

Opioid Settlement Workplan & Budget Guidance

For ADPEP Grantees

September 30, 2024

Overview

In September 2024, the [Opioid Settlement Prevention, Treatment, and Recovery Board](#) approved Oregon Health Authority's (OHA) funding formula and implementation plan to allocate \$9.5 million to Alcohol & Other Drug Prevention Education Program (ADPEP) grantees. The goal of this one-time funding is to increase evidence-based primary prevention capacity and workforce across Oregon counties.

OHA is amending ADPEP contracts (*i.e., program elements, grant agreements*) to administer these funds through the existing ADPEP programming and contracting infrastructure within the Health Promotion & Chronic Disease Prevention (HPCDP) Section. The project start date for the new ADPEP opioid settlement program is October 1, 2024. ADPEP grantees may carry over their opioid settlement funding across fiscal biennia until their full allocations are expended. However, OHA encourages ADPEP grantees to plan to expend their opioid settlement funds by June 30, 2027, to help respond to Oregon's urgent need for increased primary prevention resources and services.

ADPEP grantees are required to submit an opioid settlement workplan and budget to their HPCDP Community Program Liaison by November 15, 2024. The project period for workplans and budgets is October 1, 2024 – June 30, 2025. ADPEP grantees will develop subsequent opioid settlement workplans and budgets in early 2025 for the July 1, 2025 – June 30, 2027, project period in conjunction with their 2025-2027 biennium ADPEP program plans.

This document provides guidance for ADPEP grantees to develop an opioid settlement workplan and budget for October 1, 2024 – June 30, 2025. ADPEP grantees should contact their Community Program Liaisons with questions regarding their opioid settlement workplans and budgets.

Office Hours

OHA is hosting office hours for ADPEP grantees to help support opioid settlement program planning. ADPEP grantees may join office hours to ask questions or receive input on their opioid settlement workplans and budgets. Office hours will occur at the following times. [Use this Zoom link to join any of the office hour sessions.](#)

- [October 4, 2024: 9:00-10:00 PT](#)
- [October 15, 2024: 1:00-2:00 PT](#)

- October 31, 2024: 2:00-3:00 PT
- November 12, 2024: 1:00-2:00 PT

Please plan to attend office hours if you have questions about your opioid settlement funds or project plans. This will help streamline HPCDP’s technical assistance to ADPEP grantees.

General Guidelines

- ADPEP opioid settlement funds must *enhance*, and not *replace*, existing ADPEP program funding from HPCDP.
- ADPEP programs will develop an opioid settlement budget and program plan for the 10/1/2024 – 6/30/2025 project period using the templates provided.
- ADPEP grantees may consider October 2024 – June 2025 as a planning period, based on their readiness to implement enhanced or expanded primary prevention programming. Grantees utilizing this time as a planning period are expected to include partner engagement, data or community needs assessment, and/or strategic planning activities within their workplans.
- OHA is available to provide technical assistance in the development of opioid settlement program plans and budgets. **Please plan to attend office hours if you have questions about your opioid settlement funds or project plans.** If you contact your Community Program Liaison for support, they may triage technical assistance requests to other teams within OHA who are supporting opioid settlement funding implementation.
- Opioid settlement program plans and budgets must be submitted to HPCDP by November 15, 2024. ADPEP grantees should submit these documents to their HPCDP Community Program Liaison.
- OHA will review opioid settlement program plans and budgets upon receipt.
- HPCDP Community Program Liaisons will notify ADPEP grantees of any areas needing additional information or revisions.
- All opioid settlement project activities must align with the strategies listed in “Section G – Prevent Misuse of Opioids” in [Exhibit E: List of Opioid Remediation Uses](#) from the national opioid settlement lawsuit.
- ADPEP grantees are strongly encouraged to coordinate their program efforts among diverse stakeholders and related programs in local communities. These partnerships can help leverage and mobilize resources to achieve shared goals to improve community health.
- HPCDP will aim to have all submitted workplans and budgets reviewed and approved by the end of day on December 31, 2024.

Workplan Guidance

Allowable Activities

Opioid settlement primary prevention funds are intended to “support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or

strategies” ([Exhibit E: List of Opioid Remediation Uses](#)). ADPEP grantees may use their opioid settlement allocations to bolster workforce capacity and evidence-based primary prevention strategies using tailored approaches that meet the unique needs of their community.

ADPEP opioid settlement funds must be used exclusively for primary prevention initiatives; these funds may not be used to support harm reduction, treatment, or recovery initiatives. ADPEP opioid settlement activities must align with the strategies listed in “Section G – Prevent Misuse of Opioids” in [Exhibit E: List of Opioid Remediation Uses](#) from the national opioid settlement lawsuit.

ADPEP grantees may be at a varying level of readiness to implement enhanced or expanded primary prevention activities through their opioid settlement funding allocations. Grantees may consider all or a portion of the October 2024 – June 2025 project timeline as an opioid settlement planning period. Grantees utilizing this time as a planning period are expected to include partner engagement, data or community needs assessment, and/or strategic planning activities within their workplans.

Please join OHA’s office hours if you are unsure if an activity is allowable with your opioid settlement funds.

Budget Guidance

ADPEP grantees must submit an itemized budget for the 9-month project period within FY25 (10/1/2024-6/30/2025). In addition, ADPEP grantees must provide an estimate of total opioid settlement project spending for FY26 (7/1/2025-6/30/2026) and FY 27 (7/1/2026-6/30/2027), along with a general description of how they anticipate using those funds (i.e., staff salary, workforce training, community-based education program, etc.). **The projected budgets for FY25, FY26, and FY27 should equal the full opioid settlement allocation.**

ADPEP grantees implementing opioid settlement planning periods should have partner engagement and strategic planning activities reflected in their FY25 budget. This may include allocation for personnel, travel, sub-contracts, and/or community stipends.

Allowable Expenses

As mentioned above, ADPEP grantees have flexibility in how they use opioid settlement funds to increase their primary prevention capacity and programming. ADPEP opioid settlement activities must align with the strategies listed in “Section G – Prevent Misuse of Opioids” in [Exhibit E: List of Opioid Remediation Uses](#) from the national opioid settlement lawsuit. Opioid settlement budgets should also align with proposed workplan activities.

Allowable expenses include but are not limited to:

- Salary and wages for new/existing preventionists
- Workforce training, education, and professional development

- Community assessment and planning
- Contracting with local prevention partners
- Staffing/convening of local alcohol and drug planning committees and coalitions
- Project activities to meet primary prevention goals
- Services/supplies needed by a preventionist to fulfill their primary prevention role

Unallowable Expenses

ADPEP opioid settlement funds may not be used for:

- Overdose reversal medications such as naloxone, or harm reduction supplies (including safe syringes)
- Mediation for opioid use disorder or other treatment services
- Direct medical or behavioral health services that could otherwise be billed to Medicaid/Oregon Health Plan (OHP) or other existing health insurance
- Buildings or capital improvements
- Political actions, including lobbying

Please join OHA's office hours if you are unsure if an expense is allowable with your opioid settlement funds.