# substance use prevention treatment recovery services (SUPTRS) application

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| I. Applicant Information  |
| Organization Name: |  |
| Employer Identification Number (EIN): |  |
| State of Nevada Vendor ID # (if applicable): |  |
| Unique Entity Identifier (UEI): |  |
| Primary Contact: |  |
| Project Title: |  |
| Email Address: |  |
| Phone Number: |  |
| Mailing Address: |  |

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| II. Funding Opportunity Overview  |
| Funding Agency: | This SUPTRS funding opportunity is made possible by the Substance Use Prevention Treatment Recovery Services (SUPTRS) Block Grant award from the Substance Abuse and Mental Health Services Administration (SAMHSA) to the State of Nevada and the State of Nevada General Funds. The State General Funds support the SUPTRS Block Grant through a Maintenance of Effort. The SUPTRS program is administered by the Nevada Department of Health and Human Services (DHHS), Division of Public and Behavioral Health (DPBH), Bureau of Behavioral Health, Wellness and Prevention (BBHWP).  |
| **Award and Budget Periods:** |

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| SUPTRS Block Grant Award Period:October 1, 2025- September 30, 2027.Budget Period #1: October 1, 2025 - September 30, 2026.Budget Period #2: October 1, 2026 - September 30, 2027. | State General Funds Award Period:January 1, 2026 – June 30, 2027.Budget Period #1: January 1, 2026 – June 30, 2026.Budget Period #2: July 1, 2026 – June 30, 2027. |

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| **Budget Information:** | Please use the budget template provided on the SUPTRS RFA Announcement page. Budgets are only issued for one period at a time, as funds are available. |
| **Background:** | The Substance Use Prevention Treatment Recovery Services (SUPTRS) section of the Bureau of Behavioral Health Wellness and Prevention (BBHWP) is funded by the SUPTRS Block Grant and Nevada State General Funds. The SUBG is provided through the Substance Abuse and Mental Health Services Administration (SAMHSA). SUPTRS Block Grant provides funding for Substance Use Prevention Treatment Recovery Services (SUPTRS). It is available to all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and 6 Pacific jurisdictions.   SUPTRS funding has a core objective to support grantees in carrying out substance use prevention, treatment, recovery services. The SUPTRS Block Grant is authorized by Title 45 of the Code of Federal Regulations Part 96 Subpart L (45 CFR § 96.120 to 45 CFR § 96.137). SUPTRS Block Grant funds can be used for both new and innovative programs or be used to maintain current programs. The SUPTRS Block Grant programs will run on federal fiscal year from October 1, 2025, to September 30, 2026.The State of Nevada General Funds help support the SUPTRS Block Grant through a Maintenance of Effort. The State General Funds that are used to provide the Maintenance of Effort for SUPTRS must be aligned with the State Fiscal Year. State General Funds will start January 1, 2026, and run until June 30, 2026. By utilizing the latest SUPTRS funding, the State of Nevada DHHS DPBH BBHWP is seeking applications from community stakeholders to support the state’s efforts to provide substance use prevention treatment recovery services to Nevadans, including the innovative programs, maintenance of programs, and services that fill service gaps. |

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| III. Letter of Interest  |
| Entities interested in applying for funding are asked to submit a short Letter of Interest (LOI) to the Substance Use Prevention Treatment Recovery Services (SUPTRS) Program before submitting the full application. The LOI should include the following: * Name of Organization
* Contact Information
* Identify which funding priorities (target populations and programs) your project addresses
* Project Period Dates
* Estimated Funding Request

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| **Submission Deadline for LOI:** | May 15, 2025. at 11:59 PM PST. |
| **LOI Submission Method:**  | Submissions of the Letter of Interest is electronically at [Smartsheets LOI Form](https://app.smartsheet.com/b/form/51f8e3390bd0490fb82a2323771df503) by May 15, 2025. at 11:59 PM PST.Letters of interest (LOI) are encouraged but not mandatory but will assist the Substance Use Prevention Treatment Recovery Services (SUPTRS) Program to anticipate application volume. |

