**National Association of Chronic Disease Directors**

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

**Metropolitan Planning Organization Regions (or other similar regional entities)**

**Request for Funding and Technical Assistance**

**Appendix B:**

**Projected Project Travel**

Up to eight interdisciplinary MPO regional teams will receive travel assistance funding, not exceeding the total amount of **$8,645** per team ($1,729 per person for five-member teams; $1,440.83 per person for six-member teams; or $1,235 per person for seven-member teams). These funds will be awarded in February/March 2020 (anticipated) to assist selected teams with required travel to and from the multi-day action institute. This funding amount can be used to pay for the following:

* Round-trip airfare using the team-identified fiscal agency’s travel guidelines and procedures.
* Lodging at the hotel conference location (Courtyard Marriott Decatur (Atlanta), GA) for up to three nights for team members;
  + 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.
  + NACDD will make every effort to negotiate the room rate at the federal government rate, however, in some cases, the federal government rate cannot be negotiated. The negotiated conference/meeting rate will still be cheaper than non-negotiated market rates.
  + It is the responsibility of the applicant team to ensure that the applicant team’s fiscal agency understands this *at the time of application.*
* Meal and tips per diem using the approved federal government rate for the Atlanta, GA area (<http://www.gsa.gov/portal/category/100120)> for the dates of April 13 – 16, 2020.
* Ground transportation for use of personal vehicle for mileage (current federal government rate of $.545 per mile), airport parking, taxis, shuttles, or subways.

Since the funds will be awarded in the full sum amount of $8,645 in advance of the course in efforts to assist with making travel arrangements to attend the course, selected regional teams will be required to perform the respective travel arrangements for each team member. **The required state department of health (DOH) representative’s travel is included in the team’s lump sum amount of $8,645; regional teams will be expected to pay for the travel of the attending DOH team member using these funds**. NACDD will not be coordinating travel arrangements outside of assisting with hotel reservations once the hotel logistics are decided.

**NACDD will coordinate and pay for the travel of the additional eighth team member representing the state department of transportation (DOT) via a travel reimbursement process in accordance with NACDD’s travel reimbursement guidelines, should an applicant team include this representative on their applicant team.** Upon selection, this team member will work directly with the NACDD Project Lead to coordinate all travel processes.

On the RFA Application Form, each applicant team must indicate the appropriate fiscal agent for the team. NACDD will dispense the funds to the designated fiscal agent. **It is not required that the fiscal agent be the same agency as the MPO or the Team Lead** if it is more efficient to run the pass-through funds through another organization.

**The estimated action institute project travel is projected below. The daily start and end times listed below are tentative and could change slightly after the application process.**

* April 13, 2020:
  + All institute participants will arrive to the Courtyard Marriott hotel in Decatur (Atlanta), GA during the day in advance of the opening evening session (anticipated evening session timeframe is 4:00 p.m. – 7:00 p.m. ET) to kick off the 2020 action institute.
  + This date serves as Day 1 of the action institute and lodging night 1 at the Courtyard Marriott hotel.
* April 14, 2020:
  + This date serves as Day 2 of the action institute (anticipated schedule 8:30 a.m. – 4:00 p.m., with evening team homework activities).
  + This date serves as lodging night 2 at the Courtyard Marriott hotel.
* April 15, 2020:
  + This date serves as Day 3 of the action institute (anticipated schedule 8:30 a.m. – 4:00 p.m., with evening team homework activities).
  + This date serves as lodging night 3 at the Courtyard Marriott hotel.
* April 16, 2020:
  + This date serves as Day 4 of the action institute (anticipated schedule 8:30 a.m. – 3:00 p.m.).
  + Participants depart from Atlanta, GA to respective locations. Please note that departure flights should not be scheduled before 5:30 p.m. ET. Participants are expected to fully attend all course sessions.

**Airfare Tips:**

Teams should start looking at airfares to Atlanta Hartsfield-Jackson Airport (ATL airport code) as soon as they are notified of acceptance. Below are a few tips for getting reasonable rates:

1. Begin looking at airfares a few weeks in advance of booking.
2. Use a cross-airline service such as Kayak, Orbitz, Expedia, etc. to compare prices.
3. Airfares are usually best on a Tuesday, when the airlines announce sales. They rise through the rest of the week.
4. If an airfare seems unusually high, it might come down after a couple of weeks.
5. Book return flights for 5:30 p.m. or later April 16.

**Airport Transportation Tips:**

The Courtyard Marriott host hotel and conference location is located within walking distance of the Decatur MARTA station. The airport has a MARTA station located adjacent to it. Take any northbound train. We strongly recommend not renting a vehicle at the airport.