



policy • partnership • prevention

Application Guide

SFY 2027 Substance Use Primary Prevention (SUPP) Grant

SFY2027 Application Period: February 11 – March 23, 2026

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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, ODP Grant Director – Jessie.dexter@odp.idaho.gov

Registering an Account & Accessing Your Grant Portal

Accessing Neighborly and the Grant Application Portal

SUPP Grant 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 the 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 SFY2027 SUPP Grant application will be visible on your Neighborly dashboard.

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

Signing Up for a Neighborly 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 being able to log into the portal.

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

If helpful, you can find detailed instructions on how to create a new account *here*.

The screenshot shows the login interface for the Idaho Office of Drug Policy Participant Portal. On the left, the ODP logo is displayed with the tagline 'policy · partnership · prevention'. Below the logo, it says 'Welcome to the State of Idaho - Office of Drug Policy Participant Portal' and 'New applicants must first sign up before signing in to the portal'. A red box highlights a link that says 'To learn how to register a new account, please click here.' On the right, the 'Sign in' section contains a 'Sign up now' link (highlighted with a red box and a red arrow from the text 'click Sign up now'), an 'Email Address' input field, a 'Password' input field, a 'Forgot your password?' link, and a blue 'Sign in' button. At the bottom, there are links for 'Language Preference', 'Data Privacy', and 'Technical Support'.

Accessing the SFY2027 SUPP Grant Program Application

Starting New Application

Once signed into your Neighborly account/Grant Portal, the SFY2027 SUPP Grant application will be visible on your dashboard under “Start a New Application”. To start a new application, select “Start Application.”

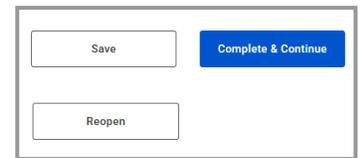
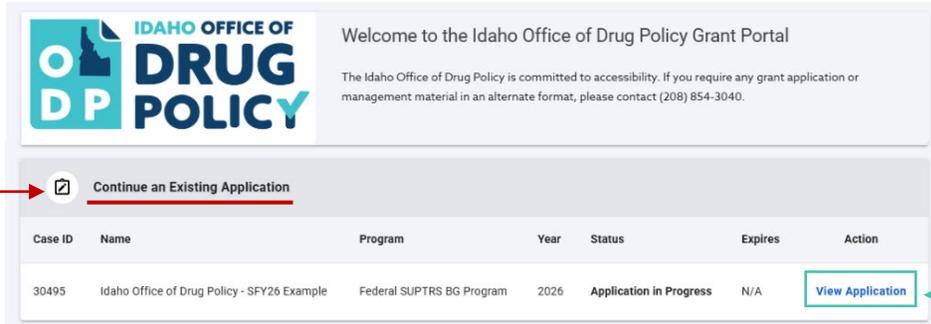
- If you have applied for or received ODP funds in previous grant cycles, those past grants will appear at the on your dashboard under “Grants” and you will need to scroll down to see the SFY2027 application.



Saving Progress & Continuing Work on an Existing Application

Organizations do not need to complete and submit their application all at once, you can work on it throughout the application period (February 11-March 23, 2026) and save your progress as you go. To save work as you go, you will scroll to the bottom of the application section and click “Save.” When you have finalized/completed a section, you will click “Complete & Continue.” If you accidentally click “Complete & Continue” before you have fully finalized/completed a section, you will just click the “Reopen” button at the bottom of the page.

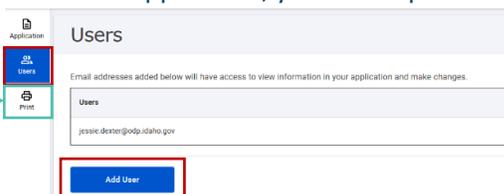
If you have already started an SFY2027 application and want to continue your work on the existing application, you will sign into your Neighborly account/Grant Portal and look for “Continue an Existing Application” on your dashboard. Then click “View Application” to re-open and continue with the application.



Printing & Collaborating on an Application

Adding Users to an Application: Organizations can have multiple individuals collaborate on the same application in Neighborly. To do this, one individual will need to sign up/log in into Neighborly and start an application. Once an application has been created and the application open, you will click on “Users” on the lefthand navigation menu and then “Add a User.” Once added to the application, the new user will sign up for/log in to their Neighborly account and the application will be on their dashboard under “Continue an Existing Application.”

