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## Walk With Ease (WWE) Expansion Mini-Grants Request For Applications (RFA)

### Frequently Asked Questions (FAQ)

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#### **Where I can access information about the RFA?**

Information about the RFA as well as the webinar and webinar slides can be found at:

<http://oaaction.unc.edu/walk-with-ease-rfa/>. The webinar will also be posted on the OAAA [YouTube channel](#).

#### **Can we only apply if we have an existing evidence-based program already?**

The purpose of this grant initiative, funded by the Centers for Disease Control and Prevention's (CDC), is to build and embed systems of delivery of the evidence-based WWE program. Applicants who have a track record of implementing evidence-based programs are at a much greater advantage to demonstrate their capacity to collaborate with partners to support programming, conduct successful marketing and recruitment, maintain fidelity and quality assurance protocols and collect and secure program data. Because of the very short (one-year) timeframe for the grant, and because of the goal of reaching a minimum of 150 participants, it is imperative that applicants are able to "get up and running" quickly. For all of these reasons, we are primarily looking for entities with experience in implementing evidence-based programs; however, those that do not have such experience have the opportunity to make a strong case to the reviewers why and how they will be ready to offer this type of programming.

#### **Can we translate the WWE workbook into different Asian languages?**

This mini-grant initiative is part of the OAAA's grant from the Centers for Disease Control and Prevention's (CDC) Arthritis Program. It is a stipulation of the CDC that we only fund those evidence-based programs that they have approved. While WWE in English is one of the CDC-approved programs, translating the workbook to other languages would have to be tested to determine if that translation also shows evidence of benefits. We commend the interest in this effort but, for this initiative, cannot fund a project that would entail the translation of the workbook.

#### **The minimum person number of 150 - is it for the year-long program or first 6 weeks?**

The minimum number of participants is 150 for the duration of the project year. It is recommended that each workshop reach 12-15 participants. If more than 15 participants take part in a workshop, then it is recommended that 2 certified WWE Instructors lead the class. This is a safety precaution.

#### **Can we use funding to cover instructor fees? Can instructors be paid through grant funding or is all instructor time for the class volunteer?**

Funding may not cover instructor fees. Part of this initiative is to build sustainable models of program delivery beyond the timeframe of the mini-grant funding. Paying instructors with other resources besides

the mini-grant is a sign of the applicant's ability to sustain programming beyond the one-year timeframe of the mini-grant. We have seen models of delivery where volunteers are trained as WWE Instructors and have also seen paid staff or contractors who are Instructors. You may find that one option works best for your organization, or a combination of both volunteer and staff.

### **Do brisk walk or light jog count? Can participants in the self-directed program use a treadmill?**

The Workbook and Leader's Manual both discuss the amount and intensity of walking that needs to be tailored to individual needs. This program stresses learning to walk safely and comfortably, and at one's own ability. Yes, participants in the self-directed program can use a treadmill.

### **I am looking at the website with the WWE program information. I don't feel I am getting a good idea of what participants can expect to experience in a WWE class. What does that class look like? Is it conducted in a group exercise studio setting? Do they do activities besides walking?**

For information about Walk With Ease classes and what activities they include, you can view our Walk With Ease Class Zero Video <https://www.youtube.com/watch?v=XYu7PFIZXYQ>

- What does a WWE class look like? ⇒ There are 4 parts to the instructor-led group workshop: ① Welcome, lecturette (i.e., mini lecture related to walking with comfort and safety), and group discussion; ② Warm up stretches; ③ Group walk (outside if the weather and surroundings permit); ④ Cool-down stretches and conclusion.
- Is the class conducted in a group exercise studio setting? ⇒ Class parts 1, 2 & 4 above are usually conducted in a large room with space to move (during stretching) and chairs for participants.
- Are there activities besides walking? ⇒ Lecturette, group discussion and stretching

### **From your successes so far, is there a particular ratio of instructors that best fit meeting the need for over 150 participants?**

The recommended group size for the instructor-led class is one instructor for 12-15 participants. Some organizations have accepted as many as 25 participants in a class, but have added an additional leader to help manage the class and, more particularly, the walking segment, to help ensure the safety of participants.

### **Do participants have to have arthritis?**

The focus of this mini-grant is people with arthritis and primarily with osteoarthritis. The Workbook is specifically designed for people with arthritis. It includes content that focuses on arthritis, symptom management and learning to walk safely and comfortably. Therefore, the vast majority of participants to be reached in this mini-grant should have arthritis. It is possible, however, that some of the people with arthritis who wish to enroll will do so with a "buddy" who may or may not also have arthritis. It is okay to enroll that individual as well, but people without arthritis should constitute a small minority of your participant population.

### **Do the buddies count in the 150?**

Yes, buddies can be counted in the 150, but they should constitute only a small minority of your participant population.

