



**Request for Proposal (RFP) for
Substance Use Prevention Curriculum Grant Opportunity**

Release Date: April 23, 2018
Response Due Date: June 22, 2018
Project Start Date: August 2018
Project End Date: June 2020

Background

Project Here¹ is a public-private collaboration funded by the Massachusetts Office of the Attorney General and the GE Foundation to make substance use prevention education available to every public middle school in Massachusetts to promote social-emotional learning and empower students to make healthy decisions.

Research shows that schools, parents, and communities can work together to reduce the likelihood that young people will experiment with drugs and alcohol and that middle school years are an opportune time for this type of education. While the majority of middle school students have not used substances, we know that early substance use is associated with a greater likelihood of developing a substance use disorder later in life. We also know that the middle school years are a critical transition period for young people to gain the skills and information they need to navigate the difficult choices of adolescence.

To this end, Project Here provides every public middle school in Massachusetts access to educational resources to teach healthy decision-making skills, invest in social emotional learning, and educate about substance use. This initiative has three main components: (1) an educational toolkit to provide a centralized place for research-based in-classroom resources (2) a digital app, which will be launched in the coming months, to provide students with an innovative, engaging experience; and, (3) a grant-based program (this Grant Opportunity) to provide evidence-based curricula to select schools.

Grant Overview

Through this Request for Proposals (RFP), Project Here will provide grants to select public middle schools in Massachusetts for evidence-based curricula. Evidence-based programs are “based on rigorous research that has demonstrated effectiveness in achieving the outcomes that [they are] designed to achieve.”² **Applicants can apply for evidence-based substance use prevention curricula for middle school students.** Three specific options were chosen for this Grant Opportunity to provide schools with the flexibility to choose from a list of universal prevention curricula that are proven to positively impact students’ behavior, while taking into consideration local, school, and community needs. The options are:³

- 1. Botvin LifeSkills Training**
- 2. Michigan Model for Health**
- 3. Positive Action**

¹ www.here.world

² <https://nrepp.samhsa.gov/about.aspx>

³ See **Appendix A** for detailed descriptions of the Botvin LifeSkills Training, Michigan Model for Health, and Positive Action. This appendix includes descriptions of the middle school level curricula. However, applications for materials at a different reading level will be considered as long as the curriculum will be utilized in the middle school grades.

A fourth option is available *only* to schools that already have an *evidence-based* prevention curriculum in place and want to keep that curriculum but also want to *supplement* it with an additional evidence-based substance use prevention curriculum of the applicant's choice. Some examples of other evidence-based middle school substance use prevention curricula can be found in the Blueprints for Healthy Youth Development [Program list](#).

Applicants are also expected to integrate some materials from the Project Here Toolkit, such as posters, teacher resources, videos, or lesson plans.

If you would like assistance deciding which of the three curricula is best for your school community, or, if you would like to speak with someone about the curriculum you are considering for the fourth option, please contact Ivy Schmalzried, Senior Program Manager for Project Here, at ischmalzried@hria.org or 617-279-2289.

Eligibility

Eligible applicants for this Grant Opportunity are:

- Individual Massachusetts public middle schools that teach 6th, 7th, or 8th grade and wish to implement the curriculum in at least one of these grades (including charter, innovation, and virtual middle schools)
- Massachusetts public school districts comprising multiple middle schools, or
- Massachusetts educational collaboratives approved by the Board of Elementary and Secondary Education (BESE).

Applicants must also register (if they haven't already) for Project Here. To register please visit www.here.world/register.

Applicants are encouraged to collaborate with community prevention partners, including but not limited to:

- Community coalitions and task forces,
- Prevention cluster collaboratives,
- Community-based organizations, or
- Hospitals or community health centers.

Funding & Budget

We anticipate awarding multiple grants of varying sizes to applicants across Massachusetts. The total number of grants awarded is contingent upon multiple factors, including but not limited to the number of applications received and the amounts requested. We encourage applicants to design a proposal that is as targeted and cost-effective as possible and commensurate with the proposed scale of the program. Applicants may not necessarily be funded for the entire budget they propose. In addition, we reserve the right to coordinate regional training opportunities depending on the applications received.

