



STATE OF IOWA DEPARTMENT OF
Health AND **Human**
SERVICES

Partnerships for Success to Prevent Alcohol
Misuse (PFS-PAM) Grant Orientation Guide

April 2023

Division of Behavioral Health



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Introduction

Welcome to the Partnerships for Success for Prevention of Alcohol Misuse (PFS-PAM) Project. This document will help guide you in the beginning processes of the PFS-PAM project. Additional information will be provided during the PFS-PAM Orientation Webinar which will occur on April 12, 2023 from 1-2 p.m. (See page 8 for details).

If you have immediate questions about the PFS-PAM project, please contact Merry French, PFS-PAM Project Director at merry.french@idph.iowa.gov or Julie Hibben, Prevention Lead at julie.hibben@idph.iowa.gov.

[Effective July 1, 2022, through July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services (DHS) shall be in a transition period as the agencies develop and implement transition plans to merge the agencies and become a new state agency, the Iowa Department of Health and Human Services (DHHS). For purposes of this Agreement throughout the transition period, “Agency” or “Department” means either IDPH or DHHS].

Background

Funding for this project comes from the Substance Abuse and Mental Health Administration (SAMHSA) Strategic Prevention Framework - Partnerships for Success (PFS) grant. The purpose of SAMHSA's grant program is to prevent the onset and reduce the program of substance abuse and its related problems while strengthening prevention capacity and infrastructure at the state and community level.

When applying for funding, the Iowa Department of Public Health (the Department) determined alcohol is the most commonly used substance in the state and binge drinking is a common form of alcohol consumption. The Department Alcohol-Involved Deaths Workgroup also found that the rate of alcohol-involved deaths in Iowa has increased significantly over a period of 10 years. From 2008 to 2017, alcohol-involved deaths increased by 45% among Iowans aged 65 or older, and 75% among Iowans aged 45 to 64. In 2017, the rate of alcohol involved deaths was 45 per 100,000 population for Iowans aged 65 or older, and 42 per 100,000 population for Iowans aged 45 to 64. The PFS project was awarded in February 2021.

Overview

Through PFS-PAM funding, highest need counties will address the Department's PFS-PAM goal of reducing county-level binge drinking rates and alcohol-involved deaths among adults 45 years and older, through use of the Strategic Prevention Framework (SPF). All funded contractors will work towards the same objectives including:

1. Reduce the rate of adult (45 years and older) binge drinking (drinking five or more drinks on one occasion for men and four or more drinks on one occasion by women in the past 30 days) by at least 5% in 90% of funded counties (based on the Behavioral Risk Factor Surveillance System Survey and other data indicators collected by the Department).
2. Enhance the infrastructure of involved countywide coalitions through participation in ongoing technical assistance and training with broad stakeholder involvement to ensure buy in and engagement in funded counties (based on the results of the Coalition Asset Mapping Tool and Coalition Health Survey as the start and end of the PFS-PAM Project).
3. Implement at least one individual and three environmental evidence-based strategies in the county as directed by the Department.

Expectations

The following section provides an overview of the expectations of the PFS-PAM project. It is important to understand that prevention services do not happen in a silo. Representation and support from multiple sectors are required to collect and analyze data, complete SPF steps and share information with the community..

1. Collaborate with the Department.

- Funded agencies will work with the PFS-PAM project team to implement the project
 - Project Director, Merry French
 - Prevention Lead, Julie Hibben
 - Coalition Development Coordinator, Katya Boltanova
 - Epidemiologist, Sarah Vannice
 - Training Coordinator, Leslie Mussmann
 - Capacity Coach, TBD
 - Project Evaluator, TBD

- Funded agencies must complete the SPF steps through the structure provided by the Department, which may have different expectations from SPF expectations from other funding streams

2. Hire a PFS-PAM Coordinator

- 1.0 Full-Time Equivalent (FTE) project coordinator
 - One coordinator at 1.0 FTE for each funded county, or two coordinators at .50 FTE each for each funded county
 - A single coordinator will not be approved to provide services for multiple counties
 - Coordinator(s) should have at least two to three years of work experience in substance misuse prevention
 - Certified Prevention Specialist (CPS) required - if the coordinator(s) has not obtained CPS, s/he will be required to do so within 18 months of hire date
 - If the coordinator(s) is/are still in the process of obtaining a Prevention Specialist Certification, the certification document(s) will need to be submitted within the

Correspondence section of IowaGrants.gov to Merry French, PFS-PAM Project Director once achieved.

- If a funded contractor experiences hiring challenges due to these expectations, they will need to reach out to the the Department PFS-PAM Project Director for guidance
- Per the PFS-PAM contract, a disincentive dollar amount of \$825 will be withheld from the second and third claims (totaling \$1,650); the monies will be released upon confirmation of hiring by July 17, 2023.
- If coordinator(s) have not yet been hired, provide the contact name(s), phone number(s) and e-mail address(es) of the PFS-PAM coordinator(s) to Merry French, PFS-PAM Project Director once identified.

Staffing Changes

Funded agencies will need to notify the Department within ten (10) working days of any change in Key Personnel as identified in Article IV of the PFS-PAM contract. This notification needs to be provided through lowagrants.gov correspondence.

3. Provide Support

- Funded contractors must support the SPF process
- The supervisor overseeing the PFS-PAM coordinator(s) should provide consistent supervision through weekly to monthly meetings depending on coordinator(s) experience and need.
- The supervisor will need to attend selected PFS-PAM trainings and meetings and provide assistance with project deliverables and requirements
- Consistent services must be provided throughout the contract period
 - If a PFS-PAM coordinator is absent for two or more consecutive weeks (due to absence or resignation), the supervisor will be responsible for project deliverables and requirements until the coordinator can return to work or be replaced.

4. Coordinate with a Coalition/Collaboration Council

- At least one countywide coalition with a focus on substance misuse must be involved in the project (A subcommittee of the countywide coalition can be created to focus on the project)
- Coalition will need to meet at least monthly to manage the project
- A coalition cannot be composed only of staff from the funded contractor
- A coalition cannot be chaired or led by the PFS-PAM coordinator(s) or other staff from the funded contractor
- The coalition should actively recruit required sector representatives
- The coalition should be fully established with all required sector representatives in place by June 12, 2023
- The Department requires that all of the specific sectors listed below be involved in the coalition including:
 - Drug Free Communities Support Program grantee (if applicable)
 - Other substance use prevention coalitions (if applicable)
 - County public health department
 - Business community
 - Law enforcement
 - School districts
 - Civic and volunteer groups
 - Youth
 - Elected county and city officials (Board of Supervisors, city county representatives, mayors, etc.)
 - Behavioral health professional (therapist, Department of Health and Human Services representative, etc.)
 - Healthcare professional (physician, physician assistant, nurse practitioner, nurse, etc.)
 - Military (active duty, veteran, County Veterans Affairs representative, etc.)
 - Treatment provider
 - Media
 - Other substance use prevention grantees (Integrated Provider Network (IPN if applicable), Enforcing Underage Drinking Laws, Sober Truth on Prevention

(STOP) Underage Drinking Act, National Highway Traffic Safety Administration, etc.)

- Representatives from the strategy populations of focus (this will be decided during the Planning step of the SPF process)
- Additionally, representatives from the disparate population identified in the funded application should be involved in the coalition
- Formal minutes (with a PFS-PAM Project update included and names/sectors of members in attendance) from each monthly meeting will need to be submitted to the Department with the Quarterly Progress Report
- If no countywide coalition exists, a Collaboration Council can be created to guide the project
- All of the expectations noted in #4 also apply to the collaboration council

6. Participate in Capacity Coaching

- The Department will assign a Capacity Coach (Coach) to the coordinator for the duration of the project
- PFS-PAM coordinators are required to fill out an application to receive coaching services: Coaching Application
 - Coaching is optional for PFS-PAM supervisors
- The Coach will be a resource to the PFS-PAM coordinator(s) and will provide coaching support through the SPF steps, brainstorm ideas, and help to identify successes, barriers and needs
- The Coach will meet with the PFS-PAM coordinator at least once per month via web conference
- Contractors are encouraged to review information about capacity coaching services found on this page: Prevention General Resources

Required Trainings, Meetings and Technical Assistance

PFS-PAM Introduction Webinar – April 12, 2023 from 1-2 p.m.

