

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

Conducting Regional Roundtable Discussions to Understand Cancer Differences between Bordering Counties and Regions

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). A 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. One important component of the Forum was presentation of cancer incidence and mortality data using maps to illustrate regional and county differences.

The purpose of this Request for Proposals (RFP) is to support community-based regional roundtable discussions that promote collaborative thinking between bordering counties or regions about differences in cancer rates. Roundtables will present cancer data and discuss differences between counties or multi-county areas to explore similarities and differences in cancer rates, cancer control activities, resources and environmental issues. The roundtables will engage regional stakeholders in identifying issues and challenges, discussing priorities, and recruiting new members and partners to the local implementation process of cancer control activities. Through the required involvement of CCCCs in the regional roundtables, increased support and commitment to state cancer control activities in Appalachian communities is expected. To see data, please visit: (<http://www.etsu.edu/kellogg/Cancer/FAQ.htm>).

This RFP will provide funding to local organizations and state CCCCs to:

- Support one or multiple community-based regional roundtable discussion(s) to explore differences and inequalities in regional cancer rates (new cases and/or mortality rates for all cancers or specific cancers) and the possible causes of cancer.
- Allow communities to share information, develop ideas, and consider actions that may reduce the regional differences.
- Encourage greater communication between state CCCCs and the Appalachian regions of their states, as well as between and among groups in communities.

Potential Applicants and Eligibility Criteria

- Applications *must* represent a commitment to a combined sponsorship of Appalachian community-based regional roundtable discussions that include:
 - o Appalachian community organizations such as health departments, health providers, regional development districts, local governments, regional cancer centers, affiliates of national cancer partners, community cancer organizations or other organizations concerned about cancer; and
 - o State CCCCs or regional coalitions of State CCCCs as recognized by the CDC with support from the statewide CCCC.

- Applications **must** represent partnerships of organizations **within** the Appalachian region that can demonstrate inequalities in general cancer rates or rates of all or specific types of cancer. Applications must cite evidence of these differences in local cancer rates. Maps and other information are provided for review and use by interested applicants available at http://www.etsu.edu/kellogg/cancer/forum_report/part_2.pdf

Key Dates

Roundtables must take place before June 30, 2010. *If you are interested but do not feel you can complete the project by June 30, 2010, please contact ETSU staff to discuss the possibility of an extension.*

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 \$2,500 will be awarded to ten applications (*to date, 7 awards have been made for 18 roundtables*).
- 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, unless an extension is granted in writing in the contract.* Reimbursement will occur with one or two invoices.
- Funds may be used for roundtable discussion expenses including meeting space, meals and lodging, production of meeting materials, travel, and distribution of invitations as well as information resulting from the meeting. *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 expenses or other personnel expenses
- 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 (2 pages)

- Title of Proposal
- Primary Applicant (who 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 who will take an active role in developing this project and list contact information (*attach commitment letters and/or signature pages in appendix*)
- List of counties/states to be involved

B. Plan for Discussion Roundtable (up to 5 pages)

- **Description of applicant and partners**
 - Identify the organizations that will participate in the roundtable discussions.
 - Describe the process used to identify areas (multi-county) within the Appalachian region that have identifiable differences in cancer rates.
 - Describe how organizations from bordering counties were identified, Note, the geographic area for discussion may extend beyond state boundaries to include multi-state regions.
- **History of participation and involvement in CCCC activities**
 - Describe past and current cancer control activities conducted in Appalachian communities involved in the application. Identify any state cancer control coalition activities sponsored in the selected region.
 - Identify special places or populations that are identified in state cancer plans (*is Appalachia defined as a special place/population in the state cancer plan?*)
 - Describe if this application represents a continuing partnership or new relationship between Appalachian community organizations and CDC supported state cancer control programs (Cancer Registry, CCCC and Breast and Cervical Cancer Programs) or regional CCCC coalitions.
- **Cancer data that will be used to promote discussion**
 - Identify data (cancer risk, incidence [new cases], or mortality [deaths]) that will be used in roundtable discussions (***Either refer to website where data is found, or attach data in appendix***)
 - Identify the counties in the area to be involved in the roundtable discussion
 - Note whether data is for all cancers or a specific type of cancer
- **Proposed format for roundtable discussion**
 - Include agenda for the roundtable discussion meeting(s). If multiple meetings are proposed, describe your proposed process for the multiple meetings.
 - Describe your plan to present and discuss cancer data.
 - *Additional agenda items which help facilitate discussion about regional differences in cancer rates may be added.*
 - List location of roundtable(s) (*note, roundtable must occur in region with documented differences*)
 - Identify invitees to the roundtable activities. Note which invitees have confirmed their attendance.

*****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 aware of this expectation.***

- **Anticipated outcomes of discussions**
 - Describe how the dialogue between bordering counties/regions is expected to promote county or regional community cancer control efforts.
 - Describe how the roundtable process and its findings will become part of the state(s)' CCCC plan and activities

C. Budget (including details and justification) and timeline (1 page)

**Identify any additional funding in budget details.*

D. List of contributions and expected benefits (1 page)

- What will Appalachian communities and organizations contribute to this process?
- How will Appalachian communities and organizations benefit from this process?
- What will the state CCCC and other national partners contribute to this process?
- How will the state CCCC and other state/national partners benefit from this process?

E. Appendix

Substitute W-9 from primary applicant - *can be found at*

[http://www.etsu.edu/kellogg/Cancer/RFPs/Substitute W-9 Form.doc](http://www.etsu.edu/kellogg/Cancer/RFPs/Substitute%20W-9%20Form.doc)

- Append Letters of Commitment and/or Signature Pages **from each applicant and other partners**
- Complete Signature Page for applicant (see website to download form).
- Data that identifies differences in cancer rates (**or list website where data can be found**)
- Other information considered important to the application

SUBMISSION INSTRUCTIONS

Each community or regional applicant may submit one proposal. *State CCCCs are expected to be involved in each application within its state.*

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 reviewed.
- Applicants will be notified by e-mail and mail as they are selected.
- Applications will be reviewed using the following criteria:
 - Quality & completeness of the plan for the Roundtable (per requirements listed above)
 - Participation of State CCCC in Roundtable

- Preference will be given to proposals that include:
 - Partnerships that include Distressed Counties designated by the Appalachian Regional Commission.
 - Multiple state and regional cancer partners (ACS, Komen Foundation, etc.).
 - Involvement of a member of Advisory Board (See <http://www.etsu.edu/kellogg/Cancer/AdviseBoard.doc> for list of advisory board members/note: travel expenses for Advisory Board will be covered by a separate budget)
- All successful applicants are required to submit 1 or 2 invoices for reimbursement to ETSU that clearly document project related expenses incurred.

REPORTING REQUIREMENTS OF 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 Roundtable):

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

FURTHER INFORMATION

- Potential applicants are encouraged to visit the ETSU Office of Rural and Community Health and Community Partnerships website (<http://www.etsu.edu/kellogg/cancer.RFP.htm>) for updates, including Frequently Asked Questions **and updated RFPs**.
- The information gathered in this project will be used by state CCCCs, the CDC, the ARC, and ETSU to enhance communication between CCCC and Appalachian counties and promote additional cancer control activities in Appalachian counties.
- Participants should be aware that the grantor will provide a few simple measures to be completed before, during, and after the Roundtable. Also, the grantor intends to send a representative to observe event, and he/she will be available to speak about the partnership at your event. Contact the Grant Coordinator for more details.
- Participants are expected to commit to sharing their results with state, regional and national cancer control organizations. Participants are encouraged to present and publish their findings in appropriate situations.

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>

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