

Idaho Office of Drug Policy

Strategic Prevention Framework

Grant

Announcement and Application Instructions



State Fiscal Year 2015

(August 1, 2014 – July 31, 2015)

Proposals due: June 2, 2014

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Strategic Prevention Framework Grant Announcement

PART I. INVITATION TO APPLY

A. GRANT ANNOUNCEMENT

The Idaho Office of Drug Policy (ODP) is accepting applications for fiscal year (FY) 2015 Strategic Prevention Framework Grants (SPF). The Federal SPF grant has two goals:

1. Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking,
2. Reduce substance abuse-related problems in communities, and;
Build prevention capacity and infrastructure at the State/Tribal/Territory and community levels.

Applicants assume all costs associated with the preparation of this grant application.

The schedule for the Grant Application process is as follows:

<u>Action</u>	<u>Date</u>
1. Application Released	April 14, 2014
2. Pre-Application Bidders Workshops :	
Sun Valley, Idaho	April 17, 2014 3:00 PM (MST)
Webinar	April 24, 2014 1:00 PM (MST)
Webinar	April 29, 2014 3:00 PM (MST)
Webinar	May 7, 2014 10:00 AM (MST)
Boise, Idaho	May 13, 2014 10:00 AM (MST)
1. Application Due	June 2, 2014
2. Application Review	June 3, 2014- July 7, 2014
3. Grant Recipients Notified	July 25, 2014
4. Grant Awards Finalized	July 31, 2014
5. Grant Award Period	August 1, 2014 –July 31, 2015

Submit questions to:

Sharlene Johnson, Grant Project Director
Sharlene.johnson@ODP.Idaho.gov
208.854.3048

B. SUBMISSION OF APPLICATION

Each applicant shall:

- Complete an online application via the following link:
https://app.wizehive.com/appform/login/iodp2014_SPFSIG_Application
- Follow the required format as outlined in this grant announcement. Submissions that do not follow this format or include the required elements will be deemed unresponsive and will not be considered for funding.

The deadline for submission of completed applications is 5:00 PM MST on Monday, June 2, 2014. Late proposals will not be accepted.

C. PRE-APPLICATION WORKSHOPS

There will be four separate opportunities to attend a pre-application workshop. Two will be delivered through Webinar and two will take place face-to-face at conferences.

1. Pre-Application Bidders Workshops

Sun Valley, Idaho	April 17, 2014 3:00 PM (MST)
Webinar	April 24, 2014 1:00 PM (MST)
Webinar	April 29, 2014 3:00 PM (MST)
Webinar	May 7, 2014 10:00 AM (MST)
Boise, Idaho	May 13, 2014 10:00 AM (MST)

Note:

- April 17th conference requires registration to the Idaho State Prevention & Support Conference.
- May 13th conference requires registration to the ICADD Conference.
- Space is limited. Please RSVP for webinars by 5:00 PM (MST) on Friday, April 18, 2014 to: Sharlene.johnson@odp.idaho.gov
- ***WEBINAR CALL IN NUMBER INFORMATION WILL BE PROVIDED AFTER YOU REGISTER.***

D. REVIEW AND AWARD PROCESS

Applications will be evaluated based on the application components described in Part III.

- A review committee, inclusive of regional representatives familiar with substance abuse issues, will review and score each application.
- Each section of the application will be scored. Maximum points for each section are listed in this application. Maximum points are given for an

outstanding response. Points are deducted for non-response, missing information, or an inadequate response. Points are deducted for not following the formatting and length criteria. Per Federal guidelines priority points may be assigned to qualifying current DFC grantees, Federally recognized tribal populations, communities serving veteran populations and/or rural communities.

- If an applicant is not awarded, the applicant can request a summary of the review.

E. NOTIFICATION OF OUTCOME

ODP will notify each applicant of the outcome of the award process in writing by **July 25, 2014**.

F. FUNDING AVAILABILITY

Grant awards are contingent upon funds appropriated by federal funding agencies and the Idaho Legislature. Total anticipated funding available for community prevention grants in SFY 2015 is approximately \$1,275,000. Funds are targeted for the Idaho statewide priorities identified in the application. Grants will be awarded for a three year period.

- Grantees will be awarded funds for one year beginning on August 1, 2014. Funds for subsequent years within a grant cycle are distributed on an annual basis as non-competing continuation awards.
- Year 1 will be considered a “planning” year. First year planning phase grant budgets should not exceed \$100,000; during year 1 grantees will receive training and technical assistance in order to perform a thorough assessment of their respective community; prepare a comprehensive Community Level Strategic Plan; prepare a comprehensive evaluation plan; and prepare a logic model. Subrecipients will only be allowed to receive up to 75% of their award amount until their plans have been approved
- Year 2 through 4 will be considered “Implementation” phase grants. Implementation phase grants should not exceed \$100,000 per year, and will be contingent upon approval of the Community Level Strategic Plan. Budgets for Implementation grants should mirror the Community Level Strategic Plan.

ODP reserves the right to fluctuate award amounts. ODP may adjust the final budget for each application as prevention program funding decisions are made to ensure fair compensation and statewide substance abuse prevention coverage.

Substance abuse prevention funding in Idaho is based on a reimbursement model. In some cases, at its discretion, ODP may allow for a one time, up front, 30-day expense advance.

Prevention service(s) provided prior to the signing of a grant award document will not be eligible for reimbursement.

PART II. ESSENTIAL ELEMENTS

A. ODP VISION

The Idaho Office of Drug Policy supports a comprehensive system of prevention services that are community driven, strategically focused, research based and culturally relevant to Idaho's individuals, families and communities. Prevention services are designed to contribute to the health, safety and well-being of Idahoans by reducing the incidence of alcohol, tobacco and other drug abuse and related problems.

