



<b>Grant Initiative Funding Application (GIFA) Title:</b>	Substance Use Disorder Crisis Stabilization Services
<b>GIFA Number:</b>	22-04
<b>Due Date for Applications:</b>	Wednesday, December 28, 2022 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 Wednesday, December 28, 2022 by 12:00 p.m., Eastern Time
<b>Anticipated Total Available Funding:</b>	\$9,000,000 for eighteen (18) months.
<b>Estimated Number of Grant Awards:</b>	Grants of up to \$3,000,000 each will be awarded.
<b>Length of Project Period:</b>	Beginning January 1, 2023 ending on June 30, 2024, if funding is available.
<b>Eligible Applicants:</b>	Single County Authorities (SCAs) are eligible to apply under this funding announcement. SCAs shall use funds to establish or expand crisis stabilization services for individuals who present with substance use disorder (SUD) and co-occurring mental health symptoms. These services may either be provided or coordinated by the SCA.
<b>Questions</b>	<p>Questions can be submitted via email to <a href="mailto:RA-DAGrantsMgmt@pa.gov">RA-DAGrantsMgmt@pa.gov</a> through Tuesday, December 13, 2022 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 Tuesday, December 20, 2022 by 12:00pm Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>

**PROJECT SUMMARY:**

DDAP is accepting applications from SCAs to establish or expand crisis stabilization services for individuals who present with SUD and co-occurring mental health symptoms. Such services include assessment and stabilization of acute physical and psychiatric symptoms which may include medical management and behavioral interventions, induction on medication-assisted treatment, level of care assessments, short-term stays, and connections to supportive services. SUD crisis stabilization services must have the capacity to recognize and manage individuals presenting with a wide range of SUD-related symptoms, mental health disorders, and developmental disabilities. Funds can be applied toward a range of activities, including construction and building infrastructure, staffing, and evidence-based programming.

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

**Due Date** – All applications shall be submitted electronically through DDAP’s resource account no later than Wednesday, December 28, 2022 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 Wednesday, December 28, 2022. 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** – 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; and
- Reporting Requirements.

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 5 pages and maximum of 8 pages limit.

## **GRANT INITIATIVE GUIDELINES**

### **1. OVERVIEW**

The COVID-19 pandemic illustrated the need for enhanced and coordinated behavioral health services in Pennsylvania. Combined with the recent sharp increase in stimulant use and drug adulterants in Pennsylvania, this has resulted in emergency departments and law enforcement becoming inundated with individuals in need of acute stabilization and continued treatment. Crisis stabilization services provide a much-needed component to the continuum of care; reduce the burden on first responders, law enforcement, county jails, and emergency departments; and provide timely care to individuals in need.

It is the Pennsylvania Department of Human Services' expectation that counties develop and enhance all crisis service modalities and offer continuous care (24/7/365) by the close of 2028. These modalities may include (1) regional 988 call centers, (2) mobile crisis teams that respond around the clock, and/or (3) walk-in centers (or crisis receiving centers) intended to stabilize individuals experiencing a behavioral health crisis.

DDAP's goal in offering this funding opportunity is to provide an additional mechanism for counties to invest in infrastructure, staffing, programming, and other necessary components to establish or expand crisis stabilization services. Crisis services must include a focus on responding to overdose and substance use and providing level of care assessments and referral to SUD treatment after stabilization. The funding source for this grant opportunity is the state-level allocation from the first year of the opioid settlement, and applicants are encouraged to prioritize using these funds toward costs that may be restricted by other funding streams, such as federal grant funding.

### **2. FUNDING AVAILABILITY**

Single County Authorities (SCAs) can submit a grant application for an amount up to \$3,000,000 for an 18-month period. Award amounts and number of awards shall be dependent upon the number of applications received, the specific services proposed by the applicant, and the amount of funds being requested.

### **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 January 1, 2023 and end on June 30, 2024.

### **4. ELIGIBLE APPLICANTS**

SCAs are eligible to apply under this funding announcement. SCAs shall use funds to establish or expand crisis stabilization services for individuals who present with SUD and co-occurring mental health symptoms. SCAs shall collaborate with county mental health offices on plans to

establish or expand crisis services. These services may either be provided or coordinated by the SCA.

## 5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal of 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 of the submission instructions and format requirements for applications in order to complete the application for this funding announcement.

### **Project Description:**

All grant applications shall include a detailed plan describing how the SCA will establish or expand crisis stabilization services for individuals who present with SUD and co-occurring mental health symptoms.

- a. The Applicant shall provide a Statement of Need for crisis stabilization services in their geographic area. The Statement of Need shall:
  - Include prevalence or incidence rates of SUD and co-occurring mental health disorders and indicate the current need for resources for this population;
  - Explain how new or additional crisis stabilization services will reduce local burden on emergency departments, law enforcement, first responders, county jails, and other entities;
  - Indicate hours of operation for crisis stabilization services delivery;
  - Indicate the types of crisis services already occurring, if applicable.

Applicants may submit other valid data to support the application.

