



Department of
**Mental Health &
Substance Abuse Services**



Announcement of Funding

Substance Use Prevention Coalitions

Tennessee Department of Mental Health & Substance Abuse Services

Division of Substance Abuse Services

Completed Proposals Due: **May 20, 2022**



Introduction

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Substance Abuse Services (DSAS), is requesting proposals from Substance Use Prevention Coalitions, (hereinafter Coalitions) interested in coordinating the implementation of substance use prevention environmental strategies as described in the draft Scope of Services for FY 2023 (Attachment G).

Program Goals and Objectives

To coordinate the implementation of substance use prevention environmental strategies within the Grantee's communities to address: underage drinking; binge drinking; tobacco use; and the non-medical use of prescription drugs and other opioids.

Table of Contents

2. GENERAL CONDITIONS

- 2.1 Funding Information
- 2.2 Timelines
- 2.3 Proposer Eligibility
- 2.4 Scope of Services
- 2.5 Communications
- 2.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection
- 2.7 Proposal Review, Components, Scoring, and Selection
- 2.8 State's rights and obligations under this Announcement

3. PROPOSAL NARRATIVE

- 3.1. Coalition Information
- 3.2. Assessment of Community Need
- 3.3. Capacity Assessment
- 3.4. Proposal Checklist

4. ATTACHMENTS

- Attachment A Cover Sheet
- Attachment B Memorandum of Agreement
- Attachment C Capacity Assessment Worksheet
- Attachment D Job Description Worksheet and Organizational Chart(s)
- Attachment E Proposed Budget
- Attachment F Budget Justification
- Attachment G Substance Use Prevention Coalition Draft Scope of Services

GENERAL CONDITIONS

2.1. Funding Information

2.1.1 Project Period: Funding term for selected proposals will be September 1, 2022 through June 30, 2023. As funds are available and subject to provider performance, there may be additional Grant Contract periods for this service. Renewal of Grant Contracts will depend on 1) the availability of funds; 2) Grantee progress in meeting project goals and objectives; and, 3) timely submission of required data and reports. Subject to the availability of funds, the funds for this project are expected to be recurring and future years of funding would follow the state fiscal year, July 1- June 30.

2.1.2 Funding Amount: State of Tennessee Cost Reimbursement Grant Contracts may be available to eligible proposers up to the amount of seventy thousand (\$70,000) and amount will be prorated depending upon start date of contract. Proposers should submit a budget based upon a full year of program implementation, for each year of contract service.

2.1.3 Allocations: Funding allocations will be awarded on the basis of how well a Proposer addresses guidelines and criteria of this Announcement. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received and the Coalition's previous experience providing services in the community. Allocations may be made based on the size of the proposed service area population, such as "community" or "county-wide" and the Coalition's previous experience providing services in the community.

2.1.4 Subject to Funds Availability: Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

2.1.5. Grant Contract Requirements: Grant contracts awarded as a result of this announcement of funding must comply with all contract requirements and will be subject to both programmatic and fiscal monitoring. Proposers should review the TDMHSAS Grantee Manual located on the Grants Management section of the department's website, located [here](#). This manual includes resources about the grant

contracting process, highlights key contract provisions, reviews the programmatic and fiscal requirements for grant contracts, outlines the department's monitoring process, and provides resources related to grant management. Any selected Grantee will be subject to monitoring by the Department as required by Department of General Services, Central Procurement Office Policy 2013-007 and state and federal regulation.

2.1.6. Cost-Reimbursement Grant Contract: This award will result in a grant, cost-reimbursement contract between the State and awarded Grantee. All invoices paid or payments made by the State are to be cost reimbursed; specifically, awarded Grantees must first pay for a given cost out-of-pocket first, and then the State reimburses the Grantee for such cost.

2.2. Timelines

The following schedule of events represents the State's best estimate of the schedule that shall be followed. The State reserves the right in its sole discretion to adjust this schedule as it deems necessary. In the event such action is taken, notice of such action will be posted on the State's website located here and notice of the posting will be distributed via the proposer e-mail list.

SCHEDULE OF EVENTS:

April 20, 2022	TDMHSAS Releases Announcement.
May 4, 2022	Proposers Written Questions Regarding the Announcement are due on 12:00 PM (CST) on May 4, 2022.
May 9, 2022	TDMHSAS written responses to questions posted <u>here</u> .
May 20, 2022	Proposals are due via email on 4:30 PM (CST) on May 20, 2022.
June 30 June 3, 2022	TDMHSAS makes announcement of accepted proposals.
September 1, 2022	Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with grant contract section D.1. Required Approvals.

2.3 Proposer Eligibility

2.3.1 The proposer, for purposes of this Announcement, must be at least one of the following:

- A Coalition that is a 501(c)(3) entity as defined and described in the Internal Revenue Code, 26 United States Code (USC) § 501.
- A non-profit agency that is a 501(c)(3) entity as defined and described in the Internal Revenue Code, 26 United States Code (USC) § 501 acting as the Fiscal Agent for a Coalition. (See Section 1.3.2.4.)
- A governmental entity acting as the Fiscal Agent for a Coalition.
- If a Coalition that is not a 501(c)(3) entity submits a proposal with a non-profit agency that is a 501(c)(3) or a governmental entity acting as the Fiscal Agent, then a letter of commitment or a Memorandum of Understanding between the Coalition and agency or governmental entity is required with submission.

Questions specific to eligibility for this Announcement may be asked in writing at any time. Please email Bev Fulkerson at Bev.Fulkerson@tn.gov for all eligibility-related questions.

