

SCOPE OF THE GRANTS

The mission of the Wyoming First Lady's Initiative to Prevent Childhood Drinking is to prevent the use of alcohol by Wyoming children, age 9 to 15. Alcohol is the most commonly used and abused drug among youth in the United States and people aged 12 to 20 years drink 11% of all alcohol consumed in the United States. Early-onset underage drinking has been linked to alcohol-related problems not only during adolescence but also in adulthood. The objective of these Youth Engagement Mini Grants is to provide funding to organizations in order for youth to access: activities that are drug and alcohol free; education and/or training; or other activities that focus on childhood drinking prevention. Applicants should address the impact of their requested activity or project on their community at large. Preference will be given to youth groups or youth written applications.

REQUIREMENTS OF APPLICATION/APPLICANT:

- Grants will not exceed \$1,499.00
- All funds must be spent before June 30th, 2010
- **At least one youth must be involved in every aspect of the process –decision making, application, planning, event, evaluation, and so on.**
- Only complete applications will be considered. Be sure to read instructions carefully.
- Youth groups/entities may only receive one grant.
- Funded applicants must agree upon completion of activity or project to submit a report to the Mental Health and Substance Abuse Services Division that will include general data (no personal identifying data will be asked for), accomplishments, obstacles and opportunities that arose as well as measurable outcomes.

TABLE OF CONTENTS

Wyoming Department of Health
Mental Health and Substance Abuse Services Division

	PAGES
I. Request for Application	3
II. General Provisions	3 - 5
III. Application	6 - 8
IV. Proposed Funding	9
V. Authorization	10
VI. Evaluation Criteria	11

Youth Engagement Mini Grant Request for Application | 2010

REQUEST FOR APPLICATION

1. SUBMISSION OF APPLICATION:

- 1.1. Applications must be received by the Mental Health and Substance Abuse Services Division (MHSASD) before the time and date specified. Proposals received after the time specified will not be considered.
- 1.2. Proposal information is restricted and not publicly available until after the award of the Contract by the Procurement Section.

2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1. An application that is in the possession of the MHSASD may be altered by a written letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening.
- 2.2. An application that is in the possession of the MHSASD may be withdrawn by the applicant up to the time of the opening.

3. PREPARATION OF APPLICATION:

- 3.1. No application will be considered which modifies, in any manner, any of the provisions, specifications, or minimum requirements of the Request for Application.
- 3.2. Proposers are expected to examine special provisions, specifications, schedules, and instructions included in this application. Failure to do so will be at the applicant's risk.

4. AWARD AND CONTRACT INFORMATION:

- 4.1. The State of Wyoming hereby notifies all applicants that it will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 4.2. The applicant, also, agrees that should this they be awarded a Contract that they will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin, or disability.
- 4.3. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so.
- 4.4. This Request for Application shall become part of the Contract and will be in effect for the duration of the Contract period.
- 4.5. The successful applicant will be required to enter into and sign a formal Contract with the State with reasonable adjustments acceptable to the State. The agreement will become a part of the Contract and will be in effect for the duration of the contract period. The contract language will control over any language contained within this RFA that conflicts with the signed and fully executed Contract.
- 4.6. Successful applicant shall comply with the Americans with Disabilities Act and Wyoming Fair Employment Practices Act. (W. S. 27-9-105 *et. seq.*)

GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR

- 1.1. The contractor shall function as an independent contractor for the purposes of the Contract, and shall not be considered an employee of the State of Wyoming for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract, and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency, or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.

2. INSURANCE:

- 2.1. The contractor shall indemnify and save harmless the State, its officers, and employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property; on account of the operations of the said contractor or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of said contractor or from any claims or amounts arising or recovered under the Workers' Compensation Act, or any other law, ordinance, order or decree.

Youth Engagement Mini Grant Request for Application | 2010

3. LAWS TO BE OBSERVED:

3.1. The contractor shall keep fully informed on all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, bylaws, ordinances, regulations, orders and decrees in force at the time of award. The contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself or his/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

4. TAXES:

4.1. The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to federal and Social Security taxes, workers' compensation, unemployment insurance, and sales taxes.

