



# 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

2011-2012

Request for Proposals

USAPI

Pending continuation funding for Cooperative Agreement 1U58DP000976-05  
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

## 2011-2012 - USAPI

### Request for Proposals

#### DESCRIPTION:

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

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) to reduce health disparities.

The overarching goal of the Pacific CEED is to eliminate health disparities for U.S. Affiliated Pacific Islanders with a specific emphasis on breast and cervical cancer and related 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.

Pacific CEED is built upon the work initiated in 2002 by the Cancer Council of the Pacific Islands (CCPI) and subsequently, by the Comprehensive Cancer Control (CCC) coalitions in each of the USAPI jurisdictions. In 2007, all USAPI jurisdictions and Comprehensive Cancer Control Coalitions received funding from the CDC to implement their CCC plans.

#### PROPOSAL GUIDELINES:

- The Legacy Projects grant mechanism is designed to provide start up funds to non-governmental community based organizations in the Pacific communities **to initiate innovative interventions and/or strengthen community capacity.**
- Eligible projects must strategically address the **social determinants of health** across the cancer continuum for breast and cervical cancer to reduce health disparities. The cancer continuum includes primary prevention & early detection, diagnosis & treatment and support and palliative care.
- Legacy Projects funding prioritizes support for community based initiatives according to the Congressional appropriation. The **CCC Coalitions are encouraged to help foster community partners to address breast and cervical cancer priorities** and to help community partners seek Legacy Projects funding. The CCC Coalitions (whether government or non-government) are exempt from receiving Legacy Projects funds in Round 4. Government agencies such as the Department of Health or the Ministry of Health will not be eligible. However, it is acceptable for a community organization or coalition to use a government agency as a fiscal sponsor.
- Proposals must be **directly associated with the Comprehensive Cancer Control Program** and/or the Breast & Cervical Cancer Early Detection Program. (for example, be an active member of the CCC Coalition) Projects must be familiar with the cancer plan(s) in their jurisdiction. The community organizations are expected to work with their respective Comprehensive Cancer Control Coalitions to address a priority objective of the local CCC plan.
- The REACH US guidance specifies that **each Legacy Project is a one-time only award for 1 year only.** Continuation proposals for previous Legacy Projects will not be funded. All funds must be utilized & project activities must take place before September 29, 2012.

# Pacific CEED Legacy Projects

2011-2012 - USAPI

## Request for Proposals

- Federal regulations restrict projects receiving US federal funds from carrying out lobbying activities. However, **all CEEDs (and Legacy Projects) are encouraged by REACH US CDC to influence policy changes** by carrying out advocacy, policy research or preparedness, local or institutional guidelines or policy change and not seek to support, change, lobby for, or write legislation.
- Proposals should take into consideration the **cultural & language context** within which the projects operate.
- All Legacy Projects will be required to submit the Promising Practices update (using the Promising Practices Report Template) every three (3) months during the project period highlighting project progress, barriers encountered, etc., **document their project's promising practices** in a final report. All Legacy Projects are also required to disseminate the data and/or project reports & models to their jurisdictions CCC Coalition and are invited to also share with other community, jurisdiction, regional, and national partners.

### FOCUS AREAS:

Considering the Proposal Guidelines - Proposals for Round 4 of Legacy Projects, 2011-2012, should focus on at least **one** of the following areas: (see **Attachment E** for examples)

1. The development & implementation of primary prevention and health promotion by addressing the social determinants of health, e.g., income, education, physical and social environments, employment, etc., in collaboration with an organization or program targeting a non-communicable disease other than cancer (diabetes, heart disease, etc.) or health risk factor (tobacco use, obesity, etc.).
2. Influence policy change through advocacy, policy research, preparedness, assessments, and/or local or institutional guidelines at the level of government, industry, organization, or systems level.
3. Strategic planning and project implementation with an integrative approach across non-communicable disease programs and organizations.
4. Training in primary prevention & early detection, diagnosis & treatment, and/or support & palliative care (any training across the cancer prevention-to-care continuum for health workers, community leaders, community members, etc.)

### ELIGIBILITY:

To be eligible, organizations must meet **all three** of the criteria below. Applicants must provide supporting documentation with their proposals as proof of eligibility (*only ONE official document per category required*).

