



Department of Alcohol &  
Drug Addiction Services

**SFY 2012**

**Prevention  
GUIDANCE FOR APPLICANTS**

**John R. Kasich, Governor**

**Orman Hall, Director**

**ODADAS SFY 2012 Prevention Guidance for Applicants**

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**Ohio Department of Alcohol and Drug Addiction Services (ODADAS)  
SFY 2012 Prevention Guidance for Applicants**

**Mission Statement**

To provide statewide leadership in establishing a 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) 2012 Prevention Guidance for Applicants (GFA) provides applicants with the requirements for the SFY 2012 continuation grant application and sets forth the process by which each grant application will be submitted and reviewed. This current grant application will cover a one-year period from July 1, 2011 through June 30, 2012 (SFY 2012).

**Availability of funds**

Funding will depend on the availability of state and federal funds for SFY 2012. Funds for these grants are based on an estimate of state and federal funds for SFY 2012 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 2011.***

**Eligible Applicants**

***SFY 2011 one time grantees are not eligible for SFY 2012 funds.***

Applications will only be accepted from currently funded SFY 2011 Prevention GFA grantees providing alcohol and other drug prevention services. An email was sent to SFY 2011 grant recipients containing the estimated available funding amount for SFY 2012 and the SFY 2012 Guidance for Applicants (GFA) announcement letter.

**ODADAS is accepting grant applications from currently funded SFY 2011 Prevention GFA grantees for the following prevention grant program areas:**

UMADAOP

The purpose of these funds is to provide alcohol, tobacco and other drug prevention services in Ohio through community based programs that provide culturally appropriate services to African American and Hispanic/Latino communities without age restrictions.

Higher Education

The purpose of these funds is to address the Higher Education High Risk Drinking Prevention Initiative on campuses and in communities.

Prevention at Work Programs

The purpose of these funds is to help small- and mid-sized businesses develop and implement comprehensive drug-free safety programs based on the Ohio Bureau of Workers' Compensation (BWC) models and to help the future workforce prepare for and support drug-free workplaces. The purpose of the investment is to: improve safety and health in the workplace; increase productivity, performance and attendance; decrease

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accidents and workers' compensation costs; reduce health care costs, theft and other losses; educate the workforce about the impact of substance use, how to apply substance use knowledge to their families and available resources for professional assistance; and buffer employers' legal liability while protecting employees' rights.

### Drug Free Community Coalitions

The purpose of these funds is to help communities build on locally driven drug-free coalitions to deal with community alcohol, tobacco and other drug use/abuse needs and to mobilize and promote healthy youth development. This initiative is intended to stimulate the adoption of effective or promising approaches through convening partners, building consensus, aiding in eliminating barriers, decision-support and adaptation of service models to meet local needs. Coalitions should place an emphasis on the utilization of environmental strategies.

### Community Prevention

The purpose of these funds is to target community-based programs that provide alcohol and other drug prevention services to designated special population groups. These groups include, but, are not limited to: deaf or hearing impaired, migrants, physicians, school dropouts, women, and senior citizens.

### **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.

### **PIPAR Grant Application Process**

In SFY 2012, all current ODADAS grant funded prevention grantees will submit application requirements in the Prevention Investment Planning and Reporting system (PIPAR). The PIPAR system will be available for the SFY 2012 GFA Grant Application submission beginning February 11, 2011. The prevention grantees are required to submit all application requirements electronically by the submission deadline, March 25, 2011. Technical assistance is available for the PIPAR Grant Application Process. Contact the Division of Prevention Services Regional Coordinator for PIPAR system and program related questions or the Grants Coordinator for fiscal or business related questions. Please see the attached ODADAS Contact list (page 19) for the appropriate contact.

Applicants will access PIPAR and choose SFY 2012 (July 1, 2011 - June 30, 2012) from the drop down list to begin the GFA process. Applicants will need to develop the Prevention Services Plan meeting all requirements in the in the PIPAR system. Once the applicants complete all components of the Prevention Services Plan, the Implementing Agency's Executive Director or Designee must sign into the PIPAR system and accept the ODADAS Conditions and Assurances. The status must then be changed from Draft Completed to Provider Approved by the Executive Director or Designee. This action will be considered the Executive Director's electronic signature. An e-mail will be generated to ODADAS staff indicating that this application is ready to

move forward to the review process. **All components of the Prevention Services Plan must be completed and Provider Approved by 5:00 p.m., March 25, 2011, in order to meet the requirements for submission and be forwarded for review. Incomplete applications will not be reviewed nor considered for funding.**

Once the Prevention Services Plan is reviewed and approved by ODADAS, a Notice of Award will be released. Step by step instructions for completing the Prevention Services Plan are available in the User Guide, located in the PIPAR system under the Toolbox tab, in the Document Library.

