

REQUEST FOR APPLICATIONS (RFA): #0120-04 OLA

**District of Columbia
Mayor's Office on Latino Affairs**

**FY 2004 Latino Substance Abuse Prevention and Treatment
Services Grant**



**Invites the Submission of Applications for Funding under the District of Columbia
Mayor's Office on Latino Affairs**

**Announcement Date: January 13, 2004
RFA Release Date: January 20, 2004**

Application Submission Deadline: February 20, 2004 at 5:00 p.m.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL



N O T I C E

PRE-APPLICATION CONFERENCE

WHEN: *February 3, 2004*

WHERE: *Reeves Municipal Center
2000 14th Street, NW
2nd Floor Community Room
Washington, DC 20009*

TIME: *9:30 a.m. –11:30 a.m.*

CONTACT PERSON: *Deidre M. Hunt
CDH Management and Consulting, LLC
(202) 641-5766*



Checklist for Applications

- ❑ The applicant organization/entity has responded to all sections of the Request for Application.
 - ❑ The Subgrant Application Cover Page, found in Attachment A, contains all the information requested and is placed as the cover sheet for the completed application
 - ❑ The Project Budget is complete and complies with the Budget form listed in Attachment G of the RFA. The budget narrative is complete and describes the categories of items proposed.
 - ❑ The application is printed on **8½ by 11-inch paper, double-spaced, on one side, (*the entire document must be double-spaced – including bullet items*) using 12-point type Times New Roman or Courier font, with a minimum of one-inch margins. **ORA will not forward applications to the review panel that do not conform to this requirement.****
 - ❑ The narrative section is complete and is within the 20-page limit for this section of the RFA submission.
 - ❑ **The applicant is submitting the required six (6) sets of the application, one (1) original and five (5) copies. CDH will not forward the application to the review panel if the applicant fails to submit the required applications.**
 - ❑ The application format conforms to the “Application Format” listed in Section VII, page 15 of the RFA. **The review panel will not review applications that do not conform to the application format.**
 - ❑ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
 - ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
 - ❑ The application is submitted to CDH no later than 5:00 p.m., on the deadline date of February 20, 2004
 - ❑ The application is submitted with two original receipts, found in Attachment D. One copy is attached to the outside of an envelope or package for CDH's approval upon receipt and the second is returned to the organization representative as proof of receipt.
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**District of Columbia
Mayor's Office on Latino Affairs**

Request for Applications (RFA): #0120-04 OLA

**FY 2004 Substance Abuse Prevention and Treatment Services
Grant**

SECTION I GENERAL INFORMATION

Introduction and Overview

The Government of the District of Columbia, Mayor's Office on Latino Affairs (OLA) is soliciting applications from qualified community-based organizations (CBO's) serving the Latino community. Established with a budget of \$425,000 by the Department of Health, Addiction, Prevention and Recovery Administration (APRA), the FY 2004 Substance Abuse Prevention and Treatment Services Grant offers multiple grants of up to \$425,000 to CBO's located in the District of Columbia.

Target Population

The target population for this grant is substance abuse Latinos/as over 60 years of age, substance abusing Latina women of childbearing age and adult Latinos/as who are addicted to Alcohol and/or other drugs who reside in the District of Columbia.

Eligible Organizations/Entities

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

- Not-for-profit community-based and faith-based organizations;
- Community action agencies;
- Private entities, including community development corporations;
- Private non-profit and for-profit organizations; and
- Treatment facilities.

Program Purpose

The purpose of these funds is outlined below:

- Substance abuse prevention/education program for seniors;
 - Fetal alcoholism prevention program; and
 - Inpatient treatment program for adult Latinos/as.
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Source of Grant Funding

OLA is awarding these funds through its Fiscal Year 2004 funds awarded by APRA.

Award Period

The award period will commence April 1, 2004. The grant awards will be for an initial period not to exceed one (1) year from the date of the award. Upon satisfactory performance of activities during the first year, the grant may be extended for four (4) one-year periods.

Grant Awards and Amounts

A total of \$425,000 is available in grant funds for the following program areas:

#1 Substance abuse prevention/education peer mentoring program for seniors	\$ 25,000
#2 Fetal alcoholism prevention program for Latina women	\$ 50,000
#3 Inpatient treatment program for adult Latino/as	\$350,000

Multiple Submissions

Applicants desiring consideration for funding under more than one project area must submit a complete and separate application. Each application must be self-contained and include all of the required information as outlined in the RFA.

