
**Illinois Prostate and Testicular Cancer
Screening, Education and Awareness**

May 1, 2011 - April 30, 2012

State Fiscal Year 2011 Application Guidelines

**Illinois Department of Public Health
Office of Health Promotion
Division of Chronic Disease Prevention and Control
535 West Jefferson Street, 2nd Floor
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**Illinois Department of Public Health
Office of Health Promotion
Division of Chronic Disease Prevention and Control
Prostate and Testicular Cancer
Screening, Education and Awareness
March 2011
Application Guidelines for State Fiscal Year 2011**

Grant Application Checklist

- Check each form as it is completed and include it with the application packet.
- Illinois Department of Public Health, Public Health Grant Application (available on www.idph.state.il.us under funding opportunities)
- Illinois Department of Public Health, Public Health Grant Budget Detail Template (available on www.idph.state.il.us under funding opportunities)
- W-9 Form
- Scope of Work (Section 7 of the Public Health Grant Application), must include descriptions of the applicants organizational capacity, the need and justification, and a work plan.
- Appendices
 - Letters of support/commitment
 - Resume or vitae for current staff and/or a job description of those yet to be hired
 - Collaborator list
 - Documentation of tax exempt status/ not-for-profit status only if an applicant is not a governmental entity

FISCAL YEAR 2011 APPLICATION GENERAL INFORMATION

Title: Illinois Prostate and Testicular Cancer Screening, Education and Awareness

Issued By: Illinois Department of Public Health, Office of Health Promotion

Application Processing: Applications must be received at the Illinois Department of Public Health, Springfield location listed below, no later than:

Friday, April 8, 2011 at 5 p.m.

Applications received after this time will not be reviewed and will be returned. Faxed copies will not be accepted. Send to:

**Bob Zettler
Illinois Department of Public Health
535 West Jefferson Street, 2nd Floor
Springfield, Illinois 62761**

Submit one signed original and three (3) photocopies of the application.

Who may apply: Eligible applicants include:

- Certified local health department (LHD)
- Non-for-profit state-licensed hospitals
- Colleges and universities
- Non-for-profit health care-affiliated organizations
- Social service agencies
- Community-based organizations

Only Illinois based organizations are eligible.

Funding Source: General Revenue Funds.

Funds Available: **\$200,000. The maximum amount that can be applied for is \$30,000.**

Funding Period: May 1, 2011 - April 30, 2012

Note: Please follow all grant application instructions carefully.

I. BACKGROUND

The purpose of these grants is to support awareness, education and screening applicable to prostate and testicular cancer by public or private entities in Illinois. The early detection of prostate and

testicular cancer greatly increases the likelihood of survival and improves quality of life.

The four major goals of the grant are:

- Provide prostate and testicular cancer screening.
- Provide appropriate referrals for persons with abnormal results.
- Disseminate quality information regarding the incidence of prostate and testicular cancer, the risk factors, and the benefits of early detection and treatment.
- Identify unmet needs and barriers to services and evolving demographic trends among Illinois males.

Applicants are encouraged to develop innovative approaches or adapt existing evidence-based models for the target population, including: 1) uninsured and underinsured men, 50 years of age and older; 2) uninsured and underinsured men 40 years of age and above who are at high risk for prostate cancer; and 3) men at risk for testicular cancer.

II. ELIGIBILITY

Eligible applicants include local health departments, hospitals, colleges, universities, non-profit health care institutions, social service organizations, and community-based organizations. Other eligibility requirements are as follows:

- Only Illinois-based organizations can compete for grant funds and must be a government entity or a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Subcontractors also must be a government entity or a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

YOUR APPLICATION WILL BE DEEMED INELIGIBLE AND WILL NOT BE REVIEWED IF:

- The application is not received by the time specified for submission.
- The application does not include original signatures on the Public Health Grant Application.
- The required number of copies is not submitted (1 original and 3 copies).
- The application requests more than \$30,000.
- The application does not follow format instructions.

III. OVERVIEW OF PROPOSAL REQUIREMENTS

1. The project proposal must document a timetable that covers the 12-month period, May 1, 2011 through April 30, 2012. It must include schedules of events and activities planned during the project period with a specific requirement for documented activities during National Men's Health Week in June 2011 and National Prostate Cancer Awareness Month, September 2012.
2. If the applicant is not a certified local health department, a copy of the letter sent to the local health department as notification of the intent to apply must be included. This letter must be dated no later than one week prior to the submission of the application and be included as an attachment to the application package.

