

Department of Health and Human Services

Substance Abuse and Mental Health Services Administration

Knowledge Dissemination Conference Grants Program Announcement

(Short Title: SAMHSA Conference Grants)
(Modification: reissuance of PA-05-001)

Announcement No. OA-08-002

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243

Key Dates:

Application Deadline	Applications are due on the recurring dates of March 31 and September 30 each year, except for FY 2008 when the first submission date for applications is May 30, 2008. Please visit the SAMHSA Web site at www.samhsa.hhs.gov to ensure that this announcement has not been replaced by a later version.
Intergovernmental Review (E.O. 12372)	Letters from State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.

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I. FUNDING OPPORTUNITY DESCRIPTION

1. INTRODUCTION

The Substance Abuse and Mental Health Services Administration (SAMHSA) announces SAMHSA's Knowledge Dissemination Conference Grants program (also referred to as SAMHSA Conference Grants). The purpose of the Conference Grant program is to disseminate knowledge about practices within the mental health services and substance abuse prevention and treatment fields and to integrate that knowledge into real-world practice as effectively and efficiently as possible.

It is not the practice of SAMHSA to provide total support for planned meetings and conferences. The maximum Conference Grant award is \$50,000 for a 12-month project period. Only direct costs will be funded under this program. Not all SAMHSA's Centers will be awarding Conference Grants in any given year. Please visit the SAMHSA Web site at www.samhsa.gov to learn which Centers are providing funding and the number and size of awards for any specific year.

SAMHSA's Conference Grants are authorized under Sections 520A (Priority Mental Health Needs of Regional and National Significance), 516 (Priority Substance Abuse Prevention Needs of Regional and National Significance) and 509 (Priority Substance Abuse Treatment Needs of Regional and National Significance) of the Public Health Service Act, as amended, and subject to the availability of funds. This announcement addresses Healthy People 2010 focus areas 11 (Health Communication), 18 (Mental Health and Mental Disorders) and 26 (Substance Abuse).

2. EXPECTATIONS

As the Federal agency charged with improving the quality and availability of substance abuse and mental health prevention, treatment, and rehabilitative services, SAMHSA has developed programs to put research findings into practice by bringing new science-based knowledge to community-based prevention, identification, and treatment of mental and addictive disorders. Conferences provide an expeditious and efficient method to disseminate knowledge to a wide audience and promote the transfer of knowledge into practice.

Under this announcement, applications are invited for support of conferences related to substance abuse (including abuse of alcohol, tobacco, prescription and illicit drugs) and mental illness prevention, early intervention, and treatment innovations and service delivery.

A conference is a regional workshop or any other organized and formal meeting lasting one or more days where persons assemble to exchange information about the science and practice of substance abuse and/or mental health identification, treatment, and prevention. Conferences must be open to a broad constituency of interests and skills that include providers, practitioners, researchers, advocates, consumers, family members, and the general public.

Conferences that focus on a single audience, such as training sessions for volunteers or practitioners, or seminars for researchers, do not fit these requirements.

SAMHSA, through its Centers, supports conferences that address the following programmatic priorities and principles:

Programmatic Priorities:

1. Co-occurring disorders
2. Substance abuse treatment capacity
3. Seclusion and restraint
4. Strategic prevention framework
5. Children and families
6. Mental health system transformation
7. Suicide prevention
8. Homelessness
9. Older Adults
10. HIV/AIDS and hepatitis
11. Criminal and juvenile justice
12. Workforce development

Priority Principles:

1. Science and service/evidence-based practices
2. Data for performance measurement and management
3. Collaboration with public, private and international partners
4. Reducing stigma and discrimination and other barriers to services
5. Cultural competency/eliminating disparities
6. Community and faith-based approaches
7. Trauma and violence (e.g., physical and sexual abuse)
8. Financing strategies and cost-effectiveness
9. Rural and other specific settings
10. Disaster readiness and response

Each of the SAMHSA Centers maintains responsibility for and makes funding decisions regarding conferences in its respective areas of expertise:

2.1 Center for Mental Health Services

The Center for Mental Health Services (CMHS) plays a pivotal role as an agent of transformation in the field of mental health, working in partnership with other Federal agencies, State and local mental health authorities, service providers, consumers of services, and their families. It is guiding a service system in transition, stimulating the capacity of its partners to improve and enhance mental health treatment, illness prevention, and support services, placing them within reach of all Americans in need. To this end, CMHS develops new strategies and highlights effective practices using an array of the latest research-based treatments and support services. The Center's national programs promote the integration of relevant, culturally appropriate community services, opening the door to a comprehensive service system for those who need continuing intervention. Such integrated services are especially important for children

and adolescents with serious emotional disturbances and adults with serious mental illness, including those involved in the criminal justice system, those with co-occurring substance abuse disorders, victims of violence and abuse, and those who are homeless.

2.2 Center for Substance Abuse Prevention

The mission of the Center for Substance Abuse Prevention (CSAP) is to develop State systems and communities that enhance resiliency and facilitate recovery for people with, or at risk for, substance abuse and addiction. This mission will be accomplished through the Strategic Prevention Framework, which incorporates SAMHSA's goals of Accountability, Capacity, and Effectiveness. The objectives of the Strategic Prevention Framework are to increase substance abuse prevention strategic planning throughout the United States; to support the implementation of effective substance abuse prevention strategies in the States and communities; and to promote the use of performance measures and evaluation tools by substance abuse prevention providers. Through the Strategic Prevention Framework, CSAP builds capacity within the States and the prevention field to promote resiliency and decrease risk factors in individuals, families and communities.

The Strategic Prevention Framework incorporates a five-step community development model: 1) organize the community to profile needs, including community readiness; 2) mobilize the community and build the capacity to address needs and plans for sustainability; 3) develop comprehensive prevention strategies which will include evidence-based programs, practices and policies; 4) implement the prevention plan; and 5) conduct ongoing evaluation for quality improvement and outcomes.

Within this conceptual framework, CSAP provides leadership and support to the Nation's substance abuse prevention field by bringing knowledge on effective substance abuse prevention to every community, and promoting the implementation of evidence-based substance abuse prevention strategies to achieve the goals of preventing and reducing substance abuse by changing behavior. CSAP's efforts help to reduce the number of people that will ultimately need treatment for addiction by deterring individuals from ever using drugs, by delaying the age of onset, and intervening to keep them from increasing their drug use. Through these efforts, CSAP contributes to the overall national effort, as articulated in one of the three priorities of the National Drug Control Strategy, to reduce the current use of illegal drugs among those aged 12 years or older by 10 percent in 2 years and by 25 percent in 5 years. For this reason, CSAP is interested in disseminating knowledge about the applicability of evidence-based strategies, programs, practices and policies to the substance abuse prevention field.

2.3 Center for Substance Abuse Treatment

The Center for Substance Abuse Treatment (CSAT) was created by Congress to expand the availability of effective treatment and recovery services for alcohol and drug problems. This is reflected in CSAT's mission of improving the health of the Nation by bringing effective alcohol and drug treatment to every community. CSAT works cooperatively across the private and public treatment spectrum to identify, develop, and support policies, approaches, and programs that enhance and expand treatment. CSAT's initiatives are based on services and the consensus of experts in the addiction treatment field that, for most individuals, treatment and recovery work

best in the context of a community-based coordinated system of comprehensive services designed to assure a continuum of support for recovery. CSAT supports the Nation's treatment infrastructure in providing an array of gender-specific and culturally appropriate services, evaluating the effectiveness of treatment and the delivery of services, and continually utilizing evaluation results to reformulate treatment, recovery, and service delivery approaches.

