

*The Vermont Department of Health*

# SPF SIG RFP Applicant Orientation



*Guidance • Support • Prevention • Protection*

August 10 & 15, 2007

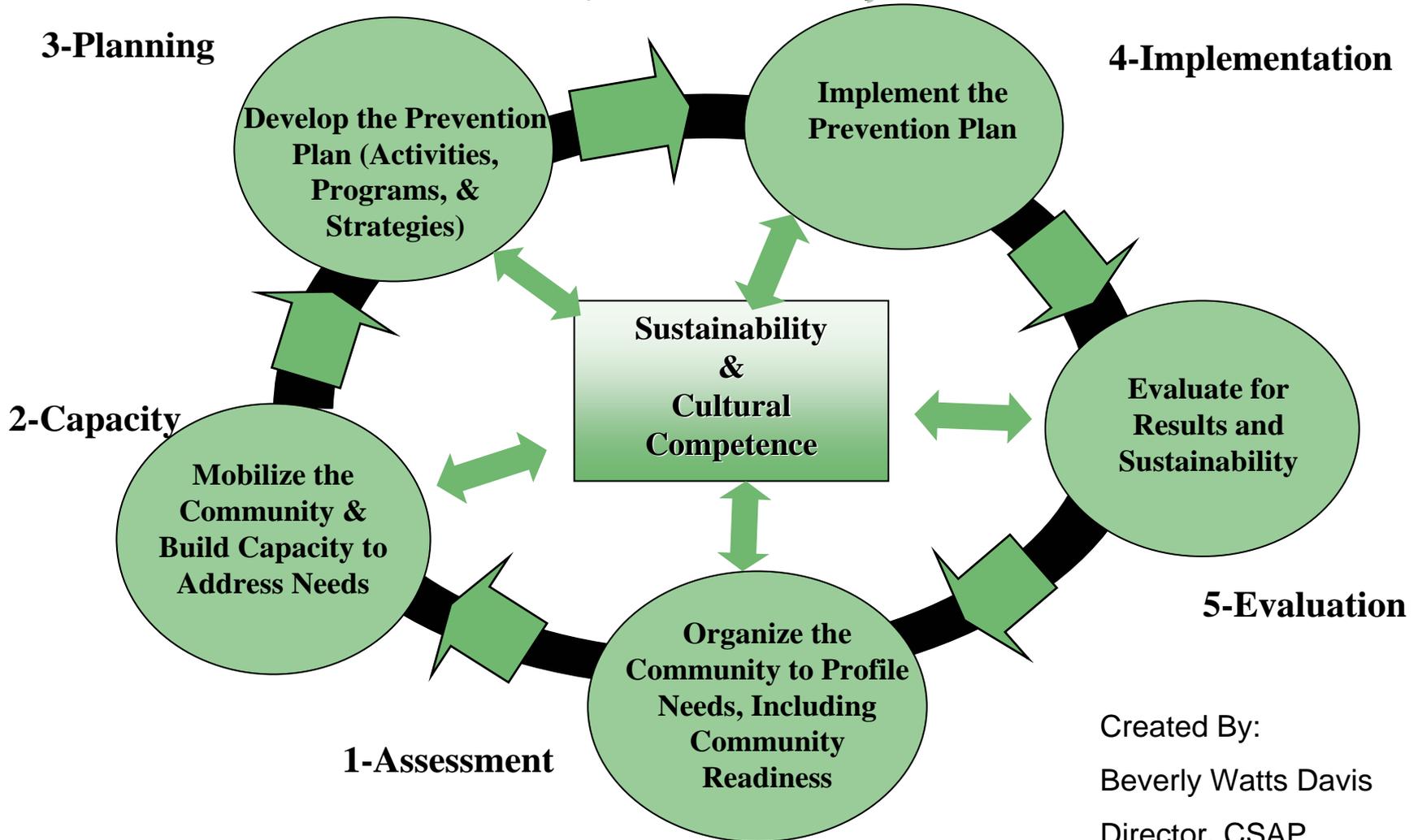
 VERMONT  
DEPARTMENT OF HEALTH

# Welcome, Introduction & Format

- Introductions – Central and District Staff
- Host at each site
- Questions & Answers



# SPF - PROCESS, PROCESS, PROCESS



Created By:  
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Director, CSAP