### **PIPAR Prevention Services Plan Supporting Documents**

**Do not click “Provider Approved” for your Prevention Services Plan, unless the following document is attached in the PIPAR Supporting Documents: Prevention Grant Face Sheet.**

#### **Prevention Grant Face Sheet**

A completed SFY 2012 Prevention Grant Face Sheet with the Implementing Agency Executive Director and Implementing Agency Board Member Signatures is due to ODADAS via the PIPAR system by the close of business (5:00 P.M.) on March 25, 2011. Submission of the Prevention GFA Face Sheet ensures the Implementing Agency Executive Director and Implementing Agency Board Member are in agreement with the grant submission to ODADAS. One signed Face Sheet for each grant application must be submitted electronically in PDF format via the PIPAR system under the Supporting Documents in the Budget Section. The Prevention Grant Face Sheet is located in the PIPAR system Toolbox tab in the Document Library. Please see the attachment to the SFY 2012 Guidance for Applicants (GFA) letters sent to SFY 2011 grant recipients for the Grant Program Areas and Grant Numbers to be utilized on the Grant Face Sheet.

The Grant Face Sheet is considered part of the Prevention GFA application and if received after the deadline will render the Application incomplete and result in the Application not being reviewed nor considered for funding even if the other components of the Application are submitted via the PIPAR system by the deadline.

If an agency does not have the capability to submit the signed Prevention Grant Face Sheet electronically in PDF format via PIPAR, it may be submitted via mail. The completed Prevention Grant Face Sheet with the Implementing Agency Executive Director and Implementing Agency Board Member original signatures must be received by the close of business (5:00 P.M.) on March 25, 2011. The agency should complete and mail the Prevention Grant Face Sheet to:

Ohio Department of Alcohol and Drug Addiction Services  
Grants Administration Unit, Division of Fiscal Services  
280 N. High Street, 12th Floor  
Columbus, OH 43215

## Prevention Services Plan

### Program Abstract

The program abstract should present a concise summary of the prevention program and include information regarding the need for the program, the target population (including number to be served), a brief description of the program and what the program expects to accomplish as well as the total amount of funding being sought. Please note that this narrative should be specific to the program, not reflective of the agency as a whole.

### State/Board and Agency Prevention Goals

Identify State goals, any identified Board goals and the Agency Prevention goals this program will address.

### Target Population

Describe the population the program is designed to serve, how this population was selected and evidence of knowledge of the intended audience. Describe how target population is involved in assessing service impact and how staff will ensure services are culturally and linguistically relevant.

### Sustainability Plan

Given the recent uncertainty of the economic environment, please discuss how you would respond to additional cuts in funding.

### Agency Capacity

Describe staffing of agency and capacity to provide the proposed services. Include number of staff and check appropriate boxes for staff credentials.

### Collaborators/Partners

Identify collaborators and partners committed to assisting in assuring that the outlined goals and objectives are achieved. Please identify only those that are committed to this specific program at this time.

### Implementation Plan

Provide the following in the PIPAR system:

- **Implementation Model**- including model name and description
- **IOM Type**- Universal Direct/Indirect, Selective, Indicated
- **Applicable strategies, services and estimated number of people to be served**
- **ODADAS Key Initiatives**
- **Focus Areas**
- **Objectives and Measurement**- For each goal list the related objective(s) and indicate the measurement to be used to assess if each objective has been met. There must be an objective for every identified Agency Prevention Goal.