With regard to the SAMHSA priorities listed above, CSAT is particularly interested in conferences that focus on substance abuse treatment in relationship to: pharmacologic treatment of substance use disorders; performance management strategies; emerging trends in drug use patterns (e.g., "Cheese" heroin, heroin-fentanyl, methamphetamine, etc.); workforce development; stigma reduction; financing; confidentiality/privacy; recovery support activities; electronic health records; consumer/recovery/community networks; innovative State initiatives; and collaborative activities to improve treatment.

2.4 Cultural Competence

Providing quality substance abuse prevention, addiction treatment, and mental health services to people of different cultures is the cornerstone of SAMHSA's efforts to promote health among diverse populations. SAMHSA believes these services are most effective when provided with consideration for the culture, values, and traditions of the individuals and communities being served, taking into account issues of race/ethnicity, gender, age, language, sexual orientation, gender identity, disability, and literacy.

For these reasons, SAMHSA supports and upholds the concepts of cultural competence in the development and day-to-day implementation of all its programs. SAMHSA defines cultural competence as a set of behaviors, skills, attitudes, and policies that promote awareness, acceptance, and respect for differences among people. Cultural competence extends to continuing efforts, by both programs and individuals, to enhance their knowledge of other cultures, and to develop flexible models of service delivery that can be easily adapted to meet the evolving/emerging needs of diverse populations.

Complete SAMHSA guidelines for cultural competence are available on SAMHSA's Web site at www.samhsa.gov (click on "Grants," choose the option for "Applying for a New SAMHSA Grant," and then click on "Guidelines for Assessing Cultural Competence"). For more information on cultural competence, see: (1) The Surgeon General's Supplement, *Mental Health: Culture, Race, and Ethnicity* (DHHS, 2001); (2) *Cultural Competence Standards in Managed Care Mental Health Services: Four Underserved/Under-represented Racial/Ethnic Groups, 2000*; and (3) *Cultural Issues in Substance Abuse Treatment* (BKD# 323). To obtain copies of these articles, call the SAMHSA Information Line at 1-877-SAMHSA7 [TDD: 1-800-487-4889]. The first two articles are also available on the CMHS Web site at www.mentalhealth.org. In addition, the national standards on culturally and linguistically appropriate services (CLAS) are available at www.omhrc.gov/clas/indexfinal.htm.

2.5 Family and Consumer Involvement

SAMHSA believes that consumers and their families contribute significantly to successful outcomes and must be appropriately involved in the conceptualization, planning, implementation, and evaluation of SAMHSA projects. Therefore, SAMHSA is committed to funding projects that are culturally competent, gender sensitive, age appropriate, and customer (e.g., family and consumer) driven in their approaches.

3. REQUIRED ACTIVITIES

As a condition of accepting a SAMHSA Conference Grant award and in conducting activities to achieve the purpose of this program, the recipient will be responsible for, and must agree to, the following requirements:

1. Use SAMHSA's name only in factual publicity for the conference. SAMHSA's involvement in the conference does not necessarily indicate support for the organizer's general policies, activities, products, or the content of speakers' presentations.
2. Hold the conference in facilities that are fully accessible to the public as required by the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Accessibility under ADAAG addresses accommodations for persons with sensory impairments as well as persons with physical disabilities or mobility limitations.
3. Manage all activities related to program content (e.g., objectives, topics, attendees, session design, workshops, special exhibits, speakers' fees, agenda composition, and printing). These items may be developed in concert with assigned SAMHSA project personnel. Staff from SAMHSA and/or the pertinent Center shall have the opportunity to speak, exhibit, and/or distribute informational material at the conference, if appropriate. No registration fees will be charged to SAMHSA/Center staff.
4. Provide draft copies of the agenda and proposed ancillary activities to SAMHSA for approval. Fifty percent (50%) of the total funds awarded for the proposed conference will be initially restricted pending approval by SAMHSA of a full, final agenda. The remaining 50 percent of funds will be released by letter to the grantee upon the approval of the final agenda. Because conference support by SAMHSA creates the appearance of SAMHSA co-sponsorship, there will be active participation by SAMHSA in the development and approval of those portions of the agenda supported by SAMHSA funds. SAMHSA funds will not be expended for non-approved portions of conferences. In addition, SAMHSA will reserve the right to approve or reject the content of the full agenda, press events, promotional materials (including press releases), speaker selection and site selection. SAMHSA reserves the right to terminate co-sponsorship if it does not concur with the final agenda.
5. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press, etc.). SAMHSA must review and approve any materials with reference to SAMHSA involvement or support.
6. Manage all registration processes with participants, invitees, and registrants (e.g., travel,

reservations, correspondence, conference materials and handouts, badges, registration procedures, etc.).

7. Plan, negotiate, and manage conference site arrangements, including all audio-visual needs.
8. Submit interim and final reports describing the conference, attendance, presentations, speakers, expenditures, and conference evaluation.
9. Submit three copies of any publications resulting from the conference to the Government Project Officer (GPO) within 30 days of the date of publication.

4. DATA AND PERFORMANCE MEASUREMENT

The Government Performance and Results Act of 1993 (P.L.103-62, or “GPRA”) requires all Federal agencies to:

- develop strategic plans that specify what they will accomplish over a 3 to 5-year period;
- set performance targets annually related to their strategic plan; and
- report annually on the degree to which the previous year’s targets were met.

The law further requires agencies to link their performance to their budgets. Agencies are expected to evaluate their programs regularly and to use results of these evaluations to explain their successes and failures.

To meet these requirements, SAMHSA must collect performance data (i.e., “GPRA data”) from grantees. You are required to report these GPRA data to SAMHSA on a timely basis so that performance results are available to support budgetary decisions. In your application, you must demonstrate your ability to collect and report on the measures referenced below.

GPRA reporting requirements for SAMHSA’s Conference Grants program are as follows:

- Measures and instructions for CSAT awardees are specified in Appendix C of this program announcement.
- Measures for CMHS awardees are specified in Appendix D of this program announcement.
- Measures for CSAP awardees are specified in Appendix E of this program announcement.

Before grant award, a final agreement regarding data collection will be reached. The terms and conditions of the grant award will specify the data to be submitted and the schedule for submission. Grantees will be required to adhere to these terms and conditions of award.

5. PERFORMANCE ASSESSMENT

Grantees must assess their projects, and applicants are required to describe their performance assessment plans in their applications.

II. AWARD INFORMATION

1. AWARD AMOUNT

SAMHSA Centers will provide partial support for planned meetings and conferences. The maximum grant award is \$50,000. Actual awards will depend on the availability of funds. Indirect costs are **not** allowed under this program. Not all SAMHSA Centers will fund Conference Grants in any given year. To learn which Centers are providing funding for a specific year and the number and size of awards, please go to SAMHSA's Web site at www.samhsa.gov. Click on "Grants" and then click on the fiscal year for which you are applying for a Conference Grant. You will find the award information posted with the Conference Grant announcement.

All awards will be for a maximum project period of 12 months.

2. FUNDING MECHANISM

Awards will be made as grants.

III. ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Eligible applicants are domestic public and private nonprofit entities. For example, State and local governments; federally recognized tribes; State recognized tribes, urban Indian organizations (as defined in P.L. 94-437, as amended); public or private universities and colleges; professional associations, voluntary organizations, self-help groups, consumer and provider services-oriented constituency groups; community- and faith-based organizations; and tribal organizations may apply. Individuals are not eligible to receive grant support for a conference. The statutory authority for this program precludes grants to for-profit organizations.

