

To: All Counties and Litigating Subdivisions Recipients

From: Pennsylvania Opioid Misuse and Addiction Abatement Trust

Date: November 20, 2023

Re: Reporting Requirements for the Period September 1, 2022 – December 31, 2023

The Pennsylvania Opioid Misuse and Addiction Abatement Trust (the "Trust") is pleased to share reporting requirements for recipients of Trust funds have been finalized and unique links to complete the reports will be sent to the reporting contact identified by each County and Litigating Subdivision. Capitalized terms used herein are as they are defined in the Commonwealth Court Order, entered July 12, 2022, creating the Trust ("Order"). A copy of the Order appears on the Trust's website at: <https://paopioidtrust.org/>.

Pursuant to ¶ V.D.11 of the Order: "Each County or the Health Department of the city of the First Class shall submit a report to the Board of Trustees by March 15 beginning in the year 2023 year, showing the actual expenditures of such funds and the amount of funds received but not spent by the close of the previous calendar year."

At a special meeting on March 1, 2023, the Trust approved a resolution waiving the initial reporting requirement described above and instead requiring the same entities to make such a report by March 15, 2024, for the period from September 1, 2022 through December 31, 2023.

An academic research team from the Pennsylvania State University, the University of Pittsburgh, and Temple University was engaged to develop reporting tools and procedures and to aid recipients with respect to proper uses of Trust Funds in compliance with the Order.

REPORTING INFORMATION AND RESOURCES

A preview of the finalized reporting tool and the reporting instructions are included with this communication and appear on the Trust's website at: <https://paopioidtrust.org/payment,-spending-and-reporting>. Unique reporting links will be sent to the reporting contact identified by each County and Litigating Subdivision in mid-December. Three webinars will also be hosted for County and Litigating Subdivision contacts to preview the tool and ask questions. A webinar recording will be added to the Trust website following the third session.

TIMELINE FOR REPORTING

Mid-December 2023 – Reporting Instructions and Links Sent to Reporting Contacts

Thursday, December 14, 2023, 2:00PM – First Informational Webinar Hosted

Friday, January 5, 2024, 10:00AM – Second Informational Webinar Hosted

Tuesday, January 16, 2:00PM – Third Informational Webinar Hosted

February 15, 2024 – Draft Submission Deadline for Reports

March 15, 2024 – Final Submission Deadline for Reports

To allow time to address any questions or incomplete information, Counties and Litigating Subdivisions are encouraged to submit a draft report by February 15, 2024. Final reports are due by March 15, 2024.

REPORTING REQUIREMENTS

As noted above and in ¶ V.D.11 of the Order, each County or the Health Department of the city of the First Class is required to submit an annual report to the Trust. Litigating Subdivisions may submit reports, **and are invited and encouraged to do so.** Although the Order does not mandate such reports by Litigating Subdivisions at this time, it may and likely will in the future.

Inappropriate spending and failure to file reports is outlined in ¶ X.C.1 of the Order and includes both Counties and Litigating Subdivisions:

- If a County or Litigating Subdivision spends some or all of its funds in a way not in accordance with Exhibit E or fails to submit an annual report, the Trust shall withhold the next year's payments to such County or Subdivision.
- The County or Litigating Subdivision will have up to 3 months to cure the misspending or provide the annual report of its spending to receive its full payment.
- If the misspending or reporting is not cured after 3 months, the Trust may reduce or withhold payments going forward.

REPORTING INFORMATION

As noted in ¶ VI.A.6 of the Order, the Trust is responsible for preparing an annual report and accounting for the authorizing court which shall be made public. Information provided by each County and Litigating Subdivision will be compiled for this purpose. Except for a primary contact person within each county for service providers to be able to contact, specific program names, program contacts, and contact information for Counties and Litigating Subdivisions will not be identified.

REQUESTS FOR TECHNICAL ASSISTANCE

Requests for technical assistance and questions may be emailed to administrator@paopioidtrust.org. Counties and Litigating Subdivisions are encouraged to review the reporting instructions, FAQs posted on the Trust website at: <https://paopioidtrust.org/about-us/faqs>. and the webinar recording prior to submitting a request.

The Trust appreciates the cooperation and support of the Counties, Litigating Subdivisions and Commonwealth of Pennsylvania. Special thanks go to the Office of Attorney General and Trust partners the Pennsylvania State University, the University of Pittsburgh, and Temple University and the County Commissioners Association of Pennsylvania for their assistance and partnership.