



FY23 Substance Abuse Block Grant (SABG)

Application Guide

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Additional information can be found at:

<https://prevention.odp.idaho.gov/substance-abuse-block-grant-application-information/>

With questions, contact Jessie Dexter, SABG Grant Project Director

Jessie.dexter@odp.idaho.gov | (208) 854-3042

Registering an Account & Accessing Your Grantee Portal

Logging In

The Grantee Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

★ Grantee Portal Link: <https://portal.neighborlysoftware.com/ODPIDAHO/Participant>

Registering a New Account

Don't have an account? To learn how to register a new account go to the [Grantee Portal](#) and select *Register* or click on the link for detailed registration instructions.

IDAHO OFFICE OF
DRUG POLICY
policy • partnership • prevention

Welcome to the State of Idaho - Office of Drug Policy
Participant Portal

New applicants must first register their account
before signing in to the portal

To learn how to register a new account, please click [here](#).

Sign In Register

Email Address

Password

☒ Remember my email address

Sign In

[Forgot your Password?](#)

Selecting the Federal SABG Program Application

Once you sign into your Grantee Portal, the Federal SABG Program Application will appear on your dashboard.

To start the application, select ["Click here to start a new application."](#)

Good Morning, Jessie!

IDAHO OFFICE OF
DRUG POLICY

Welcome to the State of Idaho - Office of Drug Policy Participant Portal

The State of Idaho- Office of Drug Policy is committed to accessibility for all applicants. If you require this material in an alternate format, please contact (208) 854-3043.

Start a New Application

Federal SABG Program

Select this option if you are a non-profit or public entity applying for FY23 Substance Abuse Block Grant (SABG) Funds for Primary Prevention Programs.

[Click here to start a new application](#)

*Expires 3/15/2022 5:00 PM Mountain Standard Time

Application Overview: Strategic Prevention Framework

The Strategic Prevention Framework (SPF)

Applicants will be required to demonstrate the ability to implement the Strategic Prevention Framework (SPF), which includes the five-step process and guiding principles outlined by the Substance Abuse and Mental Health Services Administration (SAMHSA).

The five-step process is represented by the following illustration:



Step 1: Assessment – Collect data to define problems, resources, and readiness within a community to address needs. Identify the substance misuse problem(s) and the community conditions that contribute to the problem(s).

Step 2: Capacity – Mobilize and/or build capacity (resources like people, products, and materials) to change the conditions and address the substance use problem(s).

Step 3: Planning – Develop a comprehensive strategic approach that includes goals and objectives, a logic model and action plan to address problems identified in your assessment.

Step 4: Implementation – Implement evidence-based prevention strategies, programs, policies, & practices.

Step 5: Evaluation – Monitor, measure and identify outcomes of your prevention efforts.

Guiding Principles: Cultural Competency and Sustainability should be constant throughout each step and should lead to the creation of a long-term strategy to sustain policies, programs, and practices.

Additional information about the SPF model can be found [here](#).

Detailed Application Guide

Section A: Organization Information

Pass/Fail

- Organization Information
- Fiscal Agent Information (if applicable)
 - If the proposed services will involve an external fiscal agent (e.g., a school district, city/county government, etc.) applicants **must** complete the information in the *Fiscal Agent Information* section to be considered for funding.

Section B: Community Needs Assessment

20 Points Total

- **Demographics** (5 points)
 - Limit 350 words/3,000 characters
 - Provide a local community profile, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe what it is like to live and work in your community.
- **Problems** (5 points)
 - Limit to 350 words/3,000 characters
 - Describe the nature of the substance abuse problem in your community. This could include alcohol use by youth, such as binge drinking, or other problems including increasing marijuana use; or consequences of misuse such as underage drinking accidents and drug and alcohol related arrest data. Include quantitative information, such as school survey results, number of school incidents, juvenile arrest rates, etc.
 - See Appendix B – for sources of data.
- **Causes** (5 points)
 - Limit to 350 words/3,000 characters
 - Describe the perceived causes of the substance misuse problems in your community. These may include the availability of alcohol, lack of enforcement of underage drinking laws, lack of prevention education, poor parental controls, social norms, etc.
- **Current Efforts** (5 points)
 - Limit to 350 words/3,000 characters
 - Describe the current efforts to address the substance misuse problem in your community. Include efforts outside your agency/organization to provide the reader with a comprehensive view of the strategies currently used. Identify what is needed in your community to address these behaviors and attitudes around substance misuse.

