



## FY19 COMMUNITY GRANTS PROGRAM REQUEST FOR APPLICATIONS

**FOR BREAST CANCER PROJECTS**  
**PERFORMANCE PERIOD: APRIL 1, 2019 - MARCH 31, 2020**

**OUR MISSION: SAVE LIVES BY MEETING THE MOST CRITICAL NEEDS IN OUR COMMUNITIES  
AND INVESTING IN BREAKTHROUGH RESEARCH TO PREVENT AND CURE BREAST CANCER**

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## KEY DATES

Action	Date	Time
Required Grant Writing Workshop & GeMS Training	September 25, 2018 or September 26, 2018	12:00PM-2:00PM CST
Letter of Intent deadline	October 17, 2018	5:00PM CST
Grant application deadline	November 28, 2018	5:00 PM CST
Grant applications reviewed by grant review panel	January 2019	
Grant slate approved by Affiliate Board of Directors	February 2019	
Applicants notified of award status	March 2019	
Contract Acceptance Deadline (*Affiliate reserves the right at its discretion to rescind funding if contract acceptance deadline not met)	30 Days After Receipt of Award Notification	
Award Period	April 1, 2019 - March 31, 2020	
First check issued upon execution of contract	After April 1, 2019 (*Dependent upon contract negotiations, if any)	
New grantee site visits	June 2019	9:30 a.m.-12 p.m. CST
Grantee Orientation	May 9 <sup>th</sup> , 2019	CST
Six-month progress report due	October 17, 2019	5:00PM CST
Second check issued upon completion of Progress Report Site Visit, subject to program performance	November 2019	
Mid-cycle site visits	November/December 2019	
Deadline to request a No-Cost Contract Extension	March 1, 2020	5:00 PM CST
Final report and <b>return of any unspent funds due</b>	May 16, 2020	5:00 PM CST

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## ABOUT SUSAN G KOMEN® AND KOMEN DALLAS COUNTY

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the U.S. government while providing real-time help to those facing the disease. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Since its founding in 1982, Komen has funded more than \$956 million in research and provided more than \$2.1 billion in funding to screening, education, treatment and psychosocial support programs. Komen has worked in more than 60 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. Komen Dallas County is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Dallas Race for the Cure®, Komen Dallas County has invested over \$26 million in community breast health programs in Dallas County.

## NOTICE OF FUNDING OPPORTUNITY AND STATEMENT OF NEED

Komen Dallas County is offering community grants to support breast cancer projects that address specific funding priorities, which were selected based on data from the current Komen Dallas County Community Profile Report, found on our website at <https://komen-dallas.org/about-us/history-impact/our-community-need-2/>.

The funding priority areas are listed below in order of importance as follows:

1. **Reducing Barriers to Care.** Evidence-based programs that reduce barriers to quality breast cancer care experienced by uninsured and underinsured individuals residing in Dallas County. "Underinsured is defined as having some insurance coverage but not enough, or when one is insured yet unable to afford the out-of-pocket responsibilities not covered by his or her insurer" (Patient Advocate Foundation, <http://www.patientadvocate.org/resources.php?p=781>).

Komen Dallas County gives highest priority to programs that focus on delivery of no cost or low-cost screening/diagnostic/treatment services, mobile mammography, diagnostic/treatment co-pay and deductible assistance, transportation assistance, and pharmaceutical prescription assistance.

Komen Dallas County gives secondary priority to programs that deliver interpreter services, childcare/eldercare, and financial assistance for daily living expenses (e.g. rent, groceries, utilities, electricity, etc.).

2. **Community Health Workers.** Evidence-based programs incorporating the use of community health workers (CHWs) who are fluent in and sensitive to the language and culture of the audience that the health care programs want to reach with positive breast health messages. These projects focus on providing in-depth breast cancer education and outreach that link patients to care and result in completed breast cancer clinical services (e.g. clinical breast exams, screening mammograms, etc.). Projects need to have pre-test/post-test tools to evaluate the change in the participant's knowledge about breast cancer risk, screening recommendations, and utilizing the health care system to access recommended screening.

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3. **Patient Navigation.** Evidence-based programs providing culturally appropriate patient navigation through the full continuum of care from abnormal screening to diagnostic resolution and through treatment, if necessary. Patient navigation is a process by which a trained individual guides patients through and around barriers in the complex breast cancer care system. The primary focus of a patient navigator is on the individual patient, with responsibilities centered on coordinating and improving access to timely diagnostic and treatment services tailored to individual needs. Patient navigators offer interventions that may vary from patient to patient along the continuum of care and include a combination of information, emotional, and practical support (i.e., breast cancer education, counseling, care coordination, health system navigation, and access to transportation, language services and financial resources).

Komen Dallas County is committed to funding high-quality projects that meet the needs of all medically underserved residents of Dallas County. However, within each funding priority area listed above, Komen Dallas County gives priority to programs that demonstrate a tangible benefit to African-American women residing in the following communities (the “Affiliate Target Areas”): Cedar Hill (75104, 75137, 75429), DeSoto Lancaster (75115, 75134, 75146), and South Dallas (75203, 75210, 75215, 75216, 75226, 75232, 75237, 75241) will be given priority. A program need not solely concentrate on delivery of breast health services to African-American women residing in these target zip codes.

Examples of successful projects include those that result in:

- An increase in delivery of breast health services to the African-American population, in particular;
- An increase in breast health action due to knowledge gained;
- An increase in the number of “never screened” women getting breast cancer screening;
- A reduction in the number of women “lost to follow-up;”
- A reduction in time from abnormal screening to diagnostic procedures;
- A reduction in time from diagnostic resolution to treatment;
- An increase in treatment compliance.

## **GRANT APPLICATION LIMITATIONS & GUIDELINES**

- An Organization may request funding from \$10,000 up to \$175,000 for one year. **Komen Dallas County awards grants as funds are available and fully funds any grant program selected. Funding is not guaranteed from year to year.**
- Komen Dallas County strongly recommends organizations present all programs in one single grant application. Applicants, who would like to submit multiple applications, must timely request permission to do so. Organizations must submit a Letter of Intent by October 17, 2018 showing a compelling reason for submission of multiple applications. You may not submit multiple applications without prior approval by the Affiliate. Instances in which it may be necessary to submit multiple applications, include but are not limited to where grants funds will be used to facilitate a program across multiple staff/departments in multiple locations and separate applications are necessary to clearly identify how funds will be used across the various locations, facilities, or staff.

- Entities that share a Tax ID number, regardless of name used to conduct business are considered part of the same organization.
- Any Organization that collectively seeks over \$175,000 of funding will **NOT** be considered compliant and the Organization's application or applications, as the case may be, will **NOT** progress to the review panel. It is the responsibility of each Organization to ensure that their total request does not exceed \$175,000.
- Applications proposing outreach activities must link clients with medical care providers to offer mammograms and clinical breast exams. This link must be clearly stated and outlined in a letter of support/collaboration. Provisions must be made for recall and follow-up case management for patients who are screened and have abnormal findings.
- If proposed project includes genetic risk assessment or testing component, a detailed clinical definition of "high risk" for patients must be provided.
- If a proposed project offers mammograms or sonograms to women younger than 40, specific clinical criteria that will be used to determine which women will receive service must be provided.
- If 3D mammography will be utilized for your program, please identify the criteria that will be used to determine whether to provide a patient 3D mammography over 2D mammography.
- Applicant must provide the specific criteria that will be used to determine program eligibility (e.g. income, age, insurance status, etc.)
- Prior project performance for programs previously funded by Komen Dallas County will be analyzed and provided to the Grant Review Panel for consideration.

## GRANT CATEGORIES & FUNDING CAPS

Komen Dallas County maintains the following funding caps for each of the following program services. Applications requesting funding that exceeds the maximum limits described below will be deemed non-compliant and will not proceed to grant panel review:

- |   |           |
|---|-----------|
| • Screening (including mobile mammography)  | \$75,000  |
| • Diagnostic Services   | \$100,000 |
| • Treatment Services  | \$125,000 |
| • Community Health Worker, Patient Navigation, & Other Support Services (ie: transportation, translation, rent, childcare, pharmaceutical offset, and the like) to break down barriers to breast health | \$50,000  |

## ELIGIBILITY REQUIREMENTS

The following eligibility requirements must be met at the time of application submission:

- Individuals are not eligible to apply.

