

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

Appalachian Cancer Roundtables to Discuss Differences in Cancer Death Rates between Contiguous (or Bordering) Counties

GENERAL STATEMENT OF PURPOSE

An Interagency Agreement between the Centers for Disease Control and Prevention (CDC) and the Appalachian Regional Commission (ARC) supports the Implementing Cancer Control Programs in Appalachia Program to identify ways that Appalachian communities and their state Comprehensive Cancer Control (CCC) programs and coalitions can promote more engagement in cancer control activities as part of state cancer plans. In 2008-9, mini-grants awarded through East Tennessee State University (ETSU) funded roundtable events at which CCC and Appalachian community participants identified local cancer issues, shared perceptions of causes of cancer and community beliefs, and identified regional realities of availability of resources and use of cancer care.

Local data, including mapped displays of county and regional cancer rates, proved useful to generate understanding about the burden of cancer by place. Maps are particularly useful to identify significant differences in cancer risk, new cases and death rates by place between contiguous counties, and, when displayed, between bordering counties across state lines. CDC produces such maps on State Cancer Profiles web site (<http://statecancerprofiles.cancer.gov/>).

ETSU is announcing a final round of funding for roundtables designed to bring together CCCs with targeted contiguous Appalachian communities with identified higher and lower cancer mortality rates. The intent of the roundtables is to use the mapped data to explore (1) why differences in bordering counties exist, (2) whether differences in cancer control resources between counties play a role in cancer death rates, and (3) identify other factors seen by communities that may influence differences.

Eleven groupings of contiguous counties in single states and four additional groupings of counties which span state boundaries have been identified (see Appendix). The counties have cancer death rates that vary widely. We are seeking CCC programs and coalitions to explore these differences with their Appalachian communities using the Roundtable approach.

This Request for Proposals (RFP) will support the reimbursable costs of community-based regional roundtable discussions. In addition to addressing the questions noted above, the roundtables are designed to demonstrate a methodology that leads to mutual assessment and understanding of cancer rates, cancer resources, and potential approaches to increase local implementation of state cancer control plans in Appalachian regions.

Roundtables will be required to include a presentation of the most recent counties' burden of cancer data including risk statistics (from state BRFSS data and other special studies), new cancer cases and mortality rates (from state cancer registry). The roundtables will use a group process to identify community perceptions of cancer control activities, availability of

cancer control and care resources, and presence of related issues like local environmental factors. The roundtable agenda will also include a discussion of the state cancer plans and availability of coalition assistance and resources for local implementation of cancer control activities in Appalachian counties.

Eight mini-grants of up to \$2,500 per award will be funded to state CCCs or to local Appalachian community organizations involved in cancer control. Evidence of collaboration between state and local entities is required in the planning, conduct and final reporting of the roundtables.

Potential Applicants and Eligibility Criteria

- Applicants must focus agenda and conduct roundtables in county groupings identified in the Appendix. Additional Appalachian counties may be involved if justified in application. For a list of designated Appalachian counties in states, see <http://www.arc.gov/counties>.
- Appalachian community organizations, including regional development districts, that are located in or serve the counties noted in the Appendix.
- State CCC programs or coalitions or their affiliated sub-state coalitions recognized by the CDC.
- All applications must include letters of support and commitment to participate from the state(s)' CCC and community organizations. If more than one state is involved, letters are required from partners in both states.

Key Dates

Applications will be made available June 1, 2010. Applications will be reviewed within 30 days of submission. Applications will be accepted and reviewed until all funds have been distributed.

Roundtables must take place within six months of receipt of the grant award.

Funding Information

- **This is a cost reimbursement contract.** Documentation of paid expenses will be required with an invoice upon completion of project. Reimbursement will occur with one or two invoices. Funds must be expended within nine months of date of award unless an extension is granted in writing in the contract.
- Funds may be used for roundtable discussion expenses including meeting space, meals and lodging, meeting materials, travel, and distribution of invitations. Funds may not be used for honoraria expenses but may be used to support costs of generating a report of findings.
- 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.
- Matching funds are not required.

