

SAMHSA Native Connections Program

Setting & Entering SPARS Annual Goals & Budget Estimates Checklist

Deadline to Enter: January 30, 2019

SPARS web address: <https://spars.samhsa.gov> Helpdesk: 855-322-2746

The Annual Goal Section and Budget Section on SPARS are connected. In order to get to the Budget Section, you must enter data and complete the Annual Goals Section first.

PART I. ANNUAL PERFORMANCE GOALS

The purpose of setting Annual Performance Goals is to *quantify* what you are planning to accomplish with your grant. An Annual Goal is simply a numeric value. It is the number of results that you plan to achieve for **each** annual grant year for each indicator. This is a 5-year grant project so you will set goals for **each** annual grant **project year (September 30 to September 29)**.

To get started, identify your Annual Goals to ensure they are:

- Set for each IPP Indicator: **PD1, PC2, T2, T3** for **each** grant year
- Consistent with those outlined in your Strategic Action Plan; **DO NOT MAKE or ADD NEW** Goals.
- Realistic, attainable and tied to your work plan and aligned with your budget
- Best estimate* of what you reasonably plan to accomplish in each year of your grant

STEP 1. Calculate your Annual Goals based on the following:

- Review the stated goals/objectives in your Strategic Action Plan. What are you planning to do and achieve?
- Review the definitions of the required IPP Indicator Categories: **PD1, PC2, T2, T3**
- Identify which IPP indicator applies to your stated goal
- Count the number of activities you plan to do for **each grant year** for each indicator to calculate your numeric goal for the given year
- Identify which IPP Indicator(s), if any, is not a goal for your project by entering zero.

STEP 2. Enter an Annual Goal (a numeric value) for each IPP (Infrastructure Development, Prevention and Mental Health Promotion) Indicator for each grant year.

- For PD1, enter the number of policy changes that you plan to complete as a result of the grant
- For PC2, enter the number of organizations who will collaborate/ coordinate/resource share with other organizations as a result of the grant
- For T2, enter the number of programs/organizations that implemented tribally/evidence-based practices and activities as a result of the grant
- For T3, enter the number and percentage of individuals receiving tribally/evidence-based mental health or related services after referral

- For IPP Indicators with no planned goals, enter a goal of ZERO (0) for grant year.** A cell that is left "Blank" is interpreted as missing data; there are no negative consequences of having a goal of zero for a particular indicator.

STEP 3. CLICK the SAVE button.

After you enter Annual Goals into SPARS, you can now enter information in the Budget Section.

PART II. BUDGET ESTIMATES

The purpose of creating a Budget Estimate is to provide an *estimate* of approximately how much of your Federal annual budget you plan to spend for each of the **four Budget Categories:**

1) Infrastructure Development 2) Data Collection 3) Promotion/ Prevention 4) Project Management

To get started, create your Budget Estimates for EACH GRANT YEAR based on the following:

- Review your budget and program plans outlined in your Strategic Action Plan
- Refer to your SAMHSA Notice of Award (NoA) for the **annual** budget award allotments
- Include All Direct Costs plus Indirect Costs associated with each Budget Category. *It is okay to estimate Indirect Costs*
- DO NOT INCLUDE** In-kind contributions or estimated carry over dollars
- Allocate a Budget Estimate for each Budget Category

TIP: You can save your work and return to complete it later, if you need to, before submitting it!

Part II. BUDGET ESTIMATES (cont.)

Step 1. Enter the Federal Grant Award Amount (as outlined in NoA) for each year in the “Award Amount per Grant Year” row.

Refer to your SAMHSA **Notice of Award (NoA)** for the **annual** budget award allotments.

Step 2. Select ONE METHOD for Entering Your Budget Information:

- Enter budget data by “**Dollar Amount**” OR “**Percent of Annual Grant Award Amount**”. SELECT ONE METHOD!
- For example, if you enter budget information by **dollar amount at first**, and change it to **percentage later** (and vice versa converting from percentage to dollar amount), **you will LOSE your entered data.**

Step 3. Enter a Budget Estimate for each Budget Category for ALL FIVE YEARS. To determine a budget estimate amount, consider the type of activities you plan to spend within each category by including all Direct Costs and Indirect Costs associated with each Budget Category:

1. SERVICES PROVISION - Direct-Client Treatment Services

2. INFRASTRUCTURE DEVELOPMENT:

- Enter a budget estimate of grant funds that will be spent on the provision of infrastructure development activities such as:
 - developing new policy or changes, strategic and sustainability planning
 - building system capacity through gatekeeper trainings, workplace development activities
 - integrating cultural competence and tailoring services to at-risk populations
 - engaging/developing partnerships/collaborations with organizations, providers
 - enhancing cross-system referral networks, information systems, & management information systems
 - building coalitions (i.e. establishing advisory boards and task forces)
 - making systems changes (i.e. access to care, linkages, and integration of mental health and substance misuse)
 - developing, improving crisis response, intervention, postvention, management protocol and policies
 - operating local crisis hotlines/help lines and collaboration with National Suicide Prevention Life

3. DATA COLLECTION, EVALUATION, PERFORMANCE MEASUREMENT/ ASSESSMENT:

- Enter a budget estimate (cannot exceed 20% of annual grant amount) of grant funds that will be spent on activities involved in:
 - Collection, management, analysis, and reporting of data for your cross-site evaluation, GPRA and SAMHSA reports
 - Participation in webinar trainings; and efforts related to fidelity of program implementation and other process evaluation activities

4. MENTAL ILLNESS PREVENTION /MENTAL HEALTH PROMOTION ACTIVITIES:

- Enter a budget estimate of grant funds that will be spent on the provision of mental health awareness/prevention/promotion activities such as:
 - Public Awareness Campaigns
 - Social Marketing and Engaging Key Stakeholders
 - Outreach and Awareness Activities and Events, Product Development and Dissemination (brochures, posters, flyer, PSA)
 - Screening Programs, Information and Referral, Promotion of National Suicide Prevention Lifeline
 - Life Skills /Wellness Development, Trainings
 - Public information/education for youth, parents and community (GONA’s, orientations, workshops, etc.).
 - New Media and Safe Messaging (internet, social networking)

5. GRANT ADMINISTRATION:

- Enter a budget estimate of grant funds that will be spent on overall project management such as:
 - preparing response to terms & conditions responses, quarterly, annual, and fiscal reports, and continuation applications
 - attending and/or presenting at annual grantee meetings
 - preparing major budget/program modification requests, reconciling grant budgets, reviewing/managing project timelines
 - preparing optional SAMHSA post-award grant requests (i.e. carryover of funds; no cost extensions)
 - coordinating with Business/Finance Office on grants payment, fiscal reporting and closeout
 - participating in program monitoring conference calls with SAMHSA GPO, SAMHSA , TTAC training webinars

6. TECHNICAL ASSISTANCE:

STEP 4. REVIEW YOUR INFORMATION! CLICK the SAVE Button or data will be lost.

- Are **ALL** of the Budget CELLS for ALL YEARS filled in with a numeric value?
- Are there any cells that have been left blank or empty?
- Are ALL Budget CATEGORIES for ALL YEARS filled in with a numeric value?
- Is the “Sum of Dollar Amounts” equal to the annual grant award OR the “Sum of Percents” equal to 100%?
- Is the “**Data Collection/Evaluation**” budget category **less than 20%** of annual budget?

Step 5. If Yes to Step 4, then CLICK on “Submit to GPO” toggle to officially submit Annual Goals & Budget Estimate.

YOU ARE DONE TILL NEXT YEAR!