	February 2009

### **Program Area To Be Funded**

BodyWorks is an evidence-based toolkit and curriculum for parents/caregivers and teenagers that was developed as an initiative by the HHS Office on Women's Health. The program uses a train-the-trainer model to: 1) provide parents/caregivers and teenagers with the tools and strategies to improve family eating and activity habits, 2) promote parent self-efficacy, 3) support adolescent girls and boys (8 – 13 years of age) in reaching and maintaining a healthy weight, and 4) prevent obesity among adolescents. The program focuses on parents and caregivers as role models. The BodyWorks toolkit is available in English and Spanish. For more information on the BodyWorks program, please visit <http://www.womenshealth.gov/BodyWorks/>

Funding is available to implement the BodyWorks toolkit and curriculum with parents, caregivers, and adolescents or to train new instructors. Instructors who want to facilitate community sessions or train other instructors must have completed a BodyWorks train-the-trainer course and be registered as a trainer on the BodyWorks website. (<http://www.womenshealth.gov/BodyWorks/>). For those interested in training new instructors, this website will assist you to locate certified trainers.

Examples of activities that will not be funded include: research, direct clinical services, screening services and testing kits.

### **Funding Decisions**

This is a competitive process. All applications will be reviewed by a technical review panel. Applicants will be notified by e-mail or mail as to the status of their application by April 7, 2009.

### **Payment Process**

Awardees will receive payment upon completion of their projects. Payments will be processed within 30 days of receipt and approval of final report.

### **Project Time Frame**

Awardees will have until August 31, 2009 to complete their projects (including submission of the final report).

## **How To Submit an Application**

- Submit applications in Microsoft Word or PDF format to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Megan Hiltner, 1860 Blake Street, Suite 320, Denver, Colorado 80202.
- Applications will not be accepted by the Regional Offices on Women's Health.
- Applications must be received by JSI by e-mail or mail submission by March 13, 2009 at 5:00 p.m. Mountain Time.
- Applications can not exceed 6 pages in length.
- E-mail is the preferred method for application submission. Applicants that do not have e-mail may submit applications via mail.
- Once you have submitted your application, you will receive confirmation of your submission in three days. If you do not receive a confirmation please call toll-free 1-866-224-3815.
- If you have questions or need assistance please call 1-866-224-3815.

## **Review Process**

Applications will be reviewed by an objective technical review panel. Successful applications will be selected based on their relevance to OWH program objectives and the following criteria:

- Form I. All requested contact information is included (5 points)
- Form II. Organizational Background (20 points)
  - Description of organization's mission and services is provided
  - Description of geographic area and population served is provided
- Form III. Proposed Project Description (30 points)
  - Proposed project information is provided
  - Proposed project goals are identified
  - Community need for the project is described
  - Proposed project partners are described
  - Proposed project target population is described
  - Planned activities and deliverables are identified
- Form IV. Project Evaluation (20 points)
  - Performance Measures are described
- Form V. Budget (25 points)
  - Budget expenses are detailed in the table provided. Other sources of funding are included

## **Disclaimer**

The HHS Regional Offices on Women's Health has contracted with John Snow, Inc. to administer this request for application. Awardees will become subcontractors of JSI.

All materials submitted regarding this project announcement become the property of HHS. HHS has the right to use any or all information/materials presented in your application, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right.

It is the responsibility of the applicant to identify proprietary information and request that the information be treated as such. Any additional restrictions on the use or inspection of material contained within the application shall be clearly stated in the application itself. The privacy policy for JSI is available at <https://www.jsi.com/JSIInternet/privacy.cfm>. The HHS privacy policy is available at <http://www.hhs.gov/Privacy.html>.

Event materials supported through these funds must include acknowledgment of support from the U.S. Department of Health and Human Services, Office on Women's Health. The awardee should also include the following statement on event materials distributed at events: "Funding for this activity was made possible in part by the HHS, Office on Women's Health. The views expressed in written materials or publications and by speakers and moderators at HHS-sponsored conferences, do not necessarily reflect the official policies of the Department of Health and Human Services; nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."

The contents of the application will become contractual obligations if the project is funded. JSI reserves the right to request revisions to the budget and/or scope of work of any applicant.

## **Application Instructions**

Complete your application using the enclosed forms. Be sure that Form I of application is signed by an official from your organization with fiduciary responsibility. Complete applications cannot exceed 6 pages in length (5 pages for Forms I, II, III, IV and 1 page for Form V).

Completed applications include:  
 Cover Page (included as Form I)  
 Organizational Background (included as Form II)  
 Proposed Project Description (included as Form III)  
 Project Evaluation (included as Form IV)  
 Project Budget (included as Form V)

### **Reducing Health Disparities in Women Cover Page – Form I**

#### **Contact Information**

HHS Region: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Project Director: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Organization's Employer Identification  
 Number (EIN)/Tax Exempt Number: \_\_\_\_\_

Signature of responsible official: \_\_\_\_\_

Note: Applications should be signed by an official with fiduciary responsibility for your organization. For applications submitted via e-mail, an electronic signature with a statement "this typed signature represents an official signature" is acceptable.





**Proposed Project Description – Form III (continued)**

5. What is the proposed project's target population? Include women/men, race and ethnicity, rural/urban, age groups, and consumer/professional. Where is the target population located? How many people will be reached by this project?

6. In the table below, please describe your planned activities.

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>	<b>Person Responsible</b>

7. Deliverables: Identify final product(s) that you will submit to JSI, for example, report on proceedings; training curriculum, etc.

**Project Evaluation – Form IV**

1. Evaluation: What performance measure(s) will you use and how will you evaluate the success of your project? Examples include pre- post-test to measure improved health indicators or questionnaire to measure knowledge gained as a result of this project.

**Project Budget- Form V**

1. List how you will use requested funds for this project in the table below.

<b>Item Description</b>	<b>Unit</b>	<b>Unit Cost (\$)</b>	<b>Total Cost (\$)</b>
Total:			

2. List other sources of funding to support the project budget, if any.

Examples of activities that can be funded include: health walks, health fairs, training, educational materials, and speaker fees.

Federal funding will not be provided for the following:

- operating support, capital projects, overhead, or indirect costs
- food, beverages, or promotional give-away items (for example t-shirts, pens, gift certificates)
- research, direct clinical services, screening services and testing kits
- printing and copying over \$1,000