5. ASSIGNMENT/CONTRACTOR:

5.1. The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall be valid only if they have been reduced to writing, duly signed by the parties hereto, and attached to the original Contract agreement.

5.2. The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the State.

5.3. Claims for money due or to become due contractor from the State under the Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the State. Notice of any assignment or transfer shall be furnished to the State.

5.4. The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

6. TERMINATION OF CONTRACT:

6.1. Termination of the Contract may be made by any party at any time with or without cause, upon no less than thirty (30) days written notice by telegram, or personal delivery of notice to the other parties. The Contract shall remain in full force and effect until terminated as provided herein.

6.2. The State may, upon ten days written notice to the contractor, terminate the Contract, in whole or in part, for just cause, which shall include failure of the Contractor to fulfill in a timely and proper manner the obligations under the Contract. In such event, all finished documents, data, models and reports prepared under this Contract shall, at the option of the State become its property upon payment for services rendered through the termination of the Contract.

6.3. Should the contractor fail to comply with the provisions of the Contract, payment for portions of the Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies as determined by the Wyoming Attorney General will be implemented if it appears the contractor has breached or defaulted on the Contract.

7. ACCOUNT REPRESENTATIVE:

7.1. The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account will be administered in an organized systematic manner.

8. RESPONSIVENESS:

8.7. Proposers are expected to examine specifications, schedules, and instructions included in this application. Failure to do so will be at the proposer's risk.

9. EXTENSION AND AMENDMENT:

9.1. The proposer and the State covenant and agree that this proposal or subsequent Contract may, with the mutual approval of the proposer and the State, be extended under the same terms and conditions of this proposal or Contract for a period of one (1) year, and said option to extend this proposal or Contract for a one year period shall be in effect for each year thereafter for a total period not to exceed two (2) additional years.

10. COMPLIANCE WITH LAWS:

10.1. In performing the Contract, both parties agree to comply with all applicable state, federal and local laws, rules, and regulations.

11. AUDIT:

Youth Engagement Mini Grant Request for Application | 2010

11.1. The State or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

12. CONFLICT OF INTEREST:

12.1. The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the Contract. Consultant warrants that no one being paid pursuant to the Contract is engaged in any activities which would constitute a conflict of interest with respect to the purposes of the Contract.

13. NO FINDERS FEE:

13.1. No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract shall be paid by either party

14. OWNERSHIP OF DOCUMENTS/WORK PRODUCT:

14.1. It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the State, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the State, will be turned over to the State.

15. CONFIDENTIALITY OF INFORMATION:

15.1. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the State for its release.

16. SOVEREIGN IMMUNITY:

16.1. The State of Wyoming and the Agency do not waive Sovereign immunity by entering into the Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.

17. INDEMNIFICATION:

17.1. The contractor shall release, indemnify, and hold harmless the State, the Agency, and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of contractor's performance under the Contract.

Youth Engagement Mini Grant Request for Application | 2010

Wyoming Department of Health
Mental Health and Substance Abuse Services Division

PLEASE READ THESE INSTRUCTIONS AND THE ACCOMPANYING GUIDANCE DOCUMENT THOROUGHLY BEFORE
COMPLETING THIS APPLICATION

<u>Youth Engagement Mini Grant Application</u>	
Wed., February 17th, 20:	Youth Engagement Mini Grant Application Due by no later than 5 pm.
Fri., February 19 th , 20:	Final Decision will be announced.

1. Email a completed **electronic** application to Erica Mathews at erica.mathews@health.wyo.gov or fax completed application to 307-777-5580 (attn: WFLI)
2. Send authorization page with original signatures as pdf or image to erica.mathews@health.wyo.gov or fax page to 307-777-5580 (attn: WFLI)

Upon receipt of the electronic application, an email informing the applicant that the application has been received will be issued within 2 business days.

