

SOUTHERN PLAINS TRIBAL HEALTH BOARD (SPTHB)

OKLAHOMA AREA TRIBAL EPIDEMIOLOGY CENTER

(OKTEC)

Strategic Prevention Framework for Prescription Drugs

(SPF-RX)

SUB-AWARD PROGRAM

Request for Applications (RFA) No.: SPF-RX-2017-18

Key Dates:

RFP Open Date	November 2, 2017
Question/Answer Session	November 15, 2017, 1:00-4:00 p.m. You can dial in using your phone. United States: +1 (872) 240-3412 Access Code: 283-388-677
RFP Close Date	November 29, 2017
Notification of Award	December 6, 2017
Period of Performance	December 11, 2017 – August 31, 2018

Contact:

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EXECUTIVE SUMMARY

The Southern Plains Tribal Health Board (SPTHB), Oklahoma Area Tribal Epidemiology Center (SPTHB-OKTEC) has received a prescription drug misuse prevention grant known as the SPF Rx and is accepting proposals for SPF-Rx Sub-Award prevention programs for federally recognized tribes and non-profit tribal organizations located within Oklahoma.

The purpose of the Sub-Award program is to provide funding to tribes and non-profit tribal organizations for efforts related to prescription drug misuse prevention. These include, promoting emotional health and wellness, raising awareness of the risk/harm/consequences related to non-medical use of prescription drugs (NMUPD) as well as reducing the onset of non-medical use of prescription drugs in Native communities.

The SPF-Rx Sub-Award program will also bring prescription drug abuse prevention activities and education to Tribal organizations, schools, communities, parents and caretakers, prescribers, and their patients.

The SPTHB-OKTEC will provide funding through a competitive process to federally recognized tribes and non-profit tribal organizations, contingent on funding availability, with a maximum amount per award of \$20,000 per year renewable for up to four (4) years. Each tribe or non-profit tribal organization is limited to one (1) award per funding year. Funding for the SPF-Rx Sub-Award program is available through the Strategic Prevention Framework for Prescription Drugs grant (SPF-Rx), which is funded through the Center for Substance Abuse Prevention (CSAP), an agency within the Substance Abuse and Mental Health Services Administration (SAMHSA).

SPF-Rx Sub-Award funding is intended to augment current projects or implement new projects that address prevention of prescription drug misuse in youth age 12-25, raise awareness of the risks and harms of sharing prescription medications, and bring prevention activities and education to schools, Tribal communities and families.

Awardees will receive a maximum of \$20,000 through a cost reimbursement, deliverables based contract, whose terms will be negotiated between SPTHB-OKTEC and the sub-awardee.

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1. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose

The funding opportunity is designed to raise awareness about the dangers of sharing medications and the risks of overprescribing to young adults, and reducing the onset of non-medical use of prescription drugs. The SPF-Rx sub-award program will work with pharmaceutical and medical communities to raise community awareness of this issue and bring prescription drug abuse prevention activities and education to schools, communities, parents, prescribers, and their patients.

Additionally, the sub-award program seeks to raise awareness about the risks of sharing medications, and promote collaboration between Tribes and Tribal non-profit organizations and pharmaceutical and medical communities to understand the risks of overprescribing to youth ages 12-17 and young adults 18-25.

B. Roles

Role of the OKTEC: The current SPTHB-OKTEC SPF-Rx staff including the Project Manager, Epidemiologist, Project Evaluator, and subject matter expert, will serve as active partners in the implementation of the sub-grantees projects to provide guidance and technical assistance and help sub-grantees achieve their goals. The SPTHB-OKTEC's roles and responsibilities include: Monitoring and reviewing progress of projects; monitoring development and collection of process and outcome data from sub-grantees; ensuring compliance with data/performance measurement requirements; ensuring the projects collaboration with key stakeholders; providing guidance in defining new strategic directions; providing support services for training, evaluation, and data collection; arrangement of meetings designed to support key sub-grantee activities; and review of key documents central to the project's success, including review and approval of plans, budgets, and other deliverables.

