



Colorado Department of Human Services

people who help people

Law Enforcement Assistance Fund (L.E.A.F.) Prevention Request for Applications (RFA)

Eligibility:

Agencies in counties above the state average per 1,000 residents
for Driving under the Influence (DUI/DWAI)

**Adams, Alamosa, Archuleta, Clear Creek, Costilla, Delta, Denver, Eagle, Garfield, Gilpin,
Grand, Gunnison, Huerfano, Jackson, Kit Carson, La Plata, Lake, Las Animas, Logan, Mineral,
Moffat, Montezuma, Morgan, Otero, Ouray, Pitkin, Prowers, Rio Grande, Routt, San Miguel,
Sedgwick, Summit and Teller**

FY2015 (July 1, 2014 to June 30, 2015)

Administered by

The Colorado Department of Human Services
Office of Behavioral Health, Community Prevention and Early Intervention Programs

Application due: April 21, 2014 – 5 PM
Funding begins: July 1, 2014

Driving Under the Influence/Driving While Ability Impaired Prevention

Background

Alcohol and other drug use among adolescents in Colorado has become a serious public health problem. In 2011, the Healthy Kids Colorado Survey assessed 9th, 10th, 11th and 12th grade students. Of these, 36.4% reported they had used alcohol within the last 30 days in Colorado. Additionally, 39.5% reported they had used marijuana. This compares to the national average of approximately 25.3% of youth ages 15-18 for alcohol and 15.9% for marijuana at the national level.

Riding with impaired drivers is also an issue for young people. In 2011, the Healthy Kids Colorado Survey reported that about 21.8% of Colorado's youth had ridden with an impaired driver within the last two months. This compares to about 29.1 percent of youth nationally. Youth are not asked whether the impaired driver is a friend or an adult, but the concern remains that many of the youth may, in fact, be riding with an impaired adult.

Relatively new information regarding alcohol and other drugs and the impact of alcohol on the developing brain makes the entire issue of drinking and/or using other drugs and driving, as well as riding with someone who has been drinking alcohol and/or using other drugs an immediate health concern. There is growing evidence that early onset of drinking is a powerful predictor of lifetime alcohol abuse and dependence (National Institute of Health, 2009).

Introduction

Law Enforcement Assistance Fund (LEAF) legislation, effective July 1, 1983, blends a combination of enforcement and prevention education. The law provides some funds both to the Colorado Department of Transportation and to the Colorado Department of Human Services, Office of Behavioral Health. C.R.S. 43-4-404.

The purpose of program grants is to increase the capacity for comprehensive impaired driving education related to alcohol as well as other drugs. Prevention programs at the local level utilizing evidence-based strategies to effect change should reduce the number of incidents involving impaired driving or choosing to ride with someone who is impaired. Based on research, environmental approaches and evidence-based programs supported by the unique data of the community and selected by key leaders in the community are more effective than programs that are state mandated. This initiative is specifically targeted to public health, social service, educational or law enforcement agencies or their designees who participate in a community-based prevention coalition.

These agencies are well positioned to facilitate critical partnerships with other community-based agencies which share the mission to establish environments that discourage impaired driving. Funding these agencies fosters the concept of local empowerment and responsibility in the planning, implementation and evaluation of education and prevention programs targeting impaired driving by all citizens.

Applicants must select specific programs, processes, or approaches that are evidenced-based or promising programs recommended by Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Prevention, the National Institute on Drug Abuse, the National Institute on Alcohol Abuse and Alcoholism, the Office of Juvenile Justice And Delinquency Prevention, the Center for Disease Control and Prevention or the Department of Education.

Program examples may be viewed at:

- <http://nrepp.samhsa.gov/>
- <http://www.ojjdp.gov/mpg>
- http://www.dsgonline.com/mpg2.5/mpg_index.htm

LEAF prevention programs intend to influence attitudes, beliefs and behaviors for individuals, communities and groups around issues of driving or riding under the influence. The LEAF prevention programs provide direct services with high-risk youth, impetus for community mobilization and change, and education to all citizens in the state. LEAF law enforcement agencies approach to prevention is actively intervening with the problem behavior, such as drinking alcohol and/or using other drugs while operating a motor vehicle.

Allocation of funds:

C.R.S. 43-4-402 (3) The moneys in the fund appropriated to the unit in the Department of Human Services that administers behavioral health programs and services, including those related to mental health and substance abuse, pursuant to section 43-4-402 (2) shall be used to establish a statewide program for the prevention of driving after drinking, which includes educating the public in the problems of driving after drinking, training of teachers, health professionals, and law enforcement in the dangers of driving after drinking, preparing and disseminating educational materials dealing with the effects of alcohol and other drugs on driving behavior, and preparing and disseminating education curriculum materials thereon for use at all levels of school. The unit in the department of human services that administers behavioral health programs and services, including those related to mental health and substance abuse, is authorized to contract with a qualified private corporation to provide all or part of these services and shall promulgate standards for said program.

