



Grant Initiative Funding Application (GIFA) Title:	Substance Use Disorder (SUD) Drop-In Centers
GIFA Number:	24-02
Due Date for Applications:	Friday, April 12, 2024 by 12:00 p.m., Eastern Time.
Application Submitted via email only to:	Application shall be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, April 12, 2024 by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to \$6,575,000 for the SUD Drop-In Centers.
Estimated Number of Grant Awards:	Approximately eight (8) grants totaling \$750,000 each will be awarded.
Length of Project Period:	Beginning January 1, 2025 ending on December 31, 2025, and the possibility of four (12) month renewal options if funding is available.
Eligible Applicants:	<p>Applicant shall be an existing organization and shall have the capacity to provide or expand drop-in center services for individuals with SUD.</p> <p>Single County Authorities (SCAs) are eligible to apply under this funding announcement.</p> <p>Department of Drug and Alcohol Programs (DDAP)-licensed treatment providers are eligible to apply under this funding announcement.</p> <p>Applicants that offer clinical services are eligible to apply under this funding announcement but must maintain separation between the SUD Drop-In Center and clinical programming offered within their organizations.</p> <p>Recipients of DDAP’s prior funding opportunity for Drop-In Centers (21-04) are eligible to apply; however, DDAP will not distribute funds under 24-02 while the grantee’s award under 21-04 is still in effect. 24-02 funds would begin once 21-04 funding ends and must be an expansion to the existing program. 21-04 grantees must describe in their application how the funding under 24-02 would expand drop-in center services rather than continue funding for current operations.</p>

<p>Questions</p>	<p>Questions shall be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, March 29, 2024 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 by Friday, April 5, 2024 by 12:00 p.m., Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>
<p>PROJECT SUMMARY:</p> <p>DDAP has identified a need for SUD drop-in centers which provide self-help, advocacy, education, socialization, harm reduction supports, increase overdose prevention and connections to recovery and treatment services. DDAP will provide funds from the Opioid Settlement to drop-in centers or other human service organizations looking to expand their community-driven harm reduction support services to increase overdose prevention and linkage to SUD treatment and recovery support services. The goal is to provide hope, support, and resources to assist those on their road to recovery.</p>	

Submission Instructions and Format Requirements for Applications:

Due Date – All applications shall be submitted electronically through DDAP’s resource account no later than Friday, April 12, 2024 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, April 12, 2024. If an application submission confirmation is desired, Applicants shall request submission confirmation from the DDAP resource account by email at: 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 which do not meet all of the listed requirements in this funding announcement could 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. DDAP will consider the quality and timeliness of the Applicant’s performance on previous grant agreements with DDAP and other agencies, including the effort expended by DDAP and other agencies in securing satisfactory performance.

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;
- Small Business Contracting Eligibility Requirements;
- Project Description;
- Implementation Capacity and Plan;
- Budget Narrative;
- Reporting Requirements, Project Evaluation Plan and Project Evaluation Plan Template;
- Project Sustainability; and
- Diverse Populations Engagement / Health Equity.

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. If the application is submitted in a format other than what is described above, DDAP may contact the Applicant to submit the correct version in order to properly score the application.

Note: The Applicant Cover Page, Small Business Contracting Eligibility Requirements, Project Evaluation Plan Template, Budget Template, Appendix, C are not counted in the minimum of 7 pages and maximum of 10 pages limit.

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

Substance use and SUD is a nationwide concern that affects Pennsylvania communities. Currently, among Americans aged 12 and older, an estimated 31.9 million are experiencing SUD and have misused drugs or alcohol within the last 30 days. Drop-in centers, alongside recovery centers, have been implemented in order to facilitate recovery from SUD. Drop-in centers provide a doorway for an individual's recovery journey. By providing community members with a safe, judgement-free place to receive daily essentials and have linkage to necessary referral services, these innovative centers are a welcoming place for those who use drugs, experience homelessness, engage in sex work, and struggle with mental illness.

2. FUNDING AVAILABILITY

Applicants can submit a grant application for an amount up to \$750,000 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.

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, 2025 and end on December 31, 2025. There is the possibility of four (12) month renewal options.

4. ELIGIBLE APPLICANTS AND PRIOR GRANTEEES

All eligible Applicants shall be able to provide expanded community-driven support services and or allowable harm reduction services through drop-in centers for people who actively experience substance use. Applicants that cannot meet this requirement will not be considered. DDAP will consider the quality and timeliness of the Applicant's performance on previous grant agreements with DDAP and other agencies, including the effort expended by DDAP and other agencies in securing satisfactory performance.

5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal of a project description that includes the information delineated below which is a minimum of 7 pages and a maximum of 10 pages (single sided, single spaced, Times New Roman, font size 12, with narrative pages numbered). DDAP will not consider an application with a narrative proposal that exceeds 10 pages. Applicant shall follow all of the submission instructions and format requirements for applications in order to successfully apply and compete for this funding announcement. The application will be reviewed and scored according to the Applicants responses to the requirements below. The Applicant Cover Page, Small Business Contracting Eligibility Requirements, Project Evaluation Plan

Template, Budget Template, Appendix, C are not counted in the minimum of 7 pages and maximum of 10 pages limit.

