E-Cigarette, Marijuana, & Other Drug Prevention Grant Application

UTAH ASSOCIATION of LOCAL HEALTH DEPARTMENTS

Utah County HEART of UTAH Health Department

Applicant Information Form:	
Timeline	September 30th applications due. October 15th grant applicants notified if funding approved. Funds available as early as October 15th, and will be distributed per the agreement in the signed contract.
Organization Name:	
Organization Address:	*Address* / *City* / *Zip*
Contact Information:	*Email Address* / *Phone* *Organizational Representative* / *Title*
Organizational Type:	☐ Coalition: *a coalition of community organizations this is focused on substance abuse and prevention* ☐ Local Government Agency: *a local government agency, including a law enforcement agency, for a program that is focused on substance abuse and prevention* ☐ Education: *a local education agency as defined in Section 53J-1-301*
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 $100,000	$

Introduction

Thank you for considering the Electronic Cigarette, Marijuana, and Other Drug Prevention Grant Program. The Utah County Health Department 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."

Please send your completed application to Brittany Guerra via email brittanyg@utahcounty.gov, with questions call 801-851-7099. Applications will be accepted/considered up to September 30th at 11:59 PM.

Applicants are expected to complete all information requested in this application. If you need more space, attach another page to the document.

INFORMATION TO INCLUDE IN APPLICATION

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 county-wide 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 9-Month Action Plan. A comprehensive 9-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 9-Month Action Plan using the Table 1 template as a reference. Please submit your proposed action plan with this application in your final submission.

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 and B for more info on how to develop this action plan. If you need more space, attach another page to the document.

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

Table 1: Comprehensive 9-Month Action Plan Template. Please submit your proposed action plan with this application in your final submission.

FY21 Action Plan Agency Name:				
Risk/Protective Factor(s)				
Goal(s)				
Strategy/Activity	**Who is responsible?**	**By When?**	**What outcome will result from your activity?**	
			Process Objective(s):	(Example: Freemont Middle School will implement Botvins Life Skills to all 7th and 8th Grade students in school year 2020-2021)
			Short-term Objective(s):	(Example - Favorable attitudes towards drug use will decrease by 2% from 2019 to 2021)
			Long-term Objective(s):	(Example - 30 day alcohol use among students in grades 8-12 will decrease by 2%)

Your Budget

In this section, applicants must provide a 9-month Budget Narrative to include budget details and justification for grant expenditures.

The Budget Narrative is used to determine reasonableness and allowability of costs. 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 $100,000 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.

Additional budget requirements and considerations include the following:

1. No more than 2-3% 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 10% 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. If the proposed budget includes personnel, include position details and salaries by position in application budget justification.
6. Funds may not be used for construction
7. Appropriate justification for all budget items is required

Please Provide your budget narrative in the following space. If you need more space, attach another page to the document.

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		**$** 0

Evaluation Plan
Applicants are required to develop and submit an evaluation plan with the application packet. The evaluation plan should include the following components:

- Purpose of the evaluation
- Evaluation questions and criteria
- Data collection and analysis plan and implementation
- Evaluation report and findings

Please submit your proposed evaluation plan with this application in your final submission.

Reporting Project Progress
Grant recipients will report to the local health department three times over the year of funding. Reports are due the 15th of each month (January, April, and July). The grant recipient shall report 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

After a grant recipient expends all funds awarded to the recipient under the grant program, the grant recipient shall submit a final report to the local health department.

On or before September 1 of each year, each local health department 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.

Applicants who are awarded the grant funding will be required to execute a contract with Utah County, a sample, which is subject to change, is provided below as Appendix C.

Appendix A – Developing Measurable Objectives

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

Definition – 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. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like "understand" or "know" because it may prove difficult to measure them. Instead, 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."

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 – 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 = The applicant provided a comprehensive 9-month action plan	2 Points	

Question #2 – What type of interventions are proposed in the application?		
0 Points = No evidence-based or promising practice interventions 1 Point = Interventions are promising practices 2 Points = Interventions are evidence-based, as defined by the CDC here	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?		
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	40 Points Possible	

Appendix C – Agreement Template (following two pages)