The Idaho Office of Drug Policy envisions an Idaho free from the devastating social, health and economic consequences of substance abuse.

B. PURPOSE

SPF grant funded coalitions are expected to utilize SAMHSA's Strategic Prevention Framework (SPF) as the planning model to develop long-range plans. The SPF is a five-step evidence-based process for community planning and decision-making. Cultural competence and sustainability should be considered throughout all five steps of the process which includes:

1. **Assessment:** Identify local substance use problems and the community conditions that contribute to the specific identified issues.
2. **Capacity:** Mobilize/build capacity to change the conditions and address the substance use problems.
3. **Planning:** Develop a logic model, comprehensive 12-month Action Plan, and multi-year Strategic Plan.
4. **Implementation:** Implement action and strategic plans with multiple objectives, strategies, and activities.
5. **Evaluation:** Monitor, sustain, improve, or replace prevention activities, efforts, and strategies.

Throughout all five steps, implementers of the SPF must address issues of sustainability and cultural competence.

SPF grants are intended to support established community-based substance use prevention coalitions capable of affecting community-level change. For the purposes of this grant application, a coalition is defined as a community-based formal arrangement for cooperation and collaboration among groups or sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug-free community.

Coalitions receiving SPF grant funds are expected to work with leaders within their communities to identify and address local substance use problems and create sustainable community-level change through the use of the Seven Strategies for Community Change.

Applicants are expected to choose strategies that will lead to community level change and seek to: (1) limit access to substances; (2) change the culture and context within which decisions about substance use are made; and/or (3) shift the consequences associated with youth substance use. Ample evidence exists that well-conceived and implemented policies at the local, state, and national level can reduce community level alcohol, tobacco, and other drug problems.

The Seven Strategies for Community Change, which are a conceptual understanding of strategies a coalition may employ, include efforts that affect individuals, as well as those that have the potential to reach an entire community. SPF grants require that coalitions develop and implement a comprehensive action plan to prevent substance use.

A comprehensive Action Plan will include an appropriate mixture of all seven strategies listed below. It is not required for applicants to name the seven strategies listed below in the Action Plan, but should use them as a framework for ensuring comprehensiveness.

Seven Strategies for Community Level Change

- 1. Provide Information:** Educational presentations, workshops or seminars, and data or media presentations (e.g., PSAs, brochures, town halls, forums, web communication).
- 2. Enhance Skills:** Workshops, seminars, or activities designed to increase the skills of participants, members and staff (e.g., training and technical assistance, parenting classes, strategic planning retreats, model programs in schools).
- 3. Provide Support:** Creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., alternative activities, mentoring, referrals for service, support groups, youth clubs).
- 4. Enhance Access/Reduce Barriers:** Improving systems/processes to increase the ease, ability, and opportunity to utilize those systems and services (e.g., assuring transportation, housing, education, safety, and cultural sensitivity) in prevention initiatives.

Reduce Access/Enhance Barriers: Improving systems/processes to decrease the ease, ability, and opportunity for youth to access substances (e.g., raising the price of single-serve cans of alcohol, implementing retail alcohol/tobacco compliance checks).

5. Change Consequences (Incentives/Disincentives): Increasing or decreasing the probability of a behavior by altering the consequences for performing that behavior (e.g., increasing taxes, citations, and fines; revocation/loss of driver's license).

6. Change Physical Design: Changing the physical design of the environment to reduce risk or enhance protection (e.g., re-routing foot/car traffic, adjusting park hours, alcohol/tobacco outlet density).

7. Modify/Change Policies: Formal change in written procedures, by-laws, proclamations, rules, or laws (e.g., workplace initiatives, law enforcement procedures and practices, public policy actions, systems change). **NOTE:** Lobbying with SPF funds is not allowed.

Idaho SPF funding is targeted towards identified statewide priorities. Applicants are required to address:

1. Prescription Drug Use:

- a) Nonmedical use of pain relievers;
- b) Prescription drug distribution rates;
- c) Number of deaths from drug induced mortality;
- d) Seizure rates;

2. And one of the following (not required):

A. Alcohol Health Outcomes(*choose at least one of the following indicators*):

- (a) Rate of alcohol liver disease;
- (b) Rate of alcohol induced deaths;
- (c) Alcohol as primary substance of use upon treatment entry;
- (d) Percent of persons 12 and older reporting alcohol dependence/abuse;

B. Marijuana Use(*choose at least one of the following indicators*):

- (a) Marijuana possession arrests;
- (b) Marijuana trafficking arrests;
- (c) Marijuana seizures;
- (d) Percent report marijuana as primary substance use upon treatment;
- (e) Percent of students in grade 9-12 who used marijuana one or more times in the past 30 days;

(f) Percent report marijuana as substance of use upon treatment area.

C. APPLICANT ELIGIBILITY

Eligible applicants include any governmental entity (including tribal entities), such as counties, cities, schools and school districts, local law enforcement agencies, other public entities and non-profit private entities such as community-based organizations, coalitions, and faith based organizations. Failure to meet any single eligibility requirement will cause the application to be deemed ineligible and the application will be screened out and will not move forward to grant review. Should your application fail to meet the eligibility requirements, the person listed as the Business Official on the application will receive a letter stating why the application was deemed ineligible to apply. No additional information may be added to an application after it has been submitted. Final authority lies with the ODP Administrator to determine the eligibility of an application.