Contact Person

For further information, please contact:

Deidre M. Hunt, President
CDH Management and Consulting, LLC (CDH)
Phone (202) 641-5766 Fax (202) 399-2751

Hours of RFA Pick-up and Delivery

Applicants can pick up the RFA from 803 Florida Avenue, NW, Washington, DC 20001 on Monday, Wednesday and Thursday **ONLY** between 10:00 a.m. - 3:00 p.m.

Applications must be returned by Friday, February 20, 2004, between 9 a. m. and 5 p. m.

Internet

Applicants who obtained this RFA through the Internet shall **fax** CDH with the following:

- Name of organization;
- Key contact;



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- Mailing address;
 - Email; and
 - Telephone and fax numbers.

This information shall be provided so that the applicant receives updates and/or addendums to the FY 2004 Substance Abuse Prevention and Treatment Services Grant RFA#0120-04 OLA.

Pre-Application Conference

The Pre-Application Conference will be held on February 3, 2004 from 9:30 a.m. to 11:30 a.m., at the Reeves Municipal Center located at 2000 14th Street, NW, 2nd Floor Conference Room, Washington, DC, 20009. **We strongly recommend that all organizations applying for these funds attend the pre-application conference and bring your RFA.**

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax their questions to the contact person listed on page 2 on or before February 16, 2004. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Applicant Staff Requirements

Grant funds are to complement existing and start up resources of the applicant organization. The hiring of consultants in advisory positions with no direct relationship to project constituents is not allowed. Where the hiring of project staff is needed i.e., teachers, counselors, etc., the following requirements should be addressed:

1. The applicant should employ qualified staff and maintain documentation that staff possess adequate training, competence to perform the duties as assigned and Licensure (as required by DC Statutes);
2. The applicant should maintain a complete written job description covering all positions included in the project files and available for inspection upon request. The job description should include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range, and performance evaluation criteria;
3. The applicant should maintain an individual personnel file for each project staff member that contains the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records and documentation of all training received. The file should also contain notation of any allegations of professional or other misconduct, the applicant's action with respect to the allegations and date and reason for termination, if any. Personnel files should be available to OLA and APRA upon request;



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4. The applicant should provide orientation sessions for staff members with respect to administrative procedures, program goals and policies and practices;
 5. The applicant should maintain a current organizational chart that displays organizational relationships and demonstrates responsibility for administrative oversight;
 6. The applicant should obtain advance approval in writing from OLA on any changes in staffing patterns or job descriptions;
 7. The applicant should indicate when there are vacant positions or new positions for which there are no staff resumes available; and
 8. The applicant should ensure that staff member's file contains a signed confidentiality statement form.

Facility Requirements

1. Regulations

The applicant's facilities shall meet all applicable federal, state, and local regulations for their intended use. The applicant should maintain current, all required permits and licenses for the facilities. Failure to do so shall constitute a failure to adhere to the terms and conditions of the grant award and shall be a basis for termination.

2. Emergency Back Up Site

The applicant should assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

3. Handicapped Access

All facilities offered for the provision of services shall be accessible to persons with mobility limitations, consistent with the Rehabilitation of the Handicapped Act, PL 95-602 (Section 504), and the Americans with Disabilities Act, PL 101-336.

4. Maintenance

The applicant should provide for operation of the facility, such as security, janitorial services, or trash pick-up and other supplies and services routinely needed for maintenance.

Performance Standards and Quality Assurance

The applicant should have continuous quality improvement systems in place to monitor, ensure that all services and data management meets federal and local statutes and policies, evaluate the delivery of services, and to ensure that identified deficiencies are addressed. At a minimum, the



quality assurance program may include a review of the appropriateness, quality and timeliness of the delivery of each service.

Applicant's Reporting Requirements

1. All funded activities should start April 1, 2004.
2. The successful applicants will be required to submit monthly reports by the 5th business day (starting May 5th) to OLA and APRA to determine progress towards completion of project objectives. The reports should contain the following information and shall conform with the format provided in **Attachment M**:
 - a. Total number of persons currently enrolled;
 - b. Types of services, activities and the number of persons involved in each;
 - c. Total number of admissions and terminations from service during the month; and
 - d. The status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, and proposed revisions to the work plan to address problem areas.
3. The applicant should include a summary of the results of the evaluation of services under the quality assurance program.
4. The applicant should provide a copy of financial reports covering the period for which payment is being requested. Payment will be made in the following 2 allocations:
 - **1st payment:** First month of the project
 - **2nd payment:** Fifth month of the project
5. The successful applicants will be required to submit a final report no later than 30 days after expiration of the grant summarizing all service delivery data, accomplishments, issues and recommendations.
6. The applicant will be required to provide an unusual incidents report by phone within 24 hours of the event in writing within five (5) days after occurrence.

