GIFA 24-04 Substance Use Disorder Drop-In Centers	
Grant Initiative Funding Application (GIFA) Title:	Substance Use Disorder (SUD) Drop-In Centers
GIFA Number:	24-04
Due Date for Applications:	Friday, October 11, 2024, by 12:00 p.m., Eastern Time.
Application Submitted Via Email Only:	Application shall be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, October 11, 2024, by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to $26,250,000 for 29 months.
Estimated Number of Grant Awards:	Approximately 14 grants totaling $1,875,000 each will be awarded ($750,000/year).
Length of Project Period:	Beginning February 1, 2025, ending on June 30, 2027, and the possibility of two renewals for up to 12 months each time if funding is available.
Eligible Applicant:	Applicant must have at least two years of experience as of July 1, 2024, in providing SUD prevention, intervention, harm reduction, treatment, or recovery support services, drop-in center services or relevant services and shall have the capacity to provide SUD drop-in center services to individuals with opioid use disorder (OUD) and other concurrent SUD. This project also supports the delivery of services to care for addressing stimulant misuse and use disorders, including for cocaine and methamphetamine. Single County Authorities (SCAs) are eligible to apply under this funding announcement. Department of Drug and Alcohol Programs (DDAP)-licensed treatment providers are eligible to apply under this funding announcement. Applicant that offers clinical services are eligible to apply under this funding announcement but must

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	maintain separation between the SUD drop-in center and clinical programming offered within their organizations.
Questions:	Questions shall be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, September 27, 2024, by 12:00 p.m., Eastern Time. All questions shall include the specific section of the GIFA about which the potential Applicant is questioning. Questions and answers will be posted to the DDAP website by Friday, October 4, 2024, by 12:00 p.m., Eastern Time. DDAP will not accept any phone calls regarding this funding announcement.

PROJECT SUMMARY:

DDAP has identified a need for SUD drop-in centers which provide self-help, advocacy, education, socialization, harm reduction supports, increase overdose prevention and connections to recovery and treatment services. DDAP will provide funds from the Opioid Settlement to drop-in centers or other human service organizations looking to expand their community-driven harm reduction support services to increase overdose prevention and linkage to SUD treatment and recovery support services. The goal is to provide hope, support, and resources to assist those on their road to recovery.

Submission Instructions and Format Requirements for Applications:

Due Date – Applicant must submit applications electronically through DDAP's resource account RA-DAGrantsMgmt@pa.gov no later than Friday, October 11, 2024, 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 11, 2024. Applicant may request application submission confirmation at the same email address listed above.

Submission – Late submissions will not be accepted regardless of the reason. In the event of a dispute, Applicant must demonstrate timely submission of the application.

Completeness – DDAP may reject applications that do not meet the requirements listed in this funding announcement.

Scoring – DDAP will competitively review and score all timely applications based on the funding announcement guidelines. DDAP will consider the quality and timeliness of the Applicant's performance on previous grant agreements with DDAP and other agencies, including the effort expended by DDAP and other agencies in securing satisfactory performance.

Because the overdose epidemic effects the entire commonwealth, in order to ensure equitable distribution of SUD drop-in center services throughout the state, selection of applications will be based on scoring and consideration will be given to an Applicant who propose a SUD drop-in center with a physical location within a county with a crude death rate per 10,000 population that is higher than the state average according to the 2022 Annual Report – Fatal and Non-Fatal Drug Overdoses in Pennsylvania (Pennsylvania Department of Health). In 2022, the state average for any drug overdose death rate was 3.96 deaths per 10,000 population.

Based on the 2022 Annual Report – Fatal and Non-Fatal Drug Overdoses in Pennsylvania report the review committee will score and make recommendations to fund three Applicants located in Philadelphia County, three Applicants located in Allegheny County and eight Applicants from the remaining counties located within Pennsylvania. Successful applicants with a physical presence in the 19 counties with a crude death rate higher than the state average will be prioritized.

Application Format – Applications must include three separate documents only.

The first document must be a portable document format (PDF) that contains:

- Applicant Cover Page.
- Project Description.
- Implementation Capacity and Plan.
- Budget Narrative.
- Reporting Requirements, Project Evaluation Plan and Project Evaluation Plan Template.
- Project Sustainability.
- Diverse Populations Engagement / Health Equity.

The first document must be between 7 and 15 pages, single sided, single spaced, in Times New Roman font size 12, with narrative pages numbered.

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

The third document is a PDF which contains documents that demonstrates the Applicant has at least two years of experience as of July 1, 2024, providing SUD prevention, intervention, harm reduction, treatment, recovery support services, or relevant services.

