

Wyoming Department of Health, Public Health Division
Substance Abuse and Suicide Prevention Program /
Tobacco Prevention and Control Program

Request for Applications (RFA):

Community Substance Abuse and Suicide
Prevention Services for Wyoming

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INTRODUCTION AND BACKGROUND

The Wyoming Department of Health, Public Health Division (WDH-PHD) is accepting applications for a Community Serving Organization that will be tasked with acting as the single fiscal agent responsible for conducting and managing community-based public health prevention activities associated with substance use and abuse and suicide prevention services across the State of Wyoming. The selected applicant will be required to hire and manage local prevention program personnel, provide necessary fiscal functions, and oversee all needed administrative and human resource support including staff training and collaboration with the WDH-PHD and various stakeholders.

This RFA will be released in conjunction with two other Requests for Proposals (RFP). One RFP will seek a community serving organization to provide state-level suicide prevention services and community technical assistance. The other RFP will seek an organization to provide community technical assistance for alcohol, tobacco, other drugs, and all aspects of the Strategic Prevention Framework Model. Applicants may apply for one request or more. For more information, please go to <https://goo.gl/eWbyNI>.

1. ELIGIBLE APPLICANTS

The WDH-PHD is seeking funding applications from Wyoming organizations that are in good standing with the Wyoming Secretary of State. Preference will be given to Wyoming-based, non-profit organizations with a focus on health promotion and local community efforts.

2. FUNDING AVAILABLE AND NUMBER OF AWARDS

One (1) award is anticipated with up to four million, five hundred thousand dollars (\$4,500,000) for State Fiscal Year (SFY) 2018. This amount may increase or decrease based on future appropriations.

3. TERM OF CONTRACT

The anticipated contract term for the Community Substance Abuse and Suicide Prevention Services for Wyoming for SFY 2018, July 1, 2017 through June 30, 2018, with opportunities for renewal for SFY 2019-2020. Option to renew the contract term will be at the sole discretion of the WDH-PHD and judgment shall be final.

4. ACTION DATES

October 10, 2016	Release Date
December 6, 2016	Closing Date for Submission Inquiries and Questions
December 16, 2016	Responses to Questions Provided on https://goo.gl/eWbyNI
January 9, 2017	Closing Date for Submission of Application
March 1, 2017	Anticipated Evaluation and Selection Completion

5. RFA AVAILABILITY

Electronic copies of this RFA will be available on the WDH-PHD website, <https://goo.gl/eWbyNI>. Please contact Erica Mathews at erica.mathews@wyo.gov or 777-6463 with any access issues.

6. INQUIRIES AND QUESTIONS

Submit all inquiries and questions by December 6, 2016 to
Erica Mathews
Substance Abuse and Suicide Prevention Program Manager
erica.mathews@wyo.gov
Subject/Reference: Community Substance Abuse and Suicide Prevention RFA

7. SUBMISSION OF APPLICATION

Submit complete application via email:
Erica Mathews
Substance Abuse and Suicide Prevention Program Manager
erica.mathews@wyo.gov
Subject/Reference: Community Substance Abuse and Suicide Prevention RFA

Or

Submit complete application via mail: Erica Mathews
Substance Abuse and Suicide Prevention Program Manager
6101 Yellowstone Rd., Ste. 510
Cheyenne, WY 82002

ALL APPLICATIONS MUST BE RECEIVED BY THE FOLLOWING DEADLINE: 5 PM MOUNTAIN STANDARD TIME ON JANUARY 9, 2017. THIS IS A FIRM DEADLINE. ANY APPLICATIONS RECEIVED BY THE WDH-PHD AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR REVIEW.

Please be aware that any expenses your agency incurs in the preparation and submission of the application will not be reimbursed by the State. Your agency’s interest in providing services to the State of Wyoming is appreciated.

8. CRITERIA FOR SELECTION

Award may be granted to applicants which demonstrate strengths in the following areas:

Category	Maximum Points
Organizational Capacity and Infrastructure/Plan	25
Community Capacity and Infrastructure/Plan	25
Experience and Knowledge	15
Public Health Competency	15
Proposed Budget	20
Total	100

While these areas encompass a large part of the application evaluation, they are not the total determinate. The WDH-PHD reserves the right to accept or reject applications as it deems appropriate.