Project Description: (40 percent)

All grant applications shall include a detailed plan describing the delivery of community-driven harm reduction support services for individuals actively experiencing substance use. The project description must include specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives.

- a. Applicant shall provide a Statement of Need for individuals experiencing substance use. The Statement of Need shall:

- Include prevalence rates or incident data of SUD among individuals and indicate the lack of current resources to this population;
- Identify the source of the data; and
- Describe the existing capacity for harm-reduction support services and the expansion of services to be provided in the future.

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

- b. The application shall include the total number of unduplicated individuals 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. Services shall be provided by the Applicant. The services for individuals who actively experience substance use may include:

- Harm-reduction for substance use by incorporating overdose prevention and legally permissible harm reduction efforts into existing services;
- Addressing social determinants of health through the provision of daily essentials;
- Linkage to care and case management systems;
- Access to free healthcare including wound care, Hepatitis C/HIV testing, reproductive healthcare, and dental care;
- Referrals to substance use disorder level of care assessments, treatment, including Medication Assisted Treatment (MAT), behavior health resources, case management services, benefits services, and legal services;
- Survival resources such as shelter and warmth or cooling;
- Public restrooms, shower, and laundry facilities;
- Clothing and hygiene product distribution;
- Mail services;
- Professionally facilitated support groups which offer education, emotional and social support, practical help, and more; and

- Advocacy and other supportive services required to navigate complex issues impacting special populations.
- d. Applicant shall explain their process for points of entry for individuals seeking harm reduction support services to include screening and how eligibility to the program is determined and provide any eligibility restrictions which may exist.
- e. Applicant shall describe existing or planned referral pathways and partnerships for effective care coordination across agencies and systems in the surrounding area in which individuals experiencing substance use can receive support services.
- f. Applicant shall explain how they will utilize evidence-based practices to foster engagement with people who are not yet engaged with SUD services.
- g. Applicant shall identify any non-SUD services also being delivered at the location of the services delivered through the grant.
- h. SCAs and DDAP-licensed treatment providers shall explain how the SUD Drop-In Centers are a separate service from the assessment or clinical programming offered within their organizations. In addition, SCAs and DDAP-licensed treatment providers shall identify the specific location of the SUD Drop-In Centers and describe the process to maintain separation between SUD Drop-In Center participants and SCAs and DDAP-licensed treatment providers clients.

Implementation Capacity and Plan: (10 percent)

Applicant shall demonstrate the capacity beginning on January 1, 2025 to provide harm reduction support services within a drop-in center to individuals experiencing substance use. All personnel, systems, procedures and resources shall be in place to perform or refer for all of the services under this grant.

- a. Applicant shall identify and describe:
 - Their relevant experience with similar projects which prepares them to provide services described within this grant;
 - All other organizations which will perform subcontracted services under this grant;
 - The experience of all other organizations providing services to this population; and
 - The specific roles and responsibilities of all other organizations.
- b. Applicant shall describe their implementation plan including:
 - A step-by-step plan and timeline to provide services described within this funding announcement;

- A listing of staff positions for this project, including primary personnel and other supporting personnel;
- The role for each staff person, their level of effort, and qualifications, and experience providing services to this population; and
- Familiarity of staff working with different cultures and languages.

Budget Narrative: (10 percent)

The budget narrative is included in the 10-page maximum for the narrative proposal. 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: (10 percent – completion of Budget Template, Appendix C)

Applicant shall complete the Budget Template, Appendix C which shall align with the Project Description, and Budget Narrative. This is not included in the 10-page maximum. 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.

Reporting Requirements and Project Evaluation Plan: (10 percent)

Applicant shall describe their current documentation system to report the metrics in section 9. Applicant shall provide a detailed description outlining their capacity to measure and report effectiveness of the services provided under this grant. The Applicant shall explain how it will gather data and submit reports required by section 9 in a timely manner to DDAP. Applicant shall specify and justify any additional measures or instruments the Applicant plans to use.

Applicant shall describe the process of creating a project evaluation plan and any prior experiences program staff has in creating project evaluation plans. Applicant shall explain the gathering of feedback from participants and stakeholders and how Applicant will use this feedback to continuously improve the services provided. Applicant shall provide a project evaluation plan on the provided template.

Project Sustainability: (10 percent)

Applicant shall explain and provide details of their plan to continue the project after the grant funds expire. If the plan involves partnerships with other entities, the application shall include letters of support from those partners that state their willingness to accept some or all financial responsibility for the continuation of the project. The sustainability plan must include:

- a. How ongoing support for this program will be generated and maintained, which could include collaboration with Single County Authorities and Managed Care Organizations;

- b. How commitments from key stakeholders necessary for successful sustainability of the program will be established; and
- c. Sources of financial support after grant funding expires.

