



<b>Grant Initiative Funding Application (GIFA) Title:</b>	Regional Recovery Hubs
<b>GIFA Number:</b>	23-01(A)
<b>Due Date for Applications:</b>	Friday, May 12, 2023 by 12:00 p.m., Eastern Time.
<b>Application Submitted via email only to:</b>	Application shall be submitted via email to <a href="mailto:RA-DAGrantsMgmt@pa.gov">RA-DAGrantsMgmt@pa.gov</a> through Friday, May 12, 2023 by 12:00 p.m., Eastern Time.
<b>Anticipated Total Available Funding:</b>	Up to \$500,000 for fifteen (15) months.
<b>Estimated Number of Grant Awards:</b>	One (1) grant up to \$500,000 will be awarded.  Grant will be for Region 5 only:  Region 5: York, Adams, Franklin, Fulton, Bedford, Cumberland, Perry, Dauphin, Lebanon, Huntingdon, Mifflin, Juniata, and Blair Counties
<b>Length of Project Period:</b>	Beginning July 1, 2023 ending September 29, 2024, if funding is available.
<b>Eligible Applicants:</b>	Applicants shall be a nonprofit organization or governmental entity.  Department of Drug and Alcohol Programs (DDAP) licensed treatment providers who are a nonprofit organization shall demonstrate the ability to meet the deliverables of this GIFA separate and distinct from the clinical treatment services offered.  Eligible Applicants shall have a physical location within the region they are applying.  Prior Applicants of the 23-01 GIFA may apply for this funding opportunity.

<p><b>Questions:</b></p>	<p>Questions can be submitted via email to <a href="mailto:RA-DAGrantsMgmt@pa.gov">RA-DAGrantsMgmt@pa.gov</a> through Friday, April 28, 2023 by 12:00 p.m., Eastern Time.</p> <p>All questions shall include the specific section of the GIFA about which the potential applicant is questioning.</p> <p>Questions and answers will be posted to the DDAP website Friday, May 5, 2023 by 12:00pm Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>
<p><b>PROJECT SUMMARY:</b></p> <p>DDAP is supporting a Recovery-Oriented-System of Care (ROSC) by establishing a Recovery Hub and Spoke model. Nine (9) Regional Recovery Hubs will be established to work in partnership with recovery community leaders to conduct ongoing needs assessment through surveys and focus groups and provide technical assistance to organizations providing recovery supports that will enhance and promote recovery within each region. Community driven services will serve as the Spokes.</p>	

**Submission Instructions and Format Requirements for Applications:**

Applicants are advised to print and review this document and refer to it while completing an application.

**Due Date** – All applications shall be submitted electronically through DDAP’s resource account no later than Friday, May 12, 2023 by 12:00 p.m., Eastern Time. Note: DDAP is available to assist with application submission confirmations until 12:00 p.m., Eastern Time on Friday, May 12, 2023. If an application submission confirmation is desired, Applicant shall request submission confirmation to the DDAP resource account by email at: [RA-DAGrantsMgmt@pa.gov](mailto:RA-DAGrantsMgmt@pa.gov).

**Submission** – Late submissions will not be accepted regardless of the reason. Applicant shall be able to demonstrate the application had been submitted by the required timeframe, if there is any dispute.

**Evaluation** – All applications will be competitively reviewed and scored. Applications will be evaluated on the basis of the Applicant’s adherence to the funding announcement guidelines, conformance to DDAP’s application requirements and timely submission to DDAP.

**Application Format** – Applications shall include two separate documents only:

The first document shall be a portable document format (PDF). The PDF document format shall be as follows:

- DDAP Applicant Cover Page;
- Project Description;
- Budget Narrative;
- Reporting Requirements;
- Project Sustainability; and
- Diverse Populations Engagement.

The second document shall be in the exact form of the Budget Template, Appendix C. It is strongly preferred that applicants submit the Budget template in the Excel format which was posted on the DDAP website for this funding opportunity. The Budget Template shall contain the Overall Summary, Summary for each year and Budget Details for each year.

