

Sample Federal Grant Evaluation Requirements

Substance Abuse and Mental Health Services Administration Drug-Free Communities (DFC) Support Program-New

Funding Opportunity Announcement (FOA) No. SP-18-002

- A. Describe the unique local conditions that contribute to problems, such as environmental conditions and/or policies and practices, community norms, geographic variables or economic conditions.
- B. Describe your coalition's community assessment efforts. Information should include data used to identify substance use problems in your area as well as specific issues that contribute to youth substance use.
- C. Provide current data and discuss how youth substance use has contributed to problems among youth in the community, such as school dropout rates, school suspensions, juvenile court data, Emergency Room admissions, or treatment admission data.
- D. Using needs assessment data, provide current quantitative (statistical survey data) and qualitative data (focus groups, town hall meetings, informal surveys) on youth substance use for alcohol, tobacco, marijuana, and prescription drugs for the following four measures: past 30-day use, perception of risk/harm of use, perception of parental disapproval of use, and perception of peer disapproval of use.
- E. Based on the above, describe the nature and extent of the youth substance use problems that your coalition intends to address. In your response, be as specific as possible about the two substances on which your coalition plans to focus and the demographics of the youth who are using these substances.

EVALUATING THE EFFECTIVENESS OF THE 12 – MONTH ACTION PLAN

1. **How will the coalition monitor and evaluate the effectiveness of the 12 – Month Action Plan? (20 points)**
 - A. Describe the processes that will be implemented to collect the data needed to measure the effectiveness of the 12-Month Action Plan.
 - B. Describe how the data will be analyzed and monitored to include the role of key staff and sector members in these processes.
 - C. Describe how the coalition will make a determination that modifications need to be made to the 12-Month Action Plan to more effectively achieve the goals and objectives in the 12-Month Action Plan.
 - D. Describe how the coalition plans to disseminate the data outcomes to the community and how it will ensure that all segments of the community receive the information.

From SAMHSA: Strategic Prevention Framework - Partnerships for Success (SPF-PFS)

Funding Opportunity Announcement (FOA) No. SP-19-004

Appendix E – Developing the Plan for Data Collection, Performance Assessment, and Quality Improvement

Information in this Appendix should be taken into consideration when developing a response for criteria in Section D.

Data Collection:

In describing your plan for data collection, consider addressing the following points:

- The electronic data collection software that will be used;
- How often data will be collected;
- The organizational processes that will be implemented to ensure the accurate and timely collection and input of data;
- The staff that will be responsible for collecting and recording the data;
- The data source/data collection instruments that will be used to collect the data;
- How well the data collection methods will take into consideration the language, norms and values of the population(s) of focus;
- How will the data be kept secure;
- If applicable, how will the data collection procedures ensure that confidentiality is protected and that informed consent is obtained; and
- If applicable, how data will be collected from partners, sub-awardees.

It is not necessary to provide information related to data collection and performance measurement in a table but the following samples may give you some ideas about how to display the information.

Table 1 provides an example of how information for the required performance measures could be displayed.

Table 1

Performance Measures	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis

Table 2 provides an example of how information could be displayed for the data that will be collected to measure the objectives that are included in B.1

Table 2

Objective	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis
Objective 1.a				
Objective 1.b				

Objective	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis

Data Management, Tracking, Analysis, and Reporting:

Points to consider:

Data management:

- How data will be protected, including information about who will have access to data;
- How will data be stored.

Data tracking:

- The staff member who will be responsible for tracking the performance measures and measurable objectives.

Data analysis:

- Who will be responsible for conducting the data analysis, including the role of the Evaluator;
- What data analysis methods will be used.

Data reporting:

- Who will be responsible for completing the reports;
- How will the data be reported to staff, stakeholders, SAMHSA, Advisory Board, and other relevant project partners.

Performance Assessment:

Points to consider:

- Information on how frequently performance data will be reviewed;
- How you will use this data to monitor and evaluate activities and processes and to assess the progress that has been made achieving the goals and objectives; and
- Who will be responsible for conducting the performance assessment?

Quality Improvement:

Points to consider:

- If applicable, the QI model that will be used;
- How will the QI process be used to track progress;
- The staff members who will be responsible for overseeing these processes;
- How you will implement any needed changes in project implementation and/or project management;
 - What decision-making processes will be used;
 - When and by whom will decisions be made concerning project improvement;
 - What are the thresholds for determining that changes need to be made;

- Will the Advisory Board have a role in the QI process; and
- How will the changes be communicated to staff and/or partners/sub-awardees.

**Substance Abuse and Mental Health Services Administration
Sober Truth on Preventing Underage Drinking Act Grant
(Short Title: STOP Act Grants)
(Initial Announcement)**

Funding Opportunity Announcement (FOA) No. SP-16-007

2.3 Local Performance Assessment

Recipients must periodically review the performance data they report to SAMHSA (as required above) and assess their progress and use this information to improve management of their grant projects. The assessment should be designed to help you determine whether you are achieving the goals, objectives, and outcomes you intend to achieve and whether adjustments need to be made to your project. Performance assessments should be used also to determine whether your project is having/will have the intended impact on behavioral health disparities. You will be required to report on your progress achieved, barriers encountered, and efforts to overcome these barriers in a performance assessment report to be submitted at least annually.

At a minimum, your performance assessment should include the required performance measures identified above. You may also consider outcome and process questions, such as the following:

Outcome Questions:

- What was the effect of strategies used on underage drinking rates in your area?
- What infrastructure enhancements were associated with outcomes?
- How did underage drinking rates change as a result of STOP Act funding?

As appropriate, describe how the data, including outcome data, will be analyzed by racial/ethnic group or other demographic factors to ensure that appropriate populations are being served and that disparities in services and outcomes are minimized.

Process Questions:

- How closely did implementation match the plan?
- What types of changes were made to the originally proposed plan?
- What led to the changes in the original plan?
- What effect did the changes have on the planned intervention and performance assessment?
- Who provided (program staff) what services (modality, type, intensity, duration), to whom (individual characteristics), in what context (system, community), and at what cost (facilities, personnel, dollars)?

No more than 10 percent of the total grant award may be used for data collection, performance measurement, and local performance assessment, e.g., activities required in [Sections I-2.2 and 2.3 above](#). Be sure to include these costs in your proposed budget (see Appendix II).

Section D: Data Collection and Performance Measurement (15 points)

1. Document your ability to collect and report on the required four core performance measures as specified in Section I-2.2 of this FOA.
2. Describe your specific plan for:
 - data collection,
 - management,
 - analysis, and
 - reporting of data for the population served by your infrastructure program.

The data collection plan must specify the staff person(s) responsible for tracking the measureable objectives that are identified in your response to question B1.

3. Describe your plan for conducting the local performance assessment as specified in Section 1-2.3 of this FOA and document your ability to conduct the assessment.
4. Describe the quality improvement process that will be used to track whether your performance measures and objectives are being met, and how any necessary adjustments to the implementation of the project will be made.