



Department of Alcohol &
Drug Addiction Services

SFY 2013

**TREATMENT AND RECOVERY
GUIDANCE FOR APPLICANTS**

John R. Kasich, Governor

Orman Hall, Director

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**Ohio Department of Alcohol and Drug Addiction Services (ODADAS)
SFY 2013 Treatment and Recovery Guidance for Applicants**

Mission Statement

To provide statewide leadership in establishing high-quality addiction prevention, treatment and recovery services system of care that is effective, accessible and valued by all Ohioans.

Introduction

The State Fiscal Year (SFY) 2013 Treatment and Recovery Guidance for Applicants provide applicants with the requirements for the SFY 2013 grant application and set forth the process by which each grant application will be reviewed. This current grant application will cover a one-year period (SFY 2013), from July 1, 2012 through June 30, 2013. ODADAS has moved to an electronic grant application for all Treatment and Recovery grants. The Treatment and Recovery Guidance for Applicants has been modified to align the paper application with the online system to ensure a smoother transition.

Availability of funds

Funding will depend on the availability of state and federal funds for State Fiscal Year 2013. Funds for these grants are based on an estimate of state and federal funds for SFY 2013 and will not be finalized until the approval of the SFY 2012/2013 biennial budget. Should funding be reduced below the estimated level, the amount of funds available for the grant may be reduced or terminated per written notice to the applicant by ODADAS. ***Applicants can apply for no more than the final amount awarded during SFY 2012.***

Eligible Applicants

SFY 2012 one time grantees are not eligible for SFY 2013 funds.

Applications will only be accepted from public and private non-profit organizations that provide alcohol and other drug treatment services that were awarded Treatment and Recovery grants during SFY 2012.

Special Requirements

Implementing agencies (i.e., treatment programs or other funded entities) are required to submit admission and discharge records via the Ohio Behavioral Health Module (OHBH) for all clients served with ODADAS grants. Both primary and secondary diagnoses will be reported for all clients whenever appropriate (see MACSIS Behavioral Health Data Form, Field 25). Implementing agencies are required to submit claims via MACSIS and be reimbursed by their respective ADAMHS/ADAS Board on a grant distribution basis, irrespective of unit cost.

The funded program will request the ADAMHS/ADAS Board to enroll clients into Multi-Agency Community Services Information System (MACSIS) and the program agrees to submit via the Behavioral Health Module admission and discharge records to the ADAMHS/ADAS Board on those clients within 60 days of the date of admission or discharge, respectively.

ODADAS is accepting only grant applications for the following treatment grant programs:

TASC

Purpose: The purpose of these funds is to provide Treatment Alternatives to Street Crime (TASC) services to juveniles and adults who are currently under the supervision of courts or other criminal justice referral agencies.

Background: The Ohio TASC initiative began in 1991 with the inception of the Preble County TASC. Within one year, six additional TASC programs were established through a collaborative funding arrangement between the Office of Criminal Justice Services and ODADAS. The State implemented the TASC model to improve the delivery of alcohol and other drug treatment services for the offender population. On July 1, 1996, ODADAS became the sole funder of the original seven TASC programs. The Department now funds 14 TASC grants statewide.

Drug Courts

Purpose: The purpose of these funds is to support adult, juvenile and family drug court programming statewide.

Background: The first Ohio drug court was implemented in Hamilton County in 1995 to serve adult felons. Since that time, a total of 93 drug courts are currently operational in Ohio. Drug courts now additionally serve misdemeanor offenders, OVI/DUI offenders, juveniles and adults charged with abuse, neglect or dependency of their minor children. ODADAS, the largest funder of these programs, provides monies to a total of 24 drug courts.

Therapeutic Community and Therapeutic Community Expansion

Purpose: The purpose of these funds is to assist Therapeutic Communities with the rehabilitation of felons with alcohol and drug abuse/addiction problems.

Background: The Department began funding Therapeutic Communities (TC) in 1990 by awarding a grant to Comp Drug Inc. to develop a Women's prison-based TC at the Ohio Reformatory for Women. In 1992 the Department in collaboration with Pickaway Correctional Institution began operating a Men's Therapeutic Community. Both of these programs were funded with the intent of assisting alcohol and drug addicted felons to become sober, tax paying citizens. In 1995, the department awarded a grant to operate a Men's TC halfway house for inmates coming out of the prison based TC. This continuum of care has been proven, through research, to greatly enhance an individual's potential to succeed. Later, a second TC halfway house was funded in the Cleveland area for inmates coming out of the prison-based TC at the Grafton Correctional Institute.

