

New Hampshire Student Assistance Program (SAP)

SFY '27
Funding Opportunity Announcement

Managed by:

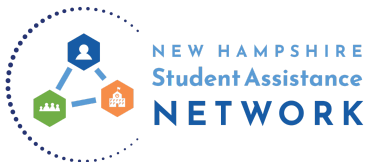


TABLE OF CONTENTS

SECTION 1: Project Overview & Schedule	2
A. Program Overview	2
B. Funding	3
Funding Priorities	3
Length of Funding and Renewal Opportunity	3
C. Application Timeline	3
SECTION 2: Description of Eligible Applicants	4
SECTION 3: Project Scope of Work	5
A. Program Initiation and Setup	5
B. School and Community Integration	6
C. Implementation	6
SECTION 4: Contract and Sustainability Requirements	8
A. Contract Requirements	8
B. Sustainability Requirements	8
SECTION 5: Directions and Guidance for Application	9
A. Directions for Application Submission	9
B. Funding Application Guidance	9
C. Application Scoring Criteria	13
RELEVANT LINKS AND RESOURCES	16
A. NH SAP Implementation Manual	16
B. Letter of Commitment	16
C. Budget Template with Instructions	16
D. Online Application - to be submitted.	16
E. Application - for viewing reference only.	16
F. NH DHHS Allowable Spending Guidance	16

SECTION 1: Project Overview & Schedule

A. Program Overview

New Hampshire (NH) Student Assistance Programs (SAPs) are school-based, evidence-informed programs designed to address non-academic barriers to learning by supporting behavioral health and preventing and reducing mental health challenges and substance use among students. New Hampshire SAPs require highly trained professionals, referred to as **SAP Coordinators (SAP-Cs)**, to implement and coordinate a full range of prevention and early intervention activities for students, parents, and the school community. SAP services include both school-wide and classroom initiatives that challenge social norms around potential substance use, as well as more targeted interventions such as individual and group sessions that enable students to have support in making healthy decisions in response to stress.

NH SAPs use a combination of interventions, which have been designed to address the unique needs of the school population. NH SAP is adapted from the evidence-based Project SUCCESS model considering practical and cultural fit for NH Schools while including the core components to implement the program with fidelity. There are specific components of SAP that make it successful. These are detailed in the [NH SAP Implementation Manual](#). In brief, the components include:

- Hiring, Training, and Supervision of a professional SAP-C
- Integration with School and Greater Community
- Prevention Planning
- Universal Prevention Strategies
- Prevention Education Classroom Instruction
- Individual and Group Sessions
- School Community Crisis Response
- Consultation Services for administration, staff, and parents
- Advocacy
- Data Collection and Reporting

The school principal and leadership team play an active role in bringing an SAP to the middle and/or high school and implementing SAP. From ensuring the student support team collects and reviews data to assess the needs of the students for prevention and intervention programming, to supporting the school-based strategies, the school administration's understanding of and support for SAP is critical to its success.

B. Funding

There are SAPs in schools across New Hampshire funded by the NH Department of Health & Human Services, Bureau of Drug and Alcohol Services (BDAS). In 2022, BDAS and JSI developed the [NH Student Assistance Network](#) (The Network) to be the facilitating organization for NH SAP. The Network develops, aligns, and promotes NH SAP by providing training, virtual and on-site consultation, and financial resources to support:

1. a school's exploration of implementing an SAP;
2. planning and preparation for successful SAP implementation; and
3. SAP implementation and evaluation.

Funding Priorities

Funding priority is for schools that have demonstrated a need to increase staff and programming support for their student population with multiple risk factors for developing substance use and mental health disorders.

Length of Funding and Renewal Opportunity

One year with an option for renewal, dependent on funding.

C. Application Timeline

The following table provides the timeline for this project.

