

**City of Norwalk
Bike/Walk Commission
Meeting Agenda
November 6th, 2017, 6:00 pm
Health Department, 2nd Floor Library
137 East Avenue, Norwalk CT 06851**

1. 6:00 Public Input
2. 6:10 Approval of October 2nd minutes (See attached)
3. 6:15 Committee Reports (See attached)
 - a. 6:15 Bike Plan – Colin Grotheer
 - b. 6:20 Bike Share – Nancy Rosett
 - c. 6:25 DPW Liaison – Nancy Rosett (See attached)
 - d. 6:30 NCC – Bruce Chimento
 - e. 6:35 Safety/Outreach – Jud Aley
 - f. 6:40 Strategic Plan – Nancy Rosett (See attached)
 - g. 6:50 Website – Peter Franz
4. 6:55 Walking Update – Kaitlin (See attached)
5. 7:05 2018 Meeting Calendar – Nancy Rosett (See attached)
6. 7:10 DPW Liaison Meetings – Nancy Rosett
7. 7:15 Email Link on City’s Web Page – Nancy Rosett
8. 7:20 Update on Maple Avenue – Bruce Chimento
9. 7:30 Adjournment

Next meeting: December 4, 2017
6:00 – 7:30 pm
Health Department, 2nd Floor Library

Attachment 2

**City of Norwalk
Bike/Walk Commission Meeting
October 2, 2017, 6:00pm
Norwalk Health Department, 2nd Floor Library**

Attendance: Jud Aley, Peter Franz, Colin Grotheer, Mike Heslin, Kevin Kane, Peter Libre, Nancy Rosett (Chair)

Ex Officio Members: Theresa Argondezzi (Acting Director of Health), Lt. Terry Blake (Police), Bruce Chimento (Director of Public Works), Sgt. Sofia Gulino (Police), Steve Kleppin (Director of Planning and Zoning), Tim Sheehan (Director of Redevelopment)

Other City Staff: Kaitlin Latham (Health Education Associate, Health Department)

Members of the Public: Mike Mushak, Mary Ann Pellegrino

1. **CALL TO ORDER**

Ms. Rosett called the meeting to order at 6:00pm and a quorum was present.

2. **INTRODUCTIONS**

Ms. Rosett asked for introductions from all meeting attendees.

3. **PUBLIC COMMENT**

Mr. Mushak shared his support for installing bike lanes on West Avenue, citing several studies suggesting that bicycle infrastructure should be incorporated in commercial areas frequented by cyclists. Mr. Mushak provided a self-made design depicting how bike lanes could fit on West Avenue.

Mr. Mushak asked for public support of The Pinnacle at Waypoint on the condition that space for bike infrastructure is incorporated into its design, and suggested that Commissioners email Steve Kleppin, Director of Planning and Zoning, the following statement: "The sidewalk width and building line must allow a minimum 70 feet of road clearance on West Avenue to allow for future 5-foot-wide bike lanes in both directions if parking is included on the East side of the street, or a minimum of 60 feet without parking."

4. **ACCEPT SEPTEMBER MEETING MINUTES**

Commissioner Aley motioned to accept the September 5, 2017 Bike/Walk Taskforce minutes as presented. Commissioner Heslin seconded. The motion passed with all Commissioners in favor.

5. **SUBCOMMITTEE REPORTS**

a. **Department of Public Works (DPW) Liaison Subcommittee:**

Ms. Rosett shared that meeting minutes from September's meeting between DPW and the Bike/Walk Taskforce were circulated via email.

Commissioners agreed to keep the monthly meeting between the Bike/Walk Commission and DPW private, and therefore will allow up to 3 Commissioners to attend the meeting. Ms. Rosett and Mr. Grotheer will attend monthly, and Mr. Libre and Mr. Aley decide amongst themselves who will attend each month.

b. **Norwalk Community College (NCC) Subcommittee:**

Mr. Grotheer discussed NCC's previous plans for an overpass on Richards Avenue, connecting the East and West campuses. This plan was placed on hold due to lack of budget and public resistance.

