

REQUEST FOR APPLICATIONS (RFA)
RFA # PYS 001-03



District of Columbia Department of Health
Addiction Prevention and Recovery Administration

State Incentive Grant
Youth Substance Abuse Prevention

Announcement Date: March 14, 2003

RFA Release Date: March 17, 2003

Application Submission Deadline: April 17, 2003; 5:00 p.m. DST

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

Checklist for Applications

1. The applicant organization/entity has responded to all sections of the Request for Application.
2. The Applicant Profile, found in Attachment A, contains all the information requested and is attached on the outside envelope as the Face Sheet.
3. The Program Budget is complete and complies with the Budget forms listed in Attachment F of the RFA. The line item budget narrative is complete and describes the categories of items proposed.
4. **The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.** Applications that do not conform to this requirement will not be reviewed.
5. The RFA is submitted in a sealed envelope. Sealed bids **must be** clearly identified on the outside of the envelope " *Application in Response to State Incentive Grant RFA #PYS 001-03*" (see Section III). **Unsealed and Unidentified Bids Will Not Be Accepted.**
6. The proposal summary section is complete and is within the 7-page limit for this section of the RFA submission.
7. The program goals and objectives section is complete and is within the 8-page limit for this section of the RFA submission.
8. The project description section is complete and is within the 15-page limit for this section of the RFA submission.
9. The applicant is submitting the required six (6) copies of its proposal; of the six (6) copies, one (1) copy must be identified as the original. If the applicant fails to submit the required six (6) copies with one of the six stamped "original", the application will not be reviewed.
10. The application proposal format conforms to the "Proposal Format" listed in Section V, page 11 of the RFA. Applications that do not conform to the proposal format will not be reviewed.
11. The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
12. The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
13. The application is submitted to DOH/Addiction Prevention and Recovery Administration no later than 5:00 p.m., DST on the deadline date of April 17, 2003, to Charles W. Avery, Room 3127.

(continued)

14. The application is submitted with two original receipts, found in Attachment I, attached to the outside of the envelope or package for DOH's approval upon receipt.
15. **Applications accepted at or after 5:01 p.m. DST, will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of DOH. Applications must be ready for receipt by DOH.**

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**Department of Health
Addiction Prevention and Recovery Administration
Request for Applications RFA # PYS 001-03**

**State Incentive Grant
Youth Substance Abuse Prevention**

SECTION I GENERAL INFORMATION

Introduction

The Department of Health's Addiction Prevention and Recovery Administration is soliciting grant applications from qualified applicants to provide year-long science-based programs for youth that address substance abuse prevention. Current research into the causes of substance abuse among youth has uncovered risk factors that are present in the school, community, family and individual/peer group.

These grants are made available through the U.S. Department of Health and Human Services, (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP). For this particular Request for Application (RFA), \$600,000 is available and will be granted to successful applicants.

The purpose of these grant funds is to enable the District to fill identified gaps with effective and innovative community-based prevention approaches targeted to marijuana and other drug use by youth.

Grant Awards and Amounts

A total of \$600,000 is available to fund four organizations in the amount \$150,000 each for programs operating in the District of Columbia.

Target Population

The target population for the State Incentive Grant is high-risk youth between the ages of 12 and 17 residing in the District of Columbia. High-risk youth are individuals who are at risk of becoming Alcohol, Tobacco and other Drug (ATOD) abusers.

Eligible Organizations/Entities

The following organizations/entities are eligible to apply for federal grant funds under this Request for Application:

- District of Columbia based organizations only;
- Not-for-profit community and faith-based organizations;
- Community development corporations; and
- Parent groups.

Individuals are not eligible to apply. Each applicant organization should provide evidence to show that its organization is established and has a recent history of demonstrated accomplishments in similar realms and evidence of organizational structure, resources and management procedures sufficient to implement the proposed project and provide project accountability. Collaborations/coalitions are encouraged to apply for these funds, but must submit the appropriate number of Collaboration/Partner Commitment Forms. (See Attachment G).

Source of Grant Funding

The U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) awarded the funds to the District of Columbia, Office of the Mayor.

