



REQUEST FOR BEST VALUE APPLICATIONS (RFA) #852P026

Issue Date:	September 24, 2026
Title:	Youth Substance Use Prevention Grant
Issuing Agency:	Virginia Foundation for Healthy Youth (VFHY)
Contract Period:	July 1, 2027 through June 30, 2030
Questions:	All inquiries should be directed to Director of Programs Michael Parsons at mparsons@vfhy.org
Award Amount:	Not to exceed \$50,000 in each year of the grant, and \$150,000 total for three years.

Table of Contents

INTRODUCTION	3
PREREQUISITES AND ELIGIBILITY	3
AWARD INFORMATION	4
I. PURPOSE	4
II. BACKGROUND.....	4
III. FUNDING AVAILABLE	4
IV. EVALUATION AND AWARD PROCESS	4
REGIONAL GRANTS ADMINISTRATORS (RGAs).....	6
IMPORTANT DATES AND DEADLINES.....	8
DESCRIPTION OF FUNDING	8
APPLICATION INSTRUCTIONS	10
GENERAL REQUIREMENTS.....	10
I. Summary Information	10
II. Organizational Background	10
III. Program Information.....	11
IV. Workplan.....	12
V. Program Implementation Matrix.....	13
VI. Evaluation	15
VII. Budget and Budget Narrative	15
VIII. Terms and Conditions	17
ONLINE GRANT PORTAL INSTRUCTIONS	17

INTRODUCTION

The Virginia Foundation for Healthy Youth (VFHY) is a political subdivision of the Commonwealth of Virginia dedicated to empowering youth to make healthy choices by reducing and preventing tobacco and nicotine use, substance use, and childhood obesity.

VFHY is seeking applications for a new round of three-year grant funding to support the implementation of evidence-based youth substance use prevention programs across Virginia.

PREREQUISITES AND ELIGIBILITY

Applicants must watch the prerecorded [Pre-Application Webinar](#) before submitting their application. More information can be found on page 8. Applicants that do not view the Pre-Application Webinar will not be eligible to apply.

Applicants must be able to serve a minimum of 200 youth per year with at least one *Curriculum Guide* program.

This is an online application process. No hard copy applications will be accepted. Online applications are due and must be uploaded by 5:00 pm on October 29, 2026.

To be considered, applications must be submitted on or before the date and hour stipulated. Applications uploaded after the date and hour designated are automatically disqualified and will not be considered.

Applicants are encouraged to submit online applications prior to the deadline to avoid any delays due to busy servers or other internet failures. No late applications will be accepted, under any circumstances, regardless of the reason(s). VFHY is not responsible if the application is not submitted by the appointed time. The official time used in the receipt of responses is the electronic time stamp recorded by the server's clock.

Nonprofit, for-profit, governmental, and charitable organizations operating in Virginia are eligible to apply.

All data, materials, and documentation originating and prepared for the VFHY pursuant to the RFA shall belong exclusively to the VFHY and such data, materials and documents shall be subject to public inspection and disclosure in accordance with the Virginia Freedom of Information Act.

AWARD INFORMATION

I. **PURPOSE**

The purpose of this Request for Best Value Applications (RFA) is for VFHY to solicit online applications to establish a contract through competitive negotiations for the implementation of youth substance use prevention programs.

This solicitation uses Best Value procurement procedures.

II. **BACKGROUND**

VFHY awards funding through grants to local organizations and agencies to provide substance use prevention programs to Virginia youth. VFHY defines youth as people under the age of 18.

III. **FUNDING AVAILABLE**

A total of up to \$6,000,000 is available over three years for grants statewide. Grant awards will be made to more than one Applicant. Individual grant awards will not exceed \$150,000 in a three-year period. Per year, the award amount requested shall not exceed \$50,000.

Funding can be requested to implement one or more programs found in the *Curriculum Guide*. Funding can be requested for program curriculum, training, related materials, grant management staff, program instructors, and other allowable line items shown in the budget form.

IV. **EVALUATION AND AWARD PROCESS**

All applications will be reviewed by VFHY staff with input from members of the VFHY Regional Advisory Boards. Best Value concepts will be used for the evaluation and award. Best Value means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.