Grant funds may be used to support the following costs:

- Training that accompanies the selected curriculum
- Travel costs to attend trainings, if applicable
- Curriculum materials
- Substitute teachers (when teachers are attending training)
- Printing costs
- Community prevention partner stipend to assist with grant application and implementation (up to 5% of proposed budget)
- Grant administration (up to 10% of proposed budget).

Grant funds may not be used for:

- Curricula or other programming outside of the four specific options identified by this request for proposals
- Salary or fringe benefit costs for any staff
- Food
- Lobbying efforts of any kind
- Legal work (legal advice, litigation, etc.).

Appendix B provides cost information for options 1-3 for this Grant Opportunity. This information should be used as a guide to help determine curriculum implementation costs and to complete the Budget and Budget Narrative sections of the applicant's Grant Proposal. Applicants are, however, expected to verify the costs required for their individual circumstances for purposes of the budget.

Duration of Grant

Project Here expects to fund grants for **up to 2 years**, with grant funding becoming available by August 2018. All **projects must be completed by June 30, 2020**, the end of the grant period. Project Here will not allow project extensions.

Disbursement of Grant Funds

Funds will be distributed in August 2018 and August 2019 to awarded grantees by Electronic Funds Transfer, provided grantees have completed all necessary contract and reporting documents by the established deadlines. Grantees are required under the terms of the RFP to provide budgetary and program reports, as well as a final summary report to Project Here. Grantees will submit these reports twice a year. Reporting forms and deadlines will be provided shortly after the grant award notification period. The schedule of disbursements will be tied to Project Here's receipt and approval of the required reports. Project Here reserves the right to discontinue funding if reports are not received by the deadlines established in Notice of Grant Award.

Grant Proposal

The Grant Proposal includes a Technical Narrative, Budget, and Budget Narrative. Please answer questions according to the word limits provided in each section. The Budget and Budget Narrative do not have a word limit.

Submission Instructions

- Full proposals must be delivered electronically through the Grant Application Form on www.here.world/grant by **4:00 p.m. on June 22, 2018**. Applications received after the deadline will not be reviewed. Applications in any other format will not be accepted.
- Applicants typically receive an email confirmation within 24 business hours; if one is not received please call 617-279-2289 for further instructions and assistance.

Evaluation of Proposals

All decisions about whether to fund an applicant and/or the amount of funding will be made at the discretion of Project Here (including the Massachusetts Attorney General's Office, the GE Foundation, and Health Resources in Action). Applicants may receive no funding or less funding than requested. Evaluation of proposals will be based on the extent to which applicants demonstrate the following:

- Identified need for prevention curriculum in the school and local community
- Staff and school capacity to implement the program with fidelity
- Number of students reached and cost-effectiveness of the proposal
- A specific, measurable, attainable, and time-bound plan for implementation
- A plan for integrating resources from the Project Here toolkit
- A plan for continuing curriculum implementation following conclusion of the grant, and
- A budget that is detailed, specific, justified, and appropriate for the proposal.

The grant review committee will also evaluate applications received as a whole to take into account factors such as demographic and geographic diversity of the grant pool.

Questions

Questions regarding this RFP may be submitted to info@here.world by email, **only until 4:00 p.m. on June 1, 2018**. When submitting the question(s), please include "Project Here Grant Opportunity Questions" in the email subject line. Questions received and answers provided regarding this RFP will be posted on the Project Here website: www.here.world/grant.

Reasonable Accommodation

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to info@here.world **no later than 4:00 p.m. on June 1, 2018.**

Expectations and Requirements for Successful Applicants

- Awards are contingent upon the satisfactory completion of all necessary documents (see below) by the deadlines established during the contract period.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by grantees and must be approved, in advance, by Project Here Staff.
- Grantees will be required to complete all reporting requirements, including completion of a satisfactory financial and programmatic summary at the conclusion of the grant (Final Report) by the deadline established and in a format to be provided by Project Here.
- Staff who will be implementing the curriculum in the classroom must attend the curriculum training. Other staff members may also attend.
- For Project Here evaluation purposes, grantees will be required to administer a pre- and post-survey to all teachers participating in the grant initiative.
- **At the end of the grant period, any unexpended grant funds must be returned to Project Here within 30 days.**

Required Commonwealth Contract Documents

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

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

Public Records

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

Updates to this RFP

Any changes/corrections to any part to this RFP will be posted on www.here.world/grant. It is the applicant's responsibility to check this webpage frequently for any updates.

