



**Comprehensive Opioid Stimulant Substance Abuse
Program (COSSAP) Category 2 -Peer Police Deflection
Request for Application (RFA)
Project Period: March 1, 2023 – September 30, 2023**

I. 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 for funding under the Comprehensive Opioid Abuse Program (COAP), which is now known as the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP). The Bureau of Justice Assistance’s COSSAP initiative was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COSSAP’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. COSSAP 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. COSSAP funding is available through the DFA-IGS for the establishment of deflection initiatives that operate at SIM Intercept 0 and Intercept 1. The US DOJ BJA 5 Pathways of Deflection model provides additional guidance for the design and approach of the initiative proposed: Self-Referral, Active Outreach, Naloxone Plus, Officer Prevention Referral, and Officer Intervention Referral. Deflection is a drug demand reduction strategy.

II. AVAILABLE FUNDING

A total of \$1,224,888 in grant funding from the U.S. Department of Justice Comprehensive Opioid Stimulant Substance Abuse Program grant, which is funded through the Comprehensive Addiction and Recovery Act (CARA) is available for this COAP-COSSAP project. This funding is being made available to assist localities and jurisdictions in developing deflection programs that will address the opioid epidemic through collaborative, community-based approaches that bring together peers, treatment, recovery, housing, services, police, and the community around a shared purpose and mission. Deflection creates an early, “upstream” framework that allows for a warm handoff between law enforcement and community partners that seeks to rapidly engage individuals and their family members in treatment and peer recovery services. Deflection is a collaborative public safety and public health approach to reducing drug use as well as drug related crime without entry into the criminal justice system, when appropriate. Deflection promotes recovery, family well-being, and community restoration. This grant opportunity does not require a match.

III. MATCH REQUIREMENT

This solicitation-grant program does not require a match.

IV. ELIGIBILITY REQUIREMENTS

Eligible applicants are law enforcement units that operate in the State of Arkansas that have been identified as targeted areas of high need.

The following are targeted counties for COAP-COSSAP Category 2. These counties are based on the previous rates and statistical data submitted with the approved federal grant application.

Benton, Clay, Cleburne, Craighead, Crittenden, Izard, Garland, Greene, Hot Spring, Jefferson, Miller, Mississippi, Phillips, Pulaski, Saline, Sebastian, Washington, and Woodruff

Preference and focus will be given to the targeted counties above as well as multijurisdictional projects within those counties. However, because of the lapse in time for data, DFA-IGS will consider other high need geographical areas/jurisdiction. Applicant must demonstrate the targeted geographical area/jurisdiction have a high opioid, stimulants, substances treatment admission and/or have overdose deaths.

An active UEI number is required

On April 4, 2022, the federal government will stop using DUNS numbers and start using new Unique Entity Identifiers (UEI) as the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM). The UEI is a 12-character alpha-numeric value. Once issued, your entity's SAM UEI will not change. All DUNS numbers will be removed from SAM after April 4, 2022.

Users will need their SAM UEI to search for entity registrations. If your entity is registered in SAM.gov today, it has already been assigned a UEI and you can view it in SAM. SAM registration will continue to require annual renewal.

This change simplifies the process of registering an organization to do business with the federal government. Entities will no longer need to contact a third party to obtain an identification number or get support.

System for Awards Management Registration ("SAM") is 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. 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/>.

V. COAP-COSSAP CATEGORY 2 PROJECT ADDITIONAL REQUIREMENTS

- State a willingness to work collaboratively between police, treatment, housing, services, recovery, and the community to engage in deflection
- Commitment to deflection as a drug demand reduction strategy distinct from solely a drug enforcement strategy
- Serve a high need area (Demonstrated in Problem Statement)
- Conduct a project planning period (As a result, a Grant Action Plan with Outcomes Measures will be required)

