

Program Element #05: Health Impact Assessment (HIA) Program (Phase I): Building Capacity in Local Public Health Authorities

1. **Description.** Funds provided under the Financial Assistance Agreement for this Program Element may only be used, in accordance with and subject to the requirements and limitations set forth below, to build capacity to perform Health Impact Assessments (HIA), and evaluation within LPHA's service area. HIA is a tool designed to incorporate health into decision-making processes when it is not normally considered.

2. **Local Activities in Support of Building HIA capacity.** To comply with performance standards of this program, LPHA must engage in activities as described in subsections 2.a. through 2.e. below. The purpose of these activities is to train local public health staff and their colleagues in land use and transportation on the connections between health and the built environment in order to support the consideration of health in transportation and land use decisions within LPHA's service area. The outcome will be a full day HIA-in-a-Day Workshop and a report drafted by the Oregon HIA Program and finalized by LPHA staff, and a short evaluation report covering lessons learned by the LPHA. NOTE: LPHA must complete the planned activities in its Local Program Plan before August 31, 2016 to retain eligibility to receive funding under this Program Element if future funding is made available.
 - a. **Coordinate an HIA-in-a-Day Workshop within the jurisdiction of the LPHA.** LPHA will work with the Oregon HIA Program to coordinate a full-day training on the connections between health and the built environment. LPHA will secure the event location; arrange for a projector and other meeting supports; finalize the agenda; invite at least 3 public health and at least 3 planning professionals to attend;

 - b. **Analyze and present current health conditions.** LPHA will develop a short (20 minute) presentation on the current health conditions of the LPHA service area, including any areas of the current Community Health Improvement Plan with a connection to the built environment. The presentation will be given during the HIA-in-a-Day Workshop.

 - c. **Provide local data to Oregon HIA Program staff to support the development of an HIA report, based on the conversation within the Workshop.** Provide current health data as needed.

 - d. **Review and finalize the draft HIA report provided by Oregon HIA Program staff.** Finalization may include activities like: reviewing assessment materials provided by OHA for accuracy and messaging; reframing findings for local audiences; developing an executive summary; and developing final recommendations for local decision-makers based on Workshop findings.

 - e. **Disseminating the results of the HIA to partners and groups that have a stake in the project on which the HIA was done.** The results of the HIA should be disseminated to stakeholders in a format that is appropriate to the project. Examples of appropriate formats include but are not limited to: formal written report; a letter to the decision making body; a fact sheet; or presentation to the decision makers. The results of the HIA should also be posted to the website of the LPHA and made widely available.

f. **Preparing a final written process evaluation report to OHA on the project:** LPHA will provide a written final report to OHA that includes a project description, activities conducted, and outcomes. This written report should contain lessons learned, best practices, identified challenges and success stories within the context of the LPHA implementation of the HIA steps. It should also outline contacts and collaborations, issues/concerns with recommendations for improvements to OHA's grant. The final written report is due August 31, 2016.

3. **Procedural and Operational Requirements.** By accepting and using the financial assistance funding provided OHA under the Financial Assistance Agreement and this Program Element, LPHA agrees to conduct HIA activities in accordance with the following requirements:

a. LPHA will conduct all activities as described in this Program Element.

b. LPHA will assure that its local program is staffed at the appropriate level to address subsections 2.a. through 2.e. of this Program Element. Funds for this program element must be directed to personnel and other expenses in support of subsections 2.a. through 2.e.

c. LPHA will communicate with Oregon HIA Program staff as needed to coordinate the Workshop and finalize the written reports.

4. **Reporting Requirements.** LPHA must submit the result of the HIA or built environment project to OHA and post the information on the LPHA's website by September 15, 2016. LPHA is not required to complete the Public Health Revenue and Expenditure form located in Exhibit E of the Agreement for activity funding pursuant to this Program Element.