



Request for Applications (RFA)
Workplace Breastfeeding Support Project

RFA Released: **July 1, 2016**
 Deadline for Application Submissions: **August 1, 2016**
 Project Start Date: **August 15, 2016**

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For questions about the Breastfeeding Accommodation and Support RFA please contact

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OR

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Breastfeeding

Breastfeeding is recognized as the best source of nutrition for most infants, and strategies to support breastfeeding mothers and babies are some of the most effective measures to protect and promote the health of all infants.¹ Lack of accommodations to breastfeed or express milk at the workplace is a persistent barrier for women to initiate and continue to exclusively breastfeed. The Affordable Care Act (ACA) amended Section 7 of the Fair Labor Standards Act (FLSA) that requires employers to provide reasonable breaks for an employee to express breast milk for her nursing child for one year after the birth of the child.² In addition, employers are required to provide a place – other than a bathroom – that is shielded from view and free from intrusion from coworkers and the public for nursing mothers to express breast milk during the workday.³ These requirements, however, do not preempt state laws providing greater protection to employees. Employers with fewer than 50 employees are not subject to the FLSA break time requirement if compliance with the provision would impose an undue hardship.⁴ Some state maternal and child health (MCH) programs, state breastfeeding coalitions, and state departments of labor are collaborating to support employers with the implementation of the FLSA the requirements as well as recognizing businesses that accommodate lactating women.

ABOUT AMCHP

The Association of Maternal and Child Health Programs is a national resource, partner and advocate for state public health leaders and others working to improve the health of women, children, youth and families, including those with special health care needs.

AMCHP supports state maternal and child health programs and partners by helping states build successful programs through such efforts as providing capacity building and technical assistance, disseminating best practices, convening leaders to share experiences and ideas, and advising states about involving partners to reach our common goal of healthy children, healthy families, and healthy communities.

The AMCHP Workplace Breastfeeding Support Project

With support from the [W.K. Kellogg Foundation](#) (grant number P3025388), the Association of Maternal and Child Health Programs (AMCHP) has committed to partnering with state Title V programs (or organizations working in partnership with their state Title V program to promote breastfeeding initiation and duration) for a six-month technical assistance project that enables the state to complete one (or more) of the following activities around breastfeeding accommodation and support:

¹ United States. Department of Health and Human Services. Centers for Disease Control and Prevention. Strategies to Prevent Obesity and Other Chronic Diseases: The CDC Guide to Strategies to Support Breastfeeding Mothers and Babies. Atlanta: U.S. Department of Health and Human Services; 2013.

² United States. Department of Labor. Fact Sheet #73: Break Time for Nursing Mothers under the FLSA. Washington: August 2013. Web. 24 September 2013.

³ United States. Department of Labor. Fact Sheet #73: Break Time for Nursing Mothers under the FLSA. Washington: August 2013. Web. 24 September 2013.

⁴ United States. Department of Labor. Fact Sheet #73: Break Time for Nursing Mothers under the FLSA. Washington: August 2013. Web. 24 September 2013.

- Develop a model policy within your own organization, or for employers, on workplace breastfeeding accommodations that can be adapted and replicated.
- Create a lactation space in your own organization or support employers in creating a lactation space.
- Replicate best practices around workplace breastfeeding accommodation to increase breastfeeding rates.

Eligibility requirements

State MCH Programs or organizations working closely with their State Title V MCH Programs (i.e. statewide breastfeeding coalitions) are eligible to apply to participate in the AMCHP Workplace Breastfeeding Support Project. State teams can be composed of individuals from a single organization or multi-disciplinary.

Four state teams will be selected to participate in the project, which runs from August 2016-February 2017, and are expected to participate in the following activities:

- Action planning, budget development, and activity implementation for a \$15,000 mini-grant to develop a model policy on workplace breastfeeding accommodations, develop a lactation room, or replicate best practices around workplace breastfeeding accommodations to increase breastfeeding rates.
- Attend one virtual meeting to be held in October 2016.
- Participate in cross state peer-to-peer sharing via the virtual meeting, emails, and additional conference calls as needed.
- Document your processes and share best practices for future replication within other agencies, organizations, and businesses.

What can teams expect from AMCHP?

Teams can expect full support from AMCHP, including facilitation of the entire process from start to finish. AMCHP will offer the following specific support to teams:

- Technology (conference call lines and online meeting technology) for virtual technical assistance delivery.
- Support in facilitating peer-to-peer relationships.
- A \$15,000 mini-grant to fund breastfeeding accommodations and support activities. Grantees will be required to submit monthly line-item invoices by the 10th of each month through the duration of the project (September, 2016-February 2017). Grantees should also submit no more than 1-single spaced page project update with their monthly invoices. Funding will be released upon receipt of monthly invoices.
- A forum to network, share ideas and problem solve with colleagues nationwide working on breastfeeding support and accommodation in workplace settings.
- Information from national experts in the field of breastfeeding support and accommodation.

