



1640 West Roosevelt Road • (MC 625) • Suite 636 •
Chicago, Illinois 60608-6906
Telephone (312) 413-0507 • Fax (312) 996-3212 •
www.ceedchicago.org

Request for Proposals

CEED/REACH U.S. Legacy Projects

2nd Project Period

July 7, 2009

PURPOSE AND BACKGROUND OF CEED@CHICAGO

In September 2007, the University of Illinois at Chicago (UIC) received a five-year grant from the Centers for Disease Control and Prevention's (CDC) Racial and Ethnic Approaches to Community Health (REACH US) initiative to establish a Center of Excellence in the Elimination of Disparities (CEED@Chicago). CEED@Chicago specifically aims to reduce the burden of type 2 diabetes and cardiovascular disease (CVD) among African Americans and Hispanics/Latinos by promoting healthy eating and physical activity through system change. There are 18 CEEDs across the country each with a unique health priority area and target population. Further information about the REACH US program is available at www.cdc.gov/reach.

CEED@Chicago recognizes that the involvement of the broader community is critical to the elimination of social disparities and overall system change to improve health. Therefore, CEED@Chicago is **seeking to fund Legacy Projects that focus on reducing type 2 diabetes and CVD among African Americans and Hispanics/Latinos**, with a specific and strategic focus on promoting healthy eating and physical activity. Legacy Project awards will range from \$15,000 up to \$20,000 for a 12 month period. Funds will be disbursed via a subcontract with UIC.

DEADLINE

We prefer to receive proposals by email; however, hard-copy proposal will also be accepted. Proposals submitted by email will be accepted if they are **sent** no later than 5:00 PM on Monday, August 10, 2009. Hard-copy proposals must be **received** by 5 PM, Monday, August 10, 2009.

OVERALL GUIDELINES

1. Projects must focus on reducing (1) type 2 diabetes, and/or (2) CVD, and/or (3) their risk factors, such as obesity and lack of physical activity, among African Americans and Hispanics/Latinos.
2. Projects must do one of the following: (1) focus on making community-level system change(s) in policies or practices that has(have) the potential of reducing type 2 diabetes, and/or CVD, and/or increasing access and opportunities for healthy eating and/or physical activity; (2) work directly with community organizations and/or community institutions such as schools, churches, and businesses to design, plan, and implement a project that has the potential of reducing type 2 diabetes, and/or CVD, and/or increasing access and opportunities for healthy eating and/or physical activity.
3. Projects must be appropriate for the communities they serve, i.e., the strategies and specific interventions used should address the language(s), literacy levels, and culture of the population being served.
4. Applicants must be an active coalition or partnership of three or more local organizations with a history of working together for at least one year. The lead organization must have IRS 501(c) 3 status and

demonstrate a capacity to administer Legacy Project funds. The applicant must have access to the Internet and e-mail capability. At least one organization of the coalition must be located in the community being served by the grant.

5. Projects must demonstrate significant community involvement of stakeholders in planning, implementation and monitoring of project activities. Stakeholders are residents or institutions directly or indirectly affected by diabetes, CVD, and/or their risk factors or their work is connected to these diseases.
6. If appropriate, the project must engage in leadership development of community residents.

ALLOWABLE USES OF LEGACY PROJECT FUNDS

- Personnel salaries and fringe benefits
- Consultants
- Essential direct costs, including data processing, local travel, general office materials and supplies, educational materials, relevant training, printing and copying, postage and room rentals for special project activities and events
- Subcontracts for these allowable costs (must be consistent with CDC regulations)

UNALLOWABLE USES OF LEGACY PROJECT FUNDS (BASED ON FEDERAL LAW)

- Purchase of equipment
- Direct patient care
- Medical screening or testing (except as part of the evaluation plan)
- Purchase of medications, devices, or biologics
- Fellowship/tuition support for training purposes intended for a specific individual or institution
- Endowments
- General operating expenses
- Capital improvements
- Subcontracts for these unallowable costs
- Food or meals

ELIGIBLE ORGANIZATIONS

Organizations located throughout the United States.

INELIGIBLE ORGANIZATIONS

- REACH US Action Community (AC) or CEED grantees
- Organizations located within the target areas of current Chicago REACH Action Communities grantees: North Lawndale, South Lawndale, South Chicago, South Deering, Hegewisch, and East Side.

