Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Community-based and Primary Prevention

Request for Proposals

Substance Abuse Prevention Program
Local Capacity Building Sub-Grant
Direct Service Sub-Grant
Strategic Prevention Framework Sub-Grant
State Capacity Building Sub-Grant

October 20, 2011
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PART I

A. Date of Issuance

The Substance Abuse Prevention Program request for proposals is being issued on October 20, 2011.

B. Issuing Organizational Unit

Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Community-Based and Primary Prevention

Layla P. Suleiman Gonzalez, Contact Person

Layla P. Suleiman Gonzalez, Contact Person
Illinois Department of Human Services
401 S. Clinton, 7th Floor
Chicago, IL  60607
Layla.Suleiman@Illinois.gov
Phone:  312/793-3970
Fax:  312/793-2351

C. RFP Availability

Copies of this RFP may be downloaded from the Illinois Department of Human Services website, found at http://www.dhs.state.il.us. Please click on “For Providers” and then on “RFPs.” Additional copies may be obtained by contacting the contact person listed above.

Each applicant must have access to the internet. The Department’s website will contain information regarding the RFP. It is the responsibility of each applicant to monitor that website and comply with instructions or requirements relating to the RFP.

D. Date, Location and Time of RFP Opening

Proposals must be received no later than 1:00 p.m. on November 18, 2011. The proposal container will be time-stamped upon receipt. All proposal submissions will be opened on the time and day they are due at the address listed below. The Department will not accept applications submitted by email, on disk, or by fax.

Mail completed applications to:

Illinois Department of Human Services
Bureau of Community-based and Primary Prevention
401 S. Clinton, 4th Floor
Chicago, IL  60607
ATTENTION: Kimberly Fornero /SAPP Procurement # CHP49791

On or before November 18, 2011 only, applications may be dropped off in person by 1:00 p.m. at the address given above.

Important notices:

- To be considered, proposals must be in the possession of the Illinois Department of Human Services staff at the specified location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.

- Proposals that are sent electronically (e-mailed), faxed, handwritten, and/or late will not be accepted and will be immediately disqualified.

E. Audit Submission Requirements

All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of their proposal. The Department will use the audit to ascertain the fiscal health of Applicants. The audited financial statements should be included as Appendix A: Audited Financial Statements. The audited financial statements only need to be submitted one time.

While the audit will not be scored as part of the review the Department reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are expected to demonstrate through their audits a strong financial position and an ability to obtain funding outside of the public sector.

Units of government (such as cities and counties, schools, health departments, etc.) do not need to submit an audit.

F. Proposal Container and Format Requirements

With this RFP, the Department is making funds available for four separate Sub-Grants: 1) Local Capacity Building, 2) Direct Service, 3) Strategic Prevention Framework, and 4) State Capacity Building. This section addresses proposal container and formatting requirements only. Please see Part II, Section B, “Organization of this Request for Proposals,” for descriptions of and requirements for each Sub-Grant, including proposal content and the order in which it is to be presented. Regardless of the number of Sub-Grants being applied for, applicants will submit ONLY ONE PROPOSAL.

All applications must be typed (printed) on 8/2 x 11-inch paper using 12-point type at
100 percent magnification; 10-point type may be used within tables. With the exception of letterhead and stationery for letter(s) of commitment, the entire proposal should be printed in black ink on white paper.

The program narrative must be typed single-spaced, on one side of the page, with 1-inch margins on all sides.

The program narrative includes the following sections:
- H2 - Agency Qualifications/Organizational Capacity
- H3 - Service Area
- H4 - Needs Statement
- H5 - Description of Program/Services
- H6 - Agency Evaluation and Reporting

The program narrative does NOT include:
- Proposal Content Checklist(s)
- Appendices (including Executive Summary)
- Budget and Budget Narrative

TOTAL page limitations for the program narrative are specific to each grant type, as presented in the table below.

<table>
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<th>Grant Type</th>
<th>Maximum Number of Pages for Program Narrative</th>
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<tr>
<td>Local Capacity Building</td>
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</tr>
<tr>
<td>Direct Service</td>
<td>36</td>
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<tr>
<td>Strategic Prevention Framework</td>
<td>26</td>
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<tr>
<td>State Capacity Building</td>
<td>23</td>
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The entire application, including appendices, must be sequentially page numbered, beginning with the cover letter. Hand-numbering is acceptable. The appendices must be clearly separated, with a cover sheet for each appendix labeled with the appropriate appendix letter and name.

Applicants must submit one clearly identified, originally signed proposal and five (5) copies of the proposal.

For proposals that include more than one Sub-Grant and/or multiple Site Plans per Sub-Grant, each sub-section or Site Plan must be bound with a single binder clip in the upper left-hand corner.
Applicants must submit a proposal that contains the information outlined in the Program Narrative. Each section must have a heading that corresponds to the headings in bold type listed in the Program Narrative.

If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section, and must be in the order requested.

The Department is under no obligation to review applications that do not comply with the above requirements.

G. Eligible Applicants

All public or private, not-for-profit community-based agencies and governmental units are eligible to apply for funds under this Request for Proposal. The funding opportunity is not limited to those who currently have a Substance Abuse Prevention Program Comprehensive, Specialized or Statewide grant award from the Illinois Department of Human Services, Division of Community Health and Prevention.

Each applicant must have access to the internet. Agencies awarded funds through this grant must have a computer with access to the Internet for the purpose of utilizing the On Track system and the receipt of electronic program and fiscal information.

Please see Part II, Section I, Additional Requirements of Applicant, for any additional eligibility criteria.

H. Questions and Answers

If you have questions relating to this RFP, please send them via e-mail to Layla.Suleiman@Illinois.gov and copy Kim.Fornero@illinois.gov.

All questions with their respective answers will be posted on the DHS website at http://www.dhs.state.il.us. Look for the “For Providers” section; click on “RFPs,” then on “Community Health and Prevention Request for Proposals.” The FAQs will be posted with the Substance Abuse Prevention Program RFP. The information in the FAQ section may be updated periodically, so applicants are encouraged to check it frequently. Only written answers posted on the website will be considered valid and official. Note: The final deadline to submit any written questions regarding the Substance Abuse Prevention Program RFP is 12:00 p.m. on November 14, 2011.

I. Award

A total of $14,600,000 across all grant types (Sub-Grants) is available. For each Sub-Grant, a maximum award per grantee is listed below:
**Local Capacity Building Grant:** Not to exceed $65,000 per Full Time Equivalent (FTE) and associated expenses (e.g. travel, etc.).

**Direct Service Grant:** $70,000 per Full Time Equivalent (FTE) and associated expenses (e.g. travel, curriculum materials, etc.). If an applicant proposes to deliver a communication campaign, the applicant may request additional funds.

**Strategic Prevention Framework Grant:** $75,000 for a Project Coordinator (Full Time Equivalent) and associated expenses (e.g. coalition meetings, travel, etc.). Upon completion and the Department’s approval of the local strategic plan AND implementation plan to support the delivery of evidence-based prevention services expected during FY13, applicants will become eligible for an additional award of up to $75,000. Therefore, no more than $150,000 will be awarded to any applicant.

**State Capacity Grant:** Not to exceed $250,000 per grantee.

It is anticipated that applicants will receive notification by the Department regarding funding decisions by approximately January 2012. Successful applicants will be notified in writing by letter from the Illinois Department of Human Services. A Notice of Grant Award is not equivalent to an agreement with the Department to commence providing service. By January 2012, successful applicants should receive the Community Service Agreement for their signature and return it per instructions provided at the time. The release of this RFP does not obligate the Illinois Department of Human Services to make an award. Work cannot begin until the Community Service Agreement is fully executed by the Department.

J. Estimated Length of Agreement

The Department estimates that the length of the grant award will be eighteen (18) months beginning January 17, 2012 and continuing through June 30, 2013. The Community Service Agreement (CSA) resulting from Request for Proposal will have an initial term of six (6) months of January 17, 2012 through June 30, 2012. The next CSA term is fiscal year 2013, July 1, 2012 through June 30, 2013. With the mutual consent of both parties, and dependent upon the provider’s performance and adherence to programmatic and fiscal requirements, and dependent upon the availability of funds to the Department, the agreement may be renewed for one additional year period.

K. Withdrawal Disclaimer

The Illinois Department of Human Services may withdraw this Request for Proposals at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller’s Office.

L. Modifications to Proposals by Applicants
To make a modification to a proposal after it has been submitted, the applicant must submit a complete replacement RFP package, as described above under Proposal Container and Format Requirements, accompanied by a letter requesting the replacement modification RFP be considered. This must be received at the prescribed location by the date and time designated under Section D (Date, Location and Time of RFP Opening), above.

M. Modifications to the Request for Proposals by DHS

If it becomes necessary or appropriate for DHS to change any part of the RFP, a modification to the RFP will be available from the Department’s website, found at http://www.dhs.state.il.us. The Department will notify all interested parties and known recipients of the RFP. Upon receipt of the modification notice, prospective respondents are asked to send written acknowledgment to the Department’s contact person, listed above under Issuing Organizational Unit Contact Person.

N. Clarifications, Negotiations, or Discussions Initiated by DHS

The Department may contact any applicant prior to the final award for the following purposes:

As part of the Department’s review process, the Department may request an applicant clarify its bid or proposal. An applicant may not be allowed to materially change its bid or proposal in response to a request for clarification.

Discussions may be held to promote understanding of the Department’s requirements and the applicant’s proposal and to facilitate arriving at a contract that will be most advantageous to the State considering price and other evaluation factors set forth in the RFP.

When the Department knows or has reason to conclude that a mistake has been made, the Department shall ask the applicant to confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document or a price unreasonably lower than the price others submitted, or if the price is considerably higher than what is currently paid for this type of service.

O. Bidders’ Conference

The Department will conduct three Bidders’ Conferences. The non-mandatory Bidders’ Conferences are scheduled for the time and locations listed below. Questions may be submitted in writing, prior to the Bidders’ Conferences, via email to Layla.Suleiman@Illinois.gov by noon on October 28, 2011.

All questions and answers provided during Bidders’ Conferences are considered
unofficial. Official questions and answers will be listed in a Frequently Asked Questions (FAQs) document and will be posted on the DHS website at http://www.dhs.state.il.us. Look for the “For Providers” section; click on “RFPs,” then on “Community Health and Prevention Request for Proposals.” The FAQs will be posted with the Substance Abuse Prevention Program RFP. The FAQs will be posted after the Bidders’ Conferences are held; applicants are strongly encouraged to check the FAQs after the Bidders’ Conferences. Only written answers posted on the website will be considered valid and official.

Anyone requiring an interpreter, or other special accommodation(s), should notify the Department’s contact person as listed above under the heading, “Contact Person.”

*It is recommended that attendees bring a copy of this RFP to the Bidders’ Conferences. Hard copies of the RFP will not be provided by the Department.*

Below please find the dates for the Bidders’ Conferences. Each Bidders’ Conference will be held from 8:30 a.m. until 5:00 p.m. Two Sub-Grants will be reviewed from 8:30 a.m. – 11:30 a.m.: Sub-Grant A – Local Capacity Building (LCB) and Sub-Grant D - State Capacity Building (SBC) and two Sub-Grants will be reviewed from 12:30 – 5:00: Review of Sub-Grant B – Direct Service (DS) and Sub-Grant C – Strategic Prevention Framework (SPF). You should plan to attend the reviews the Sub-Grant review of most interest to your agency.

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<td>November 1, 2011</td>
<td>Chicago Urban League</td>
<td>Parking is available in the lot behind the building and on the street</td>
</tr>
<tr>
<td></td>
<td>4510 S. Michigan Ave.</td>
<td></td>
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<tr>
<td></td>
<td>East West Conference Rooms</td>
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<td></td>
<td>Chicago, IL 60653</td>
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<tr>
<td>November 2, 2011</td>
<td>Bloomington Police Station</td>
<td>Free parking located at Lot #9 approximately 1.5 blocks from station on East Street. If you park in Police Department lot, you will be ticketed.</td>
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<td>305 S. East Street</td>
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<td></td>
<td>Osborn Room</td>
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<td>Bloomington, IL</td>
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<td>November 3, 2011</td>
<td>Mt Vernon Outland Airport</td>
<td>Parking is free</td>
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<td>100 Aviation Drive</td>
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<td></td>
<td>Mt Vernon, IL 62864</td>
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P. Late Proposals/Responses

Late proposals will not be opened or considered and will be automatically disqualified, but
will be retained by the Department. The Department will notify all applicants whose proposals will not be considered due to lateness or non-compliance with proposal requirements.

Q. Objections

Applicants who object to any provision of the RFP, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Department, may submit a written protest regarding the Department’s action. The Department will consider all such written protests which are submitted according to the time periods specified below. The Department will investigate all allegations and issue a written response. The decision of the Department is final.

Protests must be in writing and will be considered filed when physically received by the Department at the following address:

Illinois Department of Human Services
Office of the General Counsel
401 S. Clinton, Ste. 6-400
Chicago, Illinois 60607

ATTENTION: Kathy Ward

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest.

If a protest is received, any award made will not be considered final until the protest is resolved.

R. Commencement of Service

The Department is not obligated to reimburse applicants for expenses incurred prior to the complete and final execution of the written agreement. If the applicant receives an award letter from the Secretary, then it is reasonable to assume that the Department will be forwarding the applicant a contract. No services can be reimbursed prior to the full and complete execution of the contract and filing with the Illinois Office of the Comptroller.

S. Public Information

All information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. The successful applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the contract may be considered open for public inspection. Price information submitted by the successful applicant shall be considered public. Only the record of proposals that are not selected
for funding (i.e., a list of those agencies that submitted unsuccessful applications) shall be considered public information, not the applications themselves.

T. Review Panel

Proposals will be reviewed by a panel established by staff from DHS. Panel members will initially read and evaluate applications independently using guidelines furnished by DHS and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively. Scoring will be on a 100 point scale.

Scoring will not be the sole award criterion. While recommendations of the review panel will be a key factor in the funding decisions, the Department considers the findings of the review panel to be non-binding recommendations. The Department maintains final authority over funding decisions and reserves the right to consider additional factors, such as geographical distribution of proposed service areas, past performance and/or financial standing with the Department, when making final award decisions.

U. Contract

The legal agreement between DHS and the successful applicants will be in the form and format prescribed by DHS. The standard DHS Community Service Agreement will be used when contracting for services. This agreement may be found at http://www.state.il.us, select “For Providers”, then “Contracts” or http://www.dhs.state.il.us/page.aspx?item=29741. If selected for funding, the applicant will be provided with a DHS Community Service Agreement for signature.

V. Program Evaluation and Performance Reporting Requirements

Successful applicants will be required to participate in any evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly.

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its vendor/grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible. Successful applicants will be required to report service delivery data via the On Track system and Program Performance Reports.

W. Deliverables

Successful applicants will be required to provide the following information to the Department as grantees:

< Work Plan, in a format provided by the Department
< Service delivery data via the *On Track* system

< Semi-Annual and Annual Program Performance Reports, in a format provided by the Department

< Expenditure Documentation Forms (EDFs), in a format provided by the Department

< Participation in evaluation activities as directed by the Department and/or its evaluation contractor.

< Participation in training and technical assistance activities as directed by the Department and/or its evaluation contractor.

< Local Strategic Plans (*Strategic Prevention Framework* grantees only)

X. Congressional and Legislative Districts

The applicant must provide on the required Application and Plan for Human Services Program (cover sheet) the Congressional District (by number), the Illinois House and Senate Legislative Districts (by number), available at the following website: http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByAddress.asp

Y. Additional Information

The Department reserves the right to request additional information that could assist with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

Z. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department, and should budget accordingly.

AA. Background Checks

Background checks are required for all program staff and volunteers who have one-on-one contact with children and youth. Funded programs will be required to have a written protocol on file requiring background checks, as well as evidence of their completion.
BB. Child Abuse/Neglect Reporting Mandate

Per the Abused and Neglected Child Reporting Act, adults working with children and youth under the age of 18 years old are mandated reporters for suspected child abuse and neglect. All programs funded through this grant opportunity must have a written protocol for identifying and reporting suspected incidents of child abuse or neglect.

CC. Hiring and Employment Policy

It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department’s philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.

DD. Linguistic and Cultural Competency

The Illinois Department of Human Services is mandated to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, ADA Amendments Act of 2008, Illinois Human Rights Act, the 1970 Constitution of the State and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, disability, or the inability to speak or comprehend the English language. The State of Illinois Linguistic and Cultural Competency Guidelines (LCC Guidelines, see Attachment 4) were developed as a mechanism for improving language and cultural accessibility and sensitivity in services provided by human service organizations that receive grants and contracts to serve the residents of the State of Illinois. Providers must demonstrate their ability to provide services in accordance with the Department’s LCC guidelines.
PART II

A. Department’s Need for the Services

The Illinois Department of Human Services, Division of Community Health and Prevention, is seeking community-based organizations and governmental units across the state to provide services under one or more of its substance abuse prevention sub-grants. These sub-grants are: Local Capacity Building, Direct Service, Strategic Prevention Framework and Statewide Capacity Building.

The personal, social and economic devastation brought about by underage drinking is well documented, both nationally and in Illinois. Youth under the influence of alcohol, tobacco or other drugs can bring about devastating consequences, not only in their own lives but in the lives of their families and communities. These include unintentional injuries (drownings, falls, etc.), sexual assaults, suicides, driving accidents and fatalities, violence, teen births, sexually transmitted diseases, HIV/AIDS, poor academic outcomes and addiction. Alcohol continues to be the number one drug used by youth. According to the Chestnut Health Systems report, 2006 Youth Study on Substance Abuse Comparing 2002, 2004 and 2006 Results, alcohol was used in the past month by nearly one in five 8th grade youth in Illinois and more than half of the surveyed 12th grade youth. In grades 8, 10 and 12, alcohol use rates mirrored or were above national rates and in 2006 rates were trending up.

The rate of alcohol use among youth Illinois in grades 8, 10 and 12 is more than double the rate of the use of any other drug, with 34 percent using alcohol, 15.5 percent using marijuana, 12.6 percent using cigarettes (Chestnut Health Systems, Youth Study on Substance Abuse – Results from the 2008 Illinois Youth Survey). According to the Underage Drinking Enforcement Training Center,1 underage drinking cost the state of Illinois $3.04 billion in 2007, which was an increase from $2.9 billion in 2005. These costs include medical care, work loss and pain and suffering associated with the multiple problems resulting from the use of alcohol by youth.

Substance abuse prevention efforts have been developed and implemented over the past several decades. Research during this time has resulted in the identification and widespread use of effective or ‘evidence-based’ approaches. In addition, there is an emerging body of knowledge specific to Illinois’ communities, based on the State’s 25 years of experience in administering the statewide Substance Abuse Prevention Program (SAPP) system. The Department’s policies and practices have been refined over the years to reflect emerging best practices, improve service delivery and achieve positive outcomes.

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1 The Underage Drinking Enforcement Training Center was established by the Office of Juvenile Justice and Delinquency Prevention (within the U.S. Department of Justice) to support its Enforcing Underage Drinking Laws Program.
The Department also wants communities and agencies to be aware of the substance abuse prevention program’s future direction. The Department will consider Substance Abuse and Mental Health Services’ (SAMHSA) Center for Substance Abuse Prevention recommendations shared during a recent system review. The Department’s future SAPP Request for Proposal, at minimum, will identify communities for funding based upon the following criteria:

- presence of a youth substance abuse issue: alcohol, tobacco or other drug use rates are above the State’s rates based upon objective data
- alignment with the State’s established goals and objectives
- demonstrated working partnership with a local multi-sector coalition

As part of this ongoing effort to enhance the system and provide evidence-based prevention services to the largest number of communities possible, the Department is introducing a new four-pronged Substance Abuse Prevention (SAP) system, with the following Sub-Grants:

- Local Capacity Building
- Direct Services
- Strategic Prevention Framework
- State Capacity Building

Together, the four Sub-Grants of the new system will:

- Acknowledge varying levels of community capacity or readiness to provide services
- Acknowledge the diverse issues and availability of providers in communities across Illinois
- Sustain the workforce by reducing staff turnover and creating opportunities for upward mobility
- Establish clear performance standards, expectations and accountability
- Use evidence-based substance abuse prevention programs, practices and policies
- Support strategic planning

Grants to local community-based organizations are being made available in each of the four Sub-Grant areas.

The overarching goal of all Sub-Grants of the SAP system is to reduce 30-day alcohol, tobacco, marijuana and prescription drug misuse/abuse among 11-20 year olds in Illinois.