Section C: Capacity Building

15 Points Total

Applicants must demonstrate that they have the capacity- that is, the resources and readiness- to support the prevention programs, policies, and strategies they propose.

- **Agency Qualifications** (5 points)
 - Provide information about the experience level of the agency administering the type of project proposed.
 - Use the dropdown arrow to select an Agency CPS Certification status
- **Staff Qualifications** (5 points)
 - Provide information about the experience level of each key staff in administering the type of project proposed. Indicate whether your key staff members have administered evidence-based programs previously or similar grant projects, policies, or strategies. Please include staff education level as well as their qualifications and years in the prevention field.
 - To add a staff member, click “Add Row”
- **Agency Coordination** (5 points)
 - Provide a list of specific partners who will be involved in helping to implement the proposed prevention program(s) or strategy(ies) in your community (e.g., coalitions, law enforcement, schools, civic organizations, youth, etc.).
 - To add a partner agency/organization, click “Add Row”

B. Capacity Building

Please provide the following information.

Agency Qualifications

Answer the following questions to provide information about the experience level of the agency administering the proposed project(s).

B.1. Years of Agency's Substance Misuse Prevention Experience

B.2. Years of SABG Funding


B.3. Agency CPS Certification

B.4. Staff Qualifications

Click "Add Row" below to provide information about the experience level of each key staff in administering the proposed project(s).

NAME	YEARS OF SUBSTANCE MISUSE PREVENTION EXPERIENCE	HIGHEST LEVEL OF EDUCATION	EDUCATIONAL EMPHASIS	CPS CERTIFICATION STATUS	CPS CERTIFICATION EXPIRATION DATE (IF APPLICABLE)
Add Row					

B.5. Agency Coordination

Click "Add Row" to provide a list of specific partners who will be involved in helping to implement the proposed project(s) in your community. For example: coalitions, law enforcement, schools, civic organizations, youth, etc. 

PARTNER AGENCY/ORGANIZATION	ROLE - HOW WILL THEY HELP?
Add Row	

Section D: Program 1 – Planning, Implementation, and Budget

80 Points Total for all Programs

Program 1: Planning – In this section you must develop a comprehensive strategic approach through a process that begins with problem identification. The strategies and programs you propose should adequately address these problems and their causes.

- **Identify the Problem(s)** (10 points):

1. Identify the specific substance misuse problem(s) in your community
2. Identify the root causes of the problem
3. Cite objective data that supports your concern. This should mirror your response from the Community Needs Assessment in Section B. Applicants are encouraged to use local, county, or regional data to help define your specific community problems.

Example:

Problem: Idaho Youth Drink Alcohol

Root Cause: Youth Have Access to Alcohol

Data: Past year use 38.4% (2017 IHYS); Past 30 day use 26.6% (2019 YRBS)

- Use Appendix B on page __ for recommended data sources.
- You may provide a maximum of three (3) problems. To add a problem, click “Add Row”

Program 1 - Planning

The following questions will cover problem identification, program selection, strategy identification, and the Institute of Medicine (IOM) category.

C.1. Identify the Problem(s)

Identify the specific substance misuse problem(s) in your community that will be addressed by Program 1, then identify the root cause(s) that you believe contribute to the problem(s) and provide supporting data that justifies the problem(s) and demonstrates how the problem(s) were impacted by the coronavirus pandemic. Applicants are encouraged to use local, county, or regional data.