Mr. Grotheer, Ms. Rosett, and other City staff met with NCC staff to discuss inexpensive potential changes to Richards Avenue to enhance student safety, including a crosswalk at the north end of campus, creating approximately 30 on-street parking spaces through the middle of campus, and including al fresco dining areas to reinvigorate life into the outdoor space. Mr. Grotheer will share the presentation made to NCC staff with the Commission.

Mr. Chimento agreed to investigate the feasibility of including the on-street parking and additional crosswalk.

Mr. Libre suggested revising the plan to include parking on one side of Richards Avenue and bike lanes on the other side to connect to bike lanes on Richards Avenue.

c. **Bike Share Subcommittee:**

Ms. Rosett shared that the Mayor supports bringing a bike share to Norwalk and agreed to move to a RFP process. The RFP should become available within the next 3-4 weeks.

d. **Website Subcommittee:**

Ms. Latham asked commissioners to review the current website, <http://www.norwalkct.org/1503/Norwalk-BikeWalk-Task-Force>, and compile a

list of suggested changes to discuss at the November Commission meeting.

e. **Strategic Plan Subcommittee:**

Ms. Rosett would like to create a strategic plan for the Commission, similar to that of the Bike/Walk Taskforce. Having this plan in place will help keep the Commission organized and focused, and will assist in the development of an annual report due to the Common Council each year.

The Commission agreed that education should be a primary focus of the Commission's strategic plan, in response to youth cyclists not obeying rules of the road.

6. **RULES OF OPERATION DISCUSSION**

Commissioners agreed to allow public comments at the beginning of each meeting, limited to 3 minutes per person. The speaker must be commenting on topics related to biking and walking in Norwalk, but will not be limited to speaking on agenda topics only. Special guest presentations will be allowed, but will not be considered public comment.

Commissioners agreed to establish a general email address that the public may send messages to. Ms. Rosett will have primary access to the account and will forward all messages to Commissioners. Ms. Argondezzi will ask the City's IT department whether the Commission is allowed to have a norwalkct.org email address, or if they should plan to create their own email address on their own.

7. **SUBCOMMITTEE MEMBERSHIP**

The Commissioners agreed to the following people as members of subcommittees:

- a. **DPW Liaison Subcommittee:** Ms. Rosett and Mr. Grotheer as primary members, and Mr. Aley and Mr. Libre.
- b. **NCC Subcommittee:** Mr. Grotheer and Ms. Rosett
- c. **Bike Share Subcommittee:** Mr. Heslin, Mr. Kane, and Ms. Rosett
- d. **Website Subcommittee:** Mr. Franz and Ms. Latham
- e. **Strategic Plan Subcommittee:** Mr. Aley, Mr. Grotheer, Ms. Latham, and Ms. Rosett
- f. **Safety/Outreach Committee:** Mr. Aley and Mr. Heslin

8. **WALKING UPDATE**

Ms. Latham shared that she presented on the success of the NorWALKer Walking Routes program at the National Walking Summit in St. Paul, MN last month. Other towns and cities were impressed with the level of support that the City of Norwalk has shown for creating safe physical activity opportunities throughout town.

Ms. Latham noted that community walks are ongoing, with the next walk taking place in Silvermine on Saturday, October 7. All participants should meet at Silvermine School at 8am to join the walk. All walks are posted to the City's calendar and the Health Department's website.

An attendee suggested that NorWALKer maps be displayed at Endurance House in the Waypointe district, and that the walks should also be promoted to runners to gain a more diverse audience. Ms. Latham will contact Endurance House to discuss.

9. **YANKEE DOODLE BRIDGE DISCUSSION**

Mr. Chimento shared that the walkway on Yankee Doodle Bridge will close while the bridge is under construction. The walkway will be reopened when work is completed. A shuttle service will be provided during the day, coordinated by the Norwalk Transit District.

Mr. Heslin requested contact information for the companies involved with the bridge reconstruction, as the Commission can provide input to designers as to how to best accommodate cyclists and pedestrians.

10. **TRAFFIC CALMING AT NORWALK HOSPITAL**

The Commission discussed the issue of speeding down Maple Street, past Norwalk Hospital. The intersections at Maple Street / Prospect Street and Maple Street / Fairview Avenue are especially dangerous.

Mr. Libre suggested 2-10' driving lanes and two 5' bike lanes on Maple Street as a traffic calming measure.

