

Grant Initiative Funding Application (GIFA) Title:	Family and Recovery Support Services
GIFA Number:	20-02
Due Date for Applications:	Friday, February 21, 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, February 21, 2020 by 12:00 p.m., Eastern Time
Anticipated Total Available Funding:	Up to \$2,000,000 for seven (7) months.
Estimated Number of Grant Awards:	Four (4) to eight (8) grants up to \$500,000 each will be awarded.
Length of Project Period:	Seven (7) months with the possibility of one (1) year renewal option, if funding is available.
Eligible Applicants:	<p>Entities with capacity to deliver family and recovery support services to individuals with Opioid Use Disorder (OUD) and their families.</p> <p>Department of Drug and Alcohol Programs (DDAP) licensed treatment providers are eligible to apply. However, licensed treatment providers shall be able to demonstrate that the family and recovery support services are a separate service from the clinical programming offered under their license.</p> <p>Single County Authorities (SCAs) are not eligible to apply under this funding announcement. A Funding Initiative Announcement (FIA) is the process for additional funding opportunities to the SCAs.</p> <p>Existing GIFA 19-02 - Community Recovery Support Services grantees are not eligible to apply for this funding announcement.</p>

<p>Questions</p>	<p>Questions can be submitted via email to RA-DAGrantsMgmt@PA.GOV through Friday, February 7, 2020 by 5:00 p.m., Eastern Time. Questions and answers will be posted to the Department of Drug and Alcohol Programs (DDAP) website Friday, February 14, 2020 by 5:00 p.m., Eastern Time.</p> <p>DDAP will not accept <u>any</u> phone calls regarding this funding announcement.</p>
<p>PROJECT SUMMARY:</p> <p>DDAP is accepting applications from entities with a capacity to deliver recovery support services to individuals with OUD and their families. Services include the delivery of recovery coaching through Certified Recovery Specialists (CRS), Certified Family Recovery Specialists (CFRS), telephonic supports, the provision of education and employment supports (e.g. job coaching, resume writing, engagement in General Educational Development (GED) services, life-skills support groups and delivery of substance-free social activities, etc.). Family support services include the delivery of family support, psychoeducational groups, skills groups, family specific programming, family mentoring and support, and facilitating recovery focused social activities for individuals with OUD and their families.</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, February 21, 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, February 21, 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;
- Work Statement Narrative Description;
- Narrative Proposal/Project Description;
- Budget Narrative; and
- Budget Template, Appendix C

Note: The Applicant Cover Page, Budget Template, Appendix, C are not counted in the minimum of 5 pages and a maximum of 7 pages limit.

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

Pennsylvania has been experiencing the worst overdose crisis in recent history. There are efforts currently underway to respond to this crisis in a variety of ways: by preventing and responding to opioid overdose, increasing opportunities for evidence-based treatment services for individuals with OUD, and eliminating a variety of barriers faced by individuals seeking treatment and recovery from OUD.

DDAP desires to enhance the opportunities for the delivery of recovery support services to individuals initiating or maintaining their recovery process. DDAP wants to increase support services for families who have a family member(s) with OUD. These family and recovery support services shall be available within the community.

2. FUNDING AVAILABILITY

Applicants can submit a grant application for an amount up to \$500,000 for a 7-month period, with the possibility of a one (1) -year renewal option, if funding is available.

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 March 1, 2020 and end on September 29, 2020 with the possibility of one (1) year renewal option, if funding is available.

4. ELIGIBLE APPLICANTS

All Applicants shall be able to provide family and recovery support services to individuals with OUD and/or their family who presents for support services. Applicants can be any entity with the capacity to deliver recovery support services to individuals with OUD and their families. DDAP-licensed treatment providers who can demonstrate a recovery support service separate from the clinical programming offered under their DDAP license can apply for this GIFA. Applicants which cannot meet this requirement will not be considered.

5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal to include the project description that includes the information delineated below and budget narrative which is a minimum of 5 pages and a maximum of 7 pages (single sided, Times New Roman, font size 12, with narrative pages numbered).

Project Description:

All grant applications shall include, at a minimum, a detailed plan describing the delivery of family and recovery support service to individuals with OUD and their families.

- a. The Applicant shall provide a Statement of Need addressing family and recovery support services in their geographic area. The Statement of Need shall, at a minimum:
- Include prevalence rates or incident data of OUD and indicate the lack of current resources for family and recovery support services;
 - Identify family and recovery support services currently available in the catchment area; and
 - Discuss current gaps in family and recovery support services and any specific remedies.

