

## CHAMPPS Frequently Asked Questions

**How to Apply/Eligibility**  
**Collaboration/Proposals from the Same Area**  
**Proposal Content**  
**Substance Abuse Prevention Activities (SAMHSA SPF SIG)**  
**Nutrition and Physical Activity**  
**Workplan and Evaluation**  
**Allowable Expenses and Budgeting**  
**Funding and Award Decisions**  
**Future Funding**

### How to Apply/Eligibility

**I was not able to attend either applicant training session via Vermont Interactive Television, but would like to apply for the CHAMPPS grant. Is there a way to receive the information presented at the session tomorrow and qualify for application?**

Attendance at one of the two training sessions offered statewide through VIT was required for anyone applying for a CHAMPPS grant. Check the VDH CHAMPPS web site <http://healthvermont.gov/local/grants/CHAMPPS.aspx> for a list of organizations that registered for the training to see if there are potential applicants from your area with whom you can collaborate on an application.

**Are all the people with whom I'm partnering required to attend the applicant trainings?**

No, only a representative from the applicant agency is required to attend.

**Are state-wide initiatives out of the question?**

Yes, all applications must have less than a state-wide focus.

**Are Vermont State Colleges considered "state agencies or departments"?**

No.

**If an organization works with the state, but is its own stand-alone 501(c)3, are they considered a "state agency or department"?**

No.

**Can one organization be the applicant for more than one proposal?**

No.

**Can an applicant apply for both a capacity building grant and an implementation grant?**

No. Each applicant can only apply for one type of grant.

**Can there be more than one application per AHS District or County?**

Yes. Multiple applications will be accepted and reviewed. However, no more than one implementation application proposing to serve the same geographic area will be funded.

The geographic area could be a town, school district, county, etc. Within an AHS district or county, there may be multiple organizations that serve different geographic areas. If another organization proposing to serve the same geographic area as your organization, you are encouraged to collaborate on a single application rather than compete with each other.

**How are you defining community?**

We are not defining community. Each applicant will define the community they propose to serve based upon their organization's service area.

**Can a county be considered a community?**

Yes.

**Collaboration/Proposals from the Same Area**

**Must we include a letter of support/signature from each town in our proposal?**

No. You must include a list of collaborating organizations and their contact persons. If your proposed service area is larger than one town, an organization/contact person from each town in your service area must be included on this list. This is not necessarily a town official or representative of town government, but a representative of an organization/entity from each town. Signed letters of commitment from these named partners may be requested for funded applicants.

**Can the Department of Health District Director and the Agency of Human Services Field Director sign a letter of commitment for more than one organization/proposal?**

Yes, District Directors and Field Directors can sign more than one letter, but should be encouraging collaborative proposals for applicants serving the same geographic area.

**Through the letter of commitment, are District Directors and Field Directors being asked to endorse one proposal over others they may receive?**

District Directors and Field Directors should review applicants with respect to the degree to which they/their proposal meets the criteria outlined in the RFP, is true to the intent of the CHAMPSS legislation, and is consistent with other plans and activities of the Department and the Agency. They are not, however, being asked to endorse one particular proposal over others in their area. In fact, it is possible for DDs and FDs to submit letters for multiple applications since there may be applicants in their districts that serve very disparate geographic areas or have different areas of focus.

**Is it possible for a coalition to be a partner in more than one proposal?**

Yes. An organization may be listed as a partner in more than one application.

**In one region, are organizations in competition with other applicants?**

Possibly, depending on the degree to which the specific service areas overlap. Collaboration is encouraged.

**Could one community receive a capacity-building grant and an implementation grant if they are addressing different issues/priorities?**

Yes, it is possible that a capacity building and an implementation grant will be funded in the same area. Only one application is allowed per organization.

**Is it possible that two implementation proposals covering the same area will be funded if they cover different topic areas?**

It is not likely that two implementation projects will be funded in the same area. Collaboration is encouraged.

**If I were writing a request to cover a county, and someone else wrote a plan to do the same issue in a town in that county, would we be in competition?**

Not necessarily. Your application might be altered to not cover that town and the budget changed to reflect a smaller coverage area. Opportunities for collaboration should be explored.

**An established physical activity council and a new substance abuse organization in the same county are considering applying separately for CHAMPPS grants. Would they be in competition?**

If they are at different stages of readiness and are therefore applying for different types of grants (implementation vs. capacity building), they would not be in competition.

**How do I find out what other organizations in my area may be applying for a CHAMPPS grant?**

See the CHAMPPS page of the Department of Health website for a list:  
<http://healthvermont.gov/local/grants/CHAMPPS.aspx>

**Is it possible to find out if the other organizations in my area are applying for a capacity building or implementation grant?**

You can find out only by talking with the organizations in your area. The Department of Health will not know this until proposals are submitted. It is also possible that an implementation applicant will actually be funded for capacity building based upon the decision of the review committee.