- Applications will only be accepted from governmental organizations under Section 170(c)(1) or nonprofit organizations under Section 501(c)(3) of the Internal Revenue Service (IRS) code. Applicants must prove tax-exempt status by providing a letter of determination from the IRS.
- Applicant organizations must provide services to **residents** of one or more of the following locations:
  - Dallas County
- Proposed projects must be specific to breast health and/or breast cancer and address the priorities identified within this RFA. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- All past and current Komen-funded projects must be in compliance with Komen requirements.
- 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 will not recur.
- **ALL APPLICANTS (including prior grant recipients)** must attend a Grant Writing workshop in order to be eligible to apply for funding. Two grant writing workshop opportunities will be offered on September 25<sup>th</sup> & 26<sup>th</sup> from 12 p.m. -2:00 p.m. at Komen Dallas County's office, unless otherwise specified. If an applicant cannot attend either training opportunity, please contact Komen Dallas County at 214-750-7223 and request to speak with the Director of Mission Impact & Outreach to make other arrangements to attend the workshop
- Prior recipients of Komen Dallas County funding must be in Good Standing at the time of application submission to be eligible for funding (See Appendix D for definition of Good Standing).

## ALLOWABLE EXPENSES

Funds may be requested for the following types of expenses, provided they are **directly attributable** to the project:

- Key Personnel / Salaries
- Consultants/ Sub-contracts
- Supplies
- Travel
- Patient care
- Other direct project expenses
- Equipment, including software, not to exceed \$5,000 total, essential to the breast health-related project to be conducted

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For more information, please refer to the descriptions in the Budget Section below.

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 or tools
- Education regarding breast self-exams/use of breast models. According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer.
- Development of educational materials or resources that either duplicate existing Komen materials or for which there is not a demonstrated need. Grantees can view, download and print all of Komen's educational materials by visiting <http://ww5.komen.org/BreastCancer/KomenEducationalMaterials.html>. If a grantee intends to use supplemental materials, they should be consistent with Komen messages.
- Education via mass media (e.g., television, radio, newspapers, billboards), health fairs and material distribution. Evidence-based methods such as one on one and group sessions should be used to educate the community and providers.
- Construction or renovation of facilities/ land acquisition
- Political campaigns or lobbying
- General operating funds
- Debt reduction
- Fundraising (e.g., endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Event sponsorships
- Projects completed before the date of grant approval
- Project-related investments/loans
- Scholarships
- Thermography
- Equipment over \$5,000 total
- Projects or portions of projects not specifically addressing breast cancer
- Indirect Costs
- Reconstruction Surgery
- Patient/Client incentives to obtain breast healthcare

## **BUDGET GUIDELINES/EXPENSE RESTRICTIONS**

- For transportation services, in the event your organization utilizes Komen Dallas County funds to advance purchase travel vouchers prior to distribution, any undistributed travel vouchers will be considered unspent funds and the value of those unused vouchers must be returned to Komen Dallas County. This does not apply to instances where an organization uses Komen

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Dallas County funds to reimburse itself for prior advance voucher purchases as vouchers are distributed through the Komen Dallas County funded transportation program.

- To the extent possible, Komen Dallas County funds should in all cases be the funding source of last resort where patients do not qualify or funding has been depleted from alternative programs, such as the Breast & Cervical Cancer Services Program & Medicaid for Breast & Cervical Cancer.
- Komen Dallas County adopts the rates set forth by the Breast and Cervical Cancer Services Program of the State of Texas. Please prepare your budget in accordance with the most current reimbursement rate and billing guidelines of the BCCS program, which can be found at: <https://hhs.texas.gov/doing-business-hhs/provider-portals/health-services-providers/womens-health-services/breast-cervical-cancer-services/bccs-policy-manual>.
- To the extent you intend to offer both 3D mammography and 2D mammography, please clearly identify how much of your budget will be allocated to each form of mammography.
- All expenses must be itemized by category and supplemented with a detailed justification of request. For example, if the project costs include printing flyers to promote the project, the budget must show the cost per flyer (e.g. 250 flyers at \$0.10 each = \$25.00).
- Salaries must only be requested for personnel directly working on the proposed project and not allocated to the general work of employees.
- Any modifications to the budget set forth in the original application, including but not limited to transferring funds across categories (e.g. screening to diagnostics), **MUST BE APPROVED BY KOMEN DALLAS COUNTY PRIOR TO IMPLEMENTATION OF THE BUDGET CHANGE.**

## IMPORTANT GRANTING POLICIES

Please note the following non-negotiable policies before submitting an application:

- The project must occur between April 1, 2019 and March 31, 2020.
- Recipients of services must reside in the Affiliate Service Area.
- The effective date of the grant agreement is the date on which Komen fully executes the grant agreement and shall serve as the start date of the project. **No expenses may be accrued against the project until the grant agreement is fully executed.** *The contracting process can take up to six weeks from the date of the award notification letter.*
- Any unspent funds over \$1.00 must be returned to Komen Dallas County.
- Grant payments will be made in installments pending acceptance of and compliance with terms and conditions of a fully executed grant agreement.
- 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 and a description of project achievements. Additional reports may be requested.
- At the discretion of Komen Dallas County, the grantee may request one no-cost extension of no more than six months per project. Requests must be made by grantee no later than 30 days prior to the end date of the project.

- 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, property damage and advertising injury;
  - 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 \$1,000,000; and
  - Excess/umbrella insurance with a limit of not less than \$5,000,000.
  - To the extent any transportation services are provided, \$1,000,000 combined single limit of automobile liability coverage will be required.
  - To the extent medical services are provided, 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 provide Komen Dallas County with a certificate of insurance with Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen Dallas County, its officers, employees and agents named as Additional Insured on the above policies solely with respect to the project and any additional policies and riders entered into by grantee in connection with the project.
- Programs requesting funds for more than five (5) mobile mammography events must host at least 35% of mobile mammography events in the Affiliate Target Areas. Any program that conducts less than five (5) mobile mammography events must host at least one (1) event in the Affiliate Target Areas (see Appendix C).
- Consistent failure to untimely comply with reporting deadlines (see Key Dates above for deadlines) will result in a change in an Organization's status to "Not in Good Standing," which will disqualify an Organization from pursuit of funding in the next grant cycle. (See also Exhibit D).
- By accepting funding, Organization agrees it will make available to Komen Dallas County any information within its possession requested by Komen Dallas County to substantiate how grant funds have been spent.
- Organizations with less than 5 (five) employees will be subject to a criminal background check.
- As part of the application process, you will be required to submit proof that Organization maintains insurance coverage within the policy limits set forth above. If applicant does not have insurance coverage as required above, but is able to obtain such coverage, then applicant must submit a formal letter executed by the authorized signer of the Organization that confirms Organization's insurance carrier will provide such coverage within thirty (30) days of Organization's receipt of an award notification.
- Any Organization awarded funding shall deliver a Certificate of Insurance in conformance with the requirements set forth above by no later than thirty (30) days after the Effective Date of the Grant Contract.
- All Organizations awarded funding must acknowledge Susan G. Komen ® Dallas County as the funding source on **all** publications related to the program supported by the grant in a clear, unambiguous and readily identifiable fashion, such as "supported by funding from Susan G. Komen ® Dallas County." All published materials containing the Komen Dallas County name and/or logo must be submitted to Komen Dallas County for approval before printing and/or distribution.

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## EDUCATIONAL MATERIALS AND MESSAGES

Susan G. Komen is a source of information about breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund projects that use educational messages and materials that are consistent with Komen messages, such as our breast self-awareness messages - know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages can reduce confusion, improve retention and lead to the adoption of actions we believe are important for quality breast care. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:  
<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>.

If an applicant wants to develop educational resources, they must discuss with Komen Dallas County prior to application submission and provide evidence of need for the resource.

Komen has developed breast cancer education toolkits for Black and African-American communities and Hispanic/Latino communities. They are designed for health educators and organizations to meet the needs of their communities. The Hispanic/Latino toolkit is available in both English and Spanish. To access these toolkits, please visit <http://komentoolkits.org/>.

## REVIEW PROCESS

Each grant application will be reviewed by at least three reviewers from the community, who will consider each of the following selection criteria:

**Impact 20%:** How successful will the project be at increasing the percentage of people who enter, stay in or progress through the continuum of care, thereby reducing breast cancer mortality? To what extent has the applicant demonstrated that the project will have a substantial impact on the selected funding priority?

**Statement of Need 15%:** How well has the applicant described the identified need and the population to be served, including race, ethnicity, economic status and breast cancer mortality statistics? How closely does the project align with the funding priorities and target communities stated in the RFA?

**Project Design 10%:** How likely is it that proposed activities will be achieved within the scope of the project? How well has the applicant described the project activities to be completed with Komen funding? To what extent is the proposed project designed to meet the needs of specific communities including the cultural and societal beliefs, values and priorities of each community? How well does the applicant incorporate an evidence-based intervention and/or a promising practice? To the extent collaboration is proposed, how well does the applicant explain the roles, responsibilities and qualifications of project partners? How well does the budget and budget justification explain the need associated with the project?

**Organization Capacity 15%:** To what extent does the applicant's staff have the expertise to effectively implement all aspects of the project and provide fiscal oversight, including the appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? How well has the applicant demonstrated evidence of success in delivering services to the target population described? To what extent has the applicant demonstrated they have the equipment, resources, tools, space, etc., to implement all aspects of the project?

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**Monitoring and Evaluation 15%:** To what extent will the documented evaluation plan be able to measure progress toward the stated project goal and objectives, and the resulting outputs and outcomes? To what extent does the evaluation plan aim to collect the relevant required metrics in Appendix A of the RFA? To what extent are the applicant's monitoring and evaluation (M&E) resources/ expertise likely to adequately evaluate project success?

**Addressing Affiliate Target Areas and Demographic 20%:** Does the project address the needs of the target areas defined by the Komen Dallas County Community Profile? Is the project likely to have an impact on reducing late stage breast cancer diagnoses and breast cancer mortality in African American women located in the Affiliate Target Areas?

**Program Performance and Effectiveness 5%: For new applicants/programs:** Evidence should be provided for why this program will be effective in achieving and/or exceeding objectives. Specific strategies and tool that will ensure program success should be clearly identified. **For previously funded programs:** Evidence should be provided of a demonstrated pattern of achieving or exceeding target objectives as outlined in prior grant applications and identification of how the program has made an impact on the local community. If previous objectives were not met, steps to improve project performance must be clearly identified.

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

## SUBMISSION REQUIREMENTS

All proposals must be submitted online through the Komen Grants eManagement System (GeMS): <https://affiliategrants.komen.org>. All applications must be submitted before the Application Deadline listed in the Key Dates section above. Applicants are strongly encouraged to complete, review and submit their applications with sufficient time to allow for technical difficulties, human error, loss of power/internet, sickness, travel, etc.

**Applications must be received on or before Wednesday, November 28, 2018 at 5:00 p.m. CST. Extensions to the submission deadline will not be granted. Substantially incomplete submissions will not be accepted.**

## APPLICATION INSTRUCTIONS

The application must be completed and submitted via the Komen Grants eManagement 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 our webpage, <https://komen-dallas.org/grants/how-to-apply-for-community-grants/>, or contact Komen Dallas County at 214-750-7223. When initiating an application in GeMS, make sure it is a **Community Grants** application, designated "CG."

## PROJECT PROFILE

This section collects applicant information including proposed partner organizations, and accreditations earned (if applicable).

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.

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## **ORGANIZATION SUMMARY**

This section collects information regarding the applicant's history, mission, programs and accomplishments, staff/volunteers, budget and social media.

## **PROJECT PRIORITIES AND ABSTRACT (limit 1,000 characters)**

This section collects information about the funding priorities to be addressed and the project abstract. The abstract should include the target populations to be served, the need to be addressed, a description of key activities, the expected number of individuals to be served and the expected change the project will likely bring to the community including how it will be measured. The abstract is typically used by the Affiliate in public communications about funded projects.

## **PROJECT NARRATIVE**

This is the core piece of the application divided into the following subsections:

### **Statement of Need (limit 5,000 characters)**

- Describe evidence of the risk/need within the identified population.
- Describe the target population to be served with Komen funding using race, ethnicity, socioeconomic and breast cancer mortality statistics.
- Describe how this project aligns with Komen target communities and/or the RFA funding priorities.

### **Project Design (limit 5,000 characters)**

- Describe how the project will increase the percentage of people who enter, stay in or progress through the continuum of care and thereby reduce breast cancer mortality.
- Explain what specifically will be accomplished using Komen funding and how the project's goal and objectives align with the selected funding priorities.
- Explain how the project is designed to meet the needs of specific communities and reflects the cultural and societal beliefs, values, and priorities of each community.
- Explain how the project incorporates an evidence-based intervention (please cite references). Please submit citations at the bottom of the Program Design box using APA style (See <http://www.apastyle.org> )
- Explain how collaboration strengthens the project, including roles and responsibilities of all organizations and why partnering organizations are qualified to assist in accomplishing the goal and objectives. Organizations mentioned here should correspond with those providing letters of support/collaboration or MOUs on Project Profile page.

### **Organization Capacity (limit 5,000 characters)**

- Explain how the applicant organization and associated project staff are suited to lead the project and accomplish the goal and objectives. Include appropriate organization or staff licenses, certifications and/or accreditations.
- Describe evidence of success in delivering breast cancer services to the proposed population. If the breast cancer project is new, describe relevant success with other projects.

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- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the project.
  - Describe the organization's current financial state and fiscal capability to manage all aspects of the project to ensure adequate measures for internal control of grant dollars. If the organizational budget has changed over the last three years, explain the reason for the change.

### **Monitoring and Evaluation (limit 5,000 characters)**

- Describe how the organization(s) will measure progress toward the stated project goal and objectives, including the specific evaluation tools that will be used to measure progress. These tools can include client satisfaction surveys, pre- and post-tests, client tracking forms, etc.
- Describe the specific outcomes that will be measured as a result of proposed project activities, including those metrics required in Appendix A of the RFA. Outcomes reported can include number of days to diagnostic resolution after an abnormal imaging test, number of days from diagnosis to first day of treatment, etc.
- Describe the resources and expertise available for monitoring and evaluation during the project period. Specify if the expertise and resources are requested as part of this project, or if they are existing organizational resources.

Grantees will be required to report on the following outputs and outcomes in the progress and final reports:

- Accomplishments
- Challenges
- Upcoming tasks
- Lessons learned
- A compelling story from an individual that was served with Komen funding
- Demographics of individuals served through Komen funding (see Appendix A)
- Types of services provided (see Appendix A)

All applications should have an evaluation plan and Measurable Outcomes (See Appendix E) to assist with Monitoring and Evaluation of the program.

### **Addressing Affiliate Target Areas: (limit 5,000 characters)**

If applicant's proposed program will not address the Affiliate target areas (defined in Appendix C) leave this response blank. If applicant states that it will be serving the Affiliate target areas, applicant must have specific objectives in its grant application detailing the number of residents it will serve and/or events it will host specifically targeting this community. Applicant will be held accountable for these objectives through reporting and at site visits. **Without the inclusion of these specific objectives, the application will not be considered compliant, and will not move forward in the application process.**

- Describe how your project will address the needs of the target areas defined by the Affiliate Community Profile.
- Specifically describe the activities applicant will engage in to serve the residents of Cedar Hill, Desoto, Lancaster, and/or South Dallas.

- List organizations applicant currently has a relationship with that serve as partners, and will utilize to achieve these objectives (applicant may also list, in detail, plans to develop new partnerships to achieve these objectives).
- Describe prior experiences and successes working in the Affiliate target areas. Describe challenges applicant has encountered in the past working in the defined target areas, and how applicant will work to overcome these challenges in the proposed project.

### **Program Performance and Effectiveness: (limit 5,000 characters)**

**For new applicants/programs:** Provide evidence for why the proposed program will be effective in achieving and/or exceeding target objectives. Outline specific strategies and tools that will help ensure the success of the program. **For previously funded programs:** Provide evidence, listing strategies and tools for previous success in achieving project objectives, as outlined in the grant application. Explain how the program/project has made impact in the local community. If previous objectives were not met, explain what steps have been taken to ensure that the project will be able to complete all objectives effectively, as outlined in the grant application. Some topics that can be explained are: previous successes, innovative strategies that are evidence based, important lessons learned, and how the effectiveness of the program has been or will be achieved. **If this question is not answered, the application will not be considered compliant, and will not move forward in the application process.**

### **PROJECT TARGET DEMOGRAPHICS**

This section collects information regarding the various groups the project will target. This does not include *every* demographic group the project will serve but should be based on the groups that the project will primarily focus its attention.

### **PROJECT WORK PLAN**

In this section, all applicants are required to develop project objectives in order to meet the universal goal to:

**Reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improve outcomes through patient navigation.**

All projects must have at least one objective. While there is no limit to the number of objectives allowed, the number of objectives should be reasonable, with each able to be evaluated. Please ensure that all objectives are SMART:

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic  
**T**ime-bound

A guide to crafting SMART objectives is located in Appendix B with examples provided.

The submission of a timeline and anticipated number of individuals to be served is also required.

Write the Project Work Plan with the understanding that each objective must be reported on in progress reports. **The Project Work Plan must only include measurable objectives that will**

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**be accomplished with funds requested from Komen Dallas County.** Objectives that will be funded by other means should **not** be reported here, but instead can be included in the description of the overall program in the Project Narrative section.

Attachments to support the Project Work Plan page may include, but are not limited to:

- **Evaluation forms, surveys, logic models** that will be used to measure the objectives.

