

**GIFA 24-02 Drop-in Centers  
Questions and Answers 2024.04.05**

All questions must be emailed to the Department of Drug and Alcohol Programs (DDAP) Grants Management Account at [RA-DAGrantsMgmt@PA.GOV](mailto:RA-DAGrantsMgmt@PA.GOV).

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1	<p>The specification clearly says that there may not be a new construction build for the drop-in centers. Is the purchase of an existing building an allowable expense?</p> <p><b>No, the purchase of a building is not an allowable expense for this grant.</b></p>
2	<p>Does this award allow for Family Recovery Centers to be eligible? We provide services to the whole family but not specifically to individuals with SUD.</p> <p><b>This grant funded project is intended to fund services for individuals with Substance Use Disorder (SUD).</b></p>
3	<p>Does an applicant have to be licensed by DDAP in order to be eligible for funding for the SUD Drop-in Center? Can a non-D&amp;A program be eligible?</p> <p><b>An applicant does not have to be licensed by DDAP in order to be eligible for the SUD Drop-in Centers GIFA. Applicants shall be an existing organization and shall have the capacity to provide or expand drop-in center services for individuals with SUD by January 1, 2025.</b></p>
4	<p>Currently, there is no drop-in center in Carbon County, however, there is a local organization providing mobile advocacy/harm reduction services. Would DDAP consider an application from an organization without a brick-and-mortar facility?</p> <p><b>Yes. Applicants shall be an existing organization and shall have the capacity to provide or expand drop-in center services for individuals with SUD.</b></p>
5	<p>Is the applicant required to provide dental services on-site at the drop-in center or can this be accomplished through referrals and partnership and are providers located outside of PA, with years of SUD drop in center experience, eligible to apply?</p> <p><b>The services for individuals who actively experience substance use may include dental services. Referrals for dental services would be acceptable.</b></p>
6	<p>Will there be specific documentation requirements related to the substance use of people served and/or the need to show documentation that individuals served with the funds are actively using substances? Can you clarify what would constitute documented substance use?</p> <p><b>There are no requirements to provide documentation showing individuals being served are actively using substances. There will be reporting requirements which are located in Section 9 of the GIFA funding announcement.</b></p>
7	<p>Would services have to be provided for adolescents or could the drop-in center be geared for adults only?</p>

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	<p>Applicant shall have the capacity to provide or expand drop-in center services for individuals with SUD.</p>
8	<p>Are administrative SCA's eligible to apply for this grant to then contract with a service provider?</p> <p>Single County Authorities (SCAs) are eligible to apply under this funding announcement.</p>
9	<p>There is a sentence that says: “Sample reports (which are not included in the 10-page narrative maximum) shall be included with the grant application to include the following information:” and then it goes on to list the data report, the annual report, and the problem identification report and all of their components.</p> <p>I do not understand what exactly I need to include in the application to meet this sample report requirement. Do I need to provide a filled-out data report, a filled out annual report, and a filled-out problem identification report with the application package? Or is this just saying that I need to explain the process of how I will gather data and prepare for these reports?</p> <p>Sample reports (which are not included in the 10-page narrative maximum) shall be included with the grant application to include the following information:</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Number of individuals served by age, gender, race, and ethnicity;</li> <li>• Number of individuals receiving mail or getting mailboxes set up;</li> <li>• Number of identifications applied for;</li> <li>• Number of identifications obtained;</li> <li>• Number of birth certificates applied for;</li> <li>• Number of birth certificates obtained;</li> <li>• Number of individuals receiving case management services at the center;</li> <li>• Number of individuals receiving benefits assistance;</li> <li>• Number of individuals receiving legal services;</li> <li>• Number of individuals receiving wound care services;</li> <li>• Number of individuals screened for behavioral health services;</li> <li>• Number of individuals referred to behavioral health services;</li> <li>• Number of individuals referred who are engaged in behavioral health services;</li> <li>• Number of minority-specific events offered;</li> <li>• Number of individuals attending minority-specific events;</li> <li>• Challenges experienced; and</li> <li>• Other metrics to be agreed upon, including metrics on success and retention in services.</li> </ul>
10	<p>On page 1, under eligible applicants, it says, “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.” Can you define what you mean by separation? Physical location separation, separation of programs, of funding?</p>

