



Department of Alcohol &
Drug Addiction Services

SFY 2014

**Prevention
GUIDANCE FOR APPLICANTS**

John R. Kasich, Governor

Orman Hall, Director

ODADAS SFY 2014 Prevention Guidance for Applicants

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**Ohio Department of Alcohol and Drug Addiction Services (ODADAS)
SFY 2014 Prevention Guidance for Applicants (GFA)**

Mission Statement

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

Introduction

The State Fiscal Year (SFY) 2014 Prevention Guidance for Applicants (GFA) provides applicants with the requirements for the SFY 2014 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, 2013 through June 30, 2014 (SFY 2014).

Availability of funds

Funding will depend on the availability of state and federal funds for SFY 2014. 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 2013.***

Eligible Applicants

SFY 2013 one time grantees are not eligible for SFY 2014 funds.

Applications will only be accepted from public and private non-profit organizations that provide alcohol and other drug prevention services and were awarded Prevention GFA grants during SFY 2013. The available funding amount for SFY 2014 is listed as an attachment to the SFY 2014 Guidance for Applicants (GFA) letters sent to SFY 2013 grant recipients.

ODADAS is accepting grant applications from eligible Boards and Providers 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.

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.

ODADAS SFY 2014 Prevention Guidance for Applicants

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.

POPS Grant Application Process

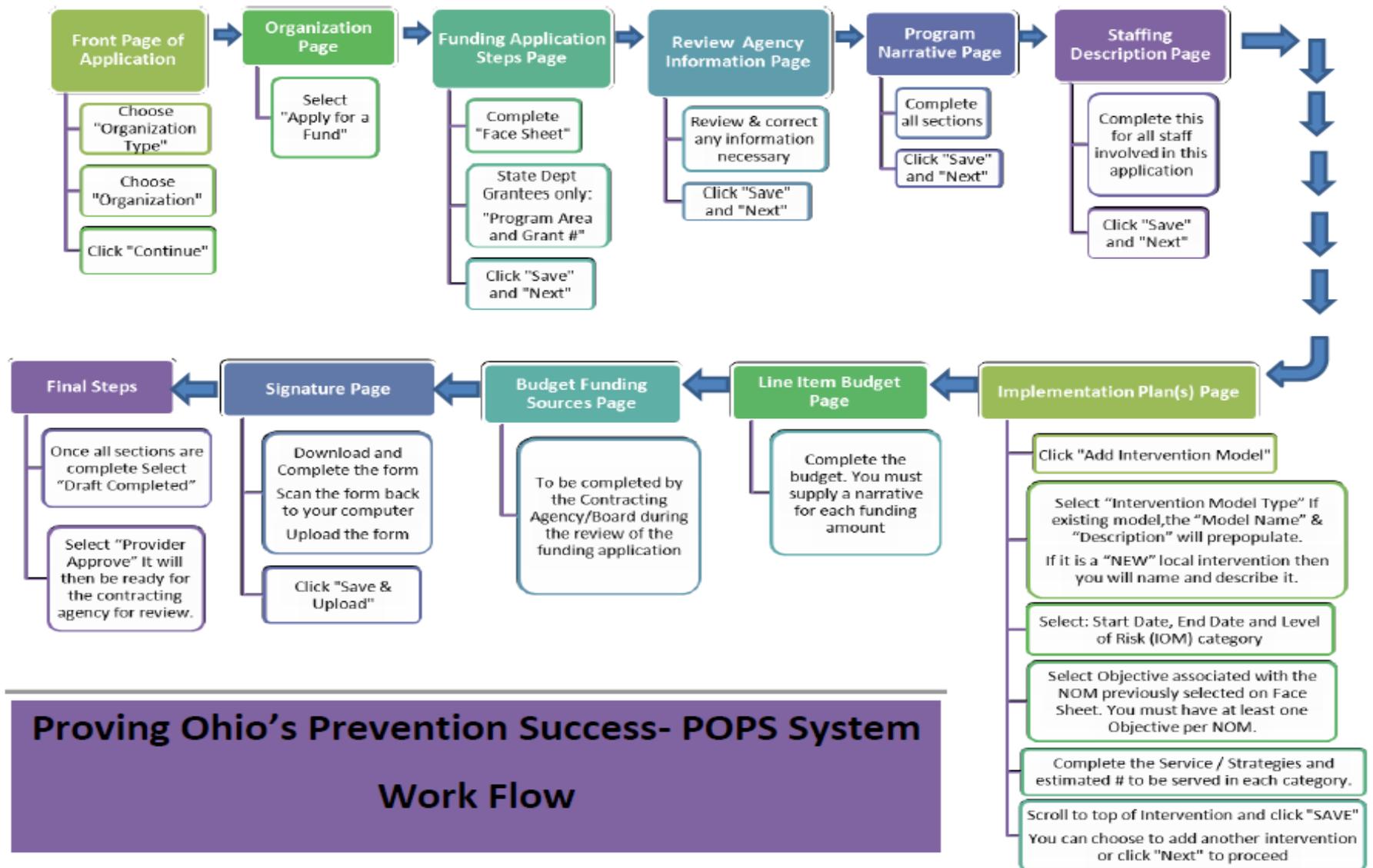
In SFY 2014, all current ODADAS grant funded prevention grantees will submit application requirements in the Proving Ohio's Prevention Success system (POPS). The POPS system will be available for the SFY 2014 GFA Grant Application submission beginning April 5, 2013. The prevention grantees are required to submit all application requirements electronically by the submission deadline, May 3, 2013. Technical assistance is available for the POPS Grant Application Process. Contact the Division of Prevention Services AOD Program Specialist for POPS system and program related questions or the Grants Coordinator for fiscal or business related questions. Please see the attached ODADAS Contact list for the appropriate contact.

