

PFS-LE Application Guide

FFY2026

**Strategic Prevention Framework Partnerships
for Success – Law Enforcement (PFS-LE) Grant**

prevention.odp.idaho.gov/PFS-LE



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Additional information can be found at: <https://prevention.odp.idaho.gov/pfs-le/>

With questions, contact Jessie Dexter, ODP Grant Director: Jessie.dexter@odp.idaho.gov

Registering an Account & Accessing Your Grant Portal

Accessing Neighborly and the Grant Application Portal

PFS-LE applications must be completed and submitted online. The Grant Application Portal is hosted by Neighborly Software, ODP's online grant management platform, and is accessible via any internet-connected device. While Neighborly software will work with any modern web browser, **the recommended browsers include Google Chrome, Microsoft Edge, and Firefox.**

To access the application, you will use the Neighborly grant portal link shared below and either sign up for an account (if you're a new user/Applicant) or log in to your existing account (if you've used Neighborly for ODP grant purposes previously). Once you log in to your Neighborly account, the FY2026 PFS-LE application will be visible on your Neighborly dashboard (during the open application period).

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

Registering a New Account

If you have not used Neighborly to apply for, or manage, ODP grant funds in the past you will need to sign up for an account before signing into the portal.

To register an account you will use the [Grant Portal Link](#) and click *Sign up now*.

You can find detailed instructions on how to register a new account [here](#).

IDAHO OFFICE OF DRUG POLICY
policy • partnership • prevention

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

New applicants must first sign up before signing in to the portal

To learn how to register a new account, please click here.

Sign in

Don't have an account? [Sign up now](#)

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

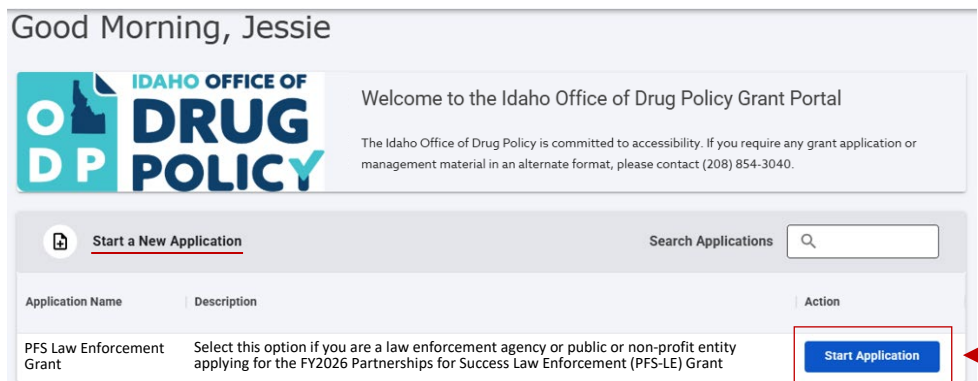
[Language Preference](#) [Data Privacy](#) [Technical Support](#)

Selecting the FY2026 PFS-LE Program Application

Starting New Application

Once signed into your Neighborly account/Grant Portal, the FY2026 PFS-LE application will appear on your dashboard. To start a new application, select *“Start Application.”*

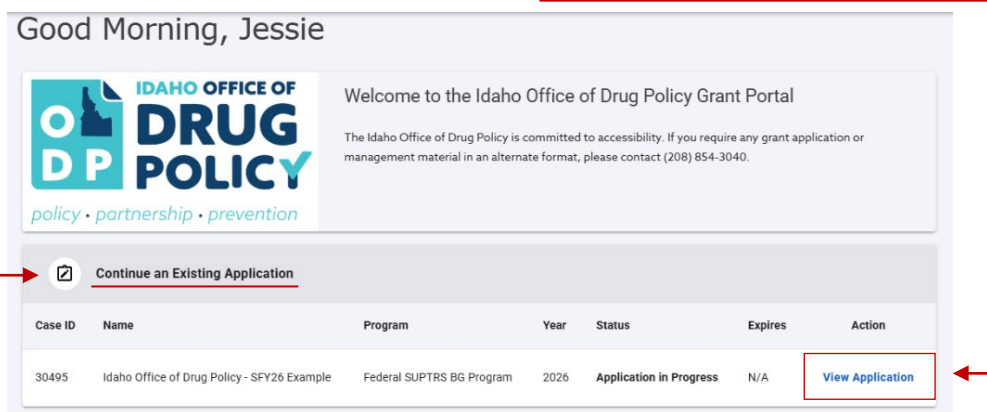
- If you have applied for or received ODP funds previously, those past grants will appear at the top of the dashboard, so you may need to scroll down to see the FY26 PFS-LE application.



