**UNIVERSITY OF BALTIMORE**

**FY 2020 Competitive Subaward Solicitation**

**Combating Opioid Overdose through Community-level Intervention (COOCLI)**

**Notice of Funding Availability (NOFA)**

**Application Guidance**

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**Center for Drug Policy and Prevention******

**Submission Deadline: November 2, 2020**

**Funded through:**

**Office of National Drug Control Policy**

**Catalog of Federal Domestic Assistance (CFDA) Number: 95.007**

**University of Baltimore**

**Center for Drug Policy and Prevention**

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**Getting Started**

Thank you for applying for the **Combating Opioid Overdose through Community-level Intervention (COOCLI) Subaward from the University of Baltimore.**

The purpose of the Combating Opioid Overdose through Community-level InterventionGrant is two-fold:

1. Undertake innovative research and evaluation activities focused on implementing and evaluating community-based efforts to fight the opioid overdose epidemic or other types of drug overdose; and
2. Support and promote partnership of law enforcement and public health agencies. These partnerships are critical to reducing overdose and other harms of opioid (mis)use and other substance use.

Applicants must use evidence-based approaches to implement or enhance new or on-going community-based programs that aim to reduce opioid or other drug overdoses. Some applicants (Tier 2) must also evaluate these community-based efforts to assess their efficacy in reducing overdose and other harms of opioid (mis)use and other substance use. The COOCLI program targets regions of the United States with the highest rates of fatal and non-fatal overdoses.

Proposals must support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts are robust and that communities benefit from a comprehensive and coordinated response.

If you need application assistance, please contact:

Sherae Lonick

Deputy Director for Finance

Center for Drug Policy and Prevention

301-489-1711

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# **I. BACKGROUND/ SCOPE**

The United States continues to experience unprecedented numbers of drug overdose deaths. More than 67,000 Americans died from a drug overdose in 2018 and more than two thirds of these deaths involved at least one opioid. Overdose death remains the leading cause of injury-related death in the U.S. Preliminary data from 2019 indicate that nationwide overdose deaths increased between 2018 and 2019, with projected overdose totals exceeding 72,000. The drug crisis is being exacerbated by the COVID-19 pandemic.

Overdoses involving highly potent synthetic opioids such as illicitly manufactured fentanyl and overdoses involving psychostimulants such as methamphetamine and cocaine increased between 2017 and 2018, and 2019 provisional data indicate this increase is continuing. While opioid-involved overdoses declined 2% overall from 2017 to 2018, driven by overdoses involving prescription opioids and heroin, the age-adjusted rate of drug overdose deaths involving synthetic opioids other than methadone increased by 10% nationally. Overall, synthetic opioids were involved in 67.0% of all opioid overdose deaths in 2018. The largest increase in synthetic opioid-involved overdose deaths occurred in Arizona (92.5%) and West Virginia had the highest synthetic opioid-involved overdose death rate (34.0 per 100,000).

Fentanyl availability in illicit markets continues to increase across the country. All the while, fentanyl suppliers experiment with new synthetic opioids in an attempt to circumvent regulations imposed by the U.S. and China. China remains the primary source of fentanyl and fentanyl-related substances trafficked into the U.S., either through traditional Mexican drug trafficking organizations or through mail and express consignment. The Drug Enforcement Administration (DEA) reports inconsistencies in the amounts of fentanyl present in fentanyl-containing counterfeit pills and this contributes to their lethality. Of the seized exhibits examined in 2018 by DEA’s Fentanyl Signature Profiling Program, the amount of fentanyl per tablet ranged from 0.02 to 4.84 milligrams—more than twice that of a potentially lethal dose.

While the opioid epidemic justifiably dominates national and state priorities, overdose deaths involving cocaine and psychostimulants are increasing too. The rate of overdose deaths involving cocaine more than tripled, and the rate of overdose deaths involving psychostimulants such as methamphetamine and amphetamine increased nearly five-fold between 2012 and 2018. Importantly, available data indicate that the rise in stimulant use, overdose deaths, and related harms are linked to the ongoing opioid crisis.