3. A proposed budget outlining the monies requested from the Department and other match/in-kind funds must be provided. The documented amount **MUST** be a minimum of 10 percent of the funds requested from the Department (e.g., if \$30,000 is requested, match/in-kind must be at least \$3,000). The match/in-kind funds can be cash or non cash in-kind from the applicant and/or its collaborator agencies.
4. Letters of commitment from each partner (collaborators and sub-contractors) participating in the proposed project must be attached. The letters must clearly state the partner's planned role in the project and what they anticipate will be achieved through their participation.
5. The applicant must indicate in Section 7, Grant Scope of Work, they agree to receive consultation and technical assistance from authorized representatives of the Department.
6. The applicant agrees to submit quarterly progress reports to the Department. The Department will use these reports to track progress made toward achievement of program goals and objectives. Failure to submit required reports in a timely manner will result in reimbursement delays and may affect future Department funding.
7. If funded, the applicant agrees to send at least one, but no more than two staff members to the grantee meeting in Springfield. Travel costs, including lodging, transportation, per diem and registration, can be allocated as part of the application budget.
8. The application should address how the applicant will sustain future project activities after the funds are depleted.
9. All brochures, booklets, flyers, journal articles, programs, posters, advertisements, multi-media presentations, videos, and any other printed or electronic materials prepared with funds from this grant will require prior approval from the Department and shall credit the Department in a form similar to the following:

Funding for this (event, publication, etc.) made possible by a grant from the Illinois Department of Public Health

IV. SPECIFIC INSTRUCTIONS

The application must be completed using a 12-point font (Times-Roman preferred), single-spaced and one-sided. Margins may not be less than one inch on all sides. Applications must include the following:

Budget and Budget Justification Instructions

Use of Funds. All grant funds must be used for the sole purposes set forth in the grant proposal and application and must be used in compliance with all applicable laws. Grant funds may not be used as matching funds for any other grant program. Use of grant funds for prohibited purposes may result in loss of grant award and/or place the grantee at risk for recouping of those funds used for the prohibited purpose.

To be reimbursable under the Department/Office of Health Promotion Grant Agreement, expenditures must meet the following under general criteria:

- Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the applicant.

- Be authorized or not prohibited under federal, state or local laws, or regulations.
- Conform to any limitations or exclusions set forth in the applicable rules, program description, or grant agreement.
- Be accorded consistent treatment through application of generally accepted accounting principles, appropriate to the circumstances.
- Not be allocable to or included as a cost of any state or federally-financed program in either the current or a prior period.
- Be net of all applicable credits.
- Be specifically identified with the provision of a direct service or program activity.
- Be an actual expenditure of funds in support of program activities, documented by check number, and/or internal ledger transfer of funds.
- Budget adjustments must be pre-approved and submitted on or before March 15, 2012. No budget adjustment forms will be accepted after March 15, 2012.
- Expenditures must be submitted monthly.

NOTE:

Grantee should prepare a budget that reflects expenses for the cited grant term. Use whole numbers and round to the nearest dollar. Once approved, the budget will be incorporated into the grant. Using the forms provided in this packet, submit additional information or justification as required in the allowable costs list section. Specific line items listed in the detailed budget must be explained on the budget forms. If the organization intends on using several staff to meet the full-time equivalent requirement of the category, include their names and titles. If the grantee is anticipating using sub-contractors/sub-grantees, those should be listed under the “contractual” section of the budget and the grant application. For such sub-contractors and/or sub-grantees, justification should be of sufficient detail to document the items requested are essential to the achievement of the workplan activities.

The grantee acknowledges they must expend funds in accordance with the budget approved by the Department and in line with the line item categorical amounts approved in that budget. 100% of the grant amount shall be distributed upon execution. The grantee is required to submit monthly documentation of actual expenditures incurred for conducting activities through use of the Department’s reimbursement certification form. If changes in line items of the approved budget are necessary, the grantee must submit a Budget Adjustment Request in writing on Department forms for approval by the Department prior to making any of the requested expenditure changes. Documentation of actual expenditures incurred for the grant period must be submitted within 45 days after the close of the grant period (Wednesday, June 15, 2012). Any funds not documented, and approved by the Department, must be returned to the Department.

Allowable costs. Examples of allowable costs are listed below. This is not meant to be a complete list, but rather specific examples of items within each line item category.

Personal Services:

- Gross salaries paid to agency employees directly involved in the provision of program services. All salaries to be provided as in-kind need to be documented and noted on the budget sheet as such.

- Employer's portion of fringe benefits actually paid on behalf of direct services employees. Examples include FICA (Social Security), life/health insurance, workers compensation insurance, unemployment insurance and pension/retirement benefits.

