

<b>Grant Initiative Funding Application (GIFA) Title:</b>	Employment Support Services
<b>GIFA Number:</b>	21-02
<b>Due Date for Applications:</b>	Monday, May 17, 2021 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 Monday, May 17, 2021 by 12:00 p.m., Eastern Time
<b>Anticipated Total Available Funding:</b>	Up to \$2,700,000 for eighteen (18) months.
<b>Estimated Number of Grant Awards:</b>	Five (5) to eight (8) grants of up to \$400,000 each will be awarded.
<b>Length of Project Period:</b>	Beginning October 1, 2021 ending on March 14, 2023, if funding is available.
<b>Eligible Applicants:</b>	<p>Applicant shall have the capacity to provide employment support services to individuals in recovery from Substance Use Disorder (SUD). In addition, the Applicant shall provide services and support to employers who seek to hire and subsequently employ individuals in recovery from SUD.</p> <p>Department of Drug and Alcohol Programs (DDAP) licensed treatment providers are eligible to apply. However, licensed treatment providers shall be able to demonstrate that the employment support services are a separate service from the clinical programming offered under their license.</p> <p>Single County Authorities (SCAs) are not eligible to apply under this funding announcement. A Funding Initiative Announcement (FIA) is the process for additional funding opportunities to the SCAs.</p> <p>Existing GIFA 20-01 – Employment Support Services grantees are eligible to apply for this funding announcement.</p>

<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 Monday, May 3, 2021 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 Monday, May 10, 2021 by 12:00 p.m. 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 accepting applications from entities with the capacity to deliver employment support services to individuals in recovery from SUD seeking to enter the workforce. Employment support services under this project include but are not limited to: vocational assessments, resume writing, interviewing skills, job placement, and transportation assistance related to employment. Applicants shall identify at least one employer partner that is committed to providing employment opportunities to individuals in recovery from SUD.</p>	

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

**Due Date** – All applications shall be submitted electronically through DDAP’s resource account no later than Monday, May 17, 2021 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 Monday, May 17, 2021. 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.

**Completeness** – Applications that do not meet all of the listed requirements in this funding announcement may be administratively rejected.

**Scoring** – All applications will be competitively reviewed and scored. Applications will be scored based on the Applicant’s adherence to the funding announcement guidelines, and a timely submission to DDAP.

**Corrections** – If an application is returned by DDAP for corrections, the final application (including all corrections and required documents) shall be returned to and approved by DDAP in order for the application to be awarded.

**Application Format** – Applicants shall follow the format as described below to successfully apply and compete for this funding announcement. The format shall be as follows:

- Applicant Cover Page;
- Project Description;
- Work Statement Narrative Description;
- Budget Narrative; and
- Budget Template, Appendix C

Note: The Applicant Cover Page, Budget Template, Appendix, C are not counted in the minimum of 5 pages and a maximum of 7 pages limit.

## **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 in a variety of ways: by preventing and responding to opioid overdose, increasing opportunities for evidence-based treatment services for individuals with SUD, and eliminating a variety of barriers faced by individuals seeking treatment and recovery from SUD. DDAP recognizes a vital part of recovery for individuals with SUD is participating in activities which provide purpose and structure to their daily lives.

DDAP desires to identify organizations committed to helping individuals in recovery from SUD develop skills to locate and maintain employment and connecting these individuals to meaningful employment. DDAP is also looking to increase the number of employers in the Commonwealth who are willing to employ individuals in recovery from SUD.

### **2. FUNDING AVAILABILITY**

Applicants can submit a grant application for an amount up to \$400,000 for an 18-month period. Award amounts and number of awards shall be dependent upon number of applications received, 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 October 1, 2021 and end on March 14, 2023.

### **4. ELIGIBLE APPLICANTS**

All Applicants shall be able to provide employment support services and connect individuals in recovery from SUD to employers. Applicants can be any entity including but not limited to: employment services providers, treatment providers, faith-based groups, private organizations, Recovery Community Organizations (RCOs) and treatment courts. DDAP-licensed treatment providers who can demonstrate an employment support service separate from the clinical programming offered under their DDAP license can apply for this GIFA. Applicants who cannot meet this requirement will not be considered.

## 5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal to include the project description that includes the information delineated below and budget narrative which is a minimum of 5 pages and a maximum of 7 pages (single sided, Times New Roman, font size 12, with narrative pages numbered).

### **Project Description:**

All grant applications shall include, at a minimum, a detailed plan describing the creation or enhancement of employment support services. In addition, the Applicant shall outline a plan for connecting individuals in recovery from SUD with supportive employment opportunities.

- a. The Applicant shall provide a Statement of Need for employment support services in their geographic area. The Statement of Need shall, at a minimum:
  - Include prevalence rates or incident data of SUD and indicate the lack of current resources for workplaces and employment support services for individuals in recovery from SUD; and
  - Identify current gaps in workplaces and employment support services and need for specific remedies.

