



Pennsylvania Department of Drug and Alcohol Programs

GIFA 24-07 Harm Reduction Services	
Grant Initiative Funding Application (GIFA) Title:	Harm Reduction Services
GIFA Number:	24-07
Due Date for Applications:	Friday, December 20, 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 20, 2024, by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to \$1,500,000 for 24 months.
Estimated Number of Grant Awards:	Approximately two grants totaling \$750,000 each will be awarded.
Length of Project Period:	Beginning July 1, 2025, ending on June 30, 2027, and the possibility of three renewals for up to 12 months each if funding is available.
Eligible Applicant:	<p>Applicants must be community-based organizations that focus on harm reduction strategies and services, including but not limited to overdose prevention and overdose prevention centers. These organizations should have expertise in harm reduction interventions related to opioid use disorder (OUD) and other drug using populations.</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>
Questions:	Questions may be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, December 6, 2024, by 12:00 p.m., Eastern Time.

GIFA 24-07 Harm Reduction Services	
	<p>All questions must include the specific section of the GIFA that relates to the question.</p> <p>Questions and answers will be posted to the DDAP website by Friday, December 13, 2024, 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>Harm reduction is a set of practical strategies and ideas aimed at reducing the negative consequences associated with drug use.¹ Its principles are steeped in meeting people who use drugs “where they are at.” It accepts that drug use is part of the human condition and calls for the non-judgmental, non-coercive provision of services and resources to individuals and communities. It is based in the social justice movement, recognizing the realities that social inequity plays in use, access to services and supports, and community capacity to address drug-related harm.</p> <p>Harm reduction emphasizes engaging directly with individuals who use opioids and other drugs to prevent overdoses and infectious disease transmission; improve physical, mental, social wellbeing; and offer low barrier options for accessing health care services, including substance use disorder treatment and treatment for infectious diseases.</p> <p>DDAP is accepting applications from community-based organizations that focus on harm reduction strategies and services. These organizations will expand or enhance their harm reduction services for individuals who use opioids and other drugs. Such services include providing outreach in locations with incidences of high overdoses, peer-to-peer support to vulnerable populations impacted by overdose, and linkages to treatment, recovery, basic needs, and harm reduction services.</p>	

¹ <https://harmreduction.org/about-us/principles-of-harm-reduction/>

Submission Instructions and Format Requirements for Applications:

Due Date – Applicants must submit applications electronically through DDAP’s resource account RA-DAGrantsMgmt@pa.gov no later than Friday, December 20, 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 20, 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.

Application Format – Applications must include only 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.
- 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.

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 substance use disorders (SUD) are a nationwide concern that 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 and enhance community-based harm reduction strategies and services to reduce the effects from substance use OUD and SUD.

2. FUNDING AVAILABILITY

Applicant may submit a grant application for an amount up to \$750,000 for a 24-month period.

3. PROJECT DATES

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

4. ELIGIBLE APPLICANT

Applicants must be community-based organizations that focus on harm reduction strategies and services, including but not limited to overdose prevention and overdose prevention centers. These organizations should have expertise in harm reduction interventions related to OUD populations. Applicants that do not meet this requirement will not be considered.

5. APPLICATION REQUIREMENTS

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

See Part IV, Section 4.05 – Harm Reduction of the [Case Management and Clinical Services Manual](#) to learn more about harm reduction.

Project Description: (30 percent)

The application must include a detailed plan for the expansion or enhancement of harm reduction services operations that includes:

- a. The ability to serve 100 percent of individuals beginning on July 1, 2025. All personnel, systems, procedures, and resources must be in place to perform or refer for 100 percent of the services;
- b. A Statement of Need for expansion or enhanced harm reduction services in their geographic area. The Statement of Need must include:
 - Prevalence rates or incidence data of OUD and indicate the lack of current resources for this population.

- Harm reduction services available currently, including the number of staff (volunteer or paid) delivering these services.
 - Hours of operation for harm reduction service delivery.
 - Current gaps in harm reduction services and how the proposed expansion/enhancement address one or more of these gaps.
- 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 harm reduction services being provided monthly in locations with incidences of high overdose populations.
- e. A description of how and why applicant has identified a need for harm reduction services in the county/ies to be served and how the harm reduction services will be provided.
- f. An explanation of which evidence-based practices will be utilized to foster engagement of people who need harm reduction services.
- g. A plan to purchase equipment and supplies to enhance harm reduction efforts including:
- Harm reduction vending machines(s), including stock for machines and who will be responsible for re-stocking.
 - Infectious diseases testing kits for human immunodeficiency virus (HIV) and viral hepatitis.
 - Medication lock boxes.
 - Safe sex kits, including Pre-Exposure Prophylaxis (PrEP) resources and condoms.
 - Safe smoking kits/supplies – excluding pipes/pipettes and other drug paraphernalia.
 - Screening for infectious diseases (HIV, sexually transmitted infections (STIs), viral hepatitis.
 - Sharps disposal and medication disposal kits.
 - Vaccination services (hepatitis vaccination) referrals.
 - Wound care management supplies.
 - Sterile water and saline.
 - Ascorbic acid (vitamin C).
- h. The process for collaborating with the SCA, local OUD/SUD treatment providers, recovery community organizations, and community health resources to assist qualified individuals in obtaining treatment, recovery support services, and referral to treatment for infectious diseases such as HIV, STI, and viral hepatitis.
- i. Additional resources and adjunct services currently available in the community which will strengthen the proposed initiative and assist the individuals served.

