



Request for Proposals Community Grants 2016-2017 Mobile Mammography Program

Susan G. Komen® Columbus — in collaboration with those partners that generously support us with their talent, time and resources—are working to improve the lives of those facing breast cancer in our community. We join hundreds of thousands of breast cancer survivors and activists around the globe as part of the world's largest and most progressive grassroots network fighting breast cancer. Through events like the Columbus Race for the Cure® and the Athens Race for the Cure®, Susan G. Komen® Columbus has invested \$18.2 million in local breast health and breast cancer awareness programs in 30 counties over the past 23 years. Up to 75 percent of net proceeds generated by Komen® Columbus remain in the central and southeastern Ohio service area. The remaining revenue benefits the national Susan G. Komen Research Program, supporting grants and scientific partnerships to develop treatments that will save lives and end breast cancer.

About Susan G. Komen Columbus®

Susan G. Komen® is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$889 million in research and provided more than \$1.95 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life.

Susan G. Komen® Columbus serves a 30 county service area in central and southeastern Ohio. It is the only breast cancer organization in central and southeastern Ohio combating the area's high late stage diagnosis and death rates with a combination of research and live-saving local programs to address barriers in the community. As of July 2015, 751 community partnerships had provided 681,289 services. The impact of this work is most clearly demonstrated by the fact that more than 450 breast cancers were diagnosed by this community work in only the last decade.

Notice of Funding Opportunity and Statement of Need

Komen Columbus will award community grants to local non-profit organizations that will provide breast health and breast cancer projects between April 1, 2016 and March 31, 2017. Komen Columbus has identified the following funding priority areas: navigation to screening, continuum of care navigation and expanded mobile mammography access. Funding priorities were selected based on data from the 2015 Komen Columbus

Community Profile Report. The 2015 Community Profile can be found on our website at www.komencolumbus.org.

Profile findings recognize the unique access, transportation and informational barriers to screening and seamless follow-up through the continuum of care in the Rural-Appalachian target community (see Community Profile for details). Under the 2015 Community Profile Mission Action Plan, a priority is to “Reduce physical and logistical barriers to entering the continuum of care and/or adhering to appropriate follow-up care.” Objectives include increasing availability of mobile mammography in communities lacking screening access, and creating working relationships with local universities, businesses, FQHCs, health systems and health departments to partner with mobile mammography in Rural-Appalachian counties.

Komen Columbus seeks a mobile mammography partner(s) to deliver screening mammography to the Rural-Appalachian target community requiring increased screening access: Athens, Champaign, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Ross, Scioto, Vinton and Washington. Applicants are encouraged to pursue additional funding through in-kind or cash sources, to supplement Komen Columbus funding for the project.

To be considered, strong proposals should:

- Demonstrate how and why the organization is positioned to partner with Komen Columbus and deliver screening mammography in rural and/ or Appalachian counties.
- Include a comprehensive plan for mobile mammography equipment, personnel costs, and sustainability, as well as a plan to support insured and uninsured patients
- Collaborate and coordinate with community based partners (health departments, FQHCs, community health workers, etc.) for referrals to safety-net services
- Ensure the mobile unit is a Breast and Cervical Cancer Project (BCCP) provider,
- Include in the proposal a plan for patient navigation of abnormal screening results, including the referral of patients for treatment and follow-up to the facility most desirable and convenient to the patient,
- Include special attention and support to reduce transportation barriers,
- Partner with Komen Columbus for the life of the mobile unit to routinely review at-risk and underserved areas of the Komen Columbus service area. Demonstrate a plan for quarterly reporting to Komen Columbus on mobile unit activity throughout the life of the unit.
- Partner with other Komen Columbus Community Health Programs in the designated region in both the screening navigation and continuum of care navigation programs to build a seamless experience for any women screened on a mobile unit in the region who requires follow-up care (or apply for funding in one or both of the navigation programs)
- Include a plan to serve the highest priority counties (as determined in the profile as farthest behind the HP2020 targets): Monroe, Noble, Morgan, Perry, Hocking, Vinton and Meigs counties. Additional priority need throughout the Rural-Appalachian target community will be evaluated on an ongoing basis and may expand to any or all of the additional ten counties in the Komen Columbus Rural-Appalachia service area.

Important Dates

Application Open in GeMS	Mid-December 2015
Application Deadline	January 27, 2016
Revision Period	January 28-29, 2016
Award Notification	March 2016
Award Period	April 1, 2016- March 31, 2016

Eligibility

Individuals are not eligible for funding. Grants will be awarded only to eligible organizations. Applicants must meet the following eligibility criteria to be considered for funding:

- Program must be specific to obtaining or building a mobile mammography unit for breast health and/or breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, funding may only be requested for the breast cancer portion.
- All past and current Komen-funded grants or awards to Applicant are up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current tax exempt status under the Internal Revenue Service code.
- Applicant must be a non-profit organization located in or providing services to one or more of the following locations: Athens, Champaign, Clark, Delaware, Fairfield, Fayette, Franklin, Gallia, Guernsey, Hocking, Jackson, Knox, Lawrence, Licking, Madison, Marion, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton, and Washington.
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

