

**Idaho Office of Drug Policy Partnerships for Success Grant**

**Announcement and Application Instructions**

**State Fiscal Years 2025-2026**

**Project Period: August 1, 2024 – July 30, 2026**

**Proposals due: July 23, 2024**

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# **EXECUTIVE SUMMARY**

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| **Application Release Date:** | June 25, 2024 |
| **Funding Opportunity Title:** | Idaho Office of Drug Policy Partnerships for Success Grant (PFS) |
| **Description:** | This SFY25 Idaho Office of Drug Policy Partnerships for Success Grant (PFS) grant application is to be used by eligible applicants seeking funding from the Idaho Office of Drug Policy (ODP) prevent underage drinking, opioid misuse, and methamphetamine use in communities using evidence-based prevention programs and practices, especially among American Indians, youth 18 and under, young adults age 18-25 and Idahoans living in rural communities, while increasing capacity for prevention efforts across the state. |
| **Due Date for Applications:** | June 23, 2024 – 5:00 PM Local Time |
| **Anticipated Total Funding Available:** | $1,120,000.00 |
| **Estimated Number of Awards:** | 10 |
| **Grant Recipients Notified:** | July 31, 2024 |
| **Grant Award Period:** | August 1, 2024 – July 30, 2026 |
| **Application Submission:** | Applications must be completed and submitted online: <https://portal.neighborlysoftware.com/ODPIDAHO/participant> |
| **Eligible Applicants:** | Eligible applicants include public and governmental entities (including tribal entities), such as counties, cities, schools and school districts, local law enforcement agencies, other public entities, and non-profits such as community-based organizations or coalitions. Federal regulations (Section 90.135, HHS) prohibit the awarding of PFS funds to any entity other than a public or non-profit entity. |
| **Submit Questions to:** | Sharlene Johnson, PFS Grant Director  [Sharlene.johnson@odp.idaho.gov](mailto:Sharlene.johnson@odp.idaho.gov) | (208) 854-3049 |

This funding may not be used for substance abuse intervention, treatment, or recovery services. Prevention service(s) provided prior August 1, 2024, or the signing of a grant award agreement, are not eligible for funding.

*Applicants assume all costs associated with the preparation of this grant application. Grant awards are contingent upon funds appropriated by federal funding agencies and the Idaho Legislature.*

**GRANT ANNOUNCEMENT**

1. **FUNDING OPPORTUNITY DESCRIPTION**
   1. **BACKGROUND**

The **Partnership for Success Grant (PFS)** represents the third generation of the five-year Strategic Prevention Framework State Incentive Grant (SPF SIG) awarded to the Office of Drug Policy (ODP) in fiscal year 2024. The primary goal of implementing the PFS grant is to prevent underage drinking, opioid misuse, and methamphetamine use in communities. This prevention effort focuses on evidence-based programs and practices, particularly among American Indians, youth aged 18 and under, young adults aged 18-25, and residents of rural communities in Idaho. Additionally, the grant aims to enhance prevention capacity across the state.

Here are the key points about the PFS grant:

1. **Grant Purpose**: The PFS grant aims to reduce the onset and progression of substance misuse and related problems by supporting the development and delivery of state and community substance misuse prevention and mental health promotion services.
2. **Funding Source**: The funding for the PFS comes from the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Center for Substance Abuse Prevention (CSAP).
3. **Sub-Grants and Agencies**: The funds are sub-granted to high-needs communities and law enforcement (LE) agencies. These entities use the funds to implement local substance use prevention initiatives.
4. **Training Support**: ODP provides funds for training through a contracted learning management system (LMS). This training benefits prevention service providers and law enforcement personnel.
5. **Statewide Evaluation Services**: ODP utilizes PFS funds to contract for statewide evaluation services. The goal is to assess the effectiveness of activities funded by the PFS in preventing underage drinking, opioid misuse, and methamphetamine use.
6. **Data Collection Efforts**: PFS funds are also allocated for data collection efforts. These efforts track changes in substance use consumption and consequences throughout Idaho.
   1. **REQUIREMENTS**

The **Partnership for Success Grant (PFS)** requires that funds be expended on primary prevention. Primary prevention, in this context, refers to programs aimed at individuals who do not require treatment for substance abuse. The goal of primary prevention is to educate and support individuals and communities, delaying the initiation of substance use and preventing both misuse and the development of substance use disorders. It’s important to note that PFS funding cannot be used for substance misuse intervention, treatment, or recovery services.

