



Dana-Farber Cancer Institute

2021 Determination of Need (DoN) Funding Opportunity Access to Services Request for Proposals Frequently Asked Questions

The following document includes high-level questions received for Dana-Farber Cancer Institute's Access to Services Request for Proposals process. Some questions have been paraphrased from their original form to make relevant to the broader applicant pool. Additionally, similar questions that can be answered with one overall response have been grouped together. The questions and responses contained in this document are meant to supplement the main content of the Request for Proposals found on the webpage: <https://www.dana-farber.org/about-us/community-outreach/determination-of-need-community-health-initiative-funding/>

Eligibility

- **Our organization has a Dana-Farber satellite program in Greater Boston that is not specifically listed as one of the priority neighborhoods specifically listed in the RFP. Would you consider this a priority area as well?**
- **Is there still also an interest in organizations serving Newton?**
Preference will be given to organizations serving Dana-Farber's priority neighborhoods of Roxbury, Dorchester, Mission Hill, Mattapan, and Jamaica Plain, but applications are welcome from other Greater Boston communities as well. Applications are also welcomed from organizations serving residents in the city of Newton, where the new facility is located.

Program & Activities

If we are interested in submitting a Systems-Level application, how much data do we need to provide about the people we are looking to engage, including health status? We may experience limitations in the data that we can collect due to HIPAA regulations.

We encourage applicants to include any information and supporting data they have access to for their population, including but not limited to demographic profile(s), cancer risk, and neighborhoods of residents, as well as how they may be disproportionately burdened by cancer or chronic conditions. Dana-Farber understands the challenges that HIPAA regulations can present. It also welcomes any anecdotal information or qualitative information that you are able to share about your population.

How important is the issue of cancer, as opposed to more generally chronic conditions and/or access to services?

The overall Access to Services priority, which is the focus of this RFP, is to ensure that all Greater Boston residents have access to coordinated and equitable health and support services, with a particular focus on those impacted by cancer and other chronic conditions. If your organization does not currently engage with any populations affected by cancer or other chronic conditions, we would be interested in knowing how this funding may help expand your work and benefit such groups. We see this as an opportunity to broaden our partnerships throughout the community and welcome your ideas as to how funding would enable your organization to achieve the overall goals of this funding opportunity.

What data do you expect to see to show that we serve the priority neighborhoods?

Dana-Farber would be interested in knowing your history partnering with other community organizations in the priority neighborhoods of Roxbury, Dorchester, Mission Hill, Mattapan, and Jamaica Plain, as well as directly engaging and serving community residents. Any information that you can share demonstrating past work, as well as connection to the community(ies) is helpful.

- **Could you please share more details about the systems changes you would like to see within the organization or community wide, or both?**
- **For the PSE grant, please elaborate on how broadly we can think about what constitutes policy change.**

Policy, Systems, and Environmental (PSE) Change can affect changes at the organization and/or community-wide levels. Specifically, each of these levers can encompass the following:

- **P**olicy Change: A law, regulation, procedure, administrative action, incentives or voluntary practices of governments and other institutions
- **S**ystems Change: Impact all elements, including social norms of an organization, institution, or system
- **E**nvironmental Change: Approach that includes changes to the physical, social, or economic environment

Dana-Farber is not prescriptive with the specific types of systems changes requested; rather it is up to applicants to propose what levers, as detailed above, they would like to impact.

For the community-clinical linkage grants, is a formal evaluation plan required for the application?

No, a formal evaluation plan is not required for the Community-Clinical Linkage Grants. Of note, you are asked two optional questions in the application:

- (Optional) If this is a new initiative and you have already thought about evaluation, how will you know if you have been successful?
- (Optional) If this is an initiative that has already been underway, are there any results and outcomes so far? How will this funding address the next phase of work?

What kind of track record would you like to see from applicants for each grant opportunity?

Depending on the type of initiative you are proposing, applicants can demonstrate their track record by describing any experience doing this type of work before, or a history of working with community partners or residents. A track record can also be demonstrated by sharing the expertise and qualifications of staff members who will carry out the proposed work.

Is it necessary to include names of partner organizations in the proposal, including those we have worked with and those (new) organizations with whom we plan/would like to partner?

We encourage listing the names of your partner organizations, including those already committed and those you intend or hope to work with. Additionally, information about their roles and responsibilities relative to your activities is helpful information in your application.

Grant Period & Funding

- **For a multi-year, Systems-Level grant, does the budget have to reflect an even installment of funds or can it vary over the years?**
- **Is the Systems-Level Grant a maximum award of \$200,000 each year for up to 4 years, or \$200,000 total?**

No, you do not have to have an even or consistent installment or the same monetary ask each year for a multi-year, Systems-Level application. You can request anywhere up to \$200,000 per year for up to four years.

Is there a maximum amount of the budget that can be allocated to staffing costs?

No, there is no maximum amount of the budget that can be allocated to staffing costs. We encourage you to consider all of the types of costs that you would need to cover in order to implement your initiative. Allowable expenses include:

- Staff/personnel compensation, including taxes and fringe benefits
- Subcontractor expenses
- Stipends for community members
- Operating expenses (e.g., office supplies, equipment, copying and printing, telephone and fax, postage and delivery, program advertising, staff travel, training and educational supplies, staff training, and evaluation).

Can the funds partially sustain a rather new program and allow for growth?

Yes, funds can partially sustain a relatively new program and allow for growth.

Is Dana-Farber looking to be a primary funder of the initiatives they approve, such as with capital projects?

Dana-Farber is not looking to be a primary funder of any of the initiatives it funds. Capital expenses are also not allowable for this funding opportunity.

Application Process

If we submit our application through a PowerPoint format, can we embed a video?

Yes, you can embed a video within a PowerPoint as long as it stays within the maximum amount of slides that are indicated for a PowerPoint.

When will we hear back for Systems-Level Grants if we are invited to submit a full proposal, and will we hear back either way?

Applicants will hear back either way, whether they are invited to submit a full proposal or not, on or around June 29, 2021.