For Return Schools:

Event	Date
Funding Opportunity Announcement Posting for Return Schools	3/20/26
Applicant Inquiry Period Ends	4/3/26
Agency Responses to Applicant Inquiries	4/10/26
Application Deadline	4/20/26
Anticipated Grant Award Notification	5/8/26
Project Period	7/1/26 - 6/30/27

Financial reporting due	Monthly
Implementation reporting due	Monthly

For NEW Schools:

Event	Date
Funding Opportunity Announcement Posting for New Schools	8/3/26
Application Deadline	8/13/26
Anticipated Grant Award Notification	8/17/26
Project Period	7/1/26 - 6/30/27
Financial reporting due	Monthly
Implementation reporting due	Monthly

The performance period runs through June 30, 2027. Applicants will begin training and implementation upon award in August 2026.

SECTION 2: Description of Eligible Applicants

Any New Hampshire public schools serving students in 6th through 12th grade, including public charter schools, are eligible to apply with the endorsement of their superintendent. A school can hire the SAP-C directly to coordinate and perform the Scope of Work, or the school can subcontract with a local substance use and/or mental health services organization. If the school subcontracts with a community-based organization (CBO), the CBO must also commit to the scope of work by signing the [Letter of Commitment](#).

SECTION 3: Project Scope of Work

A. Program Initiation and Setup

The selected applicant (i.e. school administration) must set up the NH Student Assistance Program (SAP) according to best practices and fidelity to the NH SAP model, which is based on Project SUCCESS.

1. The selected applicant must:
 - a. Within 30 days of contracting:
 - i. Meet with the Student Assistance Network (The Network) team to review contract requirements, NH SAP components, and the [NH SAP Implementation Manual](#).
 - b. Within 30 days of contracting:
 - i. Update information regarding the school and the Student Assistance Program, which at a minimum includes:
 1. List of staff on each school's NH SAP Team
 2. Staffing plan at the location of NH SAP, including direct reporting delineations and the name of the Superintendent
 - a. School location and grade levels
 - b. NH SAP service hours
 - c. Total number of students per school
 - d. Annual itemized budget
 - e. Funding sources or contracts other than this awarded contract
 - f. Status of an organizational sustainability plan
 - g. Percentage of staff & volunteers trained in NH SAP/ Project SUCCESS
 - h. SAP direct report in the school district
 - i. Communication plan to handle issues of concern
2. Recruit and retain a qualified and skilled NH SAP-C:
 - a. With a Master's degree in counseling, psychology, or social work, at least two years' experience working with adolescents, and knowledge of substance misuse prevention, or a minimum requirement of a Bachelor's degree with experience working with high-risk adolescents
 - b. SAP-C must become a Certified Prevention Specialist (CPS). The Network will regularly monitor progress towards certification and provide TA to SAP-Cs. Information regarding NH CPS can be found at: <http://nhpreventcert.org/>
 - c. SAP-C must participate in ongoing professional development
 - d. SAP-C must participate in monthly Network meetings
3. Ensure SAP-C will have access to:

- a. A private physical space within the school to conduct screening, individual and group sessions
 - b. At a minimum, laptop, desk, chair, telephone, and seating for students/ parents
 - c. Student data, such as class schedule, parent/guardian contact information
- 4. Ensure access to training for the SAP-C, SAP Team and Sustainability Team members.
- 5. Ensure the provision of supervision of the SAP-C

B. School and Community Integration

The SAP-C must be an integral part of the school and community to provide SAP services successfully:

1. SAP-C will participate in outreach and integration activities, such as:
 - a. engaging with staff
 - b. provide training and consultation for school staff,
 - c. participate in a school student support team,
 - d. visit in-school suspension students,
 - e. volunteer as a guest speaker in classes;
 - f. attend one school-sponsored event each month such as a sporting event, band concert, art show, etc.
2. SAP-C will have a direct report at the school - a staff member within the school district and a communication plan to handle issues of concern or grievances
3. SAP-C will establish or assist with a student club that addresses substance use prevention, mental health promotion, or school climate concerns such as Students Against Destructive Decisions
4. SAP-C will introduce NH SAP to parents through outreach at the beginning of the school year, such as sending introductory letters home, having a table at open house nights and/or sporting events
5. SAP-C will establish a working partnership with the local Regional Public Health Network (RPHN) and attend coalition meetings as appropriate

C. Implementation

The selected applicant must implement SAP with fidelity to the NH SAP model through training and orientation to the [NH SAP Implementation Manual](#). These Best Practices include:

1. **Prevention Plan:** Utilize data to define program goals and objectives. The school administrator, SAP Team/ Student Services Team, contracted community organization, if applicable, and SAP-C must collaborate to define goals and objectives and define the target population using school and community-level data Collaborate with parent groups, community coalitions, the RPHN, and other community-based organizations to determine educational needs, develop resources and reach target audience

2. **Universal Strategies:** Conduct a minimum of three school-wide awareness activities targeted toward students and focused on mental health promotion and ATOD prevention following best practices for education and awareness
3. **Classroom Instruction:** Provide Prevention Education Classroom Instruction using a proven-effective curriculum in at least one grade per school, two grades for middle/high schools. The prevention classroom instruction should be a minimum of four sessions, but ideally six to eight.
4. **Screen individuals** who are referred to the program for substance use and mental health concerns
 - a. Use the GAIN-SS screening tool as required by the Bureau of Drug and Alcohol Services, Department of Health and Human Services, and according to NH legal requirements for school-based screening.
 - b. Provide brief intervention to students who score low on the screening
 - c. Refer students whose screening indicates the need for further assessment or treatment to the appropriate school-based or community-based providers as necessary
 - d. Refer students to and conduct group sessions modeled after the Project SUCCESS groups, as adapted by NH SAP for cultural fit
 - e. Follow up with students to continue to provide care and connection, ensuring that they have received the services they need
 - f. Assist students in identifying and building upon their protective factors to increase school and community connections.
 - g. All SAPs must adhere to all applicable laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and 42 CFR Part 2.
5. **Conduct Individual and Group skill building sessions:** Meet with students who are experiencing barriers to learning caused by substance use, mental health challenges, trauma, or other risk factors. Work with students on specific skills that are identified as contributing to student's difficulty in school.
6. **Consultation Services:** Provide ongoing consultation services to school staff and administration as needed.
7. **Parent Education:** Provide parent education opportunities related to mental health and ATOD topics.
8. **Data and Reporting:** SAP staff must collect and enter the required data in the Department-approved database on a monthly basis. This de-identified, aggregate data will include, but is not limited to:
 - a. Demographics of individuals served by strategy
 - b. Dosage and frequency of individual participation in individual and group sessions
 - c. Aggregate GAIN-SS screening results
 - d. Number and type of referral to internal or external behavioral health resources or programs

- e. Number and type of universal activities, parent education and consultation, and school staff and administration education and consultation
 - f. Details of SAP activities in order to highlight and promote SAP to the Department, The Network, and across the state.
-

SECTION 4: Contract and Sustainability Requirements

A. Contract Requirements

The school administration shall:

1. sign the contract and all required forms
2. meet with JSI to review contract requirements, reporting, invoicing, and TA within the first 30 days of receiving the contract
3. ensure the Scope of Work is completed
4. ensure monthly invoices are submitted to The Network
5. attend virtual check-in meetings with JSI for contract compliance monitoring, coaching, and quality assurance as necessary.
6. attend biannual contract management meetings (“Administrator Meeting”) with JSI to review contract requirements, data reported, and invoicing to identify successes and challenges

B. Sustainability Requirements

Each funded school needs to commit to having an SAP Sustainability Team that serves as an advisory team, monitors the quality of the program, and ensures the continuation of services at each funded school. The school administration shall:

1. identify a Sustainability Team that consists of at a minimum an administrator, teacher or school counselor, a regional substance misuse prevention (SMP) professional or a local coalition or Alcohol, Tobacco or Other Drugs (ATOD) service providing organization, and the SAP-C
2. develop a sustainability plan and ensure that actions are taken on the sustainability plan
3. agree to administer the YRBS (Youth Risk Behavior Survey), developed by CDC
4. seek to increase school contribution toward funding the SAP yearly

The SAP Sustainability Team will be required to meet quarterly to:

1. review data
 2. make suggestions for improvement when necessary, such as modifying school policies to ensure that they are evidence-informed and to make the SAP more effective
 3. increase collaboration between the SAP-C and other school staff
 4. identify community resources, or re-focus the activities of the SAP-C to improve fidelity to the NH SAP model
 5. develop a sustainability plan that considers the following components:
 - a. At minimum, the sustainability plan must include promotion of the program and steps to secure future funding. The plan does not have to be complicated, but it must be data-based, and sustainability strategies must address the identified needs. The plan should include presentations and reports to school budget decision-makers. The plan should seek to increase local financial support for the SAP.
 6. act on the sustainability plan.
-

SECTION 5: Directions and Guidance for Application

A. Directions for Application Submission

1. Completed applications shall include all required documents outlined in this application. Any information that is not clearly identified will not be considered during scoring.
2. Completed applications must be submitted by the date indicated in the application timeline (See Section 1). **Application submission is through an online platform:**
<https://survey.alchemer.com/s3/8319473/SAP-New-School-Funding-Application>
3. All questions regarding this application must be directed only to nhsapnetwork@jsi.com

B. Funding Application Guidance

Below find an explanation of each section of the [online application](#), followed by the application questions.

1. **Contact Information:** This section asks for contact information for the **person completing the application**, which will be the point of contact for further communication. The **Name of the Contractor**, which will be the name listed on the contract, should funds be awarded. This may be the same or different from the Name of the School where SAP services will be provided. The name and contact information for the contacts responsible for administering the financial components of the grant are requested. In addition, please

provide the names and contact information for the current student supports for student behavioral health, including if there is already a SAP-C at the school. Lastly, a school may choose to subcontract with a community-based organization for the SAP-C. If known, please provide name and contact information:

- a. Name of person completing the application/ contact person for application
 - i. Email address for contact person for application
 - ii. Phone number for contact person for application
- b. Name of Contractor as it should appear on the contract
 - i. Contractor address
 - ii. School District
 - iii. Name and address of the School/s where SAP services will be provided
- c. Names and email addresses of the following personnel:
 - i. Business Administrator/Grant Manager
 - ii. Invoicing Contact
 - iii. SAP-C, if applicable (please list credentials)
 - iv. SAP-C's Supervisor, if applicable (Please include title).
 - v. Any other staff relevant to SAP (please include titles)
- d. Name of community-based prevention organization assisting with the application if applicable
 - i. Name and email for the contact person for the community-based prevention organization contact if applicable
- e. Regional Public Health Network where school is located and names of towns served

2. School Profile

- a. School Name
- b. School Address
- c. Type of school
- d. Grades served
- e. Total enrollment
- f. Enrollment for grades that SAP will serve
- g. Average attendance rate
- h. Graduation rate
- i. Average SAT score
- j. Teacher : student ratio
- k. Please provide complete school demographic information as available.

3. History of Student Assistance Program in School District: This section asks about the school's history with Student Assistance Program. Please provide as much information about current/past experiences. This information will assist in understanding what level of planning and preparation the school may need when funded:

- a. Is there currently or has there ever been a Student Assistance Program?
- b. If yes:
 - i. How many years has there been a Student Assistance Program at this school?
 - ii. How has the Student Assistance Program been funded in the past?
 - iii. Please highlight some of the successes of the Student Assistance Program in the past.
 - iv. Please highlight any challenges of the Student Assistance Program in the

- past.
- v. Do you have an SAP Coordinator who has worked in your school and whom you would like to continue in the role?
 - 1. If so, please provide their name and qualifications.
 - vi. **Please Upload:** A copy of the SAP-C job description.
4. **Demonstration of Need:** This section provides the opportunity to paint a picture of the school's need to increase staff and programming support for their student population facing barriers to learning due to substance use, mental health challenges, trauma, and family instability
- a. Describe the need for implementing a Student Assistance Program in this school district and this school specifically.
 - i. Demonstration of Need will provide data on a minimum of four (4) risk or protective factors associated with substance use and mental health, such as age of first use, current use, perception of harm, sexual/ dating violence, anxiety/ depression, opportunities to belong, school connectedness, attendance rates, discipline data, graduation rates, Adverse Childhood Experiences, living with a parent with substance use or mental health challenges, being exposed to community level violence, losing a parent to substance use, etc. Please cite the sources for your data such as Youth Risk Behavior Survey, National Survey on Drug Use and Health, Behavioral Risk Factor Surveillance Survey, NH County Health Rankings, school level attendance and discipline data, etc. For more information on risk and protective factors associated with substance use and mental health:
 - 1. Substance Use Among Youth:
<https://www.cdc.gov/youth-behavior/risk-behaviors/substance-use-among-youth.html>
 - 2. Risk and Protective Factors for Mental, Emotional, and Behavioral Disorders Across the Life Cycle:
https://iod.unh.edu/sites/default/files/media/Project_Page_Resources/PBIS/c3_handout_hhs-risk-and-protective-factors.pdf
 - ii. Need can also be demonstrated with school-level financial data toward the ability to fund the position, assessment of student support services currently at the school, and assessment of student support services in the community.
 - b. Describe what the current student support team involves. What supports exist in the school for behavioral health promotion, prevention, and early intervention for students who are experiencing behavioral health challenges?
 - i. Include number, titles, and qualifications of members of the student support team (for example: 3 school counselors, SRO, school social worker, school nurse, 5 school psychologists, 2 APs, adjustment counselor, etc). Also include outside resources with whom the school has a relationship (for example: CMHC that provides counseling services on school premises; MOU with crisis counselor as needed; etc). We would like to understand your current capacity.
 - c. What is the school's current approach to substance use prevention and mental health promotion?

- i. Please describe policies and procedures, including involved staff.
 - ii. Please include a description of the current education provided for students concerning substance use and mental health; the current discipline policy for substance use infractions; and other strategies being used in the school.
- d. Describe the goals of implementing SAP and how the SAP program will be incorporated into the existing student support services. Exemplary includes:
 - i. Description of the gap in services that the SAP will fill and how SAP will add to current strategies.
 - ii. Description of plan to obtain buy-in from all relevant stakeholders, including students, families, educators, and community members. Also, a description of the existing communications strategy and the ability to share information about this position.
 - iii. Description of how the school district interfaces with the broader community and other youth and family-serving organizations within the whole-school, multi-tiered framework. Ways that these collaborative relationships will be leveraged to address and support the proposal outlined in this application.
- 5. **Readiness:** As reflected in the application rubric, applicants will not be scored on the content of the responses to these questions, although it is still required. The applicant's readiness level will not impact decisions for funding. This section is intended to provide a baseline understanding for The Network to plan how to best support newly funded schools:
 - a. Describe the process for completing this application. Who has been involved in the application, and what conversations have the student support team had around including SAP next year?
 - b. Do you have a candidate for the SAP-C position? If yes:
 - i. Please list the name and qualifications of the candidate.
 - c. Has the school district included support for the Student Assistance Program Coordinator in the budget for the 2025 - 2026 school year?
 - d. What grant funding do you receive for behavioral health strategies? For example: Promising Futures, Project AWARE, other funding.
 - i. Please provide details: sources, amount, etc.
 - ii. **NOTE:** *Please include that support in the budget plan below.*
- 6. **Budget Request:** Please upload a detailed budget with a complete narrative in the space provided next to each line item request:
 - a. Submit a program funding request for the 2026 - 2027 school year using the budget template provided as an attachment. Please note that there are multiple tabs, including instructions and examples. If the SAP-C is hired by the school, you must only complete the **School Template**. If the school contracts out with a community-based organization (CBO), the CBO should also complete the **Subrecipient Template** tab.
 - b. Please be sure to thoroughly complete the **Justification Narrative** section of the budget template as this is considered the "application", which includes your explanation of need and your plans for funding.

- c. Be sure to include any funding that the school is contributing to the cost of the program in the Program Cost Match column.
 - d. All requested funding is for evidence-based strategies that are connected to the demonstrated need in the application.
 - e. You can view a video on how to complete the template [here](#).
 - f. Please be mindful of allowable and unallowable expenses.
7. **Letter of Commitment:** The [letter of commitment](#) must be provided by your school building administrator leading SAP. Successful implementation of NH SAP requires full understanding and support of the school administration. By signing the Letter of Commitment, the school administration is committing to all components of SAP.

