

# ORGANIZATIONAL PROCEDURE

<b>PROCEDURE # 12.4a</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
<b>TITLE:</b> USE OF RESERVE PA2 FUNDS FOR SPECIAL PROJECTS	4/19/2018	1/8/2025
<b>ATTACHMENT TO</b>	<b>REVIEW DATES</b>	
<b>POLICY #:</b> 12.4	12/16/2021, 7/21/2023, 1/8/2025	
<b>POLICY TITLE:</b> PA2 RESERVE FUNDS DISTRIBUTION		
<b>CHAPTER:</b> SUBSTANCE USE DISORDERS		

## I. PURPOSE

To provide LRE contract SUD Treatment and Prevention Providers an opportunity to access reserve PA2 funds for the development of new and innovative programs for which other funding is unavailable. All reserve PA2 funds requested must be used within the fiscal year in which they are granted. There will be no guarantee that funding will be available in subsequent years.

## II. PROCEDURES

- A. Any contracted SUD Treatment or Prevention provider requesting reserve PA2 funds for SUD Treatment or Prevention programs will be required to submit a letter of interest to the Entity Chief Operating Officer detailing their project request.
  1. For Prevention Services:
    - a. LRE Chief Operating Officer will review the request and determine if the specific county has an identified need for the project and if the project has merit.
    - b. If there is an identified need and the project is found to have merit, the interested party must submit the "Special Project Application Form for PA2 Funds" to the Entity.
    - c. Priority will be given to projects that meet an identified community need and utilize evidence-based practices.
  2. For SUD Treatment:
    - a. LRE Chief Operating Officer will consult with the appropriate CMHSP SUD Coordinator to determine if the project has merit and meets an identified need in the county.
    - b. If both parties agree the project meets an identified need and has merit, the LRE Chief Operating Officer will instruct the interested party to submit the "Special Project Application Form for PA2 Funds".
    - c. Priority will be given to projects that meet an identified community need and utilize evidence-based practices.
  3. Completed Special Project for PA2 Funds application(s) will be reviewed at the next regularly scheduled SUD Regional Operations Advisory Team (ROAT) meeting for recommendations.
  4. LRE Chief Operating Officer will present the application(s) and any recommendations to the Oversight Policy Board (OPB) at their next regularly scheduled meeting.

- a. For Prevention applications: Upon approval by the OPB members, the LRE Chief Operating Officer, in conjunction with the Finance team, will issue contracts for prevention services.
- b. For SUD Treatment and Recovery: A contract will be coordinated with the CMHSP's for fund distribution directly to the agencies.
- 5. PA2 funds that are distributed through the Special Project Application process will be available only for the fiscal year in which they are distributed.
  - a. Providers will be required to submit the Special Project Application Form for PA2 funds annually should they wish to continue the project in subsequent fiscal years.

**III. APPLICABILITY AND RESPONSIBILITY**

This procedure applies to SUD Prevention Providers contracting directly with the LRE as well as member CMHSPs and SUD Treatment Providers who offer SUD Treatment and Recovery services.

**IV. MONITORING AND REVIEW**

This procedure will be reviewed annually by the LRE Chief Operating Officer with input from the SUD ROAT and OPB members.

**V. DEFINITIONS**

- PA2:** Public Act 2 Liquor Tax Funds
- OPB:** Oversight Policy Advisory Board
- SUD:** Substance Use Disorder

**VI. RELATED POLICIES AND PROCEDURES**

- A. LRE Policy 12.4 PA2 Reserve Funds Distribution
- B. Special Project Application for PA2 Funds Form

**VII. REFERENCES/LEGAL AUTHORITY**

- A. Public Act 206 of 1893, Section 24e, Paragraph 11, as amended; MCL 211.24e
- B. MDHHS Medicaid Specialty Supports and Services Contract

**VIII. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
4/19/2018	New Procedure	SUD Director
12/16/2021	Annual Review	SUD Director
7/21/2023	Annual Review – updated language	LRE Chief Operating Officer
12/1/2024	Annual Review	LRE Chief Operating Officer