

Overview of DMHA RFF 2022-21:

Planning, Implementation and Evaluation of Programs to Address Substance Abuse Prevention and Mental Health Promotion at Indiana's Institutions of Higher Education

Cathy Blume, Synar and Alcohol Program Director
11/10/2022



Important dates

Nov. 1, 2022	RFF released
Nov. 10, 2022	RFF live/recorded RFF walk through
Nov. 18, 2022	RFF questions due
Nov. 22, 2022	Responses to questions
Jan. 13, 2023	RFF proposals due
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July 1, 2023	Grant Effective date



Requirements



1. Be constituted as a nonprofit accredited institute of higher education.
2. Institutions should have an undergraduate population composed of at least 50% of students under the age of 26. This is to ensure that mental health and substance use is addressed in the young adult population.
3. Possess specialized knowledge and expertise in the field of substance abuse prevention.
4. Have demonstrated fiscal and programmatic capacity to carry out supervision of program staff, program implementation, fidelity monitoring, evaluation efforts and comply with reporting requirements.
5. Have demonstrated capacity to maintain competent and well trained staff to carry out program tasks, including having the ability to oversee program implementation staff, assure program implementation with fidelity, and commit to applying the Strategic Prevention Framework in their efforts.



6. Participate in a coalition related to substance abuse prevention and mental health promotion on a college campus. Ideally, the campus has an already developed coalition focused on reducing substance use, reducing harm to young people from substance use and addressing the mental health promotion and treatment needs of the college population. Plans should include the continued capacity building of an existing coalition that addresses the campus' substance abuse and mental health promotion needs. ~~Due to the shortened timeline for this funding colleges who do not have an existing coalition will not have the proper time to start one.~~ Applicants should pay special attention to addressing suicide prevention and to preventing or delaying the use of alcohol, tobacco and other drugs, including misuse of prescription drugs.
7. Coordinate with other community or campus agencies who are working with mental health promotion and substance abuse preventions. Examples include, but are not limited to, DMHA funded initiatives, Regional Prevention Coordinator, Local Coordinating Councils (LCCs) and campus offices/clinic.
8. Attend required training events, administrative meetings and accept technical assistance and evaluation support. It is expected that the awardee meet regularly with both TA and evaluation staff and are responsive to their requests. It is anticipated that at least 4 in person trainings will be required and another 3 webinars will be implemented.
9. Comply with program objectives including, but not limited to, delaying program implementation until adequate assessment, planning, and capacity building is complete.
10. Utilize the majority of allocated dollars for implementation of programs, policies and practices which are deemed highly effective in the National Institute of Alcohol Abuse [College AIM](#) project (college Matrix) and/or other groups evidence based and effective programming or practices, such as [SAMHSA](#). Applicants should propose probable programs for selection, but final approval of the work plan will be delayed until after additional needs assessment and capacity building.



11. Allocate 15% or less of the budget to general overhead/administrative costs.
12. Participated in the Indiana College Survey or another campus survey that assessed needs and outcomes over time. This survey will need to have been completed prior to this proposal planned to be completed in year one of the award or be completed in year one in order to create an assessment report required in year one. The preference is that any prior surveys used need to be no older than 2020.
13. Agree to collect National Outcomes Measures and work with the DMHA specified evaluator for the evaluation of the work and strategies implemented in this grant.
14. Attend required trainings and mandatory meetings. At a minimum this will include a kick-off meeting, a mid-year meeting and attendance at the Substance Abuse and Prevention Skills Training (SAPST), or SASPT equivalent determined by DMHA by at least one program staff within a year of grant receipt or proof that the training has already occurred.
15. Employ one FTE or equivalent for this project.
16. Have a policy or policies for alcohol, tobacco, and other drugs in place for students and staff or plans to implement one during the course of this funding.



Sections being scored



Overview of points per section

1. Completed Attachment B, Respondent Information (2 points)
2. Proposal Narrative Sections (details in next section) (59 points)
3. Attachments (10 points)
4. Budget Narrative (Description delineated for year one and year two) (6 points)
 - Attachment C, Budget (Budget delineated for year one and year two) (4 points)



