



**Substance Abuse Prevention & Treatment Block Grant**

**Application Package for
Recovery Community Organization Services**

**Overview**

**Project Summary**

The federal Substance Abuse Prevention and Treatment Block Grant (SABG) administered by the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS) will provide up to $400,000.00 to fund four sub-grants to recovery community organizations (RCOs) that serve South Carolina communities. The sub-grants will be awarded for a term of nine (9) months. The purpose of the sub-grants is to support the development and implementation of recovery-based initiatives in the faith community in order to address substance use disorders in a culturally humble way and to bridge the gap between faith and recovery-supportive communities.

Strategies may be implemented for the general population or targeted populations. The planned sub-grant period is **July 1, 2022, through March 14, 2023**.

**Funding Source**

The funding source is the federal Substance Abuse and Mental Health Services Administration’s (SAMHSA) Substance Abuse and Prevention Block Grant Supplemental (SABGSUP), which is administered by DAODAS. The FAIN is B08TI083544. The CFDA number is 93.959. The Federal Grant period is 3/15/2021-3/14/2023.

**Eligibility for Funding**

All organizations must be based in South Carolina to be eligible to apply for funding. Any questions concerning eligibility can be submitted during the specified question period to the e-mail address provided under “Question Period” below. DAODAS will respond to ensure that your organization is eligible prior to submitting the application.

*Organizations eligible to apply for funding include: congregations, faith-focused community organizations, recovery-centered ministries, or coalitions of faith communities that hold 501c3 status.*

**Question Period**

Prospective applicants can pose any question(s) concerning the application requirements to DAODAS between **May 31, 2022, and June 15, 2022**. The question(s) should be e-mailed to questions@daodas.sc.gov. A complete summary of all questions and answers received by **close of business (5:00 p.m.) on June 15, 2022,** will be posted on the DAODAS website (<https://www.daodas.sc.gov/about/grants/>) no later than **close of business (5:00 p.m.) on**
**June 16, 2022.**

**Due Date**

Applications are due to DAODAS *(see submission instructions on Page 14)* **by close of business (5:00 p.m.) on June 20, 2022**. **No late applications will be accepted.** Late applications are those that arrive via e-mail any time **after 5:00 p.m. on June 20, 2022**.

**Review Process**

Applications will be reviewed and scored using the following criteria:

* Technical Proposal (25 points)
* Qualifications and Experience (15 points)
* Budget (10 points)

**Scoring Criteria**

Technical Proposal (25 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding** | **Very Good** | **Good** | **Marginal** | **Poor** |
| 25-20 | 19-15 | 14-10 | 9-5 | 4-0 |

Qualifications and Experience (15 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding** | **Very Good** | **Good** | **Marginal** | **Poor** |
| 15-12 | 11-9 | 8-6 | 5-3 | 2-0 |

Budget (10 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding** | **Very Good** | **Good** | **Marginal** | **Poor** |
| 10-9 | 8-7 | 6-5 | 4-3 | 2-0 |

**Descriptors for Scoring Criteria**

**Outstanding:** The applicant organization explicitly addresses the criteria by providing comprehensive descriptions and thorough details. Relevant examples and data are included to support the information presented. The applicant organization demonstrates a strong and informed understanding of the topic, and the level of detail provided reinforces each response. The applicant organization effectively describes how the project will be implemented.

**Very Good:** The applicant organization provides significant descriptions and relevant and related detail in addressing the criteria, but the response is not entirely comprehensive. The applicant organization demonstrates a sound understanding of the topic and includes pertinent examples. It is possible to distinguish what makes the response better than “Good,” but not up to the standard of “Outstanding.”

**Good:** The applicant organization provides a basic response to the criteria. The applicant organization does not include significant detail or pertinent information. Key details and examples are limited. The applicant organization minimally translates the requirement of the application into practice.

**Marginal:** The applicant organization provides insufficient information, details, and/or descriptions that do not completely answer the criteria. The applicant may have answered part of the criteria but missed a key point and/or there are major gaps in the information presented.

