

NORTH DAKOTA

**SUBSTANCE USE PREVENTION  
COMMUNITY GRANT  
INVITATION TO APPLY**

APPLICATION GUIDANCE



Behavioral Health

HEALTH & HUMAN SERVICES

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## FUNDING OPPORTUNITY DESCRIPTION

### ELIGIBLE APPLICANTS

This will be a noncompetitive application process in which contracts will be granted to eligible Local Public Health Units (LPHUs) in North Dakota.

*Please note that the Behavioral Health Division (BHD) continues to write for additional funding which could change eligibility for this award.*

### PROGRAM BACKGROUND & GOALS

The Substance Use Prevention Community Grant is funded through the federal Substance Use Prevention, Treatment and Recovery Services (SUPTRS) Block Grant, through the Substance Use and Mental Health Services Administration (SAMHSA). SAMHSA requires a minimum of 20% of the total award to be used for primary prevention strategies. These strategies are directed at individuals not identified to be in need of treatment. Funding must be used to develop a comprehensive primary prevention program that includes activities and services provided in a variety of settings. The program must target both the general population and sub-groups that are at high risk for substance abuse.

Prevention is a proactive approach; creating an environment that promotes the health and wellbeing of individuals and communities, which prevents problems before they occur. Research over the last two decades has shown that substance use disorders are both preventable and treatable. It is vital that prevention efforts are a critical component of the behavioral health systems and supports in communities and statewide, and it is most effective when stakeholders and community members work together to take action – emphasizing collaboration and community mobilization.

*Prevention works when it:*

- follows the Public Health Model, focusing on population-level change.
- follows a data-driven process to assess, plan, implement and evaluate outcomes, also known as the Strategic Prevention Framework (SPF).
- focuses on reducing risk factors, strengthening protective factors, and building resiliency of individuals, families, and communities.
- requires a multi-faceted approach, implementing a variety of evidence-based strategies working towards a common goal.
- is relevant to the community, including local conditions and diverse demographics.
- impacts individuals across the lifespan.

The goal of the Substance Use Prevention Community Funding Opportunity is to:

- Support community-level evidence-based substance use prevention implementation by:
  - Increasing capacity for implementing and sustaining prevention in the public health and behavioral health systems throughout the state
  - Making positive change in data-driven priority areas including:
    - Underage drinking
    - Adult binge drinking
    - Other substance use/misuse as identified through data (excluding opioids and stimulants)

### **CONTRACT DATES**

The contract will run from October 1, 2023, through September 30, 2026. The contract period will be broken into three phases (timeframes may be modified):

- Phase 1: Assessment Phase, October 1, 2023 – November 30, 2023
- Phase 2: Planning Phase, December 1, 2023 – December 31, 2023
- Phase 3: Implementation Phase, November 1, 2023 – July 31, 2026
- Phase 4: Evaluation Phase, August 1, 2026 – September 30, 2026

### **EXPECTATIONS & SCOPE OF WORK**

#### **1. GENERAL EXPECTATIONS**

- Submit monthly reports on or before the 10th of each month to the State using the Monthly Reporting process developed by the State.
- Collaborate with existing prevention organizations and programs to maximize benefit, avoid duplication of efforts, and redirect or realign resources.
- Participate in required Training and Technical Assistance (TTA) opportunities provided by the State, to include trainings and onsite visits.
  - Pre- and post- capacity assessments
  - Quarterly in-person training events
  - Statewide prevention conference
- Assist in planning, promoting and implementing a regional capacity building event.
- Participate in quarterly virtual meetings with the State with the requirement of providing a brief presentation on recent activities, accomplishments, and barriers.
- Ensure at least one individual working under this grant has completed the Substance Abuse Prevention Skills Training (SAPST), a training offered by the state, within the last 5 years.

### 2. ASSESSMENT PHASE

- Develop and submit written assessment to the State for approval by November 30, 2023, to include:
  - Review community data available describing substance use and consequences, following state-level data priorities:
    - Underage drinking, adult binge drinking, or other substance as identified by data
  - Identify data related to intervening variables and local conditions. This data will serve as a baseline assessment and will be re-assessed during the Evaluation Phase.
- During the Assessment Phase, no new activities may be implemented.
- Submit a monthly Request for Reimbursement (RFR) Form via SFN 1763
  - Reimbursement will be up to \$5,000 per month during this phase for the assessment. Up to \$3,000 additional reimbursement may be requested for sustained prevention activities supporting strategies that have previously been implemented.

