



**PUBLIC POLICY INSTITUTE**  
Policy. Prevention. Innovation.

# **Stay Strong MKE Alcohol and Substance Use Prevention 2018 Request for Proposals**

Issued October 4, 2017

Due Monday, November 13<sup>th</sup>, 2017 by 3:00pm

The Bidders' Conference will take place on Friday, October 20<sup>th</sup>, 2017 at 1:00pm and is highly recommended for applicants. Please submit questions via email to Elysse Chay at [Prevention@CommunityAdvocates.net](mailto:Prevention@CommunityAdvocates.net) by Monday, October 16<sup>th</sup>, 2017. These questions will be answered at the Bidders' Conference and published online at [MCSAPcoalition.org/coalition/funding.php](http://MCSAPcoalition.org/coalition/funding.php)

# Stay Strong MKE 2018 Request for Proposals

## Table of Contents

Introduction.....	2
Stay Strong MKE Purpose .....	2
2018 Stay Strong MKE Funding.....	4
Types of Awards .....	4
National Prevention Week .....	4
Milwaukee County Substance Abuse Prevention Coalition .....	5
Eligibility and Minimum Standards.....	5
Grantee Expectations .....	5
Community Advocates Public Policy Institute Commitments .....	6
Stay Strong MKE Timeline.....	7
Proposal Instructions .....	8
Proposal Instructions .....	9
Cover Page (5 points) .....	9
Project Narrative (95 points) .....	9
Representation (0 points) .....	11
Inclusion (10 points) .....	11
Budget (0 points) .....	11
Budget Narrative (15 points) .....	11
Preliminary Review .....	12
Proposal Review Committee.....	12
Right to Reject Proposals.....	12
Proposal Cover Page.....	13
Proposed Annual Budget .....	14
Budget Narrative .....	15
Logic Model .....	18
Stay Strong MKE Proposal Checklist.....	19

# Stay Strong MKE 2018 Request for Proposals

## Introduction

The Community Advocates Public Policy Institute invites proposals from not-for-profit organizations or government entities providing services in Milwaukee County that provide programming and services directed toward the prevention of alcohol and other drug use or abuse (AODA) and misuse among youth.

Funding is made available through the Milwaukee County Behavioral Health Division. Substance use and misuse have broad and significant impacts on the overall health and wellbeing of all Milwaukee County residents. The economic and health costs of substance abuse are substantial. The most effective way to address these issues is to prevent them.

The Community Advocates Public Policy Institute estimates that 8-10 projects will be funded with grant awards of \$25,000 in AODA prevention funding in 2018 based on this Request for Proposal's competitive bidding process.

## Stay Strong MKE Purpose

In its role as administrator of Stay Strong MKE since 2013, the Community Advocates Public Policy Institute is responsible for contract administration, project monitoring and coordination, financial and project reporting, and evaluation. Additional information about the Community Advocates Public Policy Institute's current projects, collaborative relationships, and research and evaluation can be obtained online at [PPI.CommunityAdvocates.net](http://PPI.CommunityAdvocates.net) and [MCSAPcoalition.org](http://MCSAPcoalition.org).

The Community Advocates Public Policy Institute is soliciting proposals for the provision of alcohol and other substance use prevention projects that work directly with adolescents.

Stay Strong MKE projects place emphasis on:

- Leveraging and maximizing existing resources by partnering with key leaders, community organizations, the faith community, parents and families, public and private institutions, and other youth-serving and youth development organizations and resources;
- Tailoring programs to local youth's strengths and challenges;
- Utilizing the skills, knowledge and services of youth, parents, local citizens, public and private organizations, the faith community, business, volunteer organizations and others throughout the community;
- Supporting the work of the Milwaukee County Substance Abuse Prevention Coalition (MCSAP) coalition toward preventing marijuana use, alcohol use and prescription drug misuse among youth through environmental strategies.

## Positive Youth Development

Stay Strong MKE projects should embody the principles of [Positive Youth Development \(PYD\)](#), not just a focus on preventing or stopping negative behaviors.