Notification of Awards

Project Here will notify successful applicants by August 2018 and will post the grantees' names on Project Here's website and the Attorney General's website.

Appendix A

1. Botvin LifeSkills Training

The Botvin LifeSkills Training (LST) Middle School program is a classroom-based substance use prevention program to promote positive youth development by teaching students self-management, social, and drug resistance skills.

Program Structure

LST is designed to be taught in sequence over three years. The first level should be implemented with 6th or 7th grade students, followed by booster sessions in 7th and 8th grade. The length of the program varies by grade level, and consists of 45-minute class sessions. Lessons can be taught on an intensive schedule (2 to 3 times a week) or on a more extended schedule (once a week). The levels are:

- Level 1: 15 class sessions with 3 additional optional violence prevention lessons
- Level 2: 10 class sessions with 2 additional optional violence prevention lessons
- Level 3: 5 class sessions with 4 additional optional lessons

Program Components

LST includes teacher manuals and student workbooks.

Teacher Training

Teachers can be trained in the LST curriculum through an online training webinar, which can be completed in on 5-hour time block, or split between two days. The online training sessions are:

- Session 1: Trainer-led live (90 minutes)
- Session 2: Self-paced (120 minutes)
- Session 3: Trainer-led live (90 minutes)

Supplemental Material

The “Opioid and Prescription Drug Prevention Module” can be implemented alongside the LST Middle School Program during any level, or as a standalone module. The total duration of this supplemental module is 50 minutes.

RFP Requirement

This Project Here Grant **requires that at least one grade level is implemented, as well as the “Opioid and Prescription Drug Prevention Module.”**

For more information, including about how to implement with fidelity, please visit www.lifeskillstraining.com.

Appendix A (continued)

2. Michigan Model for Health

The Michigan Model for Health is a comprehensive, skills-based health education curriculum that helps young people live happier and healthier lives.

Program Structure

Michigan Model includes a 6th grade curriculum as well as a middle school curriculum designed to be taught in 7th or 8th grade (or split between both grades).

The 6th grade program consists of 36 lessons, which are each 45-minutes in length:

- Social & Emotional Health: 10 lessons
- Nutrition & Physical Activity: 7 lessons
- Safety: 8 lessons
- Alcohol, Tobacco & Other Drugs: 10 lessons
- Personal Health & Wellness: 1 lesson

The middle school program consists of 45-minute lessons in the following content areas:

- A Winning Team - Healthy Eating & Physical Activity: 11 lessons
- Stay Drug Free Today for a Successful Tomorrow: 11 lessons
- The Power is Yours to be Tobacco Free: 6 lessons
- Safe and Sound for Life - Social Emotional Health and Safety: 15 lessons
- Growing Up and Staying Healthy - Understanding HIV & Other STIs: 10 lessons

Program Components

Each Michigan Model module includes its own Teacher Manual and corresponding Teacher Resource USB drive containing lesson plans, student worksheets, handouts, PowerPoint presentations, and assessments.

Teacher Training

Teachers are trained during a 12-hour (two or three day) in-person training.

RFP Requirement

This Project Here Grant will fund all five content areas of either or both the 6th grade and middle school programs. **If the 6th grade curriculum is selected, the Grant requires implementation of all five content areas. If the 7th and/or 8th grade curriculum is selected, the Grant requires implementation of at least the first four content areas.**

For more information, including about how to implement with fidelity, please visit http://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4912-386369--,00.html.

Appendix A (continued)

3. Positive Action

Positive Action is a classroom-based social emotional learning curriculum that promotes self-awareness and positive behavioral skills.

Program Structure

Positive Action is organized into six units. The 6th grade program covers units 1-6 and contains 139 10-15-minute lessons. The 7th grade program covers units 1-3 and contains 82 15-20-minute lessons. The 8th grade program covers units 4-6 and contains 83 15-20-minute lessons. The content areas of the six units are:

- Unit 1: Self-concept
- Unit 2: Positive actions for your body and mind
- Unit 3: Managing yourself responsibly
- Unit 4: Treating others the way you like to be treated
- Unit 5: Telling yourself the truth
- Unit 6: Improving yourself continually

Program Components

Each Positive Action unit contains an instructor’s manual with scripted lessons, posters, games, worksheets, puzzles, and student activity books.

