

ALLIANCE FOR WISCONSIN YOUTH (COOPERATIVE AGREEMENT PROGRAM)

Request for Proposals (RFP)
RFP # 1588DDES-LS



STATE OF WISCONSIN
Department of Health and Family Services
Division of Mental Health and Substance Abuse Services
Bureau of Mental Health and Substance Abuse Services

**Proposals Must Be Submitted No Later Than 4:00 P.M., C.S.T.
Friday – June 29, 2007**

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP, contact:

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PART ONE

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM PROJECT INFORMATION AND RFP APPLICATION CRITERIA

I. GENERAL INFORMATION

Purpose

The purpose of this document is to provide interested parties with information to enable them to prepare and submit proposals for the Alliance for Wisconsin Youth Cooperative Agreement Grant (AWY) Program. The overall target of this initiative is to reduce alcohol, tobacco, and other drug abuse among Wisconsin's youth and adult population.

Timeline

May 14, 2007	Alliance for Wisconsin Youth RFP Release
May 29, 2007	Letters of Intent Due (Optional)
June 29, 2007	Due Date for Submission of Applications/Proposals
July 13, 2007.....	DMHSAS Issues Intent to Award Notices
July 16 - 20, 2007	Public Inspection of Proposals
July 20, 2007.....	Appeals Due
August 1, 2007	Grant Start-Up

RFP Release and Distribution Information

To assure the broadest distribution of this RFP and to provide an efficient and cost effective process for obtaining access to the Alliance for Wisconsin Youth Cooperative Agreement Grant Request for Proposals application, the Department of Health and Family Services encourages individuals, organizations, and others to obtain and print copies of this document directly from the Department's Web site. Copies of this RFP can be saved to your workstation and printed or printed directly off the DHFS Website. Two formats are provided including an Adobe Acrobat PDF (Portable Document Format) file or a Microsoft Word Document file. These files can be accessed at: WWW.DHFS.STATE.WI.US/RFP/INDEX.HTM

You may also request that a copy of the RFP be mailed to you by contacting Mr. Louis Oppor, Human Service Program Coordinator, 1 W. Wilson Street, Room 434, Madison, WI 53702, Phone: (608) 266-9485, Email: opperll@dhfs.state.wi.us .

Using a PDF (Portable Document Format) file

To open a PDF file with Adobe Acrobat already installed on your computer, go to the Department's RFP web site (WWW.DHFS.STATE.WI.US/RFP/INDEX.HTM), and click on the highlighted title that identifies the RFP you would like to view. You can print a copy directly from the Department's Website, or save and print a copy from your computer workstation using Adobe Acrobat Reader program.



If you do not have this software installed on your computer, a free copy of Acrobat Reader software is easy to download from the Adobe Web site located at: [HTTP://WWW.ADOBE.COM/PRODUCTS/ACROBAT/READSTEP.HTML](http://WWW.ADOBE.COM/PRODUCTS/ACROBAT/READSTEP.HTML).

Questions concerning the information found within this RFP should be made in writing and directed to:

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1.0 Definitions

The following definitions and acronyms are used throughout the RFP.

Annual – For the first grant year, Annual refers to the period August 1, 2007 – June 30, 2008. Subsequent annual grant years are for 12 month periods.

ATODA – Alcohol, Tobacco, and Other Drug Abuse

AO – (DMHSAS) Administrator’s Office

AWY – Alliance for Wisconsin Youth

CFDA – Catalog of Federal Domestic Assistance

CSAP – (SAMHSA’s) Center for Substance Abuse Prevention

DMHSAS – (DHFS) Division of Mental Health and Substance Abuse Services

DHFS – (Wisconsin) Department of Health and Family Services

DHHS – (United States) Department of Health and Human Services

Division – Unless otherwise stated “Division” represents the Division of Mental Health and Substance Abuse Services

Grant-/Sub- Recipients – Vendor awarded funds for direct benefit of the community

LEA’s_– Local Educational Agencies

Proposal – Response to RFP

Proposer – Means an organization submitting a proposal in response to this RFP

RFP – Request for Proposals

SAMHSA – (DHHS) Substance Abuse and Mental Health Services Administration

Substance Abuse – Alcohol and other drug abuse

State – State of Wisconsin

Vendor – A firm/organization submitting a proposal in response to this RFP

1.1. Introduction and Background

The Alliance for Wisconsin Youth (AWY) is a program of the Wisconsin Department of Health and Family Services. AWY’s vision is that Wisconsin youth are healthy, thriving and engaged citizens. AWY’s mission is to support and enhance the capacity of coalitions in their substance abuse prevention and positive youth development efforts. In other words, AWY works with a network of some 100 community coalitions to ensure that all of our state’s youth and young adults grow up to become positive, nurturing and productive citizens free from alcohol and other drug abuse. AWY provides support to member organizations through member sharing, technical assistance, training, information dissemination, and direct funding.

This RFP is changing the administrative structure of the Alliance for Wisconsin Youth from a single administrative structure to a regional structure of administration. The Wisconsin Department of Health and Family Services, Division of Mental Health and Substance Abuse Services (DMHSAS) seeks responses to this Request for Proposals (RFP) from qualified organizations seeking to apply for grant funds to provide regional administrative services for the Alliance for Wisconsin Youth. The Department will select one applicant from each of the five regional areas. Entities selected to provide regional administrative services for the Alliance for Wisconsin Youth will be responsible for:

- Collecting regional data on the consumption and consequences of alcohol and other drug abuse.

- Coordinating regional alcohol and other drug abuse prevention training.
- Establishing regional/local Alliance for Wisconsin Youth coalitions.
- Implementing regional alcohol compliance checks.
- Identifying and coordinating regional technical assistance on implementing the Center for Substance Abuse Prevention's Strategic Prevention Framework.
- Inventorying the number of evidence based substance abuse prevention programs being implemented within the region.
- Developing an assessment of the capacity building needs within the region.
- Developing a regional strategic plan for substance abuse prevention services.
- Establishing youth leadership initiatives.
- Facilitate AmeriCorps relationship between the Wisconsin National and Community Service Board and local entities interested in recruitment of AmeriCorps members for implementing local evidence based prevention services.

The five Alliance for Wisconsin Youth administrative regions will be made up of the following counties:

1.1, Table 1

Regional Area	Competition Group	Counties Within Regional Area
Northeastern Region	A	Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, Winnebago
Northern Region	B	Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood
Southeastern Region	C	Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
Southern Region	D	Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk, Vernon
Western Region	E	Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Washburn

The services will be for the prevention of alcohol, tobacco, and other drug abuse (hereafter referred to as "substance abuse prevention").

Please review the application material closely to insure compliance with all requirements of this RFP to avoid your proposal being rejected as unresponsive.

1.2 Issuing Agency

This RFP has been issued by the Wisconsin Department of Health and Family Services (DHFS), Division of Mental Health and Substance Abuse Services (DMHSAS), Administrator's Office (AO). The Division is the sole point of contact for the State of Wisconsin during the selection process. Questions or comments can be directed in writing to Mr. Louis Oppor. Contact information is found page 2 of this Request for Proposals.

