

**Substance Use Disorder Earn and Learn Program
Grant Program
Grant Guide ADDENDUM 1
for Fiscal Year 2022-23**

This addendum shall be part of the Grant Guide documents. All conditions not affected by this addendum shall remain unchanged.

UPDATE (in bold and strikethrough text)

Update Section B on page 9 to read:

The applicant's program must include the following components:

- ~~1. Provide students with a paid SUD internship of 40 hours a week (20 hours in a work setting and 20 hours in an academic environment) for up to 25 weeks, at the rate of \$20.00 per hour, across the state.~~
Provide students with a stipend to pay them while they complete their required education and field practicum hours and International Certification & Reciprocity Consortium (IC & RC) Exam. Individual stipends cannot be less than \$20,000 each.

Update Section D on page 4 to read:

B. Initiating an Application

2. Applicants must submit their applications by ~~January 31, 2023~~ **February 28, 2023** through the web-based application located at [Qualtrics E & L Application](#). No Applications will be accepted after this date. HCAI will not consider hard copy applications.

Update Section F on page 5 to read:

1. The number of students who would benefit from this funding cannot exceed ~~475~~ **158**.
2. Individual ~~scholarships~~ **stipends** cannot be less than \$20,000 each.
3. **The "Training Program Incentives" can be up to \$10,916 per student and will be used to provide bonus wages for staff who are helping provide the "Field Practicum" hours for the student. This can include direct supervisors, indirect supervisors, and administrative staff that are assisting with the training program.**
4. **The "Education Program Incentives" can be up to \$8,145 per student and**

will be used to provide bonus wages for staff who are helping provide the “Alcohol and Other Drug (AOD) Specific Education” hours for the student. This can include professors, educators, and administrative staff that are assisting with the education program.

~~5. The Grantee will reimburse students for the cost of the SUD exam (\$175.00) and the cost of the SUD certification (\$175.00).~~

The Grantee will reimburse students for the cost of certification fees up to \$350 total (including portfolio processing, written exam fees, membership fees, and advancement fees).

6. The Grantee shall not use these SUD E&L Grant Program funds to supplant existing state or local funds.

Update Section H on page 6 to read:

~~The Grantee shall submit reports and complete the annual web-based SUD E & L Program Annual and Monthly Activities Reports in accordance with the following schedule:~~

The Grantee shall submit and complete the annual and quarterly web-based SUD E & L Program Reports in accordance with the following schedule:

Completed Deliverable	Due Date
FY 2022-23 SUD E & L Program Workforce Annual Report	July 31, 2023
SUD E & L Activities Report Quarterly Report	October 31, 2023
Quarterly Report	January 31, 2024
Quarterly Report	April 30, 2024
FY 2023-24 SUD E & L Program Workforce Annual Report	July 31, 2024
SUD E & L Activities Report Quarterly Report	October 31, 2024
Quarterly Report	January 31, 2025
Quarterly Report	April 30, 2025
FY 2024-25 SUD E & L Program Workforce Annual Report	July 31, 2025
SUD E & L Activities Report Quarterly Report	October 31, 2025
Quarterly Report	January 30, 2026
Quarterly Report	April 30, 2026
FY 2025-26 SUD E & L Program Workforce Annual Report	June July 31, 2026

Update Section I on page 7 to read:

4. ~~HCAI makes payments annually in arrears upon receipt and approval of annual program report and expenditure documentation.~~
HCAI makes payments quarterly in arrears upon receipt and approval of quarterly report and expenditure documentation.
5. HCAI will disburse full funding for the placement category when the Grantee successfully places at least eighty percent of students, **who complete the program**, in a position by the end of the contract term and provides acceptable justification as to why they were not able to place the remaining students. ~~HCAI will only pay for students' completion of the training program. HCAI will not make a payment for a student that drops out unless the grantee adds another student. The Grantee shall decide if they add another student if a student does not complete the program.~~ The Grantee will receive an additional payment of no more than five percent of their award upon completion.
6. ~~In the event a student drops out before completion of the program, HCAI will make payment equal to the amount of time the student spent in the program. The Grantee will receive an additional payment of no more than five percent of their award upon completion.~~
In the event a student leaves before completion of the program, an organization retains the right to substitute a replacement student for the student who left during the process of their training. HCAI will deduct from the organization's full award at a daily rate for each missing day of HCAI-sponsored training that is lost due to student attrition. The organization is required to notify HCAI when this occurs on the next quarterly report and notify HCAI when the substitution occurs on the next quarterly report. In the event the organization is unable to fulfill the opening, HCAI will make payment equal to the amount of time the student spent in the program.
10. **HCAI reserves the right to withhold the final quarterly payment until all reporting documentation has been received.**

Update Section L on page 8 to read

The key dates for the program are as follows:

Event	Date	Time
Application Opens	December 1, 2022	3:00 p.m.
Technical Assistance Webinar	December 7, 2022	1:00 p.m.
Deadline to Submit Application	January 31, 2023 February 28, 2023	3:00 p.m.
HCAI Posts Notice of Awards	March April 2023	N/A

Grant Agreement Start Date	May June 2023	N/A
----------------------------	--------------------------	-----

Update to Attachment B: Sample Grant Agreement, Section A, item 7, on page 13:

- 7. “Completion” is defined as student successfully completing the required Alcohol and Other Drug specific education hours, field practicum hours, and passing the IC&RC examination.**

Update to Attachment B: Sample Grant Agreement, Section C, Annual Report Page 16

Annual Report

- ~~• Who completed the program.~~
- **Who completed the program by successfully completing the required Alcohol and Other Drug specific education hours, field practicum hours, and passing the IC&RC examination**
- **Who have taken the exam**

Update to Attachment C: Sample Grant Agreement, Section C, Quarterly Report Page 16

Quarterly Report

General Information

- **Organization name**
- **Program name.**
- **Contact information**

Student Information

Please indicate the number of students:

- **Served**
- **Who have taken the examination**
- **Who completed the program by successfully completing the required Alcohol and Other Drug specific education hours, field practicum hours, and passing the IC&RC examination**

Update to Attachment B: Sample Grant Agreement, Section C, Page 16

1. Scope of Work

The Grantee shall administer all components (including entering into written agreements with individual awardees, internship worksite placement, monitoring paid internship and training activities) ~~in the following program identified in their Program Application~~ to support the workforce needs in their local behavioral health and substance use disorder setting:

- ~~**SUD Certification Internship:** Provide students a paid SUD internship of 40 hours a week (20 hours in a work setting and 20 hours in an academic environment) for up to 25 weeks, at the rate of \$20.00 per hour, across the state.~~
- **SUD Internship: Provide students with a stipend to pay the students for their required 255 hours of “Field Practicum.”**
- **Alcohol and Other Drug (AOD) Specific Education: Provide students with a stipend to compensate them for their required 315 hours of AOD education.**
- **Student Attrition: In the event a student leaves before completion of the program, an organization retains the right to substitute a replacement student for the student who left during the process of their training. HCAI will deduct from the organization's full award at a daily rate, each missing day of HCAI-sponsored training that is lost due to student attrition. The organization is required to notify HCAI immediately when this occurs and notify HCAI when the substitution occurs. In the event the organization is unable to fulfill the opening, HCAI will make payment equal to the amount of time the student spent in the program.**
- **Optional: If Grantee chooses to participate in the placement component of this program, Grantee will be awarded an additional five percent of the original award amount. HCAI will disburse full funding for the placement category when the Grantee successfully places at least 80% of students who completed the program in a SUD position by the end of the contract term and provides acceptable justification as to why they were not able to place the remainder of students. HCAI will only pay for students' completion of the training program. HCAI will not make payment for a student that drops out unless the Grantee adds another student. The Grantee shall decide if they add another student or not.**

Update to Attachment B: Sample Grant Agreement, Section C, Page 17

HCAI's SUD E & L Application

3. The Grantee shall complete an online SUD E & L **Quarterly Activities Report** that demonstrates **outcomes of activities performed. The Grantee will use this tool to inform HCAI on who was awarded, completed the training, passed their IC&RC Exam, certified as SUD counselors, and/or successfully placed in permanent SUD counselor positions.** ~~how many students completed the certified SUD counselors after completing the program.~~
4. Grantee will provide HCAI with the following completed deliverables:

Completed Deliverable	Due Date
FY 2022-23 SUD E & L Program Workforce Annual Report	July 31, 2023
SUD E & L Activities Report Quarterly Report	October 31, 2023
Quarterly Report	January 31, 2024
Quarterly Report	April 30, 2024
FY 2023-24 SUD E & L Program Workforce Annual Report	July 31, 2024
SUD E & L Activities Report Quarterly Report	October 31, 2024
Quarterly Report	January 31, 2025
Quarterly Report	April 30, 2025
FY 2024-25 SUD E & L Program Workforce Annual Report	July 31, 2025
SUD E & L Activities Report Quarterly Report	October 31, 2025
Quarterly Report	January 30, 2026
Quarterly Report	April 30, 2026
FY 2025-26 SUD E & L Program Workforce Annual Report	June July 31, 2026

- e. HCAI may monitor the Grantee activities and progress, including but not limited to reviewing SUD E & L **Quarterly and Annual Reports** submitted by the Grantee. HCAI reserves the right to require the Grantee to submit additional reports or documentation to evaluate the Program and performance of the Deliverables during the term of the Agreement.

Update to Attachment B: Sample Grant Agreement, Section D, Page 18-19

3. ~~Capitation Rate: \$50,000 per student +15% indirect cost + possible 5% for placement services.emks.~~ **Rate Per Student: \$40,000 per student +15% indirect cost + possible 5% for placement services.**
4. Budget and Student Information (from the Budget in Grantee's Application)

Grant Program Activity	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Total
Education Program Incentives: Subsidized Faculty Salary/Bonus (up	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX

to \$8,145 per student)					
Education Program Incentives: Other	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Training Program Incentives: Subsidized Mentor Salary/Bonus (up to \$10,916 per student)	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Training Program Incentives: Other	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Total Payment to Student/ Trainee Salaries Stipend for entire Grant Agreement (\$20,000 per student x Total Number of Students)	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
SUD Exam & Certification Fees (\$350 per student)	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Other Cost	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Total Direct Cost	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Indirect Program Cost (Shall not exceed 15% of Total Direct Cost)	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Placement Services (optional- up to 5% of Total Direct Cost)	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX
Total Budget (Not to exceed	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX	\$XXXXXX

\$7.75 Million for entire grant period)					
---	--	--	--	--	--

Update to Attachment B: Sample Grant Agreement, Section E, Page 20

B. Budget Restrictions

Stipends may be awarded for no less than \$20,000.00 per student. The maximum number of students is ~~475~~ **158**. ~~Students will be reimbursed for the cost of the SUD exam, \$175.00, and the cost of the SUD certification, \$175.00.~~ **The Grantee will reimburse students for the cost of certification fees up to \$350 total (including portfolio processing, written exam fees, membership fees, and advancement fees).**

Update to Attachment B: Sample Grant Agreement, Section F, Page 20

F. Invoicing and Payment

- 2. HCAI makes payments **quarterly** ~~annually~~ in arrears upon receipt and approval of annual **and quarterly** report and expenditure documentation. **Upon processing of the quarterly and annual reports, Grantee will receive funding for student’s time in program, when a student leaves the program. HCAI will deduct funds at a daily rate for, each missing day of HCAI-sponsored training that is lost due to student attrition.**