

Overdose Data to Action Year 4 - Work Plan and Budget Request

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Wed 6/1/2022 1:39 PM

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 5 attachments (718 KB)

2022-2023_LHD_Budget_Template.xls; Budget Requirements and Reminders.pdf; Subrecipient form_2022-2023.docx; 2022-2023_LHD_Work Plan_Template.docx; Strategies and Activities Table.docx;

Dear Local Health Department Partners,

Effective September 1, 2022, we will begin a new Overdose Data to Action (OD2A) contract year. The contract amount will be for \$72,000. Please use your current approved work plan and budget as a guide when developing your work plan and budget for the period of 9/1/22 – 8/31/23 (Year 4).

Below is a list of attachments to assist with the development of your work plan and budget for the new period.

- Work Plan Template
- Strategies and Activities Table
- Budget Template (Excel)
- Budget Reminders and Requirements
- Subrecipient Form (New Information is required)

Work Plan

- Use the Work Plan template provided in this email.
- Refer to the Strategies and Activities Table to plan your Year 4 Work Plan, if applicable.
- Communicate often and confirm with your LHD Lead which strategies/activities you propose to implement in Year 4.

Budget

- Use the Excel template provided in this email. The first tab of the template includes instructions. Please do not use versions from other programs or old versions of the template, as recent changes have been made.
- This contract will include \$100,000 in placeholder funding in the 'Restricted' budget category. The placeholder funding will allow us to quickly award additional funds if they should become available. This contract will have a maximum reimbursable amount of \$38,240. Once you reach your maximum reimbursable amount of \$38,240 HRI will automatically release your remaining award giving you access to your total awarded amount of \$72,000.
- To avoid having your budget returned, please review the Budget Reminders and Requirements document. This provides important information regarding changing requirements and suggestions for avoiding issues when developing your budget.

Please return the work plan, budget documents and subrecipient form to grants@health.ny.gov (cc. Christopher.belden@health.ny.gov and your contract manager) as soon as possible, but no later than 7/11/22.

If you are unable to meet this deadline, please notify us at grants@health.ny.gov. A webinar will be held during the OD2A LHD Office Hours on **Wednesday, June 15th at 11am** to provide more information regarding the suggested activities. The link to the webinar is below.

Reminder: The Work Plan, Budget and Subrecipient Form must be submitted together in one email. If these documents are not submitted together then your email will be returned and you will be asked to resubmit when everything is complete.

Join Zoom Meeting

<https://aidsinstituteny-org.zoom.us/j/99669005564?pwd=SjlkejU3bTVrQktjV01CWECrNXFCdz09>

Meeting ID: 996 6900 5564

Passcode: 414175

One tap mobile

+16465588656,,99669005564# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 996 6900 5564

Find your local number: <https://aidsinstituteny-org.zoom.us/u/akN6dKGd0>

Christopher Belden

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