Applicants will access POPS and choose SFY 2014 (July 1, 2013 - June 30, 2014) from the drop down list to begin the GFA process. Applicants will need to develop the Prevention Funding Application in the POPS system. Once the applicants complete all components of the Prevention Funding Application, the status must then be changed from Draft Completed to Provider Approved by the Executive Director or Designee. 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 Funding Application must be completed and Provider Approved by 5:00p.m May 3, 2013, in order to meet the requirements for submission.

Once the Prevention Funding Application is approved by ODADAS, a Notice of Award will be released. Step by step instructions for completing the Prevention Funding Application are available in the POPS document library.

ODADAS SFY 2014 Prevention Guidance for Applicants



Proving Ohio's Prevention Success- POPS System Work Flow

ODADAS SFY 2014 Prevention Guidance for Applicants

Review and Receipt Schedule

To be considered for funding, applicants must complete and submit the application via the POPS system by 5:00 P.M. on May 3, 2013. *Any application submitted after 5:00 P.M. on May 3, 2013 will not be accepted.*

Date	Process
April 5, 2013	SFY 2014 Guidance for Applicants available to currently funded agencies on ODADAS website
May 3, 2013	Prevention grant funding application electronic submission to ODADAS via POPS by 5:00 P.M.
May 10, 2013	ADAMHS/ADAS Board Review/Comment form due to ODADAS by 5:00 P.M.
June 1, 2013	Approved Notice of Awards emailed to local ADAMHS/ADAS Boards and Implementing Agency begins
July 1, 2013	SFY 2014 funding period begins

ADAMHS/ADAS Board Comments

Applicants must print and provide a copy of their Prevention Funding Application from the POPS system to the appropriate ADAMHS/ADAS Board by the close of business (5:00 P.M.) on May 3, 2013. Please contact the Board regarding the time they will need to review your Prevention Funding Application and the date they expect to receive a copy. The Board will then submit Board Review/Comment form with original signatures to ODADAS by the close of business (5:00 P.M.) on May 10, 2013 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.

Ohio Department of Alcohol and Drug Addiction Services
Division of Fiscal Services; Grants Administration Unit
30 E. Broad St., 11th Floor
Columbus, OH 43215

Grant Application Review

All grant applications will be reviewed by ODADAS staff for completeness and guideline compliance. The Prevention Funding Application will be submitted electronically via the POPS system and reviewed by ODADAS Prevention Program Specialists and the Grants Coordinator. All components of the Prevention Funding Application will be reviewed and staff will approve the Prevention Funding Application 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 Funding Application meets all requirements and is ready for the ODADAS Director's final approval. Once the Prevention Funding Application 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 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 POPS system will provide the grantees the ability to meet all programmatic and fiscal reporting requirements electronically.