### **Can grantees charge for grant funded programs?**

Yes, it is permissible to charge participants for this program.

**Can we pay the instructor administration time to track and submit data? I know the grant money is not to be used to pay the instructor for their time in providing the program, however, I am interested in finding out if the administration portion of the grant money can be used to pay for their time in completing the paperwork as well as tracking and submitting data.**

Yes, paying for individuals – instructors or others – to do data collection and data entry is an allowable administrative expense.

**Does the minimum 150 participants mean "Enrolled & Active" or must it be "Completed All Sessions?" What are the requirements of a participant to complete the program?**

We are looking for enrollment of 150 participants and, ideally, to see as many of the enrollees complete the program as possible. On average in evidence-based programs, about 75% of enrollees complete the program. Attending a minimum of 2/3 of the WWE 18 sessions is considered by the Arthritis Foundation to be a program completion. It will be important as part of “lessons learned” for grantees to track any attrition to determine what is contributing to it (e.g., participant health or family issues, issues with the group dynamics, issues with the leader.)

**Is there any guidance on what percentage of interested participants end up wanting to do the self-directed version?**

No, we have no guidance on that particular percentage. This may be an interesting “lessons learned” to track.

**If we are offering the instructor led program for the grant and opt to offer the independent led (self-directed) program as well, do those participants in the independent led program count towards the 150?**

Yes, participants in both the instructor-led group class as well as those who enroll as self-directed count towards the 150.

**Is it ok if they start the Instructor-led but complete/continue self-directed? As far as the Grant, we can count them?**

Yes, it is okay if an individual starts the Instructor-led class format but continues/completes the program as self-directed. You would count that participant as self-directed and not instructor-led.

**How does the self-directed program work? Is it using your website?**

All participants receive the Walk With Ease workbook. There is a chart with instructions and a schedule in the first chapter about how a self-directed participant can do the program on his/her own. There are materials from the workbook that are online, but the program itself that we are funding is not online. To help support all participants, there are resources such as online assessment tools, tracking of walking minutes, etc. on the Arthritis Foundation’s website: <http://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/>. Self-directed participants may walk on a treadmill.

**Does the RFA describe Outcomes?**

The measureable outcomes that need to be described in applications are:

- numbers of participants

- number of leaders
- number of classes

On the baseline participant information and post-program evaluation forms, there are additional measures that we will be tracking focused on changes in walking, health, and arthritis symptoms.

### **How do you know if someone completes the self-directed program?**

It is a stipulation of the mini-grant to conduct data collection at the beginning of the program and again at the end of the six weeks. This includes the post-program evaluation that will need to be distributed to all participants including the self-directed individuals.

### **Is there communication between leader and participant to monitor progress during the program?**

For the instructor-led class, the leader “monitors” progress each session by engaging participants in a discussion of the progress and challenges they are experiencing. There is no requirement for leaders or program coordinators to monitor self-directed participants; however, this may be a strategy you wish to employ to help encourage program completion.

### **Can our staff participate?**

Staff are welcome to be trained as program leaders or to enroll as program participants.

### **What happens if there is cold, rainy, or inclement weather? If the grant begins in January, and we want to walk outside, but January through March our walking path is under snow here in Michigan. Is it ok for our program to begin later in the year and end in October or November?**

Both the workbook and the instructor’s manual provide suggestions about selecting places to walk, including indoor options during inclement weather. The cycle for this mini-grant is January through December. We expect that it may take a month or more to recruit leaders, get them trained in both WWE and CPR, arrange for program sites, and conduct advertising/marketing. So, January and February may be oriented primarily to these logistics with program delivery not beginning until mid/late February or early March. This timeline, may at least in part, offset the weather issue. Remember, the goal is to reach at least 150 participants, so plan the rollout of program delivery to meet that target within the allotted timeframe. It may be that some programs are held concurrently in the better months.

### **Can WWE be implemented by a small business? Is the RFA open to any entity or to only the State AgrAbility Projects?**

The RFA is open to employing entities, including community organizations, state/local/tribal health departments, 501(c)(3) nonprofit organizations, professional organizations, colleges, universities, and private corporations.

### **Are the books used as a lending library or are we required to give each participant a book for themselves?**

The workbooks were designed to be written in; they contain self-assessment tools, action plans, and diaries. The workbooks were also designed to be used as an ongoing reference for symptom management and as a reminder of how to do the stretching and strengthening exercises. As a result, many participants want to have their own workbooks to keep as a reference guide. The workbook tools, as well as videos of the exercises are available online at the Arthritis Foundation; hence, it is possible for participants who have

computers to use the online resources in lieu of the workbook tools, and you could photocopy the tools for those participants who do not have computers. It is your choice how you handle the workbooks, but consider the participant needs.