Records

1. The applicant should keep accurate records of activities of the project. When delivering services to clients, the applicant should maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of each client. The applicant should maintain confidentiality of client records. The applicant should obtain written informed consent from the client that permits sharing or releasing the



client's records in order to coordinate or verify services. A release of information form must be maintained in the client's record. **(See Attachment K)**

2. The applicant should provide the Grant Administrator, OLA's Program Manager, APRA's Project Officer and other authorized representatives of the District of Columbia, such access to project records as may be necessary for monitoring and evaluation purposes.

Monitoring

1. OLA shall monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards; and
2. OLA shall assign a staff person to monitor the project. The Project Monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the grant.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) sets of the application, one (1) original and five (5) copies must be submitted in an envelope or package. **Two Attachment D's** should be affixed to the outside of one envelope or package. **CDH will not forward the application to the review panel if the applicant fails to submit the required six sets of the application.** Telephonic, telegraphic, email and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on February 20, 2004. All applications will be recorded upon receipt. **Applications received at or after 5:01 p.m., February 20, 2004, will not be forwarded to the review panel for funding consideration.** Any additions or deletions to an application will not be received after the deadline of 5:00 p.m., February 20, 2004. Applications must be ready for receipt by CDH.

An original and five (5) copies of the application **must be** hand delivered to the following location:

CDH Management and Consulting, LLC
803 Florida Avenue, NW
Washington, DC 20001
Attention: Ms. Deidre M. Hunt



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., deadline, February 20, 2004, at the above location. Applications arriving via messenger/ courier services after the posted deadline of **5:00 p.m., February 20, 2004, will not be forwarded to the review panel by CDH.**

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use grant funds to support the District of Columbia FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant. A bank statement showing the use of the grant funds should be included with each monthly report.

Certifications and Assurances

Applicants, or a representative from the collaborating incorporated organization, shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions. The applicant must provide assurances that the grant funds will be fully expended and/or obligated within 1 year of the award. Funds can be used to hire part-time personnel to enhance or expand the quality of the service.

Publicity

The Mayor's Office on Latino Affairs must be informed and approve any changes in the work plan (i.e., staff, participants, budget, location, hours, etc.).

All printed materials and items for publicity (i.e., new flyers and new printed materials) must contain the acknowledgement **"funded by a grant from the Mayor's Office on Latino Affairs (OLA)" and the Department of Health, Addiction Prevention and Recovery Administration (APRA).** Printed materials in Spanish should contain the following acknowledgement **"auspiciado por la Oficina del Alcalde para Asuntos Latinos (OLA)".** Material(s) must be approved by the Mayor's Office on Latino Affairs (OLA) prior to dissemination to the public.

The Executive Office of the Mayor shall provide a turnaround time of 80 hours (10 days) for review of materials/items.



SECTION IV 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.

Audits

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, sexual orientation or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving FY 2004 Substance Abuse Prevention and Treatment Services Grant.

Regulations

Contractors, awardees, etc. shall comply with all applicable Federal and District Laws and regulations to include, but not be limited to, Chapter 23, Title 29 District of Columbia Municipal Regulations "Certification Standards for Substance Abuse Treatment Facilities and Programs" when providing substance abuse treatment services. This also includes APRA's Policy and/or Charter and Consensus Document for providers serving individuals with co-occurring psychiatric and substance abuse disorders, if applicable).

SECTION V PROGRAM SCOPE

The Mayor's Office on Latino Affairs (OLA), is soliciting applications from qualified applicants to provide substance abuse prevention and treatment services to Latino (a) residents of the District of Columbia.

Applicants may apply for one or more program areas must address the different needs of the target population.

PROGRAM ONE – SUBSTANCE ABUSE PREVENTION/EDUCATION PROGRAM

A total of \$25,000 is available for funding.



Purpose of Program

This program shall target seniors (Latinos/as over 60 years of age).

Applicant Responsibilities

The following responsibilities shall be included but are not limited to the below information.