Printing a Copy of the Application: Applicants will continue to be able to view and access (but not edit) their electronic application in Neighborly after it is submitted and/or the application period closes. If applicants want to download a copy of their application as they work on it and/or after it is completed, they can do so by clicking on “Print” on the lefthand navigation menu, selecting the application sections they want in the download, and then clicking “Print.” Note: the application can only be downloaded as a pdf file. If you would like a word doc version of the application, you can request one from ODP.



Application Overview: The Strategic Prevention Framework

The Strategic Prevention Framework (SPF)

The SUPP application follows the [Strategic Prevention Framework \(SPF\)](#), a community engagement model grounded in public health principles. The SPF model was developed by SAMHSA to provide prevention planners with a comprehensive approach to understanding and addressing the substance misuse problems in their states and communities. Interested applicants can use the following resources to learn more about the SPF and substance misuse prevention:

- [Strategic Prevention Framework, SAMHSA’s Strategic Prevention Technical Assistance Center](#)
- [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 – *(this application section is Pass/Fail with no assigned point value)*
- Fiscal Agent Information (if applicable) – If the applicant organization will involve an external fiscal agent (e.g., a school district, 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 the substance misuse issues in their community, the risk and protective factors contributing to those issues, assess existing prevention efforts, identify partners, and provide context on the programs they plan to request funding to implement. More information on Assessment can be found [here](#) and [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 and aspects of diversity 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, 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. [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. [More information on risk and protective factors can be found here](#).
 - 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 bonding, 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 past substance misuse prevention experience and current capacity of the organization and local community. Applicants must demonstrate that they have the capacity – that is, the resources and readiness – to support the prevention programs, policies, and strategies they propose. For more information on Capacity Building, click [here](#). (This section is worth a total of 15 points).

- **Organization Qualifications** – 5 points
 - How many years of experience does the organization have with substance misuse prevention and/or administering the type of proposed prevention efforts?
 - Has the organization previously received grant funds from ODP?
 - If yes, how many years has the organization previously received funds from ODP?
- **CPS and PPS Credentials** – applicants are asked to provide information about their organization’s Certified Prevention Specialist (CPS) and Provisional Prevention Specialist (PPS) credentials. *Please note: organizations are not required to hold CPS and PPS credentials to apply for, and receive, SUPP Grant funds.* For more information on Prevention Specialist credentials, click [here](#).
 - Do any staff at your organization have a CPS credential, a PPS credential, or are working towards obtaining a CPS credential? (Use the drop-down menu to select your response.)
 - Depending on the drop-down menu selection, you may or may not be asked to upload relevant supporting documentation (*the application contains conditional logic and will adjust to the response*).

CPS and PPS Credentials

Provide information about your organizations Certified Prevention Specialist (CPS) and Provisional Prevention Specialist (PPS) credentials. (Note: CPS and PPS credentials are not required for organizations to be eligible to apply for, and receive, SUPTRS BG funds. For more information on Prevention Specialist credentials, click [here](#)).

C.3. Do any staff at your organization have a CPS credential, a PPS credential, or are working towards obtaining a CPS credential?

- A staff member at my organization has a CPS credential
- A staff member at my organization has a PPS credential
- A staff member at my organization is working towards obtaining a CPS credential
- No staff member at my organization has, or is currently working towards, a CPS or PPS credential

- **Staff Qualifications** – 5 points
 - Provide information about the experience level of each key staff that will be involved in administering the proposed programs and activities. This includes: their years of experience in the prevention field, their level of educational obtainment, and their educational focus.
 - To add a staff member, 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) that will be involved in, or support with, the proposed programs and activities you are requesting funding to implement in your community. Examples include coalitions, law enforcement, juvenile corrections, schools, community organizations, etc.).
 - Please include a description of how they collaborate with your organization and/or will be involved in the proposed programs and activities.
 - To add a partner organization, click “Add Row”

C.4. Staff Qualifications

Click “Add Row” below to provide information about the experience level of each key staff that would be involved in administering the proposed project(s).

Name	Years of prevention experience	Highest Level of Education	Educational Focus
Add Row			

C.5. Organization Coordination

Provide a list of partners that: (A) your organization collaborates with on your prevention-related efforts overall, and (B) will be involved in, or support with, the specific proposed project(s) you are requesting funding to implement in your community. For example: law enforcement, juvenile corrections, schools, nonprofit organizations, coalitions, youth groups, behavioral health providers, etc.

Click “Add Row” below to add a partner agency or organization.

