

Pacific CEED

Pacific Center of Excellence in the Elimination of Disparities

Department of Family Medicine and Community Health

John A. Burns School of Medicine, University of Hawaii

Legacy Projects

Hawaii

2009-2010

Request for Proposals

Pending continuation funding for Cooperative Agreement 1U58DP000976-03

US Department of Health and Human Services

Centers for Disease Control and Prevention

National Center for Chronic Disease Prevention and Health Promotion, REACH US

Pacific CEED Legacy Projects

2009-2010 – Hawaii

Request for Proposals

DESCRIPTION

The Pacific Center of Excellence in the Elimination of Disparities (Pacific CEED) announces the availability of Legacy Project funding to support projects working towards the elimination of disparities in breast and cervical cancer among residents of the U.S. Affiliated Pacific Island jurisdictions and territories (USAPI) living in Hawaii.

Pacific CEED is one of 18 Centers of Excellence in the Elimination of Disparities (CEEDs) nationwide funded by the Centers for Disease Control and Prevention (CDC), through the Racial and Ethnic Approaches to Community Health across the US (REACH US) initiative. Each CEED serves as a national/regional expert center for implementing, coordinating, refining, documenting and disseminating programmatic activities in a particular health priority area for a specific population group(s).

The overarching goal of the Pacific CEED is to eliminate health disparities for U.S. Affiliated Pacific Islanders living on the islands, in Hawaii and on the mainland with a specific emphasis on breast and cervical cancer and intervening factors such as tobacco, nutrition, physical activity and sexual health. Women from American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are disproportionately affected by these health concerns.

PROPOSALS

The Legacy Projects grant mechanism is designed to provide start up funds to communities for the purpose of initiating innovative interventions and/or strengthening community capacity. Eligible projects will address health disparities across the continuum of care for breast and cervical cancer. The cancer continuum includes primary prevention & early detection, diagnosis & treatment and support and palliative care. Specifically, proposed projects must support or be associated with the Hawaii State Comprehensive Cancer Control Program, the Breast & Cervical Cancer Early Detection Program and/or the chronic disease program and be familiar with the state-wide cancer plan(s).

Proposals for Hawaii of Legacy Projects; 2009-2010 should focus on **one** of the following areas: (see **Attachment E** for examples)

- Build capacity for information/data collection and data utilization
- Explore the role of traditional beliefs/practices in relation to main-stream healthcare to support cancer prevention and early detection, diagnosis and treatment and/or palliative care
- Identify, develop and document promising practices

AWARD

Each project may be awarded funding **up to \$15,000**. The total number of awards will depend on the level of continuation funding from the REACH US, CDC and the overall Pacific CEED budget. Technical assistance will be available from Pacific CEED during the proposal writing phase as well as during project implementation.

ELIGIBILITY

Legacy Projects funding is limited to one year. Funds must be utilized before September 29, 2010. The REACH US guidance specifies that each Legacy Project is a one-time only award. Legacy Projects funding

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prioritizes support for community based initiatives according to the Congressional appropriation. In addition, CCC Coalitions and the BCCEDP program are encouraged to help foster Micronesian community partners to address breast and cervical cancer priorities and to seek Legacy Projects funding.

To be eligible, organizations must meet **all four** of the criteria below. Applicants must provide supporting documentation with their proposals as proof of eligibility. **Only ONE official document for categories 1, 2, and 3 are required. THREE letters of support for category 4 are required.**

