

CPEI Funding Announcement Q and A Document

The purpose of this document is to provide a list of questions and answers related to the CPEI MiniGrant Funding Announcement. If you have a question that you do not see on this document, please email Bonnie Holladay at bonnie.holladay@state.co.us. Please include the subject line: Mini Grants Question. Please be advised that your question and the provided answer will be posted on the Q and A website, with your name and contact information redacted. Questions and answers will be posted here on an ongoing basis until the application deadline of December 18, 2024.

We recommend that potential applicants watch the recorded webinar that is posted on the funding page as well. This webinar provides information on the program and several questions were asked during the webinar that might be useful to applicants.

As a reminder, This funding is specific to primary prevention, which SAMHSA defines as services or activities for people prior to onset of a diagnosis or who are not in need of treatment. These funds cannot be used for treatment or recovery purposes.

Please note that all of these answers are guidance only and awards are determined by a review committee.

Topic: Are Universities Eligible to Apply

Question: Are Public Universities and Colleges Eligible to Apply?

Answer: Yes, they can apply as a school.

Topic: Amount of Applications per Organization

Question: Is the mini-grant limited to one per school or one per district?

Answer: There is no number of applications an eligible applicant can submit, though all submissions must be for unique efforts. While it is allowable to submit an application for the same effort at different sites, this will be viewed as multiple submissions from the same entity. CPEI will apply equity considerations (e.g., population served, need of effort) when determining whether multiple mini-grants are awarded to one entity.

Topic: Applying under a Fiscal Agent

Question: I do not have an IRS tax exemption as a 501(c)(3). Can I apply for the mini grant under my fiscal agent name with an established 501(c)(3)?

Answer: Yes, apply under the name of your fiscal agent. For example: (insert fiscal agent name) for (insert applicant name)

Topic: Reimbursement

Question: I was hoping to ask a question about the reimbursement for this grant. Am I understanding correctly that the awarded organization will only submit one invoice at the end of the grant term/completion of their project for the totality of the expenses incurred? And if so then payment would be issued after that time?

Answer: That is correct, awardees will submit one invoice at the completion of their project/at the end of the grant (June 30, 2025.) Payment will be issued after the invoice has been received and approved.

Topic: Financial Risk Assessment Questionnaire

Question: It says to be prepared to answer a Risk Assessment Survey if our program is chosen. But then in the application it states to fill it out now. Which is correct?

Answer: My apologies for the confusing language, the website will be updated for clarity and accuracy. Each applicant will need to complete a Financial Risk Assessment Questionnaire in conjunction with their application. A link to the form can be found in the application form. Additionally, in the [Exhibit](#) folder linked at the bottom of the funding page there is a reference folder that provides guidance on the FRAQ.

Question: If we need to fill out the Risk Assessment form, it says we can find more information on GAAP (Generally Accepted Accounting Principles) in the FAQ section of the description. Could you point me to this information.

Answer: The FRAQ has its own [FAQ](#) guidance document. It has information on the topics that the FRAQ covers, including GAAP (Generally Accepted Accounting Principles.)

Question: I am having a hard time using the electronic version of the FRAQ, is there another option?

Answer: Yes. In the Exhibits folder, you can download a PDF version of the Financial Risk Assessment Questionnaire (FRAQ). Once it is complete please send it to cdphe_psd_compliance@state.co.us, and please note that it is for the CPEI Mini Grant Program.

Question: Could you give me a description of what this requirement is asking: "RFA #, contract number, CDPHE program, or CDPHE contact name for which questionnaire is being submitted"?

Answer: If you are referring to the FRAQ (Financial Risk Assessment Questionnaire) please put "CPEI MiniGrants" in the field that asks for RFA#, contract #, CDPHE program or CDPHE contact name.

Topic: Individual Technical Assistance on Applications.

Question: I would love to touch base with you to hear your perspective on our proposed project to make sure it's a good fit for this application. Are you available for a brief phone call sometime next week?

Answer: To ensure a fair and equitable application process, we are not offering individual technical assistance. However, we encourage you to review our question-and-answer document for guidance. If you have specific questions, feel free to email us. Identifying information will be removed from your question, and it, along with the answer, will be posted in the Q and A document.

Question: I have attached a one page document describing our organization to this email, could you please review?

Answer: To keep this application process fair for everyone, we can only review information that is submitted as part of the application that is linked on the [funding announcement page](#). Please reach out if you have any specific questions. We will redact identifying information from the question and post it along with the answer on the [Q and A document](#).

Topic: Priority Populations

Question: Under question 6, can you define what you mean by "predominantly" serving a priority population?