9. REVIEW AND AWARD PROCESS

Applications will be evaluated based upon the weighted evaluation factors described in section eight. It is the intent to award contracts based upon the responses to this RFA. However, the WDH-PHD reserves the right to cancel this RFA or to reject any or all applications in whole or in part. A group of reviewers will be established to evaluate all applications and make recommendations based upon final scores. Applicants receiving higher scores will be asked to make an in-person presentation to a second group of reviewers who will evaluate based upon set criteria and make recommendations, which will be utilized to make the final decisions. Further information on the expectations and criteria for the presentation will be provided to the selected applicants. WDH-PHD will negotiate a contract with the selected applicant under this RFA and may alter any part of an application in negotiating the contract. Upon completion of successful contract negotiations, the contracting for the work described in the application shall begin. Any Applicant receiving an award shall comply with all applicable federal and state laws, rules and regulations.

10. NOTIFICATION OF OUTCOME

All applicants shall be notified in writing following the completion of the review process.

11. RESERVED RIGHTS

The WDH-PHD reserves the right to:

- 11.1 Reject any or all applications received in response to this RFA;
- 11.2 Not make an award to any applicant who is not in good standing at the time a contract is awarded;
- 11.3 Withdraw the RFA at any time, at the agency's sole discretion;
- 11.4 Make an award under this RFA in whole or in part;
- 11.5 Negotiate with the successful applicant within the scope of the RFA in the best interests of the State;
- 11.6 Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA;
- 11.7 Seek clarifications and revisions of applications;
- 11.8 Use historic information obtained through site visits, business relationships, and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA;
- 11.9 Amend the RFA to correct errors of oversights, or to supply additional information as it becomes available;
- 11.10 Change any of the scheduled dates;
- 11.11 Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants;
- 11.12 Waive any requirement that is not material;
- 11.13 Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected bidder;
- 11.14 Utilize any and all ideas submitted in the applications received;

- 11.15 Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine an applicant's compliance with the requirements of the solicitation; and
- 11.16 Cancel or modify contracts due to the insufficiency of appropriations.

EXPECTATIONS

To meet the Community Substance Abuse and Suicide Prevention for Wyoming goals and requirements, the WDH-PHD expects the chosen applicant to:

- Have knowledge and understanding of prevention science and research, as well as a demonstrated investment in prevention.
- Have or build the community-level and organizational infrastructure prior to July 1, 2017 which includes competent staff who receive equitable pay.
- Address community prevention priorities within tobacco, alcohol, other drugs, and suicide by utilizing Substance Abuse and Mental Health Services Administration's (SAMHSA) Strategic Prevention Framework (SPF) process at the community level.
- Implement a comprehensive prevention approach, including a mix of evidence-based programs, policies, and/or practices that best address the prevention priorities.
- Collaborate with other stakeholder organizations/groups at both the community and state level.
- Comply with all reporting requirements through the collection and reporting of community level data in accordance with all state and federal requirements.
- Comply with all WDH-PHD policies and practices such as, but not limited to, the Media and Publications protocol.
- Be a local resource for each community which includes, but not limited to, a community office that is accessible by the public in every county with regular office hours.
- Ensure community planning is conducted by, and implemented with assistance by, at least one coalition or advisory council and all prevention services are provided through a collaborative public health process based upon local, regional, or state data and needs.
- Agree to site visits and other meetings at the discretion of the WDH-PHD.

APPLICATION

1. GENERAL FORMAT REQUIREMENTS

Applications must follow the general format requirements listed below when submitting an application under this RFA.

- 1.1. Application submitted and any attachments must be black type in twelve (12) point font, not less than one (1) inch margins, and sized by standard paper (8.5"x11").
- 1.2. Applications must be organized by paragraph sections and labeled as to the requirements below.
- 1.3. Applications must contain page numbers, to ensure there are no missing pages and to prevent duplicate numbering of pages.
- 1.4. Applications submitted electronically must be submitted as a single PDF file and include

all application requirements, budget, supporting documentation, and attachments (if any).

2. GENERAL REQUIREMENTS

2.1. **Cover Sheet.** Please include the following applicable information in your Cover Sheet:

- Submission Date
- Legal Name of Applicant Entity
- Mailing Address, City, State, Zip
- Physical Address if Different
- Telephone, Fax, Email, Website
- Tax ID Number
- D-U-N-S Number
- Filing ID Number (Secretary of State Office)
- Name and Title of Primary Contact
- Mailing Address and other contact information if different from above
- Name, Title, Phone and Email of Authorized Signatory

2.2. **Table of Contents.** Include page numbers for each section, budget, and each attachment (if any).