FORMATTING

We prefer to receive submissions by email, but we will also accept hard (paper) copies of proposals. **Faxes will not be accepted.** All sections of a proposal must be submitted at the same time. If sent via email, proposal must be in either Word or PDF file format. All proposals must adhere to these requirements: maximum length of the narrative is 12 pages, 1.5 line spacing, font size at least Ariel 11-point, 1-inch margins on 8.5x11 inch paper, all pages must be numbered, and headers with the name of the applicant and project must be included on all pages. Paper proposals must be printed singled-sided.

PROPOSAL NARRATIVE

Please address all of the following topics in your narrative. In preparing your timeline, assume that the *contract approval process will require four months*.

1. **Target area and population:** What is/are the geographic area(s) you plan to serve? Provide demographic information for this area, including, but not limited to economic status, education levels, ethnic/racial composition, and health status.
2. **Statement of the problem:** What is the health problem you will address in your target community or communities? What evidence do you have that this is a problem? In an appendix to your narrative, please provide the complete citations for any data you use as evidence (the appendix will not be counted as part of the narrative).
3. **Description of your project:** What are you going to do to address the problem you identified above? Describe the goals and objectives of the work your organization plans to do.¹ What activities will help the organization to achieve these goals? What will be the short and long-term results of your work? What do you expect to achieve over the life of this project?
4. **Timeline:** What are the major events/activities of your project? When do you expect to achieve them?
5. **History of Partnership:** Describe your history of working together, e.g., when did you start and what have you done as a group.
6. **Organizational Capacity:** Describe your coalition's ability to carry out the work described in #3 above. Describe the financial, administrative and management structure of the lead organization and the staff's and volunteers' experience and skills. List the roles and responsibilities of the individuals and organizations that will be involved in your project.
7. **Project monitoring and evaluation:**² Objectives are the activities you will conduct to reach your desired goal or result. What information will you collect and/or use to determine if you are meeting your objectives? Please list both qualitative and quantitative information that you will use. Describe how this information will be collected and analyzed. What will be the final product? How will the rights of program participants be protected?³ Applicants must agree to collect information for the common Legacy Projects evaluations.

¹ Objectives should be "Specific, Measurable, Achievable, Relevant, and Time-phased, e.g., *By (December 2009), provide training on (healthy eating/nutrition) for (50 parents and community members).*

² Kellogg Foundation has evaluation and logic model handbooks available for downloading. You can also order them as a CD in English and Spanish at no charge, including delivery. Search under Publications & Resources, Evaluation at: www.wkcf.org. Also see CDC sites with information about evaluation: <http://www.cdc.gov/eval/framework.htm#summary> and <http://www.cdc.gov/eval/resources.htm#manuals>.

³ *NOTICE: Funded Legacy Projects will collaborate with CEED staff to ensure that their data will be collected in accordance with UIC guidelines and the requirements of the UIC Institutional Review Board (IRB) for the ethical protection of program participants. Technical assistance will be provided to refine an evaluation plan during the project's initial planning period. If your project will collect data from project participants (human subjects), after you have been selected for funding your questionnaires/forms, participant consent forms, and procedures must be reviewed by the University of Illinois at Chicago. Your organization must establish a Federal-wide Assurance (FWA) assigning UIC as the Institutional Review Board. In addition, persons collecting and analyzing data will complete or update their IRB training. You will be provided technical assistance by CEED@Chicago staff in this area. Data may not be collected prior to IRB approval. We discourage data collection on persons under 18 since this requires a more complex and lengthy review process.*

- 8. Community participation:** How will community members who are stakeholders be involved in planning and implementing your project? How will they be involved in program activities?
- 9. Sustainability:** What will you do to continue the partnership of the participating organizations and sustain this project beyond the end of this grant?
- 10. Sharing your experiences:** How will you share information about your project/program, its results and products you develop with other communities and organizations?⁴

ADDITIONAL REQUIRED MATERIALS

Legacy Project Cover Page: Applicants must use the form which is attached.

Proposed Legacy Project Budget: Applicants must use the attached form which requests the following information: Personnel costs, materials and other direct costs, local travel, subcontracts and consultants, administrative overhead/indirect costs and rate (limited to 10%), and other sources of funding, including other financial contributions and in-kind support for this project.

Budget Narrative: Applicants must provide an itemized budget narrative that briefly describes the proposed project staff and consultants, including titles, qualifications, and responsibilities. The budget narrative should provide a breakdown of the compensation for individual staff and consultants, i.e., pay per hour x number of hours = total cost per person. Cost of supplies and materials should be similarly broken down if they represent a significant percentage of the budget.