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| IV. Project Overview  |
| What application type are you applying for? (Select only one per an application\*)\*Each type must be a separate application. |
| What geographical area of Nevada will the program serve\*\*?[ ]  Nevada – Statewide.[ ]  Carson City[ ]  Churchill County[ ]  Clark County[ ]  Douglas County[ ]  Elko County[ ]  Esmeralda County[ ]  Eureka County[ ]  Humboldt County[ ]  Lander County[ ]  Lincoln County[ ]  Lyon County[ ]  Mineral County[ ]  Nye County[ ]  Pershing County[ ]  Storey County[ ]  Washoe County[ ]  White Pine County\*\* Must check at least one box. |
| Project Summary: | Provide a brief summary of your project, including the main objectives, target population, and key activities (200-300 words).  |
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| **Project Period Start and End Date:** | Please use the Award and Budget Periods outlined above to provide your project’s timeline (200-300 words).  |
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| ***V. Project Description***  |
| Statement of Need:  | Include specific data and evidence that demonstrate the need for your project, focusing on populations of need (500-700 words). All data sources must be cited. |
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| **Project Goals and Objectives:** | List the specific goals and objectives of the project using the SMART (Specific, Measurable, Achievable, Realistic, Time-bound) framework by completing the Scope Template document required (300-500 words).  |
| **Link each SMART Goal to a Strategic Plan Objective** | Each SMART Goal must tie to a **Strategic Plan Objective Priority Area**. What objective of the Strategic Plan is the SMART goal meeting?[ ]  Integrating Primary Care.[ ]  Addressing Transportation Gaps. [ ]  Increasing Access to Treatment with Mobile Units. [ ]  Expanding Substance Use Prevention Programming in Nevada Schools. [ ]  Enhancing Peer Workforce Pipelines and Utilization. [ ]  Enhancing Recovery Friendly Supports for Employment.[ ]  Enhancing Homelessness outreach and programming.[ ]  Addressing Alcohol Use.[ ]  Enhancing Harm Reduction Strategies. Each application must address this in one of the goals.[ ]  Promoting and Disseminating of Standardized State Anti-Stigma Campaign. Each application must address this in one of the goals. |
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| **Proposed Activities:** | Applicants may propose a range of activities related to substance use prevention, treatment, recovery services. Please use Strategic Plan Priorities as listed above, to propose project activities (500-700 words). These activities must align with the application type. |
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| **Evidence-Based Practices (EBPs)** | Describe the evidence-based practices and best practices that will be used in your project. If applicable, explain any modifications to EBPs and justify the need for such modifications. Explain the use of any assessments and outcome measures that will be used to determine project effectiveness. (500-700 words).Resource: [SAMHSA Evidence-Based Practices Resource Center](https://www.samhsa.gov/resource-search/ebp?rc%5B0%5D=resource_center%3A20274)This resource center provides comprehensive guides on EBPs specifically focused on addressing mental health conditions. Applicants are encouraged to consult these guides to ensure their proposed activities align with the latest research and best practices in the field. |
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| **Target Population:** | Specify the primary and any secondary populations that your project will serve (200-300 words).  |
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| **Project Timeline:** | Provide a detailed timeline of your project, including key milestones and deliverables (100-200 words). |
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| ***VI. Organizational Capacity***   |
| Organization Description:  | Provide an overview of your organization, including its history, mission, and experience in addressing substance use prevention, treatment, and recovery services issues and gaps (250-400 words).  |
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| **Staffing and Partnerships:** | Describe the key staff who will be involved in the project, their qualifications, and their roles. Include information on any partnerships and how these relationships will enhance project outcomes (300-500 words). |
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| **Previous Experience:**  | Highlight previous projects similar in scope and complexity to the proposed project. Include any successes and lessons learned (300-500 words) |
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| ***VII. Budget and Budget Justification***  |
| **Budget Summary:** | Complete the Budget Template. This document will outline the major categories of expenses (e.g., Personnel, Travel, Supplies, Equipment, Contractual, Other Direct Costs, Indirect Costs). The budget should align with the Award and Budget Periods outlined above. Budget negotiations will occur, if application is chosen for funding. Budget negotiations will help ensure all costs are appropriate and necessary. |
| **Funding Acknowledgement Form** | Applicants are required to submit a funding acknowledgement form as part of their application. The funding acknowledgement form should visually represent all current and anticipated sources of funding for the project, including federal, state, local, and private funds. The funding acknowledgement form should clearly indicate how the funds will be used in conjunction with other funding sources, ensuring that there is no overlap that could lead to supplanting\*\*\*.  The funding acknowledge form should include: * **Source of each funding stream** (e.g., federal grant, state budget, private donations)
* **Amount of funding from each source**
* **Duration of each funding stream**
* **Specific project activities or costs covered by each funding stream**

