**UNIVERSITY OF BALTIMORE**

**FY 2018 Competitive Subaward Solicitation**

**Combating Opioid Overdose though Community-level Intervention**

**Notice of Funding Availability (NOFA)**

**Application Guidance**

**Center for Drug Policy and Enforcement**

**Submission Deadline: October 31, 2018**

**Funded through:**

**Office of National Drug Control Policy,**

**CFDA# 95.007**

**University of Baltimore**

**Center for Drug Policy and Enforcement**

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**Getting Started**

Thank you for applying for the **Combating Opioid Overdose though Community-level Intervention Subaward from the University of Baltimore (UB).** The primary purpose of the Combating Opioid Overdose though Community-level InterventionGrant is to:

1. Undertake research activities that entail implementing and evaluating community-based efforts to fight the opioid overdose epidemic; and
2. Support and promote the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing overdose and other harms of opioid (mis)use.

Applicants must use evidence-based approaches to implement or enhance community-based new or ongoing programs that aim to reduce opioid overdose, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid overdoses. Applicants must evaluate these community-based efforts to assess their efficacy in reducing opioid overdose and other harms of opioid (mis)use, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid overdoses. Proposals must support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts provide and that communities benefit from a comprehensive and coordinated response.

If you need application assistance, please contact:

Sherae Lonick

Associate Director for Finance

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# **I. BACKGROUND/ SCOPE**

The United States is facing an unprecedented increase in drug overdose deaths. In 2015, more than 52,000 people nationwide died of a drug overdose. In 2016, this number increased to nearly 64,000[[1]](#endnote-1). Opioids, which account for the majority of these deaths, are a category of substances that includes prescription analgesics, organic opiates like heroin, and synthetic opioids like fentanyl. In 2016, approximately 115 people in the U.S. died each day from an opioid overdose[[2]](#endnote-2). This increase in opioid overdose fatalities contributed to American life expectancy falling in both 2015 and 2016[[3]](#endnote-3). Provisional overdose death data from the Centers for Disease Control and Prevention’s (CDC) Vital Statistics Rapid Release show an estimated 68,400 deaths from October 2016 to October 2017[[4]](#endnote-4).

**Figure 1: States with statistically significant drug overdose death rate increases from 2015 to 2016**

The introduction of illicitly manufactured fentanyl and fentanyl-related substances, such as carfentanil, further exacerbate the opioid epidemic[[5]](#endnote-5). These synthetic opioids are much more toxic than other opioids. For example, fentanyl is between 50 and 100 times more potent than morphine[[6]](#endnote-6), and carfentanil is approximately 10,000 times more potent than morphine[[7]](#endnote-7).

CDC and DEA reporting illustrate the prevalence and concentration of fentanyl and fentanyl-related substances in the eastern portion of the United States. Age-adjusted rates of fentanyl-related overdose deaths per 100,000 people indicate the 10 states with the highest overdose in 2016 were New Hampshire (30.3), West Virginia (26.3), Massachusetts (23.5), Ohio (21.1), District of Columbia (19.2), Maryland (17.8), Rhode Island (17.8), Maine (17.3), Connecticut (14.8), and Kentucky (11.5). Similarly, data from the Drug Enforcement Administration’s (DEA) National Forensic Laboratory Information System (NFLIS) program, which collects drug chemistry analysis results from drugs seized during law enforcement operations, indicates that the Northeast is experiencing the heaviest concentration of fentanyl in its local drug markets. The states with the largest number of fentanyl-related exhibits submitted to NFLIS in 2016 were Ohio (9,224), Massachusetts (6,028), and Pennsylvania (3,173)[[8]](#endnote-8).

Reporting from various sources suggests fentanyl not only co-occurs with other illicit substances, such as heroin or cocaine, but is also prevalent in absence of other illicit substances. In a study released in 2017, CDC found that other illicit drugs co-occurred in 57% and 51% of deaths involving fentanyl and fentanyl-related substances[[9]](#endnote-9). This supports findings from other reports indicating that many drug users and/or traffickers often mix fentanyl and fentanyl-related substances with heroin or cocaine. Additionally, CDC found that nearly half of overdose deaths involving fentanyl and fentanyl-related substances were not reported positive for other illicit opioids. DEA reporting suggests the variability of fentanyl co-occurring with other drugs is attributed to opioid users having variable preferences for fentanyl, and is further complicated by dealers having a lack of knowledge of its presence in their products.