Various elements may include location, target population, demonstrated need, high-risk youth, health disparities, and type of program. VFHY will consider awards to other than the highest technically acceptable application. VFHY staff will recommend to the VFHY Board of Trustees those applications which most closely meet the requirements of VFHY and are considered to be Best Value.

a. **Evaluation Criteria:**

Applications will be evaluated using the following Best Value rating method:

- **Acceptable:** Application demonstrates a very good understanding of goals and objectives of the RFA. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
- **Marginal:** Application demonstrates a fair understanding of the goals and

objectives of the RFA. Weaknesses are present and may outweigh strengths that exist. Weaknesses can be corrected.

- **Unacceptable:** Application fails to demonstrate an understanding of the goals and objectives of the RFA and is generally deemed unresponsive to the RFA. The application has one or more significant weaknesses that outweigh the strengths. Weaknesses will be very difficult to correct or are not correctable.

b. **Award Criteria:**

Selection will be made of applicants deemed to be fully qualified and best suited among those submitting applications on the following:

- The ratings from the reviewers' evaluations
- Staff review
- The Best Value requirements
- The amount of funding available

Negotiations will be conducted with the Applicants so selected. After negotiations have been conducted with each Applicant so selected, the agency will award contracts to those Applicants. Price will be considered but need not be the sole determining factor.

c. **Award Conditions:**

VFHY may cancel this Request for Best Value Applications or reject applications at any time prior to an award and is not required to furnish a statement of the reason why a particular application was not deemed to be the most advantageous. (See [Section, 2.2-4359 D of the Code of Virginia](#).)

Awards are contingent on availability of funds through the Master Settlement Agreement, the Commonwealth Opioid Abatement and Remediation (COAR) Funds, appropriations made by the General Assembly, and/or as budgeted and approved by the VFHY Board of Trustees.

REGIONAL GRANTS ADMINISTRATORS (RGAs)

VFHY divides Virginia into four regions, each with its own Regional Grants Administrator (RGA).

