

**Ohio Department of Alcohol and Drug Addiction Services**  
**Grant-Funded Agency Conditions and Assurances - State Fiscal Year 2013**  
**Prevention Services**

**General Requirements**

1. The governmental agency or nonprofit corporation applying hereunder possesses the legal authority to apply for and receive the grant; and in the case of a nonprofit corporation, a resolution, motion or similar action has been duly adopted or passed by the board authorizing the submission of this application and directing and authorizing the person identified as Program Director as the representative of the applicant to act in connection, and provide such additional information as may be required.
2. Funds granted as a result of this State Fiscal Year 2013 Guidance for Applicants are to be used for the purpose set forth herein, and will be administered in accordance with the reporting requirements accompanied with the ODADAS Notice of Award.
3. Fees or other income derived from the services will be credited as program income to the program. Grantees will follow OMB Circular A-110 for requirements concerning program income. In the event of termination of the program, unexpended grant funds are subject to recovery by ODADAS.
4. Availability of other funds budgeted for this program must be documented. The documentation must demonstrate any required in-kind or cash match.
5. Funds will not be used to: provide cash payments to recipients of services, purchase vehicles, supplant existing funds for staff or programs, cover capital improvement, construction, professional or credentialing fees, licenses or fines or penalties. Vehicle lease is permissible when pre-approval is received from ODADAS prior to signing the lease agreement.
6. Food purchases are permissible for program participants if the purchase is justified in relation to the program plan and outcomes in the applicant's budget narrative. Receipt of the Department's Notice of Award indicates approval.
7. The purpose of these funds is to provide financial assistance to programs for the delivery of alcohol and other drug services/activities. Any use of funds for equipment, furniture or computer software must be justified in terms of the relationship of the equipment, furniture or computer software to the program or activity. Justification to purchase equipment, furniture, and/or computer software must be submitted to ODADAS for prior approval and include consideration of how the equipment, furniture or computer software will be used, why the purchase is necessary, what alternatives were considered, how the cost was determined and why the program considers the cost reasonable. Funds cannot be expended for equipment, furniture or computer software until approved by the Department.
8. Equipment, furniture or computer software purchased under a grant are the property of ODADAS. A list of equipment, furniture and computer software, including serial numbers, must be submitted to the Department's Grants Administration Unit and the local Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board or Alcohol and Drug Addiction Services (ADAS) Board. In the event the funds are terminated, the local ADAMHS/ADAS Board will inventory the purchased equipment, furniture or computer software and present a plan for its

disposition to ODADAS. If the equipment, furniture or computer software has been purchased and used by a direct funded agency, the agency must submit a plan directly to ODADAS for disposition.

9. Failure to comply with the terms specified in this application will be regarded as basis for termination by the grantor upon a 30 day written notice.
10. The board of the implementing agency of this grant will consist of individuals representative of the population(s) to be served.
11. Prevention services will be managed/supervised in accordance with the requirements set forth in the Ohio Administrative Code section 3793:5-1-05(G) of the prevention certification standards.
12. Within any publication or public announcement, each local recipient must identify the "Ohio Department of Alcohol and Drug Addiction Services" as a funder of the program. Materials may not be copyrighted without prior written approval from ODADAS.
13. Travel, meals, and lodging rates cannot exceed the state of Ohio rates as set forth by the Ohio Office of Budget and Management (OBM) Travel Rule 126-1-02. For State Fiscal Year 2012, travel by privately owned automobiles for purposes related to the ODADAS grant will be reimbursed at no more than the State of Ohio travel rate of 45 cents per mile. Under the Travel Rule, OBM Director retains discretion to establish mileage reimbursement rate and review on a quarterly basis. Reimbursement rates for lodging within the Continental United States will be as set by the federal General Service Administration (GSA). Maximum rates for lodging and per diems for meals and incidentals are set by location. These rates are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Overnight lodging may be reimbursed only when staff is traveling on official business and is either: (a) At a location greater than forty-five miles of both the staff residence and headquarters, or (b) At a location greater than thirty miles of both the staff's residence and headquarters for conference purposes. If lodging is at the conference site or a hotel identified in the conference registration materials as one of the conference hotels, it may be reimbursed at actual cost, provided such cost is reasonable as determined by the head of the agency. Reimbursement for meals is authorized only when overnight lodging is required. If conference event includes or provides a meal, the staff shall not be reimbursed for that same meal in the per diem rate. The OBM Travel Rule 126-1-02 is available on the OBM website at <http://obm.ohio.gov/MiscPages/TravelRule/>. If rates change, ODADAS will provide notification to the Board and Provider.
14. The program agrees to comply with ADAMHS/ADAS Board and ODADAS administrative reporting requirements; for example, but not limited to, quarterly program summary reports, measurements, surveys or evaluation as requested by ODADAS.
15. Programmatic and fiscal requirements issued with the ODADAS Notice of Award to be submitted to the Department must be accompanied by a face sheet signed by the Implementing Agency Executive Director and Implementing Agency Board Member. A copy of the report must be sent to the ADAMHS/ADAS Board.
16. The agency agrees to have an annual audit performed by an independent certified public accountant and agency shall furnish such audit to the Board within 30 days after the receipt of the auditor's report. A separate audit for this grant is not necessary if the audit includes accountability and contract compliance as they relate to this grant. The agency agrees that it will be subject to additional sub-recipient monitoring by ODADAS.