**Poor:** The applicant organization does not address the criteria. The applicant organization states the question but does not elaborate on the response. The applicant merely repeats information included in the application. The applicant organization skips or otherwise ignores the criteria or includes irrelevant information that does not meet the criteria elements.

*\*Information adapted from the Centers for Disease Control and Prevention (CDC)
Application Field Review Process for NOFOs #CE20-2002 and CE20-2003*

**Notification of Awards**

Final awards will be posted on the DAODAS website (<https://www.daodas.sc.gov/about/grants/>) **by close of business on July 1, 2022**. **All posted awards are considered final.** All non-funded applicants will receive a summary report with evaluative comments for the submitted application **no later than close of business (5:00 p.m.) on July 15, 2022**.

**Contract Period**

Contracts for funded applicants will be issued by DAODAS on **July 1, 2022**. The contract period is **July 1, 2022, through March 14, 2023**. **All services must be rendered and all goods purchased must be received by this date.** Funds will be reimbursed for expenses on a monthly basis contingent upon meeting the reporting requirements outlined in the next section. **Final budget reimbursement requests must be made no later than April 1, 2023.**

**Reporting Requirements**

# Sub-grantees will submit all grant activity information as directed by DAODAS through web-based reporting. Deliverables will be due on the eighth working day of the month for all services and activities implemented during the previous month. Monthly finance and program implementation data must be reported. Accurate reporting of this data will be required for reimbursement requests to be processed by DAODAS.

**Financial Guidelines**

Funds will be available on a reimbursement basis upon completion of monthly deliverables. Please be advised that DAODAS will not consider reimbursement of invoices without approved deliverables. DAODAS will conduct quarterly reviews of budget spending. If the approved budget is not spent in a timely manner, all remaining funds will be reduced by up to 10%. (For the purposes of this clause, “timely manner” means that 50% of the award must be spent by the contract’s mid-point.)

Organizations are welcome to supplement this federal funding with other appropriate funds.

## Defining “Supplement” and “Supplant”

“Supplement” means to “build upon” or “add to”; “supplant” means to “replace” or “take the place of.” Federal law prohibits recipients of federal funds from replacing state, local, or organization funds with federal funds. Existing funds for a project and its activities **may not** be displaced by federal funds and reallocated for other organizational expenses. This is illegal. On the other hand, federal agencies encourage **supplementing** (i.e., adding federal funds to what is available through state, local, or organization funds).

**Unallowable Expenditures**

SAMHSA grant funds may *not* be used to:

* Pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags, purchased solely for the purposes of marketing your organization or for general recovery-related messaging. All materials purchased must be linked directly to selected strategies.
* Make direct payments to individuals to enter treatment or continue to participate in prevention, treatment, or recovery support services.

**NOTE:** A treatment, prevention, or recovery support provider may give up to $30.00 in non-cash incentives to individuals to participate in data-collection follow-up. This amount may be paid for participation in each required follow-up interview.

* Pay for meals, which are generally unallowable unless they are an integral part of an education strategy such as the Strengthening Families program. Grant funds may be used to pay for light snacks, not to exceed $3.00 per person per day.
* Purchase supplies, which are items costing less than $5,000.00 per unit, often having one-time use.

**Difference Between a Contract and a Consultant**

* A **contract** is a legal instrument by which a grant recipient purchases good and services needed to carry out the project or program under a federal award. Contracts are with vendors (dealer, distributor, or other seller) that provide, for example, supplies, expendable materials, or data processing services in support of project activities. The grant recipient must have established, written procurement policies and procedures that are consistently applied to these contracts.
* **Consultants** are individuals retained to provide professional advice or services for a fee. Travel costs for consultants and contractors should be shown in this category, along with consultant/contractor fees.