- 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 COSSAP subrecipients locally and nationally
- Commitment to the primary focus of peer recovery and deflection as a policy and practice non-fatal overdoses incidents and overdoses deaths/fatalities
- Commitment to the primary focus of leading people to recovery and providing support to families and victims of fatal and non-fatal incidences of overdose(s)
- Commitment to data sharing at the local, state, and national levels. (Subrecipients will be required to report in ODMAP)
- Desire to ensure equity of application of deflection in regard to race, gender, and income
- Hire or assign at least one full-time investigator/officer as part of the deflection team
- Hire/Contract at least one Peer Recovery Specialist(s) as part of the deflection team for family and victim support services.
- With funding, purchase a Tru-Narc analyzer (required)

VI. PROGRAM 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>

VII. REQUEST FOR APPLICATION (RFA) INSTRUCTIONS

ABSTRACT

The Abstract Page should include the following:

1. Applicant's point of contact (POC) for the project: Organization Name; POC Name; Phone Number; Email Address; and Mailing Address
2. Application Information: Project Title; Proposed Start and End Dates; and Funding Amount Requested
3. Project Location: City/State; Jurisdictions
4. Abstract to include:
 - a. Brief Description of the project/problem to be addressed
 - b. Brief Description of the target area and population
 - c. Project Goals and Objectives
 - d. Brief Statement of project strategies or overall program
 - e. Brief Description of significant partnership/collaborative efforts
 - f. Anticipated outcomes and/or major deliverables

☐ **APPLICATION COVER PAGE-FORM**

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 official for the law enforcement jurisdiction.)

☐ **APPLICATION NARRATIVE(S)**

Complete each section of the application as it relates to the COAP project. Each section has instructions and must be answered according to the specifics of the proposed COAP project for the law enforcement jurisdiction.

- **Agency's/Organization's Background Overview History** (Include the targeted area and demographics)
- **Demonstrated Need/Statement of the Problem**
 - Describe your agencies efforts in the current opioid epidemic effort to date.
 - Describe identified barriers to your efforts in the opioid epidemic to date.
 - Document the impact of the opioid epidemic in the targeted area utilizing data (please identify the 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 and how the proposed project can support/enhance those efforts. (Including any prevention activities)
 - Describe any opioid treatment, harm reduction, or recovery support services in the targeted area.
 - Describe any other funds (local, state or federal) that are addressing the opioid epidemic in the targeted areas, funds being leveraged for the proposed project, or other collaborative efforts being implemented the targeted area. Report the outcomes of the efforts and funding if available.
- **Evidence of Collaboration**
 - Explain how you conduct and participate in the collective working group to implement this project and be willing to provide up to date presentations/reports on your collective work group progress.
 - Provide a brief description of any current collaborations/partnerships between local, state, and federal law enforcement agencies also include but not limited to jail(s), probation, service providers, and any other history of collaboration between the criminal justice system and the behavioral health system.

- Provide background and when possible, examples of community collaborations. For example, civic associations, citizen groups, neighborhood organizations, victims' rights organizations, recovery associations, faith leaders, business community, veterans, youth organizations, and advocacy groups.
- Describe the key behavioral health and criminal justice partners and stakeholders and how they will remain involved to ensure successful implementation and/or program sustainability.
- Explain how your agency's leadership will support this project as well as the evaluation of the efforts.
- **Program Design and Implementation: Addressing the Problem**
 - Explain how you will utilize Peer Recovery Specialist(s) and trained officer(s) in this project. Include any description of the processes for early identification, assessment, linkage to treatments, services and supports for the project. Be very specific and detailed.
 - If a multi-jurisdictional approach is proposed, explain how the proposed activities of the project will address the multi-jurisdictional challenges.
 - Explain what additional duties will be tasked to the work group team to address needs of the project and of the jurisdiction.
 - How will you evaluate the effectiveness of your project? What outcome measures will be utilized?
 - Provide an organizational chart indicating the project and staffing (Submit as an attachment or include in the narrative)
- **Capabilities/Competencies**
 - Must describe its project staff indicating who will be responsible for carrying and overseeing the project implementation as well as grant administration responsibilities
 - Provide job description and/or resume of your proposed investigator/trained officer(s) for working with the opioid issues in your jurisdiction. (Submit as an attachment)
 - Provide a job description and/or resume of your proposed peer specialist(s). (Submit as an attachment)
 - Include a description of current staffing and the proposed project staffing with roles and responsibilities clearly articulated. Provide any certifications and trainings that pertain to addressing opioid and/or substance abuse/mental health.

