

# MEMORANDUM OF UNDERSTANDING (MOU)

## Among

*West Virginia Governor's Office (GO)*

*West Virginia's Partnership to Promote Community Well-Being (Partnership)*

*West Virginia Division of Criminal Justice Services (DCJS)*

*West Virginia Division on Alcoholism & Drug Abuse (DADA)*

*West Virginia Prevention Resource Center (PRC)*

## Concerning

*West Virginia's Strategic Prevention Framework State Incentive Grant (SPF SIG)*

## Effective Date

*2006 – September 30, 2010 (end of SPF SIG funding)*

### Background / Overview

In 2004, West Virginia was awarded a five-year federal grant of more than 11 million dollars for community-based prevention. The *Strategic Prevention Framework State Incentive Grant* (SPF SIG) is intended to build prevention capacity and infrastructure at the state and local levels; prevent the onset and reduce the progress of substance abuse including childhood and underage drinking; and reduce substance abuse and substance abuse-related problems in communities. The SPF SIG is authorized under Section 516 of the Public Health Service Act and is administered by the U.S. Department of Health & Human Services' Substance Abuse and Mental Health Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP).

This Memorandum of Understanding (MOU) sets forth the agreement among the entities outlined below regarding the administration of West Virginia's SPF SIG.

### Responsible Entities / Roles & Responsibilities

- **West Virginia's Governor's Office (GO)** – The West Virginia Governor's Office is the official recipient of the SPF SIG. The GO will:
  - Receive from CSAP WV's SPF SIG funds.
  - Transfer to DCJS SPF SIG funds to be utilized as outlined below. The process for transfer must be agreed upon and acceptable to both entities.
  - Submit to CSAP WV's annual SPF SIG continuation applications.
  - Process Partnership appointment letters when necessary.
  
- **West Virginia's Partnership to Promote Community Well-Being (Partnership)** – Pursuant to the provisions contained in Executive Order 8-04 in May 2004 (specifically Whereas Claus #5 and Item #6B), the Partnership is the state's designated substance abuse prevention and intervention planning body and SPF SIG Advisory Council. It consists of Governor-appointed representatives from state and community entities who have training, experience, and/or special knowledge concerning substance abuse, prevention, intervention and treatment. Its purpose is to coordinate a comprehensive statewide substance abuse system through activities including but not limited to: planning, securing resources, recommending sub-grants, and evaluation. The Partnership will:
  - Review state and epidemiological data to determine funding priorities.

- Advise the PRC in developing processes for administering SPF SIG sub-grants for community-based prevention and intervention.
  - Recommend to the GO which entities and/or local areas should receive SPF SIG sub-grants for community-based prevention and intervention.
  - Report its progress to the Governor and both Houses of the Legislature prior to the first day of December of each year
- **West Virginia Division of Criminal Justice Services (DCJS):** DCJS is an agency of the West Virginia Department of Military Affairs and Public Safety. Its mission is to enhance the capacity of criminal justice agencies through research, planning and coordination of services, training and certification of law enforcement officers, and administration of grant funding programs. The Governor has chosen DCJS to fiscally administer the SPF SIG program.
    - DCJS will receive SPF SIG funding from the Governor’s Office and administer it fiscally on behalf of the State of West Virginia.
      - DCJS Administrative Funds: Of those funds received from the Governor’s Office, DCJS will utilize \$64,612.00, for costs associated with the fiscal administration of the SPF SIG program, and in a manner consistent with the budget detail submitted to CSAP for the applicable federal fiscal year.
      - Marshall University Research Corporation (MURC)/West Virginia Prevention Resource Center (PRC) SPF SIG Programmatic Administrative Oversight Sub Grant: DCJS will accept sub grant applications from MURC and award sub grant funds to cover further costs associated with the general programmatic oversight and fiscal administration activities of the SPF SIG program. It is the understanding of DCJS that those activities indicated in any grant application from MURC are congruent with activities specified to, and subsequently approved by, CSAP for the applicable federal fiscal year and are allowable pursuant to guidelines promulgated by the U. S. Department of Health and Human Services for the SPF SIG Program. Sub grant applications submitted by MURC must be received at the offices of DCJS prior to the anticipated start date of the program/budget period specified in that particular application. Following award, funds will be transferred to MURC via the DCJS sub grant process and pursuant to all special conditions and assurance thereof and on a reimbursement basis.
      - SPF SIG Local Sub Grants: DCJS will accept those completed and proper local sub grant applications recommended for funding from the Partnership and prepare an “Investment Package” (IP) for submittal to the Governor’s Office. The IP includes the Governor’s award letters and a press release. In furtherance of this effort, DCJS will receive from PRC a completed and proper database reflecting all components necessary to generate the IP; and, subsequently fiscally administer those local sub grants. Recommended local sub grant applications and the accompanying database must be received at the offices of DCJS in a timely manner as to allow the IP process to be completed prior to the anticipated start date of the local sub grant program/budget periods specified in any particular local sub grant application.
    - It is the understanding of DCJS that local sub grantees will submit monthly activity (programmatic) and fiscal reports (to include Request for Reimbursement and back-up documentation) to the PRC by the 20<sup>th</sup> day of the following month. It is further the understanding of DCJS that those documents will be reviewed and approved by PRC as necessary, proper and congruent with any activities specified to and subsequently approved by CSAP for the applicable federal fiscal year; and/or, activities presented in those documents are allowable pursuant to guidelines promulgated by the U. S. Department of Health and Human Services for the SPF SIG Program. Following review and approval, Request for Reimbursements, Financial Reports and all necessary and required backup documentation will be forwarded to DCJS for payment processing.
    - DCJS will prepare Form 272-A (quarterly) and Standard Form (SF)269 (annually) and submit to CSAP pursuant to required time frames.