All SPF applications will be screened by ODP to determine whether an applicant meets all the SPF statutory eligibility requirements identified. In addition, the non-profit status of the grantee/legal applicant (if applicable) will be verified along with its ability to fiscally manage state funds. Applications submitted by eligible coalitions that demonstrate they meet all requirements will then be scored through a grant review process according to the evaluation criteria described in the Application Review Information of this grant application. Each year, SPF grantees **must** demonstrate compliance with all of the Statutory Eligibility Requirements to be considered for continued funding.

In addition to statutory eligibility applicants **must**:

- **Budget for both statewide and community level evaluation.**
Applicants are required to budget 1% of total grant request for state level evaluation assistance. In addition, each applicant should budget for evaluation at the community level. Total evaluation efforts should not exceed 10% of grant request. SPF grantees are required to participate in the SPF state level evaluation which is intended to measure the effectiveness of the SPF Program in reducing substance use in Idaho.
- **Budget for required community level technical assistance and training.**
Applicants are required to budget for mandatory training costs. At this time it is expected that coalitions should budget the following:
 - Year 1: 7% of total application budget request
 - Year 2-4: 5% of total application budget request

- **Have at least 6 of the following 12 sectors involved in their efforts at the time of grant application, with a plan to recruit the remaining six.**
 - Youth;
 - Parents;
 - Business community;
 - Media;
 - Schools;
 - Youth-serving organizations;
 - Law enforcement agencies;
 - Religious or fraternal organizations;
 - Civic and volunteer groups;
 - Healthcare professionals;
 - State and local and/or tribal government agencies with expertise in the field of substance abuse;
 - Other organizations involved in reducing substance abuse.

D. FUNDING

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

Funding Mechanism:

Grant Application

Anticipated Total Available Funding:

\$1,275,000.00

Anticipated Number of Awards:

16

Anticipated Award Amount:

First year planning grants should not exceed \$100,000; Year 2 through 4 Implementation grants should not exceed \$100,000 per year, and will be contingent upon approval of the Community Level Strategic Plan. ODP reserves the right to fluctuate award amounts. ODP may adjust the final budget for each application as prevention program funding decisions are made to ensure fair compensation and statewide substance abuse prevention coverage.

Substance abuse prevention funding in Idaho is based on a reimbursement model. In some cases, at its discretion, ODP may allow for a one time, up front, 30-day expense advance.

Prevention service(s) provided prior to the signing of a grant award document will not be eligible for reimbursement.

Length of Project:

Up to 4 years

Cost Sharing/Match Required?

No

E. ASSURANCES

The Applicant must assure ODP that all activities performed under this grant will conform to the ODP Substance Abuse Prevention Services program standards, which include:

1. Assurance of Compliance with Record Keeping/Data Collection Standards

The Applicant 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 on **all projects** and submit that data to ODP via an on-line data management system. Grantees providing direct services will be required to collect and submit survey data on **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 Idaho State Laws

The Applicant must assure ODP of its commitment to 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 Charitable Choice Policy

The Applicant must assure ODP of Faith-Based Status and Policy Compliance.

4. Assurance of Compliance with Lobbying Policy

The Applicant must assure ODP that lobbying activities **will not** be conducted using grant funds.

A Statement of Assurance (STATEMENT) is attached as **Appendix A** to this application. This Statement must be initialed and signed electronically, and submitted online with the completed application, indicating the intent of the Applicant to comply with the stated terms and conditions listed above. Failure to complete and sign this Statement will result in ODP deeming the application unresponsive and rejection of the application. This Statement must be signed by a person authorized to bind the Applicant.

PART III. SUBSTANCE ABUSE PREVENTION SERVICES GRANT APPLICATION INSTRUCTIONS

ALL APPLICATIONS SHALL BE DIVIDED INTO THREE (3) SECTIONS

SECTION I. ORGANIZATION BUSINESS INFORMATION (Pass/Fail)

- A. Organization Information**
- B. Fiscal Agent Information**

SECTION II. STRATEGIC PREVENTION FRAMEWORK (100 points)

- A. Community Needs Assessment (20 points total)**
 - A1. Demographics (5 points)
 - A2. Problems (5 points)
 - A3. Causes (5 points)
 - A4. Current Efforts (5 points)
 - B. Capacity Building (15 points total)**
 - B1. Coalition Development and Qualifications (10 points)
 - B2. Coalition Organizational Structure (5 points)
 - C. Planning (20 points total)**
 - C1. Identify Problems (5 points)
 - C2. Goals (5 points)
 - C3. Objectives (5 points)
 - C4. Strategies (5 points)
 - D. Implementation (10 points total)**
 - D1. Action Plan (10 points)
 - E. Evaluation Methods (15 points total)**
 - E1. Evaluation Tool (5 points)
 - E2. Barriers (5 points)
 - E3. Effectiveness (5 points)
 - F. Sustainability/Cultural Competence (10 points total)**
 - F1. Sustainability (5 points)
 - F2. Cultural Competence (5 points)
- Budget Worksheet/Written Justification (10 points total)**

**Per Federal guidelines, priority points may be assigned to qualifying current DFC grantees, Federally recognized tribal populations, communities serving veteran populations and/or rural communities.*

SECTION III. PROGRAM ADMINISTRATOR ASSURANCES (Pass/Fail)

Completed applications will be evaluated on the quality of the information provided in each section. Applications will be considered in light of the organization's substance abuse prevention experience, fit with the current Statewide Strategic Prevention Plan, administrative costs, and overall prevention value. Per Federal guidelines, priority points may be assigned to qualifying current DFC grantees, Federally recognized tribal populations, communities serving veteran populations and/or rural communities.

