

REQUEST FOR APPLICATIONS

SALT LAKE COUNTY HEALTH DEPARTMENT

Substance Abuse Prevention Services

Date of Issue: February 15, 2022

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PART 1 – OVERVIEW

Summary

Salt Lake County Health Department (SLCoHD) announces the availability of funds to support evidence-based substance use prevention programs, practices, and policies (EBPPPs). These funds originate from State Block Grant dollars as well as the Electronic Cigarette, Marijuana, and Other Drug Prevention Grant under [Utah Code 26A-1-129](#). All funding must support substance use disorder (SUD) prevention.

SLCoHD is seeking coalitions, partnerships, and service providers to collaboratively prevent youth and other specific populations in Salt Lake County from misusing harmful substances. Interventions can serve universal, selective, or indicated populations and will work to decrease specific priority behaviors and risk factors and increase protective factors (see Part 2 – Outline of Grant Activities for details). Evidence-based programs, practices, and policies, which include both programs and environmental strategies (policies and practices), are highly preferred. The majority of funding will address health equities by serving key zip codes and/or key populations.

SLCoHD envisions a future with a coordinated prevention system where providers work through community coalitions or other partnerships to collaboratively implement substance use prevention efforts based on community-level input and assessment. Partnerships would leverage the strengths of multiple organizations and agencies to expand evidence-based prevention efforts, increase reach and populations served, and improve intervention quality, all while building provider capacity for EBPPPs. This request for application (RFA) aims to put us on the path towards this vision.

For more information, please refer to the following resources:

- Frequently Asked Questions (FAQ) (end of document)
- [Recorded Information Session Webinar](#)
- [Slide Deck from the Information Session](#)

Application Due Date

Required Letters of Intent are due no later than **February 27, 2022, at 11:59 pm Mountain Time**.

Final applications must be submitted through ZoomGrants on or before **April 3, 2022, at 11:59 pm Mountain Time**. No applications will be accepted after the closing date and time.

Grant Terms

Awards will be for a 1-year period beginning July 1, 2022, through June 30, 2023. Funding for additional 1-year periods up to four extensions may be available but are not guaranteed. Maximum term will be through June 30, 2027.

Approximately \$1.8 million will be awarded as part of this RFA per year. Applicants may request up to \$100,000 per application per year. An Applicant may submit as many proposals as they like but note that SLCoHD will consider total amount awarded in our funding decisions to ensure no single organization receives an overly large percentage of the available resources.

Please submit one application per intervention. A single intervention (program or strategy) may serve several populations or may take place in several locations within Salt Lake County.

By applying for this RFA, Applicants are agreeing to terms laid out in this RFA and to Contract terms. See Appendix C for a sample contract.

Eligibility Criteria

Applications will not be considered unless the Applicant meets the following criteria by the application due date and throughout the contract term.

To be eligible to receive funding from this grant opportunity, all Applicants must be a community coalition, a local government agency, a local education agency (as defined in [Utah Code 53E-1-102](#)), or a nonprofit organization. Applicants must be established as a legal entity under state or federal statutes and regulations. They must be registered to do business in Salt Lake County and have a Salt Lake County address.

Additional institutional requirements such as liability insurance are also required. Please review the sample contract (Appendix C) in advance to ensure your organization and any sub-contracted partners can meet all requirements.

If a group of partners wishes to submit a joint proposal, the application must be submitted by one eligible entity that will serve as the Lead Partner. All lead and sub-contracted partners are subject to the same eligibility criteria. If a partner organization will not receive funds, they do not need to comply with any eligibility requirements, except carrying out the activities they have committed to.

For organizations or coalitions that are not legal entities or are otherwise not eligible, you may have a fiscal agent apply on your behalf. The fiscal agent must meet all eligibility requirements, uphold all contract terms, and manage all funds. If you are applying as a fiscal agent, you must include your signed agreement with your partner as a required document.

Application Review and Scoring Process

All applications received are initially screened for eligibility and completeness using the minimum requirements stated in the RFA. Applications that do not meet requirements

outlined in the RFA may not be considered. The County reserves the right to reject any or all applications or waive minor irregularities when to do so would be in the best interest of SLCoHD and County residents.

A Scoring Committee will review and recommend applications based on an established scoring rubric outlined in each question.

While the total combined application score (0-100) will be one of the primary considerations for final funding decisions, SLCoHD reserves the right to make awards based on the portfolio of proposals and service providers that represent the greatest likelihood of impacting priority outcomes and reaching the greatest number and diversity of residents while maintaining high-quality service delivery. This may limit the total amount funded or total number of awards to any individual Applicant.

Proposals for interventions that are not evidence-based may be considered separately since SLCoHD can only allocate a small amount of funds to these interventions.

The Scoring Committee may conduct interviews with Applicants to discuss concerns and address questions pertaining to the application. The Scoring Committee may also choose to fund some proposals at smaller amounts than requested. In these cases, SLCoHD may offer Applicants the chance to revise their proposals to match the offered funding amounts. The Scoring Committee will then provide funding recommendations to the Salt Lake County Mayor or designee for final approval.

Salt Lake County reserves the right to not award any contracts or to solicit additional applications at a later time.

Discussions between Applicants and Scoring Committee members about a specific application will not be allowed. However, an Applicant may discuss the general RFA process with the chair/facilitator of the Committee.

Reporting Requirements

Recipient(s) are required to provide complete and accurate electronic data to the County and the State of Utah monthly. Other data and information may be requested through other reporting means. Required data may include but are not limited to:

- Date of service provided
- Service hours
- Number of participants served
- Participant demographics (gender, age, race/ethnicity, etc.)
- Other intervention-specific data as outlined in your logic model
- Activities, outcomes, and stories

Additional insurance and policy documents and action items will be required through the annual audit and site visit process. These requirements are included in the award contract and a detailed list will be provided following signature of the contract.

Payment

Funding will be provided monthly throughout the fiscal year. The fiscal year starts July 1, 2022, and goes through June 30, 2023. Payments are paid out every month upon submission of an invoice through ZoomGrants. Payments are made under the assumption that all Contract and RFA requirements have been met.

Continuous Improvement

This RFA aims to support continuous improvement for contracted providers to improve implementation of their proposed intervention. SLCoHD understands that we all learn as we go and wants to create an environment where contractors can do their best work. Changes to originally proposed interventions may be made to improve results, within the following parameters:

- The contractor has genuinely tried to meet the goals of the original proposed activity, or the environment has changed so that the original proposal is no longer possible.
- Requested changes have been identified through a continuous improvement process or thoughtful conversations.
- Changes are discussed with and approved by SLCoHD.
- Changes are outlined in a written document and submitted to SLCoHD.
- If a provider is performing services outside of their submitted application without receiving approval from SLCoHD, SLCoHD reserves the right to deny payment and/or terminate the contract.

Please note that requested changes due to incomplete initial planning may not be approved. For example, if you propose to serve the LatinX community in West Valley City but have not worked with that community to confirm their interest and willingness to participate prior to submitting your application, SLCoHD may not approve your request to change your intended audience if you are struggling to meet your recruitment goals.

All adaptations or changes need to be compliant with state standards and grant requirements, as well as maintain fidelity to the EBPPP. Any changes made to approved proposals need to be discussed and approved with SLCoHD prior to implementation.

PART 2 – OUTLINE OF GRANT ACTIVITIES

Priorities

Services and interventions should work to decrease the following behaviors or other

community-level priorities. These priorities were determined by SLCoHD based on 2021 [Student Health and Risk Prevention \(SHARP\)](#) data.

Behaviors:

- 30-Day E-Cigarette Use/Vaping
- 30-Day Alcohol Use
- 30-Day Marijuana Use
- 30-Day Inhalant Use

Risk Factors:

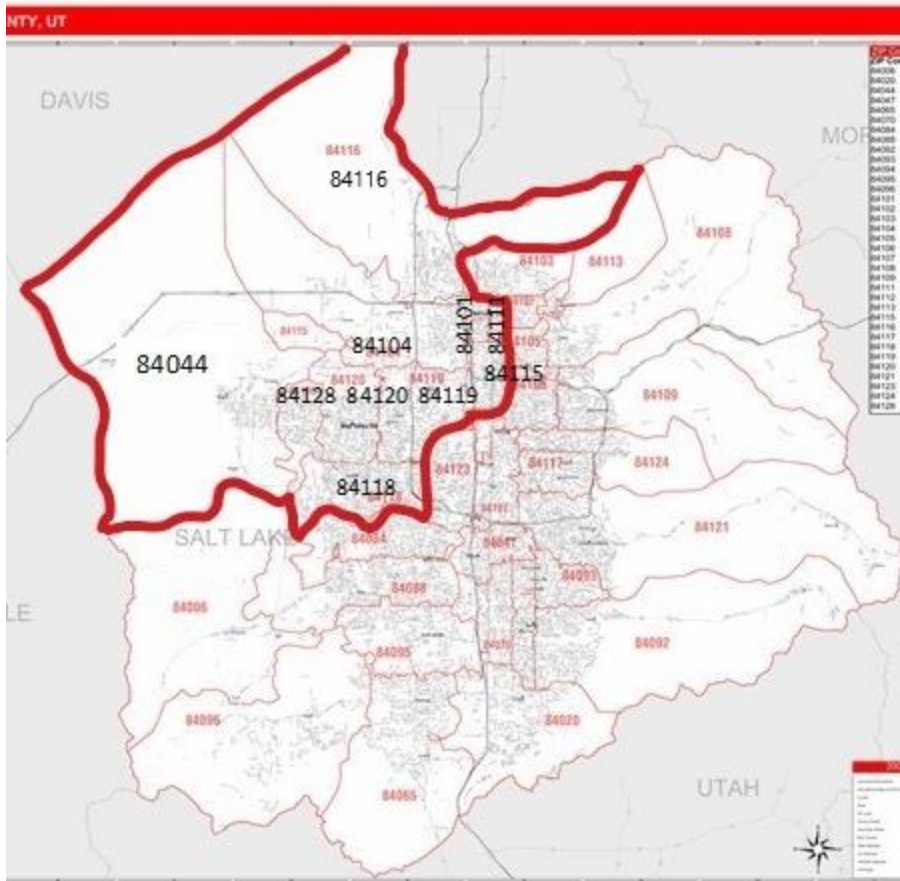
- Depressive Symptoms
- Low Commitment to School
- Perceived Risk of Drugs
- Youth Attitudes Toward Anti-Social Behavior

Protective Factors:

- Rewards for Prosocial Involvement
- Interaction with Prosocial Peers

SLCoHD understands that each community will have own priorities and needs related to substance use prevention. As such, applicants are encouraged to assess their community needs to determine if they are different from those chosen by SLCoHD. If you work with a community that has conducted its own community-level data assessment identifying substance use priority behaviors and/or risk or protective factors, please use your community's priorities to guide the selection of your proposed intervention. If your organization has questions pertaining to your community-level data assessment, please refer to the FAQ [LINK]. If you do not have a data-informed community substance use disorder (SUD) assessment, SLCoHD encourages Applicants to focus on the above priority behaviors, risk, and protective factors.

Priority zip codes include: 84044, 84101, 84111, 84104, 84115, 84116, 84118, 84119, 84120, 84128. These zip codes were chosen in an effort towards more equitable funding and are based on SLCoHD' SocioNeeds index score, which incorporate economic, education, and employment indicators.



