

**ALCOHOL AND DRUG ABUSE ADMINISTRATION
FY 2012 GRANT APPLICATION INSTRUCTIONS
FOR COLLEGE PREVENTION CENTERS**

NARRATIVE INSTRUCTIONS

- Written to describe substance abuse prevention services funded by the ADAA on a college campus in collaboration with the surrounding community
- Written to reflect, utilization of best practices in providing these services. Best practices refer to services that reflect research based findings.
- No more than 24 typewritten, single spaced pages of text using Times New Roman font, size 12. Charts and budget pages are not included in the page count.
- Sequentially number all pages
- DHMH budget forms and narrative are to be submitted electronically
- Each Center's allocation request cannot exceed the funding level provided by the ADAA¹

NARRATIVE INSTRUCTIONS

The narrative is to include the following sections:

1. Introduction
2. Planning Process
3. Organizational Chart
4. Prevention Services
5. Information Technology
6. System Development Plan

Specific instructions for completing each narrative section follow.

1. Introduction

This section should describe the college prevention center's function, types of services, and the population targeted for services. Also, describe the planning process that was used in designing the system of services.

2. Planning Process

- a. Describe how your University/College is incorporating the five steps of the Strategic Prevention Framework model in your prevention efforts.
- b. Describe in your plan of services collaboration and partnering activities with the Jurisdictional Substance Abuse Services Director and the Prevention Coordinator.
- c. Identify management initiatives to monitor program effectiveness and efficiency and to ensure compliance with Conditions of Award.

¹ Each Prevention Center will receive its respective FY 2012 mark for budget preparation. Budgets are subject to funds made available to DHMH by the General Assembly and so may be subject to revision following the 2011 legislative session

3. Organizational Chart

Provide an organizational chart that reflects the college prevention center's relationship to the school administration and include each of the center's positions by class title and funding source, e.g. ADAA or other. Also include in-kind positions used to provide services that are part of the ADAA grant.

4. Prevention Services

- a. Describe the campus based substance abuse prevention programs, environmental strategies, and activities funded by ADAA.
Please note: Effective FY 2012, 50% of the SAPT Block Grant funds that are provided to colleges/universities must be used to implement Environmental Strategies. All prevention programs must be evidence based.
- b. Describe collaboration and partnering activities with other colleges, universities and community organizations.
- c. Submit a matrix listing each prevention program/activity, indicating which programs are evidence-based, what CSAP prevention strategies are used and identify the IOM category.

Identify:

- risk factors to be addressed
- target populations
- number of individuals to be served
- goals and measurable objectives
- the timeline for implementation (if a new program)
- the amount of ADAA funding.

5. Information Technology and Managing Information

Describe the information technology plan and its implementation. Include any plans for upgrading equipment, the status of electronic reporting via the MDS and the use of information in performance management. Please indicate any technical assistance requirements.

6. System Development Plan

Describe how you use evaluation, both process and outcome, to examine your measurable objectives and make program revisions. In addition, indicate how the data from the mandatory CORE survey is utilized.

BUDGET PREPARATION INSTRUCTIONS

1. Budget Award Letter

Each college will receive its FY 2012 budget award letter for budget preparation from the ADAA. The allocation request cannot exceed the funding level provided by the ADAA.

2. Budget Form: DHMH 432

Refer to the ADAA website, www.maryland-adaa.org, for the budget forms and instructions.

3. Financial Reporting and Allocation Network

Complete the ADAA Prevention Financial Reporting and Allocation Network (P.F.R.A.N.) form for each grant. Revisions have been made to the Prevention Financial Reporting and Allocation Network (P.F.R.A.N.). Refer to the ADAA website, www.maryland-adaa.org , for the revised form.

4. Additional Requirements

All narratives and budgets must be submitted electronically to ADAA. Use the DHMH 432 budget forms. (Please be sure to send either electronically or by mail the completed signature page for the 432 packet.)

5. Prevention In-Kind Contribution Form

This form is to be completed for all prevention grants that identify local in-kind contributions that support prevention activities funded by ADAA.

**Submit the entire grant application (narrative and budget) electronically by
May 23, 2011to: aborzymowski@dhmh.state.md.us**

****Please put in the subject line the name of the college and FY2012 Grant
Application, e.g. Frostburg University FY2012 Grant Application****