Circle for Recovery

Purpose: The Circle for Recovery Programs are located in and administered by a total of nine Urban Minority Alcohol and Drug Addiction Outreach Programs (UMADAOPs) across the state of Ohio. The objective of the Circle for Recovery programs is to prevent relapse of chemical dependency and criminal recidivism among primarily African-American adult parolees. Relapse prevention services for the Circle of Recovery Programs include: employment/vocational training; GED/education; health education

including AIDS/HIV/STD education; relationship education; peer support; violence prevention; and crisis intervention services.

Background: The original six Circles for Recovery Programs began operating in SFY 2002 and are administered by UMADAOPs in the following counties: Hamilton; Lorain; Lucas; Montgomery; Richland; and Trumbull. An additional three Circle for Recovery Programs, located in UMADAOPs in Allen, Franklin, and Summit Counties were funded for the first time in SFY 2006.

Problem Gambling

Purpose: The purpose of these funds is to assist in developing a sound plan to address the treatment needs of those individuals experiencing problem/pathological gambling.

Background: In SFY 2001, a needs assessment was conducted by Wright State University that focused on alcohol and other drug abuse and compulsive gambling. This assessment was able to demonstrate the link between substance abuse and pathological gambling.

Five pilot programs were developed and are located in five Ohio cities: Athens, Cincinnati, Youngstown, Cleveland and Toledo. A sixth program was added in Columbus January 2011 to insure coverage in each city where a casino will be located. During the first year of the initiative, project staff was focused on staff training, integrating pathological gambling treatment interventions into alcohol and other drug programming and networking within their respective communities to build an infrastructure to support aftercare for recovering gamblers.

Problem Gambling programs must have the following elements: a qualified gambling counselor on staff; submission of a Memorandum Of Understanding or signed contract with a financial advisor or debt counselor to assist clients with financial difficulties stemming from gambling losses; provide access to marital and family counseling; and increase public/community awareness through Public Service Announcements and other advertising in the community.

Women's Treatment Program

Background: In 1985, the federal government mandated that at least five percent of the Alcohol, Drug Addiction and Mental Health Services Block Grant [now the Substance Abuse Prevention and Treatment (SAPT) Block Grant] be used to create innovative programs for women. The set-aside began with \$1.2 million awarded to 20 programs. Since the inception of the Department, the commitment to women's programming has steadily increased. Currently, the Department funds 75 women's treatment set-aside grants.

Purpose: The purpose of these funds is to respond to the existing and emerging needs of women addicted to or dependent upon alcohol and/or other drugs. Priority populations of women include women of childbearing age, pregnant women, women with dependent children (including women attempting to regain custody of their children) and young women (adolescents).

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)]. 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)]. Additionally, all treatment programs must provide child care services, either on-site or referral [PHS Act, Section 1922(c)(3)]."

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. Therefore, women seeking drug and/or alcohol abuse treatment services may seek treatment in *any* of Ohio's 88 counties, regardless of her county of residence, providing a residential bed is available, and the treatment facility does not have a waiting list for services.

Required Program Elements For ODADAS grant-funded Women's Treatment 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.

In addition to residential treatment services for women, applicants must also provide housing for minor children during the course of the treatment episode.

Women's Treatment Program Assumptions

The environment created for women's recovery is essential for long-term success. Programming must be delivered in an environment that fosters safety, enhances personal and professional growth, and recognizes the role that trauma plays in the lives of the women seeking recovery.

Programs that demonstrate increased skills such as stress management, communication, and parenting, increase self-esteem or empowerment and provide women with resources and skills to maintain healthy choices have a greater and more lasting impact on the quality of women's lives than those that demonstrate only a short period of abstinence.

Restrictions

Grant funds may not be used for: cash payments to recipients of services, vehicle purchase, capital improvement, construction, professional or credentialing fees, licenses, fines, penalties, or to supplant existing funds for staff or programs. Vehicle lease is permissible when pre-approval is received from ODADAS prior to signing the lease agreement.

OLGA Grant Application Process

In SFY 2013, current ODADAS grant funded treatment and recovery grantees will submit application requirements electronically via the Online Grant Application System (OLGA). OLGA will be available for the SFY 2013 GFA Grant Application submission beginning Monday, February 20th, 2012. Grantees are required to submit all application requirements electronically via OLGA by the 5:00pm on March 30, 2012. Step by step instructions for completing the application are available in the OLGA user guide located on the ODADAS website under "Services," "Fiscal", "Grant Guidance" and "SFY 2013 Guidance for Applicants.

Technical assistance is available for the OLGA Grant Application Process. Contact the Division of Treatment and Recovery Services Regional Coordinator for OLGA and program related questions or the Grants Analyst for fiscal or business related questions. Please see the attached ODADAS Contact list (page 30) for the appropriate contact. The Divisions of Treatment and Recovery Services and Fiscal Services will conduct three training webinars on February 24, 2012 from 10:00 A.M. to 11:30 A.M., February 28, 2012 from 1:30 P.M. to 3:00 PM, and March 16, 2012 from 1:30 P.M. to 3:00 P.M to provide information on the Treatment & Recovery OLGA grant application.