Name of Partner Organization	Role - How do you collaborate on existing prevention efforts / how will they be involved in the implementation of your proposed programs?
Add Row	

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

Organizations can request funding for up to five (5) different programs/activities in application sections D-H. **Important Note:** The number of programs 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 80 Points overall – 50 points for Planning & Implementation and 30 points for Budget – regardless of the number of programs an applicant requests funding for).* For more information on the SPF Planning and Implementation steps, click [here](#).

In [Section D](#), please provide the requested planning, implementation, and budget information for [Program 1](#).

Program 1: Planning – In this part of the application, you must demonstrate that the program you are requesting funding to implement is evidence-informed and part of a comprehensive, strategic, data-driven approach to address the substance misuse problems identified in your Community Needs Assessment (Section B).

- **Identify the Problem(s) & Root Cause(s)** (10 points):

1. Identify the specific substance misuse problem(s) in your community that Program 1 will address
2. Identify the root causes and risk and protective factors contributing to the problem
3. Provide supporting data that substantiates the existence of the identified problem, root causes, and factors. Overall, this should align with the relevant problems identified in your response to the Community Needs Assessment in Section B. Use of local, county, or regional data is encouraged. [Publication and data sources can be found here.](#)

Example: *Problem: Idaho Youth Drink Alcohol*

Root Causes: Youth have access to alcohol and lack access to healthy out-of-school activities

Data: Data from the [Idaho Statistical Analysis Center](#), [IDHW Alcohol Impact Dashboard](#), [National Survey on Drug Use & Health](#), a [Community Needs Assessment](#), etc.

- To add a problem, click “[Add Row](#)” –

★ **It is recommended that applications identify a maximum of three (3) problems per program section**

D.1. Identify the Problem(s)

Use the table below to:

- (1) identify the specific substance misuse problems in your community that Program 1 will address;
 - (2) outline the root causes, risk factors, and protective factors that contribute to the identified problems;
 - (3) provide supporting data that substantiates the existence of the identified problems and root causes. The use of local, county, or regional data is encouraged.
- You can view data source examples

Problem - What is the problem?	Root Cause - Why is this a problem?	Data - How do you know this is a problem?
Add Row		

Program, Strategy, and IOM Category Selection

- **Evidence-Based/Evidence-Informed Program Selection** (5 points) – use the drop-down menu to select the evidence-based/evidence-informed program or activity you plan to use to address the identified substance misuse problems and causes/factors. You are NOT required to select a program listed on the drop-down menu. If the program you have chosen is not listed, please select “Other” in the dropdown menu and identify and describe the program in Section D.2.b.

All proposed strategies **MUST** be based on sound principles of prevention science – principles that have been demonstrated through evaluations to effectively reduce risk factors, enhance protective factors, and achieve the desired outcomes of delaying youth substance use initiation and/or the preventing substance misuse behaviors *(among any identified age group/population – programs are not required to be youth-focused)*. Resources to learn more about evidence-based, evidence-informed, and promising

programs – as program registries and how to select the best-fit programs to address your identified substance misuse issues with the population you serve – are shared below:

*** Resources on evidence-based, evidence-informed, and promising programs and practices ***

<p><u>ODP Resources</u></p>	<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
<p><u>SAMHSA Resources</u></p>	<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 • Focus on Prevention: Strategies and Programs to Prevent Substance Use
<p><u>Additional Evidence-based Program Registries & Resources</u></p>	<ul style="list-style-type: none"> • Blueprints Programs for Healthy Youth Development • Excellence in Prevention Strategy List, The Athena Forum • CrimeSolutions Programs & Practices List, DOJ Office of Justice Programs • OJJDP Literature Reviews and Model Programs Guide • National Mentoring Resource Center • ADAPT Prevention Intervention Resource Center, HIDTA • Registry of Evidence-Based Prevention Programs, New York State Office of Addiction Services and Supports • PEW Results First Clearinghouse Database • Social Programs that Work Program Registry • CEBC Evidence-Based Clearinghouse for Child Welfare <ul style="list-style-type: none"> ○ Child & Adolescent Substance Abuse Prevention Programs ○ Child & Adolescent Mentoring Programs ○ Parent Training Programs that Address Behavior Problems in Children & Adolescents • What Works Clearinghouse

- **Strategy Selection** (5 points) – The SAMHSA Center for Substance Abuse Prevention (CSAP) promotes the following six (6) Prevention Strategies. To be eligible for funding, proposed programs will need to fall under one of the CSAP Prevention Strategies AND applicants will be expected to identify what Prevention Strategy each proposed program/activity falls under within the application. An overview of each Strategy, as well as example activities, is provided below. Additional context and programmatic examples for the six Strategies can be found in the SAMHSA resource [Focus on Prevention: Strategies and Programs to Prevent Substance Use](#).