1.3 Available Funds

The total amount of funds available to support regional AWY administrative entities for the period of August 1, 2007 – June 30, 2008 is \$250,000 annually. Eligible applicants may apply for up to \$50,000 per region. Based on availability of funds and satisfactory performance, successful proposers may apply for three additional years of funding. Results of this RFP may also be used as a mechanism to provide additional funding to successful proposers to support additional regional substance abuse prevention services.

Funding Availability and Distribution

Funds requested under this solicitation will be awarded for an eleven month period (August 1, 2007 – June 30, 2008). Based upon satisfactory performance and the availability of funds, proposers may be eligible to apply for additional three full years of funding.

Vendors are advised that should additional state or federal funds become available for innovative expansion and/or enhancement of services, the Division may utilize the results of this RFP for additional awards. Grant renewals are subject to review and approval by the Division of Mental Health and Substance Abuse Services. The Division reserves the right to distribute or redistribute unawarded funds based on compliance with funding guidelines.

1.4 Project Goals

A. Reduce past month underage drinking (age 12-20) by 10% from 39.5% in 2004-2005 to 35.5% in 2009

- *Reduce past month underage drinking by 10% from 39.5% in 2004-2005 to 35.5% for individuals between the ages of 12-20.*

B. Reinvent Wisconsin's ATODA prevention system to improve prevention programming to eliminate duplication, fill service gaps and coordinate funding.

- *Identify gaps and duplication in regional ATODA prevention services.*
- *Develop and institutionalize a comprehensive, long-range prevention plan to coordinate and leverage local ATODA resources.*
- *Ensure that a revitalized ATODA prevention system can be sustained into the future (i.e. over the next 10 years).*

C. Increase the use of science-based ATODA prevention programming.

- *Assess the needs for ATODA prevention services and the extent of ATODA abuse problems affecting populations within the geographic area targeted.*
- *Increase knowledge and skills related to science-based ATODA prevention programming – including involvement of youth, families, schools, communities and workplaces – among local prevention program providers.*
- *Increase knowledge related to ATODA prevention evaluation among local substance abuse prevention providers.*

1.5 Project Design

Over the period of this grant cycle, staff of the Bureau of Mental Health and Substance Abuse Services will work closely with the five regional Administrative Alliances that are selected. Proposers will use their consortiums to facilitate coordination and cooperation among local substance abuse prevention service providers and local Alliance for Wisconsin Youth Coalitions.

The result will be that Wisconsin's substance abuse prevention funds are being used with the greatest impact.

Alliance Administrative Coalitions will participate in collecting, analyzing, and disseminating process, outcome and other related evaluation data. Proposers will be required to use the Center for Substance Abuse Prevention's (CSAP's) 4 core measures in their program level evaluations.

PHASE I: Beginning August 1, 2007, selected proposers will participate in the planning phase (Phase I) of this project. During this phase grantees will:

- A. Assess their local needs
 - *Build a basic profile by choosing indicators/descriptors and then add data to customize the needs profile.*
 - *Identify and fill gaps in local data by planning the acquisition and collection of original local data.*
 - *Specify project characteristics based on the data; decide on the priority population(s), program delivery settings, and general prevention delivery settings.*
 - *Define project outcomes (define outcome domains, the risk and protective factors the project will attempt to modify, and some theoretical principles guiding the project).*
 - *Report your need assessments and submit them to the Wisconsin Bureau of Mental Health and Substance Abuse Services, Grant Administrator for review and approval.*
- B. Assess and develop local capacity
 - *Describe your capacities including essential people, internal capacities, and external resources.*
 - *Write your project's strategic plan including the mission, goals, and measurable objectives and submit the plan to the Wisconsin Bureau of Mental Health and Substance Abuse Services, Grant Administrator, for review and approval.*
- C. Select programs and practices
 - *Review underlying concepts (understand terms, selection criteria, and relevance for your project).*
 - *Search for effective programs and practices. Review the Substance Abuse and Mental Health Services Administration National Registry of Evidenced-based Programs and Practices (<http://www.nrepp.samhsa.gov>).*
 - *Compare programs and practices selected, assessing goodness of fit and choosing the best match for the needs identified.*
 - *Report your work to the Wisconsin Bureau of Mental Health and Substance Abuse Services, Grant Administrator for review and approval.*

PHASE II: Upon State review and approval of Phase I components (January 31, 2008), proposers will be advised to move into Phase II of this project. During Phase II, proposers will be expected to participate in the following implementation and evaluation activities:

- A. Implement Programs and Practices
 - *Assist local Alliance Coalitions with implementation of evidenced-based substance abuse prevention programs and practices.*

- *Assist local Alliance Coalitions in balancing adaptation needs with program fidelity (barriers and facilitators to implementation; issues involved in obtaining well-adapted prevention interventions).*
- *Report your work to the Wisconsin Bureau of Mental Health and Substance Abuse Services, Grant Administrator for review and approval.*

B. Evaluate Programs and Practices

- *Assist local Alliance Coalitions in building evaluation capacity for each project or service system identified in plan.*
- *Assist local Alliance Coalitions in setting performance indicators to goals and objectives.*
- *Assist local Alliance Coalitions in designing process and outcome evaluations.*
- *Assist local Alliance Coalitions in selecting appropriate evaluation measures.*
- *Assist local Alliance Coalitions in customizing assessment instruments.*
- *Report your work to the Bureau of Mental Health and Substance Abuse Services, Grant Administrator for review and approval.*

1.6 Who May Submit a Proposal

In order to ensure the fair and equitable distribution of funds, five competition groups have been established (referred to as Competition Groups A-E (see Section 1.1, Table 1). Applicants will compete among applicants within the same competition group. Competition Groups A-E are composed of counties grouped according region.

Eligible applications will be submitted on behalf of a region-wide consortium whose composition is made up of individuals representing **all** of the following entities:

1. Representatives of local Alliance for Wisconsin Youth Coalitions,
2. Local Educational Agencies (LEA's: K-12),
3. Law Enforcement Agencies,
4. Public Health Agencies, and
5. Government Agencies (*including but not limited to County Departments of Community Programs designated under ss. 51.42, or County Departments of Community Programs designated under ss. 46.23 who are responsible for administering the Federal block grant allocation for the prevention and treatment of substance abuse that is provided to the county through Community Aids funding authorized under ss. 46.40).*

Community aids are state and federal funds which are distributed by the Department of Health and Family Services (DHFS) to counties for the provision of human services in two broad, statutorily-defined functional areas: (1) social services for low-income persons and children in need of protection and services; and (2) services for persons with needs relating to mental illness, substance abuse or developmental disabilities. Although these two broad functional areas are authorized by separate statutory provisions and are frequently administered at the county level by separate agencies, these functions are considered to be related components of a coordinated state/local human services system.

Representatives from the five areas mentioned above should be knowledgeable about the delivery of substance abuse prevention services and bring to the consortium a countywide or region-wide perspective of the organization or group they represent. From among its representative organizations, each consortium will identify its lead "Applicant Agency" who will

most likely also serve as the fiscal agent. The "Applicant Agency" is defined as any nonprofit corporation, or public agency currently operating within Wisconsin who will be the legal entity, which assumes the liability for the administration of the grant funds and is responsible to DHFS for the performance of the project activities. The "Applicant Agency" will be the primary point of contact for regional Alliance Administration. Multiple consortiums within a competition group could apply, however, only one consortium within each competition group will be funded. Applications representing multiple regions may be submitted. Regional Alliance Coalitions selected to receive grant funds may submit a request to the Department to consolidate efforts among multiple regions selected to receive funding under this program.

II. SPECIAL PROGRAM REQUIREMENTS

2.0 Introduction

The following is a list of the obligations proposers will be expected to fulfill during the funding period. Failure to fulfill these obligations will result in the withdrawal and reallocation of subrecipient funding.

- Successful completion of the Phase I planning phase;
- Successful completion of the Phase II program implementation and evaluation phase;
- Ensure appropriate and ongoing program implementation;
- Respond in a timely manner to communications; and
- Work cooperatively with State, and contracted project staff.

Planning, technical assistance and evaluation are critical to the design, delivery, and assessment of effective substance abuse prevention efforts. Alliance Administrative Coalition will be required to participate in and assist local Alliance Coalitions in planning, implementation, and evaluation tasks over the course of the funding period. In this endeavor, proposers will work cooperatively with staff of the Wisconsin Bureau of Mental Health and Substance Abuse Services and other cooperating entities (Center for Substance Abuse Prevention [CSAP], the Center for the Application of Prevention Technologies [CAPT], Wisconsin Division of Public Health, University of Wisconsin, Population Health Institute, in addition to other appropriate providers designed by the Grantor).

Proposers will be expected to assist local Alliance Coalitions in implementing science-based prevention programs with an emphasis on preventing and reducing underage drinking.

2.1 Planning

In the planning phase of the grant, subrecipients will finalize their evaluation plans; (i.e. identify what changes they want to effect, in whom or in what system or environment, by what means, and on what timeline). This includes assessing community prevention needs; identifying prevention programs/actions to address those needs; identifying targeted populations; selecting evaluation approaches; assisting local Alliance Coalitions in identifying specific prevention programs for targeted populations; selecting tools to measure intended program objectives; and constructing timelines for program implementation and evaluation.

In the implementation phase of the grant, proposers will assist local Alliance Coalitions through the coordination of technical assistance and training to assist them in:

- Establishing a baseline of consumption patterns and consequences of substance abuse.
- Assessing existing community prevention resources.

- Constructing a prevention plan to address identified needs.
- Identifying intended process and outcome objectives of the prevention plan, including objectives for specific targeted populations expressed in measurable terms and anchored to a specific timeframe.
- Selecting science-based programs that address specific prevention needs of specific targeted populations.
- Identifying or creating measurement tools for assessing effectiveness of selected programs.

2.2 Technical Assistance

Technical assistance and training will be provided throughout the term of this project. The types of technical assistance and/or training will focus on the five Center for Substance Abuse Preventions Strategic Prevention Framework Steps including:

Step #1: Assessment

Assessment involves the collection of data to define problems within a geographic area. Assessment also involves mobilizing key stakeholders to collect the needed data and foster the Strategic Prevention Framework (SPF) process. Part of this mobilization, and a key component of SAMHSA's SPF State Incentive Grant program, is the creation of an epidemiological workgroup. The epidemiological workgroup should spearhead the data collection process and is responsible for defining the problems and the underlying factors that will be addressed in Step 4: Implementation. Assessing resources includes assessing cultural competence, identifying service gaps, and identifying the existing prevention infrastructure in the State and/or community. Assessment also involves a readiness and leadership to implement policies, programs, and practices.

Step #2: Capacity

Capacity involves the mobilization of resources within a geographic area (state/community). A key aspect of Capacity is convening key stakeholders, coalitions, and service providers to plan and implement sustainable prevention efforts in Steps 3-4 of the SPF. The mobilization of resources includes both financial and organizational resources as well as the creation of partnerships. Readiness, cultural competence, and leadership capacity are addressed and strengthened through education and training. Additionally, Capacity should include a focus on sustainability as well as evaluation capacity.

Step #3: Planning

Planning involves the development of a strategic plan that includes policies, programs, and practices that create a logical, data-driven plan to address the problems identified in Step 1 of the SPF. The planning process produces Strategic Goals, Objectives, and Performance Targets as well as Logic Models and in some cases preliminary Action Plans. In addition to the Strategic Goals, Objectives, and Performance Targets, planning can also involve the selection of evidence based policies, programs, and practices.

Step #4: Implementation

Implementation involves taking action guided by the Strategic Plan created in Step 3 of the SPF. If action planning, or the selection of specific policies, programs, and practices, was not part of the planning process in Step 3, it should occur in Step 4. Implementation also includes the

creation of an evaluation plan, the collection of process measure data, and the ongoing monitoring of implementation fidelity.

Step #5: Evaluation

Evaluation involves measuring the impact of the SPF and the implemented programs, policies, and practices. An important part of the process is identifying areas for improvement. Evaluation also emphasizes sustainability since it involves measuring the impact of the implemented policies, programs, and practices. Evaluation also includes reviewing the effectiveness, efficiency, and fidelity of implementation in relation to the Strategic Plan, relevant Action Plans, and measures.

Additional technical assistance and training opportunities may include:

- Budget development
- Implementation of environmental strategies
- Cultural competency
- Program sustainability

Technical assistance and/or training will be delivered or coordinated through a variety of organizations each having demonstrated skills, competency, and knowledge in one or more of the areas listed above.

Wisconsin is eligible to receive specialized services through the National Centers for the Application of Prevention Technologies (CAPT) system. The primary mission of the CAPT is to bring research to practice by assisting States/Jurisdictions and community-based organizations in the application of the latest research-based knowledge to their substance abuse prevention programs, practices, and policies. The body of knowledge and experience that defines what works best in prevention programming has not impacted the prevention field to the desired level of effectiveness.

The Midwest, including Wisconsin, is served by the Central Region CAPT located in Mounds View Minnesota, under the direction of Mr. Tracy Johnson. The Central Center for the Application of Prevention Technologies (CAPT) is administered by the Minnesota Institute of Public Health with funding provided through a grant from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention (CSAP).

Information regarding the Center for the Application of Prevention Technologies can be found through their Website located at: <http://captus.samhsa.gov/central/central.cfm>.

2.3 Cooperative Agreements

Cooperative agreements are defined as an alternate assistance instrument to be used in lieu of a grant whenever substantial state involvement with the subrecipients during performance is anticipated. The difference between grants and cooperative agreements is the degree of state programmatic involvement, rather than the type of administrative requirements imposed. Any laws, regulations, policies, or other administrative guidelines that are applicable to grants, also apply to subrecipients of cooperative agreements, unless the agreement itself provides otherwise. When the term “grant” is used in this document, it includes cooperative agreements.

2.4 Local Subgrantees and Contractors

Where state subrecipients intend to subcontract with local subrecipients for the delivery of substance abuse prevention services under this grant, local subrecipients are required to meet all terms and conditions and contract clauses necessary to ensure that all requirements under this grant are satisfied.

III. GENERAL PROGRAM REQUIREMENTS

If selected to receive an award, the following terms will be a requirement of the Departments' funding agreement in order to assure the continuation of grant dollars. Failure to comply with these requirements can result in disallowances and/or termination of the funding agreement.

3.0 Acceptance of Proposal Content

Proposers receiving awards will be mandated to meet all requirements of this RFP.

3.1 Allowable Costs

A grant recipient will be required to comply with the Department of Health and Family Services Allowable Cost Policy Manual. This manual can be downloaded at the following Website. <http://dhfs.wisconsin.gov/Grants/Administration/ACPM.HTM> .

3.2 Capital Equipment

The purchase of capital equipment is not an allowable expense under this project.

3.3 Salaries

Funds cannot be used to supplant other State or Federal dollars.

3.4 Reports

Reports of both programmatic and fiscal activity will be required for documenting the satisfactory meeting of project objectives, in accordance with the application. Reporting requirements will be specified in the agreement between the successful vendor and the Division. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

At the option of the Division, the grantee shall appear before DHFS administrators to clarify findings and to answer any questions at any time during the grant agreement or after the grant agreement is completed.

3.5 News Releases

News releases pertaining to this award or any part of the proposal shall not be made without the prior written approval of the Division.

Copies of any news releases regarding this grant during the contract year(s) will be submitted to the Division.

3.6 Legal Services

Grant funds can be used to provide legal advice to the recipients but the funds cannot be used to support any legal actions taken against the Federal or State government.

3.7 Employment

The vendor will not engage the services of any person or persons now employed by the state, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employer of such person or persons and of the Division.

3.8 Dual Employment

Section 16.417, Wis. Stats. prohibits an individual who is a state employee or who is retained as consultant full-time by a state agency from being retained as a consultant by the same or another agency where the individual receives more than \$12,000 as compensation. This prohibition applies only to individuals and does not include corporations or partnerships.

3.9 Subcontracting

If the applicant plans to use subcontractors, this should be clearly explained and costed out separately in the application. However, the primary grant applicant or contractor will be responsible for contract performance, whether or not subcontractors are used.

3.10 Termination of Agreement

The Division may terminate this agreement at any time at its sole discretion by delivering thirty (30) days written notice to the grant recipient. Upon termination, the Division's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred within the prior written approval of the Division. In the event that the grant recipient terminates this agreement, for any reason whatsoever, it will refund to the Division within fourteen (14) days of said termination, all payment made hereunder by the Division to the grant recipient for work not completed. Such termination will require written notice to that effect to be delivered by the grant recipient to the Division not less than thirty (30) days prior to said termination. Termination procedures can be initiated and implemented at any point during the calendar or contract years.

3.11 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by vendors in replying to this RFP.

3.12 Waiver of Technicalities

The RFP Evaluation Committee reserves the right to accept or reject any or all responses to the RFP and waive minor technicalities. The determination of whether an RFP condition is substantive or a mere technicality shall reside solely with the RFP Evaluation Committee.

3.13 Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this request for proposal will be handled in accordance with applicable State of Wisconsin procurement regulations. Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of this grant award can not be copyrighted or patented without written authorization from the Department of Health and Family Services.

All data, documentation and innovation become the property of the State of Wisconsin, Department of Health and Family Services. The grant recipient agrees that the Division shall have royalty free, non-exclusive and irrevocable rights to reproduce, publish or otherwise use

and authorize others to use any materials and innovations developed as a result of this grant award. Any copyright material authorized by the Department or distribution of materials developed through this agreement will acknowledge use of DHFS funds.

3.14 Affirmative Action

Successful proposers who are awarded contracts of twenty five thousand dollars (\$25,000) or more shall have included in their contracts the following clause:

"A written affirmative action plan is required as a condition for the successful performance of the contract. Excluded from this requirement are proposers whose annual work force amount to less than twenty-five employees. The affirmative action plan shall be submitted to the state agency within fifteen (15) working days after the award of the contract."

3.15 Reasonable Accommodations

The Department will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. For special needs contact:

Louis Oppor, Grant Administrator
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

Telephone: (608) 266-9485
Fax: (608) 266-1533
Email: opporll@dhfs.state.wi.us

3.16 Non-Discrimination Against Employees or Applicants for Employment.

In connection with the performance of work under this contract, the grant recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the grant recipient further agrees to take affirmative action to ensure equal employment opportunities.

The grant recipient agrees to post in conspicuous places, available for employees and applicants for employment, notice to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

IV. CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS NOTICE OF INTENT TO APPLY

4.0 Notice of Intent to Apply

Prospective vendors are requested, but not required, to submit a Notice of Intent to apply to the Division of Disability and Elder Services. The Notice of Intent form should be returned to the Division by 4 p.m. C.T. on **May 29, 2007**. Submittal of the Notice of Intent does not commit an agency to submitting an application.

Any supplemental written information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information. Notices should be mailed or hand delivered to:

Louis Oppor, Grant Administrator
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

Telephone: (608) 266-9485
Fax: (608) 266-1533
Email: opporll@dhfs.state.wi.us

4.1 Clarification and/or Revisions to Specifications and Requirements

Any questions concerning this RFP should be addressed, either in writing or by telephone request, to:

Louis Oppor, Grant Administrator
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

Telephone: (608) 266-9485
Fax: (608) 266-1533
Email: opporll@dhfs.state.wi.us

COLLECT CALLS WILL NOT BE ACCEPTED

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should notify, immediately, the above named individual of such error and request modification or clarification.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided to all recipients of this initial RFP.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Any contact with State employees concerning this RFP are prohibited, except as authorized by the RFP Manager during the period from date of release of the RFP until the notice of intent to contract is released.

V. SUBMITTAL OF APPLICATION

5.0 Application Format

Excluding the Statements of Commitment, applications must not exceed 20 pages. A detailed page breakdown is provided later in the application forms section, table of contents. Applications are to use the forms provided (labeled at the top "Alliance for Wisconsin Youth, Cooperative Agreement Grant Program Application Form" or reasonable facsimiles. **All narrative sections are to be completed using an 11-point or larger font, with 1" or greater margins.**

5.1 Number of Copies

Number of copies. The vendor must submit seven (7) copies of the application to the Division.

5.2 Closing Date

Closing date. The closing date for the receipt of all applications under this solicitation will be **June 29, 2007**. Applications may be mailed or hand delivered. An application will be accepted and considered received on time if:

- a. The application is received by the mailroom (address shown below) by 4:00 p.m. C.T. on **June 29, 2007**.

Louis Oppor, Grant Administrator
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

- b. The application is hand delivered to the Division of Mental Health and Substance Abuse Services (address shown below) by 4:00 p.m. C.T. on June 29, 2007

Louis Oppor, Grant Administrator
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

NO FAXES WILL BE ACCEPTED.

Vendors are cautioned to allow sufficient time for delivery by the U.S. Post Office, because it can sometimes take several days to receive mail from outlying areas. Respondents/Applicants are cautioned that receipt of the RFP by the United States Postal Service, the State of Wisconsin mail system or a commercial courier does not constitute receipt of a RFP by the Division for the purposes of this RFP. All responses to this solicitation which are received after the closing date and/or time will not be reviewed and will be returned to the respondent/applicant. **No exceptions will be allowed.**

- c. Supplemental and clarifying information. Unless requested by the Division, no additional information will be accepted from a vendor after the deadline for submittal of applications.

VI. AWARDING FUNDS INFORMATION

6.0 RFP Evaluation Criteria, Potential Points To Be Awarded And Procedures

All applications received will be reviewed by an Evaluation Committee and ranked accordingly. The Evaluation Committee will evaluate all proposals against stated criteria.

