

FY 2023 Competitive Solicitation

**Advancing Interventions to Mitigate Substances (AIMS)  
in Washington/Baltimore HIDTA Communities**

**PREVENTION & TREATMENT**

**Request for Proposals (RFP)**

Application Guidance

By

Mercyhurst University,

Acting through its Affiliate, W/B HIDTA LLC,

For

The Washington/Baltimore High Intensity Drug Trafficking Area  
(W/B HIDTA)

Washington/Baltimore



High Intensity Drug Trafficking Area

*Serving the District of Columbia, Maryland, Virginia, and West Virginia*



**Submission Deadline: February 4, 2022**

**Funded through:**

**Office of National Drug Control Policy,**

**Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA) and,  
W/B HIDTA LLC, an Affiliate of Mercyhurst University, Acting Solely as Directed Trustee  
("W/B HIDTA LLC")**

**Thomas H. Carr, Executive Director, W/B HIDTA**

## Getting Started

Thank you for applying for the **Advancing Interventions to Mitigate Substances (AIMS) in HIDTA Communities** grant through Washington/Baltimore HIDTA. The primary purpose of the AIMS grant is to support integration of evidence-based substance use prevention and treatment strategies into systems of care within communities across the Washington/Baltimore HIDTA region. AIMS funding supports the following objectives:

1. Address identified gaps in substance use prevention or treatment systems.
2. Expand community-based substance use prevention strategies.
3. Offer early interventions for youth and caregivers with substance use risk.
4. Increase access to substance use disorder treatment for the criminal justice population.
5. Promote collaboration among law enforcement; state, county, and municipal programs; and community partners whose alliance is critical to preventing substance use, reducing recidivism rates, and supporting recovery.

Applicants must propose evidence-based strategies and activities to implement or enhance programs that support direct prevention or treatment of substance use disorders. Applicants must evaluate the value, impact, and quality of these programs. Applicants must describe how their proposal activities fit into their larger community systems of prevention and treatment. Applicants must describe the collaboration between public safety and public health agencies to address proposed activities.

If you need application assistance, please contact:

Dr. Lora Peppard  
Deputy Director for Treatment & Prevention  
Center for Drug Policy and Enforcement  
Phone: 607-768-6533  
Email: [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org)

# Table of Contents

<b>I. BACKGROUND/ SCOPE .....</b>	<b>4</b>
<b>II. ELIGIBILITY CRITERIA (Note: All applicants must be located in a W/B HIDTA designated county.).....</b>	<b>5</b>
<b>III. APPLICATION PROCESS AND PARTIES.....</b>	<b>5</b>
<b>IV. APPLICATION REQUIREMENTS .....</b>	<b>6</b>
<b>VI. IMPORTANT DATES.....</b>	<b>7</b>
<b>X. DISTRIBUTION OF FUNDS &amp; REPORTING REQUIREMENTS .....</b>	<b>9</b>
<b>XII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY .....</b>	<b>10</b>
<b>XIII. APPLICATION.....</b>	<b>10</b>
<b>IV. CERTIFIED ASSURANCES .....</b>	<b>16</b>

## I. BACKGROUND/ SCOPE

W/B HIDTA is a grant-funded program out of the Office of National Drug Control Policy. W/B HIDTA has been funding treatment and prevention initiatives across the region since 1995. Budgets for 2023 funding, which will begin July 1, 2023 will be due early spring 2022. Therefore, W/B HIDTA is releasing a request for proposals for 2023 at this time.

W/B HIDTA prevention and treatment funding is limited, but it serves a vital role in meeting the unique prevention and treatment needs in HIDTA communities. An effective continuum of services within HIDTA communities synthesizes multiple evidence-based strategies and lays the greatest foundation for managing substance use risk across various stages of use. The importance of prevention and treatment are reflected in the national [Drug Policy Priorities](#) released in April 2021.

W/B HIDTA has historically funded a variety of prevention initiatives across the region as well as treatment of substance use disorders within the criminal justice population. As ways of thinking about prevention and treatment have evolved, increased state and federal resources have been made available to communities. A strong emphasis on community coalitions as a universal prevention strategy is now widely accepted, and Medicaid reimbursement for substance use disorder treatment has widely expanded.

