

Guidance 14 Prevention Partnership Grants (PPG)

Contract Reference: *Sections A-1.1, C-1.2,3, and Exhibit C2*

Authorities: *s. 397.99, F.S.
DCF Requests For Applications*

Frequency: *Ongoing*

Due Date: *Not Applicable*

Discussion:

This document provides policy guidance on the negotiation and implementation of subcontracts awarded as a result of the Department's most recent Request for Applications for the Prevention Partnership Grant (PPG) Program.

The Managing Entity must subcontract with grantees for the approved level of funding in Exhibit C2 of the Managing Entity's contract. Any variations in the identity of grantees or award amounts in Exhibit C2 must be approved in advance in writing by the Department.

Each Managing Entity shall negotiate and execute subcontracts with the awardees of the PPG Program as detailed in the Department's Notice of Award, which will be incorporated into each Managing Entity's Exhibit F accordingly by the Department's Contract Manager. Subcontracts must contain the minimum requirements detailed below:

1. Definitions

Subcontracts must contain the definitions found in Section 1.4 of the RFA. Other definitions may be included, as deemed necessary by the Managing Entity.

2. Objectives

Per Section 2.1 of the RFA, the overall objectives of the PPG program are to:

- 2.1 Develop effective substance abuse prevention and early intervention strategies for target populations; and
- 2.2 Conduct prevention activities serving students who are not involved in substance use, intervention activities serving students who are experimenting with substance use, or both prevention and intervention activities, if a comprehensive approach is indicated as a result of a needs assessment.

Subcontracts must include the goals, objectives, timelines, tasks and outcomes pertaining to each grantee, based on the specifics of the Needs Assessment Logic Model (NALM) and the Comprehensive Community Action Plan (CCAP) included in Tabs 3 and 4 of the grantee's application. Objectives must be related to the implementation of specific programs, practices, or strategies in the CCAP and the Project Narrative in Tab 5 of the grantee's application.

3. Performance Measures

Per Section 2.3 of the RFA, subcontracts must adopt, at a minimum, performance measures to evaluate improvement in those behaviors and attitudes identified in Tab 3 of the grantee's application and related to the provider's Evaluation Plan in Tab 6. Pursuant to *s. 397.99(2)(d), F.S.*, performance measures for grant program activities must measure improvements in relevant student behaviors and associated attitudes in the following state priorities for consumption reductions:

- 3.1 Underage Drinking;
- 3.2 Marijuana Use; and

3.3 Non-Medical Prescription Drug Use.

4. Process Measures

Per Section 2.3.1 of the RFA, subcontracts must include process measures that quantify the activities of a program or strategy and are designed to evaluate the extent to which a program is implemented as identified in Tab 6 of the grantee's application. Process measures may include desirable changes in risk and protective factors that must be modified in order to cause improvements in the attitudes and behaviors of students up to age 20. Process measures may also include changes in the attitudes, beliefs, expectations, and behaviors of other prevention stakeholders if these are necessary preconditions for preventing substance use among students up to age 20.

5. Reporting

Per Section 2.4 of the RFA, all activities under the PPG Program shall be documented in accordance with the terms and conditions of the subcontract. Unless otherwise specified in the RFA, the frequency, format and approval of reports may be negotiated by the Managing Entity. At a minimum, subcontracts shall require the following reports:

5.1 Program Status Report

A detailed report of the services and activities performed and the progress of the program in meeting the performance measures, process measures, goals, objectives and tasks outlined in the subcontract. At a minimum, this report must be submitted annually.

5.2 Financial Report

A detailed report of program expenses which are used to track all expenses associated with the grant and reconcile these expenditures with the payments made to the grantee. The financial reports track both grant award-funded and match-funded expenses and encourages program expenditure planning and projection. Pursuant to *Rule 65E-14.021, F.A.C.*, this report must be submitted at least annually using the Department's form *CF-MH 1037*.

5.3 Additional Reporting Requirements

Subcontracts with grantees must include a requirement for the submission of ad hoc and additional reports as determined necessary by the Managing Entity or the Department.

6. Data Entry

Subcontracts shall require the Network Service Provider to enter all prevention data on a monthly basis into the Department's Performance Based Prevention System (PBPS).

7. Financial Consequences

Subcontracts must include terms specifying the financial consequences that the Managing Entity must apply if the grantee fails to perform in accordance with the contract, as detailed in Section 2.6 of the RFA. The Managing Entity shall establish financial consequences applicable to the frequency of the subcontract payment methodology.

8. Return of Funds

Per Section 2.7 of the RFA, subcontracts must include terms specifying that grantees shall return to the Managing Entity any unused PPG funds and unmatched grant funds, as documented in the Final Financial Report, no later than 60 days following the ending date of the subcontract. At the Managing Entity's discretion, reconciliation and the return of funds may be subject to the Managing Entity's carry forward plan.

9. Staffing

Subcontracts must incorporate all reasonable, allowable, and necessary elements of the grantee's staffing chart and job descriptions as presented in Tab 7 of the grantee's application. The Managing Entity may negotiate revisions to the staffing details; including positions, numbers of FTEs, qualifications and salaries; subject to the

Department's approval of any single revision that results in a change to the staffing plan greater than 25% of either the total FTE or total salary costs.

10. Funding and Match

The Managing Entity shall subcontract for the full amount awarded each grantee as detailed in the Managing Entity Exhibit C2. However, Managing Entities must conduct a cost analysis of the grantee's proposed budget and budget narrative, including match commitment, for reasonableness, allowability and necessity. The Managing Entity may require and approve revisions to the budget and budget narrative, including match commitment, without additional Department approval. The Managing Entity shall ensure grantees maintain the 25% cash or in-kind match required by s. 397.99, *F.S.*