

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

## Appendix G: Frequently Asked Questions (FAQ)

### Program Basics

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.

What are the Opioid Settlement Funds and how do they apply to ADPEP?

In September 2024, the Opioid Settlement Prevention, Treatment, and Recovery Board approved and allocated \$9.5 million to County ADPEP programs, allowing one ADPEP grantee per county to receive the funds. The goal of this one-time funding is to increase evidence-based primary prevention capacity and workforce across Oregon counties by enhancing, not replacing, existing ADPEP program funding.

Will all current grantees be awarded funding during the 2025-2027 biennium, or is this a competitive process?

This is not a competitive process. All current grantees will be funded at the same 2023-2025 biennium funding level. The 24-month budget will include the 2025-2027 biennial allocation amount. Expenditures related to the Opioid Settlement funds should not be included in the ADPEP budget. Those will be included in a separate workplan and budget submitted specific to the Opioid Settlement funds. However, if there are

shared activities then they should be included in both workplans. See [Opioid Settlement Workplan and Budget Guidance for ADPEP](#) for more information.

## Budget and Spending

Do grantees need to use the budget template provided?

Yes. Please submit a proposed 24-month budget for the fiscal period July 1, 2025 – June 30, 2027, using [Attachment 2: 2025-2027 Budget Worksheet](#). 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.

Will my budget be accepted upon submission?

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

Is there an indirect allocation max?

Yes, if your organization does not have a current federally negotiated indirect cost rate (including provisional rate) you can choose a rate of up to 15% of total direct costs ([Code of Federal Regulations, 2024](#)). Budgets with an indirect rate over 15% will need to provide proof of a current federally negotiated indirect cost rate for OHA to accommodate it.

Are there any FTE requirements?

No. Programs are asked to provide the amount of FTE funded by a program (ADPEP or Opioid Settlement Funds) in their budget worksheet, but there is no required FTE amount for either program.

Is there a guideline, limit, or average to be used for salary?

No.

What should I plan for travel and training?

See page 19 of the [ADPEP Program Guidance](#) for directions on travel. Please note that most training and technical assistance learning opportunities will be offered

remotely. Currently, HPCDP anticipates holding at least one in-person regional or state-wide event. The exact location is unknown at the time of the RFA release but will likely be outside of the Portland Metro area, so please budget accordingly.

### Can I use stipends for one-time guest speakers?

Yes, ADPEP funds can be used for guest speakers and can be listed under 'Other'. However, it is important for programs to detail how the speaker ties into an objective or goal. Please see the [Program Guidance](#) (pg. 20) for detailed expectations.

### If I plan to include translations services at an event, can those individuals be paid via a stipend or are they considered a contractor?

For individual one- or two-time events, you can consider these services as stipends and list them under "Other".

### Do subcontractors need to be approved?

Yes. If subcontractors are a part of a program's workplan, submit the requested information to HPCDP to issue subcontractor approval. The information requested is needed to ensure contracts meet legal and fiscal subcontracting requirements of OHA and the Oregon Department of Administrative Services. Please see pages 20-21 of the [ADPEP Program Guidance](#) for more information.

### 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.

### 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.

Are we able to use ADPEP training funds to attend trainings to maintain a CPS credential?

Yes. ADPEP funds may be used to support staff training and professional development.

If I revise my workplan during the biennium, do I need to submit a budget revision, as well (i.e., switch virtual activity to in-person activity and associated costs)?

A budget revision is required if there is more than 10% increase in a budget category or if there are major changes in your workplan. [Appendix B:2025-2027 Workplan and Budget Instructions](#) provides examples of when a revision may or may not be necessary on page 11. Please connect with your liaison to keep them informed of these shifts in your workplan.

## Workplan

Is there an example workplan?

Yes! [Appendix B:2025-2027 Workplan and Budget Instructions](#) provides a step-by-step guide to each component of the workplan and budget. Page 13 provides an example workplan.

How brief or exhaustive should the *History and Background* section of the workplan be?

This section is an opportunity to help the state better understand your community context, conditions, readiness, and reasoning for strategy. It does not have to be exhaustive but should help to show the throughline of why your program is pursuing its chosen goals and objectives. Please include information related to your organization or program, not your personal work experience outside of the organization.