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

- b. The Applicant shall provide a two-page work statement narrative description addressing the following topics (within the 5-page minimum and 7-page maximum pages requirement).
  - The work statement shall not exceed two pages in length and shall include the following:
    - Title of the project;
    - Objectives to be addressed with this grant funding;
    - Brief Summary;
    - Outline of anticipated results; and
    - Impact of the project.
- c. The Applicant shall include the total number of individuals in recovery from SUD 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 employment support services activities the Applicant will provide on a monthly basis.
- d. Services shall be provided by the Applicant and shall include but are not limited to the following:
  - Outreach and engagement of individuals in recovery from SUD in need of employment support services and employment; and

- Establishment of a relationship with at least one employer who is willing to employ individuals in recovery from SUD.
- e. The Applicant shall provide employment support services to individuals in recovery from SUD to enhance their ability to obtain and retain employment:
- Resume and cover letter development;
  - Communication skills training;
  - Vocational assessments;
  - Time management skills;
  - Budgeting and financial management skills;
  - Customer service training;
  - Job retention approaches;
  - Networking skills;
  - Application and interview assistance, including mock interviews;
  - Connection to employment resources;
  - Job placement with employers willing to employ individuals in recovery from SUD;
  - Coordination with local treatment and recovery support service organizations;
  - Coordination of transportation and/or ride-sharing related to employment and employment support services; and
  - Consideration of a mentoring program such as traditional mentoring, peer mentoring, professional networking, group mentoring, virtual mentoring or cross-generation mentoring.
- f. The Applicant shall provide services and supports to employers to develop and/or maintain a workplace open to individuals in recovery from SUD:
- Assisting employers in developing policies and procedures;
  - Opening the hiring process to individuals in recovery from SUD;
  - Educating and training employers/managers to support and assist individuals in recovery from SUD;
  - Informing employers on proper accommodations for individuals in recovery from SUD;
  - Educating and training human resources personnel in the workplace environment about individuals in recovery from SUD; and
  - Implementing effective and affordable workplace accommodations for individuals in recovery from SUD.
- g. The Applicant shall demonstrate the capacity beginning on October 1, 2021, to provide the identified expansion or enhanced support services to individuals in recovery from SUD. All personnel, systems, procedures and resources shall be in place to perform or assure delivery of all the services proposed under this grant.

- h. The Applicant shall explain its process and methods for increasing awareness and availability of employment workplace and employment support services for individuals in recovery from SUD.
- i. The Applicant must describe their current 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 and provide access to these diverse populations.
- j. The Applicant shall explain how individuals become engaged in employment support services, how it will determine eligibility for employment support services, and any eligibility restrictions.
- k. The Applicant shall describe any cooperative relationships it has with other community entities.
- l. 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.
- m. The Applicant shall explain its plan to collaborate with employers, community organizations, RCOs, SCA and local treatment providers to assist qualified individuals in obtaining employment and /or employment support services.
- n. 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.
- o. 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 shall 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 shall 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.
- p. 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 provide an explanation how it will gather data and submit reports required by Section

9. If applicable, the Applicant shall specify and justify any additional measures or instruments the Applicant plans to utilize.

**Budget Narrative:**

The budget narrative shall be included in the 7-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.

**Budget Template:**

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.

**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. Patient 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.
- 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 October 1, 2021 to March 14, 2023. The overall 18-month budget for the application shall not exceed \$400,000 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 October 1, 2021 to March 14, 2023	\$400,000
Summary Year 1 October 1, 2021 to June 30, 2022	\$200,000
Summary Year 2 July 1, 2022 to March 14, 2023	\$200,000

**7. INELIGIBLE EXPENSES**

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

- a. Expenses related to the provision of SUD 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. DDAP is not liable for costs incurred prior to the official start date of the award.

## 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, unobligations 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 the Department. Sample reports (which are not included in the 7-page narrative maximum) shall be included with grant application to include the following information:

- a. Data Reports. The Applicant shall submit monthly reports beginning November 1, 2021 to DDAP to include, at a minimum, the following information:
- Number of individuals in the program with demographics such as age, gender, race, and ethnicity;
  - Number of individuals retaining employment for at least 3 months;
  - Number of individuals retaining employment for at least 6 months;
  - Number of participants reporting an overall improvement in the quality of their recovery;
  - Number of employers recruited per month (to include specific names of employers);
  - Number of trainings provided to employers on topics/issues related to employment of individuals with SUD;
  - Number of employers adopting policies and procedures specific to employment of individuals with SUD;
  - Types of employment supports services provided to employers to recruit, hire, and retain individuals in recovery per month;
  - Types of employment support services offered to participants;
  - Types of employment obtained by participants; and

- 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. Annual Report. The Applicant shall submit an annual report by March 15 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 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, consultant or subcontractor 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.

**APPLICANT COVER PAGE**

<b>Name of Applicant:</b>	
<b>Address of Applicant:</b>	
<b>Telephone of Applicant:</b>	
<b>Email Address of Primary Contract of Applicant:</b>	
<b>Applicant Status:</b>	( ) Public ( ) Private ( ) Non-Profit ( ) 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 Funding Announcement:</b>	
<b>Total Budget Amount Requested:</b>	
<b>SAP Vender Number:</b>	
<b>Data Universal Numbering System (DUNS) Number:</b>	
<b>System of Award Management (SAM) Active Date:</b>	
<b>Additional Applicant Notes:</b>	