Award Period

The grant awards will be for a period of one (1) year from date of award. Provided the applicant successfully meets the performance objectives, APRA may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three years.

Contact Person

For further information, please contact:

Charles W. Avery
Chief, Grants and Programs Management Division (GPMD)
DC Department of Health
Addiction Prevention and Recovery Administration
825 North Capitol Street, NE, Room 3127
Washington, DC 20002
(202) 442-5894

Pre-Application Conference

The Pre-Application Conference will be held Wednesday, March 26, 2003, from 3:00 p.m. to 4:30 p.m., in the Addiction Prevention and Recovery Administration's Third Floor Conference Room, 1300 First Street, NE, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants with questions pertaining to the RFA are encouraged to contact the person listed above on or after April 17, 2003.

SECTION II PROGRAM SCOPE

The District of Columbia Department of Health, Addiction Prevention and Recovery Administration (APRA) is soliciting applications from qualified applicants to provide science-based substance abuse prevention programs for District of Columbia youth.

Applicants responding to this RFA shall provide innovative approaches to prevention, which are based on the science-based principles, practices, and models described below. Each section in the Program Scope provides the necessary background and technical information to propose a science-based prevention program. Applicants should prepare their applications based on the information provided in the Program Scope, the Scoring Criteria outlined in Section IV of this RFA, and Attachment H, the CSAP Interventions/Programs Data Matrix.

To be considered, applicants must follow the attached matrix of successful science-based prevention programs in developing their applications. The proposed program must identify the selected domain and include the risk and protective factors with the corresponding outcomes as reflected in the attached matrix. A description and/or diagram of the changes expected within the targeted population/defined community as a result of the project and how the intended intervention components/activities are expected to bring about these changes should be provided.

All applicants are strongly encouraged to visit the Western Center for Applied Prevention Technologies (Western CAPT) website for additional resources and guidance in the development of the SIG application. The website is located at www.unr.edu/westcapt.

Definition of Science-Based Models

According to the Center for Substance Abuse Prevention (CSAP), science-based information is that which has been identified and/or substantiated through an expert consensus or analytical process using commonly agreed upon criteria for rating research. CSAP identifies five types of scientific review or validation processes that determine the rigor of the evaluation of the program. Types 3-5 are briefly described below, but more detailed information may be found on pages 47-51 in the accompanying CSAP document, "Science-based Practices in Substance Abuse Prevention: A Guide." Types 3-5 are validation processes that can achieve scientifically defensible findings. The following are the only three types of intervention/prevention that will be funded under this program in the District of Columbia.

Type 3

The program's source documents have undergone thorough scrutiny in an expert/peer consensus process for the quality of implementation and evaluation methods, or a paper has appeared in a peer-reviewed journal.

Type 4

The program/principles have undergone either a quantitative meta-analysis or an expert/peer consensus process in the form of a qualitative meta-analysis. A meta-analysis is a complex whole formed by combining several different elements.

Type 5

Replications of program/principle have appeared in several refereed professional journals.

Risk and Protective Factors

Research has focused in recent years on the role risk and protective factors play in determining whether an individual is susceptible to substance abuse. Research has shown that the more risk factors a youth experiences, the more likely s/he will become a substance abuser. However, researchers have also discovered that these risk factors can be counteracted and balanced by protective factors, which may keep a youth, despite the presence of certain risk factors, from turning to substance use.

Researchers have organized the risk and protective factors into six life domains. The life domains are individual, peer, family, school, community, and society/environmental. The following are examples of possible risk factors that can be addressed within each domain.

- Individual: Early initiation of the problem behavior and favorable attitudes toward the problem behavior.
- Peer: Alienation and rebelliousness, friends who engage in the problem behavior.
- Family: Family history of the problem behavior, family conflict, favorable parental attitudes and involvement in the problem behavior.
- School: Academic failure, early and persistent antisocial behavior, lack of commitment to school.
- Community: Extreme economic deprivation, low neighborhood attachment and community disorganization.
- Society/Environmental: Availability of drugs and firearms.

Applicants should address any of the six Domains identified in their Needs Assessment. The District is required to collect citywide process and outcome evaluation data in at least three of the domains.