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### **Review and Receipt Schedule**

To be considered for funding, applicants must complete and submit the completed application via the PIPAR system by 5:00 P.M. on March 25, 2011. *Any application submitted after 5:00 P.M. on March 25, 2011 will not be accepted.*

<b>Date</b>	<b>Process</b>
February 11, 2011	SFY 2012 Guidance for Applicants Available to Currently Funded Agencies on ODADAS Website
March 25, 2011	Prevention Grant Application Electronic Submission to ODADAS via PIPAR by 5:00 P.M.
March 28,2011- May 20,2011	Application Review and Feedback by ODADAS staff
April 1, 2011	ADAMHS/ADAS Board Review/Comment Form due to ODADAS by 5:00 P.M.
June 1, 2011	Notice of Awards Mailed to Local ADAMHS/ADAS Boards; copy to Implementing Agency
July 1, 2011	SFY 2012 Funding Period Begins

### **ADAMHS/ADAS Board Comments**

Applicants must print and provide a copy of their Prevention GFA application (Prevention Services Plan and supporting documents) from the PIPAR system to the appropriate ADAMHS/ADAS Board by the close of business (5:00 P.M.) on April 1, 2011. Please contact the Board regarding the time they will need to review your Prevention Services Plan 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.) on April 1, 2011 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 28.

Ohio Department of Alcohol and Drug Addiction Services  
Grants Administration Unit, Division of Fiscal Services  
280 N. High Street, 12<sup>th</sup> Floor  
Columbus, OH 43215

### **Grant Application Review**

All grant applications will be reviewed by ODADAS staff for completeness and guideline compliance. The Prevention Services Plan will be submitted electronically via the PIPAR system and reviewed by ODADAS Regional Prevention Coordinators and the Grants Coordinator. All components of the Prevention Services Plan will be reviewed and staff will approve the Prevention Services Plan or utilize the Return Not Approved button and provide feedback related to the changes that need to be made through the

View Log function. Once the changes have been made, the applicant will re-submit the plan to ODADAS and the above steps will occur until the Prevention Services Plan meets all requirements and is ready for the ODADAS Director's final approval. Once the Prevention Services Plan 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 are 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 quarterly program summary reports, will be reviewed by ODADAS staff. Failure to comply with reporting requirements shall result in further action by ODADAS.

Once the application is submitted, the PIPAR system will provide the grantees the ability to meet all programmatic and fiscal reporting requirements electronically. Additionally, grantees will be able to prepare standardized reports and extract data for customized reports from the PIPAR system.

### **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.

**Conditions and Assurances**

The Assurances are federal and/or state requirements that must be adhered to by the applicant. The Assurances must be electronically signed and submitted via PIPAR. Do not submit the assurances for Prevention GFA grants to ODADAS in paper form. By completing this process via PIPAR, the Implementing Agency Executive Director is certifying that they have read these Conditions and Assurances and agree to comply with the terms herein.

1. ODADAS SFY 2012 Prevention Grant Funded Agency Conditions and Assurances
2. Age Discrimination Act of 1975
3. Title VI Civil Rights Assurance
4. Section 504 Rehabilitation Act of 1973 Assurance
5. Certification of Suspension and Debarment
6. Environmental Tobacco Smoke Certification

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**Ohio Department of Alcohol and Drug Addiction Services  
Grant-Funded Agency Conditions and Assurances - State Fiscal Year 2012  
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 2012 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.

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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

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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 2012 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 2012, 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

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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.

***The ODADAS Prevention Grant-Funded Agency Conditions and Assurances must be electronically signed and submitted via PIPAR. By completing this process via PIPAR, the Implementing Agency Executive Director is certifying that they have read these Conditions and 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 of 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 PIPAR. By completing this process via PIPAR, 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 PIPAR. By completing this process via PIPAR the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.***

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**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 §84.7(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:

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

## **ODADAS SFY 2012 Prevention Guidance for Applicants**

### **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 PIPAR. By completing this process via PIPAR, the Implementing Agency Executive Director is certifying that they have read these Assurances and agree to comply with the terms herein.***

**Enclosures**

The following are enclosure forms to the Prevention Guidance for Applicants.

- ODADAS Contacts
- Prevention Continuum of Care/Service Taxonomy
- ODADAS State Prevention Goals
- 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 5:00pm on April 1, 2011)

*ODADAS SFY 2012 Prevention Guidance for Applicants*

**ODADAS DIVISION OF PREVENTION SERVICES GRANTS CONTACTS**

<b>Northeast Region</b>	Karen Kimbrough	<a href="mailto:kimbrough@ada.ohio.gov">kimbrough@ada.ohio.gov</a>	(614) 752-8355
<b>Central Region</b>	Mack Sanders	<a href="mailto:sanders@ada.ohio.gov">sanders@ada.ohio.gov</a>	(614) 466-4827
<b>Southeast Region</b>	Melinda Norman	<a href="mailto:mnorman@ada.ohio.gov">mnorman@ada.ohio.gov</a>	(614) 644-8318
<b>Northwest Region</b>	Shemane Marsh	<a href="mailto:smarsh@ada.ohio.gov">smarsh@ada.ohio.gov</a>	(614) 466-9021
<b>Southwest Region</b>	Valerie Connolly	<a href="mailto:vconnolly@ada.ohio.gov">vconnolly@ada.ohio.gov</a>	(614) 466-0124