The Commission discussed the feasibility of installing crosswalks at these intersections. An ADA compliant crosswalk cannot be installed at Prospect/Maple due to the 13% grade of the road; however, crosswalks may be installed across Prospect Street and Fairview Avenue, with the ADA compliant crosswalk at Fairview rather than Prospect.

The Commission officially recommends installing traditional crosswalks at Prospect Street and ADA compliant crosswalks at Fairview Avenue. Mr. Libre motioned for approval, Mr. Grotheer seconded, and all approved with no abstentions.

11. **SIGNAGE/PAINTING PRIORITIES**

The Commission reviewed suggested priorities for signage and painting this Fall, and agreed on the following projects to prioritize for the remainder of 2017;

- a. Sunset Hill Avenue – Bike lanes on east side to Beacon Street; sharrows on west side to East Avenue (est. \$300)
- b. Beacon Street – Sharrows southbound and on north side from Sunset Hill Ave to Willow Street; bike lanes north from Willow Street to Strawberry Hill Avenue (est. \$1,000)
- c. West Rocks Road – Bike lanes except sharrows southbound from Rudolf Lane to France Street; patch around manhole covers (est. \$16,000)
- d. Richards Avenue – Paint bike lane symbols in existing shoulders from Route 1 to Cedar Street; paint bike lanes from Cedar Street to Flax Hill Road (est. \$2,500)
- e. East Avenue – Southbound bike lane on west side from Cottage Street to Seaview Avenue. (est. \$500)

The Commission discussed installing bike lanes and/or sharrows on Flax Hill Road, Woodward Avenue, and on North Water Street (until Oyster Shell Park). In an effort to take a long-term view, rather than make impulsive decisions on projects to prioritize, the Commission agreed to form a Bike Plan Committee, consisting of Mr. Heslin, Mr. Grotheer, Mr. Libre, and Mr. Mushak.

12. **ADJOURN**

Mr. Heslin moved to adjourn the meeting. Mr. Aley seconded. The meeting was unanimously adjourned at 7:25pm.

The next meeting will be held on Monday, November 6, 2017 at 6:00pm in the Norwalk Health Department's 2nd floor library.

Attachment 3

Bike/Walk Commission Subcommittees

Bike Plan – **Colin Grotheer**, Mike Heslin, Steve Kleppin, Peter Libre, Mike Mushak

Bike Share – **Nancy Rosett**, Theresa Argondezzi, Kathy Hebert, Mike Heslin, Ken Hughes, Kevin Kane, Steve Kleppin, Kaitlin Latham

DPW Liaison – **Nancy Rosett**, Colin Grotheer, third rotating between Jud Aley and Peter Libre

NCC - Bruce Chimento, Colin Grotheer, Nancy Rosett

Safety/Outreach Committee – **Jud Aley**, Christine Bisceglie, Mike Heslin, Kevin Kane

Strategic Plan – **Nancy Rosett**, Jud Aley, Colin Grotheer, Kaitlin Latham

Website – Peter Franz, Kaitlin Latham

Names of chairs are in bold

Attachment 3c

Norwalk Bike/Walk Commission DPW Liaison Committee
October 20, 2017

Attending: Paul Sotnik, Nancy Rosett, Kaitlin Latham, Kevin Kane, Peter Libre, Bruce Chimento

Sharrows have been painted on Toilsome and Grumman. The sharrows on Grumman are spaced so there are none on the bridge over the Merritt Parkway as that would have required ConnDOT approval.

The Zoning Commission voted to shrink the sidewalk on West Avenue in front of the proposed apartment from 15' to 13' to allow room for two 5' bike lanes on the road in the future.

DPW cannot put a crosswalk at Maple and Prospect because there is a 13% grade and the sight lines coming down the hill are poor. They are not permitted to make a non ADA compliant crosswalk. They will check with San Francisco DPW to see how that city handles pedestrian crossings of steep streets. Other suggestions were to widen the shoulders to narrow the space pedestrians have to cross (and slow traffic), adding stop or yield signs to slow traffic and adding an island at the intersection of Maple and Prospect to provide a pedestrian refuge and slow traffic. DPW is meeting with Norwalk Hospital on either November 1st or 8th.