Applicants who receive the PFS grant will implement local programs and activities that focus on the following objectives:

1. **Educating Individuals on Substance Misuse Prevention**:
   1. Grantees will develop and implement strategies to raise awareness about substance misuse prevention. These efforts aim to inform individuals about the risks associated with substance use and promote healthier behaviors.
2. **Promoting Community-Level Change**:
   1. Grantees will work collaboratively with existing substance abuse prevention organizations and programs. By leveraging resources and avoiding duplication, they can maximize the impact of prevention efforts within their communities.
3. In addition to these programmatic activities, PFS grantees are expected to adhere to specific requirements:
4. **Monthly Reporting**: Grantees must submit monthly reports to the Office of Drug Policy (ODP) by the 10th of each month, using the designated reporting method provided.
5. **Collaboration and Training**:
   1. Grantees will collaborate with other prevention organizations and participate in required Training and Technical Assistance opportunities provided by ODP. This includes attending training courses and onsite technical assistance visits.
   2. Grantees will also engage in quarterly PFS Grantee meetings, where they will present their accomplishments and activities.
6. **Certification and Credentialing**:
   1. At least one individual within the grantee organization must have completed the Certified Prevention Specialist (CPS) credential within the last five years.
   2. If the grantee does not have a CPS on staff, they must complete the ODP Provisional Specialist course within 60 days of the grant’s starting date.
7. **Phases of Implementation**:
   1. **Assessment Phase (August 1, 2024 – August 30, 2024)**:
      1. Grantees will conduct a comprehensive assessment, reviewing community data related to substance use and consequences. This baseline assessment will guide prevention efforts.
      2. A community coalition or workgroup will be identified to serve as the local advisory group for prevention work.
      3. Due September 1, 2024
   2. **Planning Phase (September 1, 2024 - September 30, 2024)**:
      1. Grantees will develop a strategic plan, including a logic model. This plan will identify a primary strategy linked to the local condition and outline multiple activities for environmental change.
      2. The Activity Implementation Guide (Attachment A) will provide guidance.
      3. Due October 1, 2024.
   3. **Implementation Phase (October 1, 2024 - July 30, 2026)**:
      1. Grantees will implement evidence-based activities and strategies based on the assessment and planning phases.
      2. Process measures will be collected to monitor implementation and adjust strategies as needed.
      3. Grantees will conduct a minimum of three “Be the Parents” activities annually (as outlined in Attachment A) to support general prevention efforts.
   4. **Evaluation Phase (July 1, 2026 – July 30, 2026)**:
      1. Grantees will evaluate the local condition using pre- and post-assessment data.
      2. Outcome measures related to identified priority areas will be summarized.
      3. Communication points for sharing results with local stakeholders will be identified.
      * Due July 30, 2026.
      * *This evaluation will be used to determine possible continued funding.*
   5. **GRANT APPLICATION & AWARD TIMELINE**

PFS funds are allocated across Idaho as one-time grant awards via a competitive grant application process.

**SFY2025 PFS Application & Award Timeline:**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| 1. Application Released | June 15, 2024 |
| 2. Application Deadline | July 23, 2024 |
| 4. Application Review Period | July 24 – July 31, 2024 |
| 5. Grant Recipients Notified | July 31, 2024 |
| 6. Grant Agreements Finalized | August 1, 2024 |
| 7. Grant Award Period | August 1, 2024 – July 30, 2026 |
|  |  |

*\*More information on the Pre-Application Webinar can be found on page 9.*

* 1. **ELIGIBILTY INFORMATION**

Eligible applicants include any public or governmental entities (including tribal entities), such as counties, cities, schools and school districts, local law enforcement agencies, other public entities, and non-profits such as community-based organizations or coalitions.

Federal regulations (Section 90.135, HHS) prohibit the awarding of PFS grant funds to any entity other than a public or non-profit entity.

* 1. **COST SHARING AND MATCH REQUIREMENTS**

Cost sharing/match is not required in this program.

* 1. **APPLICATION & SUBMISSION INFORMATION**

**Applications must be completed and submitted online.** The Grant Application Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but it will work with any modern web browser (i.e., Internet Explorer v10+, FireFox, Safari).