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	<p>Drop-in services funded as an activity of this grant do not include clinical services or clinical programming. Clinical services or clinical programming should not be provided at the physical location of the Drop-in Center.</p>
11	<p>Does the "Eligible Applicants" section exclude organizations that are not DDAP licensed treatment providers, an SCA, or an existing DDAP Drop-In Center grantee? Additionally, what constitutes "clinical services" for the purposes of eligible applicants?</p> <p>See question 3 above. The definition of Clinical Services could include any type of SUD or Mental Health treatment services. Treatment is not an eligible activity or service supported through this grant.</p>
12	<p>The SCA will be contracting with an existing Drop-In Center in our community. Should we include their cost under the Subcontracted section of the budget?</p> <p>Yes.</p>
13	<p>The SCA will also be including a Case Manager and Certified Recovery Specialist cost under the SCA structure to work at the Drop-In Center. Will these costs be captured under the Personnel section of the budget?</p> <p>Yes.</p>
14	<p>We will be requesting construction cost to remodel the space for expansion of services being offered. The Drop-In Center will be managing these construction contracts. Should these expenses be placed under the subcontracted section since they will be managing the subcontracts with the contractors?</p> <p>All construction expenses should be placed within the Subcontracts section of the Budget Template.</p>
15	<p>I am confused by the Small Business Contracting Eligibility Requirements. It appears to be for a for-profit application. Is this to be completed by the SCA as the applicant and/or the subcontractor (Drop-in center)? Is it required to be completed for a 501c3 organization (SCA and Drop-In Center subcontractor)?</p> <p>The Small Business Contracting Eligibility Requirements form shall be completed by each Applicant.</p>
16	<p>Are peer support services considered treatment/clinical programming under this funding opportunity?</p>

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	<p>Certified Recovery Specialist support services are not considered treatment or clinical programming.</p>
17	<p>Where can I find the Project Evaluation Plan Template?</p> <p>The Project Evaluation Plan Template is located within the posted GIFA document on page 14.</p>
18	<p>The first point under the eligibility description states, “Applicant shall be an existing organization and shall have the capacity to provide or expand drop-in center services for individuals with SUD.” This pertains to the potential applicant.</p> <p>The next point, however, do not pertain. They are not an SCA, they are not licensed under DDAP as a treatment provider, they do not offer clinical services, and they are not a prior recipient.</p> <p>Is that first point a determinant of an eligible applicant or is it just a statement regarding the eligible applicants?</p> <p>The Eligible Applicant section of the GIFA announcement describes all of the possible types of eligibility. Applicants can meet one, or several, of the eligibility criteria.</p>
19	<p>Related to the restrictions for fixed assets \$5,000 or above- is that a total cost cap or per item? Does medical supplies that could last longer than one year fall under this category?</p> <p>Fixed assets limits of \$5,000 apply to ‘costs per unit’. Medical supplies purchased should be used within the grant period.</p>
20	<p>Regarding “Expenses related to the provision of SUD treatment services”, is a crisis counselor/therapist allowable per this provision? Is this entirely non-clinical service programming and solely support services programming?</p> <p>Also, regarding “The purchase of overdose reversal medications or drug-testing strips” Are we not allowed to do any testing at the drop-in center or utilize overdose reversal medications should someone require it or just not charge it to the grant?</p> <p>See number 11 above pertaining to Clinical Services.</p> <p>The purchase of reversal medications or drug testing strips are not supported through this grant due to other means for obtaining both being available. We will assist awarded applicants in obtaining such supplies.</p>