

Grant Initiative Funding Application (GIFA) Title:	Services to BIPOC Communities
GIFA Number:	23-02
Due Date for Applications:	Friday, March 10, 2023 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, March 10, 2023 by 12:00 p.m., Eastern Time
Anticipated Total Available Funding:	\$4,000,000 for twelve (12) months.
Estimated Number of Grant Awards:	Grants of up to \$400,000 each will be awarded.
Length of Project Period:	Beginning July 1, 2023 ending on June 30, 2024, if funding is available.
Eligible Applicants:	<p>Organizations which provide services, outreach, and/or education to Black, Indigenous, and People of Color (BIPOC) communities that promote access to 1) harm reduction services, 2) low-barrier substance use disorder (SUD) and medication-assisted treatment (MAT), 3) recovery and peer supports, and/or 4) offender reentry supports are eligible to apply under this funding announcement.</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, February 10, 2023 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 Department of Drug and Alcohol Programs (DDAP) website by Friday, February 17, 2023 12:00pm Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this funding announcement.</p>

PROJECT SUMMARY:

DDAP is accepting applications from organizations to establish or expand SUD-related services, community outreach, and/or education to BIPOC communities. These activities may include providing harm reduction services, and/or promoting access to low-barrier SUD treatment and MAT services and/or recovery and peer supports, and/or offender reentry supports. The goal of this funding opportunity is to invest additional resources to BIPOC-led and/or BIPOC-supporting organizations to implement effective strategies in reducing racial inequities in SUD-related outcomes. Funds can be applied toward a range of activities, including construction and building infrastructure, staffing, and evidence-based programming.

Submission Instructions and Format Requirements for Applications:

Due Date – All applications shall be submitted electronically through DDAP’s resource account no later than Friday, March 10, 2023 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, March 10, 2023. If an application submission confirmation is desired, Applicant shall request submission confirmation to the DDAP resource account by email at: .

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 – 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; and
- Sustainability Plan.

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 the year and Budget Details for the 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 8 pages limit.

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

Trends in drug overdose deaths show widening disparities between demographic groups, both in Pennsylvania and nationally. BIPOC communities are experiencing disproportionately higher rates of overdose death and are less likely to receive substance use treatment or supports than White people. In 2020, overdose death rates increased 39% for Black Pennsylvanians compared to 2019; in 2021, Black Pennsylvanians died from overdose 1.8X more than White Pennsylvanians. The widening demographic gaps in overdose deaths call for more intensive interventions in predominantly BIPOC communities.

DDAP issues this funding opportunity with the goal of investing additional resources to BIPOC-led and/or BIPOC-supporting organizations to implement effective strategies in eliminating or reducing racial inequities in SUD-related outcomes. Specifically, DDAP is looking to support the creation or expansion of services, outreach, and/or education to BIPOC communities that increase access to 1) harm reduction services, 2) low-barrier SUD and MAT treatment, 3) recovery and peer supports, and/or 4) offender reentry supports. The funding source for this grant opportunity is the state-level allocation from the first year of the opioid settlement, and Applicants are encouraged to prioritize using these funds toward costs that may be restricted by other funding streams, such as federal grant funding.

2. FUNDING AVAILABILITY

Eligible Applicants can submit a grant application for an amount up to \$400,000 for a 12-month period. Award amounts and number of awards shall be dependent upon the number of applications received, the specific services proposed by the Applicant, and the amount of funds being requested.

3. PROJECT DATES

Contingent upon the availability of state opioid settlement funds and the receipt of qualified applications, the term of the project will commence on July 1, 2023 and end on June 30, 2024.

4. ELIGIBLE APPLICANTS

Organizations that provide services, outreach, and/or education to BIPOC communities in the areas of 1) harm reduction services, 2) access to low-barrier SUD and MAT treatment, 3) recovery and peer supports, and/or 4) offender reentry supports are eligible to apply under this funding announcement. Specifically, these activities may include providing harm reduction services, recovery and peer supports, and/or offender reentry supports; they may also include promoting access to harm reduction services or low-barrier SUD treatment and MAT services. Organizations do not have to provide all the services listed above. Any organization which provides one or more of the listed services is eligible to apply, and they shall provide access (e.g. via referrals) to the other types of services if they do not. SCAs are not eligible to apply under this funding announcement.

5. APPLICATION REQUIREMENTS

Applicant shall provide a narrative project description that includes the information outlined below. The project description shall be a minimum of 5 pages and a maximum of 8 pages (single sided, single spaced, Times New Roman font, font size 12, with project description pages numbered). Applicant shall follow all submission instructions and format requirements for applications in order to successfully apply and compete for this funding announcement.

Project Description:

The Applicant shall include a detailed plan describing how they will promote, establish, or expand services, community outreach, and/or education to BIPOC communities.

Within the detailed plan, Applicants shall include a description of the following:

- a. Applicant shall include a Statement of Need for services in their geographic area. This Statement of Need shall include:
 - A description of the population demographics in the geographic service area;
 - A description of overdose death rates within the geographic service area and, if available, SUD prevalence and incidence rates within BIPOC communities;
 - A description of existing SUD-related supports for BIPOC communities within the geographic service area;
 - A description of existing service gaps for BIPOC communities within the geographic service area.

Applicants may submit additional data to support their application.

- b. If applicable, the Applicant shall include data on the number of BIPOC clients served by their organization during the past year, as well as an estimate of additional clients the Applicant intends to serve should they be awarded this grant. The Applicant shall present this data (current and estimate) both as a raw number of clients served, as well as the percentage of the organization's overall clientele served.
- c. The Applicant shall provide services. The Applicant shall discuss their approach in reducing racial inequities in the areas listed below, as well as how BIPOC individuals will become engaged in those services:
 - Harm reduction services or access to services, which may include, but not be limited to, provision of harm reduction supplies, street medicine, engaging individuals with drop-in centers, and linking individuals to medical care;
 - Access to low-barrier MAT and SUD treatment by engaging treatment providers and crisis stabilization services to assist individuals in receiving same-day treatment admission or access to buprenorphine. Low-barrier treatment programs also support individuals in returning to care as soon as possible if they have a recurrence of use, rather than terminating treatment;

- Recovery and peer support, which may include, but not be limited to, engaging individuals with recovery community organizations and certified (family) recovery specialists; and/or
- Offender reentry supports, which may provide a range of recovery-related supports, such as housing and employment services, to offenders with a SUD who are returning to their community from incarceration.
- In addition to the specific activities listed above, Applicants may consider additional initiatives to support BIPOC communities broadly, such as providing language translation for documents and on-site interpreter services.

The Applicant does not have to provide all the services listed above. For the services not provided, the Applicant shall detail how they will promote access (e.g. via referrals) to the other types of services.

- d. The Applicant shall identify if its organization has or will have BIPOC leadership, including if its chief officer (e.g. CEO, President, etc) is a member of the BIPOC community, as well as the percentage of BIPOC members on its governing board, if applicable.
- e. The Applicant shall identify their approach on the following topics:
 - reducing stigma associated with addiction,
 - supporting multiple pathways to and through recovery, and
 - promoting the disease model of addiction.
- f. The Applicant shall describe its community presence, including its history of supporting the BIPOC community in its geographic area, as well as local partnerships the organization can leverage to achieve the goals outlined in the Project Description.
- g. In addition to describing the process for engaging with the BIPOC community in (c), the Applicant shall describe its process for engaging and providing access to other diverse populations (e.g. LGBTQ+, persons with disabilities, etc.).

Budget Narrative:

The budget narrative shall be included in the 8-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 of its capacity to measure and report effectiveness of the services provided under this grant. Applicant shall include an explanation of how it will gather data and submit reports required by section 9.

Budget Template:

The Applicant shall complete the Budget Template, Appendix C in addition to the 8-page maximum narrative proposal. 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 the year and Budget Details for the year.

Project Sustainability:

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 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 shall 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. Sources of financial support once grant funding expires.

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 approval of all final budgets. Each cost shall be a separate line item and included 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. The Applicant shall write fringe benefits as a separate line item by percentage and include a detailed listing of the benefits being covered.
- b. Consultant Services: This budget category shall identify the services to be provided by each unnamed consultant including hourly rate and number of hours to be utilized under this grant. 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 unnamed subcontractor under this grant. This category includes construction upgrades, remodeling, and capital expenditures for purchases and/or improvements made to land, which materially increase their value or life, i.e. “bricks and mortar.”

- d. Patient Services: This budget category shall reflect funding dedicated for client 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. Fixed assets are identified as furniture, equipment, and computers purchased in whole or in part with these grant funds, which have a useful life of more than one year and an initial purchase price of \$5,000 or more per item. This budget category shall reflect the actual or projected cost of any fixed asset which is \$5,000/unit or greater necessary for the direct execution of the project. Applicant shall identify the item, the quantity and unit cost.

All fixed assets furnished by DDAP or acquired by any of the grantee's subcontractors with funds under this Grant Agreement, including the purchase of real and personal property pursuant to a lease purchase agreement arrangement, for which the grantee or the subcontractor is to be reimbursed under the Agreement with DDAP or the Grantee, shall be deemed Commonwealth property. Upon purchase, title to all fixed assets shall be with DDAP. During the term of the Agreement, the Grantee and its subcontractors shall be deemed the repository for all fixed assets purchased or acquired with funds provided under the Agreement with DDAP or the Grantee and shall have exclusive rights to use such fixed assets. Within 120 days after the termination of the Agreement, or at any time upon written notice to the Grantee or its subcontractor, DDAP may take possession of said fixed assets and reimburse any other funding sources according to their percentage of contribution, based upon fair market value as determined by independent appraisal.

- 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 provider's 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 or 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, 2023 to June 30, 2024. The overall 12-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 for the year and Budget Details for the year.

7. INELIGIBLE EXPENSES

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

- a. Payment for treatment services;
- b. Cash payments directly to the intended recipients of the services;
- c. 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 grant 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.] Funds shall also not 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 Applicants ability to collect required information and submit reports in a timely manner to DDAP. Sample reports (which are not included in the 8-page narrative maximum) shall be included with grant application to include the following information:

- a. Data Reports. The Applicant shall submit monthly reports beginning August 1, 2023 to DDAP to include, at a minimum, the following information:

- Total number of individuals served by this program year to date (YTD)
 - Number of new participants by month;
 - Number of individuals served by age, gender, race, and ethnicity;
 - Other measures as determined/identified in proposal; and
 - Applicant shall submit any additional financial reports which are deemed necessary by DDAP, and any other such reports as DDAP may require.
- b. Annual Report. The Applicant shall submit an annual report by July 15th 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 DDAP, complete a Problem Identification Report. This report shall describe each problem area and its impact. The report shall list different solutions for each problem area 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 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:	<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:	
Unique Entity Identifier (UEI):	
System of Award Management (SAM) Active Date:	
Are there any trade secrets within the documents submitted by the Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.
Additional Applicant Notes:	