1) Information Dissemination – focuses on increasing awareness and knowledge, and changing attitudes, about substance misuse and its effects on individuals, families, and communities. It is characterized by one-way communication from the source to the audience, with minimal interaction between the two. This strategy also promotes awareness of available prevention programs and services. Example activities include:

- Media campaigns, public service announcements, etc.
- Dissemination of printed and electronic resources (i.e., educational brochures)
- Community outreach events (i.e., town halls, health fairs, presentations/speaking engagements, etc.)

- 2) Prevention Education Programs – focus on interactive, two-way communication between facilitators and participants of evidence-informed direct-service programs and curriculums that are aimed at increasing knowledge and improving critical life and social skills – such as decision-making, refusal skills, critical analysis, and systematic judgment abilities – to prevent substance misuse. Example activities include:
- Youth-focused Evidence-Informed Programs – school and non-school-based educational programming that emphasizes skill-building in areas such as decision-making, refusal skills, critical analysis, communication, resiliency, and stress/self-management.
 - Parent and Family-focused Evidence-Informed Programs – focus on strengthening family bonds and fostering a supportive environment. Provide parents with education and tools to increase positive parent-child engagement and help them effectively communicate with their children about the risks of drugs and alcohol and establish consequences.
 - Evidence-informed programming for an identified at-risk population to address an identified substance misuse issue and the related factors.
- 3) Positive Alternatives – focus on providing activities that exclude alcohol and drug use, promote a healthy lifestyle, and offer constructive positive alternatives to substance use, particularly for youth and other at-risk populations. The understanding is that constructive healthy activities offset the attraction to, or otherwise meet the needs potentially filled by, alcohol, tobacco, and other drugs. These activities are designed to reduce risk-taking behaviors, reinforce protective factors, and promote mental and physical wellness. Example activities include:
- Mentoring Programs – providing youth with structured mentoring opportunities to receive guidance and support from peers and/or caring adults to reduce risk factors associated with substance misuse.
 - Youth or Adult Leadership Development Initiatives – focus on cultivating abilities and fostering personal growth to boost protective factors and mitigate risk factors associated with substance misuse.
 - Positive, Structured Social Engagement Opportunities – such as community service projects, volunteer opportunities, afterschool programs, drop-in recreation centers, and drug and alcohol-free activities.
- 4) Environmental Strategies – focus on the settings and conditions in which people live, work, and socialize to influence the broader population rather than targeting individuals directly. These strategies aim to change the norms, attitudes, conditions, laws, and policies within communities to reduce risk factors and increase protective factors associated with substance misuse. Example activities include:
- Policy Implementation and Enforcement – enacting and enforcing laws such as social host liability, restrictions on alcohol sales, and zoning regulations to limit access to substances (i.e., tighter zoning restrictions on alcohol outlets or stronger enforcement to prevent underage purchases of alcohol and tobacco products). Review and establishment of ATOD policies in schools.
 - Changing Community Norms – addressing cultural and social norms that promote substance use. Implementing public awareness campaigns to raise awareness about substance misuse issues and consequences and correct misperceptions about substance use norms. Advocating for modifications or changes to local ATOD advertising practices.
 - Reducing Access to Substances – encouraging drug-free environments in schools, workplaces, and community events and limiting retail and social access to alcohol and other drugs through measures like ID checks, restricting sales hours, or banning alcohol at certain events.
 - Environmental Design – modifying physical spaces to discourage substance use, such as redesigning venues to reduce risky behaviors or increasing visibility of law enforcement in high-risk areas.
- 5) Community-Based Processes – focus on enhancing the ability of the community to more effectively implement prevention efforts by strengthening resources such as community coalitions to prevent substance use and misuse. Organizing, planning, and networking are

included in this strategy to increase the community's ability to implement effective prevention services. Example activities include:

- Needs Assessment, Planning, and Evaluation – collecting and analyzing data to identify substance use problems, risk factors, protective factors, community resources, and gaps in services and using that data to develop a prevention plan that outlines goals, evidence-informed activities, and performance metrics. Regularly evaluating the effectiveness of prevention efforts to ensure desired outcomes are achieved and identifying areas for improvement.
- Community Mobilization and Capacity Building – can involve providing training for stakeholders to support the implementation of prevention programs, as well as coalition activities that involve local stakeholders (such as parents, educators, faith-based organizations, and nonprofits) to collaborate and implement and participate in prevention efforts such as health fairs, public awareness events, and other activities that promote healthy behaviors & alternatives to substance use. Coalition building, multi-agency collaboration, community team building, etc.