Central Region

Terri-ann Brown

701 E. Franklin Street, Suite 500

Richmond, VA 23219

804-225-3466 Office

804-878-0369 Mobile

tabrown@vfhy.org

North Region

Lisa Brown

Mailing address

701 E. Franklin Street, Suite 500

Richmond, VA 23219

703-501-3042 Mobile

lbrown@vfhy.org

Southeast Region

Judith Sparrow

393 Denbigh Blvd., Suite E

Newport News, VA 23608

804-824-5617 Mobile

jsparrow@vfhy.org

Southwest Region

Jenny Martin

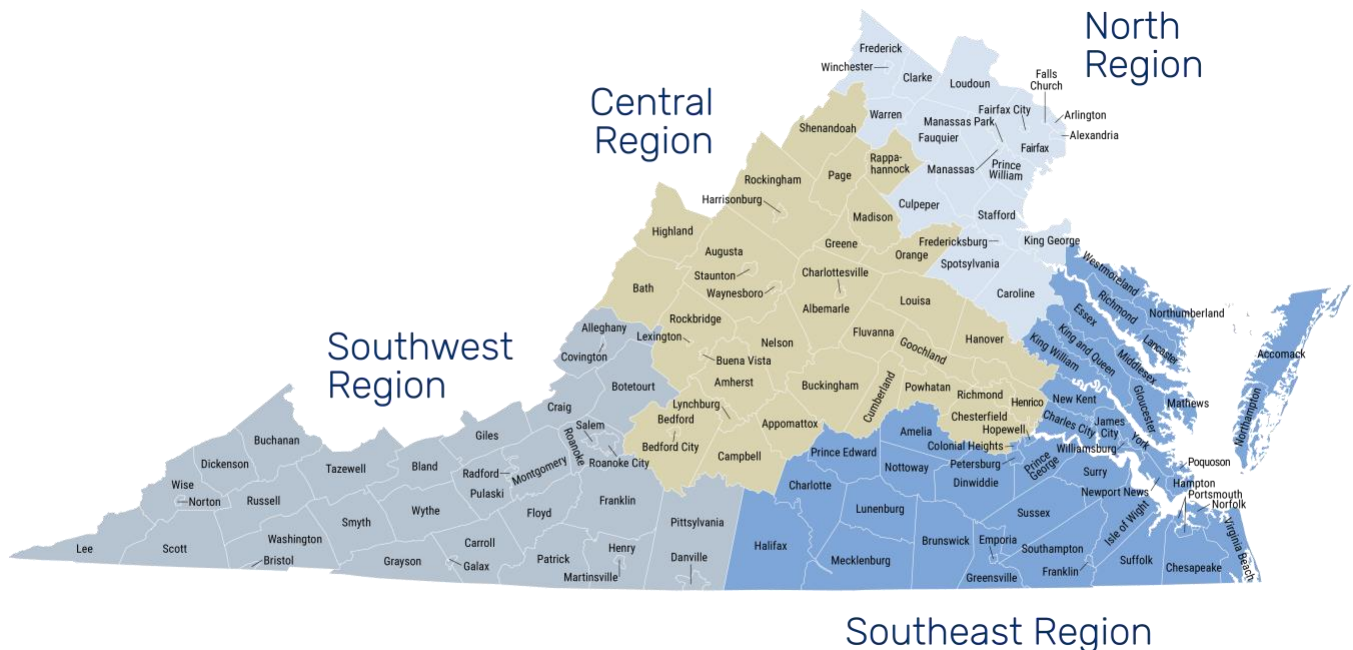
1700 Kraft Drive, Suite 2416

Blacksburg, VA 24060

540-961-8485 Office

540-320-1861 Mobile

jmartin@vfhy.org



(See page 7 of this document for a list of localities in each region.)

The four VFHY regions comprise the following counties and independent cities:

Southwest	Central	North	Southeast
Alleghany County	Albemarle County	Alexandria City	Accomack County
Bland County	Amherst County	Arlington County	Amelia County
Botetourt County	Appomattox County	Caroline County	Brunswick County
Bristol City	Augusta County	Clarke County	Charles City County
Buchanan County	Bath County	Culpeper County	Charlotte County
Carroll County	Bedford County	Fairfax City	Chesapeake City
Covington City	Buckingham County	Fairfax County	Dinwiddie County
Craig County	Buena Vista City	Falls Church City	Emporia City
Danville City	Campbell County	Fauquier County	Essex County
Dickenson County	Charlottesville City	Frederick County	Franklin City
Floyd County	Chesterfield County	Fredericksburg City	Gloucester County
Franklin County	Colonial Heights City	King George County	Greensville County
Galax City	Cumberland County	Loudoun County	Halifax County
Giles County	Fluvanna County	Manassas City	Hampton City
Grayson County	Goochland County	Manassas Park City	Hopewell City
Henry County	Greene County	Prince William County	Isle of Wight County
Lee County	Hanover County	Spotsylvania County	James City County
Martinsville City	Harrisonburg City	Stafford County	King & Queen County
Montgomery County	Henrico County	Warren County	King William County
Norton City	Highland County	Winchester City	Lancaster County
Patrick County	Lexington City		Lunenburg County
Pittsylvania County	Louisa County		Mathews County
Pulaski County	Lynchburg City		Mecklenburg County
Radford City	Madison County		Middlesex County
Roanoke City	Nelson County		New Kent County
Roanoke County	Orange County		Newport News City
Russell County	Page County		Norfolk City
Salem City	Powhatan County		Northampton County
Scott County	Rappahannock County		Northumberland County
Smyth County	Richmond City		Nottoway County
Tazewell County	Rockbridge County		Petersburg City
Washington County	Rockingham County		Poquoson City
Wise County	Shenandoah County		Portsmouth City
Wythe County	Staunton City		Prince Edward County
	Waynesboro City		Prince George County
			Richmond County
			Southampton County
			Suffolk City
			Surry County
			Sussex County
			Virginia Beach City
			Westmoreland County
			Williamsburg City
			York County

IMPORTANT DATES AND DEADLINES

Release of RFA

- September 24, 2026

Pre-Application Webinar

VFHY has recorded a pre-application webinar to provide detailed information about RFA #852P026, including a review of the instructions, terms and conditions, and the online application system. Applicants must watch the webinar in its entirety *prior* to the submission of an online application. All applicants are required to watch the webinar, regardless of whether your organization has received funding from VFHY in the past. The organization name you use to register for the webinar must match your application name.

