



FY2016 Request for Applications (RFA) Grant Proposal

Hamilton County Family Services and Treatment Prevention Program

Developed by:

PreventionFIRST!
2330 Victory Pkwy., Suite 703
Cincinnati, OH 45206

Important Dates:

Letter of Intent (LOI) Due: November 23, 2015

Notification of Accepted LOI Project: December 7, 2015

Required Grant Writing Workshop: December 15, 2015

Applications Due: January 12, 2016

Notice of Awards/Monies Available: January 29, 2016

**Mid-Year Report Due: June 15, 2016*

**Final Grant Report Due: December 15, 2016*

****Reports (both mid-year and final) not submitted by noted deadline will be administered a 10 percent penalty to grant funds.***

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I. Executive Summary

PreventionFIRST! announces the availability of funds for the FY2016 Hamilton County Family Services and Treatment – Prevention Program grant.

Funding Opportunity Title: Hamilton County Family Services and Treatment – Prevention Program

Letter of Intent (LOI) Due: November 23, 2015

Notification of Accepted LOI Project: On or before December 7, 2015

Required Grant Writing Workshop: December 15, 2015 (Selected applicants will be invited to attend based on accepted Letter of Intent)

Final Grant RFAs Due: By close of business (COB) on January 12, 2016

Money Available to be Spent: January 29, 2016

Anticipated Total Available Funding: \$10,000 (There is no match required for this grant)

Estimated Number of Awards: Minimum of 2

Estimated Individual Award Amount: Up to \$5,000

Length of Project Period: One year

Reporting Requirements: Two reports are due to PreventionFIRST! for this grant once funds are administered to provide an update on the goals, action plan and areas of improvement, or technical assistance needed.

A mid-year report is due June 15, 2016 and a final report is due December 15, 2016 to PreventionFIRST! Local Coalition Development Manager Amanda Conn Starner at aconnstarner@prevention-first.org.

Reports (both mid-year and final) not submitted by noted deadline will be administered a 10 percent penalty to grant funds.

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II. Funding Opportunity Description

The Hamilton County Mental Health Recovery Services Board has contracted with PreventionFIRST! to support local coalition development in Hamilton County.

The goals of the Hamilton County Family Services and Treatment – Prevention Program are to:

Goal 1: Establish and strengthen collaboration among community sectors and county entities to support the efforts of community coalitions to prevent and reduce substance abuse among youth.*

**youth is defined as individuals 18 and younger.*

Goal 2: Reduce substance abuse among youth and, over time, among adults by addressing the factors in the community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.*

**substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol, and tobacco, where their use is prohibited by federal, state, or local law.*

Grantees are required to work toward these two goals as the primary focus of their county funded effort.

1. Background on the Strategic Prevention Framework

The Strategic Prevention Framework (SPF), developed by the federal Substance Abuse and Mental Health Services Administration (SAMHSA), assists communities to develop the infrastructure needed for a community-based, public health approach leading to effective and sustainable reductions in alcohol, tobacco, and other drug (ATOD) use and abuse.

The five elements that make up the SPF include:

Assessment: *Collect data to define problems, resources, and readiness within a geographic area to address needs and gaps.* The assessment phase helps define the problem or the issue that a coalition needs to tackle. This phase involves the collection of data to:

- Understand a population's needs
- Review the resources that are required and available
- Identify the readiness of the community to address prevention needs and service gaps

Communities will organize a workgroup to collect the necessary data. The data gathered from this workgroup is vital because it will greatly influence a coalition's strategic plan and funding decisions.

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Capacity: *Mobilize and/or build capacity within a geographic area to address needs.*

Capacity building involves mobilizing human, organizational, and financial resources to meet intended goals. Training and education to promote readiness are also critical aspects of building capacity. Extensive training and technical assistance (TA) may be necessary to fill readiness gaps and facilitate the adoption of science-based prevention policies, programs, and practices.

Planning: *Develop a comprehensive strategic plan that includes policies, programs, and practices creating a logical, data-driven plan to address problems identified in Step 1.*

Planning involves the creation of a comprehensive plan with goals, objectives, and strategies aimed at meeting the substance abuse prevention needs of the community. During this phase, coalitions develop logic models and select evidence-based policies and programs. They also determine costs and resources needed for effective implementation.

Implementation: *Implement evidence-based prevention programs, policies, and practices.* The implementation phase of the SPF process is focused on carrying out the various components of the comprehensive prevention plan, as well as identifying and overcoming any potential barriers. During implementation, coalitions detail the evidence-based policies and practices that need to be undertaken, develop specific timelines, and decide on ongoing evaluation needs.