6) **Problem Identification & Referral** – focuses on identifying individuals that either have risk factors that make them high-risk for substance misuse or that have already engaged in substance misuse and assessing/determining if their behavior requires prevention education or other interventions. Example activities include:

- Employee and Student Assistance Programs – work and school-based initiatives aimed at identifying at-risk staff or students and providing prevention education and referral services to address risky behaviors.
- Prevention Screening and Referral Services – involves screening individuals who have engaged in illegal or age-inappropriate substance use (e.g., first-time alcohol or drug use) to determine if their behavior can be reversed through prevention education. This does not include treatment assessments or diagnosis.

- **IOM Category Selection** (5 points) – According to SAMHSA, a comprehensive approach to behavioral health also means seeing prevention as part of an overall continuum of care. The Institute of Medicine (IOM) Model classifications, often referred to as a continuum of care, categorizes preventive interventions according to their population of focus.

The IOM model divides the continuum of services into three parts: prevention, treatment, and maintenance. The three prevention classifications are further subdivided into universal, selective, and indicated. The IOM category is assigned by looking at the risk level of the individual or group receiving the service

Applicants will be expected to select the appropriate IOM category for each proposed program. A description of the IOM categories is provided below. For additional IOM category information, view these resources: [ODP Overview of IOM Category Definitions](#), [Institute of Medicine Classifications for Prevention](#), and a [supplemental resource on the IOM Classification System](#).

- **Universal:** Activities that focus on the general public or a whole population group, not specific risk group, with messages and programs aimed at preventing or delaying the abuse of alcohol or other drugs. All members of the population share the same general risk for substance abuse, although the risk may vary among individuals.
 - **Universal Indirect:** Initiatives that support population-based programs and environmental strategies (i.e., establishing substance use policies, modifying substance use advertising practices, coalition activities, media campaigns). *Example: Community at large.*
 - **Universal Direct:** Interventions directly serve an identified group of participants but who have not been identified as having any risk factor for substance abuse. Implementing this category provides direct programming for a group (i.e., school curriculum, afterschool program, parenting class). This also could include interventions involving interpersonal and ongoing/repeated contact. *Examples: School-based or after-school program, parenting classes.*

- **Selective:** Activities implemented with individuals or a subgroup of the population whose risk of developing a substance use disorder is significantly higher than average because of an underlying risk factor. *Examples: Children of individuals with substance use disorders, individuals with ACEs.*
- **Indicated:** Activities implemented with individuals who do not meet the criteria for substance abuse or dependence, but who are showing early danger signs, such as failing grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting potential early signs of substance abuse and other problem behaviors associated with substance use, and to target them with special programs. *Examples: Individuals involved in the criminal justice system, youth who have experimented with drugs or alcohol.*

Strategy and Program Justification

- **Strategy and Program Justification** (10 points) – Applicants should propose programs and 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.
 - **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 demonstrate that the program and strategy that you have proposed has evidence of effectiveness and is a good fit to address the identified substance misuse problems and causes in your community – *why you believe this specific program is 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:

- Research from program specific websites (i.e., [Project Alert](#), [Project Towards No Drug Abuse](#), etc.)
- Applicable research studies – [Google Scholar](#) can be a useful search tool
- [Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#)
- [ENGAGE: Evidence-Based Strategies to Prevent Youth Substance Use](#)

Program 1: Implementation

- **Activity Description and Action Plan** (10 points) – Provide an outline of your proposed program/activity – the “how, what, where, when, and who” details of how the program will be implemented. What do you plan to do? How many cohorts/sessions/activities 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.
- **Implementation Fidelity** (10 points) – Fidelity is the degree to which a program or practice is implemented as intended. Evidence-based/informed programs and practices are defined as such because they consistently achieve positive outcomes. The greater the fidelity to the original curriculum/program design, the more likely the program will reproduce desired positive results. While customizing a program to better reflect the attitudes, beliefs, experiences, and values of a focus population can increase its cultural relevance, it is important to keep in mind that such adaptations may compromise program effectiveness. For more information on implementation fidelity, [click here](#). (*More information on applicant expectations for implementation fidelity-related questions is on the next page.*)

- Applicants are asked to share how they will deliver their proposed program/activity with fidelity.
 - For evidence-based programs: describe how your 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.
 - For evidence-informed activities: cite the evidence that demonstrates the past program/activities positive outcomes, the processes with which the activity was implemented to produce those outcomes, and how you plan to follow/align with those processes when implementing your proposed program.
- ODP understands the need to adapt programs to specific community needs, challenges with variance in funds, restrictions with implementation time frames and locations, and other obstacles that can impede your ability to implement a program with complete fidelity. If your action plan makes changes to your selected program’s implementation guidelines, please detail and justify those changes in this section.