3. APPLICATION NARRATIVE

Describe your approach to performing the below requirements. Responses for narrative should be no more than thirty (30) pages.

3.1. **Vision, Mission, and Goals.** State the vision and mission of your agency. Clearly describe the goals of the agency as they relate to alcohol, tobacco, other drug use and abuse, and suicide and related contributing factors in Wyoming.

3.2. **Organizational Capacity.** Describe the organizational capacity, or plan to acquire the capacity by July 1, 2017, to act as the single fiscal agent for community substance abuse and suicide prevention services including oversight, fiscal accountability, ability to manage contracts, and the ability to facilitate this project statewide.

3.3. **Organizational Infrastructure.** Describe the organizational infrastructure, or plan to acquire the infrastructure by July 1, 2017, (e.g. physical setting, equipment, computers, etc.) and how this will support the implementation of prevention services.

3.4. **Community Capacity.** Describe the community capacity, or plan to acquire the capacity by July 1, 2017, to act as the single fiscal agent for community substance abuse and suicide prevention services including community prevention program personnel and prevention system support.

3.5. **Community Prevention Structure.** Describe the agency's proposed community prevention structure and organization as it relates to this project and the agency's responsibilities as a single fiscal agent. Include number of full time employees (FTE), part-

time employees, and contractors. If necessary, provide maps or diagrams to illustrate the structure.

- 3.6. **Organizational Responsiveness.** Describe the agency's ability or strategies that will allow for providing prevention services to any identified cultural, religious, and/or linguistic group. Demonstrate the agency's ability to adhere to Culturally and Linguistically Appropriate Services (CLAS) Standards.
- 3.7. **Knowledge and Ability.** Describe the agency's knowledge of prevention science and research, as well as the agency's knowledge of Wyoming culture. Demonstrate how this knowledge will be applied toward local-level prevention services.
- 3.8. **Experience.** Describe the agency's experience with projects of, or similar to, the scope of this project. Describe how the agency would obtain and ensure adequate resources statewide by July 1, 2017. Include any experience or expertise in working in public health, tobacco prevention and control, alcohol and other drug use and abuse prevention, and suicide prevention.
- 3.9. **Coalition Development.** Describe the agency's proposed plan for coalition development at the local level. Include a plan for reporting the health and status of the coalitions to WDH-PHD.
- 3.10. **Disparate Populations.** Describe the agency's proposed plan for addressing health disparities within Wyoming communities.
- 3.11. **Coordination with Community Partners.** Describe the agency's current and proposed plan for coordinating and collaborating with other substance abuse prevention, treatment, and recovery support activities to ensure a continuum of services within communities.
- 3.12. **Coordination with WDH-PHD Partners.** Describe the agency's proposed plan for coordinating and collaborating with the Wyoming prevention system substance abuse technical assistance provider (to be determined) and the suicide prevention state coordinator and technical assistance provider (to be determined).
- 3.13. **Data Collection and Reporting.** Describe your proposed plan for coordinating evaluation data collection at the local level, which is submitted to and coordinated with the Wyoming prevention system evaluator, currently the Wyoming Survey & Analysis Center (WYSAC).
- 3.14. **Workforce Planning.** Please describe the agency's strategy for ensuring that the prevention workforce managed under this project has the sufficient knowledge, skills and abilities to meet the prevention goals of WDH-PHD and its partners. Please include a sample job description aimed at recruiting and hiring local prevention staff.
- 3.15. **Human Resources and Supervision.** Describe the agency's capacity and infrastructure, or plan to acquire the capacity and infrastructure, to meet all core human resource and

supervision needs of the community level staff. This should include, but is not limited to, recruitment, safety, employee relations, compensation and benefits, development, and employee performance management.