Answer: By "predominantly" we mean that either the majority (more than 50%) of the funded activities and services are specifically designed to benefit the selected population or the majority of the individuals served through your program identify as being part of the priority population. Please be advised that this guidance is advisory, and all final decisions on funding eligibility and awards are determined by the review committee.

Topic: Funds "Cannot Duplicate Existing Work."

Question: The CPEI mini grant application states that we "cannot duplicate existing work." Does this mean we cannot apply with a program that has already been done before in the past? Can we apply for a program that is currently on-going?

Answer: If there are programs or efforts that are already in place, proposals need to demonstrate that work is separate from or builds upon/adds to what is already in place. For instance, if you are currently implementing workshops in your community, implementing workshops for a different population by providing materials in a second language or hiring interpreters would be building upon or adding to existing efforts, and it would be allowable. Supplanting existing funds and efforts without increasing reach, capacity, or impact would not be allowed.

Topic: Requirements

Question: Is it possible to view the mini grant contract language before applying?

Answer: Since these grants are set up via straight pay agreements, there is not a contract that is put in place. To understand the funding restrictions and requirements, please consult the funding page. The application also lists the funding restrictions and requirements, and asks applicants to provide an attestation that they have read and agree to follow if they are awarded.

Question: Are we required to register with eRa Commons or grants.gov as part of this application?

Answer: No, that is not a requirement.

Topic: Community Learning

Question: I am writing about question 9 on the grant application. Our project fits into both C and E. Which strategy should I mark? The proposed program is :

Community Learning. A series of classes that leads staff, parents and community members in learning about how to be a trusted adult with strategies and content. 6 weeks of classes (one per week) with Childcare and Meal provided. Interview community members beforehand to assess needs and content for classes. It will be a paid internship opportunity for staff and include paid time to implement lessons into care and report back with questions.

Answer: From the information provided, it sounds like these are community workshops that would fit under C. Community Engagement Activities. Please remember that all activities and services must be completed by June 30, 2025 and that all funds must be spent by this date as well. If the timeline is a concern, you could focus solely on the interviews and assessment activities you mentioned. (These would fall under Option B). Please be advised that this

guidance is advisory, and all final decisions on funding eligibility and awards are determined by the review committee.

Topic: Allowable Use of Funds

Suptopic: Funds for Furniture and Games

Question: I have a school that wants to engage youth to design a safe space at the HS to encourage students to spend time more time at school engaging in pro-social activities. We've already done some student workshops and surveys. They want a place to "hang out" and play games (ping pong, cards, video games), study together, and do homework where they have good wifi, good lighting and have trusted adults nearby so they feel safe and supported. We're thinking \$7,000-\$10,000 won't go very far but it could get us started with some tables and chairs, games, etc. if that would be an allowable use of the funds. I know this is a long question, so I'll paraphrase for the Q&A document as follows:

Would student-led design (Youth Engagement Strategies) and outfitting of a safe space at the HS for playing games, studying and socializing (purchase tables, chairs, games) be an allowable use of funds?

Answer:

It is very exciting that you are engaging in youth-led design, and that you have done workshops and surveys. Unfortunately, some of the items that you listed (ping pong tables, games) would be unallowable because they are considered entertainment items. To make sure your application is competitive, I would think about other ways this program could support your work. I saw that you listed connection to a trusted adult as part of the vision for your project. Through the Capacity Building to Engage Youth strategy you could request funds to put on positive youth development trainings, trusted adults training, or any other professional development that might help feel the supervising professional more prepared to be in their role. You could also provide stipends for the adults that are providing supervision. Through the Community Engagement strategy, you could ask for funds to host listening sessions or community meetings between youth and leaders in your community so that the community leaders can learn more about the priorities the youth have identified. Funds could be used to publicize these events, provide refreshments, to hire a facilitator, or even to send your youth through facilitation or public speaker training so they could host their own listening sessions or townhalls.

For the portion of the question that asks about furniture and furnishings: as the overall purpose of the grant is to build capacity on the community level, I would recommend

proposing activities and services that are aligned with some of the ideas listed above rather than solely requesting physical resources such as furniture and furnishings.

Subtopic: Costs Associated with Teens Participating in School Related Activities

Question: Would it be applicable to use funds to reduce costs associated with teens participating in school related activities? For example, subsidizing costs associated with necessary equipment or reducing out of pocket expenses for off-season camps/ training for high school teams? The goal through these efforts would be to make these resources more accessible and therefore create more equitable opportunities for teens to participate thus increasing peer connectedness and access to trusted adults.

Answer: Your stated goal of reducing costs to make activities more accessible ties into both health equity and protective factors. However, given that this is a one-time, short-term funding opportunity, a more impactful approach might be to engage the community, including youth in the community, in assessing the long-term needs and barriers to participation. By involving youth and community members in strategic planning, this could help identify sustainable solutions that address systemic inequities and create lasting opportunities for more youth engagement.