Continuing on an Existing Application

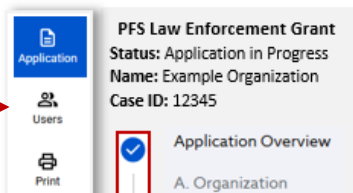
Organizations do not need to complete and submit their application all at once, they can work on it throughout the application period (December 4, 2025-January 5, 2026) and save their progress as they go.

If you have already started an FY2026 application and want to continue working on the existing application, you will sign into your Neighborly account/Grant Portal and look for *“Continue an Existing Application”* on your dashboard. Then click *“View Application”* to re-open and continue with the application.



Collaborating on an Application

Organizations can have multiple staff/individuals collaborate on the same application in Neighborly. To do this, have one individual log in to their Neighborly account and start an application. Then, while in the application on the left-hand navigation menu, click *“Users”* and then click *“Add a User.”* Once added to the application, the new user will register/log in to their Neighborly account and the application will be visible on their dashboard under *“Continue an Existing Application.”*



Application Overview: Strategic Prevention Framework

The Strategic Prevention Framework (SPF)

The PFS-LE application follows the Strategic Prevention Framework (SPF), which was developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) to provide prevention planners with a comprehensive approach to understanding and addressing the substance misuse problems in their states and communities. To learn more about the SPF and substance misuse prevention, review these resources:

- [A Guide to SAMHSA's Strategic Prevention Framework](#)
- [Focus on Prevention: Strategies and Programs to Prevent Substance Use](#)



While completing the application, organizations will be taken through, and required to demonstrate their ability to follow, the SPF – which includes a five-step process and two guiding principles.

The following descriptions of the SPF steps and guiding principles are brief and not meant to serve as comprehensive explanations. For detailed descriptions and guidance for each step and principle, view [SAMHSA's SPF Guide](#).

Step 1: Assessment – Focuses on collecting and reviewing data to identify and prioritize the substance misuse problems present in the community; clarify the impact these problems have on community members; identify the specific risk and protective factors that contribute to these problems; assess readiness; and determine the resources required to address those factors.

Step 2: Capacity – Focuses on understanding the community's readiness to address identified substance misuse problems and building and mobilizing local resources to address identified prevention needs and create a sustainable prevention system. Readiness, defined as the community's willingness and motivation to commit resources, is essential for successful implementation.

Step 3: Planning – In an effective planning process, communities involve diverse stakeholders, replace guesswork and hunches with data-driven decisions, and create comprehensive, evidence-informed prevention plans to address their priority substance misuse problems.

Step 4: Implementation – Involves putting the prevention plan into action by delivering evidence-informed prevention strategies, programs, policies, and practices. When implementing evidence-based programs, this step also involves maintaining fidelity to the original program design while allowing for thoughtful adaptations to fit the community context as needed.

Step 5: Evaluation – Involves systematically assessing both the process and outcomes of prevention programs to determine their effectiveness, identify areas for improvement, and guide decision-making.

Guiding Principle: Cultural Competency – Involves understanding the value, and integration, of culturally appropriate strategies into every SPF step to ensure that prevention efforts are inclusive, relevant, and beneficial to diverse populations

Guiding Principle: Sustainability – Focuses on building an effective system that can sustain and maintain prevention efforts and positive prevention outcomes overtime.

Detailed Application Guide

Section A: Organization Information

- Organization Information – 5 points – provide organization and primary contact information
- Fiscal Agent Information (if applicable) – If the applicant organization will involve an external fiscal agent (e.g., city/county government, etc.) in the grant reimbursement process, applicants must provide that information in the *Fiscal Agent Information* section.

Section B: Community Needs Assessment

A community needs assessment identifies local prevention needs by analyzing data from various sources. This helps applicants demonstrate their prioritized substance misuse issues, understand their impact, pinpoint contributing factors, assess readiness, and determine necessary resources. For more information on Assessment, click [here](#). (*This application section is worth a total of 20 points*).

