

2026 Opioid Abatement Grant Workbook

SPONSORED BY:



PREPARED BY

Dana Schuler Drummond, MA, CFRE, GPC
Sharpshooter Communications, LLC



November 2025

Because the grant announcement and call for proposals has not yet been released for 2026, the guidance in this workbook is based on the 2025 grant requirements. While the workbook is still very helpful, there may be elements that are different than the 2026 requirements.

Table of Contents

Opioid Abatement Grants - What You Need to Know	4
History	4
Eligibility: Who Can Get a Grant?	5
Grant Purpose and Uses	6
Evidence-Based Strategies.....	10
How Much Are the Grants?	12
Your Proposal Planning Process.....	14
Your Grants Team.....	14
Identify Potential Collaborators	15
Raiders of the ARCI	16
Your Potential Collaborators	18
Should You Collaborate?	19
Proposal Development	20
Suggested Timeline for Proposal	20
Collaboration Meetings.....	21
Suggested Agenda for Initial Meeting	24
Template for Post-Meeting Email	25
Template for Weekly Update	26
Goals and Objectives.....	27
SMART Goals	27
Setting Your Goals	28
Setting Your Objectives.....	29
Program Evaluation	30
Types of Evaluation	30
Elements of the Evaluation Plan	31
Evaluation Plan Template.....	32
Creating a Budget.....	33

Overview	33
Budget Worksheet	34
The Budget Table	37
Budget Categories Described	38
Crafting Your Proposal.....	41
Application Template	42
Section I: Political Subdivision Information	42
Section II: Proposed Grant Projects.....	43
Section III: Additional Forms and Supporting Documents	47
Section IV: Affirmation	48
Appendix	49
Information on the Grant.....	49
Data Sources for Community Needs Assessment:	49
Helpful Sites for Grant Development.....	49

Opioid Abatement Grants - What You Need to Know

Disclaimer: While this overview provides key information, it is not intended to replace **official documentation** published by the Oklahoma Opioid Abatement Board. Applicants are responsible for reviewing and understanding guidelines and rules associated with the grant. These are found on the website for the Oklahoma Attorney General and are regularly updated.

History

Since 1999, millions of Americans have died as a result of opioid addiction and/or overdose. Around 2014, several state and local governments talked about suing opioid manufacturers (drug makers) and distributors (such as pharmacies). By the end of 2018, more than 30 states had filed lawsuits.

Oklahoma had the first state lawsuit in 2019 against Johnson & Johnson. Although later overturned by the Oklahoma Supreme Court, it led manufacturers and distributors to start settling lawsuits.

The settlement agreements across Oklahoma are complex and some are still in process - those agreements don't affect this grant, but it is good to know settlements are still happening.

In 2020, the Oklahoma Legislature passed House Bill 4138, called the Political Subdivisions Opioid Abatement Grants Act (Opioid Grant). As a result:

- The state created the Oklahoma Opioid Abatement Board, made up of nine appointed representatives;
- Administration of the program assigned to the Office of the Attorney General (AG) of Oklahoma;
- The Act outlined 21 specific uses for the funds.

Since the Opioid Abatement settlements began, Oklahoma has had three Attorneys General. The turnover caused some delays in creating and convening the Abatement Board and setting up the grant program. The first set of Opioid Grants was awarded in 2024:

- In 2024, \$11 million in grants were given to 71 recipients.
- In 2025, \$16 million in grants were given to 26 recipients.

Eligibility: Who Can Get a Grant?

Only certain entities can receive Opioid Grants.

Who CAN be awarded a grant?	Who can't get a grant
• Cities and towns • Counties • School Districts • Technology Districts • Universities • Trusts (public trusts like hospital authorities)	• Individuals • Nonprofit organizations • For-Profit companies • Out-of-state political subdivisions But they may be contracted through the grant

A grant recipient (grantee) might contract with a company or nonprofit organization to provide equipment, supplies or services.

However, the grantee is fully responsible for managing the grant, making sure the company or nonprofit is fulfilling their obligations, and that the project is achieving its goals.

WATCH OUT!

In 2025, several applications were declined because applicants wanted to hire outside organizations to administer the grant award.

This is Chaosaurus Wrecks. She thrives on grant errors and wants your application to fail. When she shows up in this workbook, watch out!



Grant Purpose and Uses

The Oklahoma Legislature identified 22 specific purposes for funding:

1. Expand the availability of treatment for individuals affected by opioid use disorders, co-occurring substance use disorders and mental health issues.
2. Develop, promote and provide evidence-based opioid use prevention strategies.
3. Provide opioid use disorder and co-occurring substance use disorder avoidance and awareness education.
4. Decrease the oversupply of licit and illicit opioids.
5. Support recovery from addiction services performed by qualified and appropriately licensed providers.
6. Treat opioid use, abuse and disorders including early intervention screening, counseling and support.
7. Support individuals in treatment and recovery from opioid use, abuse and disorder.
8. Provide programs or services to connect individuals with opioid use, abuse or disorder, or who are at risk of developing opioid use disorder, co-occurring substance use disorder and mental health issues, with treatment and counseling programs and services.
9. Address the needs of individuals who are involved, or who are at risk of becoming involved, in the criminal-justice system due to opioid use, abuse or disorder — through programs or services in municipal and county criminal-judicial systems including prearrest and postarrest diversion programs, pretrial services and drug or recovery courts.
10. Address the needs of pregnant or parenting women with opioid use, abuse or disorder and their families.
11. Address the needs of parents and caregivers caring for babies with neonatal abstinence syndrome.
12. Support efforts to prevent overprescribing and ensure appropriate prescribing and dispensing of opioids.
13. Support efforts to discourage or prevent misuse of opioids including the oversupply of licit and illicit opioids.

14. Support efforts to prevent or reduce overdose deaths or other opioid-related harms — including through increased availability and distribution of naloxone and other drugs that treat overdoses for use by first responders, persons who have experienced an overdose event, families, schools, community-based service providers, social workers and other members of the public.
15. Reimburse or fund law-enforcement and emergency responder expenditures relating to the opioid epidemic including costs of responding to emergency medical or police calls for service, equipment, treatment or response alternatives, mental-health response training and training for law enforcement and emergency responders as to appropriate practices and precautions when dealing with opioids or individuals who are at risk of opioid overdose or death.
16. Reimburse attorney fees and allowable expenses directly related to opioid litigation incurred as part of legal services agreements entered into before May 21, 2020.
17. Support efforts to provide leadership, planning and coordination to abate the opioid epidemic through activities, programs or strategies for prevention and recovery models including regional inter-governmental efforts and not-for-profit agency support.
18. Support education of youths regarding the dangers of opioid use, abuse and addiction.
19. Fund training relative to any approved purpose.
20. Monitor, surveil and evaluate opioid use, abuse or disorder.
21. Provide educational and health-care services related to nonopioid treatment alternatives.
22. Provide opioid abatement as identified by the Opioid Abatement Board as consistent with the purpose of the Act.

If you think that many of these uses seem to be similar or repeated, you aren't alone. Don't worry about it – just make sure that whatever abatement method your community uses fits into one or more uses.

In addition to addressing one or more of the uses, the grant-funded activity must do the following:

- **Abate the opioid crisis, not interdict (punish) opioid use**
 - Acceptable: Supplying Naloxone to all first responders and providing community-wide training on its use.
 - *Unacceptable: Purchasing a drug-sniffing dog to search for opioids.*
- **Support activities directly related to one or more of the approved purposes.**
 - Acceptable: A school counselor 100% dedicated to working with families who have been affected by opioids.
 - *Unacceptable: A new special education teacher.*
- **Use an Evidence-Based Practice** (see next section for more information on EBPs)
 - Acceptable: Funding a Medication-Assisted Treatment Clinic at the local hospital authority.
 - *Unacceptable: Funding an additional staff nurse in the local hospital emergency room.*
- **Support a new or expanded initiative**
 - Acceptable: Hiring a data specialist to coordinate information on opioid use and abuse from various partners across the county.
 - *Unacceptable: Replace the cost of a police officer's salary that was paid through expiring ARPA funds.*
- **Be administered by the applicant**
 - Acceptable: Contracting with a treatment provider to help citizens with opioid addiction.
 - *Unacceptable: Giving 100% of the grant award to a treatment provider and requiring that they fulfil all elements of the grant (pass-through).*
- **Fall within the appropriate budget guidelines**
 - Acceptable: A school district with 1,500 students requesting \$105,000.
 - *Unacceptable: A school district with 1,500 students requesting \$700,000.*
- **Be used for costs that are not reimbursable from other sources**
 - Acceptable: Treatment for uninsured Oklahomans who have opioid use disorder.

- *Unacceptable: Treatment for Oklahomans with opioid use disorder whose insurance pays the cost of treatment.*
- **Fill identified community needs related to the opioid crisis.**
 - *Acceptable: Create an Opioid Court for defendants who have opioid use disorder, based on feedback from law enforcement and court officers that this is a documented need.*
 - *Unacceptable: Hiring a new Special Judge because the dockets are backed up.*

Again, this workbook is designed to help your community in applying for the grant. It does not take the place of your reading the grant materials provided by the AG's office.

WATCH OUT!

The 2026 guidelines released by the Opioid Abatement Board next spring will outline all the rules for this grant. You are responsible for reading and understanding those when they are released.



Evidence-Based Strategies

Your proposal must use evidence-based practices in order to be funded.

What is an evidence-based practice?

An evidence-based practice (EBP) is an intervention/program that has been scientifically tested and proven to be effective.

Who decides something is an EBP?

It depends on the field. Typically, the federal agency that oversees that field identifies practices that it considers to be EBPs. It is best to use the **registries** of these agencies to identify EBPs.

Practices that are NOT on the list may be considered “promising,” “evidence-informed,” or “emerging,” and might become an EBP in the future. But they are not EBPs currently and should be avoided for this grant.

The list below is a summary of recognized evidence-based strategies for opioid abatement that have been used in other communities. This list was compiled by Healthy Minds Policy Initiative.

Applicants are NOT LIMITED to these EBPs but they do provide an excellent starting point for consideration. Communities should research the chosen EBPs to ensure they fit the community need and can be applied correctly in the community.

An applicant can propose using more than one EBP.

- MOUD - Medications for the treatment of opioid use disorder (MOUD). This includes methadone, naltrexone, and others.
- Contingency Management. Provides tangible rewards to reinforce positive behavior change, combined with counseling and medication.

- Recovery housing. Provide housing and housing support for people in recovery. It should be low-barrier housing that uses a “Housing First” approach.
- Supported employment services. Provide individual placement and support (IPS) of employment models.
- Naloxone distribution. Access to overdose prevention through naloxone, which may be coupled with fentanyl test strips and evidence-based education materials.
- “Strengthening Families Program” for families with children aged 10-14.
- Integration in healthcare. Integrated substance use interventions such as universal SBIRT, Collaborative Care Model, NAS/Plans for safe care, and more.



WATCH OUT!

Once you have identified one or more EBPs to implement in your community, be sure to look up HOW TO implement the EBP according to the research.

You can't say you are using a certain EBP and then just wing it.

EBPs have very specific details on how they are operated.

How Much Are the Grants?

This gets complicated. The total amount you can request is based on the type of applicant (county, school district, etc.) and size of community. Here is a table of funding levels for the 2025 grants.

Circle or highlight the type and size of your entity so you'll know how much you can ask for.

Cities - Based on Total Population			
Population	Up to 15,000	15,001 - 100,000	More than 100,000
Maximum Amount	\$180,000	\$375,000	\$750,000
Counties - Based on Total Population			
Population	Up to 25,000	25,001 - 75,000	More than 75,000
Maximum Amount	\$225,000	\$450,000	\$900,000
School Districts - Based on enrollment			
Enrollment	Up to 2,000	2,001 - 15,000	More than 15,000
Maximum Amount	\$105,000	\$225,000	\$450,000
Technology Schools - Based on Enrollment			
Enrollment	Up to 5,000	5,001 - 15,000	More than 15,000
Maximum Amount	\$105,000	\$225,000	\$450,000

Universities - Based on Enrollment				
Enrollment	Up to 5,000	5,001 - 15,000	15,001 - 25,000	Over 25,000
Maximum Amount	\$105,000	\$225,000	\$450,000	\$900,000

BUT WAIT! THERE'S MORE! If your community submits a collaborative proposal, the grants awards are higher:

Collaborative Multi-Applicants - Population or Enrollment (whichever is higher)			
People	Up to 100,000	100,001 - 500,000	Over 500,000
Maximum Amount	\$525,000	\$1,050,000	\$2,250,000

In 2025, these maximum awards could be used over a three-year period. So, if you got \$100,000, you have three years to spend it. **You don't get \$100,000 every year for three years.**

Remember, these amounts may change in 2026

Your Proposal Planning Process

It's never too soon to start planning your proposal. The following is a step-by-step guide to pulling together the people, processes and information needed for a winning proposal.

Your Grants Team

The application process is complicated and requires a lot of data and information. Different entities or individuals hold different information and need to be on your team.

Below is a list of roles for the grants team. These roles may be internal to your organization or they may include collaborators, if you choose to do a collaborative proposal.

Lead

This is the person and organization leading the effort. It is likely that their organization will be the lead applicant.

Partner

Organizations who are directly involved in the grant. They may be a collaborator or a contractor. They may need to identify additional staff in their own organization who hold needed information.

Stakeholders/Advisors

These individuals and organizations may hold vital knowledge or influence you need to be successful.

Program Experts

Depending on community needs, you will need expertise from people who specialize in that particular field. They will help with defining the problem, project development, anticipated outcomes, evaluation methods, and more.

Finance

You'll need to create a budget for your project and will need assistance from your finance team for information such as salary amounts, fringe benefit rates, etc. You may also need copies of financial reports, IRS documentation, and

other documents that are held by the finance team. This team will also be helpful in the post-award phase of the grant process, so it is important to keep them informed during the proposal process.

Legal

The grant application (see template on page X) includes questions about legal actions your entity has taken or been party to. It is vital that you have the assistance of your legal team in answering these questions. They may also have perspectives on other elements of your proposal.

Writers

You may not have a grant professional on staff but you will need someone who will craft the actual narrative and pull all the documents and information together. This person will need to ensure the application is submitted in accordance with the funder's guidelines.

Identify Potential Collaborators

Collaborative, multi-applicant proposals can request more funding than a single applicant, so there is a benefit to working together!

Examples of collaborations that were funded in 2025 include:

- Rogers County and City of Claremore
- McCurtain, Choctaw, and Pushmataha Counties
- City of Lone Grove, Carter County, and Love County
- Town of Salina and Salina Public Schools

Here are some ideas for local entities that may be interested in a collaboration.

- Mayor's Office for a city/town
- Police department
- Sheriff's office
- Firefighters (if under the city)
- Health department
- Council of governments for the area
- County commissioners
- Hospital authority

- Career tech in the area
- University or college in the area
- Health department (under city or county)
- Local public school district
- Courts
- District attorney
- Public defenders

ADVISORS/PARTNERS: There may be additional organizations who could provide insight, assistance, or services for your grant-funded program, even if they aren't official collaborators. If allowed by the grant, you might be able to contract with them to provide some EBP services. These advisors/partners may include:

- Social services providers (addiction services, family support, etc.)
- Psychological services providers (therapists)
- Other nonprofit organizations that serve the community
- Private schools or universities involved in the community
- Chamber of commerce or economic development organizations
- Medical providers, clinic, pharmacists
- Community activists and/or retired community leaders
- Individuals who have experienced the impacts of opioid crisis

Raiders of the ARCI

In addition to the specific roles of team members (Program Experts, Writers, etc.), you will also want to describe the TYPE of role they will play. The categories below use Lean methodology to identify the types of roles each of these people have. They include:

A = Accountable

Only one person has this assignment. The buck stops with them. They are accountable to ensure the project is completed.

R = Responsible

These team members work on the project. They are responsible for their role. The roles that will have responsibility may be the program experts, the writers, etc.

C = Consulted

These people hold information you need for the project. They aren't responsible for a role but you will need to get information or input from them. Consulting roles may include human resources, finance, legal, etc.

I = Informed

These people need to be kept informed of progress and results. They might be community stakeholders, grant partners or organizational leaders. They may be the person who has to give final approval of the application before submission.

Use the table on the next page to jot down ideas for organizations and individuals in your community who could be collaborators -- either as co-applicants, contracted service providers, or simply as advisors.

Your Potential Collaborators

Organization	Person	Role	ARCI	Contacted?

Should You Collaborate?

You aren't required to collaborate on the grant. More money isn't always better.

Collaboration on a project often requires more work during the proposal process and after the grant is awarded. If you aren't sure about collaborating with one or more organizations, use the quiz below to help you.

Name of Potential Collaborator/Partner					
How much funding is available if you collaborate vs. on your own?					
Question	Circle the best number. If unknown, choose 2 or 3.				Running Score
How would the funding be split between you if you collaborate?	They would get more 1	2	3	4	We would get more 5
Do you have a good relationship now?	It's terrible 1	2	3	4	It's great! 5
Have you worked together in the past?	No 1	2	3	4	Yes, often 5
If yes, how well did it go?	Hated every minute 1	2	3	4	Great experience 5
Do they experience the same opioid-related problems you do?	No 1	2	3	4	Yes 5
Do you know who to contact about this project?	No 1	2	3	4	Yes 5
How much red tape do they have to through to submit a grant?	A lot 1	2	3	4	Almost none 5
Do they have the time and expertise to work on this?	No 1	2	3	4	Absolutely 5
Do they bring resources or expertise to the project?	No 1	2	3	4	A lot 5
Who would lead the project – you or them?	We would have to drag them along 1	2	3	4	They will do most of the work 5
Do you WANT to partner with them?	Nope 1	2	3	4	Definitely! 5
The highest possible score is 55. If the score is below 40, it might not be worth collaborating.					

Later on, you will find templates for email communication and meeting agendas you can use for collaborators.

Proposal Development

Suggested Timeline for Proposal

A common saying among grant professionals is, "If you wait until the guidelines are released to start your proposal, you are already too late."

The Abatement Grant proposals are complex and require adequate time for research, preparation, and development. Below is a suggested timeline that will ensure appropriate time to conduct research, convene collaborators, and create a submit a competitive proposal. Your own timeline may differ based on your community, partners, and proposed program.

Although the Request for Proposal and guidelines for 2026 aren't expected until spring 2026, this timeline begins in January, 2026 with an assumption that the grant proposal deadline will be June 11, 2026.

TASK	Jan – June 2026					
	J	F	M	A	M	J
Identify potential collaborators						
Invite collaborators and/or advisors to an initial meeting						
Identify the time your leadership can vote to approve the grant application/program and get it on the agenda.						
Exploratory meeting(s) - review grant, seek input, get commitments, assign tasks, next steps						
Initial project meeting - discuss top needs, identify data sources						
Determine grant team and assign roles (remember to ask about planned absences and have a back-up person for each organization)						
Collect community data and compile needs assessment						
Review needs assessment with team and identify grant priorities						
Identify evidence-based interventions to be used						
Have budget draft for three-year project from team						
Expected RFP release - review requirements and adjust as needed						
Finalize draft of proposal and send to team for review and approval						
Submit proposal by deadline						

WATCH OUT!

If you wait until the last minute to begin the grant proposal, it will be a mess and stressful to complete.



Collaboration Meetings

Once you have identified collaborators and/or advisors for your grant application, you need to convene them for an exploratory meeting.

Even if you aren't collaborating or partnering, you may need to have a proposal kick-off meeting with your internal team.

At this meeting, you will review the grant opportunity, talk about the impact of the opioid crisis on your community, and brainstorm ways to abate those impacts through funding from this grant.

WATCH OUT!

**If someone can't
prioritize the meeting,
they won't prioritize
the grant proposal.**



The best way to engage these collaborators/advisors is through personal contact (phone or in person), then follow up with an email.

The template below can be modified as needed, whether you have made initial contact or not.

Template: Initial Invitation to Meeting

SUBJECT LINE: Requesting Grant Assistance

Dear _____,

As you may be aware, Oklahoma is giving grants to communities like ours to address the problems that were created by the Opioid Crisis. [Here is a link to more information](#). **In my role as [describe here], I am committed to ensuring our community gets one of those grants.**

Community collaboration and teamwork will help us secure a grant. I am convening a group of local leaders (like you) to meet and discuss the grant, the problems in our community that can be addressed, and a strategy for putting together a winning proposal. **Can you join us, either as a co-applicant or as a community advisor?**

Below are three possible dates and times for this meeting. Will you please respond to this email and let me know which of the meetings you could attend? If you can't attend any of the three times, is there someone else in your organization who could represent your interests? If so, please forward this email to them (and copy me) so we can make sure you have a seat at the table.

If I don't hear from you by (set a date about three days later), I will call your office to make sure you got this email and information.

Please reach out if you have any questions about this fantastic opportunity. I look forward to hearing from you.

Name and title

Phone number

Confirmation Email Template - Send this as soon as the meeting is set

SUBJECT LINE: Opioid Grant Meeting

Dear [name],

I am confirming your attendance at the community meeting I am hosting, where we will discuss a local strategy for putting together a proposal for the Opioid Grants available. Here is the information you need to know:

Date:

Time:

Location: (if a Zoom meeting, include the link. If in-person, provide address and directions).

We will cover a lot of ground in this meeting, so it is important that you attend the entire meeting. I've attached a copy of the agenda to this email.

Please note that you will be asked to share the impacts you have seen in the community related to the opioid crisis and how you think those impacts could be abated if funding was secured. Please start considering what information you will share.

If you are not able to attend the meeting, please let me know as soon as possible. If you can, please send someone who can represent your interests if you still want to be involved. Only organizations represented at this meeting will be part of the grant proposal.

Of course, let me know if you have any questions or concerns. I look forward to seeing you soon!

Name and title

Phone number

Reminder Email Template - Send the day before the meeting

SUBJECT LINE: Opioid Grant Meeting tomorrow at [time]

Dear [name],

I am looking forward to your attendance at the meeting tomorrow, where we will discuss a local strategy for putting together a proposal for the Opioid Grants. Here is the information you need to know:

Date:

Time:

Location: (if a Zoom meeting, include the link. If in-person, provide address and directions).

Remember you will be asked to share the impacts you have seen in the community related to the opioid crisis and how you think those impacts could be abated if funding was secured.

If you are not able to attend the meeting, please let me know as soon as possible and consider sending someone who can represent your interests. **Only the organizations represented at this meeting will be part of the grant proposal.**

Of course, let me know if you have any questions or concerns. I look forward to seeing you soon!

Suggested Agenda for Initial Meeting

[COMMUNITY NAME] Opioid Abatement Grant Opportunity

Date and Time:		
Location:	Details: Physical or Virtual	
Hosted by:	Lead organization	
Purpose:	Discuss the opportunity for our community to apply for the Oklahoma Opioid Abatement Grant.	
Attendees:	Person, Role, Organization Person, Role, Organization Person, Role, Organization Etc	Person, Role, Organization Person, Role, Organization Person, Role, Organization
AGENDA ITEMS		
Host	Welcome and introductions	
Host	Overview of the Opioid Grant - what we anticipate (handout) Reported opioid deaths in our county	
Discussion	In our community, what impacts have we seen related to the opioid epidemic and how can those impacts be abated moving forward? <i>Each organization represented should have already prepared for this before the meeting.</i>	
Host	Timeline for grant application	
Group	Questions or concerns	
Group	Discussion of interest in pursuing the grant application	
Host	Next steps and schedule next meeting to review progress	

After the meeting, send a follow-up email outlining the details of the meeting and the next steps. Be sure everyone has contact information for the team.



WATCH OUT!

Don't assume people know or remember what the next steps are or what they are expected to do.

Send a list of steps and responsibilities (with deadlines) to each team member.

Template for Post-Meeting Email

SUBJECT LINE: Our to-do list for the Opioid Grant

Dear _____;

Thank you for being a valuable member of the team putting together our proposal to the Oklahoma Opioid Abatement Grant. We aren't sure of the deadline, but we think it will be in June.

Our next meeting is scheduled for _____ (date, time, location).

Here is a list of our next steps and who is doing what. Please let me know if you aren't clear on any of this.

-Person – By Date – Task

-Person – By Date – Task

For future meetings and updates, just use these same templates and adjust them as needed to fit.

During the proposal development process, you may want to send a weekly update (Friday afternoon or Monday morning) to the team as a reminder of where you are in the process and what's coming next.

Template for Weekly Update

This is just an example – be as detailed as possible and put people's names next to their responsibility.

SUBJECT LINE: Opioid Grant Update

Dear _____;

Here is our weekly update on the progress of our Opioid Grant proposal due sometime in mid-June:

Harry - Finalize grant team – Jan 15

Ron - Determine greatest community needs and send to team – Jan 22

Group – Next meeting at 1 pm via Zoom – Jan 25

At that meeting, be prepared to identify your preferred EBP, and a draft budget for your part of the program.

Goals and Objectives

You have to have a goal if you want to accomplish something. Your goals should be related to the needs assessment you do for your community. In other words: your goal should be to solve the problems you have.

Logically, you can't define your goals until after you have done your community assessment. Once that's done, you are ready for goals.

SMART Goals

Most grant givers want to see SMART goals for a proposed program. This means, the goals are:

S = Specific

M = Measurable

A = Achievable

R = Relevant to the problem and the population

T = Timebound.

Here are some examples of SMART goals:

By June 2029, at least 90% of high school seniors who completed the **Strong Futures** program will graduate on time, as verified by school district records.

Within 12 months, 75% of participants in the **Wellness Initiative** will show improvement in blood pressure or A1c measures when taken at the clinic.

By December 2027, at least 300 community members will complete the Naloxone first aid training, with 80% reporting that they feel they could effectively administer the drug in an emergency, as measured through post-training surveys.

Setting Your Goals

Again, you need to complete your community assessment before you set your goals. Otherwise, you are just assuming what your community needs are.

If you have done your community assessment, use this form to set your SMART goals.

How many goals do you need? You should have at least one goal and, depending on your community and the number of collaborators, no more than five.

1. Community needs: List the top community needs you plan to address.
2. Create a SMART goal for each one of the needs you plan to address. Make sure they are specific, measurable, achievable, relevant, timebound.

Setting Your Objectives

Once you have your goals set, you can create your objectives. Objectives can be described as “sub-goals” you will achieve in order to reach your goal.

Using an example SMART goal from above, here would be the objectives:

Goal: By June 2029, at least 90% of high school seniors who completed the **Strong Futures** program will graduate on time, as verified by school district records.

- Objective 1: Recruit at least 30 high school seniors each year to participate in the Strong Futures program.
- Objective 2: Maintain enrollment for participants throughout the school year.
- Objective 3: Provide wrap-around support to eliminate barriers to graduation for each student.
- Objective 4: Deliver the Strong Futures 8-week curriculum by the end of the third quarter.

WATCH OUT!

Don't spend too much time trying to perfect your goals and objectives.

You could easily suck up your entire planning period trying to create perfection. It is more important to get them done and move on. You can always tweak them as needed while you do your proposal.



Program Evaluation

This grant requires that you evaluate your program. This means measuring the results of your work to show that you did what you said you would do AND that your work had the results you expected.

Types of Evaluation

There are two major types of evaluation:

1. Process evaluation – This is the administration of the program. Did you start on time, spend the money correctly, monitor progress, submit reports, etc.
2. Outcomes evaluation – This is how you will measure the changes in your community. Common types of outcome measures might include:
 - # of people reached through advertising/outreach
 - # of people who participate in programming
 - # of hours of programming offered
 - Changes in knowledge, attitude, behavior among people who participate
 - # of people who complete a training program and/or earn a certification.
 - # of equipment items that are purchased and used
 - % increase in good data (life expectancy, income, education, etc.)
 - % decrease in bad data (deaths, illness, hospitalization rates, first responder calls, etc.)
 - Lots of other measures, based on your community, population, problems, and programming.

Remember, the evaluation you do will depend on which **EBPs** you are implementing and what your **goals** are.

Once you choose an EBP, you can look to see how others have evaluated that EBP, then use that as a guide.

You will also need to determine how often you will evaluate the program and who will be in charge of collecting and reporting evaluation data.

Elements of the Evaluation Plan

Your evaluation plan will include the following elements:

Goals: SMART goals!

Objectives for each goal

Benchmarks – these would be intermediate targets for your SMART goal. Here are some examples:

- Each year, 50 officers complete training and earn certification.
- 85% of students continue in the program
- 10% reduction in first-responder calls for opioid overdose
- 25% reduction in death rate due to opioid overdose.

Timeframe: How often will you measure this objective.

Data Source: Describe where you will get your data.

Responsible Party: Who will take responsibility for getting this data.

You can use the template on the next page for developing your evaluation plan. Again, try not to overthink the evaluation. Aim for excellence, not perfection.

Evaluation Plan Template

Goal:				
Objective	Benchmark	Timeframe	Data Source	Responsible Party
Goal:				
Objective	Benchmark	Timeframe	Data Source	Responsible Party

Creating a Budget

Overview

Use a spreadsheet for your budget, so it will do the math for you! Excel, Google Sheets, etc. will allow you to create a budget.

The Board provides an Excel budget template with nine columns. Frankly, the budget template provided is weird. Just do your best with it. Here are the columns you need to fill:

1. Expense
2. Description
3. Approved Purpose – you might only need to list this once unless you are doing several programs.
4. Target Audience – You might need to only list this once unless you are doing different programs with different audiences.
5. Cost
6. One-time cost(s) – a checkbox
7. Ongoing cost(s) – a checkbox
8. Quantity – only use for items you would purchase a supply of
9. Total Cost

When starting your budget, just estimate what you THINK something may cost. Then you can research it to determine if that is accurate.

WATCH OUT!

If you are assigning people to a grant, make sure they aren't already assigned 100% to another grant. You can't "double-dip" their salary on multiple grants. You also can't say they are working 200% total so they can be on more than one grant. 100% is the max.



Budget Worksheet

Brainstorming what your budget is will depend on what program you are planning to implement, your current community resources, etc.

Use this worksheet to think through your budget. Then you'll be better prepared to flesh out your actual budget.

1. What is the grant period? You can ask for up to three years, but you'll need to budget for all three years.
2. Collaborators – each collaborator should do their own budget, then the lead organization can combine them for a total.
3. List the staff that you need for this project and what each of them will do. Will you need them to be 100% on the grant or just part-time? Is this an existing position or will you need to hire someone? Remember to include people who will collect evaluation data and submit the required reporting.

4. Will you need to include training in your program? Training might be the main feature of your grant program or you might only need to make sure certain people are trained. What training do you need for this program and where can you get that training? Will you need to hire a trainer to come to you? Or will you send people somewhere else to get trained?

5. Travel – If staff need to be reimbursed for local mileage, list that here. How far will they travel on a daily/weekly/monthly basis? What about out-of-town travel for training, partnerships, etc. Will people have to stay overnight somewhere?

6. Equipment – does your proposal require you to purchase major equipment? Describe what it is here and why it is needed. If you have to put it out for bid, that might slow down your timeline, so keep that in mind.

7. Supplies – nearly every program will have some kind of supplies. This includes any tangible item you buy that costs less than \$5,000 per item. If you are hiring new staff, do they need computers, furniture, office supplies? If so, include that here.

8. Contracts – if the grant allows you to contract or purchase services, list it here. This could include training, services for people impacted by the opioid crisis, etc. This could be a large part of your grant. Be sure to list the provider name and the type of service you are purchasing.

9. Other – Is there anything else you need to purchase for this program to be successful? List it here.

The Budget Table

Once you are ready to do your budget, you'll put it into a spreadsheet that has these categories.

Category	Item	Description	Purpose	Audience	Cost	Once	Ongoing	Quantity	Cost
Personnel									
	Person								
TOTAL PERSONNEL									
Fringe									
	% salary								
TOTAL FRINGE									
Training									
	Class								
TOTAL TRAINING									
Travel									
	Local, out of state								
TOTAL TRAVEL									
Equipment									
	Over \$5K per item								
TOTAL EQUIPMENT									
Supplies									
TOTAL SUPPLIES									
Contracts									
TOTAL CONTRACTS									
Other									
TOTAL OTHER									
SUBTOTAL									
	Indirect Cost								
TOTAL									

To download this template in Excel, email dana@sharpshootercommunications.com.

Budget Categories Described

The Board doesn't provide a list of budget categories (other than the columns described above) but breaking the budget into these categories is helpful for your budget planning.

Feel free to use other categories – especially ones that align with your current organizational budget.

These categories align with grant budgets for federal grants.

Personnel

This includes any staff salaries and wages for employees. You may only have someone on the grant for a portion of their time. It would be good to show that – for example:

Grant Coordinator, 25% FTE (full-time equivalent)
Outreach Specialist, 100% FTE

Remember, this is ONLY salaries of people who are on staff. It doesn't include any contractors – those will be listed under contracts.

Fringe

Check with your human resources or payroll department to find out what the fringe rate is for your organization. This includes all payroll taxes, insurance, retirement, etc. It ranges anywhere from 7.5% to 30% (even more sometimes).

If someone is only a percentage on the grant, you only count fringe on that percent.

Training

This could be any classes, professional development, certifications, or other training needed for your program. It can be training for employees who are NOT listed in the personnel section or the personnel on the grant.

Make sure that the training aligns with the purpose of your grant. Describe how many people will get the training and how many hours it will take.

Travel

There are two kinds of travel you can put – local mileage and out-of-town travel.

Local Mileage – The day-to-day travel needed to conduct the program. Use the current federal reimbursement rate or whatever rate your organization uses for your fleet.

Out-of-Town Travel – This is special travel for training, meetings, etc. that are associated with your project. Be sure to count any mileage, air travel, hotel, per diem, etc. You can go here to see what the current federal rates are for the area to which you are traveling.

Equipment

The Board doesn't currently provide guidance of purchasing equipment for the grant. This could change – so be sure to check.

For federal grants, equipment is typically considered to be an asset that costs at least \$5,000 per unit and has a life of more than a year. There are usually strings attached to purchasing equipment – you can only use it for the grant program, if you sell it, you have to pay back the grant, etc.

Supplies

Supplies are anything that costs less than \$5,000 per unit and is more of a consumable item. For federal grants, computers and printers, office furniture, etc. are all considered supplies, rather than equipment.

Supplies could also include regular office supplies, medical supplies, etc.

Contracts

This would include any contracted employee or any services that the organization plans to contract for.

Be sure to check the instructions for the 2026 grant to see if there are any restrictions on contracts.

Other

Anything that does not fit somewhere else can go here. Usually it includes postage, media purchases, etc.

Indirect Costs

You are limited to 5% indirect costs (IDC) for this grant. You take the subtotal of all the direct costs and multiply it by .05 to get the amount.

IDC pays for all the organizational costs of doing the program that can't be directly assigned to the grant. Examples are human resources, IT services, facilities, utilities, etc.

You aren't required to claim the 5% IDC but it is nice to have it – grants do have costs associated with them and if you don't claim IDC, your organization is footing the bill for it.

Note: Research shows that IDC are actually a lot higher than 5%. Federal grants usually allow 15% IDC. Research shows that actual IDC is closer to 20-25%.



WATCH OUT!

If you are proposing to supplant funds, your application will be declined.

What is supplanting?

Supplanting is when you use grant funds to pay for something that is already being paid for.

You also can't use this grant to replace expiring grants or funding sources.

Crafting Your Proposal

Sometime in May, the Attorney General's office should post the request for Proposals. That document will outline the requirements of the proposals and a list of questions you will need to answer. The information will also include information on an application portal or other submission information.

Until then, you can start your proposal by using the guidelines issued in 2025.

The next few pages includes a list of the proposal information required. Gathering this information now will save time later.

To get a pdf of the template, email dana@sharpshootercommunications.com.



WATCH OUT!

Remember that the template provided here may be different from what the Board releases in Spring 2026. This template will get you started – your 2026 application might not look exactly like this.

Application Template

Items in bold are the key questions.

Items in regular font are sub-questions.

Anything in italics is simply guidance to help you answer that question.

There are 38 questions on the application. Don't worry about completing the application in order or doing it all at once. Start with answering the easiest questions first, then tackle the remaining questions.

Section 1: Political Subdivision Information

1. Name:

- If a public trust, who is beneficiary?

2. Type of political subdivision – choose one or more:

- Municipality
- County
- School District
- Technology School District
- Public Trust

3. Designated Representative (point of contact for the application).

- Name, Title, Address, Email, Phone

4. Legal representative or counsel

- Name, Title, Address, Email, Phone

5. Primary point of contact (point of contact for the program once funded)

- Name, Title, Address, Email, Phone

6. Chief financial officer

- Name, Title, Address, Email, Phone

NOTE: QUESTIONS 7-11 ARE ABOUT LEGAL SETTLEMENTS YOUR ORGANIZATION MAY HAVE HAD. YOU MAY NEED TO ASK YOUR LAWYER ABOUT THESE.

7. Are you engaged in the bankruptcy litigation against Purdue Pharmaceuticals – Case No. 22-299?

8. Were you involved in the National Opioid Distributors Settlements or an elected participant in the settlement?

- If yes, what is your status?

- Named plaintiff
- Participant by election
- Neither
- How much have you received in financial recovery, if any?

9. Were you involved in the National Opioid Retailers and Teva/Allergan Settlement or an elected participant?

- If yes, what is your status?
 - Named plaintiff
 - Participant by election
 - Neither
- How much have you received in financial recovery, if any?

10. Are you a named plaintiff in any other opioid-related litigation?

- If yes, provide the case name, number, court, and status of litigation (this is limited to 350 words)

11. During the last five years have you been the subject of any criminal, civil, or administrative investigation by any federal, state, or local agencies, including any investigative audit conducted by the State Auditor and Inspector?

- If yes, provide the outcome of the investigation or audit (350 words maximum)
- If yes, did you have to take any required corrective actions? (350 words maximum)

Section II: Proposed Grant Projects

This is the section where you will answer questions about the program.

12. Description of Project (350 words max)

Focus on the who, what, when, where, why, and how.

13. Check the appropriate box:

- This is a new effort
- This is expansion of an existing project
- Combination of new and existing

- This will replace expiring local or state funds for the same project *(note – this will disqualify your application!)*

14. Amount requested:

Apparently they aren't able to read your budget, so you need to list that here.

