

STATE OF NEVADA

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Governor

ROMAINE GILLILAND
Director



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Administrator

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
SUBSTANCE ABUSE PREVENTION & TREATMENT AGENCY
4126 Technology Way, 2nd Floor
Carson City, NV 89706
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**Nevada State Prevention Coalition Funding
Request for Application (RFA)**

- RFA OBJECTIVE:** The purpose of this Request of Application (RFA) is for SAPTA to purchase alcohol, tobacco, and other drug prevention services.
- FUNDING PERIOD:** July 1, 2015 – June 30, 2018.
- APPLICATION DEADLINE:** Applications must be received in the Carson City office no later than 4:00 p.m., Pacific Standard Time (PST), Wednesday, December 17, 2014. (Applications **will not** be accepted after December 17, 2014 – 4:00 p.m.)
- COPY REQUIREMENTS:** Submit one (1) electronic, one (1) original signed hard copy, and two (2) photocopies. Applications without requested attachments will not be accepted. Original **MUST** be signed in **BLUE** ink.
- FUNDING ELIGIBILITY:** Applicant must be a 501(c) (3) private nonprofit organization. In order to receive funding applicants must be certified by the Substance Abuse Prevention and Treatment Agency (SAPTA). Applicant must demonstrate coalition work on substance abuse reduction initiatives for a minimum of six months prior to December 17, 2014.

AVAILABLE FUNDING: SAPTA will only accept applications for SAPT Block Grant, State Prevention Infrastructure, and Methamphetamine Prevention Education and Public Awareness. Applications must detail implementation plans for each of the funding sources being applied for. The applications will be objectively reviewed and scored. All objective reviews will be held following the requirements of the Nevada Open Meeting Law.

Total project period: **SFY 2016 to SFY 2018**

Total project funding: \$13,256,361. All awards are contingent on continued availability of funds. The Agency reserves the right to modify or reject any or all applications. All applications must conform to the conditions and guidelines contained in this RFA.

Federal 3 Year Funding Total	SGF 3 Year Funding Total	TOTAL
\$5,400,000	\$7,856,361	\$13,256,361

The Agency anticipates awarding a total of \$4,418,787 per year, for each of three years, for the three funding sources over the course of the project (Please see table below). The minimum award amount to any single subgrantee will be \$50,000, and the maximum award amount to any single subgrantee will be \$1,200,000.

AWARD INFORMATION:

Funding Mechanism: Subgrant

Anticipated Total Available Funding: \$4,418,787 per year

Anticipated Number of Awards: Up to 20 subgrants

Anticipated Award Amount: At least \$50,000 per year, up to \$1,200,000 per year

All awards will be for a maximum budget period of 12 months.

SAPT Annual Total	SGF Strategic Prevention Infrastructure (SPI)	SGF Meth Education	ANNUAL TOTAL
\$1,800,000	\$2,170,924	\$447,863	\$4,418,787

Actual awards will depend on the availability of funds. The Agency reserves the right to modify or reject any or all applications. All applications must conform to the conditions and guidelines contained in this RFA.

Below is a table showing the 2010 population estimate. This is for **informational purposes only** and is intended to help guide applicants in submitting a reasonable proposal in terms of scope of work and budget limits based on the total available population to be served in the applicant’s operational area. Awarded funding will not necessarily follow the exact population percentages below, but the percentages will be referenced by the objective reviewers. Up-to-date estimates can be found on the state demographer’s website; <http://nvdemography.org/>.

County Served	Total Population, 2010 estimate	% Native American	Population Allocation Number	% of Total Population Served
Carson City	55,188	2.44%	53,841	2.0%
Churchill	26,357	5.23%	24,979	0.9%
Clark County	1,902,502	1.05%	1,882,526	71.3%
Douglas	50,355	1.81%	49,444	1.9%
Elko	52,042	5.45%	49,206	1.9%
Esmeralda	1,158	7.24%	1,074	0.0%
Eureka	1,559	2.52%	1,520	0.1%
Humboldt	17,511	5.07%	16,623	0.6%
Lander	5,952	5.62%	5,618	0.2%
Lincoln	4,238	1.92%	4,157	0.2%
Lyon	52,470	2.11%	51,363	1.9%
Mineral	4,524	17.21%	3,745	0.1%
Nye	44,844	1.70%	44,082	1.7%
Pershing	7,069	4.31%	6,764	0.3%
Storey	4,148	1.52%	4,085	0.2%
Washoe	402,001	2.09%	393,599	14.9%
White Pine	9,495	4.11%	9,105	0.3%
Native American	39,682	100.00%	39,682	1.5%
Total			2,641,411	100.00%