Applicants can find step-by-step instructions for registering a new account with Neighborly and accessing the grant application via the SFY25 Grant Application Guide. If you have any difficulty in accessing the application, the Neighborly support team is available to you for technical support at: [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)

**The Application Portal Link is:** [**https://portal.neighborlysoftware.com/ODPIDAHO/participant**](https://portal.neighborlysoftware.com/ODPIDAHO/participant)

**The FY25 PFS Application Includes:**

* Organization Information
* Population of Focus and Statement of Need (up to 30 points)
* Proposed Implementation Approach (35 points)
* Staff and Organizational Experience (15 points)
* Data Collection and Performance Measures (20 points)
* Understanding of Grant Requirements
* Assurances & Conditions Agreement

**Applications are due by 5:00 PM Local Time on July 23, 2024.** At which point the Neighborly Grant Application Portal will close.

Completed applications should also be saved and printed for your records. Information on how to print a completed application can be found in the SFY25 Grant Application Guide.

* 1. **APPLICATION REVIEW INFORMATION**

1. **Review and Selection Process**

Competitive awards made to eligible entities will be based on the quality of the proposal to address statewide and/or regional needs as well as available funding.

A review committee will review and score each application. Applications will be evaluated and scored based on the application components described on page 11 of this document. Maximum points for each section are also listed on page 11 of this application. Maximum points are given for an outstanding response. Points are deducted for non-response, missing information, or an inadequate response.

Applicants that document in A.3 that more than 50 percent of their population of focus will be from underserved communities, as defined by [Executive Order 13985](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/), will be awarded 10 points)

All applicants, whether awarded or not awarded funds, will be notified of their application score. A summary of Review Committee evaluation notes and feedback can be made available upon request.

1. **Pre-Application Webinar**

A recording of the Pre-Application Webinar can be found at

<https://prevention.odp.idaho.gov/odp-grant-opportunities/>

* 1. **Award Notices**

1. **Notice of Awards and Grant Agreements**

Successful applicants will receive a Notice of Award (NOA) letter, signed by the ODP Administrator, via e- mail on or before July 31, 2024. Once accepted, signed, and returned, the Grant Agreement is the sole obligating document that allows grantees to receive funding for the implementation of grant projects.

1. **Award Information**

If awarded funding the full award details, including funding allocation breakdown and service schedule, will be provided in the NOA and Grant Agreement.

The SFY2025 award period is August 1, 2024 – July 30, 2026. The PFS award funds are provided to grantees on a pay per service basis. Prevention service(s) provided before August 1, 2024, and/or prior to the signing of a grant award document will not be eligible for reimbursement.

# **Application Overview: Strategic Prevention Framework**

## The Strategic Prevention Framework (SPF)

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

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

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

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

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

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

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

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

Additional information about the SPF model can be found [here.](https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf)

**Detailed Application Guide**

**Section A: Organization Information**

*Pass/Fail*

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

**SECTION B: Population of Focus and Statement of Need (Up to 30 points)** – Applicants that document in A.3 that more than 50 percent of their population of focus will be from underserved communities, as defined by [Executive Order 13985](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/), will be awarded 10 points)

1. Identify and describe the geographic area where the project will be implemented and the population(s) that will be impacted. To the extent possible, provide a demographic profile of the population(s) to be served in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status.
2. Describe the coalition’s current initiatives, including its initiatives addressing youth substance use prevention. Describe the need to increase the capacity of your organization to implement, sustain, and improve effective substance use prevention and/or support services in the selected population(s), including underserved communities. Include information on the service gaps and other problems related to the need for capacity building. Identify the source of the data (for example, Idaho Healthy Youth Survey, the National Survey on Drug Use and Health (NSDUH), County Health Rankings, Social Vulnerability Index, etc.).
3. Provide documentation that more than 50 percent of your population of focus will be from underserved communities, as defined by [Executive Order 13985](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/). If your population of focus will NOT be more than 50 percent from underserved communities indicate so in your response.

**SECTION C: Proposed Implementation Approach (35 points)**

1. Describe the goals and measurable objectives of your project and align them with the Statement of Need outlined in A.2 (see Appendix B- Developing Goals and Measurable Objectives for information of how to write SMART objectives – Specific, Measurable, Achievable, Relevant, and Time-bound on page 21).
2. Describe how you will implement all of the Required Activities in Section 1B.
3. Attach no more than a two-page chart or graph depicting realistic timeline for the entire project period showing dates, key activities, and responsible staff. These key activities must include the requirements outlined in Section 1B.

**SECTION D: Staff and Organizational Experience (15 points)**

1. Describe your organization’s accomplishments as a substance use prevention coalition. Demonstrate the experience of your organization working with diverse populations including underserved and historically under-resourced populations.

2. Identify any other organization(s) that will partner with you on this project. Describe their experience providing the required activities and their specific roles and responsibilities for this project. Indicate in your response if you are not partnering with any other organizations.