- b. The Applicant shall explain its plan to collaborate with county mental health/developmental services program offices, local treatment providers, and other entities to assist individuals in obtaining necessary treatment after crisis stabilization.
- c. The Applicant shall provide or coordinate services. The SUD crisis stabilization services for individuals who present with SUD and co-occurring mental health symptoms may include but not be limited to:
  - Continuous availability (24 hours a day, 7 days a week, 365 days a year);
  - Outreach and engagement of individuals in need of SUD crisis stabilization services;
  - Brief medical and psychiatric evaluation;
  - Provision of level of care assessments, either directly by the SCA or one of its contracted providers, and referral to SUD treatment. The grantee shall not administer level of care assessments if they are not licensed by DDAP to

- provide this service or if they are not contracted by the SCA to perform this service.
- Stabilization of an individual’s acute physical and psychiatric needs;
  - Withdrawal management and induction on medication-assisted treatment, if appropriate;
  - Planning for the next level of care and warm hand-off to appointments;
  - Certified Peer Specialists (CPS), Certified Recovery Specialists (CRS), and/or Certified Family Recovery Specialists (CFRS) availability;
  - Connections to local supportive services to address other social determinants of health;
  - Naloxone on-site; and
  - Safe environment and with beds to allow for short-term stays.
- d. The Applicant shall explain how individuals become, or will become, engaged in crisis stabilization services.
- e. 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 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:
- How ongoing support for this program will be generated and maintained;
  - How commitments from key stakeholders (e.g. mental health administrators, county commissioners) necessary for successful sustainability of the program will be established; and
  - Sources of financial support after grant funding expires, including whether any of the county’s or litigating subdivision’s opioid settlement funds or other funding will be allocated to continue to support the project.
- f. The Applicant shall describe their process and methods for engaging 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.
- g. The Applicant 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.
- h. The Applicant shall provide a detailed description of 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:**

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 of 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, the Applicant shall specify and justify any additional measures or instruments they plan to utilize.

**Budget Template:**

The Applicant must complete the Budget Template, Appendix C in addition to the 8-page maximum narrative proposal. This Budget Template, Appendix C, is the 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.

**6. ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES**

The Budget Narrative shall describe and justify all expenses 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 included 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. The Applicant shall write fringe benefits as a separate line item by percentage and include a detailed listing of the benefits being covered.
- b. Consultant Services: This budget category shall identify the services to be provided by each unnamed consultant including hourly rate and number of hours to be utilized under this grant. 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 unnamed subcontractor under this grant. This category includes construction upgrades, remodeling, and capital expenditures for purchases and/or improvements made to land, which materially increase their value or life, i.e. “bricks and mortar.”

- 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.
- 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. Fixed assets are identified as furniture, equipment, and computers purchased in whole or in part with these grant funds, which have a useful life of more than one year and an initial purchase price of \$5,000 or more per item. This budget category shall reflect the actual or projected cost of any fixed asset which is \$5,000/unit or greater necessary for the direct execution of the project. The Applicant shall identify the item, the quantity and unit cost.

Note: Consistent with section 2.06 of the Fiscal Manual, all fixed assets furnished by DDAP or acquired by any of the grantee's subcontractors with funds under this Grant Agreement, including the purchase of real and personal property pursuant to a lease purchase agreement arrangement, for which the grantee or the subcontractor is to be reimbursed under the Agreement with DDAP or the Grantee, shall be deemed Commonwealth property. Upon purchase, title to all fixed assets shall be with DDAP. During the term of the Agreement, the Grantee and its subcontractors shall be deemed the repository for all fixed assets purchased or acquired with funds provided under the Agreement with DDAP or the Grantee and shall have exclusive rights to use such fixed assets. Within 120 days after the termination of the Agreement, or at any time upon written notice to the Grantee or its subcontractor, DDAP may take possession of said fixed assets and reimburse any other funding sources according to their percentage of contribution, based upon fair market value as determined by independent appraisal.

- 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). DDAP participation in allowable county indirect costs will be up to 2.0% of the amount of expenditures utilizing DDAP funds. This percentage does not apply to providers under contract with the SCA. Organizational management of an SCA under the Planning Council option is considered an indirect cost and must be accounted and reported as part of the allowable indirect cost. A copy of the county's indirect cost plan must be maintained on file for review by DDAP.



Funding shall not be used to supplant or 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 January 1, 2023 to June 30, 2024. The overall 18-month budget for the application shall not exceed \$3,000,000 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 (example below).

Overall Summary January 1, 2023 to June 30, 2024	\$3,000,000
Summary Year 1 January 1, 2023 to June 30, 2023	\$1,000,000
Summary Year 2 July 1, 2023 to June 30, 2024	\$2,000,000

**7. INELIGIBLE EXPENSES**

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

- a. Payment for treatment services other than SUD crisis stabilization services;
- b. Cash payments directly to the intended recipients of the services;
- c. 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 grant 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.] Funds shall also not supplant, in any way, current state or federal funds for already existing services.

**9. REPORTING REQUIREMENTS**

All grant applications shall include a detailed description of the Applicant’s ability to collect required information and submit monthly reports in a timely manner to the Department beginning February 1, 2023. The Applicant shall include a sample data report (which is not included in the 8-page narrative maximum) with the grant application which includes the following information:

- Total number of individuals served by this program to date (YTD);
- Number of new participants by month;
- Number of individuals served by age, gender, race, and ethnicity;
- Average # monthly contacts/engagements/crisis services across all participants;
- % Participants accessing substance use disorder treatment and/or mental health treatment after engagement with crisis services
- Other measures as determined/identified in proposal; and
- Applicant shall submit any additional financial reports which are deemed necessary by DDAP, and any other such reports as DDAP may require.

## **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 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 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>	