DPW will fix the catch basin covers on West Rocks Road. They are looking into repaving the road sooner than the currently planned 2022.

Attachment 3f

2017-2018 Bike/Walk Commission Strategic Plan

Mission Statement: Support bicycling and walking as safe, accessible, and sustainable forms of transportation and recreation that increase the City of Norwalk's livability and economic vitality, and improve public and environmental health.

Goals:

1. Promote Complete Streets programs and facilities for bicycles and pedestrians in the City of Norwalk

1.1 Work to include Complete Streets programs and facilities for bicycles and pedestrians in the Plan of Conservation and Development.

2. Review, promote, and update the City of Norwalk's Master Bicycle Plan

2.1 Establish a five-year bike plan including cost estimates

3. Review, promote, and update the City of Norwalk's Pedestrian Plan

3.1 Establish a five-year pedestrian plan including cost estimates

4. Review and provide advice in the implementation of the transportation component of the Plan of Conservation and Development;

4.1 Have a representative on the Plan of Conservation and Development Committee

5. Review and provide advice on transportation and other projects having an impact on walking and biking in the City of Norwalk from the earliest stage possible

5.1

6. Coordinate and promote public awareness campaigns, education, and events related to bicycle and pedestrian issues

6.1

7. Conduct research and seek grants in furtherance of its purpose

7.1

Attachment 4



Step It Up!: Action Institute to Increase Walking and Walkability

(April 9-12, 2017 in Decatur (Atlanta), Georgia)

Metropolitan Planning Organization Regions (or other similar regional entities) Request for Funding Assistance

Applications due: December 8, 2017 by 11:59 pm ET to kedwards@chronicdisease.org

A. PURPOSE

The National Association of Chronic Disease Directors (NACDD) in collaboration with the Centers for Disease Control and Prevention's (CDC) National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Division of Nutrition, Physical Activity and Obesity (DNPAO) seeks applications from Metropolitan Planning Organization (MPO) regions (or other similar regional entity) for competitive funding assistance to support attendance at the fourth annual walkability action institute, entitled "*Step It Up!: Action Institute to Increase Walking and Walkability.*"

The purpose is to prepare interdisciplinary teams from MPO regions (or other similar regional entities) to pursue policy, systems, and environmental (PSE) supports for walking and walkability. This action institute will provide teams with the most up-to-date academic and applied learning methods, and will reinforce and support implementation of significant national public health policy statements promoting walking and walkability, such as *Step It Up! -- The Surgeon General's Call to Action to Promote Walking and Walkable Communities* (SGCTA). NACDD and CDC are interested in applicant teams who can commit to **all** project deliverables outlined in this request for funding assistance (RFA) and produce measurable PSE outcomes after attending the action institute.

B. PROJECT DESCRIPTION

Regular physical activity can lead to reductions in chronic disease risk and burden. Walking is an easy, cost-efficient and common form of physical activity that can help many more people meet the *2008 Physical Activity Guidelines* and obtain health benefits. Most people can walk, including many people with disabilities who are able to walk or move with assistive devices such as wheelchairs or walkers. Improved walkability can make communities safer, support social cohesion, reduce air pollution and benefit local economies. To promote walking and walkability throughout the country, NACDD and CDC

will partner with up to eight MPO regions (or other similar regional entities) to achieve PSE outcomes that create equitable access to opportunities for walking, community and transportation design, policies and practices that improve walkability.

NACDD seeks collaborative applications from MPO regions (or other similar regional entities) to participate in this walkability action institute project. NACDD has travel assistance funding for up to eight interdisciplinary regional teams to attend the action institute with the CDC, NACDD, and an expert course faculty team. *All* members of the teams selected will commit to participate in *each* of the following project activities:

- Attend a pre-course webinar to learn of course expectations and pre-course homework activities;
- Attend 100% of the sessions at the multi-day action institute;
- Attend a post-course webinar;
- Develop a team action plan inclusive of evidence-based PSE strategies that align with those in the SG CTA;
- Begin implementation of action plan strategies; and
- Assist NACDD with progress reporting activities.