PROBLEM - WHAT IS THE PROBLEM?	ROOT CAUSE - WHY IS THIS A PROBLEM?	DATA - HOW DO YOU KNOW THIS IS A PROBLEM?
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Add Row

Program 1: Program and Strategy Selection and Justification

- **Evidence-Based Program (EBP) Selection** (5 points) – select the EBP you will use to address the problems and causes you listed from the drop-down menu (e.g., Active Parenting, Strengthening Families, Project Towards No Drug Abuse, etc.). If the evidence-based program you have chosen is not listed, please select “Other” in the dropdown menu and briefly describe the program in the “Other” space provided.
- **Strategy Selection** (5 points) – select the strategy you will use to address the problems and causes you listed from the drop-down menu. The Center for Substance Abuse Prevention (CSAP) promotes the following six (6) Prevention Strategies:
 1. Information Dissemination: One-way communication from the source to the audience, with limited contact between the two. The goal of information dissemination is to increase awareness and knowledge related to drug and alcohol misuse, use, effects, and availability for prevention and treatment.

Examples include: Media Campaigns, Brochures, Public Service Announcements, Health Fairs, Presentations/Speaking Engagements, Town Halls, etc.

2. Prevention Education: Two-way communication that facilitates learning through interaction between the educator/facilitator and the participants. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.

Examples include: Parent and Family Management Classes, Peer Leader/Helper Programs, Classroom/Small Group Sessions, Groups for Children of Substance Abusers, etc.

3. Alternatives: Participation of the target populations in activities that exclude drug use and promote healthy lifestyles. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drugs.

Examples include: Drug Free Social and Recreational Activities, Youth and Adult Leadership Activities, Mentoring Programs; Afterschool Activities; Drop-in Recreational Centers, Community Service Activities, etc.

4. Community-Based Process: Enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and drug misuse disorders.

Examples include: Community Organizing, Systematic Planning and Coalition Building, Multi-Agency Coordination, Assessment Services, Community Team Building.

5. Environmental: Seeks to establish or change community standards, codes, laws, policies, procedure, norms, and attitudes thereby influencing drug and alcohol consumption in communities.

Examples include: Establishment and Review of ATOD Policies in Schools, Technical Assistance to Assist Communities to Maximize Law Enforcement Procedures Regarding ATOD, Modification of ATOD Advertising, Product Pricing Strategies, Modify availability and distribution of alcohol and other drugs, etc.

6. Problem Identification and Referral: Identify those who engaged in illegal/age-inappropriate behavior to assess if their behavior can be reversed through education.

Examples include: DUI and DWI Education, Employee Assistance Programs, Student Assistance Programs, etc.

- **IOM Category Selection** (5 points) – Select the appropriate Institute of Medicine (IOM) category for the program and strategy you identified:

- Universal Indirect: Interventions support environmental strategies. Universal direct activities include modifying policy related to alcohol, tobacco, or other drugs, limiting advertising practices for alcohol, tobacco, or other drugs, and coalition activities.

Example: Community at large.

- Universal Direct: Interventions directly serve a group of participants who have not been identified as having any risk factor for substance abuse. Implementing this category provides direct programming to a group.

Examples: Youth in school, Parents, General population.

- **Selective:** Activities targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average because of an underlying risk factor.
Examples: Children of individuals who misuse substances, Individuals with low-incomes, Veterans, Minority populations.
- **Indicated:** Activities targeted to individuals who engage in high-risk behaviors to prevent heavy or chronic substance abuse.
Examples: Individuals involved in the criminal justice system, Individuals who have experimented with drugs.
- **Strategy and Program Justification** (10 points) – Provide evidence that the strategy AND program that you have selected or described above address the substance misuse problems and causes in your community.
 - Cite data and research which support your proposal in meeting the needs of your community.
 - Use data sources such as:
 - [Blueprints](#)
 - Program Specific Websites (e.g., [Project Alert](#), [Project Towards No Drug Abuse](#), etc.)
 - [SAMHSA CSAP](#) (Center for Substance Abuse Prevention)
 - [CAPT](#) Prevention Approaches (Collaborative for the Application of Prevention Technologies)
 - [CADCA, Resources and Research](#)
 - [“The Coalition Impact: Environmental Prevention Strategies”](#) CADCA
 - Or other applicable research studies

Program 1: Implementation

- **Activity Description** (10 points) – Based on your identified strategy and program selection, provide an activity description to specify which actions and activities you intend to perform (*e.g., What do you plan to do? How many sessions/activities will you schedule? What are the start and end dates?*). Then, assign the tasks and activities to a staff member. If you do not know who will be responsible for which activities at this time, enter STAFF.
- **Implementation Fidelity** (10 points)– Discuss how you will deliver your program or activity with fidelity. Describe how this action plan correctly follows the evidence-based programs implementation guidelines for details such as the age range, number of sessions, length of sessions, projected outcomes, updated materials etc. ODP understands variance in funds, challenges in implementation and other obstacles presented with substance abuse prevention in Idaho. If your plan makes changes to your selected program’s implementation guidelines, please detail and justify those changes in this section.

