

Request for Proposal Comprehensive Cancer Control Plans Implementation In Appalachian Communities Program

Replicating the Appalachian Cancer Control Forum

GENERAL STATEMENT OF PURPOSE

In 2007 the Centers for Disease Control and Prevention (CDC) and the Appalachian Regional Commission (ARC) entered into an Interagency Agreement to support the Comprehensive Cancer Control Plans Implementation in Appalachian Communities Program. The program is managed by East Tennessee State University (ETSU). An Appalachian multi-state Advisory Board was developed to guide the project, and the Community Cancer Control in Appalachia Forum was held in October 2007. This Forum provides a blueprint to successfully engage Comprehensive Cancer Control Coalitions (CCCCs) and rural Appalachian communities. The Forum resulted in exchange of information and identification of potential opportunities for cooperation between the state and local levels.

This Request for Proposal (RFP) will provide resources for state CCCCs to conduct forums in the Appalachian regions of their states. Agendas for state-specific forums are expected to replicate successful elements of the regional Forum while addressing the unique needs of its state (*agenda elements listed below*).

The intent of this RFP is to provide funding support that will:

- Encourage statewide coalitions to identify local communities and organizations with interest and experience in local implementation of cancer control activities;
- Conduct a forum in the state's Appalachian region replicating successful elements from the October 2007 regional Forum that promoted information sharing and collaboration with local Appalachian local communities about cancer issues; and
- Promote visibility for and engender commitment to state cancer plans in the Appalachian regions of states.

Potential applicants and Eligibility Criteria

- State CCCCs as recognized by the CDC
- Regional coalitions of State CCCCs as recognized by the CDC are eligible with support from the statewide CCCC
- Statewide or Appalachian cancer partner organizations that submit application on behalf of state CCCC for the project

Key Dates

Forums must take place before June 30, 2010. *If you wish for a later date, please contact ETSU Staff for consultation about whether this will be permitted.*

This RFP was first distributed in May 2008, and inquiries will continue to be entertained until all funds have been distributed. **PROPOSALS MUST BE ELECTRONICALLY RECEIVED.** Paper copies of proposals, including original signature pages must be received via US Postal Service to the address listed on the submission page before proposals will be considered (*see Submission Instructions*). ***We are now accepting proposals on a First-come, First-served Basis, until we have allocated all funds.***

Funding Information

- Up to \$5,000 will be awarded to each of ten successful applicants (*to date, 7 awards have been distributed for 8 Forums*).
- This is a cost reimbursement contract. Documentation of paid expenses will be required with an invoice upon completion of project. *Funds must be expended by June 30, 2010*. Reimbursement will occur with one or two invoices.
- Funds may be used for *reasonable* meeting expenses, including space, meals, and lodging; preparation of a report that describes cancer incidence and mortality data for the Appalachian region of a state including state and national comparisons; travel for speakers; and cost of producing a written report on the process and findings of forum. *If your proposal is approved, the budget contained therein is approved. Spending outside of that budget must be pre-approved in order to be reimbursable.*
- Funds may not be used for honoraria, salaries, or any form of payment-for-time.
- Matching funds are not required.

FORMAT OF SUBMISSION

Applicants must submit a cover letter with each proposal that outlines the plan in a nutshell. You must include the following statement in your letter: “We are aware that participation in mini-grant projects and events supported with resources from the Appalachian Regional Commission and Centers for Disease Control and Prevention’s “Comprehensive Cancer Control Plans Implementation in Appalachian Communities Program” may result in sharing new generalizable knowledge about Appalachian cancer with others.”

All proposals must use the following headings and order, and must be 12 point Arial font (or similar), single spaced, with one-inch margins on 8½ x 11” pages.

A. Cover Sheet (up to 2 pages)

- Title of Proposal
- Primary Applicant (CCCC or partnering organization that will be primarily responsible for this proposal)
- Contact Information
- Identify Project Director, Administrative Contact, Financial Contact, and Authorized Official for contracting purposes.
- Identify key partners and list contact information.

B. Plan for Forum (up to 5 pages)

- Description of applicant and partners
 - Identify the CDC supported state cancer control programs (Cancer Registry, CCCC and Breast and Cervical Cancer Programs) and explain how they will be involved in the proposed Forum
 - List *and describe* programs/organizations from Appalachian region committed to co-sponsor or attend the Forum including affiliates of national cancer partners (Cancer Information Service, American Cancer Society, Komen and Lance Armstrong foundations, etc.).
- Project Plan
 - Describe the process used to identify and involve “best practices” in cancer control operating in the state’s Appalachian region (*NOTE: “best practices”*

refers to programs and activities that use previous evidence and research as part of planning, provide generalizable recommendations on how to design cancer health programs, or use standards derived from expert recommendations including community experts). **You may contact program staff for suggestions of how to identify best practices, or to see a list of best practices from previous Forums.**

- Profile the history of involvement of state CCCC in the state's Appalachian region
 - Describe past and current CCCC activities conducted in the state's Appalachian region. Indicate if no activities have occurred.
 - Identify if special places or populations are included in state cancer plans; identify if Appalachia is defined as a special place or population in the state cancer plan.
 - Identify how the CCCC communicates with local communities to learn about the state coalition and cancer plan and to engage in coalition activities
 - Provide list of current CCCC membership including those from the Appalachian region of the state
- Forum Agenda, **including each of the following key elements:**
 - Regional speaker to identify why cancer may be different in the Appalachian region
 - Presentation of Appalachian regional cancer incidence and mortality data for all cancers and multiple types of cancer
 - Presentation of background on CCCC and state cancer plans
 - Panel of Appalachian regional best practices
 - Identify regional cancer resource challenges and opportunities and how collaboration of CCCC and local communities could to address regional cancer challenges
 - Complete Give-Get Grid as planning tool to identify potential advantages to collaboration (see C. below)
 - **Additional elements may be included that address the specific needs of a state or region.**

