

# Pennsylvania

## Department of Drug and Alcohol Programs

<b>Grant Initiative Funding Application (GIFA) Title:</b>	Community Recovery Support Services
<b>GIFA Number:</b>	19-02
<b>Due Date for Applications:</b>	October 3, 2019 by 5:00 p.m.  Late applications will not be accepted regardless of the reason.
<b>Application Submitted via email only to:</b>	Application shall be submitted via email to <a href="mailto:RA-DADDAPPROCUREMENT@PA.GOV">RA-DADDAPPROCUREMENT@PA.GOV</a> through October 3, 2019 by 5:00pm. Late submissions will not be accepted for any reason. Applicant must be able to demonstrate the application has been submitted by the required timeframe, if there is any dispute.
<b>Anticipated Total Available Funding:</b>	Up to \$2,000,000 annually for (1) one year.
<b>Estimated Number of Grant Awards:</b>	Approximately four (4) to eight (8) grants of \$250,000 to \$500,000 each will be awarded.
<b>Length of Project Period:</b>	One (1) year and the possibility of one (1) year renewal option, if funding is available.
<b>Eligible Applicants:</b>	Entity must be an entity with a capacity to deliver services to individuals in recovery.  Single County Authorities (SCAs) are not eligible to apply under this funding announcement.
<b>Questions</b>	Questions can be submitted to <a href="mailto:RA-DADDAPPROCUREMENT@PA.GOV">RA-DADDAPPROCUREMENT@PA.GOV</a> through September 20, 2019 by 5:00 p.m. Questions and answers will be posted to the website by September 27, 2019.  Department of Drug and Alcohol Programs (DDAP) will not accept <u>any</u> phone calls regarding this funding opportunity.

**PROJECT SUMMARY:**

DDAP is accepting applications for Recovery Community Organizations (RCOs) who will expand or enhance recovery support services to individuals with an opioid use disorder (OUD). Such services include the delivery of recovery coaching through Certified Recovery Specialists (CRS), telephonic supports, the provision of education and employment supports, e.g. job coaching, resume writing, engagement in GED services, additional life-skills support groups and delivery of substance-free social activities, etc. It is the expectation that such RCOs embrace individuals seeking services regardless of their recovery pathway.

# **GRANT INITIATIVE GUIDELINES**

## **1. OVERVIEW**

Pennsylvania has been experiencing the worst overdose crisis in recent history. There are efforts currently underway to respond to this crisis by preventing and responding to OUD overdose and to increase opportunities for formalized treatment services for individuals. DDAP desires to enhance the opportunities RCOs to become established or for existing RCOs to enhance their delivery of recovery supports to individuals initiating or maintaining their recovery process. These recovery supports shall be available within the community and provided primarily by individuals who themselves are engaged in the recovery process.

## **2. FUNDING AVAILABILITY**

Applicants can submit a grant application for an amount up to \$500,000 annually.

## **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 October 1, 2019 and end on September 29, 2020 with the possibility of one (1) year renewal option, if funding is available.

## **4. ELIGIBLE APPLICANTS**

All eligible Applicants must be able to provide direct support services to any individuals with an OUD who present for support services. Applicants must be existing RCOs wishing to enhance or expand services directly to individuals or newly established RCOs which can fully meet the grant expectations. Applicants that cannot meet this requirement will not be considered.

## **5. APPLICATION REQUIREMENTS**

Applicant must provide a narrative proposal to include the project description that includes the information delineated below and budget narrative which is a minimum of 7 pages and a maximum of 10 pages (single sided, Times New Roman, font size 12, with narrative pages numbered).

### **Project Description:**

All grant applications must include, at a minimum, a detailed plan describing the creation or enhancement of RCO services delivered directly to individuals with a diagnosis of an OUD or to individuals with a demonstrated history of opioid overdose problems:

- a. The Applicant shall provide a Statement of Need for support services in their geographic area. The Statement of Need shall, at a minimum:

- Include prevalence rates or incident data of OUD and indicate the lack of current resources for this population;
- Identify support services available to include the number of staff (volunteer or paid) delivering support services;
- Hours of operation for support service delivery;
- Number of individuals being served;
- Current gaps in recovery support services and any specific remedies; and
- Plans for substantiating support services and any identified needs.

Applicants may submit other valid data, as appropriate to support this application.

- b. The Applicant shall include the total number of individuals with an OUD to be served for the duration of the project with an anticipated number to be served monthly. Applicant shall include the types and amounts of support services the Applicant will provided on a monthly basis.
- c. Services must be provided directly by the Applicant. The recovery support services for individuals with OUD shall include but not be limited to:
  - Outreach and engagement of individuals with an OUD in need of recovery support service;
  - Expansion or initiation of support services provided within a community setting;
  - Recovery Coaching and mentoring through CRSs;
  - Telephonic recovery support services;
  - Provision of Life-skill groups including but not limited to:
    - Education and Employment Support;
    - Budgeting and Household Management; and
    - Parenting.
  - Transportation/ride-sharing;
  - Referral to appropriate clinical services through the local SCA/Treatment Provider as appropriate;
  - Coordinate with the local SCA or treatment provider for assessment and/or provision of treatment services; and
  - Provision or coordination of sober social events and activities.
- d. The Applicant shall demonstrate the capacity beginning on October 1, 2019 to provide the identified expansion or enhanced support services to individuals with OUD. All personnel, systems, procedures and resources must be in place to perform or assure delivery of all the services proposed under this grant.
- e. The Applicant must explain its process and methods for increasing awareness and availability of support services provided by the Applicant.
- f. The Applicant shall explain how individuals become engaged in support services, how eligibility for support services is determined, and any eligibility restrictions.

- g. The Applicant shall describe any supportive relationships the RCO has with other community entities.
- h. The Applicant shall operate a program which meets all applicable federal and state confidentiality laws and the Health Information Portability and Accountability Act (HIPAA) requirements and provide a summary how the Applicant will adhere to these laws.
- i. The Applicant shall explain its plan to collaborate with the SCA and local treatment providers to assist qualified individuals in obtaining recovery support services delivered by the RCO.
- j. The application shall include a listing of additional resources and adjunct services currently available in the community which will strengthen proposed initiative and assist the individuals served.
- k. 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 partnership with other entities, the application must include letters of support from those partners indicating their willingness to accept some or all financial responsibility for the continuation of this project post grant funds. The sustainability plan must include:
  - How ongoing support for this program will be generated and maintained;
  - How commitments from key stakeholders necessary for successful sustainability of the program will be established; and
  - Identify sources of financial support once grant funding expires.
- l. The Applicant shall provide a detailed description outlining its capacity to measure and report effectiveness of the services provided under this grant. The Applicant must provide an explanation how it will gather data and submit reports required by section 9. If applicable, the Applicant must specify and justify any additional measures or instruments the Applicant plans to utilize.

**Budget Narrative/Detail:**

The budget narrative shall be included in the 10-page maximum. It must provide a justification for the costs and figures submitted in the Budget Template, Appendix C-1. Completion of the Budget Template, Appendix C-1 is required in addition to the 10-page maximum and must align with the Project Description and Budget Narrative.

**6. ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES**

All expenses must be described and justified in the Budget Narrative/Detail and correspond to the Budget Template, Budget Appendix C-1 provided. DDAP has approval of all final budgets.

Each cost must 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;
- b. Consultant/Subcontracted Services, if applicable;
- c. Patient Services - including supplemental or adjunct services;
- d. Supplies/Equipment – equipment under \$5,000 necessary for the direct execution of the project;
- e. Travel;
- f. Other Costs – as contained in the Budget Template, Appendix C-1;
- g. Indirect (Facilities and Administration) Costs;
  - Current approved federally negotiated indirect cost rate or
  - Cost allocation plan or
  - Indirect cost proposal with a defined indirect cost rate.

Grant funds must be used to supplement and not supplant existing funds to provide recovery support services.

## **7. INELIGIBLE EXPENSES**

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

- a. Expenses related to the provision of SUD or OUD 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 \$5000 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.

## **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 must 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, unobligations balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

These funds must 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 must include a detailed outline of the grantee’s ability to collect required information and submit reports in a timely manner to the Department. Sample reports (which are not included in the 10-page narrative maximum) must be included with your grant application to include the following information:

- a. Data Reports. The Applicant shall submit monthly reports beginning October 31, 2019 to DDAP to include, at a minimum, the following information:
  - Number individuals receiving support services per month;
  - Types and number of services received per individual;
  - Length of engagement for each individual in each support services;
  - Outcome measures as determined by the program but to include at least:
    - Average length of engagement in a recovery support service;
    - Percentage abstinent at time of engagement;
    - Percentage abstinent at closure of the specific support service;
    - Participant satisfaction with service delivery as determined by post service satisfaction survey;
    - Other measures as determined/identified in proposal.
  - Completion of data elements as required by the Government Performance and Results Act (GPRA) at intake, six months, and discharge.
  - The grant Applicant shall submit any additional financial reports which are deemed necessary by DDAP or required for federal reporting requirements, and any other such reports as DDAP may require.
  
- b. Problem Identification Report. When the need arises or as required by the Department, complete a Problem Identification Report. This report shall describe problem areas and its impact. The report shall list different choices 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 must 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>