[View the on-demand Pre-Application Webinar here ↗](#)

Applications Due Via Online Grant Portal

- October 29, 2026 (5:00 pm)

Notice of Intent to Award Posted on VFHY Website

- December 18, 2026

Grants Begin

- July 1, 2027

DESCRIPTION OF FUNDING

Funding Opportunity Overview

This grant funds organizations to provide evidence-based substance use prevention instruction directly to youth. VFHY will provide organizations up to \$50,000 per year for 3 years.

Each program in VFHY's *Curriculum Guide* requires working with the same youth over multiple sessions to be effective. Programs with expectations of regular attendance (schools, after school programs, early care programs, etc.) or with long-term mandated care (youth residential treatment facilities, etc.) would be good candidates. Programs where youth attendance is irregular or sporadic would likely not be good candidates.

The [Curriculum Guide](#) is a collection of seven evidence-based substance use prevention programs. Applicants must implement at least one of these programs directly with Virginia youth. Each program requires long-term engagement, occurring over the course of multiple sessions. This instruction may be delivered in a classroom setting, through small-group discussions, or in other appropriate instructional settings.

Applicants must serve a minimum of 200 youth per year through one or more

Curriculum Guide programs. The 200-youth minimum may include repeat participation by the same youth across multiple qualifying curriculum programs. For example, 100 youth participating in two qualifying programs would equal 200 youth participants.

All seven programs are listed below. One of these programs must be used as the core program around which a youth substance use prevention approach is designed. Applicants may propose implementing more than one program as part of a comprehensive plan to reach their targeted youth. The full *Curriculum Guide*, which includes a detailed explanation of each program, is available in the VFHY 2027 Curriculum Guide.

At least one of these programs must be implemented to receive funding. Each program is targeted to different age groups and requires different implementation procedures, so take time to find out which is best for your organization. For assistance with *Curriculum Guide* programs, contact the Regional Grants Administrator (RGA) for your region listed on page 6.

- Al's Pals
- Botvin LifeSkills Training
- Bright Views
- CATCH My Breath
- Positive Action
- Too Good for Drugs – Maximizing Life
- You and Me, Together Vape-Free

Nicotine Products Prevention Lesson Requirement

All programs serving middle and high school age youth must include VFHY's *Nicotine Products Prevention Lesson (6th–12th grades)* as part of their programming. The lesson is available in English and Spanish. [Download the PowerPoint \(with script\), handouts, and optional pre/post-test surveys here](#). This lesson should be inserted into the program sessions where deemed most appropriate. The lesson takes approximately 15–25 minutes to complete.

Optional Community-Based Strategies

Applicants may choose to incorporate one or more approaches from the [Optional Community-Based Strategies Guide](#) into their proposal to supplement their program implementation.

The guide includes examples of community-based tobacco, nicotine, and substance use prevention strategies related to youth engagement, family education, school practices, and community events. Applicants may use these ideas to extend prevention efforts beyond direct program instruction and engage youth, families, schools, and other community partners.

Use of these strategies is optional and is not required for funding.

APPLICATION INSTRUCTIONS

GENERAL REQUIREMENTS

Read the entire RFA Instructions, VFHY Terms and Conditions, and related information before completing an application. To complete the application online, go to the [online grant portal](#). You can [find a link to the portal on the VFHY website](#).

Applicants must complete each required section of the online application and upload all the applicable and required VFHY forms. All questions must be answered to ensure a complete application. Several items must be submitted electronically (uploaded) as part of the online application.

SPECIFIC REQUIREMENTS

All questions and sections are required to be completed. This section describes the expectations for application content. To register and complete the online application, [access the Online Grant Portal](#) and select **RFA #852P026**. If your organization does not already have a VFHY grants portal account, you will be prompted to create a new one before you can view the application.

I. Summary Information

Program Name

Select a name to distinguish your program. Be sure to mention the names of the program or programs you will be implementing. For example: Smith Elementary School's AI's Pals Program.

Geographic Region

A map and a comprehensive listing of counties and cities and their corresponding region can be found on pages 6 and 7 of this document. If your programs span multiple regions, select the region in which your primary office is located. If this is unclear, please reach out to the appropriate Regional Grants Administrator (RGA) for clarification.

