



**STATE OF COLORADO, DEPARTMENT OF LAW
DIVISION OF COMMUNITY ENGAGEMENT**

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REQUEST FOR APPLICATIONS

Combating Youth Vaping in Colorado

RFA #LAAA 2024*03

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Project Background and Overview

Introduction

The Attorney General and the Department of Law (“DOL”), collectively referred to as the Colorado Attorney General’s Office, represent and defend the legal interests of the people of the State of Colorado and its sovereignty. The Attorney General (AG) exercises the responsibilities given to the office by the Colorado Constitution, statutes enacted by the Colorado General Assembly, and the common law.

The Division of Community Engagement serves as Coloradans’ open door to the AG’s Office. We build relationships and establish meaningful dialogue across Colorado, working hard to truly hear the needs, ideas, and voices of the people of our state.

We engage with Coloradans on a range of issues—from improving public safety, to financial literacy and protecting consumers, to addressing the opioid epidemic, protecting our land, air, and water, and many others—through the operation of five programs: Outreach and Engagement, Consumer Engagement and Data Services, Safe2Tell Colorado, Opioid Response, and Grants and Partnerships.

DOL funds authorized by C.R.S. § 24-31-108 serve as the primary source of support for partnerships funded through the DOL’s Division of Community Engagement (“DCE”). These partnerships support a diverse range of organizations throughout Colorado that address critical challenges facing our State. The DCE works with partners to help develop and fund data-driven, high-impact programs that create long-term success and build a sustainable foundation that benefit community.

Project Background and Overview

The DOL reached a settlement with JUUL Labs, Inc. (JUUL) that will provide Colorado with funds to be used in accordance with the acceptable uses stated in the settlement. Addressing the youth vaping crisis will require a multifaceted approach that combines education, prevention, and treatment. For purposes of this funding opportunity, the DOL will review applications that address one or more of the following objectives:

Objective 1: Programs that provide cessation assistance to Colorado residents who were exposed to ENDS (Electronic Nicotine Delivery Systems) while under the age of 21. Examples include but are not limited to:

- Evidence-based cessation programs that are accessible and that are culturally tailored and appropriate or designed for youth.
- Initiatives that provide trauma-informed counseling, support groups and nicotine replacement therapies to help youth quit vaping and address mental health impacts.

Objective 2: Education or prevention programs that are designed to prevent or reduce use of ENDS by Colorado residents who are under the age of 21. Examples include but are not limited to:

- Programs that are designed to encourage greater connections with trusted adults, honest and authentic support for peers who are struggling, and support for mental health that can prevent the use of vaping.
- Comprehensive education campaigns that use a targeted approach to raise awareness about the risks and consequences of vaping, debunking myths about their reduced harm/harmlessness, and promote healthy alternatives.
- Presentations, workshops, or peer-led activities that discourage vaping and provide support and resources for those struggling with addiction.
- Incorporation of social media, streaming and app-based platforms to raise awareness and engage youth.
- Outreach that engages parents/guardians and communities in the effort to combat vaping and that provides resources, workshops, and support networks to families.

Projects will be prioritized that demonstrate one or more of the following components:

- An understanding of the broader and more holistic impacts of youth mental health and root causes of substance use.
- Incorporation of youth voice in the design and implementation of programming
- Programming that is culturally tailored and identity affirming.
- Collaboration that maximizes the impact of the funds and helps build a comprehensive approach.

Strategies or programs that promote a surveillance culture in schools or punitive disciplinary practices will not be supported through funds awarded by this RFA. For example, equipment such as detectors and cameras will not be funded. Additionally, education campaigns that employ “scare tactics” will not be supported with funds awarded by this RFA.

Funding Overview

\$6,000,000 is available in this funding period. No individual award will exceed \$1,000,000. The DOL will take the size of the request compared to the annual operating budget into consideration when making award determinations. The anticipated project funding period is from July 1, 2024 through June 30, 2026. The actual funding period will coincide with the award date and grant execution and is subject to vary from the dates above, accordingly.