- **Demographics** – 5 points – limit 350 words/3,000 characters
 - Provide a local community profile, including demographics such as age, race, ethnicity, gender, socioeconomic status, urban-rural, community culture, and religion. Describe what it is like to live and work in your community.
- **Substance Misuse Problems** – 5 points – limit to 350 words/3,000 characters
 - Describe the nature of the substance misuse problem(s) and related harmful behaviors in your community. How often are they occurring, where are they occurring, and who is experiencing them?
 - For example, this could include drug and alcohol use by youth, such as binge drinking or increasing marijuana use; or consequences of misuse such as car accidents involving underage drinking or drug and alcohol related arrest data.
 - Applicants are strongly encouraged to include quantitative data – such as school survey results, juvenile arrest rates, etc. [Example publications and data sources can be found here](#).
- **Causes and Factors** – 5 points – limit to 350 words/3,000 characters
 - Describe the perceived causes of the substance misuse problems in your community. Include consideration of, and information on, the risk and protective factors associated with the substance misuse problems.
 - For example, if one of the problems is youth drug and alcohol use, the potential causes could include the availability of alcohol, lack of underage drinking law enforcement, prevention education, or social norms. Potential associated risk and protective factors could include parental engagement, family cohesion, or access to positive out-of-school activities.
- **Current Efforts, Resources, and Readiness** – 5 points – limit to 350 words/3,000 characters
 - Describe the current efforts to address the substance misuse problem in your community. Discuss the existing resources your community has access to for addressing substance abuse problems, and your community's readiness to tackle substance misuse challenges.
 - 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

This section allows applicants to share information on their agency’s experience and capacity related to their proposed prevention activities. Applicants are asked to demonstrate that they have the necessary resources and readiness to implement the prevention activities they are proposing. For more information on Capacity Building, click [here](#). *(This application section is worth a total of 15 points).*

- **Agency Capacity** – 5 points – applicants are not automatically disqualified if they are unable to answer “Yes” for each of the Capacity Areas, rather it provides ODP and the applicant insight as to what areas may need to be bolstered if grant funds are awarded.
 - Does your agency have previous experience implementing prevention activities?
 - Does your agency have dedicated prevention staff?
 - Does your agency have officers/staff trained in evidence-based prevention curricula or programs?
 - Does your agency have leadership support for the proposed activities?

C.1. Agency Capacity

In the table below, please provide information about your agencies experience and capacity in the identified areas. (column 1 identifies the capacity area, column 2 asks for the status, and column 3 asks for a description).

CAPACITY AREA	STATUS	DESCRIPTION
Does your agency have previous experience implementing prevention activities?	<input type="checkbox"/>	
Does your agency/organization have dedicated prevention staff?	<input type="checkbox"/>	
Does your agency have officers/staff trained in evidence-based prevention curricula or programs?	<input type="checkbox"/>	
Does your agency have leadership support for the proposed activities?	<input type="checkbox"/>	

- **Staff Qualifications** – 5 points
 - Provide information about the qualifications and role of each key staff that will be involved in administering the proposed activities. This includes: their position, name, relevant qualifications & training, role in activities, and percent of their time that would be funded by the grant. (If you do not know which staff will be serving in the specific roles, or have not hired staff for the identified roles, you can put “TBD” under *Staff Name*.)
 - To add a key staff to the table, click “Add Row”
- **Organization Coordination** – 5 points
 - Provide a list of specific partners that: (A) your organization collaborates with on your prevention-related efforts overall, and (B) will be involved in, or support with, the proposed activities you are requesting funding to implement in your community. Examples include coalitions, schools, civic organizations, youth groups, juvenile corrections, nonprofits, state and local government, etc.).
 - Please include a description of how they collaborate with your organization and/or will be involved in the proposed activities.
 - To add a partner organization, click “Add Row”

C.2. Staff Qualifications

Click "Add Row" below to provide information about the qualifications and role of each key staff that will be involved in implementing the proposed activity/activities.

POSITION	STAFF NAME (OR TDD)	RELEVANT QUALIFICATIONS & TRAINING	ROLE IN ACTIVITIES	% TIME FUNDED BY GRANT
		Add Row		

C.3. Agency Coordination

Click "Add Row" below to provide a list of specific partners who will be involved in helping to implement the proposed activities. For example: coalitions, schools, civic organizations, youth groups, state or local government entities, etc.

PARTNER AGENCY/ORGANIZATION	ROLE - HOW WILL THEY BE INVOLVED?
	<div> <div>Add Row</div> <div></div> </div>

Sections D-H: Planning, Implementation, and Budget

Organizations can request funding for activities in five key prevention domains in application sections D-H:

- D. Alcohol Misuse & Underage Drinking Prevention
- E. Prescription Medication Misuse Prevention
- F. Illicit Opioid Use Prevention
- G. Methamphetamine Use Prevention
- H. Youth Substance Use Prevention.

