

# REQUEST FOR PROPOSALS (RFP)

## Region 1 Lead Prevention Organization (LPO) FY24 Subgrants for Substance Misuse Prevention: VT Department of Health Burlington & St. Albans Health Districts

ISSUE DATE	October 20, 2023
QUESTION & ANSWER SESSION	October 26, 10:00 – 11:00am <b>Microsoft Teams Link</b> <a href="#">Click here to join the meeting</a> Questions may be emailed in advance to <a href="mailto:megan@unitedwaynwvt.org">megan@unitedwaynwvt.org</a>
RFP RESPONSE DUE	November 17, 2023, by 5:00 PM
FUNDING CONTACT	Megan Bridges <a href="mailto:megan@unitedwaynwvt.org">megan@unitedwaynwvt.org</a>

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### 1. INTRODUCTION

Vermont Department of Health (VDH) Division of Substance Use Programs (DSU) has awarded a grant to United Way of Northwest Vermont (United Way) to serve as the Lead Prevention Organization (LPO) for DSU's Region 1, covering Burlington, St. Albans, and Barre Health Districts (Chittenden, Franklin, Grand Isle, and Washington Counties). As the Lead Prevention Organization, United Way serves as a fiscal agent for the state prevention funds and, working with an advisory structure, allocates community subgrants in the region based on regional priorities and in a manner that ensures prevention coverage across the region.

The current request for proposal is for prevention work to be completed during the 6-month period of January – June 2024, serving the Burlington and/or St. Albans Health District. Starting in July 2024, state funds will be sub granted on an annual basis in alignment with the State of Vermont's fiscal year of July – June.

The initial 6-month funding process will take place in two rounds. See Sections 3 & 4 below for more details regarding eligibility and timeline for each of two rounds. Any organization interested in requesting funding must apply through Round 1 or Round 2, based on specific criteria outlined in Section 4 below. All applicants must respond to this RFP (according to specific instructions for Round 1 and Round 2; see Section 4) by November 17, 2023, by 5:00 PM.

### 2. FUNDING SCOPE & PRIORITIES

State funds offered through these subgrants are for the purpose of advancing substance misuse prevention, across all ages and substances, by:

- preventing the onset of substance misuse,
- delaying initiation of substance use,
- promoting healthy lifestyles, and
- optimizing wellbeing among individuals, families, and communities across the lifespan.

Funding will be allocated through a portfolio of subgrants that collectively will:

- sustain existing substance misuse prevention efforts,
- build additional prevention capacity, and
- fill gap areas to ensure statewide prevention coverage.

Within the scope defined by the state funds, the specific priorities have been identified by a network of stakeholders within the Burlington and St. Albans Health Districts:

**Priority:** Reducing disparities in access to prevention programs, services, and resources, due to geographic location/gaps and other barriers to participation, including timing, transportation, cost, and whether opportunities appropriately consider racial, cultural, demographic, sexual orientation, and gender identity differences.

**Priority:** Prevention efforts serving priority populations (based on regional data showing disparities in outcomes, risks, and protective factors), specifically: people who identify as Black, Indigenous, or Person of Color, people who identify as LGBTQ+, and people from households with limited financial means.

**Priority:** Prevention efforts that reflect the input, interests, and goals of the people and communities being served.

### **3. ELIGIBLE APPLICANTS**

- Nonprofit organizations serving people or communities in the Burlington and/or St. Albans Health Districts (Chittenden, Franklin, and/or Grand Isle Counties).
- Collaborative proposals are welcome, but one organization must submit as the lead applicant. Individual people are not eligible to apply.
- Organizations addressing prevention at any point(s) across the spectrum of prevention, including preventing the onset of substance misuse, delay initiation of use, promote healthy lifestyles and optimize wellbeing among individuals, families, and communities across the lifespan.

### **4. OPPORTUNITY & TIMELINE**

These funds are intended to support existing prevention strategies and the efforts of organizations that have established roles in the field of prevention as well as “new” or “non-traditional” partners who may not have received prevention funding but are doing work that advances substance misuse prevention. In keeping with this goal, funding will be allocated in two rounds, allowing time for training and technical assistance for organizations that have less experience with prevention models and frameworks.

Round 1 is for applications from established prevention organizations, with existing capacity, experience, and readiness. Round 2 is for organizations that have not received previous state or federal grants for prevention of substance misuse, and without prior experience with the Strategic Prevention Framework and/or Vermont Prevention Model.

Organizations interested in requesting funds must apply under the appropriate round, following the criteria and timelines outlined below.