Eligibility Criteria	Description	Supporting Document (ONLY ONE for each category)
Type of Organization ( <i>must be within USAPI</i> )	<ul style="list-style-type: none"> <li>• Community Organization (i.e. faith-based, women's group, NGO member of the CCC Coalition, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• 501c3 tax letter</li> <li>• Notice of charter</li> <li>• Meeting minutes</li> </ul>
Organization Governance	<ul style="list-style-type: none"> <li>• Demonstrated leadership and organizational capacity</li> </ul>	<ul style="list-style-type: none"> <li>• By-laws</li> <li>• Organizational chart</li> <li>• List of board members</li> </ul>
Financial Accountability	<ul style="list-style-type: none"> <li>• Demonstrated fiscal accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Letter from bank officer</li> <li>• Copy of most recent tax filing</li> <li>• Copy of most recent audit</li> </ul>

Pacific CEED Legacy Projects  
2011-2012 - USAPI  
Request for Proposals

**AWARD:**

Each project may be awarded funding **up to \$21,500**. The total number of awards and the amount of each award 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 the Pacific CEED Technical Assistance Team during the proposal writing phase.

**LETTER OF INTENT:**

Please complete the Letter of Intent (**Attachment A**) and submit by **June 29, 2011**. 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 for guidance to those interested in the Legacy Projects RFP. Furthermore, if a Letter of Intent is not submitted it is still acceptable to submit a full proposal.

**HOW TO APPLY:**

Complete proposals must be submitted by **email or fax no later than August 2, 2011** to:

Pacific CEED/Legacy Projects 2011 -2012  
Department of Family Medicine and Community Health  
677 Ala Moana Blvd., Suite 815  
Honolulu, HI 96813

Phone: (808) 692-0855  
Fax: (808) 586-3099  
Email: pacificceed@gmail.com

**PROPOSALS: (forms and attachments)**

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

- Documents supporting eligibility criteria (*3 criteria = 3 documents*)
- 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**)
- Two Letters of Support\*
  - \**From different types of organizations to demonstrate range of support*
- Letter of Endorsement\* from your local comprehensive cancer control coalition
  - \**Must be signed by Coalition Chair and one other CCC Officer*
  - \*\* *Letter must state that the project is not already funded by CDC funds*
- Letter of Agreement from the organization on letter head that will serve as fiscal sponsor (*if applicable*)

**DEADLINE:**

Completed proposals must be received no later than **August 2, 2011**. Only COMPLETE proposals received by the deadline via email attachment or by fax to the Department will be considered for funding.

\* **All dates/times are Hawaii Standard Time (HST)**

Pacific CEED Legacy Projects  
2011-2012 - USAPI  
Request for Proposals

**TECHNICAL ASSISTANCE:**

Two Technical Assistance Conference Calls will be held on **Wednesday, July 6, 2011 from 2:00pm to 3:30pm** and **Thursday, July 7, 2011 from 2:00pm to 3:30pm Hawaii Standard Time** to help potential applicants understand the scope/intent of Legacy Projects funding and to provide some basic assistance on the development of proposals. *(Q & A's from these calls will be made available electronically following the calls).*

Legacy Projects funding is limited for up to one year. Funds must be utilized & project activities must take place before September 29, 2012. However, technical assistance for ongoing projects may extend beyond the one year timeline.

**GRANT AWARD ANNOUNCEMENT:**

Applicants will receive written notice of the award decision by **October 21, 2011**. Awards will begin on or about **November 30, 2011**.

**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.

# Pacific CEED Legacy Projects

2011-2012 - USAPI

## Attachment A – Letter of Intent

### Attachment A: Letter of Intent

Complete the section below and return this form by **June 29, 2011** 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 and selection process.

**Email or fax the Letter of Intent by no later than June 29, 2011 to:**

Pacific CEED/Legacy Projects 2011 -2012  
Department of Family Medicine and Community Health  
677 Ala Moana Blvd., Suite 815  
Honolulu, HI 96813

Phone: (808) 692-0855  
Fax: (808) 586-3099  
Email: pacificceed@gmail.com

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### LETTER OF INTENT to submit a Legacy Projects PROPOSAL

(\* indicates required field)

#### 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 \$21,500) Total Project Cost: \$ \_\_\_\_\_

\*Brief Project Description: \_\_\_\_\_

**C. TECHNICAL ASSISTANCE CONFERENCE CALL** (Note: The calls will also be made to the offices of the CCC Coordinators. Community applicants could plan to join the call at the local CCC office).