Program 1: Budget

Applicants will outline a proposed budget for the EBP implementation.

Note: this is the budget for Program 1 ONLY. If you plan on implementing multiple programs you will provide their budgets within their respective Program sections.

- **Staff Budget & Justification (10 points)**

- Provide a breakdown of all staff costs in the table provided. To add a staff person and identify their role, hourly rate, and estimated number of hours, click “Add Row”
- Detail and justify the need and role for each staff member listed in the table. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project.

Program 1 - Budget

The following questions will cover the proposed Staff Budget, Mileage Budget, and Other Budget for Program 1.

Every expense must include a description of how it specifically related to preventing, preparing for, or responding to the Coronavirus.

C.8. Staff Budget - Please complete the table below for all staff costs.

STAFF PERSON NAME	ROLE	HOURLY RATE (\$)	NUMBER OF HOURS	TOTAL STAFF BUDGET
				\$ 0.00
Add Row				

C.9. Please detail and justify the need and role for each staff member listed in the table above. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project. Limited to 350 words (or 3000 characters). (3000 characters remaining)

- **Mileage Budget & Justification (10 points)**

- Provide a breakdown of all anticipated mileage costs in the table provided. **The mileage rate for FY 2023 is \$0.585 per mile.** Please use this rate in your total cost calculation. To add a mileage cost estimate including the start location, end location, number of trips, and round-trip mileage, click “Add Row”
- Detail and justify the need for the mileage totals listed in the table. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project.

C.10. Mileage Budget - Please complete the table below for mileage cost. The mileage rate for FY 2022 is \$.56 per mile. Please use this rate in your total cost calculation.

START LOCATION	END LOCATION	# OF ROUND TRIPS	ROUND TRIP MILEAGE	TOTAL MILEAGE COST
				\$ 0.00
Add Row				

C.11. Please detail and justify the need for the mileage totals proposed in the table above. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project. Limited to 350 words (or 3000 characters). (3000 characters remaining)

- **Other Budget & Justification** (10 points)

- Provide a breakdown for any other anticipated budget costs in the table provided (e.g., curriculum, supplies, materials, printing, mailing, facilities, etc.). To add a miscellaneous budget cost estimate including the item description, number of units, and unit cost, click “Add Row”
- Detail and justify the need for the other expenses proposed in the table. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project.

C.12. **Other Budget** - Please complete the table below for any other budget costs.

ITEM DESCRIPTION	# OF UNITS	UNIT COST (\$)	TOTAL ITEM COST
			\$ 0.00
Add Row			

C.13. Please detail and justify the need for the other expenses proposed in the table above. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project. Limited to 350 words (or 3000 characters). (3000 characters remaining)

Sections E-H: Planning, Implementation, and Budget for Programs 2-5

Applicants can request funding for up to five (5) programs. If you are applying to receive funding for more than one program you will outline the planning, implementation, and budget for the proposed programs in Sections E-H. The Sections E-H mirror Section D: Program 1.

Note: the planning, implementation, and budget for Sections D-H is worth 80 points total. The point value remains the same regardless of how many programs you request funding for. Therefore, requesting funding for one program does not decrease the point value of the application, and requesting funding for multiple programs does not increase the point value of the application.

If you do not wish to request funds for Programs 2, 3, 4, or 5 just **leave the section blank, scroll to the bottom of the page, and click “Complete & Continue”**

Save

Complete & Continue

Section I: Evaluation

(15 points)

When awarded, each program will be asked to evaluate its effectiveness. Evaluation is the systematic collection and analysis of information about program activities and outcomes to improve effectiveness and make programmatic decisions. Grantees implementing direct service programs will be required to collect survey pre and post evaluation data on all projects and submit that data to ODP; however, before

receiving funding, ODP expects applicants to have a clear vision of how their program(s) or activity(ies) will positively impact their target population.