Given the enormity of this national crisis, collaboration across agencies is essential. Each sector of government has a role to play—whether implementing prevention activities, providing treatment to individuals with opioid use disorder, identifying and disrupting the flow of illicit opioids into and across the country, advancing research to increase our knowledge on promising practices, or making changes to policy or legislation.

In March 2017, President Trump established the President’s Commission on Combating Drug Addiction and the Opioid Crisis charged with the mission “to study the scope and effectiveness of the Federal response to drug addiction and the opioid crisis and to make recommendations to the President for improving that response[[10]](#endnote-10).” The Commission released its final draft report in November 2017. The report listed 56 distinct recommendations, including: expanding federal drug courts; devising new law enforcement strategies to reduce the illicit opioid supply; providing more resources to hospital and recovery organizations to expand the use of recovery coaches, especially in hard-hit areas; and improving coordination between all federal programs and agencies that target the opioid crisis[[11]](#endnote-11).

Recognizing the gravity of the heroin and opioid problem in their areas of operation, ten HIDTAs joined forces and received additional funding from ONDCP to create the Heroin Response Strategy (HRS). The HRS partnership includes the New England, New York/New Jersey, Liberty/MidAtlantic, Washington/Baltimore, Appalachia, Atlanta/Carolinas, Ohio, Michigan, Chicago, and Indiana HIDTAs and encompasses 22 states. The HRS operates in partnership with the CDC and is working diligently to break down the barriers between law enforcement and public health. The UB plans to use the Combating Opioid Overdose through Community-level Initiative (COOCLI) grant funds to bolster HRS efforts to coordinate decentralized state and local attempts to assess and respond to opioid-related overdoses, and strengthen the existing law enforcement and public health partnership that is critical to addressing the opioid epidemic.

Actions taken under this proposal will align with related ONDCP projects and will use the information from selected projects to support the work of the HRS and the CDC.

# **II. ELIGIBILITY CRITERIA**

The following entities are eligible to submit subawardapplications, **providing the application includes a letter of support/commitment from the participating HIDTA signed by the sponsoring HIDTA Director. (See Section C-9. Letters of Support/Commitment)**

* High Intensity Drug Trafficking Areas Programs
* Public/State Controlled Institutions of Higher Education
* Private Institutions of Higher Education
* Nonprofits with 501(c) (3) IRS Status (Other than Institutions of Higher Education)
* Nonprofits without 501(c) (3) IRS Status (Other than Institutions of Higher Education)
* State Governments
* County Governments
* City or Township Governments
* Special District Governments
* Indian/Native American Tribal Governments (Federally Recognized)
* Indian/Native American Tribal Governments (Other than Federally Recognized)
* U.S. Territory or Possession
* Independent School Districts
* Public Housing Authorities/Indian Housing Authorities
* Native American Tribal Organizations (other than Federally recognized tribal governments)
* Faith-based or Community-based Organizations

# **III. APPLICATION PROCESS**

Applicants are required to apply for subaward funding through the UB.

**The UB must receive the emailed copy of the application no later than October 31, 2018.**

# **IV. APPLICATION REQUIREMENTS**

**Sub-recipient Organization Eligibility Requirements**

The UB established criteria for the Combating Opioid Overdose though Community-level Intervention subaward that ***must*** be met by all organizations that receive these funds. These funds are to be awarded to sub-recipients only to:

Research and analyze 1) a range of existing community-based efforts to address the opioid epidemic and 2) current evidence-based and proven strategies to reduce opioid-related overdose deaths.

Sub-recipients must:

1. Use evidence-based approaches to implement or enhance community-based new or ongoing programs that aim to reduce opioid overdose, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid overdoses
2. Evaluate these community-based efforts to assess their efficacy in reducing opioid overdose and other harms of opioid (mis)use
3. Support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts provide and that communities benefit from a comprehensive and coordinated response

Each subcontract recipient organization ***shall*** meet the following requirements:

1. You must comply with the Government-wide Suspension and Debarment provision set forth at 2 CPR Part 180, dealing with all sub-awards and contracts issued under the grant.
2. Reporting Sub-award and Executive Compensation Information - This part provides guidance concerning requirements for Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting. ONDCP must report Federal fund awards of more than

