Colorado Department
of Public Health
and Environment

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

Prevention Services Division

6 CCR 1015-9

STATE BOARD OF HEALTH
RULES FOR THE CANCER, CARDIOVASCULAR DISEASE AND CHRONIC PULMONARY DISEASE PREVENTION, EARLY DETECTION AND TREATMENT GRANT PROGRAM

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1.1 Definitions

(1) "Board" means the State Board of Health.

(2) "Conflict of Interest" :

(A) Member of the Review Committee: an immediate personal, private, or financial interest in any matter pending before the Review Committee.

(B) All other individuals: a personal or financial interest which could reasonably be perceived as an interest that may influence an individual in his or her official duties.

(3) "Financial interest" means a substantial interest held by an individual which is an ownership or vested interest in an entity or employment or a prospective employment for which negotiations have begun, or a directorship or officership in an entity.

(4) "Division" means the Prevention Services Division.

(5) "Cancer, Cardiovascular Disease and Pulmonary Disease (CCPD) Prevention Program" means the grant program for prevention, early detection, and treatment of cancer, cardiovascular disease and pulmonary disease established pursuant to Section 25-20.5-302, C.R.S. administered by the Prevention Services Division at the Colorado Department of Public Health and Environment.

(6) "Review Committee" means the fifteen member committee set forth in Section 25-20.5-303, C.R.S. that is responsible for overseeing program strategies and activities and ensuring compliance with Section 25-20.5-302, C.R.S.

(7) "Health disparities" means an unequal burden of cancer, cardiovascular disease or chronic pulmonary disease impacting specific populations, including but not limited to racial and ethnic populations, minority populations, rural populations, urban populations, low-income populations or any other underserved population.

(8) "Program" means the Cancer, Cardiovascular Disease and Chronic Pulmonary Disease Prevention, Early Detection and Treatment Program created in Section 25-20.5-302, C.R.S.

1.2 Program Goals and Services

(1) **Program Goals.** The CCPD prevention program is created for the purpose of assisting in the implementation of the state's strategic plans for reduction of chronic diseases related to cancer and cardiovascular disease, national guidelines for chronic pulmonary disease and the recommendations of the Stroke Advisory Board. The Division shall administer the program with

the goal of developing a comprehensive approach that will bring together stakeholders at the community and state levels who are interested in impacting cancer, cardiovascular disease and/or chronic pulmonary disease.

(2) **Program Services.** The program shall fund competitive grants. Grant applications shall address at least one of the following program criteria:

(A) Translating evidence-based strategies regarding the prevention and early detection of cancer, cardiovascular disease, and chronic pulmonary disease into practical application in healthcare, workplace and community settings.

(B) Providing appropriate diagnosis and treatment services for anyone who has abnormalities discovered in screening and early detection programs.

(C) Implementing education programs for the public and healthcare providers regarding the prevention, early detection and treatment of cancer, cardiovascular disease and chronic pulmonary disease; and

(D) Providing evidence-based strategies to overcome health disparities in the prevention and early detection of cancer, cardiovascular disease and chronic pulmonary disease.

1.3 Procedures for Grant Application

(1) **Grant Application Contents.**

(A) At a minimum, all applications shall be submitted to the Division in accordance with these rules and shall contain the following information:

(I) A description of the history and experience of the applicant including work with the target community or population and in providing the services described in the application.

(II) A description of the specific needs of the community or population to be served.

(III) A description of the applicant's capacity to comply with and monitor the implementation of the grant requirements.

(IV) A description of how the application assists in the implementation of the state's strategic plans regarding cancer, cardiovascular disease, or asthma, recommendations of the Stroke Advisory Board or national guidelines for chronic pulmonary disease.

(V) A description of the evidence that supports the application.

(VI) A description of how the proposed interventions are not duplicative of other services provided in the same geographic area or to the same target population/community; describe how the agency will coordinate with existing programs in the area to maximize resources for the target population/community and achieve a more complete spectrum /continuum of services.

(VII) A detailed scope of work describing goals, objectives, implementation steps and timelines.

(VIII) A description of the roles and responsibilities of all staff funded through the application.

(IX) A detailed operating budget and budget narrative.

(X) A detailed evaluation plan.

(XI) A list of partners or supporters of the application and a description of their roles.

(2) **Timelines for Grant Application.**

(A) Grant applications may be solicited on dates determined by the Division.

1.4 Criteria for Selecting Entities

(1) The Division shall solicit competitive applications and the Review Committee shall make recommendations for grant awards to the Board and the executive director of the department. The Review Committee's recommendations for grants impacting rural areas shall be submitted to the Board and the director of the Department of Local Affairs. The State Board of Health shall have final authority to approve grants in accordance with Section 25-20.5-304(2), C.R.S.