Applicant must follow the format as described above to successfully apply and compete for this funding announcement. DDAP may inform Applicant that apply in a different format to submit the correct version to properly score the application.

Note: The Applicant Cover Page, Project Evaluation Plan Template, Budget Template, Appendix, C are not counted in the page limit.

GRANT INITIATIVE GUIDELINES

1.   OVERVIEW

Substance use and SUD, including OUD and stimulant use disorders, are a nationwide concern that affects Pennsylvania communities. Currently, among Americans aged 12 and older, an estimated 31.9 million are experiencing OUD and other concurrent SUD and have misused drugs or alcohol within the last 30 days. 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 other concurrent SUD, and eliminating a variety of barriers faced by individuals seeking treatment and recovery from OUD and other concurrent SUD. DDAP recognizes SUD drop-in centers, alongside recovery centers, have been implemented to facilitate recovery from SUD.

DDAP desires to expand the offering of SUD drop-in centers throughout the commonwealth to provide a doorway for an individual's recovery journey. By providing community members with a safe, judgement-free place to 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 struggle with mental illness.

2.   FUNDING AVAILABILITY

Applicant may submit a grant application for an amount up to $1,875,000 for a 29-month period.

3.   PROJECT DATES

The term of the project will commence on February 1, 2025, and end on June 30, 2027. There is the possibility of two renewals for up to 12 months each time.

4.   ELIGIBLE APPLICANT

Applicant must have at least two years of experience as of July 1, 2024, in providing SUD prevention, intervention, harm reduction, treatment, recovery support services or relevant services and be able to provide expanded community-driven support services and allowable harm reduction services through SUD drop-in centers for people who actively experience substance use. Applicant that does not meet this requirement will not be considered.

5.   APPLICATION REQUIREMENTS

The application must contain a written narrative that includes the information listed below.

Project Description: (30 percent)

The application must include a detailed plan for the enhancement of SUD drop-in center operations that includes:

a.   The ability to serve 100 percent of individuals beginning on February 1, 2025. All personnel systems, procedures and resources must be in place to perform 100 percent of the services.

b.   A Statement of Need for SUD drop-in center services in their geographic area. The Statement of Need must include:

- Prevalence rates or incident data of OUD and indicate the lack of current resources for this population.
- Support services available to include the number of staff (volunteer or paid) delivering support services.
- Hours of operation for support service delivery.
- Current gaps in support services and any specific remedies.
- Explaining other Drop-In Centers within geographic area.
- Plans for substantiating support services and any identified needs.

c.   The total number of unduplicated individuals to be served for the duration of the project with an anticipated number to be served monthly.

d.   The types and amounts of SUD drop-in center services being provided monthly.

e.   A plan to provide SUD drop-in center services for individuals with OUD and other concurrent SUD including:

- Harm-reduction for substance use by incorporating overdose prevention and legally permissible 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 testing, reproductive healthcare, and dental care.
- Referrals to SUD level of care assessments, treatment, including Medication for Opioid Use Disorder (MOUD), 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.
- Advocacy and other supportive services required to navigate complex issues impacting special populations.

f. The process for points of entry for individuals seeking harm reduction support services to include screening.

g. A description how eligibility to the SUD drop-in center is determined and provide any eligibility restrictions which may exist.

h. A description of existing or planned referral pathways and partnerships for effective care coordination across agencies and systems in the surrounding area in which individuals experiencing OUD and other concurrent SUD can receive services.

i. An explanation how evidence-based practices will be utilized to foster engagement with people who are not yet engaged with OUD and other concurrent SUD support services.

j. Any non-OUD and other concurrent SUD services also being delivered at the location of the services.

k. Additional resources and adjunct services currently available in the community which will strengthen the proposed initiative and assist the individuals served.

l. SCAs and DDAP-licensed treatment providers shall explain how the SUD drop-in centers are a separate service from the assessment or clinical programming offered within their organizations. In addition, SCAs and DDAP-licensed treatment providers shall identify the specific location of the SUD drop-in centers and describe the process to maintain separation between SUD drop-in center participants and SCAs and DDAP-licensed treatment providers clients.

Implementation Capacity and Plan: (10 percent)

Applicant must demonstrate the capacity beginning on February 1, 2025, to provide harm reduction support services within a SUD drop-in center to individuals experiencing OUD and other concurrent SUD with all personnel, systems, procedures, and resources in place to perform or refer for all the services under this grant.

a. Applicant must identify and describe:

- Their relevant experience with similar projects which prepares them to provide services under this grant.
- All organizations which will perform subcontracted services under this grant.
- The experience of all other subcontracted organizations in providing SUD drop-in center services to individuals experiencing OUD and other concurrent SUD.
- The specific roles and responsibilities of all other subcontracted organizations.

b. Applicant must describe their implementation plan including:

- A step-by-step plan and timeline to provide services under this grant.
- A listing of staff positions for this project, including primary personnel and other supporting personnel.
- The role for each staff person, their level of effort, and qualifications, and experience providing SUD drop-in center services to individuals experiencing OUD and other concurrent SUD.
- Familiarity of staff working with different cultures and languages.