A growing proportion of opioid overdose deaths involve cocaine and methamphetamine now. Data from 25 states from July 2017 through June 2018 indicate that 34.0% of opioid overdose deaths involved co-occurring cocaine, and 12.1% involved methamphetamine. In 2018, approximately 75% of cocaine-involved overdose deaths involved opioids and 50% of psychostimulant-involved overdose deaths involved opioids. These trends are part of a pattern of increased stimulant use and polysubstance use in the midst of the opioid crisis.

Estimate are that between 2015 and 2018 the rate of past-year methamphetamine use was 6.6 per 1,000 adults in the U.S. The highest estimated rates of past-year methamphetamine use were in western states such as Arizona, Colorado, Oregon, and Nevada. Data among treatment admissions also shows high rates of opioid and stimulant use. Prior research consistently shows that individuals using both opioids and stimulants have suboptimal treatment outcomes and greater risk for overdose and death.

The resurgence of stimulant use and related harms stands to further challenge ongoing opioid overdose prevention, treatment, and response efforts and innovative strategies to combat this evolving dynamic are urgently needed.

While the fentanyl market and cocaine market appear to have limited overlap, the two states with the largest number of fentanyl National Forensic Laboratory Information System (NFLIS) reports, Ohio and New York, also had the most cocaine reports. Two of the top five states with the most cocaine reports also were the states with the most heroin and fentanyl reports in 2017.

Given the scope, scale, and complexity of this national crisis, collaboration across and among agencies and disciplines is essential. Nearly every sector of government has a role to play in stemming this crisis—whether implementing prevention activities, providing treatment to individuals with opioid use disorder, identifying and disrupting the flow of illicit opioids and other drugs into and across the country, or advancing research to increase our knowledge on promising practices.

In February 2020, the White House released the Administration’s National Drug Control Strategy, which establishes the President’s priorities for addressing the challenge of drug trafficking and use. The Strategy consists of three interrelated elements designed to build and foster a stronger, healthier, and drug-free society: prevention, treatment and recovery, and reducing the availability of drugs in America. As stated in the Strategy:

*The single and most important criterion of success is saving American lives, and achieving that outcome requires the advance our Nation’s efforts to promote and maintain healthy Federal government to work with partners at the State, local, and Tribal levels; the healthcare sector; industry; foreign partners; and every concerned American citizen to lifestyles, and help build and grow safe communities free from the scourge of drug use and addiction.*

Overall, these staggering figures and emerging trends illustrate the need to implement and/or enhance community-based efforts to reduce overdose deaths.

# **II. ELIGIBILE APPLICANT**

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. ELIGIBILITY CRITERIA**

* Applicants must have expert knowledge and extensive experience in conducting research and analysis.
* Applicants must have expert knowledge and experience developing or enhancing new or ongoing programs that aim to reduce opioid or other drug overdose through strategic, evidence-based and promising approaches.
* **Applicants must partner with a regional High Intensity Drug Trafficking Areas (HIDTA) program. Applications must include a letter of support/commitment from the participating HIDTA and signed by the sponsoring HIDTA Director.**

# **IV. APPLICATION PROCESS**

Applicants are required to apply for subaward funding through the University of Baltimore (UB).

**The UB must receive the emailed copy of the application no later than midnight, Eastern Standard Time, November 2, 2020.**

# **V. APPLICATION REQUIREMENTS**

**Sub-recipient Organization Eligibility Requirements**

The UB established criteria for the Combating Opioid Overdose through Community-level Intervention subaward that ***must*** be met by all organizations that receive these funds.