IMPORTANT NOTE: The number of activities and/or prevention domains an applicant requests funding for will not impact the likelihood of being awarded funds. Award decisions will be based on the quality of the proposal and the availability of funds. *(The Program Planning, Implementation, and Budget application sections are worth a total of 70 Points overall – 35 points for Planning & Implementation and 35 points for Budget – regardless of the number of activities or domains applicants request funding for).*

For more information on the SPF Planning and Implementation steps, click [here](#).

Throughout the Planning, Implementation, and Budget sections for each of the key prevention domains, applicants will be asked to follow these four overarching steps:

Step 1: Identify the substance misuse problems (that fall within the six key prevention domains), and the related harmful behaviors, that are being experienced locally; determine the perceived root causes, risk factors, and protective factors associated with the identified substance misuse problems; and provide supporting data that substantiates the existence of the identified problems, causes, and associated factors.

Step 2: Request funding to implement evidence-informed strategies and activities at the state and/or local level to address the substance misuse issues – and/or the associated causes, risk factors, and protective factors – identified in Step 1. (Examples of eligible activities within the six key prevention domains are outlined in the table on page 9).

Step 3: Once applicants have identified the substance misuse problems experienced locally and selected the prevention activity/activities they are requesting funding to implement, they will need to provide justification as to why the activity/activities they selected are a good fit to address the identified substance misuse problems in their community.

Step 4: Provide detailed budget breakdown and budget justification for the Staff, Mileage, and Other Budget categories for proposed activities in each key prevention domain. *(Sections D-H: Budget on page 12 provides more detailed guidance on the application budgets).*

IMPORTANT NOTE: In Section D, you will provide the requested planning, implementation, and budget information for Alcohol Misuse & Underage Drinking Prevention Strategies. If you do not wish to request funding for activities in any of the key prevention domains in Sections D-H, you will scroll to the bottom of the application section and click “Complete & Continue” to move on to the next section.

Also, application Sections D-H have identical structure, so the guidance provided below applies to each of the five sections.



Sections D-H: Planning – In this section you must identify the activity/activities in each key prevention domain that you are requesting funding to implement and demonstrate how the selected activity/activities are part of a comprehensive, strategic, data-driven approach to address the substance misuse problems identified in your Community Needs Assessment (section B). *The questions in this subsection – Activity Selection and Activity Justification – are worth a total of 15 points.*

- **Activity Selection:** in sections D-H, use the Activity Selection checkbox lists to identify the activity/activities within each individual prevention domain that your organization is requesting funds to implement. The activities listed in the Activity Selection checkbox lists for each of the key prevention domains align with the activities listed in the table, *Key Prevention Domains – Domain Activities – Activity Examples* on pages 10-11.

You are not required to select an activity on the check box lists. If the activity that you want to implement is not listed, please select “Other” and identify and describe the activity in the box below the check list that says *If you selected “Other” please identify and provide a description of the activity here.*

Again, if you do not wish to request funding for activities in one or more of the categories, you will scroll to the bottom of the application section and click “Complete & Continue” to move on to the next section.

Alcohol Misuse & Underage Drinking Prevention Activities – PLANNING

D.1. Activity Selection – What alcohol misuse & underage drinking prevention activities do you plan to implement? (check all that apply)

- ☐ Retail Compliance and Regulation (i.e., compliance checks, shoulder tap operations, alcohol license inspections, ID fraud enforcement).
- ☐ Impaired Driving Enforcement (i.e., DUI/DWI enforcement)
- ☐ Underage Drinking Enforcement (i.e., party patrols, underage alcohol possession and consumption law enforcement, social host ordinance enforcement)
- ☐ Community Prevention & Education (i.e., community presentations, outreach, information dissemination, public awareness and education)
- ☐ Other

If you selected “Other” please identify and provide a description of the activity here.

All proposed activities must be informed by sound principles of prevention science and be demonstrated through evaluations to effectively reduce risk factors, enhance protective factors, and achieve the desired outcomes related to the substance misuse issues identified in the Community Needs Assessment. Resources for additional information on evidence-informed strategies and activities are shared below:

Resources on Evidence-Based & Evidence-Informed Practices and Strategies	
<u>ODP Resources</u>	<ul style="list-style-type: none"> • Idaho’s Evidence-Based Practices Dashboard • Idaho’s Evidence-Based Practices Selection & Planning Workbook • ODP’s Prevention Resource Library
<u>DOJ, OJP, OJJDP, ONDCP, and HIDTA Resources</u>	<ul style="list-style-type: none"> • OJP CrimeSolutions Law Enforcement Programs and Practices List • OJP General CrimeSolutions Programs and Practices List • OJJDP Model Programs Guide & Literature Reviews • OJJDP Prevention Programs List • ONDCP Prevention Resources for Law Enforcement Professionals • HIDTA Prevention Intervention Resource Center
<u>SAMHSA Resources</u>	<ul style="list-style-type: none"> • Selecting Best-Fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners • Finding Evidence-based Programs and Practices • Evidence-based Practices Resource Center
<u>Additional Resources</u>	<ul style="list-style-type: none"> • Blueprints Programs for Healthy Youth Development • Excellence in Prevention Strategy List, The Athena Forum • National Mentoring Resource Center

Additionally, examples of eligible activities within the key prevention domains are outlined in the table on the following page. Applicants have the option to request funding for activities that are not listed on the table by providing the activity name, description, and justification within the application.

Key Prevention Domains – Domain Activities – Activity Examples		
Domain	Activity	Examples
Alcohol Misuse & Underage Drinking	Retail Compliance & Regulation	Compliance checks, shoulder tap operations, alcohol license inspections, ID fraud enforcement
	Impaired Driving Enforcement	DUI/DWI patrols
	Underage Drinking Enforcement	Party patrols, underage alcohol possession and consumption law enforcement, social host ordinance enforcement
	Community Prevention & Education	Community presentations, outreach, information dissemination, public awareness and education
	Youth, Parent, Family, or Adult Programming	Evidence-based or evidence-informed direct service programs with high-risk youth, adults, and/or parents.
	Multistakeholder Group Collaboration	Partnering with state and local-level stakeholders via coalitions, workgroups, task forces, committees, etc. to address alcohol misuse or underage drinking
	Training	In-person and virtual alcohol misuse and underage drinking prevention-related training opportunities
Prescription Drug Misuse	Diversion & Distribution Enforcement	Enforcement of laws and regulations around medication distribution, support efforts to curb diversion
	Drug Disposal & Take Back Programs	Supporting prescription drug disposal programs, permanent prescription drug disposal locations, National Prescription Drug Take Back Day
	Community Prevention & Education	Community presentations, outreach, information dissemination, public awareness and education
	Youth, Parent, Family, or Adult Programming	Evidence-based or evidence-informed direct service programs with high-risk youth, adults, and/or parents
	Multistakeholder Group Collaboration	Partnering with state and local-level stakeholders via coalitions, workgroups, task forces, committees, etc. to address prescription medication misuse-related issues
	Training	In-person and virtual prescription misuse prevention-related training opportunities
Illicit Opioid Use	Distribution & Interdiction Enforcement	Disrupting illicit opioid production and distribution, seizing illicit opioids
	Illicit Opioid Monitoring & Surveillance	Analyzing data and conducting environmental scans to assess community vulnerabilities and identify high risk areas, collaborating with state and local partners to track trends in fentanyl and illicit opioid use
	Community Prevention & Education	Community presentations, outreach, information dissemination, public awareness and education
	Youth, Parent, Family, or Adult Programming	Evidence-based or evidence-informed direct service programs with high-risk youth, adults, and/or parents.
	Multistakeholder Group Collaboration	Partnering with state and local-level stakeholders via coalitions, workgroups, task forces, committees, etc. to address fentanyl and illicit opioid use-related challenges
	Training	In-person and virtual training opportunities related to fentanyl or illicit opioid use
Methamphetamine Use	Methamphetamine Monitoring & Surveillance	Analyzing data and conducting environmental scans to assess community vulnerabilities and identify high risk

		areas, collaborating with state and local partners to track trends in meth use and related incidents
	Distribution & Interdiction Enforcement	Disrupting meth production and distribution, seizing meth
	Community Prevention & Education	Community presentations, outreach, information dissemination, public awareness and education
	Youth, Parent, Family, or Adult Programming	Evidence-based or evidence-informed direct service programs with high-risk youth, adults, and/or parents.
	Multistakeholder Group Collaboration	Partnering with state and local-level stakeholders via coalitions, workgroups, task forces, committees, etc. to address methamphetamine use-related challenges
	Training	In-person or virtual methamphetamine use prevention-related training opportunities
Youth Substance Use <i>(related to local-level youth substance use prevention concerns on alcohol, marijuana, tobacco, electronic cigarettes, prescription medication, illicit opioids, or methamphetamine)</i>	Access Restriction & Compliance Surveillance	Conducting compliance checks or sting operations, enforcing age-restricted purchase laws, implementing shoulder tap operations
	Youth Possession & Use Interventions	Youth alcohol and drug impaired driving prevention, issuing citations or warnings, patrolling events or hotspots, collaborating with schools or referrals for at-risk students
	Youth-focused Programming	Evidence-based or evidence-informed direct service programs with youth
	Collaborative Prevention Partnerships	Partnering with schools, coalitions, or state and local-level stakeholders to address youth substance use and support prevention strategies
	Community Prevention & Education	Community presentations, outreach, information dissemination, public awareness and education
	Data Monitoring	Analyzing data to identify youth substance use trends, mapping high-risk areas for targeted interventions, reporting data to support community assessments
	Training	In-person or virtual youth substance use prevention-related training opportunities