The following pages are the instructions for the online application found at: <https://review.wizehive.com/voting/login/2014spfsig-grant>

SECTION I. ORGANIZATION BUSINESS INFORMATION

- A. Please provide all information requested under **Organization Information**.
- B. If the proposed services will use 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 II. STRATEGIC PREVENTION FRAMEWORK (SPF)

Applicants will be required to demonstrate the ability to implement the Strategic Prevention Framework (SPF) model, which includes the five-step process 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 use 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/environmental prevention strategies, programs, policies, and practices

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

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 at:
<http://captus.samhsa.gov/access-resources/resource-types/ta-tools>

A.COMMUNITY NEEDS ASSESSMENT (20 Points)

For your community needs assessment you are to collect data to provide a brief community profile and describe the substance abuse problems, causes, and readiness to address needs.

A1. Demographics (5 points)

Provide a community profile, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion and sexual orientation. Describe what it is like to live and work in your community.

A2. Problems (5 points)

Describe the nature of the substance abuse problem in your community. This could include alcohol use by youth such as binge drinking or other problems including increasing marijuana use; or consequences of abuse data such as underage drinking accidents, drug and alcohol related arrest data. Include quantitative information, such as survey results, number of school incidents, juvenile arrest rates, etc.

A3. Causes (5 points)

Describe the perceived causes of substance abuse problems in your community. These may include the availability of alcohol, lack of enforcement of underage drinking laws, lack of prevention education, poor parental controls, social norms, etc.

A4. Current Efforts (5 points)

Describe the current efforts to address the substance abuse problem in your community. Include efforts outside your agency/organization to provide the reader with a comprehensive view of the strategies currently used. Identify what is needed in your community to address these behaviors and attitudes around substance use.

B. CAPACITY BUILDING (15 points)

Applicants must demonstrate that they have the capacity- that is, the resources and readiness- to support the prevention programs, policies, and strategies they propose. Describe your organization's experience in the following areas:

B1. Coalition Development and Qualifications (10 points)

How did the coalition develop and how is the coalition collaborating with community leaders/organizations to prevent substance use? Provide explanations of the following:

- Describe coalition's developmental history as a community based entity addressing youth substance use.
- Describe the techniques for recruiting and retaining coalition members.
- Describe how each of the sector representatives is the best fit for the assigned sector.
- Describe current and potential coalition collaboration(s) with local organizations and community leaders.
- Identify by name the sector representative for at least 6 of the 12 sector representatives required for application and describe why they are the best fit for that role. Include a plan for recruiting the missing sectors.
- Describe coalition's efforts to increase the capacity and effectiveness of the coalition members and its leadership.

B2. Coalition Organizational Structure (5 points)

What are the coalition's decision-making processes? Provide explanations of the following:

- Describe the experience level of each key staff in administering the type of project proposed. Indicate whether your key staff has administered evidence-based programs or environmental strategies previously or similar grant projects, policies, or strategies. Please include staff education level as well as their qualifications and years in the prevention field.
- Describe the inclusion of the coalition's paid staff, coalition members, and/or potential contractors in the coalition's day-to-day decision-making processes.
- Describe the development of policies/procedures, by-laws, roles and responsibilities of staff, coalition members and legal grantee (if different from coalition).
- Describe the current decision-making processes related to the coalition's efforts to reduce youth substance use.
- Describe the decision-making processes related to financial management by the coalition, to include, if any, the role of the legal grantee (if different from coalition).

C. PLANNING (20 Points)

C1. Identify Problems (5 points)

What are the current substance use problems in the community? Provide explanations of the following:

- Describe the youth substance use problems and the unique local conditions that contribute to youth substance use.
- Describe the coalition's processes for prioritizing the substances to be addressed using SPF funds (must name at least prescription drugs).

- o Discuss the specific tools, approaches and strategic processes to be used to collect, analyze and disseminate data (e.g., frequency of data collection, role of key staff, coalition members, and evaluator, if applicable, in data collection and analysis, etc.).

Idaho SPF funding is targeted towards identified statewide priorities. Applicants are required to address:

1. Prescription Drug Use:

- a) Nonmedical use of pain relievers;
- b) Prescription drug distribution rates;
- c) Number of deaths from drug induced mortality;
- d) Seizure rates;

2. And one of the following (not required):

A. Alcohol Health Outcomes (*choose at least one of the following indicators*):

- (a) Rate of alcohol liver disease;
- (b) Rate of alcohol induced deaths;
- (c) Alcohol as primary substance of use upon treatment entry;
- (d) Percent of persons 12 and older reporting alcohol dependence/abuse;

B. Marijuana Use (*choose at least one of the following indicators*):

- (a) Marijuana possession arrests;
- (b) Marijuana trafficking arrests;
- (c) Marijuana seizures;
- (d) Percent report marijuana as primary substance use upon treatment;
- (e) Percent of students in grade 9-12 who used marijuana one or more times in the past 30 days;
- (f) Percent report marijuana as substance of use upon treatment area.

C2. Goals (5 points)

Write a goal statement for each of the problem(s) you identified. A goal statement explains what you wish to accomplish. It sets the basic, long-range direction of your effort, and is usually a very broad, general statement.

Please remember that you must address both SPF SIG overarching goals of increasing community collaboration and reducing youth substance use.

C3. Objectives (5 points)

Based on your identified goals, write at least one (1) objective for each goal. An objective breaks down the goal into smaller parts that provide specific, measureable actions through which the goal will be accomplished. Objectives

define what you expect to achieve through your efforts; they are meant to be realistic targets.

One way to develop well-written objectives is to use the **SMART** approach. **SMART** stands for:

Specific – “What exactly are we going to do for whom?”