Project Requirements

Eligibility

To qualify for an award of a grant under this RFA, an applicant must meet the following mandatory qualifications:

- Be a governmental entity (local public health organizations and/or universities will be prioritized) OR non-profit organization, registered, and in good standing with the Colorado Secretary of State; and
- Have a presence in Colorado and/or be able to demonstrate ability to exclusively serve Colorado consumers through this funding.

Multi-agency partnerships are possible and encouraged for this opportunity, with clear evidence of close interaction and responsible partnership among the participants. If multiple entities are applying together, please select one entity to serve as the Applicant. This should be the entity that will receive the grant award, receive the disbursed funds, and be responsible for funds management and submitting required reporting. The additional entities should be listed in the application as “Implementing Organization(s).” Applicants must clearly articulate in the project description each entity’s role in project implementation.

For the purpose of this RFA and subsequent Grant Agreements, “Implementing Organizations” will be considered by the DOL as the Applicant’s “Subgrantee(s).” Subgrantee(s) means an entity receiving grant funds through the Prime Recipient (Applicant/Grantee identified in the Grant Agreement) to support the performance of the project or program for which the funds were awarded. A Subgrantee is subject to the terms and conditions of the award to the Prime Recipient, including program compliance requirements. The Applicant is responsible for ensuring the Subgrantee’s compliance with requirements.

Note that K-12 schools, school districts, charter schools and BOCES are not eligible as Applicants for this RFA, as a separate funding opportunity will be offered to support these entities in their efforts to address vaping. Eligible applicants are encouraged to partner with their local schools/districts and any partnerships should be described in the Collaboration section of the Project Narrative. Applications received from K-12 schools, school districts, charter schools and BOCES will not be considered.

Accessibility Requirements

All work performed as a result of this solicitation must comply with all applicable provisions of sections 24-85-101 through 24-85-104, C.R.S., including the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology pursuant to section 24-85-103(2.5), C.R.S.; all State of Colorado technology standards related to technology accessibility; and with Level AA of the most current version of the [Web Content Accessibility Guidelines \(WCAG\)](#),

incorporated in the State of Colorado technology standards. For more information, applicants can review the [Vendor Accessibility Guidelines and Checklist](#).

Required Application Components

All applications must address the following components of the proposal.

Notice of Intent to Apply

Please note: to assist the DOL in planning for the application process (e.g., recruiting enough reviewers), it is requested that applicants submit a non-binding Notice of Intent to Apply by completing the [Intent to Apply Survey](#) no later than 5:00pm MST on **January 22, 2024**. The survey takes about one minute to complete.

The Notice of Intent to Apply will be used solely for planning purposes by the DOL. The survey will cover the following information:

- RFA number and title
- Organization/agency name
- Contact information
- Objective(s) selected

The Notice of Intent to Apply does not need to include any explanations of the applicant's qualifications or desire to receive grant funding.

Component 1: Application Form

Provide the following information by completing the Application Form included as Attachment 1 to this RFA.

- **Applicant Details and Contact Information**
 - A **Project Director** who will be responsible for coordinating with the DOL throughout the application, contracting, and grant management processes.
 - A **Fiscal Contact** who will be responsible for responding to budgetary or funding inquiries from the State.
 - A **Principal Representative** who will be responsible for obligating a Grantee through their authorized signature on the Grant or Grant Modifications.
 - Any additional contacts for the Application period.
 - Note: an individual may fill more than one of these roles, but one individual may not fill all three roles.
- **Project Title**
- **Total Amount Requested**

There will be a space to indicate the total two-year request as well as a breakdown by each ear.
- **Proposal Overview/Executive Summary**

Provide a brief description of the proposed project and goals. Include identification of which Objective(s) will be addressed. 150 word maximum.

- **Target region**
Indicate the geographic region that your project will serve.
- **Target population**
Indicate if specific populations will be targeted/impacted by this project.
- **Implementing Organizations**
List any partner organizations that would receive subgrants to execute this project.
- **Current Annual Operating budget**

Component 2: Project Narrative

*The Project Narrative should not exceed 3,000 words or approximately 6 single-spaced pages.