Program 1: Budget

SUPP 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.

- **Staff Budget & Justification** (10 points)
 - Provide a breakdown of all staff costs in the table provided in the application. This entails identifying specific staff that will be involved in program 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”
 - 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.

Program 1 - Budget

SUPP 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. Please provide a breakdown and justification for the proposed Staff Budget, Mileage Budget, and Other Budget for Program 1.

D.8. Staff Budget - Click "Add Row" below to identify the staff, hours, and hourly rate for all staff that will be involved in program implementation. (Optional)

Staff Person Name	Role	Hourly Rate (\$)	Number of Hours	Total Staff Budget	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
				<input type="text"/>	
<input type="button" value="Add Row"/>					

D.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). (Optional)

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

- 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 SFY2027 is \$0.70 per mile. Please use this rate in your cost calculations.**
- 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.10. **Mileage Budget** - Click "Add Row" below to identify the anticipated travel locations, total mileage, and mileage costs associated with program implementation. The current State mileage rate for SFY2027 is \$0.70 per mile, please use this rate in your cost calculations. (Optional)

Start Location	End Location	Round Trip Mileage	# of Round Trips	Total Mileage Cost	
<input type="text"/>	Delete				
				<input type="text"/>	
					Add Row

D.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). (Optional)

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

- Provide a breakdown for any other anticipated budget costs (i.e., curriculum, supplies, materials, printing, mailing, facilities, etc.) in the table provided in the application. Adding a miscellaneous budget expense to the table includes 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 expenses outlined in the table. The budget justification must demonstrate that expenses are reasonable, necessary, and allocable to the project.

D.12. **Other Budget** - Click "Add Row" below to identify any other anticipated budget costs (i.e., curriculum, facilitator training, supplies, and materials necessary for program implementation). (Optional)

Item Description	# of Units	Unit Cost (\$)	Total Item Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
			<input type="text"/>	
				Add Row

D.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). (Optional)

- **Total Budget** – enter in the total amount for your combined Staff, Mileage, and Other Budgets in box D.14. **Total Funds Requested for Program 1.** Applicants cannot enter a total into box D.15. **Total Funds Requested Including 10% De Minimis Rate/Admin Fee,** as the Neighborly system will auto calculate and auto populate that number based on the amount entered into D.14.

Total Budget

D.14. Total Funds Requested for Program 1

\$

D.15. Total Funds Requested Including 10% De Minimis Rate/Admin Fee

(Optional)

\$ 0.00

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

Applicants can request funding for up to five (5) programs via application sections D-H. If you are applying to receive funding for more than one program you will provide the planning, implementation, and budget for each of the proposed programs in Sections E-H (one program/activity per section, as listed below). The application Sections E-H mirror Section D: Program 1.

- Section E: Program 2 Planning Implementation and Budget
- Section F: Program 3 Planning Implementation and Budget
- Section G: Program 4 Planning Implementation and Budget
- Section H: Program 5 Planning Implementation and Budget

IMPORTANT NOTE: the planning, implementation, and budget for Sections D-H are 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. Award decisions are based on the quality of the application and the availability of funds.



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” – you will need to select “Complete & Continue” on every application section in order to be able to submit the application.**



Section I: Evaluation

When awarded, each program will be asked to evaluate the effectiveness of their grant-funded programs. 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 program(s) or activity(ies) will positively impact their target population. Additionally, applicants are expected to share thoughts on potential evaluation tools and methods – or at least a demonstrated commitment to plan to identify and implement evaluation methods – to measure the program outcomes. *(This section is worth a total of 15 points).*

In the Evaluation section, applicants will be asked:

1. Describe the difference you expect your proposed program(s) to make in your community. Consider the problems and root causes previously identified and how you think the implementation of the program(s)/activity(ies) you’ve selected will fit your community’s needs. Additionally, share what evaluation tools and methods do 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. If you are a previous ODP grantee, utilize outcome data from Provider Reports to share the outcomes and impact of your past programs.
 - a. 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 specific question.
 - b. If your organization has received SUPTRS BG primary prevention funding previously it is strongly encouraged that you share any evaluation tools or methods utilized for those activities and if you have any outcome data.

