Comprehensive Opioid Abuse Program (COAP)/ Comprehensive Opioid Stimulant and Substance Abuse Program (COSSAP)
CFDA#16.838

NOTICE OF AVAILABILITY OF FUNDING

REQUEST FOR APPLICATIONS (RFA)
RFA# COAP/COSSAP-SFY24

Potential applicants should carefully review the state solicitation for program requirements before submitting a proposal.

RELEASE DATE: Wednesday, October 11, 2023

PROJECT PERIOD: October 1, 2023, through September 30, 2024

AVAILABLE FUNDS:
$1,000,000.00

ELIGIBILITY:
Applicants are limited to units of local government, law enforcement districts, and criminal justice/judicial enforcement districts.

PROPOSAL DEADLINE:
Proposals and supporting documentation are due no later than **November 10, 2023, by 4:30 p.m. Central Standard Time** to the Department of Finance and Administration-Intergovernmental Services. Proposals may be submitted electronically.

RFA WORKSHOP DEVELOPMENT
An RFA Development Workshop will be scheduled through Microsoft Teams for Wednesday, October 25, 2023. To participate in the Microsoft Teams/video conference, applicants must request an invite by emailing igs.applications@dfa.arkansas.gov.

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

Request for Applications Announcement October 9, 2023

COAP/COSSAP
Request for Applications

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AVAILABILITY OF FUNDS ANNOUNCEMENT

OVERVIEW
The State of Arkansas, Department of Finance and Administration, Office of Intergovernmental Services (DFA-IGS) is pleased to announce the availability of grant funds from the Comprehensive Opioid Abuse Program/Comprehensive Opioid Abuse Stimulant and Substance Abuse Program.

Applicants are encouraged to read this entire Application Packet thoroughly before preparing and submitting an application.

Applications will be submitted via IGS.Applications@dfa.Arkansas.gov. All submitted applications must be complete and include all required information and documentation.

AVAILABLE FUNDING AMOUNT
$1,000,000.00

AWARD PERIOD
Awards will be made for a twelve (12) month period from October 1, 2023, through September 30, 2024.

APPLICATION DEADLINE
Applications must be received by 4:30 p.m. CST, November 10, 2023.

An agency may only submit one application per funding source. The application is subject to public review by State Executive Order 12372; therefore, applicants must complete SF-424 and submit it with the application.

Please direct all inquiries concerning this Request for Applications to IGS.Applications@dfa.arkansas.gov. All questions will be answered and posted to the Frequently Asked Questions (FAQ) document. The FAQ document can be found at https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/request-for-proposals/.

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 and the Comprehensive Opioid Stimulant and Substance Abuse Program.

PROGRAM DESCRIPTION

Statutory Authority
34 U.S.C. 10701

Program-specific Information
Our nation's substance abuse problem is a public safety and health emergency that threatens the wellbeing of individuals who abuse drugs and impacts the safety of communities. It is impacting first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. Responding to this epidemic is one of DOJ's top priorities. Since 2017, BJA has supported innovative work in nearly 300 Comprehensive Opioid Abuse Program (COAP) sites. Examples of successful BJA-funded COAP projects can be found at: https://www.coapresources.org/#COAPHOME.

Objectives and Deliverables
The objective is to encourage and support the development of comprehensive, locally driven responses to opioids, stimulants, and other substances that expand access to supervision, treatment, and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for nonviolent drug offenders; promote education and prevention activities; and address the needs of children impacted by substance abuse. Additional program information may be found at www.coapresources.org .

Program-specific Priority Areas
In FY 2023, and in addition to executing any DFA/OIS policy prioritization that may be applicable, priority consideration will be given to applicants that demonstrate the state, or regions within the state, has been disproportionately impacted by the abuse of illicit opioids, stimulants, or others substances as evidenced, in part, by: • A high rate of primary treatment admissions for heroin or other opioids • High rates of overdose deaths; and/or • A lack of accessibility to treatment providers and facilities and to emergency medical services. To receive priority consideration under this priority, applicants must include a clear and complete description in the program narrative.

Cost Sharing or Match Requirement
This solicitation does not require a match.

Active UEI Number Required

All applicants under this solicitation must include a Unique Entity Identification Number their application. Applications without a UEI number are incomplete.

System for Awards Management Registration (SAM) Required
In addition to the UEI 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. 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, understands 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

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements1 as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information
The budget must explicitly describe how the proposed budget items directly apply to the program design and will assist the applicant in meeting the program objectives.
If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. For guidance on recovery housing, please see the U.S. Department of Housing and Urban Development's Policy Brief. Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence for up to 24 months with wrap-around services to help people stabilize their lives. Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, treatment- and/or recovery support-related appointments and activities and require other necessary services to support treatment and recovery and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they

are nonredeemable, nontransferable, and that their use by participants is auditable. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to program activities.

IMPORTANT DATES & DEADLINES

DATE	EVENT
October 11, 2023	**RFA Released/Announcement**
October 25, 2023	**SOLICITATION TECHNICAL ASSISTANCE WORKSHOPS via TEAMS 10:00 a.m. RSVP to Sheree.huntsman@dfa.arkansas.gov for an invite**
October 11-25, 2023	**Written questions regarding the announcement can be submitted by e-mail.** **E-mail: IGS.Applications@dfa.arkansas.gov**
November 10, 2023	**APPLICATION SUBMISSION DEADLINE – 4:30 p.m. CST**
On or Before December 1, 2023	Notify Subaward Recipients
October 1, 2023- September 30, 2024	Project Start Date
November 15, 2023	**MANDATORY GRANT TRAINING – via TEAMS 10:00 a.m. RSVP to Sheree.huntsman@dfa.arkansas.gov for an invite.**

GRANT APPLICATION INSTRUCTIONS

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and a Time Task Plan.