- PFS-PAM supervisors and PFS-PAM coordinators (if hired) are required to attend. Participants will need to register through Zoom at [PFS-PAM Orientation Webinar #3](#) in order to be admitted to the webinar. Once registered, participants will receive an email directly from Zoom with log-in details.

PFS-PAM Coordinator

The PFS-PAM coordinator will be required to attend the meetings and trainings below to ensure connection to and learning from national and other state resources. Travel expenses permitted by the Department and registration for the conferences should be budgeted yearly. If funded agencies choose to fund two .50 FTE coordinators, both will be required to attend and costs must be budgeted for both.

- Monthly web conference meetings with Capacity Coach
- Community of Practice calls with the Department PFS-PAM Project Team
 - “Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly.” - Etienne Wenger. Coordinators will meet monthly to gain information, discuss concerns and learn from one another.
 - Community of Practice calls will take place the second Tuesday of each month at 11:00 a.m. Please register for the calls: [PFS-PAM Communities of Practice](#)
 - Orientation training will provide an overview of project expectations, along with additional details and resources. Introductions to some key staff members and funded agency staff will be made and there will be a chance to ask initial questions.

A number of Strategic Prevention Framework webinars will be provided to add to coordinator knowledge. During each webinar, required deliverables for the step will be discussed and specific instructions will be given for completion.

- SPF 101 training will provide an overview of the Strategic Prevention Framework that will be utilized throughout the project.

- Capacity training provides information regarding the structure and development of coalitions, as well as the mobilization of community members, skills and resources which will be needed. Specific details about required deliverables will be included.
- Assessment training covers various methods of data collection needed to accurately define problems; community readiness tools and discuss gaps in resources.
- Planning prepares coordinators to develop a comprehensive strategic plan, logic model and action plan to guide their work for the remainder of the project.
- Implementation gives details regarding environmental and individual strategies, core components of services, fidelity checklists and media advocacy.
- Evaluation training provides information about measuring processes and outcomes to determine if plans are successful.
- Cultural competence training expands knowledge on how to effectively interact with members of diverse populations by respecting differences in values, lifestyles and traditions and viewing them as assets..
- Sustainability training engages participants in the process of developing and supporting a system where positive results are maintained.

Attendance at three key events will allow coordinators an opportunity to network with peers while gaining important information.

- Governor's Conference on Substance Abuse - this annual conference brings together practitioners in the areas of prevention, treatment and recovery to gain information from state and national speakers on a variety of topics.
- PFS-PAM Contractor Meeting - this meeting will be held in person and bring both coordinators and supervisors together to discuss successes and challenges. The meeting will also provide training opportunities.
- National Prevention Network Conference - the annual conference allows coordinators to learn from national resources and to network with colleagues from other states.

Coordinator Required Trainings/Meetings	Details	Timeframe
Orientation Required for coordinator (if hired) & supervisor	Zoom Webinar Registration required PFS-PAM Orientation Webinar #3	April 12, 2023: 1-2 p.m.
Governor's Conference on Substance Abuse Required for coordinator	Virtual-Registration required	April 26-27, 2023
SPF 101 Required for coordinator (if hired) or supervisor & Coalition members	Zoom Webinar Registration required SPF for Beginners #3	May 23, 2023: 1-3 p.m.
SPF Capacity Training Required for coordinator & Coalition members	Zoom Webinar Registration required SPF Capacity Webinar #3	July 6, 2023: 1-4 p.m.
NPN Conference Required for coordinator	In Person, Birmingham, Alabama NPN Conference	August 15-17, 2023
SPF Assessment Training Required for coordinator & Coalition members	Zoom Webinar Registration required SPF Assessment Webinar #3	August 31, 2023: 1-4 p.m.
PFS-PAM Contractor Meeting	In Person, Des Moines	November 9, 2023
SPF Planning Training Required for coordinator & Coalition members	In Person, Des Moines	November 9, 2023
SPF Implementation Training Required for coordinator & Coalition members	Zoom Webinar Registration required	December 2023, TBD
Capacity Coaching Required for coordinator	TBD with Coach	Monthly TBD
Communities of Practice Calls	PFS-PAM Communities of Practice	Monthly - First Tuesday at 11:00 a.m.
SAPST	TBD	4-days TBD