Sources: Nevada State Demographer, *Nevada County Population Projections 2010 to 2030 October 2010*; American Factfinder, *2008 Population Estimates*

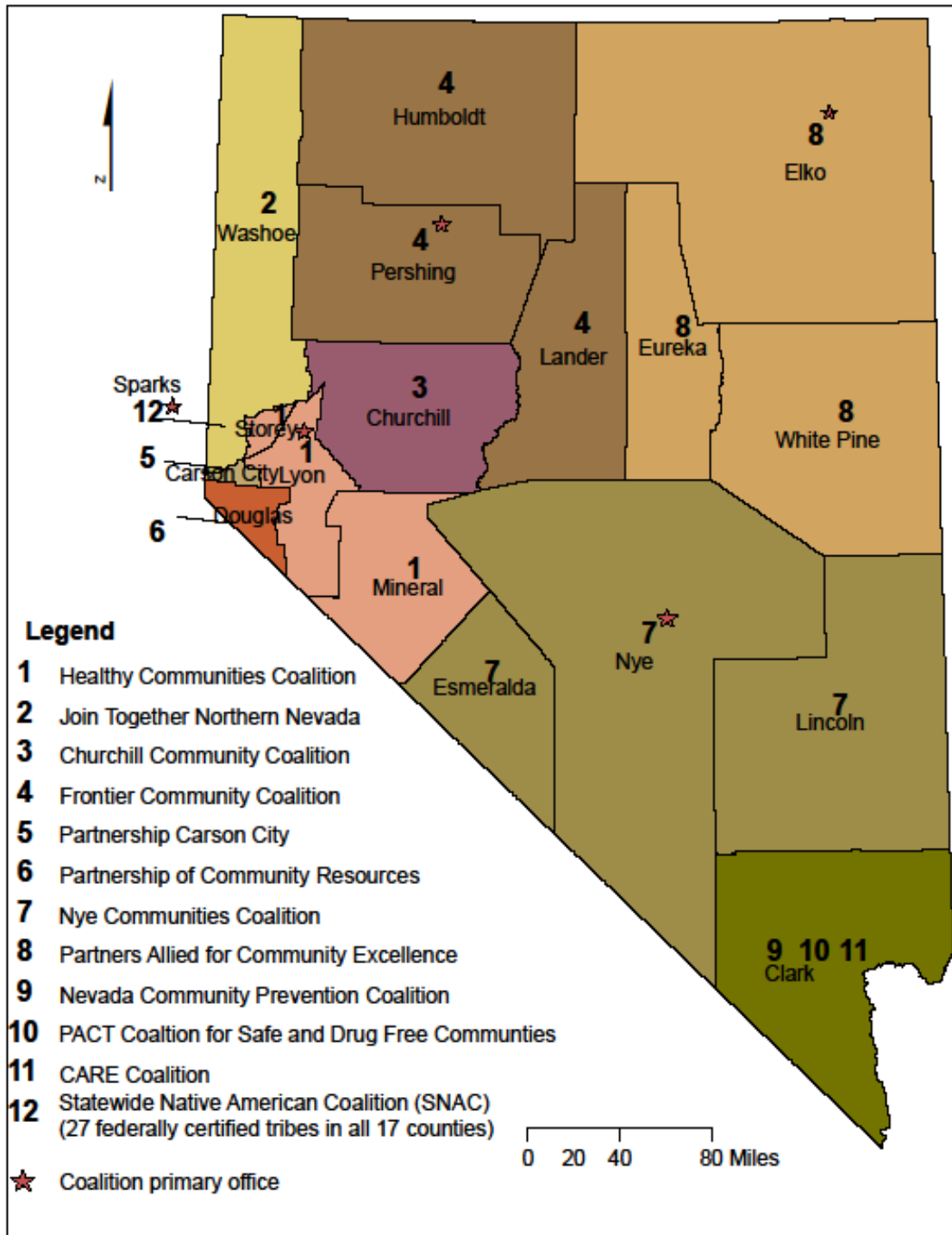
COUNTY POPULATION PROJECTIONS

Nevada State Demographer's Office

Based on 2012 Estimates

	2014	2015	2016	2017	2018
Carson City	55,990	56,281	56,558	56,871	57,232
Churchill	25,304	25,522	25,792	26,126	26,496
Clark	2,029,207	2,049,593	2,070,603	2,089,331	2,107,612
Douglas	47,512	47,405	47,408	47,503	47,657
Elko	53,546	54,298	55,041	55,666	56,078
Esmeralda	944	979	1,008	1,025	1,038
Eureka	2,026	2,020	2,020	2,019	2,007
Humboldt	17,865	18,071	18,250	18,207	18,136
Lander	6,358	6,413	6,450	6,322	6,185
Lincoln	5,197	5,238	5,275	5,312	5,346
Lyon	52,713	52,992	53,315	53,726	54,164
Mineral	4,234	4,101	4,015	3,976	3,959
Nye	44,388	44,467	44,636	44,863	45,116
Pershing	6,972	6,946	6,908	6,884	6,856
Storey	4,128	4,139	4,153	4,165	4,184
Washoe	434,853	439,283	444,495	450,363	456,556
White Pine	10,196	10,280	10,342	10,238	10,108