$25,000. Subcontracts also fall under reporting requirements but please note that the definition of "Sub-contract" does not include your procurement of property and services needed to carry out the project. (See 2 CPR Part 170)

1. Requirements for Drug-Free Workplace (Financial Assistance) - This part requires that the award and administration of ONDCP grants and cooperative agreements comply with Office of Management and Budget (OMB) guidance implementing the portion of the Drug Free Workplace Act of 1988 (41 U.S.C. 701-707, as amended, hereafter referred to as "the Act") that applies to grants. (2 CPR Part 421)
2. Non Discrimination Statement: The UB and ONDCP prohibit discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Agency. (Not all prohibited bases will apply to all programs and/or employment activities.)
3. Compensation- Personnel Services: This part requires that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. (See 2 CFR 200.430)
4. Financial Management: This part requires that systems must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the award. (See 2 CFR 200.302)
5. As specified in this notice of funding opportunity, recipient must:
	1. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
	2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
	3. Evaluate and monitor the non-Federal entity's compliance with statute, regulations, and the terms and conditions of the Federal awards.
	4. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
	5. Take reasonable measures to safeguard protected personally identified information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

**Evidence-Based Practices, Promising and Proven Programs**

* Priority will also be given to applicants who propose to implement and/or evaluate an evidence-based, promising, or proven program.
* Applicants are encouraged to review national best practices and evidence-based, proven, and promising program examples in selecting a program for implementation and/or evaluation.
* Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.

# **V. FAITH-BASED/COMMUNITY ORGANIZATIONS**

**Faith-based organizations** applying for Combating Opioid Overdose though Community-level Intervention funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, Combating Opioid Overdose though Community-level Intervention funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with subaward funds; such religious activity must be separate (in time and/or place) from the subaward funded project. Further, participation in such religious activity by individuals receiving services must be voluntary.

Such organizations receiving Combating Opioid Overdose though Community-level Intervention funds must ensure that services are offered without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

# **VI. IMPORTANT DATES**

➢ Deadline to Submit an Application: October 31, 2018.

➢ Sub-award Start Date: December 1, 2018

➢ Sub-award End Date: November 30, 2019

# **VII. PROJECT PRIORITY AREAS**

This Notice of Funding Availability will only give consideration to projects relative to the following priority areas:

1. Research activities that involve implementing and evaluating community-based efforts to fight the opioid overdose epidemic
2. Efforts that support and promote the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing overdose and other harms of opioid use and abuse

**Funding Specifications:** The UB will only consider awarding up to $350,000 per application.

# **VIII. FUNDING EVALUATION**

The UB will assess the worth of each organization's overall project based on the following:

* Problem Statement/ Needs Justification
* Project Description
* Project Priority Area
* Description of Goals and Objectives
* Outcome-Based Performance Measures
* Strategy and Timeline
* Spending Plan
* Organization Management Capabilities/ Cooperating Agencies
* Project Evaluation & Sustainability
* Budget
* Audit Findings
* Performance History with Previous Awards
* Geographic size and location
* Ability to recognize and address the needs of the community
* Use of Evidence-Based Practices, Promising and Proven Programs

The Combating Opioid Overdose though Community-level Intervention subaward includes a competitive application process. The UB will conduct a review of each application submitted in accordance with this Notice of Funding Availability.

# **IX. FUNDING SPECIFICATIONS**

**A. Funding Cycle**

Commencement of awards funded under the Combating Opioid Overdose though Community-level Intervention December 1, 2018 and end on November 30, 2019. This is a twelve (12) month award. Funds are paid on a reimbursable basis. Note: Cost extensions for sub-recipients’ projects will not be granted.

**B. Budget**

Budgets must be clear, specific, and tie directly to performance measures. Budgets must reflect months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. *The UB reserves the right to reduce budgets*.

The prioritization of line items is required for all applications having multiple line items.

Applicant requirements will be taken into consideration should budgets need to be reduced.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. Do not state "See Narrative, Goals, or Objectives".