Measurable – “Is it quantifiable and can we measure it?”

Attainable/Achievable – “Can we get it done in the proposed time frame?”

Relevant – “Will this objective have an effect on the desired goal?”

Time bound – “When will this objective be accomplished?”

Example:

Objective: Pass a policy mandating TIPS training for 100% (measurable & achievable) of the licensed alcohol retailers in the community (specific & relevant) by June 30, 2015 (time bound).

C4. Choose Strategies (5 points)

Select the strategy (ies) you will use to address the problems and causes you listed. Community Anti-Drug Coalitions of America (CADCA) promotes the following seven (7) Prevention Strategies for Community Level Change:

1. Provide Information: Educational presentations, workshops or seminars, and data or media presentations (e.g., PSAs, brochures, town halls, forums, web communication).

2. Enhance Skills: Workshops, seminars, or activities designed to increase the skills of participants, members and staff (e.g., training and technical assistance, parenting classes, strategic planning retreats, model programs in schools).

3. Provide Support: Creating opportunities to support people to participate in activities that reduce risk or enhance protection (e.g., alternative activities, mentoring, referrals for service, support groups, youth clubs).

4. Enhance Access/Reduce Barriers: Improving systems/processes to increase the ease, ability, and opportunity to utilize those systems and services (e.g., assuring transportation, housing, education, safety, and cultural sensitivity) in prevention initiatives.

Reduce Access/Enhance Barriers: Improving systems/processes to decrease the ease, ability, and opportunity for youth to access substances (e.g., raising the price of single-serve cans of alcohol, implementing retail alcohol/tobacco compliance checks).

5. Change Consequences (Incentives/Disincentives): Increasing or decreasing the probability of a behavior by altering the consequences for performing that behavior (e.g., increasing taxes, citations, and fines; revocation/loss of driver's license).

6. Change Physical Design: Changing the physical design of the environment to reduce risk or enhance protection (e.g., re-routing foot/car traffic, adjusting park hours, alcohol/tobacco outlet density).

7. Modify/Change Policies: Formal change in written procedures, by-laws, proclamations, rules, or laws (e.g., workplace initiatives, law enforcement procedures and practices, public policy actions, systems change). **NOTE:** Lobbying with SPF funds is not allowed.

D. IMPLEMENTATION (10 Points)

D1. 12-MONTH COALITION ACTION PLAN

What is the coalition's 12 Month Coalition Action Plan for addressing substance use in the community if awarded a SPF grant?

This question is answered by developing and providing a 12 Month Coalition Action Plan using Table 1 shown below. Do not provide a narrative explanation of this question. This plan should include interrelated goals, objectives, strategies, and activities. It should cover a period of 12 months (August 1, 2014 to July 31, 2015). SPF grantees are required to plan and implement prevention strategies to affect community level change. The 12 Month Coalition Action Plan should be comprehensive, detailed and measureable.

Tips for Creating an Action Plan

- Applicants must use the template provided in Table 1.
- The 12 Month Coalition Action Plan must include goals, objectives, strategies, and proposed strategies for each problem identified.
- All objectives must be measurable and include a specific target date (i.e., 06/30/14) by when the change will be accomplished, as well as how much change will occur (i.e., increase/decrease) and the population addressed (i.e., youth ages 12-17).

- The 12 Month Coalition Action Plan will be used to monitor the coalition's performance.
- The 12 Month Coalition Action Plan should be comprehensive to include all of the coalition's efforts. Applicants may include as many measurable objectives, strategies, and activities as necessary to create a comprehensive 12 Month Coalition Action Plan, following the Seven Strategies for Community Change as described on pg. 7-8 of this application.
- The Action Plan must address (in alignment with answer provided in Section C):

1. Prescription Drug Use:

- a) Nonmedical use of pain relievers;
- b) Prescription drug distribution rates;
- c) Number of deaths from drug induced mortality;
- d) Seizure rates;

2. and one of the following (not required):

A. Alcohol Health Outcomes (*choose at least one of the following indicators*):

- (a) Rate of alcohol Liver Disease;
- (b) Rate of Alcohol induced deaths;
- (c) Alcohol as primary substance of use upon treatment entry;
- (d) Percent of persons 12 and older reporting alcohol dependence/abuse;

B. Marijuana Use (*choose at least one of the following indicators*):

- (a) Marijuana possession arrests;
- (b) Marijuana trafficking arrests;
- (c) Marijuana seizures;
- (d) Percent report marijuana as primary substance use upon treatment;
- (e) Percent of students in grade 9-12 who used marijuana one or more times in the past 30 days;
- (f) Percent report marijuana as substance of use upon treatment area.

Separate the objectives for each substance addressed. Do not put all substances into a single measureable objective. The strategies and activities should be specific to the named drug. Activities may be repeated under multiple objectives.

Table 1: 12-Month Action Plan

Applicants must follow this format to outline the coalition's plans.

Cells in the following tables are intentionally left blank.

Goal One: Increase Community Collaboration

Objective 1: *Provide measurable objective*

Strategy 1: *Provide specific strategy*

<i>Activity</i>	<i>Who is responsible?</i>	<i>By when?</i>

Goal Two: Reduce Youth Substance Use

Objective 1: *Provide measurable objective*

Strategy 1: *Provide specific strategy*

<i>Activity</i>	<i>Who is responsible?</i>	<i>By when?</i>

Upload action plan in online application

E. EVALUATION (15 Points)

When awarded, each program will be asked to evaluate its effectiveness. Evaluation is the systematic collection and analysis of information about program activities and outcomes to improve effectiveness and make programmatic decisions. Grantees will be required to collect evaluation data on all projects and submit that data to ODP via an on-line data management system.

