[Place organization logo here]

**Guam Behavioral Health and Wellness Center**

**Prevention Education and Community Empowerment (PEACE PFS)**

**HHS SAMHSA, PEACE PFS Sub-Grant**

**[insert name of organization]**

**Proposed Strategic Action Plan**

**GBHWC RFP 12-2019**

Project Period: 09/30/2018 – 09/29/2023

Budget Period: 09/30/2019 – 09/29/2020

Proposed by:

Organization’s Legal/Formal Name (signature & date)

Mailing Address Authorized Representative’s Name (date) City, Guam Title or Position

Tel: (671) xxx-xxxx

Fax: (671) xxx-xxxx

This template for the **Strategic Action Plan** must be included as part of the proposed response to GBHWC RFP 12-2019: PEACE Partnerships for Success Sub-Grants, Middle School Classification

* This template includes three required sections for the proposed Strategic Action Plan
  1. INTRODUCTION AND BACKGROUND
  2. Proposed Plan of Action
  3. Proposed Evaluation Plan
  4. SIGNATURE PAGE
* This document will be available in Word format at <http://gbhwc.guam.gov/rfps-ifbs> as “RFP 12-2019\_PEACE PFS MS Classification\_Proposed Strategic Action Plan Template.docx”
* Insert one (1) original and three (4) sets of copies in a sealed envelope as part of your proposal
* Use the checklist in Appendix 2 of the RFP to ensure that the Strategic Action Plan was answered adequately.

**A. INTRODUCTION AND BACKGROUND**

1. **Organization Description:**

* What are your organization’s vision, mission and purpose?
* Describe the history of your organization. Include the number of years you have been in operation and the average number of your employees, if any, over the past 3 years.
* Describe your organization’s structure, including resources (staff, volunteers, in-kind support, trainings completed, office space, equipment, etc.), memberships, partners and relevant funding sources. Provide a current organizational chart, and information to describe your organization’s sound fiscal and operation condition to mobilize staff, volunteers, partners and other stakeholders.
* Which population(s) does your organization reach? Include demographic information and geographic location.
* Describe some examples of current and/or recent projects that are relevant to the PEACE PFS goals and objectives. Include information that demonstrates your ability to reach and engage the PEACE PFS target population and your prior experience implementing evidence-based programs using the 5-Step Strategic Prevention Framework in a high-risk and high-need community in Guam (i.e. Strengthening Families Program, Leadership and Resiliency Program, Life Skills Training, Positive Action, Storytelling for Empowerment, and Life Teen Program).
* What unique characteristics does your organization have that aligns with the vision and mission of GBHWC, and the goals and objectives of the PEACE PFS grant? Include information to demonstrate your organization’s current prevention skill sets to conduct the 5-Step Strategic Prevention Framework, and your commitment to further prevention knowledge, skills, competence and readiness among staff, community volunteers, and other stakeholders.
* Is there anything else in keeping with the grant goals and objectives would you like to include in this description?

1. **Statement of Need and Proposed Target Population:**

* Identify at least three GDOE middle schools to be used as sites for the proposed implementation.
* Identify the target population(s) in the three middle schools selected to be impacted by your proposed prevention strategies.
* Why is there a need to implement, sustain, and improve effective substance use prevention services in this particular population? Include information on the service gaps and other problems related to the need for prevention program development. Identify the source of the data.

1. **Selected PEACE Pillars for Success Priority(ies):**

* Identify which of the Pillars for Success you select to focus on:
  + Youth empowerment: to engage and empower the youth in creating a safe and healthy future for the island community,
  + Effective communication: to promote positive behaviors by implementing health communication strategies that are inclusive and culturally responsive, and incorporate both traditional and current media vehicles,
  + Strong leadership: to engage appointed and grassroots leaders in influencing community behavior; demonstrating strong leadership through integrity, transparency, and follow-through,
  + Grassroots engagement: to foster community involvement through meaningful outreach, inclusion and engagement with all communities, and
  + Safe and healthy environment: to secure a sustainable, healthy environment for Guam that promotes healthy behaviors for its people, allowing them to thrive.

The PEACE Pillars for Success are foundation to the Guam State Prevention Enhancement Comprehensive Strategic Plan, and can be reviewed at: <http://www.peaceguam.org/community-action/state-plans-and-reports>.

* Describe why your organization selected the Pillar(s) as foundation of your proposed Strategic Action Plan, and how the proposed strategies contribute to the fulfillment of the Pillar(s).

**B. PROPOSED PLAN OF ACTION**

The approved overarching goals for the PEACE-PFS grant program in Guam are that at risk Guam Department of Education (GDOE) students are identified early to receive appropriate services to prevent their alcohol, tobacco and nicotine use, and that there is minimal recidivism rate for student offenses on alcohol, tobacco/nicotine and marijuana use and possession in GDOE. Offerors are to propose services and deliverables in conjunction with the GBHWC Guam State Epidemiological Outcomes Workgroup (SEOW), and the Guam Department of Education - Student Support Services (GDOE-SSS) to carry out the overall grant objectives below.

The PEACE PFS grant objectives being flowed through to subaward subrecipients by 2023 are as follows:

* GDOE will reduce its alcohol, tobacco and e-cigarette related offenses by 10% by addressing underlying risk and protective factors among students considered at risk, and
* GDOE students will have an increased perception of harm towards alcohol, tobacco/nicotine or marijuana, decreasing current youth use by 10%.

The Offeror’s proposed action plan must include annual process and outcome evaluation indicators that add up to the required reach by 09/29/2023.