## Vermont Priorities

- ✓ Underage drinking
- ✓ Build prevention capacity & infrastructure, including a sustainable evaluation system
- ✓ High risk drinking among persons under 25
- ✓ Marijuana use among persons under 25



## Program Overview

- **Funding for completing the 5 steps of the Strategic Prevention Framework PROCESS**
  1. Profile population needs, resources to address the problems and gaps in service
  2. Build/mobilize community prevention system capacity
  3. Development of a comprehensive community strategic plan
  4. Implement evidence-based prevention program/policies/practices
  5. Evaluate and monitor

## **Program Overview continued ...**

### **Eligible Organizations**

- Coalitions and partnerships
- Schools & Supervisory Unions
- Public & private not-for-profit organizations
- Institutions of Higher Education

## **Program Overview cont.**

### Not eligible to apply

- Statewide organizations
- Vermont State governmental agencies & departments
- Current CHAMPPS grantees funded with SPF dollars: OCP, GIClean Team/FCCC, Flood Brook Collaborate and Prev. Partnership of Braintree, Brookfield & Randolph

# Timetable

August 10 & 15, 2007	Required applicant training sessions
October 5, 2007 by 4:30 p.m.	Deadline for receipt of complete application at VDH
October/November 2007	Review of grant applications
November 16, 2007	Applicants notified of funding decision
Nov. 1, 2007- June 30, 2008	FY 2008 grant period

## Once Funded ...

- Required to attend a **two day** training of Steps 1-2 during the month of December. Specific dates to be announced
- Completion of web-based baseline evaluation tool: “CLI” – Community Level Instrument
- Future required trainings currently scheduled for January 31<sup>st</sup>, March 11<sup>th</sup> & 12<sup>th</sup> and May 29<sup>th</sup>

## **Goals**

- Develop prevention capacity and infrastructure at the state and community level
- Achieve population-based outcomes for underage drinking, alcohol and marijuana use for ages 25 and younger

# Funding details

## 2 Category of Grants to be funded

1. Capacity Building
2. Implementation

## **Capacity Building Grantees**

- Approximately 14 with low capacity
- Competitive process
- Where feasible, these grants will be geographically distributed around the state
- AHS & VDH leadership will participate in the grant review
- Upon approval of plan, option to apply for implementation dollars

## **Implementation Grantees**

- Approximately 10 with high capacity
- Competitive process
- If feasible, at least one grant will be awarded to a community with an institution of higher education
- Potential to complement other statewide initiatives and population density may be considered
- Planning grant first; upon approval, implementation dollars

## Funding for ...

- Staff salaries
- Consultant fees
- Operating expenses
- Indirect costs
- Implementation of program, policies and practices **once plan is completed and approved**

## **Funding is NOT for ...**

- Capital expenditures
- Lobbying
- Treatment Services

## **Capacity or Implementation ...**

Everyone applies for \$68,000 to complete steps  
1-3

Implementation funds of up to \$120,000 per  
year upon approval of implementation plan  
year

Again, why two types of grants?

## **Goals**

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## Review Scoring Criteria

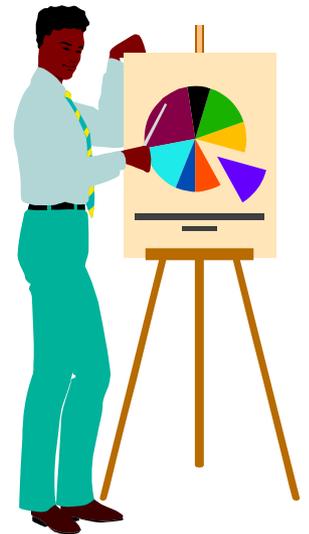
Category	Capacity	Implementation
Comm. Description	20	15
Org. Capacity	15	25
Mngmt & Staffing	10	10
Work plan	16	16
Evaluation	4	4
Budget	5	5
District Office Review	30	25
Total	100	100

# Application Overview

- Narrative
- Budget
- Attachments & Assurances
- Requirements

# Community Description: ALL Applicants

- Brief description of geographic area to be served & relevant demographic info., include number of people under age 25
- Identify socioeconomic factors (census data)
- Describe resources, strengths & challenges specific to substance abuse specific to 25 and under
- Describe both gaps and resources in your community's capacity and prevention infrastructure
- List any community events/factors that have led to increased interest in substance abuse issues