Priority populations and communities identified by SLCoHD include:

- Black or African American
- LatinX
- Native Hawaiian and Other Pacific Islander
- Native Alaskan and American Indian
- Asian
- LGBTQIA+
- Refugees and New Americans
- Low-income
- People experiencing homelessness
- Children and youth who are in the foster system or kinship community
- Youth who have lost a parent or other primary caregiver from COVID-19 related illness

Proposals that serve other Salt Lake County zip codes and populations are welcome. Although we will prioritize our stated priority populations and zip codes, we strive for a balanced network of interventions across the county.

Partnerships

SLCoHD envisions a future with a coordinated prevention system where providers work

through community coalitions or other partnerships to collaboratively implement substance use prevention efforts based on community-level input and assessment. Partnerships would leverage the strengths of multiple organizations and agencies to expand evidence-based prevention efforts, increase reach and populations served, and improve intervention quality, all while building provider capacity for evidence-based programs, practices, and policies (EBPPPs). This RFA aims to put us on the path towards this vision.

Joint applications from multiple partners are encouraged to serve expanded number of clients, increase reach, increase diversity of service offerings, and build capacity of service providers to provide culturally appropriate and culturally relevant services. One eligible Lead Partner must apply on behalf the partnership.

All contractors and sub-contractors are considered partners of the Salt Lake County Providers Service Network (PSN) and will be expected to attend monthly meetings and work closely with SLCoHD and other partners for trainings, continuous improvement, and other capacities.

Evidence-Based Programs, Practices, and Policies (EBPPPs)

SLCoHD is required to allocate 90% of Block Grant dollars and 100% of E-Cigarette prevention funds to EBPPPs. EBPPPs have been rigorously evaluated and shown to be effective in producing positive outcomes (e.g., specific substance use behaviors and risk/protective factors). The selection and implementation of EBPPPs increases the likelihood that the interventions you implement will have the desired impact on individual participants and/or the communities you serve. EBPPPs can be found on evidence-based registries such as the [Results First Clearinghouse Database](#), [Blueprints for Healthy Youth Development](#), [The Community Guide](#), and [Social Programs that Work](#). Local interventions that have been approved by the [Utah Evidence-Based Workgroup](#) also qualify as evidence-based for this RFA.

EBPPPs include both programs and environmental strategies (policies and practices). If you plan to submit a proposal for an environmental strategy, please first review CADCA's [The Coalition Impact: Environmental Prevention Strategies](#). Proposed strategies must be researched or evaluated to have positive impacts. Examples of researched or evaluated environmental strategies can be found in the CDC's [The Community Guide](#) or from other trusted sources. Please see the [FAQ \[LINK\]](#) for more information on environmental strategies for substance use.

If you are proposing an intervention that is not listed as an EBPPP, you must outline in your application why you believe your intervention deserves funding over existing EBPPPs. Please read the [FAQ \[LINK\]](#) and review the [recorded information session webinar](#) for more information. Proposals for interventions that are not evidence-based may be considered separately since SLCoHD can only allocate a small amount of funds to these interventions.

For communities interested in developing a new Communities That Care coalition, please apply in the Universal category.

Projected Schedule for the RFA

PRE-RFA Community Focus Groups -----Oct 26, 2021 & Nov 1, 2021

RFA Information Meeting -----January 7, 2022

RFA Posted -----February 15, 2022

Required Letter of Intent Due -----February 27, 2022

Partner Match-Making Discussions -----March 2022

Deadline for Question Submittal -----March 30, 2022

Full Application Due -----April 3, 2022

Applicant Interviews / Revision of Proposal (if needed) -----April 2022

Committee Review Process Finalized -----April 30, 2022

Recommendation to Mayor or designee -----May 15, 2022

Contracts Signed -----June 15, 2022

Contract Commencement-----July 1, 2022

PART 3 – APPLICATION

Application Process: Required Letter of Intent, Partner Match Making, and Full Proposal
In October and November 2021, the SLCoHD held a meeting with potential Applicants to hear input and feedback into this RFA content and process. We incorporated your ideas to ensure our goals, priorities, and requested interventions will best serve our Salt Lake County residents.

Every Applicant is required to submit a Letter of Intent through an online form due no later than **February 27, 2021, at 11:59 pm Mountain Time**. See Appendix A for submission instructions. The purpose of the Letter of Intent is to communicate your organization’s goals for the funding so that partnerships may be formed before proposal submission. Please note Letters of Intent may be shared with other Applicants to determine potential

partnerships. **Applicants will not be eligible to submit a full proposal if they do not submit the Letter of Intent by the stated due date.**

In the weeks following the submission of the Letter of Intent, Applicants are asked to review others' Letters of Intent to assess possible partnership opportunities. Additionally, SLCoHD will review the letters and reach out to Applicants if we see a potential partnership opportunity. These discussions will be an opportunity for you to strengthen your application by getting a broad understanding of other Applicants' proposals and how you can improve your proposal by partnering, filling gaps, or decreasing overlap. You will then finalize your full proposal, incorporating any new ideas, partners, or other approaches gathered through your partnership discussions. Your final proposal may expand on your Letter of Intent, or you may propose a completely different intervention, location, and community served.

The final proposal is due no later than **April 3, 2022, 11:59 pm Mountain Time.** the FAQ [\[LINK\]](#).

Questions

If your questions are not answered in the FAQ, please submit questions to Steve Hanson at RSHanson@slco.org. The deadline for question submission is **March 30, 2022, at 5:00 pm Mountain Time.** Do not contact other County employees or scoring committee members with questions. Answers to all submitted questions will be posted on ZoomGrants, so please check back regularly for new responses.

Application Narrative

Be sure to answer all questions and provide all information. Applicants are encouraged to keep their application concise and explicit, based on required word limits per question. The term "lead partner" refers to the individual organization filling out this application and that would receive the funds directly from SLCoHD, if awarded. The term "Applicant" refers to all organizations in the partnerships.

Required attachments should be titled accurately and uploaded into ZoomGrants. Required attachments do not count against maximum word counts described below. Please do not attach any additional attachments beyond those required.

Scoring for the applications will be based upon a maximum possible score of 100 points using the point distribution described in each section.

Title Page

Lead Partner Name: This is the legal incorporated name of the lead partner who will sign the contract with SLCoHD and receive funds from SLCoHD, if awarded.

Lead Partner Status: Legal status such as partnership, nonprofit, etc.

Lead Partner Address, Phone, Email: This is the location to which correspondence should be

directed.

Lead Partner Contact Person, Title, Phone, Email: This is the full name and title of the people in your agency who should be contacted concerning the application. Include phone and email information for *two* people.

Applying on Behalf of Applicant (optional): If the Lead Partner is applying for a partnership or coalition, write the name of the coalition or partnership.

Partner(s) Information (optional): If the Lead Partner will be working with other organizations, list the Partner Organization(s) Name and Contact person, and a brief description of the partnership.

Requested Amount: Please indicate the total dollar amount you are requesting per year.

Behaviors, Risk, and Protective Factors: Please list the behaviors, risk, and protective factors your intervention focuses on.

Population(s) Served: Please list the communities or populations you intend to serve.

Zip Code(s) Served: Please list the zip codes you intend to serve. If you are not targeting specific zip codes, write "Salt Lake County."

Lead Partner Certifying Signature/Printed Name & Title of Certifying Signature: This signature verifies that a person with signing authority from the Lead Partner organization has read and approved this application. Write their name and title.

Question 1: Applicant Overview & Capacity - 10 points

This section should describe the Applicant's coalition, partnership, or organization and its experience with implementing EBPPPs. If you are applying as part of a partnership, please outline all partners' expertise. This section is worth 10 points (10% of the total score). *Word maximum: 500 words*

Address the following in this section:

- Briefly explain the overall mission and current priorities of the Applicant. If you are applying as a partnership or coalition, explain who the partners are, and whether this is a new partnership or an established partnership with previous joint efforts.
- Describe the systems or processes you have in place (such as data management systems; training; coaching; supervision infrastructure; etc.) that will help you plan, implement, and monitor your proposed intervention.
- Discuss the successes and challenges (both past and current) the Applicant has experienced while implementing other EBPPPs and how those lessons will be incorporated into this project.
- Describe the extent to which evidence-based programs (if applying for a program) or environmental strategies (if applying for an environmental strategy, policy, or practice)

are part of the Applicant's portfolio of services. For example, how many programs or services are currently delivered or supported by the Applicant, and what percentage of those are evidence-based?

- For key personnel who will be involved in this work, please describe their experience with EBPPPs.

Scoring Criteria

1. Are all bulleted points answered sufficiently?
2. Does the Applicant and/or lead partner have experience in similar interventions to what they are proposing? Do they understand the challenges of EBPPPs and have the organizational capacities to successfully implement the proposed intervention?
3. Do key personnel have experience in similar interventions to what they are proposing?

Question 2: Proposed Intervention & Population - 20 points

This section should describe the Applicant's proposed intervention. The bulk of your response should focus on why you are choosing this intervention and the process you conducted to choose this intervention. *This section is worth 20 points (20% of the total score). Word maximum: 1000 words*

Address the following in this section:

- Describe the goals of your intervention. What are you trying to achieve? What does success look like? Which SHARP indicators (behaviors, risk factors, protective factors) does your proposed intervention address? If you are basing your priority SHARP indicators on a local community-level assessment, briefly explain your assessment process.
- Describe the program or environmental strategy you are proposing. Indicate whether it is a universal, selective, or indicated intervention; whether it is an evidence-based program or an environmental strategy (policies and practices); and name the registry or source the intervention is listed on. If you are proposing an intervention that is not an EBPPP, please outline why you believe your proposed intervention deserves funding over an existing EBPPP.
- Describe the process and/or criteria used to select the proposed EBPPP. Explain why you are proposing this specific intervention, what other interventions you may have considered if any, and how the selected intervention is the best choice to address your stated goals.
- Describe the extent to which you engaged clients, families, and youth as stakeholders

(rather than purely as clients) or solicited their input in selecting the proposed intervention.

- Describe the population(s) and/or zip code(s) you aim to serve and why you chose these population(s) and/or zip code(s). If you are not choosing one of our prioritized populations and/or zip codes, please explain why it is important to serve your selected communities.
- Provide the Logic Model as a required attachment. See Appendix A for instructions.

Scoring Criteria

1. Are all bulleted points answered sufficiently and all required attachments complete per instructions and uploaded?
2. Are the goals clear and obtainable? Do they consider the priority indicators outlined either in the RFA or in another quality community assessment?
3. Is the proposed intervention evidence-based or research-based? If not, is there adequate justification to propose a non-evidence or research-based intervention?
4. Does the proposed intervention address the stated goals well?
5. Are the proposed population(s) and/or zip code(s) part of the priority list as found in the RFA? If not, is there adequate justification for the proposed population(s) and/or zip code(s)?
6. Was the intervention selected based on data-informed and/or community processes and input?

Question 3: Recruitment Plan and Strategies - 15 points

This section establishes the Applicant's ability to effectively reach and engage its intended audience. If you are applying to implement a program, please outline how you will recruit program participants. If you are applying for an environmental strategy, please describe how you will reach and engage your intended audience, or the people whose behavior you are seeking to change. *This section is worth 15 points (15% of the total score). Word maximum: 750 words*

Address the following in this section:

- Describe how you will recruit or engage your participants or audience, including any specific strategies you will employ to reach your specific proposed population (e.g., if your population communicates via WhatsApp more than Facebook, or gathers at a specific community center where you can reach them).
- Identify partners and stakeholders who you will work with to reach your intended audience. Describe your current relationship with these outreach partners and how you

will work together to engage your intended audience.

- Describe any strategies for encouraging retention of participants (if necessary for your proposed intervention) so that they attend all or most of the sessions offered and/or so they participate fully in the intervention.
- If you have used any of these strategies previously with similar interventions, describe the degree of success achieved, challenges experienced, and lessons learned.