- **Activity Justification:** In the Activity Justification applicants are asked to explain why the activity/activities they selected are a good fit to address the substance misuse issues they previously identified. Applicants should propose activities that not only have evidence of effectiveness, but that are also a strong conceptual and practical fit to address the identified substance misuse problems in their specific community – this is important to keep in mind when providing your Activity Justification.
 - Conceptual Fit is the degree to which a program or practice is a good match for the job that needs to be done. For example, a saw is a good match for the job of cutting a piece of wood—better than a hammer or screwdriver.
 - Practical Fit is the degree to which a program or practice is a good match for the people involved and the community overall. For example, a handsaw is a good match for someone who wants to cut wood but who can't afford or comfortably operate a power saw.
 - Evidence of Effectiveness is the proof that a program or practice can (or cannot) do the job that needs to be done; for example, watching someone use a handsaw to cut through wood is evidence of that specific saw's effectiveness.

Applicants are expected to provide evidence that the activity/activities that you have proposed have evidence of effectiveness and are a good fit to address the identified substance misuse problems and causes in your community – *why you believe these specific activities are a good fit to address the*

specifically identified substance misuse issues in your specific community. Cite data and research that will support your chosen proposed project. Use data sources such as:

- Relevant historical data collected by your agency or community partners
- Applicable research studies – [Google Scholar](#) can be a useful search tool
- [Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#)

Sections D-H: Implementation

- **Activity Description and Action Plan** (20 points) – Provide an outline of your proposed activity/activities – the “how, what, where, when, and who” details of how the activities will be implemented. What do you plan to do? How many sessions will you implement? What are the locations for the activities? What are the start and completion dates/what is the anticipated timeline? When possible, assign the tasks and activities to a staff member.

Sections D-H: Budget

PFS-LE grant awards provide funding in three budget categories: (1) Staff – which includes all staff costs related to program implementation; (2) Mileage – which includes mileage reimbursement costs related to program implementation; and (3) Other – which includes costs for all curriculum, supplies, and materials that are necessary for program implementation.

Applicants are expected to provide a detailed breakdown and justification for the requested Staff Budget, Mileage Budget, and Other Budget for each proposed program. *Across the application, the Staff, Mileage, and Other Budget Tables are worth a total of 15 points, and the Budget Justifications are worth a total of 20 points. The point value remains the same regardless of how many activities and/or categories you request funding for. Therefore, requesting funding for one activity/category does not decrease the point value of the application, and requesting funding for multiple activities/categories does not increase the point value of the application. Scores are based on overall quality of responses.*

- **Staff Budget & Staff Budget Justification**
 - **Staff Budget:** Provide a breakdown of all staff costs in the table provided in the application. This entails identifying specific staff that will be involved in activity implementation, their hourly rate, and their anticipated number of hours. To add a staff person and identify their role, hourly rate, and estimated number of hours, click “Add Row”
 - **Staff Budget Justification:** Detail and justify the role and need for each staff member listed in the table. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the proposed program.

D.4.a. Staff Budget – Click “Add Row” below to identify the staff, hours, and hourly rate for all staff that will be involved in activity implementation.

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

D.4.b. Staff Budget Justification – 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 3,000 characters). (3000 characters remaining)

- **Mileage Budget & Justification**

- Provide a breakdown of all anticipated mileage costs in the table provided in the application. This entails identifying each of the start and end locations of your anticipated trips (by car), the round-trip mileage, and the number of round trips. To add a mileage expense, click “Add Row”
 - **The mileage rate for FY2026 is \$0.70 per mile.** Please use this rate in your cost calculation.
- Detail and justify the need for the mileage costs listed in the table. The budget justification must demonstrate that expenses are reasonable, necessary, and allocable to the program.

D.5.a. Mileage Budget – Click “Add Row” below to identify the anticipated travel and mileage costs associated with activity implementation. The FY2026 State of Idaho mileage reimbursement is \$0.70 per mile, so please use this rate in your cost calculations.