I'm having trouble figuring out what evidence-based intervention to use. How can I find the right one?

Resources of potential evidence-based interventions include Section One (1) of the [Guide to Online Registries for Substance Misuse Prevention Evidence-Based](#)

[Programs and Practice](#) (pgs. 3 – 11) and New York State’s Office of Addiction Services and Supports [Evidence-Based Programs and Strategies for Prevention](#) chart. Additionally, connecting with other ADPEP coordinators to learn what evidence-based interventions have been successful in other counties can also be helpful. If you are unsure whether an intervention is evidence-based, check in with your liaison.

SAMHSA’s [Strategic Planning Framework \(SPF\)](#) provides a framework for prevention programs to identify needs of a community, assess capabilities, identify interventions, implement those interventions and evaluate the outcomes. Using the SPF can be helpful in understanding the needs of your community and selecting the most fitting intervention. Workplans are welcome to list the steps a program will take to identify an evidence-based intervention, if one is not yet selected.

### [Does the SMART objective on the workplan have to be timebound to the biennium?](#)

No. 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. However, we do encourage programs to think about their long-term goals and how the work they do during the biennium can build toward those.

### [Is a focus on underage drinking considered part of excessive alcohol use?](#)

Yes, excessive alcohol use is defined as including heavy and binge drinking by adults, and any use by those under 21 or 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.

### [I have multiple workplans that I am working on right now. How do I ensure that they all work together when they all have to be written separately for different programs?](#)

HPCDP recognizes that programs may have multiple grants under HPCDP as well as other OHA grants. HPCDP does not have a specific recommended approach but encourages programs to do what works best for them. For some, it may be helpful to

create a master workplan with each grant that ties into one's prevention landscape. Consider where there are shared goals, objectives, and activities. Then, try pulling out the different pieces for each individual grant to its corresponding workplan template. This will allow you to see how the different grants come together for a comprehensive approach to prevention.

### Can I build out my new workplan based on my 2023-2025 workplan?

Yes! The new biennium is a great time to look at one's current workplan and consider what has worked well, what has been difficult but still has potential, and what may no longer be effective. We encourage programs to use this time to reflect on their work and make changes as they see fit.

### In the past we have had a lot of goals and a lot of activities, how do I right size my workplan and budget?

Programs are encouraged to write workplans that are achievable and driven by both evidence-based practices and community priorities. Consider, how much will things cost? What is realistic with the amount of funding you receive? How might your opioid settlement funds further enhance and complement your work?

HPCDP acknowledges that implementing community-wide changes to prevent harms are long-term complex goals. Grantees are not required to add any set number of goals or objectives into their workplan. Workplans that focus in on fewer long-term goals in order to invest in community partnerships and sustainability are appropriate.

### In past years we have separated each goal by substance, but then tend to have the same activities underneath each goal. Is that okay or should we take a different approach?

HPCDP does not have a required approach to how programs organize their goals or objectives. Programs are encouraged to lay out the workplan as fits best their county and its needs. In program planning, it is not uncommon for certain activities to address more than one goal. Developing an overarching plan to create the goal you are trying to achieve and how to configure it is up to you.

My department uses an evidence-based program that is not funded by ADPEP, but we incorporate ADPEP elements. Should I include this program in my workplan, or would it be better to just include in my reporting?

Collaboration across programs is great and encouraged. If you are incorporating ADPEP elements into other programs, you are welcome to include them in your workplan if they work toward one of your goals or objectives. If you do include it in the workplan, please note that the funding for the program is not through ADPEP. This will help reviewers to know why it is not listed in the ADPEP budget. If the work does not lend specifically to your ADPEP goals or objectives, then you are welcome to note it in your reporting and leave it out of your workplan. It is great for HPCDP staff to hear about the different work that coordinators do, so please do be sure to note it somewhere – whether that is in the workplan or in your reporting.

### What are activities versus inputs and outputs?

Descriptions of each components of the workplan and budget can be found in the [Appendix B: 2025-2027 Workplan and Budget Instructions](#). Pages 5 - 6 discuss activities, inputs, and outputs, specifically.

### Are plans flexible for revisions once they are approved?

Yes. Connect with your liaison if you think you will need to revise your workplan during the biennium.

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