



Request for Proposals

Summit County Health Department

Division of Health Promotion and Education

Fiscal Year 2021 (9 Month)

Funding Opportunity Title:	E-Cigarette, Marijuana, & Other Drug Prevention Grant
Due Dates for Applications:	Wednesday, September 30, 2020 by 5:00 pm
Anticipated Total Available Funding:	\$93,000
Estimated Number of Awards:	Up to 8
Estimated Award Amount:	\$10,000 - \$20,000
Length of Project Period:	The contract resulting from the 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
Eligible Applicants:	Grantees must be at least one of the following: <ol style="list-style-type: none">1. Coalition of community organizations focused on substance abuse prevention.2. Local Government Agency – for a program that is focused on substance abuse prevention3. Local Education Agency
For Questions Contact:	Alyssa Mitchell, MPA CHES or Shelley Worley, CHES Tobacco Prevention & Control Program Summit County Health Department Phone: 435-333-4508 or 435-333-1507 Email: amitchell@summitcounty.org or sworley@summitcounty.org

Applicant Information:									
Timeline	September 25 th applications due October 2 nd , grant applicants notified if funding approved October 9 th , funds distributed to grant recipients								
Organization Name:									
Organization Address:	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Address</i></td> <td style="text-align: center;"><i>City</i></td> <td style="text-align: center;"><i>Zip</i></td> </tr> </table>				<i>Address</i>	<i>City</i>	<i>Zip</i>		
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Contact Information:	<table border="1"> <tr> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Email Address</i></td> <td style="text-align: center;"><i>Phone</i></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Organizational Representative</i></td> <td style="text-align: center;"><i>Title</i></td> </tr> </table>			<i>Email Address</i>	<i>Phone</i>			<i>Organizational Representative</i>	<i>Title</i>
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<i>Organizational Representative</i>	<i>Title</i>								
Organizational Type:	<input type="checkbox"/> <u>Coalition</u> : a coalition of community organizations this is focused on substance abuse and prevention <input type="checkbox"/> <u>Local Government Agency</u> : a local government agency, including a law enforcement agency, for a program that is focused on substance abuse and prevention <input type="checkbox"/> <u>Education</u> : a local education agency as defined in Section 53G-7-401.								
Organizational Description	Provide a brief description of the agency applying for funding. Include any experience or expertise the agency has with the population they intend to serve.								
Amount Requested No more than \$20,000	\$								

INTRODUCTION

Thank you for considering the Electronic Cigarette, Marijuana, and Other Drug Prevention Grant Program. The Summit County Health Department (SCHD) is accepting applications for Fiscal Year 2021. The purpose of this grant is to “address root causes and factors associated with the use of electronic cigarettes, marijuana, and other drugs.”

FUNDING OPPORTUNITY DESCRIPTION

SCHD 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. SCHD 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 Summit County who are committed to addressing risk and 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>

PROPOSAL SUMMARY

Define the community you will serve:

Please define the communities you propose to serve. Recipients may use various geographic boundaries including neighborhoods, census tracts, zip codes, and school districts, as well as townships, and counties to define their community. Applicants should be realistic about the size and population of the area in which you have the ability to create change. For example, choosing a community that is too large may be problematic due to inclusion of neighborhoods that have significantly different problems to be addressed.

Statement of the problem:

Please describe the following:

- What are the current youth substance use problems in your community that you plan to address? Include local data from the Student Health and Risk Prevention (SHARP) survey to justify your choice.
- What are the risk/protective factors you plan to address that contribute to this problem? Include local data from the Student Health and Risk Prevention (SHARP) survey on the risk/protective factors you plan to address.

Your Plan

Recipients need to develop and implement a comprehensive 12-Month Action Plan. A comprehensive 12-Month Action Plan will include an appropriate mixture of all Seven Strategies for Community Level Change listed below. For more information on the Seven Strategies for Community Change, visit <http://www.cadca.org/resources/coalition-impact-environmental-prevention-strategies>.

Provide a detailed 12-Month Action Plan using Table below. The Action Plan should foster community level change by including a combination of goals, objectives, strategies and activities. Include measurable goals and outline activities using this form. See Appendix A for more info on how to develop this action plan.

The ongoing COVID-19 pandemic has significantly disrupted many education and youth serving programs. SCHD 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.

Intervention evidenced based or a promising practice

Statute requires your intervention must be evidence based or a promising practice as defined by the CDC (See <https://www.thecommunityguide.org/>). Please describe how the activities listed in your action plan are evidenced based or a promising practice.

Risk/Protective Factor: Please list the R/P Factor(s) that will be addressed

Goal: Describe strategies and activities what you plan to accomplish that will impact the identified risk and protective factor

Objective: Provide measurable objective to achieve the identified goal

Strategies, Activities, or Aims: Please indicate all of the specific strategies, activities, or aims you will use to accomplish the objective

- Disseminate information/education
- Enhance individual life skills
- Provide activities that reduce risk factors or enhance protective factors
- Enhance community/participant access or reducing barriers to programs and strategies
- Changing consequences by addressing incentives or disincentives
- Implement environmental strategies to reduce risk factors and increase protective factors
- Support modification to policies or the implementation of new policies

Strategy/Activity	Who is responsible?	By When?	What outcome will result from your activity?	
			Process Objective:	(Ex. Freemont Middle School will implement Botvins Life Skills to all 7th and 8th Grade students in school year 2020-2021)
			Short-term Objective	(Ex. Favorable attitudes towards drug use will decrease by 2% from 2019 to 2021)
			Long-term Objective	(Ex. 30-day alcohol use among students in grades 8-12 will decrease by 2%)

Your Budget

Applicants must provide a 12-month Budget Narrative to include budget details and justification for grant expenditures.

All of the proposed costs listed must be reasonable, and necessary to accomplish project objectives, allowable in accordance with applicable Federal Cost Principles, auditable, and incurred during the project period.

Proposed budgets must not exceed \$20,000 in total costs in any year of the proposed project. Annual continuation awards will depend on the availability of funds, recipient progress in meeting project goals and objectives, timely submission of the required data and reports, and compliance with all grant award Terms and Conditions. Failure to comply with the Terms and Conditions of the award may result in suspension or termination of the award.

Budget Form

Please complete the following budget form.

Category of Funding	Justification	Funding Amount
Personnel Salary		\$
Fringe Benefits		\$
Travel (in/out of state)		\$
Supplies		\$
Equipment		\$
Subcontractors		\$
Media Outreach		\$
Other		\$
Total Amount Requested		\$

PROGRAM EVALUATION

To be able to effectively evaluate your project, it is critical that you develop measurable objectives. This appendix provides information on developing objectives. It also provides examples of well-written measurable objectives.

OBJECTIVES

Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. It is recommended that you use verbs that document action, such as: “By the end of 2018, 75 percent of program participants will be placed in permanent housing.” In order to be effective, objectives should be clear and leave no room for interpretation. **SMART is a helpful acronym for developing objectives that are specific, measurable, achievable, realistic, and timebound.**

Specific – Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus” is a more specific objective than “Outreach workers will use their skills to reach out to drug users on the street.”

Measurable – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective. Example: By 9/18 increase by 10 percent the number of 8th, 9th, and 10th-grade students who disapprove of marijuana use as measured by the annual school youth survey.

Achievable – Objectives should be attainable within a given time frame and with available program resources. For example, “The new part-time nutritionist will meet with seven teenage mothers each week to design a complete dietary plan” is a more achievable objective than “Teenage mothers will learn about proper nutrition.”

Realistic – Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two ex-gang members will make one school presentation each week for two months to raise community awareness about the presence of gangs” is a more realistic objective than “Gang-related violence in the community will be eliminated.”

Time-bound – Provide a time frame indicating when the objective will be measured or time by when the objective will be met. For example, “Five new peer educators will be recruited by the second quarter of the first funding year” is a better objective than “New peer educators will be hired.”

POST AWARD PARTICIPATION / REPORTING REQUIREMENTS

Grant recipients will report to the local health department three times over the FY 21 of funding. The three reports are due the 15th of each month (DECEMBER, MARCH, AND JUNE). The grant recipient shall report the following:

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

After a grant recipient expends all funds awarded to the recipient under the grant program, the grant recipient shall submit the third and final report to the SCHED.

On or before September 1 of each year, SCHED shall submit the reports to the Association of Local Health Departments, who in collaboration with the Department of Health, submit a report to the Health and Utah State Legislature Human Services Interim Committee.

Application Instructions & Requirements

An applicant for a grant under the grant program shall submit an application to the local health department that has jurisdiction over the area in which the applicant is proposing use of grant funds.

The following application components are required for a complete submission:

- Application
- Proposal Summary
 - Define the community
 - Statement of the problem
- Action Plan (template attached)
- Budget Justification
- Evaluation Plan

Complete application packets should be submitted via email to:

Alyssa Mitchell at amitchell@summitcounty.org

by 5:00 PM on Wednesday, September 30, 2020.

No late submissions will be considered.