Preventive Interventions Classification

The Institute of Medicine (IOM) has developed a classification system that distinguishes types of prevention/intervention programs and organizes them according to the needs of the targeted populations. The three different types of interventions are:

Universal

- Universal preventive interventions are designed to reach the entire population, without regard to individual risk factors, and they generally are designed to reach a very large audience.
- Participants are not recruited to participate in the program and the degree of individual substance abuse risk of the program participants is not assessed.
- The program is provided to everyone in the population (national, local, community, school, and neighborhood) regardless of whether they are at risk for substance abuse.
- Examples of universal preventive interventions for substance abuse include substance abuse education for all children within a school district, media and public awareness campaigns within inner-city neighborhoods, and social policy changes, for example reducing availability by reducing the number of liquor outlets in a municipality.

Selective

- Selective preventive interventions target subgroups of the general population that are determined to be at risk for substance abuse.

- Recipients of selective prevention interventions are known to have specific risks for substance abuse and are recruited to participate in the prevention effort because of that group's profile, but the degree of individual vulnerability or personal risk of members of the targeted subgroup generally is not assessed.
- Vulnerability is presumed on the basis of their membership in the at-risk group.
- Knowledge of specific risk factor within the target group allows program designers to address specific risk reduction objectives. Selective programs generally run for a longer period of time and require more time and effort from participants than universal programs.
- Examples of selective preventive intervention for substance abuse include special clubs and groups for children of alcoholics, rites of passage programs for at-risk males, and skill training programs that target young children of substance-abusing parents.

Indicated

- Indicated preventive interventions identify individuals who are experiencing early signs of substance abuse and other related problem behaviors associated with substance abuse and target them with special programs.
- The individuals identified at this stage, though showing signs of early substance use, have not reached the point where a clinical diagnosis of substance abuse can be made.
- Indicated prevention approaches are used for individuals who may or may not be abusing substances, but exhibit risk factors such as school failure, interpersonal social problems, delinquency, and other antisocial behaviors, and psychological problems such as depression and suicidal behavior-that increase their chances of developing a drug abuse problem.
- Indicated prevention approaches require a precise assessment of an individual's personal risk and level of related problem behaviors, rather than relying on the person's membership in an at-risk group as in the selected approach.
- Programs are frequently extensive and highly intensive; they typically operate for longer periods of time, at greater frequency of contact and require greater effort on the part of the participants than do selective or universal programs.
- Programs require highly skilled staffs who have clinical training and counseling skills or other clinical intervention skills.
- In the field of substance abuse, an indicated preventive intervention would be a substance abuse program for high school students who are experiencing a number of problem behaviors, including truancy, failing academic grades, juvenile depression, suicidal ideation, and early signs of substance abuse.

CSAP Prevention Strategies

CSAP has developed the following six strategies for substance abuse prevention. Most science-based prevention programs utilize a combination of several of the CSAP strategies.

1. Information Dissemination
 - Raises awareness and knowledge for individuals and groups concerning ATOD. It may be targeted to at-risk populations to increase their awareness and knowledge of the availability of prevention and treatment program services. It is characterized by "one-way" communication from the source to the audience.
2. Prevention Education
 - Involves critical life and social skills including decision-making, refusal of ATOD, analyzing and making judgements. It involves "two-way" communication with interaction between the educator or leader and participants.
3. Alternatives
 - Promotes an ATOD-free lifestyle as a viable alternative to the life style they are presently engaged in or are at risk of pursuing. All activities include a drug and alcohol component which clearly identifies the purpose of the event to the participants.
4. Problem Identification
 - Identifies those youth that are at risk of using or contemplating the use of illegal substances.
5. Community Based Process
 - Provides services regarding prevention of ATOD use, access to ATOD intervention and treatment services.
6. Environmental Approach
 - Attempts to establish or change written and unwritten community standards, codes, norms and attitudes concerning the abuse of ATOD. These actions center on legal and regulatory initiatives such as increasing taxes, banning vending machines, etc.

