

SAMHSA Project LAUNCH: [CHECKLIST](#)
Setting & Entering TRAC Annual Goals & Budget Estimates
TRAC web address: <https://www.cmhs-gpra.samhsa.gov>

The Annual Goal Section and Budget Section on TRAC 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 planned activities that you plan to achieve for **each** annual grant year for each indicator. TRAC is a “*goals-based*” system used to assess and monitor the extent your project is meeting its goals. This is a 5-year grant project. You will set goals for **each** annual grant **project year (October 1- September 30)**.

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

- set for each IPP Indicator: WD2, PC2, A4, T3, S1 and R1 for **each** grant year
- consistent with those outlined in your application; **DO NOT MAKE or ADD NEW** Goals!
- realistic, attainable, tied to your service 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 application**. What are you planning to do and achieve?
- Review the definitions of the six required IPP Indicator Categories- WD2, PC2, A4, T3, S1 and R1
- Identify which IPP indicator applies to your stated goal
- Count the number of activities you plan for **each grant year** for each indicator to calculate your goal for the given year
- Identify which IPP Indicator (s), if any, is **not** a goal for your project

STEP 2. Enter an Annual Goal (a numeric value) for each IPP Indicator **for each grant year.**

- For WD2, enter the number of people (in the mental health and related workforce) that you plan to train in specific mental health-related practices/activities
- For PC2, enter the number of organizations who will collaborate/ coordinate/share resources with other organizations as a result of the grant
- For A4, enter the number or percent of parents/consumers/family members who make up the state and local councils, workgroups, and committees as a result of the grant
- For T3, enter the number of individuals (non-mental health professionals) that you plan to provide evidence-based mental health-related services
- For S1, enter the number of individuals (non-mental health professionals) that you plan to screen or complete in-depth (follow-up) assessments for mental health or related interventions
- For R1, enter the number of individuals (non-mental health professionals) that you plan to refer for prevention or mental health and related services
- 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 or data will be lost!

After you enter Annual Goals into TRAC, 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 application
- 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, match costs, or estimated carry over dollars
- Allocate a Budget Estimate for each Budget Category; Budget is **NOT** directly linked to IPP Indicators

TIP: You can save your work and return to complete it later!

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!
- DO NOT USE both methods! If you enter budget information by **dollar amount**, and change it to **percentage** (and vice versa converting from percentage to dollar amount), you will LOSE all 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): **Enter a “0” ZERO for all 5 yrs. Not Applicable!**

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 vulnerable populations
 - engaging/developing partnerships/collaborations with child-serving services, organizations, providers
 - enhancing cross-system referral networks, information systems, & management information systems
 - building coalitions (i.e. advisory boards, task forces, parent workgroups, steering committees)
 - making systems changes (i.e. access to care, linkages, and integration of mental health and substance abuse)
 - developing, improving electronic health records, databases, promotion, prevention, and management protocol and policies

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, TRAC, 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 Children’s Mental Awareness Month
 - Training of providers (Early Childhood Educators & Staff, Elementary Schoolteachers & Assistants, Physicians, Nurses)
 - Public information/education for parents and community (educational seminars, 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 , Project LAUNCH training webinars

6. TECHNICAL ASSISTANCE: Enter a “0” ZERO in the cell for 3 years. Not Applicable!

STEP 4. STOP! 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 or a “0”?
- Is ZERO “0” entered for the NON-Applicable Categories: SERVICES PROVISION” and “TECHNICAL ASSISTANCE”?
- Are there any cells that have been left blank or empty? **GO BACK and fill them in!**
- Are ALL Budget CATEGORIES for ALL YEARS filled in with a numeric value or a Zero?
- 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

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