

# **GUIDELINES**

## **Instructions**

- Required fields are marked with an \*
- You may return to your application forms list by clicking the Office of Drug Control Policy – ASAP Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click SAVE. **You must SAVE before proceeding or you will lose data.**
- Any supporting attachments such as charts and graphs can be placed on the attachments page.

## Guidelines:

1. All Requests for Proposals (RFP) will be considered if received on or before May 1, 2008, by 4:30 p.m. Any proposal submitted after that date will not be considered unless there is a new RFP issued by the Office of Drug Control Policy (ODCP) and KY-ASAP.
2. All Local KY-ASAP boards in good standing or "in compliance" are eligible to apply and their application will be considered. Local boards not in compliance are not eligible to apply or receive additional funds.

3. The RFP's will be reviewed by staff of the ODCP. This will ensure a timely review of the proposals. Factors that will be used to evaluate the RFP's are as follows:

- a. Compliance issues;
- b. Conformity to applicable Kentucky Revised Statutes and Administrative Regulations;
- c. Spending proposal as it relates to the local board's strategic plan;
- d. Spending proposal as it relates to the mission of KY-ASAP;
- e. Performance of the local board;
- f. Fiscal responsibility of funds that have been allocated previously to the local board;
- g. Effectiveness of the local board in their community; and
- h. Amount of award will in part be based on how well the local board has documented their need and how this award will address their needs.

4. All awards are contingent on availability of funds within the KY-ASAP budget.

**I agree to the terms and conditions on this page.\***