Support for only one conference from one SAMHSA Center (CMHS, CSAP, CSAT) may be requested in any single application. Applications that address topics that cut across two or more Centers, such as those dealing with co-occurring treatment and prevention, may be referred to more than one Center for funding consideration. Only one application per receipt date may be submitted.

2. COST SHARING and MATCH REQUIREMENTS

Cost sharing/match are not required for this program.

3. OTHER

You must comply with the following requirements, or your application will be screened out and will not be reviewed: use of the PHS 5161-1 application; application submission

requirements in Section IV-3 of this document; and formatting requirements provided in Appendix A of this document.

IV. APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

You may request a complete application kit from the SAMHSA Information Line at 1-877-SAMHSA7 [TDD: 1-800-487-4889].

You also may download the required documents from the SAMHSA Web site at www.samhsa.gov/grants/apply.aspx

Additional materials available on this Web site include:

- a grant writing technical assistance manual for potential applicants;
- standard terms and conditions for SAMHSA grants;
- guidelines and policies that relate to SAMHSA grants (e.g., guidelines on cultural competence, consumer and family participation, and evaluation); and
- a list of certifications and assurances referenced in item 21 of the SF 424 v2.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

2.1 Application Kit

SAMHSA application kits include the following documents:

- PHS 5161-1 (revised July 2000) – Includes the face page (SF 424 v2), budget forms, assurances, certification, and checklist. You must use the PHS 5161-1. **Applications that are not submitted on the PHS 5161-1 will be screened out and will not be reviewed.**
- Program Announcement (PA) – Provides specific information about the availability of funds along with instructions for completing the grant application. This document is the PA. The PA is available on the SAMHSA Web site (www.samhsa.gov/grants/index.aspx) and a synopsis of the PA is available on the Federal grants Web site (www.Grants.gov).

You must use all of the above documents in completing your application.

2.2 Required Application Components

Applications must include the required ten application components (Face Page, Abstract, Table of Contents, Budget Form, Project Narrative and Supporting Documentation, Appendices, Assurances, Certifications, Disclosure of Lobbying Activities, and Checklist).

- **Face Page** – SF 424 v2 is the face page. This form is part of the PHS 5161-1. [Note: Applicants must provide a Dun and Bradstreet (DUNS) number to apply for a grant or

cooperative agreement from the Federal Government. SAMHSA applicants are required to provide their DUNS number on the face page of the application. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the Dun and Bradstreet web site at www.dunandbradstreet.com or call 1-866-705-5711. To expedite the process, let Dun and Bradstreet know that you are a public/private nonprofit organization getting ready to submit a Federal grant application.]

- ❑ **Abstract** – Your total abstract should not be longer than 35 lines. In the first five lines or less of your abstract, write a summary of your project (including the date and location of the proposed conference) that can be used, if your project is funded, in publications, reporting to Congress, or press releases.
- ❑ **Table of Contents** – Include page numbers for each of the major sections of your application and for each appendix.
- ❑ **Budget Form** – Use SF 424A, which is part of the 5161-1. Fill out Sections B, C, and E of the SF 424A. A sample budget and justification is included in Appendix G of this document.
- ❑ **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through D. Sections A-D together may not be longer than 25 pages. (Remember that if your Project Narrative starts on page 5 and ends on page 30, it is 26 pages long, not 25 pages.) More detailed instructions for completing each section of the Project Narrative are provided in “Section V—Application Review Information” of this document.

The Supporting Documentation provides additional information necessary for the review of your application. This supporting documentation should be provided immediately following your Project Narrative in Sections E through G. There are no page limits for these sections, except for Section F, Biographical Sketches/Job Descriptions. Additional instructions for completing these sections are included in Section V under “Supporting Documentation.”

- ❑ **Appendices 1 and 2** – Use only the appendices listed below. If your application includes any appendices not required in this document, they will be disregarded. Do not use appendices to extend or replace any of the sections of the Project Narrative. Reviewers will not consider this information if you do.
 - *Appendix 1: Letters of Collaboration, Support, and/or Agreement to Participate in the Conference*
 - *Appendix 2: Data Collection Instruments*
- ❑ **Assurances** – Non-Constructions Programs. You must read the list of assurances on the SAMHSA Web site or in the application kit before signing the face page (SF 424 v2) of the application.
- ❑ **Certifications** – You must read the list of certifications provided on the SAMHSA Web site or in the application kit before signing the face page (SF 424 v2) of the application.

- ❑ **Disclosure of Lobbying Activities** - You must submit Standard Form LLL found in the PHS 5161-1. Federal law prohibits the use of appropriated funds for publicity or propaganda purposes, or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before the Congress or State legislatures. This includes “grass roots” lobbying, which consists of appeals to members of the public suggesting that they contact their elected representatives to indicate their support for or opposition to pending legislation or to urge those representatives to vote in a particular way. If no lobbying is to be disclosed, mark N/A on the form.
- ❑ **Checklist** - Use the Checklist found in PHS 5161-1. The Checklist ensures that you have obtained the proper signatures, assurances and certifications. If you are submitting a paper application, the Checklist should be the last page of your application.

2.3 Application Formatting Requirements

Please refer to Appendix A, *Checklist for Formatting Requirements and Screenout Criteria for SAMHSA Grant Applications*, for SAMHSA’s basic application formatting requirements. Applications that do not comply with these requirements will be screened out and will not be reviewed.

3. SUBMISSION DATES AND TIMES

SAMHSA anticipates that there will be two cycles of awards each year. Applications must be received by **March 31** for the first review cycle and **September 30** for the second review cycle, **with the exception of FY 2008, when the first submission date for applications is May 30, 2008. Be sure to check the SAMHSA Web site at www.samhsa.gov/grants/index.aspx to see which Centers, if any, are funding Conference Grants for a particular year.** Hard copy applications are due by 5:00 PM (EST). Electronic applications are due by 11:59 PM (EST). If the receipt date falls on the weekend, it will be extended to the following Monday.

Applicants are urged to apply for funding 1 year in advance of the planned conference. Your conference must be held within the 12-month budget period designated in your Notice of Award (see Section VI-1).

Hand carried applications will not be accepted. Applications may be shipped using only DHL, Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).

Your application must be received by the application deadline or it will not be considered for review. Please remember that mail sent to Federal facilities undergoes a security screening prior to delivery. You are responsible for ensuring that you submit your application so that it will arrive by the application due date and time.

If an application is mailed to a location or office (including room number) that is not designated for receipt of the application and, as a result, the designated office does not receive your application by the deadline, your application will be considered late and ineligible for review.

SAMHSA will not accept or consider any applications sent by facsimile.

SAMHSA accepts electronic submission of applications through www.Grants.gov. Please refer to Appendix B for “Guidance for Electronic Submission of Applications.”

4. INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS

This grant program is covered under Executive Order 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part 100. Under this Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. Certain jurisdictions have elected to participate in the EO process and have established State Single Points of Contact (SPOCs). A current listing of SPOCs is included in the application kit and can be downloaded from the Office of Management and Budget (OMB) Web site at www.whitehouse.gov/omb/grants/spoc.html.

- Check the list to determine whether your State participates in this program. You **do not** need to do this if you are an American Indian/Alaska Native Tribe or tribal organization.
- If your State participates, contact your SPOC as early as possible to alert him/her to the prospective application(s) and to receive any necessary instructions on the State’s review process.
- For proposed projects serving more than one State, you are advised to contact the SPOC of each affiliated State.
- The SPOC should send any State review process recommendations to the following address within 60 days of the application deadline. **For United States Postal Service:** Crystal Saunders, Director of Grant Review, Office of Program Services, Substance Abuse and Mental Health Services Administration, Room 3-1044, 1 Choke Cherry Road, Rockville, MD **20857**. ATTN: SPOC – Funding Announcement No. **OA-08-002**. Change the zip code to **20850** if you are using another delivery service.

