# Application Form

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| --- | --- |
| **Community Name:** | **Date Submitted:** |
| **Coalition Chair:** | **Coalition Chair Email:** |
| **Coalition Coordinator Name:** | **Contract Contact Name:** |
| **Coalition Coordinator Email:** | **Contract Contact Email:** |
| **Coalition Coordinator Phone:** | **Contract Contact Phone:** |

The following packet contains project details, requirements and reporting deadlines for projects available to enhance targeted substance abuse prevention services. **Selection of project(s) should match the need of the community.** It is our intention that selected communities will sustain and integrate these enhancement project efforts in an ongoing way into their future planning and service delivery supported with Department of Social and Health Services/ Division of Behavioral Health and Recovery (DSHS/DBHR) funding. Applicants are limited to Community Prevention and Wellness Initiative (CPWI) communities\*.Please check the box(es) on this application form that your community is applying for and include all of the specific information requested per project. More than one project may be applied for, however, all materials requested must be provided for each project applied for. *\*Should there not be a successful DBHR funded CPWI community applicant in the project(s) DBHR reserves the right to recruit coalitions to participate outside of CPWI coalitions.*

# Select the project(s) that you are applying for:

*(Note: Not all applications will be awarded. Depending on interest, number of projects awarded may vary. See scoring criteria on pages 11-13.)*

1. **Secure** **Medicine Take-back Readiness** ($2,000 per selected community)
2. **Youth Marijuana Misuse and Abuse Prevention Capacity Building** ($6,750 per selected community)
   * 1. Guiding Good Choices,
     2. Keepin’ it Real,
     3. Life Skills Training, or
     4. Lions Quest Skills for Adolescence
3. **Community Surveillance Pilot** ($4,500 per selected community)
4. **Advanced Community Surveillance Pilot** ($2,500 per selected community)
5. **Coalition Sharing Incentive** ($2,500 per selected community)
6. **Outreach to Military Service Members, Veterans & their Families** ($3,000 per selected community)
7. **Certified Prevention Specialist/Professional (CPP) Incentive** ($320 per selected community)

**Overall Purpose:** The 2014-2015 PFS Targeted Enhancement projects are to provide support to Community Prevention and Wellness Initiative (CPWI) communities that have the need, capacity, and readiness to implement select projects that aim to enhance community-based prevention.

**Specific 2015 Goals:** Projects aim to reduce youth access to prescription drugs; build community capacity to evaluate community impact; and implement evidence-based marijuana prevention programs to counter reduced perception of harm and laws, and norms favorable to drug use. Additionally, we aim to provide coalition support, perform outreach to Military Service Members, Veterans, and their families to increase participation prevention programs; and support community coalition coordinators to pursue their Certified Prevention Professional (CPP) certification.

**Audience:** CPWI communities with demonstrated need (financial and population). Special consideration during selection will include community geographic location(s) to provide for equal project distribution statewide.

**Commitment:** Activity descriptions and reporting requirements begin on page 3. They are reflective of the deliverables expected with each project.

**Limitations:** Applicant communities may apply for more than one project, however, the number of projects funded per application will vary based on the number of projects applied for and consideration of equal distribution of projects state-wide. It is possible that not all applications will be funded. Partial funding may be awarded.

**Funding:** Current total available funding for Targeted Enhancement Projects is $67,600. DBHR reserves the right to negotiate with applicants for project scope and funding amounts.

**Project Timeline:** Projects may start as soon as a contract is fully executed. Reporting shall be entered into the Performance Based Prevention System (PBPS) unless otherwise noted. Deliverables must be completed by June 30, 2015 and reported monthly. These will be cost-reimbursement projects and may bill for services provided monthly with PBPS reporting entered by the 15th of the month for previous month’s services. Final billing for project must be submitted on or before August 30, 2015.

**Eligibility:** Applicant communities must be a DBHR funded CPWI community and must be in contract compliance with DBHR. *\*Should there not be a successful DBHR funded CPWI community applicant in the project(s) DBHR reserves the right to recruit coalitions to participate outside of CPWI coalitions.*

**Selection Criteria:** For the purposes of this project, a complete application is one that includes all required forms with all requested information provided. Scoring for each project is further defined at the end of this packet on pages 11-13.

