Pennsylvania
Department of Drug and Alcohol Programs

GIFA 24-08 Recovery Housing for Opioid Use Disorder	
Grant Initiative Funding Application (GIFA) Title:	Recovery Housing for Opioid Use Disorder (OUD) and other drugs
GIFA Number:	24-08
Due Date for Applications:	Friday, January 10, 2025, 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, January 10, 2025, by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to $2,500,000 for 12 months.
Estimated Number of Grant Awards:	Approximately five grants totaling $500,000 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:	Applicants must be community-based organizations, community action agencies, or public health programs that focus on assisting individuals in accessing recovery housing. This GIFA is not soliciting applications to implement new recovery housing. Applicants should understand the intersection between individuals with OUD and any co-occurring substance use disorder (SUD) or mental health condition and housing instability. Single County Authorities (SCAs) are not eligible to apply under this funding announcement.

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	Department of Drug and Alcohol Programs (DDAP)-licensed treatment providers are not eligible to apply under this funding announcement. DDAP licensed recovery housing providers are not eligible to apply under this funding announcement.
Questions:	Questions may be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, December 27, 2024, by 12:00 p.m., Eastern Time. All questions must include the specific section of the GIFA that relates to the question. Questions and answers will be posted to the DDAP website by Friday, January 3, 2025, by 12:00 p.m., Eastern Time. DDAP will not accept any phone calls regarding this funding announcement.

PROJECT SUMMARY:

DDAP is accepting applications from community-based organizations, community action agencies, or public health programs that focus on assisting individuals in accessing recovery housing. These organizations should understand the intersection between individuals with OUD and any co-occurring SUD or mental health condition and housing instability.

These organizations will lead initiatives to link individuals with OUD and any co-occurring SUD or mental health condition to DDAP-licensed recovery houses. The organizations will also be responsible to ensure these individuals have access to case management and peer support services while residing in DDAP licensed recovery houses and provide financial assistance for those who are not able to pay the full cost of recovery housing.

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, January 10, 2025 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, January 10, 2025. 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:

a. Applicant Cover Page.
b. Project Description.
c. Implementation Capacity and Plan.
d. Budget Narrative.
e. Reporting Requirements, Project Evaluation Plan and Project Evaluation Plan Template.
f. Project Sustainability.
g. 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

Recovery housing can be a critical asset in supporting an individual with OUD/SUD during their recovery, often as a step-down from residential treatment. Recovery housing is associated with a variety of positive outcomes for individuals including decreased substance use, reduced likelihood to return to use, lower rates of incarceration, higher income, increased employment, and improved family relationships. Recovery housing is a recovery support service that promotes the four major dimensions of a life in recovery. Recovery and Recovery Support | SAMHSA

2.   FUNDING AVAILABILITY

Applicant may submit a grant application for an amount up to $500,000 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

Applicants must be community-based organizations, community action agencies, or public health programs that focus on assisting individuals in obtaining recovery housing. These organizations should understand the intersection between individuals with OUD and any co-occurring SUD or mental health condition and housing instability. 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.

Project Description: (30 percent)

The application must include a detailed plan for increasing access to DDAP licensed recovery houses and access to case management and peer-to-peer support services that includes:

   a.   The ability to assist 100 percent of individuals who are seeking recovery housing beginning on July 1, 2025, including a description of all personnel, systems, procedures, and resources that will be in place.

   b.   A Statement of Need for recovery housing in the geographic area where services will be delivered. The Statement of Need must include:

      i.   Prevalence rates or incidence data of OUD and indicate the lack of current resources for this population.
      ii.   Description of the coordination of funding streams to address the gaps in services.

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. An explanation of the evidence-based practices that will be used to foster engagement of people who need recovery house services.

e. A plan outlining assisting individuals in obtaining recovery housing including:

    i. Identifying and connecting with individuals with OUD and any co-occurring SUD or mental health condition.

    ii. Assisting individuals with OUD and any co-occurring SUD to remain engaged in treatment.

    iii. Offering case management and peer-to-peer support services either directly or through a subcontractor that is familiar with OUD and any co-occurring SUD or mental health conditions.

    iv. Describing the services provided by applicant, marketing efforts for these services and information on which services will be provided through collaboration or through referrals.

    v. Providing information regarding recovery housing payment amounts and calculations, guidelines, and eligibility criteria to be used.

    vi. Ensuring individuals funded for recovery housing obtain public entitlements (PE) and are performing well on all reported measures.

f. The process for collaborating with the SCA and local treatment providers to assist qualified individuals with OUD and any co-occurring SUD or mental health condition in maintaining any necessary treatment and access to case management and peer-to-peer support services.