I would like to participate in the call on (check one):

\_\_\_\_\_ Wednesday, July 6th from 2:00pm to 3:30pm HST

\_\_\_\_\_ Thursday, July 7th from 2:00pm to 3:30pm HST

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

# Pacific CEED Legacy Projects

2011-2012 - USAPI

## 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

(\* indicates required field)

#### A. Contact Information

\*Jurisdiction: \_\_\_\_\_

\*Organization/Community Group Name: \_\_\_\_\_

\*Contact Person/Project Coordinator: \_\_\_\_\_

\*Signature of Project Coordinator: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Tax ID Number: \_\_\_\_\_

Additional Contacts: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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 \$21,500)

Pacific CEED Legacy Projects  
2011-2012 – USAPI  
Attachment B – Proposal Form

**C. Organization Description (6 points)**

**C1. Which CCC Objective will your project address? Is your organization or community group currently a member of the Comprehensive Cancer Control (CCC) Coalition in your jurisdiction/territory? If yes, how long have you been an active member and what has your organization contributed to the Comprehensive Cancer Control Program? If no, how do you INTEND to become active with the CCC? (No more than a third of the page)(2 points)**

**C2. Briefly describe your organization, its mission, activities, accomplishments and contributions to the community. (No more than a third of the page)(2 points)**

**C3. Briefly describe how your organization collaborates with other organizations, community groups and partners. Specifically indicate which partners will work with your organization/group to plan, implement & evaluate the proposed project. Describe how you will coordinate and collaborate. (No more than half-page) (2 points)**

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment B – Proposal Form

### D. Project Description (9 points)

**D1. . Provide a brief narrative description of your proposed project. (No more than half-page)**

**Provide details about your project objectives, the challenge or problem your project intends to address and describe 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: an assessment of current local & national policies (re: food, tobacco, palliative care, other issues related to social determinants & cancer), a community needs assessment & plan, a plan & process to coordinate the integration of cancer and NCDs, formative data collection to design health communication materials, a community-based training program and outreach, formative data to develop a radio soap opera scripts & program, a terms of reference for a survivor support group, a memorandum of understanding with a new partner, a community survey instrument, etc.) (two thirds of page) (6 points)**

**D3. Describe how the project will contribute to your community’s capacity to address social determinants such as local policies, or community systems, or community organizations or different sectors that influence health and wellness with a focus on breast and cervical cancer and the social determinants of health. (No more than a third of a page) (3 points)**

### E. Work plan (5 points)

**E1. Complete the attached work plan and evaluation plan. Define the overall GOAL. Identify the key SMART objectives. Describe specific activities for each objective. Identify the performance measures, the baselines & targets, and the sources of data (e.g. evaluation tools). (See sample work plan. Include in this section how you intend to report on progress and performance to the CCC in your jurisdiction.)**

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment B – Proposal Form

### F. Budget and Justification (5 points)

**F1. Complete the attached project budget form. Provide detailed unit costs, reasonable cost estimates & clear justification for project expenses.** (See sample budget & justification form) (NOTE: Due to the US Congress requirements for REACH US and the US CDC guidelines, Legacy Projects can be funded for one year only. Legacy Projects awards are designed to support local activity costs. Recurring budget line items such as personnel salaries are not typically covered by LP short-term funding. No more than one-third (1/3) of the Legacy Projects budget should be allocated for personnel salaries, including the hiring of short term consultants/contractors. Unallowable costs include; equipment (e.g. laptops, printers), international travel, international consultants.) (4 points)

**F2. Briefly describe your plans to: 1) disseminate the project model and products and 2) sustain the project beyond Pacific CEED Legacy Projects funding.** (No more than half-page) Include plans for documenting and disseminating 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? How will the project continue to work with the Comprehensive Cancer Control Coalition & Program?) (1 points)

### G. Technical Assistance

**G1. Describe the type of technical assistance your organization or community group may require of Pacific CEED and partners:** (Be specific; No more than half-page. Note: If awarded funding a member of the Pacific CEED Technical Assistant Team will be assigned to your project to ensure appropriate support as requested and needed.)