B. Organization of this Request for Proposals (RFP) and Your Proposal

B1. Substance Abuse Prevention Program Sub-Grants. For purposes of this RFP and the proposals that will be submitted, each grant type will be referred to as a Sub-Grant, as follows:
Sub-Grant A - Local Capacity Building
Sub-Grant B - Direct Services
Sub-Grant C - Strategic Prevention Framework
Sub-Grant D - Statewide Capacity Building

Programmatic information and instructions for preparation of your proposal are provided in four separate Sub-grant specific sections in the pages that follow. This information includes:

- Intent of the Program
- Goals to be Achieved
- Proposal Evaluation Criteria
- Additional Requirements and Information
- Proposal Content
  - Executive Summary
  - Agency Qualifications/Organizational Capacity
  - Service Area
  - Needs Statement
  - Description of Program/Services
  - Agency Evaluation and Reporting
  - Budget and Budget Narrative
- Appendices

B2. Applying for More Than One Sub-Grant - Applicants may be eligible for and/or interested in applying for more than one Sub-Grant. Please note:

- To determine your eligibility for a given Sub-Grant, please refer to both Part I, Section F, “Eligible Applicants,” and Part II, Section G, “Additional Requirements and Information,” within the relevant Sub-Grant package, later in this RFP.

- Regardless of the number of Sub-Grants being applied for, applicants will submit ONLY ONE PROPOSAL.

- If applying for more than one Sub-Grant, your application will include a sub-proposal for each Sub-Grant. Please refer to Part I, Section E, “Proposal Container & Format Requirement” for further information.

B3. Applying for More Than One Service Area per Sub-Grant - Applicants may propose to provide services in more than one geographic area (sites) per Sub-Grant. Regardless of the number of areas you propose to serve, applicants must submit one complete Plan per service area.
B4. **Contents of a Complete Application** – A complete application must include the following items, in the order listed. **Repeat all of Part (b) below as many times as needed.**

Complete Application for One Sub-Grant at One Site:

a. **APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM COVER PAGE**, Secretary of State – **Corporation File Detail Report and W-9** *(See Attachment 1 - only completed one time and Corporation File Detail Report and W-9 submitted one time)*

b. Appendix A: Audited Financial Statement *(only provided one time)*

c. **SUB-GRANT [A, B, C or D] SITE PLAN COVER PAGE** *(See Attachment 2)*
   c.1. Proposal Checklist *(See Attachment 3)*
   c.2. Appendix B: Executive Summary
   c.3. Narrative (Agency Qualifications/Organizational Capacity, Service Area, Needs Statement, Description of Program Services and Agency Evaluation and Reporting)
   c.4. Budget
   c.5. Budget Narrative
   c.6. Appendices (the remaining appendices for the sub-grant you are applying for)

**Example of Complete Application for Multiple Sub-Grant**: If you plan to submit multiple sub-grants (one sub-grant and multiple sites or multiple sub-grants and multiple sites), please repeat the section that is in bold type below as many times as needed. **Note:** On the Proposal Checklist, if you submit the Application and Plan for Human Services Program Cover Page, Secretary of State – Corporation File Detail Report, W-9 and Audited Financial Statement once, you may enter “NA” on other Proposal Checklists, as needed.

**APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM COVER PAGE**
Secretary of State – **Corporation File Detail Report and W-9**

**SUB-GRANT [A, B, C or D] SITE PLAN COVER PAGE**

Proposal Checklist

Appendix A: Audited Financial Statement

Appendix B: Executive Summary

Narrative (Agency Qualifications/Organizational Capacity, Service Area, Needs Statement, Description of Program Services and Agency Evaluation and Reporting)

Budget

Budget Narrative

Appendices (the remaining appendices per sub-grant)
SUB-GRANT [A, B, C or D] SITE PLAN COVER PAGE

Proposal Checklist

Appendix B: Executive Summary

Narrative (Agency Qualifications/Organizational Capacity, Service Area, Needs Statement, Description of Program Services and Agency Evaluation and Reporting)

Budget

Budget Narrative

Appendices (the remaining appendices per sub-grant)
Sub-Grant A

Local Capacity Building
C. Intent of the Program

The Illinois Department of Human Services, Division of Community Health and Prevention, is seeking proposals from community-based, public or private not-for-profit agencies and governmental units to deliver substance abuse prevention services.

Local Capacity Building (LCB) Grant

This grant is designed for providers with little or no experience in delivering substance abuse prevention services. Funds will support assessment and limited delivery of ‘universal’ and ‘selected’ services for youth ages 11-18 and their families, schools and/or communities.

The purpose of this grant is to broaden the network of communities receiving substance abuse prevention services and thereby assist local providers in building the organizational and community capacity to administer a Direct Service grant or a Strategic Prevention Framework grant. Applicants will only be awarded an LCB grant once and will be expected to apply for a new grant type at the end of the grant cycle.

Note: Applicants for the LCB grant are not eligible for any other type of grant funding under this RFP.

Illinois Youth Survey Recruitment

A high priority for the Department is to build and continually update a body of data about youth attitudes and behavior related to alcohol, tobacco and substance use/abuse, which (data) are used to inform programmatic decisions. These data are gathered through the Illinois Youth Survey, a self-report survey funded by the Department and conducted in the spring of every other year with students in 6th, 8th, 10th and 12th grades in public and private schools. The survey tools are available in English and Spanish. There is no cost to the schools that participate in the survey.

Applicants must demonstrate commitment from schools in the targeted service area to participate in the 2012 Illinois Youth Survey.

D. Goals to be Achieved

The goal of the Local Capacity Building grant is to build the capacity of organizations and communities to identify and respond to alcohol, tobacco and marijuana through the delivery of prevention services that target the needs of 11-18 year olds, their families and schools.

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2 ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
E. Services to be Performed

Local Capacity Building grantees must provide four (4) core (required) services as described below:

Local Capacity Assessment - Required

Grantees must work with the Department to complete an assessment of community readiness to engage in substance abuse prevention services/activities. This process will take place within the first nine months of funding. Grantees must commit to participating in this process using a protocol specified by the Department, and to utilizing the results of the assessment to identify an appropriate evidence-based approach (youth prevention education, parent/family education, communication campaign or mentoring) for your target area.

Limited Service Delivery - Required

Grantees must submit a plan that outlines the selected evidence-based substance abuse prevention service(s) that were identified through the Local Capacity Assessment. These services will be delivered in a limited number of community or school-based settings.

Create or Enhance a Coalition - Required

Grantees must create a new substance abuse prevention coalition or enhance an existing substance abuse prevention coalition in the community. Grantees approved for creating a new coalition must develop a multi-sector coalition, the coalition must agree to meet on at least a quarterly basis, develop a mission statement that includes the reduction of youth substance use, develop coalition capacity (clear roles and organizational structure, meeting and communication habits, decision-making and problem-solving process, leadership).

Grantees who have been approved to enhance an existing coalition must develop a sub-committee with multi-sector representation and/or assess existing coalition’s representation and identify and recruit missing sectors, the coalition/sub-committee must agree to meet on at least a quarterly basis, review and adapt the mission statement so that includes the reduction of youth substance use, develop a plan for gaining schools’ buy-in to administer the Illinois Youth Survey, assess current coalition capacity (clear roles and organizational structure, meeting and communication habits, decision-making and problem-solving process, leadership) and determine areas that need to be enhanced/strengthened and create a plan to address the gaps identified.

Community Readiness to Implement Illinois Youth Survey - Required

Grantees must recruit local schools for participation in the 2012 Illinois Youth Survey. In coordination with the coalition, the Local Capacity Building applicant will also develop a plan for gaining schools’ buy-in to administer the Illinois Youth Survey in 2014.
F. Proposal Evaluation Criteria

Applications will be evaluated on the following criteria:

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<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Agency Qualifications</td>
<td>25</td>
</tr>
<tr>
<td>Needs Statement</td>
<td>25</td>
</tr>
<tr>
<td>Description of Program/Services</td>
<td>35</td>
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<tr>
<td>Evaluation</td>
<td>5</td>
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<tr>
<td>Budget</td>
<td>10</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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G. Additional Requirements and Information

Applicants interested in LCB grants should take note of the following basic requirements:

**Eligible Applicants** – Public and private not-for-profit agencies and units of local government are eligible to apply for these funds. Applicants for a Strategic Prevention Framework (SPF) grant or Direct Service grant are NOT ELIGIBLE to apply for a Local Capacity Building grant.

In addition, applicants that have served as either a fiscal agent or provider for an IDHS Substance Abuse Prevention Program grant or one of the grants listed below during the last five years are NOT ELIGIBLE to apply for a Local Capacity Building grant:

- Substance Abuse Prevention Program – Comprehensive, Specialized, Statewide
- Partnerships for Success and/or Strategic Prevention Framework State Incentive Grant Program Grantees
- Other federal grants:
  - U.S. Department of Education: Discretionary Grants to Reduce Alcohol Abuse, Mentoring Grants, Safe Schools/Healthy Students Initiative Grant
  - Substance Abuse Mental Health Services Administration, Center for Substance Abuse Prevention: Drug Free Communities Support Grant, Drug Free Communities Support Grant – Mentoring, Prevention of Methamphetamine Abuse, Minority SA/HIV Prevention Initiative, Sober Truth on Preventing Underage Drinking Act Grants (STOP Act)
  - Department of Justice, Office of Juvenile Justice and Delinquency Prevention: Enforcing Underage Drinking Laws – Rural Initiative or College Initiative

LCB grants will not be awarded in geographic areas served by Partnerships for Success and/or Drug Free Community Support grant programs (see Attachment 5 for a list of the current grantees and their service areas).

Internet Access - The Applicant organization must have access to the Internet for purposes of using the *On Track* data system.
Background Checks - The Applicant must agree to conduct background checks for all program staff and volunteers who have one-on-one contact with youth. (Please refer to Part I, Section Z, Background Checks.)

H. PROPOSAL CONTENT

Applicants must submit a proposal that contains the information outlined below. Each section must have a heading that corresponds to the headings in bold type listed below.

If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section, and must be in the order requested.

H1. Executive Summary (1 page maximum) - Not scored

The Executive Summary should be included as Appendix B – LCB: Executive Summary of your proposal.

The Executive Summary for Local Capacity Building grant applications must include the following information:
- Name of the applicant organization
- Type of grant applied for
- Description of the targeted service area(s), including the county(ies); municipality(ies); Chicago Community area(s) (if appropriate); total numbers of residents; total number of school-aged youth aged 11-18; total number of schools; and total number of institutions of higher education (if applicable)
- Total amount of funds you are requesting

Note: The program narrative includes Sections H2 through H6.

H2. Agency Qualifications/Organizational Capacity (5 pages maximum)

25 points

The purpose of this section is for the applicant to present an accurate picture of the agency’s ability to provide services in the area of substance abuse prevention. See Attachment 4, for guidance about Linguistic and Cultural Competence. Information in this section should include, but not necessarily be limited to, the following:

- A brief description of all of the services provided by your agency.
- A description of your agency’s current programs and activities relevant to the services described in the Sub-Grant(s) of RFP.
- Describe how your agency is rooted in the geographic area you propose to serve.

- Provide a description of linguistic and cultural competence of the organization and as it relates to the provision of existing services.

- Provide evidence of your agency’s cultural and linguistic competence to serve the service area. Applicant should describe how participants receive effective, understandable and respectful services, provided in the participant’s preferred language and in a manner sensitive to cultural beliefs and practices.

- A description of existing linkages with community resources and services, particularly with organizations addressing substance abuse treatment, mental health treatment and other human services not provided by the applicant agency. If the linkages do not currently exist, include a plan to establish those linkages.

- Any additional information that the applicant feels might be relevant to a reviewer in determining the agency’s ability to carry out a quality program should be included.

- An organizational chart of the applicant organization (local program site) showing where the program and its staff will be placed should be included as Appendix C – LCB: Organizational Chart. If subcontractors will be used, include the relationship with those organizations in the chart.

- Evidence that the program director is qualified on the basis of education and experience to direct the program. Present the resumé of the person who will direct this program as an attachment labeled Appendix D – LCB: Resumé /Job Description of Project Director. If that individual has not yet been hired, present the agency director’s job description as an attachment labeled Appendix D - LCB: Résumé /Job Description of Project Director.

- Describe strategies used to recruit and retain diverse personnel that are representative of the proposed service area.

- Resumés (or job descriptions, if vacant) for all employee positions (key staff) who will be funded with this grant, and an indication of the percent of time those employees will spend in this program. Include the resumés and/or job descriptions of key staff in Appendix E – LCB: Resumés/Job Descriptions - Key Staff.

- Describe your procedure for conducting and maintaining background checks.
H3.  Service Area (3 pages maximum) – Not Scored

This grant will support assessment for and limited delivery of universal and selected services serving youth ages 11-18 and their families, school or community. For the Local Capacity Building Grant, the geographic boundaries such as county(s), municipality(s) or Chicago Community area(s) must adhere to population size parameters of no smaller than 20,000 to no larger than 175,000 (total number of residents).

The Illinois Department of Human Services is interested in gathering information about the service delivery area for each agency/program providing services. Because of the importance of this information, your proposed service delivery area will be reviewed in the context of your application and the State’s need for services in that area.

Provide a description about the geographic area you intend to serve with the funds awarded through this grant opportunity.

Identify the geographic area you plan to target for services by indicating the county(s), municipality(s) or Chicago Community Area(s). Include the following information:

- Geographic boundaries (e.g. county, part of a municipality or Chicago community area, etc.)
- Type - county(s), municipality(s) or Chicago Community Area(s)
- Setting (urban, suburban, rural, other urban). This definition is based on the county in which the geographic area is located and its proximity to a Census defined Standard Metropolitan Statistical Area. See http://iys.cprd.illinois.edu/results/statewide-reports - 2010 Report Appendices, Appendix 11 – Illinois Community Types (pages A-102 & A-103, to determine the setting assignment for your geographic area.
- Indicate whether your agency owns or rents physical space in the geographic area and if so, the length of time your agency has occupied it. Indicate the square mileage of the geographic area you propose to serve. Indicate the mileage and travel time between your agency’s office and the furthest community you intend to serve. The applicant’s agency must be within 75 miles and/or no more than 1.5 hours of travel time of the proposed geographic area to be served. If applicable, indicate if your agency has multiple locations. If not, indicate “Not Applicable”.

3 Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
• Any unique characteristics of the community/ies or populations you propose to serve if applicable (i.e. diversity such as age groups, culture, religion, sexual orientation, etc.).

**H4. Needs Statement (7 pages maximum)**

**25 points**

For your targeted geographic area, provide data for each indicator listed below and also include the data source and the year the data represents. Provide the data for each county, municipality or Chicago Community area, if you propose to serve multiple areas (e.g. two counties). If you propose to serve multiple areas, also provide the total (combined) numbers for the following indicators.

- Total number of residents

- Race/ethnicity of residents

- Total number of school-aged youth ages 11-18 and percentage of students relative to the total number of residents

- Race/ethnicity of school-aged youth by school (must be provided for public schools – you may add this as a column to the template below or create a new table and you must use the Interactive Illinois Report Card data compiled by Northern Illinois University (with support from the Illinois State Board of Education, found online at [http://iirc.niu.edu/](http://iirc.niu.edu/))

- Include relevant data to document whether the youth population is underserved. A population is underserved when there are insufficient services and resources to meet the level of need or risk in the community.

**Using the template below**, prepare a table with information as indicated, regarding the schools in your target geographic area(s). You must include all of the public and private schools serving 5-12th grade students in this table. Identify the information sources used for Low Income, Mobility Rate, and Enrollment by Grade. **Please note that for private schools, no information is required for Low Income or Mobility Rate.**
In addition, provide the following information about the geographic area, if available. For each indicator, provide the data source and the year the data represents. Use the most recent data available and the data that best represent your geographic area. Self-reported survey results must have been compiled within the past four years (2006).

- Youth substance abuse use data/trends compared against state rates
- Youth substance abuse contributing factors (e.g. retail and social access indicators, norms, attitudes, parent communication, etc)
- Data related to school settings (i.e. alcohol, tobacco or other drug related school expulsions, suspensions)
- Data related to the community (i.e. number of alcohol related fatalities and deaths, number of zero tolerance violations, number of false identifications violations, number of vendors that failed compliance checks, etc.)

H5. Description of Program/Services (10 pages maximum)

35 points

Provide a detailed description of how you will address each of the four (4) required LCB program elements. Please note that Letters of Commitment are required for each element, and must be included in separate Appendices, as indicated.

Program Element I: Local Capacity Assessment
Describe how you will work with the Department to complete an assessment of community readiness to engage in substance abuse prevention services/activities. Include a statement of your commitment to participating in this process using a protocol specified by the Department, and to utilizing the results of the assessment to identify an appropriate evidence-based approach (youth prevention education, parent/family education, communication campaign or mentoring) for your target area.

Provide signed, dated Letters of Commitment from key stakeholders in the geographic area regarding participation in the assessment process. The letters must be submitted on the stakeholder agency’s letterhead, with the exception of parents, residents and youth who are not affiliated with an organization. Letters of Commitment should include the following content:

- Commitment to provide information for an assessment.
- Openness to the option of service delivery at your site (to be determined and as applicable).

Include all letters of commitment regarding local capacity assessment in Appendix F – LCB: Letters of Commitment – Local Capacity.

Program Element II - Limited Service Delivery

Provide a statement of your commitment to develop and submit a plan that outlines the selected evidence-based substance abuse prevention services(s) identified through the Local Capacity Assessment process and your intention to deliver these services in a limited number of community or school-based settings. Please note that applicants are not expected to identify and/or select specific evidence-based approaches or provide a plan as a part of this application. No information about evidence-based programs should be presented in this section.

Include the “Assurance of Delivery of Evidence-based Services” in Appendix G – LCB: Assurance of Delivery of Evidence-based Services.

Program Element III - Create or Enhance a Coalition

Provide a detailed narrative description about developing or enhancing a substance abuse prevention coalition in your community. Specify whether you will develop or enhance a coalition and, and the basis for that decision.

If you propose to conduct mobilization activities to create a new substance abuse prevention coalition, describe the steps that will be taken to mobilize the community. Provide information about your agency’s relationship with existing community stakeholders in the proposed geographic area to be served. Include the following information:
- Specify the name, title, and sector (domain) of the stakeholder and the organization interested in serving on your coalition (for parents, residents and youth who are not affiliated with any organization, state “Not Applicable”). Sectors are as follows:
  - Youth (must be under the age of 18)
  - Parent
  - Business
  - Media
  - School
  - Youth-serving organization
  - Law enforcement
  - Faith-based organization
  - Civic/formal volunteer group (e.g., Rotary, AmeriCorps)
  - Health care
  - Local government
  - Other organization involved in reducing substance abuse

- The nature of the relationship.

- The number of years the relationship has been in place. *(Please note that the coalition may not be the agency’s board of directors.)*

If you propose to **enhance an existing** coalition, provide the following information about your coalition:

- Name of the coalition

- The total number of coalition members

- A list of coalition members: the name of the member, the organization the member represents (if applicable) and sector the individual represents (one person can only represent one sector)

- The month and year the coalition was established

- The mission and/or vision of the coalition

- The organizational structure of the coalition. If applicable, identify the sub-committees and their purpose

- A summary of coalition accomplishments to date

All applicants must submit signed, dated Letters of Commitment from key stakeholders in the geographic area. The letters must be submitted on the agency’s letterhead, with the exception of parents, residents and youth who are not affiliated with an organization.
Letters of Commitment should include the following content:

- Commitment to participate on the coalition and develop its capacity
- Statement of openness to engage in a strategic planning process.

Letters of Commitment should be presented in Appendix H – LCB: Letters of Commitment – LCB Coalition.

Required Element IV - Community Readiness to Implement Illinois Youth Survey

In an effort to bolster local data collection, Local Capacity Building applicants are expected to secure commitment from schools in their geographic area to participate in the 2012 and must present a recruitment plan for the 2014 administration of the Illinois Youth Survey. Local Capacity Building applicants must reach out to every school in their geographic area to assess the schools’ participation in the most recent administration (2010). The Local Capacity Building applicants must submit a recruitment plan for the 2014 administration that outlines how local schools will be recruited. Local Capacity Building applicants that secure commitment for participation will be eligible for bonus points. The Local Capacity Building applicant must secure Letters of Commitment from schools in their geographic area serving 6th, 8th, 10th and/or 12th grades. The letter, on the school’s letterhead and signed by the school principal, needs to include the following content:

- Name of the survey (Illinois Youth Survey)
- Year the survey will be administered (2012)
- Grades housed in the building
- Stated commitment to administer the survey with the grades housed in the building


H6. Agency Evaluation and Reporting (3 pages maximum)

5 points

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.
At minimum, all applicants will be expected to collect and report process measures. Applicants should address the following items:

- Describe the ways your agency organizes and maintains process data (i.e. rosters, satisfaction surveys, content logs)
- Describe your capacity to summarize, report and use process data for program planning, improvement, revision or elimination
- Describe how you have shared information (process and/or measures) with community stakeholders, institutions and community representatives for planning and evaluation purposes

*Note:* All grantees must adhere to the performance expectations outlined for each grant. This information will be shared after the grants have been awarded at a meeting for all new grantees. Generally, all grantees must demonstrate “Excellent” or “Satisfactory” performance, contract conditions and reporting expectations. If a grantee does not meet one of these ratings, a grantee will have a limited amount of time to improve their performance. If a grantee fails to meet these expectations, the Department reserves the right to terminate contract with the grantee.