2.3.2 A proposer, for purposes of this Announcement, must not be:

- An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purposes of furthering the private interest or personal profit of any person; and
- For purposes of applying the requirements above, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

2.4 Scope of Services

See ATTACHMENT G for this program's proposed Scope of Services, which is Section A. of a State Grant Contract. Please note that the State reserves the right to make any

changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.5 Communications

2.5.1 The following Coordinator shall be the main point of contract for this Announcement of Funding:

Bev Fulkerson, Deputy Assistant Commissioner Bev.Fulkerson@tn.gov

All proposer communications concerning this procurement must be directed to the Coordinator listed immediately above. Unauthorized contact regarding this Announcement of Funding with other state employees of TDMHSAS may result in disqualification.

2.5.2 Proposer E-Mail List: The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address, to Bev Fulkerson, Bev.Fulkerson@tn.gov. Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.

2.5.3 Questions and Requests for Clarification: Questions and requests for clarification regarding this announcement must be submitted in writing on or before 12:00 PM (CST) on May 4, 2022 to Bev.Fulkerson@tn.gov

2.5.4 State's Response to Questions and Requests for Clarification:

By May 9, 2022, the State will provide written responses to all questions and requests for clarifications received by 12:00 PM (CST) on May 4. The State's written responses will be posted on the State's website [here](#). Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding. The State assumes no responsibility for a proposer's failure to view the State's written responses to questions and requests for clarification.

2.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection

2.6.1 Proposal Preparation: The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

2.6.2 Proposal Formatting Requirements: The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by the deadline of May 20, 2022, 4:30 pm CST.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- All files that are a part of the Proposal must be received in the Adobe PDF file format. All proposal elements should be condensed into one PDF file upon submission.
- Proposals must be typed, single-spaced on standard 8 ½ inch x. 11inch paper, in font size twelve (12), with 1inch margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length is limited to thirty (30) pages, including all attachments. The length of the project narrative is limited to ten (10) pages and five (5) pages for the budget narrative summary.
- The proposed budget should include the summary, detail, salary, and budget justification. This may be sent as PDF or Excel. The budget narrative is limited to one page.

2.6.3 Proposal Submission: Proposals should be submitted to the State via email to Bev.Fulkerson@tn.gov by May 20, 2022, 4:30 pm CST. Proposals must be complete and comply with all requirements of this Announcement in order to be eligible for review.

2.6.4 Proposal Withdrawal: Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements and all deadlines of this Announcement.

2.6.5 State's Right to Reject Proposals: The State reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals; to arrange to perform the services herein, to abandon the need for such services, and to cancel this Announcement if it is in the best interest of the State as determined in the State's sole discretion. In the event such action is taken, notice of such action will be posted on TN.gov at this link, and notice of the posting will be distributed via the proposer e-mail list.

2.7 Proposal Review, Components, Scoring, and Selection

2.7.1 Proposal Review: Proposals will be scored based on the ability to demonstrate the intended success of the project. Incomplete and noncompliant proposals will not be reviewed. The State recognizes the need to ensure that funding provided for the Substance Use Prevention Coalitions provides the maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to service as the state's mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high-quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

2.7.2 Proposal Components: Each proposal should contain the following sections. Please note, incomplete proposals will not be reviewed:

- Cover letter
- Cover sheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Memorandum of Agreement (Attachment B) – fiscal agent submission only
- Capacity Assessment Worksheet (Attachment C)
- Job Description Worksheet and Organizational Chart (Attachment D)
- Proposed Budget and Budget Justification (Attachment E and F)

2.7.3 Proposal Scoring: Each proposal is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the

reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

Proposal Component	Score
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
Project Narrative	85 points Total
<ul style="list-style-type: none"> • Coalition Information 	30 points
<ul style="list-style-type: none"> • Assessment of Community Need 	30 points
<ul style="list-style-type: none"> • Capacity Assessment 	25 points
Memorandum of Agreement (Attachment B) – fiscal agent submission only	0 points, but essential
Capacity Assessment Worksheet (Attachment C)	15 points
Job Description Worksheet and Organizational Chart(s) (Attachment D) <i>Job Description and Organizational chart for the entity submitting the proposal, demonstrating where the Substance Use Prevention Coalition fits within the overall structural organization of the entity submitting the proposal.</i>	0 points, but essential
Proposed Budget and Budget Justification (Attachment E and F) <i>Appropriate and realistic budget must be submitted along with a narrative justifying the budget.</i>	0 points, but essential

2.7.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business June 30 ~~June 3~~, 2022.

All grant proposals are reviewed and evaluated by a group of state employees selected by TDMHSAS. Based upon the evaluations, proposal selections will be made and submitted for final approval to the Commissioner of the Department of Mental Health and Substance Abuse Services and/or Commissioner’s designee.

The State reserves the right to further negotiate proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

2.8 *State's rights and obligations under this Announcement*

2.8.1 The State reserves the right to make any changes to this Announcement of Funding, timeline of events, proposals selected, the scope of services, the amount of funding, and any other aspect of this process as deemed necessary before issuing the final Grant Contract. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted [on TN.gov at this link](#), and notice of this posting will be distributed via the proposer email list.

2.8.2 The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted [on TN.gov at this link](#), and notice of the posting will be distributed via the proposer email list.

2.8.3 The State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.8.4 The State reserves the right to not issue any Grant Contracts in response to this Announcement.

2.8.5 The State reserves the right to further negotiate proposals selected to be awarded funds prior to entering into a Grant Contract.

2.8.6 State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the Grantee and the State and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations. The State shall have no obligation for services rendered by the Grantee which are not period within the specified Grant Contract term.

2.8.7 Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

3. *PROPOSAL NARRATIVE*

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative selections. There is a maximum of ten (10) pages for the proposal narrative section.

Failure to supply any attachments (Attachments A-F) or respond to every question or statement in each category of this Section shall result in the Proposal not being reviewed. Attachments **must** be included with the Proposal and do **not** count against page limits identified for each narrative section. Proposals should fully address each of the following items. Responses should be numbered for clarity.

