



— NATIONAL —
MINORITY QUALITY
— FORUM —

Request for Proposal (RFP)
Community-Participatory Feasibility Assessment
for Cancer Study, Flint MI

Contract Number: 24-NMQF-CPFAFlint-10

From: National Minority Quality Forum

Re: Amendment Announcement for the following Request for Proposals (RFP)-
Community-Participatory Feasibility Assessment for Cancer Study, Flint MI

Contract #: 24-NMQF-CPFAFlint-10

Subject: Amendment to RFP – Date Changes

Dear Prospective Applicants,

This notice serves as an official amendment to the *Community-Participatory Feasibility Assessment for Cancer Study, Flint MI* [24-NMQF-CPFAFlint-10] issued by the National Minority Quality Forum (NMQF). We are providing an update to the key dates within the RFP document. Please carefully review the following changes:

- 1. New Deadline for Submission:**
In the original RFP document, the deadline for proposal submission was listed as October 31, 2024 11:59 PM EST. The new deadline for proposal submission is now November 15, 2024 11:59 PM EST.
- 2. New Technical Assistance Deadline:**
In the original RFP document, the deadline for technical assistance was on October 31, 2024 at 2PM EST. The new deadline for technical assistance is November 15, 2024 at 2PM EST.
- 3. New Award Announcement Date:**
The original award announcement date was set for November 30, 2024. The new anticipated announcement date is December 30, 2024.
- 4. New Grant Period Start Date:**
The original RFP document had a grant term/estimated start date of December 1, 2024 - September 30, 2026. The new grant term/estimated start date is January 1, 2025 - September 30, 2026 unless terminated, canceled or extended.
- 4. New Estimated Deliverable Dates:**
On page 17 of the RFP under "*Program Deliverables and Data Submission Reports*" The Grantee shall submit the following reports on the following approximate dates:" the estimated dates have been updated as follows -

Deliverable	Previous Estimated Due Date(s)	New Estimated Due Date(s)
Subgrantee Statement of Work	11/01/2024	01/03/2025
Subgrantee Budget and Budget Narrative	11/01/2024	01/03/2025
Panel Plan Year	12/30/2024	02/28/2025
List of Panel-Endorsed Research Question(s)	03/31/2025	04/30/2025
Panel Meeting Summary	12/31/2024	03/31/2025

	03/31/2025 06/30/2025 09/30/2025 12/31/2025 03/31/2026 06/30/2026 09/01/2026	06/30/2025 09/30/2025 12/31/2025 03/31/2026 06/30/2026 09/01/2026
Community Engagement Plan	01/30/2025	02/28/2025
Communication Plan	02/15/2025	03/14/2025
Feasibility Assessment Timeline	03/01/2025	03/31/2025
Feasibility Assessment Report	09/01/2026	09/01/2026

Please ensure all proposals take into account the date changes listed above to be considered for this opportunity. All other RFP requirements remain unchanged.

For any questions regarding this amendment or the RFP, please contact Katherine Chavez at kchavez@nmqf.org by 10/25/24.

We thank you for your interest and look forward to reviewing your proposals.

Sincerely,

Katherine Chavez

she/her/hers
Grants Manager,
National Minority Quality Forum

RFP Summary

Contract Number: 24-NMQF-CPFAFlint-10

Geographic area : City of Flint, Genesee County, MI

Project Name: Community-Participatory Feasibility Assessment for Cancer Study, Flint-2025

Total Funding Available: \$400,000

Grant Term/Estimated Start Date

The estimated grant term is January 1, 2024 – September 30, 2026 unless terminated, canceled or extended.

Brief Description

The intent of this RFP is to fund an entity to facilitate a community-participatory, science-based feasibility assessment for an environmental epidemiology cancer study in the City of Flint. This involves assembling and moderating a multidisciplinary panel, completing administrative tasks outlined in the Panel Plan, executing community engagement and communication plans, and conducting a comprehensive feasibility assessment with detailed reporting, including a proposed study design, timeline, and cost estimate.

Grant Application Deadline

Grant applications must be received by National Minority Quality Forum on or before **November 15, 2024 by 11:59 PM** (EST) at the following location: <https://nmqf.grantplatform.com/>

Pre-Application Conference - Optional

A Pre-Application Conference to discuss this RFP will be held virtually on:

October 3, 2024 at 10:00 - 11:30 AM (EST)

October 15, 2024 at 1:00 - 2:30 PM (EST)

Join Zoom Meeting:

<https://us06web.zoom.us/j/9936498545?pwd=VkYwTVBXTWxLdFpGK1FoNHJ4MUVxQT09>

Meeting ID: 993 649 8545

Passcode: Sn571B

Dial in:

+1 301 715 8592 US (Washington DC)

+1 929 205 6099 US (New York)

Find your local number: <https://us06web.zoom.us/u/kdwKqgHTIN>

Special Accommodations:

Persons with a disability may request reasonable accommodation such as a sign language interpreter by contacting the Project Director at resourcedev@nmqf.org. Requests should be made as early as possible to allow time to arrange the accommodation.

Eligibility Criteria

This RFP is open to any organization or entity including universities, federally recognized Tribes, non-profit 501(c)(3) and private organizations providing services in Michigan who are able to perform the necessary requirements of the RFP. Applicants must demonstrate organizational, fiscal, and programmatic capacity to meet the requirements described in the scope of work listed in this RFP in order to be susceptible for award.

Notification of Award/Denial

The estimated award date is **December 30, 2024**. All applicants will receive a notice of acceptance or denial.

Contact Information:

Katherine Chavez
NMQF, Project Director
Email: resourcedev@nmqf.org

Synopsis: Understanding the Community-Participatory Feasibility Assessment for Cancer Study, Flint-2024

- I. **Scope of Work:** The Community-Participatory Feasibility Assessment for Cancer Study, Flint-2024 aims to address community concerns about cancer possibly being caused by environmental contamination in Flint, Michigan. This program funds a recipient to oversee several key activities with active involvement from the Flint community.

Objectives and Program Components:

- This project aims to involve the Flint community in assessing whether environmental factors might contribute to cancer cases.
- It uses guidelines from the Centers for Disease Control (CDC) and Agency for Toxic Substances and Disease Registry (ATSDR) to ensure scientific rigor and community involvement.

Guidelines and Methodology:

- The guidelines emphasize a systematic approach to investigating suspected cancer clusters. The CDC's Guidelines for Investigating Suspected Cancer Clusters involve four main steps. Those are:
 1. **Initial Contact and Response:** Step 1 of the investigation process focuses on gathering initial information from individuals reporting a suspected cancer cluster. The goal is to determine if the reported concern warrants further investigation by the health agency. This step involves promptly directing the inquiry to the appropriate health agency unit and ensuring that no concerns are dismissed prematurely. While many initial reports may not align with criteria for a potential cancer cluster, this initial contact serves as an opportunity for the health agency to educate the reporter about cancer and clusters. To effectively manage these reports, the health agency needs to understand the context and history of the concern, including how it has been reported previously and any responses received. Gathering demographic details of affected individuals and their population group is crucial for both scientific investigation and communication with the community. Transparency, thorough evaluation of information, and responsiveness to the concerns of the reporter are essential for effectively managing inquiries about suspected cancer clusters.
 2. **Assessment:** Step 2 of the investigation focuses on determining if there is a statistically significant excess of cancer cases within a suspected cluster. Key tasks include defining the study's scope, selecting appropriate comparison groups, and choosing statistical methods for analysis. This step requires epidemiological expertise to calculate a Standardized Incidence Ratio (SIR), which compares observed cancer cases in the study population to expected cases in a reference population, adjusted for age. Communication with local partners and community members is vital, and developing a detailed communication plan helps ensure effective outreach and understanding among stakeholders.

3. **Determine Feasibility of Conducting an Epidemiologic Study:** The purpose of Step 3 is to assess the feasibility of performing an epidemiologic study to examine the association between the cancer cluster and a particular environmental contaminant. If further study is feasible, an outcome of this step should include a recommended study design. All activities in this step should be carried out in collaboration with community, environmental, and other partners. Decisions should reflect the concerns, interests, and expertise of all partners.
4. **Conducting an Epidemiologic Investigation:** The primary purpose of step 4 is to conduct an investigation of a suspected cancer cluster through epidemiology is to see if there's a link between exposure to a certain risk factor or environmental contaminant and the higher number of cancer cases. Finding a statistical link doesn't automatically mean that one thing causes the other—rather it may simply reflect that there's a connection worth looking into further. To prove causation (that one thing directly causes another), you often need more than just epidemiology; clinical trials or lab studies may be needed to confirm it.
 - The goal is to determine if reported clusters are statistically unusual and potentially linked to environmental factors.

The scope of work for this RFP is aligned with the procedures outlined by the CDC's guidelines in Step 3: Determine Feasibility of Conducting an Epidemiologic Study.

Overview of Common Activities in Feasibility Assessments:

1. **Initial Actions and Hypothesis Formation:** The investigation begins by formulating hypotheses and reviewing scientific literature and past agency reports to understand if similar cancer cases have been previously investigated. Further literature searches may be conducted with support from public health libraries to focus on known causes of the specific cancer type in question.
2. **Community and Partner Engagement:** Investigators collaborate with environmental, community, and local public health partners to understand community concerns and feasibility of addressing these issues. Cultural sensitivities are considered, and community panels may be convened to gather diverse perspectives. Clear communication about the study's goals, timeframes, costs, and limitations is crucial to manage expectations.
3. **Expert Advisory Panel:** Health agencies may establish an expert panel comprising epidemiologists, toxicologists, physicians, environmental specialists, and community-nominated experts. This panel helps assess study design issues such as sample size and statistical power, ensuring comprehensive expertise is available.
4. **Data Collection and Assessment:** Parameters like the study population characteristics, health data, and risk factors are identified. Investigators confirm case diagnoses, select appropriate comparison groups (control or unexposed), and assess willingness of participants for interviews or studies.

They evaluate if exposures to environmental contaminants are plausible and if historical data on chemical use or contamination are pertinent.

5. **Environmental Data Consideration:** Environmental data is reviewed to determine potential exposure to contaminants relevant to the cancer cluster. Additional testing is recommended only when scientifically justified, considering factors like known carcinogenic properties and exposure pathways.
6. **Public Communication:** Clear communication with the public is crucial once an elevated cancer rate is identified. Stakeholders may expect extensive environmental testing, necessitating transparent explanations if such testing isn't feasible or appropriate.
7. **Information for Public Health Actions:** Information gathered informs not only the study's design but also potential public health interventions like environmental remediation efforts. This ensures that actions can be taken independently of the epidemiologic study to address community health concerns.
8. **Study Design and Resource Assessment:** Investigators determine the study's scope, geographic and demographic parameters, and necessary resources. They assess study design requirements, statistical tests, and implications for public health policy. Funding sources are identified to ensure the study can be completed effectively.

In essence, Step 3 involves thorough planning, collaboration, and assessment to determine if an epidemiologic study is both scientifically and practically feasible to investigate a suspected cancer cluster's potential link to environmental factors.

