



# Comprehensive Secure and Responsible Drug Disposal Program: Project and Financial Management

April 29, 2021

# Introduction and Roles



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# Federal Partners

## Bureau of Justice Assistance (BJA), Office of Justice Programs (OJP)

- **Mariel Lifshitz**  
OJP Senior Advisor on Opioids, Substance Use, and Mental Health Policy
- **Tim Jeffries**  
BJA Senior Policy Advisor

## Drug Enforcement Administration (DEA)

- **Claire Brennan**  
DEA Section Chief, Liaison Section, Diversion Control Section

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# Training and Technical Assistance (TTA) Provider

Institute for Intergovernmental Research (IIR)

- **Tim Harwood**, Project Manager
- **Mary Jo Dodd**, Contract Specialist, Finance/Accounting
- **Terri Pate**, Senior Manager

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# Role of Partners: To Support and Optimize Your Projects

- BJA, a component of OJP, funds the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP). The drug disposal program is the latest of six COSSAP demonstration projects
- DEA administers National Prescription Drug Take Back Day, which has collected nearly 13.7 million pounds of expired, unused, and unwanted prescription medications since 2010
- IIR serves as the connecting point for COSSAP training and TTA efforts and collaborates with BJA and fellow TTA providers to work directly with COSSAP site-based grantees

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# Role of Partners: To Support and Optimize Your Projects

- BJA, DEA, and IIR are invested in the success of your drug disposal projects. We want to know what is working, what challenges you face, and how you navigate them, and how your work evolves over time
- We encourage you to be transparent about what you learn during the course of your projects. This will help us to identify ways to help you progress
- Regular programmatic and performance reporting, financial reporting, and budget questions will be handled by IIR staff members, who will work with BJA as needed on these issues
- Please feel free to email your IIR project manager to triage your questions if you are unclear as to whom you should direct them

# COSSAP Resources



# Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) Resource Center

BJA's  
**Comprehensive**  
Opioid, Stimulant,  
and Substance Abuse  
Program

SEARCH

COSSAP GRANT PROGRAM    LEARNING OPPORTUNITIES    AREAS OF FOCUS    PUBLICATIONS & DIGITAL MEDIA    PDMP TTAC

BUREAU OF JUSTICE ASSISTANCE'S  
COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE  
PROGRAM RESOURCE CENTER

*Supporting effective local, state, and tribal responses to illicit substance use and misuse in order to reduce overdose deaths, promote public safety, and support access to treatment and recovery services in the criminal justice system.*

Site-Based Grants    Demonstration Projects    Training and Technical Assistance

[www.cossapresources.org](http://www.cossapresources.org)



# Comprehensive Secure and Responsible Drug Disposal Program

## Microsite on COSSAP Resource Center, featuring

- Map and descriptions of project sites
- Project partners
- Resources
- Project management

COMPREHENSIVE SECURE AND RESPONSIBLE DRUG DISPOSAL PROGRAM

SITES RESOURCES PROJECT PARTNERS PROJECT MANAGEMENT

COSSAP Demonstration Projects

SITES

The Comprehensive Secure and Responsible Drug Disposal Program is enabling eight sites nationwide to purchase drug disposal and collection equipment so they can safely dispose of both prescription medications and controlled substances in compliance with federal guidance.

Planning Initiative Site Profiles

- Clark County Sheriff's Office
- Missouri County Sheriff's Department
- Tennessee Bureau of Investigation Dangerous Drugs Task Force
- Carrollton Falls Police Department
- Oklahoma Bureau of Narcotics and Dangerous Drugs Control
- Wisconsin Department of Justice
- Indiana Department of Health
- City of Orangeburg Department of Public Safety

COMPREHENSIVE SECURE AND RESPONSIBLE DRUG DISPOSAL PROGRAM

SITES RESOURCES PROJECT PARTNERS PROJECT MANAGEMENT

COSSAP Demonstration Projects

DRUG DISPOSAL DEMONSTRATION PROJECT

The Comprehensive Secure and Responsible Drug Disposal Program takes aim at one of the unsung drivers of the nation's substance use epidemic—unused prescription medications that fill American medicine cabinets—by aligning state and local efforts to dispose of drugs with successful federal initiatives such as the Drug Enforcement Administration's (DEA) National Prescription Drug Take Back Day.

The program is enabling eight sites nationwide to purchase drug disposal and collection equipment so they can safely dispose of both prescription medications and controlled substances in compliance with DEA and other federal guidance.