**ODADAS DIVISION OF FISCAL SERVICES CONTACT FOR PREVENTION GRANTS**

**Grants Coordinator** Johanna Burgess-Pickett [jburgesspickett@ada.ohio.gov](mailto:jburgesspickett@ada.ohio.gov) (614) 728-8190

Ohio Department of Alcohol and Drug Addiction Services – Continuum of Care/Service Taxonomy- Prevention

DEFINITION – PREVENTION	PREVENTION STRATEGIES & DEFINITIONS	Direct Services Interventions that directly serve the customer and allow for two-way interaction at that instance.	Indirect Services Interventions that indirectly serve the customer and are typically one-way communication and do not allow for interaction.
<p><b>Alcohol and other drug [AOD] prevention</b> focuses on preventing the onset of AOD use, abuse and addiction. AOD prevention includes addressing problems associated with AOD use and abuse up to, but not including assessment and treatment for substance abuse and dependence. <b>AOD prevention is</b> a proactive multifaceted, multi - community sector process involving a continuum of <i>culturally appropriate</i> prevention services which empowers individuals, families and communities to meet the challenges of life events and transitions by creating and reinforcing conditions that impact physical, social, emotional, spiritual, and cognitive well-being and promote safe and healthy behaviors and lifestyles. <b>AOD prevention is</b> a planned sequence of activities that, through the practice and application of evidence based prevention principles, policies, practices, strategies and programs, is intended to inform, educate, develop skills, alter risk behaviors, affect environmental factors and/or provide referrals to other services.</p> <p><b>Prevention Service Categories by Population Served:</b></p> <ul style="list-style-type: none"> <li>• <b>Universal Prevention Services:</b> Services target everyone regardless of level of risk before there is an</li> </ul>	<p><b><u>Information Dissemination</u></b> is an AOD prevention strategy that focuses on building awareness and knowledge of the nature and extent of alcohol and other drug use, abuse and addiction and the effects on individuals, families and communities, as well as the dissemination of information about prevention, treatment and recovery support services, programs and resources. This strategy is characterized by one-way communication from source to audience, with limited contact between the two.</p> <p><b><u>Alternatives</u></b> are AOD prevention strategies that focus on providing opportunities for positive behavior support as a means of reducing risk taking behavior, and reinforcing protective factors. Alternative programs include a wide range of social, recreational, cultural and community service/volunteer activities that appeal to youth and adults.</p>	<p><input type="checkbox"/> <b><u>AOD Information Sharing:</u></b></p> <ul style="list-style-type: none"> <li>– <b><u>Speaking Engagements-</u></b> A wide range of prevention activities intended to impart information about AOD use/abuse issues to general and/or targeted audiences. This is typically a one-time presentation to a customer.</li> <li>– <b><u>Staffed Information Booths-</u></b> Generally, a school or community-focused gathering that offers the opportunity to disseminate materials and information on AOD prevention and health related issues. Ex: Health Fair</li> <li>– <b><u>AOD Information/Resource lines-</u></b> Specific/ designated Hotline intended to provide information about AOD use/abuse prevention and treatment resources and services only. (This does not include an agency’s main phone line or general information and referral or crisis line)</li> </ul> <p><input type="checkbox"/> <b><u>Social and Recreational AOD Prevention Services</u></b> Social, recreational and creative arts activities for youth and adults that are identified and promoted as AOD Free activities/events.</p> <ul style="list-style-type: none"> <li>– Youth-Led Prevention</li> <li>– Youth and Adult Leadership Activities</li> <li>– Youth group activities</li> <li>– Community Service/Service Learning Activities</li> <li>– Cultural Programs/Events.</li> <li>– Community Events.</li> </ul>	<p><input type="checkbox"/> <b><u>Material Distribution</u></b></p> <ul style="list-style-type: none"> <li>– Billboards</li> <li>– PSA’s</li> <li>– Newsletters</li> <li>– Brochures</li> <li>– Other Publications</li> <li>– Resource Directories</li> <li>– Tool Kits</li> <li>– Clearinghouse</li> <li>– Press Release</li> <li>– TV/Radio Spot</li> <li>– Curricula Development</li> </ul>