Coalitions should develop and describe specific evaluation plans tailored to their environmental strategies and activities proposed. For a foundation on evaluating environmental change you can start here:

<http://captus.samhsa.gov/access-resources/evaluating-environmental-change-strategies>

E1. Tool (5 Points)

- Describe the type of data that will be collected to measure the effectiveness of the strategies and activities of the 12 Month Coalition Action Plan.
- Describe how the coalition will measure and analyze the data collected.

E2. Barriers (5 Points)

Describe, citing specific examples, barriers and challenges to data collection and evaluation and your plans to overcome them.

E3. Effectiveness (5 points)

- Describe the difference you expect your project will make in your community.
- Describe how the coalition will apply the outcomes to adjust and strengthen the 12 Month Coalition Action Plan.
- Describe the coalition's communication plan to inform the community of the data outcomes and its impact on the 12 Month Coalition Action Plan.

F. SUSTAINABILITY AND CULTURAL COMPETENCE (10 points)

F1. Sustainability (5 Points)

Sustainability 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.

Describe your current level of sustainability based on the definition above, as well as your intended plan for maintaining and/or strengthening sustainability.

F2. Cultural Competence (5 Points)

Cultural Competence 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 Action Plan.

Describe your current level of understanding of cultural competence in your community based on the definition above.

G. BUDGET AND BUDGET NARRATIVE (10 POINTS)

In this section, applicants must provide a 12-month Budget Narrative to include budget details and justification for expenditures. No more than 10 percent of the grant award may be used for evaluation activities. Applicants must use the template provided in Appendix A, including providing a narrative description for each budget category.

Applicant budgets MUST include:

- **Budget for required community level technical assistance and training.**
Applicants are required to budget for mandatory training costs. At this time it is expected that coalitions should budget the following:
 - Year 1: 7% of total application budget request
 - Year 2-4: 5% of total application budget request
- **Budget for both statewide and community level evaluation.**
Applicants are required to budget 1% of total grant request for state level evaluation assistance. In addition, each applicant should budget for evaluation at the community level. Total evaluation efforts should not exceed 10% of grant request. SPF grantees are required to participate in the SPF state level evaluation which is intended to measure the effectiveness of the SPF Program in reducing substance use in Idaho.

You must detail and justify the need for each line item cost on the excel spreadsheet under each table. The budget description must demonstrate that expenses are reasonable, necessary, and allocable to the project. Be sure to double check your math in all sections of the budget.

Substance abuse prevention funding in Idaho is based on a reimbursement model. In some cases, at its discretion, ODP may allow for a one time, up front 30-day expense advance. ODP may adjust the final budget for each application as prevention program funding decisions are made to ensure fair compensation and statewide substance abuse prevention coverage.

Must upload budget file.

Appendix A – Sample Budget (Includes Budget Terminology and Sample Budget Narrative)

Budget Preparation

The Budget Narrative is used to determine reasonableness and allowability of costs in a grant application. All of the proposed costs listed, **must** be reasonable, necessary to accomplish project objectives, allowable in accordance with applicable Federal Cost Principles, auditable, and incurred during the project period. All figures **must** be rounded to the nearest dollar.

Budget Terminology

Allowability of Cost: An allowable project cost is a cost that is:

1. Reasonable for the performance of the award.
2. Allocable.
3. In conformance with any limitations or exclusions set forth in the Federal Cost Principles applicable to the organization incurring the cost.
4. Consistent with the recipient's regulations, policies, and procedures which are applied uniformly to both federally-supported and other activities of the organization.
5. Accorded consistent treatment as a direct or indirect cost.
6. Determined in accordance with generally accepted accounting principles.
7. Not included as a cost in any other federally-supported award. NOTE: If you are a current DFC recipient, please ensure that the funds you are requesting are enhancing your current activities, and not supplanting Federal funds.

Cost Principles: The cost principles address the following four tests in determining the allowability of costs:

1. **Reasonableness** - (including necessity). A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
2. **Allocability** - A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship.

3. **Consistency** - Regulations regarding cost assignment **must** be consistent for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.

4. **Conformance** - Conformance with limitations and exclusions contained in the terms and conditions of award, including those in the cost principles, may vary by the type of activity, the type of recipient, and other characteristics of individual awards.

These four tests apply regardless of whether the particular category of costs is one specified in the cost principles or one governed by other terms and conditions of an award. These tests also apply regardless of categorization as a direct cost or an indirect cost. The fact that a grant is awarded does not indicate a determination of allowability of all proposed costs.

Key Personnel: Individuals who contribute to the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant (i.e., Program Director, Project Coordinator). **The Program Director and the Project Coordinator may be the same person.**

Program Director: An individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation

Project Coordinator: An individual who coordinates the work of the coalition and SPF activities, including training, coalition communication, data collection, and information dissemination.

Level of Effort: The direct time spent by an individual on SPF related work. Across all projects/grants/positions, the level of effort for an individual may not exceed 100 percent.

Direct Costs: Costs that can be identified specifically with a particular award, project, program, service, or other organizational activity, or that can be directly assigned to an activity with a high degree of accuracy. Normally, direct costs include, but are not limited to, salaries, travel, equipment, and supplies directly benefiting the grant-supported project or program.

Indirect Costs (if applicable): Also known as "facilities and administrative costs," indirect costs are costs that cannot be specifically identified with a particular project, program, or activity, but are necessary to the operation of the organization (i.e., overhead). Facilities operation and maintenance costs, depreciation, and administrative expenses are examples of costs that are usually treated as indirect costs. The organization **must** not include costs associated with its indirect rate as direct costs. Indirect costs require a negotiated indirect cost rate agreement. If indirect costs are claimed, an indirect cost rate agreement **must** be submitted with the application.