Proposals from eligible applicants will be scored according to the following competitive criterion that is described under Part Two, Section III. Narrative, Subsections 3.0 – 3.5:

- 3.0 Definition of Community or Geographic Area Targeted/Served (10 Points)
- 3.1 Needs and Resource Assessment (10 Points)
- 3.2 Organizational Capacity of Subrecipients (30 Points)
- 3.3 Project Goals (10 Points)
- 3.4 Management/Staffing Plan (20 Points)
- 3.5 Project Sustainability (20 Points)

6.1 Vendor Responses

Proposals submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an application being eliminated from consideration during the selection process.

In the event of an award, the contents of this RFP (including all attachments), RFP addenda and revision and the proposal from the successful vendor(s) will become contractual obligations. The Division reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected vendor(s) prior to entering an agreement.

Justifiable modification may be made in the course of the agreement only through prior consultation with and written approval of the Division. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

6.2 Withdrawal of Applications

Proposals may be withdrawn by written notice. Proposals may be withdrawn in person by the proposer or his/her authorized representative, providing his/her identity is made known and he/she signs a receipt for the proposal.

6.3 Award Procedures

The Evaluation Committee's scoring will be tabulated and vendors will be ranked according to the numerical score received. The Evaluation Committee has the option to conduct interviews and/or on-site inspections of the top ranked proposers to include those results in the consideration of the evaluation points. Proposers may be requested to submit best and final offer. The Division Administrator will make a final decision if a contract will be awarded. The Division reserves the right to reject any or all proposals and to negotiate the award amount, authorized budget items, and specific programmatic goals with the selected vendor(s) prior to entering into an agreement.

6.4 Notice of Intent to Award a Contract

Each vendor whose proposal is reviewed by the Evaluation Committee shall receive written notice of the determination of approval or non-funding of the proposed project.

After notification of awards are made, and under the supervision of Division staff, copies of all proposals will be available for public inspection from 9 a.m. C.T. on July 16, 2007 to 4 p.m. C.T. on July 20, 2007, at:

Department of Health and Family Services
Division of Mental Health and Substance
Abuse Services
Bureau of Mental Health and Substance
Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702

Each vendor whose project has not been approved shall be given an opportunity to discuss with the Division representative the reasons for non-funding or may write the Division representative requesting the reason for the decision.

Upon request, the Division representative will clarify non-funding reasons verbally or will respond in writing explaining the reasons for the project not being funded.

6.5 Public Information

It is the intention of the state to maintain an open and public process in the submission, review, and approval of awards. All material submitted by vendors will be made available for public inspection after notice of intent to award or not to award a contract based on the evaluation(s) of the application, which were submitted. This information will be available for public inspection, under supervision, during the hours of 9 a.m. C.T. to 4 p.m. C.T., Monday through Friday (except holidays) until **July 20, 2007**, at the Department of Health and Family Services, Division of Mental Health and Substance Abuse Services, Bureau of Mental Health and Substance Abuse Services office located at 1 W. Wilson St., Room 434, Madison, WI, 53702.

No entire proposal submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information.

Evaluation tabulation and scoring by individual evaluators will also be open for public inspection, but these scores will not identify individual evaluators.

6.6 Protest/Appeal Process

Vendors can only protest or appeal violation of procedures outlined in this RFP. Ranking and scoring by the Evaluation Committee are not subject to protest or appeal. Notice of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should fully identify the procedural issue being contested.

The written notice of intent to protest must be filed with the:

Department of Health and Family Services
Division of Mental Health and Substance
Abuse Services
1 W. Wilson Street, 850
Madison, WI 53702

and received in that office no later than the close of business on July 20, 2007 or within five (5) working days after the notice of intent to award is postmarked, whichever is later. The written protest, fully identifying the procedural issue being contested, must be received in the Administrator's Office no later than ten (10) working days after the notice of intent to award is issued.

The decision of DMHSAS may be appealed to the Secretary of the Department of Health and Family Services, One West Wilson Street, Room 650, Post Office Box 7850, Madison, Wisconsin 53707 within five (5) working days of issuance, with a copy of the protest filed with the Administrator of DMHSAS.

6.7 Assurances

An authorized official must sign the Assurances of Compliance with the Department of Health and Family Services regulations form, and comply with all the requirements contained therein. This signed form is to be included in this section of the applicant's proposal.

**WISCONSIN STATE INCENTIVE COOPERATIVE AGREEMENT GRANT PROGRAM
APPLICATION FORMS SECTION**

PART TWO

TECHNICAL SPECIFICATIONS (APPLICATION INSTRUCTIONS)

Please review the application materials and instructions closely to insure compliance with all requirements of this RFP, or DDES may reject proposals as unresponsive.

Applicants are cautioned that in completing the following technical specifications they are to provide as complete information as possible. The only information evaluators will be given about a project is that which is contained within the proposal. For that reason, each copy must be a duplicate of the entire original, including any attachments.

Applicants are required to number all pages and to organize their application according to the following format found in the forms section of the table of contents. This table of contents also serves as a checklist of application contents and facilitates application evaluation. This form must be completed and attached to the front of the finished application.

Excluding the Statements of Commitment, applications must not exceed 20 pages. A detailed page breakdown is provided later in the forms section, table of contents. Applications are to use the forms provided (labeled at the top "Alliance for Wisconsin Youth Cooperative Agreement Grant Program Application Form") or reasonable facsimiles. **All narrative sections are to be completed using an 11-point or larger font, with 1" or greater margins.**

***Please note:** If you plan to enlist the aid of a partner organization to fulfill any lead agency responsibility, please name and describe that partner's experience in your response to the appropriate section, list the budgetary implications, and provide a letter of cooperation or an inter-agency agreement from the agency as an appendix.*

Proposals must include the following items submitted in the order listed.

- I. TABLE OF CONTENTS
- II. COOPERATIVE GRANT APPLICATION SUMMARY
- III. NARRATIVE
- IV. BUDGET REQUEST
- V. ASSURANCE OF COMPLIANCE
- VI. STATEMENTS OF COMMITMENT

I. TABLE OF CONTENTS

Enter the lead agency name and proposal project title in the lines provided. Also, provide the ending page number after attaching all "Statements of Commitment".

II. COOPERATIVE GRANT APPLICATION SUMMARY

Item 1 Enter the Project Title

- Item 2 Enter the Internal Revenue Services number assigned to the agency that is responsible for the employees hired under these project funds.
- Item 3 Enter the name, and address of the agency that will be responsible for the administration of this project. The "Applicant Agency" is defined as the legal entity, which assumes the liability for the administration of the grant funds and is responsible to DHFS for the performance of the project activities.
- Item 4 Enter the name and telephone number of the applicant agencies director.
- Item 5 Enter the name and telephone number of the Project Director *(if different from the name entered in Item 4 above)*
- Item 6 Enter the name and address of the agency or employing unit of the Project Director *(if different from the name entered in Item 3 above)*.
- Item 7 Enter the name and telephone number of project fiscal agent. The fiscal agent is the individual who is responsible for the receipt and administration of the project funds and for the submission of all fiscal reports to DHFS.
- Item 8 Enter the name and address of the agency or employing unit of the Fiscal Agent *(if different from the name entered in Item 3 above)*
- Item 9 Not Applicable
- Item 10 Check the appropriate box that represents the competition group you are applying within. Refer to the table found under Part One, Section 1.1, Table 1.
- Item 11 Check the box that is applicable to the "Applicant Agency" entered under Item 3.
- Item 12 If all or parts of the project will be subcontracted, fill in the name and address of the subcontractor.
- Item 13 This section should be completed after you have completed the budget request information found in the Forms Section IV. The budget summary contains the total projected costs by cost category. All figures on this form should be rounded to the nearest dollar. This section should be completed after developing the budget requests found in Forms Section 4.0.
- Item 14 Type the organization and individual's name and title of the official authorized to commit the applicant organization to this agreement. This individual must also provide their signature and signature date where indicated. If this individual is not already listed within the contact information provided in items 4-8, also list the individual's telephone number on the "name of organization" line.

