**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: | | |