Program Summary

Briefly describe your proposed project. Include information describing targeted youth, their age, the setting, how many will participate, location, *Curriculum Guide* program(s) and total budget amount.

II. Organizational Background

Organizational History and Previous Program Outcomes

Describe your organization's history and background and any relevant affiliations with other organizations. Describe previous programs with youth that your organization has implemented. Provide specific outcome information about these programs. Information related to specific substance use prevention programs can be provided in this section.

Organization

Select the category that best describes your organization's legal and tax status.

III. Program Information

Statement of Need

Describe the youth population and community the proposed program will serve. Identify the local need for substance use prevention, including the specific risk factors affecting the targeted youth. When possible, utilize relevant local data and explain any important differences or disparities within the population.

Organizational Response

Describe how the proposed *Curriculum Guide* program(s) will address the needs and risk factors identified in the Statement of Need. Explain why the selected program or programs are appropriate for the targeted youth and outline the key steps your organization will take to implement the project.

Recruitment Plan

Describe the recruitment plan for the project. Your plan should include identification of appropriate target youth for the program, outreach efforts and how youth will be referred to the program. It should also include plans for ensuring the ongoing participation of youth in the program.

Collaborative Agencies & Partners

Identify all partnering organizations and provide a description of their roles and responsibilities within the scope of the proposed program.

Memorandums of Agreement (MOA)

MOAs with each partner or collaborating agency listed in the application must be included. These must be Memorandums of Agreement, not letters of support. Each MOA must be dated and must clearly describe the commitments of each partner for the **full three-year grant period**.

School-based projects must also include written approval from the school principal(s) *and* an appropriate official from the school division central office, such as a Director of Instruction, Director of Secondary Education, Assistant Superintendent, Superintendent, etc. This approval may be provided through separate letters or a co-signed document.

If the project has no partners or collaborating agencies, MOAs are not required. In that case, applicants should upload a brief statement confirming that no partners are involved. Only one file can be uploaded in this field, so applicants should combine all MOAs and required approvals into a single file before uploading.

Staff & Responsibilities

List the position, title, role, and a brief job description of all staff who will be paid with grant funds to work on the proposed program. Indicate whether each position is full-time or part-time. Do not include staff whose time will not be supported by grant funds.

Program Fidelity

Describe where the proposed program(s) will be delivered and identify the staff responsible for ensuring that each program is implemented as intended by the program developer. For each program, describe the developer's fidelity requirements and explain how your organization will monitor and document that those requirements are being followed. This should include:

- The number of sessions that will be delivered;
- The frequency and length of sessions (e.g., one 45-minute session each week)

Fidelity refers to the extent to which a program's core components are implemented as described by the program developer.

IV. Workplan

Year One Program Objective(s)

Provide at least one SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) objective for your proposed program. This should describe what you expect to accomplish during the first year of the grant. Describe the youth who will be served, the program that will be implemented, the outcomes you expect to achieve, and how those outcomes will be measured.

Example: By June 30, 2028, our organization will deliver Botvin LifeSkills Training to at least 450 middle school youth. We expect at least 75% of participants to demonstrate an increase in knowledge of the harms related to tobacco, nicotine, and vaping use, as evidenced by pre/posttest scores.

Workplan (Years 1 – 3)

The Workplan provides the roadmap for the proposed grant activities. Download the [Workplan](#) and save a copy to your computer before entering information to help reduce errors.

Add your organization's name at the top of the page. Include the strategies that you will need to implement to achieve your objective(s) in each year of the grant. Each strategy includes space for:

- **Responsible Staff:** Who is responsible for ensuring the strategy is completed?
- **Anticipated Start/Completion:** When will the strategy begin and end?
- **Expected Outcomes:** What will the result of this strategy be?

Strategies will likely include hiring, youth recruitment, training, planning, program implementation, and evaluation. The Workplan should also include any of the optional community-based strategies if selected.

We expect to see well-thought-out strategies each and every quarter of the grant. We have provided space for up to 20 strategies each grant year. You do not need to use all 20 rows. If you exceed 20, combine related strategies together.

V. Program Implementation Matrix

Programs

Select all *Curriculum Guide* programs that will be conducted through this grant effort.

