



**Funding Initiative Announcement (FIA)
Police Diversion to Treatment
State Fiscal Year 2020/2021 and State Fiscal Year 2021/2022**

FIA Title:	Police Diversion to Treatment
FIA Number:	20-04
Due Date for Applications:	Friday, October 23, 2020 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, October 23, 2020 by 12:00 p.m., Eastern Time.
Anticipated Total Available Funding:	Up to \$1,500,000 annually for one (1) year.
Estimated Number of Grant Awards:	Approximately five (5) to ten (10) awards up to \$300,000 each shall be awarded.
Length of Project Period:	Beginning December 1, 2020 ending on September 29, 2021 and the possibility of one (1) year renewal option, if funding is available.
Eligible Applicants:	Single County Authorities (SCAs) Existing FIA 19-04 – Police Diversion Grantees are not eligible to apply for this funding announcement.
Questions	<p>Questions can be submitted to RA-DAGrantsMgmt@pa.gov through Friday, October 9, 2020 by 12:00 p.m. Eastern Time.</p> <p>All questions shall include the specific section of the FIA about which the potential Applicant is questioning. Questions and answers will be posted to the Department of Drug and Alcohol Programs (DDAP) website by Friday, October 16, 2020 by 12:00 p.m., Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding opportunity.</p>

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, Stimulant Use Disorder treatment providers, and Certified Recovery Specialists (CRS) shall be foundational to such an initiative. Rather than experiencing legal consequences from stimulant or opioid misuse issues, individuals shall receive treatment and support services for the underlying cause of the arrest.

Submission Instructions and Format Requirements for Applications:

Due Date – All applications shall be submitted electronically through DDAP’s resource account no later than Friday, October 23, 2020 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, October 23, 2020. If an application submission confirmation is desired, Applicant shall request submission confirmation to 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 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 – Applicants shall follow the format as described below to successfully apply and compete for this funding announcement. The format shall be as follows:

- Applicant Cover Page;
- Project Description;
- Budget Narrative Detail; and
- Budget Template, Appendix C

Note: The Applicant Cover Page, Budget Template, Appendix, C are not counted in the minimum of 3 pages and a maximum of 4 pages limit.

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 stimulant or opioid misuse issues 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, 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 stimulant or opioid misuse issues. 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 Treatment Initiative (LETI) Policy, the Office of Attorney General will 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 will also provide training of the completed policy as well as the materials needed to publicize the County LETI program at no cost. Please email treatment@attorneygeneral.gov or contact Agent Janene Holter, PhD at 570-826-2483 if interested in creating a LETI policy.

2. FUNDING AVAILABILITY

Applicants can submit a grant application for an amount up to \$300,000. 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 December 1, 2020 and end on September 29, 2021 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 and budget narrative which is a minimum of 3 pages and a maximum of 4 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 stimulant or opioid misuse issues:

- a. The Applicant shall provide a Statement of Need as it relates to current stimulant or opioid misuse incidence/prevalence and the stimulant or opioid-related arrests in the SCAs catchment area. The Statement of Need shall, at a minimum, include:
 - Prevalence rates and incident data of stimulant and opioid misuse and indicate the lack of current resources for this population;
 - Service gaps which exist for individuals arrested who have stimulant or opioid misuse issues 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 Case Management and Clinical Services 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 stimulant and opioid misuse issues;
 - 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 will actively engage in the initiative; and
 - Providers who will be prepared to expedite admission within 12 hours of the police interaction and include the following types of service providers:
 - i. Medication-Assisted Treatment (MAT) providers;
 - ii. Opioid Use Disorder and Stimulant Use Disorder treatment providers;
 - iii. Case Management providers; and
 - iv. 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 will access any of the three FDA-approved MATs for treating OUD;
 - Detailed description of how participants will access evidence-based treatment for Stimulant Use Disorder; and
 - Explanation on how monitoring for participant compliance shall occur.
- 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 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 partnership 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 this project post grant funds. The sustainability plan shall include:
- How ongoing support for this program will be generated and maintained;
 - How commitments from key stakeholders necessary for successful sustainability of the program will be established; and
 - Identify sources of financial support once grant funding expires.
- i. The Applicant shall provide a detailed description outlining its capacity to measure and report effectiveness of the services provided under this grant. The Applicant shall provide an explanation 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 the Applicant plans to utilize.

Budget Narrative Detail:

The budget narrative shall be included in the 4-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. Completion of the Budget Template, Appendix C is required in addition to the 4-page maximum and shall align with the Project Description and Budget Narrative/Detail.

Budget Template:

Completion of the Budget Template, Appendix C is required in addition to the 4-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 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 funding announcement:

- 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.
- 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.
- 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. Contingencies may be used to reward and incentivize stimulant treatment compliance with a maximum contingency value being \$15 per contingency. Each patient may not receive contingencies totaling more than \$75 per year of his/her treatment.
- e. Equipment: This budget category shall reflect the actual or projected cost of any equipment which is \$5000/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 \$5000-unit cost shall be listed here. All personal computers under \$5000-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.
- 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 and outreach.

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

Awards will be issued as an amendment to the current grant agreements between DDAP and the selected SCA(s) for the period December 1, 2020 to September 29, 2021. The overall 10-month budget for the application shall not exceed \$300,000 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 December 1, 2020 to September 29, 2021	\$300,000
Summary Year 1 December 1, 2020 to June 30, 2021	\$225,000
Summary Year 2 July 1, 2021 to September 29, 2021	\$75,000

7. INELIGIBLE EXPENSES

The following are ineligible expenses through this funding announcement:

- a. Expenses related to the provision of OUD and Stimulant Use Disorder 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;
- f. Expenses related to any start-up costs; and
- g. 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 already existing services.

9. REPORTING REQUIREMENTS

All grant applications shall include a detailed outline of the Applicant’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 2021 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 2021 shall include:

- Number of individuals referred to the diversion project for each department by race, age, gender and ethnicity;
 - Percentage of individuals referred to diversion by each police department who were admitted to the recommended level of care;
 - Percentage of participants completing recommended level of care; and Number of law enforcement officers receiving training.
- c. Annual Report: The Applicant shall submit an annual report by October 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/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.
- d. 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 funding announcement 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:	() 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:	
Data Universal Numbering System (DUNS) Number:	
System of Award Management (SAM) Active Date:	
Additional Applicant Notes:	