**ODADAS SFY 2012 Prevention Guidance for Applicants**

<b>DEFINITION – PREVENTION</b>	<b>PREVENTION STRATEGIES &amp; DEFINITIONS</b>	<b>Direct Services</b> Interventions that directly serve the customer and allow for two-way interaction at that instance.	<b>Indirect Services</b> Interventions that indirectly serve the customer and are typically one-way communication and do not allow for interaction.
<p>indication of an AOD problem;</p> <ul style="list-style-type: none"> <li>• <b>Selected</b> Prevention Services: Services target persons or groups that can be identified as "at risk" for developing an AOD problem;</li> <li>• <b>Indicated</b> Prevention Services: Services target individuals identified as experiencing problem behavior related to alcohol and other drug use to prevent the progression of the problem. These services do not include clinical assessment and/or treatment for substance abuse and dependence.</li> </ul> <p><i>The term Alcohol and Other Drugs [AOD] includes, but is not limited to, the following drugs of abuse - alcohol, tobacco, illicit drugs, inhalants, prescription and over-the-counter medications.</i></p> <p><i>Culturally appropriate</i> means the service delivery systems respond to the needs of the community being served as defined by the community and demonstrated through:</p> <ul style="list-style-type: none"> <li>• needs assessment activities</li> <li>• capacity development efforts</li> <li>• policy</li> <li>• strategy and prevention practice implementation</li> <li>• program implementation</li> <li>• evaluation</li> <li>• quality improvement and sustainability</li> </ul>	<p><b>Education</b> is an AOD prevention strategy that focuses on the delivery of services to target audiences with the intent of affecting knowledge, attitude and/or behavior. Education involves two-way communication and is distinguished from information dissemination by the fact that interaction between educator/facilitator and participants is the basis of the activities. Activities affect critical life and social skills including decision making, refusal skills, critical analysis and systematic judgment abilities.</p> <p><b>Community-Based Process</b> is an AOD prevention strategy that focuses on enhancing the ability of the community to provide prevention services through organizing, training, planning, interagency collaboration, coalition building and/or networking.</p>	<p>– Community Drop-In Center Activities</p> <p><input type="checkbox"/> <b>Facilitated Instruction</b></p> <ul style="list-style-type: none"> <li>– Classroom, Small Group or One on One Instruction,</li> <li>– Parenting and Family Education/Skills Training</li> <li>– Peer Leader and Peer Educator Programs</li> <li>– Education Programs for Youth/Adult Groups</li> <li>– Educational Support Groups</li> <li>– Cultural Program</li> <li>– Trainings/Workshops/Conferences: Prevention training and education offered to external professionals, students, workforce and /or the general public.</li> <li>– Mentoring program: education, training or activity led by staff for Mentees, Mentors or both.</li> </ul> <p><input type="checkbox"/> <b>Community Enhancement Services</b></p> <ul style="list-style-type: none"> <li>– Community and Volunteer Training</li> <li>– Capacity Building Activities</li> <li>– Multi-Agency Coordination and Collaboration</li> <li>– Community Team Building</li> <li>– Coalition Building</li> <li>– Focus Groups</li> </ul>	<p>–</p> <p><input type="checkbox"/> <b>Assessing Community Need</b></p> <ul style="list-style-type: none"> <li>– Needs Assessment Surveys</li> </ul>