Eligibility

Entities within counties above the state average per 1,000 residents for Driving Under the Influence (DUI/DWAI):

- Law enforcement agencies
- Other governmental entities, such as county, city, schools and school districts, local health or human services departments
- Private non-profit entities
- Community-based organizations

Only one proposal from any one entity will be accepted.

Grant Funding Period

Funding is awarded for a one-year grant period with the possibility of four additional years of funding and the completion of a non-competitive continuing application, as well as the availability of funds. Continued funding is contingent upon successful completion of each year's benchmarks and outcomes.

Utilization of funds:

- Personnel expenses to carry out the scope of work
- Fringe benefits for personnel
- Costs for activities to carry out the scope of work
- Purchase of educational materials (evidence-based) to support objectives
- Costs of training adults, youth, volunteers, and staff involved in the project
- Costs for media advocacy
- Costs for media events
- Registration fees and travel costs for key volunteers and staff to attend impaired driving-related training programs or conferences
- Travel required to carry out project activities
- Operating expenses such as basic office supplies and other materials needed to carry out the project activities
- Equipment needed to implement the programmatic requirements of the contract
- Indirect costs not to exceed 10% of total grant funds.

Prohibited use of grant funds:

- Supplanting of funds (funding impaired driving prevention activities funded by other sources).
- Purchase of treatment or therapy for alcohol or drug problems or related issues.
- Purchase or lease of vehicles
- Purchase of real estate (land or buildings).

Payment for implementation activities:

Successful applicants will be reimbursed for actual expenses after submitting monthly contract reimbursement statements for expenses incurred in the previous month. Reimbursement will not be made for expenses incurred prior to the contract start date.

Only a signed monthly reimbursement invoice form provided by OBH will be accepted for reimbursement.

RFA Requirements (Additional Information)

- ***Applications are limited to providing services with high-risk counties in the State of Colorado that score over the state rate for DUI/DWAI arrests per 1,000 population for all counties in Colorado.***
- If the applicant agency is NOT located in one of the targeted counties, the targeted county or counties must be identified for the intended prevention services. Eligible counties are as follows:

Adams, Alamosa, Archuleta, Clear Creek, Costilla, Delta, Denver, Eagle, Garfield, Gilpin, Grand, Gunnison, Huerfano, Jackson, Kit Carson, La Plata, Lake, Las Animas, Logan, Mineral, Moffat, Montezuma, Morgan, Otero, Ouray, Pitkin, Prowers, Rio Grande, Routt, San Miguel, Sedgwick, Summit and Teller
- The total amount of funds available is **\$250,000**. Each applicant may apply for funds up to **\$50,000**.
- The applicant agency should have project staff with at least two years prevention experience. ***Preference will be given to agencies that have at least one person within the agency who is a Colorado Certified Prevention Specialist II. However, applicants without a certified prevention specialist II are encouraged to apply.***
- The application is competitive.
- The evaluation reporting requirements include monthly data entry, quarterly and annual progress reports.
- Each section of the application is assigned a point value with a maximum of 100 points.
- Up to 5 awards will be given.
- A Review Committee made up of prevention professionals and experts in prevention, substance abuse issues, impaired driving, and education will review and score each application.
- Each section will be scored. Maximum points for each section are listed in this RFA. Maximum points are given for an outstanding response. Points are deducted for non-response, missing information, or an inadequate response. Points are deducted for not following the page length criteria.
- If an application is not awarded, there is no appeals process.
- If an application is not awarded, the applicant agency can request a summary of the review.

RFA NARRATIVE, WORK PLAN, AND BUDGET

Applicants must complete each section:

(Abstract, section I, II & III not to exceed 8 pages)

Please refer to RFA Toolkit for additional instructions and information.

ABSTRACT: (05 points)

Describe the identified need, target population, the evidence-based program, practice or approach and the intended outcome to prevent and reduce impaired driving. Include the third year performance indicator and fifth year identified outcome. Abstract may not exceed 150 words.

SECTION I. NEEDS ASSESSMENT: (10 points)

A. Provide an epidemiological profile of the community and identify the target youth population.

Data to consider:

- Community demographics
- Average household income/poverty rates
- Unemployment rate
- Mobility/transience rate

B. Identify the prevalence and incidence of alcohol and other drug use by the target population.

Data to consider:

- Number of DUI/DWAI arrests over a period of five years
- Number of incidents or prevalence of riding with an impaired driver
- Access and availability of identified substances specific to the target population
- Number of incidents including traffic crashes related to impaired driving

C. Analyze contributing factors. Data to consider:

- Juvenile arrest and conviction rates for substances
- Local data, such as access, availability, law and policy enforcement

D. Identify what already exists in the community to address the impaired driving issue within the target population.

E. Describe what is needed in the community to address the impaired driving issue with the target population.

F. Provide a five-year outcome indicator statement based on responses to the above needs assessment that is observable and measurable. Ultimately, the five year outcome statement should address reducing impaired driving. This can include other indicators such as, change in knowledge, skills, behaviors, attitudes, or perceptions. An example of an outcome indicator statement: "Reduce impaired driving among 16-18 year olds by 15% within five years."

