



Request for Proposals

Utah County Health Department

One-Year Application

(With consideration for extension into future years)

Fiscal Year 2023

Funding Opportunity Title:	E-cigarette, Marijuana, & Other Drug Prevention Grant
Approximate Award Amount:	\$50,000 - \$100,000
Due Date for Applicants:	August 26 th by 11:59 PM
Funding Notification:	Applicants will be notified of funding status on or before September 9 th , 2022
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: 10/1/2022 – 6/30/2023
For Questions Contact:	Sarah Simons, MS, CHES Tobacco Prevention & Control Program Utah County Health Department Phone: 801-851-7099 Email: sarahsi@utahcounty.gov

1. Funding Opportunity Description

The Utah County Health Department (UCHD) is seeking proposals for projects in Utah County 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. UCHD is interested in working with, and supporting, community coalitions and organizations in Utah County 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 Utah County 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>

2. Eligibility Criteria

1. Grantees must be at least one of the following:
 - i. Coalition of local community organizations within Utah County that is focused on substance abuse prevention
 - ii. Local government agency within Utah County, including a law enforcement agency, for a program that is focused on substance abuse prevention
 - iii. Local education agency within Utah County
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.
4. Grantees applying as a coalition must provide coalition meeting minutes for the previous year.

5. Grantees applying in conjunction with partners, or another agency must submit letters of support from their partners acknowledging the agreement to support and a willingness to work in a partnership if awarded the funding throughout the entire grant year.
6. Grantees applying must reside within Utah County.

3. Budget Requirements

The minimum award amount is \$50,000 and the maximum award amount is \$100,000 for a period of one year (or less depending on availability). Funds will be distributed in a reimbursement model and invoices must be received by the 20th day of the month following the expenditures.

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

4. Application Instructions & Requirements

The following application components are required for a complete submission:

- Application Cover Page
- Community Description
- Statement of the problem
- Selected Intervention
- Action Plan and Evaluation Plan
- Budget Form

Please use the “FY23 Utah County Health Department E-Cigarette, Marijuana, and Other Drug Prevention Grant Application Template” to apply for the grant. Complete Application Packets

should be submitted via email to Sarah Simons at sarahsi@utahcounty.gov by 11:59 PM on Friday August 26th, 2022. *No late submissions will be considered.*

Q&A Session: UCHD 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:

Tuesday August 16th, 2022: 12:00 PM – 1:00 PM

The meeting will be held using Zoom. Please register in advance for the meeting at this link: <https://us06web.zoom.us/meeting/register/tZ0vdemrrD8qGNAEg848mfGu3SRWIPZ3XV6w>

After registering, you will receive a confirmation email containing information about joining the meeting. If you are unable to attend, the meeting will be recorded, and you can request a recording to review.

5. Evaluation of Applications

The Utah County 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.

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 B.

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. It is recommended that a member from your organization attend a local (in state) or virtual substance abuse prevention and/or risk and protective factor related conference, training, webinar, etc. (e.g., CADCA training, Fall Substance Abuse Prevention Conference).

All grantees are required to attend monthly grant meetings to review activity progress, identify successes and barriers, and receive technical assistance. In addition, the Utah County Health Department will conduct at least 1 site visit with each grantee during the funding cycle. Utah County Health Department may attend events or classes put on by the grantees. Please ensure they are scheduled and regularly updated as needed.

Invoices for reimbursement of approved grant activities are due by the 20th of the month following the expenditure and will be processed and reimbursed by check 6-8 weeks prior to submission of the invoice, receipts, and pay stubs.

During the funding cycle, all grantees are required to submit progress reports quarterly. Reports are due the 15th of each month (September, January, April, and June). 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, including action plan activity evaluation results.

Appendix A – Reviewer Criteria

E-CIGARETTE, MARIJUANA, & OTHER DRUG PREVENTION GRANT APPLICATION REVIEWER SCORE SHEET & CRITERIA

The proposal will be scored out of 140 points. Reviewers will score on a scale of 0 - “total points possible” for each section. Described below is what should be included in each section for full points. Each proposal will be reviewed in-depth by the review committee. *Please be aware this criterion may be changed or modified at any time.*

Applicant:	Points Possible	Points Awarded
SECTION 1: APPLICATION COVER PAGE	5	
Applicant provides a brief description of the agency applying for funding. Includes any experience or expertise the agency has with the population they intend to serve.	2	
Applicant provides a brief description of the proposal.	2	
All parts of the Application Cover Page are complete.	1	
SECTION 2: COMMUNITY DESCRIPTION	15	
The section clearly defines the target community.	5	
The applicant selects a realistic community size in which the project can affect change.	5	
The target community lives, learns, and/or plays in the health jurisdiction presiding over the grant application.	5	
SECTION 3: STATEMENT OF THE PROBLEM	20	
Youth substance abuse problem is clearly described.	5	
Relevant, local SHARP data is used to describe the youth substance problem.	5	
Risk and/or protective factors are clearly outlined.	5	
Selected risk and/or protective factors are identified with accurate local SHARP data.	5	

SECTION 4: SELECTED INTERVENTION(S)	20	
Section clearly describes how the proposed program or purpose is evidence-based or a promising practice.	10	
Section cites one or more vetted sources to demonstrate the intervention has been effective in other communities.	10	
SECTION 5: ACTION PLAN & EVALUATION	40	
Applicant utilizes the provided Action Plan table.	5	
Risk and/or Protective Factor(s) to be addressed are listed.	5	
Risk and/or Protective Factor(s) align with the Statement of the Problem and SHARP data.	5	
Goals are clearly written and indicate how intervention will impact the identified Risk and/or Protective factor(s).	5	
Objectives are clearly written to describe the expected outcome of the activity.	5	
Objectives are SMART (Specific, Measurable, Attainable, Realistic, Time-bound).	5	
Strategies, activities, or aims are identified using a variety of CADCA's Seven Strategies for Community Level Change , including: <ul style="list-style-type: none"> ● Disseminate information/education ● Enhance individual life skills ● Provide activities that reduce risk factors or enhance protective factors ● Enhance community 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 	5	
A brief evaluation plan is provided to demonstrate how the applicant will measure progress, goals, and objectives.	5	
SECTION 6: BUDGET FORM	20	
Budget form is organized, complete, and accurate.	5	

Budget justification is clear and meets all requirements and considerations. Budget does not exceed \$100,000.	10	
All the proposed costs listed are reasonable and necessary to accomplish project objectives.	5	
GENERAL CONSIDERATIONS	30	
Organization type is one of the following: coalition, local government agency, or a local education agency as defined in Section 53J-1-301.	10	
Applicant utilized the provided template.	2	
The proposal illustrates that the agency has the capacity to carry out the project.	3	
The proposal is high-quality and well-written, including good grammar, spelling, and punctuation.	5	
Prior grantees only: Grantee possesses positive history in meeting original award requirements, including, but not limited to, the following considerations: adhering to the contractor guidelines and agreements, remaining within budget, submitting required reporting in a timely manner, communicating as needed with grant coordinator, and demonstrating a strong effort to obtain goals and objectives.	10	
Final comments:	150 Total Points Available	Final Score