3. Direct any requests or questions to Leigh Anne Manlove at 307-777-5070 or Erica Mathews at 307-777-6463

Applications must be received no later than 5:00 p.m., Wednesday, February 17th, 2010
Incomplete applications will not be considered.

The Mental Health and Substance Abuse Services Division of the WDH will convene a team of reviewers familiar with treatment and prevention needs and target populations. Reviewers will not be selected who are in the application pool or who have conflicts of interest. Reviewers will not discuss the applications without written permission of the MHSASD. The evaluation will be based on the demonstrated capabilities of the prospective contractor in relation to the needs of this MHSASD as set forth in this RFP. The merits of each proposal will be evaluated individual according to the proposal objective scoring criteria described in this document. The MHSASD reserves the right to accept or reject any proposal, and to waive any minor irregularities in the proposals.

Financial
\$1499.00 or less

Youth Information
Today's Date
Name of Youth Group
Mailing Address

Youth Engagement Mini Grant Request for Application | 2010

City	State	WY	Zip	County
Youth Contact for Organization or Activities				
Phone				
Email Address				

Contractor Contact (Who will be responsible for all parameters of the contract (must be 18 or older))			
Name			
Contact Title			
Mailing Address			
City	State	WY	ZIP
Home Phone	Work Phone		
Email Address			

Fiscal Information (Use only if different from Contractor)			
Organization or agency which will receive the funds (school, main organization, private or non-profit that will manage the funds)			
Fiscal Name			
Mailing Address			
City	State	WY	Zip
Name Fiscal Contact			
Title of Fiscal Contact			
Phone			
Email Address			

Action Plan

Please provide answers the following questions.

1. What youth issue will you be addressing in your community.
2. How did you identify the needs of the youth in your community and how were youth involved in that decision?
3. Describe your proposed plan/activity to utilize the Youth Engagement Grant funds.
4. Who will be involved in helping to implement proposed strategies in the community (Examples: law enforcement, business owners, community agencies, other youth groups, parents, school officials, etc.)
5. Who is the target audience?
6. Where and when will this happen and what steps are needed before the event to make this happen? (Timeline of events)
7. How will you evaluate the effectiveness of your plan/activity? (Number of youth involved, Family involvement, survey, etc.)
8. Do you agree to work with the division by submitting report(s) for evaluate/assessment of the effectiveness of your plan/activity?

Youth Engagement Mini Grant Request for Application | 2010

<u>Funding Amount Requested</u>			
A budget template follows to give you an idea of what the funds may be used for. Please feel free to add additional categories you may need.			
Category	Amount Requested	Description	In-Kind Contributions Including donated items, space, time, etc.
<u>Activities</u>			
<u>Supplies and Materials</u>			
Consumable Supplies			
Printing/Mailing			
Computer Supplies			
Other			
<u>Media and Public Education</u>			
Newspaper Ads			
Radio Spots			
Other Media			
<u>Training and Travel</u>			
<u>Staffing</u>			
Salaries and Wages			
Employer paid taxes, benefits, etc			
<u>Other</u>			
Scholarships			
Equipment Purchases			
<u>Total</u>		Not to exceed \$1,499.00	

Certification of Authorization

I certify to the best of my knowledge that the information contained in this application is correct. If awarded funding under this program, I certify that this project will be conducted in accordance with funding source requirements and the assurances provided within this application. I have been authorized by the governing body to submit this application.

Signature of Authorized Agent

Date

Signature of Youth
Signifies Permission to Contact

Date

This page must be sent with signatures as pdf or image to leighanne.manlove@health.wyo.gov or fax page to 307-777-5580 (attn: WFLI)

Scoring

	Score	Possible Points
Youth are involved in every aspect of the process – decision making, event, evaluation, etc.		20
Youth issue addressed in community.		10
Proposed plan/activity		50
Timeline of events.		5
Evaluation		5
Applicant agrees to work with the division by submitting requested reports for the purpose of evaluation and assessment.		Not Rated but Required
Completed budget.		10
Total		100