Applicant teams must include *at least four, but no more than six*, team members. Either the required public health representative *or* the required MPO representative for each team will assume the role of Team Lead, representing the team and serving as a primary point-of-contact for NACDD throughout the project. (Please refer to Section C below for more details on required team make-up).

The action institute will provide applied learning and skill-building instruction to support achievement of related PSE strategies for increasing walking and walkability, including design and infrastructure improvements, as supported by the SG CTA. This institute will be facilitated by a nationally renowned cadre of faculty within a structured, team-based, and practical learning atmosphere. The action institute will occur **April 9-12, 2017 in Decatur (Atlanta), Georgia.**

This RFA will provide for team travel expenses through a travel stipend in advance to assist selected teams with purchase of travel arrangements, not exceeding \$6,804 per team. This equals \$1,701 per person for four-member teams; \$1,360.80 per person for five-member teams; or \$1,134 per person for six-member teams. Should a team's travel expenses exceed this total amount, the team is responsible for additional expenses incurred. If a team should subsequently not attend, the total amount of the paid funds will have to be returned to NACDD within 15 business days of notification to NACDD. There is no registration cost for institute attendance. Institute attendees are being selected through a competitive RFA process.

C. ELIGIBILITY and TEAM MAKE-UP

Eligible applicants for this RFA include interdisciplinary teams from geographical regions represented by MPOs (or other similar regional entities) to implement PSE supports for walking, walkability, and walkable communities. Preferred teams will be comprised of four-to-six individuals each, with four of the prospective team members representing the following *required team positions*:

- Public Health representative at the local, regional, or state level;
- MPO (or other similar regional entity) representative in the applicant region;
- Transportation representative (preferably in engineering) at the local, regional, or state level affiliated with the MPO (or other similar regional entity) region; and
- Elected official in the applicant region with voting, programmatic, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, healthy community design, and/or transportation design.

Additional team member(s) (for teams applying with five or six total team members) could represent any of the following:

- Business/Industry;
- Economic Development;
- Education;
- Parks, Recreation, and Trails;
- Public Housing;
- Public Transit;
- Volunteer/nonprofit walkability-related advocacy organizations or foundations.

NACDD will make team selections based upon the successful combination of the following criteria:

- Strength and diversity of team make-up, as outlined above;
- Past, current, and future PSE efforts targeting improved walkability through community design, and/or transportation design;
- Demonstrated capacity and level of readiness for implementing macro-level PSE changes; and
- Ability to target underserved population groups, and places.

Applicants are encouraged to consider past, current, and potential for future collaboration, as well as anticipated level of influence to improve walking and walkability at population levels when developing their team. Each applicant team should have a designated **Team Lead** to serve as a primary point-of-contact for NACDD throughout the project. *This must be either the Public Health or MPO representative.* Applicants who fail to develop the required team make-up will not be considered for funding. The team must be in place at the time of application submission no later than December 8, 2017. Please see Appendix A for descriptions of the required and additional team members listed above. Federally recognized tribes are not eligible to apply. For a comprehensive list of established MPOs in the United States, please visit the following link: http://www.rita.dot.gov/bts/external_links/government/metropolitan_planning_organizations.html.

Once selected, teams will receive travel assistance supporting attendance at the action institute. If a team's travel expenses exceed \$6,804 per team (see Section B above), the team will be responsible for additional travel costs. Please note that all team members are *required* to book hotel reservations at the host hotel using the NACDD-negotiated rates. Staying at a separate hotel is *not* permitted. The negotiated rates *may or may not* equal the government rate. It is the responsibility of the applicant team to ensure that this is understood by the applicant team's fiscal agent *at the time of application*. All team members will possess the authority and expertise and commit to fully participate in the action institute and all related activities. NACDD will dispense the full funding award of \$6,804 to the

applicant's designated fiscal agent in advance of the course after a signed MOU is executed. If a team should subsequently not attend, the total amount of the paid funds will have to be returned to NACDD within 15 business days of notification to the NACDD Lead Consultant. Please see Appendix B for a breakdown of projected project travel.

