

# Pennsylvania

## Department of Drug and Alcohol Programs

### Funding Initiative Announcement (FIA)

#### Police Diversion to Treatment

#### State Fiscal Year 2019/2020 and State Fiscal Year 2020/2021

<b>FIA Title:</b>	Police Diversion to Treatment
<b>FIA Number:</b>	19-04
<b>Due Date for Applications:</b>	December 5, 2019 by 5:00pm. Late applications shall not be accepted regardless of the reason.
<b>Application Submitted via email only to:</b>	Application shall be submitted via email to <a href="mailto:RA-DADDAPPROCUREMENT@PA.GOV">RA-DADDAPPROCUREMENT@PA.GOV</a> through December 5, 2019 by 5:00pm. Late submissions shall not be accepted for any reason. Applicant shall be able to demonstrate the application has been submitted by the required timeframe, if there is any dispute.
<b>Anticipated Total Available Funding:</b>	Up to \$2,000,000 annually for one (1) year
<b>Estimated Number of Grant Awards:</b>	Approximately 5 (five) to 10 (ten) awards up to \$400,000 each shall be awarded.
<b>Length of Project Period:</b>	Beginning January 1, 2020 ending on September 29, 2020 and the possibility of one (1) year renewal option, if funding is available.
<b>Eligible Applicants:</b>	Single County Authorities (SCAs)
<b>Questions</b>	Questions can be submitted to <a href="mailto:RA-DADDAPPROCUREMENT@PA.GOV">RA-DADDAPPROCUREMENT@PA.GOV</a> through November 20, 2019 by 5:00 p.m. All questions shall include the specific section of the FIA about which the potential applicant is questioning. Questions and answers shall be posted to the Department of Drug and Alcohol Programs (DDAP) website by November 27, 2019. DDAP shall not accept <u>any</u> phone calls regarding this funding opportunity.

**PROJECT SUMMARY:**

DDAP is accepting applications from SCAs who shall expand or create a collaborative between local law enforcement, treatment professionals and recovery support providers to establish a diversion program. Active and engaged relationships with the local District Attorney, identified local police departments, Opioid Use Disorder (OUD) treatment providers and Certified Recovery Specialists (CRS) shall be foundational to such an initiative. Rather than experiencing legal consequences for an OUD, individuals shall receive treatment and support services for the underlying cause of the arrest.

**FUNDING INITIATIVE GUIDELINES****1. OVERVIEW**

Pennsylvania has been experiencing the worst overdose crisis in recent history. DDAP desires to enhance the opportunities for a collaborative approach to assisting individuals with an OUD who are arrested to be referred to treatment as an alternative to the criminal justice system. Diversion to treatment instead of engagement in the criminal justice system is a formal, cooperative approach between police officers, OUD treatment professionals and support specialists that focuses on creating alternatives to arrest, booking, and incarceration for individuals whose minor criminal behavior is directly due to their substance/opioid abuse. Similar efforts have been successful in other areas of the nation and within the Commonwealth of Pennsylvania.

Due to the effectiveness of law enforcement diversion programs, DDAP is anticipating new projects shall be developed in areas where currently none exist. This could be in the development of an initial initiative within the county or expanding a developed service to other police departments who currently are not engaged in this type of endeavor.

If the Applicant is looking to create a Law Enforcement Assisted Diversion (LEAD) Program the Office of Attorney General shall provide sample policies as well as work with district attorneys and county stakeholders to create a policy for your population needs. The Office of Attorney General shall also provide training of the completed policy as well as the materials needed to publicize the County LEAD program at no cost. Please email [PALEAD@attorneygeneral.gov](mailto:PALEAD@attorneygeneral.gov) if interested in creating a LEAD policy.

**2. FUNDING AVAILABILITY**

Applicants can submit a grant application for an amount up to \$400,000. 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 shall give preference to SCAs which have demonstrated an ability to maximize funds and can demonstrate how these funds shall allow the SCA to enhance services in their service delivery area.

### **3. PROJECT DATES**

Contingent upon the availability of state and federal funds and the receipt of qualified applications, the term of the project shall commence on January 1, 2020 and end on September 29, 2020 with the possibility of one (1) year renewal option, if funding is available.

### **4. ELIGIBLE APPLICANTS**

This funding opportunity is open to all SCAs based upon demonstration of need and ability to expend currently appropriated funds. Priority for funding shall be to those SCAs who demonstrate the support of their District Attorney and identify participating police department(s), treatment provider(s) and support services.

### **5. APPLICATION REQUIREMENTS**

Applicant shall provide a narrative proposal to include the project description which includes the information delineated below, budget narrative and a work statement which is a minimum of 4 pages and a maximum of 5 pages (single sided, Times New Roman, font size 12, one-inch margins with narrative pages numbered).

#### **Project Description:**

All grant applications shall include, at a minimum, a detailed plan describing the creation or enhancement of a police diversion to treatment process occurring with individuals with a diagnosis of an OUD or documented history of opioid-related overdoses:

- a. The Applicant shall provide a Statement of Need as it relates to current OUD incidence/prevalence and the opioid-related arrests in the SCAs catchment area. The Statement of Need shall, at a minimum, include:
  - Prevalence rates and incident data of OUD and indicate the lack of current resources for this population;
  - Service gaps which exist for individuals arrested who have an OUD and need treatment as opposed to jail;
  - Jail population, jail capacity and the impact the project shall have on the county jail(s).
  