Definitions:

1. **Feasibility Assessment:** An activity to determine if all relevant criteria are met that make it possible to conduct an environmental epidemiology cancer study for the City of Flint. Relevant criteria include, but are not limited to, those on the Health Study Criteria Factsheet from the Agency for Toxic Substances and Disease Registry. (See Reference Documents)
2. **Epidemiology Cancer Study:** A research study that aims to determine if there is an association between exposures or presence of risk factors and cancer related outcomes, such as incidence or mortality.
3. **Community Engagement:** A primary focus is on engaging the Flint community throughout the assessment process. This involves eliciting community concerns, ensuring ongoing community involvement, and communicating findings effectively.
4. **Panel Involvement:** A multidisciplinary panel, assembled by the subgrantee, will provide community participatory and science-based advice throughout the project. The panel's composition is specified in the RFP documents.
5. **Funding Priorities:** This program has two major funding priorities. The first is a significant focus on community engagement and communication to elicit the community's concerns related to cancer and environmental contamination in the City of Flint and to have their ongoing involvement in and awareness of the feasibility assessment for an epidemiology cancer study. The second is that the

feasibility assessment be science-based, adhere to the community concerns, and utilize available resources.

6. **Program Limitations:** Funding is restricted to the feasibility assessment phase and excludes capital equipment purchases. Analytic epidemiologic studies (as defined in number 2 above) are not allowed, though descriptive analysis of existing data is permissible.
7. **Program Requirements:** These include assembling the panel, developing panel and community engagement plans, and completing the feasibility assessment over a specified timeline with measurable outcomes.

II. Request For Proposal Key Dates and Information

The purpose of this application overview is to equip the reader with the information needed to assess suitability and decide whether to proceed with the application.

Eligibility: This RFP is open to any organization or entity including universities, federally recognized Tribes, non-profit 501(c)(3) and private organizations providing services in Michigan who are able to perform the necessary requirements of the RFP. Applicants must demonstrate organizational, fiscal, and programmatic capacity to meet the requirements described in the scope of work listed in this RFP in order to be considered for award.

Single application: Only one (1) application will be accepted from each applicant. An applicant is defined as a single lead Project Investigator (PI) or entity (if no lead PI is designated). If more than one version of an application is submitted before the due date and time, they must be complete submissions and NMQF will accept the latest timely received version, disregarding any previous submissions. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the grant web portal at <https://nmqf.grantplatform.com> by the proposal deadline. For technical assistance when entering the application, contact Katie Chavez at (202) 595 - 6914 or by email at kchavez@nmqf.org. Calls and emails will be returned within two (2) business days. Technical assistance related to the submission of the proposal and all attachments will be available until 12:00 p.m. EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Page/Word limits: There are no page limits for attachments. Word limits are applied to each narrative question (typically 500 words) and are clearly marked next to each question. Narrative responses should be detailed and comprehensive, but concise.

Request for Proposal (RFP) Release date: September 23, 2024

Letter of Intent (LOI) due date: October 20, 2024

*LOI's are optional and will be used to help NMQF anticipate the number of applications to be received and plan for the evaluation of submissions accordingly. LOI's should include:

- Applicant Name and Contact Information
- Organization Information
- Simple statement declaring the intention to submit an application

RFP Due date:	November 15, 2024
Total available funds:	\$400,000
Match requirements:	No matching funds are required
Required attachments:	<ul style="list-style-type: none">- IRS Determination Letter for 501(c)3, if entity is a non-profit organization- Audited Financial Statement or letter from accountant demonstrating fiscal responsibility- Work Plan for Year 1 and 2- Organizational Chart- Signed and initialed OFFER and ACCEPTANCE and STATEMENT of ASSURANCES
Optional attachments:	<ul style="list-style-type: none">- Letters of Support- Resumes/CV's/Biosketches- Previous grant performance reports/work samples from similar projects

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Section I: Request for Proposal Policy

RFP Timeline and Deadlines

Pre-application conference	Oct 3, 2024 10-11:30 a.m. (EST) Oct 15, 2024 1-2:30 p.m. (EST)
Letter of Intent (LOI)	October 20, 2024
Deadline for submitting questions regarding RFP	October 25, 2024 5 p.m. (EST)
Technical assistance deadline	November 15, 2024 2 p.m. (EST)
RFP application deadline	November 15, 2024 11:59 p.m. (EST)
Notification of Award/Denial	December 30, 2024 (approximate)

Grant Terms and Conditions

1. Application Guide Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting <https://flintcancerfeasibility.org/>.
2. NMQF Grants Portal Registration
 - a. Applicants are responsible to visit <https://flintcancerfeasibility.org/> to create a user profile for application submission.
 - i. Registering an agency and creating a user profile through Good Grants
3. Application Submission
 - a. Only one (1) application will be accepted from each applicant. If more than one version of an application is submitted before the due date and time, they must be complete submissions and NMQF will accept the latest timely received version, disregarding any previous submissions. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the NMQF Grants web portal at <https://nmqf.grantsplatform.com/> by the proposal deadline. For technical assistance when entering the application, contact Katie Chavez at (202) 595 - 6914 or by email at kchavez@nmqf.org. Calls and emails will be returned within two (2)

business days. Technical assistance related to the submission of the proposal and all attachments will be available until 12:00 p.m. EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

- b. Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

4. Pre-Application Conference

- a. Attendance is optional: A pre-application conference will be held to provide instruction on the details within the RFP as well as submission instructions using the applicant and grantee portal. There will be two (2) pre-application conference sessions held:

1. September 5, 2024 10-11:30 a.m.
2. September 16, 2024 1-2:30 p.m.

The pre-application conference will last approximately 90 minutes. The webinar can be accessed at:

Join Zoom Meeting:

<https://us06web.zoom.us/j/9936498545?pwd=VkYwTVBXTWxLdFpGK1FoNHJ4MUVxQT09>

Meeting ID: 993 649 8545

Passcode: Sn571B

Dial in:

- +1 301 715 8592 US (Washington DC)
- +1 929 205 6099 US (New York)

Find your local number: <https://us06web.zoom.us/u/kdwKqgHTIN>

5. Questions/Inquiries

This solicitation is competitive; therefore, NMQF staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to resourcedev@nmqf.org on or before close of business (5 p.m. EST) September 20, 2024. Questions may be

discussed verbally at the pre-application conference. NMQF will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by September 25, 2024 at <https://flintcancerfeasibility.org/>.

6. Incurring Costs

The National Minority Quality Forum is not liable for any cost incurred by the applicants prior to issuance of an agreement.

7. News Releases

News releases pertaining to this RFP on the service (assessment) or project to which it relates may not be made without prior NMQF approval.

8. Disclosure of Proposal Contents

Proposals are subject to disclosure under the [Michigan Freedom of Information Act](#) (PA No. 442 of 1976).

9. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

NMQF may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

10. Evaluation Process

Only applications receiving a minimum of 85 points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP. NMQF will make its award to the most experienced

applicant whose application meets the RFP requirements and criteria. NMQF will evaluate each application to determine whether it complies with all RFP requirements, specifications and ability of the applicant to perform the contract.

NMQF will consider all applicable preferences, and then evaluate each application to determine which one offers all service and budget requirements. The evaluation process includes:

- 1) Review, evaluation and scoring of each application against the RFP Scoring Rubric by a committee.
- 2) The applications are ranked by score.
- 3) Additional evaluation criteria includes:
 - a) Reliability
 - b) Applicant's past performance
 - c) Applicant's ability to respond to all requirements outlined in the RFP
 - d) Applicant's ability to maintain a presence in providing services
 - e) Financial stability, proposed budget, and ability to provide matching funds
 - f) Continuity and stability in provision of service
 - g) Knowledge transfer activities

If applications received obtain identical points in the evaluation process and are identical in budget and meet all of the requirements established in the solicitation, then NMQF will use the following priority to resolve the tie:

- 1) Award to the applicant who is located in and offering services in Flint, Michigan.
- 2) Award to the applicant with most experience implementing projects similar in scope.
- 3) Award through a random drawing if none or all of the tie applicants are located in and offering services in Flint, Michigan.

If NMQF determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk, NMQF reserves the right to not award an agreement to that applicant.

11. Clarifications

NMQF may request clarifications from one or more applicants. NMQF will

document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, NMQF will re-evaluate the applications using the original evaluation method.

12. Reservations

NMQF reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and NMQF's subsequent receipt and evaluation of an application does not commit NMQF to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, NMQF may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with NMQF and/or MDHHS in making its award decision.
- f. Consider overall economic impact to NMQF when evaluating the application pricing and in the final award recommendation. This includes but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- i. Evaluate applications using a method that establishes the relative importance of each deliverable.

13. Award Procedure

NMQF will notify applicants recommended for funding via email and/or applicant and grantee web portal. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the grantee web portal.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the grantee web portal. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the grantee web portal.

The Authorized Official for the applicant must electronically sign the agreement in the grantee web portal.

14. Protests

Award decisions are discretionary and are not subject to protest or appeal.

15. Acceptance of Proposal Content

The contents of the application of the successful applicant will become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

16. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with NMQF. A copy of the OFFER and ACCEPTANCE and STATEMENT of ASSURANCES (agreement language) for this program is available on pages 42-43 of this RFP for reference. All rights and responsibilities noted in the OFFER and ACCEPTANCE and STATEMENT of ASSURANCES will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

17. Options to Renew

At the discretion of NMQF, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

18. Receiving Payment from NMQF

To receive payment from NMQF, a grantee may submit at minimum quarterly invoices to the Project Director at resourcedev@nmqf.org. A signed contract is required for payment as well as grantee must submit an IRS Form W-9 Request for Tax Payer Identification and Certification or equivalent before payment.

The Grantee shall be paid on a cost-reimbursement basis for expenses approved in the budget. Payment is conditioned upon receipt by NMQF of

timely, accurate and complete (i) reimbursement documents, (ii) Program Narrative Reports and (iii) Data Submission Reports submitted via NMQF's Grantee Portal located at <https://nmqf.grantplatform.com>. Grantees will be paid within 45 days after a payment request has been accepted by NMQF.

19. Program Deliverables and Data Submission Reports

The Grantee shall submit the following reports on the following approximate dates:

- Subgrantee Statement of Work 01/03/2025
- Subgrantee Budget and Budget Narrative 01/03/2025
- Panel Plan Year 02/28/2025
- List of Panel-endorsed Research Question(s) 04/30/2025
- Panel Meeting Summary 03/31/2025
- 06/30/2025
- 09/30/2025
- 12/31/2025
- 03/31/2026
- 06/30/2026
- 09/01/2026
- Community Engagement Plan 02/28/2025
- Communication Plan 03/14/2025
- Feasibility Assessment Timeline 03/31/2025
- Feasibility Assessment Report 09/01/2026

**The published dates are tentative and may be adjusted upon approval from NMQF to facilitate the needs of the project.*

In addition, the Grantee shall submit quarterly one Program Narrative and Data Submission Report by the 10th of the month following the quarter via NMQF's Grantee Portal located at <https://flintcancerfeasibility.org/>. Data Submission Reports are due:

- 1st Quarter (Oct 1 - December 31) Due: January 10
- 2nd Quarter (January 1 - March 31) Due: April 10
- 3rd Quarter (April 1 - June 30) Due: July 10
- 4th Quarter (July 1 - September 30) Due: October 10

Failure to submit timely reports will result in suspension of reimbursement. The reports shall contain such information as deemed necessary by NMQF.