**H7. Budget and Budget Narrative (4 page maximum for the Budget Narrative)**

**10 points**

The Budget and Budget Narrative should outline expenses associated with administering the grant program. All expenses should be reasonable and appropriate based upon the proposed programming and staffing. The budget and budget narrative should reflect a twelve (12) month time period. Complete the budget form called “Detailed Budget Financial Report Expanded Rows & Columns Updated 09/20/11 (xls)” found at [http://www.dhs.state.il.us/page.aspx?item=29741](http://www.dhs.state.il.us/page.aspx?item=29741). Provide a separate budget narrative in which you describe how appropriate resources and personnel have been allocated for the LCB program. Provide calculations to demonstrate how you arrived at the amounts presented in your budget. The applicant may present a budget narrative in a format of your choice. At this aforementioned website, guidance (video and directions) is provided about how to complete the budget form.

For more information regarding allowable costs, see Attachment 7 – List of Selected Items of Cost Contained in OMB Cost Principles Circulars.

Reasonable start-up will be allowed and funds must be allocated for the following items: one required one-day orientation meeting and six required training programs (e.g. new workers training, coalition capacity building training, etc.). Assume trainings will be held in central Illinois, trainings will be held over a two-day period and the applicant should send at least project staff associated with the grant program. The applicant must
allocate resources to join an organization called Community Anti-Drug Coalitions of American (CADCA) and attend the Mid-Year Leadership Institute and/or the National Leadership Forum. At least one staff member and one coalition member are expected to attend. Visit www.cadca.org for more information regarding expenses related to these events/training programs.

Important Note: An agency’s workforce is critical to its success. Through a recent survey conducted by the Department, community-based providers identified salary as one of the primary reasons why a prevention worker may leave their position. The Department seeks to address the issue of staff turnover and to establish upward mobility as a reality within the field of substance abuse prevention at all levels. Applicants are strongly encouraged to propose salaries that attract and retain high-quality prevention staff members and are commensurate with the responsibilities of the program.

Please proceed to the instructions for other Sub-Grants and/or the Attachments to this RFP, as appropriate for your agency proposal.
Sub-Grant B

Direct Service Grant
C. Intent of the Program

The Illinois Department of Human Services, Division of Community Health and Prevention, is seeking proposals from community-based, public or private not-for-profit agencies and governmental units to deliver substance abuse prevention services.

**Delivery of Direct Services Targeting Individuals and Families - Required**
The Direct Service grant is designed to support evidence-based substance abuse prevention direct services that target individuals and families. Applicants must deliver services using **one or more** of the following four (4) core Direct Service approaches:

1. Youth Prevention Education
2. Parent/Family Education
3. Mentoring
4. Communication Campaigns

**Create or Enhance a Coalition and Conducting the First Three Steps of the Strategic Prevention Framework (Assessment, Capacity Building and Development of a Strategic Plan) - Required**

Grantees may elect to conduct mobilization activities to **create a new** substance abuse prevention coalition or to **enhance an existing** substance abuse prevention coalition in the community. Grantees approved for creating a new coalition must develop a multi-sector coalition, the coalition must agree to meet on at least a quarterly basis, develop a mission statement that includes the reduction of youth substance use, develop coalition capacity (clear roles and organizational structure, meeting and communication habits, decision-making and problem-solving process, leadership).

Grantees who have been approved to enhance an existing coalition must develop a sub-committee with multi-sector representation and/or assess existing coalition’s representation and identify and recruit missing sectors, the coalition/sub-committee must agree to meet on at least a quarterly basis, review and adapt the mission statement so that includes the reduction of youth substance use, develop a plan for gaining schools’ buy-in to administer the Illinois Youth Survey, assess current coalition capacity (clear roles and organizational structure, meeting and communication habits, decision-making and problem-solving process, leadership) and determine areas that need to be enhanced/strengthened and develop a plan to develop the gaps identified.

**Optional Activities - Optional**

Applicants may also elect to engage in one or more of the following two (2) **optional activities**:

1. Recruitment of schools for participation in the 2012 and 2014 Illinois Youth Survey administration
2. Supplemental activities

All of these services are described more fully in Section E, “Services to be Performed,” below.
Applicants may submit multiple Direct Service Site Plans (i.e., implement the grant in multiple geographic areas). Plans may include more than one of the four approaches, but must adhere to all of the requirements for Sub-Grant B, including target population size. Applicants for the Direct Service grant are not eligible to receive a Local Capacity Building grant.

D. Goals to be Achieved

The goal of the Direct Service Sub-Grant is to increase the availability of high-quality prevention services that have the greatest potential to impact factors that contribute to alcohol, tobacco and other drug (ATOD) consumption and consequences of 11-18 year olds.

E. Services to be Performed

Direct Service grantees must deliver services using one or more of the four (4) core Direct Service approaches described below:

**Youth Prevention Education (YPE)**

Grantees choosing to utilize the YPE approach will present ATOD (alcohol, tobacco and other drug) prevention curricula to youth aged 11 to 18. The goal of this program is to increase prevention-related drug knowledge and resistance skills, ultimately enhancing ‘protective factors’ and reversing or reducing ‘risk factors’⁴. These programs include components such as social skills development, peer and media pressure resistance, anti-drug attitudes and norms, and effective self management skills in an effort to increase youth skills in dealing with high-risk situations and decreasing the potential motivation to use drugs. For additional research on YPE, go to [http://www.cprd.illinois.edu/files/ResearchBrief_YouthPreventionEd_2009.pdf](http://www.cprd.illinois.edu/files/ResearchBrief_YouthPreventionEd_2009.pdf)

Applicants may elect to use one or more curricula of either of the following types:

1) **Evidence-based curricula approved for use by the Illinois Department Human Services** - A list of evidence-based prevention education curricula approved for use by the Illinois Department Human Services is included in Attachment 6;

   **OR**

2) **Based on standards that have been established by the Department for YPE programs** - The Department’s standards for YPE programs are provided in the table below, by target population, Universal or Selected. If you choose to implement a curriculum developed by your agency (using the Department’s standards), it must adhere to all of these standards.

⁴ Risk factors are conditions or variables associated with a lower likelihood of positive outcomes and a higher likelihood of negative or socially undesirable outcomes. Protective factors have the reverse effect: they enhance the likelihood of positive outcomes and lessen the likelihood of negative consequences from exposure to risk.
### Youth Prevention Education Standards

#### STANDARDS FOR A UNIVERSAL POPULATION (grades 6-12):

- Include a minimum of eight sessions in the first year (core level) and a minimum of five booster sessions for one or more of the following years.
- Schedule each core and booster session for a minimum of 30 minutes in length.
- Implement both core and booster session no more often than two times a week (i.e. cannot deliver the core or booster portion of program in a severely condensed format).
- Schedule booster sessions in a different school year from the core sessions.
- Do not include scare tactics designed to “shock” participants (e.g., mock crashes).
- Do not include testimonials by former/recovering addicts.

Materials must be culturally sensitive/relevant and suitable to the age and development of the youth being served.

The majority of program session time must be focused on interactive activities that include such techniques as role-plays, discussion, and cooperative learning.

- Coping with internal pressures such as anxiety, stress, and other internal factors that influence ATOD use.
- Coping with external pressures (e.g., peer attitudes, peer pressure) through drug refusal skill building.
- Factual information that reinforces the belief that ATOD use and/or abuse is not the norm or typical behavior for youth.
- Reinforcement of anti-drug attitudes.
- Strengthening of personal commitment against drug abuse.
- Short-term consequences (bad breath, financial cost, legal risks) associated with ATOD use.
- Communication skills (e.g., active listening, using “I” messages).
- Peer relationships (e.g., working as part of a team, showing sensitivity to social cues, harmonizing diverse feelings and viewpoints).
- Self-efficacy and assertiveness (e.g., exercising assertiveness, leadership and persuasion, recognizing self-strengths).

#### STANDARDS FOR A SELECTED POPULATION (grades 6 through 12):

YPE programs that specifically target youth because they share a common risk (e.g. academic delay, developmental delay, behavioral disorders, etc.) are called “selected” programs, rather than “universal” programs. In addition to following the standards
Youth Prevention Education Standards

stated above (for universal programs), Youth Prevention Education programs that target a selected population must adhere to the following additional standards.

- Present a written, planned curriculum that includes a minimum of 20 sessions in the first year (core level) and a minimum of 10 booster sessions for one or more of the following years.

- Assure that staff who facilitate the program receive training in effectively working with youth that share the common risk factor(s) in the targeted population. For example, if the students are selected into the program because they have a behavior disorder, staff training should include strategies for encouraging effective learning in students with behavior disorders.

- Demonstrate a plan for parent/guardian involvement that includes:

  - A minimum of one interactive communication (e.g. phone call, face-to-face conversation, e-mail dialogue) with at least one parent/guardian of each child in the program. The purpose of this communication is to discuss the child’s strengths, any challenges and progress during the program. At least two opportunities for parent/guardian to receive information, provide input into the program, and have their questions addressed (e.g., parent night, e-mail/mail/phone calls, newsletters.

  - At least two in-home learning activities such as homework activities, parent/guardian child discussion strategies, and at-home goal setting to reinforce the YPE curriculum content.

  - A description of how the cultural styles of families have been acknowledged so that information and outreach is culturally sensitive and appropriate (e.g., information is available in parent’s/guardian’s first language).

Parent/Family Education

While parental behaviors represent the primary defense against youth ATOD initiation and use, role modeling alone will not prevent children from experimenting with drugs and other substances. Research over the past decade has shown that children are more likely to remain drug-free when parents use pro-active strategies such as verbal expression of disapproval regarding youth ATOD use; establishing clear rules and expectations for their children regarding ATOD abstinence; and monitoring their children’s activities and peer associations.

Parent/family education programs are designed to enhance parental engagement and equip parents and families of school-aged youth with the information, skills, and parenting strategies to communicate and interact with their children in ways that promote healthy lifestyle choices. For
Applicants may elect to implement either 1) a Department-approved or 2) a standards-based parent and/or family education curriculum. A list of model parent/family education curricula is listed in Attachment 6 of this RFP. The standards for parent/family education are found below. If you choose to implement a curriculum your agency developed, the curriculum must adhere to all of the standards for parent/family education curriculum.

## Parent/Family Education Standards

<table>
<thead>
<tr>
<th><strong>Parent/Family Education Standards</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Family Education grantees will develop a written recruitment and retention plan that identifies and addresses barriers to program participation (e.g., scheduling at times families can attend, scheduling in places where families are already gathering, childcare for siblings, meals at evening events).</td>
</tr>
<tr>
<td>Curricula must include a minimum of five sessions and ten hours of programming.</td>
</tr>
<tr>
<td>Content must be delivered through a variety of interactive strategies and include the following components:</td>
</tr>
<tr>
<td>• Parental role in prevention of smoking, alcohol use, and illicit drug use.</td>
</tr>
<tr>
<td>• Communication of clear expectations around ATOD abstinence.</td>
</tr>
<tr>
<td>• Importance of parental monitoring of children’s activities and peer associations.</td>
</tr>
<tr>
<td>• Strategies for parents to support youth ATOD refusal skills. Parent to parent peer support and interaction.</td>
</tr>
<tr>
<td>Curricula and materials must acknowledge the cultural styles of families so that information and outreach are culturally sensitive and appropriate (e.g., information is available in parent’s/guardian’s first language).</td>
</tr>
</tbody>
</table>

### Mentoring

Mentoring is a structured one-on-one relationship between an adult (18 years of age or older) and young person that focuses on the needs of the mentored participant. Mentoring can provide youth the opportunity to develop relationships with responsible adults. The relationship should foster caring and support, and encourage the individual to develop to their fullest potential. The voluntary nature of mentoring participation (as opposed to paid “professional” participation) demonstrates to youth a level of concern for their welfare. The goal of mentoring is to provide youth with the opportunities and resources for healthy development and rational life decision making. As a result, mentoring can be particularly effective for youth during major life transitions.
transitions. However, mentoring alone is not sufficient to meet all of a young person’s needs. Mentoring should be viewed as a broad social strategy that recognizes the importance of adult relationships in the lives of young people.

Most of the research in this field has focused on mentoring programs that target at-risk youth rather than the general population of young people, and pair a young person with an adult, rather than with a peer. Very little research has been conducted on mentoring programs in other settings, with other goals, or other relationship structures. For additional research related to mentoring, go to http://www.cprd.illinois.edu/files/ResearchBrief_Mentoring_2009.pdf

Planning standards have been developed for Mentoring. This is intended to support Providers in laying the groundwork needed before implementation standards requirements must be met.

Mentoring program grantees must adhere to the standards given below, as appropriate to the stage at which you will be initiating your program.

<table>
<thead>
<tr>
<th>Mentoring Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Stage</td>
</tr>
</tbody>
</table>

The Planning Stage of Mentoring programs must include the development of a referral/recruitment and screening plan that includes a [written?] commitment from referral sources to identify youth with one or more of the following characteristics:

- Single parent family status
- Low socio-economic status
- Lack of positive adult role models

Mentoring programs in the Planning Stage must:

- Identify and secure the commitment of mentors.
- Plan for a ratio of one adult mentor to one youth.
- Set formal expectations for mentors to commit to at least one hour or class period per week for at least nine months or one school year.
- Develop a formal orientation session for mentors that includes an overview of roles and responsibilities; key issues for building strong mentor/mentee relationships; and handling difficult situations.
- Develop a formal screening process that includes a written description of the mentor’s roles and responsibilities; a written statement of the mentor’s commitment to the mentoring relationship; and background and reference checks for mentors.
• Develop a process to gain parental consent for youth participation.

• Develop a plan for communication, supervision and support for mentor/mentees.

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### Mentoring Standards

#### Implementation Phase

In the Implementation Phase, Mentoring program grantees must:

• Deliver a formal orientation session to all mentors that includes an overview of roles and responsibilities; key issues for building strong mentor/mentee relationships; and handling difficult situations.

• Conduct a formal screening process with all mentors that includes a formal screening process that includes a written description of the mentor’s roles and responsibilities; a written statement of the mentor’s commitment to the mentoring relationship; and background and reference checks for mentors.

• Gain parental consent for youth participation.

• Contact mentors a minimum of once every six weeks.

• Assure that mentor pairs must meet at least one hour or class period per week for at least nine months or one school year.

• Maintain a ratio of one adult mentor to one youth.

• Serve youth who demonstrate one or more of the following characteristics:
  
  - Single parent family status,
  - Low socio-economic status,
  - Lack of positive adult role models.

• NOT use the mentoring program as a substitute for intensive intervention services, such as mental health counseling, when needed.
Communication Campaigns

Communication Campaigns that are developed to address ATOD issues utilize a purposeful promotional strategy to change knowledge, attitudes, or behavior in a specific, intended audience via marketing and advertising techniques.

Social norms marketing is a specific approach to communication campaigns that uses various media channels to correct misperceptions by promoting factually substantiated norms in a target population. In the field of substance abuse prevention, this approach is based on the premise that the majority of adolescents overestimate the amount and frequency of ATOD use among their peers. Social norms marketing therefore attempts to correct these misperceptions by promoting the true norms and creating “positive peer pressure” to align their beliefs and behaviors more closely with the true norms. Implementation requires intensive and on-going data collection and analysis, as well as funding for incentives, message development, and placement.


Planning standards have been developed for Communication Campaigns. This is intended to support Providers in laying the groundwork needed before implementation standards requirements must be met.

### Communication Campaign Standards

<table>
<thead>
<tr>
<th>Planning Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providers engaged in the Planning Stage of Communication Campaigns must:</td>
</tr>
<tr>
<td>• Secure written support from and/or participation by those community sectors that would be responsible for providing access to the target audience.</td>
</tr>
<tr>
<td>• Collect baseline survey data from a representative sample of the target audience. <em>When conducting a parent campaign, data may be collected from the youth of the targeted parents.</em></td>
</tr>
<tr>
<td>• Develop a minimum of one objective using the baseline data collected from the target audience. Each objective should:</td>
</tr>
<tr>
<td>• Specify direction of change (increase or decrease),</td>
</tr>
<tr>
<td>• Specify focus of change (select from the menu of change),</td>
</tr>
<tr>
<td>• Identify the specific target audience, and</td>
</tr>
<tr>
<td>• Be measurable from the data sources collected during the preplanning and planning phases.</td>
</tr>
<tr>
<td>Develop a written project timeline for the planning and strategy development phases which outlines:</td>
</tr>
</tbody>
</table>

42
### Communication Campaign Standards

#### Planning Phase

- Steps/tasks to be completed.
- Projected deadline for each step.
- The person(s) responsible.

Identify message distribution sources that are popular and credible with the target population.

Develop a written marketing plan for the implementation phase which includes: All message/material distribution sources (ads, posters, promotional items, presentations, etc.). Include estimated distribution/delivery dates.

Develop campaign materials, consistent with your project objective(s), to be released at least once every six weeks.

Ensure that campaign materials
- Do not include moral or fear appeals.
- Do not focus on the long-term risks and harm associated with ATOD use.

Gather feedback on campaign messages and materials from a representative sample of the target audience during both the planning and implementation phases (e.g., focus groups, ballot voting, etc.).

Implement campaign for a minimum of nine consecutive months.

<table>
<thead>
<tr>
<th>Communication Campaign Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implementation Phase</strong></td>
</tr>
<tr>
<td>Disseminate campaign materials using a minimum of two message distribution sources.</td>
</tr>
<tr>
<td>Distribute messages through sources that are popular and credible with the target population.</td>
</tr>
<tr>
<td>Disseminate campaign materials, consistent with your project objective, to be released at least once every 6 weeks. Recapture the target audience’s attention by:</td>
</tr>
<tr>
<td>- Changing the wording of the text;</td>
</tr>
<tr>
<td>- Modifying the presentation through the use of new images and graphics; or</td>
</tr>
<tr>
<td>- Utilizing a different message distribution source.</td>
</tr>
</tbody>
</table>

Collect survey data at least once every two years during the Implementation Phase of the
Local Coalition

Grantees must create and/or enhance an existing local coalition and conduct a local needs assessment in order to develop a local strategic plan addressing alcohol, tobacco or other drugs. *Note: This cannot be conducted in communities served by an existing Partnerships for Success (PFS) or Drug Free Community Support (DFCS) grantee in the geographic area. For a list of service areas covered by PFS and DFCS, see Attachment 5.*

Optional Activities

In addition to the required core service delivery, Direct Service grantees may also provide any or all of the following two (2) optional activities:

**Illinois Youth Survey** - *Note: This option is not available to agencies with an existing Partnerships for Success (PFS) grantee in their geographic area. For a list of service areas covered by PFS, see Attachment 5.*

**Supplemental Services** – A small portion of time may be devoted to non-school-based supplemental services such as out-of-school time activities, summer programming such as service learning projects or partnering with organizations offering recreational programs to offer a component such as life skill education.

F. Proposal Evaluation Criteria

Applications will be evaluated on the following criteria:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Qualifications</td>
<td>25</td>
</tr>
<tr>
<td>Needs Statement</td>
<td>25</td>
</tr>
<tr>
<td>Description of Program/Services</td>
<td>35</td>
</tr>
<tr>
<td>Evaluation</td>
<td>5</td>
</tr>
<tr>
<td>Budget</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL** 100 POINTS
Interested applicants should take note of the following basic requirements:

**Eligible Applicants** – Public and private not-for-profit agencies and local units of government are eligible to apply for these funds. Applicants for Direct Service grants are NOT ELIGIBLE to apply for a *Local Capacity Building Grant*.

**Internet Access** - The applicant organization must have access to the internet for purposes of using the *On Track* system.

**Background Checks** - The applicant must agree to conduct background checks on all program staff and volunteers who have one-on-one contact with youth. (Please refer to Part I, Section Z, Background Checks.)

### H. PROPOSAL CONTENT

Applicants must submit a plan that contains the information outlined below. **Each section must have a heading that corresponds to the headings in bold type listed below.** If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section, and must be in the order requested.

#### H1. Executive Summary (1 page maximum) - *Not scored*

Include as **Appendix B – DS: Executive Summary** of your proposal.

The Executive Summary for Direct Service grant applications must include the following information:

- Name of the applicant agency
- Type of grant applied for
- Describe the service area(s) include the county(ies); municipality(ies); Chicago Community area(s); total numbers of residents; total number of school-aged youth aged 11-18; total number of schools; and total number of institutions of higher education (if applicable)
- Type of direct service(s) proposed
- Projected number of recipients served, if applicable
- Total amount of funds you are requesting
Note: The program narrative includes Sections H2 through H6.