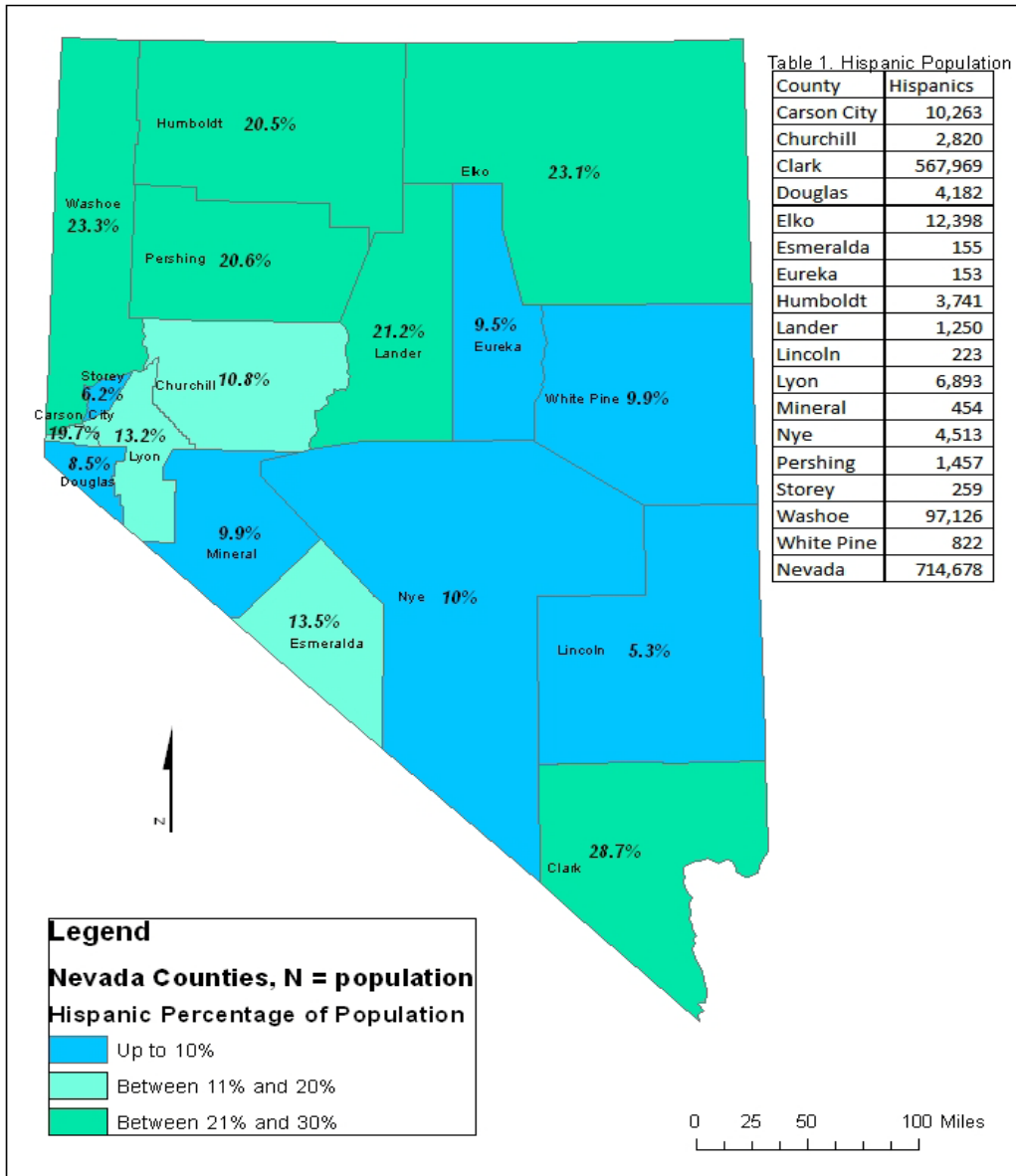
**NEVADA COALITION REGIONS
FOR THE
PREVENTION OF SUBSTANCE ABUSE
STATE FISCAL YEAR 2013**



Sources: ESRI
Nevada Substance Abuse Prevention and Treatment Agency

January 2013

Nevada Hispanic Population 2012 Estimates



Sources: ESRI, Nevada State Demographer,
Nevada Substance Abuse Prevention and Treatment Agency