Scoring Criteria

1. Are all bulleted points answered sufficiently?
2. Are the recruitment and retention strategies effective, achievable, and thorough?
3. Are the relationships needed for effective recruiting established?
4. Are recruitment and retention challenges identified with accompanying solutions?

Question 4: Implementation Plan - 35 points

Clearly describe your Implementation Plan to successfully deliver your proposed intervention. This section is worth 35 points (35% of the total score). *Word maximum: 1000 words*

Include the following information:

Address the following in this section:

- If this is a new intervention or an existing intervention serving a new population, describe the pre-implementation steps that will be taken to prepare the organization, partnership, or coalition to effectively conduct the intervention, including securing resources, arranging logistics, training staff, and securing buy-in from any stakeholders (such as school officials and teachers for school-based programs).
- Describe how the intervention will look. Address the following:
 - How the intervention will be provided to or reach the served population.
 - Who will deliver the program, where it will be delivered, how often it will be delivered (dosage), the total number of sessions or events to be run in each cohort, and the number of cohorts to be run during the project period (If applying for an environmental strategy, outline who/what/where/when for your proposed intervention).
 - How you will adhere to fidelity
 - If you plan to make adaptations to an EBPPP, explain the adaptations (refer to

FAQ).

- Include the required 1-year Implementation Plan (see Appendix A for instructions) that includes activity, due date, and point person. Include any activities for pre-implementation, partnership coordination, intervention implementation, and monitoring.
- Outline your plan to monitor implementation and your process for making small changes throughout implementation to ensure best results.
- Describe the specific role in the project for all staff directly involved in delivering or supporting the intervention (regardless of whether they are included in the budget).

Scoring Criteria

1. Are all bulleted points answered sufficiently and all required attachments complete per instructions and uploaded?
2. Is the Applicant sufficiently prepared to succeed? Do they have/will they have the planning, relationships, training, logistics, continuous improvement, etc. needed to succeed?
3. Has the Applicant sufficiently planned for stakeholder and partner communication and involvement?
4. Are the logic model and implementation plan thorough?

Question 5: Budget Detail and Budget Narrative - 20 points

This section identifies the items to be supported with grant funds and provides a narrative justification about the necessity of each of those items to the success of the project. SLCoHD reserves the right to scrutinize all application budgets. SLCoHD anticipates entering into budget reconciliation discussions with prospective contractors after funding recommendations have been made. This process is separate from the competitive scoring stage of proposal reviews.

Budget Detail should be entered in the excel budget template, which can be downloaded from ZoomGrants, filled out, then uploaded into ZoomGrants as a required attachment. An example Budget Detail template is included in Appendix A. These two sections will be scored together and will be worth a combined *20 points in the overall application score (20% of the total score)*.

Budget Detail

Using the required Budget Detail template, include a detailed line-item budget covering the 1-year project period (July 1, 2022-June 30, 2023).

Address the following in this section, as needed:

- Fill out highlighted cells for your organization's 1-year budget. Fill out columns A, B, and C; Column D will calculate automatically. Write an optional budget explanation describing the expense in Column E.
- If you need to add lines, please ensure all Total cells in Column D include added expense lines.
- If you are subcontracting some of the funding to a partner, put the subcontracted amount in a single line in the Contract Services section, AND submit a second budget detailing those contracted funds.
- If you are using additional funding to pay for parts of this work, please outline these related activities in the "Other Funding" category. Costs in the Other Funding section may be estimates.
- All funded personnel must include the number of hours and the percent of their weekly time that will be spent on the proposed project.
- Please ensure any costs for training, implementation quality monitoring, or oversight/continuous quality improvement are included in your budget.
- If a Lead Partner proposes to collaborate or subcontract with other organizations, a minimal and reasonable budget cost is allowable to coordinate across partners. That cost must be broken out into specific direct costs (i.e., a general "overhead" or indirect rate cannot be applied to this type of coordination or management of individual subcontracts).

Budget Narrative

The Budget Narrative section provides the reviewers with a clear justification and explanation for all requested expenditures. For each budget item, you must clearly describe how expenditures contribute to and are necessary for the success of the intervention. *Word maximum: 500 words.*

- If personnel costs are to be supported by the application, include in the narrative a brief description of responsibilities related to the proposed intervention, time commitment (percentage of time they will spend specifically on this project), and provide a justification of the need for each staff. Please also explain whether each position would be a new hire or an assignment of responsibility for an existing staff person. Where existing staff will be assigned, please describe how that time is being made available (e.g., through reassignment of other existing responsibilities or the closing out of a current project).

Scoring Criteria

1. Are all required attachments complete as instructed and uploaded?
2. Is the budget sufficient to cover costs but also reasonable?
3. Are costs justified?
4. Do the numbers add up correctly?

Application Checklist

1. Cover Sheet with Required Signatures
2. Application Narrative
 - a. Question 1: Applicant Overview & Capacity - 10 points
 - b. Question 2: Proposed Intervention and Population - 20 points
 - c. Question 3: Recruitment Plan and Strategies - 15 points
 - d. Question 4: Implementation Plan - 35 points
 - e. Question 5: Budget Detail and Budget Narrative - 20 points
3. Required Attachments
 - a. Letter of Intent (due February 27)
 - b. Logic Model
 - c. Implementation Plan
 - d. Budget Form(s) (for contractors and subcontractors)
 - e. IRS Determination, Utah business license, or other documentation showing status as a legal entity under state or federal statutes and regulations (for contractors and subcontractors)
 - f. If you are applying as a Fiscal Agent, include your signed agreement with your partner that outlines each partner's roles and responsibilities.

APPENDIX A – REQUIRED FORMS

The online Letter of Intent form can be found [here](#).

All other required document templates must be downloaded from ZoomGrants, filled out, then uploaded back into ZoomGrants as part of your application. The below templates are for your information only. Please do not copy the templates below as your required documents.

A. Letter of Intent

Please fill out the [required Letter of Intent](#) through the online form by **February 27, 2022, at 11:59 pm Mountain Time**.

The letter of intent helps us understand who is interested in applying and what their proposals cover - before the applications are due. We will use this information to help Applicants connect with other organizations who may be interested in serving similar communities or conducting similar work so you can discuss a joint proposal. We will also work to connect organizations that may not have all the skills, knowledge, or community connections needed to succeed in their proposed project. This approach will help alleviate duplication and overlap, fill in gaps, and also better serve our under-resourced communities.

You will not be held to anything outlined in your Letter of Intent. If your proposal turns out very different from your Letter of Intent, that is not a problem! We are hoping Applicants' original ideas outlined in the Letters of Intent will be improved upon and possibly even completely changed as they learn what other Applicants are proposing, find partners, etc.

B. Logic Model

Instructions: Download the Logic Model template from the ZoomGrants Documents Tab. Fill out all fields (as shown in the following examples). Each registry may use their own "Tier Level" or designation. Under the "Tier Level" section, list the registry your program can be found on, and the designation given by that registry. If the registry you are using does not have a Tier Level, please specify that in this section. If you are proposing a non-EBPPP, you can enter "no" in this section, but complete the rest of the logic model to the best of your ability. The purpose of this logic model is to convey what your EBPPP hopes to achieve and how it will achieve it. As you work through this model, the goal should be to explain how your EBPPP's key strategies will result in the outcomes you specify.

Instructions

Intervention Name	Priority Population(s) / Zip Code(s) Served	Cost of Intervention	Evidence Based: Yes or No
List the name of your proposed intervention	List the priority populations(s) and/or Zip Code(s) outlined in your proposal	SLCoHD Grant Funds: Amount requested through this RFA Other Funds: Estimate any other funding you have that will support this project	Answer yes or no

				Total: Total amount			
Agency/Coalition: List names of all partners who would receive funds, if awarded				If yes, Tier Level (Registry): Write the tier or level as listed in the evidence-based registry. Tier/level names will differ across registries. If proposing an environmental strategy that does not have a tier level, just list the registry.			
	Goal	Factors and Root Causes	Local Conditions	Prevention Classification	Strategies	Outcomes (Results)	
	Priority Behavior you are addressing	Risk factors, protective factors, CADCA root causes	Why is this happening here? Why now?	U/S/I? Estimated # served / reached?	Key activities, topics covered, etc. of the intervention	Short	Long
Logic	List the priority behavior(s) you aim to address with this intervention. These factors should align either with your community assessment or with the RFA's list of priorities outlined in <i>section 2: Priorities</i> of the RFA. You do not need to list every behavior the intervention addresses.	List the priority risk and protective factor(s) you aim to address with this intervention. These factors should align either with your community assessment or with the RFA's list of priorities outlined in <i>section 2: Priorities</i> of the RFA. You do not need to list every risk or protective factor the intervention addresses.	Briefly summarize why these behaviors and factors are a problem with your priority population / in your priority zip code. Please be specific.	List whether your intervention is Universal, Selective, or Indicated. Most environmental strategies will be Universal. Indicate the estimated number of people you expect to serve or reach annually.	List the major strategies your intervention will conduct. Be specific - Do not just write "Implement program," but rather break the program down to the major components that will most affect change in your priority behaviors and factors.	Short term outcomes can be expected to occur when participants complete the program. List the short-term outcomes such as changes in notable skills, knowledge, attitudes, or behaviors. May also include outcomes such as program completion.	Long term outcomes may not be observable at the time participants complete the program. The long-term outcomes listed here should refer back to your priority behaviors, risk, and protective factors and designate the desired % change for your priority population / zip.
Measures & Sources	Will often be SHARP data. Please specify if you are using a SHARP survey at a smaller level than Salt Lake County.	Will often be SHARP data. Please specify if you are using a SHARP survey at a smaller level than Salt Lake County.	May be SHARP, IBIS, qualitative data from community and partners, or many other sources	Whatever source you use to calculate your number served or reached.	Will be dependent on your strategies listed. You are looking for sources that confirm you conducted these strategies.	Will often be your participant and facilitator surveys	Will often be SHARP

Example Logic Model - Evidence Based Programs

Intervention Name		Priority Population(s) / Zip Code(s) Served		Cost of Intervention			Evidence Based: Yes or No	
Guiding Good Choices		Families with 8 th graders in Glendale / Poplar Grove (84104)		SLCoHD Grant Funds: \$50,000			Yes	
				Other Funds: \$10,000				
				Total: \$60,000				
Agency/Coalition: Acme nonprofit, Glendale coalition				If yes, Tier Level (Registry): Promising (Blueprints) / 2&3 (CEBC) / Effective (Crime Solutions)				
	Goal	Factors and Root Causes	Local Conditions	Prevention Classification	Strategies	Outcomes (Results)		
	Problem Behavior you are addressing	Priority risk factors, protective factors, CADCA root causes	Why is the identified problem happening here? Why now?	U/S/I? Estimated # served / reached?	Key activities, topics covered, etc. of the intervention	Short	Long	
Logic	<p>Amongst focus population, reduce:</p> <ol style="list-style-type: none"> 30-day alcohol use Depression 	<p><u>Risk Factors</u> <u>Individual:</u> Favorable attitudes towards antisocial behavior</p> <p><u>Protective Factors:</u> <u>Peer:</u> Interaction with prosocial peers</p> <p><u>Family:</u> Rewards for prosocial involvement with parents</p>	<p>COVID-19 has disproportionately disrupted the lives of families and children in Glendale. Rates of COVID infections in this community were X.X times higher than the county's overall rate. Online classes and lack of social interaction have increased depression, while many families have experienced loved ones' deaths.</p>	<p>Universal</p> <p>Families with 8th graders in Glendale</p> <p>Estimated # served annually: 65 families</p>	<ol style="list-style-type: none"> 5 sessions with parents; 3rd session includes participation by 8th grade child Weekly family meeting Refusal skills for child Parents clarifying expectations around drug use <p>Primary curriculum & skill development topics: a. XXX b. XXX c. XXX</p>	<p>80% of program participants complete program</p> <p>80% of program participants hold family meetings in weeks 3, 4, and 5</p> <p>80% of participants show gains in knowledge and skill around clarifying expectations for their children.</p>	<p>30-day alcohol use - Decrease from x% to y% among Glendale 8th graders</p> <p>Depression – decrease from x% to y% among Glendale 8th graders</p> <p>Favorable attitudes towards antisocial behavior - Decrease from x% to y% among Glendale 8th graders</p> <p>Interaction with prosocial peers - Increase from x% to y% among Glendale 8th graders</p> <p>Rewards for prosocial involvement with parents - Increase from x% to y%</p>	

							among Glendale 8th graders
Measures & Sources	2021 SHARP Assessment for Glendale Middle School	2021 SHARP Assessment for Glendale Middle School	Input from teachers at Glendale Middle School	Program registration and attendance records	Facilitator program records outlining the sections covered in each session.	Participant post-class surveys	2023 SHARP Assessment for Glendale Middle School