III. NARRATIVE

3.0 Definition of Community or Geographic Area Targeted/Served (10 Points - 1 Page)

Proposers must provide a clear description of the geographic area to be served. Provide a narrative description of the populations to be served, including the physical boundaries and descriptions of the area and the people targeted by your prevention programs. For those applicants who are using membership-based populations, describe the targeted membership of the population of the larger geographic community.

For those with minority populations within their service area, the consortium must make an effort to recruit, hire, and train minority staff and volunteers, and provide in-service training on cultural competence for non-minority staff and volunteers. Describe the consortium's willingness and ability to pursue culturally competent staffing for their prevention efforts.

3.1 Needs and Resource Assessment (10 Points - 2 Pages)

Proposers should include a needs assessment of the defined "community" which includes, at a minimum, substance use and abuse incidence and prevalence data and identification of major risk and protective factors to be addressed. Also, a resource assessment describing existing strengths and assets (including organizations and their programs) in the community which address the needs or have the potential to do so. The needs assessment should also include a description of how the project has included culturally diverse viewpoints in this process and the availability of culturally competent prevention services for the target population throughout the region.

Discuss the Alcohol, Tobacco and Other Drug (ATOD) prevention needs in your consortium's service area with any data that you have available. Also, to the extent possible include information on regional efforts to prevent or reduce underage drinking and how the regional Alliance coalition will utilize these effective resources to focus on this need. These may include recent needs assessments and program audits of relevant agencies and organizations. The stronger applications will include recent data that bear directly on ATOD prevention and the targeted population. Please address:

- Demographic information including number and ages of youth, race/ethnicity, and socioeconomic composition of the region.
- The incidence and prevalence of substance abuse for the region which you are applying.
- The risk and protective factors relative to substance abuse in your region, documenting the incidence and prevalence of these factors.
- Existing community prevention efforts and resources related to the stated problems.
- How the consortium's proposed prevention activities would address identified gaps between needs and resources and any duplication in science-based programming.

Include other data documenting the problems or unmet needs your consortium intends to address. Identify the source used for any documenting evidence. Proposers will add to this data throughout grant planning phase.

Proposers must identify the funds and resources that counties or Tribes currently dedicated to substance abuse prevention. For funds, describe the source, amount, and appropriate administering agency.

3.2 Organizational Capacity of Subrecipients (30 Points - 3 Pages)

Subrecipient applicants should submit evidence of being well established with a recent history of demonstrated accomplishments in similar undertakings. Moreover, it should provide evidence of organizational structure, resources and management procedures sufficient to implement the proposed project and provide project accountability. If the subrecipient applicant is a coalition, then there should be evidence of “partner agreements” and participation of a broad base of organizations from multiple community sectors.

Consortiums selected to receive funding must be prepared to change the local ATOD prevention system and the programmatic emphasis within the areas served by local Alliance coalitions. Consortiums will work to develop a comprehensive ATOD prevention plan to reduce the abuse of alcohol, tobacco and other drugs at the local level. To this end, successful applicants will establish partnerships that demonstrate coordinated and collaborative substance abuse prevention efforts.

Membership of the Applying Consortium: Successful applicants will be consortiums from a given geographical area, composed of representatives from *all* of the following areas:

1. Community Organizations (i.e. Faith Communities, Service Groups, Wisconsin WINS tobacco coalitions, methamphetamine coalitions, etc.),
2. Local Educational Agencies (LEA's: K-12),
3. Law Enforcement Agencies,
4. Public Health Agencies, and
5. Government Agencies (including but not limited to County Departments of Community Programs designated under ss. 51.42, or County Departments of Community Programs designated under ss. 46.23 who are responsible for administering the Federal block grant allocation for the prevention and treatment of substance abuse that is provided to the county through Community Aids funding authorized under ss. 46.40).

Applicants that have consortiums with the broadest reach within their region will receive higher scores within this section. For example, a consortium including school districts serving 50% of the students in the area will be stronger than a consortium with one district representing only 20% of the students. Likewise, a coalition without the Sheriff's Department or a police force covering a major town or city in the area would be weaker than a consortium that included those law enforcement agencies.

Member Agencies: List the name of each agency or organization that is included in the applying coalition. For each organization or agency listed, also list the name, full mailing address, daytime telephone, FAX numbers and email address (if applicable) of the contact person for that organization or agency. Explain the roles of the member agencies in the consortium.

Commitment to Planning Process: Describe the willingness and ability of the consortium members to commit to full participation in the planning phase of the cooperative agreement. Explain the lead agencies and other consortium members' experience in similar or related planning efforts, especially ATODA prevention efforts.

Commitment to Evaluation: Describe the willingness and ability of the consortium members to commit to full participation in the evaluation requirements of the cooperative agreement.

Explain the consortium members' experience in similar evaluation efforts, especially those dealing with ATODA prevention.

3.3 Project Goals (10 Points - 2 Page)

Clearly state the general goal(s) of the consortium's proposed prevention efforts. These goals must be consistent with the purpose of this request for proposals. Identify what you anticipate to be the difference in the target population before and after receiving proposed prevention programs and services; specify anticipated changes in knowledge, skills, behaviors or attitudes.

[This is not meant to be a detailed list of specific objectives. Specific objectives and indicators of success will be developed during the planning phase of the cooperative agreement.]

Over the last several decades, theories have been developed in the field of prevention to explain why adolescents engage in risky or destructive behaviors leading to ATOD abuse. These theories reflect a number of approaches for understanding and interpreting adolescent problems, as well as preventing these problems. Various theories may reflect a focus on, for example, risk factors and protective factors, social learning, adolescent development, and asset development. Describe the theoretical approach in which the consortium's prevention efforts will be situated, and document the research base that supports this theoretical framework for identifying, explaining and addressing the problem the consortium proposed to address. What experience do members of the consortium have operating with a theoretical framework?

3.4 Management/Staffing Plan (20 Points - 3 Pages)

During Phase I of this project, proposers will participate in a detailed planning process (described below). Applicants should submit a management plan that specifies target dates for the activities outlined. Be sure to assign organizational and/or staff responsibility for each benchmark including a staffing plan that describes project staff, qualifications, responsibilities, time devoted to project, and other relevant factors. In addition, describe how the staff composition reflects the racial/ethnic characteristics and language needs of the target population.