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



**Attachment C – Work Plan & Evaluation Plan**

**Pacific CEED Legacy Projects: Work Plan & Evaluation Plan**

<b>Attachment C: Work Plan - Jurisdiction:</b> _____	<b>Date Submitted:</b> _____
<b>Organization:</b> _____	<b>Project Coordinator:</b> _____
<b>Project Title:</b> _____	

**PROJECT GOAL:**  
*(must coincide with the CCC's goal and at least one CCC objective)*

SMART Objective(s)	Activity	Time-frame	Monitoring & Evaluation Data				Person(s) Responsible	Budget
			Performance Measures	Baseline	Target	Data Source		

Pacific CEED Legacy Projects  
2011-2012 - USAPI  
Attachment D – Budget Form

**Attachment D: Budget & Justification Form - Jurisdiction:** \_\_\_\_\_ **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	\$	
Other	\$	
Total	\$	

- Provide appropriate and sufficient justification for each line item.
- This is a CDC funded project. As such, costs for **clinical services, computers and food cannot** be included in the budget. Federal regulations stipulated in Pacific CEED's Notice of Award and cooperative agreement are enforced with all Legacy Projects.
- No more than one-third (1/3) of the Legacy Projects budget should be allocated for personnel salaries, including the hiring of short term consultants/contractors. Funds are intended for **local activity costs** directly related to the start up and implementation of a project. Cost related to international travel or international consultants should not be included.

Pacific CEED Legacy Projects  
2011-2012 – USAPI  
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](http://www.cbr-aimhigh.com/main/ccbam_model_summary.htm) (Community Building Resources)

- Community capacity building and asset mapping

Pacific CEED Legacy Projects  
2011-2012 – USAPI  
Attachment E – Samples & Resources

Attachment C: SAMPLE Work Plan - Jurisdiction: ____XXXXX____ Date Submitted: <u>August 4, 2009</u>								
Organization: <u>XXX Community college</u> Project Coordinator: ____XXXXX____								
Project Title: ____ Community Health Worker Training in Culturally Tailored Breast & Cervical Cancer Screening ____								
<b>PROJECT GOAL: Decrease disparities in breast &amp; cervical cancer, including the outer islands (supports CCC Goal #2 &amp; objectives #3 &amp; 4 )</b>								
SMART Objective(s)	Activity	Time-frame	Monitoring & Evaluation Data				Person(s) Responsible	Budget
			Performance Measures	Baseline	Target	Data Source		
By Dec. 2011 establish and carry out a participatory process to develop an evidenced based B&CC training program for community health workers	Identify key training partners, including local training resource persons	December 2011	# of committee members Sector or Type of representation of members	0	4 mbers 3 sectors (e.g. govt, community)	Committee meeting minutes	Project coordinator & relevant partners	\$XXX
	Draft the Terms of Reference for the Training Advisory Committee	December 2011	1 agreed Committee Terms of Reference established	0	1	Committee meeting minutes	Project coordinator & relevant partners	
	Convene regular meetings of the Training Advisory Committee for planning and implementation of training program and material	December 2011	# of Committee meetings	0 per month	2 per month	Committee meeting minutes	Project coordinator & relevant partners	
By Feb. 2012 develop an evidence-based B&CC training program for community health workers	Identify & review existing B&CC training background resources	February 2012	# of resources reviewed	n/a	n/a	To be determined	Project Coordinator & Committee	\$XXX
	Develop 3 day training program	February 2012	1 agreed B&CC training program agenda	0	1	Training program agenda	Project Coordinator & Committee	
	Draft training materials for trainers and participants	February 2012	# of trainers materials # of participants B&CC training materials	0	2	Trainers Training materials & Participant materials	Project Coordinator & Committee	

# Pacific CEED Legacy Projects

## 2011-2012 – USAPI

### Attachment E – Samples & Resources

**Attachment C: SAMPLE Work Plan - Jurisdiction:** \_\_\_\_\_ **XXXXX** \_\_\_\_\_ **Date Submitted:** August 4, 2009  
**Organization:** XXX Community college **Project Coordinator:** \_\_\_\_\_ **XXXXX** \_\_\_\_\_  
**Project Title:** \_\_\_\_\_ **Community Health Worker Training in Culturally Tailored Breast & Cervical Cancer Screening** \_\_\_\_\_

**PROJECT GOAL: Decrease disparities in breast & cervical cancer, including the outer islands (supports CCC Goal #2 & objectives #3 & 4 )**

