**NORTHCARE NETWORK - SUBSTANCE ABUSE PREVENTION SERVICES**

**REVIEWER’S CHECKLIST
FY 2022 RFP**

|  |  |  |  |  |  |
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| Applicant: |  | Reviewer:  |  | Total Score:  | of 1,500 |

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| --- | --- | --- |
| REQUIRED COMPONENTS | Total points |  |
| MINUS 50 POINT FOR EACH MISSING COMPONENT  | Deductions |  |
|  | Allowable | 150 |
| Cover Sheet, Current Staff List, Prevention FTE Detail |  |
| Plan Summary (Program), Coalition Action Plan Summary (Coalition) |  |
| Program Budget Detail per county, Program Budget Summary total by agency |  |
| Youth Access to Tobacco Planning Chart (if applicable)  |  |
| Comments: |

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| --- | --- | --- |
| LICENSING/CERTIFICATION | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 100 |
| Does program have current CAIT license  |  |
| All prevention staff are certified/have MCBAP development plans in place |  |
| Comments: |
| BUDGET REQUIREMENTS | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 150 |
| Staff FTE consistent with FTE Detail  |  |
| Proposed programming accurately reflected in costs  |  |
| Indirect costs allowable and appropriate documentation included  |  |
| Comments: |

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| PROGRAM REQUIREMENTS | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 250 |
| MOUs included |  |
| Programming consistent with population  |  |
| FTE Detail includes complete information regarding county, school, referral source, etc  |  |
| Travel consistent with location of provider and program site |  |
| Agency works collaboratively with other prevention providers |  |
| Comments: |

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| PAST PERFORMANCE – PROGRAMMING | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 150 |
| MPDS data entered according to contract |  |
| Quarterly reports submitted timely |  |
| Progress toward programming for FY21 plan on track |  |
| Comments: |

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| PAST PERFORMANCE – COALITION (SCORE ONLY IF REQUESTING FUNDING FOR COALITION COORDINATOR) | Total points |  |
| MINUS 100 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 700 |
| Coordinators are attending required coaching calls |  |
| Following coalition model with fidelity – including regular workgroup meetings with member participation |  |
| Coordinator submits workgroup agendas/minutes regularly to NorthCare Network via Google Drive |  |
| Minutes reflect member participation |  |
| Milestones & Benchmarks scored appropriately |  |
| Coalition has a solid action plan and on action items |  |
| Action plan action items are occurring |  |
| Comments: |