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

By completing the signature page and uploading it to the POPS system, you are agreeing to the terms of the following conditions and assurances. Copies for your review are as follows:

1. ODADAS SFY 2014 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

**Ohio Department of Alcohol and Drug Addiction Services
Grant-Funded Agency Conditions and Assurances - State Fiscal Year 2014
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 2014 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 2014, travel by privately owned automobiles for purposes related to the ODADAS grant will be reimbursed at no more than the State of Ohio travel rate of 45 cents per mile. Under the Travel Rule, OBM Director retains discretion to establish mileage reimbursement rate and review on a quarterly basis. Reimbursement rates for lodging within the Continental United States will be as set by the federal General Service Administration (GSA). Maximum rates for lodging and per diems for meals and incidentals are set by location. These rates are available at www.gsa.gov/perdiem. Overnight lodging may be reimbursed only when staff is traveling on official business and is either: (a) At a location greater than forty-five miles of both the staff residence and headquarters, or (b) At a location greater than thirty miles of both the staff's residence and headquarters for conference purposes. If lodging is at the conference site or a hotel identified in the conference registration materials as one of the conference hotels, it may be reimbursed at actual cost, provided such cost is reasonable as determined by the head of the agency. Reimbursement for meals is authorized only when overnight lodging is required. If conference event includes or provides a meal, the staff shall not be reimbursed for that same meal in the per diem rate. The OBM Travel Rule 126-1-02 is available on the OBM website at <http://obm.ohio.gov/MiscPages/TravelRule/>. If rates change, ODADAS will provide notification to the Board and Provider.
14. The program agrees to comply with ADAMHS/ADAS Board and ODADAS administrative reporting requirements; for example, but not limited to, 837 Claims, semi-annual program summary reports, measurements, surveys or evaluation as requested by ODADAS.
15. Programmatic and fiscal requirements issued with the ODADAS Notice of Award need to be submitted electronically to the Department.
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 National Outcome

ODADAS SFY 2014 Prevention Guidance for Applicants

Measure (NOM) and 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 and updating it in the POPS system. 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 2014, all ODADAS prevention grantees will submit their application requirements in the ODADAS POPS 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)].

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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 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.

By completing this process via the POPS system, the Implementing Agency Executive Director is certifying that they have read these Conditions and Assurances and agree to comply with the terms herein, by uploading the completed signature page.

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

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

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

Pursuant to §84.5(a) of the regulation [45 C.F.R. 85.5(a)], the recipient gives this Assurance in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other Federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance, including payments or other assistance made after such date on applications for Federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

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

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

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

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

ODADAS SFY 2014 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 POPS. By completing this process via the POPS system, 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. These forms do not need to be returned with the grant application:

- ODADAS Contacts
- Prevention Continuum of Care/Service Taxonomy
- Board Review/Comment Form (This is to be completed and submitted by the ADAMHS/ADAS Board to ODADAS by 5:00pm on May 10, 2013)