3.1. Coalition Information [Two to Three (2 - 3) pages]

- 3.1.1. What is the Coalition's vision statement?
- 3.1.2. What is the Coalition's mission statement?
- 3.1.3. Describe the main function of the Coalition.
- 3.1.4. How long has the Coalition been in existence and what prevention initiatives have members accomplished together?
- 3.1.5. Has the Coalition conducted a substance use needs assessment in the last twelve (12) months? How was the data used?
- 3.1.6. Describe what other community issues, aside from alcohol and drug, the Coalition has been involved with over the last twelve (12) months.
- 3.1.7. Describe the current core group of leaders and workers for the Coalition.
- 3.1.8. Describe the issue(s) that caused the Coalition to be formed and how the Coalition has evolved.

3.2. Assessment of Community Need [Three to Four (3 - 4) pages]

- 3.2.1. Describe how the community currently addresses substance use prevention. Please be as specific as possible indicating services and programs provided as well as other agencies and organizations that address this issue within the community.
- 3.2.2. Describe the gaps in substance use prevention services that currently exist in the community. Describe how the gaps were identified.
- 3.2.3. What does the Coalition perceive as the largest substance use related problem in the community?
- 3.2.4. Using data, findings, or information, describe the nature and extent of: binge drinking; tobacco use; and non-medical prescription drug use in your community.

3.3. Capacity Assessment [Two to Three (2 - 3) pages]

- 3.3.1. Complete the Capacity Assessment Worksheet (Attachment C) as part of this subsection (3.3.). The Capacity Assessment Worksheet must be included as an attachment, but does **not** count against the page limit.
- 3.3.2. In addition to completing the required worksheet for the Capacity Assessment subsection (3.3.), Proposals should fully address each of the following items. Responses should be numbered for clarity.
 - 3.3.2.1. Describe the current resources (financial, people, leadership, training, knowledge, etc.) that exist in the community to address the identified problems from the Assessment of Community Need subsection (3.2.).
 - 3.3.2.2. Discuss the challenges that exist in the capacity of the Coalition to effectively deal with binge drinking; tobacco use; and non-medical prescription drug use.
 - 3.3.2.3. Describe the Coalition's plan to maintain and strengthen the Coalition over the next year.
 - 3.3.2.4. Describe the current capacity of the Coalition to collect and utilize substance use prevention data.
 - 3.3.2.5. Discuss how the Coalition will address any gaps in their capacity to collect and use substance use prevention data.
 - 3.3.2.6. Describe the current efforts to increase resources and funding for substance use prevention in the community.

3.4 PROPOSAL CHECKLIST

3.4.1. Technical Requirements

- Written in English
- Typed in black ink, single-spaced of standard eight and one-half inch by eleven-inch (8.5" x 11") paper
- Typed in Times New Roman font, size twelve (12)
- All margins (left, right, top, bottom) are one inch (1") each. The margin requirement is **not** applicable to the Attachments.
- Adhered to page limits
- Pages are sequentially numbered, including all attachments
- Page footer includes the Proposer Name and Page Number
- Responded to each criterion listed in this Announcement of Funding in the order requested
- Signed in ink by an authorized representative of the Proposer submitting the Proposal
- Assembled the Proposal in the order described in Section 2.7.3.
- Converted Proposal elements into one PDF file for submission

Attachment A

COVER SHEET | SUBSTANCE USE PREVENTION COALITION

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
List of Target Coverage Area (county) being proposed	
CONTACT INFORMATION	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
AUTHORIZED REPRESENTATIVE INFORMATION	
Name of Authorized Representative <i>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</i>	
Title of Authorized Representative	
Address of Authorized Representative	
E-mail Address of Authorized Representative	
Phone Number of Authorized Representative	

Signature of Authorized Representative

Date

Attachment B

DRAFT MEMORANDUM OF AGREEMENT

**between the _____ Substance Use Prevention Coalition and
_____ (Fiscal Agent's Name)**

1. This Agreement between the _____ **Coalition** (hereafter COALITION) and **Fiscal Agent Name** (hereafter AGENCY) shall be from _____ until terminated by mutual agreement:

PREMISE OF THE AGREEMENT

An organization willing to act as a fiscal agent for a community prevention/behavioral health coalition does so because they understand the need within their service area for community driven initiatives that mitigate misuse of substances and increase the understanding and availability of behavior health services. In undertaking this goal, the foundational principle for a successful fiscal agent/coalition relationship is a recognition that both parties are separate with equally important but independent roles. Therefore, this agreement is to establish the roles and responsibilities of both parties as agreed to and indicated by signatures below. The following general principals were considered and understood by both parties prior to executing this Agreement:

- (a) Funding provided by the Division of Substance Abuse Services (DSAS) Office of Prevention Services (OPS) is for the use of the COALITION to implement strategies approved through the Strategic Prevention Framework process.
- (b) The AGENCY, identified as "Grantee" in state contracts is tasked to provide fiscal oversight

(i.e. administration, surveillance...) and act as administrative agent on behalf of the members of the COALITION.

- (c) The community initiatives of the COALITION may put it at odds with the policies of the AGENCY. Therefore, the COALITION cannot be part of the Agencies' formal organizational structure, must have a community identity separate from the AGENCY, and will be treated as an entity equal to the AGENCY in developing budgets and operational agreements between the parties.
- (d) The COALITION's by-laws shall identify its elected officers and these officers shall comprise the voting members of the COALITION's Executive Committee.
- (e) The COALITION's Executive Committee (not staff) shall be the link to the fiscal agent to ensure communications are direct, understood, and documented accurately. COALITION staff shall not be expected to accurately convey the position of the COALITION to the AGENCY.
- (f) Both parties to this Agreement understand that staff funded by the COALITION is obligated to the accomplishment of funder approved strategies. Staff funded by the COALITION should not have time split between programmatic obligates to the AGENCY and service to the COALITION since these arrangements have historically caused staff confusion concerning their priorities. If the COALITION determines this arrangement is unavoidable then the COALITION's Executive Committee and AGENCY shall document staff responsibilities to both parties to ensure effective time management and a monthly accounting of hours dedicated to both shall be reconciled.