**Application Requirements**

All applications must meet the requirements listed below.

| **Requirements** | **Description** |
| --- | --- |
| Submit an application that addresses the need for recovery-based services/programs. The application must be submitted by the due date and time stated in the “Due Date” section on Page 2. | * Submit an application to:
1. promote and deliver recovery-oriented services (peer support, recovery groups, treatment referrals, recovery residence referrals, etc.) to help reduce the misuse of substances;*and/or*
	1. develop faith-based recovery-oriented program(s) (recovery club, recovery center, etc.) designed to promote holistic health and social well-being of individuals from multiple pathways of recovery.
 |
| Complete each required document and then **submit the documents as a single PDF** to the e-mail address provided on Page 14. | * Complete an Application Cover Letter to indicate your organization’s intent to apply for a sub-grant.
* Complete the Applicant Information section as requested, to share important contact information, other details about your organization, and the desired funding award amount.
* Complete the Technical Proposal and include the required content.
* Complete the Qualifications and Experience section and include the required content.
* Complete the Budget, using the template provided, and include the required content.
 |
| Adhere to maximum page lengths where indicated. | * The Technical Proposal must be no longer than **EIGHT** pages, the Qualifications and Experience section must be no longer than **FOUR** pages, and the Budget must be no longer than **FOUR** pages.
 |
| Use the Pre-Approved Strategy List (Pages 7-11) to identify strategies and actions required according to the specific level. | * The Pre-Approved Strategy List also includes a list of items for which funds can be used to support implementation of sub-grants. Please ensure that required purchases for any strategies selected are clearly included in the Budget.
 |

**SABG Application Package for Recovery Community Organization Services**

**Pre-Approved Strategy List**

# Recovery-Oriented Strategies

| **Types of Strategies** | **Intended Audience** | **Allowable Uses of Funds** |
| --- | --- | --- |
| * Engage with local stakeholders to remove barriers and increase access to recovery support services (RSS) for persons seeking recovery from a substance use disorder
 | General Population | * Open-house events to create and maintain familiarity within the community
* Establishing and maintaining regularly scheduled meetings with other recovery service providers/organizations
* Recognition activities for community partners
* Advertising recovery-related events
* Town hall/question-and-answer presentations to help inform the community about available resources
* Consultant fees
 |
| * Establish and document relationships with multiple recovery resources within the broader community
 | Recovery Service Providers | * Transportation to meetings
* Facility rental fees (if needed)
* Communications costs such as postage, software, etc.
 |
| * Decrease public stigma associated with individuals who have a substance use disorder
 | Public | * Town hall/panel discussion focusing on stigma
* Speaker fees
* Facility rental fees
* Consultant fees
 |
| * Provide recovery-support services delivered by Certified Peer Support Specialists (CPSS) and Certified Recovery Coaches (CRC)
 | General Population | * Non-cash incentives for program participants with regular attendance (less than $10.00 in value)
* Resources to maintain safe and healthy meeting/workspaces per CDC guidelines, such as masks (as needed), gloves, hand sanitizer, etc.
* Cost of CPSS/CRC trainings
 |
| * Develop or enhance an approach to deliver family-oriented recovery services that include education and support groups for family members affected by substance use disorders
 | General Population | * Non-cash incentives for program participants with regular attendance (less than $10.00 in value)
* Provide training for family-focused recovery training, including but not limited to Nationally Certified Family Recovery Coach training
 |
| * Provide education on and/or facilitate wrap-around services for individuals with a substance use disorder (i.e., housing, vocational rehabilitation, parenting skills, etc.)
 | People in or Seeking Recovery | * Service coordination-related costs
* Transportation costs
* Application/initiation costs
 |
| * Develop or enhance delivery of faith-based/faith-focused services to inform and/or engage the community in recovery from a substance use disorder
 | People in or Seeking Recovery and Their Allies | * Facility rental fees (if needed)
* Facilitator fees (if needed)
* Advertising
* Lesson plans
* Training (as needed)
* Community outreach
* Consultant fees
 |
| * Provide recovery-centered education presentations and trainings to inform the community on evidence-based practices
 | Community | * Facility rental fees
* Facilitator fees
* Printed material
* Transportation
 |