3. Provide a complete list of staff positions for the project. For each staff member describe their:

· Role;

· Level of Effort; and

· Qualifications, including their experience providing services to the population of focus, familiarity with the culture(s) and language(s) of this population, and working with underserved and historically under- resourced populations.

**SECTION E: Data Collection and Performance Measurement (20 points)**

1. Describe how you will collect the required data for this program and how such data will be used to manage, monitor, and enhance the program (see Appendix C – Developing the Plan for Data Collection and Performance Measurement on page 24).

**SECTION F:**  **Grant Requirements** Please review the following grant requirements. Complete and sign this document on the online application. The online application will also require you initial each requirement as appropriate.

*Pass/Fail*

1. Grantee shall submit monthly reports on or before the **10th of each month** to ODP using the designated reporting method provided.
2. Grantee shall collaborate with existing substance abuse prevention organizations and programs in order to maximize benefit, avoid duplication, and leverage, redirect, and realign resources. Grantee shall participate in required Training and Technical Assistance opportunities provided by ODP, to include trainings and onsite TA visits.
3. Grantee shall **participate in quarterly PFS Grantee meetings** with **the requirement of presenting accomplishments and activities.**
4. Grantee shall ensure at least one individual has completed the **Certified Prevention Specialist** credential within the last five years. If the grantee does not have a CPS on staff, the ODP Provisional Specialist course must be taken within 60 days of grant starting date.
5. Grantee shall not use funds for substance abuse treatment or recovery services and shall follow SAMHSA funding restrictions.
6. **ASSESSMENT PHASE (August 1, 2024 – August 30, 2024):** Grantee shall develop and submit a written assessment and plan to ODP for approval by August 30, 2024, to include: review community data available describing substance use and consequences, following the state-level data priorities; underage drinking, opioid misuse, and methamphetamine use or other, as identified by data. Identify, review, and assess data related to intervening variables and local conditions. This data will serve as a baseline assessment and be re-assessed during the Evaluation Phase. Grantee shall identify a community coalition or workgroup to serve as the local advisory/work group to the community's prevention work.
7. **PLANNING PHASE (September 1, 2024 - September 31, 2024):** Grantee shall develop and submit a written strategic plan, to include a logic model, to ODP for approval by October 1, 2024, to include: identify one primary strategy linked to the local condition, and multiple activities (following [CADCA's Seven Strategies for Community Change)](https://static1.squarespace.com/static/55e86c04e4b0146280529667/t/56408724e4b0f06508c02690/1447069476396/7+strategies+to+affect+community+change+(1).pdf) to work towards an environmental change. Grantee shall utilize the Activity Implementation Guide, found in Appendix A on page 16 , as guidance.
8. **IMPLEMENTATION PHASE (October 1, 2024- July 30, 2026):** Grantee shall implement activities identified in the Assessment and Planning Phases. Grantee shall implement evidence-based activities and strategies following the guidelines in Attachment A. Grantee shall collect process measures to monitor implementation and modify strategy and activity implementation, as needed. Grantee shall implement a minimum of *Be the Parents* activities annually as outlined in Appendix A, page 16, to support general prevention efforts and increase readiness.
9. **EVALUATION PHASE (July 1, 2026 – July 30, 2026):** Grantee shall complete an evaluation of the local condition assessed during the Assessment Phase and submit to ODP by July 30, 2026, to include the following: detailed summary of progress made for the implemented strategy utilizing pre- and post- assessment data collected, clear summary of process measures (total people reached, number of resources disseminated, etc.), outcome measures based on identified priority areas, identification of communication points to share with local stakeholders, identified barriers to implementation for activities and possible solutions, and plans for sustaining outcomes. *This evaluation will be used to determine possible continued funding*.

**SECTION G: Budget Requirements** Please review the following budget requirement. Complete and sign this document on the online application. The online application will also require you initial each requirement as appropriate.

*Pass/Fail*

1. No Budget submission is required for this application. The Office of Drug Policy (ODP) Partnerships for Success (PFS) grant will pay “up to $58,000/year” for the implementation of activities per Attachment A. *Attachment A defines the reimbursement amount per activity.*

**SECTION H: Compensation** Please review the following compensation requirements. Complete and sign this document on the online application. The online application will also require you initial each compensation requirement as appropriate.

