OPIOID OPERATIONAL COMMAND CENTER
FY2020 GRANT GUIDELINES

May 1, 2019

General Guidelines

I.   Award Period: Approved grant awards by the Opioid Operational Command Center (OOCC) of the submitted application is for the time period of the State Fiscal Year indicated on the application documents (July 1 through June 30) and constitutes no commitment for the continuation of funding beyond that time period.

II.   Statutes and Requirements of State funds: This award is subject to all State of Maryland statutes and requirements.

III.   General and Special Conditions: This award is subject to the Special Conditions and General Conditions (contained herein). The OOCC retains the right to add Special Conditions, if and when needed, during the life of the award period.

IV.   Goals, Objectives, and Plans of Project: The award recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set forth in this award. Furthermore, all grant applications must align with the Governor's three-pronged approach to addressing the opioid crisis (provided below).

Prevention & Education	
Original Goals and Objectives	Activity Categories
Goal 1: Prevent new cases of opioid addiction and misuse • Reduce stigma and improve knowledge and understanding about opioid addiction • Increase patient, youth, public safety, and general public knowledge of opioid risk and benefits Goal 4: Enhance data collection, sharing, and analysis to improve understanding of, and response to the opioid epidemic	Community Awareness Programming Youth & Schools Programming Information Sharing Programming
Enforcement	
Original Goals and Objectives	Activity Categories
Goal 1: Prevent new cases of opioid addiction and misuse • Reduce illicit opioid supply • Reduce inappropriate or unnecessary opioid prescribing and dispensing Goal 4: Enhance data collection, sharing, and analysis to improve understanding of, and response to the opioid epidemic	Law Enforcement Programming Information Sharing Programming
Treatment & Recovery	

Original Goals and Objectives	Activity Categories

Goal 2: Improve early identification and intervention of opioid addiction
 	
  I.   Build capacity of health care system to identify opioid use disorders and link patients to appropriate specialty care
  II. Improve identification of and provision of services to youth at high-risk for opioid addiction and their families
  III. Identify and connect individuals to treatment and recovery services at all points of contact with public health systems, public safety, hospitals, social services, and government services
  IV. Implement law enforcement diversion programs to connect low-level drug-involved offenders with treatment services
 	
Goal 3: Expand access to services that support recovery and prevent death and disease progression
  • Improve access to and quality of opioid addiction treatment in the community
  • Enhance criminal justice services for offenders who are opioid-addicted to prevent re-entry and repeat recidivism into the criminal justice system
  • Expand access to treatment and recovery services for inmates with substance use disorders in correctional facilities
  • Transition inmates leaving incarceration with substance use disorders to outpatient treatment services
  • Make overdose education and naloxone distribution available to individuals at high risk for opioid overdose and their families/friends at all contact points with health, safety, and social service systems
  • Increase access to naloxone
  • Increase access to other harm reduction services for active opioid users (services that reduce the negative health impacts of opioid use)
  • Expand access to recovery support services
 	
Goal 4: Enhance data collection, sharing, and analysis to improve understanding of, and response to the opioid epidemic
	Criminal Justice Programming
	
	Crisis Intervention Systems Programming
	
	Harm Reduction Programming
	
	Access to Treatment & Recovery Programming
	
	Information Sharing Programming

    V.   <u>Modifications:</u> Any requests for changes or modifications of any kind to any portion of the project as detailed in the original application must be submitted in writing prior to occurrence. This includes, but is not limited to: (i) budget revisions of any type; (ii) change in staffing; (iii) change in scope of program; and (iv) any change that was not approved when the funds were originally awarded.

VI.   Drug-Free Workplace Requirements: Award recipients are subject to the applicable requirements regarding the Drug Free Workplace of the Governor's Drug and Alcohol Free Workplace Executive Order and implementing policies. This information may be obtained through the State of Maryland's website at www.maryland.gov.

VII.   Reproduction and Sharing of Award and Project Materials: The OOCC has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this award and project.