Eligibility Criteria	Description	Supporting Document
Category 1: Type of Organization <i>(All applicants must be based in Hawaii)</i>	<ul style="list-style-type: none"> Community Organization (i.e. Community health outreach, faith-based, women’s group, etc.) 	<ul style="list-style-type: none"> 501c3 tax letter Notice of charter Meeting minutes
Category 2: Organization Governance	<ul style="list-style-type: none"> Demonstrated leadership and organizational capacity 	<ul style="list-style-type: none"> By-laws Organizational chart List of board members
Category 3: Financial Accountability <i>(All applicants must submit a tax ID number)</i>	<ul style="list-style-type: none"> Demonstrated fiscal accountability 	<ul style="list-style-type: none"> Bank statement Letter from bank officer Copy of most recent tax filing Tax ID number (required for ALL) Copy of most recent audit
Category 4: Support & Commitment	<ul style="list-style-type: none"> If a community organization, demonstrated willingness to work with CCC Coalition, the BCCEDP, Health Equity and/or other chronic disease partners If a State organization, demonstrated track record working with the Micronesian communities 	<ul style="list-style-type: none"> Letter of endorsement from CCC coalition, BCCEDP, and/or relevant State program or office at DOH Letter of support from senior relevant DOH official <i>(for CCC coalition & BCCEDP applicants)</i> Letter of support from relevant Micronesian community organization <i>(for State applicants)</i>

LETTER OF INTENT

Please complete the Letter of Intent (**Attachment A**) and submit by **July 1, 2009**. The letter is non-binding and has no bearing on the grant application itself. The Letter of Intent is simply an expression of interest and provides an opportunity to provide guidance to those interested in the Legacy Project RFP. Furthermore, if a Letter of Intent is submitted and a full proposal is not prepared, this is acceptable. A Letter of Intent is not required in order to submit a proposal.

HOW TO APPLY

Complete proposals must be submitted by **email or fax no later than August 4** to: **(email preferred!)**

Pacific CEED/Legacy Projects 2009 -2010 - HAWAII
 University of Hawaii John A. Burns School of Medicine
 Department of Family Medicine and Community Health
 95-390 Kuahelani Avenue
 Mililani, HI 96789

Phone: 808.294.6683
 Fax: 808.627.3262
 Email: pacificceed@gmail.com

OR Call & Hand-deliver to Room 1015, Gold Bond Building, 677 Ala Moana Blvd. by 4pm Aug 4.

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PROPOSAL GUIDELINES

Please complete ALL sections of the proposal. (**Attachment B, proposal checklist**)

- Cover Page
- Proposal Form
 - Please type your responses below each corresponding section. Proposals should not exceed **5 pages total** (*not including cover page and attachments*).
- Project Work Plan – *limit 2 pages* (**Attachment C**)
- Project Budget Form *limit 2 pages* (**Attachment D**)
- Three Letters of Support (*From different types of organizations to demonstrate range of support*)
 - If a community organization
 - From CCC coalition, BCCEDP, and/or relevant State program or office at DOH
 - From senior relevant DOH official
 - From one other Micronesian community partner
 - If a State program (e.g. the CCC Coalition, BCCEDP, Health Equity, other)
 - From senior relevant DOH official
 - From relevant Micronesian community organization(s) (*for State applicants*)
 - From CCC coalition, BCCEDP, and/or relevant office at DOH
- Letter of Agreement from the organization that will serve as fiscal sponsor (*if applicable*)

DEADLINE

Completed proposals must be received no later than **August 4, 2009**. Only COMPLETE proposals received by the deadline via email attachment or by fax or hand-delivered (followed by an electronic copy) will be considered for funding. * **All dates/times are Hawaii Standard Time (HST)**

TECHNICAL ASSISTANCE

ONE Technical Assistance Conference Call will be held on **Thursday, July 9, 2008 from 10:00am to 11:30am Hawaii Standard Time** to help potential applicants understand the scope and intent of Legacy Projects funding. (*Q & A's from these calls will be made available electronically following the calls*).

GRANT AWARD ANNOUNCEMENT

Applicants will receive written notice of the award decision by **October 15, 2009**. Awards will begin on or about **November 1, 2009**. Legacy Projects funding is limited to one year. Funds must be utilized before September 29, 2010. However, technical assistance for ongoing projects may extend beyond the one year timeline.

RESOURCES

Please refer to (**Attachment E**) for examples, additional information, resources and websites. Questions & answers and a proposal checklist are also attached to help guide you.