In May and June of 2021, W/B HIDTA conducted 4 focus groups across the region with key stakeholders from prevention and treatment to identify substance use priorities. Findings from these focus groups were synthesized and submitted to a review committee comprised of federal, state, and community leaders to provide recommendations. While the identified priorities spanned a multitude of topics, gaps in funding for prevention and treatment activities were identified across all groups and were different for each area.

AIMS funding is designed to address gaps in prevention and treatment service delivery that cannot be funded through other existing resources. This may include specific programming, direct services, or new models of care. All activities must be directed towards youth, youth caregivers, juveniles, or the adult criminal justice population.

**Applicants will apply for either prevention or treatment funding or both based on a detailed description of the unique service continuum needs in the applicant's community.** Applicants are expected to be familiar with current prevention and/or and treatment activities in the community to describe how the activities they are proposing will fit into the bigger picture of prevention or treatment services within that community. Individual or multi-site applications are allowed provided activities will be implemented in W/B HIDTA-designed communities.

## **II. ELIGIBILITY CRITERIA**

**(Note: All applicants must be located in a W/B HIDTA designated county.)**

The following entities are eligible to submit proposals:

- Nonprofits with 501(c) (3) IRS Status (Other than Institutions of Higher Education)
- State Governments
- County Governments
- City or Township Governments
- Special District Governments

## **III. APPLICATION PROCESS AND PARTIES**

Applicants are required to apply for award funding through the W/B HIDTA.

**W/B HIDTA must receive the emailed copy of the application no later than 11:59 p.m. Friday, February 04, 2022.** Applicants will email their application to Dr. Lora Peppard, Deputy Director for Treatment and Prevention, at [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org). All applications will be reviewed and scored by an AIMS Review Committee consisting of treatment and recovery experts and key personnel from the W/B HIDTA.

All HIDTAs, including the W/B HIDTA, are NOT legal entities. Consequently, the Office of National Drug Control Policy (ONDCP) funds HIDTAs through fiduciaries, which act as the grantee(s) for agencies participating in the HIDTA program. Fiduciaries are accountable for the use of funds and must comply with all applicable Federal statutes and regulations governing Federal grants.

W/B HIDTA LLC serves as the primary fiduciary for the W/B HIDTA, and will provide the necessary funds for this contract. W/B HIDTA LLC is an affiliate of Mercyhurst University, located in Erie, Pennsylvania.

The primary role and purpose of W/B HIDTA LLC is to provide payment for Grantee's products and services.

W/B HIDTA LLC will not be directly using or benefiting from Grantee's products and services contemplated by this Grant and subsequent agreements.

W/B HIDTA LLC is reimbursed by the W/B HIDTA through the ONDCP for payments W/B HIDTA LLC makes to Grantee for the contemplated products and services herein.

W/B HIDTA LLC has entered into this Agreement solely because it is reimbursed by the federally funded HIDTA program, and absent such reimbursement, W/B HIDTA LLC would have no interest or desire to continue the relationship with Grantee.

## IV. APPLICATION REQUIREMENTS

### Grantee Organization Eligibility Requirements

W/B HIDTA established criteria for the AIMS award that *must* be met by all organizations that receive these funds.

Each grantee organization *shall* meet the following requirements:

1. You must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR 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 CFR Part 170)
3. 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 CFR Part 421)
4. Non Discrimination Statement: W/B HIDTA, W/B HIDTA LLC and the 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.)
5. 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)
6. 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)
7. As specified in this notice of funding opportunity, Grantee must:
  - a. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the Grantee 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).

- b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c. Evaluate and monitor Sub-contractor(s) compliance with statute, regulations, and the terms and conditions of the Federal awards.
- d. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- e. Take reasonable measures to safeguard protected personally identified information and other information the Federal awarding agency or pass-through entity designates as sensitive or Grantee considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

## **VI. IMPORTANT DATES**

- AIMS RFP Release: December 15, 2021
- Questions due via email: January 14, 2022
- Deadline to Submit an Application: February 4, 2022
- Notification of Award: On or before February 25, 2022
- Sub-award Start Date: July 1, 2023
- Sub-award End Date: June 30, 2024

## **VII. PROJECT PRIORITY AREAS**

These funds are to be awarded to AIMS grantees (“Grantees”) only to implement and evaluate the programs that support direct, evidence-based prevention and/or treatment of substance use in youth, youth caregiver, juvenile, or adult criminal justice populations.