Specific Applicant Responsibilities

1. The applicant shall conduct a needs assessment and a resource assessment within the defined community, specifically addressing community substance use and abuse prevalence. If a similar needs and resource assessment has been conducted within the past six months, the applicant shall not conduct an additional assessment, but describe both the process and the results. The program selected must reflect the needs of the targeted community.
2. The applicant shall describe the specific risk and protective factors and the domains to be addressed, linking these to the defined community's needs and resources. A description and/or diagram of the changes expected within the target population/defined community resulting from the project and how the intended intervention components/activities are expected to bring about these changes should be provided.
3. The applicant shall refer to the Data Matrix in Attachment I to determine the prevention principles/models to utilize in their program.
4. The applicant shall incorporate one or more of the six CSAP Prevention Strategies into their program and describe the outcomes desired and/or expected.

5. The applicant shall conduct an ongoing evaluation through which specific program indicators will be tracked. The applicant shall work closely with the District's State Incentive Grant evaluator to develop appropriate evaluation mechanisms for their program. If selected, the applicant must be willing to participate in the national cross-site evaluation conducted by CSAP and its evaluation contractor. The applicant shall include with the submission an evaluation plan which addresses the following:
- Goals and objectives of the program, including the risk and protective factors to be addressed;
 - Program indicators;
 - Process evaluation strategies;
 - Outcome evaluation strategies; and
 - Data collection methodology.

As part of the State Incentive Grant (SIG) Cooperative Agreement with CSAP, the District of Columbia is required to conduct a comprehensive evaluation of the SIG initiative. The evaluation will examine the effects of the SIG initiative at three levels: 1) the District level citywide; 2) the community level by city Ward; and 3) at the individual intervention/program level. All SIG sub-grant recipients will be required to participate in the evaluation at both the intervention/program level and the community level. An independent evaluator, working under contract with the District of Columbia government, will be responsible for conducting the SIG evaluation by focusing on process and outcome data collection at the District and community levels. However, all sub-recipients will be required to conduct process and outcome evaluations at their specific intervention/program level.

At the intervention/program level, sub-recipients will collect process data through the use of a variety of quantitative and qualitative strategies, including reviews of archival data sources, key informant interviews, focus groups, and surveys. In addition, CSAP has developed a set of Core Measures that sub-recipients will use to collect outcome data on the risk and protective factors among the youth in the target population, as well as on substance use among program participants. The District's SIG evaluator will work closely with sub-recipient project staff to collect the intervention/program level data required by CSAP and by the District SIG. However, sub-recipients must assure that they will participate in the collection of community-level outcome data.

Because the DC SIG is targeted to children and youth ages 12 to 17, there will be a number of agencies that may be natural venue for assessing community-level change. Therefore, it is highly recommended that the applicant secure the cooperation of these agencies to allow for the administration of baseline and follow-up surveys of substance use and related risk factors. Applicants must indicate which agencies they will select for the surveys, indicate whether they have secured the agencies' cooperation or how they intend to do so, and propose a method for administering the surveys throughout the life of the SIG initiative. Applicants should attach a letter of commitment or a completed Attachment H for each of the partnering agencies with their application.

6. Operational and Administrative Responsibilities

- a) The applicant must maintain its data in an automated client record database and shall demonstrate either its current technical capacity to do so or its commitment to obtain the appropriate hardware and software. The applicant's database must be compatible with the APRA database, and accessible to APRA staff within 30 days of signing the grant agreement.

- b) The applicant shall be responsible for securing a suitable site for program services.
- c) The applicant shall attend all program evaluation meetings with the designated APRA representatives.
- d) The applicant shall submit all printed material and forms used in this program to APRA for approval prior to being used.

Collaboration Requirements

Applicants applying as collaborations shall describe each collaborator's relationship to the proposed program/services, and shall discuss each partner's capabilities and roles and responsibilities. An applicant shall manage and monitor any sub grantee relationships. An applicant shall submit a Collaboration Commitment Form found in Attachment G for each partner/collaborator.

