



REQUEST FOR APPLICATIONS
Substance Use Prevention
APPLICATION

A. Introduction

Northeastern Vermont Regional Hospital (NVRH) and Umbrella, Inc. are granting one time sub-awards under the NEK Prevention Center of Excellence Grant (NEK-PCE). Funding for this sub-award comes from the grant #03420-09019 issued to NVRH from the State of Vermont. It is a federally-funded award under the State Opioid Response Program, (SOR) (CFDA 93.788), funded through the Substance Abuse and Mental Health Services Administration (SAMHSA). This sub-award process is the responsibility of NVRH and is being coordinated by two Regional Program Managers.

B. Important Dates

- Application Release Date: January 10, 2022
- Questions to be submitted by: January 15, 2022 by 5:00 PM
- Letter of Intent (required): January 18, 2022 by 5:00 PM
- Application Due Date: February 10, 2022 by 5:00 PM
- Notice of Award: February 21, 2022 (Project period- March 1, 2022 through September 30, 2022)

Questions should be submitted by email to PCE@NVRH.org with the subject line "Re: PCE RFA Question." Answers to emailed questions will be available for viewing by January 17, 2022 at <https://nvrh.org/nek-pce/>.

C. Background and Priority Areas

The NEK-PCE funding is for the purpose of planning, implementing, and evaluating activities to prevent youth and young adult substance misuse. During the 2021 grant cycle of the NEK-PCE, the Advisory Committee developed the Needs & Disparities Statement which coalesced local data on substance misuse as well as statistics related to risk and protective factors in order to determine priority areas for the NEK substance misuse prevention efforts. The full Needs & Disparities Statement can be found here: <https://nvrh.org/nek-pce/>.

The Advisory Committee used the Needs & Disparities Statement and developed logic models and a Strategic Plan for the region's prevention work, which can be viewed here:

<https://bit.ly/NEKPCEStrategicPlan>.

In order to address the priorities focused on reducing underage drinking, youth cannabis and Electronic Vapor Product (EVP) use, and young adult prescription drug misuse in the NEK, the NEK-PCE will sub-award funds to local prevention coalitions through a noncompetitive process. The NEK-PCE RFA will focus on the following priorities for the region for **competitive** grant-making:

1. Priority 1: Increase supports for LGBTQ youth across the region

Rationale: LGBTQ youth have statistically higher rates than their heterosexual/cisgender peers of past 30-day use of almost all substances in Caledonia County, as well as marijuana, cigarettes, and prescription medications in Orleans County. LGBTQ youth are also more than twice as likely to report feeling sad or hopeless in the past year, about half as likely to report feeling like they matter to their community, and twice as likely to report experiencing sexual and/or dating violence¹. See page 9 of the Strategic Plan for further data and details, located <https://bit.ly/NEKPCEStrategicPlan>.

Priority 1 funding: up to \$5,000

Eligibility: Schools and supervisory unions to enhance or launch a Genders & Sexuality Alliance (GSA) group at a local school.

2. Priority 2: Increase mental health supports for youth across the region

Rationale: About a third of youth in the NEK report feeling sad or hopeless. The rates are significantly higher for LGBTQ youth, and youth of color in Orleans County². These data were collected before the pandemic, which has taken an additional toll on youth mental health. There is a clear link between substance use and mental health. See page 11 of the Strategic Plan for further data and details, located at bit.ly/NEKPCEStrategicPlan.

Priority 2 funding: up to \$10,000

Eligibility: Any eligible organization may apply (see section E)

3. Priority 3: Create a community where youth feel valued and connected

Rationale: Only around half of youth in the NEK report that they feel like they matter to people in the community, and this is much lower among LGBTQ youth³. See page 12 of the Strategic Plan for further data and details, located at bit.ly/NEKPCEStrategicPlan.

Priority 3 funding: up to \$10,000

Eligibility: Any eligible organization may apply (see section E)

¹ Data are from the 2019 YRBS. Note that the number of respondents in Essex County is too small to report data for LGBTQ youth specifically.

² Data are from the 2019 YRBS. Note that the number of respondents in Essex County is too small to report data for LGBTQ youth and youth of color specifically.

³ Data are from the 2019 YRBS.

D. Sub-award Information

NEK-PCE anticipates making grants no later than February 21, 2022. The project period for grants is a maximum of 7 months, from March 1, 2022 through September 30, 2022. All funded projects must be completed and all funds expended by no later than **September 30, 2022**.