- A. The applicant is responsible for providing a substance abuse prevention/education peer mentoring program to a minimum of 65 Latino/as seniors within a one year time frame.
- B. The applicant is responsible for developing a plan on each client.
- C. The applicant shall propose services to include but are not limited to:
 - 1. Addressing family issues;
 - 2. Individual counseling;
 - 3. Peer counseling sessions;
 - 4. Communication groups; and
 - 5. Developing and monitoring a relapse prevention plan.

PROGRAM TWO – FETAL ALCOHOLISM PREVENTION PROGRAM

A total of \$50,000 is available for funding.

Purpose of Program

This program shall target Latinas of childbearing age.

Applicant Responsibilities

The following responsibilities shall be included but are not limited to the below information.

- A. The applicant is responsible for providing a fetal alcoholism prevention program for a minimum of 300 Latinas annually.
- B. The applicant is responsible for providing direct services (home visits and counseling) to clients.
- C. The applicant is responsible for sustaining the APRA Fetal Alcohol Syndrome/Alcohol Tobacco and Other Drugs (FAS/ATOD) awareness media campaign targeting clients by placing 124 (30) second television spots on Univision, WMDO and 254 (60) second spots on Spanish-speaking radio.



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- D. The applicant is responsible for providing outreach and information dissemination to 300 Latinas prenatal and postnatal mothers regarding FAS/ATOD.
 - E. The applicant is responsible for providing family's linkage to the healthy families DC Collaborative.
 - F. The applicant is responsible for enrolling families in a 20 hour long patient parenting training which includes ATOD education.
 - G. The applicant is responsible for developing a case management assessment tool appropriate for individual (client) and family screening.
 - H. The applicant shall propose services to include but are not limited to:
 - 1. Addressing family issues;
 - 2. Individual counseling;
 - 3. Peer counseling sessions;
 - 4. Communication groups; and
 - 5. Developing and monitoring a relapse prevention plan.

PROGRAM THREE – INPATIENT TREATMENT PROGRAM

A total of \$350,000 is available for funding.

Purpose of Program

This program shall target Latino/as.

Applicant Responsibilities

- 1. The applicant shall plan and implement an inpatient treatment program;
- 2. The applicant shall provide and implement a program with a 3-6 months length of stay;
- 3. The applicant shall provide 24-hour observation, monitoring and treatment for clients in an inpatient setting;
- 4. The applicant shall use a multi-disciplinary team approach to treatment and shall provide a range of cognitive, behavioral and other therapies directed to the client according to his/her condition on an individual and group basis. Services shall include, but are not limited to the following:
 - a. Individual therapy;
 - b. Group therapy;
 - c. Marital and family therapy; (if necessary)



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- d. Access to medical emergency services;
 - e. Monitoring and treatment (if necessary);
 - f. Life skills training;
 - g. Access and referrals to occupational and vocational counseling education;
 - h. Health education to include, nutrition, AIDS awareness, etc;
 - i. Case management services; and
 - j. Services for co-occurring mental illness and addiction.
5. The applicant shall maintain a multi-disciplinary team of qualified (licensed and/or credentialed) clinicians i.e., physicians, nurses, social workers, counselors, etc);
 6. The applicant shall offer onsite physician coverage. Services should be offered in the following areas:
 - a. Medical;
 - b. Social Service Counseling;
 - c. Nutrition;
 - d. Health Education;
 - e. Pharmacy; and
 - f. Laboratory.
 7. The applicant shall develop a discharge plan, which summarizes the clinical course of the patient's treatment and identifies community resources;
 8. The applicant shall conduct a client assessment that shall include: a nursing assessment, a modified Addiction Severity Index (ASI) and mental health assessment;
 9. The applicant shall conduct a bio-psychosocial assessment and diagnostic summary;
 10. The applicant shall conduct an individualized treatment plan. This plan shall include:
 - a. Clinical goals;
 - b. Expected outcomes;
 - c. Treatment objectives; and
 - d. Support services.
 11. The applicant shall have a documentation system that includes:
 - a. Daily nursing and counseling notes;
 - b. Client's response to treatment; and
 - c. Progress in treatment.
 12. The applicant shall provide client information through one of the following mechanisms: a) online collection and transferal of data to APRA at the time of admission and discharge; or
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- b) completion and transferal of hard copy CDS forms to the APRA data unit within 24 hours of admission or discharge;
 13. The applicant shall develop an internal quality assurance program for monitoring the quality of work performed;
 14. The applicant shall provide in its treatment protocols a nutrition component that includes:
 - a. Nutrition assessment;
 - b. Counseling; and
 - c. Education.
 15. The applicant shall attend all program evaluation meetings with designated APRA and OLA program monitors and all program managers' meetings;
 16. The applicant shall provide food services to include three meals and one snack seven-days-per-week and menus should be developed by a licensed dietitian;
 17. The applicant shall provide supportive services to include:
 - a. Laundry services;
 - b. Custodial services;
 - c. Laboratory services;
 - d. Security services (24 hour unarmed guards); and
 - e. Pharmaceutical services.
 18. The applicant shall participate in the implementation of the APRA Comprehensive Continuous Integrated System of Care (CCISC) for persons with co-occurring addiction and mental illness; and
 19. As an intake site, the applicant shall adhere to the standard procedures and protocols of the APRA Central Intake Division (CID).