- 3.16. **Billing Processes.** Describe tracking and billing processes that ensure billing is maintained separately for this project and is implemented in accordance with Generally Accepted Accounting Principles (GAAP).
- 3.17. **Quality Improvement.** Describe both internal and external organizational quality improvement processes. Describe how the organization will monitor services to ensure that they are provided in accordance with contractual obligations and how adjustments will be made to ensure that services are provided per contract.
- 3.18. **Conflicts of Interest.** Describe any conflicts of interest—actual or through inference—related to this program or any other WDH-PHD program.
- 3.19. **Challenges.** Describe any challenges that may arise in building and/or maintaining capacity to act or serve as the single fiscal agent for prevention. Include possible solutions to the challenges, if applicable.
- 3.20. **Lobbying Disallowed.** Describe how the applicant will ensure that staff hired in relationship to this project will not: a) personally or organizationally attempt to influence government officials or elected representatives in regard to appropriation(s), legislation or legislative policy; b) attempt to induce anyone else to influence government officials or elected representatives in regard to appropriation(s), legislation or legislative policy; c) permit the use of any grant-funds in an attempt to influence a government official or elected representative in regard to appropriation(s), legislation or legislative policy at the local, state, or federal level to include personnel service (i.e. lobbyist), telegram, telephone, letter, email or web correspondence, printed or written matter (e.g., kit, pamphlet, booklet, or publication), or any other device (e.g., radio, television or video presentation), or other mechanisms.

4. BUDGET OVERVIEW AND NARRATIVE

No page limit for budget responses. A sample budget and justification is included in Appendix A. It is highly recommended that you use this same format to expedite the review of your application.

Provide a narrative justification of the items included within the proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project.

- 4.1. **Indirect Costs.** An indirect budget may be included in the proposed budget, but shall remain at 10% of the total amount of the contract and cannot be modified. Indirect costs shall be used to cover all expenses that occur in the oversight and completion of contract deliverables including fiscal, human resources, and other needs for administrative personnel such as salaries, operational services, facilities, supplies, equipment, and travel. Indirect costs will not include services, functions, or needs of community level or direct oversight personnel.

4.2. **Mandatory Training.** WDH-PHD may elect to convene a one-week mandatory training for all employees whose work is tied to any subsequent contract. You must include travel and other expenses within the budget and narrative.

4.3. **Personnel Categories.**

- *Community Prevention Personnel.* Any personnel whose primary responsibility is to build community coalitions, mobilize a community for change, educate policy makers, facilitate the creation of prevention strategies and then implement those strategies.
- *Oversight Personnel.* Any personnel whose primary responsibility is for the daily oversight of community personnel and ensuring timely contract deliverable completion. They will also be responsible for frequent communication with the WDH-PHD.
- *Administrative Personnel.* Any personnel necessary to effectuate the terms of the contracts but would not be considered Community Prevention Personnel nor Oversight Personnel. This includes but not limited to fiscal, human resources, and management. All expenses pertaining to Administrative Personnel shall be considered indirect costs.

4.4. **Travel.** A travel budget may be included in the proposed budget, but shall follow the guidelines below:

- *Air Travel.* Air travel shall be based on actual costs of the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain lowest possible airfare). First class bookings are not reimbursable.
- *Company/Personal Vehicle.* Mileage shall be based on the rate of the current State rate per mile based on standard map mileage.
- *Lodging.* Lodging/hotel shall be based at the rate as determined by the United States General Services Administration for the location of travel per day.
- *Meals and Incidental Expenditures.* Meals and incidental expenditures (M&IE) shall be based on the rate as determined by the United States General Services Administration for the location of travel per day. This reimbursement amount includes all meal, beverage, and refreshment expenses incurred during the day.

4.5. **Allowable.** Funded applicants must exercise proper stewardship over all funds and ensure that they are allowable, allocable, reasonable, necessary, and consistently applied. The WDH-PHD reserves the right to disallow the costs if it determines, through audit or otherwise, that the costs do not meet the tests of allowability, allocability, reasonableness, necessity, and consistency.

4.6. **Budget Restrictions.** Be sure that your proposed budget does not include the following areas outlined below:

- Substance abuse assessments;
- Individual client services;

- Capital construction projects or the purchase of buildings or other long-term capital investments;
- Endowment funding;
- Religious purposes;
- Payment of deficits or retirement of debt;
- Supplanting existing activities in any way or supplant projects that were previously funded through another source;
- Programs or services that deny service based on sex, color, race, religion, national origin, sexual orientation, or disability;
- Any program or organization with a direct conflict of interest;
- Payment of expenses for lobbying, including travel, per diem, telephone, printing, or services of a lobbyist;
- Payment for a lease or other services beyond the contract period;
- Payments to individuals to induce them to enter prevention or treatment services;
- Support of activities through fellowships, gifts, prizes, or in-kind contributions without prior approval of the WDH-PHD.
- Provide services to incarcerated populations.