5. FUNDING LIMITATIONS/RESTRICTIONS

Cost principles describing allowable and unallowable expenditures for Federal grantees, including SAMHSA grantees, are provided in the following documents, which are available at www.samhsa.gov/grants/management.aspx:

- Institutions of Higher Education: OMB Circular A-21
- State and Local Governments and Federally Recognized Indian Tribal Governments: OMB Circular A-87
- Nonprofit Organizations: OMB Circular A-122
- Hospitals: 45 CFR Part 74, Appendix E

The maximum grant award is **\$50,000**. Only direct costs will be funded.

6. OTHER SUBMISSION REQUIREMENTS

You may submit your application in either electronic or paper format:

Submission of Electronic Applications

SAMHSA accepts electronic submission of applications through www.Grants.gov. Electronic submission is voluntary. No review points will be added or deducted, regardless of whether you use the electronic or paper format.

To submit an application electronically, you must use the www.Grants.gov apply site. You will be able to download a copy of the application package from www.Grants.gov, complete it off-line, and then upload and submit the application via the Grants.gov site. E-mail submissions will not be accepted.

Please refer to Appendix B for detailed instructions on submitting your application electronically.

Submission of Paper Applications

You must submit an original application and 2 copies (including appendices). The original and copies must not be bound. Do not use staples, paper clips, or fasteners. Nothing should be attached, stapled, folded, or pasted.

Send applications to the address below:

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**

Change the zip code to **20850** if you are using another delivery service.

Do not send applications to other agency contacts, as this could delay receipt. Be sure to include “**Conference Grants – OA-08-002**” and the Center to which you are applying (“**CMHS,**” “**CSAP**” or “**CSAT**”) in item number 12 on the face page (SF 424 v2) of any paper applications. If you require a phone number for delivery, you may use (240) 276-1199.

Hand carried applications will not be accepted. Applications may be shipped using only DHL, Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).

SAMHSA will not accept or consider any applications sent by facsimile.

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

The Project Narrative describes what you intend to do with your project and includes the Evaluation Criteria in Section A-D below. Your application will be reviewed and scored according to the quality of your response to the requirements in Sections A-D.

- In developing the Project Narrative section of your application, use these instructions, which have been tailored to this program. **These are to be used instead of the “Program Narrative” instructions found in the PHS 5161-1.**
- The Project Narrative (Sections A-D) together may be no longer than 25 pages.
- Be sure to provide complete references for any literature cited in your Project Narrative. These references should be provided in Section G of the Supporting Documentation.
- You must use the four sections/headings listed below in developing your Project Narrative. Be sure to place the required information in the correct section, **or it will not be considered.** Your application will be scored according to how well you address the requirements for each section of the Project Narrative.
- Reviewers will be looking for evidence of cultural competence in each section of the Project Narrative, and will consider how well you address the cultural competence aspects of the evaluation criteria when scoring your application. SAMHSA’s guidelines for cultural competence can be found on the SAMHSA Web site at www.samhsa.gov. Click on “Grants/Applying for a New SAMHSA Grant/Guidelines for Assessing Cultural Competence.”
- The Supporting Documentation you provide in Sections E-G and in Appendices 1 and 2 will be considered by reviewers in assessing your response, along with the material in the Project Narrative.
- The number of points after each heading is the maximum number of points a review committee may assign to that section of your Project Narrative. Although scoring weights are not assigned to individual bullets, applicants are encouraged to respond to each bulleted statement.

Section A: Potential Significance of the Proposed Project (35 points)

- Present a brief literature review on the topic area and describe how your conference represents knowledge in the field(s).
- Describe the value of the conference to advance the field of substance abuse and/or mental health prevention, treatment, and rehabilitative services, particularly in reference to culturally and racially diverse populations.

- Describe the relevance of the proposed project to the SAMHSA Programmatic Priorities and Priority Principles found in the Expectations section of this announcement.

Section B: Merit and Appropriateness of the Project Plan (30 points)

- Identify and justify overall goals, objectives, and approach of the conference.
- Discuss the feasibility of the conference agenda.
- Describe the collaboration in the planning, implementation, and evaluation of the conference among all of the following constituencies: consumers, advocates, researchers, and providers. Attach letters of support and/or agreement to participate in the conference in **Appendix 1**. Identify any cash or in-kind contributions that will be made to this project.
- Explain how your conference will address, develop, and/or improve the cultural awareness and/or competence of attendees.
- List plans for speakers, presenters, and participants. Attach letters of collaboration, support, and/or agreement to participate in the conference in **Appendix 1**.
- Describe plans for development and dissemination of conference product(s) (e.g., publications, reports).

Section C: Management Plan, Staffing, Project Organization and Resources (25 points)

- List any previous conferences you have conducted or coordinated, including dates, topics, attendance, and products. Also indicate if you have not conducted or coordinated conferences before.
- Describe the administrative and organizational structure that will facilitate goals, objectives, and approach of the conference.
- Briefly describe capability/experience of the proposed conference director and other key personnel. Attach their resumes in Section F - Biographical Sketches and Job Descriptions.
- Describe how competence in culture, language, and gender issues is evidenced in the staffing, organization, and products of the conference.

Section D: Appropriateness of the Performance Assessment Plan (10 points)

- Describe your performance assessment plan for conference planning, content, and outcome.
- Describe how the proposed performance assessment (for instance, the methods and instruments used) is appropriate to the culture and values of the attendees, as well as how it ensures that the interpretation of findings will be accurate. Include copies of data collection instruments in **Appendix 2**.

- State your agreement to comply with the GPRA reporting requirements provided in Appendix C (CSAT), Appendix D (CMHS) or Appendix E (CSAP), as appropriate. If applying for a conference grant from CSAT, discuss how you will comply with the GPRA requirements (including a 30-day follow up with a minimum of 80% of all baseline participants followed up) specified in Appendix C of this document).

In addition applicants should describe any prior experience in conducting follow-up surveys, use and effect (if any) of incentives in the prior activities, and the specific methods (including incentives) to achieve an 80% response rate for the follow-up surveys.

NOTE: Although the budget for the proposed project is not a review criterion, the Review Group will be asked to comment on the appropriateness of the budget after the merits of the application have been considered.

SUPPORTING DOCUMENTATION

Section E: Budget Justification, Existing Resources, Other Support.

You must provide a line item budget and specific justification for the project's direct costs. For contractual costs, provide a similar yearly breakdown and justification for ALL costs. [NOTE: For this grant program there will be no future years; the project duration is 12 months.]

An illustration of a budget and narrative justification is included in Appendix G of this document.

Section F: Biographical Sketches and Job Descriptions.

- Include a biographical sketch for the Project Director and other key positions. Each sketch should be 2 pages or less. If the person has not been hired, include a position description and/or letter of commitment with a current biographical sketch from the individual.
- Include job descriptions for key personnel. Job descriptions should be no longer than 1 page each.
- Information on what should be included in biographical sketches and job descriptions can be found on page 22, Item 6, in the Program Narrative section of the PHS 5161-1 instruction page, available on the SAMHSA Web site.

Section G - Literature Citations. This section must contain complete citations, including titles and all authors, for any literature you cite in your application.