By enlisting local partners such as law enforcement agencies, first responders, service providers, and pharmacies in their efforts, the sites will work to ensure maximum community buy-in and sustainability. The projects will feature leadership groups comprising public safety and public health partners dedicated to making safe drug storage and disposal a high public priority, as well as public education campaigns designed to raise community awareness of their efforts.

The new program is grounded in the reality that the United States is awash with unused and undisposed prescription drugs: At least 40 percent of prescription medications are not completely used and are likely to remain inside the home, where insecure storage poses serious risks to vulnerable populations such as children, adolescents, and

# Programmatic Reporting Requirements



# Management and Fiscal Reporting Portal

- The portal for project reporting will be found on the COSSAP Resource Center at <http://s.iir.com/DrugDisposalPMPortal>
- The portal is the central location for all reporting
  - Programmatic
  - Fiscal
- No log-in requirements

**Comprehensive Secure and Responsible Drug Disposal Program Project Management and Reporting Portal**

**Questions?**  
Contact Project Manager Tim Harwood at [tharwood@iir.com](mailto:tharwood@iir.com).

Welcome to the Comprehensive Secure and Responsible Drug Disposal Project. All of the links to the reporting and fiscal documents are provided at the top of this page. Please scroll down to find the descriptions of these forms and the reporting time-frames.

Use the Reporting and Fiscal Document Submission Form to submit reporting and fiscal documents.

**Please note, there is one submission portal for all reporting forms. Do not submit monthly reports and fiscal documents at the same time. Doing so may lead to a delay in report approval and/or invoice payment.**

Adobe Acrobat Reader is required to download the forms and can be downloaded free at <https://get.adobe.com/reader>.

**Program Reporting Documents**

- 🔗 Invoice
- 🔗 Monthly Report Form
- 🔗 Quarterly Financial Report
- 🔗 Project Group Members Form

**Drug Disposal Program Reporting and Fiscal Document Submission Form**

Use the form below to submit reporting and fiscal documents.

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# Programmatic Reports and Forms

- Monthly programmatic reporting
  - Reports will be completed every month
  - Reports are due on the 7th of each month. If the 7th falls on a holiday or a weekend, the reports will be due on the following business day
  - The first report is due on Monday, June 7, 2021 (covering April and May)
  - Contents of the monthly reports will help identify topics for future monthly calls and enables BJA, DEA, and IIR to track the progress of your project

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# Programmatic Reports and Forms

- Monthly programmatic reporting questions
  - Indicate any meetings held by your project workgroup or community stakeholders in the past month
  - Describe any accomplishments and/or challenges related to collection and disposal of medications in alignment with DEA take-back activities and guidance during the past month
  - Describe any accomplishments and/or challenges related to efforts to maximize community awareness of your project in your community
  - Describe the key topics your team would like to discuss on the next monthly call
  - Request training and technical assistance at <https://cossapresources.org/TTA>

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# Programmatic Reports and Forms

- Workgroup membership form
  - This form must be completed once. It is due on June 1, 2021
  - This form will collect information on current workgroup members
  - The form can be updated and resubmitted

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# Performance Measure Reporting

- Performance measure reporting will be completed quarterly
- First report is due on July 20, 2021
- Reporting will be done through an online survey link from the portal
- A separate webinar will be held to preview performance reporting

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# Performance Measure Reporting

- Performance measure reporting will be completed quarterly, **no later than** the due dates listed below:

Report Due Date	Dates Covered by the Report
July 20, 2021	April 1, 2021 – June 30, 2021
October 20, 2021	July 1, 2021 – September 30, 2021



# Conference Calls



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# Communication

- Held on a monthly basis
  - Will be individual site calls at first and may move to group calls as appropriate
- You may reach out at any time to your IIR project manager, Tim Harwood, via email as issues arise

**We REALLY want to hear about your successes; do not be shy about sending us all articles from your local newspaper, updates on activities, and “wins” in your community**

# Financial Reports and Oversight



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# Financial Reports

- Project start date was April 1, 2021
- Templates for the invoice and quarterly financial reports are on the portal for download
- Invoices
  - Submit invoice forms via the portal along with supporting documents from accounting system
  - Submit no more frequently than monthly
  - Submit final invoice with the final quarterly report no later than October 20, 2021
- Quarterly financial reports
  - Submit financial report forms via the portal
  - First report due on July 20, 2021
- You are not required to complete the DOJ finance and reporting training

