

1. Cover Page

Applicant Organization Name

Agency's Federal ID Number

Agency's Dun & Bradstreet DUNS Number

Cancer Prevention in Action Contract Contact Person

Name

Title

Phone #

E-mail

Individual Authorized to Sign the Contract

Name

Title

Address

City, State

Zip Code

Phone #

E-mail

Contract Information

Service Region: Check ONE that applies

Richmond County (Staten Island)

Suffolk County

Warren County

Total Amount of Funding Requested: \$ _____

Applicant Organization's Executive Director or Chief Executive Director

Printed Name

Title

Signature

Date

2. Program Summary

Briefly describe your organization’s plans for use of these funds to ensure full implementation of the required scope of work and fulfillment of staffing requirements. Define the proposed Service Region in which you will implement the scope of work. The proposed Service Region must include only one of the three required counties listed in RFA Section II.A.2. and may include up to two adjacent counties beyond that county. Describe the partners and sites you propose to engage, and target populations you intend to reach to meet the Objectives stated in RFA Section III. A. Include the timeline for program implementation – the dates by which you will conduct staff recruitment, engage/procure consultants and/or subcontracts and be fully staffed to meet program deliverables. Provide your response in the box below (maximum of two pages)

Enter your response here. The box expands; response is limited to maximum of 2 pages.

3. Service Region

3a. State the service region: which one of the three required counties – Richmond, Suffolk or Warren will be served, and any additional proposed counties (not to exceed up to two additional, adjacent counties). Describe the factors (social, political, environmental) that make this service region a good option for this policy work (for example, large number of colleges, numerous parks and outdoor recreation centers used by certain populations, established coalition of service providers already working on PSE change work, passionate elected officials/leaders, etc.). If additional counties will be served, describe the rationale for including them.

3b. Describe the type of setting(s) and target population(s) where each initiative (UV projects and HPV education) will be delivered (schools, worksites, municipalities, outdoor recreation sites, childcare settings, higher education, etc.) within the identified geographic service area.

4. Capacity and Experience

4a. How do the required activities in the RFA align with the organization’s mission and purpose?

4b. Explain how your organization has worked with municipalities, local media, employers, and other selected sites to promote adoption of PSE change interventions (specify your role in activities, leader, on a committee, etc.).

4c. Describe past or current work engaging in community-wide prevention activities (public policy and changes in social, community or physical environments that support healthy behaviors).

4d. Describe the applicant organization’s history of effective collaboration among diverse stakeholders, relevant experience in partnership building, working and/or identifying champions, and ability to lead and execute a multi-year project.

4e. Describe experience conducting community-level program evaluation to measure the impact of activities and strategies including experience:

- i. collaborating with external evaluation specialists to develop and implement evaluation methodologies,
- ii. collecting baseline and follow-up data,
- iii. analyzing data,
- iv. disseminating evaluation results, and utilizing evaluation results to inform current and future activities

4f. Describe how work plan activities will be implemented within 31 days of contract start date.

4g. Describe the applicant's current administrative staffing pattern for activities such as payroll, bookkeeping, invoicing, and general tracking of administrative and fiscal controls.

6. Staffing Patterns and Qualifications

6a. Describe activities to recruit staff and/or subcontracts/consultants with demonstrated expertise working on PSE approaches in the community setting

6b. Describe how orientation and supervision of staff and/or subcontracts/consultants will be provided and by whom, including the credentials of the person(s) who will be providing orientation and supervision to the program.