

January 26, 2004

Youth Tobacco Prevention Incentives
Requests for Proposals

The Ulster County Health Department will offer several mini-grants to youth-serving Ulster County agencies and/or organizations for programs designed to prevent youth tobacco initiation, and/or promote youth tobacco cessation. Programs must be implemented during the time frame commencing after January 1, 2004, and ending on or before December 1, 2004.

Programs should specifically target elementary, middle or high school-aged youth, and should focus on the tobacco education and information sharing which are necessary building blocks to develop a knowledge base. Additionally, the program may include self-assertiveness, self-esteem, stress management and refusal skills training. The program must detail the methods which will be utilized to measure the effectiveness of the plan, and an outcome evaluation plan.

Qualifying organizations may request funding up to \$10,000 for programs. The number of grants is dependent upon the size of each approved proposal.

Please submit three (3) copies of your RFP. Proposals must include the following information:

1. Name and address of applicant agency
2. Name and title of grant manager/supervisor
3. Target audience
4. Program objective
5. Description of proposal
6. Time-line for completion of project
7. Process for outcome evaluation
8. Budget - you must use the attached budget format.

Terms of award: Funding will be awarded upon proof of approved work, projects, services and/or performance. Verification of services must be validated with a dated signature by a third party such as a school administrator or director of the participating group. Reimbursement will be provided with submission of performance report and accompanying receipts or other proof of payment to document expenses being claimed. Final payment will be disbursed upon successful completion of project and submission of report with accompanying evaluation to the Ulster County Health Department.

Payment for budget lines referred to as Administrative Expense will be made only if a list of the elements with their cost is submitted with the vendor's claim for payment.

The County will make payment of all claims within 30 days of receipt of properly documented claims. All expenditures must be submitted no later than December 1, 2004 for reimbursement. Deadline for application: One original and two copies of the proposal shall be delivered by mail, courier or in person, no later than 5:00 p.m., on February 27, 2004, to:

Ulster County Health Department
Attention: Stacy Torchio
300 Flatbush Avenue
Kingston, NY 12401

Faxed or e-mailed proposals will not be accepted. It is the responsibility of the bidder to ensure that the proposal is delivered to the Ulster County Health Department by the date and time specified regardless of delivery method.

Evaluation of Proposals: All completed proposals will be reviewed by a committee designated by the Public Health Director. Proposals that are not complete will not be reviewed and will be returned to the bidding organization.

Proposals will be rated for completeness, demonstrated ability, program design, cost reasonableness, and appropriate outcome evaluation measurement plan. Please note that process evaluation (i.e., a simple recording of numbers) will not be an acceptable substitute.