



pennsylvania
DEPARTMENT OF DRUG AND
ALCOHOL PROGRAMS

Grant Initiative Funding Application (GIFA) Title:	Substance Use Disorder (SUD) Drop-In Centers
GIFA Number:	21-04
Due Date for Applications:	Monday, December 13, 2021 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 Monday, December 13, 2021 by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to \$1,300,000 for twelve (12) months.
Estimated Number of Grant Awards:	Approximately two (2) to three (3) grants up to \$650,000 each will be awarded.
Length of Project Period:	Beginning July 1, 2022 ending on June 30, 2023, and the possibility of several one (1) year renewal options, if funding is available.
Eligible Applicants:	<p>Applicant shall be an existing organization and shall have the capacity to expand drop-in center services for individuals with SUD.</p> <p>Applicants shall be in the following counties: Allegheny, Philadelphia, Bucks, Delaware, and Montgomery. These counties all have a projected overdose deaths of at least 500 for calendar year 2021 based on County Health Rankings . Physical location of the existing drop-in centers can be permanently fixed or temporary, community-based pop-up locations.</p> <p>Single County Authorities (SCAs) are not eligible to apply under this funding announcement.</p> <p>Department of Drug and Alcohol Programs (DDAP) licensed treatment providers are not eligible to apply under this funding announcement.</p>

<p>Questions</p>	<p>Questions shall be submitted via email to RA-DAGrantsMgmt@pa.gov through Monday, November 22, 2021 by 12:00 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 DDAP website by Tuesday, November 30, 2021 by 12:00 p.m., Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>
<p>PROJECT SUMMARY:</p> <p>DDAP has identified a need for SUD drop-in centers, which provide harm reduction support services and connections to recovery and treatment services, in areas of the Commonwealth where overdose death rates are highest. DDAP will provide funds from the American Rescue Plan (ARP) Act to existing drop-in centers to expand their services and increase overdose prevention and community-driven harm reduction.</p>	

Submission Instructions and Format Requirements for Applications:

Due Date – All applications shall be submitted electronically through DDAP’s resource account no later than Monday, December 13, 2021 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 Monday, December 13, 2021. If an application submission confirmation is desired, Applicants shall request submission confirmation from 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 which do not meet all of the listed requirements in this funding announcement will 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.

Application Format – Applications shall include two separate documents only:

The first document shall be a portable document format (PDF). The PDF document format shall be as follows:

- Applicant Cover Page;
- Project Description;
- Budget Narrative;
- Reporting Requirements;
- Project Sustainability; and
- Diverse Populations Engagement.

The second document shall be the Budget Template, Appendix C, Excel document which was posted on the DDAP website for this funding opportunity. The Excel document shall contain the Overall Summary, Summary for each year and Budget Details for each year.

Applicants shall follow the format as described above to successfully apply and compete for this funding announcement. Applications which do not meet all of the above listed application format requirements may be administratively rejected.

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

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

Substance use and SUD is a nationwide concern than affects Pennsylvania communities. Currently, among Americans age 12 and older, an estimated 31.9 million are experiencing SUD and have misused drugs or alcohol within the last 30 days. Drop-in centers, alongside recovery centers, have been implemented in urban areas in order to facilitate recovery from SUD. Drop-in centers provide a doorway for an individual’s recovery journey. By providing community members with a safe, judgement free place to relax, receive daily essentials, and have linkage to necessary referral services, these innovative centers are a welcoming place for those who use drugs, experience homelessness, engage in sex work, and/or struggle with mental illness.

2. FUNDING AVAILABILITY

Applicants can submit a grant application for an amount up to \$650,000 for a 12-month period. 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 July 1, 2022 and end on June 30, 2023. There is the possibility of several one (1) year renewal options.

4. ELIGIBLE APPLICANTS

All eligible Applicants shall be able to provide expanded community-driven support services and or allowable harm reduction services through drop-in centers for people who actively experience substance use. The Applicant shall be an existing organization already providing these types of services. Applicants that cannot meet this requirement will not be considered.

5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative proposal of a project description that includes the information delineated below which is a minimum of 5 pages and a maximum of 7 pages (single sided, single spaced, Times New Roman, font size 12, with narrative pages numbered). The Applicant shall follow all of the submission instructions and format requirements for applications in order to successfully apply and compete for this funding announcement.

Project Description:

All grant applications shall include a detailed plan describing the delivery of community-driven harm reduction support services for individuals actively experiencing substance use.

