



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

*Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary*

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**MEMORANDUM**

**TO:** Health Officers **CCPC HO Memo # 16-10**  
CRF Cancer Program Coordinators

**FROM:** Courtney Lewis, Director  
Center for Cancer Prevention & Control

**DATE:** April 28, 2016

**RE:** **Fiscal Year 2017 Grant Application Instructions for the Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment Program**

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Attached are instructions for submitting your Cigarette Restitution Fund Program (CRFP) Cancer Prevention, Education, Screening and Treatment (CPEST) Program grant application for Fiscal Year (FY) 2017. The overall budget for the CRFP public health cancer grants in FY 2017 is level funded from last fiscal year. The amount of funding for each jurisdiction in FY 2017, based on the CRFP cancer formula (with a base amount of \$100,000 for each jurisdiction and 5 year averages for cancer incidence and mortality for the targeted cancers), is listed in Appendix I. Our overall budget is level funded; therefore, the differences in local funding from last year are due to differences in the relative proportions of new cancer cases or deaths among the jurisdictions. **Please submit your CRFP CPEST Program application to DHMH by May 30, 2016.**

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

**The FY 2017 application format has been significantly modified**, in efforts to decrease the time needed to complete and review the grant application. Please read the instructions carefully, and follow the guidance provided. The information requested in your grant application is based on requirements of the CRFP statute.

Legislative requirements state that, "A county or a statewide academic health center shall dedicate at least **60%** of the funds to cancer screening, diagnosis and treatment." Additional guidance for this legislative requirement is found in Appendix II. The combined expenditures for advertisement, marketing, educational supplies, and/or websites, regardless of the line item in FC01N are to be

limited to no more than **15% of the FC01N budget**. Each program receiving Cigarette Restitution Funds **may not expend more than 7% of the funds for administrative costs**.

Please send your applications electronically to: [dhmh.ugacrfcancer@maryland.gov](mailto:dhmh.ugacrfcancer@maryland.gov). When you e-mail your application, complete the subject line as in the following example: 17-CARROLL-FC01N-CH533CPE. Ensure all the necessary components of your application are attached to the e-mail. Use the checklist in Attachment 1 to help you assemble the components of your grant application. Send each required attachment in a separate file as outlined in the chart in Attachment 1.

The Local Health Department Funding System Manual should be used in the preparation of the FY 2017 budget. The manual and associated electronic forms are available respectively on the DHMH web page at: [http://dhmh.maryland.gov/Pages/sf\\_gacct.aspx](http://dhmh.maryland.gov/Pages/sf_gacct.aspx), Fiscal Service Administration, Contract Forms Commonly used by Human Service Providers, LHD Electronic UGA Budget Submission for 2017.

Thank you in advance for your cooperation in preparing the grant application. If you have any questions, please feel free to contact the CRF CPEST Program Manager, Cindy Domingo, at (410)767-5123.

cc: C. Domingo  
D. Gugel  
S. Hokenmaier  
M. Spencer  
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