**NORTHCARE NETWORK - SUBSTANCE ABUSE PREVENTION SERVICES**

**REVIEWER’S CHECKLIST
FY 2019 RFP**

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| --- | --- | --- | --- | --- | --- |
| Applicant: |  | Reviewer:  |  | Total Score:  | of 1,150 |

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| --- | --- | --- |
| REQUIRED COMPONENTS | Total points |  |
| MINUS 20 POINT FOR EACH MISSING COMPONENT  | Deductions |  |
|  | Allowable | 100 |
| Cover Sheet, Current Staff, Prevention Partner List |  |
| Logic Model, Proposed programming chart, 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  |  |
| Are prevention staff 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 |
| Detail budgets included for each county AND one summary budget for agency  |  |
| Budget is accurate AND accurately reflects services planned |  |
| Indirect calculations provided AND accurate  |  |
| Comments: |

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| COALITION/PROGRAM REQUIREMENTS | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 300 |
| Evidence based coalition model identified in proposal  |  |
| Action plan with measureable outcomes included |  |
| 12 sectors represented with active members/plan for member recruitment indicated |  |
| Plan for program monitoring  |  |
| Evidence based services planned according to model fidelity |  |
| Proposed target population/risk factor measures reasonable and accurate |  |
| Comments: |

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| --- | --- | --- |
| PAST PERFORMANCE – PROGRAMMING | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 250 |
| Timely entry of MPDS data AND quarterly report submission  |  |
| Accurately entered MPDS data  |  |
| Previous plan carried out AND progress toward FY17 plan on track |  |
| Pre & post-tests implemented and monitored |  |
| Was previous year’s assigned Synar activity completed (if applicable) |  |
| Comments: |

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| PAST PERFORMANCE – COALITION (SCORE ONLY IF REQUESTING FUNDING FOR COALITION COORDINATOR) | Total points |  |
| MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS  | Deductions |  |
|  | Allowable | 250 |
| Coordinators are attending required coaching calls |  |
| Coalition completing milestones/benchmarks appropriately |  |
| Following coalition model with fidelity – including regular workgroup meetings with member participation |  |
| Coordinator submits workgroup agendas/minutes regularly to NorthCare Network |  |
| Minutes reflect member participation |  |
| Comments: |