17. Funds granted as a result of this application shall not be used for alcohol, tobacco or other drug treatment/rehabilitation and/or clinical assessments to determine a person's need for alcohol or other drug treatment.
18. Funded programs will address tobacco prevention.
19. The prevention program shall address risk and protective factors, at least one state goal and identify prevention strategies and services being delivered as a part of this grant.
20. The Implementing Agency is responsible for informing ODADAS when there is a change to the agency's contact information provided on the SFY 2013 ODADAS Prevention Face Sheet. Future official communications from ODADAS may occur exclusively using email; therefore, it is imperative for the agency to ensure this information is accurate.
21. In SFY 2013, all ODADAS prevention grantees will submit their application requirements in the ODADAS PIPAR System.
22. Ohio Administrative Code section 3793:6-1-01, authorizes ODADAS to withhold from a board or an alcohol and drug addiction program all or part of the state and federal funds allocated or granted by the Department for a specific program for any of the following: (1) Failure of the program to comply with rules adopted by the department, (2) Failure of the program to comply with provisions of state or federal law, including federal regulations.

The Department is required to identify the areas of the program's noncompliance and the action necessary to achieve compliance and shall offer technical assistance to the program and the Board to assist the program in achieving compliance. If compliance is still not achieved after technical assistance has been provided, the Department is required to give the program written notice by certified mail, return receipt requested, if it intends to withhold funds. The program is entitled to a hearing if it requests it within thirty days of the time of the mailing of the notice. Please see OAC 3793:6-1-01 for additional information.

23. Programs and services should be culturally and linguistically appropriate for the population served.
24. Programs must use the SAPT Block Grant as the "payment of last resort" for services for pregnant women and women with dependent children, TB services, and HIV services shall make every reasonable effort, including the establishment of systems for eligibility determination, billing, and collection, to: (1) Collect reimbursement for the costs of providing such services to persons who are entitled to insurance benefits under the Social Security Act, including programs under title XVIII and title XIX, any State compensation program, any other public assistance program for medical expenses, any grant program, any private health insurance, or any other benefit program; and (2) Secure from patients or clients payments for services in accordance with their ability to pay.

**The following conditions and assurances apply only to ODADAS grant-funded Women's Gender-Specific Programs.**

Federal SAPT Block Grant funds may be used for planning, carrying out and evaluating activities to prevent and treat substance abuse [Section 1921(b) and 1924(a)].

25. An Implementing Agency funded with specific SAPT Block Grant women's set-aside funds to provide substance abuse treatment services to pregnant women and women with dependent children....will directly or through arrangements with other public or nonprofit private entities,

make available prenatal care to women receiving such services and, while the women are receiving services, child care [Section 1922(c)].

26. Treatment facilities receiving SAPT Block Grant funds "will ensure that each pregnant woman in the state who seeks or is referred for and would benefit from treatment services is given preference in admission and will publicize the availability to such women of services from the facilities and the fact that women receive such preference" [Section 1927(a)].
27. In the event that a treatment facility has insufficient capacity to provide treatment services to pregnant women seeking services, the facility must immediately make a referral to the local ADAMHS/ADAS Board to facilitate admission into another treatment program. If no other treatment program is available, the Board must make a referral to the State. If no other treatment facility in the state is available or the client refuses to attend treatment in another area, interim services must be made available within 48 hours.
28. All treatment programs must provide child care services, either on-site or referral [PHS Act, Section 1922(c)(3)].
29. ODADAS grant-funded Women's Programs must ensure availability of the following:
  - a. Primary medical care for women receiving substance abuse services, including prenatal care.
  - b. Primary pediatric care for children, including immunizations.
  - c. Gender specific substance abuse treatment and other therapeutic interventions for women that may address inter-personal relationships, such as, sexual and physical abuse, including domestic violence and parenting.
  - d. Therapeutic interventions for children in custody of women in treatment which may, among other things, address their developmental needs and their issues of sexual and physical abuse and neglect.
  - e. Sufficient treatment support and case coordination (case management) to include all necessary support activities to insure that women and their children have access to the services provided by a) through d).
  - f. Clinical approaches that support managed care (improved utilization management systems, such as, enhanced assessment, aftercare provisions for consumers in residential settings and/or linkage).
  - g. Enhanced collaboration with children's services, the criminal justice system, vocational rehabilitation and employment services and other entities serving Medicaid eligible consumers.
  - h. Identification and tracking methods for all Medicaid recipients.

### **Specific Requirements**

Programs funded with Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant Funds will follow and adhere to the Code of Federal Regulations Part 96, Sections 1-137. In addition, programs funded with the SAPT Block Grant Funds must adhere to the following:

- a. No part of any appropriation contained in this Act shall be used, other than for formal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself or any State legislature.
- b. No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.