Contractual Services:

- Contractual employees (requires prior program approval).
- Postage, postal services, overnight mailing or other carrier costs.
- Training and education costs, which must be requested as a prior approval item in the budget submission. The expense requires substantive documentation as to its relevance to the work plan before approval will be granted.
- Photocopies. If paid for at a duplicating business, list the number of copies and costs. If charged by copy on a leased photocopy machine, list cost per actual copy.
- Telecommunications. Allowable charges are monthly telephone service costs for land lines and installation, repair, parts and maintenance of telephones and other communication equipment.
- Payments or pass-throughs to subcontractors or sub grantees are to be shown in the Contractual Services section. All subcontracts or sub grants require an attached detail line item budget supporting the contractual amount.
- Printing. Any printing job, e.g., letterpress, offset printing, binding, lithographing services, must be requested as a prior approval item in the budget submission. This expense requires substantive documentation as to its relevance to the work plan before approval will be granted. The cost of the printing may not exceed \$1,000 or 5 percent of the total budget, whichever is less.

Travel:

- Auto travel mileage at no higher than 51 cents – the state reimbursement rate as of March 1, 2011.
- Rail transportation expenses.
- Lodging. The rate must be in accordance with Illinois Travel Control Board rates or reasoning must be provided before approval to pay will be made. Current lodging rates are \$140 in the city of Chicago, \$80 in counties surrounding Cook County and \$70 for the remainder of state.
- Per Diem must comply with the state rate of \$7 per quarter for overnight travel or travel beginning before 6 a.m. or ending after 7 p.m.

Supplies:

- Office supplies
- Educational and instructional materials and supplies, including booklets and reprinted pamphlets. The budget narrative must describe the connection between the purchase of these materials and approved work plan before it will be approved.
- Paper supplies
- Envelopes and letterhead

Unallowable Cost List. Unallowable or prohibited uses of grant funds include, but are not limited, to the following:

- Indirect or administrative cost plan allocations (normally expressed as a percentage of the grant).

- Daily operating expenses may not be billed in any grant issued by the Office of Health Promotion, including staff directly related to the daily operational needs of the local health department.
- Political or religious purposes
- Contributions or donations
- Incentives
- Fund raising or legislative lobbying expenses
- Payment of bad or non-program related debts, fines or penalties.
- Contribution to a contingency fund or provision for unforeseen events.
- Food, alcoholic beverages, gratuities or entertainment
- Membership fees
- Interest or financial payments or other fines or penalties
- Purchase or improvement of land or purchase, improvement or construction of a building.
- Lease of facility space, unless approved by Department. NOTE: Such requests are prior approval and MUST be in writing, MUST provide substantial documentation as to why the request is necessary and MUST not total more than 5 percent of total award budget.)
- Any expenditure that may create conflict of interest or the perception of impropriety.
- Audit expenses
- Equipment
- Prescription drugs

Additional unallowable costs resulting from budget constraints and limited resources available for this program, include, but are not limited to, the following:

- Conference registration fees, including registration fees to attend or exhibit at events that can be defined as fundraisers.
- Exhibit fees
- Subscriptions
- Association dues
- Expenses for credentialing (e.g., CHES certification)
- Airfare
- Out-of-state travel

Scope of Work

The Scope of Work (Section 7 of the Public Health Grant Application) shall be divided into three sections: organizational capacity; need and justification; and a work plan.

The organizational capacity section shall address the following points:

- Provide an overview of the applicant's organization including the overall mission and activities of the organization, communities and population served.
- Describe organization's capacity to address men's health concerns and successfully implement the program.
- Describe plans to address disparate populations as applicable.
- Discuss qualifications of the project manager, project staff, outreach workers, and others (include a resume or vitae for current staff and/or a job description of those yet to be hired)

in the appendix).

- Discuss how the applicant will sustain the efforts of the proposed program once Department funding ends.

The need and justification section shall address the following points:

- Discuss the population targeted, the number of projected participants and how the population reflects the demographics of the community/communities being reached. Include detailed description of the target populations, analysis of latest prostate and testicular cancer incidence and mortality data, and rationale for programming efforts.
- Demonstrate the need for this program within the community/communities your organization serves.

The work plan section shall address the following points:

- Discuss the program goals and corresponding activities that will be undertaken to implement the program. Include proven intervention strategies as they relate to the prostate and testicular cancer screening, education and awareness goals.
- Provide a detailed timeline describing when and how the objectives will be met during the grant-funding period. Objectives should be time-referenced and measurable. Also include the number of program participants to be reached by the program for each activity.
- Describe specific methods of recruitment.
- Indicate the number of projected program participants.
- Describe the referral protocol and follow-up plan.
- Describe how you will evaluate the success of the program.
- Indicate the total cost per participant. The total cost per participant is based on the total funds for the program (i.e., if funding from the Department is \$30,000 and the match/in-kind contribution is \$3,000, total funds are \$33,000) divided by the number of participants being screened for prostate cancer. The Department wants applicants to take into consideration the number of participants they propose to reach relative to the fund amount requested when targeting an appropriate number of participants for the funding being sought. As a formula for evaluating applications, the Department requires the proposed total cost per applicant is within a range of \$30 to \$75 per participant. If the application exceeds the maximum range, points will be deducted from your score.

