

# Alcohol and Other Drug Prevention & Education Program (ADPEP)

## 2023 -2025 Guidance FAQ

### 1. What is the Alcohol and Other Drug Prevention and Education Program (ADPEP)?

ADPEP is the name for alcohol and drug prevention efforts supported by the Oregon Health Authority Public Health Division's Health Promotion and Chronic Disease Prevention Section (HPCDP). The comprehensive ADPEP program includes community and state interventions, surveillance and evaluation, communications, health systems and screening interventions, and state administration and management.

### 2. Will all current grantees be awarded funding during the 2023-2025 biennium, or is this a competitive process?

This is not a competitive process. All current County grantees will be funded at the same 2021-2023 biennium funding level. The 24-month budget will include the 2023-2025 biennial allocation amount, and any unspent funds from the one-time SAPT COVID Relief and American Plan Rescue Act (ARPA) funds that were included in County's amended 2021-2023 agreements.

### 3. How will Counties receive the funds?

The Health Promotion and Chronic Disease Prevention Section (HPCDP) will continue to fund ADPEP in the 2023-2025 biennium through:

- 1) Local ADPEP Program Element 36 (ADPEP programs within local public health authorities);
- 2) Grant Agreements (ADPEP programs within county divisions outside of local public health and/or nonprofits)

### 4. When will Counties receive the funds?

ADPEP funding will cover the entire biennium period of July 1, 2023 – June 30, 2025. ADPEP programs receiving funding through Program Elements 36 receive monthly payments, generally on the last day of each month, and are required to submit quarterly Revenue and Expenditure Reports on the following schedule:

Fiscal Quarter	Due Date
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20

Programs receiving funding through grant agreement should reference the invoicing section which outlines steps for submitting quarterly invoices. ADPEP programs can submit invoices for program work delivered beginning from July 1, 2023. All funds must be expended by June 30, 2025.

## Budget and Spending

- 5. For those counties that will have ADPEP program elements for ADPEP in the 23-25 biennium, will there be spending requirements after the first fiscal year of the biennium?**

ADPEP funding is administered through biennial awards. Grantee spending is monitored on a quarterly basis through submitted expenditure reports. Grantees are expected to communicate with HPCDP if spending is projected to be above or below 50% at the end of FY23, so adjustments can be made if necessary. All funds must be expended by June 30, 2025.

- 6. Is there an FTE requirement related to the ADPEP funding?**

No.

- 7. Is there a guideline or average to be used for salary?**

No.

- 8. Do grantees need to use the budget template provided?**

Yes. Submit a proposed 24-month budget for the fiscal period July 1, 2023 – June 30, 2025, using the required Line-Item Budget and Narrative Worksheets in Attachment 2. The budget template includes two (2) worksheets, one for each fiscal year, and both worksheets must be completed. The budget worksheet includes formulas to perform automatic calculations.

- 9. Will my budget be accepted upon submission?**

HPCDP staff will review and communicate any needed clarifications, questions, or changes prior to issuing approval.

- 10. What should I plan for travel and training?**

See budget directions for travel in the ADPEP Guidance. Please note that training and technical assistance learning opportunities will be offered remotely. Currently, HPCDP is not planning any required in-person trainings for 2023-2025.

- 11. When a grantee revises their plan during the biennium, do they need to submit a budget revision, as well (i.e., switch virtual activity to in-person activity and associated costs)?**

Budget revision is required if there is more than 10% increase in a budget category or if there are major changes in your workplan. Attachment 3 2023-2025 ADPEP County Plan Form provides examples of when a revision may or may not be necessary. Please connect with your liaison to keep them informed of these shifts in your workplan.

- 12. Can we use grantee funds to host trainings for our community members in our local communities?**

Yes. Please include the trainings in your budget and describe how they support work in your plan.

- 13. Will we still be able to use ADPEP training funds to attend trainings to maintain a CPS credential?**

Yes. ADPEP funds may be used to support staff training.

