



State of Michigan

JOHN ENGLER, GOVERNOR

GOVERNOR'S DISCRETIONARY GRANTS

FY 2002-2003 GUIDELINES, INSTRUCTIONS and APPLICATION

(Use these materials for Summer 2002, Full-Year and Summer 2003 Applications.)

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By Authority of H.R. 1, the No Child Left Behind Act of 2001.
Submission of this application by March 15, 2002 is required to participate in this program.

The Department of Community Health is an equal opportunity employer, services and programs provider.

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FY 2002-03
Governor's Discretionary Grants
Application Guidelines and Instructions

PART I- Application Guidelines

A. Introduction

The Michigan Department of Community Health (MDCH), Office of Drug Control Policy (ODCP) is responsible for administering the Governor's Discretionary Fund prevention grants available under H.R. 1, the *No Child Left Behind Act* of 2001. The Governor's Discretionary Grant program is authorized under Subpart 1, Title IV –21st Century Schools, Part A, Safe and Drug Free Schools and Communities Act (SDFSCA), Section 4112.

The Governor's Discretionary Grants (GDG) are competitive grants awarded for a one-year period. Grantees must compete each year for renewal funding. Continuation funding is not guaranteed. All proposed programs must be fully implemented and evaluated during the grant period.

Programs and activities funded cannot duplicate the efforts of the State Education Agency or local school districts with regard to the provision of school-based drug and violence prevention activities.

B. Purpose of the Application Guidelines

The FY 2002-2003 Governor's Discretionary Grant Application Guidelines and Instructions provide prospective applicants with eligibility requirements, target population, program areas, and other information. The Office of Drug Control Policy and a state-level peer review panel will review applications submitted by the due date.

Information contained in these guidelines is discussed in detail at the application workshops. Applicants are encouraged to carefully review the entire document before completing the application or contact state officials for assistance.

C. Governor's Discretionary Grant Program Goals

1. Reduce and eliminate drug use and violence by Michigan youth.

2. Strengthen programs that prevent violence, use of alcohol, tobacco, other drugs, and reinforce the family's role in prevention.
3. Involve parents, community groups and schools in the planning, development and implementation of prevention programs.
4. Support drug and violence prevention projects that convey a clear and consistent message that acts of violence and use of drugs are wrong and harmful—a zero tolerance approach.

D. Eligibility Requirements

Applications will be accepted from nonprofit community organizations, parent groups, anti-drug coalitions, juvenile and probate courts, local educational agencies, and other public and private nonprofit entities with a 501(c) (3) nonprofit status, or consortia thereof.

E. Target Population

Priority is given to prevention programs and activities serving: 1) individuals who are not normally served by state and local educational agencies; and 2) populations that need special services or additional resources (such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers, and school dropouts).

In reaching target populations, direct service projects can serve youth up to age 21 and should incorporate age appropriate, developmentally appropriate and culturally sensitive programs and strategies.

Prevention programs for youth should also include interactive methods rather than instructional techniques alone.

Special Consideration

Grantees pursuing a comprehensive approach to prevention that includes providing and incorporating mental health services related to drug and violence prevention services, and incorporate a parent component that reinforces what the youth are learning shall be given special consideration.

F. Program Requirements

1. Advisory Council

Grant recipients must establish an advisory council to fulfill the requirements of the Act. The applicant must include evidence of meaningful and ongoing consultation with members and input from parents in the development of the application and administration of the program or activities.

This council should involve members representing, as necessary, community organizations or coalitions, parents, schools, students, juvenile and probate courts, prevention specialists, human service agencies, and senior citizens.

2. State Licensing

Applicants receiving awards must meet the licensing requirements administered by the Michigan Department of Commerce and Industry Services, initially promulgated under P.A. 368 of 1978.

For more information on state licensing requirements, please contact the Substance Abuse Quality Assurance and Licensing Section, Department of Consumer and Industry Services, P.O. Box 30664, Lansing, MI 48909; Telephone (517) 241-1970. The Department of Consumer and Industry Services will determine whether a prevention license is required.

G. Selection Criteria and Awards

Awards are based on: 1) the quality of the program or activity proposed; 2) evidence that the proposed programs are effective in reducing and eliminating drug use and violence; 3) the effectiveness of the application in meeting the review criteria and the *Principles of Effectiveness*, and 4) results of a state-level peer review panel.