Applicant Reporting (Program One)

1. The applicant shall provide a daily census report to the APRA Chief of Central Intake Division or his/her designee, Monday-Friday by 12:00 noon.
2. The applicant shall provide a Client Data Systems (CDS) form for each client upon admission and discharge;
3. The applicant shall submit monthly status and statistical reports and a narrative of monthly activities by the 5th day of each month;



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4. The applicant shall provide an Unusual Incident Report within 24-hours of an occurrence; and
 5. The applicant shall return client records to CID within 72-hours of client discharge.

Program Evaluation Process (Programs One, Two and Three)

Applicant organizations should describe in detail how the effectiveness of their program will be evaluated. The application should include clearly stated measurable program goals and objectives, and how the information to measure those goals and objectives will be obtained from clients. A program timeline should also be included in the application as well. The evaluation should determine if the program goals and objectives have been reached and how the timeline has been followed. Evaluations are conducted to find out the extent to which a program was effective and efficient in influencing behavior change. Typically, evaluations provide answers to questions such as:

- To what extent did the program achieve its goals and objectives?
- What are the characteristics of the individuals and/or groups who participated in the program?
- For which individuals and/or groups was the program most effective or not effective at all?
- How lasting were the effects?
- Number of persons completing the program or training course?
- How many individuals were placed in jobs and are currently working?
- What are the changes in knowledge, skills, values, beliefs, attitudes, behaviors, status and conditions over time of the people served?

SECTION VI REVIEW AND SELECTION OF APPLICATIONS

Review Panel

The review panel for this RFA is composed of neutral, qualified professional individuals who have been selected for their unique experiences in the human service; business, job training, education, planning, evaluation, social services planning and implementation fields. The review panel will review and score each application. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The Executive Office of the Mayor shall make the final funding decisions.

Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.



Scoring Criteria

Criterion A Background and Understanding (30 points)

1. The applicant demonstrated knowledge of the substance abuse prevention and/or treatment needs of the target population and is capable of providing services the Latino community. **(15 points)**
2. The applicant provided a description of the project proposed or current programs in use including the population served, age groups, relevant characteristics of the population, and hours and days of operation. **(15 points)**

Criterion B Program Goals and Objectives (20 Points)

1. The goals and objectives of the project are clearly defined. Measurable objectives and expected outcomes are consistent with the project philosophy. **(10 points)**
2. The proposed mechanisms, methods, approaches by the applicant to address the needs of the target population will result in the accomplishment of the project objectives and the applicant identified the number of persons to be served. **(10 points)**

Criterion C Organizational Capability and Relevant Experience (70 Points)

1. The applicant has the matching resources to address areas such as homelessness, case management, mental illness and medical care directly or through linkages. **(20 points)**
2. The applicant has demonstrated experience working with the target population. **(10 points)**
3. The applicant demonstrated the knowledge and experience relevant to assessing needs, providing treatment services for the target population and demonstrated cultural sensitivity while involving family and significant others in the programs of the person served. **(10 points)**
4. The applicant organization demonstrated that its proposed staff members are qualified to treat the target population undergoing treatment services through relevant credentials and/or direct experience with serving the target population. **(10 points)**
5. Capacity to administer the proposed program is demonstrated by the applicant ensuring that when persons are being treated they are also engaged in initial counseling to encourage/motivate his/her continuation of services. **(10 points)**
6. The applicant demonstrated the ability to meet clinical service provider certification standards. **(10 points)**



Criterion D Sound Fiscal Management and Budget (10 Points)