July 2012

All questions or inquiries related to this RFA must be submitted to:
Bill Kirby at bkirby@health.nv.gov, Charlene Howard at cahoward@health.nv.gov;
775-684-4190

Or

Faxed to the Carson City Office:
(775) 684-4185,
Attention Darla Beers

Or

Mailed to:
Darla Beers
Substance Abuse Prevention and Treatment Agency
4126 Technology Way, 2nd Floor
Carson City, NV 89706

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ATTACHMENTS

- A. Cover Letter
- B. Training Requirements Policy
- C. Strategic Prevention Framework - Five Step Process and Logic Models
- D. Institute of Medicine (IOM) Categories
- E. Center for Substance Abuse Prevention (CSAP) Strategies
- F. Evidence Based Policy
- G. Budget & Justification Forms
- H. Funding Map
- I. Project Staff Form
- J. Glossary
- K. Cultural Competency
- L. Sample MOU between coalitions in the same service area
- M. Comprehensive Community Prevention Plan (CCPP) Guidance Document
- N. Audit Requirements
- O. Application Checklist
- P. Prevention Certification Application
- Q. Scope of Work Template
- R. Prevention Operating and Access Standards (POAS)

RFA CALENDAR
NEVADA STATE PREVENTION COALITION FUNDING

October 20, 2014	RFA issued
November 3, 2014	Bidder's Conference is mandatory for all applicants
December 17, 2014	Applications are due by 4:00 p.m. PST in the Carson City office. <u>NO EXCEPTIONS</u>
December 17 - 23, 2014	SAPTA staff conducts completion and technical reviews
December 23, 2014	Complete applications are sent to objective reviewers
January 13 and 14, 2015	Objective Reviews conducted
February 4, 2015 or earlier	Funding decisions are announced by Department of Public and Behavioral Health/SAPTA
February 4 – 27, 2015	Scope of Work and Budget Negotiations
March 13, 2015	Notice of Subgrant Award documents sent to funded programs for signature
February 4 – May 31, 2015	Coalitions' RFA and Objective Review process takes place
July 1, 2015	Project year begins

PART I: SAPTA STRATEGY AND PRIORITIES FOR PREVENTION FUNDING

The mission of the Substance Abuse Prevention and Treatment Agency (SAPTA) is to reduce the impact of substance abuse in Nevada. The purpose of this Request for Application (RFA) is for SAPTA to purchase alcohol, tobacco and other drug (ATOD) prevention services. “Prevention Services” is defined as a proactive process of helping individuals, families, and communities to develop the resources needed to develop and maintain healthy lifestyles. Prevention is broad based in the sense that it is intended to alleviate a wide range of at-risk behaviors including, but not limited to, alcohol, tobacco, and other drug abuse, crime and delinquency, violence, vandalism, mental health problems, family conflict, parenting problems, stress and burnout, child abuse, learning problems, school failure, school drop outs, teenage pregnancy, depression and suicide. Through this RFA process SAPTA will be able to establish and maintain an ongoing effective and efficient statewide substance abuse prevention system.

There are increased requirements for data driven decisions, community responsibility, evidence-based programming, and evaluation. All SAPTA funded coalitions must continue to use the SPF SIG Five-Step Process (**Attachment C**)

SAPTA PRIORITIES FOR SFYs 2016 – 2018: These include the Substance Abuse Prevention and Treatment (SAPT) Block Grant priorities and overarching SAPTA priorities as they pertain to this announcement. In the application narrative, identify which of the priorities your coalition will be working on during SFY 2016; must choose at least two (2).

1. Reduce substance abuse related problems in communities.
2. Build prevention capacity and infrastructure at the state and community levels.
3. Target substance abuse prevention in Native American communities among youth, including, but not limited to, the association with suicide.
4. Develop and/or increase collaboration and partnership with the military; active service, veterans, reservist, National Guard and families.
5. Focus prevention activities on prescription drugs used illicitly, including use of the drug monitoring program.
6. Partner with community-based organizations around marijuana, including medical marijuana dispensaries, legalization issues, and changes in social norms.
7. Target alcohol and drug use among women of child-bearing years and women currently pregnant.
8. Prevent the onset of childhood and underage drinking and drug use, reduce the progression of substance abuse, and prevent the relapse of substance abuse of those in recovery.