Role of the sub-grantee: Sub-grantees are expected to participate and collaborate fully with SPTHB-OKTEC staff in the conduct and evaluation of this cooperative agreement. Sub-grantees responsibilities include: compliance with all aspects of the terms and conditions of the sub-award agreement; collaboration with SPTHB-OKTEC staff in assessment, capacity building, and strategic planning activities; ongoing monitoring, quality improvement, and evaluation tasks; documentation of all system-wide changes stemming from this sub-award program; and responding to requests for all appropriate program-related data.

C. Expectations

- Raise awareness about the dangers of sharing medications, and work with pharmaceutical and medical communities on the risks of overprescribing to young adults.
- Raise community awareness by bringing prescription drug abuse prevention activities and education to schools, communities, parents, prescribers, and their patients.
- Work with Tribal youth, schools, families and the community. Including them in each step of the strategic prevention framework process (SPF).

- Utilize a comprehensive approach: Primary prevention involves the promotion of health and elimination of substance misuse and its consequences through community-wide efforts, such as improving knowledge, altering the environment, and changing the social structure, norms, and value systems. Secondary prevention uses approaches available to individuals and populations for early detection within high-risk groups, and prompt an effective intervention to correct or minimize substance misuse.
- Increase the participation of youth, families, Tribal leaders, and spiritual advisors in planning and developing best and/or promising practices, based on the cultural values and practices of the tribal community(ies).

2. ELIGIBILITY

Eligible tribal applicants are limited to the 39 federally recognized tribes residing within Oklahoma. Non-profit tribal-serving organizations residing within Oklahoma are also eligible. SPTHB-OKTEC will review qualifications of not for profit tribal entities to determine eligibility.

SAMHSA CSAP requirements for the SPF-Rx grantees requires they work with the Oklahoma prescription drug monitoring program (PMP), Consequently, SPTHB SPF-Rx sub-award opportunity will only be open to tribes and non-profit tribal organizations located within Oklahoma.

The page limit for the OKTEC SPF-Rx Sub-Award narrative application is ten (10) pages, excluding cover page, budget, appendices, and letters of support. (Section IV) The total application should not exceed twenty (20) pages.

3. SUB-AWARD AMOUNTS

Maximum awards for the OKTEC SPF-Rx Sub-Award program are limited to \$20,000. Each tribe and non-profit tribal organization is limited to one (1) award per year.

Funding is competitive and shall be awarded to tribes and non-profit tribal organizations for efforts that address parameters in the preceding sections. Sub-awards will be prioritized through a set of scoring criteria listed in Section IV.

4. APPLICATION SUBMISSION AND TIMELINE

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A. Application Guidelines and Funding Criteria

Applications will be reviewed by a steering committee. Each application will receive a point score from 0 to 100 points.

- Program Overview and Scope of Work (10pts)
- Statement of Need (10pts)
- Formulate goals and objectives (10pts)
- Reaching Native youth age 12-17 and young adults 18-25 (10pts)
- Programs/activities planned (10pts)
- Proposed population coverage and diversity (10pts)
- Comprehensive approach (10pts)
- Budget (10pts)
- Evaluation plan (10pts)
- Sustainability (10pts)

Note: The steering committee may recommend full or partial funding of any project. Not all submitted applications will be funded.