*Pass/Fail*

1. ODP, upon receipt and approval of Request for Reimbursement, monthly report, and required Agreement deliverables met to date, will pay Grantee monthly payments.
2. During the **Assessment (August 2024), Planning (September 2024) and Evaluation Phases (July 2026)**, no more than $5,000 will be reimbursed per month for completion of the Assessment, Planning, and Evaluation-specific activities, and no more than $2,000 will be reimbursed per month for completion of prevention activities in Attachment A.
3. No more than $5,000 will be reimbursed per month during the **Implementation Phase** based upon the completion of activities.
4. Total payment during this project period of August 1, 2024- July 30, 2026, shall not exceed $118,000.
5. Grantee shall submit its request for reimbursement to ODP monthly.
6. Grantee shall submit its final payment request to ODP no later than 30 days after the July 30, 2026.

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

*Pass/Fail*

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

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

1. **Assurance of Compliance with ODP Substance Abuse Program Standards**

I hereby assure the following:

I will maintain detailed records on all grant funded projects, which indicate the date, time and nature of services delivered under the grant award. Grantees will be required to collect evaluation data for all projects and submit that data to ODP as required. Grantees providing direct services will be required to collect and submit 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.

1. **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.

1. **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](https://prevention.odp.idaho.gov/wp-content/uploads/2020/09/FY2021ParentConsentPolicyandForms-1.pdf)). All applicable staff will be fully informed of and will abide by the policies and requirements set forth therein.

1. **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](https://prevention.odp.idaho.gov/wp-content/uploads/2022/05/Charitable-Choice-Policy.pdf)) and understand the Federal Regulations regarding faith-based organizations delivering federally funded substance abuse prevention services.

1. **Assurance of Compliance with Federal Lobbying Policy**

I hereby assure the following:

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

1. **Assurance of Compliance with Federal law regarding Supplanting of Funds**

I hereby assure the following:

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

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

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

# **Appendix A – 2024-2026 Activity Implementation Guide**

|  |  |
| --- | --- |
| 1. Priority Substance: |  |
| 2. Local Condition: |  |
| 3. Strategy Being Implemented: |  |

***Idaho Office of Drug Policy Initiatives***

**Annual Budget:** Up to $3,000/year

**Requirement:** Implement of three ODP initiative activities is required per year. Please note that these activities can only be counted once throughout each annual grant period.

**Activities**

1. **Eat Together Idaho Family Breakfast Initiative** (up to $500)
2. **Eat Together Idaho Family Dinner Night Initiative** (up to $500)
3. **Dissemination of Be the Parents Convo Cards** (up to $250)
4. **Dissemination of Be the Parent 30-Day Parent Challenge Cards** (up to $250)
5. **Participation in Sticker Shock** (up to $250)
6. **Provision of Be the Parent coffee sleeves to local coffee shops and supporting partners who serve the public** (up to $500)
7. **Purchase of Be the Parent billboard space** (up to $1,000)
8. **Placement of Be the Parent media on radio or TV** (up to $1,000)
9. **Sharing of Be the Parent information on local cable access channels** (up to $1,000)
10. **Other pre-approved activities**

***Information Dissemination***

**Monthly Budget:** Up to $3,500/month

**Purpose:** To support your strategy and policy through educational presentations, workshops, seminars, or other presentations of data (e.g., public announcements, brochures, dissemination, billboards, community meetings, forums, web-based communication).

**Activities**

1. **Radio or music streaming service messages** (up to $600/month)
2. **Television or visual streaming service PSAs or advertisements** (up to $600/month)
3. **Printed newspaper or magazine ads** (up to $600/month)
4. **Digital website or search engine ads** (up to $600/month)
5. **Eight customized social media posts/month** (up to $300/month)
6. **Posters hung up throughout the community** (up to $200/month)
7. **Flyers handed out to different locations** (up to $200/month)
8. **Presentation to a group** (up to $400/presentation; maximum $800/month)
9. **Billboard** (up to $1000/month)
10. **Handing out brochures** (up to $200/month)
11. **Social media live stream** (up to $300/video; maximum of $600/month)
12. **Hosting a Community Forum or Town Hall Meeting** (up to $1,000/event; maximum $2,000/year)
13. **Hosting a booth at a community event** (up to $200/event; maximum $400/month)
14. **Meeting and sharing information with key stakeholders** (up to $100/meeting; maximum $400/month)
15. **Attending and sharing information at a coalition meeting** (up to $300/meeting; maximum $600/month)
16. **Leading a coalition meeting** (up to $400/coalition meeting; maximum $800/month)
17. **Other (preapproved by ODP)**

***Enhancing Capacity or Skills***

**Monthly Budget:** Up to $3,000/month

**Purpose:** To support your strategy and policy through workshops, seminars, or other activities designed to increase the skills of participants, members, and staff needed to achieve population-level outcomes (e.g., training, technical assistance, distance learning, strategic planning retreats, curriculum development, etc).