SECTION III SUBMISSION OF APPLICATIONS

Application Identification

Six (6) copies, one original and five (5) copies, of the **proposal are to be submitted in a sealed envelope or package conspicuously marked "*Application in Response to State Incentive Grant RFA #PYS 001-03.*"** Of the six (6) copies, one (1) application must be an original. Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m. DST, on April 17, 2003. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., DST on April 17, 2003, will not be forwarded to the review panel.**

Six (6) copies of the proposal **must be** delivered to the following location:

Grants and Program Management Division (GPMD)
825 North Capitol St., NE, Room 3127
Washington, DC 20002
Attention: Charles W. Avery

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5 :00 p.m. DST deadline on April 17, 2003, at the above location. The **Grants and Program Management Division will not accept applications arriving via messenger/courier service at or after 5:01 p.m.**

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

Criterion E Conceptual Model

(Total 10 Points)

1. The applicant provided a description and/or diagram of what changes are expected to occur within the target population/defined community as a result of the project intervention and how the intervention components/activities are expected to achieve these changes. The applicant demonstrated the logical connections between the needs/resource assessments and the proposed prevention interventions. **(10 Points)**

Criterion F Organizational Capacity

(Total 10 Points)

1. The applicant provided evidence that it is organizationally established and has a recent history of demonstrated accomplishments in the provision of similar services. The applicant's organizational vision, mission or purpose aligns well with the intent of this RF A. **(5 Points)**
2. The applicant provided evidence of organizational structure, resources, and management procedures sufficient to implement the proposed project and provide project accountability. If the applicant is a collaboration/coalition, documentation showing partner agreements and participation of a broad base of organizations from multiple communities is provided. **(5 Points)**

Criterion G Management/Staffing Plan

(Total 10 Points)

1. The applicant provided a management timeline that specifies target dates for prevention implementation benchmarks and assigns organizational and/or staff responsibility for each benchmark. **(5 Points)**
2. The applicant provided a staffing plan that describes project staff, qualifications, responsibilities, and amount of effort devoted to the project. **(5 Points)**

Criterion H Budget

(Total 10 Points)

1. The applicant provided a detailed and clear budget, which includes line item detail and budget narrative information, justifies each item, and offers ease of use for project accountability. **(10 Points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on APRA. The final decision on awards rests solely with APRA and the CSAP Project Officer. After reviewing the recommendations of the review panel and any other information considered relevant, APRA, upon approval from the CSAP Project Officer, shall decide to which applicants to award funds and the amounts to be funded.

Applicants are required to follow the format below and each proposal must contain the following information:

- Applicant Profile (**See Attachment A, Face Sheet**)
- Table of Contents
- Application Summary
- Program Goals and Objectives
- Project Description
- Work Plan (Logic Model) (**Not counted in page total, See Attachment D**)
- Staffing Plan (**Not counted in page total, See Attachment E**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment F**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The applicant's proposal may not exceed 30 double-spaced 8 1/2 by 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required (Times New Roman or Courier type recommended). All text must be double-spaced. Pages should be numbered. **The review panel will not review applications that do not conform to the above requirements. Applications not meeting the format requirements will be returned to the applicant without being submitted to the review panel.**

Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, and work plan of activities. It is also important that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Proposal Summary

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the primary objectives that are discussed in depth in other sections of the application.

Programs Goals and Objectives

This section of the application should contain the objectives for achieving the specific goals of the State Incentive Grant and the needs of the population.

Project Description

This section of the application should contain the description of activities that justifies and describes the program to be implemented. The project description should include the target populations to be served and specific services to be provided.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment F. The budget for this proposal shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Personnel

Salaries and fringe benefits for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either cash or in-kind.

Non-personnel

These costs generally include expenditures for space---rented or donated--- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, i.e. estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and other transportation expenses.

Indirect Costs

Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of buildings and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies. Indirect costs may not exceed 10% of total project costs.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VI PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use grant funds to support prevention activities for high-risk youth between the ages of 12 and 17 residing in the District of Columbia.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submission.