Section J: Sustainability & Cultural Competence

Sustainability and cultural competence are two guiding principles of the SPF and should be constant throughout each step of the SPF process. Additional information about the two SPF guiding principles can be found on pages 26-30 [here](#). (This section is worth a total of 10 points).

- **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.
 - Applicants are expected to provide three (3) actions they will take to ensure, maintain or strengthen sustainability in their prevention efforts.
- **Cultural Competence (5 Points)** – is 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).
 - Applicants are expected to describe three (3) actions they will take to ensure cultural competence in their prevention efforts so that prevention efforts are inclusive, relevant, and beneficial to the populations being served.

Additional Documentation

In this section applicants are asked to, if available and applicable, upload proof of insurance (Comprehensive General Liability Insurance and Workers Compensation Insurance) for their organization, as well as background check documentation for all staff that will be involved in the implementation of direct services with youth and/or vulnerable adults. (This section has no point value).

Please note: organizations are not required to provide insurance or background check documentation to be eligible to apply for, and be awarded, SUPP funds. However, all SUPP grantees that are awarded funds will be required to provide proof of insurance and relevant background check documentation prior to the implementation of services.

Instructions: to upload documentation, click "Upload File." For background checks – you are not limited to one file upload, you can upload as many individual files as needed. After you upload one file, the application will have an option to "Add Another File." You do not need to consolidate or combine all relevant staff background check documentation into one file to upload it into the application.

If you are unable to provide proof of insurance or relevant background check documentation, please use the text box to provide an explanation and indicate whether your organization would be willing and able to obtain and provide the necessary documentation if awarded SUPP grant funds.

Additional Documentation

Print This Step

Please provide the following documentation if available and applicable. Please note: organizations are not required to provide insurance or background check documentation to be eligible to request, and be awarded, SUPTRS BG funds. However, all SUPTRS BG grantees that are awarded funds will be required to provide proof of insurance and relevant background check and partner agreement documentation prior to the implementation of services.

Insurance Documentation

All SUPP grantees are required to provide proof of current Comprehensive General Liability Insurance and Workers Compensation Insurance. If available, please provide your organization's insurance documentation below.

Proof of Comprehensive General Liability Insurance(Optional)

Upload file

Proof of Workers Compensation Insurance(Optional)

Upload file

Background Check Documentation

All SUPP grantees are required to provide current (dated within the last 5 years) documentation of cleared Background Checks for all staff that will implement direct services with youth and/or vulnerable adults. Submitting background check documentation is not required to apply for or receive SUPTRS BG funds, and not providing this documentation will not affect your application score. Organizations can complete staff background checks for relevant staff *after* funding is awarded, provided this is done before the staff begin participating in the implementation of services.

Also, if the applicant agency or organization maintains updated background checks, a letter, on agency letterhead, attesting that a current copy of background check documentation is on file with your employer is acceptable.

If available and applicable, please provide background check documentation below.

Background Check Documentation(Optional)

Upload file

If your organization is currently unable to provide proof of insurance or relevant background check documentation, please indicate whether you would be willing and able to obtain and provide these documents if awarded SUPP funds. (Optional)

Assurances & Conditions

Applicants are required to review and agree with the following Assurances. Compliance with all assurances is mandatory to receive consideration for funding. The Neighborly system will require applicants to check each assurance as/if agreed before they can sign and submit the application. *(This application section is Pass/Fail with no assigned point value).*

- 1. Assurance of Compliance with Record Keeping/Data Collection Standards** – If awarded funds, the applicant organization will maintain detailed records on all grant funded activities, which indicate the date, time, number of participants and nature of services delivered under the grant award. Additionally, the applicant 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. Providers will be required to collect evaluation data on all projects and submit that data to ODP via Quarterly Activity Reports. Grantees delivering direct service prevention education programming will be required to collect and submit program participant outcome data gathered via participant surveys or other evaluation tools identified by ODP. These records shall be subject to inspection by ODP.
- 2. Assurance of Compliance with Idaho State Laws** – If awarded funds, the applicant organization assures ODP of their commitment to abide by all State laws, rules, regulations, and executive orders of the Office 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 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 a Grant Agreement.
- 3. Assurance of Compliance with Parental Consent Policy** – If awarded funds, the applicant organization assures ODP that all activities conducted with SUPP funds to provide services to minors will comply with the [Parental Consent Policy](#) (found at prevention.odp.idaho.gov/provider-information). All applicable staff will be fully informed of, and will abide by, the policies and requirements set forth therein.
- 4. Assurance of Compliance with Charitable Choice Policy** – The applicant organization assures ODP that they have read the [Substance Abuse Prevention Charitable Choice Policy](#) (found at prevention.odp.idaho.gov/provider-information) and understand the Federal Regulations regarding faith-based organizations delivering federally funded substance abuse prevention services.
- 5. Assurance of Compliance with Federal Laws, Regulations, and Policies Regarding Lobbying and Supplanting** – The applicant organization must assure ODP that, if awarded funds, the organization 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 organization agrees that no federal funds provided under a grant agreement 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 federal funds 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, and agreed with the assurances and conditions, you will be able to submit the application.