- **Plan for Collecting Required Data**
 - The applicant must describe their intended process for measuring project performance. The applicant must identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the applicant’s COAP program activities. The applicant should also identify who will be responsible for the completion of reporting requirements.

- **Plans for Program Sustainability**
 - Explain how the agency/organization will pursue the ability to sustain the collective workgroup and project if the data shows that it is successful.

 - Provide a plan for how the agency/locality will work towards programmatically and financially sustaining the proposed project.

 - Describe how this project will utilize community partners and stakeholders that have a vested interest in the success and sustainability of the proposed project.

□ **BUDGET DETAILED LINE-ITEM REQUEST AND BUDGET JUSTIFICATION NARRATIVE**

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 activities). 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 COAP program implementation.

- Applicant must utilize the budget detailed line-item request form that is being provided.
- Applicant must budget for a deflection team which includes an investigator(s) and the utilization of a peer recovery specialist(s) as well as budget travel to Little Rock for grant administration training(s) and other project related training(s).
- Applicant must purchase a Tru-Narc analyzer.

Below is a chart of the allowable costs and non-allowable costs.

Allowable Costs	Non-Allowable Costs
○ Salary/Wages	○ Lobbying
○ Fringes (Mandated/Employer Benefits)	○ Fundraising activities
○ Overtime Compensation	○ Electronic Immobilization Devices (EID)
○ Fringes associated with OT	○ Construction or renovation costs
○ Program/Project Related Supplies	○ Acquisition cost of real estate property
○ Maintenance and Operations	○ Military type equipment
(including project related media,	○ Drones
	○ Vehicle Purchases

Allowable Costs	Non-Allowable Costs
<p>outreach/materials, and prevention activities that are project related)</p> <ul style="list-style-type: none"> ○ Trainings/Conferences (out-state prior approval) ○ Travel/Mileage ○ Equipment (prior approval) ○ “De minimis” Cost Rate 	<ul style="list-style-type: none"> ○ “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 appropriated for the same purpose

VIII. CLEARINGHOUSE SUBMISSION (STATE AND LOCAL) REQUIREMENT

For the State Clearinghouse review and comment, submit an electronic file of the following to IGSclearinghouse@dfa.arkansas.gov :

- Completed and Signed Standard Form 424
- Project Abstract
- Budget detailed line-item request
- Budget Justification Narrative

The above documents must be sent electronically by due date. No Fax or Mailed Copies will be accepted.

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

- Completed and Signed Standard Form 424
- Project Abstract
- Budget detailed line-item request
- Budget Justification Narrative

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

IX. APPLICATION REVIEW PROCESS AND APPLICATION RATING

This is a competitive grant application process in which each applicant will be competing against other applicants. Staff from DFA-IGS and/or 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.

The primary grant program elements are project design/implementation; capabilities and competencies; plan for data collection; and budget detailed line-item request/narrative justification. The assessments are based on ratings of Excellent, Acceptable, Marginal, or Unacceptable.

As a governing body for substance abuse treatment and prevention, the Arkansas Alcohol and Drug Abuse Coordinating Council (AADACC) will review the grant application recommendations for funding from the COAP-COSSAP Review Team or assigned Review Committee. 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 of issuing the subaward.

X. SUBAWARD MANDATORY REPORTING AND MONITORING REQUIREMENTS

Quarterly Reporting Requirement - Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete Performance Measurement Tool (PMT) reporting every 3 months for each quarterly activity period. The link is below. Reports are to be submitted within 15 days following the close of the reporting period. Once awarded, the reporting link and instructions will be provided. The PMT link is <https://bjapmt.ojp.gov/>.

On-Line Data Tracking Requirement – Applicants must submit information and/or data regarding the implemented activities. Information is to be submitted through an online reporting method. The link is below. Information submitted is compiled by the COAP-COSSAP evaluators. Once awarded, the on-line data tracking link and completion instructions will be provided. The online tracking link is <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/comprehensive-opioid-abuse-site-based-program-coap-coming-soon-under-development/tracking-your-coap-cossap-data/>.