1. The applicant demonstrated that the proposed budget is reasonable, realistic and will achieve the project objectives by the resources assigned to the program and staff. **(5 points)**
2. The applicant provided evidence of sound fiscal management and the ability to manage grant funds through the submission of appropriate copies of annual audits, financial statements and/ or tax returns. **(5 points)**

Criterion E Evaluation (10 Points)

1. The applicant demonstrated its capacity to evaluate service delivery through follow-up protocols developed to track individual success with sustaining from the use of alcohol use/abuse. **(10 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Mayor's Office on Latino Affairs (OLA) and the Department of Health, The Addiction Prevention and Recovery Administration (APRA). The final decision on awards rest solely with the Executive Office of the Mayor. After reviewing the recommendations of the review panel and any other information considered relevant, the Executive Office of the Mayor and APRA shall decide which applicants to award funds and the amounts to be funded.

SECTION VII APPLICATION FORMAT

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

Subgrant Application

1. Cover Page **(See Attachment A)**
2. Table of Contents
3. Project Summary **(1-3 pages)**
4. Project Narrative **(Not to exceed 17 pages)**
(Attachments are not included in 20 page total)
5. Budget Summary/Budget Narrative **(Attachment G)**
6. Implementation of Program and Work Plan **(Attachment I)**



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7. Staffing Plan (**Attachment H**)
 8. Timeline for Project (**Attachment J**)
 9. Certifications and Assurances (**Attachments B and C**)
 10. Appendices (Resumes, Organization Chart, Position Descriptions, 501c3 documentation, Board of Directors)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total application **cannot exceed 20 double-spaced pages on 8½ by 11-inch paper (cover, table of contents, attachments and appendices do not count towards the 20-page limit). The entire document must be double-spaced – including bullet items. Margins must be no less than one inch and a font size of 12-point are required (New Times Roman or Courier font). Pages should be numbered. The review panel shall not review applications that do not conform to the above requirements.**

Description of Application 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, work plan of activities and that the budget demonstrates the level of effort required for the proposed services.

Subgrant Application

1. Cover Page

Each application must include a cover page that will identify the applicant, type of organization, project service area and the amount of grant funds requested.
(See Attachment A)

2. Table of Contents

This section should list major sections of the application with quick reference page indexing. **(See Sample in Attachment E)**

3. Project Summary

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

4. Project Narrative



5. Evaluation Plan (included in 17 page limit)

This section of the application should contain *measurable objectives* for achieving the *specific goals* and the needs of the population.

Sample of Measurable Goals/Objectives

The applicant is responsible for providing objectives that can be measured (i.e., you can show with numbers that progress is being made and what specific activities are implemented to achieve each objective). Measurable objectives answer the five basic questions: Who? What? When? Where? and How long? (**See Sample in Attachment F**)

Process objectives describe the number of individuals that will be reached, the demographics of those individuals (i.e., the number of classes, the amount of literature/information packets that will be distributed, the methods of instruction, etc).

Outcome objectives describe the expected result (i.e. the changes in performance that will take place as result of the program or intervention).

6. Implementation of Project and Work Plan (**Attachment I**)

7. Budget/Budget Narrative

A standard budget form is provided within the subgrant application. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct 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.

Budget Guidelines

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant application. Salaries should only be for the hiring of staff to implement program goals and objectives. **Funds should not be used to supplement existing staff positions in the form of raises or bonuses.** Use of program funds for consultants is discouraged. Applicants should include any matching requirements, either case or in-kind.



Non-personnel

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc.

The costs of materials and supplies necessary to carry out the award are allowable. Materials and supplies charged as direct cost should include only the materials and supplies actually used in the performance of the grant agreement, and due credit should be given for any excess materials or supplies retained or returned to vendors.

Cost for supplies such as paper, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures i.e., estimate on staff travel, ground transportation, employee reimbursement and so forth should be included. (Travel is allowable only within the District of Columbia, **funds will not cover travel made outside this area, and funds cannot be used to cover food and refreshment expenses.**)

Costs of goods or services for personal use of the organization's employees are not allowed regardless of whether the cost is reported as taxable income to the employee(s).

Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent, etc.), housing allowances and personal living expenses for/of the organization's officers are not allowed as fringe benefit or indirect cost regardless of whether the cost is reported as taxable income to the employee(s).

8. Staffing Plan

This section of the application should contain the staff assigned to the project, staff positions and % of effort on the grant. If the position is not filled, a start date as to when the position will be filled should be indicated and when the program will start, if and when staff is hired.