Example Logic Model - Evidence-Based or Research-Based Environmental Strategies (Policies and Procedures)

Intervention Name		Priority Population(s) / Zip Code(s) Served		Cost of Intervention		Evidence Based: Yes or No	
underage alcohol compliance checks		--Retail outlets --Vendors		SLCoHD Grant Funds: \$5000		Yes	
				Other Funds: \$50,000 from state EASY funding			
				Total: \$55,000			
Agency/Coalition: XYZ Coalition with Local Police Department				If yes, Tier Level (Registry): The Community Guide, Alcohol – Excessive Consumption: Enhanced Enforcement of Laws Prohibiting Sales to Minors			
Goal	Factors and Root Causes	Local Conditions	Prevention Classification	Strategies		Outcomes (Results)	
Problem Behavior you are addressing	Priority risk factors, protective factors, CADCA root causes	Why is the identified problem happening here? Why now?	U/S/I?	Key activities, topics covered, etc. of the intervention	Short	Long	
			Estimated # served / reached ?				

<p>Decrease alcohol consumption and availability of alcohol in ages 12-20</p>	<p><u>Retail Availability</u> (prioritized through local assessment) --Lack of Alcohol outlet compliance checks. --Ease of Sale of Alcohol to underage teens. (Failure of proper ID checks by clerks, lack of retail education.)</p>	<p>During COVID, underage compliance checks decreased because officers were covering many bases, businesses were closed, or we were not going in person to stores. We are looking to kick-start the program again.</p>	<p>Universal 35 retail outlets per year</p>	<p><u>Enforcement</u> --Form Multi-Agency Task Force to leverage resources in order to randomly check every retailer in the county at least once every two years. Those that fail will be re-checked annually for two years. --District Attorney's Office will inform the Task Force of what procedures/protocols are needed to successfully prosecute violators both administratively and criminally. --Task Force members will train their officers regarding compliance check laws, procedures, and protocols. --Task Force members from each agency will define the area of the county that they will target monthly, as well as scheduling of compliance operations in order to increase compliance checks and maximize results throughout the county. --Task Force will meet monthly to report the outcome of compliance checks to county prevention team, and schedule next operation. --District Attorney's Office will continue prosecution and enforcement of penalties for selling to underage youth.</p>	<p>--35 retailers in the community will be randomly checked annually --Increase number of law enforcement officers trained on compliance check procedure and protocol. --Compliance checks will follow proper procedure and protocol. --Increase citations and sanctions for selling to underage purchasers. --Increase awareness by alcohol establishment owners regarding the illegal sale of alcohol to underage youth. --Increase of the perceived risk by alcohol establishment owners regarding the sale of alcohol to underage youth --Increased ID's check by bar owners and alcohol establishments. --Youth will report greater difficulty obtaining alcohol from retail outlets --Increase support of bar owners and retail establishment to decrease sales of alcohol to underage youth. --Bar owners and retailer will feel rewarded for responsible alcohol sales. --The public will report outlets that do not sell alcohol to underage youth. --Compliance checks will increase.</p>	<p>--Decrease in the alcohol consumption and availability of alcohol in ages 12-20</p>
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				<p><u>Public Awareness/Support</u></p> <p>--Stickers and poster will be provided to bar owners and retail outlets to inform</p> <p>The public of that every persons' ID will be checked.</p> <p>--Bar owners and retailers will be informed of increased compliance checks and to inform them of the importance of not selling to minor and providing stickers and posters with the message to the community that all IDs will be checked.</p> <p>--Bar owners and retailers are identified as establishments that check IDs will be recognized as responsible retailers for not selling alcohol to underage youth.</p> <p>--The public will be informed and encouraged to report underage sales of alcohol to the coalition.</p>	
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C. Example Implementation Plan

Instructions: Download the Implementation Plan template from ZoomGrants. Fill out all columns for all major activities. Include activities around planning, partnership building, implementation, monitoring, and any other major phases. Add when the activity will be complete, which position in your organization or partnership will be responsible for ensuring activity completion, and any other relevant notes. Upload your completed plan in ZoomGrants. A few example activities have been included in the below table. These are examples only and are not comprehensive.

Implementation Plan

Lead Partner / Applicant:

Intervention Name:

Plan Timeframe: July 2022 – June 30, 2023

Activity	Due Date	Point Person (Position)	Notes
Purchase program curriculum and materials	July 10, 2022	Program Manager Partner 1	
Confirm timing and location to implement program	July 15, 2022	Facilitator Partner 2	Work with library, schools
Train facilitators in all partner organizations using program's trainers	August 1, 2022	Program Manager Partner 1	Train 5 people from each partner organization
Recruit at least 10 families for first cohort – social media campaign through website, FB; schools send program information out with school registration materials; get the word out through summer programs	August 15, 2022	Program Manager Partner 2	Work with library, school, coalition, summer program providers
Logistics for program launch complete – materials printed, food purchased, childcare organized	August 15, 2022	Facilitator Partner 2	
First cohort launches	September 1, 2022	Facilitator Partner 1	
Monitoring data from facilitator and participants reviewed for fidelity monitoring	September 1- October 25, 2022	Program Manager Partner 1	
Review monitoring data and make necessary implementation tweaks for program improvement	November 1, 2022	Program Manager Partner 1	
Second cohort launches	October 25, 2022	Facilitator Partner 2	
Monthly reporting due	September 1, October 1, November 1, etc.	Program Manager Partner 1	

D. Budget Detail Template

Instructions: Download the Budget Detail template from ZoomGrants. Fill out highlighted cells for your organization's 1-year budget. Fill out columns A, B, and C; Column D will calculate automatically. Add any optional notes in column E; your expenses must be more fully detailed in your Budget Narrative. If you need to add lines, please ensure all Total cells in Column D include added expense lines. If you are subcontracting some of the funding to a partner, put the subcontracted amount in the Contract Services section, AND submit a second budget for those contracted funds. If you are using additional funding to pay for parts of this work, please

outline those line items and approximate costs in in the "Other Funding" category. Upload completed file to ZoomGrants.

Program Name:	
Grant Period:	July 1, 2022 - June 30, 2023

# of staff trained for this intervention:	
estimated # of participants to be served or reached:	

Expenses

	# Units	\$ / Unit	Total	Budget Explanation (Optional)
Personnel and Benefits			0	<i>You can combine salary with benefits or separate them out by line item.</i>
			0	
			0	
Travel			0	<i>Local mileage, travel, and out-of-state travel.</i>
			0	
			0	
Supplies and Materials			0	<i>Program materials, manuals, training materials, food costs, childcare costs for program participants, licensing fees, etc.</i>
			0	
			0	
Occupancy, Utilities, Telecommunications			0	<i>Facility rental, telephone, etc. Only for specific intervention; Please do not add overhead costs such as office rental for your larger organization.</i>
			0	
			0	
Marketing & Recruitment			0	<i>Flyers for recruitment, social media recruitment, etc.</i>
			0	
			0	
Contract Services			0	<i>Sub-contracts to partners, contracted training costs, contracted evaluator, partner coordination, program developer consultation, etc.</i>
			0	
			0	
Miscellaneous			0	<i>Non-contracted data and evaluation,</i>

				<i>etc.</i>
			0	
			0	
TOTAL REQUESTED			\$0	
Per Participant Costs			#DIV/ 0!	
Related Activities Funded by Other Sources				<i>Fill out this category only if you are supporting this work with additional funding outside of this RFA. Dollar amounts may be estimated; this is just to let us know what other costs you have on your radar.</i>
			0	
			0	
			0	
			0	
TOTAL COSTS (other sources)			\$0	

APPENDIX B – THE SMALL PRINT

Agreement: By submitting an application under this RFA, Applicants are indicating the organization’s willingness to enter into an agreement with SLCoHD and agree to conform with all assurances included in the Contract (sample in Appendix C) and in this RFA. An officer of the company who has the authority to commit their organization to the proposed services must sign this application.

Costs: All costs associated with the preparation and submission of this application, including any costs associated with Applicant interviews and any other related materials and delivery, are the responsibility of the Applicant. All applications become the property of Salt Lake County.

Modifying or Withdrawing Applications: Applicants may modify or withdraw their applications at any time prior to the closing time through ZoomGrants.

Rejection of Applications: Applications that do not follow the required guidelines or do not include the required components outlined in the RFA may be rejected in whole or in part.

RFA Cancellation: This RFA may be cancelled at any time prior to the execution of a written agreement if deemed in the best interests of County. This includes cancellation of the RFA after an award notice has been given, but prior to the execution of a written contract. Applicant is not entitled to recover any costs related to the preparation of the application

due to cancellation of the RFA or withdrawal of an award prior to the execution of a written agreement.

Appeals: Pursuant to Salt Lake County Code of Ordinances § 3.25.080, persons aggrieved over a request for applications award may appeal to the program administrator. All appeals shall be submitted in writing within seven (7) calendar days after notification of the award is posted on the County's website or delivered to the Applicants. An appeal may be amended and/or supplemented during the seven calendar days after notification of the award is posted but shall not be amended and/or supplemented after the expiration of that period of time. An aggrieved Applicant may file only one appeal after the closing date for applications. Appeal letters shall specifically and completely state the facts that constitute error in the applications process or the award and the desired remedy.

APPENDIX C – SAMPLE CONTRACT

This is an example contract provided for reference if needed. Actual contract terms may differ.

AGREEMENT

between

SALT LAKE COUNTY

On behalf of its Salt Lake County Health Department

and

[vendor]

This Agreement is entered into this _____ day of _____, 2022, between Salt Lake County, a body corporate and politic of the State of Utah on behalf of its Salt Lake County Health Department (“County”); and [vendor name] (“Contractor”), a corporation of the state of Utah with its principal place of business address at [vendor address]. County and Contractor may be referred to as the “Parties”.

RECITALS

Dependent upon contract type (i.e., sole source, RFA, etc.).

AGREEMENT

SCOPE OF SERVICES

Contractor Responsibilities:

County Responsibilities:

CONSIDERATION

The County, in the County’s sole discretion and based on funding availability, may transfer additional grant funds to Contractor by formal written amendment to this Agreement.

EFFECTIVE DATE/TERM

This agreement shall be effective July 1, 2022 and shall expire on June 30, 2023. The contract may be renewed by written amendment for up to four additional one-year terms as allowed by funding.