VIII.   Submission of Reports: All reports must be submitted via the OOCC's website. Instructions will be provided post-award.

IX.   Monitoring Expenditures: In order to verify the appropriateness of all grant fund-related expenditures, the OOCC will monitor the use of grant fund proceeds as reported by recipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this award and other such standards as they apply, are being met. At any time during normal business hours, and as deemed necessary by OOCC, the recipient shall make available to OOCC or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit.

X.   Termination of Award: The performance of work under this award may be terminated by the OOCC in accordance with this clause in whole, or in part, whenever the OOCC determines that such termination is in the best interest of the State. If the recipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provision of the award, the OOCC may terminate the award by written notice to the recipient. The notice shall specify the acts or omissions relied upon as cause for termination.

XI.   Civil Rights Discrimination: The recipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided.

XII.   Records Retention: All financial and programmatic information and receipts/back-up documentation must be retained during the award period, and for three years from the date of last activity, for monitoring and auditing purposes, and be made available upon request.

XIII.   Reporting Fraud, Waste, and Abuse: The recipient must promptly report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funding.

XIV.   Budget Requirements: State funds may only be used for the purposes set forth in this grant and must be consistent with the statutory authority for the award. The following sections outline the allowable and unallowable costs.
   a. Costs related to food or meals for meetings, training, exercises, or similar events are not permitted unless approved as part of the project proposal and budget. The

criteria for determining allowable "entertainment" expenses for upcoming meetings and conferences where meals will be served are:

    i. Meals must be a necessary part of a working meeting (or training), integral to full participation in the business of the meeting, i.e. food/meals may not be taken elsewhere without attendees missing essential formal discussions, lectures, or speeches concerning the purpose of the meeting or training.

    ii. Describe the meeting, training, or activity for which will be provided.

    iii. Food cannot be provided for regularly scheduled or standing meetings.

    iv. Meal costs are not duplicated in per diem or subsistence allowances.

    v. Meeting participants (majority) are traveling from a distance of more than 50 miles.

    vi. Guest meals (i.e., meals for non-essential attendees) are not allowable. An agenda and sign-in sheet for meetings/trainings for which food will be served must be available.

b. <u>Indirect Cost Rate</u>: To maximize funding allocated for building preparedness capacity and capability, the established indirect cost rate will be 10 percent.

    i. Per State law, indirect costs will be reimbursed at the rate that a nonprofit organization has negotiated and received either (1) under a direct federal award or (2) from a nonfederal entity based on specified federal cost principles.

c. <u>Funding Restrictions</u>: Grantees shall not use funds under this program for the following purposes:

    i. Fundraising or lobbying;

    ii. Reimbursement of pre-award costs;

    iii. Supplanting of existing local, state, or federal for funds activities described in this program; and,

    iv. Staffing costs prior to the date of the award.

XV.   <u>Reporting Requirements</u>: Must provide reports to the OOCC as outlined in the Special Guidelines.

XVI.   <u>Budget Package</u>: Please refer to the Special Guidelines.

XVII.   <u>Public Affairs</u>: Public affairs, external outreach, and/or engagement materials developed with these funds must include a link to the Before It's Too Late website: http://beforeitstoolate.maryland.gov/.

Special Guidelines: Statewide, Local Government and Non-Governmental Grants

I.   Goals & Objectives: Eligible grant proposals must align with the Governor's three-pronged approach outlined within the General Guidelines.

II.   Sustainability: Grant applications must include a sustainability plan. Awards are intended to be one-time sources of funds. Whenever possible, the OOCC should not be the continuous source of funds for a project year-after-year.

III.   Organization Standing: The applicant organization must have an established record of successful operation both financially and clinically.

IV.   Application Approval Prior to Submission: Approval signatures are required from the following for Local Government and Non-Governmental applicants: (i) all OIT Leadership Contacts (Health Officer and Emergency Management Official) and (ii) County Administrator, County Executive, or similar position.