9. Timeline for Project (**Attachment J**)

10. Certifications and Assurances

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



11. Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items that may be included with the application submission:

- a. Audited financial statement, tax returns;
- b. Indication of nonprofit corporation status;
- c. Roster of the Board of Directors;
- d. Proposed organizational chart for the project;
- e. Letters of support or endorsements;
- f. Staff resumes; and
- g. Planned job descriptions.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Subgrant Application Cover Sheet
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts of the Application
Attachment E	Table of Content for Application (Sample)
Attachment F	Measurable Program Goals/Objective (Sample)
Attachment G	Budget Summary
Attachment H	Staffing Plan
Attachment I	Work Plan Form
Attachment J	Activity Timeline
Attachment K	Release of Information Form
Attachment L	Confidentiality Statement Form
Attachment M	OLA Official Standard Monthly Report Format



**District of Columbia Government
Mayor's Office on Latino Affairs
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant
RFA #0120-04 OLA**

SUBGRANT APPLICATION COVER PAGE

Grant Name:

Fiscal Year of Funding: 2004

Project Title:

Implementing Agency: Mayor's Office on Latino Affairs

Duration (Begin/End Dates):

PROJECT COST:

Grant Funding Requested: \$

Agency Contribution: \$

Total Project Budget: \$

AUTHORIZED OFFICIAL:

Name:

Title:

Telephone:

Fax:

PROJECT DIRECTOR:

Name:

Title:

Address:

Telephone:

Fax:

FINANCIAL OFFICER:

Name:

Title:

Address:

Telephone:

Fax:

Application is made for a grant under the above mentioned FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant to the District of Columbia in the amount of and for the purpose stated herein.

I certify that this application, if awarded, will conform to the conditions set forth by Office on Latino Affairs and CDH Management and Consulting, LLC.

Signature of Authorized Official

Date



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office on Latino Affairs**



**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.

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:

ATTACHMENT B



- (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 (1)(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 employees 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
 - (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—

ATTACHMENT B



- (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: Office of Latino Affairs 2000 14th Street, NW, 2nd Floor, Washington, DC 20009. 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), (1), (c), (d), (e), and (f).**
- 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 67.615 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**
- 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:**

ATTACHMENT B



Office of Latino Affairs 2000 14th Street, NW, 2nd Floor, Washington, DC 20009

**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. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



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 hour's 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.
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.
11. 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.
12. It will comply, and all its contractors will comply, 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.
13. 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.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. 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



**CDH Management and Consulting, LLC (CDH)
803 Florida Avenue, NW
Washington, DC 20001**

**Mayor's Office on Latino Affairs
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant
RFA #0120-04 OLA**

CDH MANAGEMENT AND CONSULTING, LLC IS IN RECEIPT OF

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Project Title)

Amount Requested)

CDH USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / _____ / 2004

Received by: _____

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL



SAMPLE

TABLE OF CONTENT	Page
SECTION I GENERAL INFORMATION	1
Introduction and Overview	1
Target Population	1
Eligible Organizations/Entities	1
Supported Programs	2
Source of Grant Funding	2
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SAMPLE MEASURABLE GOALS AND OBJECTIVES

Goal: To increase student's English speaking ability

Process Objective:

1. To recruit 10 students from the Latino community to participate in a Basic English word building class.
2. To provide daily class sessions at the gym school during the next five weeks.
3. To purchase and disseminate English grammar books to each student.
4. To provide students with a list of 50 vocabulary words during the first class.

Activity:

During the weekly class sessions, students will be involved in:

- Recognizing the English correlation of at least ten Spanish words using picture/ word association cards.
- Practicing speaking ten English words aloud.
- Practicing writing ten English words.
- Engaging in weekly rote drills and memory quiz games.

Outcome Objective:

At the end of each week, students will be able to recognize, pronounce and write at least 30 English words with 90% accuracy.