Sub-recipients must focus on opioid-involved overdoses or overdoses involving opioids and stimulants in the regions of the United States with the highest rates of fatal and non-fatal overdoses. Also, they must:

* Use evidence-based or promising approaches to implement or enhance new or on-going community-based programs that aim to reduce opioid or other drug overdoses.
* Once implemented, evaluate these community-based efforts to assess their efficacy in reducing overdose and other harms of opioid (mis)use and other substance use.
* Support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts are aligned 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 and Promising Approaches**

* Priority will also be given to applicants that propose to implement and/or evaluate an evidence-informed or promising strategy in order to create new information for prevention efforts. Specifically, for Tier 1, emphasis should be on developing and implementing new approaches or adapting existing evidence-based practices/programs in new settings or with new populations. Priority for Tier 2 will be evaluating evidence-based or promising strategies after full implementation of the proposed program.
* Applicants are encouraged to review national best practices, evidence-based, and promising program examples when selecting a program for implementation and/or evaluation.
* Applicants should also provide details on how they will maintain fidelity to the proposed program or approach.

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

**Faith-based organizations** applying for COOCLI funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, these 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 through 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.

# **VII. IMPORTANT DATES**

➢ Deadline to Submit an Application: November 2, 2020.

➢ Sub-award Start Date: December 1, 2020

➢ Sub-award End Date: November 30, 2021

# **VIII. 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 or other types of drug overdoses
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 other substance use

**Funding Specifications:** The UB will use a tier system when making subcontract awards.

Tier 1- up to $150,000 per award: Awards in this category focus on innovative program development. Projects should be designed to support small, innovative projects that either: (a) develop, clarify, and implement a novel program, strategy, or approach that has not yet been evaluated; or (b) adapt an existing evidence-based strategy for use in new setting/s or with new population/s.

Requirements for application include a logic model for the programmatic approach, a clear articulation of the program elements (e.g., What is being delivered? By whom? How? What is the theory of change?), and proposed evaluation measures for each component. No other evaluation is necessary.

Tier 2-$150,001 to $300,000 per award: Awards in this category focus on implementation and evaluation of evidence-based or evidence-informed strategies. Projects should be designed to support medium sized innovative projects that already have some evidence base, but would benefit from full implementation and rigorous evaluation.

Requirements for application include a logic model, a clear articulation of the program elements, a plan for fidelity of implementation, and an evaluation plan that includes anticipated outputs and outcomes measures.

COOCLI projects funded in 2019-2020 and prior are eligible to apply for 2020-2021 funding; however, COOCLI projects funded in prior years must include a built-in evaluation component i.e., anticipated outputs, outcomes, and impact measures) to receive funding consideration in 2020-2021. COOCLI projects are eligible to apply for and receive up to two years additional funding (three years total).

# **IX. FUNDING EVALUATION**

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

* Problem Statement/ Needs Justification (10%)
* Project Description (5%)
* Project Priority Area (5%)
* Evaluation, Goals and Objectives, and Outcome-Based Performance Measures (35%)
* Strategy and Timeline (5%)
* Organization Management Capabilities/ Cooperating Agencies (5%)
* Covid-19 Statement (5%)
* Project Sustainability (5%)
* Budget (25%)

Additional factors UB will consider in making a funding evaluation are:

* The degree of innovation of the project
* Whether the project addresses the needs of the community where it will be implemented
* The use of evidence-based practices or promising and proven programs
* Geographic size and location of the project
* Whether new staff are required to implement the project and, if so, how quickly new staff can be hired
* Whether the project will require approval of an Institutional Review Board (IRB) and, if so, whether steps have been taken by the applicant to prepare for the IRB review process.
* Performance history with previous Combating Opioid Overdose through Community-level Intervention awards
* Audit Findings

The Combating Opioid Overdose through Community-level Intervention subaward includes a competitive application process. Applicants should ensure they address funding evaluation factors in the appropriate section/s of the narrative in their application. The UB will conduct a review of each application submitted in accordance with this Notice of Funding Availability.