## Community Description: Implementation

- Provide examples of past or current initiatives with youth, families & young adults
- Examples of community capacity and experience relevant to the 5-steps of the SPF, including, but not limited to, environmental strategies



# Organizational Capacity

■ ... refers to different types of resources an organization has to implement and sustain that include,

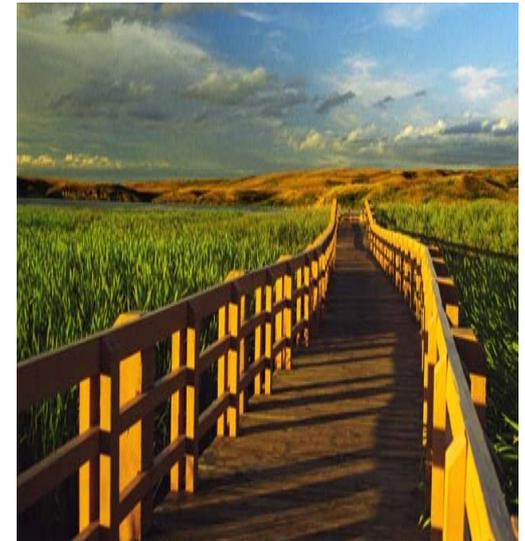
- Human capacities
- Technical capacities
- Fiscal capacities
- Structural/formal linkage capacities

■ Capacity directly relates to “how well” the implementation may go .... GTO, 2004



## **Organizational Capacity: Capacity Building**

- How long in existence, mission, org. chart or plan for development of one
- Staff, expertise, training
- Organized action on prevention issues
- Involvement of 25 and younger and community



## **Organizational Capacity cont.,**

- Understanding of community planning process & plans to operationalize the process
- Identify stakeholders and sectors involved currently
- Work with VDH District Office

## **Organizational Capacity: Implementation**

- Describe organizational capacity
- Org chart & membership list
- Experience in planning with data & youth/young adults, building cultural relationships
- Experience implementing evidence-based prevention and evaluation including outcomes
- Identify current funding sources



## Management & Staffing Plan

- Specific roles & responsibilities of staff
- Resumes or job descriptions
- Outline supervisory details
- Identify who will comprise training team
- Role of the fiscal agent (if applicable)
- Experience of fiscal agent or agency in managing federal grants



## Workplan: Capacity Building Grants

Description of **HOW** you plan to start organizing for this process:

- Initial Mobilization
- Establishing Organizational Structure & Function
- Building Capacity



## Work plan: Implementation Grants

Describe **HOW** you plan to carry out the SPF tasks from past/current experience:

- Assessment
- Capacity/Infrastructure Development
- Strategic Plan
- Implementation
- Evaluation





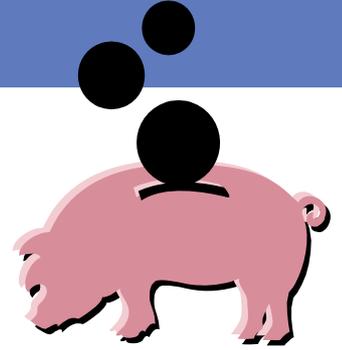
# **A Life in the Community for Everyone**

- Healthy Environments at Work and School
- Supportive Communities
- Connected to Family and Friends
- Free from the harmful effects of ATOD

## Evaluation

- No narrative is required
- Appendix D
- Points are awarded
- YRBS Requirement





## Budget

- Include narrative and budget form
- Narrative to explain all budget items
  - Personnel and consultants
  - Operating expenses
  - Supplies and services
  - Other funding sources
  - In-kind contributions (not required)
- Indirect costs cannot exceed 10%
- \$8,000 allocated to support training & and communication campaign in year one

## **Attachments (p. 3)**

- List of board, steering committee with sectors
- Organizational Chart
- Mission statement
- Resumes or job descriptions
- Work plan template
- Letter(s) of commitment
- Letter of support from Regional Partnership
- MOU with fiscal agent (if no federal tax ID #)
- Budget and Narrative
- YRBS Letter of Commitment from school system

## **Assurance: Appendix D**

Due to the specific evaluation requirements of the SPF initiative, in lieu of an evaluation narrative section, all applicants must agree to participate in the tasks listed in Appendix D