Applicants shall follow the format as described above to successfully apply and compete for this funding announcement. Applications which do not meet all of the above listed application format requirements may be administratively rejected.

Note: The Applicant Cover Page and, Budget Template, Appendix, C are not counted in the minimum of 5 pages and maximum of 8 pages limit.

**Administrative Rejection** – Applications which do not meet all the listed requirements in this funding announcement may be administratively rejected.

**Corrections** – After the review committee has been completed their scoring, DDAP may return an application for corrections as part of the Grant Agreement preparation process. The final application (including all corrections and required documents) shall be returned to and approved by DDAP for the requested funding to be awarded.

**Non-supplantation** – Funding shall not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. DDAP funding is to be used in addition to other funds that are made available for services.

## **GRANT INITIATIVE GUIDELINES**

### **1. OVERVIEW**

Pennsylvania is experiencing the worst overdose crisis in its history. DDAP has responded to this epidemic with a variety of strategies aimed at reducing stigma, intensifying primary prevention, strengthening treatment systems, and empowering sustained recovery.

To further its strategic goal of empowering sustained recovery, DDAP will create nine (9) Regional Recovery Hubs throughout Pennsylvania that will work to embed, expand, and promote a ROSC in each region. Each Regional “Hub” will support community-driven services that will serve as “Spokes.” Each Hub will provide technical assistance and collaborate with a variety of community entities, sectors, and systems to enhance a recovery-supportive community and facilitate recovery support service delivery.

### **2. FUNDING AVAILABILITY**

Applicants can submit a grant application for an amount up to \$500,000 for a 15-month period. Award amounts will be dependent upon applicants meeting the defined criteria of this solicitation, amount of funds being requested, and the amount of available funds to be awarded.

### **3. PROJECT DATES**

Contingent upon the availability of state and federal funds and the receipt of qualified applications, the term of the project will commence on July 1, 2023, and end on September 29, 2024.

### **4. ELIGIBLE APPLICANTS**

All Applicants shall have the capacity to provide technical assistance to the recovery community and organizations providing recovery supports within the region(s) for which they are applying, collaborate with a variety of community entities, sectors, and systems to enhance a recovery-supportive community, facilitate service delivery, educate and raise public awareness about recovery from substance-use-disorders, as well as conduct ongoing Regional Recovery Support Needs Assessment Surveys or focus groups.

Eligible applicants will need to have a physical location within the region they are applying.

### **5. APPLICATION REQUIREMENTS**

Applicant shall provide a Project Description that includes the information delineated below which is a minimum of 5 pages and a maximum of 8 pages (single sided, single spaced, Times New Roman, font size 12, with narrative pages numbered). The Applicant shall follow all the submission instructions and format requirements for applications to successfully apply and compete for this funding announcement.

## **Project Description:**

- a. The Applicant shall include a detailed plan describing the ability to serve as a Regional Recovery Hub for the purpose of carrying out the following activities:

### **Needs Assessment**

- Conduct an initial Needs Assessment for recovery support services in the region the applicant is applying. The Needs Assessment will include an estimate of individuals in need of recovery support services, an analysis of the availability and accessibility of recovery support services, an analysis of gaps in coverage of recovery support services, and a prioritized list of needs in rank order of importance or concern to be delivered in a report to DDAP.

### **Strategic Planning and Implementation**

- Develop and execute a strategic partnership plan that identifies strategies to partner with organizations with the goal of leveraging those partnerships for the growth of recovery support services within the region. Examples of these types of partner organizations include recovery, community-based, treatment, payors, and local government. This plan will recognize the importance of supporting multiple pathways to and through recovery and will seek to promote recovery services in areas including peer support, family support, self-care, holistic practices, clinical treatment, medication-assisted recovery, and faith-based approaches. This plan will identify potential payor groups in the region to engage in discussions on funding recovery support services – and potential data elements that prove the effectiveness of services. DDAP will approve this strategic partnership plan prior to execution.
- Develop and execute a strategic plan to increase regional recovery support workforce capacity and expertise through training and education. DDAP will approve this workforce strategic plan prior to execution.