Coordinator Required Trainings/Meetings	Details	Timeframe
Required for coordinator if not completed after March 2013	TBD Registration required through Midwest Counterdrug Training Center	
Substance Abuse Prevention Ethics Require for coordinator if not already completed	TBD Registration required through Midwest Counterdrug Training Center	6 hours-TBD
Substance Abuse Prevention Ethics for Recertification Required for recertification only	TBD Registration required through Midwest Counterdrug Training Center	3 hours-TBD

Other trainings as designated by the Department

- Participation in additional elective training must be pre-approved by the Department in order to ensure the training content aligns with the grant goals.

PFS-PAM Supervisor

The PFS-PAM supervisor will be required to attend the following meetings and trainings to ensure connection to and learning from state resources.

Supervisor Required Training/Meetings	Details	Timeframe
Orientation Required if coordinator not onboard	Zoom Webinar Registration required PFS-PAM Orientation Webinar #3	April 12, 2023: 1-2 p.m.
SPF 101 Required if coordinator not onboard	Zoom Webinar Registration required at: SPF for Beginners #3	May 23, 2023: 1-3 p.m.

Supervisor Required Trainings/Meetings	Details	Timeframe
SPF Capacity Training Required if coordinator not onboard	Zoom Webinar Registration required SPF Capacity Training	January 25, 2023: 1-4 p.m.
PFS-PAM Contractor Meeting	In Person, Des Moines	November 9, 2023

Coalition/Collaboration Council Representatives

Representatives from the identified Coalition/Collaboration Council will be required to participate in completion of assessments, technical assistance and training with the PFS-PAM Coalition Development Coordinator throughout the PFS-PAM Project as noted below. The Coalition Development Coordinator will be a resource to both the coalition and the coordinator, providing training and technical assistance on the SPF steps and deliverables. At a minimum, the Coalition Development Coordinator will email the coalitions after each SPF step webinar to schedule an hour long web conference with each coalition after each SPF related webinar to discuss takeaways and answer questions. Calls may be scheduled more frequently depending on the needs of the coalition, using the following link: <https://calendly.com/katya-boltanova/partnerships-for-success-meeting>

Coalition members will engage in completion of a number of documents.

- At the beginning of the project, the coordinator will engage the coalition to fill out the Coalition Passport, which provides information regarding coalition structure and development at a given point in time. Once the Coalition Development Coordinator has had a chance to review the document, technical assistance calls will be scheduled with each coalition.
- After the SPF Capacity Training Webinar, coalitions will complete two documents, a capacity workbook, and conduct asset mapping, with the coordinator’s assistance. The Coalition Training Needs Questionnaire will help identify training needs specific to the Strategic Prevention Framework. Diagnosing the Health of your Coalition Tool is designed to be distributed among the coalition members to be filled out individually, and the coordinator will calculate the mean value for each question and complete one form for the whole coalition. This will help the coalition to measure the coalition’s climate, and identify their strengths and gaps. It can also be used to guide the coalition in capacity building. This will need to be completed on a yearly basis.

- Coalitions will conduct community asset mapping using the Asset Mapping Toolkit which will help identify community strengths and resources that can be useful in solving identified problems.
- After the SPF Assessment Training Webinar coalitions will conduct a community readiness survey with a select number of community members, complete a Community Assessment Workbook, and use the results to guide in planning strategies.

All documents will be provided after the SPF training webinar associated with the subject matter has been completed. Documents will be submitted by the coordinator through IowaGrants.gov.

