

# State of Idaho

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Office of Drug Policy

## Strategic Prevention Framework Law Enforcement Grants

### **GRANT GUIDELINES**

#### Description of Funding and Submission of Applications

**Funding Source:** Idaho Office of Drug Policy Strategic Prevention Framework State Incentive Grant

**Funding Available:** \$80,000 Statewide (10,000 Maximum per application)

**Postmark Deadline:** April 30, 2016

**Eligible Applicants:** City, County, Tribal, State, and Federal Law Enforcement Agencies

» **Important!** Only one (1) application per agency may be submitted (i.e. County, City, State Region/District, of Federal Agency District).

**Matching Funds:** Matching Funds are not required for this program

**Project Period:** August 1, 2016 – September 30, 2017

**Restrictions:** Law enforcement agencies cannot request funds for salaries, however, overtime is permitted. See page 8 for further guidelines regarding overtime. Funds for equipment or travel are allowable.

**Application Form:** Please use the SPF Law Enforcement Application Form

These grant guidelines and the application packet is available from the ODP Prevention Website at <http://prevention.odp.idaho.gov/>. For further information, please contact Sharlene Johnson at [sharlene.johnson@odp.idaho.gov](mailto:sharlene.johnson@odp.idaho.gov).

## Introduction and Description of Funding

The State Epidemiological Outcomes Workgroup (SEOW), a working group that informs the Office of Drug Policy's priority areas, identified the following priorities through a statewide needs assessment:

1. Prescription Drug Use
2. Alcohol Health Outcomes
3. Marijuana Use

The Idaho Office of Drug Policy (ODP) is the designated agency in Idaho to administer the Substance Abuse and Mental Health Services (SAMHSA) Strategic Prevention Framework State Incentive Grant (SPF SIG). ODP is seeking to fund law enforcement programs that directly increase enforcement of laws relating to ODP's priority areas and reduce underage drinking and substance abuse.

Applicants may request up to \$10,000 of the \$80,000 available statewide. Only one application per jurisdiction may be submitted. Funds requested for personnel can only enhance or supplement, not replace existing agency funds (i.e. overtime costs).

Allowable activities include, but are not limited to:

- **Party Patrols** - special patrols/operations intended to find and stop parties involving underage drinking and drug use.
- **Prescription Drug Drop Boxes** – purchase and install prescription drug drop boxes for public disposal in your community.
- **Special Enforcement Campaigns** - increased patrols/operations during high-risk times such as weekends, school events, holidays, fairs, etc.
- **Compliance Checks** - undercover operations to check retailer compliance with laws regarding service of alcohol to minors.

» **For a complete list of allowable activities, see the Blueprints and NREPP registries for evidence based practice here:**

<http://prevention.odp.idaho.gov/ResourceLibrary/Resource%20Library.html>.

## Eligible Applicants

City, county, tribal, state, and federal law enforcement agencies are eligible to apply.

- » **Important!** Only one (1) application per agency may be submitted (for this program, an agency refers to a unit of local government such as a county, city or tribe; a sub-level of a state law enforcement agency such as a region/district; or a sub-level of a federal agency such as a district, forest, etc.).

For example: A city, county, and tribe in the same geographical area may all submit grant proposals, but each entity may not submit more than one proposal.

- » **If more than one application is received from a specific jurisdiction (city, county, tribe; state or federal district), all applications from that jurisdiction will be deemed non-responsive and will not be considered for funding.**

## Prohibitions and Limitations

The following list highlights specific funding limitations and is provided for quick reference. The list is not comprehensive of all federal and state guidelines from grant funded programs.