# Invoices

## *Form found on portal*

- “Amount approved” should equal the total award amount
- “Previously invoiced” is the total cumulative amount from all previous invoices submitted
- “Current invoice” is the amount you are currently requesting for reimbursement
- “Remaining funds approved” is the balance of funds not yet invoiced and available for project activities

List of Items Approved for Purchase	Amount Approved	Previously Invoiced	Current Invoice	Remaining Funds Approved
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total Project Costs</b>	-	-	-	-

# Quarterly Financial Report

## *Form found on portal*

- “Subaward budget” includes the original budget and any revisions
- “Subaward expenditures”
  - “Cumulative through previous quarter” is a total of all expenditures in the previous quarters
  - “Reporting quarter” is the total expenditures for the current quarter
- “Outstanding obligations” is the total obligated funds not yet expended
- “Unobligated balance” is the total amount of funds remaining for the project

	Subaward Budget			Subaward Expenditures			Subaward Outstanding Obligations	Subaward Unobligated Balance
	Original	Cumulative Revisions	Revised	Cumulative through Previous Quarter	Reporting Quarter	Total Cumulative		
A. Personnel	-	-	-	-	-	-	-	-
B. Fringe Benefits	-	-	-	-	-	-	-	-
C. Travel	-	-	-	-	-	-	-	-
D. Equipment	-	-	-	-	-	-	-	-
E. Supplies	-	-	-	-	-	-	-	-
F. Construction	-	-	-	-	-	-	-	-
G. Subawards/Subgrants	-	-	-	-	-	-	-	-
H. Procurement Contracts	-	-	-	-	-	-	-	-
I. Other	-	-	-	-	-	-	-	-
<b>Total Direct Costs</b>	-	-	-	-	-	-	-	-
J. Indirect Costs	-	-	-	-	-	-	-	-
<b>Total Project Costs</b>	-	-	-	-	-	-	-	-

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# Financial Reporting

- Financial reporting will be completed quarterly, **no later than** the due dates listed below:

Report Due Date	Dates Covered by the Report
July 20, 2021	April 1, 2021 – June 30, 2021
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# Financial Reports

- Budget modification process
  - You must request approval for budget modifications when
    1. There is a change in project scope (changes to activities and/or subawards/contracts), which requires changes to the budget, or
    2. There is a request for significant change (moving more than 10 percent of the total award funds) in the project budget, even if the scope of the project does not change. Please provide a detailed justification for your proposed budget modification
  - The Budget Modification Cover Sheet should be downloaded from the portal, completed, and submitted through the portal with the modified version of your project budget Excel file. Details of the changes you have made to the budget and the project scope should be included in the Cover Sheet. This includes a detailed description of where the funds were moved to/from. For ease of identification of changes, please indicate the revisions in red or by highlighting in the budget
  - The budget must explicitly describe how the proposed budget items directly apply to the program design and will assist the applicant in meeting the program objectives



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# Financial Do's and Don'ts

- When in doubt, **DO** always ask questions
- **DO** expect that IIR will conduct financial monitoring
- **DO** submit one (1) copy of the audit package to IIR no later than thirty (30) days after receipt from the audit firm
- **DO** familiarize yourself with the [DOJ Grants Financial Guide](#), since you are responsible for compliance with its contents
- **DO NOT** use federal funds to replace (supplant) nonfederal dollars that are appropriated for the same purpose
  - For a definition of supplanting, visit: <https://ojp.gov/grants101/definitions.htm>

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# Financial Do's and Don'ts

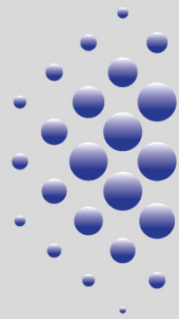
- **DO NOT** use project funds to support any of the following items
  - Prizes, rewards, entertainment, trinkets, or any other monetary incentives
  - Client stipends
  - Gift cards
  - Vehicle purchases
  - Food and beverages (other than travel-related and compliant with the General Services Administration travel regulations)

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# Questions?

## Contact information

- **Tim Harwood**, Project Manager, IIR  
[tharwood@iir.com](mailto:tharwood@iir.com)
- **Mary Jo Dodd**, Contract/Financial Point of Contact, IIR  
[mdodd@iir.com](mailto:mdodd@iir.com)



BJA's

# Comprehensive

Opioid, Stimulant,  
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Program