SMART Objective(s)	Activity	Time-frame	Monitoring & Evaluation Data				Person(s) Responsible	Budget
			Performance Measures	Baseline	Target	Data Source		
By June 2012 recruit and train 10 outer-island community health workers in the B&CC training achieving and average of 90% competency score on content	Contact community leaders by phone/email establish possible recruits for training	April 2012	# of community contacts	0	10	Training workshop report	Project Coordinator	\$XXX
	Recruit relevant community health workers as participants	April 2012	# of participants	0	10	Registration forms	Project Coordinator	
	Conduct the training workshop using finalized training materials	June 2012	% increase in pre & post test training scores	X% mean pre-test score	90% mean post test score	Pre & Post test	Project Coordinator & Committee	
	Develop and implement a course evaluation for the training workshop	June 2012	1 pre & post test  1 course evaluation form	0	10	Pre & post test results compiled Course evaluations completed	Project Coordinator & Committee	
By Aug. 2012 document and disseminate the B&CC training curriculum, evaluation results and next steps using 'Pacific CEED Promising Practices' Template and reports to relevant stakeholders including CCC Coalition, community health workers and partners.	Finalize the training curriculum and compile a summary of the training course to document 'lessons learned'	August 2012	1 Final set of B&CC training materials (in the form of a curriculum)	0	1	B&CC training materials in the form of a curriculum	Project Coordinator & Committee	\$XXX
	Report to the CCC, community health workers & partners	August 2012	1 CCC report 1 stakeholder report	0	3	CCC report Other stakeholder reports	Project Coordinator & Committee	
	Complete and disseminate Pacific CEED Promising Practices report.	August 2012	1 complete, agreed Promising Practices Report	0	1	Pacific CEED Promising Practice	Project Coordinator & Committee	
	Complete and submit draft Sustainability plan	Sept 2012	1 draft report	0	1	Sustainability plan	Project Coordinator & Committee	

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment E – Samples & Resources

SAMPLE Budget & Justification Form		
Budget Category	Amount	Budget Justification (MUST attribute the specific amounts to the activities in the Work plan)
Personnel	\$X,XXX	-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 full-time government employees and/or CCC 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	\$X,XXX	-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	\$X,XXX	-General office supplies (paper, pens, folders) @ \$XX total -Telecommunications costs @ \$X/month x X # of months -Office and/or training supplies – e.g. Xerox paper, ink, folders, training materials, flip charts, tapes <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	\$X,XXX	-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.
<b>Total</b>	<b>NO MORE than \$21,500</b>	

Pacific CEED Legacy Projects  
2011-2012 – USAPI  
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 1/3<sup>rd</sup> 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. Cost related to international travel or international consultants should not be included.

Supplies: Briefly itemize the supplies by unit cost and quantity. Justify EACH item for project use. *This is a CDC-funded project and thus funds cannot be used for direct clinical services, equipment including computers, or food.*

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

*NOTE: All budget items must be a direct LOCAL project expense. This is a CDC-funded project and thus funds cannot be used for direct clinical services, equipment including computers, or food. Federal regulations stipulated in Pacific CEED's Notice of Award and cooperative agreement apply to all Legacy Project grantees.*

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment F: Questions & Answers

### Attachment F: Common Questions & Answers

**1. How many jurisdictions submitted proposals for Legacy Projects this year?**

To be determined.

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

The total number of awards will depend on approval from REACH US - CDC, the overall Pacific CEED budget and the level of award for each grant. The proposed plans budget for 4 Legacy Projects in the USAPI up to \$21,500 each.

**3. Can we submit a proposal without submitting a Letter of Intent?**

Yes, the Letter of Intent 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.

**4. We requested less than \$21,500 in our letter of intent. Can we request the maximum in our proposal?**

Yes. The amount requested in your proposal is what will be considered by the review committee, up to no more than \$21,500.

**5. Can the same organization be funded twice, e.g. in Round 3 and in Round 4?**

Legacy Projects funding is limited to one year only according to specific guidance from REACH US, CDC. Round 4 funds (CEED YR5 budget) must be utilized before September 29, 2012. All Legacy Projects activity must take place before September 29, 2012. The REACH US guidance further specifies that **each Legacy Project is a one-time only award**. However, the same organization may reapply for Legacy Projects funds and will be considered as long as the proposed project is entirely different from the previously funded project. The scope of work, expected outcomes, data and deliverables should be clearly distinct and different from the previously awarded Legacy Project. The overall goal of the Legacy Projects for all CEEDs is to stimulate new community-based initiatives and to provide start-up funding only. Each Legacy Project is expected to develop a documentation and dissemination plan and anticipate options for sustainability once the Pacific CEED Legacy Projects funds have expired.