**C. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with Combating Opioid Overdose though Community-level Intervention funds. Before these costs can be supported with Combating Opioid Overdose though Community-level Intervention funds, the applicant must agree that direct services cannot be offered without the support for these expenses; and that the sub-recipient has no other source of support for them:

* Personnel Costs
* Operating Expenses
* Travel
* Contractual Services
* Equipment

**D. Unallowable Costs**

The following services, activities, and costs, although not exhaustive, cannot be supported with Combating Opioid Overdose though Community-level Intervention subaward funds:

* Lobbying and Administrative Advocacy
* Perpetrator Rehabilitation and Counseling
* Audit Costs
* Property Insurance
* Telephone/Fax (possible funding source exceptions)
* Food/Beverage
* Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

**E. Indirect Cost Rate**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a

Federally-approved indirect cost agreement. Please provide a copy of a current, signed Federally- approved indirect cost rate agreement.

Non-federal entities, other than State and local governments that have never received a Federally approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct

Costs. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Line item justification must include the agency/ organization's direct cost rate illustrating how the indirect cost rate was determined as well as the costs associated under this heading.

**F. Consultant Rates**

The limit for consultant rates is $650 per day or $81.25 per hour.

# **X. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The UB will distribute awarded funds to sub-recipients in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be emailed to the UB. The programmatic reports are due within 15 calendar days following the end date of the quarter; a financial report is due within 15 calendar days following the end of each month. All reporting activity occurs through email.

**Electronic Funds Transfer (EFT)** – The UB encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: <http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Electronic_Funds_Transfer/>

# **XI. MATCH**

There is no match requirement for this subaward.

# **XII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY**

Federal funds must be used to supplement existing state and local funds for project activities and must not replace those funds that have been appropriated for the same purpose. There are strict federal laws against the use of federal funds to supplant current funding of an existing project. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of subaward funds. Misuse of subaward funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

# **XIII. APPLICATION**

**Notice to All Applicants:**

The information collected on the subaward application form is collected for the purposes of the

UB. Failure to provide all of this information may result in the denial of your application for funding. The UB is a government entity; upon submission, this application is considered public information. The UB does not sell collected subaward information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review subaward award documentation. Please send those requests to

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**A. COVER SHEET INSTRUCTIONS**

**1. PROJECT TITLE**

The project title should be brief, precise, and reflect what is being funded.

**2. APPLICANT AGENCY**

The organization or government agency that is eligible to apply for subaward funds (See Eligible Applicants).

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all subaward award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

**DUNS/SAM Registration:** Provide your DUNS number and SAM.GOV. In an appendix, submit proof of your agency's current SAM registration from www.sam.gov. Include a screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information).

**Access to SAM.GOV:**

https://www.sam.gov/portal/public/SAM/

**Access to DUNS (D&B):**

http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F

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**3. IMPLEMENTING AGENCY**

The name of the entity that is responsible for the operation of the project.

**4. PROPOSED START/END DATES**

**Start and end date are determined by the parameters of the NOFA.** Projects may not exceed twelve (12) months or commence before the NOFA defined start date.

**5. PREPARER INFORMATION**

Enter the name of the person completing the application, their mailing address, phone number and email address.

**6. PROJECT DIRECTOR**

Select the person who will be responsible for oversight and administration of the project on

behalf of the applicant. Enter the name of the person, their mailing address, phone number and email address

**7. FISCAL OFFICER**

Identify the person who will be responsible for financial reporting and record keeping for the

project. Enter the name of the person, their mailing address, phone number and email address.

**8. CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager).

**B. SUMMARY INSTRUCTIONS**

The Project Summary should provide a concise summary of your proposal and be limited to 150 words or less. Be sure to include the name of the implementing agency, the project’s main function, and a brief explanation of the budget for the subaward.

**Note: UB may use your summary for press releases should your application receive a subaward.**

**C. NARRATIVE INSTRUCTIONS**

Provide a description of the project timeline, and potential for information sharing. The contents for the narrative are explained below. **The Narrative must be in an outline-styled format (retaining all numbering, lettering, and headers). The Project Narrative may not exceed 10 pages, excluding the Cover Sheet and Appendices. Applications that are incomplete and/or improperly formatted will not be considered for funding.**

* **Use a New *Roman* typeface and a font size of 12 points**
* **Use standard letter size (8 ½” x 11”) sheets of paper**
* **Use at least one-inch margins (top, bottom, left, and right) for all pages**
* **All page limits specified refer to double-spaced format using the above formatting**

 **requirements**

**1. Problem Statement:** Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. Describe past effort made to address this problem. Explain how this project will address the identified problem.

**2. Project Description:** This section of the application should contain a general description of activities that justifies and describes the project to be implemented. The project description should include specific services that will be provided and explain what the project will accomplish.

