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**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 03-2019**

**(Sample Template)**

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

Budget Period: 09/30/2018 – 09/29/2020

Incremental funding (restricted) Periods:

09/30/2018 – 09/29/2019

09/30/2019 – 09/29/2020

Submitted by:

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

Mailing Address Authorized Representative’s Name

City, Guam Title or Position

Tel: (671) xxx-xxxx

Fax: (671) xxx-xxxx

This is a sample template for the Strategic Action Plan that is required to respond to GBHWC RFP 03-2019: PEACE Partnerships for Success Sub-Grants

* Use the attached sheets that follow to respond to the three required sections for the proposed Strategic Action Plan
  1. Introduction and Background
  2. Proposed Plan of Action
  3. Proposed Evaluation Plan
* This document will be available in Word format at <http://gbhwc.guam.gov/rfps-ifbs> as “PEACE PFS Proposed Strategic Action Plan Template\_2019.06.18.docx”
* Be sure to submit all pages of this document as part of your proposal envelope with each page signed and dated.

**A. INTRODUCTION AND BACKGROUND**

1. **Organization Description:**

* What is 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:**

* Which school level does your organization choose to implement your proposed program in?
  + Elementary schools, Grades 4-5
  + Middle schools, Grades 6-8
  + High schools, Grades 9-12
* Identify the target population in the school level selected that will 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 school level and 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 and why:
  + 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>.

**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/or marijuana 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/nicotine and marijuana-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 and marijuana products, 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, including audiences reached in the needs assessment phase. 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 and marijuana, and their parents, using an evidence-based intervention recognized by HHS SAMHSA and approved by GBHWC (selective/indicated prevention strategy), and
* Reached at least 830 students, their parents and school staff, through a classroom-integrated prevention workshop on the risks and harms of youth use of alcohol, tobacco/nicotine and 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 table that follows to identify the individuals to be assigned as key staff for the proposed program: program manager, administrative staff, data analyst and cultural representative.

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

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| --- | --- | --- |
| Key staff position: **Data Analyst**  Name:  Title in organization: | | Number of hours committed to the program: |
| 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: |
| 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 or 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 09/29/2019 and 09/30/2019 – 09/29/2020) and forecasted renewal periods (09/30/2020 – 09/29/2021, 09/30/2021 – 09/29/2022, 09/30/2022 – 09/29/2023).

|  |  |  |
| --- | --- | --- |
| **PEACE PFS objective:** 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?** | | |
| **What selective/indicated strategy do you propose to implement?** Note: this must be an evidence-based approach recognized by SAMHSA. | | |
| **What action steps or deliverables are needed to implement this strategy?** Note: these steps must follow the 5-Step Strategic Prevention Framework. | **Who is responsible?** | **What is the timeline for implementation of this action step? Or the timeline for submission of the deliverable?**  (Format: MM/YYYY) |
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| **PEACE PFS objective:** 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?** | | |
| **What universal strategy do you propose to implement?** Note: this must be a population-based approach implemented in the classroom setting. | | |
| **What action steps or deliverables are needed to implement this strategy?** Note: these steps or deliverables must follow the 5-Step Strategic Prevention Framework | **Who is responsible?** | **What is the timeline for implementation of this action step? Or the timeline for submission of the deliverable?**  (Format: MM/YYYY) |
| 1. |  |  |
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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

|  |  |  |  |
| --- | --- | --- | --- |
| **Which objectives, strategies and activities in your Action Plan will you monitor for effectiveness and efficiency?** | **Which evaluation indicators will you collect to do so?** | **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?** |
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