To view/download the application in its entirety before completing it [online](#), visit the application resources on the NH Student Assistance Network website:

<https://nhcenterforexcellence.org/our-services/the-new-hampshire-student-assistance-network/>

C. Application Scoring Criteria

Applications will be reviewed and scored using the following scoring criteria:

Grant Criteria/Description	Points Possible	Points Awarded	Rationale/Comments
1. Contact Information	n/a		
2. History of Student Assistance	n/a		
3. Demonstration of Need	70 pts		
a. <u>Describe the need:</u> Identifies a minimum of four risk factors and protective factors students are experiencing. Cites school-based and community-based data to demonstrate risk. Need is higher than the state average.	30pts		
b. <u>Describe the current capacity:</u> Describes the current student support team.	Required; Unscored		
c. <u>Describe the school's current approach for behavioral health:</u> Describes the current approach for addressing substance use. Describes the current approach for addressing mental health challenges. Describes the current approach for handling crisis situations with students at school.	10pts		

d. <u>Describe how SAP will be incorporated into existing student support services:</u> Describes the gap in services in the current approach and how the school would like to improve/adjust the approach. Describes how they will get buy-in for the new position, with both internal and external stakeholders. Describes collaborative opportunities with internal and external resources and organizations.	30pts		
4. Readiness Questions	Required; Unscored		
5. Budget and Budget Justification a. Demonstrates that SAPC salary is aligned with that of other professionals in the district b. All requested funding is for proven effective strategies that are connected to the demonstrated need c. Budget justification is detailed, with links to pricing information, demonstrating clear need	30pts		
6. Letter of Commitment a. Administrator(s) signature(s) indicating a commitment to participate in and support the Student Assistance Program and its implementation with fidelity.	Required; Unscored		
	Total out of 100 Points		

RELEVANT LINKS AND RESOURCES

- A. [NH SAP Implementation Manual](#)
- B. [Letter of Commitment](#)
- C. [Budget Template with Instructions](#)
- D. [Online Application](#) - to be submitted.
- E. [Application](#) - for viewing reference only.
- F. [NH DHHS Allowable Spending Guidance](#)

Financial Allowability 	
This list is not exhaustive it is a starting place if you have specific question please reach out to your contract manager!	
Food This category is uncertain, please try to avoid, if you can't ensure cost per person is reasonable. When submitting your documentation, please include the following: • An itemized receipt • A sign-in sheet with participant signatures, initials or identifying number. • An agenda for the meeting, event, or activity Preapproval is needed	Swag Swag items are not allowable. If you'd like to purchase an engagement item, it must either: • Include educational or program-related resources • Directly align with the scope of the event or initiative Please note: Clothing is not permitted. Preapproval is needed for this category
Educational & Training: • Training hours to obtain or maintain required credentials • Curriculum purchases for staff development or program delivery • Use best practice curricula whenever possible	Software: • Software must be billed monthly to be eligible for reimbursement • If using an annual subscription (e.g., Canva), you must: ◦ Choose the monthly billing option, or ◦ Prorate the annual cost across 12 months when submitting for reimbursement
Subrecipients: • A contract or agreement must be in place with the subrecipient • The contract must clearly outline the portion of the scope of work the subrecipient is responsible for • The Department should review agreements prior to execution.	Supplies: • Must directly support the scope of services outlined in the contract • Should be clearly aligned with program goals • An itemized receipt is required for reimbursement
Travel: Pre-approval is required for: ◦ Overnight travel ◦ Out-of-state travel • Mileage reimbursement must follow GSA rates • If out-of-state travel is approved, GSA per diem rates must also be used • Request reimbursement must happen after the conference or training has occurred. • Mileage is calculated from your office or school location • Your organization travel policy may be requested each year	Marketing/Communication: • Must be used to educate the public about Substance Use Disorder (SUD) prevention • Not allowable for promoting a business, organization, or program branding • Messaging should focus on awareness, prevention, and public education
Period of Performance: • When submitting documentation for reimbursement make sure all work, you're billing for happened during the approved time. For example, if the period is March 1 to 31, only work done in March can be reimbursed.	Consultants: • Hired to complete a specific, specialized task • Examples include: ◦ A billing firm to manage invoicing or claims ◦ A marketing firm to design educational campaigns • Must be tied directly to the scope of work in the contract • You must provide: ◦ A copy of the agreement, and a list of deliverables outlined in the agreement