H2. Agency Qualifications/Organizational Capacity (5 pages maximum)

25 points

The purpose of this section is for the applicant to present an accurate picture of the agency’s ability to provide services in the area of substance abuse prevention. See Attachment 4, for guidance about Linguistic and Cultural Competence. Information in this section should include, but not necessarily be limited to, the following:

- A brief description of all of the services provided by your agency.
- A description of your agency’s current programs and activities relevant to the services described in the Sub-Grant(s) of RFP.
- Describe how your agency is rooted in the geographic area you propose to serve.
- Provide a description of linguistic and cultural competence of the organization and as it relates to the provision of existing services.
- Provide evidence of your agency’s cultural and linguistic competence to serve the service area. Applicant should describe how participants receive effective, understandable and respectful services, provided in the participant’s preferred language and in a manner sensitive to cultural beliefs and practices.
- A description of existing linkages with community resources and services, particularly with organizations addressing substance abuse treatment, mental health treatment and other human services not provided by the applicant agency. If the linkages do not currently exist, include a plan to establish those linkages.
- Any additional information that the applicant feels might be relevant to a reviewer in determining the agency’s ability to carry out a quality program should be included.
- An organizational chart of the applicant organization (local program site) showing where the program and its staff will be placed should be included as Appendix C – DS: Organizational Chart. If subcontractors will be used, include the relationship with those organizations in the chart.
- Evidence that the program director is qualified on the basis of education and experience to direct the program. Present the resumé of the person who will direct this program as an attachment labeled Appendix D – DS: Resumé / Job Description of Project Director. If that individual has not yet been hired,
present the agency director’s job description as an attachment labeled Appendix D - DS: Resumé /Job Description of Project Director.

- Describe strategies used to recruit and retain diverse personnel that are representative of the proposed service area.

- Resumés (or job descriptions, if vacant) for all employee positions (key staff) who will be funded with this grant, and an indication of the percent of time those employees will spend in this program. Include the resumés and/or job descriptions of key staff in Appendix E – DS: Resumés/Job Descriptions - Key Staff.

- Describe your procedure for conducting and maintaining background checks.

- Past Performance (Only completed by Substance Abuse Prevention Programs – Comprehensive Grant Programs funded during the last two fiscal years). Provide the following FY09 and FY10 report information: 4th quarter On Track hours and the discrepancy between the number of hours projected and actual number delivered and the Program Performance Analysis (PPA) results for all programs rated. If your agency did not receive a PPA report, indicate this information in your response.

H3. Service Area (3 pages maximum) – Not Scored

This grant will support universal and selected services5 serving youth ages 11-18 or in grades 5-12 and their families. For Direct Service grants, the total population (total number of residents) of the community targeted with direct services must be no less than 20,000 and no more than 175,000. For applicants proposing to serve multiple communities under one Direct Service grant, the total population across all targeted communities must be between 20,000 and 175,000 population.

The Department routinely gathers information about the service delivery area for each agency/program providing services. Because of the importance of this information, your application will be reviewed in the context of your proposed service delivery area and the State’s need for services in that area.

Provide a description about the geographic area you intend to serve with the funds awarded through this grant opportunity. Include the following information:

Geographic boundaries - Identify the geographic area you plan to target for services by

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5 ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
indicating the county(s), municipality(s) or Chicago Community Area(s). Include the following information:

- Geographic boundaries (e.g. county, part of a municipality or Chicago community area, etc.)

- Type - county(s), municipality(s) or Chicago Community Area(s)

- Setting (urban, suburban, rural, other urban). This definition is based on the county in which the geographic area is located and its proximity to a Census defined Standard Metropolitan Statistical Area. See http://iys.cprd.illinois.edu/results/statewide-reports - 2010 Report Appendices, Appendix 11 – Illinois Community Types (pages A-102 & A-103, to determine the setting assignment for your geographic area.

- Indicate whether your agency owns or rents physical space in the geographic area and if so, the length of time your agency has occupied it. Indicate the square mileage of the geographic area you propose to serve. Indicate the mileage and travel time between your agency’s office and the furthest community you intend to serve. The applicant’s agency must be within 75 miles and/or no more than 1.5 hours of travel time of the proposed geographic area to be served. If applicable, indicate if your agency has multiple locations. If not, indicate “Not Applicable”.

- Any unique characteristics of the community/ies or populations you propose to serve if applicable (i.e. diversity such as age groups, culture, religion, sexual orientation, etc.).

H4. Needs Statement (5 pages maximum)

25 points

For your targeted the geographic area, provide data for each indicator listed below and also include the data source and the year the data represents. Provide the data for each county, municipality or Chicago Community area, if you propose to serve multiple areas (e.g. two counties). If you propose to serve multiple areas, also provide the total (combined) numbers for the following indicators.

- Total number of residents
- Race/ethnicity of residents
- Total number of school-aged youth ages 11-18 and percentage of students relative to the total number of residents
- Race/ethnicity of school-aged youth by school (must be provided for public schools)

- Include relevant data to document whether the youth population is underserved. A population is underserved when there are insufficient services and resources to meet the level of need or risk in the community.

Using the template below, prepare a table with information as indicated, regarding the schools in the geographic area. You must include all of the public and private schools serving 5-12th grade students in this table. Identify the information sources used for Low Income, Mobility Rate, and Enrollment by Grade. Please note that for private schools, no information is required for Low Income or Mobility Rate.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Type (Public or Private)</th>
<th>Community</th>
<th>Percent Low Income and Source* (public schools only)</th>
<th>Mobility Rate and Source* (public schools only)</th>
<th>Enrollment by Grade Level: Grades 5-12 and Source*</th>
<th>Total Enrollment: Grades 5-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Middle School</td>
<td>Public</td>
<td>North City</td>
<td>18%</td>
<td>22%</td>
<td>6- 220</td>
<td>615</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>School Report Card</td>
<td>School Report Card</td>
<td>7- 200</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8- 195</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall Housing Data</td>
<td></td>
</tr>
</tbody>
</table>

* Note: Data source that must be used by applicants: 1) Interactive Illinois Report Card data compiled by Northern Illinois University (with support from the Illinois State Board of Education, found online at [http://iirc.niu.edu/](http://iirc.niu.edu/)); and/or 2) individual interviews with school personnel should only be used for private/parochial schools.

In addition, provide the following information about the geographic area, if available. For each indicator, provide the data source and the year the data represents. Use the most recent data available and the data that best represent your geographic area. Self-reported survey results must have been compiled within the past four years (2006).

- Critical incidents involving alcohol, tobacco and/or other drugs

- The following data related to youth substance use-related problems:
  - Youth substance abuse use data/trends compared to state rates
  - Substance abuse issues in school settings (i.e. alcohol, tobacco or other drug related school expulsions, suspensions)
H5. Description of Program/Services (20 pages maximum)

40 points

YOUTH PREVENTION EDUCATION (YPE)

Provide a detailed description of the approved Youth Prevention Education curriculum or standards-based youth prevention education curriculum(a) you intend to implement. The narrative about your planned approach should address the following information:

- Indicate whether you will be using a standards-based or Department-approved curriculum and the population served by each curriculum (universal or selected).
- Provide a rationale for the selection of the curriculum (e.g. suitable for the population within the proposed geographic area, mobility rates, etc.)
- Provide a plan for unanticipated implementation issues (e.g. snow days, fire drills, etc.)

If proposing a Department-approved curriculum, provide a rationale for any anticipated adaptations to the original curriculum. Include information regarding additions, deletions or revisions. Adaptations that would significantly reduce exposure to or content of tested programs will result in a lower score. Indicate “no planned adaptations” if no proposed adaptations will be made.

If proposing a standards-based curriculum, describe how your curriculum addresses each standard (see below). Include the name of your agency and a copy of the curriculum in Appendix F – DS: Agency’s standard-based curriculum of your proposal.

Using the template below, prepare a table with information as indicated, regarding the schools in the geographic area.

<table>
<thead>
<tr>
<th>School/Site</th>
<th>Population (Universal or Selected)</th>
<th>Grade Level Targeted</th>
<th>Estimated Number of Classes</th>
<th>Number of Sessions per Class</th>
<th>Length of Session (minimum 30 minutes)</th>
<th>Session Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., North Middle School</td>
<td>6</td>
<td>8</td>
<td>11</td>
<td>60 minutes</td>
<td>2x per week</td>
<td></td>
</tr>
</tbody>
</table>

If the school mobility rate in any of your proposed delivery schools exceeds 25 percent,
describe how you will ensure that targeted youth will receive the number of core and booster sessions prescribed by the curriculum.

Note: If your agency is awarded funds to implement a curriculum based on the Department’s YPE standards, your curriculum is subject to further review to ensure that it adheres to all of the YPE standards. You will be expected to comply with any requests by the Department to revise your curriculum. Any and all issues must be addressed prior to the initiation of any implementation.

If you propose to deliver the YPE curriculum(a) in a school or community-based site other than your own agency, you will need to obtain a Letter of Commitment from each school and/or community-based site. At minimum, the letter, on the school or agency’s letterhead and signed by a community-based agency’s executive staff or school administrator/official, must include the following content:

- Acknowledge their commitment to support your agency’s delivery of the proposed YPE curriculum, including both core and “booster” sessions to be administered in future years
- Name of the curriculum
- Grade level(s) targeted for the core sessions
- The number of sessions in the core curriculum
- The length of the session, in minutes
- The number of classes, by grade level

All “Letters of Commitment – Youth Prevention Education” should be presented in Appendix G – DS: Letters of Commitment – Youth Prevention Education.

PARENT/FAMILY EDUCATION

Provide a detailed description of the Department-approved parent and/or family education curriculum(a) or standards-based parent and/or family education curriculum(a) you intend to implement. The narrative about your planned approach should address the following information:

Identify the name and type of parent/family education curriculum (standards-based or Department- approved)

If proposing a Department-approved curriculum: Provide a rationale for any anticipated adaptations to the original curriculum. Include information regarding additions, deletions or revisions. Adaptations that would significantly reduce exposure to or content of tested programs will result in a lower score. Indicate “no planned adaptations” if no proposed adaptations will be made.

If proposing a standards-based curriculum: Indicate whether the curriculum is developed
or will be developed. Describe how your curriculum addresses each standard (see below). This information should be presented in this section of the proposal. Include the name of your agency and a copy of the curriculum in Appendix H – DS: Agency’s standard-based curriculum – Parent/Family Education.

Using the template below, prepare a table with information as indicated, regarding the schools in the geographic area.

<table>
<thead>
<tr>
<th>Site</th>
<th>Groups to be Served and Number per Group</th>
<th>Number of Sessions</th>
<th>Session Length (minutes)</th>
<th>Session Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., North Community Center</td>
<td>4 groups/12 per group</td>
<td>8</td>
<td>60 minutes</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

Develop a written recruitment and retention plan that identifies and addresses barriers to program participation (e.g., scheduling at times families can attend, scheduling in places where families are already gathering, childcare for siblings, meals at evening events).

Present a written, planned curriculum with a minimum of five sessions and ten hours of programming.

Deliver content through a variety of interactive strategies and include the following components:

- Parental role in prevention of smoking, alcohol use, and illicit drug use.
- Communication of clear expectations around ATOD abstinence.
- Importance of parental monitoring of children’s activities and peer associations.
- Strategies for parents to support youth ATOD refusal skills.
- Parent to parent peer support and interaction.

Describe how your curriculum acknowledges the cultural styles of families so that information and outreach are culturally sensitive and appropriate (e.g., information is available in parent’s/guardian’s first language).

Note: If your agency is awarded funds to implement a curriculum based on the Department’s Parent/Family Education standards, your curriculum is subject to further review to ensure that it adheres to all of the standards. You will be expected to comply with any requests by the Department to revise your curriculum. Any and all issues must be addressed prior to implementation.
If you propose to deliver Parent/Family Education services in a community-based site (other than your own agency), you must obtain Letters of Commitment from each community-based site. At minimum, the letter, on the agency’s letterhead, needs to include the following content:

- Acknowledge their commitment to support your agency’s delivery of the proposed parent/family curriculum
- Name of the curriculum
- Population (universal or selected)
- The number of sessions in the curriculum
- The length of the session (in minutes)

All “Letters of Commitment – Parent/Family Education” should be presented in Appendix I – DS: Letters of Commitment – Parent/Family Education.

MENTORING

Provide a detailed narrative description of the Mentoring program you plan to implement. Mentoring proposals must include the following information:

- A discussion of whether your agency proposes to initiate the program at the Planning or Implementation Phase, and the basis for that decision.
- The setting in which your program will be implemented: school, community-based or both
- Grade levels of youth to be served (mentored)
- Number of youth to be served (mentored) per fiscal year
- For the phase selected (Planning or Implementation), describe how your agency will address each standard in that phase. If you propose to begin in the Implementation phase, describe how your agency has already addressed each of the Planning phase standards.

Note: If your agency is awarded funds to implement mentoring program based on the Department’s Mentoring program standards, your curriculum is subject to further review to ensure that it adheres to all of the standards. You will be expected to comply with any requests by the Department to revise your mentoring program. Any and all issues must be addressed prior to implementation.

If you propose to deliver services in a school and/or community-based site (other than your own agency), you must obtain “Letters of Commitment” from each site. At minimum, the letter, on the school and/or agency’s letterhead, needs to include the following content:

- Acknowledge their commitment to support your agency’s delivery of a mentoring program
• Statement that they have read the Mentoring standards listed above and agree to adhere to any standards they would be responsible for

All “Letters of Commitment – Mentoring” should be presented in Appendix J – DS: Letters of Commitment - Mentoring.

COMMUNICATION CAMPAIGNS

Provide a detailed narrative description of the communication campaign you intend to implement regarding youth substance use in your community. Specify whether your campaign will be a general communication campaign or a social norms marketing campaign, and the basis for that decision. Target populations may be 1) high school students; 2) their parents and/or older siblings; and/or 3) community members.

The Department’s standards for substance abuse prevention communication campaigns are provided in the tables below. Agencies may choose to initiate the campaign at the Planning phase or the Implementation phase. Please note that there is a separate set of standards for the Planning phase and the Implementation phase.

- Describe how each standard will be addressed. Agencies proposing to begin at the Implementation Phase must describe how each of the Planning phase standards has already been addressed.
- Baseline data must be less than two years old during Planning or Implementation, and should be cited in your program narrative.

Note: If your agency is awarded funds to implement a campaign based on the Department’s Communication Campaign standards, your campaign subject to further review to ensure that it adheres to all of the standards. You will be expected to comply with any requests by the Department to revise your campaign. Any and all issues must be addressed prior to implementation.

Regardless of which type of communication campaign you will be implementing, you must obtain “Letters of Commitment” from each school. At minimum, the letter, on the school’s letterhead, needs to include the following content:

- Acknowledge their commitment to support your agency’s delivery of a communication campaign.
- Willingness to collect data
- Willingness to promote the messages developed
- Present information in your proposal in a table format (See table template below)
CREATE OR ENHANCE A LOCAL COALITION

Provide a detailed narrative description about developing or enhancing a substance abuse prevention coalition in your community. Specify whether you will develop or enhance a coalition and, and the basis for that decision.

- Specify the name, title, and sector (domain) of the stakeholders and organizations interested in serving on your coalition (for parents, residents and youth who are not affiliated with any organization, state “Not Applicable”). Sectors are as follows:
  - Youth (must be under the age of 18)
  - Parent
  - Business
  - Media
  - School
  - Youth-serving organization
  - Law enforcement
  - Faith-based organization
  - Civic/formal volunteer group (e.g., Rotary, AmeriCorps)
  - Health care
  - Local government
  - Other organization involved in reducing substance abuse

- The nature of the relationship with your agency.

- The number of years the relationship has been in place. (Please note that the coalition may not be the agency’s board of directors.)

If you propose to enhance an existing coalition, provide the following information about your coalition:

All “Letters of Commitment – Communication Campaign” should be presented in Appendix K – DS: Letters of Commitment – Communication Campaign.
- Name of the coalition
- The total number of coalition members and the number of sectors (see above) currently on the coalition
- A list of coalition members: the name of the member, the organization the member represents (if applicable) and sector the individual represents (one person can only represent one sector)
- A plan for recruitment of missing coalition sectors
- The month and year the coalition was established
- The mission and/or vision of the coalition
- The organizational structure of the coalition. If applicable, identify the sub-committees and their purpose
- Summary of coalition accomplishments to date

All applicants must submit signed, dated Letters of Commitment from key stakeholders in the geographic area. The letters must be submitted on the agency’s letterhead, with the exception of parents, residents and youth who are not affiliated with an organization. Letters of Commitment should include the following content:

- Commitment to participate on the coalition and develop its capacity
- Statement of openness to engaging in a strategic planning process

Letters of Commitment should be presented in Appendix L – DS: Letters of Commitment – Coalition.

OPTIONAL ACTIVITIES

If your proposal includes plans to implement any of the optional services allowed under this funding opportunity, provide a detailed narrative description that includes the following information:

- Identify the type of services you will provide (Illinois Youth Survey, local coalition, or non-school based supplemental services) and how you intend to provide them.
- For non-school based supplemental services, identify and describe the service to be provided.
Identify the type of activity
- The number of sessions
- The length of sessions
- The number of weeks the program will operate
- The age group to be served
- Projected number of youth to be served
- The setting where services will be delivered
- Identify any community partners that will assist, describe their role
- Identify how youth will be recruited and retained
- Identify how the services will be linguistically and culturally appropriate

For Illinois Youth Survey recruitment, list the schools with grades 6, 8, 10 and 12 in your service areas and designate those that participated in the Illinois Youth Survey in 2008 or 2010.

- Identify a plan to recruit additional schools in the area to participate in the 2012 administration of the Illinois Youth Survey (IYS). Applicants will also be expected to recruit schools for the 2014 administration. Note: 2014 IYS recruitment plans will not be expected at this time.

*Total Number of Participants Served (Youth Prevention Education, Parent/Family, Mentoring and Communication)*

Present information in your proposal in a table format (See template below), present a summary for each of the proposed approaches. For Column 3, see Part II, H3 - Service Area, to obtain information about the total number of youth in the geographic area. For Column 6, see Part II, H3 - Service Area, to obtain information about the total number of adults in the geographic area. For any columns not completed, indicate “not applicable”. For example, for a Youth Prevention Education approach, Columns 5, 6 and 7 would not be completed and you would insert “not applicable” in each cell.

<table>
<thead>
<tr>
<th>Col 1</th>
<th>Col 2</th>
<th>Col 3</th>
<th>Col 4</th>
<th>Col 5</th>
<th>Col 6</th>
<th>Col 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Service Type</td>
<td># of youth to be served</td>
<td># of youth in geographic area</td>
<td>% of youth served (Col 2 /Col 3)</td>
<td># of adults to be served</td>
<td># of adults in geographic area</td>
<td>% of adults served (Col 5 / Col 6)</td>
</tr>
<tr>
<td>Youth Prevention Education</td>
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<td></td>
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<tr>
<td>Parent/Family</td>
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</tbody>
</table>
H6. Agency Evaluation and Reporting (3 pages maximum)

5 points

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.

At minimum, all applicants will be expected to collect and report process measures. Applicants should address the following items:

- Describe the ways your agency organizes and maintains process data (i.e. rosters, satisfaction surveys, content logs)
- Describe your capacity to summarize, report and use process data for program planning, improvement, revision or elimination
- Describe how you have shared information (process measures) with institutions and community representatives for planning and evaluation purposes

Note: All grantees must adhere to the performance expectations outlined for each grant. This information will be shared after the grants have been awarded at a meeting for all new grantees. Generally, all grantees must demonstrate “Excellent” or “Satisfactory” performance, contract conditions and reporting expectations. If a grantee does not meet one of these ratings, a grantee will have a limited amount of time to improve their performance. If a grantee fails to meet these expectations, the Department reserves the right to terminate contract with the grantee.

H7. Budget and Budget Narrative (4 page maximum for the Budget Narrative)

10 points

The Budget and Budget Narrative should outline expenses associated with administering the grant program. All expenses should be reasonable and appropriate based upon the proposed programming and staffing. The budget and budget narrative should reflect a twelve (12) month time period. Complete the budget form called “Detailed Budget Financial Report Expanded Rows & Columns Updated 09/20/11 (xls)” found at
http://www.dhs.state.il.us/page.aspx?item=29741. At the aforementioned website, guidance (video and directions) is provided about how to complete the budget form.

For more information regarding allowable costs, see Attachment 7 – List of Selected Items of Cost Contained in OMB Cost Principles Circulars.

