

# OCPC Development Fellowship – Study Group Candidate Application (SFY 2021)

*Application deadline: Wednesday, September 9, 2020*

## **OCPC Development Fellowship**

ADAPAO, PreventionFIRST!, Ohio University's Voinovich School of Leadership and Public Affairs, and the Prevention Committee of the Ohio Chemical Dependency Professionals Board, with support from the Ohio Department of Mental Health and Addiction Services, are collaborating on the implementation of the OCPC Development Fellowship, a workforce development initiative to increase the advanced skills capacity of Ohio's prevention workforce. The Fellowship includes two separate components: the OCPC Development Fellowship Training & Mentoring Project and the OCPC Development Fellowship Study Group. **This application is for the OCPC Development Fellowship Study Group.**

*Interested professionals may also – but are not required to – apply to participate in the **OCPC Development Fellowship Training & Mentoring Project**. Consideration for participation in the Training & Mentoring Project requires completion of the OCPC Development Fellowship Training & Mentoring Project application available at [www.adapao.org](http://www.adapao.org).*

## **OCPC Development Fellowship Study Group Meeting Dates**

All meetings will take place via Zoom. Meeting dates and times:

- ~~September 24, 2020; 3:00 – 4:30pm~~ [Potential replacement date TBA]
- October 22, 2020; 3:00 – 4:30pm
- November 19, 2020; 3:00 – 4:30pm
- January 28, 2021; 3:00 – 4:30pm
- February 25, 2021; 3:00 – 4:30pm
- March 25, 2021; 3:00 – 4:30pm
- April 22, 2020; 3:00 – 4:30pm
- May 27, 2020; 3:00 – 4:30pm
- June 24, 2020; 3:00 – 4:30pm

## **OCPC Development Fellowship Study Group Funding Opportunity**

The collaborative is offering funding for Ohio Certified Prevention Specialists working to earn their Ohio Certified Prevention Consultant credential to participate in the **OCPC Development Fellowship Study Group**, a professional development opportunity taking place September 2020 through June 2021. This is a skill-building opportunity for those who are interested in strengthening their knowledge of the theories that inform prevention, and those interested in further developing the infrastructure of prevention in Ohio. Grantees should be mindful that this is a unique opportunity to receive funds to participate in professional development while also contributing to the prevention field.

## **Background and Intent**

The goal of this RFP is to seek applicants who are interested in deepening their knowledge of the theoretical basis of prevention, preparing them to be leaders and resources in the field. Grantees will participate in a study group structured around two key areas: (1) the value of credentialed prevention professionals in public health systems and (2) social justice and culturally relevant prevention. Grantees will be responsible for actively participating in each study group session and collectively developing resources to build the capacity of Ohio's prevention workforce and system of care.

Grantees may have the opportunity in future fiscal years to serve as trainers and consultants to the prevention field in Ohio, specifically as subject matter experts on the information learned in this study group. Grantees should have a commitment to advancing the work of prevention in Ohio and a desire to remain engaged in this work.

## **Eligible Applicants**

1. Ohio Certified Prevention Specialists working to earn their Ohio Certified Prevention Consultant credential.
2. All individuals must be interested in advancing the field of prevention by contributing to the development and creation of products and resources for the broader field, including explainer videos, infographics, white papers and workshops.

A total of 15 participants will be accepted.

Please note that only 15 *individuals* (not organizations or programs) will be selected to participate in this opportunity. Internal competition is strongly encouraged in order to select **one individual per organization** to apply for the Study Group and grant. If more than one individual applies from an organization or program, all applications from that organization will be disqualified.

### **Continuing Education Credit**

Upon successful completion of the OCPC Development Fellowship Study Group, participants will earn 13.5 CEUs toward advancing their prevention credential from OCPS to OCPC.

### **Funding and Timeframe**

Applicants may apply for up to \$2,000 for this one-time, 10-month funding opportunity beginning September 1, 2020 and ending June 30, 2021.

### **Permissible Use of Funds**

Funds may be expended on staff time to engage in the study group and complete required study tasks (e.g. reading, writing short papers, and developing content for workshops or presentations). There is an average time commitment of about three hours per week; some weeks may require no work whereas others may require more. Funds may also be used to purchase required readings and materials, registration fees for the ADAPAO Conference or other relevant education/training opportunities.

### **Scope of Work**

Grantees will be responsible for the following:

- Participate in **9 virtual** study group meetings to develop their content knowledge of prevention. Meetings will be held via ZOOM from 3:00 – 4:30pm on the following Thursdays: September 24, 2020; October 22, 2020; November 19, 2020; January 28, 2020; February 25, 2021; March 25, 2021; April 22, 2021; May 27, 2021; and June 24, 2021.
- Participate in the spring ADAPAO conference to be held in Columbus on May 5, 2021. (Registration fee: \$75 for 2021 ADAPAO members; \$175 for non-members).
- Purchase required reading materials and supplies and complete all assigned readings prior to each study group meeting (Materials cost is estimated at \$20).
- Collectively develop shareable resources to build the capacity of Ohio's prevention workforce. Past resources developed from the Ohio Adult Allies Study Group included web pages, explainer videos, white papers, infographics, and podcasts: <https://www.ohioadultallies.com/whywedoit>
- Commit to writing, revising, and finalizing any products.