Alternatively, you could work with the schools or other youth serving organizations to use these funds for a one-time expansion or to build capacity, helping them offer more equitable access to extracurricular activities in the future. This way, you address the immediate barriers while also fostering a more inclusive environment for long-term success. For more ideas and guidance, also see the answer provided under the “furniture and games” sub-category.

Subtopic: Training for Staff who are Engaging with Community Members Using Substances

Question: We would like to understand if this grant could support our Community Connection staff in attending training on evidence-based programs to enhance their capacity in engaging with community members who may be using substances in addition to using the grant to acquire the necessary trainings. This training would be instrumental in helping our team provide more impactful, informed support to our community.

Answer: Thank you for your question. It sounds like you intend to serve people who are currently using substances or are seeking treatment. This funding is specific to primary prevention, which SAMHSA defines as services or activities for people prior to onset of

a diagnosis or who are not in need of treatment. If you are serving people who might be in need of treatment services, this opportunity probably won't be the best fit because we cannot fund treatment related services.

Suptopic: Community Gardens and Staff Time

Question: Can these funds be used for any of the following:

- increasing access to HEAL (health eating, active living) through gardening program at our organization - funding repairs and improvements to the community garden where folks have access to HEAL (and where a local therapy center holds agrotherapy groups - which is a known mental health strategy for mitigating and managing addiction, but the group's content can't be disclosed and isn't solely addiction)
- funding for family-centered and youth-focused agricultural classes - payment for educators, supplies for classes (trusted adult, safe space, youth development)

Answer: For the first option, please be advised that these funds cannot be used for capital expenses: the purchase of land, construction, or major renovations. If the community garden is in need of extensive repairs and improvements, this funding may not be the best fit. Additionally, given the program's focus on managing addiction, it seems like the referenced program falls outside of primary prevention.

For the second option, staff time and supplies for classes are allowable. If you are currently using a curriculum, I recommend naming the curriculum, the evidence behind it, and its outcomes in your application. Please keep in mind that this is a short time frame (funds must be spent by June 30,) and these funds cannot duplicate existing efforts (there is a section above with helpful language on this topic.)

Subtopic: Staff Time

Question: We are looking at using the funds if awarded, towards support for staff salary with lived experience. This would be a new mentor hire in the new year and they would focus on capacity building to engage youth, peer connectedness, safe spaces and other indicators on the grant strategies and priority points. Can this grant be used towards salary?

Answer: Yes, Funds can be used for staff salary. Please keep in mind that all funds must be spent by June 30, 2025, and please reference the "cannot duplicate existing work" section for further guidance.

Subtopic: Teen Job Opportunities and Mentorships

Question: Are you looking and open to funding teen summer jobs and internships with a clearly defined mentorship program or are you very specifically looking for substance abuse prevention focused work?

Answer: Mentorship programs and opportunities for positive youth development tie into multiple protective factors, including connection to a trusted adult. These could be fundable activities. However, please ensure that your planned activities would occur prior to June 30, as that is the funding deadline, and that it would not duplicate existing efforts. Additionally, please remember that proposed work cannot duplicate existing efforts and must add value to anything that is already in place.

Question: I believe our summer internships are most aligned with Outcome #5, Increasing protective factors, such as community/school/peer connectedness. And the strategy we would choose is Capacity Building to Engage Youth through providing positive youth development training.

Answer: That sounds like a good fit, and please know that applications will be evaluated based on overall fit and soundness of the idea. Meaning, if an applicant applies under one strategy, but we see the work tying to another listed strategy, it does not affect the overall score.

Subtopic: Coalition Work

Question: Would a housing coalition working on transitioning folks out of homelessness in a poor rural community be applicable for this fund? Not all of our unhoused are struggling with SUD but they're all certainly experiencing health inequities. We hope to start strategic planning in January 2025 and currently are all volunteer-based so some planning dollars would be excellent. We hope to start strategic planning in January 2025 and currently are all volunteer-based so some planning dollars would be excellent.

Answer: Yes, a housing coalition working on transitioning folks out of homelessness would be eligible to apply as this addresses a risk factor for substance misuse/abuse/disorders. It is important to note that these are primary prevention funds. They are not allowed to be used for treatment but can be used to address health inequities specific to this population, including for planning purposes.

Suptopic: Professional Development and Social Norming

Question: We were hoping to choose the Capacity Building to Implement Evidence-based Programs, Policies and Strategies. Within this we were hoping to ask

for funding to send staff to a social norming training. Would this be an allowable expense within this grant opportunity?

Answer: Yes, since the Montana Institute teaches about social norming, an evidence-based strategy, this would fit. Also, as the language in the funding restrictions section states: 7. While funds can be used for individual-level professional development and skills building, applications must explain how the proposed activity would benefit the served community as a whole.

Suptopic: Photovoice

Question: We've been wanting to do a photovoice project for youth engagement in our community where we would give cameras to youth and have them go around their community and document their community's perceived assets and barriers. We would develop all the pictures, have them choose their best pictures and present as a gallery style poster with narrative narrating why they see what they took pictures of as assets and barriers and what they would like to do about it; how they would like to organize and mobilize around the opportunity or issues. This is a process that engages youth and gives them voice to express their views in the physical and environmental state of their community and brings them together to form solutions. Please let me know if this is something that the mini grant could fund. Another idea that I have is a food distribution event with youth engagement activities.

Answer: Yes, the photovoice project could fit under either the community engagement or the community assessment strategy. A food distribution event with youth engagement activities could fit under community engagement.

Subtopic: One Time Presentations on the Dangers of Substances

Question: I would like to educate groups on the dangers of the new THC using power point presentations. I would like to present this information in Spanish to parents. We would also do a Spanish language presentation at another center. Finally, we would do a presentation (English) for staff and participants at another program. This presentation is already scheduled for the 2nd week in February. This program is not on the CPEI list of approved evidence-based education programs from primary prevention. Can I still apply for this grant using this information?

Answer: Thank you for your interest in this program. This program would not be able to be funded through this program for a few reasons. As you mentioned, it is not on our list, and the prevention field has found that one-time presentations that aim to educate youth on the dangers of substances do not have long-term efficacy. Such presentations are now considered a contra-indicated practice. If you reference the restrictions for this project, contra-indicated practices are on the list. Additionally, if you are requesting

funds for a program that is already scheduled that could be considered a duplication of services. Please see the topic “duplication of services” for more information. Please be advised that this guidance is advisory, and all final decisions on funding eligibility and awards are determined by the review committee.

Suptopic: Incentives for Surveys

Question: From March to May, we collaborate with teachers, parents, and students to complete surveys that help inform our program outcomes. This is a significant undertaking each year. We would like to explore the possibility of using this opportunity to provide incentives for those involved—teachers, parents, and students. Last year alone, we had 561 students, 354 parents, and 894 teachers participate in these surveys, with over 800 students receiving Botvin lessons.

Our second proposal focuses on our budget constraints this year. The grant funding could enable us to offer an additional week of programming for our students during the spring semester.

Could you please advise if either of these proposals would qualify for grant funding?.

Answer: For the first idea (offering incentives to people participating in an existing survey effort), you might consider enhancing the effort by incorporating additional community engagement strategies, such as listening sessions or focus groups, to accompany the existing survey efforts. Submitting a proposal focused solely on providing incentives to participants for an existing effort without demonstrating how it expands or builds on the current activities would likely not align with the program’s goals and could be viewed as a duplication of efforts.

For the second idea of expanding the program by a year, it could fall under the “other” category. Please be advised that this guidance is advisory, and all final decisions on funding eligibility and awards are determined by the review committee.

Suptopic: One-Time Award

Question: I saw on the announcement that this is a “one time award.” I wanted to confirm if we are allowed to use it for multiple items that support a single objective?

Answer: Yes, you are allowed to use the award for multiple items and may request multiple items on your application.

Subtopic: Food

Question: Are we allowed to purchase food and beverages with these funds?

Answer: Yes, as long as the purpose of the food is to increase community engagement and/or break barriers to community engagement, the purchase of food and non-alcoholic beverages is allowable.

Suptopic: Motivational Speaker

Question: Can we apply to have a motivational speaker come to our organization?

Answer: One-time speaking events, such as motivational speakers, have been shown to have little long-term efficacy in terms of changing attitudes, values, and behavior. As such, these could be considered a contraindicated practice, which is on the restrictions list. Instead, think about existing skills-building workshops or trainings with facilitators that might benefit your community. Please be advised that this guidance is advisory, and all final decisions on funding eligibility and awards are determined by the review committee.

Topic: Positive Youth Development and Trusted Adult Training

Question: Can you provide any sources for providing positive youth development training or trusted adult training programs?

Answer: Positive Youth Development is a framework promoted in Colorado, if you google “Positive Youth Development and Colorado” many resources will come up. For trusted adult training, this could include any type of training that could help an adult feel prepared to work and interact with youth, such as motivational interviewing, training on how to be an ally for LGBTQ youth, classroom management training, youth mental health first aid, or even regular first aid and CPR.

Topic: Age Range for youth

Question: Is there an age range to consider for youth-focused projects? What is the maximum age you would consider "youth" participants? Thank you for your help!

Answer: We include transition-age youth and young adults in our range, so up to 25.