Grantees must:

1. Use evidence-based models or approaches to initiate or enhance community-based prevention or treatment programs.
2. Identify how the proposed activities fit into the larger community prevention and/or treatment systems.
3. Evaluate the impact and quality of these activities to assess their effectiveness in preventing substance use, increasing successful completion of treatment rates, reducing recidivism, promoting recovery from substance use disorders, and other appropriate outcomes.
4. Promote collaboration between public safety and public health agencies to ensure that activities are collaborative and coordinated.

**Funding Specifications:**

IMPORTANT: Applicants must apply for EITHER prevention or treatment funding; however, applicants may submit one application for treatment as well as one application for prevention.

The following guidelines for each category of funding must be adhered to:

<b>PREVENTION</b>	<b>TREATMENT</b>
Applicants may apply for <b>up to \$150,000*</b> of funding for a project period of 12 months.	Applicants may apply for <b>up to \$350,000*</b> of funding for a project period of 12 months.

**\*Applicants are strongly encouraged to only apply for the amount of funding needed to achieve the proposed project goals. In many cases, a full \$150,000 or \$350,000 will not be needed.**

Applicants shall submit with their application(s) a proposed budget with line items. Only line items for allowable costs shall be considered. For guidance regarding allowable/unallowable costs, see: [HIDTA Program Policy and Budget Guidance](#) and Section IX(D) below.

**IX. FUNDING SPECIFICATIONS**

**A. Funding Cycle**

Commencement of awards funded under AIMS begins July 1, 2023 and ends on June 30, 2024. This is a twelve (12) month award. Funds are paid on a reimbursable basis.

If funds are available, W/B HIDTA may exercise an option to annually renew funding for an additional 12 months at its discretion. The renewal period shall run on a twelve (12) month funding cycle from July 1, 2024 to June 30, 2025. A continuation report consisting of a progress narrative and budget will be requested by May 1, 2024. Guidance on developing the progress reports will be given to all grantees in the fall of 2023 if this option is exercised.

**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. W/B HIDTA reserves the right to reduce Grantee’s budget at its discretion.

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**

Awarded Applicants will receive a subaward. A subaward is a service under the budget. The subcategories that your budget application is required to submit will be under services. i.e. Services-Personnel; Services-Fringe; Services Supplies; Services-Contracts; Services Training and Travel; and Services-Equipment.

The following is a listing of services, activities, and costs that are eligible for support with AIMS funding. Before these costs can be supported with AIMS funding, applicants must justify that prevention or treatment activities cannot be offered without the support for these expenses; and that the sub-recipient has no other source of support for them:

- Services - Personnel Prevention Programs for Substance Use
- Services -Treatment Services for Substance Use Disorders
- Services - Supplies associated with treatment service delivery
- Costs
  - **Full-time** funded personnel must be 100% dedicated to work with HIDTA clients.
  - The funded position(s) must be one that is not funded by other means (such as direct treatment providers) and directly supports treatment or recovery model development.
  - HIDTA funding cannot supplant any part of a personnel's pay.
- Service - Contracts
- Services - Training
- Services - Travel
- Services -Equipment

### **D. Unallowable Costs**

The following services, activities, and costs, although not exhaustive, cannot be supported with AIMS funding:

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

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

W/B HIDTA LLC, acting solely as directed trustee for W/B HIDTA, will distribute awarded funds in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be emailed to the Finance Manager for the W/B HIDTA. 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.

W/B HIDTA funds are subject to ONDCP's [HIDTA Program Policy and Budget Guidance](#) and the Office of Management and Budgets (OMB) regulations regarding the use of grant funds. Any change in ONDCP or OMB policy regarding the acquisition of HIDTA funds may require the HIDTA Executive Director to consider amendments or additions to ensure compliance with Federal fiscal grant management guidelines. In no event shall any funds pursuant to an Agreement be guaranteed to an Agency. Failure to comply can result in a reduction of funds.

**Electronic Funds Transfer (EFT)** – Grantees are required to use of electronic funds transfer (EFT).

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

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

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

## **XIII. APPLICATION**

### **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 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.

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

#### **Access to SAM.GOV:**

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

### **3. IMPLEMENTING AGENCY**

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

### **4. COLLABORATING PARTNERS**

The names of any organizations supporting project operations.

### **5. PROPOSED START/END DATES**

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

### **6. FUNDING CATEGORY**

Enter the funding category (PREVENTION or TREATMENT).

### **7. OUTCOME MEASURES**

List the output and outcome measures that will be used to evaluate the impact of this project.