**6. If we are awarded Legacy Projects funding, will we receive the full amount requested?**

The final award amount will be dependent on; 1) approval by REACH US - CDC, 2) the approved Pacific CEED budget, 3) the strength of the competing proposals, 4) the proposal budget, and 5) 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.*

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

Awards will be announced around *October 21, 2011*. Recipients of Legacy Projects 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 in *December 2011*.

**8. Can we use the grant to purchase vehicle or equipment?**

The purchase of vehicle or equipment is not allowed by REACH US CDC. However, the cost of transportation such as the purchase of gasoline, the rental of a car or boat, the purchase of bus or taxi or boat tokens or fares are allowable. However, international travel costs are not allowable. Furthermore, REACH US guidance prohibits the use of Legacy

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment F: Questions & Answers

Project funds to purchase equipment of any kind. The Legacy Project awards are designed to support local activity costs.

### 9. Can we use the grant for personnel expenses?

Recurring budget line items such as personnel salaries and fringe benefits are not typically covered by Legacy Projects because it is short-term funding. No more than one-third (1/3) of a project's total budget should be allocated for personnel related costs expenses, including the hiring of short term consultants/contractors. Furthermore, no international personnel or consultants are allowed. Again, Legacy Projects are designed to invest locally to build local capacity.

### 10. 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 do not have to wait until the DEADLINE date. You must meet **all 3** of the eligibility criteria in order for your proposal to be considered. Please fax or email your clearly labeled documents to [pacificceed@gmail.com](mailto:pacificceed@gmail.com) or fax (808.586.3099).

### 11. Will you accept proposals by email?

Yes, we will accept proposals by email ([pacificceed@gmail.com](mailto:pacificceed@gmail.com)) or by fax (808.586.3099). Please enter "Pacific CEED Legacy Projects" in the subject line for all communications regarding Legacy Projects. Scanned email documents are preferred.

### 12. Are there any guidelines for submission of our documents?

Yes, to avoid confusion, please label your documents as follows:

"LegacyProject.organization.document.date"

Examples: LegacyProject.Name.organizationalchart.08.04.11  
LegacyProject.Name.application.08.04.11  
LegacyProject.Name.workplan.08.04.11  
LegacyProject.Name.budget.08.04.11

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

*August 2, 2011* (Hawaii Standard Time) is the deadline for completed applications. ***Only completed proposals received before or on August 2 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.

### 14. Should the objectives be SMART and measurable?

Yes, all objectives should be SMART objectives; **S**pecific, **M**easurable, **A**chievable/attainable, **R**ealistic and **T**ime-bound. Please see the instructions in Attachment E of the RFP. If you would like more guidance on writing SMART objectives, please email us.

### 15. How do we perform an evaluation for our projects?

Since this a short term project, the performance measures will likely be process oriented. There may be some outcome measures such as increases in service access or delivery if this work is already in progress. Because the Legacy Projects should have longer-term sustainability plans, the project objectives may include longer term impact measures. However, since the grant awards are for no more than 12 months, there will be no expectation of reporting on impact. Because ALL Legacy Projects are expected to use data to document the project, for example formative evaluation data may be collected in the first phase of project implementation to inform the development or design of the project. Data collection might be carried out in a variety of different ways; Focus Group Discussions, Community

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment F: Questions & Answers

Surveys, Face-to-Face interviews, etc. at the beginning and possibly at the end of the project as well. In this way, the Legacy Projects can evaluate their progress as well as their performance. The Legacy Projects are required to submit 'deliverables' including a final report according to the Agreement for Services and based on the proposals themselves. Below are the 5 'core' objectives and performance measures for all Legacy Projects. These objectives and performance measures are part of the Pacific CEED Performance Management Plan.

