

SUPTRS BG Application Guide

SFY2026

Substance Use Prevention, Treatment,
and Recovery Block Grant (SUPTRS BG)
for Primary Prevention Programs



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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, SUPTRS BG Grant Project Director

Jessie.dexter@odp.idaho.gov

Registering an Account & Accessing Your Grant Portal

Accessing Neighborly and the Grant Application Portal

SUPTRS BG 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 register 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 SFY2026 SUPTRS BG application will be visible on your Neighborly dashboard.

★ **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/register 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 SFY2026 SUPTRS BG Program Application

Starting New Application

Once signed into your Neighborly account/Grant Portal, the SFY2026 SUPTRS BG application will appear on your dashboard. 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 top of the dashboard, so you may need to scroll down to see the SFY2026 application.

Good Morning, Jessie

IDAHO OFFICE OF DRUG POLICY

Welcome to the Idaho Office of Drug Policy Grant Portal

The Idaho Office of Drug Policy is committed to accessibility. If you require any grant application or management material in an alternate format, please contact (208) 854-3040.

Start a New Application Search Applications

Application Name	Description	Action
Federal SUPTRS BG Program	Select this option if you are a non-profit or public entity applying for the SFY2025 Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUPTRS BG) for Primary Prevention Programs.	Start 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 (February 10-March 22, 2025) and save their progress as they go.

If you have already started an SFY2026 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.

Good Morning, Jessie

IDAHO OFFICE OF DRUG POLICY

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Continue an Existing Application

Case ID	Name	Program	Year	Status	Expires	Action
30495	Idaho Office of Drug Policy - SFY26 Example	Federal SUPTRS BG Program	2026	Application in Progress	N/A	View Application

Collaborating on an Application

Organizations can have multiple individuals collaborate on an application in Neighborly. To do this, have one individual log in to their Neighborly account and start an application. Then, in the application on the left-hand navigation menu, click “View 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.”

Program Application

Id: 30491

View Users (2) **Print Application**

Application Overview: Strategic Prevention Framework

The Strategic Prevention Framework (SPF)

The SUPTRS BG 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 – *(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 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 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. [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 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 the past experience and current capacity of your 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 application 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 SUPTRS BG primary prevention funds from ODP?
 - If yes, how many years has the organization previously received SUPTRS BG primary prevention 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, SUPTRS BG 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 response you select from the drop-down menu, you may or may not be asked to upload relevant supporting documentation.

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) 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, nonprofits, 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. The number of programs an applicant requests funding for will not impact the likelihood of being awarded funds. For more information on Planning and Implementation, click [here](#). (*The Program Planning, Implementation, and Budget application sections are worth a total of 80 Points overall, regardless of the number of programs applicants request funding for*).

In Section D, please provide the requested planning, implementation, and budget information for Program 1.

Program 1: Planning – In this section you must demonstrate that the program you are requesting funding to implement is 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)** (10 points):

1. Identify the specific substance misuse problem(s) in your community that Program 1 will address
2. Identify the root causes, risk factors, and protective factors associated with the problem
3. Provide supporting data that substantiates the existence of the identified problems and root causes. This should mirror your response from the Community Needs Assessment in Section B. Use of local, county, or regional data is encouraged. [Example 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 Healthy Youth Survey, Idaho Youth Risk Behavior Survey, National Survey on Drug Use & Health, a School or Community Needs Assessment, etc.

- You may provide a maximum of three (3) problems. To add a problem, click “Add Row”

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 [here](#). The problem identification information should correspond with your response from the Community Needs Assessment in Section B.

Click “Add Row” below to identify one or more problems.

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

Add Row

Program 1: Program and Strategy Selection and Justification

- **Evidence-Based/Evidence-Informed Program Selection** (5 points) – select the evidence-based/evidence-informed program or activity you plan to use to address the substance misuse problems and causes from the drop-down menu. 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 decreased substance misuse. Resources for additional information on evidence-informed programs and strategies are shared below:
 - ODP Resources:
 - [Idaho’s Evidence-Based Practices Dashboard](#)

- [Idaho’s Evidence-Based Practices Selection & Planning Workbook](#)
 - [ODP’s Prevention Resource Library](#)
 - SAMHSA Resources:
 - [Selecting Best-Fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#)
 - [Finding Evidence-based Programs and Practices](#)
 - [Evidence-based Practices Resource Center](#)
 - Additional Resources:
 - [Blueprints Programs for Healthy Youth Development](#)
 - [CrimeSolutions Programs and Practices, National Institute of Justice](#)
 - [Excellence in Prevention Strategy List, The Athena Forum](#)
 - [Office of Juvenile Justice and Delinquency Prevention Programs](#)
 - [National Mentoring Resource Center](#)
- **Strategy Selection** (5 points) – The SAMHSA Center for Substance Abuse Prevention (CSAP) promotes the following six (6) Prevention Strategies. Applicants will be expected to identify what Prevention Strategy each proposed program/activity falls under. The below list provides an overview and example activities for each Strategy. Additional context and programmatic examples for the six Strategies can be found on pages 4-6 of the [SFY26 Notice of Funding Opportunity](#) as well as the SAMSA resource [Focus on Prevention: Strategies and Programs to Prevent Substance Use](#).
 1. **Information Dissemination:** One-way communication from the source to the audience, with limited contact between the two. The goal of information dissemination is to increase awareness and knowledge related to drug and alcohol misuse, use, effects, and availability for prevention and treatment.
Examples include: Media Campaigns, Brochures, Public Service Announcements, Health Fairs, Presentations/Speaking Engagements, Town Halls, etc.
 2. **Prevention Education:** Two-way communication that facilitates learning through interaction between the educator/facilitator and the participants. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.
Examples include: Parent and Family Management Classes, Peer Leader/Helper Programs, Classroom/Small Group Sessions, Groups for Children of Substance Abusers, etc.
 3. **Alternatives:** Participation of the target populations in activities that exclude drug use and promote healthy lifestyles. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drugs.
Examples include: Drug Free Social and Recreational Activities, Youth and Adult Leadership Activities, Mentoring Programs; Afterschool Activities; Drop-in Recreational Centers, Community Service Activities, etc.
 4. **Community-Based Process:** Enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and drug misuse disorders.
Examples include: Community Organizing, Systematic Planning and Coalition Building, Multi-Agency Coordination, Assessment Services, Community Team Building.