### **8. BUDGET TOTAL**

Total amount requested for this initiative in fiscal year 2023.

### **9. PREPARER INFORMATION**

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

### **10. PROJECT ADMINISTRATOR**

Identify 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.

### **11. 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.

### **12. 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/ABSTRACT INSTRUCTIONS**

The Project Summary should provide a concise summary of your proposal and be limited to 250 words or less. Describe the project purpose, population targeted, implementation approach, and outcome measures.

**Note: W/B HIDTA and/or W/B HIDTA LLC may use your summary for press releases should your application receive a subaward.**

### **C. NARRATIVE INSTRUCTIONS / EVALUATION CRITERIA**

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

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

#### **Section A: Statement of Need (15 points – no more than 2 pages)**

1. Describe the nature and extent of the problem to be addressed, including service gaps and barriers related to addressing the provision of evidence-based prevention and treatment services for youth, youth caregivers, juveniles, or adults with substance use disorders in the criminal justice population. Please reference all sources of evidence in Appendix II.
2. Describe the target population and geographical area served.
  - Adults within the criminal justice system receiving HIDTA-funded treatment must meet the following criteria:
    - be under criminal justice supervision and referred to a substance abuse treatment program,
    - not be convicted of any of the following offenses:
      - homicide;
      - any sex-related offense;
      - robbery (within the last 5 years);
      - arson;
      - felonious assault (within the last 5 years);
      - any conviction involving abuse of children,
    - be diagnosed as drug/substance dependent, for a substance other than alcohol, using Diagnostic and Statistical Manual (DSM) criteria;
    - have an extensive history of illicit drug use.
3. Describe any past efforts implementing prevention/treatment strategies and their outcomes.
4. Explain how this project will address the identified problem and why no other sources of funding are applicable and/or available.

#### **Section B: Proposed Approach (25 points – no more than 4 pages)**

1. Identify which category (PREVENTION or TREATMENT) area will be addressed.
2. Describe the goals and measurable objectives of your proposed project and align them with your statement of need in Section A.

- a. **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.
  - b. **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.
  - c. **Outcome-based Performance Measures:** W/B HIDTA encourages projects to focus on implementing activities and delivering services and showing their efficiency and effectiveness via outcome measures. Examples of outcomes measures for treatment services include: 1) # of individuals assessed, 2) # of clients receiving a Urine Drug Screen, 3) # of clients treated, 4) # of clients who successfully completed treatment, 5) #s discharged from the program, 6) recidivism rate.
3. Describe the specific activities that will be implemented or services that will be provided and how you will implement the project.
  4. Provide a table or spreadsheet depicting a realistic timeline for 12 months of the project period showing dates, key activities, and responsible staff.

**Section C: Staff and Management Capabilities (10 points – no more than 2 pages)**

1. Describe the experience of your organization with providing/facilitating substance use disorder treatment services. In addition, address how your organization has the specialized skills and expertise to effectively implement the required activities. If you are partnering with other organizations, identify the organizations and describe their experience with similar projects and their specific roles and responsibilities. Letters of Commitment from each partner must be included in your application.
2. Present and Proposed Staff: List the name of the Project Manager 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 financial officer, any key consultants, 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).

**Section D: Data Collection, Evaluation, and Sustainability (25 points – no more than 2 pages)**

1. Provide specific information about your how you will collect data for key measures for your program (eg. youth substance use, social emotional learning outcomes, recidivism, #s completing treatment, #s discharged from the program, #s connected with employment and housing, etc.) and other key performance measures for your program. Report how such data will be utilized to manage, monitor, and enhance the program including any plans for continuous quality improvement processes.
2. Describe what prospects exist for continued financing of the project when funds conclude.

### **Appendix I: Letters of Commitment:**

Provide letters of commitment by all partners who will participate in the execution of the project or whose cooperation and support are necessary to its success.

### **Appendix II: References**

Please provide a list of all references integrated into your AIMS proposal.

## **D. BUDGET INSTRUCTIONS (25 points)**

### **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 reflect twelve (12) months of spending. **The W/B HIDTA reserves the right to reduce budgets.**

The subaward cycle will reflect twelve (12) months, July 1, 2023 to June 30, 2024. 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"**.

### **SERVICES - PERSONNEL**

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

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

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped.