2. REVIEW AND SELECTION PROCESS

SAMHSA applications are peer-reviewed according to the review criteria listed above. For those programs where the individual award is over \$100,000, applications must also be reviewed by the appropriate National Advisory Council.

Each of the SAMHSA Centers maintains responsibility for and makes funding decisions regarding conferences in its respective areas of expertise: services for treatment and prevention of mental illness are made by CMHS, substance abuse prevention are made by CSAP, and

substance abuse treatment are made by CSAT. The Centers may combine funds to support conferences that simultaneously address mental health and substance abuse prevention and treatment issues.

Decisions to fund a grant are based on:

- Availability of funds;
- Strengths and weaknesses of the application as determined by a peer review committee; and
- Balance among target population/issue and program size.

An applicant is eligible to receive funding from a particular Center (CMHS, CSAP, or CSAT) for only one conference annually.

Additional award criteria may be applied in future years to ensure responsive distribution of conference topics, cultural competence, and/or geographical locations. Funding considerations, when applicable, will be announced annually at SAMHSA's Web site:

<http://www.samhsa.gov/grants/>.

VI. AWARD ADMINISTRATION INFORMATION

1. AWARD NOTICES

After your application has been reviewed, you will receive a letter from SAMHSA through postal mail that describes the general results of the review, including the score that your application received.

If you are approved for funding, you will receive an **additional** notice through postal mail, the Notice of Award, signed by SAMHSA's Grants Management Officer. The Notice of Award is the sole obligating document that allows you to receive Federal funding for work on the grant project.

If you are not funded, you can re-apply if there is another receipt date for the program.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- If your application is funded, you must comply with all terms and conditions of the grant award. SAMHSA's standard terms and conditions are available on the SAMHSA Web site at www.samhsa.gov/grants/management.aspx.
- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate. For more information see the SAMHSA Web site (www.samhsa.gov/grants/management.aspx.)
- You will be held accountable for the information provided in the application. Failure to meet

stated goals and objectives may result in suspension or termination of the grant award.

- In an effort to improve access to funding opportunities for applicants, SAMHSA is participating in the U.S. Department of Health and Human Services “Survey on Ensuring Equal Opportunity for Applicants.” This survey is included in the application kit for SAMHSA grants and is posted on the SAMHSA Web site. Applicants are encouraged to complete the survey and return it, using the instructions provided on the survey form.

3. REPORTING REQUIREMENTS

In addition to the data reporting requirements in Section I-4, you must comply with the following reporting requirements:

3.1 Progress and Financial Reports

- Grantees must provide a final report. The final report must describe the conference, attendance, presentation, speakers, expenditures, and the conference evaluation must be submitted.
- Grantees must provide a final Financial Status Report. This report may be included as a separate section of the final progress report or can be a separate document.
- SAMHSA will provide guidelines and requirements for these reports to grantees at the time of award. SAMHSA staff will use the information contained in the reports to determine the grantee’s progress toward meeting its goals.

3.2 Government Performance and Results Act

The Government Performance and Results Act (GPRA) mandates accountability and performance-based management by Federal agencies. To meet the GPRA requirements, SAMHSA must collect performance data (i.e., “GPRA data”) from grantees. The performance requirements for SAMHSA’s Conference Grants program are described in Section I-4 under “Data and Performance Measurement” and listed in Appendices C, D and E of this document.

3.3 Publications

If you are funded under this grant program, you are required to notify the Government Project Officer (GPO) and SAMHSA’s Publications Clearance Officer (240-276-2130) of any materials based on the SAMHSA-funded project that are accepted for publication.

In addition, SAMHSA requests that grantees:

- Provide the GPO and SAMHSA Publications Clearance Officer with advance copies of publications.
- Include acknowledgment of the SAMHSA grant program as the source of funding for the

project.

- Include a disclaimer stating that the views and opinions contained in the publication do not necessarily reflect those of SAMHSA or the U.S. Department of Health and Human Services, and should not be construed as such.

SAMHSA reserves the right to issue a press release about any publication deemed by SAMHSA to contain information of program or policy significance to the substance abuse treatment/substance abuse prevention/mental health services community.

VII. AGENCY CONTACTS

For questions on *mental health topics*, contact:

David Morrissette, Ph.D., LCSW
Commander, USPHS
Center for Mental Health Services/SAMHSA
1 Choke Cherry Road, Room 6-1011
Rockville, MD 20857
(240) 276-1960
david.morrissette@samhsa.hhs.gov

For questions on *substance abuse treatment topics*, contact:

Kim Plavsic
Center for Substance Abuse Treatment/SAMHSA
1 Choke Cherry Road, Room 5-1120
Rockville, MD 20857
(240) 276-1578
kim.plavsic@samhsa.hhs.gov

For questions on *substance abuse prevention topics*, contact:

Elizabeth Steiner
Center for Substance Abuse Prevention/SAMHSA
1 Choke Cherry Road, Room 4-1086
Rockville, MD 20857
(240) 276-2552
elizabeth.steiner@samhsa.hhs.gov

For questions on *grants management issues*, contact:

For CMHS Conference Grants:

Gwendolyn Simpson
Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1085
Rockville, Maryland 20857
(240) 276-1408
gwendolyn.simpson@samhsa.hhs.gov

For CSAT Conference Grants:

Kathleen Sample
Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1089
Rockville, MD 20857
(240) 276-1407
kathleen.sample@samhsa.hhs.gov

For CSAP Conference Grants:

Edna Frazier
Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1087
Rockville, Maryland 20857
(240) 276-1405
edna.frazier@samhsa.hhs.gov

Appendix A – Checklist for Formatting Requirements and Screenout Criteria for SAMHSA Grant Applications

SAMHSA’s goal is to review all applications submitted for grant funding. However, this goal must be balanced against SAMHSA’s obligation to ensure equitable treatment of applications. For this reason, SAMHSA has established certain formatting requirements for its applications. If you do not adhere to these requirements, your application will be screened out and returned to you without review.

- Use the PHS 5161-1 application form.
- Applications must be received by the application due date and time, as detailed in Section IV-3 of this grant announcement.
- Information provided must be sufficient for review.
- Text must be legible. Pages must be typed in black ink, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. (For Project Narratives submitted electronically, see separate requirements in Section IV-6 of this announcement under “Submission of Electronic Applications.”)
- To ensure equity among applications, page limits for the Project Narrative cannot be exceeded.
- Paper must be white paper and 8.5 inches by 11.0 inches in size.

To facilitate review of your application, follow these additional guidelines. Failure to adhere to the following guidelines will not, in itself, result in your application being screened out and returned without review. However, the information provided in your application must be sufficient for review. Following these guidelines will help ensure your application is complete, and will help reviewers to consider your application.

- The 10 application components required for SAMHSA applications should be included and submitted in the following order:
 - § Face Page (Standard Form 424 v2, which is in PHS 5161-1)
 - § Abstract
 - § Table of Contents
 - § Budget Form (Standard Form 424A, which is in PHS 5161-1)
 - § Project Narrative and Supporting Documentation
 - § Appendices
 - § Assurances (Standard Form 424B, which is in PHS 5161-1)
 - § Certifications
 - § Disclosure of Lobbying Activities (Standard Form LLL, which is in PHS 5161-1)
 - § Checklist (a form in PHS 5161-1)

- Applications should comply with the following requirements:
 - § Provisions relating to confidentiality and participant protection specified in Section V-1 of this announcement.
 - § Budgetary limitations as specified in Sections I, II, and IV-5 of this announcement.
 - § Documentation of nonprofit status as required in the PHS 5161-1.
- Pages should be typed single-spaced in black ink with one column per page. Pages should not have printing on both sides.
- Pages should be numbered consecutively from beginning to end so that information can be located easily during review of the application. The abstract page should be page 1, the table of contents should be page 2, etc. The four pages of Standard form 424 v2 are not to be numbered. Appendices should be labeled and separated from the Project Narrative and budget section, and the pages should be numbered to continue the sequence.
- The page limits for Appendices stated in Section IV-2.2 of this announcement should not be exceeded.
- Send the original application and two copies to the mailing address in Section IV-6 of this document. Please do not use staples, paper clips and fasteners. Nothing should be attached, stapled, folded, or pasted. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or CD-ROMs.