- Technical assistance sessions via web conference at a minimum of three times per contract year
- SPF Webinar Series
 - SPF 101 - This webinar provides an overview of the Strategic Prevention Framework that will be utilized throughout this project. Coalition representatives can participate in this training virtually in December or a recording of the previous webinar can be viewed here:
 - [SPF 101](#) - link to 12/13/22 training
 - [SPF 101_12.13.22.pdf](#) - Powerpoint slides from training 12/13/22
 - If coalition members are viewing the previously recorded webinar, documentation will be required. Contact Merry French at merry.french@idph.iowa.gov to receive the specifics.
- Capacity training provides information regarding the structure and development of coalitions, as well as the mobilization of community members, skills and resources which will be needed. Specific details about required deliverables will be included.
- Assessment training covers various methods of data collection needed to accurately define problems; community readiness tools and discuss gaps in resources.
- Planning training prepares practitioners to develop a comprehensive strategic plan, logic model and action plan to guide their work for the remainder of the project.
- Implementation training gives details regarding environmental and individual strategies, core components of services, fidelity checklists and media advocacy.
- Evaluation training provides information about measuring processes and outcomes to determine if plans are successful.

- Cultural competence training expands knowledge on how to effectively interact with members of diverse populations by respecting differences in values, lifestyles and traditions and viewing them as assets..
- Sustainability training engages participants in the process of developing and supporting a system where positive results are maintained.

Additional training sessions may be scheduled after each required SPF webinar to address specific tools associated with the SPF step. These training sessions are optional for coordinators or coalition members who want additional information. These sessions will be announced during the required SPF webinar and will be recorded.

**Stipends to support coalition member time participating in these processes can be budgeted through the contractor.

Coalition Required Trainings/Meetings	Details	Timeframe
SPF 101 Required for Coalition members	Zoom Webinar Registration required SPF for Beginners #3	May 23, 2023: 1-3 p.m.
SPF Capacity Training Required for Coalition members	Zoom Webinar Registration required SPF Capacity Webinar #3	July 6, 2023: 1-4 p.m.
SPF Assessment Training Required for Coalition members	Zoom Webinar Registration required SPF Assessment Webinar #3	August 31, 2023: 1-4 p.m.
SPF Planning Training Required for Coalition members	In Person, Des Moines	November 9, 2023
SPF Implementation Training Required for Coalition members	Zoom Webinar Registration required	December 2023, TBD
Technical Assistance Calls with Coalition Development Coordinator	Zoom meeting Registration required https://calendly.com/katya-boltanova/partnerships-for-success-meeting	TBD after each training + as needed

A minimum of three coalition members must attend and participate in each required meeting and Technical Assistance Calls. These coalition members should not be employed by the contracted agency. At least one of the members should be a member of coalition leadership (i.e. executive council for oversight purposes). Other members should include someone who will be involved in helping with the deliverables for the step (i.e Coalition Asset Mapping) and/or a member of the coalition sub-committee (i.e. membership committee). This will ensure the burden does not fall to one coalition member to remember and relay the information to others. This will also be helpful as coalition members may change.

It is the expectation of SAMHSA and the Department that funding be utilized to strengthen prevention capacity and infrastructure at the community level. Community coalition building strategies are required to advance substance misuse prevention efforts. Therefore it is essential that coalition members from outside the agency are engaged in the training process.

If there are barriers in engaging coalition members to attend these trainings, please contact Merry French at merry.french@idph.iowa.gov to request a technical assistance call to discuss options.

Coalition Resources

Coalition members should review the following resources:

[CADCA](#)

[Prevention Technology Transfer Center Network](#)

[Alliance of Coalitions for Change](#)

[Community Tool Box Strategic Prevention Framework](#)

Project Services

Contractors will utilize the SPF planning model and will be directed to complete deliverables or processes during each step of the SPF process to address adult alcohol misuse. The Department will provide guidance documents as applicants start each step in addition to face-to-face and webinar training and technical assistance. All deliverables and guidance documents will be provided by the Department within one week after training on the subject matter. The PFS-PAM Project Team will work with each applicant regarding SPF step process completion since some contractors will move through the SPF steps more quickly than others.

Contractors will be required to provide services throughout the project period. Per sections 16, 18, 19 and 20 in the Department General Conditions, contractors who do not complete and continue services throughout the entire project period will be considered in default.

Contractors and coordinators will need to familiarize themselves with the following resources:

[Iowa Department of Public Health](#)

[IDPH General Conditions](#)

[IowaGrants.gov guides](#)

[Bureau of Substance Abuse](#)

[IDPH Prevention General Resources](#)

Coordinators should review the following resources to gain familiarity with the subject matter. These resources can be shared with coalition members as the coordinator sees fit.

