



Pennsylvania Department of Drug and Alcohol Programs

GIFA 24-05 Recovery Support Services	
Grant Initiative Funding Application (GIFA) Title:	Recovery Support Services (RSS)
GIFA Number:	24-05
Due Date for Applications:	Friday, November 15, 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, November 15, 2024, by 12:00pm., Eastern Time.
Anticipated Total Available Funding:	Up to \$1,500,000 for 24 months.
Estimated Number of Grant Awards:	Approximately six grants totaling \$1,500,000 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 time if funding is available.
Eligible Applicant:	<p>Applicant must have at least two years of experience as of July 1, 2024 providing RSS and demonstrate the capacity to provide RSS to individuals in recovery from opioid use disorder (OUD) and other concurrent substance use disorder (SUD).</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:	<p>Questions may be submitted via email to RA-DAGrantsMgmt@pa.gov through Friday, November 1, 2024, by 12:00 p.m., Eastern Time.</p> <p>All questions must include the specific section of the GIFA that relates to the question.</p>

GIFA 24-05 Recovery Support Services	
	<p>Questions and answers will be posted to the DDAP website by Friday, November 8, 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>DDAP is accepting applications for organizations that will expand or enhance RSS to individuals in recovery from OUD and other concurrent SUD. RSS are non-clinical services that assist individuals in recovery in gaining the skills and resources needed to initiate, maintain and sustain long-term recovery. Recovery support programs offer services such as care coordination, recovery coaching, spiritual counseling, group support, supported employment / training, transportation and assistance with accessing recovery housing. RSS are not a substitute for clinical services. Recovery support programs are person-centered and self-directed allowing for the individual in recovery the choice of provider.</p>	

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, November 15, 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, November 15, 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 affects the entire Commonwealth, in order to ensure equitable distribution of RSS throughout the state, selection of applications will be based on scoring and consideration will be given to an applicant that proposes RSS 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, the DDAP will score and make recommendations to fund two applicants located in Philadelphia County, two applicants located in Allegheny County and two 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 – Applications must include only three separate documents.

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 Applicant has at least two years of experience as of July 1, 2024 providing RSS.

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

OUD and SUD are nationwide concerns 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 a vital part of recovery for individuals with OUD and other concurrent SUD is participating in activities which provide purpose and structure to their daily lives.

DDAP intends to improve the delivery of RSS to individuals initiating or maintaining their recovery process. These RSS must be available within the community and provided primarily by individuals who themselves are engaged in the recovery process.

2. FUNDING AVAILABILITY

Applicant may submit a grant application for an amount up to \$1,500,000 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 time.

4. ELIGIBLE APPLICANT

Applicant must have at least two years of experience as of July 1, 2024 providing RSS and demonstrate the capacity to provide RSS to individuals in recovery from OUD and other concurrent SUD. 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 the enhancement of RSS 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 RSS 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 these services.
 - Hours of operation for support service delivery.
 - Current gaps in support services and any specific remedies.
 - Plans for sustaining RSS and any identified needs after the grant performance period ends.
- 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 RSS being provided monthly.
- e. A description of the points of entry for individuals seeking RSS.
- f. A description of how the needs of the individuals in recovery will be determined and the RSS to be provided or referred.
- g. The process of how the four major dimension of recovery as defined by Substance Abuse and Mental Health Services Administration (SAMHSA) will be addressed. The four major dimension that support a life in recovery are health, home, purpose, and community. [Recovery and Recovery Support | SAMHSA](#)
- h. A plan to provide RSS for individuals in recovery with OUD and other concurrent SUD including:
- Peer-to-peer support individual and group meetings in which individuals newer in recovery obtain support and advice on an individual basis and to assist with issues potentially impacting recovery.
 - Peer-led recovery educational workshops, events, training, and activities using structured curriculum related to addiction and recovery, life skills, and job skills.
 - Recovery health and wellness educational events, culturally based recovery practices, art recovery, recovery social support and inclusion activities.
 - Telephonic recovery support or recovery check-ups to individuals who can benefit from a weekly call to remain engaged in the recovery process and to help maintain a commitment to recovery.
 - Recovery planning to assist an individual in managing their recovery.
 - Support groups for recovering individuals that are population focused, such as HIV/AIDS, veterans, youth, bereavement, etc.

- i. The process for collaborating with the SCA and local treatment providers to assist qualified individuals in obtaining needed services not delivered by Applicant.
- j. A description how eligibility to the program is determined and provide any eligibility restrictions which may exist.
- k. 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 can receive RSS.
- l. An explanation how evidence-based practices will be used to foster engagement with people who are not yet engaged with OUD and other concurrent SUD support services or are new to recovery.
- m. Any non-OUD and other concurrent SUD services also being delivered at the location of the RSS.
- n. 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 RSS to individuals in recovery from 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 RSS to individuals in recovery from 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 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 RSS to individuals in recovery from OUD and other concurrent SUD.
 - The number of primary personnel with lived experience and are in recovery.
 - 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 SCAs 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. Employing peers with lived experienced is encouraged.

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 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 an allowable expense.
- e. Equipment: 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. It must identify the equipment, 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 \$5,000-unit cost must be listed here. All personal computers under \$5,000-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 10% 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 \$1,500,000 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, 2027	\$1,500,000
Summary Year 1 July 1, 2025, to September 29, 2025	\$187,500
Summary Year 2 September 30, 2025, to June 30, 2026	\$562,500
Summary Year 3 July 1, 2026, to September 29, 2026	\$187,500
Summary Year 4 September 30, 2026, to June 30, 2027	\$562,500

7. INELIGIBLE EXPENSES

The following expenses are not eligible under this grant:

- a. Expenses related to the provision of OUD and other concurrent SUD treatment services.
- b. Expenses for recovery housing.
- c. The purchase of overdose reversal medications or drug-testing strips.
- d. The purchase of sterile needles or syringes.
- e. Capital expenditures for purchases and improvements to land, building or equipment which materially increase their value or useful life, i.e., “Bricks and Mortar”.
- f. Construction upgrades and remodeling.

- g. Fixed Assets of \$5,000 or above (fixed assets include furniture, equipment, computers, etc. which have a life of more than one year).
- h. Cash payments directly to the intended recipients of the services.
- i. Expenses related to any start-up costs.
- j. 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:
 - Participants referred to recovery housing.
 - Recovery coaching or peer coaching
 - Employment support.
 - Multiple RSS.
 - Other RSS (please specify).
- 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 the recommendations with supporting rationale.
- d. All data elements required by the Government Performance and Results Act (GPRA) at intake, six months, and discharge.

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:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit
Federal Tax Identification Number:	
Applicant Financial Reporting Year:	Month _____ through _____
Name, Position, and Contact Information of person directly responsible for implementation of this initiative:	
Name of Program(s):	
Applicant Service Delivery Site(s):	
Counties to be Serviced by this Grant Funding:	
Total Budget Amount Requested:	
SAP Vender Number:	
Unique Entity Identifier (UEI):	
System of Award Management (SAM) Active Date:	
Are there any trade secrets within the documents submitted by the Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.
Additional Applicant Notes:	

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