Section II: Grant Program Specifications

Organizational Background

The National Minority Quality Forum, Inc. (NMQF) is the nation's largest health equity research, education, and advocacy organization. We integrate data and expertise to reduce patient risk and advance health equity by assuring optimal care for all.

NMQF was founded in 1998 and is organized around five (5) interconnected centers - the Center for Communications and Public Affairs, the Center for Public Policy, the Center for Clinical and Social Research, the Center for Sustainable Health Care Quality and Equity and the Center for Health Information Strategy. The NMQF Action Network (501 C-4) is the lobbying arm of the organization.

Mission: At NMQF, our mission is to reduce patient risk of hospitalizations, emergency room visits, disabilities, and death, while also promoting high-quality, long lives, particularly for the most vulnerable. We do this by using data and research to support and mobilize healthcare organizations, leaders, policymakers, and patients in advocating for optimal care for every individual, especially those in minoritized communities.

Vision: To achieve a just and fair health system that ensures equitable access to optimal care.

NMQF's Strategic Direction

The National Minority Quality Forum is addressing the multifaceted challenges posed by cancer to reduce disparities in cancer outcomes among minority populations as part of the Cancer Moonshot Cancer Stage Shifting Initiative (CSSI). The main goal of the Cancer Moonshot is to make significant advancements in cancer research and treatment in order to ultimately find a cure for cancer. CSSI prioritizes underserved communities through culturally competent community engagement and education to shift the cancer care paradigm towards early-stage diagnosis, interventions, and interception for marginalized populations.

Alongside MDHHS, the scope of work outlined in this RFP in Flint, Michigan, will contribute to CSSI as part of this collaborative campaign to move historically underserved populations from late stage to early-stage diagnosis and treatment of cancer through earlier detection programs and navigating patients into appropriate follow up care. By scaling community-based early cancer detection programs, including the deployment of multi-cancer early detection tools and state-of-the-art follow-up care, CSSI will make a tangible impact on reducing the incidence and severity of cancer in medically underserved communities and ultimately strategically establish a sustainable and equitable cancer care framework in the United States. For more information about these priorities and NMQF's comprehensive system, please visit the website at [The National Minority Quality Forum \(nmqf.org\)](https://www.nmqf.org)

Available Funding

Funding Source

NMQF is pleased to announce the availability of funding for a critical initiative in collaboration with the Michigan Department of Health and Human Services (MDHHS) and active involvement from the City of Flint community. This partnership aims to address persistent community concerns regarding cancer and environmental contamination in the City of Flint. Generously supported by the MDHHS, NMQF is seeking to select a subgrantee to conduct a comprehensive feasibility assessment of an environmental epidemiology cancer study specific to the City of Flint. Funds for this request for proposal (RFP) will be distributed by NMQF.

This Request for Grant Applications is for the Community-Participatory Feasibility Assessment for Cancer Study, in the City of Flint, Genesee County, MI.

Total Funds Available

This is a two (2) year contract for the fiscal year ending September 30, 2026. Approximately \$400,000 is available for the 22-month period. NMQF reserves the right not to award the entire amount of available funds or to award an amount that is greater than the posted available funds. **It is estimated that 1 award will be granted.**

Unallowable Expenses

Equipment purchase is an unallowable expense. Equipment is defined as an article of non expendable tangible personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit.

Expenses determined by NMQF or MDHHS to be unrelated to the Community-Participatory Feasibility Assessment for Cancer Study, Flint-2024 program are not allowed.

The funding of this program is restricted to conducting a community-participatory, science-based feasibility assessment of an environmental epidemiology cancer study and cannot be used to conduct an analytic epidemiologic cancer study. This does not preclude conducting a descriptive analysis of epidemiologic cancer data, which is an allowable expense.

Matching Requirement

There are no match requirements for this RFP. Applicant proposals that include in-kind resources, financial or otherwise, may indicate these in Section B (*Personnel and Organizational Chart*) and Section D (*Funding Sources and Controls*) to strengthen the proposal.

Statement of Need

In response to persistent community concerns regarding cancer and environmental contamination in the City of Flint, the purpose of this RFP aims to address these issues directly. The overarching goal of this program is to actively engage the

community in the City of Flint in the process of assessing the feasibility of an environmental epidemiology cancer study.

To achieve this goal, NMQF seeks to fund an entity who will play a pivotal role in the completion of the feasibility assessment for an environmental epidemiology cancer study. This assessment will be crucial in evaluating the viability and practicality of conducting an epidemiology cancer study specific to the environmental conditions in Flint.

Moreover, the recipient will also be responsible for overseeing the entire process of the feasibility assessment, ensuring that it is conducted efficiently and effectively. This includes assembling and managing a multi-disciplinary panel, monitoring progress, addressing any challenges that may arise, and ensuring that the assessment adheres to scientific standards and community concerns.

A significant aspect of the program is its emphasis on community engagement and communication. Recognizing the importance of community input and involvement, the program prioritizes initiatives aimed at eliciting and addressing the concerns of the City of Flint residents regarding cancer and environmental contamination. This entails fostering ongoing dialogue, raising awareness, and actively involving community members in all stages of the feasibility assessment process.

Furthermore, the program underscores the importance of a science-based approach and the utilization of available resources in conducting the feasibility assessment. It aims to ensure that the assessment is conducted rigorously, drawing upon scientific expertise and data-driven methodologies while also remaining responsive to the specific concerns and needs of the community.

In summary, the program represents a collaborative effort between various stakeholders, including the City of Flint community, to address ongoing environmental concerns. By prioritizing community engagement, scientific integrity, and effective communication, the program seeks to pave the way for meaningful progress towards the feasibility of future environmental epidemiology cancer studies based on the final feasibility assessment report.

Adverse Health Impacts:

While environmental contamination could lead to several adverse health impacts, the nature of this feasibility assessment specifically addresses the potential effects on cancer incidence in the community. Residents of Flint have been exposed to elevated levels of lead and other contaminants such as disinfection byproducts (DBP's), heavy metals, chlorine and chloramine, industrial chemicals, pesticides, and volatile organic compounds (VOCs) due to water infrastructure issues. This exposure has been linked to various adverse health impacts, including but not limited to the potential for increases in cancer incidence. Recent studies suggest a potential correlation between water contamination and an increased risk of certain cancers. Residents fear that the water crisis may contribute to elevated cancer rates in the community, necessitating a comprehensive feasibility assessment to investigate this concern further.

Disproportionate Impact on Minorities

Of particular concern is the disproportionate representation and health burden faced by minority communities in Flint. African American and Hispanic populations have experienced a higher incidence of adverse health effects, further exacerbating existing health disparities.

Description of Proposed Program Objectives

The City of Flint has faced significant challenges related to water quality, and there is a growing concern about potential health impacts, specifically cancer rates. This proposed program aims to bridge the gap between community concerns and scientific research by conducting a comprehensive feasibility assessment for an environmental epidemiology cancer study. The primary objectives of this program include:

- Learning which research questions are most important to the community of Flint, including which exposures and contamination sources they are most concerned about.
- Engaging the community of Flint in the research process, ensuring their active participation and representation throughout the assessment.
- Conducting a thorough feasibility assessment to determine the viability and ethical implications of an environmental epidemiology cancer study in the identified area.
- Assessing existing environmental data, health disparities, and community-specific risk factors that may contribute to cancer incidence, with a special focus on the disproportionate impact on minority populations.
- Developing a community-informed research plan that prioritizes transparency, inclusivity, and sensitivity to the unique context of Flint.

Scope of Work – Program Purpose

Target Population and Geographic Area to Serve

The target population for the described feasibility assessment, as outlined in the provided information, is the community of the City of Flint. Specifically, the assessment aims to engage and involve residents of the City of Flint in the feasibility assessment and potential future epidemiologic research related to exposure to environmental contamination and cancer risk. This includes community members who may be affected or concerned about the potential health impacts of environmental factors in Flint.

Description of Geographic Area

Flint is a city located in Genesee County, Michigan, USA. Genesee County encompasses a diverse range of urban and suburban areas, with Flint being its largest city. The region is situated in the southeastern part of the state.

Zip Codes in Flint, MI: 48501, 48502, 48503, 48504, 48505, 48506, 48507, 48532

Program Requirements

The selected Grantee will be responsible for:

- Developing a **Statement of Work** that includes performance outcomes related to all aspects of the grant described in data requirements below.
- **Submit a Budget and Budget Narrative**, providing a comprehensive and detailed cost assessment which includes a breakdown of anticipated costs for each phase of the feasibility assessment.
- Report progress regularly to NMQF including a summary of activities, milestones, performance metrics, and deliverables. Specific deliverables that are required to be created by the Grantee and submitted to NMQF are listed in data requirements below.
- Designing and implementing a **community engagement strategy** that may include town hall meetings, focus groups, and collaboration with local organizations to solicit community input.
- Conducting a **literature review and environmental scan** to assess existing data, identify gaps, and inform the development of the research plan.
- Evaluating the ethical considerations and potential risks associated with any proposed environmental epidemiology cancer study and developing a framework for community-informed consent processes.
- Collaborating with local health agencies, academic institutions, and community leaders to leverage existing resources and expertise.
- **Developing a detailed research plan** that outlines study objectives, methodologies, and a timeline for subsequent phases of the environmental epidemiology cancer study. **This is a conditional activity the grant recipient will complete if it is deemed feasible to conduct an epidemiologic study that will answer the most important research questions from the community.*
- **Assemble a community-participatory, science-based, multidisciplinary panel** [the Panel] to meet, advise, and participate in all activities related to the feasibility assessment. The panel must include, but is not limited to, representatives from the following scientific disciplines: epidemiology, toxicology, exposure science, community engagement and communications specialists. The panel must also include members of the community and representatives of community groups in the City of Flint in accordance with community participatory research principles. The Grantee must also request that MDHHS invite the Agency for Toxic Substances and Disease Registry (ATSDR) to have a representative participate as a member of the Panel. MDHHS and Michigan Department of Environment, Great Lakes, and Energy (EGLE) must both be invited to have a representative serve as an observer on the Panel and as a resource for information to assist in the Panel's discussions.
- **Write a Panel Plan** for how the Panel will be used throughout all activities of the grant. The plan must include the purpose of the Panel, Panel membership, responsibilities and roles of Panel members, the governance structure of the Panel, how decisions will be made by the Panel, how efforts will be made to ensure participation of all Panel members, and proposed frequency and format of Panel meetings. The Grantee must seek and utilize information and expertise from the panel in conducting the feasibility assessment.

- **Provide administrative support, resources, and moderate the Panel**, according to the Panel Plan so that the Panel may clearly articulate prevailing research question(s) of interest to the City of Flint community related to exposure to environmental contamination and cancer risk. This activity must include an evaluation of the scientific basis for the research question(s) of interest, including a determination of a plausible biologic mechanism and a critical appraisal of existing literature regarding exposure to environmental contaminants and cancer risk. This must result in a Panel-endorsed list of recommended research question(s) for further feasibility assessment, including a summary of the scientific justification for each. Meeting summaries from all Panel meetings must be submitted to the Grantee, including, but not limited to, date, time, location, attendee list, summary of discussion, determinations and member agreement with determinations, and action items.
- **Write a Community Engagement Plan.** The Community Engagement Plan must describe how the City of Flint community will be involved in the activities of then Subgrant. The Grantee must obtain approval of the Community Engagement Plan by the Panel. Once approved by the Panel, the Grantee must execute the community engagement plan.
- **Write a Communication Plan.** The communication plan must describe how the activities of the Subgrant and the findings of the feasibility assessment will be communicated to the City of Flint community, including frequency and modality of communication. Communication with the City of Flint community and the Panel must take place throughout the contract activities and must include the Website as a dissemination modality. The Grantee must obtain approval of the Communication Plan by the Panel. Once approved by the Panel, the Grantee must execute the communication plan.
- Complete a **community-participatory feasibility assessment** of an environmental epidemiology cancer study that addresses the prevailing, panel-endorsed research question(s) for the City of Flint. For this activity, the Grantee must:
 - 1) Seek and utilize information and expertise from the Panel to conduct the feasibility assessment.
 - 2) Utilize the Health Study Criteria Factsheet from the ATSDR as the framework of the feasibility assessment. (See Reference Documents).
 - 3) Utilize information from MDHHS, EGLE, and the Environmental Protection Agency (EPA).
 - 4) Consider the Flint Registry as a source of information or study population.
 - 5) Write a Feasibility Assessment Timeline with key milestones listed and described.
 - 6) Write a final Feasibility Assessment Report after having completed the feasibility assessment which describes the feasibility assessment process and proposes an epidemiologic study design(s) for the Panel-endorsed research question(s) and discusses the feasibility of conducting the designs. The report must include discussion of the following:

- a) A detailed description of the methods of the feasibility assessment, including but not limited to how the ATSDR Health Study Criteria Factsheet was used, how information from MDHHS, EGLE, and EPA was used, and how the Flint Registry was considered.
- b) The overall study design approach(s), study population(s), primary/secondary data source(s) and measurement methods for environmental exposure(s) (including the exposure(s) of interest and potential covariates/confounders), primary/secondary data source(s) and measurement methods for cancer outcome(s), and analytic methods.
- c) Justification that proposed study design(s) are powered and rigorous to answer research question(s) and minimize bias.
- d) Justification that the findings of proposed research studies will address community needs as well as be scientifically valid.
- e) The strengths and limitations of the recommended study design(s) and implications to the validity of the design(s).
- f) A proposal for how the City of Flint community could be integrated in the study implementation and how research findings should be communicated to the community.
- g) The proposed overall cost (rough order of magnitude) of the study design(s).
- h) A timeline for how long proposed study design(s) would take to complete with key milestones listed and described.

Expected Performance Outcomes

Performance outcomes should be included in the work plan section of the application. During the Agreement, the successful applicants shall demonstrate measurable progress toward the achievement of the outcomes. Applicants will submit a work plan for the first year (January 1, 2025 – September 30, 2025) and year two (October 1, 2025 – September 30, 2026). The two work plans should be submitted as separate attachments.

The work plan objectives must include the following categories and must address how the Applicant will complete their required activities:

Years 1 and 2:

- Grant Award and Oversight
- Panel Activities
- Community Engagement
- Communication
- Feasibility Assessment

NMQF Data Requirements

NMQF calls for three types of data requirements for all projects which include the following:

- 1) *Program implementation data* is required for all NMQF departments and grant partners. This type of data will be used to inform NMQF and grant partner performance on strategy implementation, program monitoring/Quality Assurance, data reporting to stakeholders, and NMQF annual reporting.
- 2) *Participant-level demographic information* collected from program staff and multidisciplinary advisory panel representatives will provide insights into the composition of the participants in terms of diversity. Additional information collected may include:
 - a) Participants' home and/or work zip code - prioritizing participants who reside in the City of Flint or surrounding areas
 - b) Community affiliations - participants' involvement in local grass-roots, non-profit organizations, advocacy groups, educational institutions, faith-based organizations, or other local entities
 - c) Professional background - areas of expertise, employment sectors, and relevant experience
 - d) Lived experience - considering participants' lived experiences related to health, environmental issues, community engagement or other relevant factors.
 - e) Accessibility needs - responding to accessibility needs or accommodations necessary for participants and community members to fully participate in program activities, such as physical accessibility, language interpretation, sign-language, or other means of maintaining an inclusive environment.
 - f) Engagement history - track participants' history of engagement with community initiatives, public health programs, or research projects in Flint to help ensure that program staff and panel representatives have a demonstrated commitment to community involvement and collaboration).
- 3) *Programmatic outcome data* is used to inform fidelity of implementation and to fully assess and document the impact of NMQF strategies and outcomes for communities served.

NMQF provides project partners, grantees, and/or subgrantees the *NMQF Data Reporting Requirements* attachment, each type of data that is required to be submitted to NMQF for the proposed project. The data submission guidelines inform the applicant about how the data will be submitted to NMQF.

- For Program Implementation Data, data will be submitted quarterly in aggregate format in the designated grantee webportal.
- For Participant-Level Demographic Information and Programmatic Outcome Data, data will be submitted annually in the grantee webportal.

Guidance Materials

A. Reference Documents

- [Community-Based Participatory Research Principles](#)
- [Cancer Incidence Data Review, Genesee County, Michigan, 1985-2015](#)
- [Cancer Incidence Data Review, 2000-2018, City of Flint, Michigan](#)
- [Investigating Suspected Cancer Clusters and Responding to Community Concerns: Guidelines from CDC and the Council of State and Territorial Epidemiologists](#)
- [Guidelines for Examining Unusual Patterns of Cancer and Environmental Concerns](#)
- [MDHHS Community-Participatory Feasibility Assessment for Cancer Study Flint-2024 RFP](#)

B. RFP Scoring Rubric (attached)

Applications will be evaluated based on the criteria listed in the RFP Scoring Rubric (maximum 100 points) for the following sections and weighted accordingly:

Capacity to Address the Needs	(10 pts)
Proposed Program Description - Part 1 - Programming	(20 pts)
Proposed Program Description - Part 2 - CQI, Data Collection, Collaboration	(15 pts)
Proposed Program Description - Part 3 - Staffing/Personnel	(10 pts)
Work Plan	(30 pts)
Financial Oversight and Budget	(10 pts)
Technical Components	(5 pts)

C. Sample NMQF Program Narrative and Data Reporting Form (attached)

SFY25 RFP Scoring Rubric

Project Name:
Applicant:

Contract #: 24-NMQF-CPFAflint-10
Reviewer:

Quality Indicator

	Exceptional	Strong	Good	Fair	No Evidence
General Description of Indicator	<p>The section Narrative Response was specific and comprehensive and included complete, detailed, and clearly articulated information. The ideas presented were innovative, well conceived, and thoroughly developed. The response is extremely well written, and organized, and was clearly aligned to the Scope of Work.</p> <p>*The section Implementation Plan contained an extensive, well thought out list of activities and tasks required for effective implementation and fully align, where applicable, to the Scope of Work.</p> <p>Activities included specific tasks, the personnel responsible, timeframes for completion, and types of supporting documentation that would confirm completion.</p> <p>Timeframes demonstrated when and how often the activity would take place. <i>The plan did not include terms such as ongoing or continuous.</i></p> <p><i>Comprehensively addressed all of the required components and subsequent activities for the section.</i></p>	<p>The section Narrative Response was comprehensive and includes abundant detail. It contained many of the characteristics of an Exceptional response but lacked some specificity, support, or elaboration in certain areas. The response was well written, organized, and was clearly aligned to the Scope of Work.</p> <p>* The section Implementation Plan contained a thorough list of activities and tasks required for implementation and that align, where applicable, to the Scope of Work.</p> <p>Activities included descriptions of tasks, the personnel responsible, timeframes for completion, and types of supporting documentation that would confirm completion.</p> <p>Timeframes demonstrated when and how often the activity would take place. <i>The plan did not or rarely include terms such as ongoing or continuous.</i></p> <p><i>Effectively addressed all of the required components including the activities for the section.</i></p>	<p>The section Narrative Response was complete and generally included sufficient detail. It contained many of the characteristics of a response that is Strong but was limited in some elements of clarity or understanding of what was being requested in the RFP. The response was organized and was aligned to the Scope of Work.</p> <p>* The section Implementation Plan included a sufficient list of activities and tasks required for implementation that generally align, where applicable, to the strategy Standards of Practice and/or the Scope of Work.</p> <p>Activities included an adequate description of tasks and generally included the personnel responsible, timeframes for completion, and supporting documentation.</p> <p>Timeframes frequently included specific dates and/or the frequency of how often activities would take place.</p>	<p>The section Narrative Response lacks focus and significant meaningful detail in many areas. The response raises substantial concerns about the applicant's understanding of the requirements of the RFP and the necessary components needed for implementation. The response was poorly written, disorganized, and unclear on how it aligned to the Scope of Work.</p> <p>* The section Implementation Plan contained minimal activities and tasks required for implementation with little or no alignment with the Scope of Work.</p> <p>Activities were not coherently presented and/or difficult to follow.</p> <p>Timeframes were ambiguous and/or not realistic.</p> <p><i>Missing or did not clearly address many of the required components for the section.</i></p>	<p>The section Narrative Response did not address what was being requested in the RFP, or does not align to the Scope of Work.</p> <p>* The section Implementation Plan was extremely limited in detail and inconsistent with the proposed program.</p> <p>Most of the components and activities were missing or were incomplete.</p> <p>Timeframes were not specific. Minimal demonstration of when an activity would occur.</p>