- PYD is an intentional process. It is about being proactive to promote protective factors in young people.
- PYD complements efforts to prevent risky behaviors and attitudes in youth and supports efforts that work to address negative behaviors.
- PYD acknowledges and further develops (or strengthens) youth assets. All youth have the capacity for positive growth and development.
- PYD enables youth to thrive and flourish and prepares them for a healthy, happy, and safe adulthood.
- PYD involves youth as active agents. Youth are valued and encouraged to participate in design, delivery, and evaluation of the services. Adults and youth work in partnership.
- PYD instills leadership qualities in youth, but youth are not required to lead. Youth can attend, actively participate, contribute, and/or lead through PYD activities.
- PYD involves civic involvement and civic engagement; youth contribute to their schools and broader communities through service.
- PYD involves and engages every element of the community — schools, homes, community members, and others. Young people, family members, and community partners are valued through this process. PYD is an investment that the community makes in young people. Youth and adults work together to frame the solutions.

## Trauma-Informed Approach

Stay Strong MKE projects should use a [trauma-informed approach](#) to implementation that:

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- Responds by fully integrating knowledge about trauma into policies, procedures, and practices;
- Seeks to actively resist re-traumatization; and
- Reflects the six key principles of a trauma-informed approach:
  - Safety
  - Trustworthiness and Transparency
  - Peer support
  - Collaboration and mutuality
  - Empowerment, voice and choice
  - Cultural, Historical, and Gender Issues

## 2018 Stay Strong MKE Funding

Projects will include a variety of services aimed at preventing and reducing the incidence of alcohol and drug use among youth in Milwaukee County by achieving the following outcomes:

- 1) Decrease the proportion of participants who report using alcohol;
- 2) Decrease proportion of participants who report using illegal drugs;
- 3) Increase the proportion of participants who report the efficacy to abstain from alcohol and illegal drugs despite external pressures; and
- 4) Increase the proportion of participants who report the efficacy to manage negative emotions that lead to alcohol or drug use.

## Types of Awards

### Evidence-Based Programs

Evidence-based programs use a defined curriculum or set of services that, when implemented with fidelity as a whole, has been validated by some form of scientific evidence. Examples of previous evidence-based programs funded by Stay Strong MKE include Botvin's [LifeSkills Training](#), Mendez Foundation's [Too Good for Drugs](#) and All Stars Prevention's [All Stars Core](#) curricula.

Evidence-based programs can be found at the following registries, as well as in state epidemiological reports or peer-reviewed journals:

- SAMSHA's National Registry of Evidence-based Programs and Practices – <http://www.nrepp.samhsa.gov/>
- OJJDP Model Programs Guide, Office of Juvenile Justice and Delinquency Prevention – <http://www.ojjdp.gov/mpg/>
- Guide to Community Prevention Services, Centers for Disease Control and Prevention – <http://www.thecommunityguide.org/index.html>

### Evidence-Based Practices

Evidence-based practices are approaches to prevention that are validated by some form of documented scientific evidence. This includes findings established through controlled clinical studies, but other methods of establishing evidence are valid as well.

Optional: Awarded projects may also use evidence-based substance use prevention practices with youth that are involved in the juvenile justice or child welfare systems.

## National Prevention Week

May 13 to 19, 2018 is [National Prevention Week](#), a week-long observance that focuses on the role substance use prevention plays in promoting safe and healthy communities. In addition to implementing an evidence-based program or evidence-based practice, all awardees are

expected to ensure that youth participate in a special activity observing National Prevention Week. More information and suggestions can be found at: <https://www.samhsa.gov/prevention-week>

## Milwaukee County Substance Abuse Prevention Coalition

Now in its sixth year of existence, the [Milwaukee County Substance Abuse Prevention Coalition \(MCSAP\)](#) is a coalition of community partners including youth, parents, business, media, schools, youth-serving organizations, law enforcement, religious organizations, civic groups, healthcare, government agency, and other organizations. MCSAP's vision is "Bringing together resources, wisdom, talents and passion to create a happy and healthy community." MCSAP operates under the mission statement: "To improve the quality of lives in our community by preventing the harmful consequences of substance use and abuse." Awardees are required to participate regularly in the coalition for network and training opportunities, information sharing, the latest AODA prevention information, and more.

One of MCSAP's goals is to increase youth involvement and youth leadership opportunities. In partnership with MCSAP, awardees are strongly encouraged to promote the involvement of youth in the delivery of programs (peer facilitation) as a way to impact social norms.

## Eligibility and Minimum Standards

To be eligible, an applicant organization must be an established 501(c)(3) nonprofit organization or a government entity.