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

Example justifications based on the Personnel category:

Justification (line 1):

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

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

Justification (line 2):

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

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  $\$40,000 \times .25 = \$10,000$  in subaward funds to support her time on this project.

Justification (line 4):

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

### **SERVICES - SUPPLIES**

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

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

### **SERVICES - TRAVEL & 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 reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative. Mileage maximum: \$.56 cents/mile as of 12/12/2021.

**\*Lodging Per Diem must follow the GSA rate:**

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

### **EQUIPMENT**

Equipment is defined as having a useful life in excess of one year and includes software. Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost. Costs include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

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

### **E. APPLICATION STATUS INSTRUCTIONS**

After completing and reviewing all sections of the application, email your application to Dr. Lora Peppard at [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org), return receipt request. If the email is received by W/B HIDTA, you will receive an email confirmation of your submission. Be sure to retain your receipt.

Your Application will be placed in a pending file while it is reviewed and considered for funding. After W/B HIDTA 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 Commitment) and other required documents in an appendix to your application.

## **G. SIGNATURE PAGES**

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

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

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements; ONLY** the applicable audit findings and/or corrective action plan is required.

## **IV. CERTIFIED ASSURANCES**

- A. [Certification Regarding Lobbying](#)
- B. [Assurances Non-Construction Programs](#)



## Subaward Budget Narrative

Initiative Name:	
Agency:	
Line item:	<b>SERVICES - PERSONNEL</b>
1	
2	
3	
4	
5	
Line item:	<b>SERVICES - FRINGE</b>
6	
7	
8	
9	
10	
Line Item:	<b>SERVICES - FACILITIES</b>
11	
12	
13	
	<b>SERVICES - Travel/Training</b>
14	
15	
16	
Line Item:	<b>Services (cell phones; copier, network etc)</b>
17	
18	
19	
Line Item:	<b>SERVICES - CONTRACTUAL</b>
17	

18	
19	
Line Item:	<b>SERVICES – SUPPLIES (under 5,000)</b>
23	
24	
25	
Line Item:	<b>SERVICES - EQUIPMENT (over 5,000)</b>
26	
27	
28	
Line Item:	<b>SERVICES - INDIRECT</b>
29	

Submitted by:

Date:

Approved by:

Dr. Lora Peppard (HIDTA)

Date:

HIDTA Finance Approval:

Date:

## Subaward Budget

Initiative Name:				
Agency:				
SERVICES - PERSONNEL				
Line Item:	Employee Name	Title	Hourly Rate	Cost
1				
2				
3				
4				
5				
<b>Services – Personnel Total Requested:</b>				
SERVICES - FRINGE				
Line Item:	Employee Name	Title		Cost
6				
7				
8				
9				
10				
<b>Services – Fringe Total Requested:</b>				
SERVICES – FACILITIES				
LINE ITEM:	DESCRIPTION – ADD ANOTHER SHEET FOR ADDITIONAL INFORMAITON			COST
11				
12				
13				
<b>Services – Facilities Total Requested:</b>				
SERVICES – TRAVEL/TRAINING				
LINE ITEM:	Description			COST

14		
15		
16		
<b>Services – Travel/Training Total Requested:</b>		
<b>Services – Items that are specific to this category (phones, Xerox, network etc.)</b>		
<b>Line Item:</b>	<b>Description</b>	<b>Cost</b>
17		
18		
19		
<b>Services Total Requested:</b>		
<b>Services - Contractual</b>		
<b>LINE ITEM:</b>	<b>Description</b>	<b>COST</b>
20		
21		
22		
<b>Services Contractual Total Requested:</b>		
<b>Services – Supplies (items under 5,000)</b>		
<b>LINE ITEM:</b>	<b>Description</b>	<b>COST</b>
23		
24		
25		
<b>Services Supplies Total Requested:</b>		
<b>Services – Equipment (items over 5,000)</b>		
<b>LINE ITEM:</b>	<b>Description</b>	<b>COST</b>
26		

27		
28		
<b>Services Equipment Total Requested:</b>		
<b>Services – Indirect</b>		
LINE ITEM:	<b>Certified Indirect Cost Rate or Minimis Rate</b>	<b>COST</b>
29		
<b>Services Indirect Total Requested</b>		
<b>TOTAL REQUESTED for SUBAWARD:</b>		

Requestr:

Date:

Approved:  
Dr. Lora Peppard, HIDTA

Date:

HIDTA Fiscal Approval:

Date: