



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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Donald Shell, MD, MA, Director, Cancer and Chronic Disease Bureau

HEALTH OFFICER MEMORANDUM

DATE: May 23, 2013 **CCPC HO Memo #13-21**

TO: Health Officers
CRF Cancer Program Coordinators

FROM: Courtney Lewis, M.P.H., Director *C Lewis*

RE: **Fiscal Year 2014 Grant Application Instructions for the Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment Program**

Attached are instructions for submitting your Cigarette Restitution Fund Program (CRFP) Cancer Prevention, Education, Screening and Treatment (CPEST) Program grant application for Fiscal Year (FY) 2014. The overall budget for the CRFP public health cancer grants in FY 2014 is level funded from last FY. The amount of funding for each jurisdiction in FY 2014, based on the CRFP cancer formula (with a base amount of \$100,000 for each jurisdiction and 5 year averages for cancer incidence and mortality for the targeted cancers), is listed in Attachment 1. Since our overall budget is level funded, any differences in local funding from last year are due to the difference in the relative proportions of new cases or deaths among the jurisdictions. **Please submit your CRFP CPEST Program application to DHMH by June 28, 2013.**

It is important to note that all future funding is subject to legislative appropriations each year and all fund recipients are responsible for notifying all subgrantees, subvendors, or subcontractors of this condition.

Legislative requirements state that, "A county or a statewide academic health center shall dedicate at least 60% of the funds to cancer screening, diagnosis and treatment." Additional guidance for this legislative requirement is found in Appendix 1 (Attachment 10).

201 W. Preston Street, Baltimore, Maryland 21201
410-767-6742 Fax 410-333-5995
Toll Free 1-877-4MD-DHMH TTY for Disabled
Maryland Relay Service 1-800-735-2258

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Maryland Relay Service 1-800-735-2258

Web Site: <http://phpa.dhmh.maryland.gov>

We have included in the grant instructions, as in the past two years, that the combined expenditures for advertisement, marketing, educational supplies, and/or websites (regardless of the amount in line item FC01N) are to be limited to no more than 10% of the FC01N budget. Within this 10%, funding for engagement of ethnic and racial minorities to conduct education and awareness activities should remain a high priority.

The information requested in your grant application is based on the information required by the CRFP statute. The targeted cancers under the CRFP for FY 2014 will remain the same as those identified previously and include cancers of the lung and bronchus, colon and rectum, breast, prostate, cervix, skin (melanoma), and oral cavity. Your program must “declare” any one or more of these cancers in your grant application and, based upon the cancer(s) your program declares, specify whether you will provide education, screening, diagnosis and/or treatment services for the declared cancer(s) with the CRF-CPEST funds.

Prior to e-mailing your application to us, please ensure that all of the necessary components of your application are attached to the e-mail. A checklist, see Attachment 2, has been prepared to help you assemble the components of your grant application. **Complete the checklist and incorporate with your application submission.**

Please send your applications electronically to: dhmh.ugacrfcancer@maryland.gov

When you e-mail your application, please complete the subject line as in the following example: 14-CARROLL-FC01N-CH533CPE.

When sending your application electronically, please send each attachment in a separate file as outlined in the chart below. If your documents are large, you may send them in two e-mails with the subject line labeled as **part 1 of 2**, etc.

Attachments for Submission	Naming Convention
Attachment 2: Checklist	FY14-County-Att2-Checklist
Attachment 3: Grant Application Instructions	FY14-County-Att3-GrantApplicationInstructions
Attachment 4: Community Health Coalition Attestation Letter-Base Year Funding	FY14-County-Att4-CHCAttestationLetter-Base Year Funding
Attachment 5: Inventory of Publicly Funded Cancer Programs As of the End of FY 2012	FY14-County-Att5-Inventory of Publicly Funded Cancer Programs As of the End of FY 2012
Attachment 6A: Budget Summary	FY14-County-Att6A-BudgetSummary
Attachment 7A: FC01N Budget Justification	FY14-County-Att7A-BudgetJustification-FC01N
Attachment 7B: FC02N Budget Justification	FY14-County-Att7B-BudgetJustification-FC02N
Attachment 7C: FC03N Budget Justification	FY14-County-Att7C-BudgetJustification-FC03N
Attachment 9: Financial Eligibility Criteria for Cancer Treatment Services	FY14-County-Att9-FinancialEligibilityTreatment
Additional Attachments (Label Forms, Policies, consent, etc. as Attachment 11A, 11B etc.,)	FY14-County-GrantAtt-11A,etc. - <i>Title of document</i>

On July 10, 2003, the Division of Program Cost and Analysis provided each local health department with the "Local Health Department Funding System Manual" that must be used in the preparation of the FY 2014 budget. The manual and associated electronic forms are available respectively on the DHMH web page at: http://dhmh.maryland.gov/SitePages/sf_gacct.aspx, Fiscal Service Administration, Contract Forms Commonly used by Human Service Providers, LHD Electronic UGA Budget Submission for 2014.

Thank you in advance for your cooperation in preparing the grant application. If you have any questions, please feel free to contact me at 410-767-0824 or Barbara Andrews at 410- 767-5123.

Attachments: (Electronic copies of all attachments are being e-mailed to CRF/Cancer Coordinators, CRF-CPEST Programs, and Health Officers.)

cc: D. Dwyer
D. Gugel
S. Hokenmaier
C. Lewis
D. Shell
M. Spencer
File

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