The funding acknowledgement form will help reviewers understand the full financial landscape of the project and ensure compliance with federal funding requirements. **\*\*\*Note:** The use of SUPTRS funds to supplant existing state or local funds is strictly prohibited. **Supplanting** refers to the practice of using federal funds to replace state, local, or institutional funds that would otherwise have been spent on the same purpose. For example: If your organization currently funds a prevention program with local or state funds and then shifts to using SUPTRS funds to cover those same program costs without maintaining the original funding, this would be considered supplanting. Instead, SUPTRS funds should be used to expand the program, such as increasing the number of services to new populations. The key principle is that SUPTRS funds should **supplement** existing programs or services, thereby expanding their scope, reach, or effectiveness, rather than replacing the funds that are already allocated for those purposes. Any shifts in funding must demonstrate that SUPTRS funds are being used to add value, not simply to free up state or local resources for other uses.   |
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| ***VIII. Data Collection and Performance Measurement***   |
| **Data Collection Plan:** | Describe the methods and tools that will be used to collect data on project activities and outcomes. Include information on how data will be used to monitor progress. (250-400 words) |
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| **Performance Measurement:** | Detail performance metrics that will be used to evaluate the success of the project. Explain how these metrics align with the project’s goals and objectives (250-400 words). |
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| **Quality Improvement:** | Outline the processes that will be in place to ensure continuous quality improvement throughout the project (200-350 words). |
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| ***IX. Sustainability Plan***   |
| **Sustainability Strategy:** | Describe your plan for sustaining the project’s activities and impacts beyond the grant period. Include potential funding sources, community partnerships, and capacity-building efforts (250-400 words). |
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| ***X. Required Attachments (please label as indicated below)***   |
| * Attachment #1: NV SUPTRS RFA Application (required)
* Attachment #2: Scope Template (required) **(2 points)**
* Attachment #3: Budget Template (required) **(2 points)**
* Attachment #4: Funding Acknowledgement Form (required) **(2 points)**
* Attachment #5: Resumes of Key Personnel (required) **(2 points)**
* Attachment #6: Organizational Chart (required) **(2 points)**
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| ***XI. Submission Information***   |
| **Submission Deadline:** | May 31, 2025, at 11:59 PM PST.  |
| **Submission Method:** | Applications must be submitted electronically via [Smartsheets Application Form](https://app.smartsheet.com/b/form/48b47c3db2bd4704bd73e876da0ecd3b) by May 31, 2025 at 11:59 PM PST.Late applications are not guaranteed funding during this budget period. However, they may be considered for inclusion in an application pool for potential funding opportunities later; subject to the availability of funds and the priorities of the program. |
| **Contact Information:** | For any questions regarding this application, please submit your question to [**FAQ**](https://app.smartsheet.com/b/form/8541d3f5490a40b6b147a577a737508c)**.** |

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| ***XII. Scoring Rubric***   |
| **Project Overview** **(20 points)** | * **Clarity and Conciseness (5 points):** Is the project summary clear, concise, and well-articulated? Does it include the main objectives, target population, and key activities?
* **Alignment with SUPTRS Goals in Strategic Plan (5 points):** Does the project align with the overall goals of the SUPTRS program, particularly in providing needed, quality substance use prevention treatment recovery services to Nevadans?
* **Attachment #1: NV SUPTRS RFA Application (required & complete)**
* **Attachment #2: Scope Template (required) (2 points)**
* **Attachment #3: Budget Template (required) (2 points)**
* **Attachment #4: Funding Acknowledgement Form (required) (2 points)**
* **Attachment #5: Resumes of Key Personnel (required) (2 points)**
* **Attachment #6: Organizational Chart (required) (2 points)**
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| **Statement of Need** **(10 points)** | * **Data-Driven Justification (10 points):** Does the statement of need effectively use data and evidence to demonstrate the urgency and significance of the problem? Is there a clear focus on statement of need and demographic characteristics of the population of focus?
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| **Project Goals and Objectives** **(15 points)** | * **SMART Criteria (15 points):** Are the project goals and objectives Specific, Measurable, Achievable, Realistic, and Time-bound (SMART)? Are they directly related to addressing the needs identified in the Strategic Plan? All SMART goals must clearly align with BBHWP priority areas, as identified in the Strategic Plan.
* Each Goal must tie back into a Priority Area Strategy from the Strategic Plan. There are 2 required strategies that must be somewhere in the application: Harm Reduction and Anti-Stigma. Points may be deducted if not included.
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| **Proposed Activities (10 points)** | * **Comprehensiveness and Relevance (5 points):** Are the proposed activities comprehensive and relevant to the needs identified? Do they effectively address substance use prevention treatment recovery needs and services to be delivered?
* **Evidence-Based Practices (5 points):** Does the project propose the use of evidence-based practices? Are any modifications to these practices well-justified?
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| **Organizational Capacity** **(10 points)** | * **Experience and Expertise (5 points):** Does the organization have a strong history and experience in addressing similar public and behavioral health issues, particularly delivering substance use prevention treatment recovery services to Nevadans? Does the organization have at least two years of experience providing relevant services?
* **Staffing and Partnerships (5 points):** Are key staff well-qualified? Does the application include meaningful partnerships that enhance the likelihood of project success?
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| **Budget and Budget Justification** **(15 points)** | * **Budget Alignment (10 points):** Is the budget reasonable and well-aligned with the proposed activities and objectives? Does it avoid supplanting existing funds?
* **Funding Acknowledgement Form (5 points):** Does the funding acknowledgement form clearly illustrate the financial landscape of the project? Is there a clear demonstration that SUPTRS funds will supplement rather than replace existing resources?
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| **Data Collection and Performance Measurement** **(10 points)** | * **Data Collection Plan (5 points):** Is there a clear and feasible plan for data collection? Are the methods and tools appropriate for monitoring project activities and outcomes?
* **Performance Metrics (5 points):** Are the performance metrics well-defined and aligned with the project’s goals and objectives? Is there a process for continuous quality improvement?
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| **Sustainability Plan****(10 points)** | * **Sustainability Strategy (10 points):** Does the applicant provide a realistic and well-thought-out plan for sustaining the project’s activities and impacts beyond the grant period? Are potential funding sources and community partnerships identified?
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| **Total: 100 points** |
| *This rubric ensures that applications are evaluated based on their alignment with the SUPTRS program's goals, the quality of the proposed interventions, organizational capacity, and the likelihood of sustaining the project’s impact over time.* |