Beginning August 1, 2007, selected grant recipients will participate in the planning phase (Phase I) of this project. During this phase grantees will:

- A. Assess their local needs
 - *Build a basic community profile by choosing indicators/descriptors then adding data to customize the profile of the target areas.*
 - *Identify and fill gaps in local data.*
 - *Specify project characteristics based on the data by deciding on the priority population(s), program delivery settings, and general prevention delivery settings.*
 - *Define project outcomes.*
 - *Report your needs assessment findings to the Alliance for Wisconsin Youth Cooperative Agreement Grant Contract Administrator for review and approval.*
- B. Assess and develop local capacity
 - *Describe your capacities including essential people, internal capacities, and external resources.*
 - *Write your project's strategic plan including the mission, goals, and measurable objectives and submit to the Alliance for Wisconsin Youth Cooperative Agreement Grant Contract Administrator for review and approval.*

C. Select programs and practices

- *Review underlying concepts relevant for your project.*
- *Search for effective programs and practices as guided under this project.*
- *Review SAMHSA' Evidence Based Program website to assist in determining appropriate interventions to meet local needs. This site can be accessed at: <http://nrepp.samhsa.gov>.*
- *Compare programs and practices selected to assess their goodness of fit assuring they are the best match for your project.*
- *Report your implementation plans to the Alliance for Wisconsin Youth Cooperative Agreement Grant Contract Administrator for review and approval.*

Provide a description of the consortium's proposed organizational structure, and a proposed staffing pattern that will ensure that the coordination, planning, implementation and evaluation of the consortium's prevention planning efforts. Identify the amount of staff time to be designated from each agency or organization that will be spent on the coordination, planning and evaluation of the consortium's efforts, and describe the capabilities of the staff assigned to these efforts.

Personnel proposed for this project must be well qualified to carry out duties necessary to the proposed plan. Describe the ability of existing organizations and staff to deliver the prevention efforts as described.

3.5 Project Sustainability (20 Points - 3 Pages)

Section 46.03(40)(b) Wisconsin Statutes requires the "applicant to provide, as part of the grant application, a plan that describes: how the activities funded by the grant will be phased out or how the program or project will be eliminated; or what other funding sources will be available to support the program or project when state funding is eliminated."

Applicants must provide a plan to sustain continuation of effective efforts beyond the grant period. In doing do, applicants should develop a comprehensive region-wide plan that outlines a systematic approach for coordinating, leveraging, and redirecting (as appropriate and legally permissible) all local, state and federal funds currently supporting substance abuse prevention programs and efforts within the applicant's regional area.

IV. BUDGET

4.0 General Information

The availability of second and subsequent years (or partial years) of funding to support ongoing implementation will be contingent upon the applicants satisfactory performance, the availability of funds, federal/state policies/guidelines, and program authorization. Budget requests should not exceed the maximum amount available per region, by competition group as described under Part I, Section 1.1 of this RFP.

If selected to receive grant funds under this RFP, the Division intends to enter into an eleven month Cooperative Grant Agreement with the applicant agency identified in the proposal. Final budget requests for the eleven month, and future continuation budget years, will be negotiated by the Division prior to entering into a funding agreement.

Carry-over of funds from one grant year to the following grant year will not be allowed.

4.1 Instructions for Completing the Detailed Budget Request and Budget Justification

The instructions that follow are should be followed in completing your eleven month budget.

All figures should be rounded to the nearest dollar.

Only justify those items for which an explanation is required or the need or cost may not be obvious. Justifications should provide sufficient details to show how you arrived at the budget line item figure. In completing the budget line items, fill in only the items for which you are requesting funding.

Item 1

Personnel

(a) Title of Position

List each full time and part time project position by its title (professional and clerical) which will be funded by the grant.

(b) Percent of Time Budgeted

(c) Hourly Rate or Monthly Salary

List the hourly rate or monthly salary for each project position listed. If salary increases are to be effected during the grant period, this amount must be budgeted at the time of application.

(d) Hours per Week

In the case of employees paid on the basis of hours worked only, estimate for each of these positions the total number of hours per week to be devoted to the project.

(e) Number of Months

Indicate the total number of months of employment to be devoted to the project for each position listed.

(f) Annual Cost

Indicate the total annual cost to be charged to the project for each position listed.

(g) Total Salary for All Positions

This is the sum of the lines above in column (f) that lists the agency project positions.

Item 2

Fringe Benefits

List the Fringe Benefits costs for all positions that will be funded by the project. If position is assigned a fraction of time to the project, only that same fraction should be charged to the fringe benefits column. Fringe benefits include such items as FICA Unemployment, Retirement, Life Insurance, Workers Compensation, and Health Insurance. Also, enter the percentage used to compute fringe benefits in the box indicated.

- Item 3 **Travel for Project Staff, and Volunteer Participants**
- Enter your proposed travel budget for professional staff, volunteers and/or program participants. (Out-of-state travel must be specifically identified and justified).
- Mileage, meal, and lodging rates for each position budgeted in the project for which travel is anticipated should be included on the justification page.
- Note: The budget justification for travel must include the projected number of miles, the rate per mile and total dollars budgeted.
- Item 4 **Equipment**
- Not applicable*
- Item 5 **Supplies and Operating Expenses**
- Enter the costs for consumable supplies, rent, maintenance, printing and reproduction, telephone, postage, utilities, etc. Supplies consist of items, which do not meet the equipment definition. Attach a detailed listing on the justification page showing how this figure was arrived at.
- Item 6 **Consultant and Contractual Costs**
- Attach a detailed listing in the justification section of any consultants or services for which you intend to contract from an outside source. The listing should specify the proposed areas and activities to be done by each subcontractor or consultant(s).
- Item 7 **Training for project staff and volunteer participants**
- Enter your proposed budget for direct internal training and provide a justification for how this figure was arrived at.
- Item 8 **Advertising and Public Information**
- Enter the cost anticipated for advertising and public information to make the public aware of your project: 1) for recruitment of workers; 2) to inform referral sources of your services; and 3) to generate individuals in your target population and provide a justification for how this figure was arrived at.
- Item 9 **Other**
- Enter any other expenses of the project that do not fall into any of the previous categories and provide a justification for how this figure was arrived at.
- Item 11 **Total**
- Total lines 1. (g) – 9 to reflect the total budget request for the 11-month budget period.

V. ASSURANCE

Enter the applicant's name and the date in the spaces provided.

VI. STATEMENTS OF COMMITMENT

Please attach statements of commitment from participating consortium members, to be signed by a person authorized by that agency or organization to act as their representative. Statements should describe the following:

- Name, address, and telephone number of the committing organization.
- Which of the following sectors the organization represents:
 1. Community Organizations (i.e. Faith Communities, Service Groups, etc.),
 2. Local Educational Agencies (LEA's: K-12),
 3. Law Enforcement Agencies,
 4. Public Health Agencies, and
 5. Government Agencies (including but not limited to County Departments of Community Programs designated under ss. 51.42, or County Departments of Community Programs designated under ss. 46.23 who are responsible for administering the Federal block grant allocation for the prevention and treatment of substance abuse that is provided to the county through Community Aids funding authorized under ss. 46.40)
- The type of resources the organization will provide as a participating consortium member.

Statements of commitment will be taken into consideration in the scoring of an applicant's organizational capacity (Part Two, Section 3.2).