Upon completion of all components of the grant application, the Implementing Agency's Executive Director or Designee must log into the OLGA system and accept the ODADAS Conditions and Assurances. The Executive Director or Designee must submit the application via OLGA. This action will be considered the Executive Director's electronic signature. ODADAS staff will be notified when this application is ready to move forward to the review process. **All application components must be submitted via OLGA by 5:00 P.M. on March 30, 2012 in order to meet the requirements for submission.**

Review and Receipt Schedule

To be considered for funding, applicants must complete and submit the application via the OLGA system by 5:00 P.M. on March 30, 2012. **Any application submitted after 5:00 P.M. on March 30, 2012 will not be accepted.** No paper, email, or facsimile copies of applications will be accepted.

ADAMHS/ADAS Board Comments

Applicants must also print and send one copy of the completed grant application to the appropriate ADAMHS/ADAS Board by the close of business (5:00 P.M.) on March 30, 2012. Please contact the Board regarding the amount of time they will need to review your application and the date they expect to receive a copy. The Board will then submit Board Review/Comment Form with original signatures to ODADAS **by the close of business (5:00 P.M.) April 6, 2012.** Submitting the ADAMHS/ADAS Board Review/Comment Form to ODADAS ensures the receipt of the grant application to the Board. Please see the enclosed Board Review/Comment Form on page 35 of this document. The ADAMHS/ADAS Board should complete and submit the attached ADAMHS/ADAS Board Review/Comment Form by 5:00 P.M. on April 6, 2012 to:

Ohio Department of Alcohol and Drug Addiction Services
Grants Administration Unit, Division of Fiscal Services
30 East Broad Street, 11th Floor
Columbus, Ohio 43215

	Process
February 13, 2012	OLGA Available to Treatment & Recovery Grantees
February 24, February 28, & March 16, 2012	Treatment and Recovery GFA/OLGA Webinars
March 30, 2012	Treatment and Recovery Grant Application Electronic Submission to ODADAS via OLGA by 5:00 P.M
April 2 - June 1, 2012	Review and Feedback by ODADAS staff
April 6, 2012	ADAMHS/ADAS Board Review/Comment Form Due to ODADAS by 5:00 P.M.
June 1, 2012	Notice of Awards Mailed to Local ADAMHS/ADAS Boards; Copy to Implementing Agency
July 1, 2012	SFY 2013 Funding Period Begins

Treatment and Recovery OLGA Webinar

The Divisions of Treatment and Recovery Services and Fiscal Services will provide Guidance for Applicants (GFA) Training for SFY 2013 Treatment and Recovery grant applicants via webinar on February 24, 2012 from 10:00 A.M. to 11:30 A.M., February 28, 2012 from 1:30 P.M. to 3:00 PM, and March 16, 2012 from 1:30 P.M. to 3:00 P.M to provide information on the Treatment & Recovery OLGA grant application. The training

will be a walk-through of the actual grant application components and submission process in OLGA. Please review the Treatment and Recovery GFA and be prepared to ask questions. If you plan to attend one of the webinars, you must register your contact information and preferred training date online by 5:00 P.M the day preceding training. The registration link is available on the ODADAS website under "Services," "Fiscal", "Grant Guidance" and "SFY 2013 Guidance for Applicants and Documentation". Webinar login instructions will be emailed to registrants closer to the training date.

Grant Application Review

All components of the (SFY) 2013 Treatment and Recovery Guidance for Applicants will be submitted electronically via OLGA and reviewed by ODADAS AoD Program Specialists and Recovery Coordinators and the Grants Coordinator for completeness and guideline compliance. ODADAS staff will approve or request revisions related to the changes that need to be made in order to approve the grant through OLGA. Once the changes have been made, the applicant will re-submit the plan to ODADAS and the above steps will occur until the (SFY) 2013 Treatment and Recovery Guidance for Applicants meet all requirements and is ready for the ODADAS Director's final approval. Once the (SFY) 2013 Treatment and Recovery Guidance for Applicants receives final approval from the Director, a Notice of Award will be released.

Reporting Requirements

As authorized in Ohio Revised Code Section 3793.12, ODADAS will collect information and data from grantees. This information and data is outlined in the Reporting Requirements, which will be distributed with all the Notice of Awards. These Reporting Requirements will be available on the ODADAS website. Reporting requirements, such as expenditure reports and progress reports, will be reviewed by ODADAS Staff. Failure to comply with reporting requirements shall result in further action by ODADAS.

Non-Compliance/Accountability

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.