**ODADAS SFY 2012 Prevention Guidance for Applicants**

<b>DEFINITION – PREVENTION</b>	<b>PREVENTION STRATEGIES &amp; DEFINITIONS</b>	<b>Direct Services</b> Interventions that directly serve the customer and allow for two-way interaction at that instance.	<b>Indirect Services</b> Interventions that indirectly serve the customer and are typically one-way communication and do not allow for interaction.
<p>activities</p> <p><b>Evidence Based Prevention Practice</b> means-</p> <ul style="list-style-type: none"> <li>Prevention policies, strategies, programs and practices are consistent with prevention principles found through research to be fundamental in the delivery of prevention services.</li> <li>Prevention policies, strategies, programs and practices have been identified through research to be effective.</li> </ul> <p><b>Practice Based Evidence -</b></p> <ul style="list-style-type: none"> <li>The service delivery system utilizes evaluation of its policies, strategies, programs and practices to determine effectiveness.</li> <li>The service delivery system utilizes evaluation results to make appropriate adjustments to service delivery policies, strategies, programs and practices to improve outcomes.</li> </ul>	<p><b>Environmental</b> prevention is an AOD prevention strategy that represents a broad range of activities geared toward modifying systems in order to mainstream prevention through policy and law. The environmental strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of alcohol and other drug use/abuse in the general population.</p>	<p><input type="checkbox"/> <b>Community Change: Mobilization, Capacity and/or Sustainability</b></p> <ul style="list-style-type: none"> <li><b>Consultation to Communities-</b> Intended to maximize the development of and/or local enforcement of procedures governing the availability and distribution and abuse of AOD.</li> <li><b>Regulating Youth Access Activities-</b> Activities intended to prevent the sale of tobacco products and alcohol to minors. (compliance checks)</li> <li><b>Interventions Addressing Location, Restrictions on Access and Density of Retail Outlets-</b> Programs that outline strategies to control the growth and location of alcohol outlets in a community by addressing the local zoning authorities and the liquor licensing authority. May include activities focused on closing problem alcohol and tobacco outlets and/or reforming sales practices. (meetings and testimonies)</li> <li><b>Server/Seller Oriented Activities-</b> Community action strategies that encourage local bars, restaurants and/or other alcohol providers to train alcohol servers in techniques that discourage intoxication and drinking and driving. (meetings and trainings)</li> <li><b>Advocacy Activities-</b> (face to face)</li> </ul>	<p><input type="checkbox"/> <b>Community Change:</b></p> <ul style="list-style-type: none"> <li>Campaigns</li> <li>PSA's</li> <li>Billboards</li> <li>Web campaigns</li> <li>Articles</li> <li>Social Norm Change</li> <li>Establish and Review of School Policies</li> <li>The Review and Modification of Advertising Practices</li> <li>Product Pricing Strategies</li> <li>Establishing AOD-Free Policies</li> <li>Change Program, Policy or Practice ie: Environmental Codes, Ordinances, Regulations and Legislation</li> <li>Environmental Scan</li> </ul>

**ODADAS SFY 2012 Prevention Guidance for Applicants**

<b>DEFINITION – PREVENTION</b>	<b>PREVENTION STRATEGIES &amp; DEFINITIONS</b>	<b>Direct Services</b> Interventions that directly serve the customer and allow for two-way interaction at that instance.	<b>Indirect Services</b> Interventions that indirectly serve the customer and are typically one-way communication and do not allow for interaction.
	<p><b><u>Problem Identification and Referral</u></b> is an AOD prevention strategy that refers to intervention oriented prevention services that primarily targets indicated populations to address the earliest indications of an AOD problem. Services by this strategy focus on preventing the progression of the problem. This strategy does not include clinical assessment and/or treatment for substance abuse and dependence.</p> <p>*Note: Screening means to gather information in order to make an informed decision in regards to the individual’s appropriateness for PIR services, referral to other services and/or to refer the individual on for further assessment services.</p>	<p><input type="checkbox"/> <b><i>Intervention, Brief Screening and Referral Services</i></b></p> <ul style="list-style-type: none"> <li>– Drug-Free Workplace Programs/EAP Programs</li> <li>– Student Assistance Program Services</li> <li>– Support Groups</li> <li>– Consumer Advocacy and Linkage</li> <li>– Risk Reduction Activities</li> </ul>	

## ODADAS State Prevention Goals

The State goals and corresponding Provider goals for Prevention are listed as follows:

PREVENTION GOALS		
Federal National Outcome Measures (NOMs) Prevention Domains	ODADAS Prevention Goal	Provider Goals
Abstinence	P1. Programs that increase the number of customers who avoid ATOD use and perceive non-use as the norm.	<ul style="list-style-type: none"> <li>*Decrease the number of youth and adults who have used ATOD in the past 30 days</li> <li>*Increase the number of youth that delay the onset of first use</li> <li>*Increase the number of youth and/or adults who perceive ATOD use as unacceptable</li> <li>*Increase involvement of youth engaged in ATOD-free activities</li> <li>*Increase the number of youth who become positive peer leaders</li> <li>*Increase the number of youth who utilize resistance skills</li> <li>*Increase the number of youth who have non-using peers</li> </ul>
Abstinence	P2. Programs that increase the number of customers who perceive ATOD use as harmful.	<ul style="list-style-type: none"> <li>*Increase the number of youth and/or adults who perceive ATOD use to be risky and/or harmful</li> <li>*Increase the number of women who have increased knowledge of the risk and harm of ATOD use and who eliminate use while pregnant</li> <li>*Increase the number of women who deliver a drug-free baby</li> </ul>
Social Connectedness	P3. Programs that increase the number of customers who experience positive family management.	<ul style="list-style-type: none"> <li>*Increase the number of families who provide clear and consistent expectations of non-use of ATOD and rules and consequences for ATOD use</li> <li>*Increase the number of youth who gain protective factors at home, school and/or community</li> </ul>