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Attachment A - Letter of Intent

Attachment A: Letter of Intent

Complete the section below and return this form by **July 1, 2009** if you intend to submit a proposal for Legacy Projects funding. This does not obligate your organization nor does it have any bearing on the application. It will provide useful information as Pacific CEED and partners prepare for the review process.

Email or fax the Letter of Intent by no later than July 1 to: (*email preferred!*)

Pacific CEED/Legacy Projects 2009-2010
University of Hawaii John A. Burns School of Medicine
Department of Family Medicine and Community Health
Mililani, HI 96789

Phone: 808.294.6683
Fax: 808.627.3262
Email: pacificceed@gmail.com

OR Call ahead & Hand-deliver to: Pacific CEED, Room 1015
Gold Bond Building at 677 Ala Moana Blvd, Honolulu

INTENT TO SUBMIT A Legacy Projects PROPOSAL - Hawaii

A. CONTACT INFORMATION

Jurisdiction: _____

Organization/Community Group Name: _____

Contact Person/Project Coordinator: _____

Signature of Project Coordinator: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

B. PROJECT INFORMATION

Project Title: _____

Project Timeline: Anticipated Start Date: _____ Anticipated End Date: _____

Amount Requested: \$ _____ (up to \$15,000) Total Project Cost: \$ _____

Brief Project Description: _____

C. TECHNICAL ASSISTANCE CONFERENCE CALL

I would like to participate in the call on:

_____ Thursday, July 9th from 10:00am to 11:30am HST

Please call me: _____ at _____ to be connected to the call.
(Participant Name) (Phone Number)

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Attachment B - Proposal Form

Pacific Center of Excellence in the Elimination of Disparities (Pacific CEED)
University of Hawaii, John A. Burns School of Medicine
Department of Family Medicine and Community Health

Attachment B: Legacy Projects Proposal Cover Page

A. Contact Information

Hawaiian island: _____

Organization/Community Group Name: _____

Contact Person/Project Coordinator: _____

Signature of Project Coordinator: _____

Additional Contacts: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Tax ID Number: _____

Fiscal Sponsor (if different from applicant): _____

Contact Person: _____

Additional Contacts: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Tax ID Number: _____

B. Project Information

Project Title: _____

Project Timeline: Anticipated Start Date: _____ Anticipated End Date: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____
(up to \$15,000)

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Attachment B – Proposal Form

C. Organization Description (6 points)

C1. Describe your organization, its mission, activities, accomplishments and contributions to the community, including the organization's affiliation with the Hawaii Comprehensive Cancer Control (CCC) Coalition, the Hawaii Breast & Cervical Cancer Early Detection Program, the Hawaii Department of Health's Chronic Disease Program and/or any other Hawaii State program that addresses cancer, relevant determinants, health equity and/or the wellbeing of Micronesians in Hawaii. If you are a State program, fully describe the organization's history and involvement with the Micronesian communities. If you are a Micronesian community organization, fully describe how the community organization works with the state-wide cancer, breast and cervical cancer, chronic disease and/or health equity programs. (No more than one page) (4 points)

C2. Briefly describe all the partnerships and collaborations involved in the proposed project and how you will coordinate and collaborate. (No more than half-page) (2 points)

D. Project Description (11 points)

D1. Provide a brief narrative description of your proposed project. (No more than half-page) (4 points) **Please list and fully describe the tangible deliverables or outputs of your project;** *for example: health communication materials, a training curriculum and training program, a radio soap opera script, a terms of reference for a survivor support group, a memorandum of understanding with a new partner, a community survey instrument and table of contents for the results report, a press kit, an advocacy tool for legislators, an outline for a new website, a formative evaluation report, etc..*

D2. Provide details about your project objectives and specific activities in the attached work plan. (See sample work plan) (4 points) **must include specific outcomes/deliverables, per examples above*

D3. Specify which goal, objective and strategy of the Hawaii Comprehensive Cancer Control (CCC) plan the proposed project will address. (No more than half-page) (1 point)

D4. Describe how the project will contribute to the Micronesian communities' capacity to address health disparities, in particular cancer disparities. (No more than half-page) (2 points)