DRAFT

ODADAS DIVISION OF PREVENTION SERVICES CONTACTS

Northeast Region Karen Kimbrough karen.kimbrough@ada.ohio.gov (614) 752-8355

Southeast Region Melinda Norman melinda.norman@ada.ohio.gov (614) 644-8318

Northwest Region Shemane Marsh shemane.marsh@ada.ohio.gov (614) 466-9021

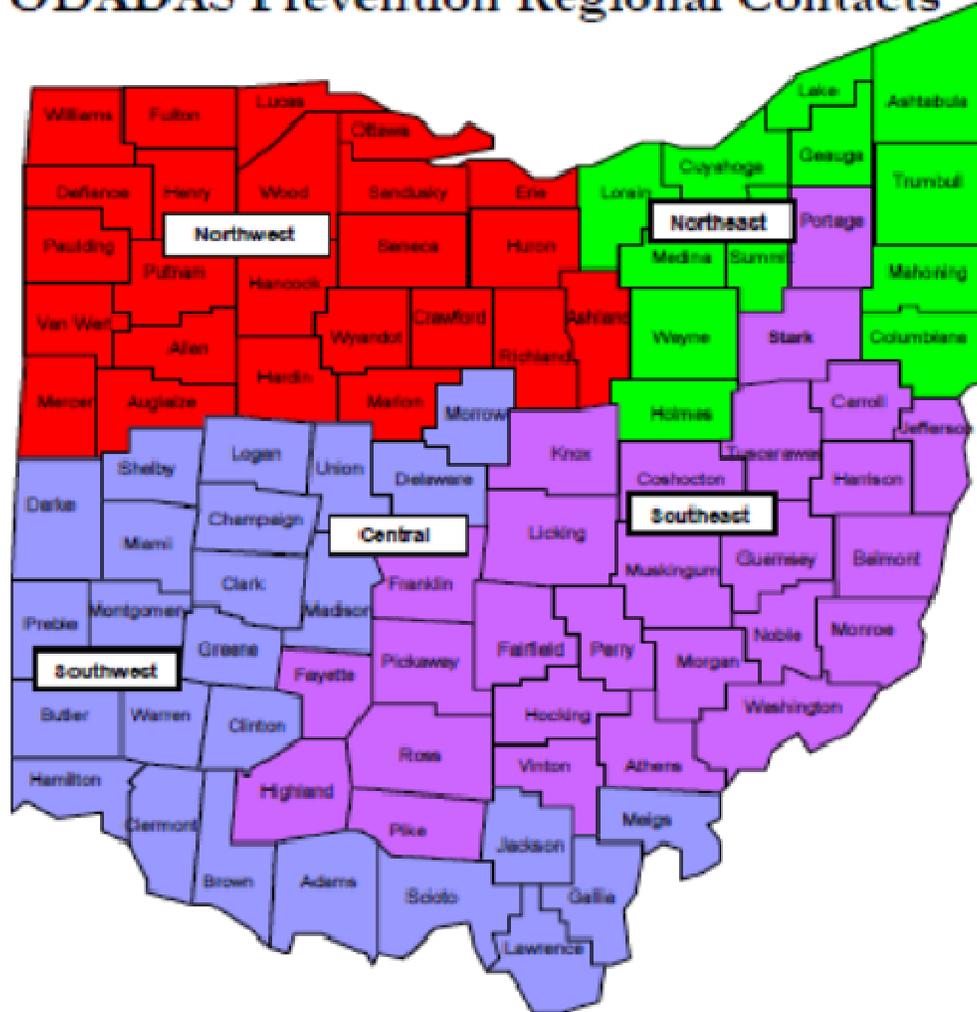
Southwest Region Valerie Connolly valerie.connolly@ada.ohio.gov (614) 466-0124

ODADAS DIVISION OF FISCAL SERVICES CONTACT FOR PREVENTION GRANTS

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

DRAFT

ODADAS Prevention Regional Contacts



Region	Prevention Contact Phone # / Email Address	Grant Administrator Contact Phone # / Email Address
NorthWest	Shemane Marsh shemane.marsh@ada.ohio.gov 614-466-9021	<p>For Prevention: Johanna Burgess Pickett jburgesspickett@ada.ohio.gov 614-728-8190</p>
SouthWest	Valerie Connolly valerie.connolly@ada.ohio.gov 614-466-0124	
Central	This region is currently being covered by other regional staff. Please refer to the map above for the regional staff that will serve as our point of contact.	
NorthEast	Karen Kimbrough karen.kimbrough@ada.ohio.gov 614-752-8355	
SouthEast	Melinda Norman melinda.norman@ada.ohio.gov 614-644-8318	



Department of Alcohol &
Drug Addiction Services

Prevention Continuum of Care Taxonomy

SFY 2013



John R. Kasich, Governor
Orman Hall, Director

*Prevention promotes the health and safety
of individuals and communities.*

Prevention focuses on preventing or delaying the onset of behavioral health problems (i.e. substance abuse, addiction and problem gambling)

Prevention services are a planned sequence of culturally appropriate, science-driven strategies intended to facilitate attitude and behavior change for individuals and/or communities. *These services do not include clinical assessment, treatment or recovery support services.*