**If there are organizations from the same area applying, can they partner to do assessments or are they each required to do them separately?**

They can and should do it together if they are partnering. All SAMHSA-funded organizations will be brought together for further training on the needed assessments.

**How do we choose who of our partners should be the lead agency to apply?**

This should be a collaborative decision based upon prior experiences, available resources, etc. The applicant must meet the eligibility requirements stated in the RFP.

**With whom would I partner if I wanted to do lead poisoning prevention?**

Some possible partners include the housing authority, health care providers, rental properties, construction organizations, parent organizations.

**Proposal Content**

**How are you defining “comprehensive”?**

The more topic areas a proposal includes and the broader its target population, the more comprehensive it is.

**Is a coordinated proposal (intertwining tobacco, substance abuse and Fit and Healthy) required?**

No. Collaborative and comprehensive efforts are encouraged to the extent possible, but one coordinated proposal intertwining all focus areas is not required. Applications focusing on a single content area will be accepted.

**Can we focus on only 1 specific issue and not have to have multi-subjects, for instance, substance abuse?**

Yes, proposals focusing on a single content area will be accepted..

**Is it possible to propose a project that would address multiple issues thereby pulling money from both “pots”?**

Yes. Collaborative and comprehensive efforts are encouraged to the extent possible.

**Should we be considering which funding source has the most money available when we're picking our topics?**

No. You should consider the needs and priorities of your community when picking the area(s) of focus.

**How much expansion of an existing program do you want?**

This will be dependent on the program, exiting capacity of applicant and need of community. Expansion of existing programs is certainly allowed.

**Can you give a sense of what would be done by a capacity-building grant?**

Determining the needs, resources, attitudes, beliefs, priorities for your community; who the important partners are, formulating a plan, etc. Refer to the Strategic Prevention Framework in Appendix A of the RFP.

**What would the evaluation for capacity building grants look like?**

Capacity building grants would likely include more process evaluation measures than outcome – engagement of partners, attendance at meetings, minutes, etc.

**What would be required from the first year of an implementation grant?**

Actual execution of activities or programs, recruiting participants, evaluating participation, outcomes of intervention.

**Does an initiative addressing mental health fall into the SAMHSA arena, or general wellness and health?**

General wellness unless it is specifically addressing substance abuse and mental health, in which case it would fall under SAMHSA.

**Substance Abuse Prevention Activities (SAMHSA SPF SIG)**

**Appendix I indicates that requirements for grantees funded through SAMHSA's Strategic Prevention Framework State Incentive Grant (SPF SIG) are not fully identified to date. What additional requirements should CHAMPPS applicants expect if they are funded through this source?**

This SPF SIG is a cooperative agreement between the State of Vermont and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Prevention. This agreement requires that Vermont's statewide substance abuse

prevention plan be reviewed and approved by SAMHSA prior to the roll out of any community grants, so we cannot state with complete specificity what the requirements of those grants will be. We do know that all SPF SIG grantees will commit to participating in a learning community in Vermont, based on the five-step strategic prevention framework process. Even implementation grantees will be required to participate in additional needs assessment, capacity building and planning activities, building on the work they have already completed. In addition, Vermont is participating in a national cross-site evaluation of the SPF SIG. The national evaluation requirements are still being developed and we do anticipate that SPF SIG grantees will have additional reporting and evaluation requirements than those outlined in the CHAMPPS RFP. The purpose of the evaluation is to answer the question, "If communities use the strategic prevention framework process, can they get to measurable community-level outcomes?"

**Are SPF SIG grantees required to use research-based programs?**

The SPF SIG will require the implementation of evidence-based programs, practices and policies. SAMHSA is seeking to measure the impact the SPF SIG has on a community population level, so environmental strategies will be emphasized. Training will be provided on these programs, practices and policies as part of the learning community process.

**If we apply for a comprehensive grant to address more than one issue, for instance substance abuse and nutrition, should we indicate what percentage of the time and funding is allotted to which issue?**

Yes, if part of your plan addresses SAMHSA Strategic Prevention Framework State Incentive Grant (SPF SIG) priorities and is funded through the SPF SIG, the state needs to ensure that the proper federal requirements are met regarding fiscal and program monitoring. As a result, applicants will be asked to submit separate budget sheets and budget narratives for the portion of their plan that relates to substance abuse prevention.

