

**Office of Massachusetts Attorney General Maura Healey**



**Request for Proposal (RFP)**

**Youth Opioid Prevention Grant**

*Release Date:* **October 21, 2016**

*Response Due Date:* **December 16, 2016**

*Project Start Date:* **January 2017**

*Project End Date:* **January 2019**

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## **Background and Overview**

Utilizing \$500,000 from a settlement with CVS Pharmacy, the Massachusetts Attorney General's Office (AGO) is pleased to announce the Youth Opioid Prevention (YOP) grant program.

The YOP grant is designed to support school-based prevention education initiatives to address opioid dependence and addiction in Massachusetts.

The AGO is accepting grant applications from entities that will implement either a sustainable prevention curriculum or prevention programming within a public school or public school district in Massachusetts.

## **Importance of Prevention Programs**

Like so many other states across the country, Massachusetts is experiencing a prescription opioid and heroin epidemic that has reached unprecedented levels. From 2000 to 2015, the number of fatal opiate-related overdoses in Massachusetts increased by over 350%. In recent months, the epidemic has become even more deadly as a result of an exponential increase in the presence of fentanyl on our streets.

Young people are particularly vulnerable to the risks of substance use. The prevalence of alcohol, tobacco, and other drug use increases rapidly from early to late adolescence, peaks during the transition to young adulthood, and declines through the remainder of adulthood.<sup>1</sup> Ninety percent of all adults with dependence started using when they were under the age of 18, and 50% were under the age of 15.<sup>2</sup> According to a 2013 Monitoring the Future survey, prescription drugs are the second most abused category of drugs among young people.

Effective substance use prevention programming can significantly reduce the risk for addiction among young people. The National Institute on Drug Abuse has determined that key risk periods for substance use are during transition periods in a young person's life. Most notably, when children advance into middle school, they experience new academic and social settings, and are more prone to experimental behavior. Research collected by the Office of National Drug Control Policy demonstrates that providing prevention programs to middle school-aged youth can therefore be particularly beneficial. For example, one Cornell University study of 6,000 students in New York state "found that the odds of drinking, smoking, and using marijuana were 40 percent lower among students who participated in a school-based substance-abuse program in grades seven through nine than among their counterparts who did not."<sup>3</sup>

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<sup>1</sup> Kenneth W. Griffin, PhD, MPH and Gilbert J. Botvin, PhD, *Evidence-Based Interventions for Preventing Substance Use Disorders in Adolescents*, Child and Adolescent Psychology Clinics 2010 Jul; 19(3): 505-526 available at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2916744/>

<sup>2</sup> <http://www.drugfree.org/wp-content/uploads/2010/08/Drug-Alcohol-Overview-PDF.pdf>

<sup>3</sup> <https://www.ncjrs.gov/ondcpcpubs/publications/policy/99ndcs/iv-b.html>

Please visit the Youth.Gov [Program Directory](#), which features a list of evidence-based prevention programs for young people. Additionally, please visit the National Institute on Drug Abuse list of [Universal Programs](#) for preventing substance use.

## **Eligibility**

Applicants should focus their proposals on implementing prevention curricula in public schools or school districts in Massachusetts. Applicants should submit proposals that deliver sustained programming. The AGO is highly interested in proposals focused on elementary and middle schools and those that foster community collaboration (i.e., partnering with community coalitions, health providers, District Attorneys Offices, etc.).

The following types of organizations are eligible to apply:

- Non-Profit 501(c)(3) organizations\*;
- Public Schools;
- Public School Districts;
- Community Coalitions & Task Forces;
- Health Providers;
- Youth Development Organizations;
- City/Town Municipalities; and
- Law Enforcement Agencies (including District Attorney's Offices)

\*Non-profit organizations must be in full compliance with all annual reporting requirements of both the AGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

## **Funding**

The AGO anticipates disbursing up to a total of \$500,000. We anticipate awarding multiple grants of varying sizes to applicants across Massachusetts, unless an applicant submits a proposal that has statewide reach. We anticipate that the majority of the grants will fall in the \$2,500 to \$20,000 range. We encourage applicants to design a proposal that is as targeted and cost-effective as possible and commensurate with the proposed scale of the program. Applicant budgets may not necessarily be funded in their entirety. The total number of grants awarded is contingent upon multiple factors, including but not limited to the number of applications received and the amounts requested.

All funding decisions and amounts will be made at the sole discretion of the AGO.

## **Budget**

As we expect to disburse a number of grants across a range of communities, we encourage applicants to limit their budgets. The budget may include, but is not limited to: curriculum materials, supplies, travel expenses, salary, and fringe.

Grant funds may not be used to pay routine business costs, which include:

- Legal work (legal advice, litigation, etc.);
- Food;
- Transportation and/or lodging that is not directly connected to the grant project;
- Ongoing business expenses (e.g., renting office space, long-term equipment rental, etc.), however up to 10% of award may be used for administrative expenses;
- Payments to other organizations in the form of donations or contributions; or
- Lobbying efforts of any kind.