**Application Deadline:** Application deadline is 5:00pm Wednesday, November 5, 2014. Submit completed registration form and required attachments to: Julia Havens at [julia.havens@dshs.wa.gov](mailto:julia.havens@dshs.wa.gov)

# PROJECT #1: Secure Medicine Take-back

## *Increase community capacity for secure medicine drop box installation*

($2,000 per selected community)

**To Apply:**

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided - Attachment A) that includes:
  + Narrative on demonstrated financial and community need.
    - Identify who will be responsible for the purchase of the secure drop box(es).
  + List of funds and resources that will be leveraged at the local level to support and maintain the efforts.
  + List of collaborative partners involved to support project.
    - If available, provide the following:
      * Policies that have been adopted locally for a secure medicine take-back drop box.
      * DEA approval for the entity to operate the medicine drop box.
      * Local municipality agreement for drop box installation and a one-year commitment to maintain the drop box (i.e., emptying box as needed, weighing pills, and destroying medications through incineration).
* Submit Logic Model from approved strategic plan that depicts prescription drug misuse/abuse prevention need and current Action Plan.

**Project Scope:**

* Enhance community capacity to practice safe disposal of medications by installing permanent secure drop boxes in locations where community readiness has been established but funding is limited.
* Disseminate public information including information on local treatment resources, naloxone information and medical response cards.
* Educate and encourage use of Washington State Prescription Drug Monitoring Program (PMP) with at least five (5) contacts in the medical community.
* Report efforts and progress monthly in PBPS.

**Project Deliverables:**

**Policy & Implementation:**

* Collaborate with community partners to develop and adopt policies and procedures necessary to install and maintain permanent secure drop box.
* Install at least one (1) permanent secure medicine take-back drop box at law enforcement location (or other permanent location as permitted by law and DEA rule) in CPWI community before June 30, 2015.
* Coalition coordinator participation in one meeting/webinar (to be determined) related to secure medicine take back.

**Public awareness and promotion of take-back project through news outlet(s):**

* Minimum of three (3) public awareness news publications to increase community awareness of medicine take-back project during contract period.

**Information dissemination:**

* Coalition member(s) provide education to community on local prescription drug prevention at a public forum (topics include safe storage, safe disposal, and reducing youth access to prescription medication for misuse or abuse).
* Provide community with Naloxone medical response overdose prevention cards.

**Outputs:**

* Tracking and reporting of:
* Number of new policies developed and adopted to support sustained program.
* Number of pharmacies involved in information dissemination.
* Number of health care providers involved in information dissemination.
* Number of pharmacies and health care providers contacted regarding PMP.
* Number of outreach materials developed.
* Number of outreach materials distributed.
* Pounds of medicine collected, monthly.

**Reporting:**

* All project deliverables will be reported in PBPS (monthly).

# PROJECT #2: Youth Marijuana Misuse and Abuse Prevention Capacity Building

## *Host a Facilitator Training for an Evidence-Based Program with Marijuana Prevention Outcomes*

($6,750 per selected community\*)

## To Apply:

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided – See Attachment A) that includes:
  + Narrative on demonstrated financial and community need for implementation of specific project.
  + List of local and state-wide collaborative partners with interest in becoming facilitators for the selected program.
  + Proposed training schedule(s).
  + Planned outreach and promotion strategies to reach participant number goals.
* Submit logic model from approved strategic plan that depicts Youth Marijuana Use and current action plan.

## Scope:

* Schedule, coordinate, implement and host a full facilitator training for a program with youth marijuana misuse and abuse prevention outcomes.
* Promote training opportunity on [www.TheAthenaForum.org](http://www.TheAthenaForum.org).
* Report training services in PBPS.

**Project Deliverables:**

**Program facilitator training:**

* Schedule, coordinate, implement, and host a full facilitator training of one (1) of the following programs in Washington State by June 15, 2015:
  + 1. Guiding Good Choices,
    2. Keepin’ it Real
    3. Life Skills Training, or
    4. Lions Quest Skills for Adolescence
* Provide training for at least four (4) local CPWI community members/coalition members in addition to inviting other CPWI participants from outside the community to attend to reach at least 80% of the maximum number of participants allowed in training.
* May implement programs in approved strategic plan if funding permits.

**Reporting:**

* All project deliverables will be reported in PBPS (monthly).

\*Note: Training costs vary and might not fully cover all costs. In these case, it would be expected that the contractor use other PFS, SAPT Prevention or local funds to aide in support of implementing the project.