State Fiscal Year (SFY) 2013 Treatment and Recovery Guidance for Applicants
 Process Utilizing OLGA (Online Grant Application)

G R A N T S Y S T E M	Face Sheet	
	Facesheet Type :	Original
	Program Area :	Women's Treatment
	Continuation Grant Number :	
	Level of Care :	Select a level of care
	Target Population : (Select 1 to 2)	<input type="checkbox"/> Adults <input checked="" type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> Other <input type="checkbox"/> Youth
	National Outcome Measures (NOMs) : (Select 1 to 2)	<input type="checkbox"/> Abstinence <input type="checkbox"/> Gainfully Employed <input type="checkbox"/> No New Arrests <input type="checkbox"/> Safe, Stable, Permanent Housing <input checked="" type="checkbox"/> Social Connectedness
	Total ODADAS Funds Requested :	
	Grant Period :	7/1/2011 - 6/30/2012
	Program Title	

Face Sheet

- Indicate the Face Sheet Type (original, revised, mid-year report, end-of-year report).
- Grant Program Type
- Enter the current ODADAS grant number as identified in the State Fiscal Year 2012 Notice of Award.
- Select the Level of Care, Target Population, and NOMs.
- Insert the total ODADAS funds requested. Applicants can apply for no more than the original amount awarded during SFY 2012. The grant program period is July 1, 2012 through June 30, 2013.
- Provide grant Program Title

SFY 2013 Treatment and Recovery Guidance for Applicants

Review Agency Information		Correct?	Yes	No
Implementing Agency Name		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Executive Director		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
President of the Board of Directors		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Fiscal Officer		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Mailing Address		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
City, State, Zip Code		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Telephone Number		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Fax Number		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Executive Director's E-Mail Address		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Fiscal Officer's Telephone Number		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Fiscal Officer's E-Mail Address		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
Federal Tax ID		Correct?	<input type="radio"/> Yes	<input type="radio"/> No
ADAMHS/ADAS Board		Correct?	<input type="radio"/> Yes	<input type="radio"/> No

- Confirm the Agency Information is correct. This information is being pre-populated by the State of Ohio Behavioral Health Directory.

Program Narratives

Program Narratives, Abstract, and Agency Information	
Program Abstract/Overview	
Program Abstract Narrative:	
Problem Statement/Documentation of Need:	
Ability to Fulfill Services:	
Implementing Agency Information	
Philosophy:	
Mission:	
History:	
<input type="button" value="Spell Check"/> <input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>	

The Program Narratives section is a summary of the program. Information in this section should provide clear and concise information about the program and space for each section is limited to 750 characters.

- The abstract is a brief overview of who will be served, what services will be provided where and by whom.
- The problem statement/documentation of need statement should identify the population to be served and what sources indicate that group needs treatment.
- The ability to fulfill services describes your staff and how they will be used to provide services.
- The philosophy and mission statements describe who your agency will serve and what end result you work to attain.
- The history statement is a brief description of when your agency started, how it has changed and what it is like now.
- If the same program is serving different customers, an additional program narrative must be submitted. A word document may be cut and pasted into this section; however, it must comply with the 750 character limit.

Staffing Description

Staffing Description

Use the following form to indicate the staffing for this program.

First Name	Last Name	Job Title	Credential Type	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	None Selected	Save

List the organization's employees, volunteers and contracted professionals who are committed and contribute their skills, knowledge and abilities to help customers. Any licensure or credentials held by key people should be noted.

Target Population Description

Target Population Profile

What percentage of customers is projected to be 'African American?'	%
What percentage of customers is projected to be 'Caucasian?'	%
What percentage of customers is projected to be 'Other?'	%
What percentage of customers is projected to be pregnant?	%
What percentage of customers is projected to be postpartum?	%
What percentage of customers is projected as not being employed at admission?	%
What percentage of customers is projected as not completing high school or obtaining a GED?	%
What percentage of customers is projected to have problems with goal setting at the time of admission?	%
What percentage of customers is projected to rely on others for housing or have other issues obtaining housing?	%
What percentage of customers is projected to use drugs intravenously?	%
What percentage of customers is involved in the Child Welfare or Children Service system?	%
What percentage of newborns is projected to be born drug free?	%
What percentage of customers from minority backgrounds is projected to receive culturally competent treatment?	%
What percentage of customers is projected to be involved with the adult criminal court system?	%

What percentage of customers is projected to be involved with the Juvenile Court system?	%
What percentage of customers is projected to be involved with the Family Court system?	%
What percentage of customers is projected to be on Parole or Probation?	%
What percentage of customers is projected to be re-entering from prisons or jails?	%
What percentage of customers is projected as being a victim in domestic violence, emotional, physical	%
What percentage of customers is projected as being perpetrators in domestic violence, emotional, physical or sexual abuse?	%
What percentage of customers is projected to report a history of trauma?	%