B. Application Guidelines

An electronic version (PDF, Word doc) AND a hard copy of the proposal, organized as shown below, must be received by the SPTHB-OKTEC by 5:00 p.m. CST on the stated deadline. Applicants shall submit two hard copies (making a total of three copies) for review. Applicants not meeting these requirements or not meeting formatting may be considered unresponsive and eliminated from scoring. The application should be submitted, as follow:

- 1) Font: Times New Roman; black font; size 12, single spaced
- 2) Paper Size: standard 8 ½ x 11,
- 3) Margins: one inch margins (top, bottom, left, and right) for all pages,
- 4) Cover letter (to include tribal organization name, date, contact info. Does not count toward the ten-page limit, template attached),
- 5) Project narrative (not to exceed ten pages) to include:
 - Overview and scope of project/program
 - Statement of need
 - goals and objectives
 - reaching target population
 - scope, programs/activities
 - project personnel
 - Include participation of youth, families, tribal leaders, and spiritual advisors in planning, capacity building, and implementation
 - Working with schools, families, and communities
 - evaluation plan
 - Any additional components you see as important
- 6) Budget (does not count toward the ten-page limit, template attached)
- 7) References (does not count toward the ten-page limit),

- 8) Appendices (does not count toward the ten-page limit)
- 9) Letters of support/commitment are encouraged and do not count toward the ten-page limit.

Submit electronic application to:

Aron Wahkinney, Project Manager: awahkinney@spthb.org

Submit printed application to:

Southern Plains Tribal Health Board
9705 Broadway Extension, Suite 150
Oklahoma City, OK 73114

5. FUNDING RESTRICTIONS

SAMHSA grant funds must be used for purposes supported by the program and may **not be used** to:

- Pay for any lease beyond the project period.
- Provide services to incarcerated populations (defined as those persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community).
- Pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to \$75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.)
- Pay for housing other than residential mental health and/or substance abuse treatment.
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of existing residential services is permissible.)
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- Only allowable costs associated with the use of federal funds are permitted to fund evidence-based practices (EBPs). Other sources of funds may be used for unallowable costs (e.g., meals, sporting events, entertainment). Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, or in-kind contributions.
- Make direct payments to individuals to induce them to enter prevention or treatment services. However, SAMHSA discretionary grant funds may be used for non-clinical support services (e.g., bus tokens, child care) designed to improve access to and retention in prevention and treatment programs.
- Make direct payments to individuals to encourage attendance and/or attainment of prevention or treatment goals. However, SAMHSA discretionary grant funds may be used for non-cash incentives of up to \$30 to encourage attendance and/or attainment of prevention or treatment goals when the incentives are built into the program design and when the incentives are the minimum amount that is deemed necessary to meet program goals. SAMHSA policy allows an individual participant to receive more than

one incentive over the course of the program. However, non-cash incentives should be limited to the minimum number of times deemed necessary to achieve program outcomes. A grantee or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, bus tokens, gifts, child care, and vouchers) to individuals as incentives to participate in required data collection follow up. This amount may be paid for participation in each required interview.

- Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the FOA. Grant funds may be used for light snacks, not to exceed \$2.50 per person.
- Funds may not be used to distribute sterile needles or syringes for the hypodermic injection of any illegal drug.
- Pay for pharmacologies for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), TB, and hepatitis B and C, or for psychotropic drugs.
- Outside individuals or companies that prepare or participate in the preparation of grant applications may not be contractors on those grants per 45 CFR 75.328, which addresses full and open competition.

6. COVER LETTER

Southern Plains Tribal Health Board
Tribal Epidemiology Center
SPF-Rx Sub-Award Application

1. Sub-recipient Name (must match registered name in DUNS):
2. Sub-recipient DUNS number:
3. Name of Contact and title:
4. Contact address:
5. Telephone number:
6. Fax number:
7. E-mail:
8. Federal Tax Identification Number (FEIN):
9. Signature of person authorized to sign on behalf of organization:

Print name: _____

Title: _____

Date: _____

7. BUDGET TEMPLATE

Budget Line Items	Description Detail	Amount
Personnel/Salary		
Fringe Benefits		
Travel to the SPTHB-OKTEC Public Health Conference	Must include: 2018 Tribal Public Health Conference. Any other in state/out of state travel to be entered here.	\$500 (example amount)
Travel		
Supplies		
Contractual		
Indirect Cost		
Other		
Total Project Cost		\$