SERVICES AND RESPONSIBILITIES

2. The COALITION'S Executive Committee shall:
 - (a) Reconcile the monthly expenditure report provided by the AGENCY using COALITION expense records and provide any difference in writing to the AGENCY.
 - (b) Provide regular detailed reports of programmatic activities required by funder to the AGENCY. This report will be consistent with a funder approved implementation plan.
 - (c) Supervise or assist the AGENCY in joint supervision of its paid staff/ contractor in the accomplishment of day-to-day operational requirements. Staff/contractor shall report to the Executive Committee for all programmatic responsibilities per Grant funder.
 - (d) Develop job description(s) for its staff/ contractor and these will clearly define the role of staff and the supervisory role for the COALITION.
 - (e) Prepare performance reviews for staff and have authority over staff salaries

(contract value), raises, time management, vacations and other normal daily staffing decisions.

- (f) Develop revisions to the contract budget(s) and document their approved by a vote of the COALITION's Executive Committee through meeting minutes that reflect officers present, budget discussion, and vote.
- (g) Budget revision requests along with justification(s) shall be transmitted to the State by a designated member of the COALITION's Executive Committee/ Steering Committee or a designated member of the COALITION's staff for approval. A member of the COALITION'S Executive Committee/Steering Committee should notify the AGENCY of the budget revision requests.
- (h) Establish, maintain, and enforce COALITION policies/procedures for Non-discrimination including Title VI; Staffing and personnel; Maintaining a Drug Free Workplace; COALITION Membership Agreement; Staff and Contractor management and oversight; Staff turnover and training for new staff; and Inventory and management of COALITION equipment and materials.
- (i) Formulate goals and objectives in compliance with its funding source.
- (j) Create, approve, and follow its budget in compliance with the requirements of its funding source.
- (k) Obtain, pay for and monitor its own telephone for making long distance calls and an answering machine for receiving confidential messages.
- (l) Provide to AGENCY copies of all required documentation, including but not limited to grant proposals, by-laws, minutes of meetings, goals and objectives, budget, personnel agreements, and personnel and program policies.
- (m) The COALITION will respect the right of other agencies and organizations to their own opinions and beliefs.

3. The AGENCY shall:

- (a) Provide monthly detailed reports of the use of all funds including those designated as indirect (administrative). This report should be reconciled by the COALITION's Treasurer (budget committee) using COALITION expenses records.
- (b) Establish a separate internal account number for donations to the COALITION and these unencumbered funds will be delineated in the AGENCY funding report to the COALITION.
- (c) COALITION staff shall be identified publicly as that of the COALITION and items such as business cards, stationary, and name tags shall identify the COALITION as the staff's parent organization.

- (d) Provide space in which the COALITION can store its supplies, maintain its records, and where its personnel can work.
- (e) Provide banking services, perform bookkeeping, prepare and distribute payroll, and prepare and submit through its bookkeeping staff the appropriate forms for any employment taxes. Wages and payroll taxes due shall be paid from COALITION funds.
- (f) Provide banking services regarding funds received, provide bookkeeping, and pay outstanding bills as approved.
- (g) Maintain a COALITION specific (Post Office Box) mailing address paid from COALITION funds.
- (h) Incorporate into AGENCY's library any references materials targeted toward the general public which are provided by the COALITION for that purpose.
- (i) COALITION supply items shall be purchased and stored separately from those of the AGENCY.
- (j) AGENCY agrees to maintain and make available to the COALITION upon request all books, records, documents, and other evidence pertaining to the costs and expenses relating to this Agreement to the extent and in such detail as will properly reflect all direct costs of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature for which reimbursement is claimed or payment is made under the provisions of this contract.

4. This agreement shall be subject to all applicable provisions of State and Federal law and regulations related to the delivery and funding of social service.

SERVICE FEES AND EXPENSES

The COALITION shall reimburse AGENCY for any indirect or direct expenses incurred by AGENCY at a rate NOT to exceed ten (10 %) percent of the total contract value.

SUPPLIES AND RESOURCE MATERIALS

If the COALITION dissolves or becomes inactive, resource materials provided by the COALITION which are incorporated into the AGENCY's library will become the property of the AGENCY in order that such materials continue to be available to the public. Other COALITION material and property shall be disposed of in accordance with COALITION bylaws.

CONFIDENTIALITY

Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium, or method of communication, provided to the Grantee by

the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this Agreement for any purpose not connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

LIABILITY AND INSURANCE

AGENCY shall obtain/maintain insurance coverage in accordance with funder requirements.

EQUAL OPPORTUNITY

AGENCY and the COALITION mutually agree to be bound by and abide by all applicable antidiscrimination statutes, regulations, policies and procedures as may be applicable under any Federal or State contracts, statutes or regulations or otherwise as presently or hereinafter adopted by the AGENCY.

CONFLICTS OF INTEREST

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

The Grantee acknowledges, understands, and agrees that this Grant Contract shall be null and void if the Grantee is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

LOBBYING

The Grantee certifies, to the best of its knowledge and belief, that:

- (a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

NONDISCRIMINATION

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

PUBLIC NOTICE

All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under a grant contract with the state of Tennessee Department of Mental Health and Substance Abuse Services." Any such notices by the Grantee shall be approved by the State.

LICENSURE

The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

RECORDS

The Grantee (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of the Grantee (and any approved subcontractor), insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the state agency, the Comptroller of the Treasury, or duly appointed representatives. The records of not-for-profit entities shall be maintained in accordance with the Accounting and Financial Reporting for Not-for-Profit Recipients of Grant Funds in Tennessee, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/finreptmanual.asp>. The records for local governments shall be maintained in accordance with the Internal Control and Compliance Manual for Tennessee Municipalities, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/citymanual.asp> and in accordance with GFOA's publication, Governmental Accounting, Auditing and Financial Reporting.