SECTION VII GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving State Incentive Grant funds for youth substance abuse prevention.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Work Plan (Logic Model)
Attachment E	Staffing Plan
Attachment F	Budget
Attachment G	Collaboration Commitment Form
Attachment H	CSAP Interventions/Programs Data Matrix
Attachment I	Original Receipt

**Applicant Profile
State Incentive Grant**

Applicant Organization: _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

Total Funds Requested: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA

D.C. Department of Health

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

ATTACHMENT B

2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

- (a). Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b). Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c). Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- (d). Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b). Establishing an on-going drug-free awareness program to inform employee's about ---
 - (1). The dangers of drug abuse in the workplace;
 - (2). The applicant's policy of maintaining a drug-free workplace;
 - (3). Any available drug counseling, rehabilitation, and employee assistance programs; and

ATTACHMENT B

- (4) . The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c). Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d). Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will---
 - (1). Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The Office of the Senior Deputy Director for Health Promotion, 825 N. Capitol St., NE, Room 3115, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

ATTACHMENT B

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

D.C. Department of Health, 825 N. Capitol St., NE, Washington, DC 20002.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grant IRS/ Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A- 87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31,1976. Section 102(a) requires, on and after March 2,1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

ATTACHMENT C

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

NOTE: ATTACHMENT D - WORKPLAN IS LOCATED AT END OF ATTACHMENTS.

**WHEN PREPARING PROPOSAL SUBMISSION PLEASE INSERT ATTACHMENT D
IN ORDER OF CHRONOLOGICAL OCCURRENCE.**

ATTACHMENT E

Staffing Plan

Date Submitted: _____

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director Signature: _____

Date: _____

ATTACHMENT F

**BUDGET
RFA # PYS 001-03**

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Travel	\$ _____
D.	Consultants/Contracts	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Operating Expenses	\$ _____
I.	Other Expenses	\$ _____
J.	Indirect Cost	\$ _____
	PROJECT TOTAL	\$ _____

ATTACH LINE ITEM BUDGET NARRATIVE

ATTACHMENT G

Collaboration Commitment Form

Please include on this form information about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's proposal submission. This form may be copied if there is more than one partner.

Collaborating Organization(s):

Name

Address

Telephone & Fax Number:

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s):

_____ Tel.: _____

_____ Tel.: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

ATTACHMENT H

CSAP Data Matrix

The following matrix shows risk and protective factors, related interventions, and example programs/related research separately by the six domains.

Subscript numbers represent CSAP prevention strategies, as follows.

- 1 = Information dissemination
- 2 = Prevention education
- 3 = Alternatives
- 4 = Problem identification and referral
- 5 = Community-based process
- 6 = Environmental approach

An asterisk () indicates CSAP Model Programs.* The CSAP High-Risk Youth programs listed in the matrix received ratings of 3, 4, or 5. Programs rated as 4 or 5 were considered CSAP model programs and CSAP chose them to be disseminated nationally.

ATTACHMENT I

**Addiction Prevention and Recovery Administration
State Incentive Grant
Youth Substance Abuse Prevention**

RFA # PYS 001-03

The D.C. DEPARTMENT OF HEALTH IS IN RECEIPT OF

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Telephone/Facsimile/Email)

(RFA #)

PROJECT NAME

(TARGET AGE/POPULATION)

(AMOUNT REQUESTED)

DOH USE ONLY:

Please Indicate Time:

_____ ORIGINAL PROPOSAL and _____ COPIES.

RECEIVED ON THIS DATE _____ / _____ /2003

Received By: _____

ATTACH RECEIPT ON OUTSIDE OF ENVELOPE

NOTE: ATTACHMENT D - WORKPLAN IS LOCATED AT END OF ATTACHMENTS.

**WHEN PREPARING PROPOSAL SUBMISSION PLEASE INSERT ATTACHMENT D IN
ORDER OF CHRONOLOGICAL OCCURRENCE.**

ATTACHMENT D FOLLOWS THIS PAGE

ATTACHMENT D

**WORK PLAN
 RFA # PYS -001-03**

Organization	Submission Date			
	Project Manager			
Budget	Telephone #			
Measurable Objectives/Activities				
1. Objective:				
Activities:	1 st Q	2 nd Q	3 rd Q	4 th Q
2. Objective:				
Activities:	1 st Q	2 nd Q	3 rd Q	4 th Q

Please make copies if necessary