**3. Project Priority Areas and Evidence-based Categories**: This section must identify the Project Area Priority area/s and Evidence-based Category that the proposed project/ activity will fall under and specifically detail how the project relates to the priority area and evidence-based category.

Combating Opioid Overdose though Community-level Intervention priority areas:

1. implementing and/or evaluating community-based efforts to fight the opioid overdose epidemic
2. supporting and promoting the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing overdose and other harms of opioid use and abuse
3. Both 1 & 2 above

Evidence-based categories:

* Data-driven opioid overdose response and/or prevention
* Harm reduction
* Medication assisted treatment
* Drug abuse recovery
* Drug policy
* Healthcare systems interventions
* Criminal justice interventions

**4. Goals, Objectives and Outcome-Based Performance Measures:** Each application must include clearly defined goals, objectives, and outcome-based performance measures.

**Goals**: Provide a broad statement that conveys, in general terms, the project’s intent

to change, reduce, or eliminate the problem described. Goals identify the project’s intended short and long-term results for the anticipated funding year. Explain how the project will accomplish the goals.

**Objectives**: Objectives are specific, quantifiable statements of the project’s desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure project performance.

**Outcome-based Performance Measures**: The UB encourages projects to focus on delivering products and services and show their efficiency and effectiveness via outcome measures.

**5. Strategy and Timeline:** This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by your program.

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

* Key tasks that must be carried out to implement the project successfully
* Person(s) responsible for seeing that each task is completed within the proposed timeline
* Target dates for task completion

**6. Management Capabilities:**

Qualifications and Experience: Provide a brief description of the experience and achievements that qualify the organization or agency to conduct the project.

Present and Proposed Staff: List the name of the project director and in an appendix provide a resume or curriculum vitae (no more than 3 pages) for this individual. List the names and provide a short professional biography of the key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name subaward fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source).

**7. Project Evaluation & Sustainability:** Applicants must submit an evaluation plan that

describes how the applicant intends to maintain records of services provided, how services

are provided, and how the desired or intended changes and effects will be measured. Also include what prospects exist for continued financing of the project when subaward funds are terminated: What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the subaward funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts.

**8. Letters of support/commitment**

In an appendix, provide letters of commitment by partners who will participate in the execution of the project or whose cooperation and support are necessary to its success. Letters of support/commitment are not optional. The participating HIDTA must provide a letter of support/commitment for this subaward application to receive consideration for funding signed by the sponsoring HIDTA Director.

**D. BUDGET INSTRUCTIONS**

***BUDGET – GENERAL REQUIREMENTS***

You must complete a detailed budget for your proposed project. All 'Total Budget' fields must be rounded to the nearest whole dollar.

Budgets must be clear and specific. Budgets must reflect twelve (12) months of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays.

The subaward cycle will reflect twelve (12) months, December 1, 2018 to November 30, 2019. Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives”.**

**PERSONNEL**

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Either Time and Effort reports or Timesheets must be maintained for all personnel included in the subaward project.**

If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

- The ‘Description of Position' field must contain the title of the position.

- Position line items (salary and fringe) are grouped via the ‘Description of Position' field.

- After completing the first Position's line item, use the dropdown to add additional budget items to the position.

- The ‘Description of Position' is used to select existing positions and to add new positions.

- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)

- Multiple positions with the same hourly rate may be grouped.

**Note:** Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is $60,000. She will be devoting 33% of her time to this project. We are requesting $60,000 x.33 = $20,000 in subaward funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary. $20,000 x .10 = $2,000

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is $40,000. She will be devoting 25% of her time to this project. We are requesting $40,000 x.25 = $10,000 in subaward funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary. $10,000 x .10 = $1,000

**OPERATING EXPENSES**

Office supplies (project supplies should be listed in the ‘Other’ category), rental space, printing, and communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**TRAVEL**

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: $.535 cents/mile as of 1/1/2017.

Maximum Per Diem/Meal Allowance is $47/day ($10 Breakfast, $12 Lunch, $25 Dinner).

\*Lodging Per Diem must follow the GSA rate:

https://www.gsa.gov/portal/content/104877

**CONTRACTUAL SERVICES**

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – analyze evaluation data). For each line item entered, you must include a justification that ties that item to the activities described in your narrative. A copy of all contracts associated with items listed in the Contractual Services category must be provided to UB within 30 days following receipt of subcontract award.