# PROJECT #3: Community Surveillance Pilot

## *Data collection and evaluation process for coalitions*

## *to measure community impact*

($4,500 per selected community)

**To Apply:**

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided – See Attachment A ) that includes:
* Narrative on demonstrated financial and community need for implementation of specific project.
* Expression of interest in collaborative project with DBHR to develop and learn from pilot efforts.
* List of collaborative partners involved to support project.
* Verification of technology capacity to pilot data collection in Survey Monkey, Excel, Word and On-Line Documentation Support System (ODSS) which is a product owned by the University of Kansas.

**Scope:**

* Coalition coordinator and one (1) coalition member complete the mandatory Community Surveillance training. Training will be provided by DBHR. Date and location to-be-determined.
* Project funding will support purchase of consultant technical assistance and software license fees (annual software license fee up to $900.00).
* Participate in quarterly training and technical assistance meetings.
* Help pilot data collection methods to document and evaluate contribution to community change that Includes methods to track:
  + - Number of new services, strategies or policies;
    - Media Coverage; and
    - Resource Generated

**Project Deliverables:**

**Training & Operations:**

* It is required that Coalition coordinator and one (1) coalition member complete training.
* Participation in monthly pilot community sharing webinars.

**Coalition Commitment:**

* Present project progress at CPWI Learning Community meeting.
* Provide ongoing data to DBHR documenting prevention efforts.

**Evaluation:**

* Output reporting in On-Line Documentation Support System (ODSS) which is a product owned by the University of Kansas.

**Reporting:**

* Report identified Community Surveillance outcomes monthly in On-Line Documentation Support System (ODSS).

# PROJECT #4: Advanced Community Surveillance Pilot

## *Ongoing data collection and mentoring new Community Surveillance project coordinators*

($2,500 per selected community)

**Pre-Requisite:** Applicants must have previously participated in original Community Surveillance Pilot project in 2014.

**To Apply:**

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided – See Attachment A ) that includes:
* Ongoing interest to advance data collection for project.
* Acknowledgment of mentoring requirement.

**Scope:**

* Project funding will support purchase of consultant technical assistance and software license fees (annual software license fee is up to $900.00).
* Participate in quarterly training, regular technical assistance, and community sharing meetings.
* Continue to pilot data collection methods to document and evaluate contribution to community change that Includes developing methods to track:
  + - Number of new services, strategies or policies;
    - Media Coverage; and
    - Resource Generated
* Conduct at least two (2) mentoring meetings (in-person or virtually) with new 2014-2015 Community Surveillance Pilot Project coordinator (recommended by DBHR) during the contract period to act as a mentor.

**Project Deliverables:**

**Coalition Commitment:**

* At least one (1) coalition member participation in monthly pilot community sharing webinars.
* Present project progress at CPWI meeting.
* Provide ongoing data to DBHR documenting prevention efforts.

**Evaluation:**

* Output reporting in On-line Documentation Support System (ODSS) which is a product owned by the University of Kansas**.**

**Reporting:**

* Report Community Surveillance outcomes monthly in ODSS.

# PROJECT #5: Coalition Sharing Incentive

## *Host a Sector Sharing Meeting and attend another Coalition’s meeting*

($2,500 per selected community)

**Pre-Requisite:** Applicants must be a coalition with two (2) years of formally organized coalition experience.

## To Apply:

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided – See Attachment A ) that includes:
* Names, titles, and roles of individuals for those who will be involved in coordinating, announcing and hosting the two “Sector Sharing” meetings.
* Explanation of how the applicant coalition’s coordinator has the capacity to implement this project while ensuring other required responsibilities will be completed and maintained during the project.
* History of compliance with sector representation requirements (demonstrated by a minimum of eight (8) sectors reported monthly in the PBPS for December 2013 through June 2014).
* List of which sectors will be invited to share their experiences at each Sector Sharing meeting.
* List of which coalition member(s) will attend the cross-sharing coalition meeting.

## Scope:

* Facilitate at least two (2) Sector Sharing meetings.
  + Each meeting should be focused on inviting sector group representatives from other CPWI coalitions (or other community coalitions focused on substance abuse prevention) to gather and share experiences and ideas for community level change within their sphere of influence.
    - (For example, a Sector Sharing meeting could invite Law Enforcement for the first meeting and the second meeting could invite the Faith-based sectors.)
  + Meetings may be in-person or conducted virtually using webinar technology. A phone conference will not be sufficient.
* Coalition coordinator and chairperson visit at least one (1) peer CPWI coalition (recommended by DBHR) during that other coalition’s monthly full-membership coalition meeting for the purpose of cross-site sharing.