ACTIVITY	NUMBER OF SESSIONS	AVERAGE MILES PER SESSION	TOTAL MILEAGE COST
			\$ 0.00
Add Row			

D.5.b. Mileage Budget Justification – 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 activities. Limited to 350 words (or 3,000 characters). (3000 characters remaining)

- **Other Budget & Justification**

- Provide a breakdown for any other anticipated budget costs (i.e., curriculum, supplies, materials, equipment, printing, mailing, facilities, etc.) in the table provided in the application. When adding a miscellaneous budget expense to the table you will be asked to include the item description, number of units, and unit cost. To add an Other Budget item, click “Add Row”
- Detail and justify the need for the Other expenses in the table. The budget justification must demonstrate that expenses are reasonable, necessary, and allocable to the project.

D.6.a. Other Budget – Click “Add Row” below to identify any other anticipated budget costs necessary for activity implementation (i.e., equipment, supplies, contractual, etc.).

ANTICIPATED BUDGET ITEMS	ANTICIPATED BUDGET ITEM COST
	\$ 0.00
Add Row	

D.6.b. Other Budget Justification – Please detail and justify the need for the Other Budget expenses proposed in the table above. The budget description must demonstrate that the expenses are reasonable, necessary, and allocable to the activities. Limited to 350 words (or 3,000 characters). (3000 characters remaining)

- **Total Funds Requested** – enter in the total amount for your combined Staff, Mileage, and Other Budgets for that category. The Neighborly system will not automatically calculate the total budget, please calculate your total staff/mileage/other budgets and input the total here.

Total Funds Requested for Alcohol Misuse & Underage Drinking Prevention Strategies

D.7. Total Funds Requested – Please enter the total amount of funds requested between the proposed Staff, Mileage, and Other Budgets.

Section I: Evaluation

When awarded, each program will be asked to evaluate the effectiveness and outcomes of their grant-funded activities. Evaluation includes both process and outcome evaluation and involves the systematic collection and analysis of program-related data to monitor progress and performance metrics and measure outcomes to determine program effectiveness, identify areas for improvement, and guide decision-making moving forward. For more information on Evaluation, click [here](#).

ODP expects applicants to have a clear vision of how their proposed activity/activities will positively impact their community and/or target population, as well as thoughts on what evaluation tools and methods they will implement to measure the activity outcomes. *(This section is worth a total of 10 points).*

In the Evaluation section, applicants will be asked:

1. Describe the difference you expect your proposed activities to make in your community. Consider the substance misuse problems you previously identified and how you think the implementation of the activities you've selected will fit your community's needs and address the identified issues. Additionally, please share what evaluation tools and methods you plan to utilize to measure the program impacts and outcomes.
2. If applicable, please share if you have implemented prevention efforts in the past. If so, did you do any form of process of outcome evaluation to understand the outcomes? Did the efforts produce positive results? If available, cite outcome data, from prior years and/or efforts.*

****This question is only applicable to applicants that have previously implemented prevention activities. If your organization has not implemented prevention activities previously you do not need to answer this question.****

Assurances & Conditions

Applicants are required to review and agree with the following Assurances to be able to submit their application. *(This application section is Pass/Fail with no assigned point value).*

Compliance with all assurances is mandatory to receive consideration for funding. The online application will require you to check each assurance as agreed before you can submit your proposal.

- A. Assurance of Compliance with Record Keeping/Data Collection Standards** – If any grant funds are awarded pursuant to this application, the Applicant organization will maintain detailed records on all PFS-LE grant funded activities, which indicate the date, time, number of participants and nature of services delivered under the grant award. Furthermore, the Applicant organization will maintain detailed records related to all activities reimbursed/paid for by grant funds and included in reimbursement requests. ODP has the right to audit grantee payments and reimbursement requests both before and after payment and to contest any billing or portion thereof. Additionally, the Applicant will comply with evaluation data collection requirements on all projects and submit that data to ODP via grant activity reports. These records shall be subject to inspection by ODP.
- B. Assurance of Compliance with Idaho State Laws** – If any grant funds are awarded pursuant to this application, the Applicant organization will abide by all State laws, rules, regulations, and executive orders of the Office of the Governor, 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 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 activity performed under a grant award entered into pursuant to this application.
- C. Assurance of Compliance with Parental Consent Policy** – All activities conducted by the Applicant organization with awarded 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.

