



Request for Proposals

Bear River 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

Total Funding Available: \$250,000

Approximate Award Amount: \$50,000-\$100,000

Due Date for Applicants: ~~Thursday, October 1, 2020 by 11:59 PM~~
Deadline Extended: Due Monday, October 26, 2020 by 11:59 PM

Funding Notification: Applicants will be notified of funding status on or before ~~Friday, October 9, 2020~~ **Monday, November 2, 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: 10/1/2020 to 6/30/2021

For Questions Contact: Natalie Soto
Health Educator
Bear River Health Department
Phone: 435-792-6512
Email: nsoto@brhd.org

1. Funding Opportunity Description

The Bear River Health Department 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 continue 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. BRHD 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 Box Elder, Cache, and Rich counties 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 (SHARP) 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>

Addressing the social determinants of health may be considered, as it has a significant influence on health outcomes. The social determinants of health are the conditions in which people live, learn, work, play, and age. These environmental conditions can determine the quality of life of individuals, families, and communities. Examples include access to affordable housing, education, public safety, healthy foods, and health care. More information is found at <https://www.cdc.gov/socialdeterminants/about.html>

The ongoing COVID-19 pandemic has significantly disrupted many education and youth serving programs. BRHD 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 located in Box Elder, Cache, and/or Rich Counties and 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
 - iii. Local education agency
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, and
 - ii. Implementing the 7 strategies from CADCA <https://www.cadca.org/sites/default/files/files/spfandenvironmentalstrategies.pdf> and
 - iii. Explaining how all programs are evidence based or a promising practice as identified by the CDC
3. Pursuant to the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2019 (Public Law (PL) 115-245), the Grantee may not use funds for lobbying activities

3. Budget Requirements

The minimum award amount is \$50,000 and the maximum award amount is \$100,000 for a period of one year. Funds will be distributed quarterly with 40% initially, 30% in (January) & 30% in (April) Funds dispersed will be dependent upon submission of quarterly reports.

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*
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. Staff allocated funds need to be justified in the budget narrative
6. Funds may not be used for construction

7. Appropriate justification for all budget items is required

4. Application Instructions & Requirements

The following application components are required for a complete submission:

- Application
- 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 Natalie Soto at nsoto@brhd.org by 11:59 PM on Thursday, October 1, 2020. *No late submissions will be considered.*

Q&A Session: BRHD 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 24, 2020: 2:00 – 3:00 PM

The meeting will be held using Zoom. Please register in advance for the meeting at this link:

<https://us02web.zoom.us/meeting/register/tZEuc--prTgtGdfCkW4p4ZCU7oicftDII7sn>

After registering, you will receive a confirmation email containing information about joining the meeting.

5. Evaluation of Applications

The Bear River 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.

6. Post-award Participation & Reporting Requirements

Upon application approval, all new grantees must provide proof of Commercial General Liability insurance coverage and workers compensation.

All grantees will be required to attend a risk and protective factor training. More information will be provided.

All grantees are required to attend quarterly meetings (November, February, May) which will be held in person at the health department or virtually.

It is recommended that a member from your organization attend additional substance abuse prevention and/or risk and protective factor related conferences, trainings, webinars, etc. (i.e CADCA training, Fall Substance Abuse Prevention Conference). This would not count against the 10% allocation for training and travel.

During the funding period, all grantees are required to submit progress reports quarterly (December 31, 2020; March 31, 2021; June 30, 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

E-CIGARETTE, MARIJUANA, & OTHER DRUG PREVENTION GRANT

Application Reviewer Score Sheet & Criteria

Please be aware that this criteria may be changed or modified at any time.

Name of Agency:		
	Total Points Possible	Total Points Awarded
SECTION 1: PROPOSAL SUMMARY		
Question #1 - 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 #2 - 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 #3 - 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 #4 - Did the applicant clearly identify and state how they plan to address risk and protective factors?		
0 points = The applicant did not state 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 = The applicant provided a comprehensive 9-month action plan	2 points	
Question #2 - Will the applicant implement evidence-based or a promising practice as defined by the CDC. See the CDC best practices for comprehensive tobacco programs. https://www.cdc.gov/tobacco/stateandcommunity/best_practices/index.htm		
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 https://www.cadca.org/sites/default/files/files/spfandenvironmentalstrategies.pdf?		

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?		
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 # - 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	3 points	

2 Points = Good 3 Points = Excellent		
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	