Diverse Populations Engagement / Health Equity: (10 percent)

Applicant shall describe their current engagement with diverse populations including Black, Indigenous, and People of Color (BIPOC), LGBTQ + , persons with disabilities, and those residing in rural and urban settings and provide detailed information about how the project will engage and provide access to these diverse populations. Applicant shall describe how it will intergrade a health equity approach into proposed services. Applicant shall specify the populations it aims to reach and described the methods to engage and support these populations. Employing peers with lived experienced is encouraged.

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 final approval of all 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. This category includes physical upgrades, remodeling, and capital expenditures for improvements made to existing building, which materially increase their value or life, i.e. “bricks and mortar.” Identify services to be provided. Do not name subcontractor to be retained.
- d. Patient Services: This budget category shall reflect funding dedicated for patient/participant 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.

- 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. Costs could include training for personnel, particularly with regard to trauma-informed care.

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 January 1, 2025 to December 31, 2025. The overall 12-month budget for the application shall not exceed \$750,000 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 January 1, 2025 to December 31, 2025	\$750,000
Summary Year 1 January 1, 2025 to June 30, 2025	\$375,000
Summary Year 2 July 1, 2025 to December 31, 2025	\$375,000

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. The purchase of overdose reversal medications or drug-testing strips;
- c. The purchase of sterile needs or syringes;
- d. New building construction;
- e. Fixed Assets of \$5,000 or above (fixed assets include furniture, equipment, computers, etc. which have a life of more than one year);
- f. Cash payments directly to the intended recipients of the services;

- g. Expenses related to any new construction (note renovation of existing structures is an eligible expense); and
- h. 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, 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 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 DDAP. Sample reports (which are not included in the 10-page narrative maximum) shall be included with the grant application to include the following information:

- a. Data Reports. Applicant shall submit monthly reports beginning February 1, 2025 to DDAP to include, at a minimum, the following information. Note all numbers must be unduplicated.
 - Number of individuals served by age, gender, race, and ethnicity;
 - Number of individuals receiving mail or getting mailboxes set up;
 - Number of identifications applied for;
 - Number of identifications obtained;
 - Number of birth certificates applied for;
 - Number of birth certificates obtained;
 - Number of individuals receiving case management services at the center;
 - Number of individuals receiving benefits assistance;
 - Number of individuals receiving legal services;
 - Number of individuals receiving wound care services;
 - Number of individuals screened for behavioral health services;
 - Number of individuals referred to behavioral health services;
 - Number of individuals referred who are engaged in behavioral health services;
 - Number of minority-specific events offered;
 - Number of individuals attending minority-specific events;

- Challenges experienced; and
 - Other metrics to be agreed upon, including metrics on success and retention in services.
- b. Annual Report. Applicant shall submit an annual report by January 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 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. Share success stories.
 - 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.
 - Project Evaluation Plan Update: This section shall include updates the Applicant has made to their project evaluation plan since the beginning of the project. Applicants shall provide a project evaluation plan on the provided template.
- c. Problem Identification Report. When the need arises or as required by DDAP, Applicant shall 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 Applicant's 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. 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:	() Public () Private () Non-Profit () 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 Vender Number:	
Unique Entity Identifier (UEI):	
System of Award Management (SAM) Active Date:	
Are there any trade secrets within the documents submitted by the Applicant?	() Yes () No If yes, please explain.
Additional Applicant Notes:	

PROJECT EVALUATION PLAN TEMPLATE

Use the below to provide proposed overall grant funded initiative SMART (Specific/Measurable/Achievable/Realistic/Timebound) Goals and with desired outcome(s) for each SMART goal. There is space available for three (3) SMART Goals and three (3) Proposed Tyes of Data for Evaluation

SMART Goal 1				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>
SMART Goal 2				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>
SMART Goal 3				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>

Type of Data	Tool and Process for Data Collection	Data Collection's Purpose/Use	Data Use or Application	Frequency

SMALL BUSINESS CONTRACTING ELIGIBILITY REQUIREMENTS

For additional information see:

[Small Diverse Business Contracting | Department of General Services | Commonwealth of Pennsylvania](#)

1. Is your agency a certified small or small diverse business with the Pennsylvania Department of General Services?	() Yes () No
If no, is your agency independently owned?	() Yes () No
If no, does your agency employ less than 100 employees?	() Yes () No
If no, does your business exceed three (3) year average gross revenues of \$38.5 million?	() Yes () No
2. Is your agency a certified Veteran or Service-Disabled Veteran Owned Business with the Pennsylvania Department of General Services?	() Yes () No
If no, is your agency 51% veteran owned?	() Yes () No
3. Is your agency for profit?	() Yes () No
4. Is your agency independently owned?	() Yes () No
5. Is your agency women owned?	() Yes () No
6. Is your agency minority owned?	() Yes () No
7. Is your agency owned by a disabled individual?	() Yes () No
8. Is your agency owned by a member of the LGBTQ community?	() Yes () No
Additional Applicant Notes: 	