



Grant Initiative Funding Application (GIFA) Title:	Pennsylvania's Recovery Housing Program
GIFA Number:	22-01
Due Date for Applications:	Application period will be open until the availability of funding is exhausted.
Application Submitted via email only to:	Application shall be submitted via email to RA-DAGrantsMgmt@pa.gov until the availability of funding is exhausted.
Anticipated Total Available Funding:	Up to \$1,024,000 until the availability of funding is exhausted.
Estimated Number of Grant Awards:	Approximately twenty-two (22) to twenty-five (25) grants up to \$50,000 each will be awarded. The Department of Drug and Alcohol Programs (DDAP) reserves the right to increase or decrease awards based on availability and eligibility for the funding.
Length of Project Period:	Beginning July 1, 2022 ending on June 30, 2023 if funding is available.
Eligible Applicants:	<p>All eligible Applicants shall be any entity registered with the Pennsylvania Department of State which is able to provide recovery housing for individuals recovering from SUD according to Act 59 of 2017 and any subsequent regulations thereafter.</p> <p>All eligible Applicants will need to become licensed by DDAP as a Drug and Alcohol Recovery House as defined in Section 2311-A of the Administrative Code of 1929 (71 P.S § 613.11) to be reimbursed under this funding opportunity.</p> <p>All eligible Applicants shall be able to provide individuals recovering from SUD with a safe and supportive drug and alcohol-free environment which may include peer support and other recovery support services.</p> <p>All eligible Applicants shall permit the use of FDA-approved medications for opioid use disorder on the premises for residents utilizing medication.</p>

<p>Questions</p>	<p>Questions can be submitted via email to: RA-DAGrantsMgmt@pa.gov</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 on an ongoing basis.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>
<p>PROJECT SUMMARY:</p> <p>DDAP is accepting applications from eligible Applicants who will complete demolition, debris removal, rehabilitation improvements, environmental remediation cost, construction and inspections in order to meet Pennsylvania’s Recovery Housing licensure requirements.</p>	

Submission Instructions and Format Requirements for Applications:

Due Date – All applications shall be submitted electronically through DDAP’s resource account until availability of funding is exhausted. If an application submission confirmation is desired, Applicant shall request submission confirmation to the DDAP resource account by email at: RA-DAGrantsMgmt@pa.gov

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 – 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:

- Applicant Cover Page;
- Project Description;
- Budget Narrative;
- Reporting Requirements;
- Project Sustainability; and

- Diverse Populations Engagement.

The second document shall be the Budget Template, Appendix C, Excel document which was posted on the DDAP website for this funding opportunity. The Excel document 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, Budget Template, Appendix, C are not counted in the minimum of 2 pages and maximum of 3 pages limit.

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

DDAP has developed a licensure program for drug and alcohol recovery housing within the Commonwealth. While drafting the regulatory requirements and subsequent public comment period, it was noted that existing recovery house facilities may require physical plant upgrades to comply with the proposed regulations. A primary need existed for costs of compliance with health and safety matters and compliance with the Americans with Disabilities Act of 1990.

Through this funding opportunity Pennsylvania will financially assist those recovery housing program (RHP) applicants who are committed to attaining health and safety needs of a property, including the requirements of the Americans Disabilities Act of 1990, in order to obtain PA Recovery House Licensure. In addition, financial assistance will be made available to Applicants seeking PA RHP licensure to comply with all federal, state, and local laws and ordinances.

2. FUNDING AVAILABILITY

Applicants can submit a grant application for an amount up to \$50,000 for a 12-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. DDAP reserves the right to increase or decrease an award based on availability and eligibility for the funding.

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, 2022 and end on June 30, 2023.

4. ELIGIBLE APPLICANTS

Eligible Applicants shall be any entity registered with the Pennsylvania Department of State which is able to provide recovery housing for individuals recovering from SUD according to Act 59 of 2017 and any subsequent regulations thereafter. The Applicant cannot change the use or planned use of any such property (including the beneficiaries of such use) from which the rehabilitation improvements were made without first contacting DDAP for a period of three years from receipt of funds.

5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal of a project description that includes the information delineated below which is a minimum of 2 pages and a maximum of 3 pages (single sided, single spaced, Times New Roman, font size 12, with narrative pages numbered). The Applicant shall follow all of the submission instructions and format requirements for applications in order to successfully apply and compete for this funding announcement.

Project Description:

All grant applications shall include, at a minimum, a detailed plan describing the delivery of Drug and Alcohol Recovery House services to individuals recovering from SUD.

- A. The Applicant shall provide a Statement of Need which includes:
- Prevalence rates or incident data of SUD and need for Drug and Alcohol Recovery Housing services for individuals in recovery;
 - An explanation of the resources currently available to this population and the identification if there are gaps in services within the service area;
 - Identify the source of the data used;
 - Describe the existing capacity to permit the use of MAT on the premises;
 - Identify the specific health, safety, and/or Americans with Disabilities Act of 1990 issue to be rectified as required by DDAP’s recovery house regulations;
 - Identify any additional issues to be rectified in order to comply with all federal, state, and local laws and ordinances; and
 - Applicants may submit other valid data, as appropriate to support this application.
- B. The application shall include the total number of individuals recovering 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 support services the Applicant will provide on a monthly basis.
- C. Applicant shall include a statement indicating whether the below services are provided by the Applicant or through Memoranda of Understanding or Agreements (MOUs/MOAs) with partners. The services to individuals in recovery from SUD shall include but are not limited to the following:
- Outreach and engagement in services;
 - Coordination with the local Single County Authority (SCA) for assessment and provision of MAT and SUD treatment services;
 - Substance use education and relapse education;
 - Medication control and self-administration;
 - Referral to necessary medical, dental, and other health care services, including depression and anxiety disorders and medication needs;
 - Specialized assessment, monitoring, and referrals for education, peer support, therapeutic intervention and physical safety;
 - Mental health care that includes a trauma-informed system of assessments and interventions;
 - Provision of evidence-based interventions, or referral to evidence-based interventions;
 - Nutritional education;

- Home management and life skills training;
 - Education, testing, counseling, and treatment of hepatitis, HIV/AIDS, other STIs and related issues;
 - Employment readiness, job training and placement;
 - Education and tutoring assistance for obtaining a GED, high school diploma and beyond;
 - Recovery support activities such as groups, mentoring and coaching; and
 - Transportation and other necessary wraparound services.
- D. The Applicant shall demonstrate the capacity to provide drug and alcohol recovery housing in accordance with DDAP regulations.
- E. The Applicant shall explain its process regarding points of entry for individuals seeking Drug and Alcohol Recovery House services to include referral sources and residency admission criteria.
- F. The Applicant shall explain the care coordination process in the catchment area or surrounding area through which an individual in recovery from SUD can receive support services.
- G. The Applicant shall explain coordination of care and assure a referral for 100 percent of the services and include time frames for both.
- H. The Applicant shall explain a communication strategy to facilitate coordination among any potential treatment provider, health system clinical staff and any recovery support services.
- I. The application shall include a listing of additional resources and adjunct services currently available in the community which will strengthen the proposed initiative and assist the individuals served.
- J. 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. Provide a summary of how the Applicant will adhere to these laws.
- K. Explain how the Applicant plans to collaborate with the SCAs or another entity to assist residents in obtaining transportation to and from treatment.
- L. The Applicant shall provide a detailed description outlining its capacity to measure and report effectiveness of the services provided under this grant.
- M. The Applicant shall provide a description of involvement in other Federal programs.

Budget Narrative:

The budget narrative shall be included in the 3-page maximum. This budget narrative shall provide accurate budget details and clearly explain the relationship between the budgeted costs and the proposed physical plant upgrades to the facility. 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 plan 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 must 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. Identify sources of financial support once grant funding expires.

Diverse Populations Engagement:

The Applicant shall 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.

Budget Template:

Completion of the Budget Template, Appendix C is required in addition to the 3-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 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. This budget category shall not be utilized for this funding opportunity.
- 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. Rates may be subject to the Davis-Bacon Act.
- d. Patient Services: This budget category shall reflect funding dedicated for patient services. Transportation costs to connect an individual to treatment within the Commonwealth of Pennsylvania is an allowable expense. This budget category shall not be utilized for this funding opportunity.
- 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. This budget category shall not be utilized for this funding opportunity.
- 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. This budget category shall not be utilized for this funding opportunity.
- 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. This budget category shall not be utilized for this funding opportunity.
- 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. This budget category shall not be utilized for this funding opportunity.

Funding shall not be used to supplant/replace federal, state, or local funds that would otherwise be available to provide for program-related services. This 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, 2022 to June 30, 2023. The overall 12-month budget for the application shall not exceed \$50,000 and shall be paid 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, 2022 to June 30, 2023	\$50,000
Summary Year 1 July 1, 2022 to June 30, 2023	\$50,000

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. Fixed Assets of \$5,000 or above (fixed assets include furniture, equipment, computers, etc. which have a life of more than one year);
- c. Cash payments directly to the intended recipients of the services;
- d. Funding to any Applicant with a facility which has been deemed to be in a floodway;
- e. Expenses related to any start-up costs; and
- f. 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 Applicant’s ability to collect required information and submit reports in a timely manner to the Department. Sample reports (which are not included in the 3-page narrative maximum) shall be included with your grant application to include the following information:

- a. Data Reports. The Applicant shall submit quarterly reports no later than 7 days from the last day of each state fiscal year quarter, beginning September 30, 2022 to DDAP to include, at a minimum, the following information:
 - For each activity, actual accomplishments for all performance measure criteria proposed (numeric; only those achieved within reporting period);
 - For each activity, brief narrative of each activity status/progress in prior reporting period/anticipated progress of the upcoming reporting period (identify challenges, if any, and proposed resolution);
 - For each activity, total funds expended within the reporting period;
 - Number of new participants each month and YTD; 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 for 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 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. ADVERTISEMENTS / NEWS RELEASES

Applicants shall not issue advertisements, news releases, internet postings, or any other public communications pertaining to this project without prior written approval of DDAP, and then only in coordination with 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 their designee, will determine the time and place for the debriefing. The debriefing will be conducted by the Division Chief, Specialty Grants Division, or their 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 3rd Street, 5th Floor
Harrisburg, PA 17110

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

Applicant Cover Page

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