SECTION II. CAPACITY BUILDING: (10 points)

- A. Describe the applicant agency organizational structure. Identify and include management and board structure, and key staff intended to be part of the proposed program or initiative.
- B. Indicate the number of years of prevention experience for key staff, as well as prevention certification if applicable.
- C. Describe how the applicant agency is responsive to various cultures within the community and target population.
- D. Describe how the applicant agency is engaged with family and youth development.
- E. Describe how the applicant agency will integrate the proposed LEAF program or initiative with other community approaches addressing the same or similar need.
- F. Specifically identify a minimum of two collaborative agencies and describe their roles and responsibilities for this program and initiative.

SECTION III. PLANNING/PROGRAM IMPLEMENTATION/EVALUATION: (25 points)

Based on the outcome indicator statement in section I, describe:

- The proposed evidenced-based program, practice or approach and include web-based citation.
- How the program, practice or approach will be implemented;
- The key activities and outcomes.
- How evaluation will contribute to program implementation and improvement.
- How evaluation demonstrates behavioral and attitudinal change toward outcome(s).

SECTION IV. WORK PLAN: (25 points)

Complete the Excel work plan template provided in this RFA based on outcome indicators, benchmarks, and milestones that are observable and measurable. Include the following when completing work plan:

- Work plan cover page
 - Identified need
 - Fifth year outcome
 - Third year benchmark
 - First year milestone
- Strategies
- Key activities to include time period, tasks, measures of accomplishment, persons responsible and budget category.

SECTION V. BUDGET: (25 points)

Complete the Excel workbook – 2014-2015 Budget and Narrative to explain expenditures covering the first year of the proposed project. Calculations (amount) and narrative must match and detail all costs in the work plan by category (personnel, consultants, travel, operating expenses, indirect expenses).

- Personnel - Describe how the total amount requested was calculated (i.e. number of FTE @ xx monthly salary). Fringe benefits at xx % of salary for xx months. Please allow for staff time to complete data entry for the web-based system and reporting requirements.
- Consultant - The budget narrative must list each consultant, trainer, speaker and other contractor to be used. For each contractor, describe the activities the contractor will perform along with the rate per hour and number of hours worked.
- Travel - Mileage may not exceed the IRS approved rate of \$.50 per mile. Provide the cost of local travel necessary to fulfill the statement of work (i.e. 1,000 miles @ .50 cents per mile per month = \$500). The budget calculations and narrative must list the in service area and out-of-service area meetings and conferences and the number of staff attending each with an estimate of associated costs (room/per diem/incidentals).
- Operating Expenses - The budget calculation and narrative must contain adequate information to show how the amount requested was calculated.
- Indirect Expenses - **Rates are not to exceed 10%** for applicant agency only. Applicants shall not submit indirect costs incurred by subcontractors. Items that are not specifically service related fall into this category (e.g., utilities, rent, Executive Director's salary, bookkeeping staff, general liability insurance, etc.) Note: Some costs (like rent) could fall into both indirect and direct (personnel, consultants, travel, operating expenses). Rent example: Only the area where the service is performed could be considered applicable for direct (personnel, consultants, travel, operating expenses) costs.
- The applicant agency must justify in the budget narrative section all costs that have been placed in both the direct (personnel, consultants, travel, operating expenses) and indirect categories. The process for arriving at the costs listed must be clearly described.
- The applicant agency authorized fiscal representative *must* sign the budget and narrative worksheet to be included in the application submission.

Responsibilities of the Office of Behavioral Health (OBH)

OBH will monitor the completion of services required under this application via monthly data collection, quarterly narrative reports, annual progress reports, site visits, and review of monthly contract reimbursement invoices. OBH will provide technical assistance and training to funded applicants throughout the contract period either through monitoring visits or through their subcontractors.

Following completion of the application review process, OBH reserves the right to negotiate specific components of the scope of work, annual action plan and budget with the applicant.

SUBMISSION CHECKLIST:

- Cover page (*Attachment A in Toolkit*)
- Section I. Needs Assessment Narrative
- Section II. Capacity Building Narrative
- Section III. Planning/Program Implementation/Evaluation
- Section IV. Work Plan (*Attachment B in Toolkit*)
- Section V. Budget and Narrative (*Attachment C in Toolkit*)

Questions regarding the RFA should be submitted by e-mail to: Lisa Finch, cheryl.finch@state.co.us, or by phone at 303-866-7488 The closing date for questions is April 21, 2014 at 5:00 pm.

Application Due Date

Submit an e-mail copy to: cheryl.finch@state.co.us no later than **5:00 pm on Friday, April 21, 2014**. In the subject line, state the name of the county targeted, followed by the name of the agency.

Hard copies are not required, however you may submit one hard copy in lieu of an email copy. The hard copy must be postmarked **no later than 5:00 pm on Friday, April 21, 2014** to:

**Lisa Finch, B.S., C.P.S. II
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Colorado Department of Human Services
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