INDEPENDENT CONTRACTOR AND TAXES

The relationship of County and Contractor under this Agreement shall be that of an independent contractor status. Each party shall have the entire responsibility to discharge all of the obligations of an independent contractor under federal, state and local law, including but not limited to, those obligations

relating to employee supervision, benefits, and wages; taxes; unemployment compensation and insurance; social security; workers' compensation; disability pensions and tax withholdings, including the filing of all returns and reports and the payment of all taxes, assessments, and contributions and other sums required of an independent contractor. Nothing contained in this Agreement shall be construed to create the relationship between County and Contractor of employer and employee, partners, or joint ventures.

The Parties agree that Contractor's obligations under this Agreement are solely to the County. This Agreement shall not confer any rights to third parties unless otherwise expressly provided for under this Agreement.

AGENCY

No agent, employee, or servant of Contractor or County is or shall be deemed to be an employee, agent, or servant of the other party. None of the benefits provided by each party to its employees including, but not limited to, workers' compensation insurance, health insurance, and unemployment insurance, are available to the employees, agents, or servants of the other party. Contractor and County shall each be solely and entirely responsible for its acts and for the acts of its agents, employees, and servants during the performance of this Agreement. Contractor and County shall each make all commercially reasonable efforts to inform all persons with whom they are involved in connection with this Agreement to be aware that Contractor is an independent contractor.

COUNTY REPRESENTATIVE

County hereby appoints Emily Pavelka, Division Contracts Administrator, as County Representative to assist in the administrative management of this Agreement and to coordinate performance of the services to be provided by Contractor under this Agreement.

CONTRACTOR REPRESENTATIVE

Contractor shall designate an employee and make known to the County the name and title of this employee within its organization who is authorized to act as Contractor's representative in its performance of this Agreement. Contractor Representative shall have the responsibility of working with the County to coordinate the performance of its obligations under this Agreement.

STANDARD PERFORMANCE/PROFESSIONALISM

Contractor acknowledges the standard of performance and professionalism required in the performance of its services under this Agreement. Contractor agrees to perform the services under this Agreement with the level of professionalism expected in its industry/profession in the community.

Further, Contractor, while performing its obligations under this Agreement, will conduct itself in such a manner that will promote the best interests of the County. Contractor further agrees that it will not accept any fee or financial remuneration from any entity or person other than the County for its performance under this Agreement.

INDEMNIFICATION

Contractor agrees to indemnify, hold harmless, and defend the County, its officers, agents, and employees from and against any and all losses, damages, injuries, liabilities, and claims, including claims for personal injury, death, or damage to personal property or profits and liens of workmen and material men (suppliers), however allegedly caused, resulting directly or indirectly from, or arising out of, negligent acts or omissions by Contractor, its agents, representatives, officers, employees, or subcontractors in the performance of this Agreement.

GOVERNMENTAL IMMUNITY

County is a body corporate and politic of the State of Utah, subject to the Governmental Immunity Act of Utah (the "Act"), Utah Code Ann. §§ 63G-7-101 to -904 (2015). The parties agree that County shall only be liable within the parameters of the Act. Nothing contained in this Agreement shall be construed in any way, to modify the limits of liability set forth in that Act or the basis for liability as established in the Act.

NON-FUNDING CLAUSE

County intends to request the appropriation of funds to be paid for the services provided by Contractor under this Agreement. If funds are not available beyond December 31 of any effective fiscal year of this Agreement, the County's obligation for performance of this Agreement beyond that date shall be null and void. This Agreement shall create no obligation on the County as to succeeding fiscal years and shall terminate and become null and void on the last day of the fiscal year for which funds were budgeted and appropriated, except as to those portions of payments agreed upon for which funds were appropriated and budgeted. Said termination shall not be construed as a breach of this Agreement or any event of default under this Agreement and said termination shall be without penalty, whatsoever, and no right of action for damages or other relief shall accrue to the benefit of Contractor, its successors, or its assigns, as to this Agreement, or any portion thereof, which may terminate and become null and void.

If funds are not appropriated for a succeeding fiscal year to fund performance by County under this Agreement, County shall promptly notify Contractor of said non-funding and the termination of this Agreement, and in no event, later than thirty (30) days prior to the expiration of the fiscal year for which funds were appropriated.

INSURANCE

County represents that it is self-insured pursuant to the provisions of Utah Code Ann. § 63G-7-801 (2015).

Contractor shall, at its sole cost and expense, secure and maintain during the term of this Agreement, including all renewal or additional terms, the following minimum insurance coverage:

GENERAL INSURANCE REQUIREMENTS FOR ALL POLICIES

- A. Any insurance coverage required herein that is written on a “claims made” form rather than on an “occurrence” form shall (i) provide full prior acts coverage or have a retroactive date effective before the date of this Agreement, and (ii) be maintained for a period of at least three (3) years following the end of the term of this Agreement or contain a comparable “extended discovery” clause. Evidence of current extended discovery coverage and the purchase options available upon policy termination shall be provided to the County.
- B. All policies of insurance shall be issued by insurance companies licensed to do business in the State of Utah and either:
 - i. Currently rated A- or better by A.M. Best Company
- OR**
- ii. Listed in the United States Treasury Department’s current Listing of approved Sureties (Department Circular 570), as amended
- C. Contractor shall furnish certificates of insurance, acceptable to the County, verifying the foregoing matters concurrent with the execution hereof and thereafter as required.
- D. In the event any work is subcontracted, Contractor shall require its subcontractor, at no cost to the County, to secure and maintain all minimum insurance coverages required of the Contractor hereunder.
- E. In the event that governmental immunity limits are subsequently altered by legislation or judicial opinion, Contractor shall provide a new certificate of insurance within thirty (30) days after being notified thereof in writing by the County, certifying coverage in compliance with the modified limits or, if no new limits are specified, in an amount acceptable to the County.
- F. All required certificates and policies shall provide that coverage thereunder shall not be canceled or modified without providing thirty (30) days prior written notice to the County in a manner approved by the County District Attorney.
- G. In the event Contractor fails to maintain and keep in force any insurance policies as required herein, County shall have the right at its sole discretion to obtain such coverage and reduce payments to Contractor for the costs of said insurance.

REQUIRED INSURANCE POLICIES

The Contractor, at its own cost, shall secure and maintain during the term of this Agreement, including all renewal terms, the following minimum insurance coverage:

A. Workers' compensation and employer's liability insurance as required by the State of Utah, unless a waiver of coverage is allowed and acquired pursuant to Utah law. This requirement includes contractors who are doing business as an individual and/or as a sole proprietor as well as corporations and partnerships. In the event any work is subcontracted, the Contractor shall require its subcontractor(s) similarly to provide workers' compensation insurance for all of the latter's employees, unless a waiver of coverage is allowed and acquired pursuant to Utah law.

B. Commercial general liability insurance, on an occurrence form, with the County as an additional insured, in the minimum amount of \$500,000 per occurrence with a \$1,000,000 general policy aggregate and \$1,000,000 products completed operations policy aggregate. The policy shall protect the County, the Contractor, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Contractor's operations under this Agreement, whether performed by the Contractor itself, any subcontractor, or anyone directly or indirectly employed or engaged by either of them. Such insurance shall provide coverage for premises operations, acts of independent contractors, and completed operations. The policy shall be primary and not contributing to any other policy or coverage available to the County whether such coverage be primary, contributing or excess.

—&/OR—

B. Professional liability insurance with a minimum policy limit of \$1,000,000 per occurrence.

(The County is not to be an additional insured for professional liability insurance)

C. Advertising injury liability insurance with a minimum policy limit of \$1,000,000 per occurrence.

D. Commercial automobile liability insurance that provides coverage for owned, hired, and non-owned automobiles, in the minimum amount of \$100,000 per person, \$300,000 per accident, \$50,000 property damage or a single combined limit of \$500,000.

—OR IF THERE WILL NOT BE ANY VEHICLE OPERATIONS—

D. The Contractor shall not operate a vehicle in connection with any services rendered under this Agreement. Inasmuch as the Contractor agrees not to operate a vehicle in connection with services rendered under this Agreement, the County shall not require the Contractor to provide commercial automobile liability insurance.

NO OFFICER OR EMPLOYEE INTEREST

It is understood and agreed that no officer or employee of the County has or shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds resulting from the performance of this Agreement. No officer or employee of Contractor or any member of their families shall serve on any County board or committee or hold any such position which either by rule, practice, or action nominates, recommends, or supervises Contractor's operations, or authorizes funding or payments to Contractor.

ETHICAL STANDARDS

Contractor represents that it has not: (a) provided an illegal gift to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in state statute or Salt Lake County Code of Ordinances § 2.07 (2015); or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in state statute or Salt Lake County ordinances.

CAMPAIGN CONTRIBUTIONS

The Salt Lake County campaign finance disclosure ordinance limits campaign contributions by contractors to County candidates. Salt Lake County Code of Ordinances § 2.72A (2015). Contractor acknowledges and understands those limitations on campaign contributions mean that any person, business, corporation or other entity that enters into a contract or is engaged in a contract with the County is prohibited from making campaign contributions in excess of \$100 to County candidates during the term of the contract and during a single election cycle as defined in the ordinance. Contractor further acknowledges that violation of those provisions governing campaign contributions may result in criminal sanctions as well as termination of this Agreement.

PUBLIC FUNDS AND PUBLIC MONIES

Definitions: "Public funds" and "public monies" mean monies, funds, and accounts, regardless of

the source from which they are derived, that are owned, held, or administered by the state or any of its boards, commissions, institutions, departments, divisions, agencies, bureaus, laboratories, or other similar instrumentalities, or any county, city, school district, political subdivision, or other public body. The terms also include monies, funds or accounts that have been transferred by any of the aforementioned public entities to a private contract provider for public programs or services. Said funds shall maintain the nature of “public funds” while in Contractor's possession.

Contractor’s Obligation: Contractor, as recipient of “public funds” and “public monies” pursuant to this and other contracts related hereto, expressly understands that it, its officers, and employees are obligated to receive, keep safe, transfer, disburse and use these “public funds” and “public monies” authorized by law and this Agreement for the provision of services to Salt Lake County. Contractor understands that it, its officers, and employees may be criminally liable under Utah Code Ann. § 76-8-402 (2015), for misuse of public funds or monies. Contractor expressly understands that County may monitor the expenditure of public funds by Contractor. Contractor expressly understands that County may withhold funds or require repayment of funds from Contractor for contract noncompliance, failure to comply with directives regarding the use of public funds, or for misuse of public funds or monies.

AFFIDAVITS

Upon the execution of this Agreement and if requested by the County, Contractor shall submit a sworn affidavit from each officer, employee, or agent of Contractor who has been in contact or communicated with any officer, agent or employee of County during the past calendar year concerning the provision of these goods and services. The affidavit shall contain the following statement:

I do solemnly swear that neither I, nor to the best of my knowledge, any member of my firm or company, have either directly or indirectly restrained free and competitive bidding by entering into any Agreement, participated in any collusion, or otherwise taken any action unauthorized by the governing body of the County, or in violation of applicable law.

TERMINATION

Termination for Default. County may terminate this Agreement for an “Event of Default” as defined, upon written notice from County to Contractor.

Termination by Contractor for Default. Contractor may terminate this Agreement for an Event of Default upon written notice from Contractor to County.

Event of Default. As used in this Agreement, the term “Event of Default” means (a) a party fails to make any payment herein when the same becomes due and such failure continues for a period of thirty

(30) days after written notice to the party failing to make such payment; (b) a party hereto fails to perform any of its material obligations and such failure continues for a period of thirty (30) days after written notice to such defaulting party; or (c) any material representation or warranty of a party contained in this Agreement proves to be untrue or incorrect in any material respect when made.