Strategic Prevention Framework’s Five Step Process (**Attachment C**)
Evidence Based Policy (**Attachment F**)

PART II: FUNDING CATEGORIES

SAPT BG The purpose of the SAPT BG funds is to support infrastructure and implementation in order to better meet the substance abuse prevention needs in coalition service areas. These funds will be used to support substance abuse prevention coalitions and to develop and implement a comprehensive, long-range prevention system to ensure that state

prevention resources fill identified gaps using evidence-based programs, practices, and strategies. All activities associated with this funding must be for the implementation of those activities that meet an identified need within the community and are prioritized in the coalition's Comprehensive Community Prevention Plan (CCPP). (**Attachment M**) Coalitions must have at least two (2) of SAPTA's priorities.

SPI The purpose of the SPI funding is to support infrastructure and the implementation of evidence-based direct service substance abuse prevention programs, practices, and strategies at the community level. All activities associated with this funding must be for the implementation of those activities that meet an identified need within the community and are prioritized in the coalition's Comprehensive Community Prevention Plan (CCPP).

METH The purpose of the METH funding is to prevent the onset of methamphetamine use, reduce methamphetamine related problems within the community, and build community level capacity for methamphetamine prevention. These goals will be met through the implementation of evidence-based programs, policies, practices, and strategies including, but not limited to, education and awareness at the community level. Strategies may include, but are not limited to, increased knowledge about methamphetamine in the populations, increased perception of risk, decreased social norms that accept the use of methamphetamine, and enhanced workplace policies that address methamphetamine use.

PART III: FUNDING REQUIREMENT AND RESTRICTIONS

Certification - All Prevention Coalitions and direct service providers are required to be SAPTA certified in order to receive funding through this RFA. If not currently certified, contact J'Amie Frederick at 775-684-4190 to start the process. All requests for reimbursement to funded coalitions or direct service providers will be held until the certification process has been completed and approved.

Administrative and SAPTA Policy Requirements

If a coalition is defunded by SAPTA, the remaining funds will automatically revert back to SAPTA. SAPTA will determine the method for distributing the funds to the community. Under no circumstances will another coalition in the same service area as the coalition being defunded automatically be awarded the funding that was de-obligated.

Coalitions receiving SAPTA funding to function as a pass-through agency are responsible for the implementation of the SAPTA pre/post surveys. In July 2009, SAPTA implemented the Nevada Survey for Prevention Programs. The purpose of the survey is to identify and report outcomes of all recurring direct service prevention programs in Nevada. The survey consists of a pre-post instrument comprised of previously validated questions. To ensure data accuracy, Scantron technology is used to collect and scan the data. Data is analyzed and reported at the close of the fiscal year.

PART IV: APPLICATION SUBMISSION REQUIREMENTS

Required Application Components

In order for the RFA application to be complete, it must include eight (8) required application components (Application Checklist, Cover Letter, Proposed Project Narrative, all of the Deeming

Requirements, Staffing Table, Scope of Work Template, Budget Summary and Justification Form, and the Fund Map).

1. **Application Checklist** – The Application Checklist ensures completion of all components of the application. (**Attachment O**)
2. **Cover Letter** – (**Attachment A**)
3. **Proposed Project Narrative – 12 pages maximum**
 - If the proposed scope of work is the same for both the SAPT BG and the SPI, then the narrative can be combined. If using same consultants/contractors for combined Scope of Work (SOW) then in the budget separate all costs associated with consultant by percentage and dollar amount between the SAPT BG and SPI. If applying for Meth funds, submit a separate narrative that includes a separate scope of work. The Scope of Work is included in the twelve (12) pages, but the completed template is not.
 - If applying to serve multiple counties separate each county for which funds are being requested.
 - Identify which of the priorities the coalition will be working on during SFY 2016 from the list on page 7. Must identify at least two (2) of the priorities.
 - **Proposed Scope of Work** – Define your coalition’s scope of work with regard to each of the Strategic Prevention Framework (SPF) Five-Steps below (**Attachment C**). The Scope of Work Narrative must include goals, objectives, and how they will be evaluated. If an existing coalition, describe how the coalition has met the first two steps.
 - a. Assessment
 - b. Capacity
 - c. Planning - a logic model has to be developed for each of the coalition’s priorities.
 - d. Implementation
 - e. Evaluation
 - The Scope of Work Template (**Attachment Q**) is to be completed and will be used to enter the scope of work codes until the Nevada Health Information Provider Performance System (NHIPPS).
4. **Deeming Requirements** – Refer to pages 12 and 13.
5. **Staffing** – Refer to page 13 and **Attachment I**
6. **Budget Summary and Justification Forms (Attachment G)** - Instructions for completing budget pages:

Budget Detail:

Complete a detail form for each of the following funding sources being applied for in the application. Attach the Justification document to each budget. Each line item in the budget must have a corresponding justification explanation.

1. SAPT Block Grant
2. State Prevention Infrastructure (SPI)
3. Methamphetamine Prevention Education and Public Awareness (Meth)

Information that is provided on out-dated forms will be returned. The current forms are provided in Attachment G.