# Education, Health, and Awareness Strategies

| **Types of Strategies** | **Intended Audience** | **Allowable Uses of Funds** |
| --- | --- | --- |
| * Develop and maintain a comprehensive job-readiness training program, to include job search assistance, résumé writing, etc. (The provider must also develop and maintain a recovery-friendly employer referral list.)
 | Persons in Recovery | * Costs related to consultant fees
* Costs to purchase curriculum materials for trainers and participants
* Computers and software licensing fees
* Contractual costs for room rental fees (if applicable)
* Subscription fees for virtual meeting software
 |
| * Provide a spiritual, recovery-oriented, and wellness-based community space for gathering, socializing, and practicing multiple pathways of recovery
 | General Population (to include youth and family members of persons in recovery) | * Educational/print materials on multiple pathways to recovery
* Subscription fees for virtual meeting software
* Contractual costs for room rental fees (if applicable)
* Development of promotional materials and their dissemination on social media and other information-sharing platforms
 |
| * Provide access to resources and technologies that assist community members with development of recovery-related life skills and psychosocial stabilization
 | Persons in Recovery | * Costs to purchase curriculum materials for trainers and participants
* Office supplies (if applicable)
* Non-cash attendance incentives for participants (not to exceed $10.00 in monetary value)
 |
| * Provide spiritual development trainings that focus on the benefits and spiritual principles of recovery for the participant to live a whole, healthy life
 | Persons in Recovery, Persons Considering Recovery | * Training fees (if any)
* Room rental fees (if any)
* Educational/print material
* Consultant fees
 |
| * Provide methods for measuring and demonstrating efficacy and efficiency of recovery-support services
 | Internal | * Administrative costs
* Data collection
 |
| * Provide access to recovery-focused information and resources through public presentation
 | Congregation, General Population | * Print material/resources – purchase or rental (i.e., license fee)
 |

# Additional Required Strategies for Recovery Community Organizations

|  |  |  |
| --- | --- | --- |
| **Types of Strategies** | **Intended Audience** | **Allowable Uses of Funds** |
| * Facilitate professional development training for organization personnel, including project directors, executive directors, Certified Peer Support Specialists, Certified Recovery Coaches, and volunteers
 | Internal | * Costs to purchase curriculum materials for trainers and students
* Print and electronic materials required for training
* Trainer fees
* Consultant fees
 |
| * Develop sustainability plans, to include fundraising, cultivation of community relationships, developing a donor database, and grant writing
 | Internal | * Consultant fees to assist with development and implementation of strategic plan
 |
| * Development of faith-based recovery coalition
 | Other Faith Communities | * Printed material
* Speaker fees
* Facility rental fees
* Transportation
 |
| * Provide for and/or facilitate scholarships and financial assistance for community members seeking paid services (e.g., housing, vocational skills development, education)
 | Program Participants | * Initial entrance costs
* Transportation
* Clothing/food/hygiene needs
 |

# Community Events Strategies

|  |  |  |
| --- | --- | --- |
| **Types of Strategies** | **Intended Audience** | **Allowable Uses of Funds** |
| * Host recovery-related “town hall” meetings/community forums to discuss the intersectionality of faith and recovery
 | General Population, Persons in Recovery | * Promotional material for the event
* Supplies/materials to host event
* Rental fees for facility/venue, speaker fees, etc.
* Masks, gloves, hand sanitizer (as needed)
* **Funds from other DAODAS grants may not be used to fund the events.**
 |
| * Host recovery community social events and gatherings that promote healthy family and social bonding among members of the recovery community, the faith community, and the community at large
 | General Population, Persons in Recovery | * Promotional material for the event
* Supplies/materials to host event
* Rental fees for facility/venue, speaker fees, etc.
* Masks, gloves, hand sanitizer (as needed)
* **Funds from other DAODAS grants may not be used to fund the events.**
 |

**Performance**

**Program Goals**

1. To address substance use, misuse, and commonly co-occurring disorders by providing enhanced recovery support services.
2. To increase awareness of the intersectionality of faith and recovery, thereby reaching a greater number of individuals in need.
3. To provide a safe accessible space to practice all pathways to recovery through faith-based settings and other mutual-aid support groups for persons seeking recovery.
4. To connect recovery community organization (RCO) participants to resources and facilitate greater understanding of recovery-centered activities.
5. To provide education, awareness, and support for family members of persons seeking recovery.
6. To increase public awareness and support for persons recovering from substance use disorders in collaboration with the “Embrace Recovery SC” campaign.