Appendix B – Guidance for Electric Submission of Applications

If you would like to submit your application electronically, you may search www.Grants.gov for the downloadable application package by the funding announcement number (called the opportunity number) or by the Catalogue of Federal Domestic Assistance (CFDA) number. You can find the CFDA number on the first page of the funding announcement.

You must follow the instructions in the User Guide available at the www.Grants.gov apply site, on the Help page. In addition to the User Guide, you may wish to use the following sources for help:

- By e-mail: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRANTS). The Customer Support Center is open from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday, excluding Federal holidays.

If this is the first time you have submitted an application through Grants.gov, you must complete four separate registration processes before you can submit your application. Allow at least two weeks (10 business days) for these registration processes, prior to submitting your application. The processes are: 1) DUNS Number registration; 2) Central Contractor Registry (CCR) registration; 3) Credential Provider registration; and 4) Grants.gov registration.

It is strongly recommended that you submit your grant application using Microsoft Office 2003 products (e.g., Microsoft Word 2003, Microsoft Excel, etc.). The new Microsoft Vista operating system and Microsoft Word 2007 products are not currently accepted by Grants.gov. If you do not have access to Microsoft Office products, you may submit PDF files. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than Microsoft Office or PDF may result in your file being unreadable by our staff.

The Project Narrative must be a separate document in the electronic submission. Formatting requirements for SAMHSA grant applications are described in Appendix A of this announcement. These requirements also apply to applications submitted electronically, with the following exceptions only for Project Narratives submitted electronically in Microsoft Word. These requirements help ensure the accurate transmission and equitable treatment of applications.

- *Text legibility:* Use a font of Times New Roman 12, line spacing of single space, and all margins (left, right, top, bottom) of at least one inch each. Adhering to these standards will help to ensure the accurate transmission of your document.
- *Amount of space allowed for Project Narrative:* The Project Narrative for an electronic submission may not exceed **12,875** words. **If the Project Narrative for an electronic submission exceeds the word limit, the application will be screened out and will not be reviewed.** To determine the number of words in your Project Narrative document in Microsoft Word, select file/properties/statistics.

Keep the Project Narrative as a separate document. Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents, e.g., “Appendices 1-3”, “Appendices 4-5.”

Ensure all pages in your application are numbered consecutively, with the exception of the standard forms in the PHS-5161 application package. **Documents containing scanned images must also contain page numbers to continue the sequence.** Failure to comply with these requirements may affect the successful transmission and consideration of your application.

Applicants are strongly encouraged to submit their applications to Grants.gov early enough to resolve any unanticipated difficulties prior to the deadline. You may also submit a back-up paper submission of your application. Any such paper submission must be received in accordance with the requirements for timely submission detailed in Section IV-3 of this announcement. The paper submission must be clearly marked: **“Back-up for electronic submission.”** The paper submission must conform with all requirements for non-electronic submissions. If both electronic and back-up paper submissions are received by the deadline, the electronic version will be considered the official submission.

After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. It is important that you retain this number. **Include the Grants.gov tracking number in the top right corner of the face page (SF 424 v2) for any paper submission. Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated your application. If you do not receive a Grants.gov tracking number, you may want to contact the Grants.gov help desk for assistance.**

The Grants.gov Web site does not accept electronic signatures at this time. Therefore, you must submit a signed paper original of the face page (SF 424 v2), the assurances (SF 424B), and hard copy of any other required documentation that cannot be submitted electronically. **You must include the Grants.gov tracking number for your application on these documents with original signatures, on the top right corner of the face page, and send the documents to the following address. The documents must be received at the following address within 5 business days after your electronic submission.** Delays in receipt of these documents may impact the score your application receives or the ability of your application to be funded.

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**
ATTN: Electronic Applications

For other delivery services, change the zip code to 20850.

If you require a phone number for delivery, you may use (240) 276-1199.

Appendix C – CSAT’s GPRA Requirements and Meeting Survey (Baseline and Follow-up) Forms

The GPRA measures for CSAT Conference grantees are as follows:

- Number of events
- Number of participants
- Satisfaction with the events
- Sharing of information
- Utilization of material and information to make a change in their practice as a result of the event

Grantees are expected to collect baseline (end of the event) GPRA data on all participants at Knowledge Application (KA) events (meetings). In addition, the grantee is expected to conduct a 30-day follow up to the events with a minimum 80% of all baseline participants followed up. Applicants should consider this requirement when preparing the evaluation budget section of the application.

Your experience may indicate that the use of modest incentives will be necessary to achieve the required 80% response rate for each client follow up interview.

CSAT’s GPRA Meeting Survey forms are included as part of this appendix. These forms, as well as CSAT’s GPRA Strategy are also available on the Web at the following address: www.csat-gpra.samhsa.gov. Click on General Information for the GPRA Strategy. For the Surveys, click on Data Collection Tools/Instructions, click on Knowledge Application Program, then click on Data Collection Tools.

CSAT will provide usernames and passwords to grantees as well as data collection and follow-up training. All grantees must collect GPRA data and enter the data via the website within 1 to 7 business days of collection.

CSAT BASELINE MEETING SATISFACTION SURVEY

CENTER FOR SUBSTANCE ABUSE TREATMENT

Customer Survey—CSAT Meeting

Please enter the Personal ID Code you used on the consent form here _____.

Date of meeting, location (i.e., city, state), and topic will be pre-coded and entered in this area of the form.

Please check here () if you have received this survey in error, (i.e., you did not attend the meeting listed above) and return the uncompleted survey in the enclosed postage-paid envelope.

PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.

	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Neutral</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>
1. How satisfied are you with the overall quality of this meeting?	1	2	3	4	5
2. How satisfied are you with the quality of the information/instruction from this meeting?	1	2	3	4	5
3. How satisfied are you with the quality of the meeting materials?	1	2	3	4	5
4. Overall, how satisfied are you with the meeting experience?	1	2	3	4	5

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE MEETING.

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Neutral</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
5. The meeting class was well organized.	1	2	3	4	5
6. The material presented in this meeting class will be useful to me in dealing with substance abuse.	1	2	3	4	5
7. I expect to use the information gained from this meeting.	1	2	3	4	5
8. I expect this meeting to benefit my clients.	1	2	3	4	5
9. This meeting was relevant to substance abuse treatment.	1	2	3	4	5
10. I would recommend this meeting to a colleague.	1	2	3	4	5

	<u>Very</u>				
	<u>Useful</u>	<u>Useful</u>	<u>Neutral</u>	<u>Useless</u>	<u>Not Applicable</u>
	1	2	3	4	5

11. How useful was the information you received?

12. Please indicate which title best describes your job:

- | | | |
|--|---|---|
| <input type="checkbox"/> Medical Director | <input type="checkbox"/> Clinical Administrator/Manager | <input type="checkbox"/> Federal Government Official |
| <input type="checkbox"/> Physician | <input type="checkbox"/> Clinical Supervisor | <input type="checkbox"/> State Government Official |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Psychologist | <input type="checkbox"/> County Government Official |
| <input type="checkbox"/> Physician's Assistant | <input type="checkbox"/> Counselor | <input type="checkbox"/> Researcher |
| <input type="checkbox"/> Pharmacist | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Manager/Director | | |

13. Please indicate which best describes your agency or affiliation:

- | | |
|---|---|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Substance Abuse Treatment Program |
| <input type="checkbox"/> State Government | <input type="checkbox"/> University or other higher education institution |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Other (please describe) _____ |
| <input type="checkbox"/> Local Government | |

14. What is your gender? 1. Male 2. Female

15. Are you Hispanic or Latino? 1. Yes 2. No

16. What is your race (Mark all that apply)?

- | | |
|--|--|
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

What about the meeting was most useful in supporting your work responsibilities?