Budget Narrative: (10 percent)

This budget narrative must provide accurate budget details and clearly explain the relationship between the budgeted costs and the proposed project. The budget narrative must provide a justification for all the costs and figures submitted in the Budget Template, Appendix C.

Budget Template: (10 percent – completion of Budget Template, Appendix C)

Applicant must complete the Budget Template, Appendix C to align with the Project Description and Budget Narrative. This is not included in the 15-page maximum. This Budget Template, Appendix C, is the Excel document that was posted on the DDAP website for this funding opportunity. The Excel document must contain the Overall Summary, Summary for each year, and Budget Details for each year.

Reporting Requirements and Project Evaluation Plan: (10 percent)

Applicant must describe their capacity to report the metrics in Section 9.

Applicant must provide a detailed description of their capacity to measure and report effectiveness of the services provided under this grant. The application must explain the collection of data and submission of reports to DDAP in Section 9. Application must specify and justify any additional measures or instruments being used use.

Applicant must describe the process to create a project evaluation plan and any prior experience their staff has in creating project evaluation plans. Applicant must explain the collection of feedback from participants and stakeholders and how this feedback will be used to continuously improve the services provided. Applicant must use the provided template or another format that contains all requested information including SMART (Specific, Measurable, Achievable, Realistic, and Timebound) goals and objectives including outcomes and measures used to evaluate the project. This project evaluation plan must address the overall effectiveness of the project after analyzing the data outcomes from the Data Reports and Annual Reports listed in Section 9.

Project Sustainability: (10 percent)

Applicant must explain and provide details of their plan to continue the project after the grant funds expire. If the plan involves partnerships with other entities, the application must include

letters of support from those partners that state their willingness to accept some or all financial responsibility for the continuation of the project. The sustainability plan must include:

a. How ongoing support for this program will be generated and maintained, which could include collaboration with Single County Authorities and Managed Care Organizations.
b. How commitments from key stakeholders necessary for successful sustainability of the program will be established.
c. Sources of financial support after grant funding expires.

Diverse Populations Engagement / Health Equity: (20 percent)

Applicant must specify the populations it aims to reach and described the methods to engage and support these populations. Applicant must describe their current engagement with diverse populations including under-represented and underserved populations, people identifying as LGBTQ +, persons with disabilities, older adults, transition aged youth and young adults (ages 16-25) and those residing in rural and urban settings. The Applicant must describe how the project will engage and provide access to these diverse populations. Applicant must describe their plan to increase services to diverse populations and outline the training plan to ensure staff are trained to serve diverse populations. The Applicant must describe how they would address language translation, if needed. Applicant must describe how it will integrate a health equity approach into proposed services.

6.   ELIGIBLE PROGRAM ACTIVITIES AND EXPENSES

The Budget Narrative must 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 and calculation. The following are examples of expenses that directly support this grant initiative funding application:

a. Personnel Services: This budget category must 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 must include a detailed listing of the benefits being covered.

b. Consultant Services: This budget category must 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 must 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. <u>Patient Services</u>: This budget category must reflect funding dedicated for patient/participant services. Transportation costs to connect an individual to treatment within the Commonwealth of Pennsylvania is an allowable expense. Transportation can include fuel cards if the cards can be used for fuel only. Cards from organizations which can be utilized for other purchases is not considered an allowable expense.

e. <u>Equipment</u>: This budget category must 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. <u>Supplies</u>: This budget category must reflect expected costs for general office supplies. Identify supplies in general terms. Equipment items under $5,000-unit cost must be listed here. All personal computers under $5,000-unit must be considered as office supplies.

g. <u>Travel</u>: This budget category must include anticipated expenditures for travel including mileage, hotels, and subsistence for staff personnel. Mileage between sites for staff personnel is an allowable expense.

h. <u>Other Costs</u>: This budget category must 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 15% 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 may include training for personnel, particularly regarding trauma-informed care.

Funding may not to supplant/replace federal, state, or local funds that would otherwise be available to provide for program-related services. DDAP funding may be used in addition to other funds that are made available for services.