# **X. FUNDING SPECIFICATIONS**

**A. Funding Cycle**

Awards funded under the Combating Opioid Overdose through Community-level Intervention will commence on December 2, 2020 and end on November 30, 2021. 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 under any circumstances.**

**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 through Community-level Intervention funds. Before these costs can be supported with Combating Opioid Overdose through 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 and Fringe Benefits
* Facilities
* Travel
* Contractual Services
* Services
* Supplies
* Equipment
* Indirect Costs

**D. Unallowable Costs**

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

* Overtime
* Lobbying and Administrative Advocacy
* Perpetrator Rehabilitation and Counseling
* Audit Costs
* Property Insurance
* Food/Beverage for program staff
* Vehicle purchases
* 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.

# **XI. 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:

<https://www.marylandtaxes.gov/divisions/gad/eft-program.php>

# **XII. MATCH**

There is no match requirement for this subaward.

# **XIII. 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.

# **XIV. 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/SAM/>

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

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

**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 15 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 and Promising 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 through Community-level Intervention priority areas:

1. Implementing and/or evaluating community-based efforts to fight the opioid overdose epidemic or other types of drug overdose
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 other substance use
3. Both 1 & 2 above

Evidence-based and Promising Practices Categories:

* Drug use prevention
* Drug use early intervention – such as Adverse Childhood Experiences (ACEs), Trauma-informed responses for children and families (e.g. Handle with Care programs), school-based strategies
* Drug use treatment and strategies to retain people in treatment long-term
* Sustained drug use recovery
* Innovative strategies to prevent overdose under conditions of COVID-19
* Drug harm reduction (e.g., syringe services programs and linkage to care)
* Drug use policy
* Healthcare systems interventions
* Criminal justice interventions
* Drug-related innovative technologies
* Polysubstance use
* Methamphetamine and other stimulant misuse

**4. Evaluation Plan, Goals and Objectives, and Outcome-Based Performance Measures:** Eachapplicant 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.

Tier 1 applications must include a logic model for the programmatic approach, a clear articulation of the program elements (e.g., What is being delivered? By whom? How? What is the theory of change?), and proposed evaluation measures for each component. No other evaluation is necessary.

Tier 2 applications must include a logic model for the programmatic approach, a clear articulation of the program elements, a plan for fidelity of implementation, and an evaluation plan that includes anticipated outputs and outcomes measures.

**Logic Model:** graphic depiction (chart) that presents the shared relationships among the resources, activities, outputs and outcomes for your program.

Each application must include clearly defined goals, objectives, and outcome-based performance measures and available data sources to use to track 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. COVID-19 Statement:**

The UB recognizes the impact COVID-19 is having on exacerbating the opioid epidemic. The COVID-19 pandemic challenged the resources devoted to drug treatment, prevention and research and activities were curtailed and the work of practitioners in many communities was put on pause. CDPP staff believe this situation will continue into the near future and will consider this when reviewing funding proposals. Provide your plan to assure the UB that the proposed project can be completed in a timely fashion despite the adverse impact of COVID-19.

**8. Project Evaluation & Sustainability:**

Explain 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.

**9. 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 signed by the sponsoring HIDTA Director for this subaward application to receive consideration for funding.**

**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 2, 2020 to November 30, 2021. 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 AND FRINGE BENEFITS**

List the personnel/positions, salaries and fringe benefits for staff required to implement the project. 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:** 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

**FACILITIES**

Facilities refers to costs associated with leased space and rent.For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**TRAVEL AND TRAINING**

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. Training includes, but is not limited to, such costs as registration fees or tuition. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: $.58 cents/mile as of 1/1/2019.

Maximum Per Diem/Meal Allowance is $56/day ($13 Breakfast, $15 Lunch, $28 Dinner).

\*Lodging Per Diem must follow the GSA rate:

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

**SERVICES**

Services include, but are not limited to, costs associated with telephone, copier, and utility services. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**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.**

**SUPPLIES**

Supplies include those items with an expected life of less than one year and that cost less than $5,000 per unit. Supplies include, but are not limited to, items such as lap top computers, telephones, recorders, projectors, cameras, calculators, pencils, paper, paper clips, staplers, and folders, etc. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**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.

**INDIRECT COSTS**

Include the indirect costs and computations illustrating how the indirect costs were determined.

**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.

# **XV. 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)