**Total Funding Available:** Region 1 Burlington and St. Albans Health Districts is \$267,840 (to be divided across Rounds 1 and 2)

**Minimum Award:** \$5,000

**Maximum Award:** \$25,000

ROUND 1	ROUND 2
<p><b>Who should apply in Round 1?</b> Organizations with:</p> <ul style="list-style-type: none"> <li>• established prevention efforts,</li> <li>• knowledge of prevention science and best/promising practices,</li> <li>• understanding and use of the Strategic Prevention Framework to plan and implement prevention related activities, and</li> <li>• existing capacity and readiness for the proposed work.</li> </ul>	<p><b>Who should request funds in Round 2?</b> Organizations that:</p> <ul style="list-style-type: none"> <li>• do not have prior experience with the Strategic Prevention Framework and/or Vermont Prevention Model, and</li> <li>• have not previously received state or federal grants for prevention of substance misuse.</li> </ul>
<p><b>Process for Round 1</b> Completed applications must be submitted in the <a href="#">FOUNDANT GRANT PORTAL</a> later than 5:00pm on November 17, 2023.</p> <p>If you do not already have an account in United Way’s portal, click this link to <a href="#">CREATE NEW ACCOUNT</a>. Once you have created the user account, click on APPLY in blue bar at the top of the page.</p> <p>Application Requirements are outlined Section 6.</p> <p>Contact Megan (<a href="mailto:megan@unitedwaynwvt.org">megan@unitedwaynwvt.org</a>) for assistance with grant portal access and technical assistance.</p>	<p><b>Process for Round 2</b> <b>**Before applying, contact Megan Bridges (<a href="mailto:megan@unitedwaynwvt.org">megan@unitedwaynwvt.org</a>) to request a form to submit a Letter of Interest.</b></p> <p>Invitations to apply will be issued in December, and the application process will follow the same steps outlined for Round 1.</p> <p><i>United Way will offer training and technical assistance to organizations requesting funds through Round 2, dates TBD.</i></p>
<p><b>Timeline for Round 1</b></p> <ul style="list-style-type: none"> <li>• Application Due Date: <b>November 17, 2023</b></li> <li>• Notification of Awards: <b>December 8, 2023</b></li> <li>• Funding Period <b>January – June 2024</b></li> <li>• All projects must be completed, and all funds expended, by <b>June 30, 2024</b>.</li> <li>• Funds will be distributed in two installments: <b>January 1, 2024, and April 1, 2024</b>.</li> </ul>	<p><b>Timeline for Round 2</b></p> <ul style="list-style-type: none"> <li>• Letter of Interest Due Date: <b>November 17, 2023</b></li> <li>• Invitations for Apply: <b>December 2023</b></li> <li>• Application Due Date: <b>January 2024</b></li> <li>• Notification of Awards: <b>January 2024</b></li> <li>• Funding Period: <b>February – June 2024</b></li> <li>• All projects must be completed, and all funds expended by <b>June 30, 2024</b>.</li> <li>• Funds will be distributed in two installments: <b>February 1, 2024, and April 1, 2024</b>.</li> </ul>
<p><b>Application Requirements</b> (see Section 6 below)</p>	<p><b>Application Requirements</b> (see Section 6 below); <i>Application to be completed after submission of Letter of Interest and receipt of invitation to apply.</i></p>

<b>Funding Period for Round 1</b>	<b>Funding Period for Round 2</b>
January – June 2024	February – June 2024
All funds must be expended by June 30, 2024	All funds must be expended by June 30, 2024

Note: These grants are for 6 months (or less), due to timing of the state grant and initiation of the regional allocations process through the United Way as the region’s Lead Prevention Organization. In recognition of the dynamic nature of the work and the importance of ensuring successful outcomes, United Way acknowledges the possibility of extending funding for a period of up to one year (July 2024 – June 2025), subject to the following conditions and criteria:

- a. Meeting Grant Deliverables: United Way will evaluate the grantee’s performance and progress in assessing satisfactory achievement of grantee performance.
- b. Continued Funding Availability: The availability of funding for the extension period is contingent upon availability of funds from the Vermont Department of Health.

## 5. FUNDING REQUIREMENTS

Activities supported by state funds must:

- be based on evidence-based/evidence-informed and/or promising practices,
- address one or more levels of the [Vermont Prevention Model](#), and
- be grounded the [Strategic Prevention Framework \(SPF\) process and model](#), reflecting assessment of local needs based on data, establishing capacity and readiness, and planning to address those needs.
- reduce Risk Factors and/or increase Protective Factors related to substance misuse.

Applicants must be able to fulfill subgrant reporting requirements, which will include, at a minimum: description of specific activities supported by the funds; description and number of people served including town of residence, and successes and challenges.

### Required Trainings for All Grantees:

- Subgrantee Kick-Off Meeting (date TBD)
- Prevention 101 Training (will be provided by in early 2024, dates TBD)

## 6. APPLICATION REQUIREMENTS

The funding application (submitted via the [FOUNDANT GRANT PORTAL](#) requires the following elements:

- **NARRATIVE**, including:
  - description of proposed work including timeline of activities,
  - priority(s) to be addressed,
  - how the work will address risk and protective factors for substance misuse,
  - brief description of the target population and any defining characteristics of this population,
  - how the work is evidence-based, a promising practice, and/or innovative in its approach
- **BUDGET:** Upload a copy of your project budget in the grant portal, using the template provided at <https://preventionnetworknvt.org/>
  - Budgets may include up to 10% indirect costs.
  - Provide a budget justification narrative if you think that would be helpful.
- **LOGIC MODEL:** Upload a copy in the grant portal which outlines inputs, activities, outputs, and outcomes. An optional template is available at <https://preventionnetworknvt.org/>