20-02 Grant Initiative Funding Application (GIFA)
Family and Recovery Support Services
Questions and Answers 2020.02.14

All questions must be emailed to the DDAP Grants Management Account at
RA-DAGrantsMgmt@PA.GOV.

ID	20-02 GIFA Questions and Answers
1	**Can a family member self-identify and receive support without identifying the family member with the opioid use disorder (OUD) concerns? Meaning, can the support be provided to the family member(s) when the individual with OUD does not wish to participate or be identified? This is an important distinction for a provider's ability to anticipate sustainable volumes of service.** In order for a family member to receive services under this initiative, they must have a loved with a diagnosis of OUD currently engaged in recovery support services. If the individual with OUD does not want to, or cannot participate in recovery support services, then family members cannot receive support services under this grant initiative.
2	**If a Certified Recovery Specialist (CRS) hired through this grant does not immediately have a full caseload of work or even enough OUD related referrals, can they track this and continue to support other SUD families (non-opioid) as well rather than have gaps in their schedule?** If a CRS hired through this grant initiative does not immediately have a full caseload of individuals with OUD and their families, they can track the total time working with individuals with OUD and their families and this time can be billed to the grant.
3	**Can funds be used to provide training and certification for CRS and Certified Family Recovery Specialist (CFRS) positions? For example, could we hire uncertified individuals and pay for them to get certified.** No, funds cannot be used to provide training and certification for CRS and CFRS positions.
4	**Does this solicitation only fund existing programs? If we have a drug and alcohol program and want to add a family support specialist position to our team would that be considered ineligible because it is a startup expense?** This solicitation only funds existing programs and supports the expansion or initiation of family recovery support services. DDAP licensed treatment providers are eligible to apply. However, licensed treatment providers shall be able to demonstrate that the family and recovery support services are a separate service from the clinical programming offered under their license. A DDAP licensed treatment provider who wants to add a family support specialist to their clinical team is an ineligible expense under this grant for two reasons. The first reason is the family and recovery support service are to be a separate service from the clinical programming offered under their license. The second reason is due to the fact that the drug and alcohol treatment program does not have the personnel in place at the start of the grant to deliver the necessary services under this grant initiative.
5	**It appears these are seven-month grants with the possibility of further funding in the future. What is the likelihood that further funding will be secured after the seven-month period or would it be up to the provider to fund the project after the seven-months?**

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	These are seven-month grants with a possibility of further funding in the future. DDAP cannot speculate as to the likelihood additional funding will be secured beyond the seven-month time period. A requirement of this grant application is to outline a sustainability plan which details if and how it will continue to support the project implemented in conjunction with this initiative after the awarded grant funds expire.
6	**If we are a grantee under the Community Recovery Support Services GIFA 19-02, and not eligible as the primary applicant for the family services. Are we eligible to partner with another organization (as the prime applicant) and provide services under the GIFA 20-02 as a subcontractor?** Current grantees under GIFA 19-02 Community Recovery Support Services are not eligible to apply for the GIFA 20-02 Family and Recovery Support Services, but they are eligible to partner with another organization and provide services as a subcontractor.
7	**Regarding 'Eligible Applications': Can the application be either an "entity with capacity to deliver..." or a "DDAP licensed treatment provider" or must they be both?** Eligible applicants for this initiative can be any entity with the capacity to deliver Family and Recovery Support Services, or a DDAP licensed treatment provider. However, licensed treatment providers shall be able to demonstrate the family and recovery support services are a separate service from the clinical programming offered under their license.
8	**Must the organization already have in place a Certified Recovery Specialist (CRS) or may one be hired for the purposed of implementing this program?** Entities must demonstrate the capacity beginning on March 1, 2020 to provide the identified recovery and family support services. Therefore, the applicant must have a CRS or CFRS in place in order to beginning providing services on March 1, 2020. All personnel, systems, procedures and resources shall be in place to perform or assure delivery of all the services proposed under this grant by March 1, 2020.
9	**On page 2 of GIFA 20-02, it states that questions and answers will be posted to the DDAP website. What is the website address and where on that website will the answers be posted?** The DDAP website where the answers will be posted is: https://www.ddap.pa.gov/DDAPFunding/Pages/Funding-Opportunities.aspx. The questions and answers will be on the right side of the past, listed underneath the corresponding funding announcement.
10	**Must all applicants provide all services listed in section "d" on page 5 of the GIFA?** No, applicants are not required to provide all the services listed under "d" on page 5. The listing of services provides examples of services which would be appropriate and recommended to be provided under this grant initiative.

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11	**Since the applications are to be emailed, should there be multiple attachments (e.g., Applicant Cover Page, narrative responses, Budget Template, letters, sample reports, etc.) or all or some of the documents be merged and submitted as a PDF document? Please further clarify if there are specific requirements for merging some of the documents?** DDAP does not have specific requirements as to if the application is emailed as one merged document, or several separate documents.
12	**Please clarify the issue of leasing personal computers. This requirement is included under "Equipment," which is defined as $5,000 per unit or greater on pages 7-8 of the GIFA. However, most computers used in such projects would be technically be considered as "Supplies," which as defined on page 8 of the GIFA are under the $5,000/unit cost. Would computers obtained as a supply item be required to be leased?** Computers obtained as a supply item or as equipment are required to be leased. The purchasing of computers for the purpose of this grant initiative is not a priority of the Department.
13	**Please clarify what is being sought as sample reports under Section 9, "Reporting Requirements?"** Sample reports references the template the grantee will submit to DDAP monthly which lists the data outlined in section 9a of the funding announcement.
14	**Under Section 5d (page 5 of the GIFA) it states that "Services shall be provided directly by the Applicant." However, under Section 6, "Eligible Program Activities and Expenses," there are provisions for Consultant Services and Subcontract Services. Please clarify whether any services may be performed by consultants or subcontractors?** The applicant must be able to provide the services indicated in section 5d. However, the applicant is allowed to hire subcontractors and/or consultants to provide said services on behalf of the applicant organization.
15	**On page 8 of the GIFA, it states the budget is to be presented in three ways: Overall, Summary Year 1, and Summary Year 2. Does this apply to the Budget Template? Given the very limited page length allowed for the narrative, is it necessary to provide these three summaries in the Budget Narrative/Detail section?** The budget narrative shall be included in the 7-page maximum, however all other budget documentation (Overall, Summary Year 1, Summary Year 2) is located in Budget Template, Appendix C. Completion of the Budget Template, Appendix C is required in addition to the 7-page maximum and shall align with the Project Description and Budget Narrative/Detail.
16	**Are state agencies eligible under GIFA 20-01 - Employment Support Services and GIFA 20-02 - Family and Recovery Support Services?** State Agencies are not eligible under GIFA 20-01 and GIFA 20-02. There is already a funding mechanism in place for state agencies to receive funding.

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17	**Are there any other forms, aside from the cover page and the Budget Template, Appendix C pertaining to the application format? Otherwise, we will just submit all other documents in word format. Is this okay? For the DUNS Number and the SAM Registration, do you have any advice about how to get these?** Required elements of this grant application include: • 5-7-page narrative proposal (including project descriptions, work statement, and budget narrative) • Budget Template, Appendix C • Sample monthly data report template For more information on how to obtain DUNS and SAM Registration please visit the DDAP funding website at https://www.ddap.pa.gov/DDAPFunding/Pages/Federal-Application-Requirements.aspx.
18	**On page 5 of the GIFA, under paragraph 5b, instructions are given for the Work Statement. Could you please elaborate on what is being sought for each of "Objectives, Anticipated Results, and Impact?** A work statement is an outline which details the purpose of a project and describes the specific goals which shall be met in order to meet the purpose of the project. Objectives refers to the specific tasks the applicant will be completing to meet the goals of the project. Anticipated results refer to what the applicant believes will be accomplished as a result of their proposed project being completed. Impact refers to the effect the project will have on the community, the individual, various systems, and any other party.
19	**I have never submitted a grant to DDAP and see that we are to email the completed grant to this email address. Are there standardized forms for the different application sections that are required (Cover page, work statement narrative, narrative proposal description, budget narrative and budget template)? If so, can you direct me to where I can find these?** The only standard form provided by DDAP is the cover page and budget template, which can be found on the DDAP funding website at https://www.ddap.pa.gov/DDAPFunding/Pages/Funding-Opportunities.aspx
20	**Do we submit the grant via this e-mail or is there an online grant space for submission?** The grant application should be submitted to RA-DAGrantsMgmt@PA.GOV.
21	**Do you have to be a treatment provider to apply could you be a prevention provider?** You do not need to be a treatment provider to apply for this grant. Information about eligibility criteria is located on page one of the grant announcement under "Eligible Applicants."
22	**Are services to individuals with substance use disorder (SUD) – no primary OUD - allowed with this funding?**

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	This funding opportunity is available to provide services to individuals with OUD, and individuals with a history of opioid overdoses. Individuals with other SUD are eligible to receive services under this funding opportunity, but the individual must have a diagnosis of OUD. The OUD diagnosis does not need to be a primary diagnosis.
23	**Under the section "Project Description:" section e. "The Applicant shall demonstrate the capacity beginning on March 1, 2020 to provide the identified recovery and family support services. All personnel, systems, procedures and resources shall be in place to perform or assure delivery of all the services proposed under this grant. Does "All personnel, systems, procedures and resources shall be in place" mean that we must have everything needed to begin services on hand, prior to receiving notice that we were awarded the grant? We (and I am sure others) are unable to purchase supplies or create new subcontracts until we know we will be getting the grant.** Yes, the statement above means that the potential grantee must be able to provide said services starting on March 1, 2020. Note the verbiage "expansion" and "enhanced" - this grant opportunity is not to fund entirely new organizations and projects, rather is intended to expand and enhance existing projects.
24	**There are some cells in the budget that seem locked. How do I input information into the budget template?** Yes, there are some cells which are protected within the budget template. Most of the blue areas in the budget template are the areas where information should be entered and there are embedded formulas to calculate overall totals. There are descriptions on the first line within each section for clarification on what to provide in the section. Also, all information should be entered into budget details tab and will auto calculate within the overall and summary budget tabs.