- A. ODP will not be liable for any costs incurred by a selected project prior to the execution of the official award.
- B. Acquisition of land with grant funds is prohibited.
- C. ODP funds cannot be used for construction or renovation. Equipment must be directly related to service delivery programs and/or projects.
- D. ODP funds cannot be used for prizes, incentives, clothing, novelty items or entertainment.
- E. Consultants cannot be paid more than \$500 per day or \$150 an hour with grant funds.
- F. Allowances for meals while traveling cannot exceed State of Idaho guidelines of \$45.00 per day within Idaho. The out-of-state reimbursement rate is the same as in-state, but the Board of Examiners allows a higher federal allowance in locations published in IRS publications. You may view the guidelines at: <http://www.gsa.gov>. Sub-recipients using established internal travel policies may use rates defined by those policies or state rates, **whichever are lower**.
- G. Non-supplanting: ODP grant funds cannot be used to replace state or local funds, but can be used to increase the amounts of such funds that would, in the absence of federal aid, be made available for substance abuse activities.
- H. ODP funds may not be used to support fundraising or lobbying activities.
- I. Payments for approved expenditures are made on a reimbursement basis only.
- J. All activities must occur within the approved project period.

## Submission of Proposals

Applications must be postmarked by **April 30, 2016** to be considered.

One (1) original copy of the proposal must be submitted. Proposals shall become the property of the State of Idaho and the names of the applicants will become public information. Send applications to:

Idaho Office of Drug Policy  
C/O Sharlene Johnson  
304 N. 8<sup>th</sup> St., Room 455  
Boise, ID 83720

**The Application Form must be signed by the Chief Executive Official of the sponsoring organization or the proposal will not be considered for funding.**

### Technical Assistance

All applicants are encouraged to seek technical assistance from ODP staff: Sharlene Johnson, SPF Grant Coordinator, [sharlene.johnson@odp.idaho.gov](mailto:sharlene.johnson@odp.idaho.gov)

### Timelines

The following timetable has been established for proposal submission review, and announcement of awards:

<b>April 30, 2016</b>	Postmark deadline for all grant applications
<b>May 1-30, 2016</b>	Grant Review
<b>June 1, 2016</b>	Notice of Award

### Rejection of Proposals

The department reserves the right to reject all applications received.

### Proposal Outline, Checklist, Evaluation Criteria, and Available Points

Applicants are encouraged to use the proposal outline and checklist below.

» **Important!** Specific items must be included in the proposal. These items will be indicated as such, and if not included, the proposal will be considered non-responsive and will not be reviewed. Five evaluation criteria are outlined below

with a total of 100 available points. **To receive funding consideration, an applicant must score a minimum of 75% of the available points.**

Please note that this is a competitive process and applications will be scored based on the quality, clarity and depth of responses to the information requested.

## I. Summary

Provide a one-page summary of the project, including budget information. This will be the first page reviewers will see. Be clear, concise, and accurate. This form is provided in the application packet. **If this item is not included as the first page, the application will be considered non-responsive and will not be reviewed.**

## II. Forms

The General Application Forms are provided in the Application packet ([www.prevention.odp.idaho.gov](http://www.prevention.odp.idaho.gov), then click Resources, Grant Opportunities). **If the application is not signed by the authorizing official, the application will be considered non-responsive.**

### Conditions

- » By signing the application, the Executive Official of the sponsoring organization agrees to comply with all **state and federal laws, regulations, certifications and assurances, and special conditions of the grant.**

## III. Project Description

### A. Community Needs Assessment (20 points)

#### A1. Demographics

Provide a clear definition of service area boundaries (city, county, multiple counties) and a description of the community (population, number of juveniles under 18, school districts, etc.).

#### A2. Problems

Describe the nature of alcohol, tobacco and other drug (ATOD) problems in your jurisdiction. This could include consumption, such as prescription drug use, binge drinking, marijuana use, etc. or other problems including impaired driving, violent crime, unsafe sexual practices, poor academic performance, etc. Include quantitative

data such as arrest rates, number of school incidents, survey results, etc. See <http://prevention.odp.idaho.gov/Data/Data%20Sources.html> for sources of data.

#### A3. *Causes*

Describe the perceived causes of ATOD issues in your jurisdiction. These may include availability of alcohol, lack of enforcement of alcohol-related laws, poor parental controls, social norms, etc.

#### A4. *Current Efforts*

Describe the current efforts to address the problem of ATOD in your jurisdiction. Include efforts outside your agency to provide the reader with a comprehensive view of the strategies currently used.

