**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: | | |