**14. Do grantees need to get Certified Prevention Specialist Training?**

The Public Health Division cannot place requirements on local public health authorities for credentialing standards, therefore HPCDP is not enforcing a requirement for staff to obtain the Certified Prevention Specialist (CPS) credential at this time. HPCDP promotes information and resources to sustainably support workforce training and capacity-building needs of ADPEP grantees for successful implementation of approved work plans.

## Program Plan

**15. If our program continues to coordinate with TPEP, how should this be reflected in the program plan?**

List the shared tobacco strategy goal, objective, and activities. It should align with the prioritized TPEP strategies for your community.

**16. If we submit a plan early, could it be approved early?**

Grantees may submit plans early. HPCDP staff will work to review plans as soon as possible.

**17. What is the difference between contractor, grantee, and subcontractor?**

County programs receiving HPCDP funds are referred to as grantees. Contractors refers to entities contracted by HPCDP to provide services such as evaluation, training, media, or other support. If a County grantee subcontracts prevention funds at a community level, those subcontractors may be included in relevant training and technical assistance meetings and events. Please reach out to your liaison if you would like to include your community subcontractors in state trainings or meetings.

**18. Do subcontractors need to be approved?** Yes. If subcontractors are a part of the grantee's prevention plan, submit the requested information to HPCDP to issue subcontractor approval. Please see the ADPEP guidance document for more information. The information requested is needed to ensure contracts meet legal and fiscal subcontracting requirements of OHA and the Oregon Department of Administrative Services.

**19. If we choose to include a subcontractor and we don't have the subcontractor assigned yet, can we put the amount in the budget and the general SOW and notify OHA when they are selected?**

Yes.

**20. Can goals and objectives be the same as TPEP and work on them together?**

Yes, you can select and align activities in support of shared tobacco strategy goals.

**21. Does the SMART goal on the program plan have to be timebound to the biennium?**

The goal can be longer-term than the biennium (but doesn't have to be) and the objective and activities can reflect movement during the biennium.

**22. How brief or exhaustive should the WHY section of the program plan be?**

This section is an opportunity to provide rationale around the chosen goal and objectives. It also provides an educational opportunity so the state can better understand community context, conditions, readiness, and strategy. It does not have to be exhaustive or lengthy.

**23. Is a focus on underage drinking considered part of excessive alcohol use?**

Yes, excessive alcohol use definition includes heavy and binge drinking by adults, any use by those under 21 and pregnant women. Activities can be targeted to age groups across the lifespan. HPCDP has a priority to reduce excessive alcohol use across communities and the lifespan. Given the scope and scale of the excessive alcohol use harms across Oregon, ADPEP grantees are required to include statewide or local initiatives and strategies in workplans that address alcohol *or* aim to reduce excessive alcohol use.

**24. Is county Student Health Survey (SHS) data available in the next couple of weeks? What are other data options?**

County Student Health Survey (SHS) data will be available in late Spring to early Summer 2023. Using 2019 OHT data and 2020 SHS data are other options to reference in absence of the most recent SHS data. Programs are welcome to update plans or statements when relevant data become available.

**25. Are there extensions to the plan submission if we need to have a longer assessment period?**

Please submit requests for extensions in writing to your Community Programs Liaison. Please include reason for extension and expected date of submission.

**26. Is there a minimum number of goals to include?**

No. However, at least one goal needs to address alcohol. Grantees are encouraged to write plans that are achievable and driven by both evidence-based practices and community priorities. HPCDP acknowledges that implementing community-wide changes to prevent harms are long-term complex goals. Plans that focus in on fewer long-term goals in order to invest in community partnerships and sustainability are appropriate.

**27. Are plans flexible for revisions once they are submitted?**

Yes.

**28. Will ADPEP allocations increase in the future?**

ADPEP funding is federally based, so we do not have control over the increase of funding and have not been informed of changes to funding amounts.