(2) At a minimum, the Review Committee shall use the following criteria for selecting potential grantees:

(A) The applicant submits a completed application in accordance with the requirements in Section 1.3;

(B) The applicant does not use grant monies to supplant funding for existing programs;

(C) The applicant has the capacity to adequately administer and implement the program;

(D) The applicant demonstrates compliance with the requirements of Section 1.2;

(E) The applicant demonstrates that its geographic service area and/or the population served is consistent with the goal of establishing programs statewide that address the needs of Colorado's populations with health disparities as well as the needs of both urban and rural residents of the state; and

(F) The applicant demonstrates that the proposed program assists in the implementation of the state's strategic plans for cancer, cardiovascular disease, asthma and/or the recommendations of the Stroke Advisory Board and/or national guidelines for chronic pulmonary disease.

(3) For the prevention, early detection and treatment of cardiovascular disease, the Review Committee and the State Board are encouraged to consider programs that address the major risk factors of cardiovascular disease including but not limited to screening programs for blood pressure, cholesterol and diabetes.

(4) For the prevention, early detection and treatment of cancer, the Review Committee and the State Board are encouraged to consider programs to increase screening for cancer including but not limited to colorectal cancer screening.

(5) For the prevention, early detection and treatment of chronic pulmonary disease, the Review Committee and the State Board are encouraged to consider programs to expand the prevention, early detection, and treatment of chronic pulmonary diseases.

(6) The Review Committee shall review and evaluate the applications received and make recommendations to the Board and executive directors of the Department of Public Health and

Environment and Department of Local Affairs regarding those applicants that may receive grants and the amounts and duration of said grants.

(7) The Board of Health shall select a grant recipient to evaluate the effectiveness of the program and the health disparities grant program created in Section 25-4-2203C.R.S.

(8) The moneys shall not be used for the purposes of lobbying as defined in Section 24-6-301 (3.5) (a), C.R.S. or to support or oppose any ballot issue or ballot question.

1.5 Awarding of Program Grants. The Board shall award grants to the selected entities, specifying the amount of the grant.

(1) **Criteria for the Grant Amount.** At a minimum, the Board shall consider the following factors, as appropriate:

(A) The recommendation or rating of the application by the Review Committee;

(B) The needs of populations with health disparities; and

(C) The availability of funds.

(2) **Criteria for Overall Grant Awards.** The Board shall:

(A) Ensure that a minimum of ten percent of the moneys awarded through the grant program be directed to projects impacting rural areas of the state;

(B) Ensure that a minimum of ten percent of the moneys awarded through the grant program be directed to each of the three disease areas: cancer, cardiovascular disease and chronic pulmonary disease; and

(C) Ensure that grants providing for treatment services shall not exceed ten percent of the total amount of grant funds distributed in any given year.

(3) **Criteria for Exemption.** The Review Committee may waive either or both of the ten percent requirements if the Review Committee determines that there are no adequate proposals for a given disease or rural area in a particular grant cycle.

(4) **Criteria for Duration of Program Grants.** The Board shall specify the duration of the grant; however, no grant shall be awarded for a period that exceeds three years.

1.6 Responsibilities of Grantees

(1) **Program Evaluation.** Grantees shall be responsible for program evaluation consisting of the following:

(A) The development and implementation of a detailed written evaluation plan and the preparation of a final evaluation report. At a minimum, the plan shall describe how the grantee will measure the effects of the program against the goals it set out to accomplish;

(B) Determination of how the results achieved by the program contribute to the achievement of the program goals as stated in Section 1.2;

(C) Participation in state level evaluation or surveillance studies regarding the impact of the overall grants program at the request of the department;

(D) The number of people served and the services provided;

(E) The amount and duration of the grant award; and

(F) A summary of lessons learned during the implementation of the grant services.

(2) **Annual Reports.** The final evaluation report shall serve as the annual report to the Division. Grantees shall submit the annual report no later than 30 days after the end of the grant period. Grantees who fail to submit the annual report may be terminated for non-performance.

1.7 Conflict of Interest

(1) **Applicability.** This section applies to any person

(A) Who reviews submitted applications; or

(B) Makes recommendations to the Board regarding which applicants receive grants and the amounts of said grants, or

(C) Who is a member of the Board or Review Committee.

(2) **Prohibited Behavior.** No person may be involved in the activities specified in Subsection (1) of this section if that person has a conflict of interest, as that term is defined in Section 1.1(2) herein.

(3) **Responsibilities of Persons with a Potential Conflict of Interest.** A person who believes that he or she may have a conflict of interest shall disclose the conflict as soon as he or she becomes aware of it. If the person is a member of the Review Committee, that person shall not vote on the matter for which the person has a conflict. Other activities of members of the Review Committee are subject to subparagraph (b) of this paragraph (3).

(A) If the person is a member of the Board and acting in his or her capacity as a Board member, the person shall publicly disclose the conflict of interest to the Board. If the Board determines there exists of a conflict of interest, the person shall recuse himself or herself from any of the activities specified in Section 1.7(1) relating to the conflict.

(B) Any other person shall disclose the conflict of interest in writing to the Division. If the Division determines that the person has a conflict of interest, the person shall recuse himself or herself from any of the activities specified in Section 1.7(1) relating to the conflict.