- a. The Applicant shall provide a Statement of Need for individuals experiencing substance use. The Statement of Need shall, at a minimum:
 - Includes prevalence rates or incident data of SUD among individuals and indicate the lack of current resources to this population;
 - Identifies the source of the data, and;
 - Describes the existing capacity for harm-reduction support services and the expansion of services to be provided in the future.

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

- b. The application shall include the total number individuals 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 by the Applicant. The services for individuals who actively experience substance use may include but not limited to the following:
 - Harm-reduction for substance use by incorporating overdose prevention and harm reduction efforts into existing services;
 - Addressing social determinants of health through the provision of daily essentials;
 - Linkage to care and case management systems;
 - Access to free healthcare including wound care, Hepatitis C/HIV care, reproductive healthcare, and food care;
 - Referrals to substance use disorder level of care assessments, treatment, including Medication Assisted Treatment (MAT), behavior health resources, case management services, benefits services, and legal services;
 - Survival resources such as shelter and warmth or cooling;
 - Public restrooms, shower, and laundry facilities;
 - Clothing and hygiene product distribution;
 - Mail services;
 - Professionally facilitated support groups which offer education, emotional and social support, practical help, and more; and
 - Advocacy and other supportive services required to navigate complex issues impacting special populations.
- d. The Applicant shall demonstrate the capacity beginning on July 1, 2022 to provide harm reduction support services within a drop in center to individuals experiencing

substance use. All personnel, systems, procedures and resources shall be in place to perform or refer for all of the services under this grant.

- e. The Applicant shall explain its process regarding points of entry for individuals seeking harm reduction 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 surrounding area in which individuals experiencing substance use can receive support services.

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.

Reporting Requirements:

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 explain how it will gather data and submit reports required by section 9. The Applicant shall specify and justify any additional measures or instruments the Applicant plans to utilize.

Project Sustainability:

The Applicant shall explain and provide details on 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 that involves partnerships 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 the project post grant funds. The sustainability plan must include:

- a. How ongoing support for this program will be generated and maintained;
- b. How commitments from key stakeholders necessary for successful sustainability of the program will be established; and
- c. Identify sources of financial support once grant funding expires.

Diverse Populations Engagement:

The Applicant shall describe their current engagement with diverse populations including Black, Indigenous, and People of Color (BIPOC), LGBTQ + and persons with disabilities and provide detailed information about how the project will engage and provide access to these diverse populations.

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. This Budget Template, Appendix C, is the Excel document which was posted on the DDAP website for this funding opportunity. The Excel document shall contain the Overall Summary, Summary for each year and Budget Details for each year.

6. ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES

The Budget Narrative shall describe and justify all expenses and correspond to the Budget Template, Appendix C provided. DDAP has final approval of all 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. An individual who provides professional or services for a fee, but normally not as an employee of the engaging party. The term “consultant” also includes a firm which provides paid professional advice or services.
- 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.
- e. Equipment: This budget category shall reflect the actual or projected cost of any equipment which is \$5,000/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 \$5,000-unit cost shall be listed here. All personal computers under \$5,000-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. Costs could include training for personnel, particularly with regard to trauma-informed care.

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 July 1, 2022 to June 30, 2023. The overall 12-month budget for the application shall not exceed \$650,000 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 July 1, 2022 to June 30, 2023	\$650,000
Summary Year 1 July 1, 2022 to June 30, 2023	\$650,000

7. INELIGIBLE EXPENSES

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

- a. Expenses related to the provision of SUD treatment services;
- b. The purchase of sterile needs or syringes;
- c. 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”;
- d. Construction upgrades and remodeling;
- e. Fixed Assets of \$5,000 or above (fixed assets include furniture, equipment, computers, etc. which have a life of more than one year);
- f. Cash payments directly to the intended recipients of the services;
- g. Expenses related to any start-up costs; and
- h. 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 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 the grant application to include the following information:

- a. Data Reports. The Applicant shall submit monthly reports beginning August 1, 2022 to DDAP to include, at a minimum, the following information:
 - Number of individuals being served;
 - Number of extracurricular activities offered;
 - Number of individuals receiving mail;
 - Number of identifications applied for and obtained;
 - Number of birth certificates applied for and obtained;
 - Number of individuals receiving case management services;
 - Number of individuals receiving benefits assistance;
 - Number of individuals receiving legal services;
 - Number of individuals referred to behavioral health services; and
 - Number of individuals attending minority-specific events.

- b. Annual Report. The Applicant shall submit an annual report by August 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:	
Are there any trade secrets within the documents submitted by the Applicant?	() Yes () No If yes, please explain.
Additional Applicant Notes:	