[A Guide to SAMHSA's Strategic Prevention Framework \(SPF\)](#)

[Deaths from Excessive Alcohol Use in the United States](#) CDC

[Alcohol and Healthy Aging: Current Research and Future Directions](#) Friends of NIAAA

[NIAAA Alcohol's Effects on Health](#)

Prevention Media 101 & Campaign Overviews

Iowa Prevention Acronyms

Both coordinators and coalition members are encouraged to register for the Iowa Group within the Community Anti-Drug Coalitions of America (CADCA) Community. This is an online forum designed for the Iowa prevention field to engage in discussions on state-specific topics, take part in unique networking opportunities, share resources, and learn from one another. To join the forum you must first register at [CADCA.org](https://www.cadca.org). Click on the “Member Login” in the upper right corner. If you do not have an account, click on “Register” and follow the steps. Once logged in, navigate to “Communities” in the upper right-hand corner and select “Iowa Group”. Please reach out to membership@cadca.org to request additional assistance.

First Contract Period (April 3, 2023 - February 27, 2024)

During the first contract period contracted agencies and coalition partners will:

- Review county and local data focused on the PFS-PAM prevention priorities of reducing excessive adult alcohol misuse and preventing alcohol-involved deaths.
- Review county capacity to address the PFS-PAM prevention priorities of reducing excessive adult alcohol misuse and preventing alcohol-involved deaths.
- Identify at least three environmental strategies (strategies that address population-level change) and one individual strategy (strategies that provide education to individuals) to address excessive alcohol use with adults 45 years and older.
 - Funded agencies will select strategies from a list approved by the Bureau of Substance Abuse’s Evidence-Based Practices Workgroup as noted in the Department Evidence-Based Programs, Practice and Policies Selection and Implementation Guide.
 - One of the three environmental strategies will focus on dissemination of a media campaign “Think Before You Drink” or “Savor the Moment,” provided by the Department to address the PFS-PAM priority issue. Media campaign dissemination processes must be followed as noted in the Department Evidence-Based Programs, Practice and Policies Selection and Implementation Guide.
- Complete deliverables and/or processes of the SPF steps and ensure adherence to the Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services. The Department will provide guidance with expectations, training, and technical assistance.

- **All deliverables and guidance documents will be provided by the Department within one week after training on the subject matter.**
- Site visits for each agency will be scheduled.

Culturally and Linguistically Appropriate Services

SAMHSA expectations are that contractors and coalition members will utilize Culturally and Linguistically Appropriate Services, known as the CLAS Standards in this work. This includes developing and implementing methods to include the CLAS Standards in the provision of services. Verbal and written communications should be responsive to diverse cultural health beliefs and practices; preferred languages and needs of all sub-populations within the county.

Below is a link to training provided by HHS Behavioral Health Prevention. specific to Iowa partners.
[Introduction to CLAS Standards for Organizations and Community Partners](#)

Additional information about the CLAS Standards can be found here:

[National CLAS Standards](#)

Additionally, contractors and coalition members are encouraged to utilize the toolkit below to foster open conversations about alcohol use and reduce stigma associated with substance misuse.

[Anti-Stigma Toolkit](#)

Your Life Iowa

Contractors and coalitions are encouraged to disseminate grant-related materials in the funded county as requested by the Department including promotional information on YourLifelowa.org (e.g., brochures, posters, social media materials, etc.) as well as other items throughout the project period.

[Your Life Iowa](#)

Contractors will receive further direction on these expectations throughout the project as SAMHSA provides additional guidance to the Department.

Department Deliverables

Required Deliverable	Date Provided	Details	Due Date	Submission Process
Coalition Passport	4/12/23	Coordinator on behalf of the coalition will fill out and update each time the coalition develops coalition structure and products.	6/21/23	Through IowaGrants.gov correspondence to Merry French
Coalition Training Needs Questionnaire	7/6/23	Coordinator will fill out on behalf of the coalition with coalition input	8/3/23	Through IowaGrants.gov correspondence to Merry French
Diagnosing the Health of the Coalition	7/6/23	Each coalition member will answer the questions in the spreadsheet and provide it to the coordinator who will provide the results in one document.	8/3/23	Through IowaGrants.gov correspondence to Merry French
Coalition Asset Mapping Tool	7/13/23	A minimum of three coalition members representing different sectors will collect data using the tool, and complete a community resource document. The information will be provided to the coordinator who will submit the document.	9/14/23	Through IowaGrants.gov correspondence to Merry French
Capacity Workbook	7/13/23	Coordinator will fill out with coalition input and assistance	9/14/23	Through IowaGrants.gov correspondence to Merry French
Department review	9/15-22/23	Department provides feedback as needed		
Revisions to be made	9/25/23	Requested revisions will be made	10/9/23	
Department Review	10/9-18/23	Department provides feedback as needed		