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

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

6. Problem Identification and Referral: Identify those who engaged in illegal/age-inappropriate behavior to assess if their behavior can be reversed through education.
Examples include: DUI and DWI Education, Employee Assistance Programs, Student Assistance Programs, etc.

- **IOM Category Selection** (5 points) – 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/activity. A description of the IOM categories is provided below. For additional IOM category information, view these resources: [IOM Category Definitions](#), [IOM Classifications for Prevention](#), 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 to 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** (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 provide evidence 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 shared on 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](#)
- [A Guide to SAMHSA's Strategic Prevention Framework](#)

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](#).

- 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

SUPTRS BG 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

SUPTRS BG 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.

STAFF PERSON NAME	ROLE	HOURLY RATE (\$)	NUMBER OF HOURS	TOTAL STAFF BUDGET
				\$ 0.00
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). (3000 characters remaining)

- **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 SFY2026 is \$0.67 per mile.** Please use this rate in your total 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.10. Mileage Budget - Click “Add Row” below to identify the anticipated travel locations, total mileage, and mileage costs associated with program implementation. The current mileage rate for SFY2026 is \$0.67 per mile, please use this rate in your cost calculations.

START LOCATION	END LOCATION	ROUND TRIP MILEAGE	# OF ROUND TRIPS	TOTAL MILEAGE COST
				\$ 0.00
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). (3000 characters remaining)

- **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 Other expenses 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).

ITEM DESCRIPTION	# OF UNITS	UNIT COST (\$)	TOTAL ITEM COST
			\$ 0.00
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). (3000 characters remaining)

- **Total Budget – enter in the total amount for your combined Staff, Mileage, and Other Budgets.** The Neighborly system will automatically calculate the total budget plus the 10% de minimis rate/admin fee.

Total Budget

D.14. Total Funds Requested

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

\$ 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

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

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



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 and what evaluation tools and methods they will implement 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 SUPTRS BG grantee, utilize outcome data from Provider Reports to demonstrate 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 SPF guiding principles of Sustainability and Cultural Competence can be found on pages 26-30 [here](#).

- **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.

Please note: organizations are not required to provide insurance or background check documentation to be eligible to apply for, 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 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 SUPTRS BG funds.

Additional Documentation

Please provide the following documentation if available and applicable. Please note: organizations are not required to provide insurance, background check, or partner agreement 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 SUPTRS BG 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

Upload File 

Proof of Workers Compensation Insurance

Upload File 

Background Check Documentation

All SUPTRS BG 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. Submit documentation prior to start of services. If available and applicable, please provide background check documentation below. (Note: background check documentation is not required to apply for SUPTRS BG funds. 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.)

Background Check Documentation

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 SUPTRS BG funds.

Assurances & Conditions

Applicants are required to review and agree with the following Assurances. *(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 also require you to check each assurance as/if agreed.

1. Assurance of Compliance with ODP Substance Abuse Program Standards

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

2. Assurance of Compliance with State Laws

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

3. Assurance of Compliance with Parental Consent Policy

I hereby assure the following: All program(s) conducted with grant Funds to provide services to minors will comply with the Parental Consent Policy ([found here](#)). All applicable staff will be fully informed of and will abide by the policies and requirements set forth therein.

4. Assurance of Faith-Based Status and Policy Compliance

I hereby assure the following: I have read 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.

5. Assurance of Compliance with Federal Lobbying Policy

I hereby assure the following: I understand that lobbying activities will not be conducted using grant funds.

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

I hereby assure the following: I have read the definition below and understand Federal Substance Abuse Block grant funds, if awarded, will not be used to supplant expenditures from other Federal, State, or local sources. Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General – Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.

Application Submission

Once you have completed each of the application sections, and agreed with the assurances and conditions, you are able to submit the application.

Important: to be able to submit the application each application section needs to be marked as “Complete.” 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 green check mark in the grey square by that section’s title.

All of the grey squares need to have green check marks prior to submitting the application. If a section does not have a green 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

Date

No save history

Printing a Copy of the Application: ODP recommends that applicants download a copy of the final application for their organization’s files. You can download a PDF of the application by clicking on “Print Application” in the left-hand navigation menu.

Program Application
Id: 30491

View Users (2) Print Application

- 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 [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, such as [Focus on Prevention: Strategies and Programs to Prevent Substance Use](#), [Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#), and other program/strategy/IOM category resources 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 answers/responses.
- We encourage applicants to have someone proofread your application prior to submission to help catch spelling errors and mistakes.

Community Needs Assessment:

- Fully answer/address questions and prompts
 - Use relevant, timely data
- 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.
- Provide detailed budget justifications.

Evaluation:

- Clearly outline how you plan to measure the impacts and outcomes of your proposed program(s)
- If you've previously administered primary prevention programs, or received SUPTRS BG 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.