5. REQUIRED SUPPORTING DOCUMENTATION

- 5.1. **Funding Allocation Plan.** Provide a proposed plan for funding each county to conduct evidence-based, strategic prevention. Plans should be based on the County Problem Contribution and Penetration Rates, Appendix B, which reflects county populations in relationship to the severity of the substance abuse problems experienced.
- 5.2. **Job Descriptions.** Include position descriptions for all personnel included within the budget proposal. Please include one position description for similar jobs. Position descriptions should be no longer than one page each and should include:
- a. Title of position
 - b. Description of duties and responsibilities pertaining this application
 - c. Qualifications for position
 - d. Supervisory relationships
 - e. Skills and knowledge required
 - f. Personal qualities
 - g. Amount of travel and other special conditions
 - h. Salary range and percentage applied to this application
 - i. Hours per week pertaining to this application
- 5.3. **Organizational Chart.** Provide the current organizational chart and a proposed organizational chart that demonstrates where and how this project will fit into the organizational structure and staffing patterns and the proposed staffing for this project.

6. SUPPORTING OR ADDITIONAL DOCUMENTATION REQUIREMENTS

Be sure that all documents follow the guidelines outlined below:

- Odd-sized or oversized attachments, such as posters, will not be copied and sent

to reviewers.

- Do not include videotapes, audiotapes, or CD-ROMs.
- No more than three letters of support will be sent to reviewers for consideration.
- Use discretion when sending any additional supporting documentation. The WDH-PHD reserves the right to submit all, part, or no supporting documents provided.

APPENDIX A – SAMPLE BUDGET AND NARRATIVE

This is a sample budget with detailed narrative for guidance and may not include all categories or information your organization may need to include within the application. All information included in this sample is for reference only and may not be accurate.

A. Personnel. Provide title (and employee name if identified) for each position whose work will be tied to any subsequent contract if funded, including but not limited to, paid personnel, in-kind personnel, or administrative personnel. Fringe benefits shall include all benefits an employee may receive such as FICA, Workers Compensation, and all insurances.

	Position Title	Employee Name (if identified)	Annual Salary	Fringe Benefits	Level of Effort	Total
1	Albany County Prevention Personnel	TBD	\$50,000	\$10,000	100%	\$60,000
2	Albany County Prevention Personnel	TBD	\$50,000	\$10,000	100%	\$60,000
3	Community Prevention Services Project Director	John Doe	In-Kind Costs	In-Kind	20%	
4	Human Resources Manager	Jane Doe	Administrative	Administrative	15%	
TOTAL						\$120,000

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated. Break down cost per person where appropriate.

- 1-2: County Prevention Personnel shall be primarily responsible for, but are not limited to, building community coalitions, mobilizing the community for change, educating policy makers, facilitating the creation of prevention strategies and the implementation of those strategies.
3. Community Prevention Services Project Director shall be responsible for the daily oversight of community personnel and ensuring timely contract deliverable completion. They will also be responsible for frequent communication with the WDH-PHD.
4. Human Resources Manager shall maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

B. Travel. Explain the need for all travel by each prevention personnel. Use General Services Administration (GSA) meals and incidental expenses breakdown (M&IE) for all travel. Out-of-state travel must be approved by the WDH-PHD at least 30 days prior to the first day of travel. Foreign country travel is prohibited. Community Prevention Personnel may be grouped together but please list all other personnel separately.

	Purpose of Travel	Location	Personnel Category /Position Title	Number of People	Cost per Person	Cost
1	Local Travel	In - State	Community Prevention	35	\$2,000	\$70,000
2	Mandatory Meeting	In – State	Community Prevention	35	\$1,500	\$52,500
3	Site Visits	Varying	Community Prevention Services Project Director	1	\$7,500	\$7,500
TOTAL						\$130,000

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated. Break down cost per person where appropriate.

- 1: Local travel is necessary to attend local meetings, project activities, and training events.
- 2: Funding request for all Community Prevention Personnel to attend mandatory training.
- 3: In-state travel necessary to conduct site visits and other visits with local community prevention personnel and coalitions.

