Information & Education (I&E) Program   
Request for Application (RFA) Program Narrative Template

Agency Name:       County:         
Contact Name:       Contact Email Address:

**Instructions:**

* Please ensure that responses are complete, concise, and respond directly to the information requested.
* Narrative responses should not exceed **30 pages total**.
* Use Calibri or Times New Roman 12 point font and 1.15 line spacing.

# Background, Agency Experience, and Organizational Capacity (Maximum 25 points)

1. Describe any recent changes (i.e., in the past three years) in local trends in adolescent birth rates, STI/HIV rates, and adolescent pregnancy prevention efforts, using citations where appropriate. Include any relevant information on high-needs populations, health disparities, and any other geographic and/or demographic factors, such as rurality or migration (5 points).

1. Describe the availability of sexual health education programming, sexual and reproductive health care, and other youth-serving resources and services in the applicant’s service area. Highlight gaps, needs, and the capacity of the organization to address those. (5 points).

1. Describe the applicant’s experience administering adolescent sexual health education programming, including implementation of EBPMs or EIPMs, data collection, program monitoring, and continuous quality improvement efforts. (5 points).

1. Describe the applicant’s experience with engaging parents/caring adults in the community in program activities. This could include: strategies for effective outreach to parents, innovative approaches to reach parents, a description of types of engagement, topics covered and outcomes from the activities. *(5 points)*

1. Describe the applicant’s organizational capacity and structure as it relates to successfully meeting the sexual and reproductive health needs of youth in their local service area. Include the organization’s ties to the community and other local youth-serving agencies. Include applicant’s organizational chart. (5 points).

# Implementation Plan (Maximum 50 points)

1. Describe the applicant’s plan for implementing and administering Evidence-Based Program Models/Evidence-Informed Program Models including justification for model selection, target area and proposed strategies and successes for reaching high-need youth. Please describe how past experience will support the proposal, including lessons learned and best practices for recruitment, retention and ensuring quality implementation. (10 points).

1. Describe the applicant’s plan for parent/caring adult engagement activities (e.g. curriculum preview to parents/caring adults as well as sharing resources or educating parents and care givers about topics such as adolescent development, healthy life skills, healthy relationships, education and career success, and parent-child communication). Please describe how past experience will support the proposed activities.  *(10 Points)*

1. Describe your experience with and plan for reaching rural populations. Please describe how past experience will support the proposed activities. (10 points).

1. Target Population and Program Setting (10 points).

*Instructions: For each primary target population that the applicant plans to serve, indicate the program setting where this population will be reached and the proposed evidence-based or evidence-informed program model (EBPM/EIPM) that will be used. If serving the same target population in different program settings and/or with different EBPMs/EIPMs, please enter each target population, program setting, and EBPM/EIPM combination on a separate row.*

**Table 1: Target Population and Program Setting**

| **Primary Target Population** | **Program Setting** | **Proposed Evidence-Based or Evidence-Informed**  **Program Model/s** | **Estimated Number of Cohorts** | **Anticipated Cohort Size** | **Number of Youth To Be Served** |
| --- | --- | --- | --- | --- | --- |
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| Total Number of Youth To Be Served | | | | |  |

1. Describe the number and classification of proposed program staff positions, including project director and facilitator(s). Address the proposed structure of supervision and staff support, and how staffing will support optimal delivery of I&E services (10 points)*.*

*Note: CDPH/MCAH highly recommends planning for I&E facilitators to have all or most of their FTE percentage devoted to I&E (i.e., not split across multiple projects), so they can implement regularly and build skill and comfort with delivering the curricula. The expectation at the minimum funding level ($125,000) is at least one full-time facilitator (which may be split between up to two individual employees at .50 FTE each) and one project coordinator at no less than 25% FTE.*

# Plan for Community Outreach (Maximum 10 points)

1. Describe the applicant’s past efforts regarding joining or forming a Local Stakeholder Coalition per the I&E Scope of Work, including the process of identifying stakeholders and partners, coalition goals, activities conducted, and efforts to engage communities in the applicant’s local service area (5 points).

1. Describe plans for community outreach during FYs 2019-21, including activities conducted by the applicant, as well as by the Local Stakeholder Coalition (5 points).

# Plan for Clinical Linkages (Maximum 10 points)

1. Describe the applicant’s relationship and history of partnering with local Family PACT and other youth-friendly sexual and reproductive health service providers, and explain the applicant’s plan for creating links between I&E implementation and access to Family PACT services (5 points).

1. Describe additional activities to promote use and awareness of youth-friendly sexual and reproductive health services in their community (5 points).

# Budget Detail and Justification (Maximum 5 points)