Describe the difference you expect your project will make in your community. Consider the problem statement(s) previously identified and how you hope the implementation of the program(s)/activity(ies) you have selected will fit your community's needs. Cite outcome data, if possible. If you are a previous grantee, utilize pre/post outcome reports to demonstrate the outcomes and impact of your projects.

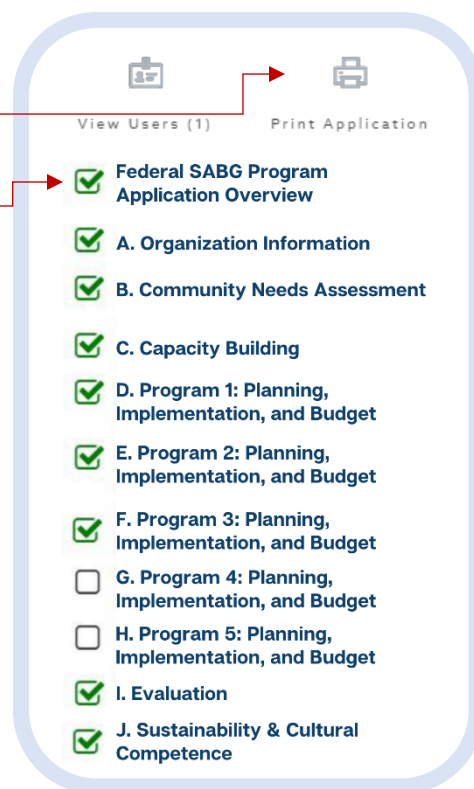
Section J: Sustainability & Cultural Competence

- **Sustainability (5 Points)** – refers to the process through which a prevention system becomes a norm and is integrated into ongoing operations. Sustainability is vital to ensuring that prevention values and processes are firmly established, that partnerships are strengthened, and that financial and other resources are secured over the long term.
 - Provide three (3) actions you will take to ensure, maintain or strengthen sustainability.
- **Cultural Competence (5 Points)** – the process of communicating with audiences from diverse geographic, ethnic, racial, cultural, economic, social, religious and linguistic backgrounds. For prevention efforts to be truly effective, diverse representation is needed early in the planning process, as well as throughout the implementation of the program(s) and strategy(ies).
 - Describe three (3) actions you will take to improve the cultural competency in your prevention efforts.

Section K: Application Submission & Documentation

Once you have completed each of the sections for the application you will review:

- **Print the Application** for Personal Documentation
 - Select the “*Print Application*” option in the lefthand navigation menu.
- **Ensure that each section of the Program has been marked as “Complete”** with a green check mark. If a section does not have a green check mark you need to reopen that Section, scroll to the bottom, and select “*Complete & Continue*”
- **Review the SABG Assurances & Conditions** (outlined in Appendix A)
- Provide an **Electronic Signature**
- **Submit** the Application



Appendix A: Assurances & Conditions

(Pass/Fail)

Please review the following Statement of Assurances. Complete and sign this document on the online application. The online application will also require you initial each assurance as appropriate.

Compliance with all assurances is mandatory to receive consideration for funding.

1. Assurance of Compliance with ODP Substance Abuse Program Standards

I hereby assure the following:

I will maintain detailed records on all grant funded projects, which indicate the date, time and nature of services delivered under the grant award. Grantees will be required to collect evaluation data for all projects and submit that data to ODP as required. Grantees providing direct services will be required to collect and submit survey data for all program participants. These records shall be subject to inspection by ODP. ODP has the right to audit billings both before and after payment and to contest any billing or portion thereof.

2. Assurance of Compliance with State Laws

I hereby assure the following:

I will abide by all State laws, rules, regulations, and executive orders of the Governor of the State of Idaho, pertaining to equal opportunity. Pursuant to all such laws, rules, regulations, and executive orders, the Applicant assures ODP that no person in the State of Idaho shall, on the grounds of race, color, religion, sex, national origin, age, or disability, be excluded from employment with or participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity performed under a grant award(s) entered into pursuant to this Grant Application.

