

STATE OF WYOMING
DEPARTMENT OF HEALTH
PUBLIC HEALTH DIVISION
6101 YELLOWSTONE ROAD, SUITE 510
CHEYENNE, WY 82002

APPENDIX A: TEMPLATE FORMS FOR APPLICATION REQUEST NO. XXXX

COVER PAGE
ANNUAL PROJECT BUDGET
PROJECT COST SHARING TABLE
ANNUAL PROJECT WORK PLAN

WYOMING CANCER RESOURCE SERVICES
REGIONAL PROJECT IMPLEMENTATION

OPENING DATE
MARCH 1, 2016

PROJECT CYCLE: JULY 1, 2016 – JUNE 30, 2018

DEPARTMENT OF HEALTH
REPRESENTATIVE: Julie Tarbuck
TELEPHONE NO. (307) 777-8609

These materials are not a promise of contract or funding.

Applications must be postmarked on or before April 15, 2016

Cover Page

Demographic Information	
Application for Region #	
Applicant Agency Name	
Name/Title of Primary Contact	
E-Mail Address (required)	
Street Address (City/State/Zip)	
Mailing Address (if different from above)	
Phone	
Fax	
Fiscal Agent Information	
Name of Contract Organization	
Tax ID Number	
Name/Title of Individual who will sign contract if awarded	
E-Mail Address (required)	
Street Address (City/State/Zip)	
Mailing Address (if different from above)	
Phone	
Fax	
Funding Request Information	
Total Funding Request Amount for Year 1	

Annual Project Budget for 2016-2017

Allowable budget items are outlined below. Please enter annual budget amounts requested and briefly describe each item.

Budget Item	Budget Amount	Justification for Funds
SALARY		
Salary/Benefits	\$	
TRAVEL		
In-State Travel for Grant Required meetings and events	\$	
ANTICIPATED ROUTINE OPERATING EXPENSES (itemize)		
Communications: Phone (including 800-number), fax, internet, postage	\$	
Office Expenses (paper, copies, office supplies)	\$	
Other Rent	\$	
ANTICIPATED PLANNED COSTS TO SUPPORT WORK PLAN ACTIVITIES		
Optional transportation funds (for accessing early detection, diagnostic, and treatment services)	\$	
Other Media	\$	
Other	\$	
Other	\$	
IF APPLICABLE, ANTICIPATED START-UP COSTS (itemize) <i>Start-up costs for newly funded contractors, which may include computers, furniture and other equipment may be purchased one time only for this project. As applicable, please note plans to purchase these items in the budget.</i>		
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Indirect (Up to 8% invoiced on actual costs monthly – covers heat, water, electricity, fiscal administration of funds, contract management, etc.)	\$	
TOTAL	\$	

****Funding through this grant opportunity may not supplant existing activities in any way, nor be used to supplant projects that were previously funded through another source.***

Project Cost Sharing

Identify a 10% cost sharing approach to ensure collaborative support for the project. Please provide a detailed description of the sources of non-state or federal cost sharing funds by name and estimated amount from each for the forthcoming fiscal year.

Agency/Organization	Cost Sharing Category (cash/in-kind, etc.)	Type of Expense and Description	Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL COST SHARING FUNDS			\$

Please describe the procedures for determining the value of non-cash cost sharing funds and the procedures for documenting the actual cost sharing received.

Wyoming Cancer Resource Services Project Grant Application Annual Work Plan July 1, 2016 – June 30, 2017

Applicant Agency Name:

Region:

Components and objectives are grant required activities.

Component 1 – Partnership Building

OBJECTIVE #1.1 Strategically recruit new members to the Wyoming Cancer Coalition (WYCC).

What will be Measured	Number of WYCC Membership Forms received by CCC.	Direction of Change	Increase
Minimum Target	1 new WYCC Members from within the Region. Representation should focus on members who will be actively involved within the WYCC		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ Utilize CCC resources relating to the Wyoming Cancer Plan 2016-2020 to share information about cancer prevention and control efforts in Wyoming ▪ Educate new partners about the WYCC and the benefits of membership to this organization ▪ Copy and distribute current WYCC membership forms at event/meetings. ▪ Support strategic recruitment efforts undertaken by the WYCC Steering Committee ▪ ▪ ▪ ▪ 			
Progress Reporting Schedule: All quarterly reports			

Component 2 – Marketing Plan

Month	Marketing Focus	Coverage Area (specific city, county, or region wide)	Method/Venue (newspaper, radio, other)	What do You Want to Accomplish through this Effort?	Partners/Potential Partners	Estimated Costs
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Activities to Complete this Plan: <ul style="list-style-type: none"> ▪ Utilize media resources shared by the Wyoming Integrated Cancer Services Program (WICSP) and other WCRS regional projects when applicable ▪ Develop other print, TV and radio media for pre-approval by the CCC and the applicable screening program ▪ Use of social networks ▪ Post public service announcements (PSAs) and other media developed on the WCRS Facebook page and website. ▪ Utilize more free media opportunities - press releases, letters to the editor, editorials, call-ins to the radio stations, community calendars, and stories through the local TV stations. ▪ ▪ ▪ ▪ ▪ 						
Key Partners Involved and How They Contribute:						
Progress Reporting Schedule: All quarterly reports						

Component 3 – Education and Outreach

OBJECTIVE #3.1 Provide specific cancer and chronic disease prevention and control education to a wide variety of audiences through events and presentation opportunities.