## Project Deliverables:

* Submit Sector Sharing meeting dates and agenda to DBHR at least fifteen (15) days before the meeting is to occur.
* Submit summary of meeting notes and attendance within two (2) weeks of the meeting completion.
* Write an article focused on tips and lessons learned from the meeting and post on Athena Forum website.
* Attend at least one (1) peer CPWI coalition meeting (on-site) to visit and share experiences.

**Reporting:**

* All deliverables will be reported in PBPS.

**Billing:**

* Incentive funds may be used for substance abuse prevention strategies in approved strategic plan. Coalition may bill for services once all project deliverables and project reporting requirements have been met.

# **Project #6: Outreach to Military Service Members, Veterans and their Families**

($3,000 per selected community)

## To Apply:

* Complete Application Form (page 1 of this packet).
* Submit letter from coalition chair (Template letter provided – See Attachment A ) that includes:
* Brief description of financial and community need.
* Discuss community readiness for implementation of specific project.
* Coalition’s current outreach and programmatic offering(s) in regard Military Service Members, Veterans and their Familiesand explain how this project will enhance efforts or provide opportunity to address resource gap.
* Coalition’s plan for increased outreach to target populations in community.
* List of coalition members who will participate in project and their role.
* Submit Logic Model and Action Plan from approved Strategic Plan.

## Scope:

* Provide dedicated outreach efforts to recruit to Military Service Members, Veterans and their Familiesparticipants in at least one (1) Evidence-based practice designed for parents/caregivers listed in Excellence in Prevention on <http://www.theathenaforum.org/learning_library/ebp?keys=&tid_1%5B%5D=957> planned to be fully implemented before June 30, 2015.
* Document the efforts to recruit increased participation among target populations.
* Document community collaboration to increase outreach.
* Increase number of Military Service Members, Veterans, and their familiesreceiving prevention services.

## Project Deliverables:

* Increase outreach efforts.
* Increase community collaboration by engaging new prevention partners that will enhance services, increase capacity, or conduct more effective outreach to target audience(s).
* Increase coalition capacity to engage Military Service Members, Veterans, and their familiesin local prevention services.
* Reporting services in PBPS (monthly).

**Evaluation:**

* Document how participants were recruited, recruitment efforts and hours, document coalition involvement in recruitment, and program survey pre and post-implementation of program to assess group outcomes.

**Reporting:**

* Direct services and outreach efforts will be reported in PBPS.

# **PROJECT #7 Certified Prevention Professional (CPP) Incentive**

($320 per selected community)To Apply:

* Complete Application Form (page 1 of this packet).
* Submit letter of interest from Coalition Coordinator to become a Certified Prevention Professional (CPP) that demonstrates readiness to apply for CPP.
* Include the date that application materials will be submitted to Prevention Specialist Certification Board of Washington (PSCBW) in letter of interest.

## Scope:

* Applies to CPWI coalition coordinators that are not certified as of November 1, 2014.
* Incentive must support actual and allowable costs and must be related to implementing approved strategic plan.

## Project Deliverables:

* Provide documentation from the PSCBW board that all requirements to apply for CPP exam administered by the Prevention Specialist Certification Board of Washington (PSCBW) have been met and approval for taking exam.
* Complete and successfully pass exam before April 1, 2015.
* Provide written documentation (e-mail notification from PSCBW is acceptable) of newly obtained IC/RC Certified Prevention Specialist/Professional certification to DBHR.

**Reporting:**

* Report services or training supported with incentive funding in PBPS.

Scoring Criteria

Scoring for all projects: Application Form shall be completed and accompanied by requested information. Narrative is expected to be brief, yet complete. If applicant receives a “no” in any of the scoring questions, the application may be disqualified. If applications score the same and number of applications exceed the number of projects funded, preference will be given to application with earliest date and time submitted. Special selection consideration will include community geographic location(s) to provide for equal project distribution statewide. DBHR reserves the right to follow up with applicants to obtain more information about the application.

## PROJECT #1: Secure Medicine Take-back Readiness

1. Is letter from coalition chair provided? Yes  No
2. If yes, is there financial need for support of this project? Yes  No
3. If yes, is there community need for this project? Yes  No
4. If yes, is community partnership to implement this project demonstrated? Yes  No
5. If yes, is all information in the application and letter provided as requested? Yes  No

* List of funds/resources will be leveraged at the local level to support and maintain the efforts.
* List of collaborative partners involved to support project.
* Coalition’s logic model with prescription drug misuse/abuse and current action plan.

1. If yes, on a scale of 1-4 what is the quality of the information provided in the letter?
   * 1. Information is missing
     2. Information is provided, but not in detail
     3. Information is clear and detailed
2. Date and time application was submitted to DBHR:

## PROJECT #2: Youth Marijuana Misuse and Abuse Prevention Capacity Building

1. Is letter from coalition chair provided? Yes  No
2. If yes, is there financial need for support of this project? Yes  No
3. If yes, is all information in the application and letter provided as requested? Yes  No 
   * Narrative briefly addresses community need for implementation of specific project.
   * Identified collaborative partners with interest in becoming facilitators.
   * Provided proposed training schedules.
   * Provided planned outreach and promotion strategies to reach attendance goals.
   * Submitted strategic plan with youth marijuana use in logic model and current action plan.
4. If yes, on a scale of 1-4 what is the quality of the information provided in the letter?
5. Information is missing
6. Information is provided, but not in detail
7. Information is clear and detailed
8. Date and time application was submitted to DBHR:

## PROJECT #3: Community Surveillance Pilot

1. Is letter from coalition chair provided? Yes  No
2. If yes, is there financial need for support of this project? Yes  No
3. If yes, is all information in the application and letter provided as requested? Yes  No

* Narrative briefly addresses community need for implementation of specific project.
* Letter expresses interest in collaborative project with DBHR to develop and learn from pilot efforts.
* Included list of collaborative partners involved to support project.
* Has technology capacity to pilot data collection method in Survey Monkey, Excel, Access, Word, and On-Line Documentation Support System (ODSS).

1. If yes, on a scale of 1-4 what is the quality of the information provided in the letter?
   * + 1. Information is missing
       2. Information is provided, but not in detail
       3. Information is clear and detailed
2. Date and time application was submitted to DBHR:

## PROJECT #4: Advanced Community Surveillance Pilot

1. Is letter from coalition chair provided? Yes  No
2. If yes, is ongoing interest to advance data collection for project stated? Yes  No
3. If yes, on a scale of 1-4 what is the quality of the information provided in the letter?
4. Information is missing
5. Information is provided, but not in detail
6. Information is clear and detailed
7. Date and time application was submitted to DBHR:

## PROJECT #5: Coalition Sharing Incentive

1. Is applicant a CPWI coalition with at least two years of organized experience? Yes  No
2. Is letter from coalition chair provided? Yes  No
3. If yes, is all information in the application and letter provided as requested? Yes  No

* Names, titles, and roles of individuals who will be involved in supporting project.
* Explained how the coalition’s coordinator has the capacity to implement this project while ensuring required responsibilities will be completed and maintained during the project period.
* History of compliance with sector representation requirements (a minimum of eight (8) sectors reported monthly in the PBPS for December 2013 through June 2014).

1. On a scale of 1-4 what is the quality of the information provided in the letter?
2. Information is missing
3. Information is provided, but not in detail
4. Information is clear and detailed
5. Date and time application was submitted to DBHR:

PROJECT #6 Outreach to Military Service Members, Veterans and theirFamilies

1. Is letter from coalition chair provided? Yes  No
2. If yes, is there financial need for support of this project? Yes  No
3. If yes, is there community need for this project? Yes  No
4. If yes, is community ready to implement this project? Yes  No
5. If yes, is all information in the application and letter provided as requested? Yes  No

* Narrative briefly addresses community need for implementation of specific project.
* Any current outreach or collaboration with agencies serving Military Service Members, Veterans, and their families and explain how this project will enhance efforts.
* Plan provided for successful and increased outreach to target populations.
* List of coalition members who will participate in project and their role.
* Logic model and action plan from approved strategic plan.

1. If yes, on a scale of 1-4 what is the quality of the information provided in the letter?
2. Information is missing
3. Information is provided, but not in detail
4. Information is clear and detailed
5. Date and time application was submitted to DBHR:

## PROJECT #7: Certified Prevention Professional (CPP) Incentive

1. Did Coalition Coordinator submit letter? Yes  No
2. If yes, is there readiness for becoming a CPP? Yes  No
3. If yes, is all information in the application provided as requested? Yes  No
4. If yes, on a scale of 1-4 what is the quality of the information provided?
5. Information is missing
6. Information is provided, but not in detail
7. Information is clear and detailed
8. Date and time application was submitted to DBHR: