



## **FY 2022 Centralized Coordinating Entity (CCE) Naloxone Distribution Expansion Grant**

***Open Solicitation Period: January 9, 2023 to February 7, 2023 at 11:59 PM***

*Written Version of the Solicitation (Reference Document) Available Here:*

[https://www.pccd.pa.gov/criminaljustice/advisory\\_boards/Pages/Naloxone-for-First-Responders.aspx](https://www.pccd.pa.gov/criminaljustice/advisory_boards/Pages/Naloxone-for-First-Responders.aspx)

*Link to Electronic Submittal Form (Survey Monkey):*

[CCE Naloxone Expansion Grant Initial Application](#)

### **Introduction**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for State Opioid Response (SOR) funding to support Centralized Coordinating Entity (CCE) Naloxone Distribution Expansion Grants. PCCD is announcing the availability of \$1.5 million total in federal State Opioid Response (SOR) funding to support naloxone distribution efforts and improve naloxone saturation levels across the state.

Active CCEs in good standing with PCCD are eligible to apply for up to \$75,000 total under this solicitation to support proposed project activities.

**This document outlines the process to initiate application for FY 2022-23 CCE Naloxone Distribution Expansion Grant funding. Please read it thoroughly prior to making application.** Questions regarding this announcement can be sent to [RA-PCCD\\_ExecutiveOfc@pa.gov](mailto:RA-PCCD_ExecutiveOfc@pa.gov).

### **1. Funding Availability:**

PCCD is announcing the availability of up to \$1,500,000 in federal SOR III funds to support the expansion of naloxone distribution for CCEs and their identified partners. PCCD expects to fund projects with budgets not to exceed \$75,000 over an up-to-18-month project period (April 1, 2023 to September 29, 2024).

### **2. Non-supplantation:**

Funding shall not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services/supplies/activities.

### **3. Project Dates:**

Contingent upon availability of funds, applications approved at the March 8, 2023 Commission meeting will have a start date of April 1, 2023 and an end date of September 29, 2024. (Please note: There should be no expectation that funding will be extended past the grant period.)

PCCD is not liable for costs incurred prior to the official start date of the award. Applicants are required to follow PCCD's procurement guidelines (see page 16 of [PCCD's Applicant Manual](#) for more on this).

If your initial request is approved at the March 2023 Commission meeting, you will be contacted by PCCD staff to submit an application via PCCD's Egrants system.

#### **4. Eligible Applicants:**

Eligibility of these funds is open to all organizations/entities currently designated as CCEs by PCCD. A CCE may apply on behalf of a sub-recipient who is a legally organized entity (e.g., community-based organization, etc.) for purposes of increasing naloxone access/distribution and related efforts within the proposed service area(s).

Applicants must be in good standing with PCCD to be eligible for these funds. The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

#### **5. Eligible Program Activities and Expenses:**

Funds for the proposed program may be used to support any, all, or one of the following:

- Mailing and shipping costs;
- Staffing/personnel costs (e.g., full-time or part-time staff);
- Training and technical assistance;
- Operating supplies/equipment;
- Data collection and reporting assistance;
- Naloxone leave-behind projects/initiatives
- Educational materials;
- Communications, outreach, and marketing;
- Other expenses necessary to expand access to naloxone and related harm reduction resources within your community (e.g., purchase fentanyl test strips).

#### **6. Ineligible Program Activities and Expenses:**

The following activities and expenses are not eligible for funding and may be administratively rejected:

- Purchasing intranasal 4mg naloxone (e.g., Narcan®)\*;
- Construction;
- Land acquisition;
- Lobbying and political contributions;
- Food/refreshments;
- Vehicle purchases;
- Personnel overtime;
- Honoraria or bonuses; and
- Any expenses that fall significantly outside of the scope of this funding announcement.

\*Note: In general, funds should not be used to purchase intranasal 4mg naloxone (e.g., Narcan) since PCCD provides CCEs with a dedicated supply of medication. However, if additional medication is needed, applicants should describe those additional needs within their proposal narrative and Budget Detail section of the initial funding request.