7. **SAPTA Funding Map** – The purpose of a funding map is to show the relationship between an organization’s revenue sources and expenditures for a given period. A properly completed fund map should demonstrate exactly how the organization expects revenues to cover its expenses. Please include all funding sources, including those for non-substance abuse related projects. Please use the funding map to provide projected expenditures for the State Fiscal Grant Year 2016 (July 1, 2015, through June 30, 2016) (**Attachment H**).

Where to Send Application

Applications must be received no later than 4:00 p.m., PST, December 17, 2014, at one of the SAPTA offices. Please see below where applications should be sent. Applications will not be accepted after December 17, 2014; 4:00 p.m. PST. The signed original, electronic version and two copies must all be received by the deadline; however only the original signed application will be date/time stamped upon arrival. Before sending electronic version, request Delivery and Read Receipts. By doing so, a confirmation of both will be sent to your email inbox.

**Substance Abuse Prevention and Treatment Agency
Attention SAPTA Darla Beers:
4126 Technology Way 2nd Floor
Carson City, NV 89706**

The electronic copy must be sent to Charlene Howard at cahoward@health.nv.gov or Bill Kirby at bkirby@health.nv.gov, SAPTA Analysts and also received no later than 4:00 p.m. PST on December 17, 2014.

PART V: APPLICATION INSTRUCTIONS

Application Requirements

Applications should contain all the information requested below. Forms can be requested electronically or via mail by contacting Minden Hall at (775) 684-4190. The instructions for completing the Budget Request and Justification forms are provided as **Attachment G**. The forms will be provided as a separate electronic attachment.

- Submit one (1) electronic, one (1) original signed hard copy, and two (2) copies.
- The original document must be signed in blue ink.
- Use standard type size (12 point font).
- Use one inch margins all around.
- The application must be single spaced.
- Respond to all sections of the RFA.
- Number all pages and place the name of the applicant agency on each narrative page in a header or footer.
- Observe page limitations.
- If applying for more than one (1) county, then within the application separate each county being applied for, both in the narrative and the budget.

- **Applications must be received by 4:00 p.m. PST on December 17, 2014. NO EXCEPTIONS** will be made for applications received after the deadline.

Application Writing Suggestions

General suggestions for completing application:

- Read each section of the RFA carefully, and complete all sections.
- Verify that you have responded specifically to the information requested in each section.
- Provide concise and consistent information. Use subsection titles, bullets, and appropriately labeled tables to display information.
- Indicate source of information or data when necessary. The use of footnotes for this purpose is encouraged.
- All sections of the application should make sense and be in the correct order.
- **If an item or topic is addressed in one section of the application, it is not necessary to repeat that information in future sections.** The applicant should simply reference the previous section and page of the application.
- Each section heading should be clearly identified and typed in bold.
- Double-sided copies are preferable.
- Have an individual unfamiliar with the application review the document and provide feedback.

PART VI: PROJECT NARRATIVE & APPLICATION REQUIREMENTS

*In the Scope of Work referred to on page 9 follow the SPF steps: Details in **Attachment C**.*

1. Coalition Service Area
 - a. If the applicant is applying for funding for a statewide special population, but cannot presently cover the population statewide, the applicant must submit a plan that shows expansion to statewide coverage, starting the next fiscal year.
2. Logic Model -- SPF sample can be found in **Attachment C**
3. Comprehensive Community Prevention Plan (CCPP) – If currently a funded coalition then attach most current CCPP. If requesting funds for the first time, please see **Attachment M** for a sample.
4. Coalition Infrastructure
 - a. Include representation from sectors: law enforcement, youth college/university, criminal justice/judicial, parents/primary caregivers/social service providers, coalitions, state/local/tribal government, military/veterans, health care/medical, treatment providers, faith based organizations, elected officials, education, civic/volunteer group, business community, media, mental and behavioral health, other/individual. Please provide a list by name and demonstrate participation.
 - b. (Information Only) If a subrecipient is defunded, the funds either should automatically revert back to the coalition and the coalition must then RFA out the funds again or a Board approved decision to re-obligate the funding to an existing subrecipient that has shown the capacity to spend the funding efficiently and fully and implement the goals and objectives as negotiated through the scope of work.

5. Cultural Competency – Identify how the coalition will serve diverse populations in a culturally competent manner. For additional information on cultural competency, refer to **Attachment K**.
6. MOU(s) with other coalitions located in the same county/service area – See **Attachment L** for an MOU template. You may use your own template for this purpose.
7. Please list professional associations such as CADCA, Statewide Coalition Partnership, Partnership at DrugFree.org, Office of National Drug Control Policy (ONDCP)'s Drug Free Communities for example. Coalitions are encouraged to participate in the Nevada Statewide Coalition Partnership.