			Adequately addressed most of the required components including many of the activities for the section.		
Program Narrative Responses and Work Plan					
	Exceptional	Strong	Good	Fair	No Evidence
Capacity to Address the Needs (Section A, Questions 1-3) <ul style="list-style-type: none"> Mission and Vision Experience and Outcomes Capacity and Structure (10 pts)	<ul style="list-style-type: none"> - Applicant provided extensive and overwhelming evidence that they have the experience, capacity, and infrastructure in implementing similar programs. - Applicant provided extensive and overwhelming evidence that they have experience working with the identified target population and geographic area. 	<ul style="list-style-type: none"> - Applicant provided thorough evidence of experience, capacity, and infrastructure in implementing similar programs. - Applicant provided thorough examples that they have experience working with the identified target population and geographic area. 	<ul style="list-style-type: none"> - Applicant provided sufficient evidence of having the experience, capacity, and infrastructure in implementing similar programs. - Applicant provided sufficient evidence that they have experience working with the identified target population and geographic area. 	<ul style="list-style-type: none"> - Applicant provided limited evidence of having the experience, capacity, and infrastructure in implementing similar programs. - Applicant provided limited evidence that they have experience working with the identified target population and geographic area. 	<ul style="list-style-type: none"> - Applicant provided no evidence that they have the experience, capacity, and infrastructure in implementing similar programs. - Applicant provided no evidence that they have experience working with the identified target population and geographic area.
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence	Strengths: Weaknesses:				
	Exceptional	Strong	Average	Fair	No Evidence
Proposed Program Description – Part I (Section A, Questions 4-10) <ul style="list-style-type: none"> Strategy or Model Alignment to Scope of Work Implementation Adaptation Target Population (20 pts)	<ul style="list-style-type: none"> - Applicant provided a clear and comprehensive description of the proposed program, including the program model and/or program components, any tools and equipment, where services will be provided, and hours of operation, if applicable. - If adaptation, capacity and/or infrastructure needs were being proposed, applicant provided clear and 	<ul style="list-style-type: none"> - Applicant provided a thorough description of the proposed program, including the program model and/or program components, any tools and equipment, where services will be provided, and hours of operation, if applicable. - If adaptation, capacity and/or infrastructure needs were being proposed, 	<ul style="list-style-type: none"> - Applicant provided a sufficient description of the proposed program, including the program model and/or program components, any tools and equipment, where services will be provided, and hours of operation, if applicable. - If adaptation, capacity and/or infrastructure needs were being 	<ul style="list-style-type: none"> - Applicant provided a description of the proposed program but it was unclear and limited details were provided on the program model and/or program components, any tools and equipment, where services will be provided, and hours of operation, if applicable. - If adaptation, capacity and/or infrastructure needs were being proposed, it was unclear 	<ul style="list-style-type: none"> - Applicant provided little or no description of the proposed program; program model and/or program components; any tools and equipment; where services will be provided; and hours of operation, if applicable. - If adaptation, capacity and/or infrastructure needs were being proposed,

	<p>comprehensive explanation as to what they are, how they align to scope of work, and why they are needed.</p> <ul style="list-style-type: none"> - Applicant provided a clear and comprehensive description of the proposed target population and how this was determined. - Response included extensive detailed plans for outreach, recruitment, engagement and retention of the Panel Members and provide extensive plans in conducting community engagement. - Applicant provided a clear and comprehensive description of how program would be structured to work effectively within the community; including how they would respond and adapt to diverse needs of target population. 	<p>applicant provided thorough explanation as to what they are and why they are needed.</p> <ul style="list-style-type: none"> - Applicant provided a thorough description of the proposed target population and how this was determined. - Response included considerable detailed plans for outreach, recruitment, engagement and retention of the Panel members. - Applicant provided a thorough description of how program would be structured to work effectively across diverse communities; including how they would respond and adapt to diverse needs of target population. 	<p>proposed, applicant provided a sufficient explanation as to what they are and why they are needed.</p> <ul style="list-style-type: none"> - Applicant provided sufficient description of the proposed target population and how this was determined. - Response included adequate plans for outreach, recruitment, engagement and retention of the Panel Members. - Applicant provided a sufficient description of how program would be structured to work effectively in the community including how they would respond and adapt to diverse needs of target population. 	<p>as to what they are and why they are needed.</p> <ul style="list-style-type: none"> - Applicant's description of the proposed target population was unclear and lacked details. - Response lacked clear plans for outreach, recruitment, engagement and retention of the target population. - Applicant description of how program would be structured to work effectively within the community was unclear and lacked details; including how they would respond and adapt to diverse needs of target population. 	<p>there was no explanation as to what they are and why they are needed.</p> <ul style="list-style-type: none"> - Applicant provided little to no description of the proposed target population - Response did not include plans for outreach, recruitment, engagement and retention of Panel Members or provide information on engaging the community. - Applicant provided little or no description of how program would be structured to work in the community
<p>Rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence 	<p>Strengths:</p>				
	<p>Weaknesses:</p>				
	Exceptional	Strong	Good	Fair	No Evidence
<p>Proposed Program Description – Part II</p> <p>(Section A, Questions 11-15)</p> <ul style="list-style-type: none"> • <i>Subcontractors</i> • <i>Coordination and Collaboration</i> 	<p>- If the proposal included sub-contractor(s), there was a clear and comprehensive explanation of the role of the sub- contractor(s) and why they were identified for this role.</p> <ul style="list-style-type: none"> - Applicant provided a clear and comprehensive description of how collaborations would be approached, the specific partners and the current status 	<p>- If the proposal included sub-contractor(s), there was a thorough explanation of the role of the sub- contractor(s) and why they were identified for this role.</p> <ul style="list-style-type: none"> - Applicant provided a thorough description of how collaborations would be approached, the specific partners and the current status of relationship; 	<p>- If the proposal included sub-contractor(s), there was a sufficient explanation of the role of the sub- contractor(s) and why they were identified for this role.</p> <ul style="list-style-type: none"> - Applicant provided a sufficient description of how collaborations would be approached, the specific partners and the 	<p>- If the proposal included sub-contractor(s), it was unclear of the role of the sub- contractor(s) and why they were identified for this role.</p> <ul style="list-style-type: none"> - Applicant's description of how collaborations would be approached was unclear and lacked details on the specific partners and the current status of 	<p>- If the proposal included sub-contractor(s), there was no additional information provided as to the role of the sub- contractor(s) and why they were identified for this role.</p>

<ul style="list-style-type: none"> • <i>Challenges and Proposed Solutions</i> • <i>Continuous Quality Improvement</i> • <i>Data Collection and Reporting</i> <p>(15 pts)</p>	<p>of relationship; included extensive details of activities to establish, to strengthen and maintain relationships; and how they would impact program success.</p> <ul style="list-style-type: none"> - Anticipated challenges were identified along with clear and comprehensive plans to overcome those challenges. <p>-Applicant provided a comprehensive description of their process for CQI, activities for self-monitoring, identifying and addressing challenges, reflection on program delivery, and identifying enhancement opportunities.</p> <p>The narrative responses were clearly articulated and comprehensively addressed how data is collected, stored, and reported in alignment with scope of work and best practices.</p>	<p>included details of activities to establish, to strengthen and maintain relationships; and how they would impact program success.</p> <ul style="list-style-type: none"> - Anticipated challenges were identified with considerable detailed plans to overcome those challenges. - Applicant provided a thorough description of their process for CQI, activities for self-monitoring, identifying and addressing challenges, reflection on program delivery, and identifying enhancement opportunities. <p>The narrative responses were thorough and effectively described how data is collected, stored, and reported in alignment with scope of work and best practices.</p>	<p>current status of relationship; included activities to establish, to strengthen and maintain relationships; and how they would impact program success.</p> <ul style="list-style-type: none"> - Anticipated challenges were identified and included adequate plans to overcome those challenges. - Applicant provided a sufficient description of their process for CQI, activities for self-monitoring, identifying and addressing challenges, reflection on program delivery, and identifying enhancement opportunities. <p>The narrative responses adequately described how data is collected, stored, and reported in alignment with scope of work and best practices.</p>	<p>relationship; activities to establish, to strengthen and maintain relationships; and how they would impact program success.</p> <ul style="list-style-type: none"> - Anticipated challenges were not clearly identified and included vague plans to overcome those challenges. - Applicant provided a vague or unclear process for CQI, lacked details on activities for self-monitoring, identifying and addressing challenges, reflection on program delivery, and identifying enhancement opportunities. <p>The narrative responses were incomplete and/or vague and lacked significant detail. Did not adequately address how data is collected, stored, and reported in alignment with scope of work and best practices.</p>	<ul style="list-style-type: none"> - Applicant provided little or no description of how collaborations would be approached, the specific partners and the current status of relationship; little or no details of activities to establish, to strengthen and maintain relationships; and how they would impact program success. - Anticipated challenges were not addressed and no plans included. - Applicant provided little or no description of a process for CQI, activities for self-monitoring, identifying and addressing challenges, reflection on program delivery, or identifying enhancement opportunities. <p>The narrative responses were poorly constructed and unresponsive. Did not address how data is collected, stored, and reported in alignment with scope of work and best practices.</p>
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Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence	Strengths:				
	Weaknesses:				
	Exceptional	Strong	Good	Fair	No Evidence
Proposed Program Description - Part III (Section A, Questions 16-18, Section B – Program Organization Chart and Program Personnel Table) <ul style="list-style-type: none"> Staffing / Personnel (10 pts)	<p>The narrative responses were clearly articulated and comprehensively addressed:</p> <ul style="list-style-type: none"> - the recruitment and hiring of program staff - filling vacancies as they occur - initial onboarding and ongoing professional development activities for all funded staff - regular supervision and ongoing support provided to staff <p>- Program Personnel Table was comprehensive and complete. It included all personnel that will be fully or partially funded through the program and included:</p> <ul style="list-style-type: none"> • All names (or TBD); titles; key roles; • clearly articulated responsibilities; • comprehensive description of background/experience and degrees; • any additional qualifications required in the SOP <p>Total number of FTEs was accurate and aligned with positions in budget.</p> <ul style="list-style-type: none"> - Program Org Chart was comprehensive and complete and included all personnel/positions related to the program - including those 	<p>The narrative responses were thorough and effectively described:</p> <ul style="list-style-type: none"> - the recruitment and hiring of program staff - filling vacancies as they occur - initial onboarding and ongoing professional development activities for all funded staff - regular supervision and ongoing support provided to staff <p>- Program Personnel Table was thorough and complete. It included all personnel that will be fully or partially funded through the program and included:</p> <ul style="list-style-type: none"> • All names (or TBD); titles; key roles; • responsibilities; • thorough description of background/experience and degrees; • any additional qualifications required in the SOP <p>Total number of FTEs was accurate and aligned with positions in budget.</p> <ul style="list-style-type: none"> - Program Org Chart was thorough and included all personnel/positions related to the program - including those funded and those providing in-kind support for 	<p>The narrative responses adequately described:</p> <ul style="list-style-type: none"> - the recruitment and hiring of program staff - filling vacancies as they occur - initial onboarding and ongoing professional development activities for all funded staff - regular supervision and ongoing support provided to staff <p>- Program Personnel Table was sufficient and complete. It included personnel that will be fully or partially funded through the program and included:</p> <ul style="list-style-type: none"> • Names (or TBD); titles; key roles; • responsibilities; • description of background/experience and degrees; • any additional qualifications required in the SOP <p>Total number of FTEs was aligned with positions in budget.</p> <ul style="list-style-type: none"> - Program Org Chart was sufficient and included the personnel/positions related to the program - including those funded and those providing in-kind support for some 	<p>The narrative responses were incomplete and/or vague and lacked significant detail. Did not adequately address the recruitment and hiring of staff; onboarding and ongoing PD; regular supervision and ongoing staff support</p> <ul style="list-style-type: none"> - Program Personnel Table was included but was missing components. FTEs were included but were inaccurate and inconsistent with budget. - Program Org Chart was unclear and included some of the personnel/positions related to the program; which was not clear on whether they were funded by the program or provided through in-kind. Roles were vague. 	<p>The narrative responses were poorly constructed and unresponsive.</p> <ul style="list-style-type: none"> - Program Personnel Table was missing or incomplete. - Program Org Chart was incomplete. Little or no information was provided on roles or who was being funded through the program.

	funded and those providing in-kind support for some aspect of implementation. The chart clearly delineated supervisory and support roles (including administrative, financial, and data collection/reporting positions).	some aspect of implementation. Supervisory and support roles were delineated (including administrative, supervisory, financial, and data collection/reporting positions).	aspect of implementation. Roles were identified within the chart (including administrative, supervisory, financial, and data collection/reporting positions).		
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence	Strengths:				
	Weaknesses:				
	Exceptional	Strong	Average	Fair	No Evidence
Work Plan (Section A – Work Plan) (30 pts)	- The Implementation/Work Plan* comprehensively addressed all of the required components including activities for this section (see <i>bulleted items in this section's Implementation Plan</i>).	- This Implementation/Work Plan* effectively addressed all of the required components including activities for this section (see <i>bulleted items in this section's Implementation Plan</i>).	- This Implementation/Work Plan* adequately addressed most of the required components including many of activities for this section (see <i>bulleted items in this section's Implementation Plan</i>).	- This Implementation/Work Plan* was missing or not clearly addressing many of the required components or activities for this section (see <i>bulleted items in this section's Implementation Plan</i>).	- This Implementation/Work Plan* was extremely limited in details and inconsistent with the proposed program (see <i>bulleted items in this section's Implementation Plan</i>).
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence	Strengths:				
	Weaknesses:				
	Exceptional	Strong	Good	Fair	No Evidence
Financial Oversight and Budget (Section A – Work Plan, Section C – Line-Item Budget and Budget Narrative) • <i>Management of budget</i>	- The line-item budget and budget narrative were comprehensive, realistic, accurate, and carefully aligned with each other and the proposed programming. - Calculations were provided and clearly demonstrated how costs were determined.	-The line-item budget and budget narrative were thorough, realistic, accurate, and aligned with each other and the proposed programming. - Calculations were provided and demonstrated how costs were determined.	-The line-item budget and budget narrative were sufficient and aligned with each other and the proposed programming. - Calculations were provided and showed how costs were determined for most items.	-The line-item budget and budget narrative had limited detail and was not well aligned with proposed programming. - Calculations were not provided or contained errors. Unclear on how costs were determined.	-The budget was unrealistic, incomplete, and/or poorly aligned with proposed programming. - Contained multiple calculation errors. No demonstration of how

<ul style="list-style-type: none"> Line-Item Budget Budget Narrative <p>(10 pts)</p>	<p>- All travel-related costs (if included) were clearly justified and calculated using Per Diem Rates GSA</p> <p>- This section's Work Plan* comprehensively addressed all of the required components including activities for this section (see bulleted items in this section's Implementation Plan).</p>	<p>- All travel-related costs (if included) were justified and calculated using the Per Diem Rates GSA</p> <p>- This section's Work Plan addressed all of the required components including activities for this section (see bulleted items in this section's Implementation Plan).</p>	<p>- Travel-related costs (if included) followed the Per Diem Rates GSA</p> <p>- This section's Work Plan* adequately addressed most of the required components including many of activities for this section (see bulleted items in this section's Implementation Plan).</p>	<p>- Travel-related costs (if included) were difficult to determine if they follow the Per Diem Rates GSA</p> <p>- This section's Work Plan* was missing or not clearly addressing many of the required components or activities for this section (see bulleted items in this section's Implementation Plan).</p>	<p>costs were determined.</p> <p>- Travel-related costs (if included) were not justified and do not follow the Per Diem Rates GSA</p> <p>- This section's Work Plan* was extremely limited in details and inconsistent with the proposed program (see bulleted items in this section's Implementation Plan).</p>
<p>Rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> No Evidence 	<p>Strengths:</p> <hr/> <p>Weaknesses:</p>				
<p>Technical Requirements (determined by staff)</p> <p>0 or 5 points</p>	<p>One or more missing components</p> <p>0 points</p>		<p>All required components were included</p> <p>5 points</p>		
<p>To obtain 5 points, application submissions will include the following components:</p> <p>Format:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Page limits <input type="checkbox"/> Formatting <p>Content must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application Cover Sheet <input type="checkbox"/> Completed and signed NMQF Offer and Acceptance/Statement of Assurances form, including initials for each assurance <input type="checkbox"/> Program Narrative Responses and Implementation Plan (Section A) <input type="checkbox"/> Personnel (Section B) - Completed Personnel Table and Program Organizational Chart <input type="checkbox"/> Completed Line Item Budget and Budget Narrative (Section C) <input type="checkbox"/> Completed Fiscal Information form (Section D) <input type="checkbox"/> Agency/Organization Profile (Section E) 					

Sample NMQF Program Narrative and Data Reporting

Summary
<ol style="list-style-type: none">1. Overview of the reporting period:2. Key achievements and milestones:3. Highlight of the impact on target beneficiaries:
Progress Toward Goals
<ol style="list-style-type: none">1. Progress made towards achieving project goals:2. Adjustments made to project plan (if any):
Challenges and Proposed Solutions
<ol style="list-style-type: none">1. Identification of challenges faced during the reporting period2. Lessons learned, proposed solutions, and strategies for addressing challenges in the future
Activities and Outputs
<ol style="list-style-type: none">1. Detailed account of activities conducted during the quarter (i.e. recruitment, retention, and engagement efforts, etc.)2. Quantitative and qualitative data on outputs and project deliverables (e.g., events organized and produced, materials produced, etc.)
Financial Report
<ol style="list-style-type: none">1. Overview of budget utilization2. Breakdown of expenses by category3. Any budget adjustments or variances explained
Next Steps and Future Plans
<ol style="list-style-type: none">1. Outline of planned activities for the upcoming quarter2. Any adjustments or modifications to the project plan3. Anticipated challenges and mitigation strategies
Partnerships and Collaborations
<ol style="list-style-type: none">1. Overview of any new partnerships formed

2. Collaborative efforts and contributions for existing partners

Additional information and Appendices

1. Success Stories (*please provide no more than 2 for the quarter*):
2. Supporting documents, photos, or other relevant materials (*MOU copies, sign-in sheets, meeting notes, etc.*):
3. Additional data tables or charts for reference:
4. Any additional information you would like to highlight:

Deliverable	Actual	Target / I
<i>Example</i>	1	10
Community-Participatory Advisory Panel		
Total # of individuals invited to the panel		
Total # of active individuals on the panel		
# of community members on the panel		
# of singular entities on the panel		
# of subject matter experts on the panel		
Program Activities		
# of panel meetings held		
# of recruitment events held		
# of engagement activities held		
Attendance		
# of panel participants at meeting 1		
# of panel participants at meeting 2		
Total # of individuals attending any event		
Survey Response Rates		
# dispersed		
# completed		
# of overall positive rating		
Community Engagement, Feedback & Input		
Total # direct engagement in project activities		
Total # indirect engagement in project activities		
Total # outreach toward project activities		
# of community members actively participating in discussions, surveys, or other interactive elements initiated by the advisory panel		
# of comments and messages that provide valuable feedback or input from community members regarding the cancer feasibility study		

Applicant Instructions

A. Preparation

1. Technical Requirements. Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the application being deemed non-responsive, and therefore not susceptible for award. To be eligible to receive five (5) technical points, applications must be submitted electronically at <https://nmqf.grantplatform.com/> by the due date and time and must include:
 - Application Cover Sheet
 - Completed and signed NMQF Offer and Acceptance/Statement of Assurances form, including initials for each assurance
 - Program Narrative Responses and Implementation Plan (Section A)
 - Personnel - Completed Program Personnel Table and Program Organizational Chart (Section B)
 - Completed Line Item Budget and Budget Narrative (Section C)
 - Completed Fiscal Information form (Section D)
 - Agency/Organization Profile (Section E)
2. Application Format. In addition to the formatting requirements referenced above, applications will:
 - Be typed using a twelve-point font and single spaced.
 - Include page numbers on all pages and a table of contents that follows the layout of the application.
3. Application Content. In addition to the content requirements referenced above, include the following with the application:
 - Set of signed amendments issued for the RFP (if amendments were issued)
 - W-9 Form - if new to doing business with the NMQF, have not done business with NMQF in the past year, or if there has been a change in address or Employer Identification Number (EIN) - then complete the downloaded form, sign, and submit with application. The form can be downloaded here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Copy of the applicant's audit report for its previous fiscal year, if the Federal Audit Requirement described below applies OR
 - Copy of the applicant's audited financial statements for its previous fiscal year, if the Nonprofit Corporation Audit Reports provision described in the Grant Terms and Conditions applies.
 - If an evaluation outcome study or implementation study has been completed on the proposed program, include a copy of the study and its findings.

Do not include additional materials, such as promotional brochures or materials, unless they directly relate to the information required in the application.
4. Evidence of Intent to be Bound. The Offer and Acceptance and Statement of Assurances form included in the RFP will be submitted with an authorized signature, which will signify the applicant's intent to be bound by the application, and the Grant

Terms and Conditions included in the RFP and that the information provided within the application is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound may result in rejection of the application.

5. Exceptions to Terms and Conditions. All exceptions included with the application shall be submitted in a clearly identified separate section of the application in which the applicant identifies the specific paragraphs of the RFP where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting grant agreement unless such exception is specifically accepted by NMQF in a written statement. The applicant's preprinted or standard terms will not be considered by the NMQF as a part of any resulting grant agreement. All exceptions that are contained in the application may negatively impact the applicant's susceptibility for award and may result in the rejection of the application.
6. Budget Increases. If an applicant seeks annual cost of living or inflationary increases in its budget in the event the applicant is awarded a grant and the Grant Agreement spans multiple years, the applicant will specify the amount of the requested annual increases by budget line item in the application.
7. Capital Expenditures. Equipment purchase is an unallowable expense. Equipment is defined as an article of non expendable tangible personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Expenses determined by NMQF to be unrelated to the Community-Participatory Feasibility Assessment for Cancer Study, Flint program are not allowed.

The funding of this program is restricted to conducting a community-participatory, science-based feasibility assessment of an environmental epidemiology cancer study and cannot be used to conduct an analytic epidemiologic cancer study (as defined in number 3 above). This does not preclude the recipient from conducting a descriptive analysis of epidemiologic cancer data, which is an allowable expense.

8. Subcontracts. An applicant will clearly list any proposed subcontractors or subgrantees and their proposed responsibilities in the application.
9. RFP Amendments. If an RFP amendment is released prior to the application due date, it will be posted at <https://flintcancerfeasibility.org/>. A copy of the amendment must be submitted with an original, authorized signature and be submitted with the application or no later than the application due date and time. It is the sole responsibility of the applicant to check the website. Failure to return a signed copy of an RFP Amendment may result in rejection of the application.
10. NMQF Data Reporting Requirements. It is the responsibility of the applicant to review the NMQF Data Reporting Requirements and, if awarded, adhere to the data requirements.

B. Submission

1. Method. Applications must be submitted via the website <https://nmqf.grantplatform.com> and received by NMQF by the due date and time. If

more than one version of an application is submitted before the due date and time, they must be complete submissions and NMQF will accept the latest timely received version, disregarding any previous submissions.

2. Late Applications. Applications received after the specified due date and time will be rejected.
3. Application Amendment or Withdrawal. An application may not be amended after the application due date and time except as otherwise provided under this RFP or applicable law.
4. Disqualification. An applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity will have its application rejected.
5. Confidential Information. If an applicant believes that any portion of the application, a protest, or correspondence contains a trade secret or other proprietary information, the document will clearly designate the trade secret and other proprietary information using the term “confidential.” The applicant will provide a statement detailing the reasons why the information should not be disclosed, including the specific harm or prejudice that may arise upon disclosure. NMQF will review all requests for confidentiality and provide a written determination. Until a written determination is made, the NMQF will not disclose information designated as confidential except to those individuals deemed to have a legitimate state interest. In the event NMQF denies the request for confidentiality, the applicant may appeal the determination to the Chief Executive Officer of NMQF within the time specified in the written determination. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information.

C. Award

1. Award. The National Minority Quality Forum will award one grant under this RFP.
2. Grant Inception. An application does not constitute a grant nor does it confer any rights on the applicant to the award of a grant. A grant is not created until the application is accepted in writing by the NMQF’s authorized designee’s signature on the Offer and Acceptance Form. A notice of award or of the intent to award will not constitute acceptance of the application.
3. Budget and Program Adjustments. After submission of the application and before award, the NMQF may request changes in the proposed program components and budget.
4. Waiver and Rejection Rights. Notwithstanding any other provision of the RFP, NMQF reserves the right to:
 - 4.1 Waive any minor informality,
 - 4.2 Reject any and all applications or portions thereof, or
 - 4.3 Cancel the RFP.

5. Effective Date. A grant will be effective on the date that the NMQF authorized designee signs the Offer and Acceptance form or other official grant form indicating acceptance of the Offer, unless another date is specifically stated in the Grant Agreement.



Application Cover Sheet

From:	[Agency/Organization Name]
Contract Number:	24-NMQF-CPFAFlint-10
Project Name:	[Program Name]
Requested Amount:	[\$ amount]

Application Submission Checklist

Format:

Include one (1) complete copy of the application along with original authorized designee signatures (e.g. wet signature, docusign, etc.) Applications must be typed using a twelve-point font and single spaced. Include page numbers on all pages in the footer on the right side along with the contract number on the left side.

Content:

- Application Cover Sheet
- Completed and signed NMQF and Acceptance/Statement of Assurances form, including initials for each assurance
- Table of Contents
- Program Narrative Responses and Implementation Plan (Section A)
- Personnel - Completed and signed Program Personnel Table and Program Organization Chart (Section B)
- Completed and signed Line Item Budget and Budget Narrative (Section C)
- Completed and signed Fiscal Information form (Section D)
- Agency/Organization Profile (Section E)

If applicable, also include copies along with the complete application:

- Set of signed amendments issued for the RFP, if amendments were issued
 - W-9 Form - The form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - A copy of the audit report for the previous fiscal year, if the Federal Audit Requirement described in the RFP Instructions to Applicants applies
- OR
- A copy of the audited financial statements for the previous fiscal year, if the Nonprofit Corporation Audit Reports provision described in the RFP Grant Terms and Conditions applies.
 - If an evaluation outcome study or implementation study has been completed on the proposed program, include a copy of the study and its findings.



**OFFER and ACCEPTANCE
and
STATEMENT of ASSURANCES**

TO THE NATIONAL MINORITY QUALITY FORUM:

APPLICANT OFFER

By signing and initialing below, the applicant hereby offers and agrees to complete the program and implementation plan described in its grant application and approved by the NMQF and to be bound by and comply with the Grant Terms and Conditions contained in the RFP and with all other documents constituting the Grant Agreement, including the following Assurances.

Applicant Name (Agency/Organization)	Signature of Authorized Official
Address	Printed Name
City State Zip	Title
UEI Number:	Point of Contact Concerning this Application:
Federal Employer Identification No:	Name:
	Phone:
	Email:

APPLICANT ASSURANCES

Authorized Official to initial the following:
ADMINISTRATION AND FINANCE

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ To review and adhere to the most recent version of the National Minority Quality Forum Grants Uniform Terms and Conditions. A copy of this document can be requested by emailing resourcedev@nmqf.org.</p> <p>_____ To accept funds and administer the programs in accordance with all applicable federal and state statutes and regulations and Grant Agreement requirements.</p> | <p>_____ To maintain internal controls, including policies and procedures, for assuring compliance with applicable cost principles and other Grant Agreement requirements.</p> <p>_____ To follow established personnel policies related to salary scales and fringe benefits.</p> <p>_____ To use the State of Michigan Travel Policy on rate limitations for mileage, lodging, and meals (Travel)</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

[resources | GSA](#)) for both in-state and out-of-state travel.

- _____ To use generally accepted accounting principles (GAAP).
- _____ To perform required financial and compliance audits in accordance with federal law and guidelines, including the Single Audit Act and 2 CFR Part 200.
- _____ To maintain documentation for employees working across multiple funding sources to ensure the amount of time charged to each employee does not exceed 100%.
- _____ To have fiscal control and fund accounting procedures in place to ensure proper disbursement of and accounting for any funds paid to subcontractors.
- _____ To maintain enrollment and participate in e-verify, if an employer.
- _____ To maintain a system of contract administration to ensure conformance with the Grant Terms and Conditions.

PROGRAMMATIC

- _____ To use proven, effective and/or science - based programs.
- _____ To maintain the personnel qualifications outlined e with subsequent hires.
- _____ To comply with any applicable federal, state, and local health and safety requirements that apply to the facilities used for a program.

- _____ To actively participate in the Quality Assurance process, including assessments.
- _____ To coordinate, to the extent possible, with other programs in the same geographic area that serve similar target populations.
- _____ To coordinate with the National Minority Quality Forum during the length of the program period.
- _____ To acknowledge funding from NMQF in publicly-distributed materials in compliance with NMQF's brand guidelines and submit such materials in advance for review.
- _____ To consult with NMQF in the planning of public awareness/marketing strategies such as websites, advertising or media campaigns.

EVALUATION

- _____ To provide regular and timely reporting and to participate in all pertinent NMQF research and evaluation efforts.
- _____ To review the data requirements document required for the strategy(ies) and adhere to the requirements therein
- _____ If an evaluation outcome study or an implementation study has been completed on the proposed program, a copy of the study and its findings will be submitted to NMQF.

ACCEPTANCE OF APPLICATION AND OFFER

The grant application is hereby accepted. The applicant is now bound to perform the program and implementation plan described in the grant application and approved by the National Minority Quality Forum and to comply with the Grant Terms and Conditions contained in the RFP and with all other documents constituting the Grant Agreement, including the Assurances above.

This grant will henceforth be referred to as Grant No. _____.

National Minority Quality Forum Authorized Representative
Awarded this ____ day of _____, 20__

National Minority Quality Forum Authorized Designee

Section A: Program Narrative Responses and Implementation / Work Plan

The purpose of the Program Narrative Responses and Implementation / Work Plan is to provide information about your organization, your proposed approach to implementing this grant and describe how your proposal aligns to the Community-Participatory Feasibility Assessment for Cancer Study, Flint, Scope of Work. Narrative responses should be succinct yet detailed and address information requested and/or questions posed.

The Implementation / Work Plan supports the narrative responses provided and demonstrates the day-to-day activities and operations that align to and fulfill the program Scope of Work. If the proposed approach will be implemented for the first time, the implementation plan should include the additional activities required for start-up and the anticipated timelines for the onset of project activities. All applicable activities and timelines for the following components must be addressed in the plan. Additional rows can be added as needed. **Note:** the date the task will be completed should include a level of specificity that demonstrates when and how often the activity will take place (e.g., weekly, bi-monthly, quarterly, etc.). Terms such as ongoing, continuous or until met are not acceptable.

Capacity to Address the Needs

Narrative Responses

Please provide a narrative response, within the box the request/question is posed, to the following:

1. Provide an overview of your organization including your mission and vision. (500 words)
2. Describe how your organization is well positioned to implement the proposed program in the region/state/specified community. (500 words)
3. Describe your organization's capacity and structure to meet all the requirements in the RFP. (500 words)

Proposed Program Description - Part I

Narrative Responses

Please provide a narrative response within the box the request/question is posed. Refer to, but do not cut and paste from, the RFP when considering the following:

4. Provide a clear description of the proposed approach for implementing this grant. As part of the description, include the following (1000 words):
 - Program model, if applicable, and program components.
 - Any tools and equipment used as part of program implementation (such as assessments tools, satisfaction surveys, etc.).
 - Where and when project activities will be provided, and if applicable, hours of operation.
5. Identify any necessary capacity and/or start up/infrastructure needs, (e.g., collaboration/partnerships, hiring and training staff, meeting/office space, etc.) for successful implementation. (500 words)
6. Describe your plan to outreach, recruit, and engage panel participants for the Flint Feasibility Assessment Panel. (500 words)
7. Describe your plan to outreach, recruit and engage the identified target population and Flint community. (500 words)
8. Describe how you would maintain engagement and retention of community members and panel participants throughout the RFP cycle. (500 words)
9. Describe how your program would be structured to work effectively across diverse communities, including how you will respond and adapt to the diverse needs of the target population. (500 words)
10. The development and approval of collateral materials (brochures, flyers etc.) and media and news releases. The NMQF Branding Guide will be provided to grantees once grant is awarded. (500 words)

Proposed Program Description – Part II

Narrative Responses

Please provide a narrative response, within the box the request/question is posed, to the following:

11. If applicable, list all identified sub-contractors. Describe their role in program implementation and why they were identified to play such a role. (1000 words)
12. What challenges do you anticipate with implementation and what are your plans to address those challenges? (1000 words)
13. Describe how collaboration would be approached, including the specific partners and the current status of these relationships. Include details about the specific activities to establish, strengthen and maintain relationships and how they will impact the success of the program. (1000 words)
14. Describe how your proposed program integrates continuous quality improvement (CQI). Please detail your process for self-monitoring, identifying and addressing challenges, reflecting on program delivery and identifying enhancement opportunities. (750 words)
15. Describe what processes will be implemented to ensure thorough, timely, and accurate data collection and reporting. (500 words)

Proposed Program Description – Part III

Narrative Responses

Please provide a narrative response, within the box the request/question is posed, to the following:

16. Describe how regular supervision oversight and ongoing support would be provided to staff. (500 words)

17. Describe your process for recruiting or hiring any staff needed to implement this grant. Include your approach to filling vacancies that might occur during grant implementation. (500 words)

18. Describe the initial onboarding and ongoing professional development activities that will be provided to all staff funded under the program (including supervisory, direct service, administrative support staff, contractors, subgrantees, etc.). (750 words)

Work Plan

***Additional rows may be added as needed*

I. Category: Grant Award and Oversight

Activity	Responsible Staff	From / To Date	Expected Outcome	Measurement
Objective 1: Prepare for project implementation.				
a)				
b)				
c)				
d)				
Objective 2: Project Management and Monitoring Project Deliverables				
a)				
b)				
c)				
d)				
Objective 3: Submit billing for grant activities				
a)				
b)				
c)				
d)				

II. Category: Panel Activities

Activity	Responsible Staff	From / To Date	Expected Outcome	Measurement
Objective 4: Assemble a community-participatory, science-based, multidisciplinary panel.				
a)				
b)				
c)				
d)				

III. Category: Community Engagement

Activity	Responsible Staff	From / To Date	Expected Outcome	Measurement
Objective 5: Write a Community Engagement Plan.				
a)				
b)				
c)				
d)				

IV. Category: Communication

Activity	Responsible Staff	From / To Date	Expected Outcome	Measurement
Objective 6: Write a Communication Plan.				

a)				
b)				
c)				
d)				

V. Category: Feasibility Assessment

Activity	Responsible Staff	From / To Date	Expected Outcome	Measurement
Objective 7: Complete a community-participatory feasibility assessment of an environmental epidemiology cancer study that addresses the prevailing, Panel-endorsed research question(s) for the City of Flint.				
a)				
b)				
c)				
d)				

Section B – Personnel (Program Personnel Table and Program Organization Chart)

Program Personnel Table

In the following table, provide a list of all personnel or positions that will be **fully or partially funded** through the program (listed under Personnel Services/Salaries in the budget) and the Full-Time Equivalent (FTE) for each position. For Key Personnel positions to be hired (TBH), describe the desired education, credentials, qualifications and field of study - and for all Key Personnel positions, indicate whether personnel meet the staffing qualifications in the Scope of Work. Applicants may add or remove rows as necessary.

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.			
Name/ Position Title	Education, Credentials, Qualifications* Must include qualifications that align with the Scope of Work (SOW)	Key Roles and Responsibilities	FTEs funded through the program
<i>Example: Judy Smith/ Program Manager</i>			0.5
Additional Personnel - those individuals funded through the proposed program but who do not directly implement or have direct program oversight of the program.			
<i>Example: Roberta Johnson/Executive Director</i>			.05
<i>Example: Jane Doe/Administrative Assistant</i>			.10
In Kind Personnel - includes the donation of skilled personnel time, expertise, or services by an individual or organization to enhance the execution of the proposed project without involving a direct financial exchange.			
<i>Example: John Campbell/ Title</i>			
Program Total:			

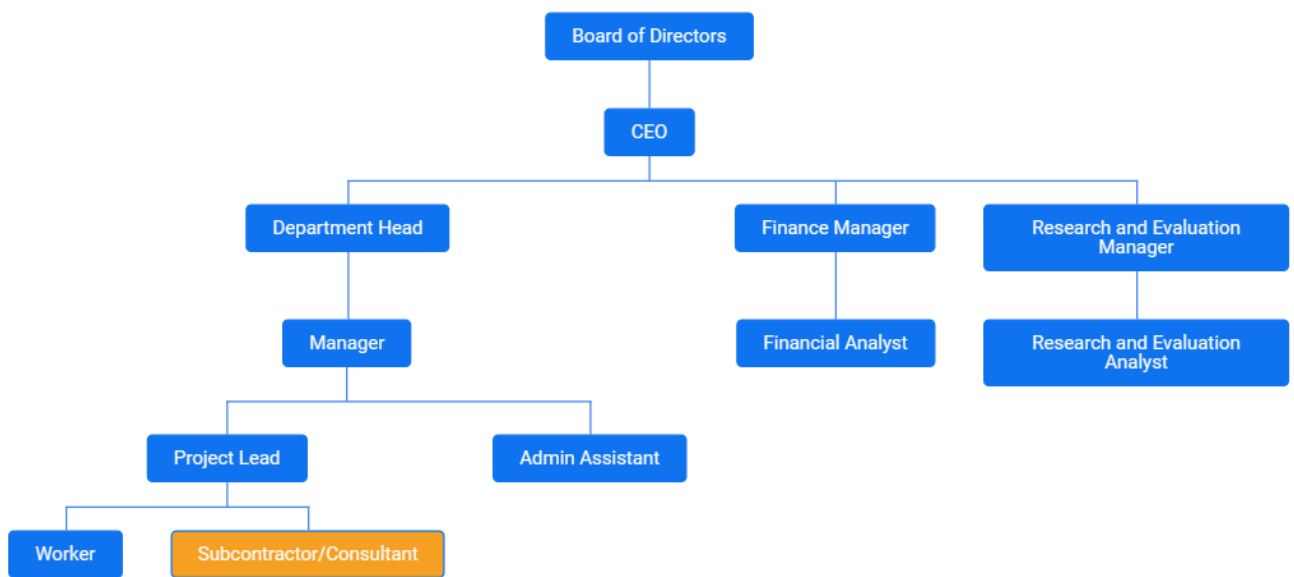
*** Resumes and/or job descriptions for key personnel may be requested at any time but unless otherwise indicated, they do not need to be submitted.**

Section B Cont'd

Program Organization Chart

Include a Program Organization Chart that represents **all** personnel involved in program implementation - those that are fully or partially funded through the program **and** those that are provided in-kind to support some aspect of the program. The chart should illustrate administrative, supervisory, financial, and data collecting/reporting positions - and should differentiate between the funded and in-kind positions in some manner, such as a different background color or a different shape. If subcontracting with an individual or agency - list them (preferably in another color or shape); the total number of positions involved in program implementation; and identify who has supervisory oversight of the subcontractor.

Example:



Section C – Line Item Budget and Budget Narrative

SFY25 Line-Item Budget

Budget period: Nov 1, 2024 – Sept 30, 2025

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$
Salaries			
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$
Contracted Services			
TRAVEL		Travel Sub Total	\$
In-State Travel			
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$
• Telephones/Communications Services			
• Internet Access			
• General Office Supplies			
• Food			
• Rent/Occupancy			
• Utilities			
• Furniture			
• Postage			
• Software (including IT supplies)			
• Dues/Subscriptions			
• Advertising			
• Printing/Copying			
• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)			
• Insurance			
• Program Materials			
• Program Supplies			
• Program Incentives			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
SUBTOTAL DIRECT PROGRAM COSTS:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$
Indirect/Admin Costs		\$	\$
TOTAL		\$	\$

SFY26 Line-Item Budget

Budget period: Oct 1, 2025 – Sept 30, 2026

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$
Salaries			
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$
Contracted Services			
TRAVEL		Travel Sub Total	\$
In-State Travel			
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$
Telephones/Communications Services			
Internet Access			
General Office Supplies			
Food			
Rent/Occupancy			
Utilities			
Furniture			
Postage			
Software (including IT supplies)			
Dues/Subscriptions			
Advertising			
Printing/Copying			
Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)			
Insurance			
Program Materials			
Program Supplies			
• Program Incentives			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
SUBTOTAL DIRECT PROGRAM COSTS:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$
Indirect/Admin Costs		\$	\$
TOTAL		\$	\$

SFY25 Budget Narrative

The budget narrative should provide a clear and concise description of how amounts were determined, including calculations, for each proposed line item in the Line-Item Budget. If a budget category does not apply, either leave blank or delete the category.

Personnel Services: *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the program year, indicate the percentage increases for each position and justify the percent of the salary increase.*

Employee Related Expenses: *Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency/organization.*

Professional and Outside Services: *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the program. Explain how all contracts will be procured.*

Travel: *Separate in-state and out-of-state travel. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Applicants **must** use the U.S. General Services Administration rate limitations for mileage, lodging, and meals ([Travel resources | GSA](#)) for both in-state and out-of-state travel.*

Aid to Organizations or Individuals: *In the event that this application represents collaboration and you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor are determined.*

Other Operating Expenses: *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. Items can only be categorized in the following line items:*

Telephones /Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff), Insurance, Program Materials, Program Supplies, and Program Incentives.

Non-Capital Equipment: For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation.

Indirect costs are costs of an organization that are not readily assignable to a particular program, but are necessary to the operation of the organization and the performance of the program. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Applicants must list either Option A or Option B and provide proper justification for expenses included:

- **Option A - Administrative Costs:** with proper justification, applicants may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.

OR

- **Option B - Federally Approved Indirect Costs:** If your agency/organization has a federally approved indirect cost rate agreement in place, applicants may include an allocation for indirect costs for up to 10% of the direct costs. **Applicants must provide a copy of their federally approved indirect cost rate agreement.**

Section D – Fiscal Information

Funding Sources and Financial Controls

A. **Funding Sources.** In the following table, identify other funding/resources (including federal, state, local and private funding), unrestricted funds allocated to this project, and/or in-kind support that the agency/organization will leverage to achieve the objectives of the proposed program. National Minority Quality Forum (NMQF) funding can be used to enhance or expand the program funded by these additional funds, but NMQF funding cannot supplant or be used to replace any existing state or federal funding for similar programs.

Type of Funding (federal, state, local, private) and Agency/Organization Received From:	Brief Description of How the Funding Helps Achieve the Program Objectives	Amount
Total:		

B. **Financial Controls.** Successful applicants will be expected to follow generally accepted accounting principles and be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by their agency/organization - across all funding sources.

Describe the financial controls and accountability measures the agency/organization will employ for the use of NMQF funding for the proposed program.

Section E - Agency Profile

Agency/Organization Profile

A. Grantee Information:

Agency/Organization:					
Contact Person:			Email:		
Title/Position:			Phone:		
Address:					
City:			State:		Zip:
County:					
Employer Identification Number (EIN):					
Agency Classification:	State Agency	County Government		Local Government	Schools
Tribal	Faith Based	Non Profit	Charitable	Private Organization	Other
Have you conducted business with National Minority Quality Forum using this EIN within the last year?				<input type="radio"/> Yes	<input type="radio"/> No
Congressional district (federal) in which agency provides most services:			District #		
Legislative district (state) in which agency provides most services:			District #		
Approximate federal funding (from a federal source) to be received in current fiscal year?				\$	
Agency's fiscal year-end date:					
Agency's accounting method:		<ul style="list-style-type: none"> <input type="radio"/> Cash <input type="radio"/> Accrual 			
Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?				<input type="radio"/> Yes	<input type="radio"/> No
Contact information for firm conducting agency audit:					
Name of audit firm:					
Address:					
Phone:					

B. Program Summary:

Project Name: _____
(The specific name of the program if different from the name of the RFP title, organization, or program model. If none, then enter N/A)

Brief Program Description (250 words or less):

C. Contact Information:

The National Minority Quality Forum grant management platform has four contact slots per contract. The same person may be assigned to more than one slot.

Main Contact: is responsible for the overall program and will have access to all financial, programmatic, and data reports in the grantee web portal.

Program Contact: is responsible for the day-to-day program implementation and will have access to the program and data reports in grantee web portal.

Finance Contact: is responsible for the submission of reimbursement requests through the grantee web portal and will have access to budget and reimbursement information in the grantee web portal.

Evaluation Contact: is responsible for the program evaluation and data collection activities and will have access to the data reports in the grantee web portal.

Grant Contacts		
Main Contact		
	Name:	Email:
	Title/Position:	Phone:
	Physical Address (if different than the agency address):	
Program Contact		
	Name:	Email:
	Title/Position:	Phone:
	Physical Address (if different than the agency address):	
Finance Contact		
	Name:	Email:
	Title/Position:	Phone:
	Physical Address (if different than the agency address):	
Evaluation Contact		
	Name:	Email:
	Title/Position:	Phone:
	Physical Address (if different than the agency address):	

END OF REQUEST FOR PROPOSAL

**CONTRACT #
24-NMQF-CPFAFlint-10**