### **B. Implementation (10 Points)**

Develop and provide a 12-month Action Plan using Table 1 (shown below). Do not provide a narrative explanation of this question. This plan should include interrelated goals, objectives, strategies, and activities. It should cover a period of 12 months (August 1, 2016 – September 30, 2017). The Action Plan should be comprehensive, detailed and measurable.

#### Tips for Creating an Action Plan

- » Applicants must use the template provided in Table 1
- » The 12 month Action Plan must include goals, objectives, strategies, and proposed strategies for each problem identified
- » All objectives must be measurable and include a specific target date (i.e., 6/30/17) by when the change will be accomplished, as well as how much change will occur (i.e., increase/decrease) and the population addressed (i.e., youth ages 12-17)

A strong objective includes components that are SMART:

**Specific** – “What exactly are we going to do for whom?”

**Measurable** – “Is it quantifiable and can we measure it?”

**Attainable/Achievable** – “Can we get it done in the proposed time frame?”

**Relevant** – “Will this objective have an effect on the desired goal?”

Time bound – “When will this objective be accomplished?”

EXAMPLE:

“Pass a policy mandating TIPS training for 100% (measurable & achievable) of the licensed alcohol retailers in the community (specific & relevant) by June 30, 2016 (time bound).”

- » The 12 Month Action Plan will be used to monitor performance
- » The 12 Month Action Plan should be comprehensive to include all efforts, Applicants may include as many measurable objectives, strategies and activities necessary to create a comprehensive 12-Month Action Plan.

**Table 1:12-Month Action Plan**

Applicants MUST follow this format.

**Goal One: Reduce Youth Substance Abuse**

**Objective 1:** Provide measurable objective

**Strategy 1:** Provide specific strategy

Activity	Who is responsible?	By when?

**C. Project Coordination and Administration (20 Points)**

C1. Provide the qualifications of the application agency and key staff that will administer and/or implement the project. Describe the experience level of the key staff in administering the type of project that is proposed. Indicate whether your organization and key staff has administered similar grant projects.

C2. Describe how the proposed project will be coordinated with other agencies and organization in your jurisdiction. Applicants are encouraged to develop collaborative enforcement strategies in coordination with other law enforcement agencies in your area.

- » Priority will be given to those law enforcement agencies that are working with their community coalitions.

**D. Budget Information (15 Points)**

D1. Using the line item budget form in the Application Packet, provide a budget that will allow the project to operate efficiently.

D2. On the budget description page, detail and justify the need for each line item cost. The budget description must demonstrate that expenses are reasonable, necessary and allocable to the project. Be sure to double-check your math in all sections of the budget and application. Include the calculations used to reach line items totals on budget form.

Allowable expenses include, but are not limited to:

- » Use of funds for overtime for officers for special operations (i.e. shoulder taps, compliance checks, RX drop off days).
  
- » Purchase of alcohol detection equipment to increase officers' ability to screen juveniles in the field, including equipment for boat, motorcycle, and foot patrols on public lands and waterways, prescription drug drop boxes, or other equipment that will reduce substance abuse in your community.

*\* Check with ODP for the specific equipment that can be certified.*

**E. Evaluation (15 Points)**

E1. Detail who will be responsible for evaluation, collection of data, and quarterly reporting to ODP.

E2. Complete the Performance Chart with statistics for 2014-2015 to serve as a baseline. You will be required to report on these same measures if you receive a grant award.

**100 Total Points**

**F. PREVIOUSLY FUNDED AGENCIES**

All applicants who have received SPF Law Enforcement funding from ODP in the past three (3) years must provide the following (see list below):

F1. A summary of what was accomplished.

F2. A list of any equipment purchased with prior grant funds and the current status of that equipment.

If the summary and/or equipment list are not included with your application it will be considered non-responsive and will not be reviewed.

The following list includes agencies that have received SPF Law Enforcement grant in the past:

- » Bonneville County Youth Development Council/Bonneville County Police Department
- » City of Cottonwood Police Department
- » Nez Perce Tribe Police Department