Total Project Costs (Direct and Indirect): The total allowable costs charged to the award during a budget period, whether paid by federal funds or contributed to meet the matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

NOTE: In the Budget Narrative, applicants **must** provide **Future Years Budget Summary and Calculation of Future Years and Projected Total.**

Sample Budget Narrative

A. Personnel: An employee of the applying agency whose work is tied to the application. Proposed salaries **must** be reasonable. Compensation paid for employees **must** be reasonable and consistent with that paid for similar work within the applicant's organization and similar positions in the industry.

Position	Name	Annual	Level of Effort	Cost
Project Director	John Doe	\$64,890	5%	\$6,489
Project Coordinator	TBD	\$46,276	50%	\$46,276
			TOTAL	\$52,765

NARRATIVE JUSTIFICATION: Enter a description of the personnel funds requested and how their use will support the purpose and goals of this proposal. Describe the role, responsibilities, and unique qualifications of each position.

B. Fringe Benefits: Fringe benefits may include contributions for items such as social security, employee insurance, and pension plans. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs. List all components of the fringe benefits rate.

Component	Rate	Wage	Cost
FICA	7.65%	\$52,765	\$4,037
Workers Compensation	2.5%	\$52,765	\$1,319
Insurance	5.5%	\$52,765	\$5,540
		TOTAL	\$5,896

JUSTIFICATION: Enter a description of the fringe matching funds provided and how the rate was determined.

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail. The lowest available commercial fares for coach or equivalent accommodations **must** be used.

Purpose of Travel	Location	Item	Rate	Cost
Coalition Training Week 1	Boise, ID	Airfare	\$200/flight x 2 persons	\$400
Coalition Training Week 1	Boise, ID	Car Rental	\$200/week, unlimited miles	\$200

Coalition Training Week 1	Boise, ID	Per Diem (meals and incidentals)	\$64/day x 2 persons x 4 days	\$512
Local travel	County-wide	Mileage	3,000 miles@.50/mile	\$1,500
			TOTAL	\$2,612

JUSTIFICATION: Describe the purpose of travel and how costs were determined. The grant requires that two members attend the Coalition training in Boise, Idaho. In addition to the required trainings, funds for local travel are needed to attend local meetings, project activities, and training events.

D. Equipment: Permanent equipment may be charged to the project only if the applicant can demonstrate that purchase will be less expensive than rental. Permanent equipment is defined as an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition).

Item(s)	Rate	Cost
None		\$0
	TOTAL	\$0

NARRATIVE JUSTIFICATION: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

E. Supplies: Materials costing less than \$5,000 per unit and often having one-time use.

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$37/mo. x 8 mo.	\$296
Coalition promotional items	200 items @ \$1.39	\$278
Laptop computer	\$600	\$600
Printer	\$300	\$300
Projector	\$700	\$700
Copies	8000 copies x	\$800
Laptop Computer update	\$50	\$50
	TOTAL	\$3,674

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

F. Contract: A contractual arrangement cost to carry out a portion of the programmatic effort by a third-party contractor or for the acquisition of goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. If there is more than one contractor, each **must** be budgeted separately. A consultant is a non-employee retained to provide advice and expertise in a specific program area for a fee. The Grantee **must** establish written procurement policies and procedures that are consistently applied. All

procurement transactions are required to be conducted in a manner to provide to the maximum extent practical, open and free competition. The Grantee will be required to be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED.

Name	Service	Rate	Other	Cost
To be selected	Environmental Strategy Consultation	\$150/day x 35 days = \$5,250	Travel 380 miles @ \$0.50/mile = \$190	\$5,440
To be selected	Board and Committee Leadership Consultation	\$300/trainer x 2 trainers x 5 days = \$6,000	\$50/hour for individual TA x 15 hours = \$1,500	\$7,500
To be selected	Evaluation Contractor	\$200/hour x 50 hours to include collection of core measures, creation of evaluation report, coalition evaluation support (e.g., member survey), and activity evaluation support (e.g., pre/post survey development)		\$5,000

To be selected	Substance Abuse Training for Coalition Members	Trainers: \$300/day x 4 days = \$1,200	Materials: approx. \$5/person x 25 people = \$125 Room Rental = \$75 Travel for Trainers: Flight \$300/person x 2 people = \$600 Per Diem: \$46/day x 4 days	\$2,368
Local Police Department	Alcohol Compliance Checks	6 officers @ \$50/hour x 6 checks @ \$300/check		\$1,800
To be selected	Responsible Server 3-Day Training	Trainer: \$500/day		\$1,500
			TOTAL	\$28,608

JUSTIFICATION: Explain the need for each agreement and how it will support the purpose and goals of this proposal.

G. Construction: NOT ALLOWED

H. Other: Expenses not covered in any of the previous budget categories.

Item	Rate	Cost
Rent	\$550/mo. x 12 mo.	\$6,600
Telephone (land line)	\$50/mo. x 12 mo.	\$1,200
Student Surveys	\$1/survey x 4884	\$4,884
Brochures	\$0.89/brochure x 1500 brochures	\$1,335
Meth literature for merchants	Window Clings: 1,500 clings x \$2 each = \$3,000 Handouts: 3,000 copies x \$0.50 each = \$1,500	\$4,500
	TOTAL	\$18,519

NARRATIVE JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot). Explain the use of each item requested.

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement.