Administrative costs should be kept to a minimum. Administrative costs that are not clearly justified to be direct project costs within the applicant's proposed budget detail will be considered indirect. Applicants may not request more than their federally approved indirect cost rate or a *de minimis* rate of 10% in compliance with federal guidelines.

PCCD reserves the right to have approved applicants remove or reduce items from the proposed budget that are deemed ineligible or not sufficiently related to the project. Please note that organizations selected for funding will need to develop and submit a detailed budget to PCCD in the Egrants system outlining specific costs and expenditures. PCCD has approval of all final budgets.

Funding cannot be used for costs incurred prior to the official start date of the award.

## 7. SurveyMonkey Initial Request Sections:

The SurveyMonkey form serves as an applicant's initial request for funding and can be accessed here: [https://www.surveymonkey.com/r/2022\\_CCE\\_Naloxone\\_Minigrants](https://www.surveymonkey.com/r/2022_CCE_Naloxone_Minigrants)

A written version of the form is available to view and download on [PCCD's website](#) to help you formulate your responses in advance.

**The SurveyMonkey initial request form must be entered no later than February 7, 2023 by 11:59 PM.**

Please note that applicants are not required to complete this electronic form in one sitting; however, to continue working on your request, you must utilize the same computer/system (e.g., web browser) that the initial request was started on. **To reduce the risk of lost work, applicants are strongly encouraged to develop their funding request responses outside of the SurveyMonkey form first (utilizing available templates) BEFORE entering final information and submitting in SurveyMonkey.** Please note that you must hit "Next" on each section to save your information for the previous screen. Once you hit the "Submit" button, you will not be able to modify your request.

The initial request form is broken into the following major sections (please refer to the survey form for the actual questions to be asked):

- **Organizational Information and Background Section.** Questions in this section include:
  - Contact information for your organization, including primary and secondary individual contact information and eligible applicant type.
  - A description of your organization, including when it was established, what services you provide, and where and to whom you provide them.
  - A description of CCE's current distribution plans.
- **Project Narrative Section.** Questions in this section ask applicants to:
  - Describe what you are proposing to do with the CCE Expansion funding.
  - List the geographic areas and target population for your project.
  - Describe how you plan to engage/reach individuals who need naloxone or harm reduction services, including any community partnerships planned or in place.
- **Budget Section.** Questions in this section include:
  - Entering a total budget request amount, not to exceed the maximum budget award of \$75,000.

- Entering a budget, broken into categories such as personnel, employee benefits, travel, consultants, supplies/equipment, etc. and short narrative for each request.<sup>1</sup>

- **Justification and Attachment Section (Optional).** In this section, applicants may attach or include any additional informational items they believe will supplement their application.

## **8. Timeline of Next Steps:**

The review period will commence upon the closure of the initial application request period in SurveyMonkey (February 7, 2023 at 11:59PM). Applicants may be contacted by PCCD staff during the review for additional information or clarification if needed.

Applications recommended after the review will be presented to the Commission for their consideration on March 8, 2023. Applicants selected in the initial round of requests will then be asked to complete a formal application in Egrants. PCCD staff will be able to provide technical support to organizations with the formal Egrants application process.

Please note that an invitation to submit an application in Egrants does not guarantee an applicant will be funded. Applicants may need to make programmatic or fiscal modifications from what was proposed in the initial request to comply with state fiscal requirements, conditions from the reviewers, or this funding announcement. PCCD reserves the right to make final budget determinations and modifications as part of this process. Final recommendation of projects will be made following the receipt and review of applications in Egrants.

## **9. Additional Assistance:**

Once the SurveyMonkey application opens, questions can be directed to PCCD staff at [RA-PCCD\\_ExecutiveOfc@pa.gov](mailto:RA-PCCD_ExecutiveOfc@pa.gov) with “CCE Naloxone Expansion Grants” in the subject line.

If you haven’t already done so, please also sign up for email notifications of future PCCD funding announcement notifications [HERE](#).

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<sup>1</sup> Please note that due to the competitive nature of these funds, PCCD staff are unable to provide guidance on whether an item or activity fits within one of these categories. It is up to the requester to determine which items to apply for under which category. A clear description of the connection between the funded item and the proposed activities should be provided.