### **Questions, Technical Assistance and Updates**

A pdf of the PowerPoint from the July 14 information session is available at [www.adapao.org](http://www.adapao.org).

Interested candidates can submit questions electronically to Holly Raffle ([raffle@ohio.edu](mailto:raffle@ohio.edu)), Jim Ryan ([mail@adapao.org](mailto:mail@adapao.org)), and Nicole Schiesler ([nschiesler@prevention-first.org](mailto:nschiesler@prevention-first.org)) no later than September 3, 2020 at 5:00 PM. No questions will be

answered after that deadline.

Interested candidates should monitor [www.adapao.org](http://www.adapao.org) for any updates.

### **Proposal Submission**

Proposals must be received by 5:00pm on Wednesday, September 9, 2020 to be considered. Risk of delay or failure of delivery rests with the applicant. It is highly encouraged that applicants completely review the application, along with the required responses, prior to beginning the application process.

**Where to submit:** Submissions for this proposal must be e-mailed to [mail@adapao.org](mailto:mail@adapao.org) with all accompanying supplementary materials. No faxed, mailed, or hand carried proposals will be accepted.

### **Candidate Application/Proposal Contents**

1. **Candidate Application** (*see Candidate Application, below*)
2. **Resumé**
3. **Cover Sheet** including:
  - a. Name of implementing agency, phone number, address, executive director name and contact information, President of the Board of Directors name and contact information, fiscal officer information, organization federal tax ID number, mission and vision of organization and any organization social media.
  - b. Amount of funding being requested.
4. **Candidate Information** – Applicants will discuss their prevention experience and interest in participating in this unique opportunity, including:
  - a. Please provide a short bio (250 words or less) that describes your educational and professional experiences and tells us a little more about who you are and what qualities that you bring to the Study Group.
  - b. Please describe your current work in prevention (150 words or less).
  - c. Why are you interested in participating in this study group opportunity? (150 words or less)
  - d. Please write a statement about your willingness and desire to learn about theories that inform prevention. (150 words or less)
  - e. Please write a statement about your commitment to professional development and becoming an OCPC. (150 words or less)
  - f. Please write a statement about how you feel about participating in a collaborative environment such as a study group. (150 words or less)
  - g. Please write a statement describing your willingness to develop shareable resources including white papers, infographics, explainer videos, and podcasts, and workshops, to advance the field of prevention. (150 words or less)
5. **Funding**
  - a. Total amount of funds being requested – up to \$2,000. (*See Budget Summary, below.*)
  - b. Description of any matched funds, if applicable.
  - c. Budget narrative. (*See Budget Narrative, below.*)
6. **Conditions of Award and Assurances** (*see Conditions of Awards and Assurances, below*)
  - a. The applicant must accept all conditions of award and assurances to be eligible. The grant assurances must be accepted online AND a signed copy must be included in the submitted application/proposal.

## Proposal Evaluation

Proposals will be scored using the point values provided below.

<b>Proposals will be scored on technical merit and budget. Point values are provided.</b>	<b>Rating (R)</b>	<b>Weight (W)</b>
Does proposal meet scope of request for proposal? Yes or No. If no, proposal cannot be scored.		
<b>1. Cover Sheet (1 point)</b> a. Name of implementing agency, phone number, address, executive director name and contact information, President of the Board of Directors name and contact information, fiscal officer information, organization federal tax ID number, mission and vision of organization and any organization social media. b. Amount of funding being requested.	1	5
<b>2. Program-Specific Information (14 points)</b> a. Please provide a short bio (250 word or less) that describes your educational and professional experiences and tells us a little more about who you are and what qualities that you bring to the Study Group b. Please describe your current work in prevention (150 words or less). c. Why are you interested in participating in this study group opportunity? (150 words or less). d. Please write a statement about your willingness and desire to learn about theories that inform prevention. (150 words or less). e. Please write a statement about your commitment to professional development and becoming an OCPC. (150 words or less). f. Please write a statement about how you feel about participating in a collaborative environment such as a study group. (150 words or less). g. Please write a statement describing your willingness to develop shareable resources including white papers, infographics, explainer videos, and podcasts, and workshops, to advance the field of prevention. (150 words or less).	14	70
<b>3. Funding (5 points)</b> a. Total amount of funds being requested (up to \$2,000). b. Staff commitment c. Budget narrative	5	25
<b>Total Score</b>		

# OCPC Development Fellowship – Study Group Candidate Application (SFY2021)

*Application deadline: Wednesday, September 9, 2020*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Position Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

I have the following credentials/licenses (check all that apply):

OCPS       CHES       RN/CNP       LCDC II, III, or LICDC  
 LISW       LSW       LPCC       Other: \_\_\_\_\_

Participants may need to use work time to meet obligations of the ADAPAO OCPC Development Study Group. With my signature below, I verify that my employer is aware of the time commitment required and supports my application to the ADAPAO OCPC Development Fellowship Study Group.