3. Assurance of Compliance with Parental Consent Policy

I hereby assure the following:

All program(s) conducted with Grant Funds to provide services to minors will comply with the Parental Consent Policy (found here). All applicable staff will be fully informed of and will abide by the policies and requirements set forth therein. Based upon that policy (choose one):

☐ none of the proposed programs provide services to minors.

☐ some or all of the proposed programs provide services to minors.

4. Assurance of Faith-Based Status and Policy Compliance

I hereby assure the following:

I have read the Substance Abuse Prevention & Faith-Based Providers training document along with the Federal Regulation code. Based upon that information (choose one):

☐ Our organization does not classify itself as a faith-based organization.

☐ Our organization does classify itself as a faith-based organization and agrees to comply with the regulations outlined in the above-referenced documents and have all applicable staff fully informed of and trained on those policies and regulations.

5. Assurance of Compliance with Federal Lobbying Policy

I hereby assure the following:

I understand that lobbying activities will not be conducted using grant funds.

6. Assurance of Compliance with Federal law regarding Supplanting of Funds

I hereby assure the following:

I have read the definition below and understand Federal Block grant funds, if awarded, will not be used to supplant expenditures from other Federal, State, or local sources.

Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General – Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.

The above assurances will be effective at the time a Grant Award Agreement is signed between the Grantee and Office of Drug Policy and will remain in effect for the grant term for which funding is being sought.

Appendix B: Data Sources

Listed below are some suggested data resources for national, state and local substance use and abuse statistics and their consequences. Be aware that this is not an exhaustive list! It is also highly suggested that you conduct your own research into local data as many law enforcement agencies, hospitals, schools and public departments conduct their own research and publish reports on similar topics.

Source	Type of Intervention	Community/ Regional Data	Location
Census Bureau	National survey including multiple metrics including age, sex, education level, poverty,	Yes	https://factfinder.census.gov/faces/nav/jsf/pages/guided_search.xhtml
Idaho Youth Risk Behavior Survey, Idaho Department of Education (YRBS)	Statewide survey of 9th-12th grade students on substance use and abuse and school climate issues	No	https://www.sde.idaho.gov/student-engagement/school-health/files/youth/Youth-Risk-Behavior-Survey-Results-2019.pdf
Idaho Vital Statistics, IDHW	Tobacco Mortality, Drug-induced Mortality, Alcohol-induced Mortality	Yes	http://www.healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/HealthStatistics/VitalStatistics/tabid/914/Default.aspx
Behavioral Risk Factor Surveillance System (BRFSS)	Health survey of adults ages 18+ in Idaho which includes substance use prevalence.	Yes	http://healthandwelfare.idaho.gov/Portals/0/Health/Statistics/BRFSS%20Reports/Idaho_BRFSS_Annual_Report_2016.pdf
National Survey on Drug Use and Health (NSDUH)	Survey of the prevalence, patterns and consequences of alcohol, tobacco, and illegal drug use and abuse in Idaho youth and adults aged 12+	No	https://www.samhsa.gov/data/report/2018-nsduh-annual-national-report
National Survey on Drug Use and Health (NSDUH)	Survey of the prevalence, patterns and consequences of alcohol, tobacco, and illegal drug use and abuse in Idaho youth and adults aged 12+	Yes	https://www.samhsa.gov/data/sites/default/files/reports/rpt23236/NSDUHsaeShortTermCHG2018_1/NSDUHsaeShortTermCHG2018.pdf
Idaho Statistical Analysis Center, Idaho State Police	Contains publications, databases, interactive state/county maps, offense information, victim information, offender information and arrestee information.	Yes	https://isp.idaho.gov/pgr/sac/ Idaho 2006-2013 Drug and Alcohol Arrests and Charges Publication: https://isp.idaho.gov/pgr/sac/crime-in-idaho-drugs/
Idaho Office of Highway Safety, Idaho Transportation Department	Collision and fatality statistics including impaired driving	Yes	http://apps.itd.idaho.gov/apps/ohs/Crash/16/Impaired.pdf