### 3. PLANNING PHASE

- Develop and submit written plan to the State for approval by December 31, 2023, to include:
  - Review assessment results and identify one primary strategy linked to the local condition, and multiple activities (following CADCA's Seven Strategies for Community Change) to work towards environmental change.
  - Identify a community coalition, if applicable, to serve as the local advisory workgroup to the community's prevention work.
  - Strategic plan must include logic model and SMART (specific, measurable, achievable, relevant, and time-bound) goals.
- During the Planning Phase, no new activities may be implemented.
- Submit a monthly Request for Reimbursement (RFR) Form via SFN 1763
  - Reimbursement will be up to \$5,000 per month during this phase for the plan. Up to \$3,000 additional reimbursement may be requested for sustained prevention activities supporting strategies that have previously been implemented.

### 4. IMPLEMENTATION PHASE

- Implement activities identified in the Planning Phase.
  - Implement evidence-based activities following guidelines outlined in Attachment A
- Collect process measures to monitor and modify activity and strategy

implementation as needed.

- Implement a minimum of three (3) activities monthly as outlined in the Parents LEAD Community Toolkit to support general prevention efforts and increase readiness: <https://www.parentslead.org/get-started-your-community>
- Submit a monthly Request for Reimbursement (RFR) Form via SFN 1763
  - Reimbursement will be up to \$8,000 per month for activities implemented.
  - Collaboration with the State is required to ensure funding is properly managed and utilized throughout the Implementation Phase.

### 5. EVALUATION PHASE

- Complete an evaluation of the local condition that was identified in the Assessment and Planning Phases and submit to the State by September 30, 2026, to include the following:
  - detailed summary of progress made for the implemented strategy utilizing pre and post assessment data collected.
  - clear summary of process measures (total people reached, number of resources disseminated, etc.)
  - outcome measures based on identified priority areas.
  - identification of communication points to share with local stakeholders.
  - identified barriers to implementation for activities and possible solutions.
  - plans for sustaining outcomes.
- Submit a monthly Request for Reimbursement (RFR) Form via SFN 1763
  - Reimbursement will be \$10,000 upon receipt and approval of evaluation.
    - This amount will be withheld from total available funding during the Implementation Phase to ensure the Evaluation Phase is completed at the end of the contract period.
  - Implementation activities may continue through the end of the contract period at up to \$8,000 per month.

### FUNDING AVAILABILITY, DISTRIBUTION, AND COMPENSATION

Monthly reimbursement shall be submitted upon deliverables being met as detailed in Attachment A.

- \$5,000 will be reimbursed upon completion and approval of the assessment, with up to \$3,000 additional per month reimbursement for sustained prevention activities supporting strategies that are currently being implemented.
- \$5,000 will be reimbursed upon completion and approval of the plan, with up to \$3,000 additional reimbursement per month for sustained prevention activities supporting strategies that are currently being implemented.
- Up to \$8,000 will be reimbursed per month during the Implementation Phase based

## 2023 – 2026 SUPTRS Prevention Block Grant ITA

upon the completion of activities outlined in Attachment A.

- \$10,000 will be reimbursed upon completion and approval of the evaluation.
- Total maximum funding allocation to each eligible LPHU will be a total of \$187,500 for 3 years.

Funds may only be used for primary prevention efforts as identified by SAMHSA. Funds may not be used to supplant or duplicate other primary prevention efforts. Funds may not be used for substance use treatment, recovery, or relapse prevention. See Attachment B for a comprehensive list of funding restrictions.

### APPLICATION AND SUBMISSION INFORMATION

#### DEADLINE FOR ITA SUBMISSION

| Schedule                                  | Dates              | Time (CT) |
|---|--------------------|-----------|
| Invitation to Apply Deadline              | September 15, 2023 | 5:00PM    |
| Approximate Date of Notification of Award | September 22, 2023 |           |
| Contract Start                            | October 1, 2023    |           |
| Contract End                              | September 30, 2026 |           |

Applicants must submit completed Invitation to Apply (ITA) Form by **September 15, 2023, at 5pm (CST)** to Kali Bauer at [kalibauer@nd.gov](mailto:kalibauer@nd.gov)

#### REVIEW PROCESS & QUESTIONS

Completed ITAs will be reviewed by the Behavioral Health Division (BHD). Please allow up to one week following the application deadline for notice of award.

Any questions and clarification requests can be submitted to Kali Bauer at [kalibauer@nd.gov](mailto:kalibauer@nd.gov)