Allowable Expenses

Funds may be used for the following types of expenses provided they are directly attributable to the program:

- Salaries and fringe benefits for program staff
- Clinical services or patient care costs
- Supplies

- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Mobile mammography equipment, essential to the breast health-related program to be conducted
 - If requested, strong proposals will fund tomosynthesis equipment through in-kind funding, and utilize tomosynthesis technology according to NCCN guidelines

Funds may **not** be used for the following purposes:

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
 - Specific examples include, but are not limited to, projects or programs designed to:
 - Understand the biology and/or causes of breast cancer
 - Improve existing or develop new screening or diagnostic methods
 - Identify approaches to breast cancer prevention or risk reduction
 - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
 - Investigate or validate methods
- Education regarding breast self-exams/use of breast models
- Development of educational materials or resources
- Construction or renovation of facilities
- Political campaigns or lobbying
- General operating funds (in excess of allowable indirect costs)
- Debt reduction
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Education via mass media (e.g. television, radio, newspapers, billboards)
- Event sponsorships
- Projects completed before the date of grant approval
- Payments/reimbursement made directly to individuals
- Land acquisition
- Program-related investments/loans
- Scholarships
- Thermography

Important Granting Policies

Please note these policies before submitting a proposal. These policies are non-negotiable.

- No expenses may be accrued against the grant until the agreement is fully executed.
- Any unspent funds over \$1.00 must be returned to Komen Columbus within 45 days of the end of the award period

- Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- At the discretion of Komen Columbus, the grantee may request one no cost extension of no more than six months for each grant.
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
 - Commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death, and property damage;
 - Workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$500,000; and
 - Excess/umbrella insurance with a limit of not less than \$5,000,000.
 - In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
 - If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required.
 - Grantees are also required to name Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen Columbus, its officers, employees and agents as Additional Insured on the above policies.

Submission Requirements

All proposals must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>.

Applications must be received on or before January 15, 2016. No late submissions will be accepted.

Review Process

Applications will first be evaluated for eligibility, submission of all required application materials, adherence to formatting requirements, and responsiveness to the program focus specified in this RFP. Applications that do not pass a compliance check will be notified of required changes to be compliant, and will be given at least 48 hours to make those changes and re-submit their application. Applications that still do not meet these requirements will be administratively withdrawn and will not under gr review. Each grant application will be reviewed by at least three independent reviewers. They will consider each of the following selection criteria:

Statement of Need: Does the program provide services to one or more of the target communities described in the Affiliate's Community Profile? How closely does the program align with the funding priorities stated in the RFA?

Program Design: Is the program culturally competent? Is the program evidence-based? How likely is it that the objectives and activities will be achieved within the scope of the funded program? Is the program well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the program? If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?

Impact: Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the program have a substantial impact on the need described in the funding priority selected? Is the impact likely to be long-term?

Organization Capacity: Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program? Is there evidence of success in delivering services to the target population? Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place? Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the program? Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term? Does the applicant organization have long-term support from organizational leadership?

Monitoring and Evaluation: Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes? Is there sufficient monitoring and evaluation (M&E) expertise for the program? Are there sufficient resources in place for M&E efforts? Applicants must demonstrate that they can identify, measure and report on:

- Number of patients who have completed screening
- Number of abnormal screening results
- Number of patients referred for diagnostic testing
- Dates and locations of unit travel schedule

The grant application process is competitive, whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

Applicant Support: Questions should be directed to:

Julie McMahan

Director of Mission

614-297-8155 x204

juliemcmahan@komencolumbus.org

Application Instructions

The application will be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. The required sections/pages in GeMS are listed in ALL CAPS and described below. For an application instruction manual, please visit the Affiliate's Grants webpage, www.komencolumbus.org under Community Impact, or contact Julie McMahon.

PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators**– To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration. A letter should be submitted for every partner mentioned in the Program Design section.

ORGANIZATION SUMMARY

This section collects detailed information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)

This section collects important information to classify the focus of the project, the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

PROJECT NARRATIVE

This section is the core piece of the application. On the Project Narrative page of the application on GeMS, please address the requests below for each section.

Statement of Need (limit- 5,000 characters)

- Describe the population to be served.
- Describe evidence of the risk/need within that population, using the RFA funding priorities and the 2015 Community Profile as a guide.
- Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population.
- Describe how this program aligns with Komen Columbus target communities and/or RFA funding priorities.