How can we improve our meetings?

Thank you for completing our survey.
Return your survey to the Survey Administrator for your Session.

CSAT FOLLOW-UP MEETING SATISFACTION SURVEY

CENTER FOR SUBSTANCE ABUSE TREATMENT

Public reporting burden for this collection of information is estimated to average 10 minutes per response to complete this questionnaire. Send comments regarding this burden estimate or any other aspect of this collection of information to the SAMHSA Reports Clearance Officer, Room 7-1045, 1 Choke Cherry Road, Rockville, MD 20857. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The control number for this project is 0930-0197.

Customer Survey - Meeting Follow-up

Personal ID code, date of meeting, location (i.e., city, state), and topic will be pre-coded and entered in this area of the form.

Please check here () if you have received this survey in error, (i.e., you did not attend the meeting listed above) and return the uncompleted survey in the enclosed postage-paid envelope.

PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.

	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Neutral</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>
1. How satisfied are you with the overall quality of the meeting?	1	2	3	4	5
2. How satisfied are you with the quality of the information/instruction?	1	2	3	4	5
3. How satisfied are you with the quality of the meeting materials?	1	2	3	4	5
4. How satisfied are you that the meeting was relevant to substance abuse treatment?	1	2	3	4	5
5. Overall, how satisfied are you with your meeting experience?	1	2	3	4	5

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE MEETING.

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Neutral</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
6. The material presented in the meeting has been useful to me in consensus building.	1	2	3	4	5
7. The meeting enhanced my skills in this topic area.	1	2	3	4	5
8. The meeting was relevant to my career.	1	2	3	4	5
9. The meeting has enabled me to serve my clients better.	1	2	3	4	5
10. The meeting was relevant to substance abuse treatment.	1	2	3	4	5
11. I would recommend the meeting to a colleague.	1	2	3	4	5
12. I would take additional meeting from CSAT.	1	2	3	4	5

CENTER FOR SUBSTANCE ABUSE TREATMENT

Customer Survey – Meeting Follow-up

	<u>Very Useful</u>	<u>Useful</u>	<u>Neutral</u>	<u>Useless</u>	<u>Not Applicable</u>
13. How useful was the information you received during the meeting?	1	2	3	4	5

	<u>Yes</u>	<u>No</u>
14. Did you share any of the information from the meeting with others?	1	2
15. Did you share any of the materials from the meeting with others?	1	2
16. Have you applied any of what you learned in the meeting to your work?	1	2

What about the meeting was most useful in supporting your work responsibilities?

How can we improve our meetings?

Thank you for completing our survey.
Please return your survey in the enclosed reply envelope.

Appendix D – CMHS Customer Satisfaction Survey

CENTER FOR MENTAL HEALTH SERVICES SUPPORTED CONFERENCES

Customer Satisfaction Survey

The Center for Mental Health Services, Substance Abuse and Mental Health Services Administration (SAMHSA) is interested in obtaining information regarding your level of satisfaction with the conference you have attended. The survey results will be compiled and used to assess whether the conference appropriately met your needs. The survey will also be used to gauge future improvements in the CMHS Conference Grant Program. Thank you for your help.

	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Neutral</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>
1. How satisfied are you with the overall quality of this conference?	1	2	3	4	5
2. How satisfied are you with the quality of the information/instruction from this conference?	1	2	3	4	5
3. How satisfied are you with the quality of the conference materials?	1	2	3	4	5
4. Overall, how satisfied are you with your conference experience?	1	2	3	4	5

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS	<u>Strongly Agree</u>	<u>Agree</u>	<u>Neutral</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
5. The conference was well organized.	1	2	3	4	5
6. The material presented in this conference will be useful to me in dealing with mental health issues.	1	2	3	4	5
7. I expect to use the information gained from this conference.	1	2	3	4	5
8. I expect this conference to ultimately benefit people with emotional and/or behavioral disorders.	1	2	3	4	5
9. This conference was relevant to mental health treatment.	1	2	3	4	5
10. I would recommend this conference to others.	1	2	3	4	5

	<u>Very Useful</u>	<u>Useful</u>	<u>Neutral</u>	<u>Useless</u>	<u>Not Applicable</u>
11. How useful was the information you received?	1	2	3	4	5

12. Please indicate which title best describes your role in relation to this conference.

- | | | |
|--|---|---|
| <input type="checkbox"/> Medical Director | <input type="checkbox"/> Clinical Administrator/Manager | <input type="checkbox"/> Federal Government Official |
| <input type="checkbox"/> Physician | <input type="checkbox"/> Clinical Supervisor | <input type="checkbox"/> State Government Official |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Psychologist | <input type="checkbox"/> County Government Official |
| <input type="checkbox"/> Physician's Assistant | <input type="checkbox"/> Counselor | <input type="checkbox"/> Researcher |
| <input type="checkbox"/> Pharmacist | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Manager Director | | |

13. Please indicate which best describes your agency or affiliation:

- | | |
|--|---|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Mental Health/Substance Abuse Treatment Program |
| <input type="checkbox"/> State Government | <input type="checkbox"/> University or other Higher education institution |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Support or Advocacy Group | <input type="checkbox"/> Other (please describe) _____ |

14. What is your gender? 1. Male 2. Female

15. Are you Hispanic or Latino? 1. Yes 2. No

16. What is your race (Mark all that apply)?

- | | |
|--|--|
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

What about the conference was most useful in supporting you?

How can we improve our conferences?

Thank you for completing our survey.

Return your survey to the Survey Administrator for your Session.

Public reporting burden for this collection of information is estimated to average 10 minutes per response to complete the Contact Information Form and this questionnaire. Send comments regarding this burden estimate or any other aspect of this collection of information to the SAMHSA Reports Clearance Officer, Room 7-1045, 1 Choke Cherry Road, Rockville, MD 20857. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The control number for this project is 0930-0197.

Appendix E – CSAP Conference Feedback Form

The purpose of this form is to obtain your feedback on this conference. The form is completely anonymous. Please do NOT put your name anywhere on this form. Results will be used to inform similar future events. It is important to obtain information from all participants to maintain quality of service; however, your participation is voluntary.

Feel free to use the back of the page if you need more room for written comments.

1. Please rate your agreement with each of the following statements about today's Conference. (check *one* box on *each* line)

Overall, ...	Strongly Disagree	Disagree	Agree	Strongly Agree
The conference was well planned and executed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The objectives of the conference were accomplished.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facilitators were knowledgeable in the areas covered in conference discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference provided opportunity for open questions and discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The topics discussed were relevant to me or my organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference was beneficial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. What do you think were the *most* helpful features of this conference?

