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**Georgia Department  
of Behavioral Health  
& Developmental  
Disabilities**

**Program Charter**

**Date: December 15, 2023**



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## Revision History

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## SECTION 1 INTRODUCTION

### 1.1 BACKGROUND

Georgia opted into the nationwide settlements reached on opioid litigation brought by states and local subdivisions against the three largest pharmaceutical distributors McKesson, Cardinal Health, and AmerisourceBergen, and manufacturer Janssen Pharmaceuticals, Inc. (including its parent company Johnson & Johnson (J&J)) (collectively “National Distributors and Manufacturers Opioid Settlement,” alternatively “Settlement”). Georgia is expected to receive approximately \$638 million for addressing the current opioid epidemic and supporting future abatement efforts. The State of Georgia and Participating Local Governments entered into a Memorandum of Understanding (MOU) which established the spending parameters of the Settlement Funds. Accordingly, the Governor appointed the Commissioner of the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) as the Trustee of the Georgia Opioid Crisis Abatement Trust (“Trust”). The Trustee and DBHDD are working in tandem with the Georgia Office of Planning and Budget (OPB) and the Office of Health Strategy and Coordination (OHSC) to oversee the implementation of the Settlement, allocate the funds, and ensure compliance with the reporting requirements as stated in the Settlement.

The Office of Health Strategy and Coordination (OHSC) was established in the 2019 Legislative Session. OHSC is an office within the Office of the Governor and is administratively attached to OPB. OHSC has been monitoring and advising the Governor on the nationwide settlements reached on opioid litigation brought by states and local subdivisions.

The estimated \$638 million from the National Distributors and Manufacturers Opioid Settlement is broken into the following:

- An estimated \$517 million will come from the National Distributors Opioid Settlement with distributors making their payments over the course of 18 years.
- An estimated \$121.7 million will come from the Janssen/J&J Opioid Settlement, with the manufacturer making its payments over the course of nine years.

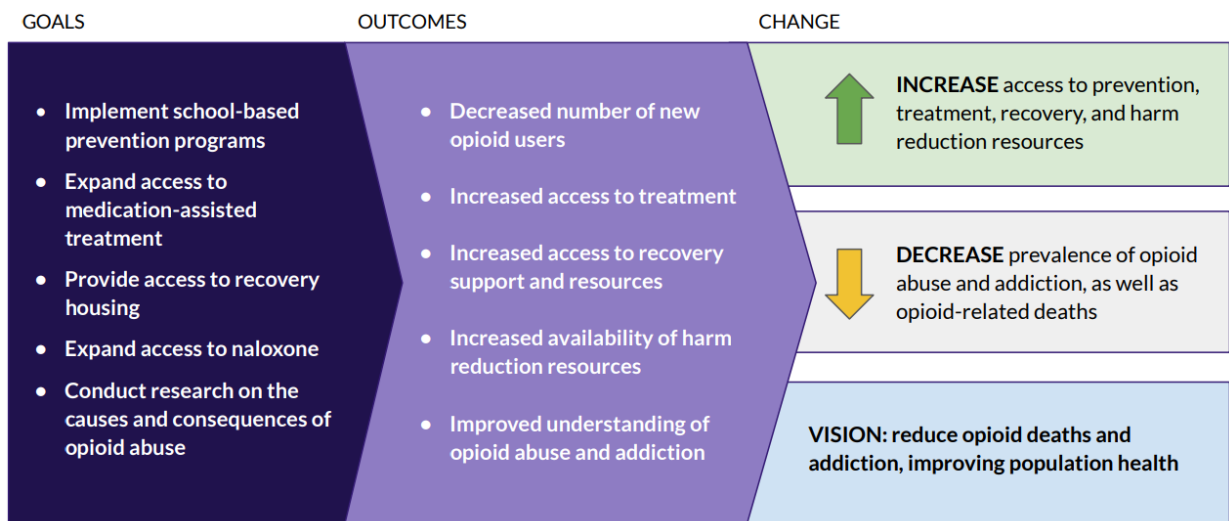
The National Distributors and Manufacturers Opioid Settlement to be received is made up of two primary sources:

- State’s Share of Funds: 75% (\$479 million) will be put into a state-administered Trust, and 40% (\$191.6 million) of that total state share amount must be spent on a regional basis. This will be referred to as the “State Opioid Funds” and includes the statewide and regional spending from the Trust.
- Participating Local Governments’ Share: 25% (\$159 million) will be allocated amongst the Participating-Local Governments that signed on as litigating subdivisions to the Settlement and who are thereby eligible to receive settlement funds directly.



For each region comprised of multiple participating local governments a Regional Advisory Council (RAC) shall be formed. The RAC will be available to consult with the Georgia Opioid Settlement Advisory Commission (GOSAC) and with the Participating Local Governments to best determine how funds will be spent for opioid remediation and/or abatement within the established regions. In every instance the Trustee shall retain final authority over disbursement of the State Opioid Funds.

**Exhibit 1-1: Georgia’s Opioid Crisis Plan** visualizes Georgia’s plan to save lives, rejuvenate impacted communities, and recover from the Opioid Crisis.



**Exhibit 1-1: Georgia’s Opioid Crisis Plan**

The Opioid Settlement Governing Entities are responsible for ensuring funds are allocated to assist with Prevention, Treatment, Recovery and Harm Reduction. The following is a summary of the Core Strategies and approved uses for the use of the funds:

- Treatment of Opioid Use Disorder
- Support people in treatment and recovery
- Connect people who need help to the help they need (connections to care)
- Address the needs of criminal justice-involved persons
- Address the needs of pregnant or parenting women and their families, including babies with neonatal abstinence syndrome
- Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids
- Prevent misuse of opioids
- Prevent overdose deaths and other harms (harm reduction)
- First responders



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- Leadership planning and coordination
  - Training
  - Research

## **1.2 PURPOSE OF THE CHARTER**

The purpose of the charter is to establish the scope and authority of various entities described in the Georgia MOU as they pertain to the distribution of State Opioid Funds. This Charter describes roles and responsibilities of the Governor Appointed Trustee (Trustee), the Government Participation Mechanism (GPM) henceforth called the Georgia Opioid Settlement Advisory Commission (GOSAC), the Qualifying Block Grantees (QBGs), and the Regional Advisory Councils (RACs). This Charter will also describe how these entities will interact and report to the Trustee.



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## **SECTION 2 GOVERNANCE**

Governance is the structure used to exercise overall control and set the direction for programs and the projects within those programs. It includes the process by which organizations ensure the proper evaluation, selection, prioritization, and funding and oversee their implementation. The governance structure provides clarity to roles and responsibilities and mechanisms by which communication between the groups is clear and concise.

The governing entities shall abide by the following guiding principles:

- Foster positive communication among governing entity members and between the governing entity and stakeholders
- Keep program and constituent needs at the center of all decisions
- Seek long-term solutions and outcomes in decision-making rather than focusing on short-term priorities
- Exercise good stewardship of funds when making decisions and setting priorities

The following key principles are factored into developing an effective governance structure:

- Simplicity, transparency, and open communication
- Visible executive and stakeholder involvement
- Breaking down silos within and between organizations
- Compliance with the Settlement
- Fiscally responsible

As organizations mature, governance is increasingly critical to success due to the variety of concurrent operational challenges that require:

- Informed, structured, and efficient decision-making capability to keep the work moving forward
- Formalized governance within the program, but still empowering stakeholders to keep decision making at the appropriate level.