## **BUDGET SECTION**

For each line item in the budget, applicant must **provide an estimated expense calculation and a brief justification** explaining how the funds will be used and why they are necessary to achieve proposed objectives. A description of each budget category follows:

### **KEY PERSONNEL/SALARIES**

This section collects information regarding the personnel needed to achieve proposed project objectives. Any individual playing a key role should be included with information for employee's salary and benefits adjusted to reflect the percentage of effort on the project. If no funds are requested from Komen for staff salary, enter 0 in the % of Salary on Project request field to properly complete an application.

#### **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* that includes education level achieved and licenses/certifications obtained. For new or vacant positions, provide a job description (*Two-page limit per individual*).

### **CONSULTANTS/ SUB-CONTRACTS**

This section should be completed if the applicant requires a third party to help achieve proposed project objectives. Consultants are persons or organizations that offer specific expertise not provided by project staff and are usually paid by the hour or day. Subcontractors have substantive involvement with a specific portion of the project, often providing services not provided by the applicant. Patient Care services, even if subcontracted, should not be included in this section; those funds should be included in the Patient Care budget section.

### **SUPPLIES**

This section should include the supplies needed to help achieve proposed project objectives.

### **TRAVEL**

This section should be completed if travel expenses such as conference registration fees/travel or mileage reimbursement by organization staff or volunteers related to project activity is necessary to achieve proposed project objectives. This section is **not** for transportation assistance for patients/clients – this expense should be recorded on the “Patient Care” page.

### **PATIENT CARE**

This section should include all funds requested for providing direct services for a patient. This should be the cost needed to provide the direct services to achieve proposed project objectives.

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Navigation or referral project costs should not be included in this section but can be included in Key Personnel/ Salaries or Consultants/ Sub-Contracts sections, as appropriate.

## OTHER

This section should only be used for items that are directly attributable to the project but cannot be included in the existing budget sections.

## PROJECT BUDGET SUMMARY

This section includes a summary of the total project budget. Other sources of funding for this project must also be entered on this page.

### Attachments Needed for the Project Budget Summary Section:

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

<https://www.irs.gov/charities-non-profits/exempt-organizations-select-check>

- **Current Certificate of Insurance (COI)**-evidencing that your organization meets the current Komen requirements or a letter stating that your organization has the ability to purchase the level of coverage required within 30 days of grant award. If you do not currently have the appropriate insurance coverage, a letter from your organization’s Authorized Signer (content described above) should be submitted in place of a COI.

**Applicant Support:** Questions should be directed to:

Executive Director, Nicole Metcalf

469-619-3901

nicolemetcalf@komen-dallas.org

## APPENDIX A: FY19 REPORTING METRICS

Grantees will be required to report on the below metrics in FY19 Progress/Final Reports. All grantees will report on services provided, race and ethnicity, and breast cancer diagnoses by county of residence of those served; demographics of those served; and a more detailed account of breast cancer diagnoses, including by race and ethnicity and services that led to a diagnosis. The remaining categories will only need to be reported on if a grantee offers those services in their Project Workplan. For example, if a grantee has only an education objective, they will only have the option to report metrics for the Education & Training category.

*\* Indicates data must be provided by race & ethnicity (only by Hispanic/Latino and non-Hispanic/Latino – not by specific Hispanic/Latino/Spanish origin)*

### Demographics

- State of residence
- County of residence
- Age
- Gender: Female, Male, Transgender, Other, Unknown
- Race: American Indian or Alaska Native, Asian, Black/African-American, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White, Unknown or Other
- Ethnicity: Colombian, Cuban, Dominican, Mexican/Mexican-American/Chicano, Puerto Rican, Salvadoran, Other Hispanic/Latino/Spanish origin, Not of Hispanic/Latino/Spanish origin, Unknown or Other
- Special Populations: Amish/Mennonite, Breast cancer survivors, Healthcare providers, Homeless/residing in temporary housing, Immigrant/Newcomers/Refugees/Migrants, Living with metastatic breast cancer, Individuals with disabilities, Identifies as LGBTQ, Rural residents

### **Breast Cancers Diagnosed**

- Staging of breast cancers diagnosed resulting from:
  - Screening services\*
  - Non-Biopsy diagnostic services\*
  - Biopsy-only
  - Community navigation into screening\*
  - Patient navigation into diagnostics\*

### **Education & Training**

- Type of session: One-on-one, Group
- Topic of session: Breast self-awareness, available breast health services and resources, clinical trials, treatment, survivorship and quality of life, metastatic breast cancer
- Number of individuals reached by topic area
- Follow-up completed
- Action taken: Did not take action, talked to health care provider, received a breast cancer screening, shared information with family/friends, received genetic counseling/testing, talked to provider about clinical trials, enrolled in a clinical trial, adopted healthy behavior
- If health care provider training, total number of providers trained in each session (one-on-one, group) and number by provider type (Community health workers, lay educators, patient navigators, social workers, nurses, technicians, nurse practitioners/physician assistants, doctors)

### **Screening Services**

- First time to facility
- Number of years since last screening
- Screening facility accreditation\*
  - American College of Radiology – Mammography accreditation (ACR)
  - American College of Radiology - Breast Imaging Center of Excellence (BICOE)
- Count of screening services provided\*
  - Clinical breast exam
  - Mammogram – in facility
  - Mammogram – mobile
  - Genetic testing/counseling
- Screening result\*

- Referred to diagnostics\*

### **Diagnostic Services**

- Time from screening to diagnosis\*
- Diagnostic facility accreditation\*
  - American College of Radiology – any individual ACR breast diagnostic test accreditations (ACR)
  - American College of Radiology - Breast Imaging Center of Excellence (BICOE)
  - American College of Radiology – Diagnostic Imaging Center of Excellence (DICOE)
  - American College of Surgeons - National Accreditation Program for Breast Centers (NAPBC)
  - American College of Surgeons - Commission on Cancer (CoC)
- Count of diagnostic services provided\*
  - Diagnostic mammogram
  - Breast ultrasound
  - Breast MRI
  - Biopsy
  - Genomic testing to guide treatment
- Referred to treatment\*

### **Treatment Services**

- Time from diagnosis to beginning treatment\*
- Treatment facility accreditation\*
  - American College of Radiology – any individual ACR breast cancer treatment accreditations (ACR)
  - American College of Surgeons - National Accreditation Program for Breast Centers (NAPBC)
  - National Cancer Institute-Designated Cancer Center (NCI)
  - American College of Surgeons - Commission on Cancer (CoC)
- Count of treatment services provided\*
  - Chemotherapy
  - Radiation therapy
  - Surgery
  - Hormone therapy
  - Targeted therapy
- Count of patients enrolled in a clinical trial\*

### **Treatment Support**

- Count of treatment support services provided

### **Barrier Reduction**

- Count of barrier reduction assistance services provided\*
  - Transportation, interpretation/translation services, co-pay/deductible assistance, daily living expenses, childcare

### **Patient Navigation, Care Coordination & Case Management**

- Count of individuals receiving coordination of care to diagnostic services
- Count of individuals receiving coordination of care to treatment services

- Time from referral to screening\*
- Accreditation of screening facility navigated to\*
  - American College of Radiology – Mammography accreditation (ACR)
  - American College of Radiology - Breast Imaging Center of Excellence (BICOE)
- Time from abnormal screening to diagnostic resolution\*
- Accreditation of diagnostic facility navigated to\*
  - American College of Radiology – any individual ACR breast diagnostic test accreditations (ACR)
  - American College of Radiology - Breast Imaging Center of Excellence (BICOE)
  - American College of Radiology – Diagnostic Imaging Center of Excellence (DICOE)
  - American College of Surgeons - National Accreditation Program for Breast Centers (NAPBC)
  - American College of Surgeons - Commission on Cancer (CoC)
- Time from diagnostic resolution to beginning treatment \*
- Accreditation of treatment facility navigated to\*
  - American College of Radiology – any individual ACR breast cancer treatment accreditations (ACR)
  - American College of Surgeons - National Accreditation Program for Breast Centers (NAPBC)
  - National Cancer Institute-Designated Cancer Center (NCI)
  - American College of Surgeons - Commission on Cancer (CoC)
- Patient enrolled in a clinical trial\*
- Individual completed physician recommended treatment\*
- Survivorship care plan provided
- Breast cancer records provided to primary care provider

## APPENDIX B: WRITING SMART OBJECTIVES

A **SMART** objective is:

- **Specific:**
  - Objectives should provide the “who” and “what” of project activities.
  - Use only one action verb since objectives with more than one verb imply that more than one activity or behavior is being measured.
  - Avoid verbs that may have vague meanings to describe intended output/outcomes (e.g., “understand” or “know”) since it may prove difficult to measure them. Instead, use verbs that document action (e.g., identify three of the four Komen breast self–awareness messages).
  - The greater the specificity, the greater the measurability.
- **Measurable:**

- The focus is on “how much” change is expected. Objectives should quantify the amount of change expected.
- The objective provides a reference point from which a change in the target population can clearly be measured.
- **Attainable:**
  - Objectives should be achievable within a given time frame and with available project resources.
- **Realistic:**
  - Objectives are most useful when they accurately address the scope of the problem and programmatic steps that can be implemented within a specific time frame.
  - Objectives that do not directly relate to the project goal will not help achieve the goal.
- **Time-bound:**
  - Objectives should provide a time frame indicating when the objective will be measured or time by which the objective will be met.
  - Including a time frame in the objectives helps in planning and evaluating the project.

### **SMART Objective Examples**

**Non-SMART objective 1:** Women in Green County will be provided educational sessions.

*This objective is not SMART because it is not specific, measurable, or time-bound. It can be made SMART by specifically indicating who is responsible for providing the educational sessions, how many people will be reached, how many sessions will be conducted, what type of educational sessions will be conducted, who the women are and by when the educational sessions will be conducted.*

**SMART objective 1:** By September 30, 2019, Pink Organization will conduct 10 group breast cancer education sessions reaching at least 200 Black/African American women in Green County.

**Non-SMART objective 2:** By March 30, 2020, reduce the time between abnormal screening mammogram and diagnostic end-result for women in the counties of Jackson, Morse and Smith in North Dakota.

*This objective is not SMART because it is not specific or measurable. It can be made SMART by specifically indicating who will do the activity and by how much the time will be reduced.*

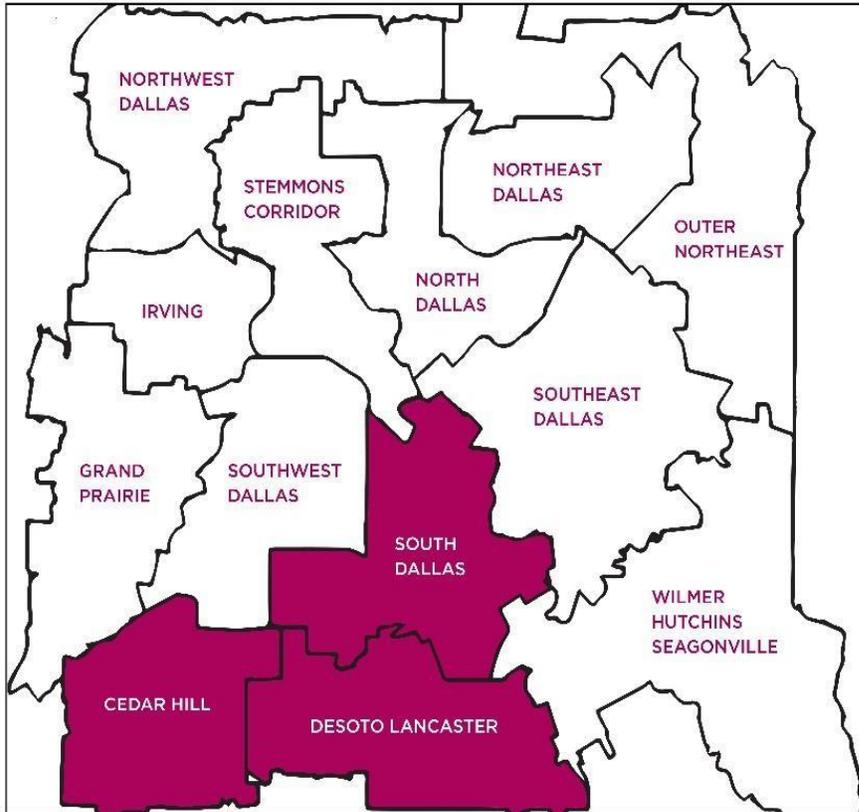
**SMART objective 2:** By March 30, 2020, Northern Region Hospital breast cancer patient navigators will reduce the average time from abnormal screening mammogram to diagnostic conclusion from 65 days to 30 days for women in the counties of Jackson, Morse and Smith in North Dakota.

### SMART Objective Checklist

Criteria to assess objectives	Yes	No
<b>1. Is the objective SMART?</b>		
<ul style="list-style-type: none"> <li>• <b>Specific:</b> Who? (target population and persons doing the activity) and What? (action/activity)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Measurable:</b> How much change is expected?</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Achievable:</b> Can be realistically accomplished given current resources and constraints</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Realistic:</b> Addresses the scope of the project and proposes reasonable programmatic steps</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Time-bound:</b> Provides a time frame indicating when the objective will be met</li> </ul>		
<b>2. Does it relate to a single result?</b>		
<b>3. Is it clearly written?</b>		

Source: Department of Health and Human Services- Centers for Disease Control and Prevention. January 2009. Evaluation Briefs: Writing SMART Objectives. <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

## APPENDIX C: TARGET AREA ZIP CODES



Target Area Zip Codes	
Cedar Hill	South Dallas
75104	75203
75137	75210
75249	75215
DeSoto Lancaster	75216
75115	75226
75134	75232
75146	75237
	75241

## APPENDIX D: DEFINITION OF GOOD STANDING

Compliance Check-“ In good standing”

For an application to proceed to grant panel consideration, an organization must be “in “good standing, as more specifically defined below. To be “in good standing,” grantee is compliant with all terms of the signed grant contract, and adheres to **all** administrative, programmatic, and fiscal contractual requirements.

Category	Definition	In Good Standing	Not In Good Standing
<b>Reporting</b> <ul style="list-style-type: none"> <li>• Timely reporting</li> <li>• Meets Goals and Objectives</li> </ul>	<p>The last required progress and final reports were approved, as well as any additional reports required by the Affiliate.</p> <p>Reports are generally approved when grantee:</p> <ul style="list-style-type: none"> <li>• Submits them at due date or receives an approved extension prior to due date (including financial documentation as required)</li> <li>• Meets Goals and Objectives outlined in their application unless adequately justified (e.g. 6-month report goals below 40%); might include excessive grant amendment requests that alter the spirit of the original application, unless adequately justified</li> <li>• Uses approved funds appropriately as outlined in the grant application (might include excessive returned funds)</li> <li>• <b>All</b> unspent funds over \$1.00 are returned to the Affiliate by the due date, along with the final report</li> <li>• <b>All</b> terms and conditions of the grant contract were followed</li> </ul>	<ul style="list-style-type: none"> <li>• Last progress and final reports (as well as any other reports required by Affiliate) were submitted on time and approved</li> <li>• Financial documentation (e.g. itemized receipts) were submitted with reports as required by Affiliate</li> <li>• All unspent funds are returned to the Affiliate by the due date</li> </ul>	<ul style="list-style-type: none"> <li>• Last progress and final reports (as well as any other reports required by Affiliate) were not submitted by deadline and/or not approved</li> <li>• Reports are consistently late and/or not complete with information required by Affiliate</li> <li>• Itemized receipts and other financial documentation were not submitted with reports, as required</li> <li>• Unspent funds were not returned to the Affiliate and/or were not returned by the required deadline in grant contract</li> </ul>

<b>Rescinded funding/Termination of Contract</b>	<ul style="list-style-type: none"> <li>• Grant programs that have been identified by the Affiliate, as no longer viable, for which the grant contract is terminated early and grant funds may or may not be requested for return</li> <li>• Grantee may choose to terminate the grant contract early, in which grant funds may or may not be requested for return</li> </ul>	<ul style="list-style-type: none"> <li>• No history of rescinded funds due to poor performance or mismanagement of grant funds</li> <li>• Grantee returned all unspent funds (as applicable) to the Affiliate within the timeframe outlined in grant contract</li> </ul>	<ul style="list-style-type: none"> <li>• Funds were rescinded from the last grant cycle because the program was no longer viable and contract was terminated</li> <li>• Organization has not satisfactorily documents how they will improve the viability of the program.</li> <li>• Grantee <b>did not</b> follow <b>all</b> terms and conditions of the grant contract</li> <li>• Grantee <b>did not</b> return grant funds (as applicable) within the timeframe outlined in grant contract</li> </ul>
<b>Returning to “In Good Standing” status after a contract has been rescinded/terminated</b>	<ul style="list-style-type: none"> <li>• An organization <b>must</b> provide written documentation describing what changes occurred in management, and internal processes that rectified the flaws in its rescinded grant contract (e.g. if funded again, how will the organization ensure the project is successful)</li> <li>• The organization will be eligible to submit a new grant application during the next Request for Applications grant cycle, contingent upon the written approval of the Affiliate</li> </ul>	<ul style="list-style-type: none"> <li>• Organization is approved to submit a grant application in the next Request for Applications grant cycle</li> </ul>	<ul style="list-style-type: none"> <li>• Organization is not approved to submit a grant application, until “Good Standing” is approved by the Affiliate in writing</li> </ul>
<b>Corrective action*</b>	<ul style="list-style-type: none"> <li>• An action taken to address grant performance and insufficiencies that are negatively affecting grantee’s ability to meet the obligations of their grant agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant is not currently under a written warning and is in compliance with <b>all</b> terms of the grant contract</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant is currently under a form of written warning and/or not in compliance with <b>all</b> terms of the grant contract</li> </ul>

\* Unless circumstances require otherwise, Corrective Action includes the following:

1. Verbal Warning
2. Written Warning- signed and acknowledged by Grantee and Affiliate, corrective action plan put in place
3. Written Warning- formal letter from local legal counsel seeking to cure breach
4. Termination of contract

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## APPENDIX E: DEFINITIONS

This section expands on terminology and concepts mentioned in this Request for Applications (RFA). Having a clear understanding of these terms is vital to completing a well-written response to this RFA.

- **Affiliate:** Susan G. Komen® Dallas County
- **Applicant:** Agency, foundation or organization responding to this RFA. All applicants must provide proof of non-profit status.
- **Breast Self-Awareness:** Susan G. Komen®'s core concepts to increase public awareness to promote improvements in breast cancer outcomes:
  - Know your risk
  - Get screened
  - Know what is normal for you
  - Make healthy lifestyle choices
- **Community Health Worker (CHW):** A frontline public health worker who is a trusted member of and/or has an usually close understanding of the community served. The trusting relationship enables the worker to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy.
- **Continuum of Care:** The continuum of care refers to the range of services available within the health care sector, and to some extent, outside of it, that address services and access to breast health, breast screening, diagnostics, breast cancer treatment and survivorship services. The continuum of care is a theoretical model rather than an actual system of care delivery.
- **Evaluation Plan:** A detailed plan of how you will measure achieving the program objectives and how the impact of the program will be assessed. It includes who will conduct data collection, when data will be collected and what methods will be used, such as surveys, intake forms, etc.
- A strong evaluation plan measures the quantity (i.e. numbers served) and quality (i.e. satisfaction of the implementation and effectiveness of the outcomes). Staff members responsible for evaluation need the ability to:
  - Assess program outcomes
  - Monitor program processes and performance of program
  - Analyze evaluation data and results
  - Present evaluation findings
- **Evidence- Based Practices:** Strategies have been tested, evaluated, and found to be effective in improving access, promoting behavioral change and/or empowering individuals to make healthy breast health decisions. Evidence-based strategies are peer reviewed, and usually published in a public health or medical journal.
- **Grant Review Panel:** The Grant Review Panel is an independent group comprised of health care professionals, educators, advocates, community members, representatives from other nonprofits, breast cancer survivors, and other types of professionals (including accountants, attorneys, financial professionals, etc.), who are invited by the

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Affiliate to review all incoming grant applications and make funding recommendations to the Affiliate's Board of Directors.

- **Medically Underserved:** A term that refers to individuals who either: do not have health insurance, who have health insurance that does not include coverage for breast health services, or who have insurance that requires prohibitively expensive out-of-pocket payments to access care. Additionally, some individuals may not receive adequate care because of barriers such as language, cultural differences, economics, violence and fear.
- **Measurable Outcomes:** Program proposals must include a detailed evaluation plan that outlines proposed outcome measures that are relevant to program services and include the number of services provided as well as individuals served, as well as more qualitative measures like changes in a patient's ability to better engage in everyday life or satisfaction with services provided. These projections may be derived from previous, comparable project outcomes, from data from programs providing similar services or from information provided by a community needs assessment. Funded applicants must report how many actual services were provided during the granting cycle, as compared to the estimates made in this application. You must also be able to report all information applicable to your application category listed in the Exhibit D-Demographic Tracking Report, and provide an engaging patient success story using Exhibit E, which can be found at <http://komen-dallas.org/grants/how-to-apply-for-community-grants/>.
- **Patient Navigator:** Patient navigators provide one-on-one guidance and assistance to individuals as they move through the health care continuum from prevention to end of life care. The principle function of the navigator is to eliminate any and all barriers to timely screening, diagnosis, treatment and supportive care for each individual. Navigators act as the support hub for all aspects of patients' movement through the health care system. The navigator's role is to promote smooth and timely continuity of care to the point of resolution.
- **Proof of Insurance:** In circumstance, such as a grant, where the Affiliate does not have direct control over an activity and cannot, therefore, manage the risk associated with the activity, the Affiliate should ensure that the third-party adequately manages the risk. In the grant context, the grant agreement provides that the Affiliate is only responsible for funding the grant, and all activities of the grantee and any problems that arise from those activities are the exclusive responsibility of the grantee. Therefore, we require that grantees indemnify or defend the Affiliate if someone claims that the Affiliate is responsible for the actions of the grantee, by providing proof of insurance coverage to cover any potential claims. Please see RFA for more information.
- **RFA:** Request for Applications

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## APPENDIX F: GRANTS EMANAGEMENT SYSTEM USER ROLES (GEMS)

### **Project Director:**

The role of Project Director should be assigned to an individual at an applicant organization that will serve as the project's lead contact for the purposes of grant management. This individual is responsible for validating all new users when they register for the system under their organization. This individual will have the highest level of access in the system, and will be responsible for overseeing all administrative functions available, such as application and report creation and completion.

One per organization.

### **Authorized Signer:**

The role of Authorized Signer should be assigned to the individual (s) at an applicant organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract, amendment requests, and reports if the organization is awarded funds.

There can be more than one per organization.

### **Viewer:**

The role of viewer should be assigned to any individual at the applicant organization who needs access to view the organization's information, but does not need the functionality to save, add, edit, or change anything within the organization's information.

Unlimited number per organization.

### **Writer:**

The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application, but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.

Unlimited number per organization.

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## **APPENDIX G: SAMPLE GRANT CONTRACT TEMPLATE**

**Dallas County Affiliate of the Susan G. Komen Breast Cancer Foundation Inc., d/b/a  
Susan G. Komen® Dallas County (“Komen”)**

### **GRANT AGREEMENT**

#### **COMMUNITY GRANTS PROGRAM 2019-2020**

**GRANTEE ORGANIZATION:** [COUNTERPARTY NAME]

**GRANTEE ADDRESS:** [COUNTERPARTY ADDRESS]

**PROJECT DIRECTOR:** [FIRST AND LAST NAME]

**EFFECTIVE DATE:** [EFFECTIVE DATE]

**TERMINATION DATE:** [TERMINATION DATE]

**PROJECT TITLE AND PURPOSE:** [PROGRAM NAME]

Unless otherwise stated in this Agreement, the Grant Funds will be used specifically as described in Grantee’s grant application and proposed budget (together, the “Application”), which can be located in the Komen Grants e-Management System (“GeMS”) and are made a part hereof for all purposes. To the extent that the terms of this Agreement conflict with the terms of the Application, the terms of this Agreement will prevail.

**GRANT AMOUNT** (“Grant Funds”): \$[TOTAL PAYMENT AMOUNT]

**PAYMENT TERMS:** Grant Funds will be payable in two equal installments of [DOLLAR AMOUNT] each. The first payment will be made to Grantee within thirty (30) days after Grantee executes this Agreement in GeMS, and the final payment will be made to Grantee within thirty (30) days after Komen’s receipt and approval of timely reports due on October 17<sup>th</sup>, 2019 as required below.

Komen may require Grantee to deplete the current installment of Grant Funds prior to receiving payment of the next installment of Grant Funds. In addition, Komen may withhold the next installment of Grant Funds if the report does not contain all the required information or Grantee has not demonstrated sufficient progress on Project objectives, as determined by Komen in its sole discretion.

Except as set forth in Section 7(C) of this Agreement, within 45 days after the expiration or early termination of this Agreement, Grantee will remit to Komen all unspent funds over \$1.00. Such unspent funds must be returned to Komen by May 16<sup>th</sup>, 2020. Any grant funds transferred without prior approval in accordance with the “NOTIFICATION” section of this Agreement will constitute “unspent funds” that must be returned. For programs delivering transportation services, in the event Komen funds are used to advance purchase travel vouchers or services of any kind and such vouchers or services are not distributed during the grant cycle, the value of such

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undistributed vouchers or services will be considered “unspent funds” that must be returned to Komen.

Notwithstanding any provisions in the Application, Grant Funds may not be used for indirect costs. See additional restrictions on use of Grant Funds in Section 1 of the attached Terms and Conditions.

**REPORTING REQUIREMENTS (Written reports to be completed in the forms located in GeMS) (Select as applicable):**

Progress Report(s), to include progress and financial reporting, due (Select one reporting cycle):

Mid-year (6 month) report due October 17<sup>th</sup>, 2019-including a patient success story (Exhibit E), demographic tracking data (Exhibit D), and financial expenditure documentation (e.g. itemized receipts)

Final Report due May 16<sup>th</sup>, 2020-including a patient success story (Exhibit E), demographic tracking data (Exhibit D), and financial expenditure documentation (e.g. itemized receipts)

**Additional reports required by the Affiliate, but not required to be uploaded in GeMS.**

Written Monthly Status Updates due on the 1<sup>st</sup> business day of every month during the term of this Agreement including 60 days’ notice of the date, time and location of all Komen funded screening events for scheduled public mammography screening, as well as financial expenditures, patients served, unduplicated patients served, and services provided to date.

Komen reserves the right to modify the information required in the above reports from time to time and in such event will provide updated reporting forms to Grantee. The above reports will not be treated as confidential and may be reviewed and evaluated by third parties. Komen will not be responsible for any damages resulting from the disclosure of the reports to third parties. Further, Komen may share Grant information, including the reports, with donors or with members of the general public.

**ACKNOWLEDGMENTS (Select as applicable.):** Grantee will acknowledge and will cause any subgrantees and contractors involved in the Project (“Collaborating Organizations”) to acknowledge Komen’s funding in the following ways, using the Komen name and signature logo when possible:

In a conspicuous location on all printed and electronic materials created in connection with the Project (“Materials”);

- 
- In all training sessions, workshops and presentations conducted in connection with the Project;
  - On Grantee's website;
  - In Grantee's annual report and other donor listings; and
  - All publications acknowledging Komen must be approved by Komen prior to publication and distribution.

See additional requirements for acknowledgments in Section 3(A) of the attached Terms and Conditions.

**BENEFITS (Select as applicable.):** Grantee will provide the following to Komen:

- Copies of all Materials, at no charge, including without limitation all surveys and tools, methodologies, studies, evaluations, presentations, training and educational materials, photographs, reports, press releases, articles and other publications created in connection with the Project;
- Unlimited access to any raw digital data, excluding individually identifiable health information protected by applicable privacy laws, collected during the Project ("Data");
- A summary report of any evaluations received in connection with the Project;
- Any and all surveys or other items submitted by Komen to Grantee for completion regarding this Project; and
- The opportunity for a Komen representative to make site visits

Grantee grants (and shall cause any Collaborating Organizations to grant) to Komen, the Susan G. Komen Breast Cancer Foundation, Inc. ("Komen National") and its affiliates a limited, royalty-free, non-exclusive, non-transferable, worldwide, irrevocable license to use the Materials, or any part thereof and Data (if any provided) for their own non-commercial purposes.

**NOTIFICATIONS:** Grantee will notify Komen through GeMS at least thirty (30) days in advance of and must receive prior written approval for any proposed changes to the personnel, design, budget, Collaborating Organizations, if any, content or specific aims of the Project. Komen will be provided a minimum of fourteen (14) days to review and accept or reject any proposed changes. In addition to the above notifications, Grantee will promptly notify Komen of (i) any potential or threatened litigation, claim, assessment or audit related to the Project; (ii) any challenge that may prevent Grantee from fulfilling the objectives described in the Application, including any issues with Collaborating Organizations; (iii) any actual inability to fulfill the objectives in the Application; or (iv) the occurrence of any event listed in Section 7(B) of the attached Terms and Conditions. Komen shall be notified within 5 business days of any changes

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in delivery of services or ability to deliver services. Such changes must be approved by Komen. Funds cannot be transferred across categories (e.g. from screening to diagnostics), without prior notification to (at least 30 days), and approval from Komen Dallas County.

**SPECIAL TERMS/OTHER:** Grantee is expected to remain in Good Standing, as defined by Komen, throughout the duration of this contract and the Komen funded project. Komen shall provide Grantee with the definition and requirements for Good Standing at the time of grant contract execution.

**THIS AGREEMENT WILL BE NULL AND VOID IF NOT EXECUTED BY BOTH PARTIES WITHIN FORTY-FIVE (45) DAYS AFTER THE AGREEMENT BECOMES AVAILABLE FOR EXECUTION THROUGH GEMS. BY EXECUTING THIS AGREEMENT, GRANTEE AGREES TO BE BOUND BY THE TERMS AND CONDITIONS ATTACHED TO THIS AGREEMENT AND INCORPORATED HEREIN. THE SIGNERS BELOW WARRANT THAT THEY HAVE FULL POWER AND AUTHORITY TO SIGN FOR AND BIND THEIR RESPECTIVE ORGANIZATIONS.**

**[REMAINDER OF PAGE INTENTIONALLY BLANK. SIGNATURE PAGES FOLLOW]**

KOMEN:

**Susan G. Komen®Dallas County**

By: \_\_\_\_\_

Name: Nicole Metcalf

Title: Executive Director

GRANTEE:

**[COUNTERPARTY NAME]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

1. **Restrictions on Use of Grant Funds.** (A) Except as specifically provided in the Agreement, Grantee will use the Grant Funds exclusively as provided in the budget in GeMS. (B) The Grant Funds awarded hereunder may not be obligated or expended prior to the Effective Date or subsequent to the Termination Date of this Agreement. (C) Any travel costs covered by Grant Funds must be reasonable and customary, covering only the following as applicable: coach air and train travel, ground travel to the Project, moderate hotel (room and taxes only), and meals (alcoholic beverages excluded).

2. **Collaborating Organizations.** Grantee is responsible for ensuring that all Collaborating Organizations comply with the terms of this Agreement, including but not limited to the restrictions on the use of Grant Funds.

3. **Acknowledgments; Komen Intellectual Property; Permission to Use Grantee Name and Logo.**

(A) Grantee is authorized to and will acknowledge Komen’s funding of the Project in the Materials as set forth in “Acknowledgments” section of this Agreement. In addition, Grantee agrees that it will acknowledge Komen separately from any pharmaceutical support and will not in any way indicate, suggest or imply that Komen is the recipient of such support. The specific language to be used in such acknowledgments, including how Komen’s name and signature logo will be used, will be agreed to in advance between the parties.

(B) Komen is and will remain the sole and exclusive owner of all rights, title and interest in and to any and all materials that Komen or its employees, agents or contractors permit Grantee to use in connection with the Project, including but not limited to all works of authorship, copyrights, trade names, trademarks, service marks, domain names and other indicia of source (whether registered or not), data and data bases, lists, educational materials and other information and all translations, adaptations, editions, excerpts or derivative works thereof (collectively, “Komen Intellectual Property”). Komen Intellectual Property must not be amended or modified in any manner without Komen’s prior written consent. Grantee will include the appropriate attributions for any Komen Intellectual Property used in connection with the Project, which must be approved by Komen in advance of publication.

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(C) For the sole purpose of releasing information regarding this Grant and the Project to the general public and news media, Komen is authorized to use the Grantee's name and logo in a fair and accurate manner (and Grantee will cause any and all Collaborating Organizations to grant Komen authorization to use their respective names and logos for the same purposes). Nothing in this Agreement grants any further rights to the Grantee name and logo.

4. **Representations, Warranties and Covenants.** Grantee represents, warrants, and covenants that:

(A) it is a governmental organization described in Section 170(c)(1) or a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code and will continue to qualify as such throughout the term of this Agreement;

(B) it is a duly incorporated and is validly existing as a corporation in good standing under the laws of the state of its incorporation and in all other jurisdictions in which it conducts its business and has all requisite power and authority to carry on its business as now conducted;

(C) it has the authority to grant the license to the Materials set forth in the "Acknowledgments" section and that no Materials delivered to Komen (nor any element thereof) violate or will violate the right of privacy or publicity, or defame or violate any copyright, trademark, or service mark or any common law or other right of any third party;

(D) none of the Grant Funds will be used (i) for lobbying as defined under the Internal Revenue Code, (ii) to directly or indirectly participate in or intervene in any political campaign on behalf of any candidate for public office; or (iii) for any other purpose that is inconsistent with Section 501(c)(3) of the Code; and

(E) none of the execution and delivery of this Agreement by Grantee, the consummation of the transactions contemplated hereby or compliance by Grantee with any of the provisions hereof conflict with, or result in any violation of or default under (with or without notice, the lapse of time or both) or give rise to a right of termination or cancellation under any provision of (i) the formation and governing documents of Grantee; (ii) any contract or permit to which Grantee is a party; or (iii) any applicable law or any order of any governmental body.

5. **Compliance with Laws.** Grantee will comply with all applicable laws and regulations applicable to any of its activities associated with this Grant, including but not limited to the Health Insurance Portability & Accountability Act of 1996, and all applicable anti-terrorist financing and asset control laws, statutes and executive orders. Grantee will cooperate with Komen in supplying additional information to Komen, or in complying with any procedures which might be required by any governmental agency, in order for Komen to establish that it has observed all requirements of law with respect to this Grant.