PART VII: DEEMING REQUIREMENTS

1. For currently funded applications, submit most current version of Comprehensive Community Prevention Plan (CCPP) – submit a new one if older than 2012.
2. If the applicant is applying to administer SAPT BG and/or SPI funding to direct service subrecipients, please provide a sample local RFA and timeline for RFA administration. Also include the Coalition's Grievance Policy (between coalition and subrecipient) and Conflict of Interest Statement(s). Coalitions are not allowed to fund family members.

If applicant agency has not received funding from SAPTA within the past five years to administer prevention coalition activities or to act as a pass through agency for prevention direct service funding, please provide the following required items:

1. Comprehensive Community Prevention Plan (CCPP) – See CCPP Guidance Document in **Attachment M**. If a CCPP is unavailable at the time of application submittal, applicant should submit a needs assessment explaining the need for substance abuse prevention in the county(s) of which applicant is applying. The need described in the assessment should be supported by data.
2. Mission/Vision/Goals – only if not included in CCPP already.
3. Copy of 501 (c) (3) status.
4. Policies and Procedures, including Personnel, Administrative and Fiscal, Grants Management and By Laws.
5. SAPTA Certification timeline – Show date you sent in certification application. Applicant, if awarded SAPTA funding, will not receive reimbursement until certification is approved. **(Attachment P: Prevention Certification Application)**
6. Description of service area, which county(s) are covered? Define population being served and include demographics. If applying for more than one (1) county, specify information for each county.
7. Coalition Board meeting minutes from the past six (6) months. Coalitions are not allowed to subgrant funds to agencies that also serve as coalition board member.
8. Three (3) Letters of Support from community partners.
9. Describe the Coalition's experience (if any) with pass through funds, either as the administrator or recipient.
10. History of writing progress reports for a funder. Which funder? For how long?
11. Experience with data collection.
12. Experience with grants management.

13. Describe the Coalition’s experience with environmental strategies and strategies that fall under the IOM category of “Universal Direct and Indirect” (**Attachment D**).
14. Describe the Coalition’s experience with evaluation.
15. List all relevant trainings and/or conferences that the coalition director and/or staff have attended in the past six (6) months.

PART VIII: STAFFING

In the table provided in **Attachment I**, include a coalition staffing overview for each of the funding sources being applied for. Position descriptions for all staff involved in the implementation of each of the funding sources being applied for, curricula vitae for each position currently on staff, and timelines for filling vacant positions should all be included in this section.

Provide an organizational chart for the Coalition, including position titles and first and last names. Please identify the number of key staff who has a background in prevention. Also, conflicts of interest must be avoided, therefore no family relationships are allowed between staff members.

PART IX: REPORTING REQUIREMENTS, REIMBURSEMENT, AND MONITORING (INFORMATION ONLY)

Below are specific requirements that are applicable to all SAPTA funded programs. All subgrantees will be required to participate with program reporting, evaluation, fiscal reporting and monitoring requirements through cooperation with designated SAPTA staff.

1. Program Reporting Requirements
 - A. All funded prevention programs must provide a program representative to participate in all scheduled meetings and comply with all evaluation requirements including working with the SAPTA data management system. All subgrantees must comply with a 100% of the reporting requirements. Late or incomplete submissions will result in a reimbursement delay.
 - B. Subgrantees must agree to work with SAPTA in monitoring program outcome indicators. Subgrantees must agree to meet with SAPTA staff members both individually and as part of scheduled evaluation meetings. The cost of travel may be included in the budget.
 - C. Subgrantees will submit a SAPTA standardized Quarterly Narrative report and enter coalition environmental strategies into NHIPPS as determined by SAPTA staff for each quarter in each subgrant year within the required timeframe determined by SAPTA. Late submissions will result in a reimbursement delay.
 - D. Funded programs will submit a SAPTA standardized Annual Narrative Report that summarizes all actual services and activities provided during each subgrant year within the required timeframe determined by SAPTA. Late submissions will result in a reimbursement delay.
2. Fiscal Reporting Requirements
 - A. Subgrantees must submit reimbursement requests and back-up documentation through NHIPPS by the 15th of each month for the previous month’s expenses during the subgrant year to ensure efficient processing of reimbursement requests.

