

# Alcohol and Other Drug Prevention and Education Program (ADPEP) 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 2021-2023 biennium, or is this a competitive process?**

This is not a competitive process. All current County and Tribal grantees will be funded at the same 2019-2021 biennium funding level.

**3. How will Counties and Tribes receive the funds?**

The Health Promotion and Chronic Disease Prevention Section (HPCDP) will continue to fund ADPEP in the 2021-2023 biennium through:

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

**4. When will Counties and Tribes receive the funds?**

ADPEP funding will cover the entire biennium period of July 1, 2021 – June 30, 2023. ADPEP programs receiving funding through Program Elements 36 or 54 receive monthly payments, 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, 2021. All funds must be expended by June 30, 2023.

## Budget and Spending

**5. For those counties that will have ADPEP program elements for ADPEP in the 21-23 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 FY21, so adjustments can be made if necessary. All funds must be expended by June 30, 2023.

**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, 2021 – June 30, 2023, 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. Will Tribes be able to apply their indirect rate?**

Yes.

**11. 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 until it is safe to resume meeting in person. **Currently, HPCDP is not planning any required in-person trainings for 2021-23.**

**12. 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. Please connect with your liaison to keep them informed of these shifts in your work plan.

**13. 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.

**14. 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.

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

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

**16. Will Tribes be able to use Tribal Best Practices in prevention planning and implementation?**

Yes.

**17. 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.

**18. 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.

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

County and Tribal 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 or Tribal 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.

**20. Will HPCDP be attending quarterly Tribal meetings?**

Yes. HPCDP will coordinate with the OHA Tribal Affairs to determine attendance and support for quarterly prevention Tribal Meetings as appropriate and requested.

**21. 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.

**22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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. HPCDP has a priority to reduce excessive alcohol use across communities and the lifespan. There is no requirement to focus on excessive alcohol use. There is a requirement to include alcohol in a goal area.

**27. 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 Summer 2021. Using 2019 OHT data is another option to reference in absence of the most recent SHS data. Programs are welcome to update plans or statements when relevant data become available. School districts receive school level

reports shortly after implementation. Some districts may be able to provide SHS data upon grantee request.

**28. 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.

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

No. However, at least one goal needs to address alcohol.

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

Yes.