**Activities**

1. **Participation in a webinar** (up to $200/webinar; maximum $400/month)
2. **Hosting a webinar training** (up to $500/webinar; maximum of $500/month)
3. **Attendance at a conference** (up to $750/day; maximum $2,500/year)
4. **Hosting a conference** (up to $1,000/day; maximum $2,000/year)
5. **Attendance at a training** (up to $750/day; maximum $4,500/year)
6. **Hosting a community training** (up to $1,000/day; maximum $2,000/year)
7. **Hosting a stakeholder-specific training** (up to $500/day; maximum $1,500/year)
8. **Collection of data from already existing sources related to the environmental change/strategy being implemented** (up to $150/data report collected)
9. **Collection of new data which will support the environmental change/strategy** (up to $1,500 for collection, analysis, and report/maximum of $1,500 per year)
10. **Evaluation Report** (up to $1,000/year)
11. **Other (preapproved by State)**

***Providing Support***

**Monthly Budget:** Up to $3,000/month

**Purpose:** To help implement your strategy and policy by creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., providing alternative activities, mentoring, referrals, support groups or clubs, etc).

**Activities**

1. **Alternative activities**
   * 1. **Creation of an implementation plan** (up to $500/plan)
     2. **Promotion of event** (up to $500/event; maximum $1,000/month)
     3. **Implementation of alternative event** (up to $500/activity; maximum of $1,000/month)
2. **Evidence-based mentoring program to fidelity**
   * 1. **Creation of an implementation plan** (up to $500/plan)
     2. **Program training for staff** (up to $1,000/person)
     3. **Promotion of program** (up to $500/program; maximum $500/month)
     4. **Implementation of program** (up to $1,000/program; maximum of $2,000/month)
3. **Evidence-based curriculum**
   * 1. **Creation of an implementation plan** (up to $500/plan)
     2. **Curriculum training for staff** (up to $1,000/person)
     3. **Promotion of curriculum** (up to $500/curriculum; maximum $500/month)
     4. **Implementation of curriculum** (up to $1,000/curriculum; maximum of $2,000/month)
4. **Implementing an evidence-based screening and brief intervention tool** (up to $500/month/new location)
   * 1. **Promotion of new screening tool** (up to $500/month)
5. **Early intervention seminar instruction (Example: DUI/MIP seminars)**
   * 1. **Completion of early intervention instructor training & certification** (up to $2,500/person)
     2. **Promotion of early intervention seminars** (up to $1,000/month)
6. **Implementing parenting classes (Example: Strengthening Families Program)**
   * 1. **Completion of instructor training** (up to $500/person)
     2. **Promotion of parenting classes** (up to $500/month)
     3. **Implementation of parenting classes** (up to $500/month)
7. **Other (preapproved by State)**

***Enhancing Access/Reducing Barriers***

**Monthly Budget:** Up to $1,000/month

**Purpose:** To support your strategy and policy by improving systems and processes to increase the ease, ability, and opportunity to utilize those systems and services (e.g., assuring healthcare, childcare, transportation, housing, justice, education, safety, special needs, cultural and language sensitivity, etc).

**Note:** Activities implemented in this category must be preapproved by the state. Reimbursements will be provided based on activity.

***Changing Consequences (Incentives/Disincentives)***

**Monthly Budget:** Up to $2,000/month

**Purpose:** To support your strategy and policy by increasing or decreasing the probability of a specific behavior that reduces risk or enhances protection by altering the consequences for performing that behavior (e.g., increasing public recognition for deserved behavior, individual and business rewards, revocations/loss of privileges, etc).

**Incentive Activities**

1. **Press release of congratulations** (up to $500/release/month)
2. **Award or certificate for doing the right thing** (up to $500/month)
3. **Awards ceremony** (up to $500/event/year)

**Disincentive Activities**

1. **Press release explaining what is expected** (up to $500/release/month)
2. **Letters explaining what is expected** (up to $500/month)
3. **Texting Tipline** (up to $1,400/year)
4. **Other (preapproved by State)**

***Physical Design and Environmental Changes***

**Monthly Budget:** Up to $2,000/month

**Purpose:** To support your strategy and policy by changing the physical design or structure of the environment to reduce risk or enhance protection (e.g., parks, signage, outlet density).