### **2.1 GOVERNANCE STRUCTURE AND APPROACH**

A centralized governance approach is needed to coordinate the activities across all Georgia stakeholders and participants, to ensure legal and ethical compliance with the terms of the National Distributors and Manufacturers Opioid Settlement and the Georgia MOU, and to deliver the desired benefits where needed the most. Operationalizing a governance structure, defining clear roles and responsibilities, developing a means for measuring the impact and

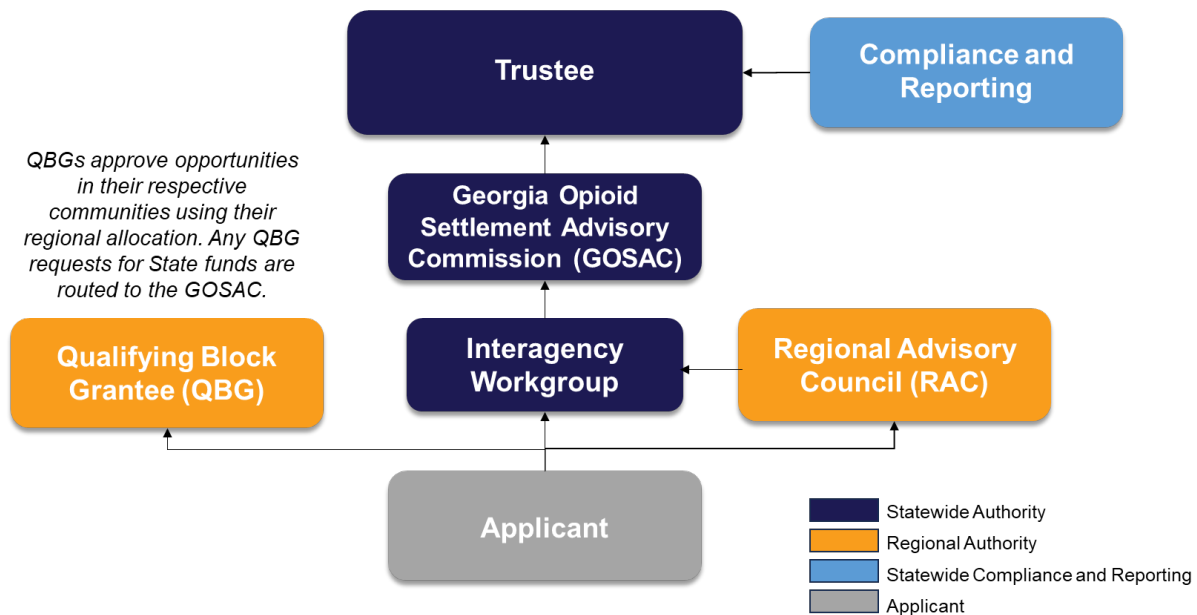




effective use of the funds, and establishing ongoing oversight are all critical to delivering the desired outcomes to Georgians.

The Governance Structure is made up of a Governor Appointed Trustee (Trustee), the GOSAC, the QBGs, and the RACs. All disbursements of State Opioid Funds will be made by the Trustee or the Trustee’s Delegate after consultation with the GOSAC. The GOSAC will review funding requests from the RACs and provide a recommendation to the Trustee. Then, the Trustee will decide on the disbursement of funds. If a QBG is requesting State Opioid Funds, the funding request goes directly to the GOSAC to make a recommendation to the Trustee for review, decision, and disbursement of funds, if appropriate.

**Exhibit 2-1: Opioid Settlement Governance Structure** identifies the program governance entities and members within the overall governance structure. Each governing entity within the program governance structure is established with discrete authority to provide decision making and guidance based on their role within the program. In addition to being responsible for overseeing the implementation of the funding request, the governing entities are responsible for recommending and/or making decisions regarding expenditures of funds and reporting on those expenditures.



**Exhibit 2-1: Opioid Settlement Governance Structure**



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## **SECTION 3 GOVERNING ENTITIES**

### **3.1 GOVERNOR APPOINTED TRUSTEE (TRUSTEE)**

The Trustee shall be appointed by the Governor and shall be the Georgia DBHDD Commissioner. The Trustee, or his or her designee or other designee of the Executive Branch of the State, will make decisions regarding expenditures of State Opioid funds after consulting with the GOSAC.

The Georgia Opioid Crisis Abatement Trust has been established. The Georgia Opioid Crisis Abatement Trust shall receive (1) the State Opioid Funds set forth under the MOU; (2) funds from public or private sources, including gifts, grants, donations, rebates, or other settlements received by the State and designated to the Trust; and (3) any interest earned by these amounts.

Expenses of the Trustee shall be deducted first from interest earned on funds held by the Georgia Opioid Crisis Abatement Trust, and then, if necessary, may be deducted from the corpus of State Opioid Funds.

The Trustee is responsible for:

- Overseeing the implementation of the Settlement.
- Ensuring compliance with the reporting requirements set forth in the Georgia MOU and Manufacturers and Distributors Opioid Settlement Agreements.
- The ministerial task of releasing funds that are in the Trust and accounting for all payments into or out of the Trust.
- Making disbursements of State Opioid Funds for (1) Core Strategies and approved uses, after consultation with the GOSAC; (2) for administrative expenses; and (3) for attorneys' fees.
- Retaining final decision-making authority over expenditures of State Opioid Funds for Core Strategies and approved uses.
- Recalculating the regional allocation using severity of these metrics every three years.
  - › The number of fatal opioid overdoses within the Region
  - › Non-addiction treatment morphine milligram equivalents (MME) shipped into the Region
  - › Addiction treatment MME shipped into the Region.
- Providing an up-to-date accounting of payments into or out of the trust and/or its subaccounts upon written request of the State or a Participating Local Government.
- Providing an annual report detailing: (1) the amounts received by the Trust; (2) the allocation of any awards approved, listing the recipient, amount awarded, programs



funded, and disbursement terms; and (3) the amounts actually disbursed. The annual report shall include an assessment of how well resources have been used by the State and the Local Governments and Regions to abate opioid addiction, overdose deaths, and the other consequences of the Opioid Crisis in the annual report.

The State shall publish its annual report and all Regional Advisory Council annual reports on the Settlement website. In the future, the GOSAC may utilize the portal provided by the Trustee for data transparency and communication. The portal will allow Applicants to submit a State Opioid funding request and report on the approved funding request. The portal will also have reporting capabilities so the Trustee, GOSAC and others can pull data to provide the required reporting. The portal will provide a dashboard to give visibility to the community.

### 3.1.1 TRUSTEE ROLES AND RESPONSIBILITIES

**Exhibit 3-1: Trustee Roles and Responsibilities** summarizes the roles and responsibilities for the Trustee and the Trustee Liaison.

Roles	Responsibilities
<b>Trustee or Trustee's Delegate</b>	<ul style="list-style-type: none"> <li>• Oversee the implementation of the Opioid Settlement</li> <li>• Ensure compliance with the reporting requirements set forth in the Georgia MOU and Manufacturers and Distributors Opioid Settlement Agreements</li> <li>• Make decisions regarding expenditures of State Opioid Funds after consulting with the GOSAC</li> <li>• Retain final decision-making authority over expenditures of State Opioid Funds for Core Strategies and approved uses</li> </ul>
<b>Trustee Liaison</b>	<ul style="list-style-type: none"> <li>• Provide subject matter expertise</li> <li>• Provide information / clarification to the Trustee on requests</li> <li>• Schedule meetings for the Trustee</li> <li>• Prepare meeting materials, including presentations and reports</li> <li>• Conduct any follow up as requested by the Trustee</li> </ul>

**Exhibit 3-1: Trustee Roles and Responsibilities**

### 3.2 GEORGIA OPIOID SETTLEMENT ADVISORY COMMISSION (GOSAC)

The GPM is the mechanism formed to make recommendations regarding the allocation of State Opioid funds and is henceforth called the Georgia Opioid Settlement Advisory Commission or GOSAC.