Line-Item Budget and Narrative

Line-Item Budget		ODADAS	ODADAS Narrative	Other	Other Narrative	Total
Category I: Personnel Costs						
Personnel		Add Narrative			Add Narrative	\$0.00
Fringe Benefits		Add Narrative			Add Narrative	\$0.00
Category II: Non-Personnel Costs						
Consultants		Add Narrative			Add Narrative	\$0.00
Subscriptions & Publications		Add Narrative			Add Narrative	\$0.00
Supplies		Add Narrative			Add Narrative	\$0.00
Printing/Copying		Add Narrative			Add Narrative	\$0.00
Rent/Lease Expenses		Add Narrative			Add Narrative	\$0.00
Phone/Utilities		Add Narrative			Add Narrative	\$0.00
Maintenance/Repair		Add Narrative			Add Narrative	\$0.00
Rentals		Add Narrative			Add Narrative	\$0.00
Insurance		Add Narrative			Add Narrative	\$0.00
Category III: Motor Vehicle/Travel/Food/Conference						
Motor Vehicle		Add Narrative			Add Narrative	\$0.00
Travel		Add Narrative			Add Narrative	\$0.00
Food		Add Narrative			Add Narrative	\$0.00
Conference/Training/Registration		Add Narrative			Add Narrative	\$0.00
Category IV: Equipment/Furniture						
Equipment/Computer		Add Narrative			Add Narrative	\$0.00
Furniture		Add Narrative			Add Narrative	\$0.00
Totals	\$0.00			\$0.00		\$0.00

Save << Previous Next >>

Applicants will complete the Budget and Narrative via OLGA. For SFY 2013 (July 1, 2012 to June 30, 2013), applicants can apply for no more than the final amount awarded during SFY 2012. **A Line Item Budget and Narrative must be completed for the grant application.** Please see the ODADAS Grant Budget by Line Item Definitions in the Enclosures for more information. The total of the Budget/Expenditure Form for the ODADAS funding should match the amount on the face sheet of the application. The form is designed for both preparing an initial budget, budget revisions and reporting actual expenditures. The following six areas pertain to the columns on the budget/expenditure form:

- A. Budget Categories –The line items for the grant program area’s planned budget. **Please refer to the Grant Budget by Line Item Definition in the Enclosures section of this GFA document.**
- B. ODADAS Funds – The ODADAS funds budgeted by budget category and line items for the grant program area.
- C. ODADAS Narrative – A Narrative must be completed for each budget line Item containing funds. Click the Add Narrative link next to each corresponding line item. You must provide sufficient detail to justify the planned costs for each budget category. Make sure you check for accuracy. **Ensure the budget and budget narrative line item amounts are equal. There should be enough detail in the narrative so the reviewer can calculate the amount requested in each budget line item.**
- D. Other Funds - All other fund sources (other than ODADAS) anticipated for the budget period, by budget category. **Please note: “Other funds” are required to be included in the Budget and Narrative if other funding sources in addition to ODADAS funds are used to support the program.**
- E. Other Narrative - A Narrative must be completed for each budget line Item containing funds. Click the Add Narrative link next to each corresponding line item. You must provide sufficient detail to justify the planned costs for each budget category. Make sure you check for accuracy. **Ensure the budget and budget narrative line item amounts are equal. There should be enough detail in the narrative so the reviewer can calculate the amount of Other Funds in each budget line item.**
- F. Total Funds by line item – This includes the total of both the ODADAS and Other Funds for the identified grant program area. Calculations are automatic in OLGA.

The last row on the form contains the totals for ODADAS Funds, Other Funds, and Total Funds. Calculations are based on the total line items amount entered in each column.

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 or computer software must be submitted to ODADAS and include consideration of how the equipment, furniture or computer software will be used, why the purchase is necessary, 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. Once approved, programs must submit a list of equipment purchased with ODADAS grant funds during State Fiscal Year 2013 on the ODADAS Equipment/ Furniture Purchase Form. Please use this form to list the type of equipment/furniture, serial number, and cost for each item. Please submit this with the final expenditure report.

Future Project Plan

Future Project Plan	
Will this project continue if funding is eliminated?	<input checked="" type="radio"/> Yes <input type="radio"/> No
State specific plans to include time lines and documentation that support the continuation of the goals of this project	
	
<input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>	

Please complete the Future Project Plan for this grant funded program.

Conditions and Assurances

Assurances

ASSURANCES

Click the link to view each assurance. Place a checkmark next to the assurance in order to agree.