PUBLIC ACCOUNTABILITY

If the Grantee is subject to Tennessee Code Annotated, Title 8, Chapter 4, Part 4, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY, WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

HIPAA COMPLIANCE

The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations.

- a. The Grantee warrants to the State that it is familiar with the requirements of HIPAA and its accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Grant Contract.

- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by HIPAA and its regulations, in the course of performance of the Grant Contract so that both parties will be in compliance with HIPAA.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by HIPAA and that are reasonably necessary to keep the State and the Grantee in compliance with HIPAA. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by HIPAA, or if HIPAA permits the State to receive such information without entering into a business associate agreement or signing another such document.

RULE 2 COMPLIANCE

The State and the Grantee shall comply with obligations under Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records, and its accompanying regulations as codified at 42 CFR § 2.1 et seq.

- a. The Grantee warrants to the State that it is familiar with the requirements of Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records, and its accompanying regulations, and will comply with all applicable requirements in the course of this Grant Contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records, and its regulations, in the course of performance of the Grant Contract so that both parties will be in compliance with Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records, and that are reasonably necessary to keep the State and the Grantee in compliance with Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records, or if Rule 2 of the Confidentiality of Alcohol and Drug Abuse Patient Records permits the State to receive such information without entering into a business associate agreement or signing another such document.

ENVIRONMENTAL TOBACCO SMOKE

Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the

age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.

AMENDMENT

This agreement may be amended by mutual consent of both parties; however, such agreements MUST BE in writing and signed by both parties and agreed to by the funder before execution.

DATED this ____ day of _____.

Coalition Name

Fiscal Agent Name

Signature: Coalition Chairperson

Signature: Fiscal Agent Representative

Attachment C

CAPACITY ASSESSMENT WORKSHEET | SUBSTANCE USE PREVENTION COALITION

Describe initiatives or coalitions **IN THE COMMUNITY** that address health, community development, youth, or family related issues.

Initiative	Goals/Projects	Funding Source(s)	K Or

Attachment D

ORGANIZATIONAL CHART(S) | SUBSTANCE USE PREVENTION COALITION

ORGANIZATIONAL CHART(S)

Provide organizational chart(s) for the entity submitting a proposal to provide a clear understanding of the overall structure organization of the entity submitting the proposal.

SAMPLE JOB DESCRIPTION

COALITION COORDINATOR

_____ is the formal employer for this position on behalf of the coalition established in _____ County, TN. The Prevention Coordinator is supervised by _____'s and is an independent contractor position.

Responsibilities

- Work to promote collaboration, leadership, and prevention activities in the communities of _____ County by engaging community members, business leaders, and agencies in the development of unified goals, objectives, and strategies
- Establish and promote community participation in prevention activities, leadership, ownership, and decision making
- Work collaboratively with all participating agencies and community collaborations to develop and maintain contract compliance, written memoranda of understanding, protocols, and all necessary information for planning resource coordination for prevention activities
- Work with interagency work groups to solve problems, find new ways of integrating services and promote institutional change
- Facilitate the development of a county-wide measurable work plan for substance use prevention, utilizing the Strategic Prevention Framework (SPF) model
- Establish and maintain positive working relationships with participating agencies, referral sources, and other community groups
- Establish and maintain current, accurate, and confidential records, statistical data, and outcome monitoring systems for purposes of reporting, contract management etc.
- Prepare and deliver written and oral reports to funding sources, collaborators, and community groups
- Perform administrative responsibilities including staff support for Coalition meetings, contract coordination and accountability, volunteer coordination, and development of training and other resources for volunteers and collaboration partners
- Perform other duties as assigned

Qualifications

- Bachelor's degree in Public Administration, Psychology, Public Health, Education, Social Work, Business, or related field. Minimum of 2 years of relevant leadership experience in an agency providing prevention services in a community setting.
- Experience with alcohol, drug and violence prevention strategies and community development is preferred

- Experience managing in a collaborative environment, respect for diverse cultures, demonstrated effectiveness in building and managing collaborative efforts, skills in budgeting and administration, experience working with at-risk youth, and experience in public speaking and presentations.
- Excellent facilitation and coaching skills and experience supporting/developing staff and collaborative partners.
- Availability to travel within _____ County with some overnight/statewide travel.
- Expertise with data collection/information gathering from multiple sources.
- Proven track record of creating positive community engagement
- Excellent communication skills, both written and oral.
- Able to work independently with support by phone/email.

Attachment E

PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

PROPOSED BUDGET SUBSTANCE USE PREVENTION COALITION

Please download the Excel [CREATE A LINK](#) to complete a proposed budget. Proposers should submit a budget based on a full year of program implementation. The budget may be prorated for the 10-month period if selected for contracting.

The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Please review the Instructions tab before completing the proposed budget.

Program Name:					
The grant budget line-item amounts below shall be applicable only to expense incurred during the following					
Applicable Period:		BEGIN:	END:		
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT	
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00	
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00	
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00	
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00	
13	Interest ²	\$0.00	\$0.00	\$0.00	
14	Insurance ²	\$0.00	\$0.00	\$0.00	
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00	
17	Depreciation ²	\$0.00	\$0.00	\$0.00	
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00	
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00	
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00	
24	In-Kind Expense ²	N/A	N/A	N/A	
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00	

Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A* ([posted on the Internet at: http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf](http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf))

Attachment F

PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

BUDGET JUSTIFICATION SUBSTANCE USE PREVENTION COALITION

Please include a written budget justification of funds needed to support the Substance Use Prevention Coalition Proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item.

The budget justification should be no longer than one page, single spaced.