D. ANTICIPATED TIMELINE and DESCRIPTION

The anticipated project timeline and description is detailed in Appendix C. Team selection notices will be announced by January 5, 2018 (anticipated), for a project period beginning on January 8, 2018 (or the date of notice of award) and ending on June 30, 2018. NACDD will establish an ongoing Walkability Community of Practice (CoP) and progress reporting mechanism for participating teams to continue past the date of June 30, 2018.

E. PROJECT DELIVERABLES

The required action institute project deliverables for the MPO regional teams (or other similar regional entities) are bulleted below:

Deliverables to be achieved during application process:

- Appointment of a local, regional, or state Public Health representative to the applicant MPO regional team (required).
- Appointment of a MPO (or other similar regional entity) planning representative to the MPO regional team (required).
- Designation of the Team Lead (either the public health or planning representative) to serve as a primary point-of-contact for NACDD throughout the project process (required).
- Appointment of a local, regional, or state Transportation representative (preferably in engineering) affiliated with the MPO regional team (required).
- Appointment of an elected official for the MPO regional team (required).
- Appointment of one or two additional team members per Section C and Appendix B (optional).

Deliverables to be achieved upon notice of award and throughout project:

- Participate in one team project orientation call with NACDD, in January 2018 (exact date TBD).
- Participate in pre-course webinar March 13, 2018 from 2:00 – 3:30 pm ET to learn of related logistics and requirements, NACDD travel logistics, institute expectations, interdisciplinary team approach to training, pre-course team assignments, and implementation options.
- Complete all pre-course homework assignments and related paperwork as detailed in the individual orientation call and/or the pre-course webinar to NACDD by specified deadlines.
- Participate in 100% of the sessions of the the “Step It Up!: Action Institute to Increase Walking and Walkability” in Decatur (Atlanta), Georgia April 9-12, 2018.
- Complete daily and overall course evaluations for the action institute April 9-12, 2018.
- **Develop a team action plan** by May 18, 2018 including short- and long-term outcomes, inclusive of **at least one (ideally more than one) PSE outcome** targeting improved walkability through community design or transportation design strategies as outlined by the SG CTA. (NACDD will provide related action plan template and training).

- Sample implementation strategies are described in Appendix D.
- Participate in post-course webinar May 7, 2018 from 2:00-3:30 pm ET to discuss anticipated implementation successes or challenges, ongoing engagement after June 30, 2018 and next steps.
- Participate in NACDD's Walkability MPO CoP group by June 30, 2018 and beyond in efforts to foster ongoing peer engagement, sharing and learning, and provision of targeted technical assistance for implementation of outcomes.
- Participate in semi-annual progress reporting to NACDD once team action plans are developed and submitted. NACDD will establish online semi-annual progress reporting schedule.

F. APPLICATION SUBMISSION PROCESS and REQUIREMENTS

Collaborative applications for this RFA must include the **RFA Application Form** and a **Letter of Commitment from each team member** indicating commitment for all aspects of the action institute project period (not just attendance in the action institute). Application forms submitted without the accompanying letters of commitment will not be reviewed.

The **RFA Application Form** will consist of a multi-page writable Word document with scoring sections, and will include the components and specifications listed below. The scored components of the application cannot exceed 5 total pages:

- Designated space on the cover page(s) must identify the names and contact information of the MPO planning representative, Public Health representative, MPO applicant team's fiscal agent, and all additional MPO team members (required component; not scored; does not count towards the page limit);
- Applicant teams must also indicate the Team Lead in designated space on the cover page(s) (required component; not scored; does not count towards the page limit);
- The scored components of the application form must not exceed 5 pages, nor does not have to total 5 pages. It must be 1.5 or double spaced, and must be typed using Calibri size 11 font (required component; scored, does count towards page limit);
- The signature sheet of the application form must be signed by the MPO and Public Health representatives for the application to be considered complete (required component; not scored; does not count towards the page limit); and
- The final application includes a section titled "Requested Topics." This is to assist NACDD, CDC, and the course faculty team with ensuring the planned course meets participant learning needs (optional component, not scored; does not count towards the page limit).
- Applications not using the appropriate form, or applications without all sections completed, will not be reviewed.