Revisions to be made	10/19/23	Requested revisions will be made	11/2/23	
Community Assessment Workbook	9/6/23	Coordinator will fill out with coalition input and assistance	12/6/23	Through IowaGrants.gov correspondence to Merry French
Department Review	12/7-21/23	Department provides feedback as needed		
Revisions to be made	12/22/23	Requested revisions will be made	1/12/24	
Department Review	1/15-29/24	Department provides feedback as needed		
Revisions to be made	1/30/23	Requested revisions will be made	2/20/24	
Community Readiness Surveys	3/20/23	Coordinator and coalition members will interview key stakeholders using the Tri-Ethnic Readiness Survey and provide summary/key comments	6/20/23	Through IowaGrants.gov correspondence to Merry French
Strategic Plan + Logic Model + Action Plan	11/16/23	Coordinator will develop with coalition input and assistance	2/8/24	Through IowaGrants.gov correspondence to Merry French
Department Review	2/9-23/24	Department provides feedback as needed		
Revisions to be made	2/23/24	Requested revisions will be made	TBD	

Required Reporting

The Department requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by funded contractors. Contracts with funded agencies are managed within an Electronic Grant Management system at www.lowaGrants.gov. The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Department.

Required reports (progress and data) include:

- Quarterly progress reports. These reports will include details about progress towards fulfilling activities detailed in the action plan, the SPF steps, and how focus populations are being reached.
- SPF step deliverables

Other reports required outside of the www.lowaGrants.gov system include:

- Monthly use of the Community Check Box system to report process data through strategy implementation (more information will be provided)
- Yearly reports for SAMHSA’s Cross-Site Evaluation (due dates to be determined)

Report Title	Form Frequency/Type	Date Due
Subcontracts- draft, unsigned	Subcontract Documents	Submit for Department approval <u>Prior</u> to obtaining signatures
FFATA Report	FFATA Report	Contractor Submits within 15-30 days of the start date of the contract.
PFS Quarterly Progress Report	Quarterly	July 28, 2023 October 27, 2023 January 26, 2024 March 22, 2024
Performance Measure	Performance Measure	July 17, 2023

Community Check Box Accomplishments	Monthly	Due by the 5th of the following month once Implementation Step services begin
Community Check Box Indicators	Quarterly	Submitted quarterly when Implementation Step services begin. Dates to be determined
Claims	Monthly	Within 45 days of month of expenditures The final claim must be submitted by April 12, 2024

Unallowable Costs

Program funds may not be used for:

- Any salary in excess of Level I of the federal senior executive service pay scale
- Directly funding or expanding direct provision of substance misuse treatment programs
- Fentanyl test strips
- Food and beverages
- Incentives (cash incentives or gifts for program participation) or gift cards
- Implementing or expansion of drug "take back" programs or other drug disposal programs (e.g. drop boxes or disposal bags)
- Land or construction of building or improvements thereon
- Marijuana or any marijuana product
- Naloxone
- Out of state travel unless stated or approved by the Department
- Paraphernalia, concealment or other items to support concealment-type activities (e.g. mock rooms)
- Promotional or giveaway items such as t-shirts, magnets, pencils/pens, toys, banners, etc.
- Providing financial assistance to any entity other than a public or nonprofit entity
- Providing individuals with hypodermic needles or syringes
- Satisfying the requirement for expenditures of non-Federal funds as a condition for the receipt of Federal funds
- Services that support mental health promotion and mental disorder prevention strategies
- Subscriptions, dues, or certification costs unless approved by the Department
- Vehicle rentals