**Desired Results (Performance Outcomes)**

1. Increase access to and engagement with recovery support services in the faith community.
2. Increase awareness of recovery support services by members of the faith community.
3. Increase engagement in general recovery community services (e.g., 12-step meetings, SMART Recovery, All Recovery meetings, open house events, rallies, fundraisers).
4. Increase the number of Certified Peer Support Specialists (CPSSs) / Certified Recovery Coaches (CRCs) involved with and/or embedded in the faith community.
5. Increase engagement in family recovery support services with CPSSs / CRCs (e.g., family coaching sessions, non-clinical family consults).
6. Increase traffic to the “Embrace Recovery SC” website (www.embracerecoverysc.com).

**Deliverables**

1. The sub-grantee’s Point of Contact must submit monthly progress reports to the DAODAS Project Director that contain the following information:
	1. number of unduplicated community members served that month;
	2. number of individual recovery coaching sessions provided that month;
	3. number of general recovery group sessions facilitated that month;
	4. number of community members who attended these general recovery group sessions;
	5. number of family-oriented recovery group sessions facilitated that month;
	6. number of family members who attended these family-oriented recovery group sessions;
	7. number of public forums focused on stigma reduction;
	8. number of town hall / panel discussions held;
	9. number of Certified Peer Support Specialists and Certified Recovery Coaches trained;
	10. number of coalition meetings held; and
	11. number of scholarship activities coordinated.
2. The sub-grantee must submit periodic reports to the DAODAS Project Manager. These qualitative reports should include – but not be limited to – new community partnerships, community feedback, barriers encountered, solutions implemented, and growth opportunities. Reports would be due on September 13, 2022, November 10, 2022, January 12, 2023, and March 10, 2023
3. Sub-grantee must develop a strategic sustainability plan. Sustainability is an evolving part of this process. Successful applicants will achieve specific benchmarks throughout the grant period that support the development of a detailed sustainability plan, including:
	1. draft document with a timeline and implementation strategies for the proposed approach at three months;
	2. revisions at five months; and
	3. final version one month prior to project end date.

**Submission Information**

**What to Submit**

Applicants must submit the following documents – attached as a single PDF file – via e-mail to daodasapplication@daodas.sc.gov:

* Application Cover Letter
* Applicant Information
* Technical Proposal
* Qualifications and Experience
* Budget

Text must be legible. Pages must be typed in black, single-spaced, and using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each.

**Applicants may use Times New Roman 10 for charts and tables *only*.**

**Application Package for Submission**

**Applicant Information**

**Organization Name:** Click or tap here to enter text.

**Organization Mailing Address:** Click or tap here to enter text.

**Organization Type:** Choose an item.

**Application Contact:** Click or tap here to enter text.

**Application Contact E-mail Address:** Click or tap here to enter text.

**Application Contact Phone Number:** Click or tap here to enter text.

**Amount of Application:** Click or tap here to enter text.

**Technical Proposal (maximum of 8 pages)**

**To include the following information:**

| **Technical Proposal Sections** | **Required Content** |
| --- | --- |
| 1. **Statement of Need**
 | * Information that documents the impact of substance misuse within the proposed service area. Include qualitative and quantitative data. Identify the source of all data. (Data can be placed in tables/charts with explanations to follow.)
* Clearly identified geographic area and/or communities that the strategies/recovery-based initiatives will impact, including the population of the proposed service area.
* Any specific challenges motivating the applicant’s interest in applying for this grant.
* Gaps in recovery-related services that will be addressed with the funding.
* Description of other efforts (either provided by your organization or others in the community) and explanation of how this effort will not be duplicative.
* Explanation of the inability to fund the proposed program without federal assistance and description of any existing funding or resources that are being leveraged to support the proposed program.
 |
| 1. **Plan to Implement Selected Strategy/Strategies**
 | * Measurable SMART goals and objectives *(See Attachment 1 for more information on writing SMART goals and objectives.)*
* The pre-approved recovery-based initiatives/strategies that will be implemented *(a minimum of three initiatives/strategies must be selected)*, and a description of how the identified initiatives/strategies will be implemented and how they will address the need identified through data in the “Statement of Need” section.
* Month-by-month timeline for strategy implementation, to include the following:
* Key activities that will be implemented per strategy by month
* Responsible party per key activity

*(Please present the monthly timeline as a Gantt chart, a table, or in another format that can be viewed at a glance.)** Description of any potential barriers to implementation and how you plan to overcome the barriers.
 |
| 1. **Data Collection and Reporting Plan**
 | * Description of the following:
* Who will be responsible for collecting the required data
* How the data will be collected
* How the data will be reported to DAODAS
* Description of how the SMART goals and objectives will be monitored and measured to achieve strategy implementation and address the overall need(s) identified.
 |

**Qualifications and Experience (maximum of 4 pages)**

**Include the following information:**

|  |  |
| --- | --- |
| **Qualifications and Experience Sections** | **Required Content** |
| 1. **Capacity and Competencies**
 | * Description of the organization’s structure and staffing/volunteer plan for strategy implementation.
* Key person or people responsible for implementation of the strategies.
* Description of the experience your organization has with similar projects and providing services to the population(s) of focus for this application.
* Any other organization(s) that will partner in the proposed project and the role the partners will play to ensure successful strategy implementation.
* Discussion of any previous collaboration that will help to achieve the objectives.
* Explanation of existing partnership agreements, to include formal or informal agreements.
* Training plan or information that demonstrates that all relevant project staff and partners currently have or will acquire the required training for successful implementation of the selected strategies *(if applicable)*.
 |

**Budget/Budget Narrative (maximum of 4 pages)**

Submit a budget that is complete, cost effective, and allowable (i.e., reasonable, allocable, and necessary for project activities). The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.

You must provide a narrative justification for the items included in your proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project. “Other support” is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means. (This should correspond to Item #18 on your SF-424, Estimated Funding.) Other sources of funds may be used for unallowable costs (e.g., meals, sporting events, entertainment).

See sample budget and budget narrative in Attachment 2 for additional information.

**Include the following information:**

* Organization name
* Total amount requested
* Overall requested amount by category for travel, supplies/materials, contractual services, “other,” and administrative costs.
**NOTE:** Administrative costs cannot exceed more than 5% of the total award.
* Narrative/justification for each item, to include a breakdown of costs to demonstrate the calculations for each item

**Attachment 1 – SMART Goals and Objectives**

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. This attachment provides information on developing goals and objectives. 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 as a result of your program (i.e., 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 be only 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 that is 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 number of recovery-based participants in a designated area. | This goal could be improved by specifying an expected program effect in reducing a health problem. | Increase the number of participants in recovery-based activities in a designated area (ZIP Code) by developing multiple pathway-oriented programs. |
| Decrease the prevalence of marijuana, alcohol, and prescription drug use among youth in the community by increasing the number of recovery programs that implement effective policies, environmental change, intensive training of volunteers, and educational approaches to address high-risk behaviors, peer pressure, and substance use. | This goal is not concise. | Decrease youth substance use in the community by implementing evidence-based programs 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 might prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2021, 75% of program participants will be *placed* in permanent employment.”

In order 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, “Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus” is a more specific objective than “Outreach workers will use their skills to reach out to drug users on the street.”
* ***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. For 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 which 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** |
| Volunteers will be trained on the “Language of Recovery.” | 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 March 1, 2021, RCO supervisory staff*** will have trained ***100% of its volunteers*** on the ***“Language of Recovery.”*** |
| 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 ***June 1, 2021, RCOs*** will have conducted classes on assertive communication skills for 90% of youth participating in recovery-based programs/services. |
| Train individuals in the legal system on multiple pathways to recovery and other recovery-oriented resources. | 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 the contract year of the project***, the ***RCO*** will have trained ***75% of Department of Juvenile Justice staff*** ***in the* *county government***on the selected curriculum addressing multiple pathways to recovery and other recovery-oriented resources. |