GOSAC is comprised of eight members, including four State appointees and four local government appointees, at least one of which will be appointed by the Georgia Association of Community Service Boards. The GOSAC is led by a non-voting State appointed Chairperson.



The function of the GOSAC is to review requests and make recommendations regarding the allocation of State Opioid Funds to the Trustee as well as RAC recommendations for regional funding, oversee the implementation of the requests and allocation of the funds, and ensure compliance with reporting requirements. The GOSAC will conduct at least quarterly meetings and review annual reports submitted by the RACs and Trustee.

A Governor-appointed Trustee will make disbursements of State Opioid Funds after consultation with the GOSAC. The 40% of the State's 75% share will be distributed on a regional basis, and regions comprised of multiple participating local governments (i.e., litigating subdivisions that signed on to settlements and the MOU) shall form RACs that will consult with the GOSAC and local governments to best determine how State Opioid Funds and the relevant portion of the 25% local share will be spent.

### **3.2.1 GOSAC KEY FUNCTIONS**

Key functions of the GOSAC include:

- Makes recommendations to the Trustee regarding how the State's opioid funds are allocated. The Trustee shall retain final authority over allocation of State Opioid Funds.
- Provides guidance to ensure funding requests are properly aligned with the goals and objectives.
- Consults with local governments and RACs for the regional distribution and spending of funds.
- Consults with community stakeholders, state and local public health officials, and public health advocates, in connection with opioid abatement priorities and expenditure decisions for the use of funds.
- Monitors progress toward benefits realization and the achievement of strategic goals and objectives.
- Oversees the implementation of funded programs to ensure funds are being allocated and spent appropriately.

### **3.2.2 GOSAC MEMBERSHIP**

The GOSAC will include the following members:

- Members from state and local governments.
- Members must possess a background in opioid use disorder, addiction treatment or policy, public health policy, mental health treatment or policy, or opioid-related law enforcement.
- Shall have at least one member who is appointed by the Georgia Association of Community Service Boards.



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- Members shall serve for three years and shall be paid the per diem of a Member of the General Assembly for their service.
  - Any member who is appointed shall be subject to removal by the appointing authority.
  - The Chairperson shall be appointed by the State and will be a non-voting member of this advisory body.

**Exhibit 3-2: GOSAC Roles and Responsibilities** summarizes the roles and responsibilities for the GOSAC Chairperson, GOSAC Members, Interagency Workgroup, GOSAC Liaison and Applicant.



Roles	Responsibilities
<b>GOSAC Chairperson</b>	<ul style="list-style-type: none"> <li>• Non-voting member</li> <li>• Facilitate the GOSAC Meetings (minimum quarterly)</li> <li>• Review agenda and meeting materials prior to the meeting</li> <li>• Provide subject matter expertise</li> <li>• Call for a consensus on decisions as needed</li> <li>• Identify GOSAC Liaison</li> </ul>
<b>GOSAC Members</b>	<ul style="list-style-type: none"> <li>• Voting Members of the GOSAC governing entity</li> <li>• Review agenda and meeting materials prior to meeting</li> <li>• Provide subject matter expertise</li> <li>• Approve / disapprove requests</li> <li>• Provide guidance to the Trustee on requests</li> <li>• Assist with issue resolution</li> <li>• Monitor requests and assist with requests for information when necessary</li> <li>• Escalate recommendations to the Trustee</li> <li>• Responsible for identifying the Interagency Workgroup Members</li> </ul>
<b>Interagency Workgroup Members</b>	<ul style="list-style-type: none"> <li>• Review requests and validate all information</li> <li>• Request the Applicant provide additional information / clarification</li> <li>• Provide subject matter expertise</li> <li>• Provide agenda and meeting materials to the GOSAC</li> <li>• Provide guidance to the GOSAC on requests</li> <li>• Assist with issue resolution</li> <li>• Monitor requests and assist with requests for information when necessary</li> <li>• Considered members of the GOSAC team but not members of the GOSAC governing entity</li> </ul>
<b>GOSAC Liaison</b>	<ul style="list-style-type: none"> <li>• Identified by the Chairperson and reports to the Chairperson on all GOSAC related items</li> <li>• Schedule meetings</li> <li>• Prepare meeting materials, including presentations and reports</li> <li>• Distribute meeting materials</li> <li>• Conducts a prep meeting with the Chairperson to review and finalize the meeting materials</li> <li>• Prepare and distribute meeting agendas and minutes</li> <li>• Conduct any follow up as determined by GOSAC Chairperson, GOSAC Members or Interagency Workgroup Members</li> <li>• Assist with facilitating payment to the GOSAC Chairperson and Members</li> <li>• Considered members of the GOSAC team but not a member of the GOSAC governing entity</li> </ul>



Roles	Responsibilities
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• Prepare and submit requests in accordance with the defined process</li> <li>• Respond to requests from any member of the GOSAC team or Trustee</li> <li>• Prepare and submit reports as directed by Trustee</li> <li>• Notify the Trustee of any issues and provide a resolution plan</li> </ul>

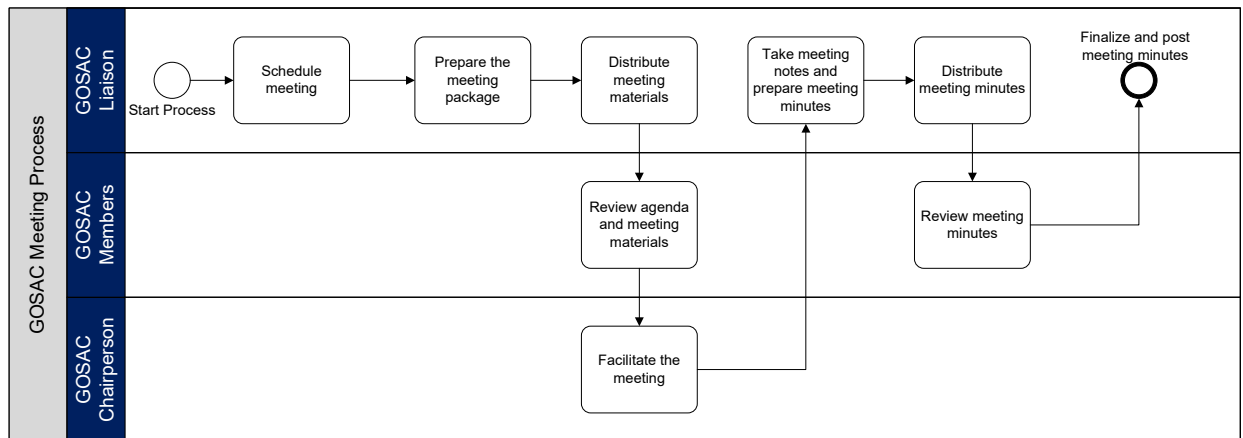
**Exhibit 3-2: GOSAC Roles and Responsibilities**

### 3.2.3 GOSAC MEETINGS AND REPORTING

- The GOSAC will conduct meetings quarterly at a minimum.
- A majority vote is required for recommendation to the Trustee except in the event of a tie. If there is a tie, the request will move forward to the Trustee or Trustee’s delegate.
- GOSAC quorum is based on at least five voting members of the GOSAC being present.

#### 3.2.3.1 GOSAC MEETING PROCESS FLOW

**Exhibit 3-3: GOSAC Meeting Process Flow** describes the process for holding a GOSAC governance meeting.



**Exhibit 3-3: GOSAC Meeting Process Flow**



### 3.2.3.2 GOSAC MEETING PROCESS NARRATIVE

**Exhibit 3-4: GOSAC Meeting Process Narrative** is the narrative that supports the GOSAC Meeting Process Flow. The actors for this process include the GOSAC, Interagency Workgroup, and GOSAC Liaison.

