

**APHA Affiliate Capacity Building Initiative:
Advisory Committee Meeting Summary
APHA Headquarters
800 I Street, NW
Washington, DC 20001
June 4, 2007**

Advisory Committee Members:

Barry Bass, MSW
Bobbie Berkowitz, PhD, RN, CNA, FAAN
David Corbin, PhD
Marc Hiller, DrPH
Edwin Marshall, OD, MS, MPH
Paul Meissner, MSPH
James Nelson, MS
Tom Quade, MA, MPH
Walter Tsou, MD, MPH
Jan Wallinder, RN, MSN
Bernard Weintraub, MPH
Elizabeth A. Zelazek, RN, MS

APHA:

Georges Benjamin, MD, FACP, FACEP
Alan Baker, MA
Susan Polan, PhD
Regina Davis Moss, MPH, CHES
Catherine Henze, MPH
Kimberly Moore, MHSA
Kaitlin Sheedy

Peter D. Hart Research Associates, Inc.:

Rebecca Naser, PhD

Not Present:

Olivia Carter-Pokras, PhD

The meeting was called to order at 9:00 a.m. EDT.

Welcome

Regina Davis Moss, Director of Affiliate Affairs, welcomed attendees and introduced Kimberly Moore, the new Grant Manager/Administrator.

Remarks from Dr. Benjamin

Dr. Georges Benjamin, Executive Director, welcomed the Advisory Committee members and thanked them for their work. He reviewed with the Advisory Committee the main components of APHA's grant award from W.K. Kellogg Foundation:

1. Expand APHA's Affiliate Affairs support staff;
2. Enhance the Get Ready Campaign;
3. Collaborate with the University of South Carolina and Michigan State University to underscore the importance of widening cooperation between the animal and public health sectors and increasing support for comprehensive and creative prevention strategies at the community level and beyond;
4. Award direct grants for capacity building to APHA's Affiliates; and
5. Provide technical assistance to Affiliates

Dr. Benjamin reminded the Advisory Committee that of the \$5.9 million grant award, the Kellogg Foundation allocated \$2.28 million for direct grants to Affiliates. He emphasized that the goal of the Affiliate grants is to expand their capacity to a measurable and sustainable level that they would not have otherwise had. Dr. Benjamin cautioned the committee about proposals that propose to hire staff, but do not propose a strategic plan of what the Affiliate would like to accomplish or how they plan to sustain their capacity.

Dr. Benjamin added that non-governmental organizations and foundations are more likely to award money that continue and build upon effective capacity efforts, and that APHA would like to look at ways to continue to fund such capacity-building efforts.

Focus Group with Advisory Committee

Catherine Henze, Deputy Director of Affiliate Affairs, introduced Rebecca Naser, Senior Analyst from Peter D. Hart Research Associates, Inc., to conduct a focus group with the Advisory Committee to review and discuss the RFP materials.

Affiliate Grant Applications

Following the focus group, the Advisory Committee continued the discussion about the RFP materials and Affiliate grant applications. The committee came to a final consensus on the following:

- The grant award cap for a multi-affiliate application is set at \$60,000 per number of participating Affiliates over the life of the grant – 3 years and 5 months.
- Each grant-funded Affiliate must complete at least 10 Get Ready activities.
- Grant applications must include a sustainability plan.
- The application template will include a matrix for measurable objectives.
- The application template will include a section for Affiliates to report on required objectives that they have already accomplished.

Grant Application Review and Selection Process

Catherine Henze initiated the discussion about the grant application review and selection process. She asked the committee to advise APHA on selection criteria and the weighting of the various application components (e.g. background, purpose, proposal, budget, etc.), calls for nominations for reviewers, and the review process.

The Advisory Committee discussed and came to a consensus on the following:

- APHA would initially verify each grant application for eligibility.
- The application review process would consist of two rounds. The first round would evaluate applications independently and would be based on merit. The first round will be completed by outside reviewers. The second round would compare the evaluations within their quartiles based on annual budget, or multi-affiliate applications with other multi-affiliate applications, to ensure fair representation.
- The scoring weights given to each application are as follows: Background and Purpose Statement (15%); Proposal (60%); Sustainability (10%); Budget and Budget Justification (15%).

- APHA will call for nominations for proposal reviewers from the Conference on Emeritus Members and past Affiliate leaders who are no longer on their Affiliate's board (i.e. past Presidents, other past board members, past ARGCs, etc.).
- The call for nominations should emphasize a preference for volunteers who have experience with grant reviews.
- APHA will conduct training for selected reviewers and provide reviewers with a scoring form that includes sections for detailed comments.
- Selected reviewers will be asked to sign a conflict of interest statement for each proposal they review.
- The committee recommended that each proposal receive three independent reviews and that each reviewer evaluate give proposals; however, the committee recognized that this could change depending on the number of independent reviewers available.
- Selected reviewers will be given approximately 3-4 weeks to review their proposals.
- The Advisory Committee will serve as the arbitration group for the second round of the review process and will recuse themselves from reviewing proposals where there is a potential conflict of interest.

Frequently Asked Questions

APHA asked each Advisory Committee member to brainstorm and draft a list of questions that they anticipated Affiliates might ask. APHA collected and reviewed the questions with the Advisory Committee. The Advisory Committee agreed that APHA staff would consolidate and answer the questions in a Frequently Asked Questions document to be released to Affiliates with the RFP materials.

Action Items

- APHA will finalize the APHA Affiliate Capacity-Building Initiative Request for Proposals, grant application templates, and Frequently Asked Questions document.
- APHA will release the RFP materials to the Affiliates on June 13, 2007 in-person at the Presidents-Elect meeting and electronically via APHA's Affiliate webpage and the Affiliate listservs.
- APHA will hold three 2-hour bidders calls for Affiliates to call and ask questions regarding the initiative and grant application process on June 28, July 18, and August 2, 2007.
- At least one member of the Advisory Committee will be present at the Presidents-Elect meeting and on each of the bidders' calls to respond to any relevant questions.
- APHA will release a call for nominations for proposal reviewers to the Conference on Emeritus Members and to past Affiliate leadership. The proposal reviewer information also will be posted on the APHA Affiliate webpage.
- The committee rescheduled the September 10, 2007 in-person meeting to October 1, 2007, cancelled the October 8, 2007 conference call, and scheduled a conference call for September 24, 2007 to better accommodate the grant application review process.

The meeting adjourned at 4:30.