*Below is an example of how information could be displayed for the data that will be collected to measure the objectives that are included:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Data Source** | **Data Collection Frequency** | **Responsible Staff for Data Collection** | **Method of Data Analysis** |
| Objective 1.a. |  |  |  |  |
| Objective 1.b. |  |  |  |  |
|  |  |  |  |  |
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*\*Information adapted from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Strategic Prevention Framework – Partnership for Success Application (Funding Opportunity Announcement No. SP-20-002)*

**Attachment 2 – Sample Budget and Budget Narrative**

**CATEGORIES**

**Travel and Training:** Funds requested in this category should be only for training related to project implementation. Travel for consultants and contractors should be shown in the “Contract” cost category along with consultant/contractor fees. Because these costs are associated with contract-related work, they must be billed under the “Contract” cost category. If your organization does not have documented travel policies, the federal GSA rates must be used (<https://www.gsa.gov/portal/category/26429>).

Provide the following information for the narrative and justification:

* 1. *Purpose* – Briefly note the purpose of the travel-training for strategy implementation.
1. The justification must identify the need for the travel.
2. The narrative description should include the purpose, why it is necessary and directly relates to the scope of work, number of trips planned, staff that will be making the trip, and approximate dates.
	1. *Location* – Specify the start and ending locations of the trip.
	2. *Item* – Specify the costs associated with travel (e.g., mode of transportation, accommodations, per diem).
	3. *Rate Calculation* – Specify the basis for the travel costs.
3. For mileage, specify the number of miles and the cost per mile. For air transportation, specify the cost. For per diem, specify the number of days and daily cost. For lodging, specify the number of nights and daily cost.
4. Costs for contingencies and miscellaneous costs are not allowable.
5. *Travel Cost Charged to Award* – Provide the total cost of the travel to be charged to the award during the budget period.

**Supplies and Materials:** Supplies are items costing less than $5,000 per unit (federal definition), often having one-time use. Provide the following information for the narrative and justification:

1. *Items* – List supplies by type (e.g., office supplies, postage, laptop computers). The justification must include an explanation of the type of supplies to be purchased and how it relates back to meeting the project objectives.
2. *Calculation* – Describe the basis for the cost, specifically the unit cost of each item, number needed, and total amount.
3. *Supply Cost Charged to the Award* − Provide the total cost of the supply items to be charged to the award during the budget period.

**Contractual Services:** List the budgets for each contract or consultant. Provide the following information for the narrative and justification:

* 1. *Name* – Provide the name of the entity and identify if it is a contractor or consultant.
	2. *Service* – Identify the products or services to be obtained.
1. As part of the justification, provide a summary of the scope of work, the specific tasks to be performed, and the necessity of the task for each contract as it relates to the Project Narrative. Include the dates/length of the performance period. **NOTE:** Costs that are outside the period of performance of the award cannot be charged to the award.
	1. *Rate* – Provide an itemized line-item breakdown.
	2. *Contract Costs Charged to the Award* − Provide the total of the consultant or contract costs to be charged to the award during the budget period.

**Other:** This category includes costs for participant incentives.

**Administrative Costs:** This category, which cannot exceed 5% of the total award, is to cover the costs incurred by the agency for administering the grant.