g. 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 assist individuals in obtaining recovery housing and access to case management and peer-to-peer support services 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:

    i. Their relevant experience with similar projects which prepares them to provide services under this grant.

    ii. All organizations which will perform subcontracted services under this grant.

      iii.   The experience of all other subcontracted organizations in linkages to housing and providing case management and peer-to-peer support services. The specific roles and responsibilities of all other subcontracted organizations.

  b.   Applicant must describe their implementation plan including:

      i.   A step-by-step plan and timeline to provide services under this grant.
      ii.   A list of staff positions for this project, including primary personnel and other supporting personnel.
      iii.   The role for each staff person; their level of effort, qualifications, and experience providing recovery housing, case management, and peer-to-peer support services.
      iv.   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)

The 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. 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. <u>Personnel Services</u>: 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. <u>Consultant Services</u>: 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. <u>Subcontract Services</u>: 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. <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 that can be used for other purchases are not considered an allowable expense.

e. <u>Equipment</u>: 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. <u>Supplies</u>: 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. <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 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.

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 $500,000 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	$500,000
Summary Year 1 July 1, 2025, to June 30, 2026	$500,000

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:

      i.   Individuals who received education about licensed recovery housing services. This is the number of individuals who received recovery housing education.
      ii. Individuals who received recovery housing. This is the number of individuals who completed the admission process and are enrolled in recovery housing.
      iii. Individuals who received case management services. This is the number of individuals who received case management services and are enrolled in the recovery housing.

iv. Individuals receiving peer-to-peer support services. This is the number of individuals who received peer support services and are enrolled in recovery housing.

v. Individuals receiving recovery support services. This is the number of individuals who received recovery support services and are enrolled in recovery housing.

vi. Individual linkages to support services. For purposes of this indicator, "linkages" are 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).

vii. Individuals discharged from recovery housing by the reason for discharge. This number of individuals discharged from recovery housing for any reason up to and including successful completion, leaving recovery housing against facility advice (AFA), unsuccessful discharge, administrative discharge from recovery housing.

viii. Individuals who remained abstinent while in recovery house. To achieve this number, take the number of individuals served and subtract the number of individuals who were identified as using drugs or alcohol.

ix. Individuals who successfully discharged to permanent housing. This number is those individuals who successfully discharged from recovery housing to permanent housing.

x. Individuals who did not have income at start of admission to recovery housing. This number is important for the calculation measured above; this number indicates the number of individuals who entered recovery housing without income.

xi. Individuals who did not have income, who gained income while in recovery housing. This is the number of individuals who entered recovery housing without an income but have through various approved means have begun to receive an income.

xii. Individuals who were eligible for PE at start of admission to recovery housing. This number is important for the calculation measured above; this number indicates the number of individuals who entered the recovery housing without PE they were eligible for, applied, and received it prior to discharge from recovery housing.

xiii. Individuals who were eligible for PE who received PE before discharge from recovery housing. This is the number of individuals who entered recovery housing without PE that they are eligible to receive it, applied, and received it prior to discharge from recovery housing.

xiv. Individuals who obtained a driver's license or state identification while in recovery housing. This is the number of individuals who entered recovery housing and obtained a driver's license or state identification while in recovery housing.

xv. Individuals who obtained employment while in recovery housing. This is the number of individuals who entered recovery housing and obtained employment while in recovery housing.

xvi. Individuals who participated in safe and sober activities such as: read a book, play a board game, exercise, meditation while in recovery housing. This is the number

of individuals who were able to participate in safe and sober activities during their stay in recovery housing.

xvii. Individuals who expressed the intent to be connected to long term treatment supports while in recovery housing and those connected to long term treatment supports while in recovery housing . The second number is the number of individuals who entered the recovery house without or with limited long-term treatment supports and have gained those supports while in recovery housing.

xviii. Individuals who need physical health supports and that received physical health supports while in recovery house (if needed).

xix. Individuals who need dental health supports and those individuals that received dental health supports while in recovery house (if needed).

xx. Individuals who indicated satisfaction with their experience in recovery housing. This number reflects the individuals who upon discharge gave a positive review of their satisfaction from their stay in recovery housing.

Successful applicants must collaborate with recovery housing staff to collect and report accurate progress for data reports, annual reports and continuous quality improvement.

b. Annual Reports must contain:

i. 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.

ii. 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.

iii. Barriers: This section discusses the challenges applicant faced during the project and applicant's actions to address these challenges.

iv. Total Expenditures: This section provides a final expenditure report for the project during the proceeding state fiscal year.

v. 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.

vi. Project Evaluation Plan Update: This section includes updates to the project evaluation plan since the beginning of the project.

vii. 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.

<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. 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