Matrix (Years 1 – 3)

The Matrix and Workplan will outline the major implementation components of the selected *Curriculum Guide* program(s). Information from this Matrix must correspond correctly with the information provided in the Workplan.

Use the Program Implementation Matrix to outline your implementation of the *Curriculum Guide* program(s) in each year of the grant. Applicants must provide information about the setting in which the program will be delivered, the grades served in each setting, the number and size of groups, and the total number of youth who will complete programming (of groups x # of youth per group). An example is provided below.

Matrix (Year 1)						
#	Programs	Setting/Grades of Youth	# of Groups	# of Youth Per Group	Total Youth (Multiply Preceding 2 Columns)	
1	CATCH My Breath	A * Central School (7th/8th)	# * 5	# * 20	# * 100	
2	Al's Pals	A 10 Care Centers (pre-k)	# 20	# 10	# 200	
3		A	#	#	#	
4		A	#	#	#	
5		A	#	#	#	
6		A	#	#	#	
Total					300	

Direct Service Staff Time

Use the instructions below to estimate the direct service staff time and compensation needed to implement each prevention program and develop an appropriate grant budget.

These calculations include direct service hours only — the time an instructor spends delivering the program to students or participants. They do not include other program-related duties such as planning, preparation, training, travel, data collection, or administrative activities.

Reviewers will use the following estimates as a general guide when assessing the reasonableness of each application's staffing and compensation request. Applicants do not need to match these figures exactly; however, requests that differ substantially from these estimates should be explained and justified in the application.

Step One: Calculate Direct Service Hours

Multiply: Number of groups × Number of sessions per group × Session length in minutes
Then divide the total minutes by 60 to determine the total number of direct service hours for one grant year.

Step Two: Calculate Direct Service Compensation

Multiply: Total direct service hours × Hourly compensation rate

The examples below use an hourly compensation rate of \$30 per hour. Applicants should use their organization's actual hourly compensation rate when developing their grant budget.

Example 1: CATCH My Breath

10 groups × 4 sessions per group × 35 minutes = 1,400 minutes

1,400 minutes ÷ 60 = 23.3 direct service hours per grant year

Direct Service Compensation:

23.3 hours × \$30/hour = \$700 per grant year

Example 2: Too Good for Drugs – Maximizing Life

10 groups × 10 sessions per group × 50 minutes = 5,000 minutes

5,000 minutes ÷ 60 = 83.3 direct service hours per grant year

Direct Service Compensation:

83.3 hours × \$30/hour = \$2,499 per grant year

Other Staff Time

Estimate any additional paid staff time needed to support implementation of the proposed program that is not included in your Direct Service Staff Time calculation. This may include planning, preparation, training, travel, data collection, coordination, reporting, or other program-related duties.

Describe the activities involved, estimate the amount of staff time required, and explain how the associated personnel costs are reflected in your proposed budget.

Personnel budgets should be developed using these direct and other staff time compensation calculations. For more information on developing a personnel budget, see Section VII. Budget and Budget Narrative.

Total Youth

How many total youth will complete Curriculum Guide programming over the three-year

grant period? This number should be a *minimum* of 600 (200 youth per year).

(Add together the Matrix totals for years 1, 2 and 3)

Youth Demographics (Race)

You have projected the number of Total Youth who will complete programming. Please estimate the percentage of these youth by race. Example: If 50% are White, type "50" in the appropriate row. The total should equal 100.

Youth Demographics (Poverty)

You have projected the number of Total Youth who will complete programming. Please estimate the percentage of these youth who are above and below the federal [poverty line](#). Example: If 75% are below the poverty line, type "75" in the appropriate row. The total should equal 100.

VI. Evaluation

Applicants are required to evaluate their proposed program and activities. You may use evaluation tools provided by their selected *Curriculum Guide* program(s) or develop their own evaluation process. Final evaluation results must be submitted to VFHY.

Program Evaluation

How will you know whether your program was successful? Describe the information you will collect, how it will be used to evaluate program outcomes, and the staff responsible for evaluation activities. Explain how the findings will be used to improve programming over the grant period. The evaluation plan should relate back to the year one objective(s) provided with the workplan.