**Construction projects are ineligible for funding under subaward projects and expenses for construction may not be included.**

**EQUIPMENT**

Equipment is defined as having a useful life in excess of one year. Property Inventory Report Forms (PIRFs) will only be required for equipment that costs $5,000 or more per unit cost.

Costs include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Maintaining internal inventory records for equipment procured under this subcontract is mandatory.

**E. APPLICATION STATUS INSTRUCTIONS**

After completing and reviewing all sections of the application, email your application to **OSR@ubalt.edu**, return receipt request. If the email is received by the UB, you will receive a receipt for your submission. Be sure to retain your receipt.

Your Application will be placed in a pending file while it is considered for funding.

After the UB has considered your application, you will be notified by email whether your application was selected for funding.

**F. DOCUMENTS INSTRUCTIONS**

Included required forms (e.g. Letters of Support) and other required documents in an appendix to your application.

**G. SIGNATURE PAGES**

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application. Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.

**H. AUDIT FINDINGS / CORRECTIVE ACTION PLAN**

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the

application. **Do not send a copy of your audited financial statements**; ONLY the applicable audit findings and/or corrective action plan is required.

# **IV. CERTIFIED ASSURANCES**

1. [Certification Regarding Lobbying](http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/sponsored-research/Lobbying.pdf)
2. [Assurances Non-Construction Programs](http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/sponsored-research/sf424b.pdf)
1. References

 Hedegaard H, Warner M, Miniño AM. Drug overdose deaths in the United States, 1999–2016. *NCHS Data Brief, no 294*. Hyattsville, MD: National Center for Health Statistics. 2017. Available from: <https://www.cdc.gov/nchs/products/databriefs/db294.htm>. [↑](#endnote-ref-1)
2. Centers for Disease Control and Prevention (CDC). Understanding the Epidemic. Available from: <https://www.cdc.gov/drugoverdose/epidemic/index.html>. [↑](#endnote-ref-2)
3. Kochanek KD, Murphy SL, Xu J, Arias E. Mortality in the United States, 2016. *NCHS Data Brief, no. 293.* Hyattsville, MD: National Center for Health Statistics. 2017. Available from: <https://www.cdc.gov/nchs/data/databriefs/db293.pdf>. [↑](#endnote-ref-3)
4. https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm [↑](#endnote-ref-4)
5. O’Donnell JK, Halpin J, Mattson CL, Goldberger BA, Gladden RM. Deaths Involving Fentanyl, Fentanyl Analogs, and U-47700 – 10 States, July-December 2016. Morbidity and Mortality Weekly Report 66(43): 1197-1202. 2017. [↑](#endnote-ref-5)
6. U.S. Department of Justice Drug Enforcement Administration (DEA). National Forensic Laboratory Information System 2016 Annual Report. Available from <https://www.nflis.deadiversion.usdoj.gov/DesktopModules/ReportDownloads/Reports/NFLIS2016AR.pdf> [↑](#endnote-ref-6)
7. Suzuki J, El-Haddad S. A review: fentanyl and non-pharmaceutical fentanyls. Drug Alcohol Dependence 2017; 171: 107–16. [↑](#endnote-ref-7)
8. U.S. Department of Justice Drug Enforcement Administration (DEA). Fentanyl remains the most significant opioid threat and poses the greatest threat to the opioid user market in the United States. Available from: <https://www.dea.gov/ops/PRB-DIB-003-18.pdf>. [↑](#endnote-ref-8)
9. Centers for Disease Control and Prevention (CDC). Fentanyl involved in over half of opioid overdose deaths in 10 states. 2017. Available from: <https://www.cdc.gov/media/releases/2017/s1027-fentanyl-deaths.html>. [↑](#endnote-ref-9)
10. Office of National Drug Control Policy (ONDCP). Office of National Drug Control Policy Mission. N.D. Available from: <https://www.whitehouse.gov/ondcp/presidents-commission/mission/> [↑](#endnote-ref-10)
11. The President’s Commission on Combatting Drug Addiction and the Opioid Crisis. 2017. Retrieved from: <https://www.whitehouse.gov/sites/whitehouse.gov/files/images/Final_Report_Draft_11-1-2017.pdf> [↑](#endnote-ref-11)