Important Note: to be able to submit the application, each application section needs to be marked as *complete* – which is done by clicking “*Complete & Continue*” at the bottom of each section. You can tell if a section has been marked as *complete* by looking at the list of application sections in the lefthand navigation menu – once a section has been marked as *complete* there will be a white check mark in the blue circle by the section’s title – if a section is not marked as *complete*, the circle next to the section will be solid blue with no white check mark.

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

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

By typing my name in the indicated field below, I hereby certify that all of the information submitted in this application is true, accurate and complete. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

Signature

Date

No save history

Application

Federal (SUPP) Grant
Status: Application in Progress
Name: Idaho Office of Drug Policy - SFY2027 Test
Case ID: 30599

Users

Print

- Application Overview
- A. Organization Information
- B. Community Needs Assessment
- C. Capacity Building
- D. Program 1 - Planning, Implementation and Budget
- E. Program 2 - Planning, Implementation and Budget
- F. Program 3 - Planning, Implementation and Budget
- G. Program 4 - Planning, Implementation and Budget
- H. Program 5 - Planning, Implementation and Budget
- I. Evaluation
- J. Sustainability & Cultural Competence
- Additional Documentation

Submit

Application Tips

Entire Application:

- Review key resources prior to starting, and while completing, the application to help you get a thorough understanding of the funding opportunity, the SPF, and evidence-informed programs and activities. Key resources include:
 - [SFY2027 SUPP Grant Notice of Funding Opportunity](#)
 - [A Guide to SAMHSA's Strategic Prevention Framework](#)
 - [Focus on Prevention: Strategies and Programs to Prevent Substance Use](#)
- Review other resources provided throughout the Application Guide, such as:
 - The resources and registries for finding and selecting evidence-based, evidence-informed, and promising programs and practices on page 9
 - [ODP Publication and Data Sources](#)
 - [ODP Overview of IOM Category Definitions](#)
 - [ENGAGE: Evidence-Based Strategies to Prevent Youth Substance Use](#)
 - [Selecting Best-Fit Programs & Practices: Guidance for Substance Misuse Prevention Practitioners](#)
- 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 your application and double check math calculations prior to submission to help catch spelling errors and mistakes.

Organization Information

- Select the correct Public Health Region under question A.7. Organization Public Health Region. Check the [Public Health District Map](#) if helpful.

Community Needs Assessment:

- Fully answer/address questions and prompts
- Use relevant, timely data. Use resources from [ODP publication and data sources](#) if helpful.
- Under *Causes and Factors*, consider and discuss the risk factors and protective factors associated with your identified substance misuse problems.

Program Planning, Implementation, & Budget Sections:

- Select the correct Prevention Strategy & IOM Category. Review the Strategy and IOM Category resources provided in this Application Guide if helpful.
- Under *Strategy and Program Justification*, clearly explain why the chosen program/activity is the best fit for your community needs, the identified substance misuse problem, and population the program will be implemented with.
- Under *Activity Description and Action Plan*, clearly outline the action plan to implement the proposed program → the who, what, where, when, and how you plan to implement the proposed program.
- Provide detailed budget justifications that clearly explain how the requested budget items are necessary for the proposed program.

Evaluation:

- Clearly outline what outcomes you anticipate your proposed program(s) to make in your community, share how you plan to measure the impacts and outcomes of your proposed program(s) and/or your commitment to utilizing evaluation methods to measure outcomes.
- If you've previously administered primary prevention programs, or received ODP funding in the past, share any quantitative or qualitative outcomes you have from those activities.

Sustainability & Cultural Competence:

- Think bigger than the bare minimum.
- Explain how your organization plans to maintain the human, structural, financial, and other resources to sustain your efforts in the future.
- Explain how your organization plans to ensure your programming is accessible to individuals in your community that are across the socio-economic, religious, and cultural spectrum.