Applicants are limited to one application per entity, however, fiscal agents may be attributed on multiple applications. The completed application should be sent to: PCE@NVRH.org

Anticipated total funds available through NEK-PCE grant awards is \$50,000. Amount is subject to increase.

E. Eligibility

The following organization types are eligible to apply for funding:

- Individual Schools
- Supervisory Unions/School Districts
- Hospitals/Healthcare systems
- Nonprofits (examples include, but are not limited to: social service agencies, parent child centers, regional planning commissions, and organizations that provide resources and programming to the public, such as libraries, arts organizations, etc.)
- Colleges and universities, including community colleges
- Municipalities
- Native American Indian Tribes recognized by the State of Vermont
- Faith-based organizations

Project activities must primarily impact the individuals or communities within Caledonia, Essex and Orleans Counties.

Additional eligibility requirements:

- Collaborative proposals are welcome, but one entity must submit as the lead applicant.
- Individual persons are not eligible to apply.

F. Preparing and Submitting Your Application

- Organizations that intend to submit an application must submit a letter of intent by no later than 5:00 pm on January 18, 2022 by email to PCE@NVRH.org. The purpose of this letter of intent is to provide the Program Managers with a preview of likely applicants. Please include your contact information, which priority(ies) you plan to address, the funding request amount you intend to apply for and a few sentences about the proposed project.

- Complete applications must be submitted by email to PCE@NVRH.org, no later than 5:00 pm on February 10, 2022. Applications must be submitted in the form found at <https://nvrh.org/nek-pce/> NEK PCE Attachment 1.
- Anticipated award date: February 21, 2022.
- **All projects must be completed and all funds expended by September 30, 2022.**

G. Resources and Technical Support

The VT Prevention Model helps ensure comprehensive implementation of prevention approaches across the community. **Applicants should indicate in their application which level of the Vermont Prevention Model their project falls within.** Information about the VT Prevention Model is located here:

https://www.healthvermont.gov/sites/default/files/documents/pdf/ADAP_Prevention%20Program%20Overview.pdf.

More resources that may be helpful in preparing your application can be found at <https://nvrh.org/nek-pce/>.

H. Application Review Information

Each submitted application will undergo an initial screening for compliance with RFA requirements. Applications found to be incomplete or out of compliance will not be sent forward for merit review.

Each application will be read by a panel of at least 2 reviewers, who will rank each application using a scoring rubric. Program Managers reserve the right to request revisions on any application needing further clarification.

I. Award Expectations

The following expectations are applicable only if proposals are accepted for funding. The expectations are at this stage to ensure awareness for organizations of what to expect and to realistically budget for time and effort of staff. Prevention Center of Excellence funds are granted to NVRH through the Vermont Agency of Human Services, which requires that costs are incurred up-front and then reimbursed at the end of a period, usually monthly or quarterly. This opportunity allows for monthly invoicing.

Successful applicants will be asked to provide a copy of their most recent audit (if applicable) and a copy of their conflict of interest policy. These documents will be considered in shaping the monitoring plan for each grantee.

Monitoring methods will include, but are not limited to, review of performance reports, comparison of invoiced costs to the approved budget, and phone check-ins. All grantees will be invited to the State of Vermont annual site visit with NVRH. Participation is optional, but highly encouraged.

Applicants should be aware of the following information:

NEK PCE Request for Applications

- All materials created under grants funded through this RFA that are intended for use with the public, such as surveys, prevention toolkits, or educational materials (including but not limited to posters, flyers, brochures, presentations, videos) will be made available for use under the terms of a <https://creativecommons.org/licenses/by-nc-sa/4.0/> and submitted with the appropriate semi-final or final performance report.
- All grantees will be expected to attend two, 2-hour workshops covering best practices on substance misuse prevention sponsored by the NEK-PCE. More details will be forthcoming. Applicants should budget costs associated with personnel participation in these workshops.
- Grantees will be expected to:
 - Share state and/or regional prevention messaging through channels such as Facebook, websites, and newsletters, as applicable. Messaging will be provided to grantees by the NEK-PCE marketing staff.
 - Disseminate information about training opportunities as requested by the NEK-PCE.

J. Contact Information

Submit all correspondence regarding this RFA according to the instructions in the following table:

Email Address:	Subject Line	Send by Date:	Use this subject line to:
PCE@NVRH.org	Re: PCE RFA Question	January 15, 2022 by 5:00 PM	Submit questions related to RFA
	Re: PCE LOI	January 18, 2022 by 5:00 PM	Submit brief LOI
	Re: PCE Application	February 10, 2022 by 5:00 PM	Submit application

Attachment 1

NEK-PCE Sub-award Application Form

(See word version at <https://nvrh.org/nek-pce/>)

The actionable timeframe of this grant is 7 months. All activities and expenditures must be completed by September 30, 2022. Please keep this timeframe in mind as you envision your project and structure your application.