Other considerations include the applicant's past financial and program reporting; previously submitted evaluation reports; cost-effectiveness of the program; and demonstrated ability to effectively implement prevention programs in a timely manner.

1. Review Criteria

a. Quality of the Program Summary

- b. Budget Summary, Budget Detail and Budget Narrative
- c. Quality of the Needs Assessment and Analysis of Data
- d. Quality of Project Design
- e. Quality of Management Plan
- f. Quality of Evaluation and Performance Measures
- g. Continuation Projects Only: Effectiveness of current program.
- h. Administrative Quality Review

2. Principles of Effectiveness

Principle One: A program or activity shall be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities.

Principle Two: A program or activity shall be based on an established set of performance measures aimed at ensuring that the elementary and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment.

Principle Three: A program or activity shall be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use.

Principle Four: A program or activity shall be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the state identified through scientifically based research.

Principle Five: A program or activity shall include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

3. Awards and Notice to Applicants

Awards: The Office of Drug Control Policy may deny funding, provide partial funding, or award funds for a specific component of the application.

Initiation of the Project: Except for summer programs, the project must be operational within 60 days of the original start date of the contract. If the project is not operational during this time, the Office of Drug Control Policy may cancel the contract and award the funds to another applicant.

Liability: The State of Michigan assumes no responsibility or liability for costs incurred by the grantee before the signing of the contract. The grantee will be required to meet applicable *Michigan Workers' Compensation* requirements and obtain *liability insurance*, which includes bonding of staff responsible for financial transactions.

Oral Presentations, Site Visits and Additional Information: Applicants may be required to make oral presentations or to provide additional information of their proposal to the Office of Drug Control Policy in Lansing. Site visits, as necessary, may be scheduled by the Office of Drug Control Policy as part of the decision making process.

PART II- Project Expenses and Financial Responsibilities

A. Unallowable Expenses and Activities

1. Equipment over \$5,000.
2. Construction costs and/or renovation.
3. Drug treatment, medical expenses, or rehabilitative services.
4. Costs of applying for this grant (e.g., consultants, grant writers).
5. Any expenses incurred before the date of contract.
6. Indirect cost rates or indirect administrative expenses (only direct costs permitted).
7. Lobbying or advocacy for particular legislative or administrative reform.
8. Legal fees.
9. First class travel.
10. Out-of-state trips, tours, excursions, amusement parks, sporting events.

11. Management or administrative training, conferences (only pre-approved project-related training).
12. Management studies or research and development (costs pertaining to evaluation are allowed).
13. Honorariums.
14. Fines and penalties.
15. Fund raising and any salaries or expenses associated with it.
16. Purchase of land.
17. Losses from uncollectible bad debts.
18. Memberships and agency dues, unless a specific requirement of the project (prior approval needed).
19. Contributions and donations.
20. Compensation to federal or state employees for travel or consulting fees.

B. Conditions on Expenses

Costs must be reasonable and necessary. If required by the parent agency, costs must be substantiated by competitive bids. All contracts and subcontracts require prior approval by the Office of Drug Control Policy. If detailed information is not included as part of the application process, the grantee must submit a request seeking approval once the contracts or subcontractors are identified.

C. Responsibilities of Application Signatories

The grant signatories should be individuals with express authorization to act in the name of the applicant in the positions of Project Director, Financial Officer, and Authorizing Official. The signatures commit the applicant to the terms and conditions of the grant and attest to the accuracy of all information that has been supplied by the applicant.

The **Project Director**, as designated by the applicant agency, is responsible for directing the implementation of the Governor's Discretionary Grant project.

The **Financial Officer** is the individual who is fiscally responsible for this project. This individual is responsible for ensuring accountability for the federal funds.

The **Authorizing Official** is the individual authorized by the applicant entity to enter into this agreement.
Note: MDCH/ODCP prohibits the same individual from signing in more than one category above.

PART III- Program Areas

The following program areas are available for funding under the Governor's Discretionary Grant program. The program description for a particular program area should be reviewed for detailed information. Applications must be submitted under the appropriate program area.