Teacher Training

Teachers are trained in the Positive Action curriculum through a two-hour online training webinar.

Supplemental Material

The “Secondary Drug Education” kit provides middle school students with information about the effects of tobacco, alcohol, and drugs, and teaches the importance of living drug-free. This supplemental kit contains 30 15-minute lessons that can either stand alone as a separate drug prevention education class, or enhance the general classroom curriculum.

RFP Requirement

This Project Here Grant requires implementation of **at least one grade level and the “Secondary Drug Education” kit.**

For more information, including about how to implement with fidelity, please visit www.positiveaction.net.

Appendix B

Table 1: Estimated Cost of Curricula Materials

	Grade 6 Materials		Grade 7 Materials		Grade 8 Materials		Additional Curriculum Materials			Supplemental Materials	
	Teacher Kits	Add'l Manual	Teacher Kits	Add'l Manual	Teacher Kits	Add'l Manual	Grade 6	Grade 7	Grade 8	Base Materials	Add'l Materials
Botvin LifeSkills Training	\$295.00	\$85.00	\$245.00	\$65.00	\$175.00	\$45.00	\$60.00	\$50.00	\$40.00	\$200.00	\$39.99
	Level 1 Curriculum Set	Level 1 Teacher's Manual	Level 2 Curriculum Set	Level 2 Teacher's Manual	Level 3 Curriculum Set	Level 3 Teacher's Manual	Level 1, Student Guide 10-pack	Level 2, Student Guide 10-pack	Level 3, Student Guide 10-pack	Prescription Drug Abuse Prevention Module, materials for 100 students (online is unlimited for students)	Additional student worksheets for Prescription Drug Abuse Prevention Module, packs of 100
	\$ 645.00 Full Curriculum Set for LST Middle School Levels 1-3 *Curriculum Set includes 1 teacher's manual, 30 student guides, 1 Stress Management Techniques CD & 1 Smoking & Biofeedback DVD										
Michigan Model for Health	\$65.00					\$265.00					
	The 6th Grade Manual includes a teacher resource flash drive with additional materials. There are no workbook costs associated with Michigan Model.	Cost for each of the 5 Manuals for Grades 7/8 is: <ul style="list-style-type: none"> • Healthy Eating & Physical Activity - \$55.00 • Stay Drug Free - \$50.00 • Power to be Tobacco Free - \$55.00 • Social Emotional Health - \$50.00 • (Optional) Growing Up/Staying Healthy, Understanding HIV & Other STIs - \$55.00 							N/A	N/A	
Positive Action	\$400.00	\$450.00	\$450.00	\$450.00	\$150.00	\$175.00	\$175.00	\$450.00	\$175.00		
	"Grade 6 Kit, " materials for 30 students. Cost of Grade 6 Kit decreases with purchase of 4 or more	"Grade 7 Kit," materials for 30 students. Cost of Grade 7 Kit decreases with purchase of 4 or more	"Grade 8 Kit," materials for 30 students. Cost of Grade 8 Kit decreases with purchase of 4 or more	"Grade 8 Kit," materials for 30 students. Cost of Grade 8 Kit decreases with purchase of 4 or more	Grade 6 Refresher Kit (for 30 students)	Grade 7 Refresher Kit (for 30 students)	Grade 8 Refresher Kit (for 30 students)	"Secondary Drug Education Kit", materials for 30 students	"Secondary Drug Education Refresher Kit", materials for 30 students		
					3 year online subscription - \$330.00	3 year online subscription - \$390.00	3 year online subscription - \$390.00				

Appendix B (continued)

Table 2: Estimated Cost of Curricula Training*

	Training Cost
Botvin LifeSkills Training	\$235.00 Cost for online training, per person
Michigan Model for Health	\$2,400.00 Approximate cost of in-person training typically is \$200/hour for 12 hours, for an unlimited number of participants
Positive Action	\$550.00 Cost for online training webinar is for an unlimited number of participants

*For more information regarding training costs, please contact Project Here Senior Program Manager, Ivy Schmalzried, at ischmalzried@hria.org.