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
APPLICATION FORMS SECTION

Section I

TABLE OF CONTENTS

Lead Agency _____

Proposal Title _____

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**ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
APPLICATION FORMS SECTION**

Section II

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT SUMMARY				
1. Project Title		2. Federal Employer Identification No. (FEIN)		
3. Name of Applicant Agency		City	State	Zip
Street Address				-
4. Name of Applicant Agency's Director		Telephone No. () -		
5. Name of Project Director <i>(if different from above)</i>		Telephone No. () -		
6. Name of agency or sub-unit of applicant agency where the Project Director is employed <i>(if different from above)</i>		City	State	Zip
Street Address <i>(if different from above)</i>				-
7. Name Fiscal Agent		Telephone No. () -		
8. Name Fiscal Agents Organization <i>(if different from above)</i>		City	State	Zip
Street Address				-
9. Area(s) to be Served Not Applicable		11. Type of Administrative Agency (check one)		
10. Check the appropriate box below that represents the competition group you are planning to serve. <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E		<input type="checkbox"/> 501 (c) (3) <input type="checkbox"/> State Agency <input type="checkbox"/> Proprietary Agency <input type="checkbox"/> Tribal Reservation <input type="checkbox"/> Unit of Local Gov. <input type="checkbox"/> Other <i>(specify)</i>		
		<i>(specify)</i>		
12. Provide the name and addresses of all sub-contractors to be funded through this project.				
13. Budget Summary for first year, beginning July 1, 2007				
	Budget Items	11-Month Budget		
	Project Personnel			
	Fringe Benefits			
	Travel			
	Equipment (N/A)			
	Supplies and Operating Expense			
	Consultant & Contractual			
	Training (direct)			
	Advertising and Public Information			
	Other			
	TOTAL			
14. Authorization				
<i>(Type Name of)</i>		Applicant Organization:		
<i>(Type Name & Title of)</i>		Authorized Representative:		Title: _____
<i>(Signature of)</i>		Authorized Representative:		Date: _____

DEFINITION OF COMMUNITY OR GEOGRAPHIC AREA TARGETED/SERVED (10 Points)

NEEDS AND RESOURCE ASSESSMENT (10 Points)

NEEDS AND RESOURCE ASSESSMENT (10 Points)

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Section III, 3.2 (Page 1 of 3)

ORGANIZATIONAL CAPACITY OF SUBRECIPIENTS (30 Points)

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Section III, 3.2 (Page 2 of 3)

ORGANIZATIONAL CAPACITY OF SUBRECIPIENTS (*continued*)

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ORGANIZATIONAL CAPACITY OF SUBRECIPIENTS (*continued*)

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Section III, 3.3 (Page 1 of 2)

PROJECT GOALS (10 Points)

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Section III, 3.3 (Page 2 of 2)

PROJECT GOALS (10 Points)

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Section III, 3.4 (Page 1 of 3)

MANAGEMENT/STAFFING PLAN (20 Points)

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Section III, 3.4 (Page 2 of 3)

MANAGEMENT/STAFFING PLAN (*continued*)

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Section III, 3.4 (Page 3 of 3)

MANAGEMENT/STAFFING PLAN (*continued*)

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Section III, 3.5 (Page 1 of 3)

PROJECT SUSTAINABILITY (20 Points)

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Section III, 3.5 (Page 2 of 3)

PROJECT SUSTAINABILITY (*continued*)

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Section III, 3.5 (Page 3 of 3)

PROJECT SUSTAINABILITY (*continued*)

**ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
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Section IV, 4.0 – A. (Page 1 of 1)

BUDGET DETAIL – 11-Month

1. Project Personnel

(a) Position Title	(b) % of Time Budgeted	(c) Hr. Rate or Monthly Salary	(d) Hrs. Per Week	(e) No. of Months Budgeted	(f) Annual Cost (Sub-Total)
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$

SUB-TOTALS TOTALS

(g) Project Personnel Total Salary (Total from Column (f) above)					\$ \$
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2. Fringe Benefits (List percentage of total Salary Cost in box)	%	\$ \$
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3. Travel		\$ \$
(a) In-State Travel	\$ \$	
(b) Out-of-State Travel	\$ \$	
(c) Other	\$ \$	

4. Equipment (Not Applicable)		
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5. Supplies and Operating Expenses		\$ \$
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6. Consultant and Contractual Costs		\$ \$
(b) Training – Technical Assistance	\$ \$	
(c) Other	\$ \$	

7. Training		\$ \$
(a) Internal - Staff Development	\$ \$	
(b) Other	\$ \$	

8. Advertising		\$ \$
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9. Other Expenses		\$ \$
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10. Total		\$ \$
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NOTE: BUDGET DETAIL IS TO BE PROVIDED IN THE BUDGET JUSTIFICATION FOR (1) PROJECT PERSONNEL, (2) FRINGE BENEFITS (3) TRAVEL, (5) SUPPLIES & OPERATING EXPENSE (6) CONTRACTUAL AND CONSULTANT COSTS, (7) TRAINING, (8) ADVERTISING AND (9) OTHER EXPENSES

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Section IV, 4.0 – B. (Page 1 of 2)

BUDGET JUSTIFICATION – 11-Month

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BUDGET JUSTIFICATION – 11-Month

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Section V (Page 1 of 1)

ASSURANCE OF COMPLIANCE

Assurances of Compliance with Department of Health and Family Services Regulations

(Completion of this form is consistent with the intent of Title VI, Civil Right Act & 45 CFR Part 80)

(Name of Applicant Agency, hereinafter called the "Applicant") **HEREBY AGREES THAT** it will comply with the following assurances:

The undersigned possesses legal authority and capacity to enter into this contract and a motion has been duly passed as an official act of the governing body of the application, authorizing the execution of this agreement, including all understandings and all assurances contained therein, and authorizing the person identified as the official representative for the Applicant to act in connection with the Applicant and to provide such additional information as may be required.

The Applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin or the Federal Funding Agency, as applicable; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; funds awarded by the Wisconsin Department of Health and Family Services may be terminated at any time for violation of any terms and requirements of this agreement.

The Applicant ensures compliance with the Title VI of the Civil Rights Act of 1964 (P.L. 88-342), and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title. To that end, and in accordance with Title VI of that act and the regulations, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the designated agency received federal assistance, or financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

The Applicant ensures compliance with Title IX of the Education Amendment of 1972 which state that no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives or benefits from Federal financial assistance.

The Applicant shall comply with Section 504, Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.

The Applicant shall ensure the establishment of safeguards to prevent employees, consultants, or members of governing bodies from using their position for purpose that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 946.13.

(Type Name of) Applicant Organization: _____

(Type Name of) Authorized Representative: _____

(Signature of) Authorized Representative: _____ Date: _____

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
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Use additional pages as necessary. Number additional pages in sequence and place the final page number in the Table of Contents (page 1) where indicated.

Section VI

STATEMENTS OF COMMITMENT

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
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(CONTINUE WITH PAGES AS NEEDED)
Section VI

STATEMENT OF COMMITMENT

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
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(CONTINUE WITH PAGES AS NEEDED)
Section VI

STATEMENT OF COMMITMENT

ALLIANCE FOR WISCONSIN YOUTH COOPERATIVE AGREEMENT GRANT PROGRAM
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(CONTINUE WITH PAGES AS NEEDED)
Section VI

STATEMENT OF COMMITMENT

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(CONTINUE WITH PAGES AS NEEDED)
Section VI

STATEMENT OF COMMITMENT