Grant Period:

June 1, 2002 – September 30, 2002

#2002A: *Summer 2002 Community Prevention Program*

Funds are available for summer drug and violence prevention programs targeting at-risk youth. Collaboration with community groups, law enforcement, neighborhood groups, local community health and other prevention organizations, senior citizens, and participation in service learning projects is encouraged. Equipment purchases are not permitted. The emphasis is on drug and violence prevention services, educational enrichment, skill building, and other related training and education.

Grant Period:

October 1, 2002 – September 30, 2003

#2002B: *Exemplary or Promising Prevention Programs*

The U.S. Department of Education has identified over 40 exemplary and promising programs. Applicants seeking funding under this category are replicating one of these programs that have been demonstrated to be effective in preventing or reducing drug use or in modifying behaviors or attitudes demonstrated to be precursors to or predictors of drug use or violence. Funded grantees must implement the program in a manner that faithfully replicates the program as it was originally conceptualized, implemented and tested. (See Part VI, Section C-4, below)

#2002C: *Self-Developed and Other Prevention Programs*

Programs that are locally designed or developed which are based on best practice, incorporate effective strategies or approaches, AND include an evaluation component evaluating the effectiveness of the program may apply under this category. These community-based projects include after-school mentoring and truancy programs; parent training; skill building; educational enhancement, job/vocational skills and special initiatives targeting high-risk youth in the communities. The applicant must demonstrate understanding and familiarity with the unique needs of youth and must demonstrate a need for appropriate services for the target population.

#2002D: *Community Coalitions or Family-Focused Prevention Programs*

Funds are available for community anti-drug coalitions and to provide and expand opportunities for parents and communities to be involved in youth prevention.

Activities may include dissemination of information about drugs and violence, development and implementation of community-wide drug and violence prevention planning and organizing, developing or strengthening community laws restricting drug use, improving neighborhood safety, and other environmental prevention strategies. Applicants should reflect on the priorities and conditions of local communities.

Family-focused programs may improve communication skills, help parents develop parenting and prevention skills, change parents' and youth attitudes towards drug use and violence within the family (including violence associated with prejudice, intolerance and family violence).

Special Note: There will NOT be a separate submission or application category for 2003 summer grants. Applicants that intend to only provide a 2003 summer program or a partial-year program must submit an application under one of the Full-Year Program categories (#2002B, #2002C or #2002D). The application form will provide areas to specify the program and the start and end dates of the program.

PART IV- Submission of Applications

All information required in the application is necessary and essential for the Office of Drug Control Policy to adequately review the proposed projects and to assure that federal requirements are met.

While detailed project descriptions are necessary, please avoid voluminous and unneeded information. All proposals should be concise, thorough, clearly written, and prepared on a typewriter or computer.

Illegible, handwritten, or applications submitted by fax will not be accepted. All documents and attachments must be included in the application submitted to the Office of Drug Control Policy. Once the application is submitted, modifications to the application are not permitted.

Applications must be received by the Office of Drug Control Policy on or before the due date (see below). Postmarks will not be considered in meeting the due date. Therefore, you should mail well in advance of the application due date or hand deliver your application to ensure receipt by the Office of Drug Control Policy. The Office of Drug Control Policy date stamp on your proposal is the official receipt date. Applications submitted after the due date will be returned.

A complete grant application includes: the Application Cover Page with original signatures (*Attachment A*); Narrative response to items in Part VI, Section A – Section H; a Program Budget Summary, Program Budget-Cost Detail (*Attachment B*), a Budget Narrative; Performance Measures (*Attachment C*); and, if applicable, Statement of Nonpublic School Participation Forms (*Attachment D*).

<p>Application Due Date: March 15, 2002 - 5:00 PM (No Extensions Granted)</p>

Submit ONE original and two copies of the complete application.

FIRST CLASS MAIL ADDRESS:

Office of Drug Control Policy
Education Section
Lewis Cass Building, 2nd Floor
320 South Walnut Street
Lansing, MI 48913

EXPRESS MAIL ADDRESS:

Office of Drug Control Policy
Education Section
Lewis Cass Building, 2nd Floor
320 South Walnut Street
Lansing, MI 48933

Label the exterior of the package:

“Governor’s Discretionary Grant Application”

In-Person delivery: ODCP is located on the 2nd Floor of the Lewis Cass Building, 320 South Walnut Street, Lansing, Michigan. The Lewis Cass Building is on the corner of Walnut and Kalamazoo Street, Lansing, Michigan.