- Clearly identify one-time staff training and start-up funds (i.e. computer equipment, etc.).
- Reasonable start-up will be allowed and funds must be allocated for the following items: one required one-day orientation meeting, one two-day training for all staff implementing the selected strategy and one new two-day new workers training for all staff implementing services.
- If the applicant selected to develop a coalition, funds may also be allocated to join an organization called Community Anti-Drug Coalitions of American (CADCA) and attend their national meetings/trainings (Mid-Year Training Institute/National Leadership Forum). Funds may also be allocated for national training/meetings related to the strategy selected.
- Applicants that selected a communication campaign approach may allocate up to an additional $10,000 in their budget to support the materials and media channels associated with the campaign.
- Any sub-contractual agreement the applicant intends to establish must be included in the budget and budget narrative. The budget must include the amount and budget narrative must include the nature of the work to be performed by the sub-contractor.
- No more than 15% of funds may be used for Optional Activities.

Provide a separate budget narrative in which you describe how appropriate resources and personnel have been allocated for the Direct Service Sub-Grant program. Provide calculations to demonstrate how you arrived at the amounts presented in your budget. The applicant may present a budget narrative in a format of your choice, but must include and present information in a table format (See template below). For Column 5, see your budget to obtain information for the amount of funds dedicated to each approach to calculate the percentage of funds dedicated (total devoted to the approach/total amount requested = percent of funds dedicated to the approach). For Column 6, provide the cost per participant by approach. Divide the # of youth OR adults to be served by the total amount of funds dedicated to approach.
<table>
<thead>
<tr>
<th>Col 1</th>
<th>Col 2</th>
<th>Col 3</th>
<th>Col 4</th>
<th>Col 5</th>
<th>Col 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Service Type</td>
<td># of youth to be served</td>
<td># of adults to be served</td>
<td>Total amount of funds dedicated to approach</td>
<td>% of funds dedicated to approach</td>
<td>Cost per participant (Col 2 or 5/ Col 4)</td>
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<tr>
<td>Youth Prevention Education</td>
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<tr>
<td>Parent/Family Education</td>
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<td>Mentoring</td>
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<td>Communication Campaigns</td>
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<tr>
<td>Optional Activities</td>
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<tr>
<td>Totals</td>
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**Important Note:** An agency’s workforce is critical to its success. Through a recent survey conducted by the Department, community-based providers identified salary as one of the primary reasons why a prevention worker may leave their position. The Department seeks to address the issue of staff turnover and to establish upward mobility as a reality within the field of substance abuse prevention at all levels. Applicants are strongly encouraged to propose salaries that attract and retain high-quality prevention staff members and are commensurate with the responsibilities of the program.

*Please proceed to the instructions for other Sub-Grants and/or the Attachments to this RFP, as appropriate for your agency proposal.*
Sub-Grant C

Strategic Prevention Framework Grant
C. Intent of the Program

The Illinois Department of Human Service, Division of Community Health and Prevention, Bureau of Community-based and Primary Prevention, Substance Abuse Prevention Program is seeking proposals from community-based, public or private not-for-profit agencies and governmental units to deliver substance abuse prevention services.

**Strategic Prevention Framework (SPF) Grant**

This grant is designed to support the use of the Strategic Prevention Framework (SPF). The Strategic Prevention Framework (SPF) was developed by the Substance Abuse and Mental Health Services Administration (SAMHSA). SPF is a structured planning process that can be applied to prevention systems at both the state and local level. This process is an effective way for coalitions to address substance abuse issues within the community. SPF is intended to provide a structure or mechanism for coalitions and other broadly represented community organizations to identify the most pressing substance abuse problems in their community. SPF uses a data-driven approach to understand what the most pressing problems are, who is affected most by the problems (consumption and consequences), why the problems are happening (contributing factors or intervening variables), and what programs, practices, and policies are most effective in addressing these problems and contributing factors. The guiding principle of this framework is that data on problems, resources and readiness should guidance the selection of evidence-based prevention strategies. Each community could potentially have a different set of outcomes targeted, but the goal is always community-level change in substance use consumption patterns and consequences.

![The Strategic Prevention Framework](image)

*Supports any Prevention Planning Process*
The Strategic Prevention is a five-step process that includes Assessment, Capacity Building, Planning, Implementation, and Evaluation. Within each step, there is a focus on both cultural competence and sustainability:

Assessment: identify local youth substance use problems and the community conditions that contribute to the specific drug use issues identified.

Capacity Building: mobilize/build capacity to change the conditions and address the youth substance abuse problems.

Planning: developing a logic model and comprehensive action plan.

Implementation: implement the plan with evidence-based strategies.

Evaluation: monitor, sustain, improve and replace prevention strategies.


This grant will support universal and selected services serving youth ages 11-20 and their families, school or community. For SPF grants, the geographic boundaries such as county(ies), municipality(ies) or Chicago Community Area(s) must adhere to the size parameters of no smaller than 20,000 to no larger than 175,000 (total number of residents).

Funding: $75,000 for a Project Coordinator (Full Time Equivalent) and associated expenses (e.g. coalition meetings, travel, etc.). Upon completion and the Department’s approval of the local strategic plan AND implementation plan to support the delivery of evidence-based prevention services expected during FY13, applicants will become eligible for an additional award of up to $75,000. Therefore, no more than $150,000 will be awarded to any applicant.

Note: Current Partnerships for Success grantees are not eligible for the SPF Grant program in their PFS service area. Applicants for the Strategic Prevention Framework Grant are not eligible to receive a Local Capacity Building Grant. Each applicant may submit multiple Sub-Grant C plans. Each plan, must adhere to the requirements for Sub-Grant C including target population size.

6 ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
Priority on Underage Drinking

The Department has established as a priority reducing the percentage of Illinois 10th and 12th grade youth who report drinking alcohol in the last 30 days from 40.6 percent (2008) to 35.0 percent by 2012. Five bonus points will be awarded to Strategic Prevention Framework applicants that select underage drinking as a focus area.

D. Goal to be Achieved

Goal of Strategic Prevention Framework (SPF) Grant:

The goal of the Strategic Prevention Framework grant program is to reduce consumption of, consequences from and contributing factors to alcohol, tobacco, marijuana and prescription drug misuse/abuse among 11-20 year olds in a targeted geographic community by following the Strategic Prevention Framework.

E. Services to be Performed

Grantees must partner and work with a multi-sector coalition that has been in existence for at least one year.

Grantees must present local self-report and other data to justify need. Those grantees whose proposal includes limited data will be expected to conduct an assessment including administration of the Illinois Youth Survey or Core Survey/National College Health Assessment in 2011. Bonus points will be awarded to applicants that select underage drinking as a priority.

All SPF grantees will implement evidence-based services using the Strategic Prevention Framework as designed by the federal SAMHSA.

Providers and their partner coalitions will be expected to start at the Assessment phase (step 1 below). Illinois Youth Survey or Core/National College Health Survey participation is required from at least 50% of the schools and/or students.

Grantees must deliver the following services in partnership with a local coalition and within each step, there needs to be a focus on both cultural competence and sustainability:

1. Assessment
   - Assess levels of local substance abuse-related problems using local data.
   - Assess levels of contributing factors associated with substance abuse problems in the community. Identify community assets and resources. Gaps in services and capacity, including individual factors (e.g. life skills education, mentoring, etc.) and environmentally-based strategies (e.g. law enforcement operations such as alcohol
compliance checks, party patrol dispersal, third party transactions, etc.)

- Build capacity for assessment.

2. **Capacity Building**
- Build coalition’s capacity in terms of leadership, membership, infrastructure, and readiness to act.
- Coalition has a plan to ensure the coalition has members to fill leadership roles (i.e. current leaders mentoring members, members attend trainings to increase their knowledge and capacity, etc.)
- Engage stakeholders in prevention (e.g., convene leaders and stakeholders and/or build coalitions; train community stakeholders, coalitions, and service providers; organize agency networks). Engage stakeholders in developing intentional strategies to sustain outcomes over time. Build capacity to implement Strategic Prevention Framework (SPF).

3. **Planning**
- Develop a community strategic plan that: Coalition has identified gaps in the services provided within the targeted community (i.e. no evidence-based prevention programs in schools).
- Coalition has identified gaps in community capacity (i.e. lack of police involvement, lack of reach of existing services, etc.)
  - Intentional plan to build or strengthen relationships with key stakeholders.
  - Coalition has a strategy for recruiting and retaining members.
  - Includes a logic model for substance abuse prevention which:
    - Identifies local problems.
    - Identifies local contributing factors or intervening variables.
    - Identifies evidence–based policies, programs and/or practices to be implemented.
    - Specifies performance measures and baseline data against which progress will be monitored.

4. **Implementation**
- Implement selected evidence based policies, programs and practices with fidelity based upon data and prioritized intervening variables.

5. **Evaluation**
- Monitor progress of the strategic plan.
- Assess implementation quality of programs
- Assess outcomes over time.
- Build capacity for evaluation.

F. **Proposal Evaluation Criteria**

Applications will be evaluated on the following criteria:
Agency Qualifications   25 points
Needs Statement           25 points
Description of Program/Services  35 points
Evaluation                5 points
Budget                     10 points

**TOTAL**                       **100 POINTS**

Bonus Points:                  5 points

*Strategic Prevention Framework* Applicants that select underage drinking as a focus area will be awarded bonus points. **Five bonus points** will be awarded.

**G. Additional Requirements and Information**

Interested applicants should take note of the following basic requirements:

*Eligible Applicants* – All grant types: Public and private not-for-profit agencies and local units of government are eligible to apply for these funds. Applicants of SPF Grants are **NOT ELIGIBLE** to receive a Local Capacity Building grant. **Partnerships for Success grantees are not eligible for a SPF Grant.**

To be eligible for a SPF grant, the applicant **must**:

- Partner with an existing coalition that has been existence for at least 12 months.

- Be comprised of a least eight (8) of the following 13 sectors:
  1) youth (see age guidelines under “Community Readiness to Implement SPF,” below)
  2) parents
  3) business
  4) media
  5) school
  6) youth-serving organization
  7) law enforcement
  8) faith-based organizations
  9) civic/volunteer groups (must be a representative of an organized group such as Rotary or AmeriCorps, not an individual who volunteers to participate in the coalition on his/her own)
  10) health care
  11) local government
  12) media
  13) other organizations involved in reducing substance abuse
**Internet Access** - The applicant organization must have access to the Internet for purposes of using the *On Track* system.

**Background Checks** - The applicant must agree to conduct background checks for all program staff and volunteers who have one-on-one contact with youth. (Please refer to Part I, Section Z, Background Checks.)

### H. PROPOSAL CONTENT

Applicants must submit a plan that contains the information outlined below. **Each section must have a heading that corresponds to the headings in bold type listed below.** If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section, and must be in the order requested.

#### H1. Executive Summary (1 page maximum) - *Not scored*

Include as **Appendix B – SPF: Executive Summary** of your proposal.

The Executive Summary for Strategic Prevention Framework grant applications must include the following information:

- Name of the applicant agency
- Name of the coalition
- Type of grant applied for
- Service area include the county(ies), municipality(ies) and Chicago Community Area(s), the setting, total numbers of residents, total number of school-aged youth 11-20, total number of schools, total number of institutions of higher education (if applicable)
- Indicate the element of the framework you are proposing to initiate (assessment or implementation)
- Total amount of funds you are requesting

*Note: The program narrative includes Sections H2 through H6.*

#### H2. Agency Qualifications/Organizational Capacity (5 pages maximum)

**25 points**

The purpose of this section is for the applicant to present an accurate picture of the agency’s ability to provide services in the area of substance abuse prevention. **See Attachment 4**, for guidance about Linguistic and Cultural Competence. Information in this section should include, but not necessarily be limited to, the following:
• A brief description of all of the services provided by your agency.

• A description of your agency’s current programs and activities relevant to the services described in the Sub-Grant(s) of RFP.

• Describe how your agency is rooted in the geographic area you propose to serve.

• Provide a description of linguistic and cultural competence of the organization and as it relates to the provision of existing services.

• Provide evidence of your agency’s cultural and linguistic competence to serve the service area. Applicant should describe how participants receive effective, understandable and respectful services, provided in the participant’s preferred language and in a manner sensitive to cultural beliefs and practices.

• A description of existing linkages with community resources and services, particularly with organizations addressing substance abuse treatment, mental health treatment and other human services not provided by the applicant agency. If the linkages do not currently exist, include a plan to establish those linkages.

• Any additional information that the applicant feels might be relevant to a reviewer in determining the agency’s ability to carry out a quality program should be included.

• An organizational chart of the applicant organization (local program site) showing where the program and its staff will be placed should be included as Appendix C – SPF: Organizational Chart. If subcontractors will be used, include the relationship with those organizations in the chart.

• Evidence that the program director is qualified on the basis of education and experience to direct the program. Present the résumé of the person who will direct this program as an attachment labeled Appendix D – SPF: Résumé / Job Description of Project Director. If that individual has not yet been hired, present the agency director’s job description as an attachment labeled Appendix D - SPF: Résumé/Job Description of Project Director.

• Describe strategies used to recruit and retain diverse personnel that are representative of the proposed service area.

• Résumés (or job descriptions, if vacant) for all employee positions (key staff) who will be funded with this grant, and an indication of the percent of time those employees will spend in this program. Include the résumés and/or job descriptions of key staff in Appendix E – SPF: Résumés/Job Descriptions - Key Staff.
- Describe your procedure for conducting and maintaining background checks.

- Past Performance (Only completed by Substance Abuse Prevention Programs – Comprehensive Grant Program funded during the last two fiscal years). Provide the following FY09 and FY10 report information: 4th quarter On Track hours and the discrepancy between the number of hours projected and actual number delivered and the Program Performance Analysis (PPA) results for all programs rated. If your agency did not receive a PPA report, indicate this information in your response.

**H3. Service Area (3 pages maximum) – Not Scored**

This grant will support universal and selected\(^7\) services serving youth ages 11-20 and their families, school or community. For Strategic Prevention Framework grant, the geographic boundaries such as county(s), municipality(s) or Chicago Community area(s) must adhere to the size parameters of no smaller than 20,000 to no larger than 175,000 (total number of residents).

The Illinois Department of Human Services is interested in gathering information about the service delivery area for each agency/program providing services. **Because of the importance of this information, your application will be reviewed in the context of your proposed service delivery area and the State’s need for services in that area.**

Provide a description about the geographic area you intend to serve with the funds awarded through this grant opportunity.

Identify the geographic area you plan to target for services by indicating the county(s), municipality(s) or Chicago Community Area(s). Include the following information:

- **Boundaries**

- **Type** – county(ies), municipality(ies) or Chicago Community Area(s)

- **Setting** (city of Chicago, suburban, rural, other urban). This definition is based on the county in which the geographic area is located and its proximity to a Census defined Standard Metropolitan Statistical Area. See Attachment C to determine the setting assignment for your geographic area.

- **Indicate whether your agency has an office in the geographic area.** Indicate the square mileage of the geographic area you propose to serve. Indicate the mileage and travel time between your agency’s office and the furthest community you intend to

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\(^7\) ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
serve. If applicable, indicate if your agency has multiple locations. If not, indicate “Not Applicable”.

• Any unique characteristics of the community/ies you propose to serve if applicable (i.e. diversity such as age groups, culture, religion, sexual orientation, etc.).

**H4. Needs Statement (5 pages maximum)**

**25 points**

For your targeted the geographic area, provide data for each indicator listed below and also include the data source and the year the data represents. Provide the data for each county, municipality or Chicago Community area, if you propose to serve multiple areas (e.g. two counties). If you propose to serve a multiple area, also provide the total (combined) numbers for the listed indicators.

- Total number of residents
- Race/ethnicity of residents
- Total number of school-aged youth ages 11-18 and percentage of students relative to the total number of residents
- Race/ethnicity of school-aged youth by school (must be provided for public schools)
- Include relevant data to document whether the youth population is underserved. A population is underserved when there are insufficient services and resources to meet the level of need or risk in the community.
- Socio-economic status

*School-Aged Youth (11-18 years of age)*

Also provide information regarding the schools in the geographic area. List all of the public and private schools serving 5-12th grade students. For private schools, you are required to report information every column below except low income and mobility rate. For each school:

- Present information in your proposal in a table format (see table template below)
- Provide the total number of schools serving 5th – 12th grade in your geographic area
- Identify the information sources used for the information in the table
### School Demographic Table

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Type (Public or Private)</th>
<th>Community and County</th>
<th>Low Income and Source</th>
<th>Mobility Rate and Source</th>
<th>Enrollment by Grade Level for Grades 5th-12th only and Source</th>
<th>Total Enrollment across Grades 5th-12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. North Middle School</td>
<td>Public</td>
<td>North City/North County</td>
<td>18% School Report Card</td>
<td>22% School Report Card</td>
<td>6(220), 7(200), 8(195) Fall Housing Data</td>
<td>615</td>
</tr>
</tbody>
</table>

*Note:* Data source that must be used by applicants: 1) Interactive Illinois Report Card data compiled by Northern Illinois University (with support from the Illinois State Board of Education, found online at [http://iirc.niu.edu/](http://iirc.niu.edu/); and/or 2) individual interviews with school personnel should only be used for private/parochial schools.

### College Students (18-20 years of age)
If you plan to target a college student population in your SPF Grant, provide the following information about the public and private institutions of higher education in your targeted geographic area:

- Name of institution of higher education
- Type of school (community college, college or university)
- Characterize the school: commuter or campus (students primarily live in dorms or fraternal organizations on a campus)
- Total number of students under the age of 21
- Total number of students
- Total number of institutions of higher education in your geographic area
- Identify the source used to report information

You must provide the following information about the geographic area.
For each indicator presented, provide the data source and the year the data represents. Use the most recent data available and the data that best represent your geographic area. If you presenting self-report survey results, it must not be older than 2006.

- Youth substance use/abuse data and trends compared to state rates
- Youth substance abuse contributing factors (e.g., retail and social access indicators, norms, attitudes, parent communication, etc.)
- Data related to school settings (e.g., school expulsions, suspensions)
- Data related to the community (e.g., number of alcohol related fatalities and
H5. Description of Program/Services (10 pages maximum)

35 points

Provide a narrative that includes the following information regarding your coalition and the geographic area selected by your agency in partnership with your coalition. Within each step, there is a focus on both cultural competence and sustainability. The coalition must address alcohol, tobacco and other drugs (ATOD) as an area of focus. A coalition or a sub-committee may not be the agency’s board of directors.

- Name of the coalition
- The total number of coalition members or the total number of sub-committee members
- A list of coalition members: the name of the member, the organization the member represents (if applicable) and sector the individual represents (one person can only represent one sector)
- Indicate if coalition members represent demographics of the service area. If not, indicate a plan to recruit additional members.
- The month and year the coalition was established
- The mission and/or vision of the coalition – evidence of commitment to alcohol, tobacco and other drugs must be evident
- The organizational structure of the coalition. If applicable, identify the sub-committees and their purpose
  - Identify the priority substance
  - Provide a summary of the coalition’s accomplishments to date. Describe the types of activities or work conducted by the coalition
  - Provide information regarding the readiness of the coalition to adopt work associated with the Strategic Prevention Framework

Assessment

- Assessed levels of local substance abuse-related problems using local data.
- Assessed levels of contributing factors associated with substance abuse problems in the community.
- Built coalition capacity for assessment.

Capacity Building

- Built coalition’s capacity in terms of leadership, membership and infrastructure.
- Identified community assets and resources (e.g., gaps in services and capacity, readiness to act).
- Engaged stakeholders in prevention (i.e., convened leaders and stakeholders and/or built coalitions; trained community stakeholders, coalitions, and service
providers; organized agency networks; leveraged resources).

- Engaged stakeholders in developing intentional strategies to sustain outcomes over time.
- Considered the demographics of the service area and ensured the communication activities are in the community’s preferred language and in a manner sensitive to cultural beliefs and practices.

**Planning**

Developed a local strategic plan that:

- Documents resources/strengths that exist in the community.
- Includes a logic model for substance abuse prevention that:
  - Identifies local problems;
  - Identifies local contributing factors;
  - Identifies evidence-based policies, programs and/or practices to be implemented; and
  - Specifies performance measures and baseline data against which progress will be monitored.

A Letter of Commitment is required from the chair of the coalition. If the chair of the coalition is an employee of your agency, the Letter of Commitment must be signed by another member of coalition, preferably a co-chair or member of the executive committee. The “Letter of Commitment – SPF Coalition” should be presented in **Appendix F – SPF: Letter of Commitment – SPF Coalition**.

Applicants must demonstrate local commitment to participating in the Illinois Youth Survey and/or the Core Survey (or National College Health Assessment Survey) data in the spring of 2012 by submitting Letters of Commitment from the participating institution(s). The appropriate survey(s) will be determined by the age of the target population, as described below. If your agency plans to serve youth in both age categories, you must present the information in both sections.