15. Describe any existing projects and how this will enhance those efforts. (350 max)

If there aren't any existing projects that you know of, it is okay to say that here. Maybe there are other programs but they serve a different group of people or they are private pay, etc.

16. Which approved purpose does this align with? (see page 6 for list)

You will need to identify one or more of the 22 purposes approved for the funds.

17. What portion of the grant is for indirect costs? It cannot be more than 5%.

Again, they aren't able to read your budget, so you need to list that here.

18. Attach a budget

A budget template is included in the next section.

19. What is the timeline for the project – include any benchmarks or goals to measure progress (350 max)

See template on page X. The template also explains what benchmarks and goals are.

20. List the statistics for your community – include sources for data.

(note: see Appendix for sources of information)

- Population:
- # people per capita suffering from OUD:
- Opioid prescription rate:
- # opioid overdose deaths in last 12 months:
- # opioid overdose deaths in three years:
- Amount opioids distributed in last 12 months.
- Amount opioids distributed in last 3 years.

21. What do you expect to be different in a year as a result of funding. Two years? (350 words max)

This will be described in your project timeline as well.

22. Describe the target populations you hope to reach and how many people will participate and benefit. (350 words max).

The population you serve depends on your program. It is okay to just estimate how many people will participate. Try to underestimate if you can.

23. List key staff and what role they will play. Include their experience (you may attach resumes but they don't promise to read them).

They want to know that someone is in charge who knows what they are doing.

24. What is your capacity to implement the project, including any experience with similar projects. (350 max).

You don't necessarily have to show that you have done this before. Just show that you have a good system in place to organize the program, track the spending, track results, write reports, etc. You can talk about what software you use to track things, who your financial people are, etc.

25. Will you hire new staff? If so, describe what staff are needed. (350 max).

26. What is your evaluation plan? (350 max).

Your evaluation plan will be based on what EBP you are using. When you identify your EBP, research what kind evaluation is recommended for that EBP, then use that. See page X for more information on Evaluation Plans.

27. What evidence-based practice will you use? Attach supporting information.

- **Has it been certified or credentialed by a state or federal agency, etc? If so, attached documentation**
- **Has the project received awards/recognition? If so, describe (350 words).**

See pages 9-10 for a list of some EBPs recommended and where you can find additional information.

28. Describe your current partnerships to address opioid abatement and this project. Attach any documentation. (350 words)

These would be the partners you involved in your planning project. You can attach a list of partners, agendas from meetings, etc.

29. Describe any existing community programs or services to prevent or treat opioid addiction and how these projects will complement those efforts. (350 words)

This is basically a repeat of question 15, except you will discuss how you will work WITH that other program to be sure gaps are being filled.

30. How did you evaluate and assess the needs in your community? (350 words)

Discuss the exploratory and kick off meetings.

31. How does your proposed project address those needs? (350 words)

If you haven't illustrated this by now, here's your chance. It is logical to say that "X EBP has been shown to address Y problems"

32. Identify any organizations/entities that assisted you in determining needs. (350 words)

Sort of a repeat of question 28. However, if there were additional sources for your needs assessment, include those here.

33. Have you leveraged (used) all other sources of funding available for this program before applying for the grant? (350 words)

Yes, of course you have. You may want to talk about how this program falls outside what you have budgeted for the next few years, or how third-parties pay for some people to have this service, but other people are not eligible for that.

34. Will this grant be considered last-resort funding?

Of course it is. Talk about how you have exhausted other funding opportunities and the opioid grant will help you kick this off so you can sustain it later.

35. Attach up to three letters of support or other items that may assist with the grant decision.

This is your chance to include anything else that you think will be helpful. It is not required.

Section III: Additional Forms and Supporting Documents

36. Provide a copy of your most recent financial statements and audit (if available)

Ask your finance office for these documents. A financial statement includes a Profit & Loss Statement and a Balance Sheet (although your organization may call them something different). Rest assured that your finance office knows what is needed.

37. Provide a signed and adopted resolution or equivalent authorizing this application and the project(s) identified.

Make sure you are ready to have this done. You will have to put it on the agenda early to make sure you get this done on time.

38. If a public trust, provide your current declaration of trust.

Section IV: Affirmation

(just signing that this is your application...)

WATCH OUT!

Answer each question the best you can. If it doesn't apply to you, say that. Don't just leave it blank.



Appendix

Information on the Grant

The Oklahoma Attorney General's Office

<https://oklahoma.gov/oag/resources/grants/opioid-abatement-grant.html>

Phone number: 405-521-3921

Email: OAB@ago.ok.gov

Data Sources for Community Needs Assessment:

Oklahoma Mental Health and Substance Abuse Dashboard:

<https://oklahoma.gov/odmhsas/research/statistics-and-data/dashboards.html>

State Department of Health Overdose Data Dashboard:

<https://oklahoma.gov/health/health-education/injury-prevention-service/drug-overdose/data/drug-overdose-data-dashboard.html>

Helpful Sites for Grant Development

Healthy Minds Policy Institute:

<https://www.healthymindspolicy.org/overdose-prevention>

List of EVPs related to drugs and alcohol and information links for each:

<https://theathenaforum.org/prevention-101/excellence-prevention-eip>

note: this site also lists programs that are not yet EBPs – check to make sure your chosen program is an EBP.

National Association of Counties Planning Guide for Opioid Abatement Funds:

<https://www.naco.org/resources/opioid-solutions/planning-principles-toolkit>

US Department of Health and Human Services List of Programs/Treatments/Research

<https://www.hhs.gov/overdose-prevention/treatment>