A non-federal cash match or in-kind match representing 25% of the Stay Strong MKE proposal request is required. The cash match may not include any funding that originated with the federal government, even if it passed through another entity before reaching the organization.

## Grantee Expectations

- All awardees will be expected to deliver the project as outlined in their proposal without subcontracting any responsibilities.
- All awardees will deliver services within Milwaukee County.
- All awardees using evidence-based curricula must use those tools with fidelity. If facilitators are not already trained to deliver the curriculum, include training and copies of the curriculum in your budget. Guidance regarding appropriate adaptations is available by request.
- All awardees will submit a six-month and final annual report to the Community Advocates Public Policy Institute, including demographic information of people served broken down by race, ethnicity and age, for the Substance Abuse Prevention Services Information System.
- All awardees are required to work with outside evaluators retained by the Community Advocates Public Policy Institute. This may be in addition to other assessment or evaluation tools you currently utilize.
- All awardees are expected to participate in five of six regular Stay Strong MKE grantee meetings, five of six regular Milwaukee County Substance Abuse Prevention Coalition

meetings, as well as several technical assistance meetings, trainings and networking events. Stay Strong MKE grantee meetings and Milwaukee County Substance Abuse Prevention Coalition meetings will be held on the third Thursday of January, March, May, July, September and November 2018.

- Awardees will allow Community Advocates Public Policy Institute access to programming to provide monitoring and observation.
- All awardees agree that organization clients, staff, and membership on the governing board are served, employed or appointed without regard to social or economic class, gender, gender identity, age, sexual orientation and identification, disability, special health care needs, race or religion. Organizations with a religious affiliation must not refuse services to an applicant based on religion or require participation in religious activities as a condition of assistance.
- Awardees that have previously received a corrective action plan from Community Advocates Public Policy Institute regarding other grants may find additional stipulations in their contract to ensure performance.

## Community Advocates Public Policy Institute Commitments

- Community Advocates Public Policy Institute will organize regular grantee meetings, as well as training and networking opportunities for organizations throughout Milwaukee County.
- Community Advocates Public Policy Institute will contract with the Center for Urban Population Health to provide evaluation support at no cost to awardees.

## Stay Strong MKE Timeline

October 16 <sup>th</sup> , 2017	Email questions about the request for proposals to <a href="mailto:Prevention@CommunityAdvocates.net">Prevention@CommunityAdvocates.net</a> to have them answered at the Bidder's Conference
October 20 <sup>th</sup> , 2017	Bidders Conference
November 13 <sup>th</sup> , 2017	Stay Strong MKE proposals due by 3:00pm
November 30 <sup>th</sup> , 2017	Awardees notified via email
December 2017	2018 Stay Strong MKE awardees participate in evaluation review and implementation trainings
January 1 <sup>st</sup> , 2018	Project funding year begins
January 2018	All awardees will participate in a logic model review process  All facilitators of Stay Strong MKE will participate in a facilitation and survey administration training.
February-June 2018	Grantee first site visit
July 2018	Six-month reports due
August-October 2018	Grantee second site visit
December 31 <sup>st</sup> , 2018	Project funding year ends
January 2019	Final reports due to Community Advocates Public Policy Institute

## Proposal Instructions

Each applicant organization must submit a written proposal. Proposals that do not follow this format may not be reviewed.

Proposal length cannot exceed 11 pages as follows:

Required Section	Maximum Length
Cover Page	1 page
Project Narrative	5 pages
Logic Model	1 page
Representation	½ page
Inclusion	½ page
Budget	1 page
Budget Narrative	2 pages

- Proposals must use at least 12 pt. font with a minimum 1 inch margins on all sides. The font requirement applies to all narrative except logic model, text boxes, charts, tables, footnotes, and forms, which must use at least 10 pt. font.
- All pages must be numbered, with the cover page as page 1 and the budget narrative ending no later than page 11.
- Please do not attach additional information other than what has been requested, including brochures or other documentation.
- Provide one signed original and six hard copies.
- Provide one copy of organization's 501(c)(3) IRS determination letter.
- Provide one copy of the organization's most recent audit, including management letter if one was issued.
- Provide one copy of match documentation.
- Deliver your proposal copies and documentation to Community Advocates Public Policy Institute, 728 North James Lovell Street, Milwaukee, 53233 no later than 3:00pm on Thursday, November 9<sup>th</sup>, 2017. Proposals that are emailed, faxed, or late may not be accepted.