Force Majeure. Neither party shall be liable for any excess costs if the failure to perform arises from causes beyond the control and without the fault or negligence of that party, e.g., acts of God, fires, floods, strikes, or unusually severe weather. If such condition continues for a period in excess of sixty (60) days, Contractor or County shall have the right to terminate this Agreement without liability or penalty effective upon written notice to the other party.

No Limitation of Rights. The rights and remedies of the parties hereto are in addition to any other rights and remedies provided by law or under this Agreement. The parties agree that the waiver of any breach of this Agreement by either party shall in no event constitute a waiver as to any future breach.

Termination for Convenience. County reserves the right to terminate this Agreement, in whole or in part, at any time during the Term or any Additional Terms whenever County determines, in its sole discretion that it is in the County's interest to do so. If County elects to exercise this right, County shall provide written notice to Contractor at least thirty (30) days prior to the date of termination for convenience. Upon such termination, Contractor shall be paid for all services up to the date of termination. Contractor agrees that the County's termination for convenience will not be deemed a termination for default nor will it entitle Contractor to any rights or remedies provided by law or this Agreement for breach of contract by the County or any other claim or cause of action.

COMPLIANCE WITH LAWS

Each party agrees to comply with all federal, state, and local laws, rules, and regulations in the performance of its duties and obligations under this Agreement. Any violation by Contractor of applicable law shall constitute an event of default under this Agreement and Contractor shall be liable for and hold the County harmless and defend the County from and against any and all liability arising out of or connected with the violation, to include all attorney fees and costs incurred by the County as a result of the violation. Contractor is responsible, at its expense, to acquire, maintain and renew during the term of this Agreement, all necessary permits and licenses required for its lawful performance of its duties and obligations under this Agreement.

NON-DISCRIMINATION

Contractor and any agent of Contractor agree that they shall comply with all federal, state and county laws, rules, and regulations governing discrimination and they shall not discriminate in the

engagement or employment of any professional person or any other person qualified to perform the services required under this Agreement.

NOTICE TO RETIREES OF UTAH RETIREMENT SYSTEMS (“URS”)

County is a URS “participating employer.” Entering into an agreement with County may affect a URS retiree’s retirement benefits including, but not limited to, cancellation of the retiree’s “retirement allowance” due to “reemployment” with a “participating” employer pursuant to Utah Code Ann. § 49-11-504. In addition, Contractor is required to immediately notify County if a retiree of URS is the contractor, or an owner, operator, or principal of the contractor. Contractor shall refer the URS retiree to the URS Retirement Department at 801-366-7770 or 800-695-4877 for all questions about post-retirement employment regulations.

LABOR REGULATIONS AND REQUIREMENTS

Contractor agrees to comply with all applicable provisions of Title 34 of the Utah Code, and with all applicable federal, state, and local labor laws. Contractor shall indemnify and hold County harmless from and against any and all claims for liability arising out of any violation of this paragraph or the laws referenced by Contractor, its agents or employees.

CONFIDENTIALITY

Contractor shall hold all information provided to it by County for the purposes of its performance of this Agreement, whether provided in written or other form, in strict confidence, shall make no use thereof other than for the performance of the Agreement, and shall not release any of said information to any third party, any member of Contractor's firm who is not involved in the performance of services under the Agreement, or to any representative of the news media without prior written consent of County. Materials, information, data, reports, plans, analyses, budgets, and similar documentation provided to or prepared by Contractor in performance of this Agreement shall also be held confidential by Contractor. County shall have the sole obligation or privilege of releasing such information as required by law.

OWNERSHIP OF WORK PRODUCT

All work performed by Contractor under this Agreement shall become the sole property of the County. Ownership of the work shall apply regardless of the form of the work product including, but not limited to, writings, drawings, reports, any form of video or audio, etc. Upon final payment by County to Contractor, Contractor shall deliver to County all work product applicable to the services provided under this Agreement including, but not limited to, work product in draft form.

GOVERNMENT RECORDS ACCESS MANAGEMENT ACT

Contractor acknowledges that County is a governmental entity subject to the Utah Government Records Access and Management Act (“GRAMA”), Utah Code Ann. §§ 63G-2-101 to -901 (2015). As a result, County is required to disclose certain information and materials to the public, upon request. Contractor agrees to timely refer all requests for documents, materials, and data in its possession relating to this Agreement and its performance to the County Representative for response by County.

Generally, any document submitted to County is considered a “public record” under GRAMA. Any person who provides to the County a record that the person believes should be protected under subsection 63G-2-305(1) or (2) shall provide both: (1) a written claim of business confidentiality and (2) a concise statement of reasons supporting the claim of business confidentiality. Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury.

ASSIGNMENT

Contractor shall not assign or transfer its duties of performance nor its rights to compensation under this Agreement, without the prior written approval of County. County reserves the right to assert any claim or defense it may have against Contractor and against any assignee or successor-in-interest of Contractor.

SUBCONTRACTING

Contractor may sub-contract part of the awarded funds under this agreement, as outlined in the Contractor’s proposal.

In substantially the same form, Contractor shall insert the following provision in all its subcontractor agreements under this Agreement:

Subcontractor understands that the subcontract is between the contractor and the subcontractor and is funded by Salt Lake County. Subcontractor further agrees that at all times during the agreement, subcontractor will comply with all anti-discrimination, employment, and drug-free workplace laws and all other applicable federal and state constitutions, and other applicable local laws, rules, orders, and regulations.

NOTICES

All notices to be given under this Agreement shall be made in writing and shall be deemed given upon personal delivery, upon the next business day immediately following the day sent if sent by

overnight express carrier, or upon the third business day following the day sent if sent postage prepaid by certified or registered mail, return receipt requested, to the parties at the following addresses (or to such other address or addresses as shall be specified in any notice given):

COUNTY:

CONTRACTOR:

TIME

The Parties stipulate that time is of the essence in the performance of this Agreement. The time set forth for performance in this Agreement shall be strictly followed and any default in performance according to the times required shall be a default of this Agreement and shall be just cause for immediate termination by County of this Agreement and pursuit of any remedy allowed by this Agreement and by law.

ENTIRE AGREEMENT

County and Contractor acknowledge and agree that this Agreement constitutes the entire integrated understanding between County and Contractor, and that there are no other terms, conditions, representations or understanding, whether written or oral, concerning the rights and obligations of the Parties to this Agreement except as set forth in this Agreement. This Agreement may not be enlarged, modified, or altered, except in writing, signed by the Parties.

ANTI-WAIVER PROVISION

This Agreement may not be enlarged, modified, or altered, except by written amendment, signed by the parties. Contractor understands that only the Salt Lake County Mayor or designee by executive order (available on the County's website) can execute an amendment to this Agreement. The failure of either Party to insist, in any one or more instances, upon a strict performance of any term or provision of this Agreement shall not be construed as a waiver or relinquishment thereof, but the same shall continue and remain in full force and effect, unless expressly waived in a written and signed amendment.

GOVERNING LAW

It is understood and agreed by the Parties hereto that this Agreement shall be governed by the laws of the State of Utah and the ordinances of Salt Lake County, both as to interpretation and performance. All actions, including but not limited to court proceedings, administrative proceedings, arbitration, and mediation proceedings, shall be commenced, maintained, adjudicated, and resolved within the jurisdiction of the State of Utah.

COUNTERPARTS

This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all the parties, notwithstanding that each of the parties are not signatory to the original or the same counterpart. Further, executed copies of this Agreement delivered by facsimile shall be deemed an original signed copy of this Agreement.

GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA

If any GIS data is created or maintained under this Agreement, Contractor agrees to comply with Countywide Policy IO 13- Standards for Geographic Information System.

Salt Lake County Health Department Substance Use Disorder (SUD) Prevention RFA Frequently Asked Questions (FAQs)

OVERVIEW

Salt Lake County Health Department (SLCoHD) announces the availability of funds to support evidence-based substance use prevention interventions. SLCoHD is seeking coalitions, partnerships, and service providers to collaboratively prevent youth and other specific populations in Salt Lake County from misusing harmful substances. Please see the [RFA](#) and our [recorded information session](#) for more information.

The purpose of this document is to provide information for submitting a strong proposal under the substance use prevention Request for Applications (RFA). This document also provides context around prevention science, for those less familiar with the field.

FREQUENTLY ASKED QUESTIONS

Administrative Questions

Where can I find more information about this RFA?

There are three sources of information for this RFA:

1. The [RFA](#) itself outlines due dates, application questions, scoring criteria, priorities, and other important elements you need to know to submit a strong application.
2. This FAQ document outlines
 - a. basic information about prevention science and evidence-based programs, policies, and practices;
 - b. tips and tricks for writing a strong proposal; and
 - c. administrative information about the RFA.
3. The [recorded information session](#) covers similar information as this FAQ, but may go into more depth on some topics such as evidence-based substance use prevention programs, practices, and policies (EBPPPs), and also includes answers to specific audience questions.

If any of these documents or other information sources conflict with each other, refer to the RFA for final guidance. If you have additional questions after reviewing these three sources of information, please email your questions to RSHanson@slco.org. These questions and SLCoHD responses will be posted in the [Questions and Answers document](#) for all Applicants to review.

We urge you to check the Questions and Answers document on occasion to see answers to new questions. You can submit questions until **March 30, 2022, at 5:00 pm Mountain Time**. Please do not contact other Health Department staff or reviewers directly.

Where do these funds come from and how can they be used?

The funds for the RFA originate from both the State of Utah and the Federal government. Block Grant dollars are disbursed to states from the Federal government and then sent out to all Local Health Authorities, including the Salt Lake County Health Department, to support evidence-based substance use prevention efforts. Additional funding for this RFA comes from the [State's](#)

[Electronic Cigarette, Marijuana, and Other Drug Prevention Grant under Utah Code 26A-1-129.](#)

Both funding sources have clear requirements to support evidence-based substance use prevention. SLCoHD and its contracted providers are required to uphold these requirements. All accepted proposals will need to serve at least one SUD Behavior. If any of the documents or other information sources conflict with each other, refer to the RFA for final guidance. Because some of the funding for this RFA originates at the federal level, all expenditures must adhere to [OMB Circular A-87](#) spending and reporting requirements for use of federal funds.

What is the timeline for submitting the proposal?

The projected RFA timeline is as follows. Any changes will be updated in ZoomGrants.

PRE-RFA Community Focus Groups -----	Oct 26, 2021, & Nov 1, 2021
RFA Information Meeting -----	January 7, 2022
RFA Posted -----	February 15, 2022
Required Letter of Intent Due -----	February 27, 2022
Partner Match-Making Discussions -----	March 2022
Deadline for Question Submittal -----	March 30, 2022
Full Application Due -----	April 3, 2022
Applicant Interviews / Revision of Proposal (if needed) ----	April 2022
Committee Review Process Finalized -----	April 30, 2022
Recommendation to Mayor or designee -----	May 15, 2022
Contracts Signed -----	June 15, 2022
Contract Commencement-----	July 1, 2022

What is ZoomGrants and how do we submit a proposal through ZoomGrants?

ZoomGrants is an online funding platform that allows you to submit and manage grants and contracts. You will submit application responses directly into ZoomGrants and upload your required documents there. If you are awarded funds, you will submit your invoices through ZoomGrants as well.