6. **Right to Audit.** Grantee agrees to (and will cause any and all Collaborating Organizations to) maintain accurate and complete records of the expenditure of Grant Funds for a period of five (5) years from the earlier of the termination or expiration of this Agreement and agrees that Komen may conduct an audit of such records at any time during usual business hours as reasonably requested in advance by Komen. Grantee will ensure that Komen will have the same audit rights for records of any Collaborating Organization that receives Grant Funds.

7. **Default and Early Termination.**

(A) If either party should fail to perform or be in breach of any of the terms, conditions, agreements, covenants, representations or warranties contained in this Agreement, or anticipatorily breach this Agreement, and such default is not curable, or if such default is curable but remains uncured for a period of 30 days after written notice thereof has been given to the defaulting party, the other party, at its sole election, may immediately terminate this Agreement by written notice thereof to the defaulting party.

(B) Notwithstanding the provisions of Section 7(A), Komen may terminate this Agreement immediately due to the occurrence of any one or more of the following events: (i) Grantee implements Project changes without Komen's prior approval, as required under the "Notifications" Section of the Agreement; (ii) Grantee does not maintain its status as a governmental organization described in Section 170(c)(1) or a nonprofit organization described in Section 501(c)(3) non-profit, tax-exempt status with the Internal Revenue Service; (iii) the Project is not conducted in conformance with applicable laws or, if applicable, any approvals, licenses or certifications required to conduct the Project are not obtained or are suspended or revoked; (iv) Grantee commits a willful breach of this Agreement or Grantee or any Collaborating

Organization commits an act of gross negligence or willful misconduct in connection with the Project; (v) Komen has a reasonable good faith basis to believe that Grantee or any of its or its Collaborating Organization's key employees, directors, officers or agents has committed fraud or any other financial or administrative impropriety; or (vi) Grantee or any Collaborating Organization is debarred from the receipt of federal or state funding.

**(C)** In the event of an early termination due to breach by Grantee under Section 7(A) or an occurrence under Section 7(B), Komen will have no further obligation to provide funding hereunder, and Grantee immediately will (i) provide Komen with the Final Report due hereunder, which will include all required information available as of the termination date; (ii) reimburse Komen for the full amount of Grant Funds (including any accrued interest) that have been expended in connection with and subsequent to the breach or any of the above occurrences, and (iii) immediately refund all unspent Grant Funds (including any accrued interest) as of the termination date.

**(D)** Notwithstanding the provisions of Sections 7(A), 7(B) and 7(C), Komen may terminate the Agreement immediately and receive full reimbursement of the latest disbursement of Grant Funds plus any additional unspent Grant Funds (including any accrued interest) in the event Komen does not receive a Reporting Requirement when due and/or such Reporting Requirement does not contain all the required information and/or sufficient progress has not been made with respect to the Project as determined by Komen in its sole discretion.

**(E)** The provisions of this Section 7 will not preclude Komen from seeking any other remedies that may be available under this Agreement and applicable law.

**8. INDEMNITY. AS BETWEEN THE PARTIES, GRANTEE ACKNOWLEDGES THAT IT IS SOLELY RESPONSIBLE FOR ANY LIABILITIES THAT MAY ARISE IN CONNECTION WITH THE PROJECT. TO THE EXTENT NOT PROHIBITED UNDER THE APPLICABLE LAWS THAT GOVERN GRANTEE, GRANTEE AGREES TO INDEMNIFY, DEFEND AND HOLD KOMEN AND KOMEN NATIONAL HARMLESS FROM AND AGAINST ANY AND ALL COSTS, LOSSES OR EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, THAT KOMEN MAY INCUR BY REASON OF GRANTEE'S OR ANY COLLABORATING ORGANIZATION'S NEGLIGENCE OR MISCONDUCT, OMISSION OR BREACH OF ANY OF THE PROVISIONS OF THIS AGREEMENT, OR BY REASON OF ANY THIRD-PARTY CLAIM OR SUIT ARISING OUT OF OR IN CONNECTION WITH GRANTEE'S PERFORMANCE OR FAILURE TO PERFORM PURSUANT TO THIS AGREEMENT.**

9. **Insurance.** Grantee agrees to maintain and will cause any Collaborating Organizations to maintain the following insurance during the term of this Agreement:

**(A)** commercial general liability insurance with combined limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, which covers liability for bodily injury, property damage, death and advertising injury (including reasonable attorneys' fees);

**(B)** workers' compensation insurance in the amount required by law of the state(s) in which workers are located and employers' liability insurance with limits of not less than \$1,000,000.00;

**(C)** to the extent medical services are provided, medical malpractice coverage with combined limits of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate;

**(D)** to the extent any transportation services are provided, \$1,000,000.00 combined single limit of automobile liability; and

**(E)** excess/umbrella insurance, in excess of the coverage in **(A)** above, with a limit of not less than \$5,000,000.00. Grantee will name Komen and Komen National as Additional Insureds on its commercial general liability policy solely with respect to the Project and any additional policies and riders entered into by Grantee in connection with the Project. Upon execution of this Agreement, Grantee will provide Komen with a certificate of insurance evidencing this coverage by uploading such certificate in GeMS All insurance required of Grantee will be primary and non-contributory to any insurance Komen may carry.

10. **Dispute Resolution.** In the event of any dispute arising out of this Agreement, the parties shall use good faith efforts to resolve their differences amicably. In the event they are unsuccessful, the parties agree not to commence

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litigation until attempting to resolve their dispute through mediation. Either party may initiate the mediation process with 30 days' prior written notice to the other party. The dispute will be submitted to mediation in **Dallas, TX**. Costs of mediation will be borne equally by the parties. Mediation of the dispute must be completed within 15 days of commencement, unless the parties extend the time by mutual agreement or unless the mediator declares the parties to be at an impasse. Notwithstanding the above, in the event that either party believes that immediate injunctive relief is required to protect its intellectual property or there is a violation of law, such party may invoke the immediate powers of the appropriate court of law without the requirement to first mediate the dispute.

11. **Non-endorsement.** It is expressly agreed and understood by the parties that the Grant does not constitute an endorsement by Komen of any entity, organization, company or individual, nor the products, actions, behavior, or conduct of any entity, organization, company or individual, and any negligent or intentional misrepresentation by Grantee or any Collaborating Organization to the contrary, in any context and in any forum, will constitute a material breach of this Agreement, and the same will be grounds for immediate termination of this Agreement by Komen. In the event of any such misrepresentation, Komen may require Grantee or any pertinent Collaborating Organization to publicly acknowledge the misrepresentation in a like forum in which the misrepresentation was made. It is agreed that in the event of a breach of this provision, damages may not be an adequate remedy, and Komen will be entitled to whatever other remedies are available under applicable law.

12. **Relationship of Parties; No Guarantee of Additional Support.** The nature of this Agreement is a funding agreement, and no employment, partnership, joint venture or agency relationship is created, implied or deemed to be created pursuant to this Agreement. Grantee accepts the Grant Funds with the understanding that Komen is not obligated to provide Grantee or any Collaborating Organization any additional financial support, or other support, in connection with the Grant, the Agreement or the Project or for any other reason.

13. **Entire Agreement; Amendment; Severability; No Waiver.** This Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement between the parties with respect to the Grant. This Agreement may not be modified, altered, amended or revoked except in writing, duly executed by each of the parties. The provisions of this Agreement are severable so that if any provision is found to be invalid or illegal, that finding will not affect the validity or enforceability of the remaining provisions. Failure of either party to enforce its rights under this Agreement will not constitute a waiver of such rights.

14. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of **Texas**, without regard to any conflicts of law principles. Any dispute arising out of or in connection with this Agreement that is not resolved under Section 10 will be filed and heard in state or federal courts of **Dallas, TX**, and the parties consent to the exclusive jurisdiction of such courts.

15. **Assignment.** This Agreement is entered into by Komen in reliance upon the qualifications of Grantee. Grantee may not assign or transfer this Agreement, directly or indirectly, by operation of law, change of control or otherwise, without Komen's prior written consent. This Agreement may be assigned by Komen to Komen National or to any other affiliate of Komen National without approval of Grantee, provided that all obligations hereunder are assumed by the assignee.

16. **Notices.** Any notice will be in writing and personally delivered, delivered by facsimile or sent via reputable overnight courier (such as Federal Express) or certified mail, postage prepaid and return receipt requested, addressed to the other party at the address specified below (unless otherwise notified in writing by a party):

If to Komen: **13747 Montfort Drive, Suite 200 Dallas, TX 75240**

If to Grantee: At the address on Page 1 of this Agreement.

17. **Survival.** The provisions of the "Acknowledgments and Benefits" Section of the Agreement and Sections 3, 4, 6, 7, 8, 10, 13, 14, 16 and 17 will forever survive termination of this Agreement.

18. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all of which together will constitute one and the same agreement.