



Mike DeWine, Governor
Jon Husted, Lt. Governor

Bruce Vanderhoff, MD, MBA, Director

**Funding Reallocation Subgrantee Letter
Integrated Naloxone Access and Infrastructure Grant (IN23)**

July 26, 2022

Dear IN23 Subrecipient:

The Ohio Department of Health, Violence and Injury Prevention Section (VIPS) is pleased to announce the availability of additional funds to extend to all IN23 subrecipients as a result of the extension of the grant year now ending December 31, 2022.

Subrecipients are eligible to receive \$17,250 in additional funds to Deliverable Objectives 1, 2, 3, 4, 6, and 7. Each agency must submit a budget revision based on respective updated budget amounts. The budget revision must be submitted no later than **August 15, 2022**, via the Grants Management Information System (GMIS) and in accordance with ODH Ohio Grants Administration Policies and Procedures (OGAPP), or your agency may lose its opportunity for these additional funds.

As part of your budget revision you will also submit a revised budget justification showing supplemental funds. Please work with your assigned ODH Program Consultant prior to submitting the new cost report to ensure it is ready for approval when submitted.

A revised Notice of Award will be sent to all subrecipients after the budget revision is approved by ODH. Since this budget revision is required by ODH to adjust your grant award, it will not count against the number of budget revisions available this fiscal year.

Again, failure to submit a budget revision **and** revised budget justification by the above-specified due date will result in forfeiture of additional funds.

If you have any questions, please contact Sierra Dantzer at Sierra.Dantzer@odh.ohio.gov or at 614-995-1431.

Sincerely,

Sierra Dantzer, Program Manager, Violence and Injury Prevention Section
Office of Health Improvement and Wellness

C: Sara Morman, Violence and Injury Prevention Section Chief
GMIS subgrantee file



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ADDENDUM

Date: Friday, July 26, 2022
To: Integrated Naloxone Access and Infrastructure (IN23) Subrecipients
From: Sierra Dantzler, Program Manager, Community Harm Reduction, *Sierra Dantzler*
Violence and Injury Prevention Section
RE: Addendum to the Solicitation

Amendment:

We are happy to announce the IN23 grant year will be extended to December 31, 2022. To account for a fifth quarter of the project, all subrecipients will receive an additional \$17,250 allocated to Deliverable Objectives 1, 2, 3, 4, 6, and 7. The last day of the fourth quarter (Q4) will remain as September 29, 2022. Please note, the Q4 Program Report is now due in GMIS by October 5, 2022.

The below outlines the due dates and funding amounts for Quarter 5.

Quarter 5 (Q5) Deliverables: 9/30/2022 - 12/31/2022	Due Date	Q5 Amount
Deliverable - Objective 1: Quarterly Progress Report (QPR)	12/31/2022	\$1,250.00
Deliverable - Objective 2: Quarterly Project DAWN Calls	12/31/2022	\$500.00
Deliverable - Objective 3: State Coalition Participation	12/31/2022 ⁱ	\$2,000.00
Deliverable - Objective 4: Quarterly Community Outreach Report ⁱⁱ	12/31/2022	\$1,000.00
Deliverable - Objective 6: Distribution Strategies	12/31/2022 ⁱⁱⁱ	\$7,500.00
Deliverable - Objective 7: Naloxone Distribution (kits)	12/31/2022 ⁱⁱⁱ	\$5,000.00

ⁱOIPP and Ohio OPN meetings in Q5 will occur on November 4, 2022; Please attend your designated OPN subcommittee meetings as they occur throughout the Q5 period of the grant.

ⁱⁱPlease utilize the template shared for the Final Community Outreach Report.

ⁱⁱⁱReport status/updates in QPR

Program Reports

Period	Due Date
Q4. July 1 – September 29, 2022	10/5/2022
Q5. September 30, 2022 – December 31, 2022	1/5/2023

Expenditure Reports

Period	Due Date
Q4. July 1 – September 29, 2022	10/10/2022
Q5. September 30, 2022 – December 31, 2022	1/10/2023

All subrecipients must submit a Budget Revision and upload a revised Budget Justification to GMIS to account for the reallocation of funds. **Please note, if your budget revision is not received by the date specified in the Reallocation Letter, your agency will automatically forgo the additional funds.**

Integrated Naloxone Access and Infrastructure (IN23) Extension FAQ

Reallocation Process

- **When is our budget justification due in GMIS?**
 - The Budget revision must be uploaded to the GMIS Application – Project Comments section no later than **August 15, 2022**.
- **Who should sign the budget justification?**
 - It must be signed by whoever is listed as the agency head in GMIS.
- **The agency head who signed my budget justification originally no longer works here, who should sign it instead?**
 - Please update the agency head in GMIS. Contact your GSU consultant should any issues occur.
- **When is our budget revision due in GMIS?**
 - The budget revision must be submitted no later than **August 15, 2022**. Be sure to click Approve so the Approval Status says it was approved by the Subgrantee. Otherwise, it's not technically submitted.
- **What should I put for the budget revision Description?**
 - You should select "Reallocation of Grant Funds."

