



REQUEST FOR LETTERS OF INTENT

Background: The [Building Healthy Families \(BHF\)](#) program, developed for families in rural areas and small towns, provides opportunities for community-based implementation teams to deliver a healthy weight program to families. BHF Resources is a user-friendly electronic package of training and program materials. Healthcare, community, or public health organizations in small towns and rural regions can use the resources to implement BHF in their own communities. The letter of intent is the first step, in a **two-step process** to identify communities prepared to deliver BHF. The second step will include the completion of a 1000-word (approximately 2 pages) response to questions related to community priorities and program delivery factors.

Building Healthy Families (BHF):

BHF has three research-tested program components:

1. Simple nutrition education sessions to help families eat more healthfully.
2. Fun physical activity promotion for the whole family.
3. Support to help families set goals to follow-through on eating and activity plans.

Education Sessions:

1. 12 weekly face to face family education sessions.
2. 4 education sessions to keep families from falling back into old habits after the 12-week program.
3. A final refresher session between 6 months and 1 year followed by a final follow-up check-in session a year after the families begin the program.

What is special about BHF?

- Designed for small towns and rural communities where services for families are spread across a number of community organizations.
- It works! BHF reduced childhood obesity in participating families, as well, or better than programs tested in research studies.
- Packaged as a 'turn-key, electronic box' with everything a community needs to be trained on the program, work with community partners to engage families, and deliver the program (including program materials).
- Includes a secure evaluation portal for program outcomes that meets clinical privacy standards.
- Designed to be easy to try out and determine the best way to deliver the program in your community.

Our Goal: Our goal is to identify communities that are interested in delivering BHF and provide those communities with the resources necessary for program implementation.

Community Partners

To deliver the program communities will identify an organization that can lead the efforts to recruit families to the program and an organization that will deliver BHF. Communities can identify one organization who can fill both roles or have multiple organizational partners. If there are more than two community organizations, please add to the template below to include those additional organizations.

Process

1. Completion of Letter of Intent (LOI) Template (see below).
2. Submission of the LOI Template to BHF Project Coordination team at bhf@nebraska.edu
3. The project lead and at least 2 members from each organization listed on the LOI Template must complete a pre-application survey 7 days after submitting the LOI Template. Our team will send a link to this survey once we receive your completed LOI Template.
4. Communities that complete the LOI Template and all necessary pre-application surveys will be asked to complete a 1000-word narrative (approximately 2 pages) on community priorities and plans to implement BHF.

Letter of Intent Template:

1. Name of community: _____
2. Name of person who will lead the project: _____
 - a Affiliation: _____
 - b Email address: _____
 - c _____ Telephone _____ number: _____
 - d Organization street address: _____
3. Organization responsible to lead the recruitment of families: _____
 - a Name of decision maker: _____
 - b Email address: _____
 - c Telephone number: _____
 - d Organization street address: _____
 - a. Name of potential recruitment coordinator: _____
 - b. Email address: _____
 - c. Telephone number: _____
4. Organization responsible to oversee the delivery of Building Healthy Families: _____
 - a Name of decision maker: _____
 - b Email address: _____
 - c Telephone number: _____
 - d Organization street address: _____
 - d. Name of potential program coordinator: _____
 - e. Email address: _____
 - f. Telephone number: _____

Add additional organizations as needed. Be sure to include the information for a decision-maker and implementer (recruitment or program delivery) for each additional organization