By the end of FY 2023, each PEACE PFS subrecipient should have:

* Served at least 250 students with a reported or referred challenging behavior that is related to alcohol, tobacco/nicotine or marijuana, and their parents, using an evidence-based intervention recognized by HHS SAMHSA and evaluated effective in a population segment in Guam (selective/indicated prevention strategy), and
* Reached at least 830 students, their parents and school staff, through an evidence-informed, classroom-integrated prevention workshop on the risks and harms of youth use of alcohol, tobacco/nicotine or marijuana (universal strategy).

Information on the Behavioral Health Continuum of Care, including prevention strategies, is available at: <http://www.ca-sdfsc.org/docs/resources/SDFSC_IOM_Policy.pdf>. A resource center for evidence-based practices recognized by SAMHSA is available at: <https://www.samhsa.gov/ebp-resource-center>.

1. **Key staff**

Use the tables below to identify the individuals to be assigned as key staff for the proposed program: program manager, administrative staff, data analyst and cultural representative. **Include copies of resume and certifications for each individual.**

|  |  |
| --- | --- |
| Key staff position: **Program Manager**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

|  |  |
| --- | --- |
| Key staff position: **Administrative Staff**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

|  |  |
| --- | --- |
| Key staff position: **Data Analyst**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

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| --- | --- |
| Key staff position: **Cultural Representative**  Name:  Title in organization:  Number of hours committed to the program: **\_\_\_\_\_\_ hours per week** | |
| Key roles and responsibilities to fulfill |  |
| Qualifications, including background, degree and skills |  |
| Relevant experience and trainings |  |

1. **Proposed Objectives, Strategies and Timeline**

To achieve the overarching grant goals and objectives expected of PEACE PFS subaward subrecipients, and considering the statement of need, proposed population and selected PEACE Pillar priority(ies) you described in Section A, identify in the tables that follow:

* measurable objective(s), (NOTE: each objective must have a corresponding table)
* at least one universal and one selective/indicated strategies,
* activities and deliverables

Ensure that the proposed objectives are SMART: Specific, Measurable, Achievable, Relevant and Time-bound. For tips on writing SMART objectives, refer to <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf>. Offerors must also include all required services and deliverables included in the RFP Section III. Scope of Work, based on the budget periods (beginning of contract to 09/29/2020).

There must be one table for each proposed objective. Detail the expected action steps, deliverables, assigned personnel and timeline so that all required scope of work in FY 2020 are addressed.

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| --- | --- | --- |
| **PEACE PFS objective 1:** GDOE will reduce its alcohol, tobacco/nicotine and marijuana-related offenses by 10% by addressing underlying risk and protective factors among students considered at risk. | | |
| **What is your proposed measurable objective to be achieved by the end of FY 2023? By the end of FY 2020?** | | |
| **What selective/indicated strategy do you propose to implement?**  Note: The target population for this strategy is at risk students referred by school administrators or counselors. The proposed evidence-based program must be recognized by SAMHSA and had been evaluated effective on Guam. | | |
| **What action steps or deliverables are needed to implement this strategy in FY 2020?**  Note: these steps must follow the 5-Step Strategic Prevention Framework. | **Who is responsible?** | **What is the expected deliverable?** |
| **What is the timeline for submission of the deliverable?**  **(Format: MM/YYYY)** |
| 1. |  |  |
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| 2. |  |  |
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| 3. |  |  |
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***Reminder****: Duplicate the last row as needed to complete the proposed action steps for this strategy.*

|  |  |  |
| --- | --- | --- |
| **PEACE PFS objective 2:** GDOE students will have an increased perception of harm towards alcohol, tobacco/nicotine and marijuana products, decreasing current youth use by 10% | | |
| **What is your proposed measurable objective to be achieved by the end of FY 2023? By the end of FY 2020?** | | |
| **What universal strategy do you propose to implement?**  Note: The target population for this strategy are all middle school students in the selected GDOE schools. This strategy must be a implemented in the classroom setting. | | |
| **What action steps or deliverables are needed to implement this strategy in FY 2020?**  Note: these steps must follow the 5-Step Strategic Prevention Framework. | **Who is responsible?** | **What is the expected deliverable?** |
| **What is the timeline for submission of the deliverable?**  **(Format: MM/YYYY)** |
| 1. |  |  |
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***Reminder****: Duplicate the last row as needed to complete the proposed action steps for this strategy.*

1. **Impact on Health Disparities in Guam**

* State how the proposed approach will address existing health disparities among high risk, high need populations identified in the RFP
* How will you ensure that the strategies your organization implements will be culturally and linguistically competent to your target audience whether it’s ethnicity, age, gender, etc.?

**C. PROPOSED EVALUATION PLAN**

* + 1. **Data Collection and Performance Assessment**

Identify in the table below which evaluation indicators you will collect and analyze to measure the effectiveness and efficiency of your proposed plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify the objectives, strategies and activities in your Plan of Action that will be evaluated for effectiveness and impact.** | **Which process or outcome indicators will you collect?** | **Who is responsible for collecting?** | **How and how often will this data be collected?** |
| **Who is responsible for analyzing?** | **When will results be reported to GBHWC?** |
| 1. |  |  |  |
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***Reminder****: Duplicate the last row as needed to complete the proposed evaluation indicators.*

**D. SIGNATURE PAGE**

**Proposed Strategic Action Plan**

**GBHWC RFP 12-2019**

**PROPOSED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative’s Name Date

Title or Position

Organization