Assurance	I Agree
Women's Treatment Program Conditions and Assurances	<input type="checkbox"/>
Age Discrimination Act of 1975	<input type="checkbox"/>
Title VI Civil Rights Assurance	<input type="checkbox"/>
Section 504 Rehabilitation Act of 1973 Assurance	<input type="checkbox"/>
Certification of Suspension and Debarment	<input type="checkbox"/>
Environmental Tobacco Smoke Certification	<input type="checkbox"/>

Assurance Provisions

Provision Name	Description/Instructions	Document	Action
Child Care Provision	Please upload a signed document indicating the method in which child care will be provided as per the instructions outlined in the Women's Treatment Program Assurance	No Document Uploaded	Upload

Save

<< Previous

Next >>

The assurances are federal and/or state requirements that must be adhered to by the applicant. Implementing Agency Executive Directors must read and agree to each assurance in order to submit the grant application. A copy of the Conditions and Assurances is included in the Enclosures Section of this GFA document for reference.

Application Submission

View/Change Grant Application Status

Current Status of the Grant Application

Status: Draft

Description: This status indicates that the grant application is in draft status and is editable

You can currently take the following actions on this grant application

Action

Submit to Implementing Agency CEO

Description
This status indicates that the draft of the grant application has been finalized and submitted to the CEO of the implementing agency for approval

<< Previous

Upon completion of all components of the grant application, the Implementing Agency's Executive Director or Designee must log into the OLGA system and accept the ODADAS Conditions and Assurances. The Executive Director or Designee must submit the application via OLGA. This action will be considered the Executive Director's electronic signature.

Enclosures

The following are enclosures for the Treatment and Recovery GFA:

- ODADAS Contacts
- ODADAD Treatment and Recovery Conditions and Assurances
- ODADAS Grant Budget by Line Item Definitions
- Board Review/Comment Form (This is to be completed and submitted by the ADAMHS/ADAS Board to ODADAS by **5:00 p.m. on April 6, 2012.**)

TREATMENT AND RECOVERY SERVICES PROGRAM SOCIALIST GRANT CONTACTS:

Northeast Region Jackie Doodley jackie.doodley@ada.ohio.gov (614) 752-6456

Southwest Region Drew Palmiter drew.palmiter@ada.ohio.gov (614) 752-8851

Central Region Adreana Tartt adreana.tartt@ada.ohio.gov (614) 466-9006

Southeast Region Scott Anderson scott.andersonW@ada.ohio.gov (614) 466-8562

Northwest Region Tony Johnson tony.johnson@ada.ohio.gov (614) 644-9102

FISCAL SERVICES CONTACT FOR TREATMENT AND RECOVERY GRANTS

Grants Coordinator Johanna Pickett johanna.pickett@ada.ohio.gov (614) 644-8448

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

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 by the ODADAS Notice of Award.
3. In SFY 2013, all ODADAS Treatment and Recovery grantees will submit their application requirements in the ODADAS Online Grant Application System (OLGA).
4. Fees or other income derived from the services will be credited as program income to the program. Grantees will follow Office of Management and Budget 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.
5. Availability of other funds budgeted for this program must be documented. The documentation must demonstrate any required in-kind or cash match.
6. Grant 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.
7. 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.
8. 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, 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.
9. Equipment, furniture or computer software purchased under a grant is 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 (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.

10. The board of the implementing agency of this grant will consist of individuals who are representative of the population(s) to be served.
11. Clinical services will be managed /supervised in accordance with the requirements as set forth in the Ohio Administrative Code section 3793:2-1-05(K) of the treatment 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.
13. For State Fiscal Year 2013, 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. 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 in a timely manner with ADAMHS/ADAS Board and ODADAS administrative reporting requirements, for example, but not limited to: Behavioral Health Module, 837 Claims, progress reports, data collection, measurements, surveys or evaluation as requested by ODADAS. Failure to comply with these requirements will make the agency subject to OAC 3793:6-1-01, "Program Non-Compliance."
15. The funded program will request the ADAMHS/ADAS Board to enroll clients into Multi-Agency Community Services Information System (MACSIS), and program agrees to submit via the Web Based Behavioral Health Module admission and discharge records to the ADAMHS/ADAS Board on those clients within 60 days of the date of admission or discharge, respectively. ADAMHS/ADAS Boards will create an acceptable pseudo-unique client identifier for non-client specific services and programs will bill/report contracted non-client specific services through MACSIS. Failure to comply with the requirements may lead to the revocation of the program's certification.
16. 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 Treatment and Recovery Programs 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.
17. 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 reports must be sent to the ADAMHS/ADAS Board.

18. The Implementing Agency agrees to have an annual audit performed by an independent certified public accountant and Implementing 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 Implementing Agency agrees that it will be subject to additional sub-recipient monitoring by ODADAS.
19. 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.
20. 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.

21. Programs and services should be culturally and linguistically appropriate for the population served.
22. 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.
23. 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)].
24. 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)].
25. 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)].
26. 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.

27. ODADAS grant-funded Women's Programs must provide child care services, either on-site or referral [PHS Act, Section 1922(c)(3)].

28. 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 separation, 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.