**Budget Example**

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| **Organization Name:** Fresh Start Recovery Community Organization |
| **Funding Amount:** $23,354.94 |
| **Strategies to be implemented:** (1) Data Tracking (SAMHSA); (2) “This Is Recovery” Public Information Messaging Campaign and Community Event; (3) Blue Skies Complete Multimedia Curriculum for Job Readiness/Life Skills Training Sponsored by Fresh Start |
| **Travel and Training** | Training for Blue Skies Job Readiness/Life Skills teachers – $250.00 x 2 paid volunteers = $500.00 |
| **Supplies and Materials** | Honorarium for keynote speaker at “This Is Recovery” outdoor community event – $2,000.001 20´x30´ customized tent for “This Is Recovery” outdoor community event – $1,999.99Food and beverage snack items at $3.00 per person x 150 people = $450.00Gloves for events – box of 200 gloves at $9.99 per box x 10 boxes = $99.99Masks for events – 150 customized triple-ply cotton masks – $289.99Hand sanitizer for events – 12 oz. bottles (15 in case) $139.99/case x 3 cases = $419.97Blue Skies Job Readiness curriculum materials – 1 Full Course Curriculum Set (includes 1 instructor’s manual, 50 participant guides for each level, 1 stress management techniques CD, and 1 Job Wellness DVD – $645.00Blue Skies Life Skills Module (includes 1 teacher’s manual and student worksheets for 50 participants) – $200.00Paid social media boosts to promote Community Forum and Town Hall events – $500.00/month x 4 months = $2,000.00 x 2 platforms = $4,000.00 |
| **Contractual Services** | Contract with data analyst to input data into management information system and pull reports for real-time data analysis – $25.00/hour x 10 hours/week x 32 weeks = $8,000.00Contract with media specialist to assist with design of messages and implementation of “This Is Recovery” campaign and community event – $25.00/hour x 10 hours/month x 8 months = $2,000.00 |
| **Other** | Non-cash incentives for participant enrollment in the Job Readiness program – $10.00 x 50 participants = $500.00Non-cash incentives for “This Is Recovery” community event volunteers to provide to up to 25 participants at each event – $10.00 x 25 participants x 4 events = $1,000.00 |
| **Administrative Costs** | Administrative costs for Fresh Start RCO to support the implementation of the grant through staff support – 5% of total award = $1,250.00 |

**Budget Narrative:**

**Travel and Training:**

Two paid volunteers with Fresh Start RCO will attend an online facilitator’s training for the Blue Skies Job Readiness/Life Skills curriculum in the spring of 2022 to ensure the program is delivered with fidelity beginning in May 2022 at Fresh Start’s main recovery center. This expenditure relates to the implementation of Strategy 3.

**Supplies and Materials:**

**Supplies for recovery-related public events (Strategy #2)**

* Paid social media (Facebook/Instagram) boosts to promote “This Is Recovery” campaign/events at $500.00/month x 4 months = $2,000.00 x 2 platforms = $4,000.00.
* Honorarium for keynote speaker at “This Is Recovery” outdoor community event – $2,000.00
* Food and beverage snack items at $3.00 per person x 150 people = $450.00
* 1 20´x30´ customized tent for “This Is Recovery” outdoor community event – $1999.99
* Gloves for events – box of 100 gloves at $9.99 x 10 boxes = $99.99
* Masks for events – 100 customized triple-ply cotton masks – $289.99
* Hand sanitizer for events – 12 oz. bottles (15 in case) at $139.99/case x 3 cases = $419.97

**Supplies for job readiness/life skills training (Strategy #3)**

* Blue Skies Job Readiness curriculum materials – 1 Full Course Curriculum Set (includes 1 instructor’s manual, 50 participant’s guides for each level, 1 stress management techniques CD, and 1 Job Wellness DVD – $645.00
* Blue Skies Life Skills Module – 1 teacher’s manual and student worksheets for 50 participants – $200.00

**Contractual Services:**

Contract with data analyst to input data into information management system and pull reports for real-time data analysis $25.00/hour x 10 hours week x 32 weeks = $8,000.00 **(Strategy #1)**

Contract with media specialist to assist with design messages and implementation of “This Is Recovery” campaign and community event, $25.00/hour x 10 hours/month x 8 months = $2,000.00 **(Strategy #2)**

**Other:**

Non-cash incentives for participant enrollment into the Job Readiness program – $10.00 x 50 participants = $500.00 **(Strategy #3)**

Non-cash incentives for “This Is Recovery” community event volunteers, to provide to up to 25 participants at each event – $10.00 x 25 participants x 4 events = $1,000.00 **(Strategy #2)**

**Administrative Costs:**

$1,250.00 (5% as allowed) will be allocated to cover administration of the grant through the police department.