#	Activity	Activity Description	Actor
1	Schedule meetings	Send an appointment to all governing entity members.	GOSAC Liaison
2	Prepare the meeting package	Prepare the meeting package. Meeting materials include but are not limited to the agenda, previous meeting minutes, new and outstanding requests, and other items for discussion.	GOSAC Liaison
3	Distribute meeting materials	Distribute the packet to the governing entity team at least five days prior to the meeting.  Post the meeting agenda on the Settlement website five days prior to the meeting.  Any updates or corrections to the meeting packet must be distributed no later than two days prior to the meeting.	GOSAC Liaison
4	Review agenda and meeting materials	Review the meeting materials prior to the meeting in order to be prepared to discuss each agenda item. This preparation results in a more efficient meeting.	GOSAC Members
5	Facilitate the meeting	Facilitate the meeting following the agenda.	GOSAC Chairperson
6	Take meeting notes and prepare meeting minutes	Captures notes throughout the meeting including decisions made and action items. Formalizes the meeting notes into meeting minutes for distribution.	GOSAC Liaison
7	Distribute meeting minutes	Distributes the meeting minutes within two business days of the meeting to all GOSAC Team Members for review and feedback.	GOSAC Liaison
8	Review meeting minutes	Review and provide feedback on GOSAC meeting minutes within two business days.	GOSAC
9	Finalize and post meeting minutes	Receives all feedback and finalizes the GOSAC meeting minutes. Once finalized, the GOSAC Liaison distributes the meeting minutes.	GOSAC Liaison

**Exhibit 3-4: GOSAC Meeting Process Narrative**

### 3.2.3.3 GOSAC REPORTING

The GOSAC is not required to submit any reporting to the Trustee. However, the GOSAC should review reports provided by the RACs, QBGs and participating local governments during the implementation of the funding requests.





### **3.3 REGIONAL ADVISORY COUNCIL (RAC)**

The primary function of the Regional Advisory Council is to be available to consult with the GOSAC and with Participating Local Governments to best determine how funds will be spent for opioid remediation and/or abatement within the established Regions.

The 40% of the State's 75% share will be distributed on a regional basis and the State has been divided into 11 regions for such purpose. Six regions mimic the DBHDD regions, and five regions are the Qualified Block Grantees. The regions comprised by multiple participating local governments (i.e., litigating subdivisions that signed on to settlements and MOU) shall form RACs that will consult with the GOSAC and local governments to best determine how State Opioid Funds will be spent on a regional basis in conjunction with the relevant portions of the 25% local share paid directly to the Participating Local Governments.

#### **3.3.1 RAC KEY FUNCTIONS**

Key functions of the RAC include:

- Review funding requests from the local governments and recommend for review by the GOSAC.
- Review the local government's monthly report which details the status, how the funds have been allocated and any issues that may impact the request.
- Assist with the resolution of any local government issues or concerns.
- Identify the misuse of funds and report the misuse to the Trustee or Trustee's Delegate.
- Provide annual reports to the Trustee stating the status of the funding requests, local government spend down in their region as defined in the MOU (25% allocation), details of how the funds have been allocated, and any issues and the resolution plan for those issues.

#### **3.3.2 RAC MEMBERSHIP**

The RAC membership is defined below:

- Multiple Participating Local Governments, Participating Local Governments will form RAC membership for each region with 3-7 members, not all of whom may reside in the same county. Each local government has the final decision on the total number of members.
- Each RAC must have one member from the county board of health; one member from an executive team member of a community service board; and a Sheriff (or representative designated by the Sheriff) located in the region.



**Exhibit 3-5: RAC Roles and Responsibilities** summarizes the roles and responsibilities for the RAC team.

Roles	Responsibilities
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• Facilitate the RAC Meetings</li> <li>• Review agenda and meeting materials prior to the meeting</li> <li>• Provide subject matter expertise</li> <li>• Call for a consensus on decisions as needed</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Voting Members of the RAC governing entity</li> <li>• Review agenda and meeting materials prior to meeting</li> <li>• Provide subject matter expertise</li> <li>• Recommend / not recommend initiatives</li> <li>• Provide guidance to the GOSAC and Trustee on initiatives</li> <li>• Assist with issue resolution</li> <li>• Monitor initiatives and assist with corrective action plan when necessary</li> <li>• Escalate decisions to the GOSAC</li> </ul>
<b>RAC Liaison</b>	<ul style="list-style-type: none"> <li>• Schedule meetings</li> <li>• Prepare and distribute meeting agendas and minutes</li> <li>• Prepare meeting materials, including presentations and reporting requirements</li> <li>• Considered members of the RAC team but not a member of the RAC governing entity</li> <li>• Manage RAC requests in the portal for the RAC Members</li> <li>• Conduct any follow up as determined by RAC Members</li> <li>• Assist with facilitating payment to the RAC Members</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• Prepare and submit requests in accordance with the defined process</li> <li>• Provide monthly reports and submit for inclusion in the meeting materials</li> <li>• Notify the RAC of any issues and provide a resolution plan</li> <li>• Respond to requests from any member of the Trustee, RAC, QBG (if applicable) or GOSAC governing entities</li> </ul>

**Exhibit 3-5: RAC Roles and Responsibilities**

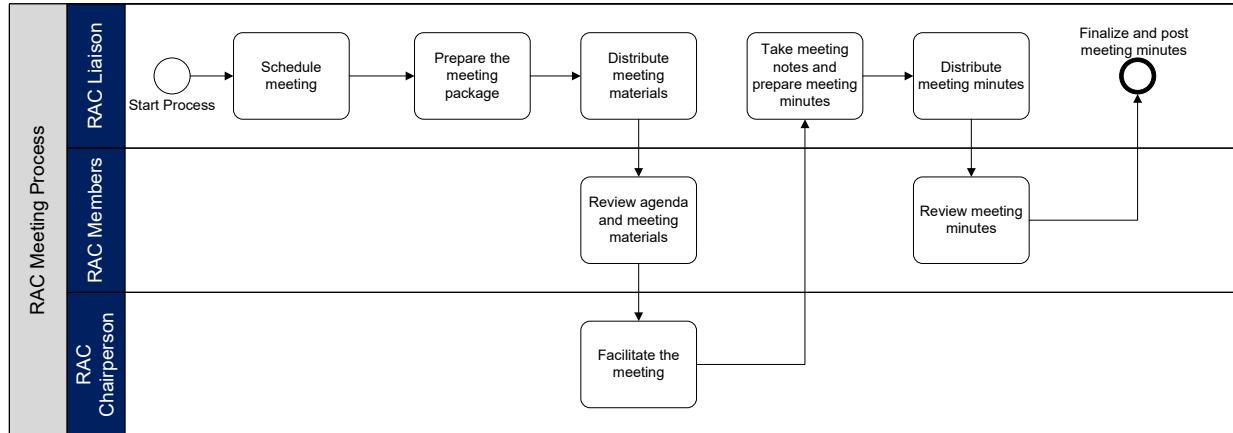
**3.3.3 RAC MEETINGS AND REPORTING**

**3.3.3.1 RAC MEETING PROCESS FLOW**

For data transparency and communication, each RAC should develop and maintain the status and results of opioid funding to provide stakeholders insight into how the funds are impacting communities.



**Exhibit 3-6: RAC Meeting Process Flow** describes the process for holding a RAC governance meeting. This is a recommendation only as the RAC is responsible for establishing and operating the RAC governance process.



**Exhibit 3-6: RAC Meeting Process Flow**

### 3.3.3.2 RAC MEETING PROCESS NARRATIVE

**Exhibit 3-7: RAC Meeting Process Narrative** is the narrative that supports the RAC Meeting Process Flow. The actors for this process include the Trustee, GOSAC, Interagency Workgroup, RAC, Applicant, and associated team members.

#	Activity	Activity Description	Actor
1	Schedule the meetings	Sends a meeting appointment to all governing entity members.	RAC Liaison
2	Prepare the meeting package	Prepares the meeting package. Meeting materials include but are not limited to the agenda, previous meeting minutes, new and outstanding requests, and other items for discussion.  Note: This includes pulling applications or reports from the portal as needed.	RAC Liaison



#	Activity	Activity Description	Actor
3	Distribute meeting materials	Distributes the packet to the governing entity team at least five business days prior to the meeting.  Posts the meeting agenda five business days prior to the meeting.  Any updates or corrections to the meeting packet must be distributed no later than two days business days prior to the meeting.	RAC Liaison
4	Review meeting materials	Review the meeting materials prior to the meeting in order to be prepared to discuss each agenda item. This preparation results in a more efficient meeting.	RAC Members
5	Facilitate the meeting	Facilitates the meeting following the agenda.	RAC Chairperson
6	Take meeting notes and prepare meeting minutes	Captures notes throughout the meeting including decisions made and action items. Formalizes the meeting notes into meeting minutes for distribution.	RAC Liaison
7	Distribute meeting minutes	Distributes the meeting minutes within two business days of the meeting to all RAC Team Members for review and feedback.	RAC Liaison
8	Review meeting minutes	Reviews and provides feedback on RAC meeting minutes within two business days.	RAC Team Members
9	Finalize and post meeting minutes	Receives all feedback and finalizes and distributes the RAC meeting minutes.	RAC Liaison
10	Notify GOSAC of requests ready for review	Notifies the GOSAC Liaison of requests that are ready for GOSAC review.  Note: The RAC Liaison will change the request Status to <i>Ready for Review by GOSAC</i> in the portal.	RAC Liaison
11	Conduct follow up	Conduct follow up as directed by the RAC Chairperson.	RAC Liaison

**Exhibit 3-7: RAC Meeting Process Narrative**

**3.3.3.3 RAC REPORTING**

Each RAC shall provide a report annually to the Trustee detailing the following:

- The amount received by each local government within the Region
- The allocation of any awards approved, listing the recipient, amount awarded, programs funded, and disbursement terms
- The amounts actually disbursed and approved allocation



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Each Participating Local Government within each region shall provide any information necessary to provide its annual report.

### **3.4 QUALIFYING BLOCK GRANTEE (QBG)**

The QBG's primary function is to approve opportunities in their community for opioid abatement and/or remediation. The QBGs will develop a process for funds to be requested and approved. If a QBG requests State Opioid Funds, the funding request must be reviewed by the Trustee. QBGs will use the State's portal for annual reporting purposes. However, if State Opioid Funds are being requested then the Applicant will submit the request via the portal.

The City of Atlanta, Cobb County, DeKalb County, Fulton County, and Gwinnett County are QBGs. Each QBG is a region and will receive its allocation directly from the Trust so long as it certifies that it has sufficient infrastructure to provide opioid abatement services.

#### **3.4.1 QBG KEY FUNCTIONS**

Key functions of QBGs include:

- Identify opportunities to provide opioid abatement services to the community.
- Report the details of how the funds have been allocated.

#### **3.4.2 QBG MEMBERSHIP**

The QBGs are Cobb County, DeKalb County, Fulton County, Gwinnett County, and the City of Atlanta.

**Exhibit 3-8: QBG Roles and Responsibilities** summarizes the *recommended* roles and responsibilities for the QBG Chairperson, QBG Members, QBG Liaison and Applicant. This is a recommendation only, as each QBG is responsible for establishing and operating the QBG governance process.



Roles	Responsibilities
<b>QBG Chairperson</b>	<ul style="list-style-type: none"> <li>• Voting or Non-voting member (each QBG decides whether a chairperson is needed)</li> <li>• Facilitate the QBG Meetings</li> <li>• Review agenda and meeting materials prior to the meeting</li> <li>• Provide subject matter expertise</li> <li>• Call for a consensus on decisions as needed</li> </ul>
<b>QBG Members</b>	<ul style="list-style-type: none"> <li>• Voting Members of the QBG governing entity</li> <li>• Review agenda and meeting materials prior to meeting</li> <li>• Provide subject matter expertise</li> <li>• Approve / disapprove Requests</li> <li>• Monitor requests and assist with requests for information when necessary</li> <li>• If seeking State Opioid Funds, send recommendations to the Trustee</li> </ul>
<b>QBG Liaison</b>	<ul style="list-style-type: none"> <li>• Schedule meetings</li> <li>• Prepare and distribute meeting materials, including presentations and reporting requirements</li> <li>• Support the QBG as needed</li> </ul>
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• Prepare and submit requests in accordance with the defined process</li> <li>• Prepare and submit reports as directed by the Trustee</li> <li>• Respond to requests from the QBG and Trustee</li> </ul>

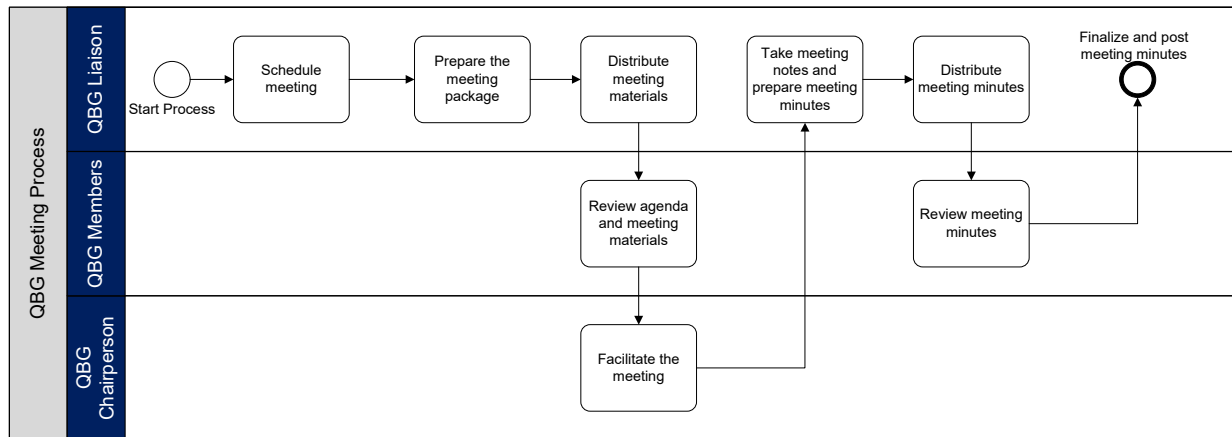
**Exhibit 3-8: QBG Roles and Responsibilities**

### 3.4.3 QBG MEETINGS AND REPORTING

The QBG will conduct meetings to review and make decisions on requests.

#### 3.4.3.1 QBG MEETING PROCESS FLOW

**Exhibit 3-9: QBG Meeting Process Flow** describes the process for holding a QBG governance meeting. This is a recommendation only as the QBG is responsible for establishing and operating the QBG.



**Exhibit 3-9: QBQ Meeting Process Flow**

**3.4.3.2 QBQ MEETING PROCESS NARRATIVE**

**Exhibit 3-10: QBQ Meeting Process Narrative** is the narrative that supports the QBQ Meeting Process Flow. The actors for this process include the QBG Chairperson, QBG and QBG Liaison. This process is a recommendation only as the QBG is responsible for establishing and operating the QBG.

#	Activity	Activity Description	Actor
1	Schedule Meetings	Sends an appointment to all governing entity members.	QBG Liaison
2	Prepare the meeting package	Prepares the meeting package. Meeting materials include but are not limited to the agenda, previous meeting minutes, new and outstanding requests, and other items for discussion.	QBG Liaison
3	Distribute meeting materials	Distributes the packet to the governing entity team at least five business days prior to the meeting.  Posts the meeting agenda five business days prior to the meeting.  Any updates or corrections to the meeting packet must be distributed no later than two business days prior to the meeting.	QBG Liaison
4	Review agenda and meeting materials	Review the meeting materials prior to the meeting in order to be prepared to discuss each agenda item. This preparation results in a more efficient meeting.	QBG Members
5	Facilitate the meeting	Facilitates the meeting following the agenda.	QBG Chairperson



#	Activity	Activity Description	Actor
6	Take meeting notes and prepare meeting minutes	Captures notes throughout the meeting including decisions made and action items. Formalizes the meeting notes into meeting minutes for distribution.	QBG Liaison
7	Distribute meeting minutes	Distributes the meeting minutes within two business days of the meeting to all QBG Team Members for review and feedback.	QBG Liaison
8	Review meeting minutes	Reviews and provides feedback on QBG meeting minutes within two business days.	QBG Team Members
9	Finalize and post meeting minutes	Receives all feedback and finalizes the QBG meeting minutes. Once finalized, distribute the meeting minutes.	QBG Liaison

**Exhibit 3-10: QBG Meeting Process Narrative**

### 3.4.4 QBG REPORTING

The QBG shall complete and provide an annual report to the Trustee.



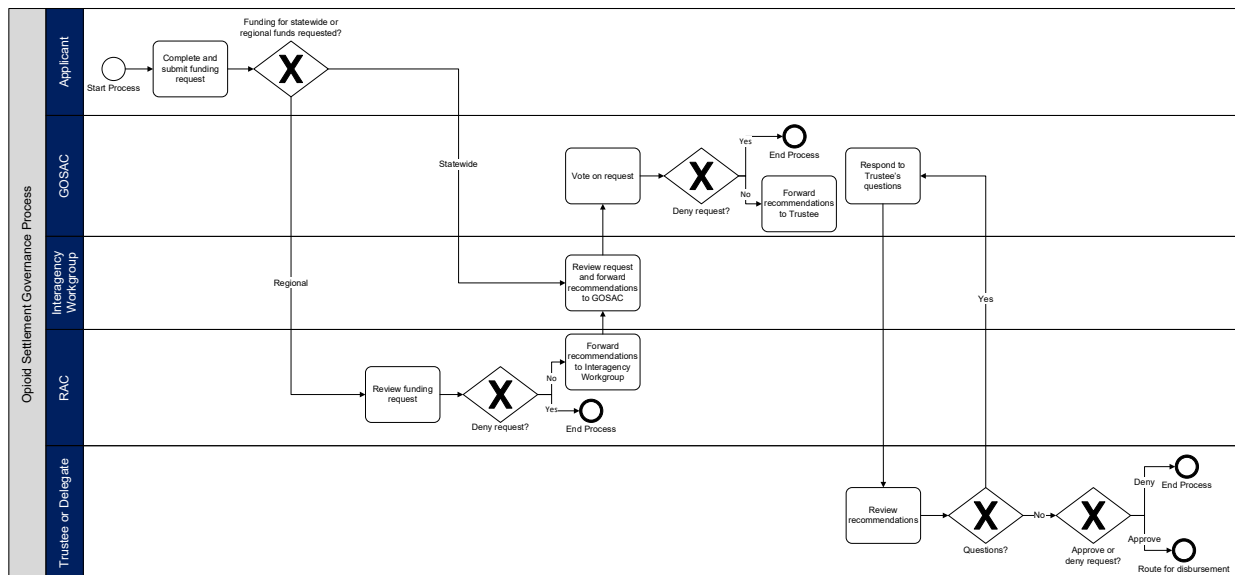


## SECTION 4 APPLICATION REVIEW PROCESS

This section includes a summary of the Opioid Settlement Application Review process flow and process narrative. The narrative provides a detailed list and description of the tasks required for disbursement of funds.

### 4.1 PROCESS FLOW

**Exhibit 4-1: Opioid Settlement Application Review Process Flow** describes the process from submitting a funding request through the approval or denial of the request. Refer to the appropriate QBG for information on the QBG funding request process.



**Exhibit 4-1: Opioid Settlement Application Review Process Flow**

### 4.2 PROCESS NARRATIVE

**Exhibit 4-2: Opioid Settlement Application Review Process Narrative** is the narrative that accompanies the Opioid Settlement Application Review Process Flow. The actors for this process include the Trustee, GOSAC, Interagency Workgroup, QBG (if applicable), RAC, Applicant, and associated team members.

#	Activity	Activity Description	Actor
1	Completes and submits a Funding Request (request)	Complete and submit the request application in the portal.	Applicant



#	Activity	Activity Description	Actor
		Note: Once the Applicant submits the request, the portal will automatically change the status to <i>Ready for Review</i> .	
2	State, Regional or QBG Request	<p>If a State Funding request, proceed to Step 3, and follow the GOSAC process.</p> <p>If a regional request, proceed to Step 23 and follow the RAC process.</p> <p>If a QBG request (no State Funds are requested) then refer to the QBG for information on the QBG funding request process.</p> <p>Note: For State Funding requests, the portal will automatically route the request to the appropriate governing entity based on input from the Applicant. The RAC and GOSAC will use the portal. The QBG may choose to use the portal, provide their own portal, or provide a manual process for application submission.</p>	Applicant
3	Review of the request	<p>Receives and reviews the submitted request.</p> <p>Note: Refer to Interagency Workgroup Review Checklist for details.</p>	Interagency Workgroup
4	Additional Information or clarification needed	<p>If no additional information or clarification is needed, proceed to Step 8 (skip Steps 5-7).</p> <p>If additional information or clarification is needed, the Interagency Workgroup returns the request to the Applicant, proceed to Step 5.</p>	Interagency Workgroup
5	Request additional information or clarification	<p>Notify the Applicant that more information or clarification is required. The Interagency Workgroup is required to provide the Applicant with details in writing as to why the request was returned for more information or clarification.</p> <p>Note: The Interagency Workgroup changes the status of the request to <i>More Information Requested</i>. The Interagency Workgroup provides the Applicant with details, in writing, as to why the request was returned for more information. This information is written via a text box in the portal. An automated email is then generated notifying the Applicant.</p>	Interagency Workgroup
6	Provide additional information or clarification	Receive notification from the Interagency Workgroup and provide the needed information or clarification within seven business days of receiving	Applicant



#	Activity	Activity Description	Actor
		<p>the request. If no response is received from the Applicant, the request will be closed.</p> <p>Note: If no response is received after seven business days, the Status of the request is automatically changed to <i>Closed</i> by the portal and an automated notification email is sent to the Applicant.</p>	
7	Resubmit the request with the additional information or clarification	<p>Updates and resubmits the request to Interagency Workgroup. The request is returned to the Interagency Workgroup for review, proceed to Step 3.</p> <p>Note: When the Applicant resubmits the request, the Status will change to <i>Ready for Review</i>.</p>	Applicant
8	Recommend requests for review	Notify the GOSAC Liaison of the requests recommended for review by the GOSAC at the next meeting.	Interagency Workgroup
9	Prepare the GOSAC meeting package	The GOSAC Liaison prepares the meeting package, sends the package to the GOSAC Chairperson and Members, and posts the package on the Settlement website.	GOSAC Liaison
10	Review the recommended requests	The GOSAC reviews the recommended requests to determine which requests need more information or clarification, and which ones are ready for voting on whether to approve or not approve. Requests that do not align with the requirements of the Opioid Settlement will not be approved.	GOSAC
11	Recommend to approve/not approve or return for more information/clarification	<p>If no additional information or clarification is needed and the request is recommended for voting by GOSAC, proceed to Step 15.</p> <p>If additional information or clarification is needed GOSAC returns the request to the Applicant, proceed to Step 12.</p> <p>If GOSAC does not recommend the request for approval, proceed to Step 29.</p>	GOSAC
12	Request additional information or clarification	<p>Notify the Applicant that more information or clarification is required. The notification will include if the updated request is to be returned to the GOSAC or the Interagency Workgroup. GOSAC is required to provide the Applicant with details in writing as to why the request was returned.</p> <p>Note: The GOSAC Liaison changes the status of the request to <i>More Information Requested</i>. The GOSAC is required to provide the Applicant with</p>	GOSAC



#	Activity	Activity Description	Actor
		details in writing as to why the request was returned. This information is written in a text box in the portal. An automated email is then generated notifying the Applicant.	
13	Provide additional Information or clarification	<p>Receives notification from the GOSAC and provides the needed information or clarification within seven business days of receiving the request. If no response is received from the Applicant within the allotted seven business days, the request is considered closed, and the process ends.</p> <p>Note: If no response is received, on the 8<sup>th</sup> business day the status of the request is automatically changed to <i>Closed</i> by the portal and an automated notification email is sent to the Applicant.</p>	Applicant
14	Resubmit the request	<p>Updates and resubmits the request.</p> <p>If the updated request is to be re-reviewed by the GOSAC, the process goes back to Step 10.</p> <p>If the updated request is to be re-reviewed by the Interagency Workgroup, the process goes back to Step 3.</p> <p>Note: Once the Applicant has updated the request and resubmits, the portal will automatically change the Status to <i>Ready for Review</i>.</p>	Applicant
15	Vote on requests for recommendation to the Trustee	<p>The GOSAC votes on recommendations to be submitted to the Trustee or the Trustee's Delegate.</p> <p>If the GOSAC votes to recommend the request to the Trustee or the Trustee's Delegate, the GOSAC Chairperson notifies the GOSAC Liaison to include the recommended requests in the package for the Trustee or Trustee's delegate for review, proceed to Step 16.</p> <p>If the GOSAC votes to not-recommend the request to the Trustee or the Trustee's Delegate, proceed to Step 29.</p>	GOSAC
16	Prepare the meeting package for review	Prepares the meeting package for the Trustee or Trustee's Delegate.	GOSAC Liaison
17	Review the GOSAC recommended requests	Review the requests and determine which requests need more information or clarification, which ones are ready for approval/fund disbursement, and which ones should not be approved. Requests that do not align with the approved uses of the Opioid Settlement funds will not be approved.	Trustee or Trustee's Delegate



#	Activity	Activity Description	Actor
18	Approve/Not approve or return for more information or clarification	<p>If no additional information or clarification is needed, then the Trustee may approve the request and disburse the funds, if appropriate; proceed to Step 22.</p> <p>If additional information or clarification is needed the Trustee returns the request to the Applicant, proceed to Step 19.</p> <p>If the request does not align with the Opioid Settlement requirements, then the request is not approved, proceed to Step 29.</p>	Trustee
19	Request additional information or clarification	<p>Notifies the Applicant that more information or clarification is required. The notification will include if the updated request is to be returned to the Trustee, GOSAC or the Interagency Workgroup. The Trustee or Trustee's Delegate is required to provide the Applicant with details in writing as to why the request was returned for more information or clarification.</p> <p>Note: The Trustee Liaison changes the status of the request to <i>More Information Requested</i>. The Trustee or Trustee's Delegate is required to provide the Applicant with details in writing as to why the request was returned for more information. This information is written in a text box in the portal. An automated email is then generated notifying the Applicant.</p>	Trustee
20	Provide additional information or clarification	<p>Receives notification from the Trustee or Trustee's Delegate and provides the needed information or clarification within seven business days of receiving the request. If no response is received from the Applicant within seven business days, the request will be considered closed.</p> <p>Note: If no response is received, on the 8<sup>th</sup> business day the status of the request is automatically changed to <i>Closed</i> by the portal and an automated notification email is sent to the Applicant.</p>	Applicant
21	Resubmit the request	<p>Updates and resubmits the request.</p> <p>If the updated request is to be re-reviewed by the Trustee, the process goes back to Step 16.</p> <p>If the updated request is to be re-reviewed by the GOSAC, the process goes back to Step 10.</p>	Applicant



#	Activity	Activity Description	Actor
		If the updated request is to be re-reviewed by the Interagency Workgroup, the process goes back to Step 3.	
22	Approved and disburse funds	<p>Add the request to the Settlement website as a Notice of Award and notify the Applicant. Then the funds are disbursed, if appropriate, and information on the compliance and reporting requirements is provided. The compliance and reporting process is then triggered, see Section 8 <i>Compliance and Reporting</i> for details on the process and requirements.</p> <p>Note: The Trustee Liaison updates the request Status to <i>Approved</i> in the portal and an automated notification email sent to the Applicant. The notification would include information on compliance and reporting requirements.</p>	Trustee Liaison
23	Regional (RAC) was selected when entering the request	RAC receives and reviews the submitted requests.	RAC
24	Additional information or clarification needed	<p>If no additional information or clarification is needed and the RAC recommends the request then it moves forward to GOSAC for review and recommendation to the Trustee or Trustee's Delegate, proceed to Step 9 and follow the GOSAC process for recommendation to the Trustee or Trustee's Delegate.</p> <p>If additional information or clarification is needed the RAC returns the request to the Applicant, proceed to Step 25.</p> <p>If the request does not align with the Opioid Settlement requirements, then the request is not approved, proceed to Step 29.</p>	RAC
25	Request additional information or clarification	<p>Notify the Applicant that more information or clarification is required. The RAC provides the Applicant with details in writing as to why the request was returned for more information or clarification.</p> <p>Note: The RAC Liaison changes the status of the request to <i>More Information Requested</i>. The RAC is required to provide the Applicant with details in writing as to why the request was returned for more information. This information is written in a text box in the portal. An automated email is then generated notifying the Applicant.</p>	RAC



#	Activity	Activity Description	Actor
26	Provide additional information or clarification	<p>Receives notification from the RAC and provides the needed information or clarification within seven business days of receiving the request. If no response is received from the Applicant within seven business days, the request will be closed.</p> <p>Note: If no response is received, on the 8<sup>th</sup> business day the status of the request is automatically changed to <i>Closed</i> by the portal and an automated notification email is sent to the Applicant.</p>	Applicant
27	Resubmit the request with the additional information or clarification	<p>Updates and resubmits the request to the RAC. The process goes back to Step 23 and the review process restarts.</p> <p>Note: When the Applicant resubmits the request, the status will automatically change to <i>Ready for Review</i>.</p>	Applicant
28	Request was approved for GOSAC review	<p>Notify the GOSAC Liaison that the request is ready for review, proceed to Step 9 and follow the GOSAC process for recommendation to the Trustee or Trustee's Delegate.</p> <p>Note: The RAC updates the request status to <i>Ready for Review</i> in the portal and an automated notification email sent to the GOSAC.</p>	RAC Liaison
29	Request was not recommended or approved	<p>The appropriate Liaison notifies the Applicant that the request was not recommended for approval. The governing entity is required to provide a reason for not approving the funding request, in writing. The reason will be based on a category rather than specific details.</p> <p>Note: The appropriate Liaison updates the request status to <i>Not Approved</i> and selects the reason category in the portal. The portal sends an automated notification email to the Applicant.</p>	Trustee, GOSAC, QBG or RAC Liaison

**Exhibit 4-2: Opioid Settlement Application Review Process Narrative**



## SECTION 5 COMPLIANCE AND REPORTING

The Trustee shall provide an up-to-date accounting of payments into or out of the trust and/or its subaccounts upon written request of the State or a Participating Local Government. The State, through the Trustee, shall provide an annual report detailing: (1) the amounts received by the Trust; (2) the allocation of any awards approved, listing the recipient, amount awarded, programs funded, and disbursement terms; and (3) the amounts actually disbursed. The Trustee shall also include an assessment of how well resources have been used by the State and the Local Governments and Regions to abate opioid addiction, overdose deaths, and the other consequences of the Opioid Crisis. The State shall publish its annual report and all RAC annual reports on the Settlement website.

If the State believes that any Participating Local Government has used funds for a non-approved purpose, it may request in writing the documentation underlying such alleged improper use of funds. If any ten (10) Participating Local Governments believe the State has used funds for a non-approved purpose, they may request jointly, in writing, the documentation underlying such alleged improper use of funds.

### 5.1 COMPLIANCE

The Compliance Team is responsible for ensuring that all Opioid Settlement Funds are allocated and spent in accordance with the Georgia Memorandum of Understanding. For details on Compliance refer to the Opioid Settlement Resource Toolkit.

### 5.2 REPORTING

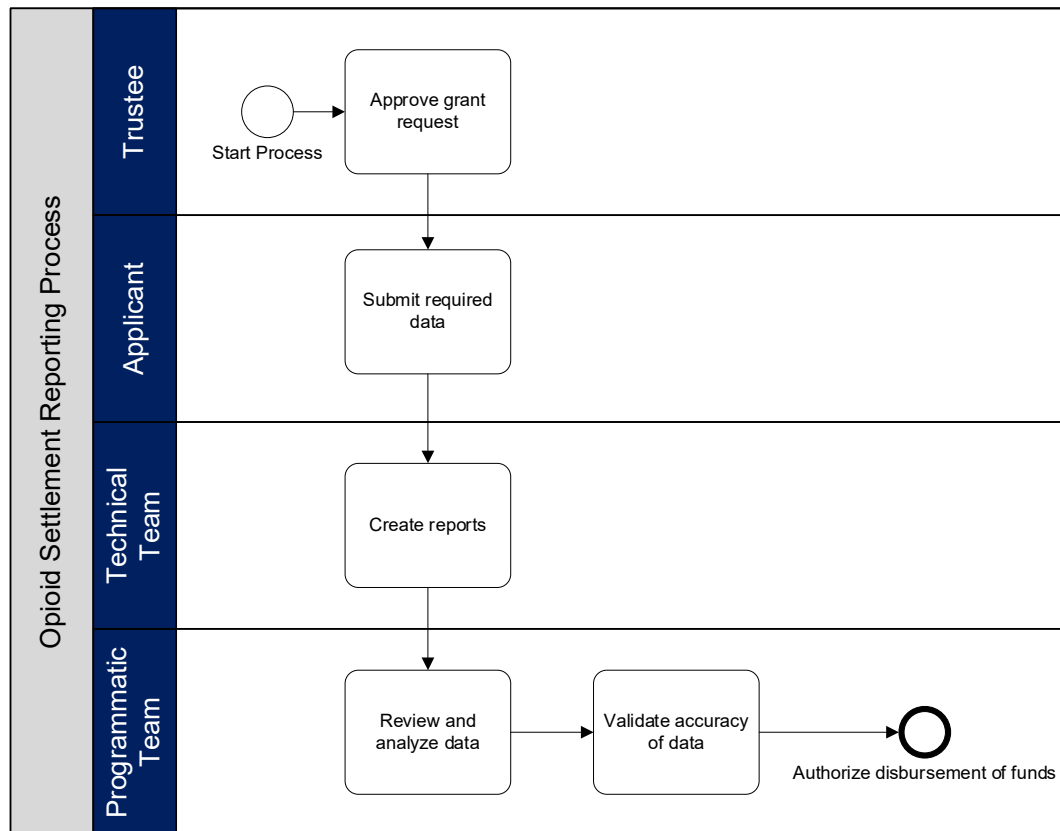
The Applicant is 1) Required to expend and account for funds, assure they abide by the State Laws/procedures, and contract terms and conditions and 2) Provide a status of the funds to assure spending is within budget.

#### 5.2.1 REPORTING PROCESS FLOW

The Reporting Team has two sections, Programmatic and Technical. The Programmatic Team is responsible for reviewing the data submitted by the Applicant. The Technical Team is responsible for securing the data, creating the reports, and maintaining the reports. Maintaining the reports includes fixing bugs and making enhancements as requested by the Trustee.

**Exhibit 5-1: Reporting Process Flow** describes the process for reporting once a funding request has been approved.





**Exhibit 5-1: Reporting Process Flow**

**5.2.2 REPORTING NARRATIVE**

**Exhibit 5-2: Reporting Narrative** is the narrative that supports the process flow above. This narrative includes the process activities and associated stakeholders. The actors for this process include the Trustee, Reporting Team, and the Compliance Team. The process begins once the funding request has been approved by the Trustee.

#	Activity	Activity Description	Actor
1	Approve funding request (request)	Request is approved.	Trustee
2	Submit required data (includes invoice)	Submit the data required to complete the report on a monthly basis or as directed by the Trustee or Trustee’s Delegate. The data will be submitted by the 10th day of the month or as determined by the contract.  The Applicant is required to expend and account for funds, assure they abide by the State Laws/procedures, and contract terms and conditions. The Applicant provides a status of the	Applicant



#	Activity	Activity Description	Actor
		<p>funds to assure the funds are spent within the approved budget.</p> <p>Note: The Applicant will submit their data in the portal and a report will be generated. The portal will be an invoicing and expenditure approval system.</p>	
3	Create reports	<p>Create the reports as requested by the Trustee.</p> <p>GOSAC, Interagency Workgroup, RACs, QBGs, and Compliance Teams will have the ability to pull standardized reports as needed.</p> <p>RACs are required to complete an annual report. QBGs (if applicable) will complete an annual report as directed by the Trustee or Trustee's Delegate. The Technical Team is responsible for developing and providing the annual reports as requested by the Trustee or Trustee's Delegate.</p> <p>Note: The reports will be generated in the portal. The Technical Team will provide standard reports that all governing entities will have the ability to view. The Technical Team is responsible for creating and maintaining the reports as requested.</p>	Technical Team
4	Maintain reports	Maintain the reports and secure the data. Maintaining the reports includes fixing bugs and making enhancements as requested by the Trustee or Trustee's Delegate.	Technical Team
5	Review data	Run the reports in order to review the data submitted by the Applicant.	Programmatic Team
6	Validate the accuracy of the data	<p>Validate the data in the reports are accurate and in compliance with the Opioid Settlement.</p> <p>If accurate, proceed to Step 7.</p> <p>If not accurate, send a notification to the Compliance Team for further review and response, see Compliance Team Process Flow.</p>	Programmatic Team
7	Invoice	Approve the invoice for payment.	Programmatic Team
8	Continue monthly reporting	Continue monthly reporting. No further action is required, and the process ends.	Programmatic Team

### Exhibit 5-2: Reporting Narrative

In the future, the Trustee may propose an Evaluation Component. The Evaluation Component would develop and implement a process to evaluate and report on the benefits and outcomes of the Opioid Settlement Funds.