What will be Measured	Events and presentations provided and supported by WCRS Program.	Direction of Change	Increase
Minimum Target	30 events and presentations (total for the grant year) focusing on specific cancer and chronic disease prevention and control education to include but not limited to WYCC presentations, men’s health events and radon education.		
Source of Data Used	WCRS project data reported through quarterly reporting process		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ Attend and participate in health fair events within the region ▪ Plan and implement events and/or presentations highlighting a specific cancer or population focus – as applicable, include information about any connections with other chronic disease conditions ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

OBJECTIVE #3.2 Work with State Cancer Screening Programs to provide face-to-face education to providers and office staff on breast, cervical and colorectal cancer screening resources.

What will be Measured	Number of focused education and outreach strategies implemented in the counties within each region.	Direction of Change	Increase
Minimum Target	Implementation of one (1) face-to face education opportunity per county in region.		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

OBJECTIVE # 3.3 Design and implement education and outreach efforts focused specifically on men’s health issues and implement this outreach throughout the region.

What will be Measured	Number of men’s health education and outreach events, presentations and/or activities	Direction of Change	Increase
Minimum Target	3 in different counties within the Region		
Source of Data Used	“Blueprint for Men’s Health” resource to identify topic(s) for education/outreach focus Materials identified/created to support efforts and implement objective		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

OBJECTIVE # 3.4 Provide specific radon awareness and control education to a wide variety of audiences through events and presentation opportunities.

What will be Measured	Events and presentations provided and supported by WCRS Program.	Direction of Change	Increase
Minimum Target	1 event / presentations in each county within the region.		
Source of Data Used	Tracking system developed to capture number of event participants and objective data reported through quarterly reporting process		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

Component 4 – Patient / Resource Navigation

OBJECTIVE #4.1 **Serve as point of contact for Wyoming residents in need of local, regional, state and national cancer information and resources.**

What will be Measured	Number of general and cancer patient navigation surveys completed and reported to CCC.	Direction of Change	Increase
Minimum Target	5% increase in contacts (based on 2015-2016 data). <i>Specific target numbers will be identified in quarterly report template.</i>		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

OBJECTIVE #4.2 Increase the number of Cancer Screening Program applications received for the region.

What will be Measured	Number of cancer screening program applications received from within each Region.	Direction of Change	Increase
Minimum Target	5% overall increase.		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

Component 5 – County Level Assessments and Evaluations

OBJECTIVE #5.1 Complete review and update of the County Profile Surveys to verify and report available cancer resources within each county of the region.

What will be Measured	Update of the County Profile Survey within the Region	Direction of Change	Maintain
Minimum Target	1		
Source of Data Used	Previous year's County Profile Survey for Region		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ Review current County Profile Survey to ensure accuracy ▪ Update listed resources and applicable contact information (address and phone number) ▪ Add new county resources as applicable with special focus on agencies providing hospice/palliative care services ▪ Submit updated surveys to CCC Outreach Specialist ▪ Project staff will call all businesses listed in the current profile to verify information. ▪ Search for new agencies who are offering services in our Region. ▪ Project staff will search for new resources throughout the year. ▪ ▪ 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: Select quarterly reports – Fourth quarter			

Component 6 – Involvement in WYCC Specific Efforts / Regional Projects

OBJECTIVE #6.1 Take a lead role in a WYCC workgroup as determined at the summer 2016 WYCC meeting.

What will be Measured	Level of involvement and success in completion of WYCC ByLaws Work Group Leader Responsibilities for identified project	Direction of Change	Increase
Minimum Target	One (1) project per Region staff		
Completion Date (mo/yr)	June 2017		
Activities to Complete this Objective:			
<ul style="list-style-type: none"> ▪ Coordinate completion of action team (work group) activities and ensure timelines are met ▪ Lead action team calls and face-to-face meetings ▪ Serve as lead contact for established action team ▪ Communicate the vision and mission of the WYCC ▪ Strive to increase level of participation of all WYCC members ▪ Attend WYCC meetings and events ▪ Participate in action team activities ▪ Recruit new members to the WYCC 			
Key Partners Involved and How They Contribute:			
Progress Reporting Schedule: All quarterly reports			

Objective #6.2

This objective is individually identified and developed by each WCRS Region staff for the 2016-2017 grant year. This objective should be designed to address special areas of need or projects to be pursued by WCRS staff for the specific county(ies) served. Please complete the table below to develop and document this objective.

Focus of this objective?	
Rationale for why this focus was chosen – need being addressed	
What will be measured to show success in this effort?	
What is the minimum target to be met?	
Key Activities Planned to Ensure Completion of this Objective	<ul style="list-style-type: none">▪▪▪▪▪▪

Component 7 - Project Infrastructure

OBJECTIVE #7.1 *First-Time Applicants Only: Establish grant required staffing, services and supports to maintain Wyoming Cancer Resource Services regional project.

Completion Date	July 31, 2016
Activities to Complete this Objective:	
<ul style="list-style-type: none">▪ Meet staffing requirements (1 or 2-full time Program Managers)▪ Provide project staff with access to office space, fax machine, computer and printer▪ Maintain 800 telephone number▪ Obtain needed materials to provide outreach and/or education to recruit WY residents to screening for breast, cervical and colorectal cancers▪ Obtain contact information to support education of healthcare providers and their staff regarding breast and cervical and colorectal cancer screening programs and services▪ Obtain resource materials to provide screening and diagnostic patient navigation to men and women as needed to ensure timely screening, diagnosis, and treatment for all cancers▪ Obtain resource materials to promote and offer general cancer education and patient navigation to residents within the region	
Key Partners Involved and How They Contribute:	
Progress Reporting Schedule: Submit written progress report to CCC July 31, 2016	