



## **Request for Proposals**

Tooele County Health Department

One-Year Application

Fiscal Year 2021 (9 Month)

**Funding Opportunity Title:** E-cigarette, Marijuana, & Other Drug Prevention Grant

**Total Funding Available:** \$100,000

**Approximate Award Amount:** \$10,000-\$50,000

**Due Date for Applicants:** Monday, September 14, 2020 by 11:59 PM

**Funding Notification:** Applicants will be notified of funding status on or before Thursday October 1, 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:** Amy Bate  
Health Promotion Coordinator/Public Information Officer  
Tooele County Health Department  
Phone: 435-277-2302  
Email: [abate@tooelehealth.org](mailto:abate@tooelehealth.org)

## 1. Funding Opportunity Description

The Tooele County Health Department (TCHD) 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. TCHD 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 Tooele 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>

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

- iv. Other organization focused or able to provide evidence-based program(s) that are focused on substance abuse prevention
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. Implement the [7 strategies from CADCA](#), and
  - iii. all programs shall be evidence based or a promising practice as identified by the CDC

### 3. Budget Requirements

The minimum award amount is \$10,000 and the maximum award amount is \$50,000 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. There is no limit on the amount of salary support that may be requested
- 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 (template attached)
- Budget (templates attached)
- Budget Narrative
- Evaluation Plan

Complete Application Packets should be submitted via email to Amy Bate at [abate@tooelehealth.org](mailto:abate@tooelehealth.org) by 11:59 PM on Monday, September 14, 2020. *No late submissions will be considered.*

**Q&A Session:** TCHD 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 1, 2020: 10:00 AM – 11:00 AM

TCHD's E-cigarette, Marijuana, & Other Drug Prevention Grant Q&A  
Tue, Sep 1, 2020 10:00 AM - 11:00 AM (MDT)

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## 5. Evaluation of Applications

The Tooele County Health Department will establish a panel of experts that will review the proposals submitted by each applicant agency. 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**

All new grantees will be required to attend a risk and protective factor training, which will be held during the 1<sup>st</sup> quarter of the grant cycle.

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 a substance abuse prevention and/or risk and protective factor related conference, training, webinar, 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