

Office of Drug Policy
FY16 End of Year Reporting
05/01/2016-07/31/2016

Please submit FY16 End of Year reporting by August 15, 2016, 5:00 PM MST to:

Sharlene Johnson: sharlene.johnson@odp.idaho.gov

FY16 End of Year reporting should contain the following components:

Coalition Name and Grant ID:

Overview

1. Description of your accomplishments and/or barriers your organization encountered while performing activities related to the SPF process during the quarter (*e.g. accomplishments and barriers at each of the SPF Steps [Assessment, Capacity, Planning, Implementation and Evaluation], and Cultural Competence, and Sustainability*):
2. Meeting Minutes;
3. Detail of activities/strategies performed during the quarter;

Training and Technical Assistance

4. Description of training/technical assistance received and/or needed how those needs are being addressed (*e.g. technical assistance topics, the mechanisms for delivery, and the source of that assistance, including whether federal, state, or outside resources were used*):

Fiscal

5. Fourth Quarter Financial Report (*Form found in your SPF grant manual*);
6. FY16 Carryover (*See page 2 for directions*);

Evaluation

7. Updates on the progress of your local evaluation (*e.g. progress on your SMART objectives in your approved evaluation plan*):

Carryover Requests

Grantees may carryover a previous unobligated balance (UOB) of funds to the current budget period upon approval of a formal request.

The Amount You Can Carryover

If you do not have a high-risk designation*, you may carryover an unobligated balance (UOB) of funds no greater than \$5,000 without prior approval. *However*, you are still required to state your intention to carryover funds (in dollars) in the remarks section of your Quarterly Financial Report due **August 15, 2016, 5:00 PM MST**.

If you want to carryover an amount greater than the \$5,000 threshold or are a high-risk designee*, you must submit a formal carryover request for approval. Formal carryover, if requested, is due **August 15th, 2016, 5:00 PM MST**. *(Any requests received after that date will not be reviewed or awarded.)*

Carryover requests can be used for:

- Unmet need(s)
- One-time cost(s)
- Recurring need(s) (e.g., services, activities, supplies, personnel, etc.). If this is the case, you must explain and justify it. Include a commitment for the costs identified in the continuation application and/or reflect other sources of funding because of the future year implication.

Note carryover of UOB will not be allowed in future years, so please plan accordingly.

Submitting a Carryover Request

For the Office of Drug Policy to consider your organization for a carryover, you must:

- Provide a completed and accurate Financial Report for FY16 to validate the availability and amount of unexpended funds.
- Explain why available funds were not used in carrying out your approved Strategic Prevention Plan.
- Provide the amount of funds requested to carryover. Include a detailed line-item budget and budget narrative (in text format) of the requested direct and indirect costs. The template used in your Strategic Plan should be followed.
- Justify and plan for the use of the carryover. Explain how the proposed activity relates to the objectives/activities as approved in your Strategic Plan. Budgets without proper justification will not be approved.

Please submit formal carryover requests to: Sharlene Johnson: sharlene.johnson@odp.idaho.gov

Punitive Actions

If you do not provide the intention to carry over a UOB, but still use those funds, a punitive action will be carried out. For example, one of the following will apply:

- You will pay back funds.
- Your authority to carryover funds (up to your 10% threshold) will be rescinded.

**High-risk designation: ODP uses the term "high risk" to describe grantees that are financially unstable, have inadequate financial management systems, or are poor programmatic performers. Grants deemed "high risk" require closer monitoring. Additionally, if your Strategic Plan has not been approved you are considered a high-risk designee and must submit a formal carryover request.*

Please note that you are not authorized to use UOB funds unless you receive official notification from this office.