Prevention Strategies

Information Dissemination

This strategy focuses on building awareness and knowledge of the nature and extent of substance use, abuse and addiction and the effects on individuals, families and communities, as well as the dissemination of information about prevention. It is characterized by one-way communication from source to audience, with limited contact between the two. *(This strategy is not designed to be conducted alone but as a part of a comprehensive evidence-based approach.)*

Education

This strategy focuses on the delivery of services to target audiences with the intent of influencing attitude and/or behavior. It 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 influence critical life and social skills including decision making, refusal skills, critical analysis and systematic judgment abilities. The target audience does not include individuals already diagnosed with addiction.

Community-Based Process

This strategy focuses on enhancing the ability of the community to provide prevention services through organizing, training, planning, interagency collaboration, coalition building and/or networking.

Environmental

This strategy focuses on a broad range of services geared toward reducing the incidence and prevalence of substance use/abuse and addiction in the general population. Community norms and access to and availability of substances are modified through media, messaging, policy and enforcement activities.

Alternatives

This strategy focuses 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, cultural and community service/volunteer activities. *(This strategy is not designed to be conducted alone but as a part of a comprehensive evidence-based approach.)*

Problem Identification & Referral

This strategy focuses on referring individuals who are currently involved in primary prevention services and who exhibit behavior that may indicate the need for behavioral health or other assessment. *(This strategy is not designed to be conducted alone but as a part of a comprehensive evidence-based approach.) This strategy does not include clinical assessment and/or treatment for substance abuse.*

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Prevention Continuum of Care Taxonomy — page 2

Direct Services

Prevention interventions that directly serve the customer and allow for two-way interaction at that instance.

Information Dissemination

- Speaking Engagements
- Staffed Information Booths

Education

- Classroom, Small Group or One on One Instruction
- Parenting and Family Education/Skills Training
- Peer Leader and Peer Educator Programs
- Education Programs for Youth/Adult Groups
- Trainings/Workshops/Conferences: Prevention training and education offered to external professionals, students, workforce and /or the general public.
- Mentoring program: education, training or activity led by staff for Mentees, Mentors or both.

Community-Based Process

- Community and Volunteer Training
- Multi-Agency Coordination and Collaboration
- Community Team Building
- Coalition Building
- Organization/Facilitation of Focus Groups, Listening Sessions and Town Hall Meetings
- Consultation

Environmental

- Policy Consultation to Communities/Schools
- Regulating Youth Access to Substances Activities
- Interventions Addressing Location, Restrictions on Access and Density of Retail Outlets
- Server/Seller Oriented Activities
- Advocacy Activities

Alternatives

- Youth and Adult Leadership Activities
- Community Service/Service Learning Activities
- Cultural Programs/Events
- Community Events
- College/Higher Education Visits

Problem Identification & Referral

- Referral to Drug-Free Workplace Programs/EAP Programs
- Referral to Student Assistance Program Services
- Consumer Advocacy and Linkage

Indirect Services

Prevention interventions that indirectly serve the customer and are typically one-way communication not allowing interaction.

Information Dissemination

- Billboards
- PSA's
- Newsletters, Brochures & Other Publications
- Resource Directories
- Tool Kits
- Press Release
- TV/Radio Spot
- Curricula Development
- Webcasting
- Creating Social Marketing Messages

Community-Based Process

- Readiness Assessment
- Needs Assessment
- Resource Assessment
- Organizational Assessment

Environmental

Norms Change

- Campaigns
- PSA's
- Billboards
- Web Campaigns
- Articles
- Social Norm Change
- Establish and Review of School Policies
- The Review and Modification of Advertising

Practice Change

- Product Pricing Strategies
- Establishing AOD-Free Policies
- Change Program, Policy or Practice
ie: Environmental Codes, Ordinances, Regulations and Legislation
- Environmental Scan

SFY 2014 ADAMHS/ADAS Board Review/Comment Form Prevention Services

ADAMHS/ADAS Board	
Provider Agency	
Program Title	
Grant Number	

The Board review/comment form is required to be submitted to ODADAS by May 10, 2013. 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