**School-aged Youth (11-18 years of age)**

Applicants proposing to serve school-aged youth 11-18 years of age must obtain Letters of Commitment from public and private schools in the target area serving 6th, 8th, 10th and 12th grades. Commitment from private schools is required only if the majority of youth in the target area (50% or over) attend private school. The letter, on the school’s letterhead and signed by the school principal, should include the following content:

- Name of the survey (Illinois Youth Survey)
- Year the survey will be administered (2011 and 2012 or only 2012)
- Grades housed in the building
- Stated commitment to administer the survey with the grades housed in the building
College Students (18-20 years of age)
Applicants proposing to serve college students, aged 18-20 years of age, must obtain Letters of Commitment from institutions of higher education in their geographic area. The letter, on the school’s letterhead and signed by the representative from the institution, needs to include the following content:

- Name of the survey (Core Survey or National College Health Assessment)
- Year the survey will be administered (2011 and 2012 or only 2012)
- Stated commitment to administer the survey with the grades housed in the building

All “Letters of Commitment – IYS, Core/Assessment” should be presented in Appendix G – SPF: Letters of Commitment – IYS, Core Assessment.

Calculating Illinois Youth Survey Participation Rate

If you intend to target youth ages 11-18:

To calculate the IYS participation rate, divide the number of schools that have provided letters of commitment to participate in the survey in 2012 by the total number of schools in your geographic area. This will provide you with the percentage of schools that have committed to the process.

*SPF applicants must demonstrate commitment from a minimum of 50 percent of the schools serving 10th and 12th grade students in the targeted geographic area.*

Note: Applicants with limited local youth survey data must demonstrate commitment of schools with 6th, 8th, 10th and 12th grade levels to collect Illinois Youth Survey data in FY11 in addition to FY12. Letters of Commitment should reflect that additional commitment. The budget should also reflect the cost to implement the survey during 2011.

Calculating Core Survey/National College Health Survey Participation Rate

If you intend to target college students:

To calculate the IYS participation rate, divide the number of schools that have provided letters of commitment to administer the Core Survey (or National College Health Assessment) in 2012 by the total number of schools in your geographic area. This will provide you with the percentage of schools that have committed to the process.

Applicants must, at minimum, secure commitment from any institution of higher education that serves at least 50 percent of the college student population in the geographic area.

Note: Applicants with limited local Core Survey or National College Health Assessment
data (reported in Part II, H2) must demonstrate commitment of the institutions of higher education to collect Core or National Health Assessment Survey data in FY11 in addition to FY12. Letters of Commitment should reflect that additional commitment. The budget should also reflect the cost to implement the survey during 2011.

**Bonus Points – Illinois Alcohol Priority**

SPF Grant applicants that select underage drinking as a focus area will receive **five bonus points**.

**H6. Agency Evaluation and Reporting (3 pages maximum)**

**5 points**

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.

At minimum, all applicants will be expected to collect and report process measures. Applicants should address the following items:

- Describe the ways your agency organizes and maintains process data (i.e. rosters, meeting minutes)
- Describe your capacity to summarize, report and use process data for program planning, improvement, revision or elimination
- Describe how you have shared information (process measures) with institutions and community representatives for planning and evaluation purposes

*Note:* All grantees must adhere to the performance expectations outlined for each grant. This information will be shared after the grants have been awarded at a meeting for all new grantees. Generally, all grantees must demonstrate “Excellent” or “Satisfactory” performance, contract conditions and reporting expectations. If a grantee does not meet one of these ratings, a grantee will have a limited amount of time to improve their performance. If a grantee fails to meet these expectations, the Department reserves the right to terminate contract with the grantee.

**H7. Budget and Budget Narrative (4 page maximum for the narrative)**

**10 points**

The Budget and Budget Narrative should outline expenses associated with administering the grant program. All expenses should be reasonable and appropriate based upon the proposed programming and staffing. The budget and budget narrative should reflect a twelve (12) month time period. Complete the budget form called “Detailed Budget”
Provide a separate budget narrative in which you describe how appropriate resources and personnel have been allocated for the LCB program. Provide calculations to demonstrate how you arrived at the amounts presented in your budget. The applicant may present a budget narrative in a format of your choice. At this aforementioned website, guidance (video and directions) is provided about how to complete the budget form.

For more information regarding allowable costs, see Attachment 7 – List of Selected Items of Cost Contained in OMB Cost Principles Circulars.

- Applicants’ budget cannot exceed $75,000. (Additional funds, up to $75,000, will only be awarded after the local strategic plan AND implementation plan are approved by the Department in FY13.)

- Provide the percentage of funds to be used for administration and other services. Clearly identify one-time staff training and start-up funds (i.e. computer equipment, etc.). Reasonable start-up will be allowed and funds must be allocated for the following items: one required one-day orientation meeting and six required training programs (e.g. new workers training, coalition training, etc.). Assume trainings will be held in central Illinois, trainings will be held over a two-day period and the applicant should send at least project staff associated with the grant program. The applicant must allocate resources to join an organization called Community Anti-Drug Coalitions of American (CADCA) and attend the Mid-Year Leadership Institute and/or the National Leadership Forum. At least one staff member and one coalition member are expected to attend. Visit www.cadca.org for more information regarding expenses related to these events/training programs. If alcohol and intervening variables related to enforcement are identified as a priority, the applicant must attend the National Enforcing Underage Drinking Laws National Conference. At least one staff member and one law enforcement official are expected to attend. Funds may also be allocated for national training/meetings related to the strategy selected.

- Any sub-contractual agreement the applicant intends to establish must be included in the budget and budget narrative. The budget must include the amount and budget narrative must include the nature of the work to be performed by the sub-contractor.

- The Applicant must allocate resources for training and required meetings.

- If you need to implement the 2011 Illinois Youth Survey and/or Core Survey/National College Health Assessment, funds should be allocated for this

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8 Administrative costs are those activities performed by staff, and costs that are supportive of and required for the program, for which there is no direct participant contact. Examples include administrative and fiscal staff time, clerical support, rent, utilities and general office equipment.
Important Note: An agency’s workforce is critical to its success. Through a recent survey conducted by the Department, community-based providers identified salary as one of the primary reasons why a prevention worker may leave their position. The Department seeks to address the issue of staff turnover and to establish upward mobility as a reality within the field of substance abuse prevention at all levels. Applicants are strongly encouraged to propose salaries that attract and retain high-quality prevention staff members and are commensurate with the responsibilities of the program.

Please proceed to the instructions for other Sub-Grants and/or the Attachments to this RFP, as appropriate for your agency proposal.
Sub-Grant D

State Capacity Building
C. Intent of the Program

The Illinois Department of Human Services, Division of Community Health and Prevention, is seeking proposals from community-based, public or private not-for-profit agencies and governmental units to deliver substance abuse prevention services.

State Capacity Building Grant

This grant is designed to target unique audiences throughout the state of Illinois or the greater Chicago area: chambers of commerce/business, physicians, institutions of higher education, judicial/States Attorneys, senior citizens, immigrants and youth leadership (in using data driven decision making). The applicants would be responsible for delivery of services that develops capacity of the sector and engages the respective sector at the local level to address substance abuse prevention.

This grant will support ‘universal’ and ‘selected’ prevention services serving a unique population. For the State Capacity Building Grant, the geographic boundary must be the state of Illinois or the city of Chicago and surrounding area.

D. Goals to be Achieved

The goal of the SCB grant program is to develop the capacity with a unique sector to reduce consumption of, consequences from, and contributing factors to alcohol, tobacco, and other drugs.

E. Services to be Performed

The scope of services for the State Capacity Building (SCB) Grant includes:

1) Identify and present data for the target population, when possible. Identify the data source and the year the data represents.
2) Identify potential assessment tools, when possible, for the target population and a plan for collecting data (process and/or outcome) from the target population.
3) Identify and implement best practices, when possible, that have been shown to be effective with the target population. Approaches that have not proven to be effective in prevention (e.g., fear/moral appeal) will not be considered.
4) Demonstrate an existing working relationship with the target population.
5) Establish and maintain linkages and referral resources with or for the target population (e.g., substance abuse treatment services).
6) Establish, strengthen and maintain communication with the target population.

9 ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
7) Develop and deliver prevention services (i.e. educational workshops/seminars, promote policies) for the target population.

Note: Funds may not be used for advocacy.

F. Proposal Evaluation Criteria

Applications will be evaluated on the following criteria:

- Agency Qualifications: 25 points
- Needs Statement: 25 points
- Description of Program/Services: 35 points
- Evaluation: 5 points
- Budget: 10 points

TOTAL: 100 POINTS

G. Additional Requirements and Information

Interested applicants should take note of the following basic requirements:

- **Eligible Applicants** – Public and private not-for-profit agencies and local units of government are eligible to apply for these funds.

- **Internet Access** - The applicant organization must have access to the internet for purposes of using the On Track system.

- **Background Checks** - The applicant must agree to conduct background checks for all program staff and volunteers who have one-on-one contact with youth. (Please refer to Part I, Section Z, Background Checks.)

H. Proposal Content

Applicants must submit a plan that contains the information outlined below. Each section must have a heading that corresponds to the headings in bold type listed below. If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section, and must be in the order requested.

H1. Executive Summary (1 pages maximum) - Not scored

Include as Appendix B – SCB: Executive Summary of your proposal.

The Executive Summary for State Capacity Building grant applications must include the following information:
- Name of the applicant agency
- Name of the coalition
- Type of grant
- Geographic target area, including the total number of target population
- Total amount of funds applied for

**Note:** *The program narrative includes Sections H2 through H6.*

**H2. Agency Qualifications/Organizational Capacity (5 pages maximum)**

**25 points**

The purpose of this section is for the applicant to present an accurate picture of the agency’s ability to provide services in the area of substance abuse prevention. See [Attachment 4](#), for guidance about Linguistic and Cultural Competence. Information in this section should include, but not necessarily be limited to, the following:

- A brief description of all of the services provided by your agency.
- A description of your agency’s current programs and activities relevant to the services described in the Sub-Grant(s) of RFP.
- Describe how your agency is rooted in the geographic area you propose to serve.
- Provide a description of linguistic and cultural competence of the organization and as it relates to the provision of existing services.
- Provide evidence of your agency’s cultural and linguistic competence to serve the service area. Applicant should describe how participants receive effective, understandable and respectful services, provided in the participant’s preferred language and in a manner sensitive to cultural beliefs and practices.
- A description of existing linkages with community resources and services, particularly with organizations addressing substance abuse treatment, mental health treatment and other human services not provided by the applicant agency. If the linkages do not currently exist, include a plan to establish those linkages.
- Any additional information that the applicant feels might be relevant to a reviewer in determining the agency’s ability to carry out a quality program should be included.

- An organizational chart of the applicant organization (local program site) showing where the program and its staff will be placed should be included as Appendix C – SCB: Organizational Chart. If subcontractors will be used, include the relationship with those organizations in the chart.

- Evidence that the program director is qualified on the basis of education and experience to direct the program. Present the resumé of the person who will direct this program as an attachment labeled Appendix D – SCB: Resumé /Job Description of Project Director. If that individual has not yet been hired, present the agency director’s job description as an attachment labeled Appendix D - SCB: Resumé /Job Description of Project Director.

- Describe strategies used to recruit and retain diverse personnel that are representative of the proposed service area.

- Resumés (or job descriptions, if vacant) for all employee positions (key staff) who will be funded with this grant, and an indication of the percent of time those employees will spend in this program. Include the résumés and/or job descriptions of key staff in Appendix E – SCB: Resumés/Job Descriptions - Key Staff.

- Describe your procedure for conducting and maintaining background checks.

H3. Service Area (3 pages maximum) – Not Scored

This grant will support universal and selected10 prevention services serving the unique target population. For State Capacity Building grants, the geographic boundaries must be the state of Illinois or the city of Chicago and surrounding areas.

The Illinois Department of Human Services is interested in gathering information about the service delivery area for each agency/program providing services. Because of the importance of this information, your application will be reviewed in the context of your proposed service delivery area and the State’s need for services in that area.

Identify the geographic area you plan to target for services by providing the following information:

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10 ‘Universal’ prevention strategies address the entire population with messages aimed at preventing alcohol and/or substance abuse; ‘selected’ strategies target subsets that are deemed to be at risk for abuse.
• Indicate whether your target area is the city of Chicago and surrounding area or elsewhere in the state.

• Provide the geographical boundaries for your target area.

• If the target area is in Chicago and/or surrounding area, indicate whether your agency owns or rents physical space in the geographic area and if so, the length of time your agency has occupied it. Indicate the square mileage of the geographic area you propose to serve. Indicate the mileage and travel time between your agency’s office and the furthest community you intend to serve. If applicable, indicate if your agency has multiple locations. If not, indicate “Not Applicable”.

H4. Needs Statement (4 pages maximum)

25 points

Provide the following data for your targeted geographic area. Include the data source and the year the data represents. Use the most recent data available and, when possible, use local data. If none is available, you may present state or national level data. If you are presenting self-report survey results, it must not be older than 2006.

- Total number of individuals in the target population
- A demographic description of your target population (e.g., age, ethnicity,)
- Substance abuse use data/trends for the target population
- Substance abuse contributing factors for the target population

H5. Description of Program/Services (8 pages maximum)

35 points

Provide a narrative description including the following information:

- Methods and resources that will be used for identifying assessment data or tools, when possible, for the target population.
- Methods and resources that will be used for identifying best practices, when possible, that have shown to be effective with the target population.
- Methods for establishing, strengthening and maintaining communication with the target population and a rationale for the proposed approaches.
- A description of the human service issues that may arise and a plan for establishing linkages and referral with or for the target population.

- A description of the services that will be developed for the target population. In the description include the content areas to be covered and a rationale for the types of services proposed.

- A description of the services that will be delivered with the target population and a rationale for types of methods proposed.

- Proposed number of participants/organizations to be served with each proposed service.

A Letter of Commitment is required from at least three partners. The letter, on the agency’s letterhead, should include a commitment to work with your organization in the area of substance abuse prevention.

All “Letters of Commitment – State” should be presented in Appendix F – SCB: Letters of Commitment - State.

H6. Agency Evaluation and Reporting (3 pages maximum)

5 points

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.

At minimum, all applicants will be expected to collect and report process measures.

Provide a narrative description of the ways in which your agency organizes and maintains process data (e.g., rosters, satisfaction surveys, content logs). Describe your capacity to summarize, report and use process data for program planning, improvement, revision or elimination of the strategies. Include examples of how you have shared information with institutions and community representatives for planning and evaluation purposes.

Note: All grantees must adhere to the performance expectations outlined for each grant. This information will be shared after the grants have been awarded at a meeting for all new grantees. Generally, all grantees must demonstrate “Excellent” or “Satisfactory” performance, contract conditions and reporting expectations. If a grantee does not meet one of these ratings, a grantee will have a limited amount of time to improve their performance. If a grantee fails to meet these expectations, the Department reserves the right to terminate contract with the grantee.
H7. Budget and Budget Narrative (4 page maximum for the narrative)

10 points

The Budget and Budget Narrative should outline expenses associated with administering the grant program. All expenses should be reasonable and appropriate based upon the proposed programming and staffing. The budget and budget narrative should reflect a twelve (12) month time period. Complete the budget form called “Detailed Budget Financial Report Expanded Rows & Columns Updated 09/20/11 (xls)” found at http://www.dhs.state.il.us/page.aspx?item=29741. Provide a separate budget narrative in which you describe how appropriate resources and personnel have been allocated for the LCB program. Provide calculations to demonstrate how you arrived at the amounts presented in your budget. The applicant may present a budget narrative in a format of your choice. At this aforementioned website, guidance (video and directions) is provided about how to complete the budget form.

For more information regarding allowable costs, see Attachment 7 – List of Selected Items of Cost Contained in OMB Cost Principles Circulars.

- Clearly identify one-time staff training and start-up funds (i.e. computer equipment, etc.). Reasonable start-up will be allowed and funds should be allocated for the following items: one required one-day orientation meeting Assume orientation will be held in central Illinois. Funds may also be allocated for national training and meetings related to the target population served.
- Applicants may allocate resources for training and must allocate funds for required meetings.

Important Note: An agency’s workforce is critical to its success. Through a recent survey conducted by the Department, community-based providers identified salary as one of the primary reasons why a prevention worker may leave their position. The Department seeks to address the issue of staff turnover and to establish upward mobility as a reality within the field of substance abuse prevention at all levels. Applicants are strongly encouraged to propose salaries that attract and retain high-quality prevention staff members and are commensurate with the responsibilities of the program.
ATTACHMENT 1

APPLICATION AND PLAN FOR HUMAN SERVICES COVER PAGE
1. **APPLICANT ORGANIZATION**

   NAME: ____________________________________________________________

   ADDRESS: __________________________________________________________

   CITY: ___________________________ ZIP: __________________________

   PHONE: _________________________________

   EMAIL ADDRESS FOR AUTHORIZED PROGRAM REPRESENTATIVE: ________________

   FEIN NUMBER *(Please attach Form W-9): _________________________________

   DUNS NUMBER: _________________________________

   CAGE NUMBER: _________________________________

2. **DATE OF SUBMISSION**
   (Month) (Day) (Year)

3. **PROJECT PERIOD:**

   From (Month) (Day) (Year) to (Month) (Day) (Year)

4. **TYPE OF ORGANIZATION**

   ______ Governmental entity

   ______ Not-for-profit corporation *(Please attach documentation from the Secretary of State's Office regarding the status of your agency)*

   ______ Tax-exempt organization *(IRC 501(a) only) *(Please attach documentation of current status)*

5. **LEGISLATIVE DISTRICT** *(Include Congressional, State Senate District and State Representative District for each Sub-Grant’s service area)*

<table>
<thead>
<tr>
<th>Sub-Grant Type</th>
<th>Service Area</th>
<th>Congressional District</th>
<th>State Senate District</th>
<th>State Representative District</th>
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6. **ZIP CODE** *(Include zip code + 4 for your proposed service area(s) for each Sub-Grant)*

<table>
<thead>
<tr>
<th>Sub-Grant Type</th>
<th>Service Area</th>
<th>Zip Code + 4</th>
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7. **PROJECTED NUMBER OF PARTICIPANTS:** _________________________

8. **IMPORTANT NOTICE**

   This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined in the Illinois State Finance Act, found at 30 ILCS 105/1 et seq. Failure to provide the information requested on this form may prevent your application from being processed.

9. **APPLICANT CERTIFICATION**

   To the best of my knowledge, the data and statements in this application are true and correct. The applicant agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

   **AUTHORIZED OFFICIAL**

   ________________________________
   (Typed Name)

   ________________________________
   (Title)

   ________________________________
   (Signature)
All applications shall be submitted as required in the Request for Proposal or other instructions distributed by the Illinois Department of Human Services.

1. Applicant Organization – Provide applicant name and address as it is to appear in the contracts for services which will be developed for successful applicants.

FEIN Number – Provide your nine-digit Federal Taxpayer Identification Number (also known as the Federal Employer Identification Number, or FEIN) or the state assigned Governmental Unit Code. Governmental agencies (county or municipality) should use the Governmental Unit Code, which generally begins with 20 or 30; non-governmental agencies or multi-county agencies should use the FEIN, which generally begins with 36 or 37.

DUNS Number – Provide your nine-digit Data Universal Numbering System (DUNS) Number. If your agency does not have a DUNS Number, you must get one. Go to http://www.dhs.state.il.us/page.aspx?item=56807 and click on “How to Get a DUNS Number”. This will connect to the Dun & Bradstreet website and it will lead you through a process to obtain a number.

CAGE Number – Provide your five-character Commercial And Government Entity (CAGE) identification number. To get a CAGE code, you must first complete the Department of Defense’s Central Contractor Registration (CCR), which is a requirement for doing business with the federal government. CCR applications are available at http://www.ccr.gov/Start.aspx. You will be assigned your CAGE code as part of the CCR validation process, and as soon as your CCR registration is active, you can view your CAGE code online when you log in to your CCR account.

2. Date of Submission – Enter the date the application is forwarded to the Department.

3. Project Period – Enter the project period to be covered by this application, if different from that indicated.

4. Type of Organization – Mark (X) to indicate your type of organization. Provide information from the Illinois Secretary of State’s Office to demonstrate your agency is in good standing. Go to http://www.cyberdriveillinois.com/departments/business_services/corp.html and click on “Search the Real Time Corporate/LLC Database / Certificate of Good Standing”. Follow the instructions on this page and hit submit. This will lead you to “Corporate/LLC Search Results” and you will find your agency’s name. Click on your name and this will lead you to “Corporation File Detail Report”. Print the Corporation File Detail Report for your agency and submit as an attachment.

5. Legislative District – Provide the appropriate district numbers for the area(s) to be served. Information for Congressional District (by number), the Illinois House and Senate Legislative Districts (by number) are available at the following website: http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByAddress.aspx.

6. Zip Code – Provide the zip code + 4 for each service area you propose to serve. To find the full zip code, visit https://www.usps.com/ and in left hand column, click on Look Up a Zip Code.
7. **Projected Number of Participants**: Indicate the total number of participants to be served across all Sub-Grant(s).