See the Application Elements and Formatting Instructions section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

Application for Federal Assistance (Standard Form (SF)-424)
Clearinghouse Submission Requirement

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

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 Narrative*

Project Abstract

Include a project abstract that summarizes the proposed program in 400 words or fewer. Project abstracts should be:
• Written for a general public audience.
• Submitted as a separate attachment with "Project Abstract" as part of its file name.
• Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.
For each project abstract:
• State the legal name of the grant recipient and the title of the project.

An example of a project abstract is below:
[Insert legal name of grant recipient] is applying for funding in the amount of [insert the amount]. This project serves [insert name of area to be served by the project and/or the population size]. The purpose of the project is to [typically takes 3 to 5 sentences and focuses on the primary objectives and deliverables]. The project includes partnerships between [insert project partners]. Priority considerations addressed in this application include [Insert priority considerations. If not applicable, remove this sentence]. Dr. [insert name] from the University of [insert name] serves as the evaluator for the proposed project. As a separate attachment, the program abstract will not count against the page limit for the program narrative.

Program Narrative

The program narrative must respond to the solicitation and the review criteria (1–4) listed below in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in Section A. Program Description.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are not required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at https://bjapmt.ojp.gov/. Further information about performance measures can be found at https://www.coapresources.org/Program/SiteGrants/Grantee/Management .

Applicants should review the information and be familiar with the data needed to be collected to fulfill the reporting requirements by examining the complete list of performance indicators at Comprehensive Opioid Abuse Site-based Program Combined Performance Measures.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

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 receive 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.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- **Budget Information and Associated Documentation in the Budget Preparation and**
- **Submission Information section.**

- **Indirect Cost Rate Agreement**

- **Tribal Authorizing Resolution (if applicable)**

- **Financial Management and System of Internal Controls Questionnaire (including**
- **applicant disclosure of high-risk status)**

- **Disclosure of Lobbying Activities**

- **Applicant Disclosure of Pending Applications**

- **Applicant Disclosure and Justification – DOJ High Risk Grantees2 (if applicable)**

- **Research and Evaluation Independence and Integrity**

- **Disclosure of Process Related to Executive Compensation**

- **Additional Attachments**

APPLICATION REVIEW AND DETERMINATION PROCESS

REVIEW
Applications are subject to several reviews. These reviews assist DFA-IGS in making funding recommendations which enhance the State of Arkansas' service delivery system to victims of crime.
The process for review and determination of a subgrant award is as follows:

1) ELIGIBILITY REVIEW: Applications will be reviewed to ensure that minimum eligibility requirements have been met. If the organization or its proposal does not meet the minimum eligibility requirements, the applicant will be notified that it is not eligible to receive funding.

2) ADVISORY COMMITTEE: Pursuant to state law, DFA-IGS' advisory board will be provided an opportunity to review and comment on all applications.

3) REVIEW COMMITTEES: All eligible applications will be reviewed and scored based on application content by three separate review teams – 1) IGS Staff, 2) DFA-IGS Advisory Committee, and 3) an independent review committee. Member of each review team will review assigned application utilizing the Grant Scoring Rubric.

4) RANKING OF APPLICATION: After all applications have been scored by each review committee, an average score for the application will be determined by adding each score and dividing it by three. Once the average score for each application is determined, the applications will be ranked based on the average score, with #1 being the application with the highest average score.

5) AWARD DETERMINATION: Applications will be awarded based on the ranking of the application and allowable expenses per the funding source. Applications will be selected for funding until the budget amount of funds are allocated. At this point, no additional proposals will be funded, regardless of ranking.

6) ADMINISTRATIVE REVIEW: The DFA-IGS Administration will make a final determination on which applications will be funded based on recommendations from DFA-IGS staff, the Advisory Board, and the Review Committee.

DETERMINATION NOTIFICATION
Upon completion of the application review process, DFA-IGS will send notice to all applicants indicating if their application(s) has been approved and at what level of support. Applications approved for funding will be finalized in a grant award document to the sub-grantee.

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

APPEALS
Denied applicants may request reconsideration by sending a request to appeal to igs.applications@dfa.arkansas.gov within five (5) working days following their receipt of the denial notification. Reconsideration requests are limited to the reason documented in the denial letter.
DFA-IGS will issue a final determination after appeals are reviewed. Final determinations are not subject to further appeal.

ACCEPTANCE OF SUBGRANT AWARD
A subgrant award packet will be sent to the applicant for signature by the authorized official. All required documents must be returned to DFA-IGS within five (5) working days following the receipt of the award notification.

By accepting a subgrant award, the authorized official:

a) Assures that the project(s) for which federal funds are to be provided will be performed according to the stated purpose and will perform to specification.

b) Certifies that the organization will comply with all federal requirements regarding the specific grant program under which the subgrant is funded, as well as any state requirements that apply.

c) Accepts ALL terms and conditions of the award(s).

The award acceptance is complete upon the execution of the award document by both the sub-grantee and the DFA-IGS Administrator.

QUESTIONS
Prospective applicants should feel free to make inquiries to: IGS.Applications@dfa.arkansas.gov

REQUEST FOR APPLICATION (RFA) TERMS DEFINED

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 form 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.
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; 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. (OPMAP 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.