## **Duration**

The AGO expects to fund grants for up to 2 years. The grant funding will become available by February 2017, and projects must be completed by February 2019. The AGO will **not allow** project extensions.

## **Disbursement**

Disbursements are expected to be sent to awarded grantees quarterly by Electronic Funds Transfer, provided grantees have completed all necessary contract and reporting documents by the established deadlines.

Organizations will receive a quarter of their funds after their contract has been executed. The remainder of the grant funds will be disbursed after each quarterly report has been reviewed.

## **Grant Application Process**

The full grant proposal will be submitted via [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants). Full grant proposals are due by **4:00 p.m. on Friday, December 16.**

The full grant proposal must include the following information:

### **1. Grant Narrative**

- a. Applicant Information: Provide a brief description of the organization, the organization's mission statement and service area, and a description of any prior work done in the program area for which you are seeking an AGO grant, including any outcomes achieved from previous programs and/or lessons learned.

- b. Identified Need: Provide a description of the identified need for prevention programming/curricula within your target school(s).
- c. Project Goals, Objectives and Outcomes: Provide a detailed description of the grant project including specific activities, potential partners, and the timeline anticipated to implement the program.

This section should include:

- A description of the proposed program, why it was selected (or will be developed), and the evidence available to demonstrate the likelihood that it will prevent students from engaging in substance use.
  - If applicable, provide example(s) of successful implementation of the program by the applicant or by another entity (including any specific outcomes achieved).
  - A plan to incorporate feedback throughout the program (i.e., from students, teachers, etc.).
  - Operational goals, objectives and outcomes. Goals should be specific, measureable, attainable, relevant and time-bound.
    - What will you do?
    - What do you predict to be the effects or outcome of activities funded by this grant?
    - What will change as a result?
    - How will you measure outcomes?
  - An estimated timeline for development and implementation of your program.
- d. Privacy Statement: To the extent applicable, provide a statement confirming that your organization has security policies in place regarding the safeguarding of personal data. In this section please confirm you have the approval from the principal or superintendent to work within your target school(s) or district(s).
  - e. Sustainability: Provide a plan for sustaining programming or long-term curriculum implementation after the grant period has concluded.

## **2. Budget Details (Applicants will be able to attach their budgets within Foundant)**

- a. Line Item Budget: A detailed budget proposal must be included.
- b. Budget Narrative: A budget narrative providing a detailed description of how the grant funds will be utilized and a description of any financial and/or in-kind resources leveraged (if applicable) must be provided. Please note: although in-kind resources are not required, applicants which are cost-effective and which have stronger cost-benefit ratios are more likely to be evaluated favorably.

## **Evaluation of Proposals**

All funding decisions and amounts of funding will be made at the sole discretion of the AGO. Applicants may receive no funding or less funding than requested.

Some of the criteria utilized in the selection process includes:

- Organization's history of developing or implementing prevention programming and/or curricula;
- Proven history of working with schools;
- Intended service area; and
- Geographic diversity of applicants (intention is to provide resources across the state).

### **Submission Instructions**

- Full proposals must be delivered electronically through the AGO's online grant applicant by **4:00 p.m. on Friday, December 16**. Applications received after the deadline will not be reviewed.
- There will be no applications accepted in any other format.
- Interested applicants may access the application at [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).
- New applicants will be asked to create an account. Any applicant that has applied for any grant using the online grant management system may log into its existing account.
- Once applicants have started an application, it may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 24 business hours; if one is not received please call 617-963-2077 for further instructions and assistance.

### **Questions**

Questions regarding this RFP may be submitted to [AGOgrants@state.ma.us](mailto:AGOgrants@state.ma.us) by email, **only** until **4:00 p.m. on Friday, December 9**. When submitting your question(s), please include "Youth Opioid Prevention Grant" in your email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO's website here: [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).

### **Reasonable Accommodation**

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to [AGOgrants@state.ma.us](mailto:AGOgrants@state.ma.us) no later than **Friday, December 9**.

### **Expectations and Requirements for Successful Applicants**

- Awards are contingent upon organization satisfactorily completing all necessary documents (see below) by the deadlines established during the contract period.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by grantees and must be approved, in advance, by the AGO.

- Grantees will be required to complete all quarterly reporting requirements including completion of a satisfactory financial and programmatic summary at the conclusion of the grant (Final Report) by the deadline established and in a format to be provided by the AGO.
- **At the end of the grant period, any unexpended grant funds must be returned to the AGO within 30 days.**

### **Required Commonwealth Contract Documents**

These documents are listed for informational purposes and should not be submitted with the grant application. Successful grantees will be required to complete these documents within the deadline established at the time of the notification of grant award.

- Standard Contract Form and Instructions
- Commonwealth Terms and Conditions
- Scope of Services Agreement
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Form

### **Public Records**

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and to M.G.L. c. 4, § 7, cl. 26. Applicants should not submit personal patient medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

### **Updates to this RFP**

Any changes/corrections to any part to this RFP will be posted on [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants). It is the applicant's responsibility to check this webpage frequently for any updates.