FORMAT OF SUBMISSION

All proposals must be electronically submitted. Scanned signatures are deemed acceptable and represent legal authorization for submissions.

Applicants must submit a transmittal cover letter with the proposal that identifies the bordering county groups and the partnering organizations to be involved. Additionally, all transmittal letters must include the *following statement*:

“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 general 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. Plan for Roundtable (up to 2 pages)

- **Title of Proposal**
- **Description of applicant and partners**
 - List the organizations that are committed to participate in the roundtable discussion.
 - Describe how organizations from identified contiguous and/or bordering counties were identified.
- **History of participation and involvement in CCC Coalition activities.**

Describe any past or existing relationships between Appalachian community organizations and CDC supported cancer programs (Cancer Registry, Comprehensive Cancer Control, and Breast and Cervical Cancer Programs).

 - Identify previous involvement of CCC coalition in counties and membership from counties in coalition.
- **Proposed format for roundtable discussion**
 - Identify the grouping of counties (see Appendix) to be involved in the roundtable
 - Identify proposed date and location of the Roundtable.
 - Date must be scheduled within 180 days of the date of grant submission.
 - Location must be in one of the Appalachian counties in the identified group.
 - Describe proposed preplanning activities among CCC and community partners.
 - Identify invitees to the roundtable and recruitment methods.
 - Your agenda must include the following items:
 - Present cancer risk, incidence and mortality data for counties with state(s) and national comparisons
 - Facilitate discussion of factors seen to contribute to differences in cancer mortality rates among counties in grouping
 - Identify differences among counties in availability and access to services and resources along the continuum of cancer care
 - Present state cancer plan and background of state CCC
 - Discuss and generate list of how increased interaction among counties and state CCC program and coalition can help address identified issues.

B. Budget and timeline (1 page)

- Provide line item budget that adheres to above-referenced funding information.

C. Appendix (3 pages minimum + 1 for each partner)

- Append Letters of Commitment from applicant and each partner
- Substitute W-9 (**completed by applicant**)
- Attachment 3b: Research Subaward Agreement (**completed by applicant**)

***blank copies of Substitute W-9 & Attachment 3b at end of RFP – or download individual forms from <http://www.etsu.edu/kellogg/cancer.htm>**

Reporting Requirements

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

- Narrative report is required within 60 days of conclusion of the roundtable and will include:
 - Summarized key points of discussion and participant findings:
 - Comparison of differences in availability and accessibility of cancer control resources between higher and lower mortality counties.
 - Describe other non-resource factors seen as influential in differences in burden of cancer including differences in cancer mortality rates.
 - Report strategies proposed to improve sharing of cancer control resources between lower and higher mortality rate counties to improve availability and accessibility of services.
 - Identify ways that:
 - State cancer plan and state comprehensive cancer control program and coalition can be helpful to reduce differences (by participants)
 - Community engagement in state comprehensive cancer control programs and coalition can address differences (by state coalition)
- Complete standard roundtable evaluation provided by ETSU.
- Participate in a pre and post grant conference call interview with ETSU staff.
- NOTE: ETSU Program staff must be invited to participate in each roundtable as observers.

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>).

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 as received by an internal 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 within 30 days of submission.

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 a more complete understanding of this Program supported through an Interagency Agreement between the Appalachian Regional Commission and the Centers for disease Control and Prevention.
- The information gathered in this project will be used by state CCC Coalitions, the CDC, the ARC, and ETSU to enhance communication between CCC Coalitions and Appalachian counties and promote additional cancer control activities in Appalachian counties.
- 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:

**Comprehensive Cancer Control Plans Implementation in Appalachia Program
Office of Rural and Community Health and Community Partnerships**
<http://www.etsu.edu/kellogg/cancer>

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Appendix
Listing of Counties by State included in sixteen Mapped Groups
Grouping Numbers in parentheses