Financial information for the lead applicant organization/fiscal agency: IRS 501(c)3 certification; current annual operating budget, including expenses and income; year-to-date financial statement, and most recent financial audit.

Memoranda or letters of agreement or collaboration: Letters on letterhead must be included from all organizations participating in the project. The letters must specifically refer to how the organizations will be involved. If your project identifies persons who need medical care, you must include a letter from a recognized health/medical facility in your area stating that the facility will accept your referrals.

TECHNICAL ASSISTANCE AND QUESTIONS

Should you require technical assistance or have questions as you prepare your proposal, you may contact Dr. Eve Pinsker. She will consult with other staff as necessary to respond to questions. Dr. Pinsker will not be involved in reviewing the proposals. She may be reached at 773-802-4802 and epinsker@uic.edu.

AFTER THE AWARDS ARE MADE

- Awardees will have two weeks to submit the following information:
 1. One page summary of the project suitable for publication
 2. Work plan/logic model (sample format enclosed)
- CEED@Chicago staff will provide technical assistance in the following areas as necessary.
 1. Assessment
 2. Community-based participatory and culturally competent approaches

⁴ NOTE: The following language must be used in any publications or materials which result from the Legacy Project awards: *This project was funded by the CEED@Chicago - University of Illinois at Chicago (UIC) through a grant from the USDHHS Centers for Disease Control and Prevention (CDC) under the Racial and Ethnic Approaches to Community Health (REACH) US Initiative, cooperative agreement Number 1U58DP001017-01.*

3. Planning and implementation of program activities
 4. Preparation of materials on health and related topics that can be understood and used by the community your project serves.
 5. Community mobilization
 6. Leadership development
 7. Program evaluation
 8. Dissemination of information
 9. Project sustainability
- Brief activity reports to CEED staff will be required. Details about the format and timing of the reports will be discussed with the grantees after the awards are made.
 - Awardees will provide CEED@Chicago with a copy of their final evaluation report/document within 60 days of the end of the project.
 - Awardees will indicate in writing their consent to participate in the local and national evaluation of CEED@Chicago. This may include, but is not limited to, providing requested data, feedback, and reflections for the purposes of comparison with other Legacy Projects. Data collection may extend beyond the awardees' funding period.
 - Awardees are expected to
 1. Be active members of the CEED@Chicago Coalition by attending meetings and serving on at least one committee.
 2. Participate in a learning community with other Legacy Project awardees, including attending appropriate no-cost trainings when offered.
 3. Adhere to UIC contract reporting and reimbursement requirements. Proposals will become part of the contract with UIC.⁵
 4. Inform CEED staff of project activities and related community events a minimum of 2-weeks prior to the event so they may be listed on the CEED calendar and website.
 5. Meet with CEED staff on occasional site visits.

INTELLECTUAL PROPERTY

Data collected as a result of the Legacy Project will be the joint property of UIC and awardees. Any publications utilizing these data will acknowledge both the awardees and UIC. Awardees should expect to share materials they develop, e.g., training curricula, with other Legacy Project awardees, CEED@Chicago Coalition members, and other interested parties. Awardees will be credited for developing the material.

CONTRACTING PROCESS

Once Legacy Project awardees are selected, CEED@Chicago and the awardees will decide upon a reporting and payment schedule. This becomes a part of the contract. UIC then submits a formal request to the CDC for approval to issue subcontracts to the awardees. ***This approval process can be lengthy. Please be advised that UIC cannot issue contracts or award funds until approval from CDC is received.***

Once CDC approval is received, a standard University of Illinois contract is prepared and processed. When processing is complete, UIC will mail the contract to the Legacy Project awardees for signature and they will

⁵ Applicants are urged to review UIC's contract provisions on the UIC website at <http://www.obfs.uillinois.edu/Forms/UICContract.doc> to ensure they understand UIC's requirements.

return it to UIC. When UIC receives the signed contract, invoices may be submitted according to the report and payment schedule decided upon by the awardees and CEED@Chicago.

Please be advised that the UIC contract approval process can also be lengthy. To avoid delays in processing, it is important that the UIC contract be amended as little as possible, if at all. To that end, we encourage all applicants TO REVIEW THE STANDARD UIC SUBCONTRACT posted on the web at: <http://www.obfs.uillinois.edu/Forms/UIContract.doc>. If an awardee takes issue with any of the language in this contract, the process of amending it through the UIC Legal Department and the awardee's own legal review process can be protracted.

Typically, the contract specifies a reimbursement mechanism of costs incurred, although other arrangements are possible. Awardees should discuss these options with CEED@Chicago staff as the contract is being prepared. Because contracts are typically dated from the date of the award, not the date of issuance, if awardees have already commenced work and incurred costs, they may invoice immediately upon the final approval of the contract.

The date of receipt of a final invoice from the awardees will be determined by the awardees and CEED@Chicago after the award is made.

Submit e-mail proposals no later than 5:00 PM CDT on August 10, 2009,
to srcastil@uic.edu.

Subject line: CEED Legacy Project Proposal
(Date and time of the e-mail will become part of the proposal packet.)

Delivery of hard-copy proposal no later than 5:00 PM CDT on August 10, 2009.

Sheila R. Castillo, Project Manager -- CEED@Chicago
UIC Midwest Latino Health Research, Training and Policy Center
1640 West Roosevelt Road, Suite 636 (MC 625)
Chicago, IL 60608
Phone: (312) 413-0507 (office)

**Incomplete applications and applications received after the
due date/time will absolutely not be reviewed.
Please do not request an extension – it will not be granted.**

Center of Excellence for the Elimination of Disparities @ Chicago/REACH US

LEGACY PROJECT PROPOSAL COVER PAGE

For CEED@Chicago use:

Submission Date: _____ Submission Time: _____

Name of Applicant: _____

Address _____
(Street number, city, state, zip code)

Title of the Legacy Project _____

Project start date: _____ Project end date: _____

Federal Employer Identification Number (FEIN): _____

Information for the person to be contacted on matters involving this application

Name: _____ Title: _____

Phone (include area code): _____ Fax (include area code) _____

Email: _____

To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body(ies) of the applicant and the applicant will comply with the attached assurances if the grant is awarded.

Type/print name of authorized representative

Title

Signature of authorized representative

Date

WORK PLAN/LOGIC MODEL ⁶ SAMPLE

Project Title: _____

Submitted by: _____

Goal: State your goal. If there is more than one goal, complete a separate page for each goal.

Objective(s) must relate to the goal(s). If there is more than one objective to this goal, complete a separate page for each.

Objective: Objective must be stated in SMART terms. **Specific-** What exactly are you going to do for whom? **Measurable** - Is it quantifiable and can you measure it? **Achievable-** Can you get it done in the proposed time frame with the resource and support you have? **Relevant-** Will this objective have an effect on the desired goal? **Time-phased-** When will this objective be accomplished?

Example of a SMART objective: *By (December 2009), provide training on (healthy eating/nutrition) for (50 parents and community members).*

Intervention/Activity: _____

| Inputs (resources) | Activities | Outputs (projected products or measures resulting immediately from project activities) | Short and intermediate term impact of the activity and its timelines – after 6 months, 1 year, etc. | Long term impact of the activity | Evaluation |
|--|---|---|---|--|--|
| The resources you have (knowledge, experience, skills, funds, and staff) or will acquire with Legacy Project funds to do the activity you propose. | List the major activities you expect to conduct as part of the scope of your project. | Examples: # training curriculum modules designed, # individual participants or # of organizations participating | Examples: Learning Objectives; Behavior changes expected in individual participants 3 months after participating in workshop, policy or practice changes expected in organizations within 6 months of technical assistance. | Your ultimate goals – the community or system changes you hope will result from the project, even if you do not expect to measure them within the timeline of the funded project. E.g., a significant decrease in obesity among the target population in your community. | What information and indicators will you collect and/or use to determine if you met your objectives and to identify factors that helped or hindered meeting your objectives? |

⁶ Program Logic Model for Proposed Project/Intervention (following Basic Logic Model provided in WKKF [Logic Model Development Guide](#), Chapter 2 & Annie E. Casey Foundation's [Program Planning & Fundraising](#))

| OTHER EXPENSES | | Unit Price | Quantity | Subtotal | | | | |
|----------------|--|------------|----------|----------|--|--|--------|--|
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| | | | | | | | | |
| | | | | | | | Total: | |

| CONSULTANT/SUBCONTRACT | | | | | | | | |
|------------------------|--|--|--|--|--|--|--------|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | Total: | |

Total Non-personnel Costs

Total Direct Costs

| INDIRECT COSTS | | Base (\$) | Rate (%) | Total (\$) | | | |
|--|--|-----------|----------|------------|--|--|--|
| Facility & administration (also known as overhead) | | | | | | | |

Total Indirect Costs

Total Costs (Direct Costs + Indirect Costs)