<b>Legacy Projects Objectives</b>	<b>Legacy Projects Performance Measures</b>
1. By the end of each year, all Legacy Projects grantees (and recipients of direct grants) will submit a work plan and evaluation plan according to project standards. 2. By the end of each project year, all Legacy Projects grantees (and recipients of direct grants) will complete and submit all deliverables according to the terms of the Agreements for Services. 3. By the end of each project year, all Legacy Projects grantees (and recipients of direct grants) will receive technical assistance as requested. 4. By the end of project year, all Legacy Projects (and recipients of direct grants) will submit a Documentation & Dissemination Plan and a Sustainability Plan to their CCC Coalitions and to Pacific CEED. 5. By the end of project year, all Legacy Projects (and recipients of direct grants) will submit a Promising Practices report according to the template provided.	1.a. Number and percent of project work plans & evaluation plans meeting project standards  2.a. Number and percent of Legacy Projects deliverables completed and submitted  3. a. Number of technical assistance requests and percent delivered.  4.a. Number of D&D plans submitted to CCCs & to Pacific CEED. 4.b. Number of Sustainability plans submitted to CCCs & Pacific CEED.  5.a. Number & percent of projects submitting Promising Practices reports following the template provided. 5.b. Number & percent of projects based on adaptation of 'evidence' or on promising practices

### 16. May we contact you if we have any questions about the RFP 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](mailto:pacificceed@gmail.com)) or by telephone (808.692-0855). The Pacific CEED personnel will get in touch with you. Please include a telephone number with your request.

### 17. Who will review the proposals?

The review committee for Legacy Projects is comprised of representatives from the Cancer Council of the Pacific Islands (CCPI), external reviewers and Pacific CEED partners. CCPI members will not review or score applications from their own jurisdictions due to the conflict of interest.

### 18. 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. Is your organization or community group currently a member of the Comprehensive Cancer Control (CCC) Coalition in your jurisdiction/territory? If yes, how long have you been an active member and what has your organization contributed to the Comprehensive Cancer Control Program? If no, how do you INTEND to become active with the CCC? Which CCC Objective will your project address? (2 points)**

**C2. Briefly describe your organization, its mission, activities, accomplishments and contributions to the community. (2 points)**

# Pacific CEED Legacy Projects

2011-2012 – USAPI

## Attachment F: Questions & Answers

**C3. Briefly describe how your organization collaborates with other organizations, community groups and partners. Specifically indicate which partners will work with your organization/group to plan, implement & evaluate the proposed project. Describe how you will coordinate and collaborate. (2 points)**

### **D. Project Description (9 points)**

**D1. . Provide a brief narrative description of your proposed project.**

**Provide details about your project objectives, the challenge or problem your project intends to address and describe 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. (6 points)**

**D3. Describe how the project will contribute to your community's capacity to address social determinants such as local policies, or community systems, or community organizations or different sectors that influence health and wellness with a focus on breast and cervical cancer and the social determinants of health. (3 points)**

### **E. Work plan (5 points)**

**E1. Complete the attached work plan. Define the overall GOAL. Identify the key SMART objectives. Describe specific activities for each objective. Identify the performance measures, the baselines & targets, and the data sources of data (e.g. evaluation tools).**

### **F. Budget and Justification (5 points)**

**F1. Complete the attached project budget form. Provide detailed unit costs, reasonable cost estimates & clear justification for project expenses. (4 points)**

**F2. Briefly describe your plans to: 1) disseminate the project model and products and 2) sustain the project beyond Pacific CEED Legacy Projects funding. (1 points)**

Pacific CEED Legacy Projects  
2011-2012- USAPI  
Proposal Checklist

**Legacy Projects Proposal Checklist:**

- Letter of intent** (*due June 29, 2011*)

**Completed Proposal** (*due on or before August 2, 2011 Hawaii Standard Time*)

- Supporting documents for eligibility – Type of organization
- Supporting documents for eligibility – Organization governance
- Supporting documents for eligibility – Financial accountability
- Proposal Form (*no more than 5 pages*)
- Project Work Plan (*no more than 2 pages*)
- Project Budget & Justification Form (*no more than 2 pages*)
- 1<sup>st</sup> Letter of Support
- 2<sup>nd</sup> letter of Support (*from different type of organization*)
- Letter of Endorsement from your local Comprehensive Cancer Control Coalition
  - *Must be signed by Coalition Chair and one other CCC Officer*
  - *Letter must state that the project is not already funded by CDC funds*
- Letter of Agreement from fiscal sponsor (*if applicable*)
  - If fiscal sponsor involved, please include the sponsor's tax ID number.

***This checklist serves as a guide to complete your proposal.  
Please refer to the RFP guidelines for submission requirements.***