



Request for Proposals

Central Utah Public Health Department

One-Year Application

(with consideration for extension into future years)

Fiscal Year 2021 (9 Month)

Funding Opportunity Title: E-cigarette, Marijuana, & Other Drug Prevention Grant

Approximate Award Amount: **\$3,000 - \$50,000 (non-profit, government agencies, schools and youth groups). In order to receive funding, coalitions must designate a fiscal agent or have a 501(c)3 status.**

\$1,000 - \$5,000 (recommended for youth groups)

If schools are applying for a larger grant, funding for youth groups activities can be included in that application or youth groups can apply separately.

Due Date for Applicants: Wednesday September 30, 2020 by 11:59 PM

Funding Notification: Applicants will be notified of funding status on or before Thursday October 15, 2020

Project Period: The contract resulting from this RFP will be for a period of the remainder of the fiscal year. The project will run as follows:

Year 1: 10/15/2020 to 6/30/2021

For Questions Contact: Pam Goodrich BSW
Health Promotion

Central Utah Public Health Department

Phone: 435-864-3612

Email: pgoodrich@utah.gov

1. Funding Opportunity Description

The Central Utah Public Health Department (UCHD) is seeking proposals for projects that address root causes and factors associated with the youth use of electronic cigarettes, marijuana, and other drugs.

Substance misuse/abuse continues to be an important public health concern contributing to morbidity and mortality rates. Evidence shows that the initiation of substance use in adolescence can lead to higher levels of misuse, abuse, and substance use disorders later in life. UCHD is interested in working with, and supporting, community coalitions and organizations in the early prevention of adverse outcomes related to youth substance abuse. The aim of this funding is to identify innovative projects and partnerships across our six-county health district who are committed to addressing “upstream” factors by focusing on one or more risk or protective factors identified in the Utah Student Health and Risk Prevention Statewide Survey.

Research on risk and protective factors has important implications for children’s academic success, positive youth development, and prevention of health and behavior problems. By measuring risk and protective factors in a population, specific risk factors that are elevated and widespread can be identified and targeted by policies, programs, and actions shown to reduce those risk factors and to promote protective factors.

SHARP Survey Link: <https://dsamh.utah.gov/reports/sharp-survey>

The ongoing COVID-19 pandemic has significantly disrupted many education and youth serving programs. UCHD anticipates that these disruptions will continue to present barriers to program implementation through the 2021 Fiscal Year. As such, applicants are required to develop plans that reflect this reality. Applicants are encouraged to consider innovative strategies throughout their application, including programmatic and budgetary decisions. The review committee will not accept business-as-usual continuance plans.

2. Eligibility Criteria

1. Grantees must be at least one of the following:

- i. Coalition of community organizations that is focused on substance abuse prevention
 - ii. Local government agency, including a law enforcement agency, for a program that is focused on substance abuse prevention, including city youth groups.
 - iii. Local education agency, including high school youth groups.
 - iv. Other organization focused or able to provide evidence-based program(s) that are focused on substance abuse prevention
 - v. Youth Groups must have an adult supervisor to be eligible for funding.
2. Grantees shall address root causes and factors associated with the use of electronic cigarettes, marijuana, and other drugs by:
 - i. Addressing risk and protective factors as identified in the Utah SHARP survey
 - ii. Identifying ways to implement the [7 strategies from CADCA](#), and
 - iii. Explaining how all programs are evidence based or a promising practice as identified by the CDC
3. Grantees cannot use already funded activities for project proposals.

3. Budget Requirements

The minimum award amount is \$3,000 and the maximum award amount is \$50,000 for a period of nine months. (Youth Groups minimum \$1,000; maximum \$3,000). Funding over \$10,000 will be distributed in three equal payments. Funding less than \$10,000 will be dispersed at 100%.

Additional budget requirements and considerations include the following:

1. No more than 10% of the funding may be used for training and travel costs. *If applying for a youth group, consider including budget items for the youth to attend a training in addition to adults. (Does not apply to youth groups).*
2. No more than 12% can be used for administrative costs
3. Up to 5% can be used for equipment (i.e computer). Any purchase over \$5,000 must be approved
4. Up to 10% of the funding can be used for evaluation

5. There is no limit on the amount of salary support that may be requested for grants over \$5,000. If the proposed budget includes personnel, include position details and salaries by position in application budget justification.
6. Grantees receiving \$5,000 or less may not use funds for wages. (under \$5,000)
7. Funds may not be used for construction
8. Appropriate justification for all budget items is required

4. Application Instructions & Requirements

The following application components are required for a complete submission:

- Application Information Form
- Proposal Summary
 - Define the community
 - Statement of the problem
- Action Plan
- Budget
- Budget Narrative
- Evaluation Plan

Complete Application Packets should be submitted via email to Pam Goodrich at pgoodrich@utah.gov by 11:59 PM on Monday September 30, 2020. *No late submissions will be considered.*

Q&A Session: CUPHD will hold one informational call for potential grant applicants. This session will give applicants an opportunity to ask questions and receive any necessary guidance. The date and information for the Q&A call is as follows:

September 22, 2020: 12:00 – 1:00 PM

Meeting ID

meet.google.com/grr-touz-owx

Phone Numbers

[\(US\)+1 704-626-6481](tel:+17046266481)

PIN: 738 457 407#

Please send your email address to pgoodrich@utah.gov if you would like to attend the meeting. Applicants can also call Pamela Goodrich at 435-864-3612 Ext: 202 for questions related to the grant application.

5. Evaluation of Applications

The Central Utah Public Health Department will establish a review panel that will review the proposals submitted by each applicant agency. The review panel will be comprised of individuals to create a fair and unbiased evaluation of all the grant submissions. Reviewers will provide an overall impact/priority score to reflect their assessment of each application. Reviewer criteria can be found at the end of this document in Appendix A.