*****If your agenda does not clearly identify these elements by the topics/headings listed, please help us out by identifying them in parentheses.***

**Funded proposals will be provided with copies of evaluation form and pre/post attitude survey before event, and will receive copies and summary of responses/results. Surveys take 3-5 minutes for group to complete, and previous funded events have found that a simple incentive helps ensure participant responses. Results will be compiled and shared with applicant.*

Please keep this in mind when developing your agenda – past recipients suggested that we make you very aware of this expectation.

- Statement describing how the Forum and its outcomes will become part of CCCC and state cancer plan.
- Budget (including details and justification) and Timeline
 - *Identify any additional funding in the budget details*

C. Anticipated Outcomes: Fill in the Give-Get Grid (1 page)

Table of contributions and benefits to conducting the Forum

	CCCC and state cancer programs	Appalachian communities and organizations
Give's = Committed contributions	<i>What the CCCC will be "giving" to make this proposal work</i>	<i>What the communities will be "giving" to make this proposal work</i>
Get's = Expected benefits	<i>What the CCCC will be "getting" from this partnership</i>	<i>What the communities will be "getting" from this partnership</i>

Use the Give-Get Grid to document proposal planning by identifying expected contributions and benefits of engaging in the forum.

D. Appendix

- Letters of commitment and/or signature pages **from each applicant and listed partners** (including state programs, national cancer partners [American Cancer Society, Komen Foundation, etc.], regional cancer centers, and local cancer control programs)
- Signature Page from Primary Applicant (see website to download form)
- **Substitute W-9 form for the Applicant Organization (found at <http://www.etsu.edu/kellogg/Cancer/RFPs/Substitute W-9 Form.doc>).**
- Other information considered important to the application

SUBMISSION INSTRUCTIONS

All submissions must be made electronically through the ETSU Office of Rural and Community Health and Community Partnerships website (<http://www.etsu.edu/kellogg/Cancer/dropbox.htm>). Paper copies of proposal and original signature pages must be sent to address listed on the website.

Call or email Jill Bumpus with questions concerning submission at bumpus@etsu.edu, or 423-439-4093.

Since email/the internet can be unreliable, it is the responsibility of the applicant to confirm that the proposal was received.

REVIEW PROCESS

- Proposals will be reviewed by a committee. **Proposals that do not follow the application guidelines cannot be approved.**
- Successful applicants will be notified by e-mail and mail as they are selected.
- Applications will be reviewed using the following criteria:
 - Quality and completeness of the plan for the Forum
 - Participation of state CCCC in Forum
- Preference will be given to applications that propose a planned relationship that includes:
 - State and regional affiliates of national cancer partners
 - Local and state elected officials
 - A CDC representative
 - A member of the Advisory Board (see <http://www.etsu.edu/kellogg/Cancer/AdviseBoard.doc>) for list of Advisory

Board members. *Note that travel expenses for any Advisory Board participation will be allocated from a separate budget.*

- All successful applicants are required to submit invoices for payment to ETSU that clearly document project related expenses incurred.

REPORTING REQUIREMENTS FOR SUCCESSFUL APPLICANTS

Successful applicants that are expected to participate in overall program evaluation activities and complete a final report (*the detailed guidance for Final Reports will be included with the contract paperwork*). For your information, here is what we'll expect from you (in addition to planning and conducting the Forum):

1. Participate in a pre- and post- program survey with ETSU Staff
2. Distribute and collect evaluation questionnaires at forum
3. Submit copies of all media coverage (news articles) about forum
4. Write final report that discusses the process and the products of the forum project

FURTHER INFORMATION

- Potential applicants are encouraged to visit the Office of Rural and Community Health and Community Partnerships website (<http://www.etsu.edu/kellogg/Cancer/RFP.htm>) for information updates regarding this and other RFPs. Information, including Frequently Asked Questions, will be added to the website throughout the process.
- The information gathered in this project is intended to be used by state CCCCs, the CDC, the ARC, and ETSU to improve partnerships and communication.
- Participants should be aware that the grantor will provide a few simple measures to be completed before, during, and after the Forum. Contact the Grant Coordinator for more details.
- Participants are expected to present findings to their state CCCCs, and may be requested to present findings at additional meetings. Participants are encouraged to present and report their findings in appropriate situations.
- Be aware that participation in mini-grant projects and events supported with resources from the Appalachian Regional Commission and Centers for Disease Control and Prevention's "Comprehensive Cancer Control Plans Implementation in Appalachian Communities Program" may result in sharing new generalizable knowledge about Appalachian cancer with others.

Contact Information

If you have questions about this RFP, the process, or submission, please contact:

Office of Rural and Community Health and Community Partnerships

<http://www.etsu.edu/kellogg>

Bruce Behringer

Assistant Vice President

(423) 439-7809

behringe@etsu.edu

Jill Bumpus

Grant Coordinator

(423) 439-4093

bumpus@etsu.edu