- B. A final Request for Reimbursement must be submitted to SAPTA within 20 days of the close of the subgrant period.
 - C. Meet all requirements in the award assurances.**
3. Program Compliance Monitors
- A. Program compliance monitors are a condition of receipt of funding. Programs receiving funding are required to participate in the monitor process. A monitor is regulatory in nature and the purpose of a SAPTA monitor is to accomplish the following:
 - a. Verify that alcohol and other drug abuse funds are being utilized as identified in subgrant award documents.
 - b. Ensure that funded programs are in compliance with state and federal requirements and restrictions of allowable expenditures.
 - c. Identify problems or difficulties and develop an agreed upon corrective action plan.
 - d. Ensure the efficient delivery of required services to statewide population.
 - e. Encourage quality improvement practices.
 - f. Identify the need for technical assistance, provide technical assistance, or assure the technical assistance is provided.
 - g. Fiscal monitors will include verification of source documentation to spreadsheet backup documentation from sample reimbursement requests.
 - h. All references to time frames and due dates are to mean “working days” rather than “calendar days.”
 - i. A monitor visit will always be scheduled in advance, approximately 30 days early to determine a mutually acceptable date for the monitor visit and identify required information and documents.
 - B. Program Compliance Monitors are conducted annually.
4. Fiscal Compliance Monitors(generally conducted in conjunction with Program Compliance Monitors)
- A. Fiscal compliance monitors are a condition of receipt of funding. Programs receiving SAPTA Block Grant funds are required to participate in an annual fiscal compliance monitor.
 - B. SAPTA will assure that the sub-grantees have adequate fiscal controls to safe guard awarded funds and carry out fiscal processes to run their programs through regulatory oversight.

PART X: OBJECTIVE REVIEW PROCESS

Applications are due in the SAPTA office no later than 4:00 pm PST on December 17, 2014. **Late applications will not be accepted or considered in the review process.**

NOTE: All programs applying for funds must be a current SAPTA certified program or submit a certification application to SAPTA with this RFA. (Attachment P)

Below is a brief outline of the steps that will be taken to review each application.

- 1. Completeness reviews
 - A. Conducted by SAPTA staff.
 - B. Determines that all required components are included within each application.
 - C. Incomplete applications will be returned to sender.
 - D. Applications that include all required components will be forwarded for technical review.

2. Technical reviews
 - A. Conducted by SAPTA staff.
 - B. Assures Strengths and Weaknesses both fiscally and programmatically will be recorded.
 - C. Provides opportunities for clarification of applicant responses if needed.
3. Objective Reviews and Reviewers
 - A. Objective reviews will be conducted by a team of external peer reviewers.
 - B. A determination that the selected reviewers do not present a conflict of interest is mandatory.
 - C. Objective Reviews will be conducted according to Nevada Open Meeting Law guidelines.
4. Recommendations for Funding
 - A. All recommendations for funding will be memorialized in an open meeting format.
 - B. The Objective Review Team will consistently evaluate and score based on the following criteria:
 - i. Demonstrated competence,
 - ii. Experience in performance of comparable engagements,
 - iii. Reasonableness of cost,
 - iv. Expertise and availability of key personnel, and
 - v. Conformance with the terms of this RFA, including the following:
 1. Application reflective of Comprehensive Community Prevention Plan,
 2. Application addresses all five (5) of SPF SIG steps, and
 3. Application addresses at least two SAPTA priorities.
 - C. Objective Review Scores will be tabulated by SAPTA staff.
 - D. Funding decisions will be determined by SAPTA staff and based on Objective Review scores.
 - E. In a publicly noticed meeting the Division of Public and Behavioral Health (DBPH) will announce the funding decisions.
5. Award vs. Non-awards
 - A. Applicants receiving awards will be contacted for final negotiation of their subgrant.
 - B. Applicants not funded will receive notification and technical assistance for future funding opportunities.
 - C. An evaluation report with technical notations, objective feedback, and scoring records will be mailed to applicants at the end of the process.
6. Funding Decision Appeal Process
 - A. Programs not receiving funding approval may appeal to SAPTA's Bureau Chief.
 - B. If the program is not satisfied with the decision of SAPTA's Bureau Chief, then program may appeal to the Administrator of the Division of Public and Behavioral Health (DPBH). All decisions of the Administrator of DPBH are final.

PART XI: AWARD INFORMATION

Award Amount

It is expected that approximately \$13,256,361 will be available to fund these initiatives through June 2018. Applicants must submit noncompetitive continuation applications after the first year of funding. All awards are based on availability of funding.

Funding Mechanism

Awards will be made as Subgrant Agreements to the Coalitions.

Award Notice

The Notice of Subgrant Award is the sole obligating document that allows the subgrantees to receive federal and state funding for work on the grant projects. It is sent by postal mail and is addressed to the contact person listed on the face page of the application.

PART XII: AGENCY CONTACTS

For questions about SAPT Block Grant, State Prevention Infrastructure, or Methamphetamine Prevention Education and Public Awareness funding, contact SAPTA Prevention staff:

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