6. Post-award Participation & Reporting Requirements

All new grantees will be required to attend a risk and protective factor training, which will be held during the 2nd quarter of the grant cycle.

All grantees are required to attend quarterly meetings (November, January, March) which will be held virtually.

During the funding period, all grantees are required to submit progress reports quarterly (December 31, 2020; March 31, 2021; May 31st, 2021) which includes the following:

- 1.** List quarterly activities accomplished
- 2.** Provide accounting for the expenditure of grant funds
- 3.** Describe measurable outcomes as a result of the expenditures
- 4.** Describe the impact and effectiveness of programs and activities funded through the grant
- 5.** Indicate the amount of grant funds remaining on the date that the report is submitted

Appendix A – Reviewer Criteria

E-CIGARETTE, MARIJUANA, & OTHER DRUG PREVENTION GRANT Application Reviewer Score Sheet & Criteria <i>Please be aware that this criteria may be changed or modified at any time.</i>		
Name of Agency:		
	Total Points Possible	Total Points Awarded
SECTION 1: PROPOSAL SUMMARY		
Question #1 - What is the Organization Type?		
1 Point = Other 3 Points = Coalition, local government agency, or education agency	3 Points	
Question #2 - Does the applicant's proposal clearly define the community they propose to serve?		
0 Points = The applicant did not complete the section or does not clearly define the community. 1 Point = The applicant clearly defined the community they plan to work in.	1 Point	
Question #3 - Did the applicant clearly state the youth substance abuse problem they plan to address in the targeted community?		
0 Points = The applicant did not complete this section or does not clearly state the problem in the community 1 Point = Youth substance abuse was mentioned 2 Points = The applicant clearly stated the problem in the community	2 Points	
Question #4 - Did the applicant include data from the SHARP survey to justify the problem?		
0 Points = The applicant did not include any data to justify the problem 1 Point = The applicant included data but did not include any from the SHARP survey to justify the problem 2 Points = The applicant included data from the SHARP survey to justify the problem	2 Points	
Question #5 - Did the applicant clearly identify and state how they plan to address risk and protective factors?		
0 Points = The applicant did not identify and state how they plan to address risk and protective factors. 1 Point = The applicant identified 1-2 ways in which they plan to address the identified risk and protective factors 2 Points = The applicant identified 3-4 ways in which they plan to address the identified risk and protective factors 3 Points = The applicant identified 5+ ways in which they plan to address the identified risk and protective factors	3 Points	
SECTION 2: ACTION PLAN		
Question #1 - Did the applicant provide a comprehensive 9-Month Action Plan?		
0 Points = The applicant did not provide a 9-month action plan 1 Point = The applicant provided a 9-month action plan but was not thought out and lacking detail	2 Points	

2 Points = The applicant provided a comprehensive 9-month action plan		
Question #2 - Will the applicant implement evidence-based interventions? (As defined by the CDC here)		
1 Point = No 2 Points = Yes	2 Points	
Question #3 - Did the plan clearly state and include an appropriate mixture of all Seven Strategies for Community Level Change as defined here ?		
0 Points = The applicant did not state or include any of the 7 strategies 1 Point = The applicant identified 1-2 ways in which they plan to implement the identified strategies 2 Points = The applicant identified 3-4 ways in which they plan to implement the identified strategies 3 Points = The applicant identified 5+ ways in which they plan to implement the identified strategies	3 Points	
Question #4 - Did the goals adequately describe how they will impact the identified risk & protective factors?		
0 Points = None are clear 1 Point = Some are clear 2 Points = All are clear	2 Points	
Question #5 - Are the goals/objectives/outcomes clearly written?		
0 Points = None are clear 1 Point = Some are clear 2 Points = All are clear	2 Points	
Question #6 - Are the objectives SMART as defined in the application form Appendix A?		
0 Points = None are SMART 1 Point = Some are SMART 2 Points = All are SMART	2 Points	
Question #7 - Did the applicant's proposed program demonstrate an innovative approach to addressing the identified problems in the community identified?		
0 Points = The applicant did not provide a description of how their proposed program will demonstrate innovation 1 Point = The applicant's plan is not feasible, unclear, or will not serve to implement their project 2 Points = The applicant proposes a clear and innovative approach to address the substance abuse problem(s) identified in the targeted community.	2 Points	
SECTION 3: BUDGET		
Question #1 - Is the budget complete?		
0 Points = No 1 Point = Yes	1 Point	
Question #2 - Is the budget accurate? (i.e. all numbers add up)		
0 Points = No 1 Point = Yes	1 Point	
Question #3 - Is the budget justification clear?		
0 Points = No budget justification provided 1 Point = A budget justification was provided, but is unclear 2 Points = A clear budget justification was provided	2 Points	

Question #4 - Are all the budget requirements and considerations met?		
0 Points = No 1 Point = Yes	1 Point	
SECTION 4: EVALUATION		
Question #1 - Did the applicant indicate how their program would be evaluated?		
0 Points = No evaluation plan provided 1 Point = An evaluation plan was provided, but is unclear 2 Points = A clear evaluation plan was provided	2 Points	
SECTION 5: GENERAL CONSIDERATIONS		
Question #1 - The proposal is high quality and writing is clear.		
0 Points = Poor 1 Point = Fair 2 Points = Good 3 Points = Excellent	3 Points	
Question #2 - The proposal illustrates that the agency has the capacity to carry out the project.		
0 Points = No capacity 1 Point = Low capacity 2 Points = Average capacity 3 Points = High capacity	3 Points	
Question #3 - The agency has proven experience implementing grant activities.		
0 Points = No experience 1 Point = Experience	1 Points	
Total Points	39 Points Possible	