8. **Important Notice** – Please reference as needed.

9. **Applicant Certification** – Provide the name and title of the person authorized to enter into contracts or otherwise obligate the agency to provide services. This information will be used for the signature block for contracts offered to successful applicants. The signature of the authorized official certifies compliance with all requirements, as described in the Request for Proposal, applicable program rules and regulations, and applicable state and federal rules and regulations.
ATTACHMENT 2

SUB-GRANT SITE PLAN
COVER PAGE
Sub-Grant Site Plan
Cover Page
Sub-Grant A – Local Capacity Building

Agency:

Geographic Area:

Plan: _____ of _____
Sub-Grant Site Plan
Cover Page
Sub-Grant B – Direct Service

Agency:

Geographic Area:

Plan: _____ of _____
Sub-Grant Site Plan
Cover Page
Sub-Grant C – Strategic Prevention Framework

Agency:

Geographic Area:

Plan: _____ of _____
Sub-Grant Site Plan
Cover Page
Sub-Grant D – State Capacity Building

Agency:

Geographic Area:

Plan: _____ of _____
ATTACHMENT 3

PROPOSAL CONTENT
CHECKLISTS
Division of Community Health and Prevention
Sub-Grant A – Local Capacity Building Grant
PROPOSAL CONTENT CHECKLIST

Applicant:

Service Area:

Plan: _____ of ____

The proposal should contain the following in this order:

____ Application and Plan for Human Services Program Cover Page
____ Secretary of State – Corporation File Detail Report
____ W-9
____ Appendix A: Audited Financial Statements
____ This PROPOSAL CONTENT CHECKLIST
____ Appendix B: Executive Summary
____ Agency Qualifications/Organizational Capacity (5 pages maximum)
____ Service Area (3 pages maximum)
____ Needs Statement (7 pages maximum)
____ Description of Program Services (10 pages maximum)
____ Agency Evaluation and Reporting (3 pages maximum)
____ Budget
____ Budget Narrative (4 pages maximum)
____ Appendix C: LCB: Organizational Chart
____ Appendix D: LCB: Resumé/Job Description of Project Director
____ Appendix E: LCB: Resumés/Job Descriptions for Key Personnel
____ Appendix F: LCB: Letters of Commitment – Local Capacity
____ Appendix G: LCB: Assurance of Delivery of Evidence-based Services
____ Appendix H: LCB: Letters of Commitment – LCP Coalition
____ Appendix I: LCB: Letter of Commitment – Illinois Youth Survey Participation
Division of Community Health and Prevention  
Sub-Grant B – Direct Services Grant  
PROPOSAL CONTENT CHECKLIST

Applicant:  
Service Area:  
Plan: _____ of _____

The proposal should contain the following in this order:

_____ Application and Plan for Human Services Program Cover Page
_____ Secretary of State – Corporation File Detail Report
_____ W-9
_____ Appendix A: Audited Financial Statements
_____ This PROPOSAL CONTENT CHECKLIST
_____ Appendix B: DS: Executive Summary
_____ Agency Qualifications/Organizational Capacity (5 pages maximum)
_____ Service Area (3 pages maximum)
_____ Needs Statement (5 pages maximum)
_____ Description of Program Services (20 pages maximum)
_____ Agency Evaluation and Reporting (3 pages maximum)
_____ Budget
_____ Budget Narrative (4 pages maximum)
_____ Appendix C: DS: Organizational Chart
_____ Appendix D: DS: Resumé/Job Description of Project Director
_____ Appendix E: DS: Resumés/Job Descriptions for Key Personnel
_____ Appendix F: DS: Agency’s standards-based curriculum – Youth Prevention Education
_____ Appendix G: DS: Letters of Commitment – Youth Prevention Education
_____ Appendix H: DS: Letters of Commitment – Agency’s standards-based curriculum - Parent/Family Education
_____ Appendix I: DS: Letter of Commitment – Parent/Family Education
_____ Appendix J: DS: Letter of Commitment – Mentoring
_____ Appendix K: DS: Letter of Commitment - Communication Campaign
Appendix L: DS: Letter of Commitment – Illinois Youth Survey Participation

Division of Community Health and Prevention
Sub-Grant C – Strategic Prevention Framework
PROPOSAL CONTENT CHECKLIST

Applicant:

Service Area:

Plan: ____ of ____

The proposal should contain the following in this order:

_____ Application and Plan for Human Services Program Cover Page
_____ Secretary of State – Corporation File Detail Report
_____ W-9
_____ **Appendix A**: Audited Financial Statements
_____ This PROPOSAL CONTENT CHECKLIST
_____ **Appendix B**: SPF: Executive Summary (1 page maximum)
_____ Agency Qualifications/Organizational Capacity (5 pages maximum)
_____ Service Area (3 pages maximum)
_____ Needs Statement (5 pages maximum)
_____ Description of Program Services (10 pages maximum)
_____ Agency Evaluation and Reporting (3 pages maximum)
_____ Budget
_____ Budget Narrative (4 pages maximum)
_____ **Appendix C**: SPF: Organizational Chart
_____ **Appendix D**: SPF: Resumé/Job Description of Project Director
_____ **Appendix E**: SPF: Resumés/Job Descriptions for Key Personnel
_____ **Appendix F**: SPF: Letter of Commitment – SPF Coalition
_____ **Appendix G**: SPF: Letters of Commitment – IYS, Core Assessment
Division of Community Health and Prevention
Sub-Grant D – Statewide Capacity Building
PROPOSAL CONTENT CHECKLIST

Applicant:

Service Area:

Plan: _____ of ____

The proposal should contain the following in this order:

_______ Application and Plan for Human Services Program Cover Page
_______ Secretary of State – Corporation File Detail Report
_______ W-9
_______ Appendix A: Audited Financial Statements_______
_______ This PROPOSAL CONTENT CHECKLIST
_______ Appendix B: SCB: Executive Summary
_______ Agency Qualifications/Organizational Capacity (5 pages maximum)
_______ Service Area (3 pages maximum)
_______ Needs Statement (4 pages maximum)
_______ Description of Program Services (8 pages maximum)
_______ Agency Evaluation and Reporting (3 pages maximum)
_______ Budget
_______ Budget Narrative (4 pages maximum)
_______ Appendix C: SCB: Organizational Chart
_______ Appendix D: SCB: Resumé/Job Description of Project Director
_______ Appendix E: SCB: Resumés/Job Descriptions for Key Personnel
_______ Appendix F: SCB: Letters of Commitment - State
Linguistic and Cultural Competency Guidelines

The State of Illinois Linguistic and Cultural Competency Guidelines (LCC Guidelines) were developed as a mechanism for improving language and cultural accessibility and sensitivity in State-funded direct human services delivered by human service organizations that receive grants and contracts to serve the residents of the State of Illinois.

Linguistic and Cultural Competency Mandate: The Illinois Department of Human Services (the Agency) agrees to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, ADA Amendments Act of 2008, Illinois Human Rights Act, the 1970 Constitution of the State and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, disability, or the inability to speak or comprehend the English language. The Agency will assure native language/interpreter services to the extent possible, when serving Limited English Proficient clients.

Goal: The Illinois Department of Human Services is working towards improving access to culturally competent programs, services, and activities for Limited English Proficient (LEP) customers, persons who are hard of hearing or deaf, and persons with low literacy (the Goal).

Applicants that seek to provide direct human services to individuals or families in the State of Illinois must adhere to the LCC Guidelines that demonstrates the Vendor’s ability to provide language access and cultural competence to its customers or a good faith effort to provide access to services, programs, and activities for LEP customers.

Definitions:

- **Cultural Competence:** Cultural Competence is a set of behaviors, attitudes, and policies in a system, agency or among professionals that affect cross-cultural work. Cultural competence is a developmental process that evolves over an extended period. Both individuals and organizations are at various levels of awareness, knowledge and skills along the cultural competence continuum (adapted from Cross et al., 1989).

- **Cultural Competence:** (Individual Level) At the individual level, this means acquisition of the values, knowledge, skills and attributes that will allow an individual to work appropriately in cross-cultural situations.

- **Cultural Competence:** (Organizational Level) At the organization level, this means systems and organizations sanction, and in some cases mandate the incorporation of cultural knowledge into policymaking, infrastructure and practice. An example regarding limited English proficiency would include: Written materials are translated, adapted, and/or provided in alternative formats based on needs and preferences of the populations served. Interpretation and translation services comply with all relevant Federal, State and local mandates governing language access and consumers are engaged in evaluation of language access and other communication to ensure for quality and satisfaction.

- **Language Access:** Provision of language assistance services, including bilingual personnel and interpreter services, at no cost to each LEP customer, at key points of
contact, in a timely manner. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin including actions that delay, deny, or provide different quality services to a particular individual or group of individuals.

- **Meaningful Access:** Subcontractors/Vendors, especially entities with a customer base that is more than five percent (5%) LEP, are required to take reasonable steps to ensure meaningful access to their services and programs by LEP persons. Compliance involves the balancing of four factors: 1) the number and proportion of eligible LEP customers, 2) the frequency of contact, 3) the importance or impact of the contact upon the lives of the person(s) served, and 4) the resources available to the organization. The organization will collect data on primary spoken language and, as appropriate, develop a plan to meet the needs of LEP customers.

**Vendor Assurance:** The Applicant shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. The Applicant shall also adhere to the principle of providing “meaningful access” to all LEP customers that the agency provides services to, in the performance of this contract. The Applicant ensures accountability of subcontractors by measurable objectives and performance monitoring at regular intervals for individuals from LEP and diverse cultural groups. Failure by the Applicant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate.
The Applicant agrees to include the assurance in any agreements made to fulfill this contract: We shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. We shall also adhere to the principle of providing “meaningful access” to all Limited English Proficient (LEP), hard of hearing or deaf, and low literacy customers that the Agency provides services to, in the performance of this contract. Failure by the Applicant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate.

<table>
<thead>
<tr>
<th>LINGUISTIC AND CULTURAL COMPETENCY GUIDELINE</th>
<th>INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organizations should have a linguistic and cultural competence plan for the funded program(s) or for the organization as a whole that includes clear goals, outcomes, policies and/or procedures related to the provision of culturally and linguistically appropriate services.</td>
<td>1. The plan addresses in a meaningful way the guidelines in this document and is consistent with the organization’s mission. 2. The plan has defined short-term and long-term goals and outcomes that incrementally improve services to LEP individuals, persons who are hard of hearing or deaf, and persons with low literacy. 3. There is an Identifiable staff member responsible for overseeing its implementation. 4. The plan is data driven, based on analysis of verifiable demographic and service data. 5. The data includes the consumers’ self-identified primary spoken language, race, and ethnicity. 6. The plan assesses new and emerging community/population needs.</td>
</tr>
<tr>
<td>2. Organizations should implement strategies to recruit, retain, and promote at all levels, diverse personnel and leadership that are representative of the demographic characteristics of the service area.</td>
<td>1. Demonstrated hiring, retention and promotion of staff of racial/ethnic backgrounds representative of target population served. 2. Personnel at different levels receive ongoing education and training in culturally and linguistically service delivery. 3. Establish requirements for specific language skills in job descriptions and remuneration for language skills.</td>
</tr>
<tr>
<td>3. Organizations should collect customer data to ensure that every effort is made to provide consumers with effective, understandable, and respectful services, provided in the</td>
<td>1. The data assesses new and emerging community/population needs. 2. The data includes the consumers’ self-identified primary spoken language, race, and ethnicity. 3. Organizations track consumer satisfaction with</td>
</tr>
<tr>
<td>LINGUISTIC AND CULTURAL COMPETENCY GUIDELINE</td>
<td>INDICATORS</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>consumer’s preferred language and in a manner sensitive to cultural beliefs and practices.</td>
<td>language access services and organizational sensitivity to consumer culture.</td>
</tr>
</tbody>
</table>

4. Organizations shall provide hearing impaired and language assistance services, including bilingual personnel and interpreter services, at no cost to each consumer with limited English proficiency, or those who are hard of hearing or deaf, at key points of contact, in a timely manner that facilitates maximum access to services.

1. Evidence that appropriate interpretation services are provided to the LEP, hard of hearing, or deaf consumers in a timely manner.
2. Language fluency is assessed to determine the level of competence of personnel and interpreters to provide language and/or American Sign Language services in their specific field of service.
3. Family, friends, or other untested individuals are not used to provide interpretation services.

5. Organizations shall provide to consumers in their preferred language both verbal and written notices of their right to receive language assistance services that are culturally appropriate.

1. Easily understood consumer-related materials and visible notices posted in languages of commonly encountered groups represented in the service area.
2. Pertinent written, oral, and symbolic consumer materials (including consent forms, statement of rights forms, posters, signs, and audio tape recordings) are available in the language of the consumer and/or Braille and available at all key points of access.
3. Quality assurance measures in place to verify accuracy of translated documents.
ATTACHMENT 5

EXISTING
DRUG FREE COMMUNITY
SUPPORT

AND

PARTNERSHIPS FOR SUCCESS

GRANT PROGRAMS
## Existing Drug Free Community Support Grant Programs

<table>
<thead>
<tr>
<th>Grantee Name</th>
<th>Coalition Name</th>
<th>Communities Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINKING EFFORTS AGAINST DRUGS (LEAD)</td>
<td>SPEAK UP! Prevention Coalition</td>
<td>Lake Forest, Lake Bluff</td>
</tr>
<tr>
<td>CITY OF GALESBURG</td>
<td>Knox County Substance Abuse Prevention Coalition</td>
<td>Knox County</td>
</tr>
<tr>
<td>NORTHERN ILLINOIS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE (NICASA)</td>
<td>Mundelein STAND-UP Taskforce</td>
<td>Mundelein</td>
</tr>
<tr>
<td>ASIAN HEALTH COALITION OF ILLINOIS</td>
<td>Asian Health Coalition of Illinois</td>
<td>Armour Square, Bridgeport - Chicago</td>
</tr>
<tr>
<td>SGA YOUTH AND FAMILY SERVICES</td>
<td>Brighton Park Drug-Free Community Coalition</td>
<td>Brighton Park - Chicago</td>
</tr>
<tr>
<td>PEER SERVICES INC.</td>
<td>Evanston Substance Abuse Prevention Council (ESAPC)</td>
<td>Evanston</td>
</tr>
<tr>
<td>BEN GORDON CENTER</td>
<td>Dekalb County Partnership for a Safe, Active and Family Environment</td>
<td>Dekalb County</td>
</tr>
<tr>
<td>ST. GEORGE ANTIOCHIAN OTHODOX CHURCH</td>
<td>Orthodox Christian Coalition for Healthy Youth – Greater Chicago</td>
<td>Cicero</td>
</tr>
<tr>
<td>YMCA OF KEWANEE</td>
<td>Kewanee Community Drug and Alcohol Task Force</td>
<td>Kewanee</td>
</tr>
<tr>
<td>LAKE COUNTY HEALTH DEPARTMENT</td>
<td>Coalition for Healthy Communities</td>
<td>Waukegan</td>
</tr>
<tr>
<td>ADAMS COUNTY HEALTH DEPARTMENT</td>
<td>Adams County Substance Abuse Coalition</td>
<td>Adams County</td>
</tr>
<tr>
<td>WOODSTOCK COMMUNITY UNIT SCHOOL DISTRICT 200</td>
<td>Community Partnership Coalition</td>
<td>Woodstock, Wonder Lake</td>
</tr>
<tr>
<td>PROJECT OZ</td>
<td>Heartland Coalition for Youth and Family</td>
<td>Mclean County</td>
</tr>
<tr>
<td>EDWARDS CNTY PROJECT SUCCESS COALITION</td>
<td>Edwards County Project Success</td>
<td>Browns, Albjon, Grayville, Bone Gap, West Salem</td>
</tr>
<tr>
<td>CHESTNUT HEALTH SYSTEMS, INC.</td>
<td>TEAM 10</td>
<td>Maryville, Caseyville, Collinsville, Granite City</td>
</tr>
<tr>
<td>RICHLAND COMMUNITY COLLEGE</td>
<td>Decatur Drug Free Community Coalition</td>
<td>Decatur</td>
</tr>
<tr>
<td>Grantee Name</td>
<td>Coalition Name</td>
<td>Communities Served</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>BUREAU COUNTY HEALTH DEPARTMENT</td>
<td>Community Partners Against Substance Abuse</td>
<td>Putnam and Bureau Counties</td>
</tr>
<tr>
<td>MAINE COMMUNITY YOUTH ASSISTANCE FOUNDATION</td>
<td>Maine Community Youth Assistance Foundation</td>
<td>Park Ridge, Des Plaines</td>
</tr>
<tr>
<td>COUNTY OF MENARD</td>
<td>Menard County School and Community Task Force</td>
<td>Menard County</td>
</tr>
<tr>
<td>COUNTY OF JEFFERSON</td>
<td>Mission Possible Coalition</td>
<td>Jefferson County</td>
</tr>
<tr>
<td>CITY OF WILMINGTON</td>
<td>Wilmington Coalition for a Healthy Community</td>
<td>Wilmington</td>
</tr>
<tr>
<td>CITY OF ALTON</td>
<td>Alton Youth Development Strategy Partnership (AYDSP)</td>
<td>Godfrey, Alton</td>
</tr>
</tbody>
</table>
## Existing Partnerships For Success Grantees

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Target Area</th>
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</thead>
<tbody>
<tr>
<td>Jefferson County Board</td>
<td>Jefferson County</td>
</tr>
<tr>
<td>ABJ Community Services</td>
<td>South Shore Community Area – Chicago</td>
</tr>
<tr>
<td>Adams County Health Department</td>
<td>Adams County</td>
</tr>
<tr>
<td>Asian Health Coalition of Illinois</td>
<td>Armour Square and Bridgeport (China Town) – Chicago</td>
</tr>
<tr>
<td>Chestnut Health Systems</td>
<td>Bloomington and Normal</td>
</tr>
<tr>
<td>City of Rockford - Department of Human Services</td>
<td>Rockford</td>
</tr>
<tr>
<td>Healthcare Alternative Systems</td>
<td>Back of the Yards Community Area – Chicago</td>
</tr>
<tr>
<td>Human Resource Development Institute</td>
<td>Roseland Community Area and Altgeld Gardens – Chicago</td>
</tr>
<tr>
<td>Maine Community Youth Assistance Foundation</td>
<td>Des Plaines and Park Ridge</td>
</tr>
<tr>
<td>Northern Illinois Council on Alcoholism and Substance Abuse (NICASA)</td>
<td>Mundelein</td>
</tr>
<tr>
<td>Prevention Partnership</td>
<td>Austin Community Area</td>
</tr>
<tr>
<td>Carroll County Substance Education Coalition</td>
<td>Carroll County</td>
</tr>
<tr>
<td>Tazewell County Health Department</td>
<td>Tazewell County</td>
</tr>
<tr>
<td>The Miracle Center</td>
<td>Hermosa Community Area – Chicago</td>
</tr>
<tr>
<td>Unity Parenting &amp; Counseling</td>
<td>Chatham Community Area – Chicago</td>
</tr>
<tr>
<td>Woodford County Health Department</td>
<td>Woodford County</td>
</tr>
<tr>
<td>Universidad Popular</td>
<td>South Lawndale (Little Village) Community Area – Chicago</td>
</tr>
<tr>
<td>Puerto Rican Cultural Center</td>
<td>Humboldt Park Community Area – Chicago</td>
</tr>
<tr>
<td>FHN Family Counseling Center</td>
<td>Freeport</td>
</tr>
<tr>
<td>Family Guidance Center</td>
<td>Village of Dolton</td>
</tr>
</tbody>
</table>
ATTACHMENT 6