BUDGET SUMMARY

	<u>GRANT</u>	<u>NON-GRANT</u>	<u>SOURCE</u>
A. Personnel	\$ _____	\$ _____	
B. Fringe Benefits	\$ _____	\$ _____	
C. Travel	\$ _____	\$ _____	
D. Supplies	\$ _____	\$ _____	
E. Equipment	\$ _____	\$ _____	
F. Training	\$ _____	\$ _____	
G. Operating Expenses	\$ _____	\$ _____	
H. Other Expenses	\$ _____	\$ _____	
PROJECT TOTAL	\$ _____	\$ _____	

ATTACHMENT I

WORK PLAN FORM



FY 2204 Latino Substance Abuse Prevention and Treatment Services Grant

Name of Organization	Submission Date
Name of Project	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
Objective: - FILL OUT TWO TYPES OF OBJECTIVES 1) Process Objectives and 2) Outcome Objectives.	
Activities:	
Outcome Measurement:	

ATTACHMENT J

ACTIVITY TIMELINE



FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant

Name of Organization		
Name of Project		
Description of Task/Activity	Beginning Date	Completion Date

ATTACHMENT K

RELEASE OF INFORMATION FORM
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant



NAME OF ORGANIZATION
NAME OF PROJECT

I _____ hereby authorize **NAME OF THE ORGANIZATION** to release on my behalf such information contained in my ODSS records as is necessary to assist faculty and staff at the **Name Of Organization** in providing appropriate accommodations/and or services for me and in meeting my educational goals.

I further understand and grant permission to release this information to State or Federal officials to verify my eligibility to participate in this program.

Client/ Student Signature _____
Date ____/____/____

Witness Signature _____
Date ____/____/____

ATTACHMENT L

STATEMENT OF CONFIDENTIALITY OF INFORMATION FORM
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant



The nature of our profession dictates the highest level of confidentiality from everyone employed by **Name of Organization**. Individual employees and **Name of Organization** can be held legally liable for information that is disclosed to anyone outside Name of Organization. Therefore, the affairs of **Name of Organization**, its clients, and its employees must be held in the strictest of confidence.

As such, it is the policy of **Name of Organization** to assure the confidentiality of all information regarding clients **of Name of Organization**.

- Discussions of client matters are limited to the client and Name of Organization personnel on a “need to know” basis.
- Name of Organization matters are not to be discussed outside of the office.
- Providing access to student records or information from these records to unauthorized persons is contrary to the standards of confidentiality.

Violation of this policy is subject to corrective action and possible dismissal.

I, _____ (PRINT NAME), AN EMPLOYEE/VOLUNTEER OF **NAME OF ORGANIZATION**, UNDERSTAND THAT I HAVE AN OBLIGATION UNDER LAW TO **NAME OF ORGANIZATION** CONCERNING ALL CONFIDENTIAL INFORMATION AS DESCRIBED ABOVE. I HEREBY AGREE, IN CONSIDERATION FOR MY EMPLOYMENT OR RETENTION AS AN EMPLOYEE/VOLUNTEER, THAT I WILL NOT DIVULGE, WITHOUT **NAME OF ORGANIZATION'S** CONSENT ANY CONFIDENTIAL INFORMATION ACQUIRED THROUGH MY CONNECTION WITH NAME OF ORGANIZATION.

Signature of Employee

Date

Signature of Employee

Date

**ATTACHMENT M OLA's Official Standard Monthly Report Approved Format
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant
PROJECT ACTIVITY REPORT**



REPORTING ORGANIZATION:

PROJECT NAME:

REPORTING PERIOD:

DATE SUBMITTED:

PROJECT DATA:

- 1. Planned Accomplishments (from your project timeline) to have been achieved by the end of the month and the number of actual accomplishments:*

Type of Activity	Planned for this period	Completed this period	# of Participants

- 2. Progress in meeting the planned accomplishments, milestones and tasks in approved project timeline.*

**ATTACHMENT M OLA's Official Standard Monthly Report Approved Format
FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant
PROJECT ACTIVITY REPORT**



3. *Status of improvements/enhancements to program services (planned, completed, in process).*

4. *Difficulties experienced with implementation of project or meeting of outlined objectives. (Note: Give a detailed explanation why objectives were not achieved).*

**ATTACHMENT N OLA's Official Standard Monthly Report Approved Format
 FY 2004 Latino Substance Abuse Prevention and Treatment Services Grant
 PROJECT BUDGET REPORT**



REPORTING ORGANIZATION:

PROJECT NAME:

REPORTING PERIOD:

DATE SUBMITTED:

BUDGET AND EXPENSE DATA:

Expense	Spent this period	Spent to Date	Amount Budgeted	Balance
Total Expense To date				
Total Budgeted Cost of Project				
Balance				

1. Is budget on target for this period? If not, explain below.

2. Please note any additional explanations or comments for items purchased above: