

JOSEPHINE COUNTY LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE

2014/2015 REQUEST FOR PROPOSAL (RFP)
ALCOHOL AND DRUG PREVENTION PROJECT
Project Fund Requests: Up to \$2,500.00

TIMELINE		
Date	Action	Place and Time
On Going	Request for Proposal Packet Available	LADPC Office
14 days before the monthly meeting	Completed Project Proposals Due	LADPC Office
1st Thursday of the month	LADPC Meeting Applicant must be present at meeting	Location varies
Within 7 days of meeting	Notification of LADPC Recommendation Regarding Project Proposal	Sent via Letter, Fax, and/or Email
No later than 30 days after project completion	Written Report of Project Outcomes and fiscal revenues and expenditures	LADPC Office

Funding is Limited

Project Proposals will be considered on their merit and funding available.
The Local Alcohol and Drug Planning Committee reserves the right to reject any proposal
Project must be completed within 12 months of the start date.
LADPC Funding can not be used to provide gambling activities.

Contact Information

Shawn Martinez, Prevention Coordinator

Josephine County Local Alcohol and Drug Planning Committee
Mailing: 500 NW 6th Street, Dept. 2, Grants Pass, OR 97526
Location: 510 NW 4th Street, Grants Pass
Phone: 541-474-5234
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Email: smartinez@co.josephine.or.us
Website: www.co.josephine.or.us

Office Use Only

Rec'd on _____

By _____

JOSEPHINE COUNTY LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE

INSTRUCTIONS AND QUESTIONS FOR PROPOSALS

Organize the Proposal in the following order:

- Original completed proposal (page 5-7 of proposal packet)
- Project Narrative
- Budget Narrative
- Any supporting documentation
- If the Applicant is governed by a Board of Directors, please provide a list of organization's Board of Directors: Name, Address, and Business Affiliation.

No Binders or covers should be submitted with completed proposal

Submit one (1) original signed in blue ink.

Submit original to the County Prevention Coordinator (see front page of RFP for contact information)

If proposal is submitted by fax or e-mail, an original signed in blue ink is still required to be submitted to Prevention Coordinator. Delivery can be in person or by mail.

Narrative: Please see instructions on page six of the Request for Proposal application. Include how project will be measured or evaluated for success and what tools will be used.

Budget and Budget Narrative:

1. Provide an itemized budget in the chart on page 6.
2. Provide a budget narrative.

A statement indicating that the project was sponsored in full or in part by the Josephine County Local Alcohol and Drug Planning Committee must be included on any printed materials relating to this project.

JOSEPHINE COUNTY LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE

The Josephine County Local Alcohol and Drug Planning Committee (LADPC) receives a portion of the beer, cider and wine tax revenues from the state on a monthly basis (ORS 430.380). The LADPC is responsible for recommending to the Josephine County Board of Commissioners the allocation of these funds for the establishment, operation and maintenance of alcohol and drug abuse prevention, early intervention and treatment services, and for local matching funds under ORS 430.345 to 430.380.

This Request for Proposal (RFP) reflects the efforts of the Josephine County LADPC to expand prevention services to all ages and all populations. Projects must be completed in 12 months or less from the start date.

Universal projects are targeted to the general public, an entire community, or to a whole population group such as all children in a school or in a city.

Selective projects are targeted to individuals, neighborhoods or subgroups of the whole population with defined risk factors for the development of substance abuse or problems related to substance abuse. These populations are placed at higher risk simply by being associated with or classified as part of a high-risk group or location, such as children of drug abusers or neighborhoods with high crime rates.

Indicated projects are targeted to areas, individuals or subgroups that are identified as beginning to experience the negative effects of problematic alcohol or other drug use, having non-clinical but detectable signs or symptoms foreshadowing drug use, dependence, and addiction.

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The Josephine County LADPC requests proposals for projects that serve Josephine County residents and that include one or more of the following six Center for Substance Abuse Prevention (CSAP) strategies.

