

**20-01 Grant Initiative Funding Application (GIFA)
Employment Support Services
Questions and Answers 2020.02.14**

All questions must be emailed to the DDAP Grants Management Account at
RA-DAGrantsMgmt@PA.GOV.

ID	20-01 GIFA Questions and Answers
1	<p>The grant is available to provide services to individuals with Opioid Use Disorder (OUD). Is it possible to provide services to individuals with other Substance Use Disorders (SUD)? If yes, can the applicant project utilization and costs based on the percentage of OUD persons that would be served?</p> <p>This funding opportunity is available to provide services to individuals with OUD, and individuals with a history of opioid overdoses. Individuals with other SUD are eligible to receive services under this funding opportunity, but the individual must have a diagnosis of OUD. The OUD diagnosis does not need to be a primary diagnosis. The applicant can project utilization and costs based on the percentage of individuals they serve with OUD, or a history of opioid overdose.</p>
2	<p>At start-up would it be acceptable to utilize part time/temporary employees or consultants for staff?</p> <p>Applicants can utilize part time employees, temporary employees, or consultants and subcontractors for staff under this grant initiative.</p>
3	<p>It appears these are seven-month grants with the possibility of further funding in the future. What is the likelihood further funding will be secured after the seven-month period or would it be up to the provider to fund the project after the seven-months?</p> <p>There is no additional funding available through these grant agreements beyond the amount that is initially awarded. However, the term of a grant agreement may be extended with no additional funding by a written notice signed by the Department of Drug and Alcohol Programs.</p> <p>A requirement of this grant application is to outline a sustainability plan which details if and how the applicant will continue to support the project implemented in conjunction with this initiative after the awarded grant period expires.</p>
4	<p>I have never submitted a grant to DDAP and see that we are to email the completed grant to this email address. Are there standardized forms for the different application sections that are required (Cover page, work statement narrative, narrative proposal description, budget narrative and budget template)? If so, can you direct me to where I can find these?</p> <p>The only standard form provided by DDAP is the budget template, which can be found on the DDAP funding website at https://www.ddap.pa.gov/DDAPFunding/Pages/Funding-Opportunities.aspx.</p>
5	<p>If letters of support are included (as evidence of collaboration, project sustainability, etc.) are they to be included in the seven-page maximum for the grant narrative?</p> <p>Letters of support are not included in the seven-page maximum for the grant narrative.</p>
6	<p>Is it permissible to provide subsidized employment services utilizing these grant funds? This entails a contract with an employer in which the employer is reimbursed part of the wages during a 30 to 90-day training period as an incentive for the employer to take a chance on the new employee.</p> <p>No, grant funds may not be used to subsidized employment services.</p>

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7	<p>Are gift card incentives permissible? This would not be cash payments to recipients. It would be gift cards earned for meeting benchmarks and attaining employment goals. This method is also a motivator for recipients to participate in services. Also, can the gift cards be prepaid during the months of March – June with some of them to be earned and given out July – September?</p> <p>Gift card are allowed to be provided as incentives when administering the Government Performance and Results Act (GPRA). Please reference DDAP’s procedural statement regarding this issue here: https://www.ddap.pa.gov/Documents/GPRA/SOR%20Gift%20Card%20Procedural%20Statement.pdf.</p> <p>Gift cards for incentives as part of a contingency management program are permissible within the following guidelines:</p> <ol style="list-style-type: none"> 1. Contingencies may not be provided as cash. 2. The value of each contingency per participant must not exceed \$15. 3. The total contingency amount per participant may not exceed \$75 per year. 4. Entities must keep proper records of provision tracking of contingencies for audit purposes. 5. Gift cards cannot be used to supplement wages. 6. Organizations wishing to use gift cards as incentives must develop a policy around this practice and provide to DDAP for review and approval. <p>Gift cards cannot be purchased more than one month in advance of when they will be distributed to clients. DDAP requires part of the tracking system (mentioned in #4 above) includes date of purchase, amount of gift card, patient ID of client receiving gift card, and date the gift card was received by client.</p>
8	<p>The GIFA states expenses related to startup costs are not allowable. Do you have examples of what would be considered a startup cost?</p> <p>Applicants for this grant initiative shall demonstrate the capacity beginning on March 1, 2020, to provide the identified expansion or enhanced support services to individuals in recovery from OUD. All personnel, systems, procedures and resources must be in place to perform or assure delivery of all the services proposed under this grant.</p> <p>Startup costs include any expense necessary to begin a new project or business. Examples of unallowable costs include but are not limited to: capital expenditures (items with a purchase value of \$5,000 or greater), attorneys and legal fees for startup purposes, expenses related to research and development of an entirely new service or program, fees for a Certified Public Accountant to set up bookkeeping system, and business/program licenses, permits, and inspection fees.</p>
9	<p>Do we submit the grant via this e-mail or is there an online grant space for submission?</p> <p>Application materials shall be submitted to RA-DAGrantsMgmt@PA.GOV.</p>
10	<p>There are some cells in the budget template which are locked. How do I input information into the budget template?</p>

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	<p>Some cells are protected within the budget template. Most of the blue areas in the template are the areas where information should be inputted and there are embedded formulas to calculate overall totals. There are descriptions on the first line within each section for clarification on what to provide in each section. Also, all information should be entered in the budget details tab and will auto calculate within the overall and summary budget tabs.</p>