A. Problem Description

- Describe the specific problem/need as it shows up in the region/area or population that the applicant intends to serve. As feasible, use data to describe the scope of the issue.

B. Project Description

- Describe in detail how your project will address the identified need.
- Describe what activities will be carried out as part of the project and the intended outcomes of the project, including a description of the communities that will be impacted.
- Summarize the timeline for the project, including key benchmarks or milestones that will be met during the two-year grant period.
- Demonstrate how the applicant has the capacity, including personnel, resources, technology, and other relevant infrastructure needed to implement the project and the expertise in understanding the nature and dimension of the need.

C. Relevant Experience

- Describe the experience your organization and any implementing partners have that make you well-suited to carry out this project effectively.
- Provide descriptions or examples of at least one program the applicant has overseen that demonstrates a track record of success in implementing programs/projects with similar objectives.

D. Youth Voice & Equity

- Explain how youth voice has or will be incorporated into the design and implementation of the project.
- Explain how the project is informed by and responsive to the needs of the community being served.

- Explain if and how the project addresses any existing health disparities among marginalized populations.

E. Collaboration

- Describe if and how your organization will leverage collaborative partnerships to maximize the impact of your project.
- Explain if and how your organization has worked successfully with these partners previously or how your organization will build new partnerships to help carry out this project.

F. Project Sustainability

- This is a one-time funding opportunity. Explain if and how projects/programs created through this funding will be sustained beyond the funding cycle.
- Describe any other funding sources, earned revenue models (if applicable), or partnerships that will support the proposed project's sustainability.
Note: Supplanting is not allowed with state dollars. Supplanting is to deliberately reduce federal, state, or local funds because of the receipt of new funding. State funds may only be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting is subject to review during the application review, pre-award review, post-award monitoring, and audit.

G. Performance Measures

- Identify what data will be collected, estimate target metrics as relevant, and describe how the information will be used to guide and assess the program and the program's effectiveness. For example, describe if and how the individual and community-level ENDS usage rates will be tracked, and at what intervals the data will be collected, and how program satisfaction will be evaluated.
- In measurable data points, describe the intended impact of the project, both in the short-term and long-term if applicable.

Component 3: Budget and Work Plan

Complete the Budget and Work Plan worksheets available as Attachments 2 and 3 to this RFA. Retain the Excel formatting for these attachments.

Budget Guidelines:

- Expenses must be project related. Use the narrative descriptions in the budget to make a clear connection between the requested expense and project activities.
- The template has formulas to assist you in the completion of the budget proposal; however, you can override the formula if necessary. It is your responsibility to verify the amounts are accurate and total correctly.

- Round expenses to the nearest whole dollar amount.
- Budget categories include Personnel, Materials/Supplies & Operating, Travel, Equipment, Contracts & Subgrants and Indirect.
 - Personnel - The DOL will consider funding a number of positions commensurate with the size of the request, but no more than 10 positions will be considered.
 - Materials/Supplies & Operating - Items should be specific and listed individually. Avoid general line items like “office supplies” where possible, as anything that cannot be clearly tied to the project should be covered in indirect.
 - Travel - Include calculations in your description (i.e., 500 miles x .56 cents per mile). Any rates must follow your agency’s reimbursement policy.
 - Equipment - Only items that exceed \$5,000 per unit and have a lifespan of more than one year should be included in Equipment. There are additional requirements on tracking the value of any equipment that is awarded.
 - Contract/Subgrants - Use this section for any of the project activities or expenses that are subcontracted or if an Implementing Partner will be carrying out project-related activities and incurring the expenses. In the description, explain your procurement process for selecting the specific contractor and include any hourly rates.
 - Indirect - Unless your agency has a federally negotiated rate, you are eligible for up to 10% of the total direct costs. If any occupancy/rent expenses were included in the direct expenses, these should be deducted from the total direct expenses before applying the 10%. Provide the DOL with a copy of your federally negotiated rate, if you are requesting that rate.
- The Project Period is two years, but budget proposal must show expenses for Year 1 and Year 2 separately.

Work Plan Guidelines:

- There should be a clear connection between the Work Plan and the Project Narrative.
- The template has space for three goals and three objectives under each goal with space for activities necessary to achieve the objective. You do not need have three goals or three objectives for each; but may include as many goals and objectives as are relevant for your specific project. Use the Instructions on the template as a guide.

Component 4: Organizational History and Fiscal Accountability

Provide the following documentation:

- Completed Sources of Income form (Attachment 4). The DOL reserves the right to request audited profit and loss statements or additional financial documents at no additional cost to the Department.
- Non-profit organizations only:
 - Documentation of IRS tax exempt status, such as 501(c)(3) determination letter, or description of the reason that the applicant does not have federal tax-exempt status.
 - Certificate of Good Standing from the Colorado Secretary of State.

How to Apply

Responses must be submitted as specified in this announcement. Applications that fail to follow all the requirements may not be considered.

Notice of Intent to Apply

Complete the [Intent to Apply Survey](#) no later than 5:00pm MST on **January 22, 2024**. Entities that do not submit an Intent to Apply Survey are still eligible to submit an application.

The Notice of Intent to Apply will be used solely for planning purposes by the program. The survey will cover the following information:

- RFA number and title
- Organization/agency name
- Contact information
- Objective(s) selected

Formatting Guidelines

- 12 pt font, Arial or Calibri preferred.
- 1-inch margins.
- For Component 2: Project Narrative, use headings provided to distinguish each section of the narrative. Component 2 should not exceed \$3,000 words or 6 single-spaced pages.
- Title documents clearly.
- Save documents as Microsoft Word, Excel, or Adobe PDF files.

Required Documents

A completed application must include all items described in “Required Application Components.” Please provide each item listed, and all related documents, as separate Microsoft Word, Excel or Adobe PDF files following this order:

- Application Form (see Attachment 1)
- Project Narrative

- Budget Worksheet (see Attachment 2) - retain Excel format
- Work Plan (see Attachment 3) - retain Excel format
- Sources of Income table (see Attachment 4) - retain Excel format
- Non-profit tax-exempt status (if applicable)
- Certificate of Good Standing from Colorado SOS (if applicable)

Note: If awarded, your organization will be required to provide additional documentation including a signed W-9 and insurance certificates.

Submission Instructions

For consideration of award, an applicant for **Combating Youth Vaping In Colorado RFA #LAAA 2024*03** must submit a completed email application via zip file no later than 11:59 p.m. MST on February 16, 2024 to: MBT__2.j9zwflzbb1wylnip@u.box.com

No hard copies of applications will be accepted. Applications submitted after the application submission deadline will not be accepted.

If you are unable to submit your application using the provided box.com address, please contact the Department of Law at procurement@coag.gov.

Please note the following:

The subject line and body of the email are not uploaded into the online submission application and will not be received by the DOL. Only email attachments are uploaded. Should any Applicant wish to ask a question or make a comment regarding the RFA, send a separate email to procurement@coag.gov.

Applicants should attach one (1) zip folder that contains all required application submission documents. The zip folder name should include the following title: **“RFA LAAA 2024*03_Combating Youth Vaping_[*APPLICANT’S NAME]”**.

The e-submission application typically uploads submissions within five minutes. Applicants are advised to submit their applications no later than one hour prior to the solicitation deadline to ensure the application has been received.

The e-submission application sends an automated email confirmation if submissions were uploaded correctly.

Please do not encrypt your email. The e-submission application automatically encrypts attachments and any additional encryption may result in failure to upload.