Evaluation: *Measure the impact of the SPF and the implemented programs, policies, and practices.* Evaluation helps coalitions recognize what they have done well and what areas need improvement. The process of evaluation involves measuring the impact of programs and practices to understand their effectiveness and any need for change. Evaluation efforts therefore greatly influence the future planning of a coalition. It can also impact sustainability, because evaluation can show sponsors that resources are being used wisely.

Additionally, **Sustainability** and **Cultural Competence** have been added to the core of the framework as both are necessary in developing an effective coalition¹.

More information on the Strategic Prevention Framework can be found at <http://www.samhsa.gov/spf>

¹ Substance Abuse Mental Health and Services Administration (SAMHSA)

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2. Background on Environmental Prevention - 7 Strategies for Community Change

In order for communities to successfully work to reduce rates of tobacco, alcohol, and drug use, it is necessary to employ a broad array of strategies to meet these objectives. For each objective, any or all of the following environmental prevention strategies **must** be used. Typically, individual organizations implement one or only a few of these strategies:

1. **Provide Information** - Educational presentations, workshops or seminars or other presentations of data (e.g., public announcements, brochures, billboards, community meetings, forums, web-based communication)
2. **Enhance Skills** - Workshops, seminars, webinars, or other activities designed to increase the skills of participants, members and staff needed to achieve population level outcomes (e.g., training, technical assistance, distance learning, strategic planning retreats, curricula development)
3. **Provide Support** - Creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., providing alternative activities, mentoring, referrals, support groups, or clubs)
4. **Enhancing Access/Reducing Barriers** - Improving systems and processes to increase the ease, ability, and opportunity to utilize those systems and services (e.g., time, distance, assuring healthcare, childcare, transportation, housing, justice, education, safety, special needs, cultural and language sensitivity)
5. **Changing Consequences (Incentives/Disincentives)** - Increasing or decreasing the probability of a specific behavior that reduces risk or enhances protection by altering the consequences for performing that behavior (e.g., increasing public recognition for deserved behavior, individual and business rewards, taxes, citations, fines, revocations/loss of privileges)
6. **Change the Physical Design of the Environment** - Changing the physical design or structure of the environment to reduce risk or enhance protection (e.g., parks, landscapes, signage, lighting, outlet density)
7. **Modifying Policies and Broader Systems** - Formal change in written procedures, by-laws, proclamations, rules or laws with written documentation and/or voting procedures (e.g., workplace initiatives, law enforcement procedures and practices, public policy actions, systems change within government, communities, and organizations)

More information about Environmental Prevention can be found at
<http://www.prevention-first.org/pages/coalitionstrategies/cat/6/>

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III. Award Information

Approximately \$10,000 total, for a minimum of two FY2016 Hamilton County Family Services and Treatment – Prevention Program grants, will be awarded through this RFA. Grants will be available to eligible communities & coalitions in amounts of up to \$5,000. Monies will be distributed on a cost-reimbursement basis.

Applicants may request up to \$5,000 per year for the funding cycle. If selected to receive a Hamilton County Family Services and Treatment - Prevention Program grant, funds will be awarded for one year (from January 29, 2016-December 30, 2016). Funds for subsequent years are distributed on an annual basis as new, competing awards. Annual awards are contingent upon the availability of Hamilton County Family Services and Treatment – Prevention Program funds, the continued ability of the coalition to demonstrate eligibility, and grantee progress in meeting grant requirements, as well as all required data and reports.

There is no match required for this grant.

IV. Letter of Intent Requirement

A letter of intent (LOI), no more than two single-spaced pages, must be submitted by the lead Agency, coalition or organization for the proposal.

The letter of intent should include a brief statement of why you think the project is needed, a description of the project, approximate cost, and how community partners will collaborate on the project that will be focused on environmental prevention and building the capacity of your organization. Letters of intent must be submitted by close of business on November 23, 2015 to PreventionFIRST! Local Coalition Development Manager Amanda Conn Starner: aconnstarner@prevention-first.org. Please put **“Mini Grant LOI”** as the subject line of your LOI to ensure email delivery.

Eligibility Requirements

The Hamilton County Family Services and Treatment Tax Levy of 2009 authorizes grant funding for community coalitions in Hamilton County. The eligibility criteria are outlined below. Applications submitted must meet these requirements prior to submitting their grant application:

Eligibility Requirement Item(s):	How to Document:
Requirement 1:	
The project must have as its principal mission the prevention and reduction of youth substance abuse.	Applicants must include their organization’s mission statement.
Requirement 2:	

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The applicant must be a public or private nonprofit, governmental, or faith-based organization.	Applicants must attach a copy of the appropriate status letter from the IRS. If the applicant is not a public or private nonprofit, governmental, or faith-based organization, a fiscal agent must be used and a copy of the fiscal agent's appropriate status letter from the IRS must be included.
Requirement 3:	
The project must serve communities and their residents within Hamilton County.	Applicants must attach the zip codes to be served.
Requirement 4:	
The project must include professional development training as part of the grant funding. This can include attendance at local and/or national trainings and/or webinars offered from PreventionFIRST!, Drug-Free Action Alliance, Alcohol Drug Abuse Prevention Association of Ohio, Statewide Prevention Coalition Association, Community Anti-Drug Coalitions of America, and Ohio Department of Mental Health and Addiction Services.	Applicants must commit to utilize the formal trainings, conferences, and webinars offered year round by PreventionFIRST!, Drug Free Action Alliance, Statewide Prevention Coalition Association, Alcohol Drug Abuse Prevention Association of Ohio, Community Anti-Drug Coalitions of America, and Ohio Department of Mental Health and Addiction Services into the action plan required for this grant. Webinar/conference certificates of attendance must be provided in the mid-year and final reports of the grant.

IV. Application and Submission Information

A. Submission Deadline

Applications must be received via email, or mail by close of business on January 12, 2016. PreventionFIRST! will not accept applications set by facsimile.

PreventionFIRST!
 2330 Victory Pkwy., Suite 703
 Cincinnati, OH 45206
 Phone: 513-751-8000
 Attn: Amanda Conn Starner
 Local Coalition Development Manager
aconnstarner@prevention-first.org

B. Other Submission Requirements

Formatting Requirements

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Applicants that do not comply with the following requirements will not be considered for funding:

- Text must be typed in black ink, single-spaced with one column per page
- Font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each
- Pages should not have printing on both sides
- Paper must be white and 8.5 by 11.0 inches in size
- Pages should be numbered consecutively from beginning to end following the required outline
- Any attachments, other than those required, should not be included

C. General Instructions

There are a series of questions and topics that you must address in written narrative form. The information and responses you provide in these sections form the “Project Narrative” portion of your application. If you meet the eligibility requirements, your Project Narrative will be evaluated and scored. In developing the Project Narrative section of your application you MUST use the instructions outlined below, which have been tailored to this program.

- Your project narrative may be no longer than **five (5)** pages total.
- Your project must list which of the 12 community sectors are represented in your grant project. Here is a copy of the 12 Community Sector Wheel:
<http://www.prevention-first.org/pages/coalitionstrategies/cat/5/>
- You MUST respond to every question in each category of the Project Narrative, individually.
- Applicants should assess the substance abuse problems in their community and also factor in the connection between culture and diversity in formulating appropriate and effective responses to local substance abuse problems.
- You MUST provide a detailed budget and budget narrative using the sample budget template provided in the attachments of this RFA.
- There is no page limit for the one-year budget and budget narrative section; however, you must use the table provided.
- Applicants must include documentation to verify that the applicant or fiscal agent is a tax-exempt organization.

V. Outline of Grant Application

Applications must follow this outline order when compiling your application. Each section, and the required information for each, is detailed below.

1. Cover Sheet
2. Project Narrative which should include organization’s mission statement

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3. Action Plan includes timeline of who will be involved in the grant; how projects will be administered; and how much will spent
4. Budget
5. Supporting Documentation
 - a. Eligibility Requirements
 - i. **Copy of organization's mission statement**
 - ii. **Status letter from IRS; fiscal agent must be used; copy of fiscal agent's appropriate status letter from IRS**
 - iii. **Attach listing of which zip codes will be served in Hamilton County**
 - iv. **Plan of which local, state or national prevention organizations will be providing webinars/trainings/conferences.**

1. Cover Sheet

The first page of your application is the Cover Sheet.

2. Project Narrative

There are a total of eight (8) narrative questions that must be answered completely. Answers to these questions are not to exceed **five (5)** pages.

1. What is your community's primary youth substance use-related problem(s)? How do you know that this/these are a problem? Responses should address, but are not limited to, the following:
 - a. Youth substance use data/trends (i.e. PreventionFIRST! Student Drug Use Survey data)
 - b. Data related to youth consequences (i.e., social indicators) such as crime data, juvenile justice/social services referrals, school failure, impaired driving rates, emergency room data, substance abuse treatment admissions, teen pregnancy rates, and dating violence and sexual assault statistics
2. What factors are contributing to your community's youth substance use-related problems?
3. What resources are available in your community to address youth substance use?
4. How has your organization mobilized your community to respond to the identified youth substance use issues? Responses should address, but are not limited to, the following:
 - a. Brief organization history
 - b. Organization's mission and vision
 - c. Listing of who is represented in your group from this 12 Community Sector Wheel: <http://www.prevention-first.org/pages/coalitionstrategies/cat/5/>
5. What is your plan for bringing the community together to address youth substance use in your community? Provide the organization's One-Year Action Plan in table format for the first year of funding.
6. Describe the objectives and strategies your organization has identified to address:
 - a. Goal 1: to increase community collaboration, and
 - b. Goal 2: to reduce youth substance abuse.

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7. How will trends in community data be monitored to determine the coalition's impact on the identified problems?
8. What will be different in your community in one year as a result of this project?

3. Budget

All applicants must provide a one-year budget and budget narrative using the budget table included:

Unallowable expenditures

- Award dinners & fundraising events
- Capital construction or improvement
- Operating/indirect expenses such as utilities, rent, etc.
- Salaries
- Religious organizations for religious purposes
- Political causes, candidates, organizations or campaigns
- Grants to individuals
- Food beverages that exceed 5 percent of the total budget
- Debt retirement
- Alternative school activities (i.e. after prom parties)
- Cash incentives or Visa/Mastercard gift cards

Allowable expenditures

- Evidence-based prevention programming and/or training
- Supplies/photocopying/postage & mailing
- Marketing/promotion cost for the specific project
- Local travel
- Food/beverages up to 5 percent of the total budget
- Small stipends for consultants, not to exceed 10 percent of total budget
- Small incentives such as prevention products, gift cards, not to exceed 10 percent of total budget

4. Supporting Documentation

Eligibility Requirement Item(s):	How to Document:
Requirement 1:	
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VI. Award Administrative Information

A. Award Notices

PreventionFIRST! will notify you through email that your application has been received.

By January 29, 2016, the list of awardees will be posted to www.prevention-first.org. If you are approved for funding, you will receive a Notice of Award (NOA), signed by PreventionFIRST! The NOA is the sole obligating document that allows the grantee to receive the county funding for work on the grant project.

B. Administrative Requirements

Grantees must comply with all terms and conditions of the grant award.

Grantees will be held accountable for the information provided in the application relating to performance targets. Failure to meet stated requirements or goals and objectives may result in suspension or termination of the grant award or in reduction or withholding of payments.

C. Reporting Requirements

Two reports are due to PreventionFIRST! for this grant once funds are administered to provide an update on the goals, action plan and areas of improvement, or technical assistance needed.

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A mid-year report is due June 15, 2016 and a final report is due December 15, 2016 to PreventionFIRST! Local Coalition Development Manager Amanda Conn Starner at aconnstarner@prevention-first.org. Reports (both mid-year and final) not submitted by noted deadline will be administered a 10 percent penalty to grant funds.

VII. Coalition Contact

For questions regarding all prevention program and coalition-related issues, including those pertaining to the completion of an application for this grant program, contact:

Amanda Conn Starner
Local Coalition Development Manager
PreventionFIRST!
2330 Victory Parkway, Suite 703
Cincinnati, OH 45206
(513)751-8000 x13
aconnstarner@prevention-first.org

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Cover Sheet Template

Hamilton County Family Services and Treatment Prevention Program

APPLICANT INFORMATION		
Application (check one) <input type="checkbox"/> New <input type="checkbox"/> Previously Funded	Type <input type="checkbox"/> Implementation (limit 1 year)	Date Received* <small>*for office use only</small>
Coalition Name		
Street Address		
City	State	Zip Code
County	Phone	
Fax	Email	
Zip Codes of coalition geographic area		
Coalition contact	Title	
Coalition contact signature	Date	
EIN number		
Fiscal agent (if applicable)	Title	
Fiscal agent signature (if applicable)	Date	
APPLICATION CHECKLIST		
<input type="checkbox"/> Has your application complied with all eligibility requirements?		
<input type="checkbox"/> Does the application include a cover sheet, project narrative, budget plan, action plan, financial responsibility documentation, & zip code documentation?		
<input type="checkbox"/> Does your application include the coalition's Mission Statement?		
<input type="checkbox"/> Does your application list the 12 community sectors?		
<input type="checkbox"/> Does your application include a copy of 501c3 status or that of its fiscal agent?		
<input type="checkbox"/> Is your Project Narrative no longer than 5 pages combined?		
<input type="checkbox"/> Does the application address the Hamilton County Family Services Prevention Program's grant goals?		
<input type="checkbox"/> Does your Project Narrative answer each question asked for your specific grant application?		

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One-Year Action Plan

One-Year Action Plan

Timeline	Action Steps	Person/s Responsible	Resources Needed
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

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One-Year Budget and Budget Narrative

ONE-YEAR BUDGET AND BUDGET NARRATIVE

Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
Budget Category:		
Request:	Rate:	Total Requested:
Narrative:		
TOTAL AMOUNT REQUESTED		\$

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(Not to exceed \$5,000)