The *Workplace Breastfeeding Support Project* Tentative Timeline

The timeline below will assist with proposal development. The selected teams in partnership with AMCHP will develop a final timeline and work plan.

RFA Released	July 1, 2016
Applications Due	August 1, 2016 11:59 pm EST
Project Participants Announced	August 12, 2016
Project Start Date	August 15, 2016
Virtual Meeting	October, 2016 (TBD)
Project End Date	February 15, 2017

Application procedure

Submit all required application materials by email by **11:59 PM EST August 1, 2016 to Michelle Eglovitch at meglovitch@amchp.org**

- Applications need to address the Components I-VI (described below).
- The page limit for Components I-IV is **five single spaced pages**; Components V is a stand-alone document and will not be count as part of your page limit.
- To be eligible, applicants are required to complete and submit **all required pieces of the application**.
- Applications received after the deadline of 11:59 PM EST on **August 1, 2016**, will not be considered.

Please Note: You will receive notification of receipt of application no later than one week following submission. If you have not received a notification of receipt by **Tuesday, August 2, 2016**, please contact Michelle Eglovitch at meglovitch@amchp.org

APPLICATION COMPONENTS

I. CAPACITY

- **Current Commitment:** Include a description of current activities related to increasing the rates of breastfeeding initiation and duration in your state and specifically your work to date around workplace support and accommodation. If you are not a state Title V agency, please include information about how you work with your state Title V program to support breastfeeding promotion efforts.
- **Current Collaborations:** Identify and offer examples of existing or potential partnerships for workplace breastfeeding support and accommodation efforts.

II. EXPECTED BENEFITS

- **Added value:** Include specific ideas on the impact participation in the *Workplace Breastfeeding Support Project* will have for programs, partnerships, and collaborations in your state.
- **Mini-grant activities:** Please provide an initial proposal of how your program will use the \$15,000 mini-grant to fund activities related to workplace breastfeeding support and accommodation.

III. OBSTACLES

- **Barriers:** Identify challenges you may experience and how these obstacles will be mitigated by the convening organization and/or the overall project team. Please be specific, e.g., if time or money are barriers, discuss specifics about how they are barriers to this work.

IV. TEAM OPERATIONS PLAN

- **Roles and responsibilities:** Describe in a few paragraphs how your team will work together to complete the team requirements of the initiative. Address the rationale for the selection of team members, the distribution of work among team members, and the mechanisms such as where and how often the team will convene.

V. TEAM ROSTER

- Clearly identify a team roster, including your project co-leads. Co-leads will be the primary point of contact between AMCHP and the teams. Co-leads will also be responsible for on-time submission of

team action plans, progress reports, and any financial reports related to mini-grant. You may include up to seven members on your project team.

- Provide detailed contact information of each proposed project team member and their experience and expertise.
- Please use the template provided in Appendix A to submit your team roster.

APPLICATION CHECK LIST

Does your application have the following required pieces?

- I. **CAPACITY**
- II. **EXPECTED BENEFITS**
- III. **OBSTACLES**
- IV. **TEAM OPERATIONS PLAN**
- V. **TEAM ROSTER**

SELECTION PROCESS

Applications will be rated on a 100-point scale on the following evaluation criteria:

Capacity – 40 points

- ▶ Extent to which applicant identified a current commitment to breastfeeding promotion and workplace accommodation and support among MCH partners within the state.
- ▶ Extent to which applicant has demonstrated current collaborations and partnerships related to workplace breastfeeding support and accommodation.

Readiness- 40 points

- ▶ Extent to which applicant addresses the added value of participation in the *Workplace Breastfeeding Support Project*.
- ▶ Extent to which applicant describes utilization of \$15,000 mini-grant funding.
- ▶ Extent to which applicant identifies and offers effective ways to overcome barriers to participation in the *Workplace Breastfeeding Support Project*.
- ▶ Extent to which applicant describes a feasible, preliminary team operations plan.

Team roster-20 points

- ▶ Extent to which applicant includes all required information on various team members.

Appendix A: Team Roster Template

Name & Title	Contact Information	Relevant Experience/Expertise
<u>Co-lead</u> 1.	Agency: Address: Email: Phone:	
<u>Co-lead</u> 2.	Agency: Address: Email: Phone:	
3.	Agency: Address: Email: Phone:	
4.	Agency: Address: Email: Phone:	
5.	Agency: Address: Email: Phone:	
6.	Agency: Address: Email: Phone:	
7.	Agency: Address: Email: Phone:	