Deliverables

- **Will we receive an updated Deliverable 1 Quarterly progress Report Template?**
 - Yes, a new template will be sent out. The annual summary will be due in Q5. Please ensure all past quarters are also included in the final submitted version.
- **Will there be a quarterly Project DAWN and IN23 call in Q5 for Deliverable 2?**
 - Yes, on December 14th, 2022, and it is still required. An additional \$500.00 was added to Deliverable 2.
- **Will we be required to attend the Ohio Injury Prevention Partnership (OIPP) and Ohio Overdose Prevention Network (Ohio OPN) meetings in Q5 for Deliverable 3? What about subcommittee participation in Q5?**
 - Yes, the November 5th, 2022, OIPP and Ohio OPN meetings are required for Deliverable – Objectives 3A and 3B, respectively. Participation in an OPN subcommittee will also be required in Q5 as part of Objective 3B. An additional \$1,000.00 was added for 3A (OIPP) and \$1,000.00 for 3B (Ohio OPN and subcommittee).
- **Do we still have to submit the final report of Deliverable 4 Community Outreach Status form in Q4?**
 - No, this has been changed. The Community Outreach Status Form will be the same as Q1-3 for Q4. The final outreach status form is now due in Q5. ODH will send an updated copy of both forms.
- **When is the Deliverable 5 Targeted Evaluation Report due?**
 - The Targeted Evaluation Report is still due at the end of Q4 September 29, 2022. Deliverable 5 has not changed. Nothing for evaluation is due in Q5.
 - And as a reminder, a draft of the evaluation report is due to your regional consultant on August 31, 2022.
- **When can we bill for Deliverable 6 new IN23 strategies? Do we have to wait until the end of Q5 now?**
 - You can bill for these like normal in Q4. However, the additional \$7,500.00 allocated through this extension will not be paid out until Q5 (therefore you can't bill for that until the end – Q5.) New IN23 strategies still need to be active for two full quarters with all administrative documents submitted.
- **Do we have to add a new strategy since we are getting an extra \$7,500.00 allocated to Deliverable 6?**
 - No, you do not need to add a new strategy. The extra \$7,500.00 is to help sustain current IN strategies.

- **Can I still expense for my highest Deliverable 7 tier at the end of Q4?**
 - Yes. You do not need to wait until Q5 to expense for your highest tier. For example, if you were awarded tier 2, you can still expense for that in the Q4 expenditure report. However, the extra \$5,000 for Deliverable 7 can only be expensed in the Q5 expenditure report.
- **Do we go up in a tier level due to the additional \$5,000.00 allocated to Deliverable 7? Do we have to distribute more naloxone?**
 - No, you will not be required to distribute more and will not be increasing your tier level. However, reach out to your ODH consultant if additional naloxone is needed.

Quarter 5 Reports

- **When is the end of Q5 and when are Q5 deliverables due?**
 - Q5 ends December 31, 2022, which is also when final deliverables are due.
- **What deliverables need completed and submitted in the GMIS Program Report for Q5?**
 - There may be variation depending on your program, so confirm with your consultant, but these are the minimum deliverables we would expect completed and submitted in the GMIS Q5 Program Report:
 - Deliverable - Objective 1: Quarterly Progress Report (QPR) (*complete Q5 tab, update Distribution Tracking sheet, and Annual Summary tab*)
 - Deliverable - Objective 2: Quarterly Project DAWN Call
 - Deliverable - Objective 3A: OIPP Attendance
 - Deliverable - Objective 3B: Ohio OPN Attendance & Subcommittee participation noted in QPR
 - Deliverable - Objective 4: Quarterly Community Outreach Report (*use final outreach report template*)
- **When should Q5 deliverable drafts be shared with our consultants for review?**
 - Drafts should be shared by Monday, December 19, 2022.
- **What should I request in the Q5 Expenditure Report in GMIS?**
 - Below are amounts we would expect to see. All work completed through Q4 should have been expensed before Q5.

Deliverable 1	\$1,250.00
Deliverable 2	\$500.00
Deliverable 3	\$2,000.00
Deliverable 4	\$1,000.00
Deliverable 5	\$0.00
Deliverable 6	\$7,500.00
Deliverable 7	\$5,000.00