Implementation Capacity and Plan: (10 percent)

Applicant must demonstrate the capacity beginning on July 1, 2025, to provide harm reduction services for OUD 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 harm reduction services.
- 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 list of staff positions for this project, including primary personnel and other supporting personnel.
- The role for each staff person; their level of effort, qualifications, and experience providing harm reduction services.
- 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 timely submission of reports to DDAP in Section 9. The application must specify and justify any additional measures or instruments being used.

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.

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 describe the methods to engage and support these populations. Applicant must describe their current engagement with diverse populations including LGBTQ + , persons with disabilities, older adults, transition aged youth and young adults (ages 16-25), underserved and under-represented populations, 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. No more than 20 percent of the total grant award for the budget period may be used for administrative costs. 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 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 that can be used for other purchases are not considered an allowable expense.
- 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 Applicant’s Federally approved indirect cost rate schedule. There are no caps to the Federal rate. If the applicant 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 may include training for personnel, particularly regarding trauma-informed care.

Below is a list of eligible harm reduction activities (others will be considered):

a. Education and Awareness

- Providing education on safer drug use (e.g., safe injection practices).
- Offering information about the risks of overdose and how to avoid them.
- Teaching users about drug interactions and safer drug combinations.

b. Harm Reduction Counseling

- Offering harm reduction-informed counseling services that focus on harm and risk reduction.
- Providing peer support groups.

c. Condom Distribution and Sexual Health Education

- Distributing condoms and offering education on preventing STIs, especially among those engaged in transactional sex related to drug use.

d. Shelter Programs

- Offering shelter programs specifically for individuals who use substances.

e. Peer-Based Support Programs

- Establishing peer-led support networks that foster connection, reduce isolation and offer lived-experience guidance.
- Providing peer training for harm reduction outreach.

f. Hepatitis and HIV Testing and Treatment

- Providing free and confidential testing for blood-borne diseases, such as HIV and hepatitis.
- Offering linkage to treatment for those who test positive, regardless of their drug use.

g. Legal Support and Advocacy

- Providing legal advocacy to help individuals navigate criminal charges related to drug possession.

h. Safe Smoking Kits / Safe Injection Kits

- Distributing safe smoking and injection supplies to reduce infections and transmission of infectious diseases such as wound care supplies, sharp

disposal containers and written materials about safe smoking and safe injections practices.

i. Public Health Campaigns

- Conducting public campaigns aimed at reducing the stigma around drug use, education on harm reduction, and promoting services available to drug users.

j. Employment and Skills Training

- Providing job training and employment opportunities to individuals who use drugs, promoting stability and self-sufficiency.

k. Crisis and Emergency Hotlines

- Offering 24/7 crisis hotlines for individuals in distress due to drug use or overdose situations.

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 \$750,000 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, 2027	\$750,000
Summary Year 1 July 1, 2025, to June 30, 2026	\$375,000
Summary Year 2 July 1, 2026, to June 30, 2027	\$375,000

7. INELIGIBLE EXPENSES

The following expenses are not eligible under this grant:

- a. Expenses related to the provision of SUD treatment services.
- b. The purchase of overdose reversal medications or drug-testing strips.
- c. The purchase of sterile needles or syringes.
- d. Capital expenditures for purchases and improvements to land, building or equipment which materially increase their value or useful life, i.e., “Bricks and Mortar”.
- e. Construction upgrades and remodeling.
- f. Fixed Assets of \$10,000 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 plan to collect information and submit reports in a timely manner to DDAP:

- a. Data Reports must contain unduplicated numbers of:
 - Individuals reached through outreach efforts in locations with incidences of high overdoses.
 - Individual linkages to support services. For purposes of this indicator, “linkages” are defined as the number of engagements with any support service. Each linkage should be counted (i.e., one individual participant engaged with five individual support services should reflect five linkages).
 - Individual referrals made to treatment and recovery support services.
 - Number of individual referrals to treatment for infectious diseases such as HIV, STI, and viral hepatitis.
 - Harm reduction supplies distributed.

- b. Annual Reports 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 applicant believes is important for DDAP to understand regarding the project.
 - Outcomes: This section lists the measurable outcomes applicant establishes for this project, the indicators applicant will use to measure performance, and the extent applicant achieves the projected outcomes.
 - Barriers: This section discusses the challenges applicant faced during the project and applicant’s actions to address these challenges.

- Total Expenditures: This section provides a final expenditure report for the project during the preceding 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, 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 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 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 (Specific/Measurable/Achievable/Realistic/Timebound) Goals and with desired outcome(s) for each SMART goal. There is space available for three (3) SMART Goals and three (3) Proposed Types of Data for Evaluation. This evaluation must reflect the requirements for all required reports.

SMART Goal 1				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>
SMART Goal 2				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>
SMART Goal 3				
Desired Outcome(s)	<i>Desired Outcome 1</i>	<i>Desired Outcome 2</i>	<i>Desired Outcome 3</i>	<i>Desired Outcome 4</i>

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