**If SAMSHA is delayed in reviewing VT's plan that will be submitted on March 1, will there be a delay in getting funds to grantees that have a substance abuse component or can VDH grant those dollars prior to SAMSHA's blessing?**

SPF SIG community grants cannot be issued prior to SAMHSA's express approval of Vermont's plan. The Department of Health has been communicating with SAMHSA about the CHAMPPS legislation, and SAMHSA has agreed to work with us. The Department of Health is also expediting its planning process.

**Will CHAMPPS fund the cost of a Student Assistance Program Counselor?**

No. There is separate funding source for Student Assistance Program Counselor salaries, so CHAMPPS will not cover those costs.

**Nutrition and Physical Activity**

**Appendix K talks about Fit & Healthy grant. Is that \$50,000 just going to be for one grant statewide? Is it for implementation and capacity building or just one of these?**

It is possible that more than one application will be funded for nutrition and/or physical activity interventions. However, one capacity building application will be awarded through the \$50,000 available from the federal grant.

**The \$50,000 listed for nutrition and physical education; is there more available for those initiatives, or should we only apply for that much?**

There is more available. \$50,000 is what's available through the federal grant with its own monitoring requirements. Applicants should apply for the amount needed up to the stated limit amounts in the RFP.

### **Workplan and Evaluation**

**Do we have to limit our objectives to a 1-year grant period, or could we have objectives that are over the 3 year time frame?**

Both short-term and long-term objectives may be included in the workplan. The workplan must include objectives specifically for the one year grant period.

**Should evaluation activities in a capacity-building grant be based on one year of capacity building, or the possible three year implementation activities?**

This proposal should include the plan for evaluating this year's activities – in this case, the one year capacity building activities.

### **Allowable Expenses and Budgeting**

**What are in-kind donations?**

Non-cash contributions such as space, telephone service, staff time.

**If we apply for a comprehensive grant with more than one issue, for instance, substance abuse and wellness, do we have to indicate what percentage of the time and funding is allotted to which issue?**

If one of the issues to be addressed includes substance abuse, then you must submit a separate budget for the substance abuse portion of your activities. If you are including multiple issues that do not include substance abuse, only one budget is required.

**If an applicant proposes a comprehensive program including substance abuse, does their budget have to reflect the funding source breakdown (i.e., 50% substance abuse initiative, 50% other topic area)?**

No; there is no prescribed formula for the percentage of effort/funds dedicated to each focus area.

**Do we have to submit a 3-year budget?**

No. You are only required to submit a budget for one year.

**Are consultant fees an allowable expense for grant funds?**

Yes.

**Will this funding cover the salary for a resource officer who would serve in a number of geographic areas in conjunction with other prevention programs?**

Yes, salaries are an allowable expense. As long as this was part of a larger initiative/plan that meets the other requirements of the RFP, this would be allowed.

**Is playground construction an allowable expense?**

No. This is considered a capital expenditure, which is not allowed.

**What is a capital expense?**

Expenses related to construction.

**Is conducting a needs assessment an eligible expense?**

Yes.

**Is equipment an eligible expense?**

Yes.

**Will the funding be disbursed up front as one payment or quarterly with receipts?**

Funding will be disbursed up front as one payment due to the requirement for VDH to get the funds paid out before the end of our fiscal year (June 30).

**Funding and Award Decisions**

**Do you have any idea on how many of each category of grants you will fund?**

No. This will be determined by the quantity and quality of proposals received.

**Will programs addressing broad issues across the lifespan be scored more favorably?**

Yes, applications that address issues across the lifespan with a comprehensive approach will score more favorably.

**Will there be a preference for proposals that address one issue or for proposals that address multiple issues?**

The more comprehensive the proposal, the more favorably it will be scored.

**If I wanted to focus on lead poisoning prevention, would my application be scored less favorably because of this topic?**

The topic itself does not determine how favorably it will be scored. Areas of focus should be based on the needs and priorities of the community.

**Will there be given more consideration to an application that has used the data in Appendix F?**

Only to the extent to which it affects the proposal narrative and/or other scored pieces of the application. The data were provided as a resource to applicants to use as they wish.

**Is there a mandated, prescribed funding amount for each area of the state?**

No. Funding decisions will be made based upon the quantity and quality of applications received.

**Future Funding**

**Will the CHAMPPS money be offered for new applicants next year?**

Yes, contingent upon continued funding by the legislature.

**Is it possible an organization will be funded for more than three years?**

Possible, but we cannot guarantee this given uncertainty of funding and applications received in future years. Applicants should not count on funding beyond three years and should articulate a plan for sustainability of activities after three years.

**Will this year's capacity-building grants be considered for next year's implementation grants?**

Yes, contingent upon continued funding by the legislature.

**Will there be an opportunity to apply for implementation grants next year?**

Yes, contingent upon continued funding by the legislature.