Appendices

Letters of support/commitment, relevant supporting documents, including a collaborator list (Any entity funded by the Department shall coordinate with other local providers of prostate and testicular cancer screening, diagnostic, follow-up, educational, and advocacy services to avoid duplication of effort); and resumes or curriculum vitae for the project manager, project coordinator, outreach worker, and others should be included in the appendix. If an applicant is not a governmental entity, then documentation of tax exempt status/ not-for-profit status must be included as an appendix.

V. SCORING CRITERIA

The scoring criteria to be used for the review and selection of applications for funding are as follows:

Organizational Capacity - 20 points

The extent to which the applicant:

- Provides an overview of the applicant's organization, including the overall mission and activities of the organization, communities, and population served.
- Describes organization's capacity to address men's health concerns and to successfully implement the program.
- Describes plans to address disparate populations.
- Discusses qualifications of the project manager, project staff, outreach workers, and others (include a resume or vitae for current staff and/or a job description of those yet to be hired in the appendix).

Need and Justification - 20 points

The extent to which the applicant:

- Discusses the population targeted, the number of projected participants and how the population reflects the demographics of the community/communities being reached. Include detailed description of the target populations, analysis of latest prostate and testicular cancer incidence and mortality data, and rationale for programming efforts.
- Demonstrates the need for this program within the community/communities your organization serves.

Work Plan - 40 points

The extent to which the applicant:

- Demonstrates that the proposed activity relates to the corresponding goal.
- Demonstrates that the number of men targeted for screening is stated and realistic.
- Describes specific methods of recruitment and indicates the specific number of projected program participants for screening and increased awareness.
- Adequately describes the referral protocol and follow-up plan.
- Adequately describes how the program will be evaluated.
- Correctly calculates the cost per participant.

(NOTE) If the applicant currently receives prostate and testicular cancer funds from the Department, applicant must provide sufficient documentation in the proposed work plan to ensure that the work plan activities build on the current work and show growth in this program area. Applicants that do not document how the current project activities will expand, and not just be a repeat of current activities, are subject to loss of points during the review.

Project Budget - 20 points

The extent to which:

- The proposed budget provides sufficient justification to show that funds requested are feasible and appropriate to support activities that achieve the model program goals.
- The total cost per participant is calculated correctly and reasonable for the activities proposed. The cost per participant is equivalent to the total cost of the program divided by the number of males to be screened by the program.
- The required match amount (minimum of 10%) of funds requested from the Department is included.

APPLICATION DEADLINES

April 8, 2011	Application Due to IDPH
May 1, 2011	Funding Begins
August 31, 2011	First Quarterly Report Due
November 30, 2011	Second Quarterly Report Due
February 28, 2012	Third Quarterly Report Due
March 15, 2012	Final Date for Budget Adjustment Requests and Approval
April 30, 2012	End of Project Funding Period
May 31, 2012	Final Report Due
June 15, 2012	Final Documentation of Expenditures Incurred

PAYMENT METHODOLOGY

100% of funds awarded to successful applicants will be distributed upon execution of the grant agreements. The grantee will document actual expenditures incurred for conducting activities through use of the Department's reimbursement certification form. Reimbursement forms must be submitted monthly. The final documentation of expenditures incurred must be received by Department within 45 days after the close of the grant period (Wednesday, June 15, 2012). Any funds not documented, and approved by the Department, must be returned to the Department.

SUBMISSION OF APPLICATIONS

Applications may be mailed or hand-delivered to:

Bob Zettler
Division of Chronic Disease Prevention and Control
Office of Health Promotion
Illinois Department of Public Health
535 West Jefferson Street, 2nd Floor
Springfield, Illinois 62761

Applications must be received at the above location no later than 5 p.m on Friday, April 8, 2011. **No application will be accepted after that time.** It shall not be sufficient to show that the application was mailed or hand-delivery was commenced before the scheduled closing time for the receipt of applications. Faxed or electronic submissions will not be eligible for review.

For questions related to the content of the grant application, please contact:

Bob Zettler
Comprehensive Cancer Program
Office of Health Promotion
Phone: 217-785-1059
TTY: 800-547-0466

For fiscal questions, please contact:

Karla Barnes, Acting Grants and Contracts Manager
Office of Health Promotion
Phone: 217-782-1227
TTY: 800-547-0466