Instructions: Applications are required to be submitted using this application form, titled Attachment 1. Paper submissions will **not** be accepted. Email the completed application and additional attachments, as stated in the checklist below, to PCE@NVRH.org.

Application Checklist: To be considered complete, applications must include the following sections:

- Cover sheet
- Project Description (Section A)
- Workplan and Evaluation (Section B)
- Sustainability Plan (Section C)
- Budget and Justification Narrative (Section D)
- W-9, Request for Taxpayer Identification Number and Certification (for applicant organization, or fiscal sponsor where applicable)
- Federally-negotiated indirect cost rate (only if requesting rate different than 10% de minimis rate)
- Signature(s) of Official Authorized to Bind the Organization and Fiscal Agent Representative (if applicable)

Do not submit additional documents. They will not be considered and failure to follow instructions may result in rejection of your application.

All files submitted should adhere to these naming conventions:

[abbreviated organization name][document title], for example:

[org name] NEK PCE proposal.doc

[org name] NEK PCE W9.pdf

[org name] NEK PCE Budget.doc

Files may be submitted separately or as one combined PDF.

NEK-PCE 2022 Cover Sheet (Applicant information):

Entity Name (must match IRS Form W-9, Request for Taxpayer ID):	
Fiscal agent if different than above:	
Fiscal year end date:	
Single Point of Contact:	Individual Authorized to Bind the Organization:
First Name:	First Name:
Last Name	Last Name
Title:	Title:
Email:	Email:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Name of School/Organization that will be leading the project:	
Street Address:	
P.O. Box:	
Town:	
Zip Code:	
Organization Description (250 Word Max):	

Project Name (provide a brief title for your project):

Project Timeline (provide the proposed start date and end date of the project or a projected length of time):

Please indicate which priority area(s) for which you are applying:

- Priority 1: **Increase supports for LGBTQ youth across the region (only schools and supervisory unions)**
- Priority 2: **Increase mental health supports for youth across the region**
- Priority 3: **Create a community where youth feel valued and connected**

Requested Funding Amount (provide the TOTAL amount of funding that is being requested to complete this project) *Applicants addressing Priority Area 1 may request up to \$5,000 and up to \$10,000 for Priority areas 2 and 3.*

Please indicate which level of the Vermont Prevention Model your project fits within (check all that apply):

- Policies and Systems (Local, state, and federal policies and laws, economic and cultural influences, media)
- Community (Physical, social and cultural environment)
- Organizations (Schools, worksites, faith-based organizations, etc.)
- Relationships (Family, peers, social networks)
- Individual (Knowledge, attitudes, beliefs)

Summary of proposed project (note that this summary may be used in future public communications about this grant) (100 Word Max):

This project involves work directly with children / youth: Yes No

If you checked that your project works directly with children/youth, please describe the process you will use for background checks for staff and/or volunteers*:

**By signing the submitted application, your organization attests that it will follow the procedures described above in relation to background checks for all work related to this application.*

A. PROJECT DESCRIPTION

The NEK-PCE funding is for the purpose of planning, implementing, and evaluating activities to prevent substance use disorder. As a result of regional data review, the Advisory Committee of the NEK-PCE have recommended that the NEK-PCE RFA focus on the following priorities for the region:

1. Priority 1: Increase supports for LGBTQ youth across the region

Rationale: LGBTQ youth have statistically higher rates than their heterosexual/cisgender peers of past 30-day use of almost all substances in Caledonia County, as well as marijuana, cigarettes, and prescription medications in Orleans County. LGBTQ youth are also more than twice as likely to report feeling sad or hopeless in the past year, about half as likely to report feeling like they matter to their community, and twice as likely to report experiencing sexual and/or dating violence⁴. See **page 9** of the Strategic Plan for further data and details, located at bit.ly/NEKPCEStrategicPlan.

Priority 1 funding: up to \$5,000

Eligibility: Schools and supervisory unions to enhance or launch a Genders & Sexuality Alliance (GSA) group at a local school.