All Letters of Commitment must be submitted with the RFA Application Form, indicating full commitment and participation in all project processes and activities, in collaboration with each other and NACDD:

- One Letter of Commitment from each team member on each team member's respective agency letterhead. The letter must demonstrate the following:
 - Commitment to collaborate throughout the project;

- Commitment to accomplish the stated project deliverables (Section E) and within the project's anticipated timeline (Appendix C);
 - Commitment to ongoing collaboration and long-term implementation of PSE action plan strategies beyond the project period to make the region more walkable; and
 - Commitment to work closely with NACDD and the Team Lead throughout the project, including assisting the Team Lead with progress report activities as outlined in Section E and Appendix C.
 - This letter of commitment does not count towards the page limit.
- In addition to the items listed above, the Team Lead must *additionally commit* to the following in his/her Letter of Commitment:
 - Serve as the primary point-of-contact for NACDD;
 - Convening team members for attending pre- and post-course webinars;
 - Distributing all relevant materials for the course—before, during, and after the course;
 - Assist NACDD with all necessary paperwork in advance of the course
 - Establish the team action plan by May 18, 2018 and initiate implementation
 - Provide NACDD with progress reporting of established working agreement and implementation process; and
 - Commitment to return the paid funds within 15 business days of notification to NACDD if the team does not attend the action institute.

In one email message, please attach the following and send via email to Karma Edwards of NACDD by 11:59 pm ET on December 8, 2017 to kedwards@chronicdisease.org:

- One PDF document consisting of the RFA Application Form and the required letters of commitment.
- Hard copy and fax applications will not be accepted.
- Please use the following subject line for your message:
 - WAI 2018 (insert name of applicant MPO region in) RFA
 - Example: WAI 2018 Alpha Beta Region RFA

All applications sent by the deadline will receive an email acknowledging receipt of application by NACDD. Applications submitted after 11:59 pm ET on December 8, 2017 will not be reviewed.

G. SELECTION PROCESS

MPO regional team applicants (or other similar regional entities) must demonstrate how they will participate in the project's required deliverables as described in section E, their capacity and commitment to implement one or more suggested implementation strategies (examples provided in Appendix D) within their respective region, and how soon their team can move towards PSE implementation.

All applications will be scored and reviewed by representatives of CDC, NACDD, and members of the Course Steering Committee. The selection committee reserves the right to select regional teams who demonstrate increased readiness for implementation.

H. NACDD COMMITMENT

NACDD commits to providing regular and consistent communication, consultation, and project assistance and support to team awardees via email, one-on-one conference calls, group webinars, in-person at the action institute, and linkages to national expertise in accordance with the deliverables described in Section E and per the request of team awardees.

I. FOR MORE INFORMATION ON THIS RFA

- Visit the NACDD website at: <http://www.chronicdisease.org/page/WAI> to download the RFA, RFA Application Form, and corresponding RFA Appendices documents, as well as to view a list of frequently asked questions (FAQ) that will be developed and updated through the application process.
- To view a sample agenda of expected course structure, dates, and times, please see Appendix F.
- To submit a question about this application, please email Karma Harris, the Walkability and Healthy Communities Project Lead, at kedwards@chronicdisease.org. All submitted questions will be compiled and answered within two business days on the FAQ list, and updated to the website.
- For further information on the CDC DNPAO programs and efforts, please visit: <http://www.cdc.gov/nccdphp/dnpao/>.
- For further information about NACDD, please visit: www.chronicdisease.org.
- For further information on NACDDs Walkability Action Institute efforts, please visit: <http://www.chronicdisease.org/page/WAI>.
- For further information on the US SG CTA released in September 2015, please visit: http://www.cdc.gov/physicalactivity/walking/call-to-action/index.htm?s_cid=bb-dnpao-calltoaction-005 and <http://www.surgeongeneral.gov/library/calls/walking-and-walkable-communities/index.html>

Attachment 5

Monday, January 8, 2018 (First Monday of the month is New Year's Day.)

Monday, February 5, 2018

Monday, March 5, 2018

Monday, April 2, 2018

Monday, May 7, 2018

Monday, June 4, 2018

Monday, July 2, 2018

Monday, August 8, 2018

Monday, September 10, 2018 (First Monday of the month is Labor Day.)

Monday, October 1, 2018

Monday, November 3, 2018

Monday, December 7, 2018