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		<ul style="list-style-type: none"> <li>*Increase the number of youth who reside in a safe and violence-free home environment</li> </ul>
Employment/ Education	P4. Programs that increase the number of customers who demonstrate school bonding and educational commitment.	<ul style="list-style-type: none"> <li>*Increase the number of youth who show improvement in or who sustain positive academic performance</li> <li>*Increase the number of youth who show improvement in or who sustain school attendance</li> <li>*Increase the number of youth who graduate</li> <li>*Increase the number of youth and/or adults who earn a GED</li> <li>*Increase the number of parents(s)/caregiver(s) who support their child's education. (i.e. monitor homework, attend parent-teacher conferences, etc.)</li> <li>*Increase the number of youth who feel safe and are violence free in their school and/or community</li> <li>*Increase the number of youth who feel valued at school</li> <li>*Increase the number of youth who value their education/who feel their education is important</li> </ul>
Employment/ Education  Crime and criminal justice	P5. Programs that increase the number of initiatives that demonstrate an impact on community laws and norms.	<ul style="list-style-type: none"> <li>*Increase compliance with ATOD-related laws and regulations</li> <li>*Increase productivity, performance and attendance in the workplace</li> <li>*Decrease accidents and worker's compensation costs and/or reduce health care costs, theft and other losses</li> <li>*Increase the number of medical professionals who identify at-risk behavior concerning the problematic use of alcohol and other drugs</li> </ul>
Abstinence	P6. Programs that reduce the number of	<ul style="list-style-type: none"> <li>*Decrease the number of youth and adults who</li> </ul>

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	customers who misuse prescription and/or over-the-counter medications.	obtain and/or use prescription medications without a valid prescription *Increase the number of youth and/or adults who demonstrate an understanding of the proper use of prescription medications and/or over-the-counter medications *Increase the number of adults who demonstrate and commit to monitoring use of prescription medications in the home
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**ODADAS SFY 2012 Prevention Guidance for Applicants**

**Ohio Department of Alcohol and Drug Addiction Services  
Grant Budget by Line Item Definitions**

*\*Effective February 1, 2011*

<b>A. Budget Categories</b>	Specific categories containing budget line items that make up the total budget
<b>A1. Personnel</b>	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.
<b>A2. Fringe Benefits</b>	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.
<b>A3. Consultants</b>	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.
<b>A4. Subscriptions &amp; Publications</b>	Purchases of or subscriptions to published materials for trainings/meetings, program participants, and staff.
<b>A5. Supplies</b>	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.
<b>A6. Printing/Copying</b>	Payments for printing or copying materials for general office use or for the distribution to clients/consumers.
<b>A7. Rent/Lease Expenses</b>	Payments associated with renting or leasing a facility for office space and/or space to hold regular grant related activities.
<b>A8. Phone/Utilities</b>	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).
<b>A9. Maintenance/Repair</b>	Payments associated with the upkeep and maintenance of facilities, repairing office equipment, furniture, etc.
<b>A10. Rentals</b>	Costs for renting equipment and furniture, such as a copier or overhead projector.
<b>A11. Insurance</b>	Payments for car, office and /or business insurance. Health insurance must be listed under fringe benefits.
<b>A12. Motor Vehicle</b>	<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"> <li>1. Justification for the lease in relation to the program outcomes.</li> <li>2. Lease details <ul style="list-style-type: none"> <li>• Name of dealership</li> <li>• Year, make and model of vehicle(s)</li> <li>• Length/term of lease agreement</li> <li>• Monthly lease payment</li> </ul> </li> </ol> <p>Annual mileage included in the lease agreement, and cost per mile for overage.</p>