Program Design (limit- 5,000 characters)

- Explain the program's goal and objectives, as outlined in your Project Work Plan, including how your program will meet the overall goal of the RFP

- Explain how the program will increase the percentage of people who enter, stay in, or progress through the continuum of care. Include how your program will make a measurable impact on the priorities of the RFP.
- Explain how the program is culturally competent.
- Explain if and how the program is evidence-based and/or uses promising practices (please cite references through numbering and providing an attachment with any references). See appendix for evidence-based guidance.
- Describe program collaboration and the roles and responsibilities of all organizations or entities participating in the program.
- What is the plan for management of abnormal screenings, and screening for those without a primary care provider? Describe collaboration efforts with partners, including other health departments and health systems.
- Explain how the collaboration strengthens the program and why partnering organizations are best suited to assist in carrying out the program and accomplishing the goal and objectives set forth in this application. Include letters of support on the Project Profile page for every collaboration referenced.
- Describe the management of the project, expertise and qualification of staff, partners, collaboration, etc. How will Komen Columbus be a partner in serving the targeted counties? What is the plan for patients screened and diagnosed on the unit for follow-up referral and yearly reminders? Anticipated schedule and locations for the unit. Include a detailed plan for how applicant organization will work with Komen Columbus leadership to annually evaluate evolving gaps and needs in the Rural-Appalachian target community and report on meeting those needs- throughout the life of the unit. Describe protocol for Komen Columbus to partner on establishing mobile screening locations.

Organization Capacity (limit- 5,000 characters)

- Explain why the applicant organization, Project Director and staff are best-suited to lead the program and accomplish the goals and objectives set forth in this application. Please include appropriate organization or staff licenses, certifications and/or accreditations.
- Describe evidence of success in delivering breast health/cancer services to the proposed population. If the breast health/cancer program is newly proposed, describe relevant success with other programs.
- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the program.
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period.
- Describe the efforts you will take to communicate this program to your organizational leadership to ensure long-term support/buy-in.
- Describe naming rights and funder benefits

Monitoring and Evaluation (limit- 5,000 characters)

Grantees will be required to report on the following outputs and outcomes in the progress and final reports: successes and accomplishments, challenges, lessons learned, best practice example, story from an individual that was served with the funding and number of individuals served for each objective (county, race and ethnicity, age and population group).

- Applicants must demonstrate that they can identify, measure and report on:
 - Number of patients who have completed screening
 - Number of abnormal screening results
 - Number of patients referred for diagnostic testing
 - Dates and locations of unit travel schedule

For any additional deliverables and the way each objective can be measured, see Appendix A.

- Describe in detail how the organization(s) will measure progress against the stated program goal and objectives. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization(s) will assess how the program had an effect on the selected priority. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization(s) will assess program delivery. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.
- Describe the resources available for M&E during the course of the program. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the various groups you intend to target with your program. This does not include every demographic group your program will serve but should be based on the groups on which you plan to focus your program's attention.

PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- **Goals** are high level statements that provide overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met.

The project goal should have at least one objective; there is no limit to the number of objectives. Please ensure that all objectives are SMART objectives. Non-compliant objectives will be returned for modification.

Specific
Measurable
Attainable
Realistic
Time-bound

You will also be required to submit the timelines, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Work Plan with the understanding that each item must be accounted for during progress reporting. The Project Work Plan should **only** include a goal that will be accomplished with funds requested from Komen Columbus. Objectives that will be funded by other means should **not** be reported here, but instead, can be included in your overall program description.

Example Work Plan

GOAL: Provide mobile access to screening mammography for women in underserved areas.

OBJECTIVE 1: During grant period, the mobile unit will promote and schedule X screening days in Y county.

OBJECTIVE 1: During grant period, the mobile unit will promote and schedule X screening days in Z county.

OBJECTIVE 3: By end of grant period, navigator will contact all women with an abnormal screening within three business days to schedule follow-up appointment.

(The goal for this RFP for all projects should be *to reduce access barriers for women in underserved counties. Objectives should break down each priority into measurable action steps.*)

Attachments for the Project Work Plan page:

- **Monitoring and Evaluation forms, surveys, logic model, etc.** – To monitor progress and determine the effectiveness of the proposed program.

BUDGET

Provide a detailed total program budget for the entire requested grant term. Budget sections include Key Personnel/Salaries, Consultants, Supplies, Travel, Patient Care, Sub-Contracts, and Other. For each line item in the budget, provide a brief justification for how the funds will be used and why they are programmatically necessary.

Please attach a quote for all projected costs of the mobile mammography coach and equipment. Provide a comprehensive budget for the entire mobile project, including staff, equipment, travel and other expenses, noting all funding contributors- both in-kind and cash.

Attachments Needed for Key Personnel/Salaries Section:

- **Resume/Job Description** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae*. For new or vacant positions, provide a job description (*Two page limit per individual*).

Attachments Needed for the Project Budget Summary Section:

- **Proof of Tax Exempt Status** – To document your federal tax-exempt status, attach your determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return. To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:

<http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-Obtaining-Copies-of-Exemption-Determination-Letter-from-IRS>

- **Evidence-Based reference page** – Upload a list of your references in APA citation style format to the Project Budget Summary page.
- Please attach a **quote for all projected costs of the mobile mammography coach** and equipment. Provide a comprehensive budget for the entire mobile project, including staff, equipment, travel and other expenses, noting all funding contributors- both in-kind and cash.