Once the RFA is live, we will provide a [link](#) to the ZoomGrants page where you can create an account and then access the application. After you have created your ZoomGrants account, you may visit [this instruction presentation](#) or visit [ZoomGrants University](#) to see other tips on how to use ZoomGrants. If you have any questions for us, we ask that you submit them to Steve Hanson at rshanson@slco.org.

My organization has received funding from SLCoHD’s SUD Prevention contracts before. How is this year different from previous years?

This year, re-wrote the RFA to meet several new or expanded goals.

1. Receive community input up front.

In October 2021, we held three focus groups with community partners to better understand what they need to succeed in SUD prevention work. Although our funding is restricted to specific uses, we were able to integrate feedback such as expanding services to priority communities and how the Health Department can assist contractors to build

meaningful partnerships.

2. *Assist applicants to build their best proposals.*

This year, we added a virtual information session and a FAQ document to help applicants build their best proposal. The information session was recorded on January 7, 2022. You can listen to the recording [here](#). Finally, we are assisting applicants in finding suitable partners to strengthen their work through a partner matching website and other assistance. See the *Partners* tab on our [website](#).

3. *Stronger focus on equity and accessibility.*

Through our efforts at connecting partners and outlining application techniques, we are working to make the RFA application more accessible to new organizations. Unlike recent Salt Lake County grants that require only a one-page proposal, the SUD RFA requires prevention and grant writing expertise due to the complex nature of the work. Our goal is to open the door to this funding opportunity to new organizations by helping to connect them with partners who have worked in the SUD Prevention space before. We are also putting more weight on proposals that serve specific under-resourced communities.

4. *More opportunities for continuous improvement during implementation.*

Partners have asked for more flexibility during implementation to alter their work for improved results. Our contracts, however, often do not allow for changes, so we are working with our Contracts & Procurement department to make changes to our contract. There will still be requirements, but our new contracts will allow for broader discussions about how best to do the work.

Our reoccurring meetings with contractors will also expand to include more continuous improvement discussions to help providers make necessary changes for best results.

5. *More attention to environmental strategies.*

This year we are highlighting the opportunity to apply for evidence-based environmental strategies (policies and practices) as well as evidence-based programs. To learn more about environmental strategies, please see *What do you mean by “environmental strategies”?* below.

6. *Application questions geared towards building your implementation plan.*

We have updated the application questions to focus more on why your selected strategy is important and how you plan to make it successful.

Please review *“What are you looking for in a proposal?”* below for more information.

What are the eligibility requirements to receive funds from this RFA?

The funding for the SUD Prevention RFA will be distributed through contracts due to the complex nature of the work. Please read through the contract in advance to ensure your organization meets all eligibility requirements (see Appendix C in the RFA). Examples of these

requirements may include but are not limited to minimum insurance requirements, compliance with federal and state laws, conflicts of interest, and other requirements.

Additionally, to be eligible for this funding opportunity, applicants must be eligible to receive and manage funds; must be a community coalition, local government agency, local education agency, or nonprofit organization established as a [legal entity under state](#) or [federal](#) statutes and regulations; and must be registered to do business in Salt Lake County and have a Salt Lake County address.

If a partnership or coalition is applying, the application must be submitted by one eligible entity that will serve as the Lead Partner. Any organizations receiving funds from this opportunity either as the primary contracted recipient or a sub-contractor must comply with all eligibility requirements and contract requirements. If a partner organization will not receive funds, they do not need to comply with eligibility requirements.

Organizations that do not meet eligibility requirements may apply for this RFA through an eligible entity that serves as their fiscal manager. The contract with the SLCoHD is signed by the fiscal manager, who takes on the full contract responsibilities. The fiscal manager cannot disburse funds to the ineligible partner, but rather conducts all financial transactions on behalf of the ineligible partner. Fiscal managers must have signed agreements with their partner outlining each party's responsibilities for this RFA and include this agreement as a required document when they submit their proposal.

What are the general reporting and payment requirements?

Each funded provider will be required to submit data related to their intervention implementation on a monthly basis. These data are required by either the State Department of Human Services, by the State Department of Health, or by Salt Lake County Health Department. (Please note that as of July 1, 2022, the State Department of Human Services and the State Department of Health will be merged into a single entity called the State Department of Health and Human Services.)

A list of specific data elements will be provided to successful Applicants. Primary (lead) partners are required to submit monthly invoices through ZoomGrants. SLCoHD reserves the right to not pay a contractor if monthly reporting and invoices have not been submitted.

If we want to apply for more than one intervention, how many applications and letters of intent do we need to submit?

You will need to submit one application and one letter of intent per intervention you propose. For example, if you would like to run the Strengthening Families program, you would submit one application with the Letter of Intent for that intervention. If you would like to apply for Strengthening Families and a Communities That Care coalition, you would submit two separate applications, each with its own Letter of Intent.

If you are conducting the same intervention at multiple sites or locations, that is considered a single intervention and would require one application. For example, if you are running multiple

cohorts of your Strengthening Families program in five different communities, you would submit one application for all five sites.

How did SLCoHD choose the priority behaviors, risk factors, and protective factors?

The SLCoHD conducted a county-level needs assessment using 2021 SHARP data and identified the substance use, risk factor, and protective factor priorities. For applicants who are not using a local community level assessment, your proposed intervention should address one or more SLCoHD priority(ies).

May we use our own or a local community assessment to select priority substance use behaviors, risk, or protective factors?

Yes! If your agency, partners, or others conducted a recent local SUD community assessment for the population you plan to serve, the SUD behaviors, risk, or protective factors identified through that assessment should be used for your proposal. If you are partnering with a community coalition, they may already have an SUD-based community assessment.

If you are addressing substance use problems and risk (or protective) factors identified through a local community assessment, please provide a brief summary of the community assessment in Question 2 of your application. Your assessment should be data-driven, community-informed, and based on a research-based model. For most Applicants, the [Communities That Care framework](#) or the [CADCA/Drug-Free Communities approach](#) will be relevant and recommended. However, some applicants may be serving communities or populations where another model is more appropriate. Regardless, the community assessment should follow the [Strategic Prevention Framework \(SPF\)](#) and include:

1. A description of the priority community (either geographical boundaries and/or description of the target population to be served, etc.);
2. An examination of SUD quantitative data such as substance use behaviors, risk factors, and protective factors, and root or causal factors;
3. Community input about the quantitative data findings, local conditions, or other inputs;
4. The identification of priority indicators based on an assessment of the data and inputs reviewed.

If you do not have access to a recent SUD community assessment for your selected populations, you should choose your intervention based on the priority behaviors, risk, and protective factors outlined in the RFA.

Prevention Science

Prevention Science Overview: What is Prevention Science and Why Is It Important?

In its most basic form, prevention science is the practice of implementing prevention activities that have been proven through research to be effective in reducing problem behaviors like underage drinking and vaping.

Much has changed in the field of Substance Use Disorder (SUD) Prevention over the last 30 years. In the early 1980s, providers often offered well-intentioned prevention activities and programs, even though they weren't sure the activities would work. Some widely-used programs

were actually later shown to have a negative effect on participants – in other words, participants engaged *more* in substance use after taking the program.

To ensure our prevention efforts helped rather than hurt people, a field of research and evaluation emerged. Researchers identified factors in multiple domains (school, family, peers, community) that can predict the risk of substance use and substance use disorder. They also identified and developed evidence-based prevention activities that can change a person’s risk and protect people from misusing substances. The research has shown that by decreasing risk and adding protection, the likelihood of substance use and substance use disorder can be reduced. Using the scientific method and the public health approach, we now know that substance use disorders can be prevented. This is prevention science.

How does SUD Prevention differ from SUD Treatment and SUD Recovery?

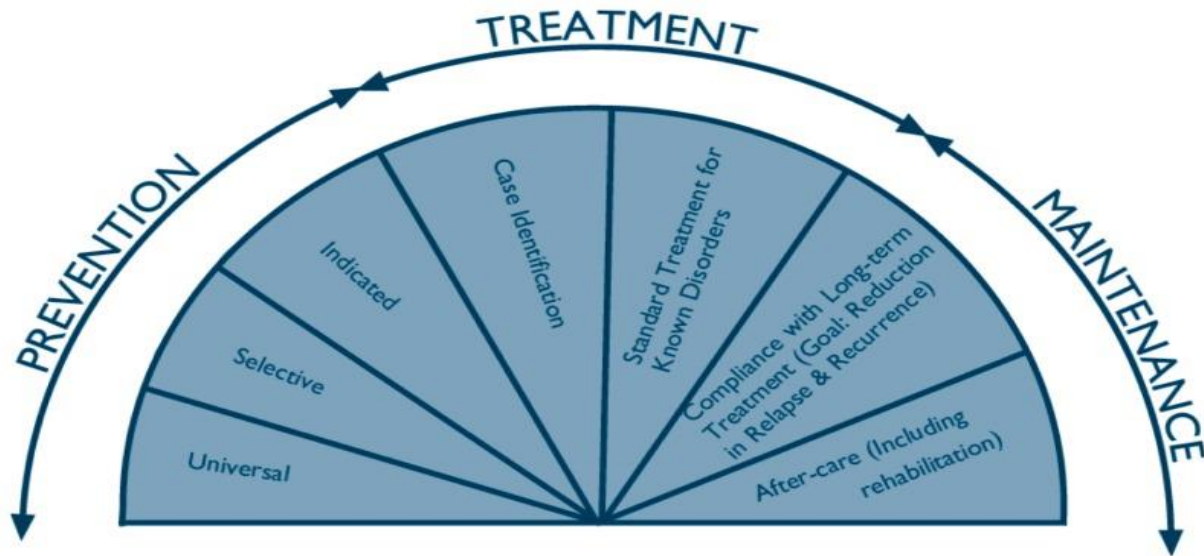
SUD Prevention activities are part of a larger spectrum of activities to address substance use. Prevention supports individuals, families, and communities to prevent the use and misuse of substances. There are [three classifications of SUD Prevention](#), commonly referred to as “IOM,” since they were established by the Institute of Medicine.

- Universal – Interventions that are meant for everyone
- Selective – Interventions that serve individuals or groups with elevated risk
- Indicated – Interventions for individuals or groups displaying some low-level problem behaviors but who do not have a diagnosis

SUD Treatment captures the broad spectrum of advice, therapies, services, and monitoring for individuals who are already suffering from substance use disorders.

SUD Recovery or Maintenance occurs after treatment, when an individual who had experienced a substance use disorder undergoes a process of change to improve their health and wellness, live a self-directed life, and strive to reach their full potential beyond substance use.

This RFA supports ONLY SUD prevention efforts. No funding will be awarded for any treatment or recovery/maintenance interventions.



Center for Substance Abuse Prevention (US). *Addressing Fetal Alcohol Spectrum Disorders (FASD)*. Rockville (MD): Substance Abuse and Mental Health Services Administration (US); 2014. (Treatment Improvement Protocol (TIP) Series, No. 58.) Figure 1.1, The IOM Continuum of Care Model. Available from:

https://www.ncbi.nlm.nih.gov/books/NBK344231/figure/part1_ch1.fl/

What are evidence-based programs, policies, and practices?

Evidence-based prevention programs, policies, and practices (EBPPPs) are programs or environmental strategies that have been rigorously evaluated and shown to be effective in producing positive outcomes on substance use behaviors and risk/protective factors. The selection and implementation of EBPPPs increase the likelihood that the interventions you implement will have the desired impact on individual participants and/or the communities you serve. EBPPPs can be found on evidence-based registries such as the [Results First Clearinghouse Database](#), [Blueprints for Healthy Youth Development](#), [The Community Guide](#), and [Social Programs that Work](#). Local programs that have been approved by the [Utah Evidence-Based Workgroup](#) also qualify as evidence-based for this RFA.