RFP County List

State	County	Other Counties in Group
Alabama	Blount	Shelby AL, St. Clair, AL (3b)
	DeKalb	Jackson AL, Madison AL, Marshall AL (3a)
	Fayette	Lamar AL (2)
	Jackson	DeKalb AL, Madison AL, Marshall AL (3a)
	Lamar	Fayette AL (2)
	Madison	DeKalb AL, Jackson AL, Marshall AL (3a)
	Marshall	DeKalb AL, Jackson AL, Madison AL (3a)
	Shelby	Blount AL, St. Clair AL (3b)
	St. Clair	Blount AL, Shelby AL (3b)
Georgia	Murray	Whitfield GA (15)
	Whitfield	Murray GA (15)
Kentucky	Clay	Estill KY, Jackson KY, Lee KY, Owsley KY (6)
	Estill	Clay KY, Jackson KY, Lee KY, Owsley KY (6)
	Fleming	Rowan KY, Lewis KY (7a)
	Jackson	Clay KY, Estill KY, Lee KY, Owsley KY (6)
	Lee	Clay KY, Estill KY, Jackson KY, Owsley KY (6)
	Lewis	Fleming KY, Rowan KY (7a)
	Menifee	Morgan KY, Wolfe KY (7b)
	Morgan	Menifee KY, Wolfe KY (7b)
	Owsley	Clay KY, Estill KY, Lee KY, Jackson KY (6)
	Wolfe	Fleming KY, Lewis KY (7a)
Maryland	Washington	Morgan WV, Berkeley WV (13)
Mississippi	Calhoun	Choctaw MS, Webster MS (1)
	Choctaw	Calhoun MS, Webster MS (1)
	Webster	Calhoun MS, Choctaw MS (1)
New York	Alleghany	Alleghany NY (14)
	Cattaraugus	Cattaraugus NY (14)
	Delaware	Greene NY, Otsego NY, Schoharie NY (12)
	Greene	Delaware NY, Otsego NY, Schoharie NY (12)
	Otsego	Delaware NY, Greene NY, Schoharie NY (12)
Schoharie	Delaware NY, Greene NY, Otsego NY (12)	
North Carolina	Caldwell	Watagua NC (5)
	Madison	Cocke TN, Greene TN, Yancey NC (16)
	Watagua	Caldwell NC (5)
	Yancey	Cocke TN, Greene TN, Madison NC (16)

Ohio	Morgan	Muskingum OH, Perry OH (8)
	Muskingum	Morgan OH, Perry OH (8)
	Perry	Morgan OH, Muskingum OH (8)
Pennsylvania	Bedford	Blair PA (11)
	Blair	Bedford PA (11)
	McKean	Warren PA (14)
	Warren	McKean PA (14)
Tennessee	Anderson	Campbell TN (4a)
	Bradley	Polk TN (15)
	Campbell	Anderson TN (4a)
	Cocke	Greene TN, Madison NC, Yancey NC (16)
	Franklin	Marion TN (15)
	Grainger	Knox TN (4b)
	Greene	Cocke TN, Madison NC, Yancey NC (16)
	Knox	Grainger TN (4b)
	Marion	Franklin TN (15)
	Polk	Bradley TN (15)
West Virginia	Berkeley	Morgan WV, Washington MD (13)
	Fayette	Nicholas WV; Raleigh WV, Summers WV (9)
	Grant	Hampshire WV, Hardy WV, Mineral WV (10)
	Hampshire	Grant WV, Hardy WV, Mineral WV (10)
	Hardy	Grant WV, Hampshire WV, Mineral WV (10)
	Mineral	Grant WV, Hampshire WV, Hardy WV (10)
	Morgan	Berkeley WV, Washington MD (13)
	Nicholas	Fayette WV (9)
	Raleigh	Fayette WV, Summers WV (9)
	Summers	Fayette WV, Raleigh WV (9)

GO TO WWW.ETSU.EDU/KELLOGG/CANCER.HTM to view maps and county, state and national cancer mortality data related to each grouping of counties listed above.