The Assurances must be electronically signed and submitted via OLGA. By completing this process via OLGA, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES REGULATION UNDER
THE AGE DISCRIMINATION ACT OF 1975**

_____ (hereinafter called the "Recipient") Name and Recipient (type or print) (HEREBY AGREES THAT) it will comply with the Age Discrimination Act of 1975 (42 U.S. 61010 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91) issued pursuant to that Act, to the end that, in accordance with the Age Discrimination Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under, any program or activity for which the Recipient receives Federal financial assistance from the Department; and (HEREBY GIVES ASSURANCE THAT) it will immediately take any measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient by the Department, this Assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Recipient for the period during which it retains ownership or possession of the property. In all cases, this Assurance shall obligate the Recipient for the period during which the Federal financial assistance is extended to it by the Department.

(THIS ASSURANCE) is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

The Assurances must be electronically signed and submitted via OLGA. By completing this process via OLGA, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (hereinafter called the "Applicant")
Name of Applicant (type or print)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this Assurance shall obligate the Applicant, or in the case of any transfer of such property, and transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this Assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

The Assurances must be electronically signed and submitted via OLGA. By completing this process via OLGA, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto.

Pursuant to §84.5(a) of the regulation [45 C.F.R. 84.5(a)], the recipient gives this Assurance in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other Federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance, including payments or other assistance made after such date on applications for Federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which Federal financial assistance is extended to it by the Department of Health and Human Services or, where the assistance is in the form of real or personal property, for the period provided for in §84.5(b) of the regulation [45 C.F.R. 84.5(b)].

The recipient: [Check (a) or (b)]

- a. () employs fewer than fifteen persons;
- b. () employs fifteen or more persons and, pursuant to §85.7(a) of the regulation [45 C.F.R. 84.7(a)], has designated the following person(s) to coordinate its efforts to comply with the HHS regulations:

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The Assurances must be electronically signed and submitted via OLGA. By completing this process via OLGA, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency; (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. Should the applicant not be able to provide this certification, an explanation as to why should be placed after this page in the application package. The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment and Suspension", in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, daycare, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

The Assurances must be electronically signed and submitted via OLGA. By completing this process via OLGA, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.

Ohio Department of Alcohol and Drug Addiction Services

Grant Budget by Line Item Definitions

*Effective February 1, 2011

A. Budget Categories	Specific categories containing budget line items that make up the total budget
A1. Personnel	Payments of salaries and wages, payroll and personnel charges made to or for employees on staff at the implementing agency. Must include the level of effort (FTE) for each position.
A2. Fringe Benefits	Fringe benefits; medical/dental/vision benefits, supplements, retirement match, etc. for employees on staff at the implementing agency. Must provide rate as percentage of Personnel salaries or the specific cost for each benefit.
A3. Consultants	Payments for personal services rendered by companies and individuals not on payroll including professional fees, consultant fees, other purchased personal services and payments for temporary work furnished by private companies.
A4. Subscriptions & Publications	Purchases of or subscriptions to published materials for trainings/meetings, program participants, and staff.
A5. Supplies	All purchases of supplies and materials regardless of amount with the exception of food (see A14), fuel and motor vehicle supplies (see A12). This includes office supplies.
A6. Printing/Copying	Payments for printing or copying materials for general office use or for the distribution to clients/consumers.
A7. Rent/Lease Expenses	Payments associated with renting or leasing a facility for office space and/or space to hold regular grant related activities.
A8. Phone/Utilities	Payments for all utility services such as phones, cell phones, voicemail services, gas, electric and water for offices or facilities used for grant related activities (Payments for motor vehicle fuel must be listed under Motor Vehicle).
A9. Maintenance/Repair	Payments associated with the upkeep and maintenance of facilities, repairing office equipment, furniture, etc.
A10. Rentals	Costs for renting equipment and furniture, such as a copier or overhead projector.
A11. Insurance	Payments for car, office and /or business insurance. Health insurance must be listed under fringe benefits.
A12. Motor Vehicle	<p>Payments for a leased vehicle, fuel for motor vehicles, and the maintenance and repair of motor vehicles. (Payments to purchase a motor vehicle are <i>not</i> allowed.)</p> <p>The following information regarding the proposed vehicle leases must be provided to and approved by ODADAS prior to signing the lease agreement:</p> <ol style="list-style-type: none"> 1. Justification for the lease in relation to the program outcomes. 2. Lease details <ul style="list-style-type: none"> • Name of dealership • Year, make and model of vehicle(s) • Length/term of lease agreement • Monthly lease payment <p>Annual mileage included in the lease agreement, and cost per mile for overage.</p>
A13. Travel	Grantees are permitted to use funds for travel; however, the following rules apply:

	<ul style="list-style-type: none"> •The agency will provide sufficient detail about the travel and associated costs. •Justification for the travel in relation to the grant program. •Travel reimbursed with ODADAS funds should only be used for staff directly assigned to the grant funded program. •Mileage reimbursement must include the rate per mile and anticipated number of miles. The rate shall not exceed State of Ohio travel rates. •Maximum rates for lodging and per diems for meals and incidentals are set by location. These rates are available at www.gsa.gov/perdiem. •Provide a breakdown of the meal costs. 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. • 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. <p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"> •Permissible conference related travel expenditures shall include mileage, lodging, conference registration, and per diem, and shall not exceed State of Ohio travel rates. •Conference should be directly applicable to the grant, i.e., UMADAOP, TASC, etc. •Conference/Training and related Travel expenses should include a detailed explanation of the conference/training that will be attended including: <ul style="list-style-type: none"> -content as it relates to the grant funded program. -conference/workshop speakers and their credentials -conference location -information regarding whether any meals are included with the registration fees -length of conference, etc. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Conference/Training related Travel expense charges should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the grant funded program -conference location -length of conference, etc. <p>If rates change, ODADAS will provide notification to the Board and Agency.</p>
A14. Food	<p>Payments made for any food to be provided by grantee to the program participants at grant related meetings or events. Food</p>

	<p>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.</p> <ul style="list-style-type: none"> •Residential treatment facilities may charge for the cost to provide meals to clients. •Meal reimbursement while in travel status must be listed under the Travel line item. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Agencies holding a conference/training may not exceed the State Travel Meal rate for the meals provided. •Conference/Training related Travel expense charges should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the grant funded program -conference location -information regarding whether any meals are included with the registration fees -length of conference, etc.
<p>A15. Conference/ Training/Registration</p>	<p>Grantees are permitted to use funds for Conference/ Training/Registration; however, the following rules apply:</p> <ul style="list-style-type: none"> •Conference should be directly applicable to the grant program area, i.e., UMADAOP, TASC, etc. •Permissible conference related travel expenditures shall include mileage, lodging, conference registration, and per diem and shall not exceed State of Ohio travel rates. These expenses must be listed in the Travel line item. <p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"> • Conference/Training fees reimbursed with ODADAS funds should only be used for staff directly assigned to the grant funded program. •Conference/Training/Registration line item must include a detailed explanation of the conference that will be attended including: <ul style="list-style-type: none"> -content as it relates to the program -availability of continuing education credits for attendees -conference location -registration fees -information regarding whether any meals are included with the registration fees -length of conference, etc. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Conference/Training/Registration expenses should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the program -conference/workshop speakers and their credentials -availability of continuing education credits for attendees -conference location -registration fees -information regarding whether any meals are included with the

	<p>registration fees -length of conference, etc.</p>
A16. Equipment/ Computer	<p>Payments for the purchase of any new or used equipment and computers. Any use of funds for equipment, computers, or computer software must be justified in terms of the relationship of the purchase to the program or activity. Funds cannot be expended for equipment, computers or computer software until approved by the Department.</p>
A17. Furniture	<p>Payments for the purchase of any new or used furniture. Any use of funds for furniture must be justified in terms of the relationship of the purchase to the program or activity. Funds cannot be expended for furniture until approved by the Department.</p>
B. ODADAS Funds	<p>ODADAS grant funds that are utilized for the grant program.</p>
C. Other Funds	<p>Includes all funding sources (Board funds, other grant funds, fees, etc.) that contribute to the total budget for the grant program.</p>
D. Total Funds	<p>The total of ODADAS funds and Other funds that are utilized to support the grant program.</p>
Narrative	<p>Other funds used to support the grant funded program must be included in the Budget and Narrative. ODADAS does not have a required level of match or in kind services, unless otherwise stated in the GFA. Availability of other funds demonstrates broader community and financial support of program.</p>

SFY 2013 ADAMHS/ADAS Board Review/Comment Form Treatment and Recovery Programs

ADAMHS/ADAS Board	
Implementing Agency	
Program Title	
Grant Number	

These questions were designed to take into consideration Boards' community plans and future needs. Please use as much space as necessary to complete the form. The Board review and comments are required to be submitted to ODADAS **by April 6, 2012**.

1. Are the customer(s) identified in the application the priority population(s) in your Community Plan, i.e., your Board area? (Check yes or no.)

Yes No

2. How are the proposed results are closely connected to the Board's priorities/Board's Investor targets?

3. Taking into consideration the customer(s) to be served and total budget, how likely is it that the proposed results can be achieved within the grant funding period?

4. Other ADAMHS/ADAS Board comments on the ability to integrate the Implementing Agency's services/programs into the local system-of-care and how services are consistent with priorities identified in the Board's Community Plan:

No ADAMHS/ADAS Board Comment

Name of Person Completing Board Review Date Telephone E-mail

ADAMHS/ADAS Board Executive Director or Designee Date (Print name)

C: Implementing Agency Executive Director