- **West Virginia Division on Alcoholism & Drug Abuse (DADA)** – The DADA is an agency of the West Virginia Department of Health and Human Resources, Bureau for Behavioral Health and Health Facilities. Its mission is to oversee the statewide provision of substance abuse prevention, intervention, and treatment services to adults, adolescents and children. West Virginia’s primary source of funding for substance abuse prevention comes from the federal Substance Abuse Prevention & Treatment Block Grant (SAPTBG), which is granted to a designated single state agency (SSA). Twenty percent of the SAPTBG is utilized for prevention activities in West Virginia along with state funding. West Virginia’s DADA is the SSA for West Virginia and sub-contracts with the West Virginia Prevention Resource Center (PRC) and other entities to facilitate West Virginia’s substance abuse prevention system through capacity building and implementation of the Strategic Prevention Framework (SPF). The DADA will:
  - Have representation on the Partnership (Director of the SSA).
  - Collaborate with the PRC and the Partnership to facilitate the integration of SAPTBG and SPF-SIG funding and its related implementation.
  - Coordinate all SPF SIG technical assistance activities originating with CSAP or their contractors.
  
- **West Virginia Prevention Resource Center (PRC)** - Through a variety of federally funded projects and initiatives, the PRC works to build the capacity of individuals, organizations, and agencies to promote the well-being of their communities. One of its projects, funded by the SPF SIG, is to coordinate the implementation of the SPF SIG in the form of assessment, planning, grant administration, training, technical assistance, monitoring, and evaluation. The PRC also provides staff support to the Partnership, according to Executive Order No 8-04. The Marshall University Research Corporation (MURC) is the PRC’s fiscal agent. MURC has a contract with DCJS (separate from this MOU) that outlines the details of MURC’s processing and submission to DCJS requests for reimbursement of SPF SIG–related expenses incurred by the PRC.
 

The PRC will:

  - Prepare and submit to GO for submission to CSAP WV’s annual SPF SIG continuation applications.
  - Prepare and submit to CSAP WV’s SPF SIG FY quarterly reports. Note: The PRC will also provide copies of these reports to DCJS in lieu of monthly activity reports.
  - Prepare and submit to MURC necessary paperwork for processing reimbursement requests to DCJS for SPF SIG-related expenses incurred by the PRC.
  - Utilize SPF SIG funds administered through MURC to perform administrative, assessment/evaluation, and capacity development activities outlined in WV’s SPF SIG Application and/or Continuation Applications. Administrative activities will include:
    - Receiving and reviewing local sub-grant applications to ensure they are complete and proper;
    - Facilitating Partnership review of the local sub-grant applications;
    - Preparing a database containing local sub-grant application data (from sub-grant applications recommended for funding by the Partnership) necessary for DCJS to generate an “Investment Package” and fiscally administer the sub-grants;
    - Submitting to DCJS (in a timely manner as to allow the IP process to be completed prior to the anticipated start date of the local sub grant program/budget periods specified in any particular local sub grant application) the sub-grant applications and database;
    - Developing and maintaining local sub-grant files;
    - Distributing to local sub-grantees monthly activity report and fiscal report forms;
    - Receiving from local sub-grantees monthly activity (programmatic) reports and fiscal reports (including reimbursement requests and back-up documentation);
    - Reviewing and approving the reports and other documentation as necessary, proper and congruent with any activities specified to and subsequently approved by CSAP for the applicable federal fiscal year; and/or, activities presented in those documents are allowable pursuant to guidelines promulgated by the U. S. Department of Health and Human Services for the SPF SIG Program.
    - Forwarding to DCJS the reports and documentation for payment processing.