EVIDENCE-BASED CURRICULA
APPROVED FOR PROVIDER USE

BY THE
ILLINOIS DEPARTMENT
OF HUMAN SERVICES
## Required Elements

The curricula have been tested under these conditions, and are provided for your consideration when selecting a program.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Population Type</th>
<th>Target Age/Grade Range</th>
<th>Setting</th>
<th>Number of Sessions</th>
<th>Length of Sessions</th>
<th>Frequency of Sessions</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Community Type</th>
</tr>
</thead>
</table>
| All Stars                         | Universal       | 11-14                  | School Community | Core: 13 mandatory and 8 optional  
Booster: 9 mandatory and 6 optional  
Plus (optional): 12 mandatory and 5 optional | 45 minutes         | 1-2 times per week            | Female       | Asian  
African-American  
Hispanic/Latino  
White | Rural  
Suburban  
Urban |
| Guiding Good Choices  
(formerly Preparing for the Drug Free Years) | Universal | Parents of children in grades 4-8 (9-14) | School | 5 workshops | 2 hours | 1 time per week | Female       | White | Rural |
| Life Skills Training  
(Middle School Curriculum) | Universal | 6th-9th | School | Year 1: 15 mandatory and 3 optional  
Year 2: 10 mandatory and 2 optional  
Year 3: 5 mandatory and 4 optional | 30-45 minutes | 1-2 times per week | Female       | American  
Indian/Alaska  
Native  
Asian  
African-American  
Hispanic/Latino  
White | Rural  
Suburban  
Urban |
| Lions Quest                      | Universal       | 6th-8th                | School | Year 1: 14  
Year 2: 12 | 45 minutes | 1-2 times per week | Female       | American  
Indian/Alaska  
Native  
Asian  
African-American  
Hispanic/Latino  
White | Rural  
Suburban  
Urban |
The curricula have been tested under these conditions, and are provided for your consideration when selecting a program.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Population Type</th>
<th>Target Age/Grade Range</th>
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<th>Number of Sessions</th>
<th>Length of Sessions</th>
<th>Frequency of Sessions</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Community Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ALERT</td>
<td>Universal</td>
<td>7th-8th</td>
<td>School</td>
<td>Year 1: 11</td>
<td>45 minutes</td>
<td>1-2 times per week</td>
<td>Female</td>
<td>American Indian/Alaska Native</td>
<td>Rural Suburban</td>
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<tr>
<td></td>
<td>Selected</td>
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<td></td>
<td>Year 2: 3</td>
<td></td>
<td></td>
<td>Male</td>
<td>Asian</td>
<td>Urban</td>
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<td></td>
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<td></td>
<td></td>
<td>African-American</td>
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<td></td>
<td>Hispanic/Latino</td>
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<td></td>
<td></td>
<td></td>
<td>White</td>
<td></td>
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<tr>
<td>Project Northland</td>
<td>Universal</td>
<td>6th-8th</td>
<td>School Community</td>
<td>6th: 5</td>
<td>6th: 30 min.</td>
<td>6th: 1 time per week</td>
<td>Female</td>
<td>American Indian/Alaska Native</td>
<td>Rural Suburban</td>
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<tr>
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<td></td>
<td>7th: 8 8th: 8</td>
<td>7th: 45 min.</td>
<td>7th: 1-2 times per week</td>
<td>Male</td>
<td>Asian</td>
<td>Urban</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Class Action-9-12</td>
<td>8th: 45 min.</td>
<td>8th: 1-2 times per week</td>
<td></td>
<td>African-American</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>(optional): 8-10</td>
<td>9-12: 45-50 min.</td>
<td>9-12: 1-2 times per week</td>
<td></td>
<td>Hispanic/Latino</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Project Towards No Drug Abuse</td>
<td>Universal</td>
<td>9th-12th</td>
<td>School</td>
<td>12</td>
<td>40 minutes</td>
<td>2-3 times per week</td>
<td>Female</td>
<td>American Indian/Alaska Native</td>
<td>Not specified</td>
</tr>
<tr>
<td></td>
<td>Selected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Male</td>
<td>Asian</td>
<td>in the available literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>African-American</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hispanic/Latino</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>
The curricula have been tested under these conditions, and are provided for your consideration when selecting a program.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Population Type</th>
<th>Target Age/Grade Range</th>
<th>Setting</th>
<th>Number of Sessions</th>
<th>Length of Sessions</th>
<th>Frequency of Sessions</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Community Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening Families Program for Parents and Youth 10-14</td>
<td>Universal</td>
<td>Parents and youth ages 10-14</td>
<td>School Community</td>
<td>7 mandatory plus 4 optional booster sessions</td>
<td>2 hours</td>
<td>1 time per week</td>
<td>Female</td>
<td>Male</td>
<td>White</td>
</tr>
<tr>
<td>Too Good for Drugs</td>
<td>Universal</td>
<td>5th-8th</td>
<td>School</td>
<td>10 sessions for each grade level</td>
<td>30-60 minutes</td>
<td>1-2 times per week</td>
<td>Female</td>
<td>Male</td>
<td>White</td>
</tr>
</tbody>
</table>

**NOTE:** Two consecutive grade levels must be implemented to meet the SAPP requirements for this program.
ATTACHMENT 7

LIST OF SELECTED ITEMS OF COST CONTAINED IN OMB COST PRINCIPLES CIRCULARS
LIST OF SELECTED ITEMS OF COST CONTAINED IN OMB COST PRINCIPLES CIRCULARS (Amended effective June 9, 2004)

The following exhibit provides an updated listing of selected items of cost contained in each of the OMB cost principles circulars based on the changes contained in the Federal Register notice dated May 10, 2004 (http://www.whitehouse.gov/omb/grants_docs/). The primary changes are deletion of items, changes in language for consistency, and extension of certain items previously only in one or more—but not all—sets of OMB cost principles to another set(s) of OMB cost principles. Although these changes minimized the number of non-substantive differences among the OMB cost principles, there remain several cost items that are unique to one type of entity (e.g., commencement and convocation costs are applicable only to universities).

The exhibit lists the selected items of cost along with a cursory description of their allowability. The numbers in parentheses refer to the cost item in the applicable circular, as revised. The reader is strongly cautioned not to rely exclusively on the summary but to place primary reliance on the referenced circular text.

<table>
<thead>
<tr>
<th>Selected Cost Item</th>
<th>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov'ts</th>
<th>OMB Circular A-21, Section J Educational Institutions</th>
<th>OMB Circular A-122, Attachment B Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and public relations costs</td>
<td>(1) Allowable with restrictions</td>
<td>(1) Allowable with restrictions</td>
<td>(1)-Allowable with restrictions</td>
</tr>
<tr>
<td>Advisory councils</td>
<td>(2)-Allowable with restrictions</td>
<td>(2) Allowable with restrictions</td>
<td>(2) Allowable with restrictions</td>
</tr>
<tr>
<td>Alcoholic beverages</td>
<td>(3)-Unallowable</td>
<td>(3)-Unallowable</td>
<td>(3)-Unallowable</td>
</tr>
<tr>
<td>Alumni/ae activities</td>
<td>Not specifically addressed</td>
<td>(4)-Unallowable</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Audit costs and related services</td>
<td>(4)-Allowable with restrictions and as addressed in OMB Circular A-133</td>
<td>(5)-Allowable with restrictions and as addressed in OMB Circular A-133</td>
<td>(4)-Allowable with restrictions and as addressed in OMB Circular A-133</td>
</tr>
<tr>
<td>Bad debts</td>
<td>(5)-Unallowable</td>
<td>(6)-Unallowable</td>
<td>(5)-Unallowable</td>
</tr>
<tr>
<td>Bonding costs</td>
<td>(6)-Allowable with restrictions</td>
<td>(7) Allowable with restrictions</td>
<td>(6)-Allowable with restrictions</td>
</tr>
<tr>
<td>Selected Cost Item</td>
<td>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov'ts</td>
<td>OMB Circular A-21, Section J Educational Institutions</td>
<td>OMB Circular A-122, Attachment B Non-Profit Organizations</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Commencement and convocation costs</td>
<td>Not specifically addressed</td>
<td>(8)-Unallowable with exceptions</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Communication costs</td>
<td>(7)-Allowable</td>
<td>(9)-Allowable</td>
<td>(7)-Allowable</td>
</tr>
<tr>
<td>Compensation for personal services</td>
<td>(8)-Unique criteria for support</td>
<td>(10)-Unique criteria for support</td>
<td>(8)-Unique criteria for support</td>
</tr>
<tr>
<td>Compensation for personal services - organization-</td>
<td>Not specifically addressed</td>
<td>(10.g)- Unallowable for that portion of costs</td>
<td>(8.g)- Unallowable for that portion of costs</td>
</tr>
<tr>
<td>furnished automobile</td>
<td></td>
<td>attributed to personal use</td>
<td></td>
</tr>
<tr>
<td>Compensation for personal services - sabbatical leave</td>
<td>Not specifically addressed</td>
<td>(10.f(4))- Allowable with restrictions</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation for personal services - severance pay</td>
<td>(8)-Allowable with restrictions</td>
<td>(10.h)-Allowable with restrictions</td>
<td>(8.k)-Allowable with restrictions</td>
</tr>
<tr>
<td>Contingency provisions</td>
<td>(9)-Unallowable with exceptions</td>
<td>(11)-Unallowable with exceptions</td>
<td>(9)-Unallowable with exceptions</td>
</tr>
<tr>
<td>Deans of faculty and graduate schools</td>
<td>Not addressed</td>
<td>(12)-Allowable</td>
<td>Not addressed</td>
</tr>
<tr>
<td>Defense and prosecution of criminal and civil</td>
<td>(10)-Allowable with restrictions</td>
<td>(13)-Allowable with restrictions</td>
<td>(10)-Allowable with restrictions</td>
</tr>
<tr>
<td>proceedings and claims</td>
<td></td>
<td>(Defense and prosecution of criminal and civil</td>
<td>(Defense and prosecution of criminal and civil proceedings,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>proceedings, claims, appeals and patent infringement)</td>
<td>claims, appeals and patent infringement)</td>
</tr>
<tr>
<td>Depreciation and use allowances</td>
<td>(11)-Allowable with qualifications</td>
<td>(14)-Allowable with qualifications</td>
<td>(11)-Allowable with qualifications</td>
</tr>
</tbody>
</table>
### Selected Items of Cost
**Exhibit 1** (amended 6/04)

<table>
<thead>
<tr>
<th>Selected Cost Item</th>
<th>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov’ts</th>
<th>OMB Circular A-21, Section J Educational Institutions</th>
<th>OMB Circular A-122, Attachment B Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations and contributions</td>
<td>(12)-Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)</td>
<td>(15)-Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)</td>
<td>(12)-Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)</td>
</tr>
<tr>
<td>Employee morale, health, and welfare costs</td>
<td>(13)-Allowable with restrictions</td>
<td>(16)-Allowable with restrictions</td>
<td>(13)-Allowable with restrictions</td>
</tr>
<tr>
<td>Entertainment costs</td>
<td>(14)-Unallowable</td>
<td>(17)-Unallowable</td>
<td>(14)-Unallowable</td>
</tr>
<tr>
<td>Equipment and other capital expenditures</td>
<td>(15)-Allowability based on specific requirements</td>
<td>(18)-Allowability based on specific requirements</td>
<td>(15)-Allowability based on specific requirements</td>
</tr>
<tr>
<td>Fines and penalties</td>
<td>(16)-Unallowable with exception</td>
<td>(19)-Unallowable with exception</td>
<td>(16)-Unallowable with exception</td>
</tr>
<tr>
<td>Fundraising and investment management costs</td>
<td>(17)-Unallowable with exceptions</td>
<td>(20)-Unallowable with exceptions (Fundraising)</td>
<td>(17)-Unallowable with exceptions</td>
</tr>
<tr>
<td>Gains and losses on depreciable assets</td>
<td>(18)-Allowable with restrictions (Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs)</td>
<td>(21)-Allowable with restrictions</td>
<td>(18)-Allowable with restrictions</td>
</tr>
<tr>
<td>General government expenses</td>
<td>(19)-Unallowable with exceptions</td>
<td>Not specifically addressed</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Goods or services for personal use</td>
<td>(20) Unallowable</td>
<td>(22)-Unallowable</td>
<td>(19)-Unallowable</td>
</tr>
<tr>
<td>Housing and personal living expenses</td>
<td>Not specifically addressed</td>
<td>(23)-Unallowable</td>
<td>(20)-Unallowable as overhead costs</td>
</tr>
</tbody>
</table>
## Selected Items of Cost
### Exhibit 1 (amended 6/04)

<table>
<thead>
<tr>
<th>Selected Cost Item</th>
<th>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov'ts</th>
<th>OMB Circular A-21, Section J Educational Institutions</th>
<th>OMB Circular A-122, Attachment B Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle facilities and idle capacity</td>
<td>(21)-Idle facilities - unallowable with exceptions; idle capacity - allowable with restrictions</td>
<td>(24)-Idle facilities - unallowable with exceptions; idle capacity - allowable with restrictions</td>
<td>(21)-Idle facilities - unallowable with exceptions; idle capacity allowable with restrictions</td>
</tr>
<tr>
<td>Insurance and indemnification</td>
<td>(22)-Allowable with restrictions</td>
<td>(25)-Allowable with restrictions</td>
<td>(22)-Allowable with restrictions</td>
</tr>
<tr>
<td>Interest</td>
<td>(23)-Allowable with restrictions</td>
<td>(26)-Allowable with restrictions</td>
<td>(23)-Allowable with restrictions</td>
</tr>
<tr>
<td>Interest - substantial relocation</td>
<td>Not specifically addressed</td>
<td>(26.b(6))-Possible adjustment in relocated within 20 years</td>
<td>(23.a(6)(d))-Possible adjustment in relocated within 20 years</td>
</tr>
<tr>
<td>Labor relations costs</td>
<td>Not specifically addressed</td>
<td>(27)-Allowable</td>
<td>(24)-Allowable</td>
</tr>
<tr>
<td>Lobbying</td>
<td>(24)-Unallowable</td>
<td>(28)-Unallowable with exceptions</td>
<td>(25)-Unallowable with exceptions</td>
</tr>
<tr>
<td>Lobbying - executive lobbying costs</td>
<td>(24.b)-Unallowable</td>
<td>(28.h)-Unallowable</td>
<td>(25.d)-Unallowable</td>
</tr>
<tr>
<td>Losses on other sponsored agreements or contracts</td>
<td>Not specifically addressed</td>
<td>(29)-Unallowable</td>
<td>(26)-Unallowable (Losses on other awards or contracts)</td>
</tr>
<tr>
<td>Maintenance and repair costs</td>
<td>(25)-Allowable with restrictions (Maintenance, operations, and repairs)</td>
<td>(30)-Allowable with restrictions</td>
<td>(27)-Allowable with restrictions</td>
</tr>
<tr>
<td>Materials and supplies costs</td>
<td>(26)-Allowable with restrictions</td>
<td>(31)-Allowable with restrictions</td>
<td>(28)-Allowable with restrictions</td>
</tr>
<tr>
<td>Meetings and conferences</td>
<td>(27)- Allowable with restrictions</td>
<td>(32)- Allowable with restrictions</td>
<td>(29)-Allowable with restrictions</td>
</tr>
<tr>
<td>Memberships, subscriptions, and professional activity costs</td>
<td>(28)-Allowable as a direct cost for civic, community and social organizations with Federal approval; unallowable for lobbying</td>
<td>(33)-Unallowable for civic, community, or social organizations</td>
<td>(30)-Allowable for civic and community organizations with Federal approval; unallowable for</td>
</tr>
</tbody>
</table>

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## Selected Items of Cost
### Exhibit 1 (amended 6/04)

<table>
<thead>
<tr>
<th>Selected Cost Item</th>
<th>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov'ts</th>
<th>OMB Circular A-21, Section J Educational Institutions</th>
<th>OMB Circular A-122, Attachment B Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State, Local, &amp; Indian Tribal Gov'ts</td>
<td>Educational Institutions</td>
<td>Non-Profit Organizations</td>
</tr>
<tr>
<td></td>
<td>organizations.</td>
<td></td>
<td>social organizations.</td>
</tr>
<tr>
<td>Organization costs</td>
<td>Not specifically addressed</td>
<td>Not specifically addressed</td>
<td>(31)-Unallowable except Federal prior approval</td>
</tr>
<tr>
<td>Page charges in professional journals</td>
<td>(34.b)-Allowable with restrictions (addressed under “Publication and printing costs”)</td>
<td>(39.b)-Allowable with restrictions (addressed under “Publication and printing costs”)</td>
<td>(32)-Allowable with restrictions</td>
</tr>
<tr>
<td>Participant support costs</td>
<td>Not specifically addressed</td>
<td>Not specifically addressed</td>
<td>(33)-Allowable with prior approval of the Federal awarding agency</td>
</tr>
<tr>
<td>Patent costs</td>
<td>(29)-Allowable with restrictions</td>
<td>(34)-Allowable with restrictions</td>
<td>(34)-Allowable with restrictions</td>
</tr>
<tr>
<td>Plant and homeland security costs</td>
<td>(30)-Allowable with restrictions</td>
<td>(35)-Allowable with restrictions</td>
<td>(35)-Allowable with restrictions</td>
</tr>
<tr>
<td>Pre-agreement costs</td>
<td>(31)-Allowable with restrictions (Pre-award costs)</td>
<td>(36)-Unallowable unless approved by the Federal sponsoring agency</td>
<td>(36)-Allowable with restrictions</td>
</tr>
<tr>
<td>Professional service costs</td>
<td>(32)-Allowable with restrictions</td>
<td>(37)-Allowable with restrictions</td>
<td>(37)-Allowable with restrictions</td>
</tr>
<tr>
<td>Proposal costs</td>
<td>(33)-Allowable with restrictions</td>
<td>(38)-Allowable with restrictions</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Publication and printing costs</td>
<td>(34)-Allowable with restrictions</td>
<td>(39)-Allowable with restrictions</td>
<td>(38)-Allowable with restrictions</td>
</tr>
<tr>
<td>Rearrangement and alteration costs</td>
<td>(35)-Allowable (ordinary and normal); allowable with Federal prior approval (special)</td>
<td>(40)-Allowable (ordinary and normal); allowable with Federal prior approval (special)</td>
<td>(39)-Allowable (ordinary and normal); allowable with Federal prior approval (special)</td>
</tr>
<tr>
<td>Reconversion costs</td>
<td>(36)-Allowable with restrictions</td>
<td>(41)-Allowable with restrictions</td>
<td>(40)-Allowable with restrictions</td>
</tr>
<tr>
<td>Recruiting costs</td>
<td>(1.c)-Allowable with restrictions</td>
<td>(42)-Allowable with restrictions</td>
<td>(1)-Allowable with restrictions</td>
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<tr>
<td>Selected Cost Item</td>
<td>OMB Circular A-87, Attachment B State, Local, &amp; Indian Tribal Gov’ts</td>
<td>OMB Circular A-21, Section J Educational Institutions</td>
<td>OMB Circular A-122, Attachment B Non-Profit Organizations</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Relocation costs</td>
<td>Not specifically addressed</td>
<td>(42.d)-Allowable with restrictions</td>
<td>(42)-Allowable with restrictions</td>
</tr>
<tr>
<td>Rental cost of buildings and equipment</td>
<td>(37)-Allowable with restrictions</td>
<td>(43)-Allowable with restrictions</td>
<td>(43)-Allowable with restrictions</td>
</tr>
<tr>
<td>Royalties and other costs for use of patents</td>
<td>(38)-Allowable with restrictions</td>
<td>(44)-Allowable with restrictions</td>
<td>(44)-Allowable with restrictions</td>
</tr>
<tr>
<td>Scholarships and student aid costs</td>
<td>Not specifically addressed</td>
<td>(45)-Allowable with restrictions</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Selling and marketing costs</td>
<td>(39)-Unallowable with exceptions</td>
<td>(46)-Unallowable with exceptions</td>
<td>(45)-Unallowable with exceptions</td>
</tr>
<tr>
<td>Specialized service facilities</td>
<td>Not specifically addressed</td>
<td>(47)-Allowable with restrictions</td>
<td>(46)-Allowable with restrictions</td>
</tr>
<tr>
<td>Student activity costs</td>
<td>Not specifically addressed</td>
<td>(48)-Unallowable unless specifically provided for in the sponsored agreement</td>
<td>Not specifically addressed</td>
</tr>
<tr>
<td>Taxes</td>
<td>(40)-Allowable with restrictions</td>
<td>(49)-Allowable with restrictions</td>
<td>(47)-Allowable with restrictions</td>
</tr>
<tr>
<td>Termination costs applicable to sponsored agreements</td>
<td>(41)-Allowable with restrictions</td>
<td>(50)-Allowable with restrictions</td>
<td>(48)-Allowable with restrictions</td>
</tr>
<tr>
<td>Training costs</td>
<td>(42)-Allowable for employee development</td>
<td>(51)-Allowable for employee development</td>
<td>(49)-Allowable with limitations</td>
</tr>
<tr>
<td>Transportation costs</td>
<td>Not specifically addressed</td>
<td>(52)-Allowable with restrictions</td>
<td>(50)-Allowable</td>
</tr>
<tr>
<td>Travel costs</td>
<td>(43)-Allowable with restrictions</td>
<td>(53)-Allowable with restrictions</td>
<td>(51)-Allowable with restrictions</td>
</tr>
<tr>
<td>Selected Cost Item</td>
<td>OMB Circular A-87, Attachment B&lt;br&gt;State, Local, &amp; Indian Tribal Gov’ts</td>
<td>OMB Circular A-21, Section J&lt;br&gt;Educational Institutions</td>
<td>OMB Circular A-122, Attachment B&lt;br&gt;Non-Profit Organizations</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Trustees</td>
<td>Not specifically addressed</td>
<td>(54)-Allowable with restrictions</td>
<td>(52)-Allowable with restrictions</td>
</tr>
</tbody>
</table>