



Comprehensive Opioid Abuse Site-Based Program (COAP) - Category 4

Request for Applications (RFA)

Project Period: November 1, 2020 – August 31, 2021

INTRODUCTION

The Arkansas Department of Finance and Administration, Office of Intergovernmental Services (DFA-IGS) and the Department of Human Services, Office of State Drug Director, are seeking applications to fund projects under the Comprehensive Opioid Abuse Site-Based Program (COAP). The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to plan, develop, and implement comprehensive efforts to identify, respond to, treat, and support those impacted by the opioid epidemic.

COAP was designed to support our nation's first responders and provide for the needs of crime victims; support diversion programs for non-violent individuals who abuse illicit and prescription opioids; implement and enhance prescription drug monitoring programs; promote cross-system planning and coordination of service delivery; and reduce the incidence of fatal overdoses associated with opioid use.

COAP aims to reduce and address opioid abuse and the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives. Responses to the Request for Applications must be comprehensive and address the needs of the individual who is abusing drugs, as well as any children and loved ones who may be experiencing trauma, violence, and victimization.

COAP 18 federal funding is to assist localities in engaging and retaining offenders who abuse illicit or prescription opioids in treatment and recovery services; increase the use of diversion; and/or reduce the incidence of overdose death. In addition, localities may propose training and/or technical assistance programs geared towards improving treatment engagement and client outcomes; tracking, compiling, coordinating, and disseminating data; or increasing communication, coordination, and information sharing among programs. The COAP 18 funding will enable financial support to localities to implement strategies that focus on supporting treatment and recovery service engagement; provide prevention and education programs for youth; increasing the use of diversion or family court programming; and/or supporting initiatives that reduce the incidence of overdose death. Arkansas Comprehensive Opioid Abuse Program Statewide Strategic Plan is a guide for developing policies and practices. The Strategic Plan can be found at the following link https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/COAP_Strategic_Plan.pdf

AVAILABLE FUNDING

Approximately \$1,200,000 in grant funding from the U.S. Department of Justice Comprehensive Opioid Abuse Site-based Program grant, which is funded through the Comprehensive Addiction and Recovery Act (CARA) is available for this COAP-Category 4 project. This funding is being made available to assist localities jurisdiction from a criminal justice perspective in developing programs/policies that will address the opioid epidemic and assist individuals with an opioid use disorders as well as their family members to engage in treatment and peer recovery services. Budget requests must not exceed \$50,000 for a project period



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up to 12-months. During this project implementation phase, up to twenty-five (25) subawards will be granted to different geographical areas/jurisdictional areas of the state.

MATCH REQUIREMENT

This solicitation-grant program does not require a match.

ELIGIBILITY INFORMATION

Eligible applicants are law enforcement/local government units and other criminal justice related organizations that operate in the State of Arkansas. Preference will be given to localities/municipalities that serve jurisdictions that have been identified as areas of high need or can demonstrate high need.

Below are targeted counties for Category projects. Preference will be given to counties/jurisdictions that have existing or ongoing efforts of the Prescription Drug Overdose (PDO) implementation.

Baxter, Benton, Boone, Carroll, Clay, Cleburne, Crawford, Craighead, Crittenden, Faulkner, Franklin, Garland, Greene, Izard, Hot Spring, Jefferson, Logan, Lonoke, Marion, Miller, Mississippi, Phillips, Pulaski, Poinsett, Saline, Scott, Sebastian, Sharp, Washington, White, Woodruff

In addition, focus will be given to the targeted counties above; however, because of the lapse in time for data, DFA-IGS will consider other high need geographical areas or jurisdictions. Applicant must demonstrate the targeted geographical area/jurisdiction have a high opioid treatment admission, have an overdose death rate higher than 2.5, an opioid prescription rate higher than 71.4, and EMS Naloxone administered higher than 6, and the EMS Naloxone administration rate higher than 23.1.

Applicants must have authorization from their highest elected/appointed official to submit the application. For this purpose, the highest elected/appointed official of the applicant is called the Authorized Official.

ACTIVE DUNS NUMBER REQUIRED

All applicants under this solicitation must include a Data Universal Numbering System (DUNS) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <https://www.dnb.com/>.



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SYSTEM FOR AWARDS MANAGEMENT REGISTRATION (“SAM”) REQUIRED

In addition to the DUNS number requirement, Office of Justice Programs now requires that all applicants for federal financial assistance maintain current registrations in the SAM database. **This includes all subgrantees of the Arkansas Department of Finance and Administration.** The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <https://www.sam.gov/SAM/>.

STATE AND FEDERAL POLICY REQUIREMENTS

By applying for these grant funds, the applicant asserts that it has read, understand, and will comply with the following state and federal requirements and policies:

- Civil Rights: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>
- Limited English Proficiency Individuals:
https://www.lep.gov/guidance/guidance_DOJ_Guidance.html
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:
<https://www.justice.gov/ovw/file/1030311/download>

REQUEST FOR APPLICATION (RFA) TERMS DEFINED

TERM(S)	DEFINITION(S)
Applicant	The primary agency/organization who is submitting the RFA
Authorized Official	The highest elected official or appointed official of the applicant’s jurisdiction or organization.
Criminal Justice Organizations	An organization/agency who has a primary purpose for addressing and/or delivering services for offenders, inmates, and any other related population in the justice systems.
Cross-Site Training	Subrecipients learn from each other federal subgrantees regarding their project design, outcomes, lessons learned, what works, etc. through training provided by the federal contracted technical assistance and training providers



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TERM(S)	DEFINITION(S)
Diverse Workgroup/Taskforce	A group of people from the community sectors who will work together and who have a vested interest in the success of the project implementation. The organized group will participate in planning and guiding the implementation process.
Grant Action Plan	A document that will depict specific tasks/actions to be implementing during the project. The plan will include dates and responsible parties.
High Need	For the purpose of this RFA, high need is defined as areas that are experiencing increased incidents with opioids with a focus on fatal and non-fatal deaths; increased opioid treatment admissions; increased opioid prescription rates; and increased Naloxone administered and the administration rate for the jurisdiction/targeted area..
ODMAP	ODMAP is an online application that provides real-time overdose surveillance data across jurisdictions to support public safety and health efforts to mobilize an immediate response to overdose spike. (ODMAP is being provided by HIDTA)
Peer-to-Peer Learning	Subrecipients learning from each other regarding their project design, outcomes, lessons learned, what works, etc.
Performance Measures	A quantifiable indicator used to assess how well the organization is achieving its desired objectives.
Performance Measurement	A regular measurement of outcomes and results, which generates reliable data on effectiveness and efficiency of programs.

COAP CATEGORY 4 PROJECT REQUIREMENTS

- The projects must align with the Comprehensive Opioid Abuse Program Strategic Plan overall goals and objectives and include **at least one priority** from the list below. The Strategic Plan can be found at the following link https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/COAP_Strategic_Plan.pdf

COAP Strategic Priorities	COAP Overall Goals
Priority 1: Stigma	Goal 1: Reduce stigma associated with persons with substance use disorders through law enforcement and community



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COAP Strategic Priorities	COAP Overall Goals
	education efforts.
Priority 2: Support and Recovery Services	Goal 2: Increase substance use disorder treatment support for justice-involved persons and their families.
Priority 3: Overdose Response	Goal 3: Improve overdose investigation response by law enforcement agency personnel.
Priority 4: Law Enforcement Capacity Building	Goal 4: Increase awareness about the opioid crisis and law enforcement/community strategies through building capacity and providing education.
Priority 5: Data Collection	Goal 5: Enhance and/or build linkages across state and local level data collection systems.

- The project must plan to serve a high need area (demonstrated in Problem Statement).
- The Applicant must have a commitment to a project planning period for developing a Grant Action Plan.
- The Applicant must have a commitment to attend COAP Trainings/Webinars (Subgrant Administration, COAP Resource Training, etc.).
- The Applicant must have a commitment to establishing a diverse workgroup/taskforce for opioid, stimulant, and substance misuse (including various community sectors).
- The Applicant must be available to participate in cross-site training with the Department of Justice/Bureau of Justice Association (BJA) as well as peer-to-peer learning with other COAP subrecipients locally and nationally.
- The Applicant must have a commitment to focus on addressing fatal and non-fatal overdose incidences in its jurisdiction.
- The project must have a focus on leading people to recovery and providing support to families and



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victims of fatal and non-fatal incidences of overdose.

- The Applicant must report overdose incidence(s) to ODMAP.
- Applicants are highly recommended to contract and/or collaborate with a Peer Recovery Specialist(s) for family and victim support services.

MANDATORY REPORTING AND DATA SHARING

Quarterly Reporting Requirements

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete numerical or narrative data reporting every 3 months for each quarterly activity period. Reports are to be submitted within 15 days following the close of the activity period.

Data Sharing-Local, State, and National

Applicants who receiving funding under this solicitation must provide data to state contractor responsible for collecting opioid related incidences and investigations as well as reporting data to ODMAP. Additional information will be provided regarding this requirement.

REQUIRED MONITORING

DFA-IGS Program Monitoring

Monitoring will be completed in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide. The monitoring will consist of the review of spending and the review specific outcomes. DFA-IGS and/or the State Drug Director's Office will monitor subrecipients grant award and project implementation through a desk review and on-site visits. Additionally, all submitted project reports and invoices will be reviewed for timeliness and accuracy. Delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

REQUEST FOR APPLICATION (RFA) INSTRUCTIONS

ABSTRACT

The Abstract Page should be **limited to one page** and include the following:

- Applicant's point of contact (POC) for the project: Organization Name; POC Name; Phone Number; Email Address; and Mailing Address
- Application Information: Project Title; Proposed Start and End Dates; and Funding Amount Requested



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- Project Location: City/State, County; Jurisdiction(s)
- Brief description of the project/problem to be addressed
- Brief description of the target area and population
- Overview of agency’s specific Goals and Objectives
- Overview of the anticipated outcomes
- Brief statement of project strategies or overall program
- Brief description of significant partnership/collaborative efforts

REQUEST FOR APPLICATION (RFA) COVER PAGE

Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This is required. The Authorized Official would be the Mayor, the County Judge, or Prosecuting Attorney (highest elected/appointed official for the law enforcement jurisdiction/criminal justice related organization would be CEO/Executive Director.)

APPLICATION NARRATIVE(S)

Complete each section of the application as it relates to your specific COAP project. Each section has bullets. Each bullet must be answered according to the specifics of the proposed COAP project for the law enforcement unit and/or jurisdiction.

Overview of the Agency and the Agency’s Jurisdiction/Targeted Area

- Include information about the applying agency, the targeted area, population, demographics, crime/drug statistics, opioid, stimulant, and other substance data/statistics, etc.

Demonstrated Need/Statement of the Problem (30 Percent)

- Describe your agencies needs in addressing the opioid epidemic in the jurisdiction.
- Describe the need for policies and procedures for addressing the opioid epidemic or discuss your current policies and procedures for addressing the opioid epidemic.
- Describe identified barriers to your efforts to address the opioid epidemic.



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- Document the impact of the opioid epidemic in the targeted area utilizing data (please identify all data sources).
- Provide any known efforts and activities currently taking place to support individuals with opioid use disorder involved and not involved in the criminal justice system.
- Explain how the proposed project support/enhance those efforts, including any prevention activities.
- Explain/identify any opioid treatment or recovery support services in the targeted area.

Program Design and Implementation: Addressing the Problem (25 Percent)

- Identify the selected priority(ies) for this project.
- Explain why/how the selected these priority(ies) were selected or determined.
- Clearly state three (3) goals with specific objectives for each selected priority to be addressed. (No more than three (3) goals with objectives are to be included for each priority identified in the previous bullet.)
- Thoroughly explain how the agency’s proposed goals and objectives will support or enhance the local law enforcement’s capacity to respond to opioid misuse in your jurisdiction.
- If applicable, thoroughly explain how you will utilize Peer Recovery Specialist(s) in this project. Include any description of the processes for early identification, assessment, linkage to treatments, services and supports for the project.
- Thoroughly explain how the agency will meet the requirement to formalize a diverse workgroup/task force as well discuss the workgroup/task force function and/or duties.
- Explain how the propose project will be evaluated for effectiveness.
- Describe and/or explain the performance measures and how the outcomes will be utilized.

Capabilities/Competencies (20 Percent)

- Thoroughly describe their ability to implement the program.
- Describe the staffing plans for implementation, indicating who will be responsible for carrying-out and overseeing the project implementation as well as the grant administration duties of reporting,



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invoicing, and documenting progress.

- Demonstrate or discuss experiences in addressing similar projects and/or activities.
- Demonstrate or discuss experiences with collaborating/partnering with other law enforcement agencies, criminal justice agencies and/or community-based partners of targeted enforcement, prevention activities, and community engagement.

Plan for Collecting Required Data (15 Percent)

- Describe the intended process for measuring project performance.
- Identify who will collect the data and provide performance measurement reports.
- Explains how the data and performance measurement information will be used to guide and assess the COAP proposed activities.
- Identify who will be responsible for the completion of reporting requirements.

Plan for Sustainability of Efforts (5 Percent)

- Explain how the agency/organization will pursue sustainability efforts.
- Describe how this project will utilize community partners and stakeholders who have a vested interest in the success and sustainability of the proposed project.

BUDGET DETAILED LINE-ITEM REQUEST AND BUDGET JUSTIFICATION NARRATIVE (5 Percent)

- The applicant must provide a budget detailed line item request and budget justification narrative that are thorough, cost effective, and allowable (i.e. reasonable, allocable, and necessary for program implementation). The applicant's budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The applicant's budget narrative should link back to the stated the proposed project goals and objectives of selected priority(ies).
- The applicant must utilize the budget detailed line item request form that is being provided.
- Below is a chart of the allowable and non-allowable budget request items.



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Allowable Costs	Non-Allowable Costs
<ul style="list-style-type: none"> ○ Salary/Wages ○ Fringes (Mandated/Employer Benefits) ○ Overtime Compensation ○ Fringes associated with OT ○ Maintenance and Operations ○ Program/Project Supplies (including project related media, outreach/materials, and prevention activities that are project related) ○ Trainings/Conferences (out-state prior approval) ○ Travel/Mileage ○ Equipment (prior approval and must be justified) 	<ul style="list-style-type: none"> ○ Lobbying ○ Fundraising activities ○ Electronic Immobilization Devices (EID) ○ Construction or renovation costs ○ Acquisition cost of real estate property ○ Military type equipment ○ Drones ○ Vehicle Purchases ○ “Buy Moneys”/” Covert Buys” ○ Weapons and Ammunition ○ Restitution payments ○ Fines, penalties and late charges ○ Entertainment expenses ○ Bonuses or commissions ○ Lodging above federal per diem rates ○ Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Arkansas Department of Finance and Administration ○ First Class travel ○ Pre-award costs ○ Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval ○ Supplanting – Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been



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Allowable Costs

Non-Allowable Costs

appropriated for the same purpose

CLEARINGHOUSE SUBMISSION (STATE AND LOCAL) REQUIREMENT

For the State Clearinghouse review (Executive Order), submit an electronic file of the following documents to IGSclearinghouse@dfa.arkansas.gov :

- Completed and Signed Standard Form 424
- Project Abstract
- Budget Detailed Line Item Request
- Budget Justification Narrative

For the Local/Regional Clearinghouse review, submit an electronic file of the following documents to the appropriate local/regional clearinghouse:

- Completed and Signed Standard Form 424
- Project Abstract
- Budget Detailed line Item Request
- Budget Justification Narrative

The Local/Regional Clearinghouses link is <https://www.dfa.arkansas.gov/intergovernmental-services/state-clearinghouse-project-notification-review-system/regional-clearinghouses>

SUBMISSION OF APPLICATION

Completed Applications must be submitted electronically to DFA-IGS no later than **Monday, September 7, 2020** to the following email at IGS.Applications@dfa.arkansas.gov. If submitting by mail or delivery, applications must be received on or before August 31, 2020. Please submit either by email or mail/delivery, not both.

Email/Electronic Submission: IGS.Applications@dfa.arkansas.gov

Mail To/Delivery To:

Arkansas Department of Finance and Administration
Office of Intergovernmental Services
Attn: JAG/COAP Category 4
1515 West 7th Street, Suite 404
Little Rock, AR 72201



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APPLICATION ITEMS TO BE SUBMITTED-ELECTRONICALLY

- COAP Category 4 Request for Application Checklist
- Project Abstract
- Request for Application (RFA) Cover Page
- Application Seven (7) Narratives
- Budget Detailed Line-Item Request
- Budget Justification Narrative
- SF424
- SF424-B Assurances of Non-Construction
- Standard Assurances
- Certification Regarding Debarment, Suspension,
- Certification Regarding Lobbying. Debarment, Suspension
- EEOP Certification
- W-9 Form and Instructions

ADDITIONAL INSTRUCTIONS

- Typewritten, Single-Spaced,
- One-Sided 8 ½ x 11 Paper (No Double-Sided Submissions)
- Font Size 12 or Larger
- Number All Pages and Provide Headers for Each Section-Bullet
- Include Table of Contents with Page Numbers
- Include the Applicant's Name on ALL Pages
- Submit Application with Binder Clip Only (No Three-Ring Binders or Staples)
- Responded to All Questions and/or Sections-Bullets
- Federal Identification Number/DUNS Number – Active
- System for Award (SAM): Registration Completed or Updated
- Submit Completed/Signed SF424 and Application to State Clearinghouse
- Include Clearinghouse Submission Date on Checklist

REQUEST FOR APPLICATION (RFA) TECHNICAL ASSISTANCE

To assist potential applicants with RFA clarifications, questions may be submitted to the following email at IGS.Applications@dfa.arkansas.gov by **Tuesday, August 11, 2020**. DFA-IGS will respond to the email as well as post a Q&A document with all questions and responses to the COAP webpage by **Friday, August 14, 2020**. DFA-IGS will not accept phone calls regarding application assistance.



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COAP Webpage link <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/comprehensive-opioid-abuse-site-based-program-coap-coming-soon-under-development>

To further assist potential applicants, an RFA Development Workshop will be scheduled through Zoom for Thursday, August 13, 2020. To participate in the Zoom video conference, applicants must request an invite by emailing julie.shelby@dfa.arkansas.gov.

COAP-CATEGORY 4 RFA TENTATIVE TIMELINE

RFA Released/Announcement:	July 31, 2020
RFA Workshop Development:	August 13, 2020
Technical Assistance – Submit Questions:	July 31 to August 11, 2020
Q&A Document- Posted to Webpage:	August 14, 2020
RFA Submission Period:	August 3 to September 7, 2020
RFA Deadline:	September 7, 2020
Technical Review and Assessment Period:	September 7-28, 2020
Recommendations to Council - Approval:	On or Before October 15, 2020
Notify Subrecipients:	On or Before October 16, 2020
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APPLICATION REVIEW PROCESS AND APPLICATION SCORING

This is a competitive grant application process in which each applicant will be competing against other applicants. Staff from DFA-IGS, Office of State Drug Director (OSDD) and/or the COAP/COSSAP Workgroup will assess each application based on information provided, and the clarity, and thoroughness. The reviewer team may consider past performance, geographic location, budget justification, cost effectiveness of proposed projects, and the availability of funds when making assessments. DFA-IGS may amend budgets based on a review of unallowable and/or unreasonable costs, as well as the availability of funds. DFA-IGS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budgets with applicants prior to making an award.

Each application can earn a total maximum score of 100 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The maximum points that can be assessed for each grant application section are weighed accordingly:

- Demonstrated Need/Problem Statement (30%)
- Project Design and Implementation (25%)
- Capabilities and Competencies (20%)
- Plan for Data Collection (15%)



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- Plan for Sustainability of Efforts (5%)
- Budget Detailed Line Item and Justification Narrative: (5%)

As a governing body for substance abuse treatment and prevention, the Arkansas Alcohol and Drug Abuse Coordinating Council (AADACC) will review and approve grant application recommendations for funding from the COAP/COSSAP Review Team and/or assigned Committee. The Council will make grant award decisions at its September/October 2020 meeting. Upon review and approval, DFA-IGS will issue a subgrant award document packet. Additional fiscal and programmatic revisions may be required as a condition or contingency the subaward or issuing the subaward.

AWARD AND NOTIFICATIONS

Subawards will be based the availability of COAP federal funding, the application assessments/ranking, and the proposed project requested budget amount(s).

Applicants awarded an COAP Category 4 subgrant will be notified electronically via email. Notifications will be sent to the Authorized Official. Successful applicants must accept their grant award by signing and/or completing the award documents and returning completed documents to DFA-IGS within 5 business days via Email or US Postal mail or delivery or as directed. After all subaward documents have been received and reviewed for completeness, the award document will be signed by the IGS Administrator, and a copy will be returned to the applicant (sub-recipient) for their records.

TENTATIVE PROJECT PERIOD: NOVEMBER 1, 2020-AUGUST 31, 2021

Projects **should** begin on November 1, 2020 and **must** be executed no later than 60 days after November 1, 2020. Failure to have the funded project operational within 60 days from November 1, 2020, may result in the cancellation of the subgrant and the de-obligation of awarded funds. Projects must conclude no later than August 31, 2021.

CONTACT INFORMATION

For assistance contact IGS via email at IGS.Applications@dfa.arkansas.gov or call the IGS office at (501) 682-1074.