D. Project Description (11 points)

D1. Provide a brief narrative description of your proposed project. (4 points) *(No more than half-page)* **Provide details about your project objectives, the challenge or problem your project intends to address and include a description of the specific activities the project will carry out to achieve the objectives. Please list and fully describe the tangible deliverables or outputs of your project;** *for example: health communication materials, a training curriculum and training program, a radio soap opera script, a terms of reference for a survivor support group, a memorandum of understanding with a new partner, a community survey instrument and table of contents for the results report, a press kit, an advocacy tool for legislators, an outline for a new website, a formative evaluation report, etc..*

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Attachment B – Proposal Form

D2. Provide details about your project objectives and specific activities in the attached work plan. (See sample work plan) (4 points) **must include specific outcomes/deliverables, per examples above*

D3. Specify which goal, objective and strategy of the Hawaii Comprehensive Cancer Control (CCC) plan the proposed project will address. (No more than half-page) (1 point)

D4. Describe how the project will contribute to the Micronesian communities' capacity to address health disparities, in particular cancer disparities. (No more than half-page) (2 points)

E. Evaluation (4 points)

E1. Complete the attached work plan & provide details of the specific monitoring and evaluation data, indicators, data collection tools/sources of data & evaluation capacity building activities and how you intend to report on progress. (See sample work plan)

F. Budget and Justification (4 points)

F1. Complete the attached project budget form. Provide detailed unit costs, reasonable cost estimates & clear justification for project expenses. (2 points) (See sample budget & justification form) (NOTE: Due to the US Congressional requirements for REACH US, Legacy Projects can be funded for one year only. Legacy Project awards are designed to support activity costs. Recurring budget line items such as personnel salaries are not typically covered by Legacy Projects short-term funding. No more than one-third (1/3) of the Legacy Project budget should be allocated for personnel expenses, including the hiring of short term consultants/contractors.)

F2. Briefly describe your plans to: 1) disseminate the project products and 2) sustain the project beyond Pacific CEED Legacy Projects funding. (No more than half-page) (2 points) *Include plans for dissemination of the results/products of your project, e.g. intended audience, format, etc.. How will the continuation of your project be funded or supported? Who will take responsibility for continuing the effort?*

G. Technical Assistance

G1. Describe the type of technical assistance your organization or community group requires of Pacific CEED and partners: (Be specific; No more than half-page)

- a) Technical assistance during the application process
- b) Technical assistance during implementation, if funded

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Attachment C - Work Plan

Attachment C: Work Plan – Hawaii (specify island): _____ Date Submitted: _____					
Organization: _____			Project Coordinator: _____		
Project Title: _____					
Project Goal:					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
Project Goal:					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
Project Goal:					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget

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 Attachment D - Budget Form

Attachment D: Budget & Justification Form – Hawaii (specify island): _____ **Date Submitted:** _____
Organization: _____ **Project Coordinator:** _____
Project Title: _____

Budget Category	Amount	Budget Justification (Please attribute the specific amounts to the activities in the Work plan)
Personnel	\$	
Travel	\$	
Supplies & Equipment	\$	
Other	\$	
Total	\$	

- Provide appropriate and sufficient justification for each line item.
- This is a CDC funded project. As such, costs for clinical services *cannot* be included in the budget.

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Attachment E – Samples & Resources

Attachment E: Proposal Samples & Resources

Build capacity for information/data collection and utilization *(may include training)*

Proposal Idea: Create a community center for women to learn and teach each other about breast and cervical cancer issues, nutrition and physical activity, with an existing network of community women's groups. Carry out training an capacity building for each example.

- Example 1. *Community assets mapping and/or needs assessment* – conduct an inventory of resources or assets available within your community to inform your project.
- Example 2. *Conduct focus groups* – gather information from specific groups in the community(ies) to find out what is important to them, what types of services they would like, how they would like the services to be offered, etc.
- Example 3. *Utilization of data* – use community assets mapping, needs assessment and/or focus group data to develop an active 'community center' where women come for health information, including breast & cervical cancer. OR use the formative data to write a grant application for another source of funds.