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<p><b>A13. Travel</b></p>	<p>Grantees are permitted to use funds for travel; however, the following rules apply:</p> <ul style="list-style-type: none"><li>•The agency will provide sufficient detail about the travel and associated costs.</li><li>•Justification for the travel in relation to the grant program.</li><li>•Travel reimbursed with ODADAS funds should only be used for staff directly assigned to the grant funded program.</li><li>•Mileage reimbursement must include the rate per mile and anticipated number of miles. The rate shall not exceed State of Ohio travel rates.</li><li>•Maximum rates for lodging and per diems for meals and incidentals are set by location. These rates are available at <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</li><li>•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.</li><li>• 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.</li></ul> <p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"><li>•Permissible conference related travel expenditures shall include mileage, lodging, conference registration, and per diem, and shall not exceed State of Ohio travel rates.</li><li>•Conference should be directly applicable to the grant, i.e., UMADAOP, TASC, etc.</li><li>•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"><li>-content as it relates to the grant funded program.</li><li>-conference/workshop speakers and their credentials</li><li>-conference location</li><li>-information regarding whether any meals are included with the registration fees</li><li>-length of conference, etc.</li></ul></li></ul> <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"><li>•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"><li>-content as it relates to the grant funded program</li><li>-conference location</li><li>-length of conference, etc.</li></ul></li></ul>
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**ODADAS SFY 2012 Prevention Guidance for Applicants**

	<p>If rates change, ODADAS will provide notification to the Board and Agency.</p>
<p><b>A14. Food</b></p>	<p>Payments made for any food to be provided by grantee to the program participants at grant related meetings or events. 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.</p> <ul style="list-style-type: none"> <li>•Residential treatment facilities may charge for the cost to provide meals to clients.</li> <li>•Meal reimbursement while in travel status must be listed under the Travel line item.</li> </ul> <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> <li>•Agencies holding a conference/training may not exceed the State Travel Meal rate for the meals provided.</li> <li>•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"> <li>-content as it relates to the grant funded program</li> <li>-conference location</li> <li>-information regarding whether any meals are included with the registration fees</li> <li>-length of conference, etc.</li> </ul> </li> </ul>
<p><b>A15. Conference/ Training/Registration</b></p>	<p>Grantees are permitted to use funds for Conference/ Training/Registration; however, the following rules apply:</p> <ul style="list-style-type: none"> <li>•Conference should be directly applicable to the grant program area, i.e., UMADAOP, TASC, etc.</li> <li>•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.</li> </ul> <p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"> <li>• Conference/Training fees reimbursed with ODADAS funds should only be used for staff directly assigned to the grant funded program.</li> <li>•Conference/Training/Registration line item must include a detailed explanation of the conference that will be attended including: <ul style="list-style-type: none"> <li>-content as it relates to the program</li> <li>-availability of continuing education credits for attendees</li> <li>-conference location</li> <li>-registration fees</li> <li>-information regarding whether any meals are included with the registration fees</li> <li>-length of conference, etc.</li> </ul> </li> </ul> <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> <li>•Conference/Training/Registration expenses should include a detailed explanation of the conference/training that will be provided including:</li> </ul>

**ODADAS SFY 2012 Prevention Guidance for Applicants**

	<ul style="list-style-type: none"> <li>-content as it relates to the program</li> <li>-conference/workshop speakers and their credentials</li> <li>-availability of continuing education credits for attendees</li> <li>-conference location</li> <li>-registration fees</li> <li>-information regarding whether any meals are included with the registration fees</li> <li>-length of conference, etc.</li> </ul>
<b>A16. Equipment/Computer</b>	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.
<b>A17. Furniture</b>	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.
<b>B. ODADAS Funds</b>	ODADAS grant funds that are utilized for the grant program.
<b>C. Other Funds</b>	Includes all funding sources (Board funds, other grant funds, fees, etc.) that contribute to the total budget for the grant program.
<b>D. Total Funds</b>	The total of ODADAS funds and Other funds that are utilized to support the grant program.
<b>Narrative</b>	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.

## SFY 2012 ADAMHS/ADAS Board Review/Comment Form Prevention Services

<b>ADAMHS/ADAS Board</b>	
<b>Provider Agency</b>	
<b>Program Title</b>	
<b>Grant Number</b>	

The Board review/comment form is required to be submitted to ODADAS by April 1, 2011. This signifies the Board's receipt of the grant application. (Please submit one form for each program)

Please comment on the Agency's ability to integrate these services/programs into the local system-of-care and how these services are consistent with priorities identified in the Board's Community Plan:

**No ADAMHS/ADAS Board Comments**

\_\_\_\_\_  
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