C. Equipment. An article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition). Also include any equipment rentals, annual costs, and percentages to be applied. Within the justification, describe the need and include an adequate justification of how each cost was estimated.

D. Supplies. Materials costing less than \$5,000 per unit and often having one-time use.

	Item	Rate	Number with explanation	Cost
1	General Office Supplies	\$50/Mo. X 12 Mo.	23 Counties	\$1,150
2	Computer	\$500	35 Community Prevention Personnel	\$17,500
3	Printing/Copies	200 x .23/copy	23 Counties	\$1,058
TOTAL				\$18,650

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated. Break down cost per person where appropriate.

- 1: Office supplies that will be needed by each Community Prevention Personnel for general operations.
- 2: Computer is necessary for each Community Prevention Personnel for project work, communication, and presentations.
- 3: Printing of handouts and other copies for community education, presentation, and training. Cost of copies were based on retail values at the time the application was written.

E. Operational Supports. Expenses occurred that are not material in nature but are necessary for general operations, such as internet, office space, phone, etc.

	Item	Rate	Number with explanation	Cost
1	Office Rental	1 year x \$15/sq. ft x 90 sq. ft	35 Community Prevention Personnel	\$47,250
2	Telephone	\$35/mo. x 12 mo.	35 Community Prevention Personnel	\$14,700
3	Internet	\$20/mo. x 12 mo.	23 Counties	\$8,400
4	Telephone	\$35/mo. x 12 mo.	20% Community Services Prevention Director	\$84
TOTAL				\$70,434

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated. Break down cost per person where appropriate.

- 1: Office space open to the public is required as the primary working location for Community Prevention Personnel. The rent is calculated by square footage on average retail values at the time the application was written.
- 2: Phone costs for all Community Prevention Personnel, calculated using average monthly cost.
- 3: Internet costs for each county office, calculated using the average monthly cost.
- 4: Phone costs reflect the percentage of effort for the personnel listed.

F. Community Prevention Service Delivery. Allocation of funding for community development of education/information dissemination and mobilization/strategic implementation. Funding must be used to support each community strategic plan and be equal to the funding allocation plan provided as a required attachment.

G. Sub-Contract: A contractual arrangement to carry out a portion of the programmatic effort. Costs for contracts must be broken down in detail and narrative justification provided.

	Company Name	Service Provided	Rate	Costs
1	ABC IT Support	Technical Support for Community Prevention	\$55/hr. x 10 hr./mo. x 12 mo.	\$6,600
2	TBD	Graphics Development	\$65/hr. x 20 hr./mo. x 12 mo.	\$15,600
			TOTAL	\$22,200

JUSTIFICATION: Explain the need for each contractual agreement and how it relates to the overall project.

- 1: IT technical support is necessary for community personnel for assistance with fixing issues and provide support for innovative communication strategies such as webinars, websites, and social media platforms.
- 2: Uniform and professional graphics design is essential to community strategies and contracting with a graphic designer reduces costs and creates efficiencies in comparison to multiple contracts.

H. Other. Expenses not covered in any of the previous budget categories. Within the justification, be sure to describe the need and include an adequate justification of how each cost was estimated.

I. Administrative Services/Indirect Costs. Administrative services/indirect costs to cover all expenses incurred in order to complete the deliverables of this Contract and provide appropriate Contract oversight including fiscal, human resources, and other administrative, operational services, facilities, and travel. Administrative services/indirect costs shall be limited to 10% of the total amount.

Total Amount Requested	Maximum Indirect Allowance – 10%
\$1,161,284	\$116,128.40

Category	Total Request
Personnel	\$120,000
Travel	\$130,000
Equipment	\$0
Supplies	\$18,650
Operational	\$70,434
Community Prevention Service Delivery	\$800,000
Sub-Contract	\$22,200
Other	\$0
Sub-TOTAL	\$1,161,284
Administration Services/Indirect Costs	\$116,128.40
TOTAL	\$1,277,412.40