**Activities**

1. **Permanent or semi-permanent signs or banners** (no posters or flyers) built, installed, or erected (up to $1,000/month for new signage)
   * Example: Permanent signage in parks/fair grounds
   * Example: Permanent signage in buildings
   * Example: Metal signage for community events
2. **Installation of security cameras** as a deterrent or to increase enforcement or prosecution (up to $1,000 for each new location; maximum $2,000/month)
3. **Other (preapproved by State)**

***Modifying/Changing/Implementing Policies***

**Monthly Budget:** Up to $4,000/month

**Purpose:** Formal change in written procedures, by-laws, proclamations, rules or laws with written documentation and/or voting procedures (e.g., workplace initiatives, law enforcement procedures and practices, public policy actions, systems change within government, communities and organizations). \*Lobbying is prohibited.

**Activities**

1. **Internal policy change** (up to $1,000/implementation of new policy; maximum $2,000/month)
   * Example: School policy to require evidence-based screening tool to be used.
   * Example: Medical provider/hospital implements new screening tool.
2. **Procedural changes** (up to $1,000/implementation of new procedure; maximum $2,000/month)
   * Example: Law enforcement implements new procedure for conducting bar-walkthroughs looking for over-intoxication or fake IDs.
3. **System changes** (up to $1,000/implementation of new change; maximum $2,000/month)
   * Example: New requirements for obtaining a liquor license (police approval, three strike rule, etc.)
   * Example: New requirements for community events (roped off areas, security, drink sizes, family sections, alcohol-free, etc.)
   * Example: New restrictions/notifications for DUIs.
   * Example: Court requires community service or participation in an evidence-based class.
4. **Providing support for ordinance change** (up to $1,000/implementation of new ordinance; maximum $2,000/month)
   * Example: Ordinance requiring Alcohol Server Training.
   * Example: Ordinance requiring alcohol-free community events.
   * Example: Ordinance requiring stricter penalties for alcohol possession, delivery, etc.
5. **Other (preapproved by State)**

***Note:****Reimbursement amount by activity may change based on actual costs and preapproval by State.*

# **Appendix B – Developing Goals and Measurable Objectives**

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. This appendix provides information on developing goals and objectives for use in your Project Narrative. It also provides examples of well-written goals and measurable objectives.

**GOALS**

**Definition** − a goal is a broad statement about the long-term expectation of what should happen because of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

* Goals address outcomes, not how outcomes will be achieved.
* Goals describe the behavior or condition in the community expected to change.
* Goals describe who will be affected by the project.
* Goals lead clearly to one or more measurable results.
* Goals are concise.

**Examples**

| **Unclear Goal** | **Critique** | **Improved Goal** |
| --- | --- | --- |
| Increase the substance abuse prevention capacity of the local school district | This goal could be improved by *specifying an expected program effect in reducing a health problem* | Increase the capacity of the local school district to reduce high-risk behaviors of students that may contribute to substance abuse |
| Decrease the prevalence of marijuana, alcohol, and prescription drug use among youth in the community by increasing the number of schools that implement effective policies, environmental change, intensive training of teachers, and educational approaches to address high-risk behaviors, peer pressure, and tobacco use. | This goal is not concise | Decrease youth substance use in the community by implementing evidence-based programs within the school district that address behaviors that may lead to the initiation of use. |

**OBJECTIVES**

**Definition** – Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2020, 75% of program participants will participate in Botvin Life Skills curriculum. To be effective, objectives should be clear and leave no room for interpretation.

**SMART** is a helpful acronym for developing objectives that are ***specific, measurable, achievable,* *realistic, and time-bound*:**

***Specific*** –

Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Project Coordinator will administer the PRIDE survey to at least 100 students in the population of focus” is a more specific objective than “Project Coordinator will administer a survey.”

***Measurable*** –

How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective. Example: By 9/20 increase by 10% the number of 8th, 9th, and 10th grade students who disapprove of marijuana use as measured by the annual school youth survey.

***Achievable*** *–*

Objectives should be attainable within a given time frame and with available program resources. For example, “The new part-time nutritionist will meet with seven teenage mothers each week to design a complete dietary plan” is a more achievable objective than “Teenage mothers will learn about proper nutrition.”

***Realistic*** *–*

Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two ex-gang members will make one school presentation each week for two months to raise community awareness about the presence of gangs” is a more realistic objective than “Gang-related violence in the community will be eliminated.”