- 1. Information Dissemination:** This strategy provides awareness and knowledge of the nature and extent of substance use, abuse, and addiction and their effects on individuals, families, and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.
- 2. Prevention Education:** This strategy involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator/ facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages), and systematic judgment abilities
- 3. Alternative Activities:** This strategy provides for the participation of target populations in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to--or otherwise meet the needs usually filled by--alcohol and drugs and would, therefore, minimize or obviate resort to the latter.
- 4. Community-Based Processes:** This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for substance abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.
- 5. Environmental Approaches:** This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of substance abuse in the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to the service and action-oriented initiatives.
- 6. Problem Identification and Referral:** This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.

JOSEPHINE COUNTY LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE

REQUEST FOR PROPOSAL: ALCOHOL AND OTHER DRUG PREVENTION PROJECTS

Project Name: _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____

Email: _____

Responsible Person/Project Director: _____

Phone: _____ Email: _____

Date of Application: _____

Project Start Date: _____

Project End Date: _____

Amount of Funding requested: \$ _____

Expected number of participants in the project:

Children under 0-8 _____ Youth 9-18 _____ Adults _____

How many Mentors/Volunteers will be involved in the project? _____

Will this be an annual event? _____ If yes, how will the event be sustained without the support of LADPC funds?

What background and/or qualifications do project leaders have to ensure the project's success? Please list any permits, licenses and/or release forms necessary to implement the project.

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PROJECT NARRATIVE: Attach separate sheets and limit to two single-spaced pages.

Describe which of the CSAP Strategies (page 4) this project will address. Describe the project including the goals and objectives, the population being served, and how the related CSAP Strategies are going to be implemented. Please include a timeline. Projects must be completed in 12 months or less from the start date. Include how the project will be measured/evaluated for success and tools that will be used to measure/evaluate.

BUDGET:

ITEMIZED BUDGET DETAILS	B	C
Line Item	Requested \$	Other Support & Source
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total		Total

Total amount requested \$ _____ (Total of Column B)

Total of other support \$ _____ (Total of Column C)

Total for entire project \$ _____ (B+C)

BUDGET NARRATIVE: Please attach separate sheet and limit to one single-spaced page. Provide details of line item expenditures for requested and other support. Include if the other support and source is secured at time of application. (*example: T-shirts \$200: purchase 20 t-shirts @ \$10 each, printing \$100: 200 flyers printed and one banner*)

JOSEPHINE COUNTY LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE

REPORTING REQUIREMENTS:

Quarterly Reports: For projects lasting more than three months, a short progress report must be submitted to the LADPC on a quarterly basis. For projects of three months or less only a Final Report is necessary.

Final Report: This report must be submitted to the LADPC no later than thirty (30) days after the completion of the project. It must include the following:

- A description of how the project unfolded and its outcomes.
- Any spin-off activities that occurred due to the project.
- Success story or stories related to the project.
- A detailed fiscal report of actual revenue and expenditure and submit receipts and invoices for amount awarded.

Unapproved expenditures will not be funded.

- The number of program participants reported in the following categories:
Children 0-8, Youth 9-18, Adults, and Mentors/Volunteers.
- An evaluation of the project that measures at least one of the following: change of perception, increased knowledge, how information will be used and number attending.

INDEMNIFICATION:

The performance of Project's Program is not a function of the County government, and Project Providers shall not be deemed an agent of the County under the Oregon Tort Claims Act.

Project providers shall protect, defend, indemnify, and hold harmless the County, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of Project providers in connection with the performance of any acts or services under this Agreement.

Provider shall not be responsible for any claims, liabilities, or losses, caused by the negligence, wrongful acts, or omission of the County.

By signing below, I certify that all the information provided is true and correct to the best of my knowledge, and I agree to the terms and conditions listed in this proposal.

Applicant's Signature _____ **Date** _____
Please sign in blue ink