Pennsylvania
Department of Drug and Alcohol Programs

GIFA 24-06 Community-Based Prevention Services to Prevent Opioid Use	
Grant Initiative Funding Application (GIFA) Title:	Community-Based Prevention Services to Prevent Opioid Use
GIFA Number:	24-06
Due Date for Applications:	Friday, December 13, 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, December 13, 2024, by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to $2,200,000 for 12 months.
Estimated Number of Grant Awards:	Approximately 10 grants totaling $200,000 each will be awarded.
Length of Project Period:	Beginning July 1, 2025, ending on June 30, 2026, and the possibility of four renewals for up to 12 months each time if funding is available.
Eligible Applicant:	Applicant must be a community-based organization. Single County Authorities (SCAs) or organizations who contract or subcontract with SCAs are not eligible to apply under this funding announcement. Department of Drug and Alcohol Programs (DDAP)-licensed treatment providers are not eligible to apply under this funding announcement.
Questions:	Questions may be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, November 29, 2024, by 12:00 p.m., Eastern Time. All questions must include the specific section of the GIFA that relates to the question.

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	Questions and answers will be posted to the DDAP website by Friday, December 6, 2024, by 12:00 p.m., Eastern Time.
	DDAP will not accept any phone calls regarding this funding announcement.

PROJECT SUMMARY:

DDAP is accepting applications for the implementation of community-based prevention services to prevent opioid use.

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, December 13, 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, December 13, 2024. Applicants 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 an 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 prevention services throughout the state, selection of applications will be based on scoring and consideration will be given to an applicant that proposes prevention services 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 DDAP will score and make recommendations to fund three applicants located in Philadelphia County, three applicants located in Allegheny County and four applicants from the remaining counties located within Pennsylvania. Applicants with a physical presence in the 19 counties with a crude death rate higher than the state average will be prioritized.

Application Format – Applicant must include two 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.
- 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.

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

Note: 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 are nationwide concerns which affects Pennsylvania communities. Currently, among Americans aged 12 and older, an estimated 31.9 million are experiencing SUD and have misused drugs or alcohol within the last 30 days. DDAP has identified a need to expand community-based substance use prevention strategies to prevent opioid use.

2.   FUNDING AVAILABILITY

Applicant may submit a grant application for an amount up to $200,000 for a 12-month period.

3.   PROJECT DATES

The term of the project will commence on July 1, 2025, and end on June 30, 2026. There is the possibility of four renewals for up to 12 months each time.

4.   ELIGIBLE APPLICANT

Applicant must be a community-based organization. Applicants that do not meet this requirement will not be considered.

5.   APPLICATION REQUIREMENTS

All proposed activities must be focused on the primary prevention of opioid use/misuse or substance use primary prevention programs/activities that prevent use of any substance, including opioids. Primary prevention refers to programs/activities that prevent the initiation of substance use/misuse or prevent use beyond initial experimentation. All proposed activities must take place in community settings or post-secondary education settings (e.g. colleges/universities).

The allowable prevention activities are:

a.   Community anti-drug coalitions that engage in drug prevention efforts.

b.   Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

c.   Engaging non-profits and faith-based communities as systems to support prevention.

d.   Evidence-based or evidence-informed community education programs and campaigns for youth, families, and others.

e. Youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

f. Community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

g. Evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

See Section, 7 Ineligible Expenses, for limitations regarding these allowable activities.

See the Part II of the DDAP Prevention Manual for characteristics of evidence-based and evidence-informed prevention programs. See the What Works in Prevention guide for information on prevention best practice and resources to find evidence based/informed programs. See pages 1-6 of the DDAP Prevention Categorization & Coding Guide to learn more about the categories of prevention services.

Project Description: (40 percent)

The application must describe each prevention program/activity applicant will implement. The description must include the following details for each proposed prevention program/activity. If multiple prevention programs/activities are proposed, Applicant must organize the project description by program/activity by naming the program/activity and then providing each of the details below for the program/activity.

a. Name of program/activity. Include the name of any curricula used, if applicable.

b. A description of the program/activity, including key components of the program/activity and how it is structured.

c. Where the program/activity will take place.

d. Population the program/activity will serve (e.g. youth ages 13-17, parents/caregivers).

e. The risk or protective factor(s) for substance use the program/activity addresses. See this Risk & Protective Factors List for examples of risk and protective factors for substance use.

f. A description of any training that will be needed for staff or volunteers to implement the program/activity. Outline who will be trained, how many people will be trained, and what they will be taught in the training.

g. A description of key outcomes or successes from prior implementation of the program/activity.

Implementation Capacity and Plan: (10 percent)

Applicant must demonstrate the capacity beginning on July 1, 2025, to provide the programs/activities outlined with all personnel, systems, procedures, resources in place to perform programs/activities under this grant.

a.   Applicant must identify and describe:

- Their relevant experience implementing the prevention activities included in their project description which prepares them to provide services under this grant.
- All organizations which will perform subcontracted services under this grant, including any trainers/trainings for staff.
- The specific roles and responsibilities of all other subcontracted organizations.
- A list 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.
- Familiarity of staff working with different cultures and languages.
- A timeline for the planning and implementation of the proposed programs/activities under this grant including key milestones.

b.   Applicant proposing to implement or support a community coalition must outline the following:

- When the coalition was formed.
- If the coalition was trained in the Communities that Care process and when the coalition was trained.
- If the coalition has received a Drug Free Communities grant and the years the coalition had the grant.
- If the coalition has a dedicated coalition mobilizer (i.e. paid staff person to oversee, manage and coordinate the work of the coalition).
- How often the coalition has met in the past 12 months.
- The current number of coalition members and the sectors those members represent (e.g. youth, parents, businesses, media, schools, youth serving organizations, law enforcement, religious organizations, civic organizations, health care professionals, governmental agencies).
- The year the coalition last completed a community needs assessment.
- The year the coalition last completed a community action plan.
- If not implementing or supporting a community coalition, please state this and skip to Budget Narrative.