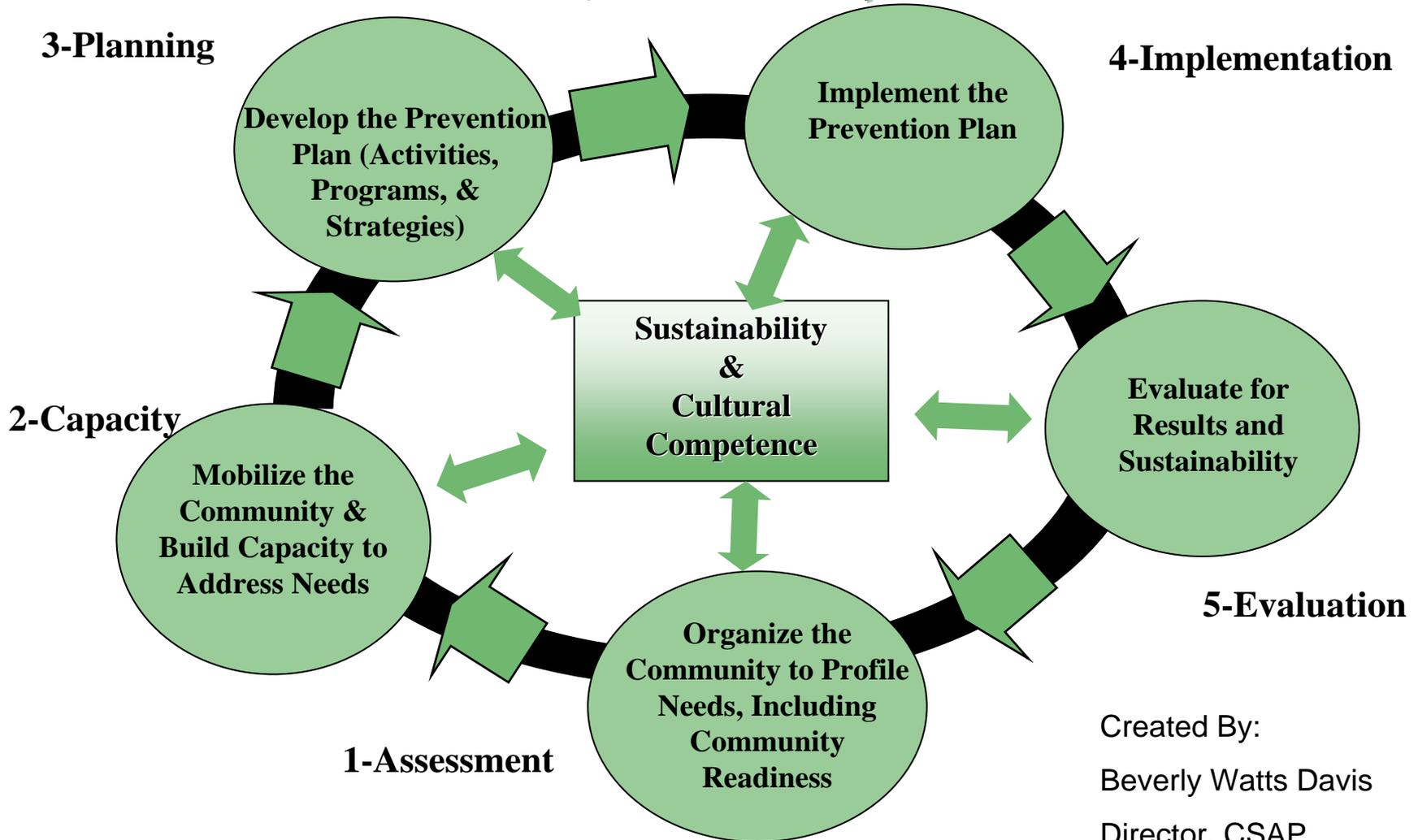
## **Requirements**

- Address priorities #1 and #2: Underage drinking and capacity/infrastructure
- Based on your community data, select one additional priority: high risk drinking or marijuana use among persons under 25
- Participate in statewide learning community (trainings)

## **Requirements cont.,**

- Functional computer, software, e-mail address, internet and fax
- Participate in Common Theme Campaign & conduct focus groups
- Implement 5 steps of SPF
- Cross site evaluation activities

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# What are your Questions?