Explore the role of traditional beliefs/practices relative to 'Western' practices, in supporting cancer prevention, early detection, treatment, &/or palliative care

Proposal Idea: Identify how traditional medicines & practices are used to complement 'Western' medicine to prevent or treat cancer.

- Example 1. Interview or conduct focus groups of cancer survivors and/or health providers to explore personal experiences and professional practices in traditional medicine and mainstream medicine.
- Example 2. Establish a working group of traditional and mainstream practitioners and develop a training course highlighting shared benefits and the role of traditional practices in cancer prevention and treatment.
- Example 3. Conduct a literature review and develop a database of traditional medicines/practices in your community or island.

Identify, develop and document promising practices *(new, innovative ideas from your community or program)*

- Example 1. Involve a women's group to learn basic scriptwriting skills to draft, perform and produce a radio drama addressing several key prevention and early detection messages and information related to breast & cervical cancer. Seek support from local/national radio to air the radio serial drama over several weeks and/or months.
- Example 2. Develop a cervical cancer health education program for high school girls and implement it within the school system, enabling the school girls to develop their own approaches for sharing with their mothers, grandmothers and aunts.
- Example 3. Develop creative approaches for involving men, fathers, husbands, brothers, and sons in breast and cervical cancer prevention and early diagnosis.
- Example 4. Develop community-based or systems-level approaches for integrating breast and cervical cancer disparities into the broader national program on preventing non-communicable diseases (chronic diseases).

NOTE: ALL LEGACY PROJECTS will be requested to document their projects/promising practices and to disseminate the data and/or project reports & models to policymakers, health providers and the general public, with Technical Assistance from Pacific CEED. All promising practices profiles will be shared on www.pacificcancer.org

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Attachment E – Samples & Resources

Program planning and evaluation resources

<http://www.thecommunityguide.org/>

- Evidence-based recommendations for programs and policies

<http://cancercontrolplanet.cancer.gov/>

- Comprehensive cancer control resources, listing of research-tested programs and products

<http://www.healthypeople.gov/>

- US National health objectives

<http://ctb.ku.edu/en/> (The Community Tool Box)

- Information on skills/tools for building healthy communities

<http://www.cancer.org> (The American Cancer Society)

- Information and ideas about community programs and services

<http://www.cdc.gov/eval/evalguide.pdf> (US Centers for Disease Control)

- Self-study guide for developing evaluation plans and implementing program evaluation

<http://www.cdc.gov/reach> (REACH U.S.)

- Information about Racial and Ethnic Approaches to Community Health Across the US

<http://www.cdc.gov/nccdphp/dach/chaps/> (Community Health and Program Services/CDC)

- Information about programs that build health communities (including REACH), resource library

<http://www.cdc.gov/wisewoman/> (Well-integrated Screening and Evaluation for Women Across the Nation)

- Ideas for possible activities to address risk factors

<http://www.wkkf.org> (W.K. Kellogg Foundation)

- Toolkits for communication, evaluation and policy

http://www.cbr-aimhigh.com/main/ccbam_model_summary.htm (Community Building Resources)

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Attachment E – Samples & Resources

- Community capacity building and asset mapping

SAMPLE Work Plan: HAWAII (specify island) _____ Date Submitted: <u>August 4, 2009</u>					
Organization: <u>State CHC Association</u> Project Coordinator: <u>XXXXX</u>					
Project Title: <u>Community Health Worker Training in Culturally Sensitive Breast & Cervical Cancer Screening</u>					
Project Goal: <u>Decrease disparities in breast & cervical cancer, including the outer islands (supports CCC Goal #2 & objectives X, Y, & Z)</u>					
Objective(s)	Project Activities	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
To establish and carry out a participatory process to develop the B&CC training program and curriculum.	-Identify key training partners, including Micronesian training resource persons -Draft the Terms of Reference for the local Training Advisory Committee -Convene regular meetings of the Training Advisory Committee	December 2009	-Training Advisory Committee Terms of Reference drafted -Training Advisory Committee members identified & recruited -Committee meeting minutes -Local training personnel identified & committee	Project coordinator and relevant partners	INSERT relevant \$XXX based on line items in budget below
To develop an evidence-based B&CC training program for community health workers	-Identify & review existing B&CC training resources -Develop training program (at least 3 days) -Draft training materials for trainers -Draft training materials for participants	February 2010	-B&CC training program developed and scheduled	Project Coordinator Training Advisory Committee	
To identify and recruit appropriate neighbor island participants	-Contact community leaders by phone/email -Carry out appropriate communication methods to recruit relevant community health workers	April 2010	-Maintain records of communications with community leaders -Develop spreadsheet of possible participants	Project Coordinator	
To pilot test conduct the B&CC training workshop on outer islands	-Work with Training Advisory Committee and community leaders to manage the logistics, budget and content for the workshop -Conduct and evaluate the workshop	June 2010	-Training program finalized -Participant list documented -Pre & post test developed -Course evaluation developed -Data collated and analyzed	Project Coordinator Training Advisory Committee	
To document and disseminate the B&CC training curriculum, evaluation results and 'next steps'.	-Finalize the training curriculum -Compile a summary of the training course to document 'lessons learned' for the process, content and outcomes. -Report to the CCC -Report back to community health workers & partners	August 2010	-B&CC curriculum drafted -Workshop report with results drafted -Report to Training Advisory Committee submitted -Report to CCC submitted	Project Coordinator Training Advisory Committee Partners CCC	

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Attachment E - Samples & Resources

SAMPLE Budget & Justification Form		
Budget Category	Amount	Budget Justification (Please attribute the specific amounts to the activities in the Work plan)
Personnel		-Personnel costs for Project Coordinator (10 (or 12) months x .25 (or.50FTE) x hourly or monthly rate) = \$XXX (e.g. existing staff, temporary hire, consultant, etc.) -Honoraria for local resource personnel (\$x/day x 5 resource persons X 3 days) <i>-Justification:</i> Project Coordinator will be responsible for coordinating and overseeing the project, ensuring that the goals/objectives are met, documenting the project and communicating with Pacific CEED. Local resource persons are xxxxxx and/or CCC or BCCEDP staff or partner employees and require acknowledgement for their professional training expertise, during the planning meetings and during the actual training workshop. (must be reasonable cost)
Travel		-Travel & accommodations costs to outer islands for resource personnel to conduct workshop/training (RT + \$ accommodations @ \$X x 3 (or 4 or 5) persons x 1 (or 2) trips, Total = \$XXXX) OR costs to bring the community health workers to the main island. <i>Justification:</i> The only transportation between the outer islands and the main island is by boat. The boat makes the island circuit 1/month.
Supplies & Equipment		-General office supplies (paper, pens, folders) @ \$XX total -Telecommunications costs @ \$X/month x X # of months -Office and/or training equipment – e.g. LCD Projector, laptop, camera, radio, flip charts <i>Justification:</i> To carry out daily project functions and communications. To support the training program. To document the project and deliverables, including the curriculum. To include video tapes as part of the curriculum package for dissemination.
Other		-Facility rental for workshop @ \$XX/day x 1 (or 2) workshops = \$XXX -Printing (training materials, training curriculum) @ \$X/brochure or \$X x 200 copies = \$200 -Production costs (purchase videos to assist with training) \$20 x 5 videos = \$100 -Local training costs for participants (e.g. transportation, workshop handbags, materials for outreach, etc.) \$X per person x # of participants, \$X per item x # of participants.
Total	NO MORE than \$15,000	

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Attachment E – Samples & Resources

Budget & Budget Justification Guidelines

Instructions: Please provide as much detailed unit cost information as possible. Please provide sufficient information and justification to support the requested budget amounts for EACH line item.

Personnel: Not to exceed 1/3rd of total budget. Include name of staff person/temporary hire/consultant, salary/compensation, percentage of time budgeted for this project and **job description**. Fringe benefits can not be paid.

Travel: For local travel only for project staff, local resource persons, training participants. List mode of travel, travelers names, destination and number of trips. Briefly describe the purpose of travel. Provide cost for local boat, local airfare, hotel, per diem, ground transportation and other related travel expenses. Include number of days/trip.

Supplies & Equipment: Briefly itemize the supplies & equipment needed. Justify EACH item for project use.

Other: For items not included in previous budget categories. List each item and provide sufficient justification.

NOTE: All budget items must be a direct project expense. This is a CDC-funded project and thus funds cannot be used for direct clinical services.

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Attachment F: Questions & Answers

Attachment F: Common Questions & Answers

1. How many proposals for Legacy Projects were funded last year?

Four (4) in the USAPI only. This is the first year for the HAWAII Legacy Projects.

2. How many Legacy Projects will be funded this year?

The total number of awards will depend on the overall Pacific CEED budget and the level of award for each grant, up to \$15,000 each.

3. We requested less than \$15,000 in our letter of intent. Can we request the maximum in our proposal?

The amount requested in your proposal is what will be considered by the review committee, up to no more than \$15,000. Projects may budget for less than \$15,000, based on realistic & reasonable costs.

4. If we are awarded Legacy Project funding, will we receive the full amount requested?

The final award amount will be dependent on; 1) the overall Pacific CEED budget, 2) the strength of the competing proposals, 3) the proposal budget and 4) the budget justification submitted with your proposal. If a proposal is approved for funding, the review committee may award the full amount requested OR the committee may recommend funding at a lower budget amount, based on the above factors. The committee may request a revised budget after sending the notice of awards. ** Please keep in mind that you have approximately 10 months to utilize the Legacy Project funds. Submit a budget & justification that are realistic and reasonable. Your budget should reflect 'actual' cost of the project.*

5. If we receive an award, when can we expect the funds?

Awards will be announced around *October 15, 2008*. Recipients of Legacy Project funds will sign a technical services agreement with Pacific CEED/University of Hawaii. The terms of the agreement will be finalized with the individual awardees. Payments will be made based on the timely receipt of the deliverables proposed in the application and agreed to following the notification of award. Depending on the prompt receipt of the signed agreement for services and accompanying documents required by UH, it is anticipated that an initial payment will be made on *December 1, 2008*.

6. Can we submit the supporting documents for eligibility separate from our grant proposal?

Yes, in fact, we recommend that you begin submitting the supporting documents for eligibility as soon as possible. You must meet **all 4** of the eligibility criteria in order for your proposal to be considered. Please fax or email your clearly labeled documents to pacificceed@gmail.com or fax (808.627.3262).

7. Will you accept proposals by email?

Yes, we will accept proposals by email (pacificceed@gmail.com) or by fax (808.627.3262). However, we prefer electronic submissions. Please enter "Pacific CEED Legacy Projects" in the subject line for all communications regarding Legacy Projects.

8. Are there any guidelines for submission of our documents?

Yes, to avoid confusion, please label your documents as follows: "HawaiiLegacyProject.organization.document.date"
Examples: HawaiiLegacyProject.MCN.organizationalchart.08.04.09
HawaiiLegacyProject.HCCC.application.08.04.09

9. What happens if our proposal is incomplete come deadline time?

August 4, 2009 (Hawaii Standard Time) is the deadline for completed applications. **Only completed proposals received before or on August 4 will be considered for funding.** We recommend that you submit your proposals & attachments PRIOR to the deadline to allow for possible problems with fax and/or email and to give yourself time to submit additional documents if your proposal is determined to be incomplete. You will receive prompt email notification regarding the status of your proposal.

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Attachment F: Questions & Answers

10. May we contact you if we have any questions about the RFA or our proposal?

Yes, please contact us with any and all questions. We are available to provide clarification on the proposal guidelines and to assist you with the process. Please request assistance by email (pacificceed@gmail.com) or by telephone (808.294.6683). The Pacific CEED personnel will get in touch with you. Please include a telephone number with your request.