3. What do you think were the *least* helpful features of this conference?

4. How likely are you to use the information or ideas that were discussed in the conference? (check *one*)

- Not at All Likely* *Not Very Likely* *Fairly Likely* *Very Likely*

5. Overall, how satisfied are you with this conference? (check *one*)

- Very Dissatisfied* *Somewhat Dissatisfied* *Somewhat Satisfied* *Very Satisfied*

6. Please write in any additional comments or suggestions that you may have.

Appendix F – Glossary

Conference: A conference is a regional workshop or any other organized and formal meeting lasting one or more days where persons assemble to exchange information about the science and practice of substance abuse and/or mental health identification, treatment, and prevention. Conferences must be open to a broad constituency of interests and skills that include providers, practitioners, researchers, advocates, consumers, family members, and the general public.

Conferences that focus on a single audience, such as training sessions for volunteers or practitioners, or seminars for researchers, do not fit this definition.

Grant: A grant is the funding mechanism used by the Federal Government when the principal purpose of the transaction is the transfer of money, property, services, or anything of value to accomplish a public purpose of support or stimulation authorized by Federal statute. The primary beneficiary under a grant or cooperative agreement is the public, as opposed to the Federal Government.

Practice: A practice is any activity, or collective set of activities, intended to improve outcomes for people with or at risk for substance abuse and/or mental illness. Such activities may include direct service provision, or they may be supportive activities, such as efforts to improve access to and retention in services, organizational efficiency or effectiveness, community readiness, collaboration among stakeholder groups, education, awareness, training, or any other activity that is designed to improve outcomes for people with or at risk for substance abuse or mental illness.

Practice Support System: This term refers to contextual factors that affect practice delivery and effectiveness in the pre-adoption phase, delivery phase, and post-delivery phase, such as a) community collaboration and consensus building, b) training and overall readiness of those implementing the practice, and c) sufficient ongoing supervision for those implementing the practice.

Stakeholder: A stakeholder is an individual, organization, constituent group, or other entity that has an interest in and will be affected by a proposed grant project.

Appendix G – Sample Budget and Justification

ILLUSTRATION OF A SAMPLE DETAILED BUDGET AND NARRATIVE JUSTIFICATION TO ACCOMPANY SF 424A: SECTION B

You must provide a line item budget and specific justification for the project's direct costs. For contractual costs, provide a similar yearly breakdown and justification for ALL costs. [NOTE: For this grant program there will be no future years; the project duration is 12 months.]

SAMHSA will provide partial support for the conference. Specify all resources needed to accomplish the project that will be available through grant support and other resources.

- 1) Personnel: Itemize and prorate salary for professional and nonprofessional staff for the amount of time spent on the project.
- 2) Fringe Benefits: Itemization may include only funds in proportion to the amount of time or effort employees devote to the project, provided that such costs are incurred under formally established and consistently applied policies of the organization.
- 3) Equipment: Grant funds may be used only for rental of necessary equipment; funds may not be used for the purchase of equipment. Itemize rental costs, projection, public address systems, exhibits, phones, etc.
- 4) Supplies: Grant funds may be used for the purchase of supplies necessary for the conference, provided the supplies are received and used during the project period. Itemize stationery, mailing costs, etc.
- 5) Travel: Funds may be used for the travel of staff, speakers, participants, and attendees if identified in the application and approved at the time of award. Proposed per diem or subsistence allowances must be reasonable and will be limited to the days of attendance at the conference plus the actual travel time required to reach the conference location by the most direct route available. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance will be reduced to take this into consideration. Transportation costs for attendees and participants at the conference may not exceed economy class airfares. Grant funds may not be used to pay per diem or expenses other than local mileage for local participants in the conference.
- 6) Meals: Meals are allowable if justified as an integral part of the program (e.g., working lunch when speaker is present). Breaks, snacks, breakfast, dessert receptions, etc., are NOT ALLOWABLE.
- 7) Registration Fees: Registration fees may be paid from grant funds, provided such fees cover only those costs otherwise properly chargeable to the grant.
- 8) Publication Costs: Grant funds may be used to cover the costs of publishing the conference product (proceedings, manual, monograph, report).
- 9) Consultant Services: Costs for consultant fees are allowed, including travel and supporting costs (per diem, or where applicable, subsistence).

- 10) Speakers' Fees: Costs for speakers' fees for services rendered are allowed. However, honoraria (non-speaker) or other payments given for the purpose of conferring distinction, or to symbolize respect or esteem, may not be paid from grant funds.
- 11) Conference Services: Grant funds may be used for recordings of proceedings, editorial services, simultaneous translation, etc., and subsequent transcriptions.
- 12) All Other Expenses: Itemize costs for printing programs, notices, badges, signs, etc., and rental of conference space.
- 13) Other Support: "Other Support" refers to all current or pending funds that will be used to plan for, conduct, and evaluate the conference, related to this application. Other support can include registration fees, contributions from any organizations or persons, and in-kind services. Applicant organizations are reminded of the necessity to provide full and reliable information regarding "other support," i.e., all Federal and non-Federal active or pending support. For your organization and key organizations that are collaborating with you in this proposed project, list all currently active support and any applications/proposals pending review or funding that relate to the project. If there are none, state "none." For all active and pending support listed, also provide the following information:
 - Source of support (including identifying number and title)
 - Dates of entire project period
 - Annual direct costs supported/requested
 - Brief description of the project
 - If the project overlaps, duplicates, or is being supplemented by the present application, delineate and justify the nature and extent of any programmatic and/or budgetary overlaps.

SAMHSA Conference Grant Sample Budget

	SAMHSA FUNDS	OTHER SOURCES OF FUNDS	TOTAL AMOUNT
Salaries and Wages			
John Doe, Project Director (500 hrs x \$30/ hr)	5,000	5,000	10,000
Jane Moore, Event Coordinator (300 hrs x \$25/hr)	2,000	5,500	7,500
Betty Warner, Admin. Asst. (800 hrs x \$10/hr)	2,000	6,000	8,000
Total Salaries & Wages	9,000	16,500	25,500
Fringe Benefits @14.5%	2,000	1,698	3,698
Equipment			
Copy machine rental (1x4 days x\$40)	0	160	160
Audiovisual Overhead rental (4x4days x\$35)	0	560	560
LCD Projection Rental (4x4days x 350)	605	4995	5,600
Total Equipment	605	5,715	6,320
Supplies			
Conference material printing cost	1,000	0	1,000
Conference paper supplies & Sign	1,200	0	1,200
Postage and UPS	2,500	0	2,500
Phone/Fax/Long Distance	300	0	300
Total Supplies	5,000	0	5,000
Travel			
Presenter's lodging (10 x 4 nts x \$120)	4,800	0	4,800
Airfare (10 x \$600)	6,000	0	6,000
Per diem (10 x 4days x \$35)	1,400	0	1,400
Keynote speaker's lodging (3 x 3nts x \$120)	1,080	0	1,080
Airfare (3x \$600)	1,800	0	1,800
Per diem (3 x 3 days x \$35)	315	0	315
Total Travel	15,395	0	15,395
Contractual			
Speaker fees (10 @ \$700, 3 @ \$1,000)	5,000	5,000	10,000
Advertising (3 months x 500/month)	1,500	0	1,500
Video and Web Page techs for 4 days	5,500	0	5,500
Total Contractual	12,000	5,000	17,000
Other			
1 Conference room	4,000	0	4,000
4 Breakout room	2,000	0	2,000
Total Other	6,000	0	6,000
Total Conference Expenses	50,000	28,913	78,913