APPENDIX B – COUNTY PROBLEM CONTRIBUTION AND PENETRATION RATES

		Alcohol				Sum of Ranks-Alcohol Prevalence	Sum of Ranks-Number of People Affected by Alcohol	Tobacco				Sum of Ranks - Tobacco	Sum of Ranks-Number of People Affected by Tobacco	Sum of Ranks-Alcohol and Tobacco	Sum of Ranks-Number of People Affected by Alcohol and Tobacco
		Youth: 30-Day Alcohol use	Estimated Number of High School Students Affected	Adult: 30-Day Binge Drinking	Estimated Number of Adults Affected			Youth: Current Smoking Rate	Estimated Number of High School Students Affected	Adult: Current Smoking Rate	Estimated Number of Adults Affected				
County	Converse	46% (2)	348 (9)	25% (1)	2629 (10)	3	19	20% (8)	146 (10)	21% (14)	2187 (12)	22	22	25	41
	Teton	47% (1)	294 (11)	23% (3)	4004 (8)	4	19	17% (14)	108 (13)	12% (23)	2170 (13)	37	26	41	45
	Johnson	44% (4)	178 (16)	20% (6)	1322 (16)	10	32	18% (11)	74 (19)	18% (19)	1174 (21)	30	40	40	72
	Natrona	39% (9)	1401 (2)	20% (5)	11952 (1)	14	3	18% (12)	660 (2)	27% (3)	16456 (1)	15	3	29	6
	Sweetwater	44% (5)	946 (4)	18% (9)	5819 (5)	14	9	19% (9)	418 (5)	28% (1)	9055 (4)	10	9	24	18
	Campbell	42% (7)	978 (3)	18% (11)	6030 (4)	18	7	25% (1)	590 (3)	28% (1)	9490 (3)	2	6	20	13
	Albany	28% (22)	298 (10)	23% (2)	7228 (3)	24	13	14% (20)	147 (9)	14% (22)	4268 (8)	42	17	66	30
	Sublette	31% (20)	149 (20)	21% (4)	1644 (14)	24	34	17% (15)	82 (17)	18% (18)	1381 (18)	33	35	57	69
	Sheridan	37% (12)	470 (6)	17% (13)	4005 (7)	25	13	18% (13)	228 (6)	23% (5)	5371 (6)	18	12	43	25
	Platte	36% (13)	150 (19)	17% (12)	1213 (17)	25	36	21% (5)	88 (16)	21% (13)	1485 (15)	18	31	43	67
	Carbon	31% (19)	224 (13)	18% (7)	2192 (11)	26	24	16% (16)	113 (12)	20% (15)	2422 (11)	31	23	57	47
	Crook	38% (10)	134 (21)	15% (17)	809 (20)	27	41	22% (4)	77 (18)	23% (6)	1246 (20)	10	38	37	79
	Washakie	39% (8)	163 (17)	12% (21)	793 (21)	29	38	15% (17)	62 (21)	22% (10)	1395 (17)	27	38	56	76
	Park	31% (18)	380 (8)	15% (15)	3466 (9)	33	17	14% (19)	173 (7)	19% (16)	4379 (7)	35	14	68	31
	Fremont	34% (15)	611 (5)	14% (19)	4121 (6)	34	11	25% (2)	454 (4)	22% (12)	6564 (5)	14	9	48	20
	Goshen	32% (16)	186 (15)	14% (18)	1579 (15)	34	30	22% (3)	126 (11)	22% (8)	2440 (10)	11	21	45	51
	Hot Springs	37% (11)	73 (23)	9% (23)	336 (23)	34	46	20% (7)	39 (22)	22% (11)	834 (22)	18	44	52	90
	Lincoln	23% (23)	221 (14)	16% (14)	2143 (12)	37	26	10% (23)	101 (15)	15% (21)	2012 (14)	44	29	81	55
	Big Horn	31% (17)	231 (12)	13% (20)	1156 (18)	37	30	15% (18)	107 (14)	16% (20)	1403 (16)	38	30	75	60
	Uinta	30% (21)	382 (7)	12% (21)	1842 (13)	42	20	12% (21)	157 (8)	18% (17)	2697 (9)	38	17	80	37
Laramie	36% (14)	1511 (1)	15% (16)	10880 (2)	30	3	18% (10)	768 (1)	22% (9)	16067 (2)	19	3	49	6	
Weston	45% (3)	152 (18)	18% (7)	1005 (19)	10	37	21% (6)	69 (20)	23% (7)	1255 (19)	13	39	23	76	
Niobrara	43% (6)	127 (22)	18% (9)	366 (22)	15	44	12% (22)	34 (23)	24% (4)	496 (23)	26	46	41	90	