

Request for Proposals

Utah County Health Department

One-Year Application

(With consideration for extension into future years)

Fiscal Year 2026

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| Funding Opportunity Title: | E-cigarette, Marijuana, & Other Drug Prevention Grant |
| Approximate Award Amount: | \$25,000 - \$100,000 |
| Due Date for Applicants: | May 4 th by 11:59 PM |
| Funding Notification: | Applicants will be notified of funding status on or before June 1 st , 2025 |
| 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: 7/1/2025 – 6/30/2026 |
| For Questions Contact: | Ashlee Owens and Brian Alba Tobacco Prevention & Control Program Utah County Health Department Phone: 801-851-7094/ 801-851-7178 Email: ashleeo@utahcounty.gov / Briana@uthacounty.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 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 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://sumh.utah.gov/data-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 \$25,000 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 10th day of the month following the expenditures. Failure to do so could result in a lack of reimbursement for the month.

The last invoice must be submitted no later than June 20th, any documents or receipts submitted after will not be accepted for reimbursement.

Additional budget requirements and considerations include the following:

1. No more than 5% 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. Up to 5% can be used for equipment (i.e., computer). Any purchase over \$1,000 must be pre-approved
 3. Up to 10% of the funding can be used for evaluation
 4. Up to 10% can be used for administrative costs.
 5. There is no limit on the amount of salary support that may be requested.
 6. If requesting benefits, please define what percentage or amount is being covered for each individual.
 7. Funds may not be used for construction
 8. Appropriate justification for all budget items is required
 9. Gift Cards cannot be reimbursed
- ** Percentages can change based on grant needs

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 **"FY26 - Utah County Health Department E-Cigarette, Marijuana, and Other Drug Prevention Grant Application"** to apply for the grant. Complete Application Packets should be submitted via email to Ashlee Owens at ashleeo@utahcounty.gov or Brian Alba at briana@utahcounty.gov by 11:59 PM on Sunday May 4th, 2025. *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:

Wednesday April 16th 2:00- 3:00 PM

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

<https://us06web.zoom.us/meeting/register/asrjliSIS8SDykSp68kQfg>

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.

To review past Q & A's visit: <https://health.utahcounty.gov/community-grants-request-for-proposals/>

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.

If selected, be prepared to sign a contract through DocuSign. The sooner it is signed the faster the process will move.

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). The Utah County Health Department will also provide training during Q1. More information will be sent out after the application process.

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 10th of the month following the expenditure and will be processed and reimbursed by check 6-8 weeks following the submission of the invoice, receipts, and pay stubs. If an invoice is incorrect, it will delay the reimbursement process.

During the funding cycle, all grantees are required to submit progress reports quarterly. Reports are due on the 15th of each month (October, 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. This report is due no later than August 1st.

Appendix A – Reviewer Criteria

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

The proposal will be scored out of 145 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 these criteria may be changed or modified at any time.*

| Applicant: | Points Possible | Points Awarded |
|--|-----------------|----------------|
| SECTION 1: APPLICATION COVER PAGE | 10 | |
| 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. | 4 | |
| Applicant provides a brief description of the proposal. | 4 | |
| All parts of the Application Cover Page are complete. | 2 | |
| 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: ACTION PLAN | 70 | |
| Applicant utilizes the provided Action Plan template. | 5 | |
| Problem-related behavior identified is a youth abuse problem. | 5 | |
| Relevant, local SHARP data is used to describe problem-related behavior | 5 | |
| Risk and/or protective factors to be addressed are identified. | 5 | |
| Selected risk and/or protective factors are identified with accurate local SHARP data. | 5 | |

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| Risk and/or Protective Factor(s) align with the problem-related behavior. | 5 | |
| Intervention (s) identified are programs, policies and/or strategies that will impact the problem-related behavior identified. | 5 | |
| Intervention(s) identified are evidence-based or a promising practice and a reference and/or link has been provided. | 5 | |
| Intervention(s) will address a variety of CADCA's Seven Strategies for Community Level Change strategies. | 5 | |
| Plans to evaluate and measure the progress of intervention (s) are clear and demonstrate how outcomes will be measured. | 5 | |
| Plans to evaluate and measure the progress of intervention (s) are tied back to the selected risk and/or protective factor(s). | 5 | |
| Process, short-term & long-term objectives are clearly written to describe the expected outcomes of the intervention(s). | 5 | |
| Objectives are tied back to the plans to evaluate and measure the progress of the intervention(s). | 5 | |
| Objectives are SMART (Specific, Measurable, Attainable, Realistic, Time-bound) | 5 | |

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| SECTION 4: BUDGET FORM | 20 | |
| Budget form is organized, complete, and accurate. | 5 | |
| Budget justification is clear and meets all requirements and considerations. The budget does not exceed \$100,000. | 10 | |
| All the proposed costs listed are reasonable and necessary to accomplish project objectives. | 5 | |
| GENERAL CONSIDERATION | 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 | |
| The proposal illustrates that the agency has the capacity to carry out the project. | 5 | |
| The proposal is high-quality and well-written, including good grammar, spelling, and punctuation. Proposal does not exceed word count. | 5 | |
| Prior grantees only: Grantee possesses a 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 | |
| TOTAL POINTS | 145 | |
| Final comments: | | |