- D. Assurance of Compliance with Substance Abuse Prevention Charitable Choice Policy** – All applicant organizations will review the Substance Abuse Prevention Charitable Choice Policy ([found here](#)) and understand the Federal Regulations regarding faith-based organizations delivering federally funded substance abuse prevention services.
- E. Assurance of Compliance with Federal Laws, Regulations, and Policies Regarding Lobbying and Supplanting** – If any grant funds are awarded pursuant to this application, the Applicant assures ODP that it will comply with all applicable federal laws, regulations, and policies governing the use of federal grant funds, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Anti-Lobbying Act (18 U.S.C. § 1913), and the Byrd Amendment (31 U.S.C. § 1352). The Applicant agrees that no federal funds provided under a grant award pursuant to this application will be used for lobbying activities, including attempts to influence legislation, elections, or government officials, or to encourage grassroots lobbying efforts. The Applicant further assures that any federal funds provided via a grant award pursuant to this application will be used to supplement, and not supplant, funds from other federal, state, or local sources. Supplanting occurs when a recipient uses federal grant funds to replace existing non-federal funds, thereby reducing the recipient's financial commitment to a program or activity. Federal funds are intended to supplement (add to) existing resources, not substitute for them. The Applicant will maintain accurate records to demonstrate compliance and will promptly disclose any lobbying activities funded with non-federal funds as required by federal law. Failure to comply with these requirements may result in termination of this agreement, repayment of funds, or other penalties as prescribed by law.

Application Submission

Once you have completed each of the application sections, agreed with the assurances and conditions, and completed the signature and date, you will be able to submit the application.

Important: to be able to submit the application each application section needs to be marked as “Complete.” A section is marked as complete after you click “Complete & Continue” at the bottom of the section page. You can tell if a section has been marked as “Complete” by looking at the application sections in the lefthand navigation menu – once a section has been marked as “Complete” there will be a blue check mark in the grey circle by that section’s title.

All of the grey circles need to have blue check marks prior to submitting the application. If a section does not have a blue check mark you need to go back to that section, scroll to the bottom, and select “Complete & Continue” before submitting your application.

Application Signature: the final step before submitting your application is to electronically sign and date and then click “Complete & Submit.”

Signature: Click here to electronically sign

Date:

No save history

Printing a Copy of the Application: Applicants will continue to have access to their application in Neighborly after January 5th, you will just be unable to make any edits. However, if applicants would like to download a copy of the final application for their records. You can download a printable PDF of the application by clicking on “Print” in the left-hand navigation menu.

PFS Law Enforcement Grant
Status: Application in Progress
Name: Example Organization
Case ID: 12345

- Application Overview
- A. Organization Information
- B. Community Needs Assessment
- C. Capacity Building
- D. Alcohol Misuse & Underage Drinking Prevention
- E. Prescription Drug Misuse Prevention
- F. Illicit Opioid Misuse Prevention
- G. Meth Use Prevention
- H. Youth Substance Use Prevention
- I. Evaluation
- Submit

Application Tips

Entire Application:

- Review [A Guide to SAMHSA's Strategic Prevention Framework](#) prior to starting, and while completing, the application to help you get a thorough understanding of the SPF.
- Review other resources provided throughout the Application Guide to help you as you complete various application sections.
- Be sure to thoroughly read the questions/prompts in each section and fully address them in your responses.
- We encourage applicants to have someone proofread their application prior to submission to help catch spelling errors and budget calculation mistakes.

Community Needs Assessment:

- Fully answer/address questions and prompts and use relevant, timely data.
- Under *Causes*, consider and discuss the risk factors and protective factors associated with your identified substance misuse problems.
- Under *Current Efforts*, seriously consider what substance misuse prevention efforts are happening in your community outside of your organization and try to provide a thorough and encompassing response.

Capacity Building:

- Fully answer/address the questions and prompts.
- When completing *Agency Coordination*, fully consider which agencies/organizations will be involved in your proposed project and fully explain their role.

Program Planning, Implementation, & Budget Sections:

- Under *Activity Justification*, clearly explain why the chosen activity/activities are the best fit for your community needs, the identified substance misuse problem, and population the activity will focus on. Why are these specific activities a good fit for your organization to address the identified substance use issues in your community?
- Under *Activity Description and Action Plan*, clearly outline the action plan to implement the proposed program. Fully read the prompt and include relevant details, including what you plan to do, how many sessions you plan to implement, and the location and dates of the activities.
- Provide detailed *Budgets* and *Budget Justifications*. Clearly explain how each requested budget item is reasonable, necessary, and allocable to the activities.

Evaluation:

- Clearly outline the anticipated impacts and outcomes of your proposed activities and how they will address the substance use issues you identified in your Community Needs Assessment in Section B.