For information on applying for the indirect rate go to:
<https://rates.psc.gov/fms/dca/map1.html>

Provide the total proposed project period and federal funding as follows:

Proposed Project Period

a. Start Date:	08/01/2014	b. End Date:	07/31/201
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BUDGET SUMMARY YEAR 1

Category	Federal Request
Personnel	\$52,765
Fringe	\$5,896
Travel	\$6,012
Equipment	\$0
Supplies	\$3,674
Contractual	\$28,608
Other	\$18,519
Total Direct Costs	\$71,233
Indirect Costs	\$4,526
Total Project Costs	\$100,000

The total SPF grant amount requested for all object class categories for the first 12-month period are entered on line ____ (online application)

PROPOSED BUDGET SUMMARY YEAR 2 and YEAR 3

<i>Projected Future Years</i>	AMOUNT
Year 2	\$100,000
Year 3	\$100,000
Year 4	\$100,000
TOTAL	\$300,000

Category	1st Project Year	2nd Project Year	3rd Project Year
Program Director	\$6,489	\$6,489	\$6,489
Project Coordinator	\$46,276	\$46,276	\$46,276
Clerical Support	\$0	\$0	\$0
Fringe Benefits	\$10,896	\$10,896	\$10,896
Travel	\$5,000	\$5,000	\$5,000
Equipment	\$0	\$0	\$0
Supplies	\$4,500	\$4,500	\$4,500
Contract	\$43,000	\$43,000	\$43,000
Evaluation	\$4,500	\$4,500	\$4,500
Targeted Media	\$15,000	\$15,000	\$15,000
Campaigns Training	\$3,000	\$4,000	\$3,000
Compliance Checks	\$1,500	\$1,000	\$1,500
TOTAL	\$100,000	\$100,000	\$100,000

Appendix A: STATEMENT of Assurances

Please review and initial each Assurance and sign and date at the bottom of the form (an electronic signature is acceptable). *Compliance with all assurances is mandatory in order to receive consideration for funding.*

I, _____ (print name), the Program Administrator, for _____ (print name of Organization) am over eighteen years of age and assure the following:

1. Assurance of Compliance with ODP Substance Abuse Program Standards

I hereby assure the following:

The Applicant 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 on **all projects** and submit that data to ODP via an on-line data management system. Grantees providing direct services will be required to collect and submit survey data on **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.

____ ← **Initial here**

2. Assurance of Compliance with Idaho State Laws

The Applicant must assure ODP of its commitment to 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. ____ ← **Initial here**

3. Assurance of Faith-Based Status and Policy Compliance

I hereby assure the following:

- I have read the Substance Abuse Prevention & Faith-Based Providers training document along with the Federal Regulation code attached (available on www.preventionidaho.net/applications.htm).

- Based upon that information (choose one):
[] Our organization **does not** classify itself as a Faith-based organization.
[] Our organization **does** classify itself as a Faith-based organization, and agrees to comply with the regulations outlined in the above-referenced documents and have all applicable staff fully informed of and trained on those policies and regulations.

____ ← **Initial here**

4. Assurance of Compliance with Federal Lobbying Policy

I hereby assure the following:

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

____ ← **Initial here**

THEREFORE, to be eligible for and as a condition of this grant award, I agree to the following:

The four assurances initialed above 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.

Signature _____ Date _____

Title _____

Appendix B: DATA SOURCES

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

SOURCE	TYPE OF INFORMATION	Community/ Regional DATA?	LOCATION:
Idaho Prevention and Treatment Research (PATR)	Substance use and abuse consumption and consequence data: School (Bullying, Suspensions, Truancies), Individual (Alcohol and Drug Arrests) Family (Adolescent Pregnancy, abuse and neglect, Heavy Drinking, Drug Use), Community (Free & Reduced School lunch, Impaired Driving Crashes, Sales of Distilled Spirits, Unemployment)	Yes	http://patr.idaho.gov/
Idaho Youth Risk Behavior Survey, Idaho Department of Education (YRBS)	Statewide survey of 9 th -12 graders on substance use and abuse and school climate issues	No	http://www.sde.idaho.gov/site/csh/
Idaho Vital Statistics, Department of Health and Welfare	Tobacco Mortality, Drug-induced Mortality, Alcohol-induced Mortality	Yes	http://www.healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/HealthStatistics/VitalStatistics/tabid/914/Default.aspx
Behavioral Risk Factor Surveillance System (BRFSS)	Health survey of adults ages 18+ in Idaho which includes substance use prevalence	Yes	http://www.healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/HealthStatistics/BehavioralRiskFactorSurveillanceSystem/tabid/913/Default.aspx
National Survey on Drug Use and Health (NSDUH)	Survey of the prevalence, patterns and consequences of alcohol, tobacco, and illegal drug use and abuse in Idaho youth and adults aged 12+	No	http://samhsa.gov/data/NSDUH.aspx
Idaho Statistical Analysis Center, Idaho State Police	Law enforcement agencies submit reports to ISP related to crime, illegal drugs, victim services and the	Yes	http://www.isp.idaho.gov/pgf/Research/sac.html

	administration of justice. Contains publications, databases, interactive state/county maps on all incidents, offense information, victim information, offender information and arrestee information.		2012 Crime in Idaho Publication: http://www.isp.idaho.gov/BCI/ucr/crimeinidaho2012.html
Idaho Treatment Episode Data Set (TEDS)	Contains all Idaho publically funded substance abuse treatment episodes	Available upon request to Department of Health & Welfare	http://www.dasis.samhsa.gov/webt/newmapv1.htm
Idaho Traffic Crashes, Idaho Transportation Department	Collision and fatality statistics including Impaired Driving	Yes	http://www.itd.idaho.gov/ohs/stats.htm