The e-submission process with box.com is only for proposal submission. All inquiries, questions, comments, or concerns should be submitted to the procurement contact, not through the e-submission system. The Notice of Intent to Award will at minimum be posted on Colorado VSS, all other communication from the DOL may be through

direct email from the procurement contact and/or posted to the DCE Funding Opportunities website.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the DOL program website listed in the schedule of activities. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, and/or clarifications to requirements. Program staff will host a “how to apply” webinar to be announced on the website. It is incumbent upon applicants to carefully and regularly monitor the website for publication of modifications to this solicitation and any other information in regard to this RFA. Any DOL announcement of the winning applicant(s) will be via e-mail or in another format, as determined by the DOL, and must be within the timing and discretion of the DOL.

Applicants are not to contact any other state office or individual regarding this RFA or this project, except for the program contact noted below. Applicants are not to rely on any other statements that may alter any specification or other term or condition of the solicitation outside of the DOL website.

All materials submitted shall become the property of the DOL and will not be returned.

Questions and Inquiries

Applicants may make written inquiries via email to obtain clarification of requirements concerning this RFA. Send all inquiries to:

Program contact name: Alison Williams Helm
Program contact email: procurement@coag.gov

- Clearly identify your inquiries with:
 - RFA Number
 - RFA Title
 - The section the inquiry applies to.
- Applicants are not to rely on any other statements that alter any specification or other term or condition of the RFA, unless they have been formally issued by the DOL and posted to [DOL’s Funding Opportunities webpage](#). DOL may also elect to use Colorado VSS to post formal modifications to the RFA.

Pre-application Webinar

As indicated in the Schedule of Activities, Applicants have the option to attend a [pre-application webinar](#) for clarification on this RFA. Visit the [DOL’s Funding Opportunities webpage](#) for information on how to log-in to join these meetings.

Schedule of Activities

Activity	Date
RFA Published on coag.gov/funding-opportunities/	January 8, 2024
Pre-Application Webinar (Attendance optional)	January 18, 2024
Notice of Intent to Apply deadline Notice of Intent to Apply Survey	January 22, 2024
Application submission deadline	February 16, 2024
Evaluation Period (estimated) February 16, 2024 - April 17, 2023	April 17, 2024
Estimated Notification of Award	May 2024
Estimated Contract Effective Date	July 1, 2024

Selection, Evaluation and Awards

Evaluation Process

DOL will review each application to determine whether the application includes all required information and documentation. Applicants that do not meet all requirements specified above may be disqualified, and their applications will not be considered for a grant award.

The technical aspects of applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirement. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance.

The DOL carefully designs scoring and selection process to ensure fair selection of the best qualified applicants. The selection process is described below. The criteria for scoring are in direct correlation to the required application components.

Evaluation Committee

An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:

- Selecting committee members who do not have a conflict of interest regarding this solicitation.
- Facilitating the independent review of proposals.
- Requiring the evaluation of the proposals to be based strictly on the content of the proposals.
- Ensuring the fair and impartial treatment of all Applicants.

The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend applicant(s) for award.

The Evaluation Committee will review each qualifying application proposal based on the criteria identified above and will make a separate determination for an award of a grant for each qualifying proposal. Only individuals on the Evaluation Committee will evaluate proposals for grant awards.

Appendix A: Glossary

Applicant/ Lead Applicant: The entity that will submit the application, receive the grant award, receive the disbursed funds, and be responsible for funds management and submitting required reporting.

Culturally tailored: When the program, activities and other components of an intervention have been adapted to reflect cultural needs and preferences at the population level.

DOL: Colorado Department of Law

DCE: Division of Community Engagement

ENDS: Electronic Nicotine Delivery Systems, ‘use of ENDS’ will be used synonymously with vaping.

Identity affirming: when the program, activities and other components of an intervention promote a sense of belonging and the participants can see themselves reflected in the materials.

Implementing Organization: any partner organization the applicant subgrants a portion of the award to in order to assist in carrying out the project’s activities.

Scare Tactics: dramatized messaging designed to shock or frighten.

Vaping: the use of any device, such as an electronic cigarette, which fundamentally heats a liquid solution into an aerosol that is inhaled into the lungs of the person using it.

Youth: individuals who are under the age of 21.