11. Who will review the proposals?

The review committee for Legacy Projects will be comprised of representatives from the Cancer Council of the Pacific Islands (CCPI), external reviewers and Pacific CEED partners.

12. How will proposals be scored?

Completed proposals will be scored by the review committee as follows: **(Total = 25 points)**

C. Organization Description (6 points)

C1. Describe your organization, its mission, activities, accomplishments and contributions to the community. If you are a State program, fully describe the organization's history and involvement with the Micronesian communities. If you are a Micronesian community organization, fully describe how the community organization works with the state-wide cancer, breast and cervical cancer, chronic disease and/or health equity programs. (No more than half-page) (4 points)

C2. Briefly describe all the partnerships and collaborations involved in the proposed project. (No more than half-page) (2 points)

E. Project Description (11 points)

D1. Provide a brief narrative description of your proposed project. (No more than half-page) (4 points) **Please list and fully describe the tangible deliverables or outputs of your project;** *for example: health communication materials, a training curriculum and training program, a radio soap opera script, a terms of reference for a survivor support group, a memorandum of understanding with a new partner, a community survey instrument and table of contents for the results report, a press kit, an advocacy tool for legislators, an outline for a new website, a formative evaluation report, etc..*

D2. Provide details about your project objectives and specific activities in the attached work plan. (See sample work plan) (4 points) **must include specific outcomes/deliverables, per examples above*

D3. Specify which goal, objective and strategy of the Hawaii Comprehensive Cancer Control (CCC) plan the proposed project will address. (No more than half-page) (1 point)

D4. Describe how the project will contribute to the Micronesian communities' capacity to address health disparities, in particular cancer disparities. (No more than half-page) (2 points)

F. Evaluation (4 points)

E1. Complete the attached work plan. Provide details about specific monitoring and evaluation tools and data collection activities. (See sample work plan) (4 points) *Include how you intend to report on progress and performance and to whom.*

Pacific CEED Legacy Projects

2009-2010 – Hawaii

Attachment F: Questions & Answers

G. Budget and Justification (4 points)

F1. Complete the attached project budget form. Provide details regarding project expenses. (See sample budget form) (2 points) *Make sure you include all unit costs, subtotals and totals.*

F2. Briefly describe your plans to: 1) disseminate the project products and 2) sustain the project beyond Pacific CEED Legacy Projects funding. (No more than half-page) (2 points) **IMPORTANT****Include plans for dissemination of the results/products of your project, e.g. intended audience, format, etc.. And how will the continuation of your project be funded or supported? Who will take responsibility for continuing the effort?*

Pacific CEED Legacy Projects
2009-2010 – Hawaii
Proposal Checklist

Legacy Projects Proposal Checklist:

- Letter of intent** (*due July 1, 2009*)
- Supporting documents** for eligibility (*can be submitted even before the Aug 4 deadline*)
 - Type of organization (charter, meeting minutes)
 - Organization governance (by-laws, organizational chart)
 - Financial accountability (bank statement, tax document, tax ID number)
 - Commitment (letters of support, endorsement)**
*** see application section below*

Completed Proposal (*due on or before August 4, 2009 Hawaii Standard Time*)

- Proposal Form (*no more than 5 pages*)
- Project Work Plan (*no more than 2 pages*)
- Project Budget & Justification Form (*no more than 2 pages*)
- Three Letters of Support (*from different types of organizations*)
- Letter of Agreement from fiscal sponsor (*if applicable*)
 - If fiscal sponsor involved, please submit their tax ID number.

Other items

- Request for Technical Assistance
**include telephone number for us to call you*
 - Email: pacificceed@gmail.com
 - Call: 808.294-6683
- Acknowledgement of receipt of proposal
- Notification regarding status of proposal

This checklist is meant to serve as a guide as you complete your proposal. Please refer to complete RFA for details regarding submission requirements.