Overdose Detection Mapping Application Program (ODMAP) – To assist with the national

platform data collection and tracking, applicants must register and report in ODMAP. ODMAP is a free and web-based tool that provides near real-time suspected overdose surveillance data across the nation.

See link for additional information on ODMAP <https://www.odmap.org:4443/>

To Register - <https://odmap.hidta.org/Account/Register>

DFA-IGS Program Monitoring – Monitoring is a federal requirement. 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/or on-site visits. Additionally, all submitted project reports and invoices will be reviewed for timeliness and accuracy. Any delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

Mandatory 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 ODDMAP. Additional information will be provided regarding this requirement.

Tru-Narc Instrument Mandatory Reporting - Quarterly reports are to be submitted to DFA-IGS and the State Drug Director bi-annually.

XI. APPLICATION ITEMS TO BE SUBMITTED

- COAP Category 2 Application Checklist
- Project Abstract
- Application Cover Page – RFA Form
- Application-Projects Narratives
- Budget Detailed Line-Item Request
- Budget Justification Narrative
- Completed and Signed SF424
- SF424-B Assurance of Non-Construction
- Standard Assurances
- Certification Regarding Debarment, Suspension,
- Certification Regarding Lobbying. Debarment, Suspension
- EEOP Certification
- W-9 Form and Instructions
- Application and Budget Submitted to State Clearinghouse

ADDITIONAL INSTRUCTIONS

- Single-Spaced
- Portrait 8 ½ x 11 Paper
- Font Size 12 or Larger

- Include Table of Contents with Page Numbers
- Number ALL pages and provide headers for each narrative section
- Include the applicant's name on ALL Pages
- Responded to ALL sections-bullets
- Federal Identification Number (FIN): Included
- System for Award (SAM)/UIE: Completed/Update Registration with active UIE
- State Clearinghouse requirement: Completed

Please Note: All RFA required forms can be located at the link below.

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

XII. SUBMISSION OF APPLICATION

Completed applications can be emailed electronically by 4:30 p.m. on or before February 15, 2023 to IGS.Applications@dfa.arkansas.gov

Or completed applications can be submitted to DFA-IGS postmarked no later than **February 15, 2023** via U.S. Postal Service to the following address:

**Arkansas Department of Finance and Administration
Office of Intergovernmental Services
Attn: JAG/COAP-COSSAP Category 2
1515 West 7th Street, Suite 404
Little Rock, AR 72201**

XIII. COAP-COSSAP-CATEGORY 2 RFA TENTATIVE TIMELINE

RFA (Released):	December 27, 2022
RFA Submission Period:	December 27, 2022 to February 15, 2023
RFA Deadline:	February 15, 2023
Application Technical Review and Assessment:	February 15, 2023 to February 25, 2023
Recommendation for Funding-Approval:	TBD
Notify Subrecipients:	TBD
Project Period	March 1, 2023 to September 30, 2023

XIV. SUBAWARD-NOTIFICATION

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

Applicants awarded an COAP-COSSAP Category 2 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.

XV. TENTATIVE PROJECT PERIOD: MARCH 1, 2023-SEPTEMBER 30, 2023

All projects **should** begin tentatively on March 1, 2023 and **must** be executed no later than 60 days after March 1, 2023. Failure to have the funded project operational within 60 days from March 1, 2023, may result in the cancellation of the subgrant and the de-obligation of awarded funds. This project may consist of a continuation period. Continuation will be based on approval from the federal partner. All COAP-COSSAP funded projects must conclude no later than September 30, 2023.

XVI. 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 Wednesday, February 15, 2023. DFA-IGS will not accept phone calls regarding application assistance.

To further assist potential applicants, an RFA Development Workshop will be scheduled through virtually through Microsoft Teams for Thursday, January 26, 2023. To participate in the virtual conference, applicants must request an invite by emailing IGS.Applications@dfa.arkansas.gov.

XVII. CONTACT INFORMATION

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