

Grant Initiative Funding Application (GIFA) Title:	Pregnancy Support Services
GIFA Number:	20-05
Due Date for Applications:	Friday, October 30, 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 30, 2020 by 12:00 p.m., Eastern Time
Anticipated Total Available Funding:	Up to \$2,000,000 for ten (10) months.
Estimated Number of Grant Awards:	Approximately five (5) to eight (8) grants up to \$400,000 each will 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:	<p>Entities with capacity to provide support services to pregnant women and postpartum women with stimulant or opioid misuse issues.</p> <p>Single County Authorities (SCAs) are not eligible to apply under this funding announcement.</p>
Questions	<p>Questions can be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, October 16, 2020 by 5:00 p.m., Eastern Time.</p> <p>All questions shall include the specific section of the GIFA about which the potential applicant is questioning.</p> <p>Questions and answers will be posted to the Department of Drug and Alcohol Programs (DDAP) website Friday, October 23, 2020 by 5:00 p.m., Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>

PROJECT SUMMARY:

DDAP is accepting applications for providers who will provide pregnancy support services or make referrals to address the needs of pregnant and postpartum women with stimulant or opioid misuse issues. In addition, these community providers will facilitate or make referrals for outpatient Medication-Assisted Treatment (MAT) and stimulant misuse treatment.

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 30, 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 30, 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; 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. As a result, on January 10, 2018 the Governor issued a statewide disaster declaration to enhance state response, increase access to treatment and save lives. The Governor then extended the disaster declaration to continue working to improve response coordination for those suffering from substance use disorders. DDAP has identified a continued need for pregnancy support services to include care for pregnant women and postpartum women with stimulant or opioid misuse issues.

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.

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 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

All eligible Applicants shall be able to serve pregnant or postpartum women which have stimulant or opioid misuse issues who present for support services. If either a stimulant or opioid misuse problem (history) exists concurrently with other substance use, all substance use issues may be addressed. Applicants that 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 pregnancy support service to individuals with stimulant or opioid misuse issues.

- a. The Applicant shall provide a Statement of Need for any pregnant or postpartum women with stimulant or opioid misuse issues. The Statement of Need shall, at a minimum:

- Include prevalence rates or incident data of OUD and stimulant use among pregnant and postpartum women and indicate the lack of current resources to this population;
- Identify the source of the data, and;
- Describe the existing capacity for MAT as it relates to the continuum of care.

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

- b. The application shall include the total number of pregnant and postpartum women 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 provide on a monthly basis.
- c. Services shall be provided either by the Applicant or through Memoranda of Understanding or Agreements (MOUs/MOAs) with partners. The services for pregnant and postpartum women with OUD shall include but not limited to the following:
 - Expansion of current GIFA 19.01 projects to include additional counties;
 - Outreach and engagement in services provided by the Applicant;
 - Coordinate with the local Single County Authority (SCA) for assessment and provision of MAT/OUD/stimulant misuse and use treatment services;
 - Substance abuse education and relapse education;
 - Referral for necessary medical, dental, and other health care services, including obstetrics, gynecology, diabetes, hypertension and prenatal care;
 - Postpartum health care including attention to depression and anxiety disorders, and medication needs;
 - Specialized assessment, monitoring, and referrals for education, peer support, therapeutic intervention and physical safety;
 - Mental health care that includes a trauma-informed system of assessments and interventions;
 - Provision of evidence-based interventions, or referral to evidence-based interventions;
 - Parenting education and interventions to include child development;
 - Contingency Management;
 - Nutritional education;
 - Home management and life skills training;
 - Education, testing, counseling, and treatment of hepatitis, HIV/AIDS, other STDs and related issues;
 - Employment readiness, and job training and placement;
 - Education and tutoring assistance for obtaining a GED, high school diploma and beyond;
 - Childcare during periods in which the women are engaged in therapy or in other necessary health or rehabilitative activities;

- Recovery support activities such as groups, mentoring and coaching; and
 - Transportation and other necessary wraparound services.
- d. The Applicant shall demonstrate the capacity beginning on December 1, 2020 to provide support services to pregnant and postpartum women with stimulant and opioid misuse issues. All personnel, systems, procedures and resources shall be in place to perform or referral for all of the services under this grant.
 - e. The Applicant shall explain its process regarding points of entry for individuals seeking pregnancy support services to include screening and how eligibility to the program is determined. In addition, provide any eligibility restrictions which may exist.
 - f. The Applicant shall explain the care coordination process in the catchment area or surrounding area in which prenatal care to pregnant and postpartum care women with stimulant or opioid misuse issues can receive support services.
 - g. The Applicant shall explain coordination of care and assure a referral for 100 percent of the services to include time frames for both.
 - h. If the Applicant shall provide any services through a partner under MOUs/MOAs, the Applicant shall submit the MOUs/MOAs with the application. MOUs/MOAs will not count toward the application project description and budget narrative page limit.
 - i. The Applicant shall explain a communication strategy to facilitate coordination among the obstetric provider, stimulant or opioid misuse treatment provider, health system clinical staff and child welfare services.
 - j. 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.
 - k. The Applicant shall provide an explanation regarding knowledge and adherence of the Federal (Child Abuse Prevention Treatment Act – CAPTA), state and county reporting guidelines for substance-exposed infants and how the program will support these guidelines. The link for Pennsylvania Plan of Safe Care Guidance is listed below.
http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_287154.pdf
 - l. 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. Provide a summary how the Applicant will adhere to these laws.
 - m. Explain how the Applicant plans to collaborate with the SCAs or another entity to assist qualified individuals in obtaining transportation to and from treatment.

- n. 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 contain an explanation how it will gather data and submit reports required by section 9. If applicable, specify and justify any additional measures or instruments the Applicant plans to utilize.

Budget Narrative:

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.

Budget Template:

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.

6. ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES

All expenses shall be described and justified in the Budget Narrative 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. 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. Mileage between sites for staff personnel 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 December 1, 2020 to September 29, 2021. The overall 10-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 December 1, 2020 to September 29, 2021	\$400,000
Summary Year 1 December 1, 2020 to June 30, 2021	\$266,667
Summary Year 2 July 1, 2021 to September 29, 2021	\$133,333

7. INELIGIBLE EXPENSES

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

- a. Expenses related to the provision of stimulant or opioid 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 Applicant’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 January 1, 2021 to DDAP to include, at a minimum, the following information:
 - Number of referrals received;
 - Number of women served by age, race, and ethnicity;
 - Types and number of services received per individual;
 - Outcome and process measures as determined by the program but to include at least:
 - Percentage of participants active in program at 3, 6, and 9 months post initiation of services;
 - Percentage of participants reporting a reduction in substance use at 3, 6, and 9 months post initiation of services;
 - Percentage of participants referred to and admitted to physical health services;
 - Percentage of participants referred to and admitted to any evidence-based substance use disorder treatment services including any form of medication assisted treatment;

- Percentage of participants screening positive for postpartum depression or other mental health issues referred to mental health treatment;
 - Percentage of participants reporting and increase in feelings of social connectedness;
 - Percentage of participants reporting an improvement in quality of life;
 - Reason for discharge; and
 - Other measures as determined/identified in proposal.
- Completion of data elements as required by the Government Performance and Results Act (GPRA). Applicant shall maintain an ongoing record of number of GPRA intakes, follow-up, and discharges completed for their project.
 - In addition, 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 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.
- 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. 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:	