Proposal Narrative Sections

1. Description of college campus including demographics**, data indicators, and strengths and challenges of the campus especially as they relate to substance misuse prevention and mental health promotion. Describe any previous initiatives around substance abuse prevention and/or mental health promotion that the campus has managed. This section should not exceed one page. (5 points)
**For purposes of this application, the campus population must consist of at least 50% of the student body under the age of 26.
2. Description of current substance abuse prevention capacity including experiences in assessment, capacity building, planning, implementation, and evaluation of substance abuse prevention activities. Highlight experience, if any, in utilizing the Strategic Prevention Framework. Description of collaboration with community wide substance abuse prevention efforts and/or coordination and collaboration with an existing substance abuse prevention campus coalitions. This can include work with other departments or divisions on campus. This section should not exceed two pages. (12 points)
3. Description of current mental health promotion activities/suicide prevention activities. Describe the efforts the campus has made, if any, linking substance abuse prevention and mental health promotion. If the campus has not linked substance abuse and mental health promotion, propose activities to do so. This section should not exceed two pages. (12 points)
4. Describe the campus' proposed plans to address substance abuse prevention and shared risk factors with mental health and suicide prevention. Detail how the campus will utilize evidence-based programs. (Note: respondents should specify if proposed programs are listed in the College AIM guide.) Describe how the campus is proposed strategies will address multiple prevention domains (individual, peer, family, community) based on needs assessment. Describe methods that the campus will use to assure that efforts are culturally appropriate and culturally inclusive. Describe how the campus will utilize existing/other funding to provide secondary and tertiary prevention (i.e. services for those who already have diagnoses or are in need of medical professional assistance), and how those services will interact with DMHA funded primary prevention programming. (Be advised that campuses will submit a final work plan/program selection after they have participated in assessment, planning and capacity building activities. Selected campuses will have up to 12 months to participate in these activities before beginning program implementation.) This section should not exceed four pages. (18 points)



5. Indicate the college wide survey that will to be utilized (no older than 2020) or implemented in year one. Identify any gaps in current data that may need further assessment in order to identify strategies or programs to implement. If a survey will be conducted in year one please indicate commitment to administering this as well as the estimated timeframe it will be implemented. (4 points)
6. Provide a sustainability plan for proposed activities and other campus efforts related to substance abuse prevention and mental health promotion/suicide prevention. This section should not exceed one page. (2 points)
7. Provide a timeline for grant related activities for years one and two. (2 points)
8. Describe the methods the university will use to share their experiences and mentor other universities who wish to implement similar programs and strategies related to substance abuse prevention and mental health promotion. This section should not exceed one page. (4 points)



Other attachments

1. Letters of Support: At a minimum, respondents should include three letters of support. These can be from campus coalitions, campus departments other than the one applying, leadership with the institution, local coordinating councils, DMHA funded prevention initiatives if in their counties, DMHA Regional Prevention System Client Consultation Board, and/or Drug Free Communities grantees if in their communities. (3 points)
2. Existing campus needs assessment and epidemiological data collection reports on substance abuse and mental health promotion. (3 points)
3. Existing campus plans, if any, to address health disparities and cultural barriers for their student body. (2 points)
4. Copy of current campus policies that address tobacco use and alcohol use on campus or document on planned process of implementing a policy (2 points)



**ATTACHMENT B
RESPONDENT INFORMATION**

1) LEGAL NAME:
2) Doing Business As (if different than legal name):
3) ADDRESS:
County:
4) <u>ELECTRONIC MAIL ADDRESS:</u>
5) TELEPHONE:
6) DIRECTOR NAME/TITLE:
7) CONTACT PERSON:
8) COUNTIES TO SERVED:
9) TAXPAYER IDENTIFICATION NUMBER ¹ :
10) DUNS Number:
11) Congressional District:

RESPONDENT FACILITY INFORMATION

1) Type of Facility:

Private –
 Non-Profit
 Other

2) ATTACH Proof of Non-Profit Status - 501(c)(3) CERTIFICATE

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

To the best of my knowledge and belief, the information in this proposal has been duly authorized by the governing body of the applicant.

SIGNATURE:
NAME/TITLE: (Typed)
DATE SIGNED:

¹ Employer I.D. number or Social Security number, as appropriate, whichever is used for Federal Income Tax purposes.

Attachments and Forms

Attachment B

- Please complete
- Attach copy of 501 c 3 and/or accreditation letter
- Must be signed, electronic signatures are acceptable but needs to be noted



ATTACHMENT C
Budget Summary

Respondent Name: _____

24 Month Figures (100%)

	AMOUNT REQUESTED
Personnel	
1) Staff Salaries	
2) Staff Fringes	
Non-Personnel	
3) Staff Travel	
4) Staff Training	
5) Equipment	
6) Participant Travel	
7) Other	
*****	*****
Total Project Costs (100%) (1+2+3+4+5+6+7)	

Should include but not limited to the following above.
State will provide reimbursement for 100% of cost.

Attachments and Forms

Attachment C

- Budget Summary includes full 24- month figures



Personnel Budget
Staffing Detail Sheet

Respondent Name:

Staff Position *	(100%) Salary (a)	(100%) Fringe Benefits (b)**	% of Time on Project (c)	Total Amount of Salary Requested (a x c)	Total Amount of Benefits Requested (b x c)
TOTAL					

Salary and fringes are to be shown as 12 month figures

* Include Job Description for each staff position

SALARIES: Show title, salary, and time commitment for all staff positions under this project. Staff positions must be new positions. If existing staff are hired for these positions, their previous positions must be filled by a new staff position.

** Include detail of Fringe Benefit amounts

FRINGE BENEFITS: Include contributions for Social Security, employee insurance, pension plans, etc.

Attachments and Forms

Attachment C

- Budget Summary includes full 24- month figures
- All other pages are 12-month only
- Please copy and create pages as you need
- Budget narrative can be included on these pages or separate document



Review



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Questions?

prevention@fssa.in.gov