Attachment G

Coalition –Draft Scope of Services

A.2. Service Definitions:

- a. Coalitions are partnerships of the many sectors of a community which gather together collaboratively to solve the community's problems and guide the community's future.
- b. Substance Use Prevention Coalitions (SUPCs) work to prevent dependence and addiction to harmful and potentially lethal substances such as prescription drugs, alcohol, and tobacco using the Strategic Prevention Framework (SPF).
- c. The SPF is a planning process for preventing substance use and misuse. The five steps and two guiding principles of the SPF offer prevention professionals a comprehensive process for addressing the substance misuse and related behavioral health problems facing their communities. The effectiveness of the SPF begins with a clear understanding of community needs and involves community members in all stages of the planning process.
- d. Primary prevention of substance use consists of interventions that target the general, selective, and indicated populations before the initiation of substance use.
- e. Universal prevention measures address an overall population (national, local, community, school, or neighborhood) with messages and programs aimed at preventing or delaying the use of alcohol, tobacco, and other drugs (ATOD).
- f. Administrative Agent (AA) is an organization that acts on behalf of the coalition performing various financial duties and other administrative tasks as defined by the State. The AA will administer the coalition grant funds, as prescribed by the grantor, under guidance from the coalition board.

A.3. Service Recipients:

The service recipients are countywide SUPC members who serve all citizens of _____ County, Tennessee.

A.4. Program Goals:

- a. To coordinate the implementation of substance use prevention environmental strategies within the Grantee's communities to address: underage drinking among persons ages twelve to twenty (12-20) years; binge drinking among persons ages twelve to twenty-five (12-25) years; tobacco use among persons ages twelve to twenty (12-20) years; and the non-medical use of prescription drugs among persons ages twelve to twenty-five (12-25) years in their community, region, and statewide.
- b. To reduce the past thirty (30) day underage drinking rate among persons ages twelve to twenty (12-20) years in _____ County, Tennessee.
- c. To reduce the past thirty (30) day binge drinking rate among persons ages twelve to twenty-five (12-25) years in _____ County, Tennessee.
- d. To reduce the past thirty (30) day tobacco use rate among persons ages twelve to twenty (12-20) years in _____ County, Tennessee.

- e. To reduce the past thirty (30) day non-medical prescription drug use rate among persons ages twelve to twenty-five (12-25) years in _____ County, Tennessee.
- f. To reduce substance use related problems in _____ County, Tennessee.
- g. To build community level prevention capacity and infrastructure to prevent the onset and reduce the progression of substance use in _____ County, Tennessee.
- h. To strengthen capacity and infrastructure at the state and community levels in support of substance use prevention in Tennessee.
- i. To contribute to a reduction of the past thirty (30) day underage drinking rate among persons ages twelve to twenty (12-20) years in Region ____ by five (5) percent, as reported in the Substance Abuse and Mental Health Services Association (SAMHSA), Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- j. To contribute to a reduction of the past thirty (30) day binge-drinking rate among persons ages twelve to twenty-five (12-25) years in Region ____ by five (5) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- k. To contribute to a reduction of the past thirty (30) day tobacco use rate among persons ages twelve to seventeen (12-17) years in Region ____ by five (5) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- l. To contribute to a reduction of the past thirty (30) day non-medical prescription drug use rate among persons ages twelve to twenty-five (12-25) years in Region ____ by five (5) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- m. To contribute to a statewide reduction of the past thirty (30) day underage drinking rate among persons ages twelve to twenty (12-20) years by three (3) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- n. To contribute to a statewide reduction of the past thirty (30) day binge drinking rate among persons ages twelve to twenty-five (12-25) years by three (3) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- o. To contribute to a statewide reduction of the past thirty (30) day tobacco use rate among persons ages twelve to twenty (12-20) years by three (3) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- p. To contribute to a statewide reduction of the past thirty (30) day non-medical prescription drug use rate among persons ages twelve to twenty-five (12-25) years by three (3) percent, as reported in the SAMHSA, Center for Behavioral Statistics and Quality, National Survey on Drug Use and Health.
- q. To leverage, redirect, and realign state-wide funding streams for substance use prevention.

A.5. Structure:

- a. Staffing; Training; Resources; Policies and Procedures; and Compliance with Laws, Rules, and Regulations. The Grantee shall:
 - (1) Facilitate or support the Coalition’s members each to maintain a staff person, or contracted consultant acting as staff, funded by the project who devotes an average of at least thirty (30) hours weekly to the overall coordination of approved project activities.

This person shall be the liaison to the State for programmatic information and communications.

- (2) Have, or facilitate, or support the Coalition's members each to have, at least one (1) Prevention Specialist certified by International Certification & Reciprocity Consortium (IC&RC) standards. The identified individual(s) must be on staff or contracted for an average of thirty (30) hours per week and the position description must specifically describe responsibilities of oversight and quality assurance for the delivery of evidence-based prevention programs and strategies with fidelity. The designated Prevention Specialist(s) name(s), credential(s), and title(s) must be submitted to the State no later than September 15, 2022.
 - i. The Grantee shall notify the State within ten (10) calendar days if the designated Prevention Specialist(s) is/are no longer available or unable to perform required oversight and quality assurance functions.
 - ii. Within thirty (30) calendar days of notifying the State, the Grantee must designate at least one (1) individual who is currently certified or will be certified within twelve (12) months of the notification date to perform the responsibilities of oversight and quality assurance for the delivery of evidence-based prevention programs and strategies with fidelity.
 - iii. To ensure that prospective candidates understand the nature and scope of services to be provided, the State will assist with the selection of the Coalition Director.
- (3) Facilitate or support the Coalition's members in arranging and providing for trainings approved, in writing, by the state.
 - i. This includes travel associated with prevention specific training that must be pre-approved by the State.
- (4) Ensure that all staff members or contracted consultants acting as staff to the Coalition whose salary is funded in whole or in part under this Grant Contract satisfactorily complete training as follows: 1) each such person shall complete at least five (5) of the prevention courses provided through the State's prevention on-line self-education tool; 2) specific course titles of the courses to be completed shall be pre-approved by the State; and 3) at least one (1) of the required courses must be completed in the first six (6) months of the Grant Contract term and the remaining required courses must be completed by the end of the Grant Contract term. Other prevention-specific training may be substituted with advance written approval from TDMHSAS Office of Prevention.
- (5) Facilitate or support the Coalition's members in providing Coalition staff with computer systems or other immediate access to the Internet. Computer systems shall be capable of fully accessing, downloading, and using information from the State's online reporting website, and other linked or referenced Internet sites.
 - i. Coalition staff must maintain a system for file storage and back up so that in the event of staff turnover, natural disaster, or other unforeseeable events, coalition files and records will be accessible.
- (6) Facilitate or support the Coalition's members in being capable of transmitting and receiving information through electronic mail (e-mail) at an address unique to the Coalition. The Grantee shall maintain an e-mail address unique to the Coalition and shall provide the State with any change in the e-mail address(es) within two (2) workdays of the effective date of the change.