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 describe the short-term outcomes they expect to achieve through each of the proposed prevention programs/activities and how those short-term outcomes will be measured (e.g. pre/post test, survey, interviews, etc.). Short-term outcomes are the more immediate changes expected in program/activity participants such as changes in knowledge, attitudes, and skills. Short-term outcomes may also be measures of the risk or protective factor the program/activity addresses. Applicant proposing to implement evidence-based, or evidence informed programs/activities must indicate if they will use the pre/post test or other evaluation tool provided by the program's developer. Applicant that does not plan to use the developer's tool must explain why.

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 including SMART (Specific, Measurable, Achievable, Realistic, and Timebound) goals and objectives, 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.

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. 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. 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 must be listed as 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. It must identify services to be provided but does not need to name the consultant(s) that will be retained. A "consultant" is 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. It must identify services to be provided but does not need to name the subcontractor to be retained.

d. Patient Services: This budget category must reflect funding dedicated for patient/participant services. Transportation costs to connect an individual to prevention services 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 that can be used for other purchases are not considered an allowable expense. Food can be included as an allowable expense for individuals receiving these prevention services, not to exceed $15.00 per person per day. Non-cash incentives of up to $30 to encourage attendance or attainment of prevention goals when the incentives are built into the program design and when the incentives are the minimum amount necessary to meet program goals are an allowable expense. An individual participant can receive more than one incentive over the course of the program. However, non-cash incentives should be limited to minimum number of times necessary to achieve program outcomes.

e. Equipment: This budget category must reflect the actual or projected cost of any equipment which is $10,000/unit or greater necessary for the direct execution of the project. It must identify the equipment, the quantity and unit cost.

f. Supplies: This budget category must reflect expected costs for general office supplies. Identify supplies in general terms. Equipment items under $10,000-unit cost must be listed here. All personal computers under $10,000-unit must be considered as office supplies.

g. Travel: 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. Other Costs: 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 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 15% of modified total direct costs. The description area under "Other Cost" must include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect rate is paying for within this grant. Costs could include training for personnel.

Funding may not 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 $200,000 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 July 1, 2025, to June 30, 2026. $200,000
Summary Year 1 July 1, 2025, to June 30, 2026. $200,000

7. INELIGIBLE EXPENSES

The following expenses are not eligible under this grant:

a. Expenses related to the provision of SUD 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 $10,000 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.
g. Costs incurred prior to the period of performance of the grant.
h. Programs/activities that are specific to the prevention of a substance other than opioids such as programs/activities specific to the prevention of alcohol, nicotine, or marijuana use.
i. In-school programs/activities for students in grades K-12 taking place during the school day.

DDAP recommends that applicant reviews the What Works in Prevention guide to learn about prevention strategies to avoid due to a lack of effectiveness.

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 plan to collect information and submit reports in a timely manner to DDAP:

a. Report prevention activity data such as date of activity, number of participants and participant demographics into DDAP's web-based prevention data collection system. Activity data must be reported into the web-based prevention data collection system within two weeks of when the activity occurs.

b. Annual Reports must contain:

- Overall Summary: This section is a brief description of the project, individuals served, key changes in programming and staffing, and other information applicant believes is important for DDAP to understand regarding the project.
- Outcomes: This section describes the following:
  - o Process Outcomes relevant to the project such as numbers of participants in program, percentage of participants completing program, number of groups receiving a program, number of activities completed.
  - o Short-term Outcomes relevant to the project such as a summary of pre/post test or survey results or other outcomes measuring the changes applicant expects to see in those participating in the program. This includes a description of the tool or metric used to measure the outcome and the number of participants outcomes were collected from (e.g. the number of completed pre/post tests).
  - o Intermediate/Long-Term Outcomes relevant to the project, which includes any progress toward the longer-term goals identified.
- Barriers: This section discusses the challenges applicant faced during the project and applicant's actions to address these challenges.
- Successes: This section highlights success stories or other qualitative data on the project's successes.
- Total Expenditures: This section provides a final expenditure report for the project during the proceeding state fiscal year.

- Future Implications: This section describes applicant's assessment of the project has had to date, the lessons applicant learned from this project, 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.

c. A Problem Identification Report that describes each problem area and its impact on the project. The report must list different choices with advantages and disadvantages of each and include recommendations with supporting rationale.

10. COMMONWEALTH USE

All material submitted will be considered the property of the Commonwealth of Pennsylvania and will be returned only at the Commonwealth's discretion. Notwithstanding any applicant copyright designations contained on proposals, the Commonwealth has 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.

DDAP 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:	
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. This evaluation must reflect the requirements for all required reports.

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