***Time-bound*** –

Provide a time frame indicating when the objective will be measured or a time by when the objective will be met. For example, “Five new peer educators will be recruited by the second quarter of the first funding year” is a better objective than “New peer educators will be hired.”

**Examples:**

| **Non-SMART Objective** | **Critique** | **SMART Objective** |
| --- | --- | --- |
| Teachers will be trained on the selected evidence-based substance abuse prevention curriculum. | The objective is not SMART because it is not *specific, measurable*, or *time bound*. It can be made SMART by *specifically* indicating who is responsible for training the teachers, how many will be trained, who they are, and by when the trainings will be conducted. | ***By June 1, 2020****,* ***LEA supervisory staff*** will have trained ***75% of******health education*** teachers ***in the local* *school******district*** on the selected, evidence-based substance abuse prevention curriculum. |
| 90% of youth will participate in classes on assertive communication skills. | This objective is not SMART because it is not *specific* or *time bound.* It can be made SMART by indicating *who* will conduct the activity, *by when*, and *who* will participate in the lessons on assertive communication skills. | By the ***end of the 2020 school year****,* ***district health educators*** will have conducted classes on assertive communication skills for 90% of youth ***in******the middle* *school*** receiving the ***substance abuse curriculum.*** |
| Train individuals in the community on the prevention of prescription drug/opioid overdose-related deaths. | This objective is not SMART as it is not *specific, measurable* or *time bound.* It can be made SMART by specifically indicating *who* is responsible for the training, *how many* people will be trained, *who* they are, and by *when* the training will be conducted. | ***By the end of year two of the project***, the ***Health Department*** will have trained ***75% of EMS staff*** ***in the* *County Government***on the selected curriculum addressing the prevention of prescription drug/opioid overdose-related deaths. |

# **Appendix C – Developing the Plan for Data Collection and Performance Measurement**

Information in this Appendix should be taken into consideration when developing a response for criteria in Section D of the Project Narrative.

**Data Collection:**

In describing your plan for data collection, consider addressing the following points:

* What electronic data collection software that will be used?
* How often data will be collected?
* The organizational processes that will be implemented to ensure the accurate and timely collection and input of data.
* The staff that will be responsible for collecting and recording the data.
* The data source/data collection instruments that will be used to collect the data.
* How well the data collection methods will take into consideration the language, norms, and values of the population(s) of focus.
* How will the data be kept secure.
* If applicable, how will the data collection procedures ensure that confidentiality is protected, and that informed consent is obtained. and
* If applicable, how data will be collected from partners, sub-awardees.

It is not necessary to provide information related to data collection and performance measurement in a table, but the following samples may give you some ideas about how to display the information.

**Table 1** *[provides an example of how information for the required performance measures could be displayed]*

| **Performance Measures** | **Data Source** | **Data Collection Frequency** | **Responsible Staff for Data Collection** | **Method of Data Analysis** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Table 2** *[provides an example of how information could be displayed for the data that will be collected to measure the objectives that are included in B.1]*

| **Objective** | **Data Source** | **Data Collection Frequency** | **Responsible Staff for Data Collection** | **Method of Data Analysis** |
| --- | --- | --- | --- | --- |
| Objective 1.a |  |  |  |  |
| Objective 1.b |  |  |  |  |

**Data Management**

Points to consider:

* How data will be protected, including information about who will have access to data.
* How will data be stored.
* The staff member who will be responsible for tracking the performance measures and measurable objectives.
* Who will be responsible for conducting the data analysis, including the role of the Evaluator?
* What data analysis methods will be used.
* Who will be responsible for completing the reports?
* How will the data be reported to staff, stakeholders, SAMHSA, Advisory Board, and other relevant project partners.

**Data Monitoring**

Points to consider:

* How frequently performance data will be reviewed.
* How you will use this data to monitor and evaluate activities and processes and to assess the progress that has been made achieving the goals and objectives?
* Who will be responsible for monitoring the data?

**How Data Will Be Used to Enhance the Project/Quality Improvement (QI):**

Points to consider:

* If applicable, the QI model that will be used.
* How will the QI process be used to track progress?
* The staff members who will be responsible for overseeing these processes.
* How you will implement any needed changes in project implementation and/or project management.
  + What decision-making processes will be used.
  + When and by whom will decisions be made concerning project improvement.
  + What are the thresholds for determining that changes need to be made?
* Will the Advisory Board have a role in the QI process?
* How will the changes be communicated to staff and/or partners/sub-awardees?