

Year 5 Contract

Budget line items for promotional items may not exceed three percent (3%) of the Year 5 total award.

Promotional Items:

Pens, pencils, stress balls, Frisbees, bags, key tags, pedometers, cups, etc. are considered promotional items. Documentation for invoice validation must include the participant, the service, and the item given after completion of the specific task to be eligible for reimbursement.

Incentives:

The Central Coordinating Organization (CCO) REACH US may consider the use of incentive items. Year 5 contractors may use incentive items to:

- induce participation in specific programs or activities
- induce participation in assessment or evaluation of specific programs or activities

The contractor should articulate their request in a budget justification narrative stating the specific benefit of using the incentive item and the potential consequences if the item is not offered. The purpose of the incentive is directed towards an individual to participate and insure a specific task was completed to accomplish the goals. Recipients of the incentive must be required to complete a specific task or exchange something of value prior to the item being delivered. A \$10.00 value or less incentive item for a one-time service is appropriate when a participant completes a specific task for the program/activity in accordance to completing a survey and/or assessment for the purpose of evaluation.

Gift cards can only be purchased after the recipient of the incentive has completed a specific task or exchanged something of value. For example, it is allowable to give a gift card with a nominal value (no greater than \$10) after a participant completes a survey to insure sufficient data is collected and to validate the conclusions that are drawn from the data.

(OSDH Office of General Counsel)

The purchasing of incentive items must have prior approval from the REACH US CCO staff. The REACH US Project/Legacy Project is prohibited from providing the item to the individual/participant prior to completing the specific task.