



## Sustainable Jersey No-Cost Technical Assistance for Local Health Assessment & Action Plan

Announcement Date: January 3, 2022  
Application Due Date: Friday, March 4, 2022

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For questions, contact: Lauren Skowronski, Program Director for Community Engagement, at [skowronl@tcnj.edu](mailto:skowronl@tcnj.edu) or 609.771.3129.

### A. Background

Thanks to the support of the Robert Wood Johnson Foundation, this opportunity is open to all municipalities participating in the Sustainable Jersey program. The goal of the effort is to assist the pilot municipality to advance health and health equity in the community, while establishing a model and exemplar for other municipalities.

Each municipality in New Jersey has a unique set of health assets and needs. Within each municipality, residents experience unequal access to the social and environmental conditions supporting good health, such as access to healthy food, transportation, safe and affordable housing, clean air and water, open space, recreation, and more. Municipal governments can play a significant role in reducing poor health outcomes, advancing health equity, and improving the quality of life within the community. One highly effective, comprehensive, and inclusive way of identifying and prioritizing the key health and health equity issues facing your municipality is through the completion of a new action in the Sustainable Jersey program – [Local Health Assessment & Action Plan](#).

Sustainable Jersey is offering no-cost technical assistance to one registered or certified municipality interested in undertaking the newly released Local Health Assessment & Action Plan action. The goal of the action is to engage key leaders and the community in designing a blueprint of needs and action

steps specific to the municipality to address the conditions that impact how long and how well community members live.

To do this a municipality will undertake an assessment process by collecting and analyzing existing local health data, gathering input from the community, identifying health assets and prioritizing the conditions negatively impacting individual and community health. The assessment findings will then be publicly shared so citizens may provide feedback. Municipalities will then identify strategies to address the conditions identified in the Local Health Assessment and create an action plan consisting of Sustainable Jersey Health Gold actions and any other locally appropriate, innovative, evidence-based strategies, which will then be shared with the public for input. The Local Health Assessment & Action Plan is a first step to achieve the Gold Star Standard in Health and is intended to serve as a catalyst for a wider discussion on the health and well-being of the community.

Sustainable Jersey staff will provide technical assistance to the selected municipality for up to one year. The assistance will be tailored to the specific needs of the selected municipality and will include coaching for local green team volunteers, elected and appointed officials, and municipal staff to guide them through each step of the action. Sustainable Jersey staff will be available to answer questions, provide resources, and advise and assist the municipality in conducting their assessment and developing an action plan. The goal of this effort is to assist a municipality in completing the action and at the same time to produce a model Local Health Assessment & Action Plan to be featured in the “Spotlight: What NJ municipalities are doing” section of the action guidance found on the Sustainable Jersey website.

Due to the ongoing COVID-19 pandemic, the technical assistance may be provided remotely. Applicants should be prepared to support collaborative work in an online environment.

The selected municipality will be expected to:

- Identify a minimum of two municipal contacts to undertake the work outlined in the action: at least one must be a municipal staff member and the other(s) can also be staff or volunteers from the green team, environmental commission or other municipal group. It is recommended that at least one point person for this project be a municipal official or staff member involved in the health-related operations of the municipality (e.g. health officer, health department staff, local board of health member);
- Participate in meetings with Sustainable Jersey staff to discuss the planning and implementation of each of the steps within the action. This might include lay of the land discovery, research of existing data, the community engagement process, completing the necessary worksheets for the assessment and action plan processes, etc. Prior to the initial meeting, municipal contacts will be asked to provide Sustainable Jersey staff with background information such as prior health assessments undertaken with the municipality’s involvement, municipal health plans, details on the local board of health, relationships with existing community organizations, etc.
- Convene a stakeholder committee to lead this assessment and planning process. This committee must include a member of the governing body or administration, a representative from the local board or department of health, and representation of major local social groups, especially those who are marginalized and vulnerable.

- Undertake an inclusive public engagement process to gain broad input from members of the community on the Local Health Assessment findings, as well as the draft Local Health Action Plan;
- Present the Local Health Action Plan, which will include the assessment findings and list of solutions targeted to address the priority health needs and contributing conditions, for adoption by the municipal governing body; and
- Submit the Local Health Assessment & Action Plan action as part of its next Sustainable Jersey municipal certification application.

**Applications are due Friday, March 4, 2022.** Please contact Lauren Skowronski at skowronl@tcnj.edu or 609.771.3129 if you have any questions regarding this opportunity.

## B. Eligibility Requirements

To be eligible to apply for the 2022 Local Health Assessment & Action Plan Technical Assistance program, an applicant must be a New Jersey municipality registered or certified in the Sustainable Jersey program. (Use this [link](#) for information on how to register you municipality in Sustainable Jersey.)

## C. Selection Process

A committee of Sustainable Jersey staff will review the applications. During the selection process, an interview with municipal personnel to assess this program’s potential match may be requested. Interviews would take place in mid-late March. **Applicants must be responsive to this interview request to be considered for the program in early April.**

Applications will be screened based on the Eligibility Requirements outlined in Section B and evaluated based on the criteria outlined below:

- Responsiveness to selection committee interview, if requested
- Demonstrated commitment to respond to Sustainable Jersey staff requests for data and other information needed to assist the municipality in the completion of the Local Health Assessment & Action Plan
- Preference in the selection process will be given to low- and moderate-income (LMI) communities with a median household income lower than \$65,625, or communities with overburdened census tracts. A list of LMI municipalities participating in the Sustainable Jersey program can be found [here](#). A list of overburdened communities in New Jersey can be found [here](#).

## D. Application Form

Please **complete the application form using this [link](#)**. Please contact Lauren Skowronski at 609-771-3129 or via email skowronl@tcnj.edu if you have any questions regarding this opportunity.

A completed Google form application must be **submitted by Friday, March 4, 2022**. Applicants will receive an email acknowledging receipt of the application, the following week.

## E. Resolution

**Applicants must submit a resolution from the governing body authorizing the Local Health Assessment & Action Plan Technical Assistance application.** Click [here](#) for a sample resolution. **This resolution is not the same as the resolution passed to register for Sustainable Jersey.**

**NOTE:** *If submitting a resolution, it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the March 4, 2022 deadline. Applications will be accepted with a proposed resolution and the date it will be presented to the governing body. Please contact [skowronl@tcnj.edu](mailto:skowronl@tcnj.edu) if you are unable to submit the signed and dated resolution with your application.*