## Proposal Instructions

The entire proposal is worth a total of 125 points. Following are instructions for each section of the proposal.

### Cover Page (5 points)

Please complete the form provided in this electronic proposal packet or replicate the form and complete all requested items. The form must be signed by an authorizing official of the organization, i.e. board chair or executive director.

The proposal page also requires a clear, concise project abstract (250 word limit) which must include:

- ✓ a brief description of the proposed grant project
- ✓ the need addressed by the proposed project
- ✓ the proposed services encompassed by the proposed project
- ✓ the population group(s) to be served by the proposed project

Project abstracts may not include reference to other parts of the proposal.

### Project Narrative (95 points)

The project narrative will provide reviewers with information about your organization and your proposed project. It is very important that you follow the format provided below and label each section and subsection as indicated.

#### Organization Capability and Qualifications (15 points)

Please describe the following elements in this section:

- brief history of organization
- organization's experience in providing AODA prevention programs
- project staff's background and experience in relation to AODA prevention program delivery.

#### Needs Statement and Target Population (15 points)

- Clearly state the specific needs and challenges for the target population in relation to alcohol and other drug use and abuse.
- Describe this target population's demographics in terms of race/ethnicity, gender, age, poverty status and where they reside within Milwaukee County.
- Document the need for services in the context of a survey, needs assessment conducted by the applicant organization, another partner organization or through local statistics released by credible sources, such as city, county, state, universities, etc.
- Detail how your project is inclusive to all populations and accommodates individual needs (language, physical disabilities, etc.).
- Indicate whether your project delivery will be indicated, selective or universal prevention.
  - Universal prevention includes strategies that can be offered to the full population, based on the evidence that it is likely to provide some benefit to all

- (reduce the probability of disorder), which clearly outweighs the costs and risks of negative consequences.
- Selective prevention refers to strategies that are targeted to subpopulations identified as being at elevated risk for a disorder.
  - Indicated prevention includes strategies that are targeted to individuals who are identified (or individually screened) as having an increased vulnerability for a disorder based on some individual assessment but who are currently asymptomatic.

### **Project design (25 points)**

Please address the following elements in this section:

- A brief description of the evidence-based program model or evidence-based practice and theory of change; specifically, describe why this program/practice was selected over others and why it will lead to the proposed outcomes in the logic model. (Additional information requested in Evidence-Based Program section)
- Describe outreach strategy. For example, describe how the proposed project will reach, engage and retain participants or address target audience
- Describe where youth will be served and the hours locations will be open
- Number of hours of programming (total hours of direct service that will be provided)
- Provide a numeric breakdown of youth participants projected to be served by the end of the project year, or number of people that will be reached in your target audience
- Describe youth involvement in project design, implementation, and ongoing operation

### **Collaborative relationships project (10 points)**

Describe existing and proposed partnerships that will be utilized to deliver programming under this grant. Outline the benefits and outcomes of each partnership, i.e. collaboration with Milwaukee Public Schools to deliver curriculum to their youth in the schools. Include funding source if the partner is providing a leveraged resource.

### **Logic Model (20 points)**

A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among project elements. Each proposal must include a completed logic model, using the template included on p. 18.

The logic model will become part of your Stay Strong MKE contract if your project is selected for funding. For the purposes of this announcement, the logic model should describe and summarize the connections between the:

- Goal of the project (e.g., reasons for proposing interventions);
- Inputs and Resources (e.g., organizational profile, collaborative partners, key staff, budget);
- Evidence-Based Program and/or Practice (including curriculum or method selected and link/citation to research);
- Activities (e.g., approach listing key intervention, if applicable);
- Internal and External Outputs/Deliverables (i.e., the direct products or deliverables of project activities); and
- Outcomes (i.e., the results of the project, typically describing a change in knowledge, skills and behavior).

The Goals and Outcomes section for the logic model has been pre-populated to create uniformity between awardees. Final awardees may propose additional outcomes they wish to measure if they so choose. Please complete the remaining required components of logic model template specific to your project using the definitions above.

In addition to completing the logic model template, in the logic model narrative form in this section, describe how the Project Activities and Internal and External Outputs/Deliverables (objectives) for your project will lead to the achievement of the Stay Strong MKE outcomes. Outcomes will be measured through pre and post surveys reviewed or developed by Stay Strong MKE Evaluator. Describe your organization's capacity to administer the pre and post surveys to participants and collect outcome information.