Examples may include surveys, pre/post-tests, interviews, focus groups, observations, or evaluation tools provided by the curriculum developer.

VII. Budget and Budget Narrative

Total Funding Requested

Provide the total amount you are requesting from VFHY for this grant. This number should include three years combined and should not exceed \$150,000.

Funding (Years 1, 2 and 3)

Enter the dollar amount you are requesting from VFHY each year of the grant.

The Budget Form is a single Excel workbook with separate worksheets for years one, two, and three of the grant, each located on its own tab.

Download the [VFHY Budget Form](#) and save a copy to your computer before entering information to help reduce errors. In SharePoint, select **File** → **Save As** → **Download a Copy**.

Complete the Budget Form and upload it with your online application. Use the form to list the amount of funding requested for each line item. Provide a detailed narrative justification and calculations for all requested funds.

Personnel

The overall personnel request should reflect the total amount of staff time needed to implement the selected Curriculum Guide program(s) and any additional time needed for grant-related responsibilities. This may include time for planning and preparation, training, travel, data collection, and grant administration.

A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff. Fringe benefits for personnel (FICA, health insurance, etc.) may also be requested. The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY. Personnel budgets should be reasonable and properly justified.

Supplanting

Supplanting current funding is not allowed. Supplanting is defined by VFHY as replacing funds already available in your organization to implement a program or project, including staff, equipment, materials, and other items required for the implementation of the funded program or project. All equipment purchases requested must be thoroughly justified.

Incentives

Incentives are extra items beyond the materials required to conduct a program. Incentive costs cannot exceed \$10 per program participant. Incentives are **ONLY** for youth program participants. All incentives should be reasonable and clearly explained in the budget.

Indirect Costs

Indirect costs are defined as general operating expenses required for the program. They are allowable but cannot exceed *10% of the personnel costs requested from VFHY*. Indirect costs are those costs that cannot be assigned to a particular category but are necessary to the operation of the organization for the implementation of the grant program. Examples could include insurance, general office supplies, equipment maintenance, general purpose software and computer supplies, office space rent, and peripheral administrative costs. Indirect costs cannot be included anywhere else in the budget.

Capacity Building Event

VFHY hosts capacity building events, including our Champion's for Youth Summit, to benefit grantees and others active in promoting youth health. Applicants must agree to send two representatives to one event per three-year grant term. VFHY will waive the registration fee to attend these events and will reimburse travel costs (i.e., hotel, mileage, tolls, parking, etc.). It is not necessary to include registration or travel expenses for this event in Year 1, 2 or 3 budget.

Mileage

If requesting mileage reimbursement for travel, VFHY will only reimburse up to the allowable state rate (76 cents per mile).

Curriculum Guide Training

Applicants should include any anticipated costs associated with training staff to implement the selected *Curriculum Guide* program in their grant budget. Allowable training-related expenses may include trainer fees, registration or training costs, travel, facilities, refreshments, and other reasonable logistical expenses associated with program training. Budgeted costs should reflect the training requirements of the selected program and the anticipated number of staff who will be trained. Training costs are expected to be reasonable and proportional.

VIII. Terms and Conditions

Enter the name of the Authorized Representative for your organization. By doing so, you certify that the Authorized Representative has downloaded and read the [VFHY Terms and Conditions](#) and agrees to comply with all conditions described in that document.

Applicants also acknowledge receipt of any addenda issued and certify that at least one member of the organization watched the prerecorded Pre-Application Webinar for this RFA.

ONLINE GRANT PORTAL INSTRUCTIONS

Several documents must be uploaded with each online application via the [Online Grant Portal](#). Only one file can be uploaded per field. Files can be uploaded as electronic documents by selecting the document from its location and uploading it where requested in the online application.

These include:

- **Workplan**
Do not save as a PDF. The workplan should remain in its original format (Microsoft Word) in case it requires a revision.
- **Budget Form**
Do not save as a PDF. The budget should remain in its original format (Microsoft Excel) in case it requires a revision.
- **Memorandums of Agreement (MOA)**
Applicants should include all MOA's in one file to upload. Documents with original signatures or a verified digital signature (e.g. DocuSign, Adobe) are acceptable. Signatures that are computer-generated without a digital verification are not acceptable.