



## Alcohol and Other Drug Prevention and Education Program (ADPEP)

### Appendix F: 2025-2027 Allowable Expenses

This table provides an overview of allowable and unallowable expenses for use of ADPEP funds. Programs can refer to this list while crafting their 2025-2027 workplan and corresponding budget. Though this list is intended to be a resource to ADPEP programs, it is not exhaustive. If you have questions as to whether an activity or cost is allowable, please contact your CPL.

Expense Type	Use of ADPEP Funds
Automobiles (purchase)	Unallowable
Capital investments	Unallowable
Certified Prevention Specialist courses and fees	Allowable
Clinical services	Unallowable
Computer/software upgrades	Allowable
Continuing education/workforce development	Allowable
Educational materials	Case-by-case
Electronic Equipment	Allowable
Food for community meetings or events	Allowable
Fringe benefits	Allowable
Harm reduction supplies	Unallowable
Incentives/Gift Cards	Up to 5% of Total Direct Costs budget* (case-by-case basis for higher amount)
In-state travel	Allowable
Intern stipends/pay	Allowable
Medications	Unallowable
Office furniture	Allowable
Office supplies	Allowable
One-Time Guest Speakers Presentations	Allowable with comprehensive strategy

	See Section VI of Program Guidance
Out-of-state travel	Allowable
Paid Media	Allowable with comprehensive plan See Section III-F of Program Guidance
Printing and mailing services	Allowable
Promotional items	Up to 5% of Total Direct Costs budget* (case-by-case basis for higher amount)
Quit Kits	Case-by-case
Registration for Conference/Training	Allowable
Rental Space for Meetings/Trainings	Allowable
Salaries	Allowable
Sub-contracts	Allowable with requested documentation See Section VI of Program Guidance
Telephone	Allowable
Treatment services	Unallowable
Substance use identification devices (i.e. breathalyzers, drug tests, vape detectors, etc.)	Unallowable

\* Gift cards or promotional items may go over 5% of a program's Total Direct Costs (TDC)\*\* but cannot exceed 10% TDC combined. For example, if a program chooses to have 7% of their TDC budget go toward gift cards, then only 3% of their TDC budget may go toward promotional items. Requests for a larger portion may be accommodated on a case-by-case basis depending on need and equity considerations.

\*\* Line 9 of Attachment 2: 2025-2027 ADPEP Budget Worksheet calculates the Total Direct Cost.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Contact the Health Promotion and Chronic Disease Prevention Section at [HPCDP.Community@odhsoha.oregon.gov](mailto:HPCDP.Community@odhsoha.oregon.gov) or 971-673-0984. We accept all relay calls.

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