### **Evidence-Based Program and/or Practice (10 points)**

Indicate the evidence-based program and/or practice selected to be used in the project. Include a citation and/or link to the full research report for the selected evidence-based curriculum or practice. Explain why the curriculum or practice was selected and why it is a good fit for the proposed project and target population.

Evidence-based programs can be found at the following sites:

- SAMSHA's National Registry of Evidence-based Programs and Practices – <http://www.nrepp.samhsa.gov/>
- OJJDP Model Programs Guide, Office of Juvenile Justice and Delinquency Prevention – <http://www.ojjdp.gov/mpg/>
- Guide to Community Prevention Services, Centers for Disease Control and Prevention – <http://www.thecommunityguide.org/index.html>

### **Representation (0 points)**

Describe the ways in which your organization's board of directors and staff are representative of the demographics of the youth your organization serves.

### **Inclusion (10 points)**

Describe how youth and/or their families have been or will be part of decision-making processes for this project and/or within your organization.

### **Budget (0 points)**

Outline the proposed budget for the amount you requested using the provided budget template. Include the cash match breakdown and source(s) of match. Total project cost should be outlined as well.

### **Budget Narrative (15 points)**

Describe in detail each proposed budget line item, including description of match and overall cost to deliver programming.

## Preliminary Review

The proposals will be initially reviewed to determine if minimum requirements are met. Failure to meet minimum requirements may result in the proposal being rejected.

## Proposal Review Committee

After the preliminary review, each proposal will be reviewed and scored by a panel of 4-6 reviewers using the Stay Strong MKE Proposal Scoring Instrument. The Review Committee will consist of members who have been selected because of their special expertise and knowledge of positive youth development, trauma-informed approaches and/or substance use prevention best practices.

The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received. Applicants may not contact members of the evaluation committee except at the request of Community Advocates Public Policy Institute.

## Right to Reject Proposals

Community Advocates Public Policy Institute reserves the right to reject any and all proposals. Community Advocates Public Policy Institute may negotiate the terms of any contract, including the award amount, with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring applicant, the organization may negotiate a contract with the next highest scoring proposer.

# Proposal Cover Page

## Proposal for Stay Strong MKE 2018 Projects

Organization Name	
Street Address	
ZIP Code	
Stay Strong MKE Project Name	
Contact Person Name, Phone and Email	
Amount of Stay Strong MKE Request	
Date of Most Recent Organization Audit	
Authorizing Official's Name and Title	
Authorizing Official's Signature	

**Project Abstract (250 word limit):**

# Proposed Annual Budget

January 1 to December 31, 2018

Category	Stay Strong MKE Request	Cash Match	Source of Match	Total Project Cost
Salaries				
Fringe Benefits				
Payroll Taxes				
Professional Fees				
Supplies				
Telephone				
Postage				
Occupancy				
Equipment Rental/Maintenance				
Printing				
Travel				
Conferences				
Membership Dues				
Awards and Grants				
Allocated Costs				
Client Transportation				
Depreciation				
Other				
<b>TOTAL</b>				

## Budget Narrative

Include a maximum two-page budget narrative providing explanation of every line item in the proposed Stay Strong MKE budget as described on p. 13 of this proposal. Also explain the source and use of funds/resources claimed as cash match.

Below is a description of each line-item. Please be sure to provide sufficient detail in the narrative to support each cost category as referenced below.

Category	Description	Justification/ Narrative
Salaries	Costs of employee salaries and wages	Identify the project director if known at the time of application. For each staff person funded through this proposed project provide: the title; time commitment to the project in months; time commitment to the project as a percentage of full-time or equivalent; annual salary; grant salary; wage rates; etc. Do not include cost of consultants, personnel costs of delegate awardees, or specific project(s) and/or businesses to be financed.
Fringe Benefits	Cost of employee fringe benefits unless treated as part of an approved indirect cost rate.	Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health, life and disability insurances, pension etc.
Payroll Taxes	Employer's share of payroll taxes	Provide breakdown of amounts and percentages (Federal Insurance Contributions Act (FICA) taxes, Worker's Compensation and Unemployment Insurance)
Professional Fees	Fees charged for services from consultants (curriculum training costs, social marketing, website design, etc.)	Provide breakdown of the type of professional service provided and amount of hours and plan for use in project. Please describe how these services are specifically related and necessary for the Stay Strong MKE project