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

- b. The Applicant shall provide a two-page work statement narrative description addressing the following topics (within the 5-page minimum and 7-page maximum pages requirement).
- The work statement shall not exceed two pages in length and shall include the following:
 - Title of the project;
 - Objectives to be addressed with this grant funding;
 - Brief Summary;
 - Outline of anticipated results; and
 - Impact of the project.
- c. The Applicant shall include the total number of individuals with OUD to be served for the duration of the project with an anticipated number to be served monthly. Applicants shall include the total number of family members impacted by OUD 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 provided on a monthly basis.
- d. Services shall be provided directly by the Applicant. The family and recovery support services may include:
- Outreach and engagement of individuals with OUD in need of family and recovery support service;
 - Outreach and engagement of families impacted by OUD in need of support services;
 - Expansion or initiation of family and recovery support services;
 - Recovery coaching and mentoring through CRSs;
 - Family recovery support and mentoring through CFRSs or individuals that have been directly impacted by OUD;
 - Telephonic family support services;
 - Telephonic recovery support services;
 - Provision of life-skill groups;
 - Provisions of family recovery support and psychoeducational groups;

- Transportation/ride-sharing;
 - Referral to clinical services through the local SCA/Treatment Provider (for both individuals with OUD and their families);
 - Coordinate with the local SCA or treatment provider for assessment and/or provision of treatment services;
 - Provision or coordination of sober social events and activities; and
 - Provision or coordination of recovery focused social activities and events for family members of those with OUD.
- e. The Applicant shall demonstrate the capacity beginning on March 1, 2020 to provide the identified recovery and family support services. All personnel, systems, procedures and resources shall be in place to perform or assure delivery of all the services proposed under this grant.
- f. The Applicant shall explain its process and methods for increasing awareness and availability of family support services and recovery support services provided by the Applicant.
- g. The Applicant shall explain how individuals and their families become engaged in support services, how eligibility for support services is determined, and any eligibility restrictions.
- h. The Applicant shall describe any cooperative relationships it has with other community entities.
- i. The Applicant shall operate a program which meets all applicable federal and state confidentiality laws and the Health Information Portability and Accountability Act (HIPAA) requirements and provide a summary how the Applicant will adhere to these laws.
- j. The Applicant shall explain its plan to collaborate with the SCA and local treatment providers to assist qualified individuals in obtaining family and recovery support services.
- k. The application shall include a listing of additional resources and adjunct services currently available in the community which will strengthen proposed initiative and assist the individuals served.
- l. 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.
- m. 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 7-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 7-page maximum and shall align with the Project Description and Budget Narrative/Detail.

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 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.
- 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.
- 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. All personal computers shall be leased as the purchasing of equipment is not a priority of the Department.

- 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.
- 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. Transportation costs to connect an individual to their employment or employment support services within the Commonwealth of Pennsylvania 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.

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 March 1, 2020 to September 29, 2020. The overall 7-month budget for the application shall not exceed \$500,000 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 March 1, 2020 to September 29, 2020	\$500,000
Summary Year 1 March 1, 2020 to June 30, 2020	\$366,667
Summary Year 2 July 1, 2020 to September 29, 2020	\$133,333

7. INELIGIBLE EXPENSES

The following are ineligible expenses through this grant initiative funding application:

- a. Expenses related to the provision of SUD or OUD 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, unobligations 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 required information and submit reports in a timely manner to the Department. Sample reports (which are not included in the 7-page narrative maximum) shall be included with your grant application to include the following information:

- a. Data Reports. The Applicant shall submit monthly reports beginning March 31, 2020 to DDAP to include, at a minimum, the following information:
 - Number individuals receiving support services per month;
 - Number individuals receiving family support services per month;
 - Types and number of services received per individual, including family support service;
 - Length of engagement for everyone in each support services including family support service;
 - Outcome measures as determined by the program but to include at least:
 - Average length of engagement in a recovery support service;
 - Average length of engagement in family support service;
 - Percentage abstinent at time of engagement;
 - Percentage abstinent at closure of the specific support service;
 - Participant satisfaction with service delivery as determined by post service satisfaction survey;
 - Other measures as determined/identified in proposal.

- Completion of data elements as required by the Government Performance and Results Act (GPRA) at intake, six months, and discharge.
 - The grant Applicant shall submit any additional financial reports which are deemed necessary by DDAP or required for federal reporting requirements, and any other such reports as DDAP may require.
- b. Annual Report. The Applicant shall submit an annual report by October 31 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.
 - Looking Ahead: 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.
- 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 GIFA 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. ADVERTISING

In submitting its application, Applicants, consultants, and subcontractors agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of 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

14. MAILING INFORMATION:

All applications shall be submitted electronically through DDAP's resource account no later than Friday, February 21, 2020 by 12:00 p.m., Eastern Time. Any additional required information that could not be submitted electronically shall be received or postmarked by Friday, February 21, 2020 and either mailed or sent via express delivery services to:

Via U.S. Postal Service:

Department of Drug and Alcohol Programs

Attention: Division Chief, Specialty Grants Division

2601 North 3rd Street, 5th Floor

Harrisburg, PA 17110 *

Via Express Delivery Services: Department of Drug and Alcohol Programs
Attention: Division Chief, Specialty Grants Division
2601 North 3rd Street, 5th Floor
Harrisburg, PA 17110 **

* Please note: DDAP considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the Applicant will not be considered the official postmark.

** Since staff is not available at this location on Saturday and Sunday, applications should not be sent by express mail or courier service on Friday. Use U.S. Postal Service when mailing over a weekend, as long as the document is postmarked Friday, February 21, 2020.

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 Contract of Applicant:	
Applicant Status:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> 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:	