Questions: If you have questions concerning this grant program, please contact Janet Zielaskowski, the Office of Drug Control Policy Grant Specialist, at (517) 241-2917.

*****End of Application Guidelines*****

PART V- Instructions for Preparing Grant Application Cover Page

Grant Application Cover Page (*Attachment A*)

Complete the Cover Page and submit as page one of the grant application. Complete this page as follows:

1. Agency Identification. Enter the name and complete address of the applicant agency or the name of the fiduciary.
2. Implementing Agency. Enter the name and address of the agency responsible for implementing the project, if other than the applicant agency listed in number one, above.
3. Federal ID Number. Enter the Federal IRS Employer ID number for the applicant agency.
4. Project Title. Enter a descriptive title for this project, not to exceed three lines.
5. Start Date/End Date of Program (5a & 5b). Enter the start date and end date of the program covered by this proposal. For full year grants, enter 10/1/02 to 9/30/03.

For Summer 2002 grants, enter 6/1/02 to 9/30/02; for Summer 2003 grants, enter 6/1/03 to 9/30/03; and for Partial-Year Grants, enter the start and end date of your program.

6. GDG Funds Requested. Enter the total amount of Governor's Discretionary funds you are requesting.
7. Program Area. Check the appropriate box of the application you are submitting. Submit a separate application for each program for which you are applying.
8. Number of Youth and Parents Served (8a & 8b). Provide the number of youth and parents (if applicable), to be directly served by this project.
9. Project Contact Person. Provide the name, title, program address, email address, telephone number, and fax number. This person is, or reports to, the Project Director, is on-site and has responsibility for the day-to-day implementation of the project. The project contact person should be familiar with the details of the project budget and be the primary contact for the Office of Drug Control Policy staff.
10. Certification. The Project Director, Financial Officer, and Authorizing Officer must certify, by original signature, that the information presented in the application is correct and that the applicant agency agrees to comply with all the provisions of H.R. 1, the *No Child Left Behind Act*, Title IV, 21st Century Schools, Part A – Safe and Drug-Free Schools and Communities.

10(a) **Project Director**. Provide the name and title, address, email address, telephone number, fax number, signature and date of the individual who will be directing this project.

10(b) **Financial Officer**. Provide the name and title, address, email address, telephone number, fax number, signature and date of the individual who is fiscally responsible for this project.

10(c) **Authorizing Official**. Provide the name and title, address, email address, telephone number, fax number, signature and date of the individual authorized by the applicant agency to enter into this agreement.

Legislative Jurisdiction

List the counties within which the program will offer services. Also provide the district numbers, and the name of the state representative and state senator covering the applicant's program service area.

PART VI – Instructions for Completing Budget Documents

A. Program Budget Summary and Program Budget Cost Detail

Using *Attachment B*, prepare a Program Budget Summary and Program Budget - Cost Detail that provides a clear description to support the proposed costs. (Please see instructions included in *Attachment B*.)

B. Budget Narrative

Provide a Budget Narrative describing all proposed costs identified on the Program Budget-Cost Detail form. All costs must be reasonable and necessary.

PART VII – Instructions for Grant Application Project Narrative

A. Program Summary

Provide a clear, concise and thorough one-page summary of the proposed project and program components. The summary should describe what you intend to accomplish during the grant period, including the number of youth and parents you plan to directly serve and types of programs offered, etc.

B. Documentation of Need

1. Identify and include the sources of data used to complete this assessment. Include local-level data to support the need for the proposed program.
2. The needs assessment should identify demand or service gaps, and should be used to establish performance goals and program activities.

- a. Summarize the findings of your comprehensive needs assessment including an objective analysis of the drug and violence problems in the schools or communities served.
 - b. Include an objective analysis of the delinquency and discipline problems for the youth to be served by the proposed program.
3. Based on your objective analysis, identify the primary drug or violence problem you plan to address in your proposed project.

C. Project Design

1. Target Population. Identify the target population and the extent to which the program is designed to address the needs of this target population. Include age levels and groups (out-of-school youth, parents, youth referred by the courts, etc.) to be served by your program.
2. Drug or Violence Prevention Program. Describe the drug and/or violence prevention component of your proposed prevention program. Drug and/or violence prevention or education must be a part of each program application.
3. Program Description (Other Program Components). Describe other program elements NOT documented in the previous section which are part of the planned program to impact your target population.
4. Research-Based or Self-Developed Programs or Strategies. All prevention programs must be based on scientifically based research and best practice that provides evidence that the proposed program(s) or strategy(s) will reduce violence or drug use.

Applicants may use programs identified as Exemplary or Promising by the U.S. Department of Education's Expert Panel, self developed programs, or other prevention programs or strategies that will reduce violence or drug use. Information about the Expert Panel process and programs is posted at:
<http://www.ed.gov/offices/OESE/SDFS/programs.html>

For self-developed or other prevention programs, provide journal references or citations to support your selection.

5. Linkages Between Program and Needs. Describe the linkages between your proposed program and the needs assessment.

D. Management Plan

1. Project Staffing. Provide the names, title, qualifications, and responsibilities of the key personnel involved in this project. Include their prevention expertise, experience in working with youth or community programs, and their ability to successfully implement the project.

The project staff should include all individuals listed on the Program Budget-Cost Detail form under the "salary and wages" category.

2. Subcontractors. List all subcontractors. Include firm name, address, contact person, and complete description of work to be subcontracted. Provide the name, position title and responsibilities, along with prevention expertise, knowledge, skills, and experience in working with youth.

If the subcontractors have not been determined, the program is required to submit this information to the Office of Drug Control Policy for their approval, before subcontracting with an individual or organization.

3. Program Schedule. Provide program timelines and daily or weekly schedules. This description should describe the proposed day-to-day program, and daily or weekly program schedule of activities. For example, if prevention services are planned after school or on weekends, provide the exact days, hours, and location, as well as the specific services offered each day.
4. Management Structure. Provide other management or agency information assuring administrative oversight of the proposed program.
5. Advisory Council and Parent Input. Provide a list of your parent and community advisory council, their project responsibilities, and the organization they represent. Describe how parents have been instrumental in the development of the application and in the program or activities being provided.

6. Coordination and Collaboration. Describe the coordination and collaboration with community agencies and organizations providing services to the target population. Describe how the program or activities offered complement and support activities of the local school district.

E. Evaluation and Performance Measures

The program or activity shall undergo periodic evaluation to assess its progress toward reducing violence and illegal drug use by your target population, or in changing attitudes or behaviors.

Evaluation allows you to examine if a program is being implemented as planned, if you are reaching your target population, and if the program is having the anticipated impact. Results are used to make decisions about the effectiveness of the prevention program, based on the program’s identified performance measures or goals.

1. Complete *Attachment C* – Performance Measures: Outcome and Process Goals form.
2. Identify who will be responsible for the evaluation component, and whether the program is subcontracting for evaluation assistance. If so, provide information on the subcontractor’s evaluation expertise.
3. Describe how you plan to evaluate the proposed program. That is, how you will assess progress based upon established goals.
4. Describe how you plan to use the evaluation results to refine, improve, and strengthen the program.

F. Continuation Projects Only

Currently funded grantees who wish to apply for continuation funding, must describe the present and past project achievements and results, as well as the effect the program has had and will have on reducing and preventing drug use and violence.

These achievements should be supported by facts, statistical data, and evaluation results.

The Office of Drug Control Policy will review and score this response under the “administrative quality review” process.

G. Statement of Nonpublic School Participation Form (if applicable)

Complete the Statement of Nonpublic School Participation Form (Attachment D) only if your program will be providing services to youth in private or nonpublic schools. Involving youth in private and nonpublic schools is permitted under Title IV. Complete a separate form for each private or nonpublic school utilizing your program services.

PART VIII – Attachments

Attachment A	Cover Page
Attachment B	Budget Summary and Budget Summary-Cost Detail (including instructions)
Attachment C	Performance Measures
Attachment D	Participation of Nonpublic Schools Form