I agree to adhere to these requirements of the ADAPAO OCPC Development Fellowship Study Group, if selected:

1. Participate in all nine (9) Study Group sessions.
2. Work collaboratively with other prevention professionals.
3. Contribute to the development and creation of products and resources for the broader field, including explainer videos, infographics, white papers and workshops.
4. Commit to an average time commitment of three hours per week through the duration of the Study Group. (Some weeks may require no work and others may require more.)
5. Participate in the formal evaluation of the ADAPAO OCPC Development Fellowship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Include your completed **Candidate Application**, your **resumé**, and your **proposal contents** to ADAPAO at [mail@adapao.org](mailto:mail@adapao.org) by 5:00pm on September 9, 2020.*

## Conditions of Award and Assurances

The undersigned grantee, \_\_\_\_\_, makes the following representations and agrees to the following conditions in accepting funds from ADAPAO.

1. Grantee will utilize the funds solely for the purpose of the participating prevention professional's project as outlined in the grant application.
  - a. Funds CAN be used for wages/overhead, equipment/furniture, or any product, publication, or training/conference registration purchased from ADAPAO.
  - b. Funds CAN be used for food/beverages or for relevant travel purposes related to Study Group work.
  - c. Funds will not be used to issue mini-grants or offer any other direct financial assistance to other organizations or individuals.
2. Grantee possesses the legal authority to apply for the grant, and a motion resolution or similar action has been adopted by Grantee and certified or executed by a duly authorized officer or representative of Grantee, authorizing the filing of the application for the Funds, including all understandings and assurances contained therein, and directing and authorizing the person identified below as the official representative of the Grantee to act in connection with the Application and to provide additional information as required.
3. Grantee will comply with all applicable federal, state and local laws prohibiting unlawful discrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, gender identity, or disability.
4. Grantee will acknowledge the source of the funds on all written materials generated from the Fellowship, and in all advertising and media releases using the following language: ***The project was funded by ADAPAO with support from the Ohio Department of Mental Health and Addiction Services.***
5. Grantee will complete all activities and related expenses by June 25, 2021.
  - a. Grantee will calculate fund expenditures and report any anticipated unspent funds to ADAPAO by Friday, June 4, 2021.
  - b. If the Grantee does not expend the entire portion of the awarded funds, they will be returned to ADAPAO by Friday, June 25, 2021.
6. Grantee will not make any budget changes without the prior approval of ADAPAO. If grant funds are used other than set forth in the application, without written approval, the applicant will repay the full amount of the grant.
7. Grantee understands that failure to meet the parameters of 5 and 6 above will impact the grantee's ability to receive funding from ADAPAO for future projects.
8. Grantee hereby agrees to indemnify, defend, save and hold harmless ADAPAO from any and all liabilities, obligations, claims, suits, actions, losses, damages, fines, penalties or any other costs which arise in whole or in part out of any authorized or unauthorized acts by Grantee, its representatives, agents, employees or affiliates, directly or indirectly related to the Project or the Funds.
9. Grantee agrees not to accept sponsorship from or partnership with the alcohol, tobacco, marijuana, or gambling industries for any purpose within the scope of this project.
10. Grantee agrees to provide ADAPAO with an accurate accounting of grant expenditures for this grant accompanied by receipts upon request.
11. Grantee is aware that Lobbying - Section 319 of Public Law 101-121 generally prohibits recipients of Federal grants and cooperative agreements from using appropriated funds for lobbying.

**Conditions of Award and Assurances** *(continued)*

---

Study Group Participant Name

---

Study Group Participant Signature

---

Date

---

Fiscal Agent Signature

---

Date

---

CEO/Executive Director Signature

---

Date

## Budget Narrative

### Direct Costs

- a. Personnel Salaries and Wages (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- b. Fringe Benefits (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- c. Travel (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- d. Equipment (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- e. Supplies (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- f. Contractual (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- g. Construction (N/A)
- h. Other Expenses (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.
- i. Indirect Costs (insert total funds allocated to this project)  
Insert explanation of how expenditures were calculated and justification for the expense.

**Study Group Budget Summary**

<b>A. Budget Categories:</b>	<b>B. ADAPAO Funds</b>	<b>C. Other Funds</b>	<b>D. Total Funds</b>
<b>Category I: Personnel Costs</b>			
A1. Personnel			
A2. Fringe Benefits			
<b>Category II: Non-Personnel Costs</b>			
A3. Consultants			
A4. Subscriptions & Publications			
A5. Supplies			
A6. Printing/Copying			
A7. Rent/Lease Expenses			
A8. Phone/Utilities			
A9. Maintenance/Repair			
A10. Rentals			
A11. Insurance			
A12. Motor Vehicle			
A13. Travel-hotel			
A14. Food			
A15. Conference/Training Registration			
A16. Equipment/Computer			
A17. Furniture			
<b>E. Totals</b>			

When this form is completed as an expenditure report the person submitting must print or type name and sign the document.

Prepared by (print name): \_\_\_\_\_

Prepared by (signature): \_\_\_\_\_  
Date

Fiscal officer (name): \_\_\_\_\_

Fiscal officer (signature): \_\_\_\_\_  
Date