- (7) Facilitate or support the Coalition's members in being capable of transmitting and receiving information through postal services at a mailing address unique to the Coalition.
- (8) Facilitate or support the Coalition's members in being capable of transmitting and receiving information by telephone at a number unique to the Coalition.
- (9) Facilitate or support the Coalition's members in being an active participant of the Tennessee Prevention Advisory Council (TN PAC) Regional Workgroup at quarterly meetings for the region of the Grantee.
- (10) Facilitate or support the Coalition's members in the development, implementation and maintenance of written organized policies and procedures; and creation and maintenance of a written Policies and Procedures Manual. The Policies and Procedures Manual shall be available upon request of the State and include policies and procedures on, but not limited to, the following:
 - i. Non-discrimination including Title VI (see also Section A.5.a.(12));
 - ii. Staff and Contractor management and oversight;
 - iii. Maintaining a Drug Free Workplace;
 - iv. Charitable Choice, if applicable;
 - v. Coalition Membership Agreement; and
 - vi. Inventory and management of Coalition equipment and materials
 - vii. Be appropriately staffed to provide the services described herein and submit to the State, in writing, a description of position titles for all staff positions, including qualifications, licenses, certifications, and other such credentials. Proof of all credentials, licenses, and certifications shall be submitted upon request of the State.
 - viii. Staff turnover and training for new staff, to ensure that staff transitioning into their new roles are able to perform their job responsibilities and requirements
- (11) Facilitate or support the Coalition's members in meeting and complying with all licensure and certification requirements (personnel); applicable federal grant requirements; and reporting requirements adopted by the State; and state and federal laws, rules, and regulations governing alcohol and drug prevention or treatment programs funded in whole or in part under this Grant Contract. Proof of licensure and credentials shall be submitted upon request of the State.
- (12) Facilitate or support the Coalition's members in acknowledging the funding source of certain materials as follows: In accordance with Section D.13. of this Grant Contract, ensure that any publications including but not limited to websites, brochures, billboards, or public service announcements (PSAs) created using any portion of the funding from this Grant Contract contain a statement that meets the requirements of Section D.13.
- (13) All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the Tennessee Department of Mental Health and Substance Abuse logo as

provided by the state. All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

- (14) Be structured and organizationally linked to a governing body, which must be submitted to the State no later than August 15, 2022.
 - (a) The governing body must include at a minimum the following:
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - (b) Staff members or contracted consultants acting as staff to the Coalition whose salary is funded in whole or in part under this Grant Contract may not serve on the Coalition's governing body.
- (15) The Coalition may facilitate or support the Coalition's members to have a youth substance use prevention coalition or to work collaboratively with another youth group in the community.
- (16) Submit to the state a completed Agency Information Form including, but not limited to, information on agency staff, governing body make-up, and coalition meeting dates and frequency.

b. Monitoring. In accordance with Section D.16., the State shall conduct program monitoring as follows:

- (1) State monitors shall notify the Grantee of their arrival, prior to site visit inception. The Grantee shall make available all relevant personnel at the scheduled time chosen by the State, unless otherwise arranged with the State. Deviations from the proposed site visit date must be approved by the State no later than two (2) weeks prior to the site visit date;
- (2) The Grantee shall comply with any and all requests for information as issued by the State and is required to have all information scheduled for review, present and ready on the day and time of the review. All requested information is to be prepared as specified by the State;
- (3) Following completion of the program and fiscal monitoring visits, the Grantee shall receive a Monitoring Report. If the Monitoring Report indicates that the Grantee has incurred reportable findings, the Grantee shall be required to submit a Corrective Action Plan (CAP) for the State's approval. The CAP must include the date issued, the signature of the preparer, and must address each reportable finding listed in the Monitoring Report. The CAP must also include corrective action to be implemented, person responsible for implementing corrective action, and the CAP implementation date;
- (4) Grantee correspondence concerning the CAP must be submitted to the State electronically, as an attachment, via electronic mail (e-mail); and must include a cover letter on Grantee letterhead; conform to the State-approved format; and submitted within the timeframe specified by the State. No facsimile CAP information will be accepted; correspondence should be emailed to Monitoring.TDMHSAS@tn.gov.