V.   Certifications/Licensures: All organizations must possess the certifications/licensures necessary for the organization to operate prior to submitting a grant application. Copies of relevant certification/licensure must be submitted with the application.

VI.   Budget Template: A detailed budget is required for all applications. Applicants must use the budget template provided by the OOCC.

VII.   Application Completeness: All application materials must be submitted in one transmittal by the grant application deadline in order to be considered by the Grant Review Committee.

VIII.   Timeline of Grant Awards: The OOCC will perform all due diligence to disburse the funds in a timely manner. The timing of disbursement of funds will depend upon the complexity of the project.

IX.   Grant Evaluation: Each grant application will be reviewed by the relevant subject matter expert in state government and the Grants Review Committee. Impact (as defined as the three-year count of opioid-related fatalities as reported by the Maryland Vital Statistics Administration) and overall Opioid Crisis spending for a particular jurisdiction will be considered in the evaluation process.

X.   Reporting: Grantees will participate in ongoing reporting. Reporting provides continuous program monitoring, aiding in the identification of successes and challenges that awardees encounter throughout the project period. The below table summarizes both the submission and reporting requirements grantees will need to address as part of this grant.

Submission and Reporting Requirements		
Reporting and Deliverables	**When?**	**Submit to:**
Quarterly Progress Report	Due quarterly 30 days after the prior quarter (October 30; January 30; April 30; July 30)	Submit via OOCC's website

XI.   Application Selection Process: A Grants Review Committee will be formed to review the grant applications. Projects will be evaluated based on the completeness of the

application, sustainability, impact in the relevant jurisdiction, and other criteria as presented in the general and special guidelines contained herein.

XII. <u>Types of Projects</u>: The OOCC aims to support programs and organizations with a substantial track record, patient base, revenues, and assets. Generally, the OOCC will not finance start-ups.

Special Conditions: Opioid Intervention Team Block Grants

I. OIT: Grantee jurisdictions must have an OIT or equivalent organization. Grantee jurisdiction OIT membership should represent a broad cross section of the community and a wide range of disciplines. Participation from the following sectors is strongly encouraged: Health & Medical, Emergency Management, Law Enforcement, Emergency Services, Human Services, the Justice System, Education, and private-sector and non-profit partners.

II. Response Plan: Grantees are expected to have a local Opioid Response Plan. If one is not already in place, the grantee will need to develop a plan prior to the end of the period of performance. An Opioid Response Plan can take many forms, including: formal OIT goals and objectives, a logic model, concept of operations, a continuum of care model, or a strategic framework used to guide multidisciplinary response in the jurisdiction. Grantees are encouraged to work with the OOCC during the development process to facilitate statewide integration.

III. Submission Requirements: The grantees for this award will be the local Health Departments.

IV. Application Package: Grantees must submit the following documents to the Opioid Operational Command Center via electronic transmission:
   a. Grant Application for each project.
   b. Budget Package: Each local health department must complete and submit an MDH 4542 budget package for each grant for which the local health department receives funding. If the justification page (MDH 4542B) is not completed, the budget will be returned for correction.
   c. OIT Documentation Form (See Appendix A)
   d. Opioid Response Plan (See II above)

V. Submission and Reporting Requirements: In addition to submission of the above grant application package, awardees will participate in ongoing reporting. Reporting provides continuous program monitoring, aiding in the identification of successes and challenges that awardees encounter throughout the project period. The below table summarizes both the submission and reporting requirements grantees will need to address as part of this grant.

Submission and Reporting Requirements		
Reporting and Deliverables	**When?**	**Submit to:**
Application Deadline	May 10, 2019	Submit to OOCC.finance@maryland.gov

OIT Monthly Check-In	Due monthly	Submit via OOCC's website
Quarterly Progress Report	Due quarterly 30 days after the prior quarter (October 30; January 30; April 30; July 30)	Submit via OOCC's website
Local Response Plan	Due prior to the end of the grant period, June 30, 2020	Email to: OOCC.finance@maryland.gov