Not all evidence-based programs, policies, and practices (EBPPPs) are created, evaluated, and designated the same. Interventions with high design and evaluation standards that deliver consistent and positive behavior changes receive the highest evidence-based designations. **Just because an intervention is listed on one of the above-listed registries, does not guarantee it has been evaluated to show positive effects.** For example, Results First Clearinghouse lists interventions that have been shown to have mixed effects, no effects, negative effects, or insufficient evidence. Such interventions would likely not be funded by this RFA. Applicants are responsible for identifying the status and source of the designation for the intervention they propose.

The Applicant is responsible for delivering their program, practice, or policy in a way that maximizes its positive outcomes. As a general rule, implementation that adheres to the program developer’s implementation standards and guidelines (“implementing with fidelity”) is

more likely to result in positive outcomes. You can learn more about implementation science [here](#) or [here](#).

What if we want to change or adapt an evidence-based program, policy, or practice to better fit our community?

Many of the highest designated EBPPPs have been shown to be effective across multiple populations. However, adaptations in implementation are sometimes necessary to effectively deliver the implementation in a culturally competent way. When considering adaptations, it is important to understand whether the changes being made affect the core components responsible for the EBPPP's effectiveness. Adaptations should be made thoughtfully to ensure the EBPPP is not fundamentally changed from the original EBPPP, potentially resulting in different outcomes. Often, program developers will provide guidance on adaptations that can be made without affecting fidelity, and more importantly, outcomes.

There are some adaptations that are generally allowable. Examples include translating and/or modifying vocabulary, replacing images to show youth and families representative of the audience served, replacing cultural references, modifying some aspects of activities such as physical contact or adjusting language based on literacy levels of the group.

Other types of adaptations should not be made without developer consent, such as: Changing dosage (the amount of time, length of sessions, or changing the order of sessions/lessons), removing topics or key messages, skipping skill building and skill practice, or adding important content not included in the evaluation of the EBPPP.

Some recommendations to consider when making adaptations include:

1. Preserve the setting (e.g., It may be difficult to implement a school-based program in a different setting).
2. Maintain dosage (# of sessions, length of the course, recommended participation levels, etc.).
3. Adding vs. excluding content (If changing the content of the program, usually safer to add content rather than take content out, but make sure it doesn't contradict what is already in the program.).
4. Get feedback from the experts in the community you're serving about the cultural competence of planned adaptations (even better, work with them on the front end when making plans for adaptations).
5. Reach out to the program developer to ask about planned adaptations, where possible.

Substance Abuse and Mental Health Services Administration. (2018, September). Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners.

What do you mean by “environmental strategies”?

Environmental Strategies are prevention efforts that are not curriculum-based programs. The “practices and policies” in the term “EBPPPs” refer to environmental strategies. Environmental strategies aim to change the environment of a community, school, or family to better support healthy lifestyles and choices. The idea is to change the circumstances faced daily in life that may be leading to a greater likelihood of problem behaviors. If a lot of young people are vaping,

for example, an environmental strategy may seek to decrease the availability of vape products, offer youth pro-social activities after school, or change school policies to increase enforcement. These are examples of practices and policies that change the environment of a community to make it easier for its residents to live healthier lives.

[The Community Anti-Drug Coalitions of America \(CADCA\)](#) outlines [seven strategies for community change](#), most of which are environmental strategies. Communities using a comprehensive approach to prevention with a combination of strategies are more likely to see their desired results. CADCA's [The Coalition Impact: Environmental Prevention Strategies](#) offers more in-depth information on environmental strategies and the process of how communities can select the right strategies for their local conditions. Examples of researched or evaluated environmental strategies can be found in the [CDC's The Community Guide](#) or from other trusted sources.

Seven strategies to affect community change

- 1. Provide information**—Educational presentations, workshops or seminars, and data or media presentations (e.g., public service announcements, brochures, billboard campaigns, community meetings, town halls, forums, web-based communication).
- 2. Enhance skills**—Workshops, seminars, or activities designed to increase the skills of participants, members and staff (e.g., training, technical assistance, distance learning, strategic planning retreats, parenting classes, model programs in schools).
- 3. Provide support**—Creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., providing alternative activities, mentoring, referrals for services, support groups, youth clubs, parenting groups, Alcoholics or Narcotics Anonymous).
- 4. Enhance access/reduce barriers****—Improving systems and processes to increase the ease, ability, and opportunity to utilize systems and services (e.g., access to treatment, childcare, transportation, housing, education, special needs, cultural and language sensitivity).
- 5. Change consequences (incentives/disincentives)**—Increasing or decreasing the probability of a specific behavior that reduces risk or enhances protection by altering the consequences for performing that behavior (e.g., increasing public recognition for deserved behavior, individual and business rewards, taxes, citations, fines, revocations/loss of privileges).
- 6. Change physical design**—Changing the physical design or structure of the environment to reduce risk or enhance protection (e.g., parks, landscapes, signage, lighting, outlet density).
- 7. Modify/change policies**—Formal change in written procedures, by-laws, proclamations, rules, or laws with written documentation and/or voting procedures (e.g., workplace initiatives, law enforcement procedures, and practices, public policy actions, systems change within government, communities, and organizations).

** Note: This strategy also can be utilized when it is turned around to reducing access/enhancing barriers. When community coalitions establish barriers to underage drinking or other illegal drug use, they decrease its accessibility. Prevention science tells us that when

more resources (money, time, etc.) are required to obtain illegal substances, use declines. When many states began to mandate the placement of pseudoephedrine-based products behind the pharmacy counter, communities experienced a significant decrease in local clandestine methamphetamine labs. Barriers were put into place that led to a decrease in the accessibility of the precursor materials for meth production.

The list of strategies was distilled by the University of Kansas Work Group on Health Promotion and Community Development – a World Health Organization Collaborating Centre. Research cited in the selection of the strategies is documented in the Resources and Research section of the CADCA website, www.cadca.org. The Institute uses this list by permission of the University.

What are Risk and Protective Factors? What are Root Causes?

Risk factors are elements that increase the likelihood of a person engaging in risky health behaviors such as vaping or underage drinking. Examples of risk factors that affect SUD behaviors include family conflict, availability of drugs, lack of commitment to school, and antisocial behavior.

Protective factors buffer against risk, making a person less likely to engage in risky health behaviors. Examples of protective factors that affect SUD behaviors include opportunities for prosocial involvement, attachment to neighborhood, and interaction with pro-social peers. For more information on SUD risk and protective factors, see [Utah's SHARP Surveys](#). Root Causes are similar to and often overlap with risk factors. Root Causes are used in the CADCA assessment framework and include the following:

- Availability / access of drugs
- Community norms favorable toward drug use
- Laws and Enforcement
- Price and Promotion
- Parental Attitudes Towards Drug Use
- Favorable Youth Attitudes Towards Drug Use
- Retail Availability

For more explanation and details about CADCA's Root Causes, see their [Community Assessment manual](#).

My organization hasn't traditionally done SUD prevention. Should we still consider applying for this RFA?

S�CoHD aims to support inclusive, culturally relevant, and meaningful substance use prevention work throughout Salt Lake County under the guidelines of this state funding. Many interventions address multiple behaviors. If your organization has not traditionally done SUD prevention, look for interventions that serve both SUD and other goals like delinquency, depression, academic achievement, or bullying.

To fulfill state reporting requirements, applicants must be able to tie their proposed intervention to at least one substance use prevention behavior.

Where can I learn more about prevention science?

There are many resources online regarding prevention science. Throughout this FAQ and referred to below are trusted sources on prevention science topics. If you are seeking more information, a simple online search will offer additional resources.

- [Recording of information session](#)
- [National Institute on Drug Abuse \(NIDA\) Prevention Principles](#)
- [Prevention Technology Transfer Center](#)

Preparing a Strong Proposal

This application is very in-depth! Why do you need so much information?

The application is in-depth because the work is complex. We are looking for organizations and partnerships that have the capacity to successfully implement evidence-based programs, policies, and practices. In order to be successful in this work, Applicants must have thoroughly considered all of the questions in the application.

What are you looking for in a proposal?

- An intervention that will work for your community.
- The community and/or partners were involved in the selection of the strategy.
- The intervention you're proposing is evidence-based (or research-based for environmental strategies), or you have good reason to propose a non-EBPPP.
- You've considered under-resourced communities.
- You understand the expertise and planning required to be successful and have brought partners in to fill in gaps if needed.
- You understand what is already going on in your community and are filling gaps rather than duplicating efforts.

How do we write a strong proposal?

- Start your planning as soon as possible. You may need time to assess your community needs, review data, select an appropriate intervention, or build partnerships.
- Read the question and instructions carefully and answer each question thoroughly, concisely, and directly. Do not add "fluff," but rather show us that you have thoughtfully considered the points listed in the questions above.
- Pay close attention to the scoring criteria. Scoring criteria are listed for each question in this application. Be sure your response addresses each scoring criteria point.
- Make sure you submit all required documents. Follow the application checklist listed in the RFA. Salt Lake County Health Department reserves the right to not consider any application that does not include all required responses and documents.
- Just because you build it, doesn't mean they'll come. Recruitment and participation are some of the most difficult parts of implementing EBPPPs. We need to see that you have a clear and workable plan for engaging your prioritized participants.
- Tell the same story in the budget and the project narrative. If you propose to do a social media campaign to reach participants, include funding for that campaign in your budget. Also, be sure to think through your budget needs and include any necessary costs.

- Establish your credibility. Show us that you have experience in similar work. If you have made mistakes or tried approaches that have not worked well, how have you improved to be more successful?
- Present your plan clearly and logically. Make sure we understand how you plan on implementing your work, what the challenges may be, and how you plan to overcome those challenges. Also, clearly state what success looks like for you: what goals or deliverables must be met to be successful?

Why do we need to submit a Letter of Intent?

Yes, the Letter of Intent (LOI) is required. Your application will not be reviewed if a Letter of Intent was not submitted by February 27, 2022. You will submit the Letter of Intent through this [LOI online submission form](#), not through ZoomGrants.

The letter of intent helps us understand who is interested in applying and what their proposals cover - before the applications are due. We will use this information to help applicants connect with other organizations that may be interested in serving similar communities or conducting similar work so you can discuss a joint proposal. We will also work to connect organizations that may not have all the skills, knowledge, or community connections needed to succeed in their proposed project. This approach will help alleviate duplication and overlap, fill in gaps, and better serve our under-resourced communities.

You will not be held to anything outlined in your Letter of Intent. If your proposal turns out very different from your Letter of Intent, that is not a problem! We are hoping applicants' original ideas outlined in the Letters of Intent will be improved upon and possibly even completely changed as they learn what other applicants are proposing, find partners, etc.

In addition to using the Letter of Intent to find potential partners, you may [add your organization's name](#) to our [online partner list](#), review the other organizations on the list, then reach out to any partners you think may help make your proposal stronger.

What are you looking for in the Budget and Budget Narrative?

We're looking for sufficient information to get a solid picture of how funds will be spent. Please be sure to follow budget instructions. Double check the total lines of your budget to ensure all line items are calculated – if you add a line to the bottom or top of a summed-up column, the added number may not be included in the total calculation.

If you are applying as a partnership, the Lead Partner will put the total sub-contracted amount in the Contract Services section of the budget, then submit a second budget detailing that sub-contracted amount.

If you are using other funding sources for this intervention, please outline those costs in the Activities Funded by Other Sources section at the bottom of the budget. You may broadly estimate costs in this section; we only ask for this information to understand what other expenses you are considering in your planning.