The overall budget for the application may not exceed $1,875,000 and will be paid by monthly invoices on a cost reimbursement basis. The budget must contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary February 1, 2025, to June 30, 2027	$1,875,000
Summary Year 1 February 1, 2025, to June 30, 2025	$375,000
Summary Year 2 July 1, 2025, to June 30, 2026	$750,000
Summary Year 3 July 1, 2026, to June 30, 2027	$750,000

7. INELIGIBLE EXPENSES

The following expenses are not eligible under this grant:

a. Expenses related to the provisions of OUD and other concurrent SUD treatment servicers.
b. The purchase of overdose reversal medications or drug-testing strips.
c. The purchase of sterile needs or syringes.
d. Capital expenditures for purchases and improvements to land, building or equipment which materially increases their value or useful life, i.e., "Bricks and Mortar."
e. Construction upgrades and remodeling.
f. Fixed Assets of $5,000 or above (fixed assets include furniture, equipment, computers, etc., which have a life of more than one year).
g. Cash payments directly to the intended recipients of the services.
h. Expenses related to any start-up costs.
i. DDAP will not pay for costs incurred prior to the period of performance of the grant.

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 must 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, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

These funds must 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.

9.   REPORTING REQUIREMENTS

The application must describe the Applicant's plan to collect information and submit reports in a timely manner to DDAP and include samples of the following reports:

a. Data Reports must contain unduplicated numbers of:

- Number of individuals served by age, gender, race, and ethnicity.
- Number of individuals receiving mail or getting mailboxes set up.
- Number of identifications applied for.
- Number of identifications obtained.
- Number of birth certificates applied for.
- Number of birth certificates obtained.
- Number of individuals receiving case management services at the center.
- Number of individuals receiving benefits assistance.
- Number of individuals receiving legal services.
- Number of individuals receiving wound care services.
- Number of individuals screened for behavioral health services.
- Number of individuals referred to behavioral health services.

- Number of individuals referred who are engaged in behavioral health services.
- Number of minority-specific events offered.
- Number of individuals attending minority-specific events.
- Challenges experienced.

b. Annual Report must contain:

- Overall Summary: This section is a brief description of the project, counties served, individuals served, key changes in programming and staffing, and other information the Applicant believes is important for DDAP to understand regarding the project.
- Outcomes: This section lists the measurable outcomes the Applicant establishes for this project, the indicators the Applicant will use to measure performance, the extent the Applicant achieves the projected outcomes.
- Barriers: This section discusses the challenges the Applicant faced during the project and the Applicant's actions to address these challenges.
- Total Expenditures: This section provides a final expenditure report for the project during the proceeding state fiscal year.
- Future Implications: This section describes the Applicant's assessment of the project has had to date, the lessons the Applicant learned from this project, what are some success stories, and Applicant's plan to improve the project.
- Project Evaluation Plan Update: This section includes updates to the project evaluation plan since the beginning of the project.
- Sustainability Plan Update: This section describes the Applicant's plan to support the delivery of services once the funding ends.

c. A Problem Identification Report that describes each problem areas and its impact on the project. The report must list different choices with advantages and disadvantages of each and include the Applicant's 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 Applicant 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. AWARDS

Applicant will receive official written notification of the status of their application from DDAP. An unsuccessful Applicant may request a debriefing by emailing RA-DAGrantsMgmt@pa.gov . This email must be sent to the attention of the Division Chief, Specialty Grants Division within 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 Division Chief, Specialty Grants Division, or their designee, will conduct the debriefing. DDAP will not provide or compare other applications. DDAP will not give 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.

<p align="center">DDAP is an equal opportunity employer.</p>

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:	
Unique Entity Identifier (UEI):	
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:	

PROJECT EVALUATION PLAN TEMPLATE

Use the below to provide proposed overall grant funded initiative SMART (**S**pecific/**M**easurable/**A**chievable/**R**ealistic/**T**imebound) Goals and with desired outcome(s) for each SMART goal. There is space available for three (3) SMART Goals and three (3) Proposed Tyes of Data for Evaluation

SMART Goal 1				
Desired Outcome(s)	*Desired Outcome 1*	*Desired Outcome 2*	*Desired Outcome 3*	*Desired Outcome 4*
SMART Goal 2				
Desired Outcome(s)	*Desired Outcome 1*	*Desired Outcome 2*	*Desired Outcome 3*	*Desired Outcome 4*
SMART Goal 3				
Desired Outcome(s)	*Desired Outcome 1*	*Desired Outcome 2*	*Desired Outcome 3*	*Desired Outcome 4*

Type of Data	Tool and Process for Data Collection	Data Collection's Purpose/Use	Data Use or Application	Frequency