- (5) If the CAP is satisfactory, the Grantee shall receive a CAP Approval Letter from the State. If the CAP is unsatisfactory, the Grantee shall receive a CAP Disapproval Letter requesting amendment and resubmission to the State. After the CAP is approved, the State shall conduct a follow-up site visit within sixty (60) days after the approval of the CAP. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein.

c. Provision of Services. The Grantee shall:

- (1) Have a current implementation plan approved by the state no later than October 3, 2022. Steps 1-5 of the Planning Process Documents must be updated at least every 2 years and must reflect current data trends. Implement the plan or facilitate or support the Coalition's members in implementing the plan, in accordance with the five (5)-step SPF model, as prescribed in the federal grant, and as approved by the State. The five (5) step SPF model includes:
 - i. Through community and student surveys and a review of archival data, SUPCs shall perform or update a needs assessment to determine the specific binge drinking, tobacco, and non-medical prescription drug use consumption and related consequences in their community;
 - ii. By reviewing the infrastructure, SUPCs shall perform or update a capacity assessment to determine available or needed resources;
 - iii. Using information gleaned from their needs and capacity assessments, SUPCs shall create or update a strategic plan that defines their vision and goals for the project;
 - iv. Using the information gleaned from the needs and capacity assessments as well as the goals set forth in the strategic plan, SUPCs shall select and implement evidence-based programs, policies, and practices; and
 - v. Through the administration of various instruments and surveys approved by the State, SUPCs shall assess the effectiveness of the implemented evidence-based prevention programs, policies, and practices.
 - vi. Complete a cultural competency assessment process that includes representatives from across community sectors.
 - vii. Ensure sustainability principles and activities are integrated into service planning and delivery.
- (2) Facilitate or support the Coalition's members in the utilization of the information gleaned from the needs and capacity assessments as well as the goals set forth in the strategic plan, to coordinate the implementation of selected evidence-based prevention strategies;
- (3) Facilitate or support the Coalition's members in assessing the effectiveness of the implemented evidence-based prevention strategies;
- (4) Facilitate or support the Coalition's members in developing or enhancing the capacity of the members of the Coalition;
- (5) Facilitate or support the Coalition's members in coordinating the implementation of a written implementation plan; and

- (6) Assist, or facilitate or support the Coalition's members in assisting, as necessary with all project events and activities as directed by the State.
 - (7) Facilitate or support the Coalition's members to have coalition meetings, at a minimum, on a quarterly basis. Copies of agendas, minutes, and sign-in sheets must be made available to the State upon request.
- d. Review the Administrative Program Guidelines (APG) reference document located at www.tn.gov/behavioral-health/substance-abuse-services/contract-faq to provide clarification and additional details on the requirements specified in the Grant Contract Scopes of Service. This online information is essential to supporting the service delivery to the populations of focus in your contractual agreement(s).

A.6. Process:

- a. The Grantee shall facilitate or support the Coalition's members in submitting the following reports in a format and timeframe established by the State. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein:
 - (1) Bi-weekly reports of National Outcome Measures (NOMs) submitted via the State's data system, excluding the last two weeks of a quarter, which are due no later than the seventh (7th) of the month following the end of each quarter;
 - (2) Quarterly project reports are due no later than the following dates: October 17, 2022; January 16, 2023; April 17, 2023; and
 - (3) An end-of-year report is due no later than the last day of the month following the end of the Grant Contract term.
- b. The Grantee shall facilitate or support the Coalition's members in ensuring that all reports are based on progress toward goals, objectives, and measures identified in Section A.4., and by the five (5)-step SPF model, and include such progress as well as work done within the six (6) Center for Substance Abuse Prevention (CSAP) Strategies. The six (6) CSAP Strategies include:
 - (1) Information Dissemination;
 - (2) Education;
 - (3) Alternatives;
 - (4) Environmental;
 - (5) Community-Based Process; and
 - (6) Problem Identification and Referral
- c. The Grantee shall facilitate or support the Coalition's members in collecting and meeting NOMs and participating in other evaluation projects as specified by the State.
- d. The Grantee shall facilitate or support the Coalition's members in the utilization of the State's data system for NOMs collection including client demographic information and use of evidence-based practice; client encounters including service types provided and duration and length of service; and program information including goals, objectives, and evaluation information.
- e. The Grantee shall facilitate or support the Coalition's members in ensuring that all staff having access to the State's data system sign the State's Authorized User Agreement. Further, the Grantee shall facilitate or support the Coalition's members in maintaining copies of all signed Agreements and making them available upon request of the State.

- f. The Grantee shall facilitate or support the Coalition’s members in providing other services that may include, but are not limited to, the following:
 - (1) Preparing reports and presentations as identified by the five (5)-step SPF model described in Section A.5.c. and providing other reports, presentations, and documentation in accordance with formats and timelines as directed by the State;
 - (2) Submitting to the State all required financial, statistical, program, and supporting documentation in the timeframe prescribed; and
 - (3) Convening and participating in scheduled meetings, workgroups, and conferences as designated by the State.
- g. The Grantee shall provide fiscal oversight and act as the administrative agent for the Coalition’s members for the purposes of implementation of project requirements at local and regional levels, which may include but not be limited to the following:
 - (1) Acting as fiscal liaison between the Coalition’s members and the State Comptroller’s Office for all fiscal audits;
 - (2) Disbursing all funds in a timely fashion to the Coalition’s members pursuant to State requirements; and
 - (3) Providing monthly invoices to the State, no later than the fifteenth (15th) of each month for the preceding month, and only after the invoices have been signed and reviewed by an authorized Grantee staff member.
- h. The Grantee shall facilitate or support the Coalition’s members in the participation in other activities as prescribed and authorized by the State.
- i. The Grantee shall facilitate or support the Coalition’s members in using the state’s designated technical assistance provider as required by the state.

A.7. Outcome – Access:

Services shall be available to those identified in Section A.3.

A.8. Outcome – Capacity:

Services shall be provided to one hundred percent (100%) of those identified in Section A.3.

A.9. Outcome – Effectiveness:

The State shall continually review the progress reports submitted pursuant to Section A.6. to determine whether, and to what extent, the goals stated in Section A.4. and the objectives and measures identified by the five (5)-step SPF model described in Section A.5.c. have been met.