Supplies	Supplies include the purchase of curriculum materials, staff supplies, project support items, office supplies, copier lease, outreach and recruitment materials, and external printing and copying costs	Provide breakdown of costs per unit, quantities purchased and plan for use in the project by item
Telephone	Project-related telephone/cell phone costs	Provide breakdown of costs for phone services and basis used for charging to this project
Postage	Project related postage/ mailing costs	Provide breakdown by cost per mailing and total pieces mailed and plan for use in project

Occupancy	Cost of mortgage/rent, Building Maintenance/Repair	Provide cost for yearly rent/mortgage, and description of other costs associated with occupancy
Equipment Rental/Maintenance	“Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000.	For each type of equipment request provide a description of equipment; the cost per unit; the total cost; and a plan for use on the project; as well as use and/or disposal of equipment after the project ends.
Printing	Project related printing costs (marketing flyers, handouts, etc.)	Provide breakdown of printing purpose/use in the project, quantity and cost by unit
Travel	Cost of project-related travel by employees of the applicant organization.	Please indicate the estimated number of project related miles and organization approved mileage rate. For out of town travel, describe how it is specifically related and necessary for the project. Provide unit costs for all travel-related items.

Conferences	Cost of project-related conferences attended	For each conference attended show: total number of personnel in attendance, and total cost
Membership Dues	Payments and dues associated with clubs and associations and organizations	Identify the club or association the payment or due is made to, and the purpose or benefit to the project
Awards and Grants	Non-repayable funds disbursed by a party to a recipient	Describe award/grant amount and purpose
Allocated Costs	Assignment of a common cost to several cost objects	Describe common cost and breakdown by % of allocation between each of the cost objects
Client Transportation	Costs associated with client transportation to assist participants getting to and from programming (e.g. bus tickets, buses, taxi, etc.)	For each trip show: total number of traveler(s); type of travel, travel destination; and mileage

Depreciation	Costs associated with large capital expense purchase spread over the number of years it will be in use	Describe capital expense, cost, terms and purpose to project.
Other	Total of all other costs not previously identified such as legal fees, organization audit, liability insurance, etc.	Provide computations, a narrative description and justification for each cost under this category.

# Logic Model

Note: All 2018 funded Stay Strong MKE project curricula/practices/tools selected must be evidence-based and link to the pre-populated outcomes described below. Project Activities and Internal Outputs/ Deliverables must correlate to these pre-populated outcomes.

<u><b>Problem</b></u>	<u><b>Evidence-Based Model</b></u>	<u><b>Project Activities</b></u>	<u><b>Internal and External Outputs/Deliverables</b></u>	<u><b>Outcomes</b></u>
<p>High rates of alcohol and other drug use and abuse among youth.</p> <p><u><b>Goals</b></u> Prevent and reduce the incidence of alcohol and other drug use and abuse among youth.</p> <p><u><b>Inputs/ Resources</b></u> Insert Inputs and/or Resources into this section. Examples include: Staff, Collaborations and Partners, Budget , Matching Funds (\$x,xxx)</p>	<p><i>Name the Evidence Based Program or Practice</i></p> <p>Link/Citation to Research supporting the effectiveness of the proposed project:</p> <p><i>Insert Link or Citation to Research supporting the Evidence-Based Program or Practice</i></p>	<ol style="list-style-type: none"> <li>1)</li> <li>2)</li> <li>3)</li> <li>4)</li> <li>5)</li> </ol>	<ol style="list-style-type: none"> <li>1)</li> <li>2)</li> <li>3)</li> <li>4)</li> <li>5)</li> </ol>	<ol style="list-style-type: none"> <li>1) Decrease the proportion of participants who report using alcohol.</li> <li>2) Decrease proportion of participants who report using illegal drugs.</li> <li>3) Maintain or increase the proportion of participants who report the efficacy to abstain from alcohol and illegal drugs despite external pressures.</li> <li>4) Maintain or increase the proportion of participants who report the efficacy to manage negative emotions that lead to alcohol or drug use.</li> </ol>

## Stay Strong MKE Proposal Checklist

- \_\_\_ One (1) original copy of signed proposal
- \_\_\_ Six (6) copies of proposal
- \_\_\_ Copy of 501c3 letter (1 copy)
- \_\_\_ Copy of most recent audit (1 copy)
- \_\_\_ Copy of match documentation (1 copy)