2. Priority 2: Increase mental health supports for youth across the region.

Rationale: About a third of youth in the NEK report feeling sad or hopeless. The rates are significantly higher for LGBTQ youth, and youth of color in Orleans County⁵. These data were collected before the pandemic, which has taken an additional toll on youth mental health. There is a clear link between substance use and mental health. See **page 11** of the Strategic Plan for further data and details, located at bit.ly/NEKPCEStrategicPlan.

Priority 2 funding: up to \$10,000

Eligibility: Any eligible organization may apply (see section E)

3. Priority 3: Create a community where youth feel valued and connected

Rationale: Only around half of youth in the NEK report that they feel like they matter to people in the community, and this is much lower among LGBTQ youth⁶. See **page 12** of the Strategic Plan for further data and details, located at bit.ly/NEKPCEStrategicPlan.

Priority 3 funding: up to \$10,000

Eligibility: Any eligible organization may apply (see section E)

The purpose of this funding is to prioritize and address the priorities above.

⁴ Data are from the 2019 YRBS. Note that the number of respondents in Essex County is too small to report data for LGBTQ youth specifically.

⁵ Data are from the 2019 YRBS. Note that the number of respondents in Essex County is too small to report data for LGBTQ youth and youth of color specifically.

⁶ Data are from the 2019 YRBS.

Please provide a description of this project including the following components: *(500 word maximum)*

- 1) A brief description of the target population (e.g., students in a particular school/grade, youth in a specific community or a specific population of youth, parents/families, service providers, other), town(s) in which activity or service will be offered, and any defining characteristics of this population.
- 2) How this project will address one or more of the priorities described in section D of the Request for Applications.

B. WORKPLAN AND EVALUATION

Please provide a workplan which will detail the strategies and associated activities of your proposed project. Strategies should directly relate to the priority area for which you are applying. The NEK-PCE grant project seeks to use the Results Based Accountability (RBA) method for determining program success. This framework posits that success can be effectively measured by using three guiding questions;

- How much did you do?
- How well did you do it?
- Is anybody better off?

Please use the table below to indicate your priority(ies), strategies and activities as well as who is responsible for each activity and when you anticipate the activity will take place. Please also include a description of how you plan to measure your success, keeping in mind the three guiding questions described above.

Priorities: Successful applicants will design their proposal based on the risk and protective factors, supporting data, and SMART objectives listed in the Strategic Plan that can be found at bit.ly/NEKPCEStrategicPlan.

- Priority 1: Increase supports for LGBTQ youth across the region (only schools and supervisory unions).
- Priority 2: Increase mental health supports for youth across the region.
- Priority 3: Create a community where youth feel valued and connected.

Priority:		
Strategy 1:		
Activities:	Who is responsible?	By when?

How will you measure success?		

Priority:		
Strategy 2:		
Activities:	Who is responsible?	By when?
How will you measure success?		

Priority:		
Strategy 3:		
Activities:	Who is responsible?	By when?
How will you measure success?		

C. SUSTAINABILITY PLAN (250 word maximum)

Describe your plan for sustainability of this project beyond the project period.

D. BUDGET & JUSTIFICATION NARRATIVE

Budget Template (use of this template is required): <https://nvrh.org/nek-pce/>.

- **Budgets are expected to conform to the Code of Federal Regulations Subpart E-Cost Principals at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>** Unallowable costs should not be included in your budget. For example, unallowable costs include, but are not limited to, food, incentives, and stipends.
- No more than \$1,000 may be requested for furniture or other capital expenses.
- Federal funds must be used to supplement existing state and local funds for project activities and must not replace funds that have been appropriated for the same purpose. There are strict federal rules against the use of federal funds to supplant current funding of an existing project.
- Sub-award recipients are not required to obtain a financial match from another source, but if you will be using other funds to help achieve project goals, please include the source and amount in your budget narrative/description and note whether those funds are already secured or if the request is still pending. If still pending, explain briefly what changes in budget/scope would be required if you do not receive those additional funds.

Attestation:

Prevention funds are granted to NVRH through the Vermont Agency of Human Services (AHS), which requires that costs are incurred up front and then reimbursed at the end of a period, usually monthly or quarterly. This sub-award opportunity allows for monthly invoicing.

By signing below, your organization understands that these grants are required to comply with the AHS cost reimbursement model and you will need to incur costs up-front. NVRH will reimburse error-free invoices for allowable expenditures, submitted by the due date specified in the award document, within 30 days.

Signature of applicant official authorized to bind the organization:

By:

Name (please print): _____

Signature

Title

Date: _____

Signature of fiscal agent representative (if applicable):

By:

Name (please print): _____

Signature

Title

Date: _____