- b. The Applicant shall complete the following activities:
  - Demonstrate the provision of Level of Care Assessments in accordance with the DDAP treatment manual;
  - Assure direct, in-person referral from police engagement, level of care assessment, and access to treatment which includes access to all approved forms of Medicated Assisted Treatment (MAT);

- Include case management which provides Service Plans and inter-agency collaboration; including referral for adjunct services such as Mental Health or non-treatment related services delivered by a professional who meets State Civil Service Commission (SCSC) Minimum Education and Training Requirements (METs) of a case management specialist; and
  - Include CRS services to engage the individual in recovery navigation and support.
- c. The proposed approach shall include the following:
- Projected number of individuals to be served for the duration of the project;
  - Targeted monthly numbers to be served;
  - Objectives and activities relative to services to be made available to individuals with OUD;
  - Training plan for county police department, SCA employees, treatment partners; and
  - Ability and plan to provide supervision and overall program oversight and monitoring of the project by the SCA.
- d. The Applicant shall create supportive partnerships and indicate commitment through a signed letter of agreement from the following agencies:
- Local district attorney office(s);
  - Identified police department(s) who shall actively engage in the initiative; and
  - Providers who shall be prepared to expedite admission within 12 hours and include the following types of service providers:
    - i. Medication-Assisted Treatment (MAT) providers;
    - ii. Case Management providers; and
    - iii. CRS providers who will provide support services to individuals throughout the course of this initiative.
- e. The Applicant shall provide details in methodologies for collaboration between all partners, which includes:
- Detailed description of how participants shall access any of the three FDA-approved MATs for treating OUD;
  - Explanation on how monitoring for participant compliance shall occur; and
- f. The narrative shall include a detailed explanation of how the funds shall be used to meet the diversion, treatment and the recovery support service needs of this population. The narrative shall delineate the following:
- Identified partners;
  - Target population;
  - Process for identifying eligible participants;
  - How engagement of arrested individuals shall occur;

- How level of care assessments and referral to treatment shall be conducted;
  - What services shall be provided; and
  - How services shall continue over the course of the project.
- g. The Applicant shall provide a position description to include a detailed explanation for any staff hired for this initiative, including case managers, or CRS, etc. This explanation shall at a minimum, include:
- Portion of salary directly related with funds from initiative;
  - Duties related to the initiative funds; and
  - Job descriptions for any staff/position funded by this initiative.

Please note; these position description(s) shall be submitted as an appendix and are not limited to the page restrictions noted for the narrative.

- h. The Applicant shall provide a one-page work statement narrative description of the proposed methodology addressing the following topics.
- The work statement shall not exceed one page in length and shall include the following:
    - i. Title of the project;
    - ii. Objectives to be addressed with this Grant Funding;
    - iii. Brief Summary;
    - iv. Outline of anticipated results; and
    - v. Impact of the project.

**Budget Narrative/Detail:**

The budget narrative shall be included in the 5-page maximum. It shall provide a justification for the costs and figures submitted in the Budget Template, Appendix C-1. Each item and/or proposed expense shall be broken out and clearly explained.

**Budget Template:**

Completion of the Budget Template, Appendix C-1 is required in addition to the 5-page maximum and shall align with the Project Description, Budget Narrative and Work Statement.

**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-1 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 which directly support this FIA:

- a. Personnel Services: This budget category shall identify each position by job title, hourly rate, and number of hours per year allocated to the project. The total cost per position to

include the fringe benefits are to be listed in Column B of the Budget Template, Appendix C-1.

- b. Consultant/Subcontracted Services: This budget category shall identify the services to be provided by each consultant or subcontractor under this funding announcement.
- c. Patient Services: This budget category shall reflect funding dedicated for patient services. Transportation costs to connect an individual to OUD withdrawal management or residential treatment services with the Commonwealth of Pennsylvania is an allowable expense.
- d. Supplies/Equipment: This budget category shall reflect expected costs for general office supplies and equipment under \$5,000 necessary for the direct execution of the project. All personal computers shall be leased as the purchasing of equipment is not a priority of the Department.
- e. Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and subsistence. Mileage between sites for staff coordinators is an allowable expense.
- f. 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 advertising costs.

Grant funds shall be used to supplement and not supplant existing funds to provide police diversion to treatment services.

Awards shall be issued as an amendment to the current grant agreements between DDAP and the selected SCA(s). The anticipated Grant Agreement term is January 1, 2020 to September 29, 2020. The overall 9-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 January 1, 2020 to September 29, 2020	\$400,000
Summary Year 1 January 1, 2020 to June 30, 2020	\$266,667
Summary Year 2 July 1, 2020 to September 29, 2020	\$133,333

## **7. INELIGIBLE EXPENSES**

The following are ineligible expenses through this FIA:

- a. Expenses related to the provision of OUD/MAT 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 \$5000 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.

## **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 already existing services.

## **9. REPORTING REQUIREMENTS**

All grant applications shall include a detailed outline of the grantee’s ability to collect and report required information specified below in a timely manner to the Department.

- a. Data Entry: The applicant shall submit the following informational data beginning January 2020 to DDAP via PA WITS:
  - Case management and CRS activities; and
  - Additional data elements required by the SOR Grant – Government Performance and Results Act (GPRA) data tool shall be completed by the case management staff or CRS and entered in PA WITS.
  
- b. DDAP Monthly Reports: Additional data to be collected and submitted to DDAP monthly beginning January 2020 shall include:
  - Number of individuals arrested by participating police department(s);
  - Number of individuals referred to the diversion project for each department; and
  - Number of individuals engaged in diversion by each police department who were admitted to treatment.
  
- 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 FIA 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>