### **Technical Assistance**

- Provide technical assistance to recovery organizations within the region in programmatic functions including the development of recovery support services and recovery institutions. Examples of these types of recovery support services and institutions include recovery community centers, recovery cafes, recovery ministries, recovery-focused employment programs, and recovery-focused prison re-entry programs.
- Provide technical assistance to recovery organizations within the region in administrative and operational functions including grant writing needs, contract negotiating, data collection and reporting, and billing/accounting systems.

### **Celebration and Community**

- Host at least one regional recovery celebration.

- b. The Applicant shall demonstrate the capacity beginning on July 1, 2023.
- c. The Applicant shall explain its plan to collaborate with a Regional Equity Coalition once established under DDAP *Recovery Rising* plan.
- d. The Applicant shall describe any existing supportive relationships it has with other community entities (e.g. recovery, community-based, treatment, payors, local government, etc.).
- e. The Applicant shall explain its plan to collaborate with Health Choices Managed Care Organizations, Single County Authorities and local treatment, prevention, and intervention providers to assist qualified individuals in obtaining recovery support services.
- f. The Applicant shall operate a program which meets all applicable federal and state confidentiality laws and provide a summary how the Applicant will adhere to these laws.
- g. The Applicant may submit other valid data or information to support this application.

**Budget Narrative:**

The budget narrative shall be included in the 8-page maximum. This budget narrative shall provide accurate budget details and clearly explain the relationship between the budgeted costs and the proposed project. The budget narrative shall provide a justification for all the costs and figures submitted in the Budget Template, Appendix C.

**Reporting Requirements:**

The Applicant shall provide a detailed description outlining its capacity to measure and report effectiveness of the services provided under this grant. The Applicant shall include an explanation of how it will gather data and submit reports required by section 9. If applicable, specify and justify any additional measures or instruments the Applicant plans to utilize.

**Project Sustainability:**

The Applicant shall explain, in detail, if and how it will continue to support the project implemented in conjunction with this initiative after the awarded grant funds expire. If Applicant has a viable sustainability plan which involves partnerships with other entities, the application shall include letters of support from those partners indicating their willingness to accept some or all financial responsibility for the continuation of the project post grant funds. The sustainability plan shall include:

- a. How ongoing support for this program will be generated and maintained;
- b. How commitments from key stakeholders necessary for successful sustainability of the program will be established; and
- c. Sources of financial support once grant funding expires.

**Diverse Population Engagement:**

The Applicant shall describe their engagement with diverse populations including Black, Indigenous, and People of Color (BIPOC), LGBTQ + and persons with disabilities and provide detailed information about how the project will engage, provide access to, and elevate the equity and inclusion of these diverse populations.

**Budget Template:**

Completion of the Budget Template, Appendix C is required in addition to the 8-page maximum and shall align with the Project Description, and Budget Narrative. This Budget Template, Appendix C, is the Excel document which was posted on the DDAP website for this funding opportunity. The Budget Template document shall contain the Overall Summary, Summary for each year and Budget Details for each year.

**6. ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES**

All expenses shall be described and justified in the Budget Narrative/Detail and correspond to the Budget Template, Appendix C provided. DDAP has approval of all final budgets. Each cost shall be a separate line item and include the itemization/calculation. The following are examples of expenses that directly support this grant initiative funding application:

- a. Personnel Services: This budget category shall identify each position by job title, hourly rate, and number of hours allocated to the project. Fringe benefits are to be shown as a separate line item by percentage and shall include a detailed listing of the benefits being covered.
- b. Consultant Services: This budget category shall identify the services to be provided by each consultant including hourly rate and number of hours to be utilized under this grant. Identify services to be provided. Do not name the consultant(s) that will be retained. An individual who provides professional or services for a fee, but normally not as an employee of the engaging party. The term “consultant” also includes a firm which provides paid professional advice or services.
- c. Subcontract Services: This budget category shall identify the services to be provided by each subcontractor under this grant. Identify services to be provided. Do not name subcontractor to be retained.
- d. Client Services: This budget category shall reflect funding dedicated for patient services. Transportation costs to connect an individual to their employment or employment support services within the Commonwealth of Pennsylvania is an allowable expense. There will be no funding for this section.
- e. Equipment: This budget category shall reflect the actual or projected cost of any equipment which is \$5,000/unit or greater necessary for the direct execution of the project. Identify equipment, the quantity and unit cost.
- f. Supplies: This budget category shall reflect expected costs for general office supplies.

Identify supplies in general terms. Equipment items under \$5,000-unit cost shall be listed here. All personal computers under \$5,000-unit shall be considered as office supplies.

- g. Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels, and subsistence for staff personnel. Mileage between sites for staff personnel is an allowable expense.
- h. Other Costs: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as postage, telephone, printing, outreach, and indirect costs (overhead, general and administrative). Indirect rates cannot exceed the providers Federally approved indirect cost rate schedule. There are no caps to the Federal rate. If the provider does not have a Federally approved indirect rate, then they may use the de minimis rate which is 10% of modified total direct costs. In the description area under “Other Cost” include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for within this grant.

Funding shall not be used to supplant/replace federal, state, or local funds that would otherwise be available to provide for program-related services. DDAP funding is to be used in addition to other funds that are made available for services.

Awards will be through a grant agreement between the Applicant and DDAP.

The anticipated Grant Agreement term is July 1, 2023 to September 29, 2024. The overall 15-month budget for the application shall not exceed \$500,000 and shall be paid by monthly invoices on a cost reimbursement basis. The budget shall contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary July 1, 2023 to September 29, 2024:	\$500,000
Summary Year 1 July 1, 2023 to June 30, 2023:	\$400,000
Summary Year 2 July 1, 2024 to September 29, 2024:	\$100,000

## 7. INELIGIBLE EXPENSES

The following are ineligible expenses through this grant initiative funding application:

- a. Expenses related to the provision of substance use disorder treatment services;
- b. Capital expenditures for purchases and/or improvements to land, building or equipment which materially increase their value or useful life, i.e., “Bricks and Mortar;”
- c. Construction upgrades and remodeling;
- d. Fixed Assets of \$5,000 or above (fixed assets include furniture, equipment, computers, etc. which have a life of more than one year);
- e. Cash payments directly to the intended recipients of the services;
- f. Expenses related to any start-up costs; and
- g. Costs incurred prior to the official start date of the award.
- h. Direct Recovery Support Services.



## 8. STANDARDS FOR FINANCIAL MANAGEMENT

All grant award recipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR Part 75. The financial systems shall enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system shall also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

These funds shall retain their award-specific identity. The funds may not be commingled with state funds or other federal funds. [“Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.] Nor shall these funds supplant, in any way, current state or federal funds for already existing services.

## 9. REPORTING REQUIREMENTS

All grant applications shall include a detailed outline of the Applicants ability to collect required information and submit reports in a timely manner to DDAP. Sample reports (which are not included in the 8-page narrative maximum) shall be included with grant application to include the following information:

- a. Data Reports. The Applicant shall submit quarterly reports by October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup>, and July 15<sup>th</sup> of each calendar year to DDAP to include the following information:
  - Number of organizations that provide recovery support that are located in the region;
    - Include how many organizations were newly engaged within this reporting period;
    - Include how many organizations are BIPOC-led;
  - Number organizations for which technical assistance was provided;
  - Number of many organizations were newly engaged within this reporting period;
  - Number of BIPOC, LBGTQ, and persons with disabilities organizations engaged with diverse populations including Black, Indigenous, and People of Color (BIPOC), LBGTQ + and persons with disabilities engaged;
  - Number of new employers with whom your organization worked in workforce development (include specific names of employers);
  - Number of training sessions provided to organizations that provide recovery supports;
  - Number of educational trainings provided to Employers, medical community, and law enforcement entities;
  - Types of workforce organizations engaged to recruit, hire, and retain individuals;
  - Number of recovery events held; and

- Additional financial or data reports which are requested by DDAP or required for federal reporting requirements, and any other such reports as DDAP may request.
- b. Annual Report. The Applicant shall submit an annual report by July 15<sup>th</sup> of each calendar year during the grant agreement. The report shall include the following information:
- Overall Summary: This section shall be a brief description of the project, counties served, individuals served, key changes in programming and/or staffing, and other information the Applicant believes is important for DDAP to understand regarding the project.
  - Outcomes: This section shall list what measurable outcomes did the Applicant establish for this project, what indicators did the Applicant use to measure performance, what extent did the project achieve the projected outcomes, if multiple projects exist, report outcomes for each individual project.
  - Barriers: This section shall discuss the challenges the Applicant faced during the project and what actions did the Applicant take to address these challenges.
  - Total Expenditures: This section shall provide a final expenditure report for the project during the proceeding federal fiscal year.
  - Future Implications: This section shall indicate what impact does the Applicant think this project has had to date, what are the lessons the Applicant learned from undertaking this project, what are some success stories and what can the Applicant do to improve the project for future years.
- c. Problem Identification Report. When the need arises or as required by the DDAP, complete a Problem Identification Report. This report shall describe each problem area and its impact. The report shall list different solutions for each problem area with advantages and disadvantages of each and include Applicant recommendations with supporting rationale.

## 10. COMMONWEALTH USE

All material submitted shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Commonwealth's option. Notwithstanding any Applicants' copyright designations contained on proposals, the Commonwealth shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

## 11. INCORPORATED DOCUMENTS

Any Applicant awarded funds under this GIFA shall agree to the Standard General Terms and Conditions in the Grant Agreement. The link for the Standard General Terms and Conditions is listed below. The document is listed under the Procurement section.

<https://www.ddap.pa.gov/Professionals/Pages/Procurement.aspx>

## **12. ADVERTISING**

In submitting its application, Applicants, consultants, and subcontractors agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of DDAP.

## **13. AWARDS**

All Applicants will receive official written notification of the status of their application from DDAP. Unsuccessful applicants may request a debriefing. This request shall be in writing and be received by the Division Chief, Specialty Grants Division within ten (10) calendar days of the written official notification of the status of the application. The Division Chief, Specialty Grants Division or designee, will determine the time and place for the debriefing. The debriefing will be conducted by the Division Chief, Specialty Grants Division, or designee. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application. Any written notice to DDAP shall be sufficient if mailed to:

Department of Drug and Alcohol Programs  
Attention: Division Chief, Specialty Grants Division  
2601 North 3<sup>rd</sup> Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17110

The Pennsylvania Department of Drug and Alcohol Programs is an equal opportunity employer.

**DDAP APPLICANT COVER PAGE**

<b>List the one Region Number (1-9) for which the Applicant is applying:</b>	Region Number ____
<b>Address of Physical location within the Region for which the Applicant is applying:</b>	
<b>Name of Applicant:</b>	
<b>Address of Applicant:</b>	
<b>Telephone of Applicant:</b>	
<b>Email Address of Primary Contact of Applicant:</b>	
<b>Applicant Status:</b>	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit
<b>Federal Tax Identification Number:</b>	
<b>Applicant Financial Reporting Year:</b>	Month _____ through _____
<b>Name, Position, and Contact Information of person directly responsible for implementation of this initiative:</b>	
<b>Name of Program(s):</b>	
<b>Applicant Service Delivery Site(s):</b>	
<b>Counties to be Serviced by this Grant Funding:</b>	
<b>Total Budget Amount Requested:</b>	
<b>SAP Vender Number:</b>	
<b>Unique Entity Identifier (UEI):</b>	
<b>System of Award Management (SAM) Active Date:</b>	
<b>Are there any trade secrets within the documents submitted by the Applicant?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.
<b>Additional Applicant Notes:</b>	