



Maryland

OPIOID OPERATIONAL
COMMAND CENTER

**Opioid Operational Command Center
Notice of Funding Availability: Implementing the Requirements of the Opioid
Use Disorder Examination and Treatment Act Grant Program**

March 21 2022

Table of Contents

About the OCCC	3
Overview	3
Eligibility	3
Requirements	3
Key Dates	4
Application Process	4
Application Evaluation	4
Funding Specifications	5
Distribution of Funds and Reporting Requirements	6
Technical Assistance	6
Application Form Instructions	6
Budget Template Instructions	8
Frequently Asked Questions	10

About the OOCC

The Opioid Operational Command Center (OOCC) was formed in 2017 by the Hogan-Rutherford Administration to coordinate Maryland's statewide response to the opioid crisis. The OOCC's activities align with Governor Hogan's policy priorities of *Prevention & Education, Enforcement & Public Safety, and Treatment & Recovery*. The OOCC works to identify gaps in local resources and disseminates best practices and state resources to fill those gaps. The OOCC also prepares the *Inter-Agency Opioid Coordination Plan*, coordinates the efforts of all Maryland state agencies that are engaged in opioid crisis response efforts and 24 local jurisdictions, and reviews and approves all opioid-related budget proposals and legislation.

Overview

The purpose of the OOCC's grant program titled *Implementing the Requirements of the Opioid Use Disorder Examination and Treatment Act* is to distribute funding to the highest-scoring proposals received from local governments in partnership with local detention centers that align with the requirements of the *Opioid Use Disorder Examination and Treatment Act of House Bill 116* of 2019. This grant program is designed to expand services for individuals who are justice-involved, a population that is among the most at-risk for overdose, through expanding screening and access to medications for opioid use disorder (MOUD) in local correctional facilities. Additionally, grant projects must align with the OOCC's *Inter-Agency Opioid Coordination Plan*.

The *Opioid Use Disorder Examination and Treatment Act* text may be found at the link below:
[2019 House Bill 116 Text](#)

The OOCC's *Inter-Agency Opioid Coordination Plan* may be found at the link below:
[2021 Inter-agency Opioid Coordination Plan](#)

Up to \$8 million in grant funding will be allocated to support this initiative.

Eligibility

The following entities are eligible to apply:

- Local Health Departments
- Local Behavioral Health Authorities
- Local Detention Centers, as well the Baltimore City Pretrial Booking Facility

All project proposals must address the opioid crisis in accordance with the requirements specified in the *Opioid Use Disorder Examination and Treatment Act (Chapter 532)* of 2019. A brief summary of the requirements pertaining to correctional facilities are below:

- Conduct evidence-based mental health and substance use assessments for each inmate.
 - If opioid use disorder (OUD) is indicated, the inmate must be provided an evaluation by a health care practitioner with prescribing authority.

- Provide access to peer recovery and behavioral health counseling services.
- Offer each of the three FDA-approved forms of MOUD.
- Evaluate and offer treatment to pregnant women with OUD.
- Authorize inmates to participate in peer recovery specialist training.
- Establish standard procedures for the initiation of treatment for inmates with OUD, to include withdrawal management.
- Develop re-entry plans for individuals leaving incarceration.

Requirements

Grantees will be required to report regularly on grant project performance. Progress towards each performance measure, including written, supporting documentation that d, must be provided to the OCCC on a quarterly basis (extended instructions will be provided upon award).

Each quarters, grantees will be required to:

- Submit a quarterly project report;
- Provide updates on the project’s designated performance measures; and
- Provide any supporting documentation to substantiate the updates.

Key Dates

Call for Proposal Release Date:	January 21 , 2022
Application Deadline Extension Announcement	March 21, 2022
Application Deadline:	March, 21, 2022 Extended to May 21, 2022
Award Decisions:	April, 21, 2022 Extended to June 21, 2022
Anticipated Period of Performance:	July 1, 2022 to June 30th, 2024

Application Process

As referenced above, the full application package must be submitted to the OCCC no later than Saturday, May 21. Late or incomplete applications will not be accepted. The full application package includes the following components:

1. Complete application form (PDF and Word or Google Docs)
 - a. Including signatures from the local Behavioral Health Authority and Local Correctional facility/Detention Center
 - b. Partnerships with local service providers must be detailed in the application
2. Complete budget template with the related attachments (PDF and Excel or Google Sheets)

More information about the application requirements is provided in the Application Form Instructions section beginning on page 8, below. The application package should be delivered electronically to oocc.finance@maryland.gov. The subject of the email must state the name of the grant applicant and project name (e.g., “ABC Local Health Department: MOUD Expansion Project DEF”).

Application Evaluation

To evaluate these proposals, the OOC will empanel a grants scoring committee comprised of parallel workgroups to score each eligible project. Committee membership will consist of OOC staff and subject matter experts from various state agencies with experience responding to the opioid and substance use crisis with respect to the requirements of the *Opioid Use Disorder Examinations and Treatment Act* (House Bill 116 of the 2019 session). The Grants Scoring Committee will evaluate the proposals based on the following criteria:

1. **ALIGNS WITH THE REQUIREMENTS OF the Opioid Use Disorder Examination and Treatment Act.** The project serves to establish or expand treatment according to the specific requirements mandated by the legislation.
2. **ALIGNS WITH THE *INTER-AGENCY OPIOID COORDINATION PLAN*.** The project aligns with one or more goals of the *Inter-Agency Opioid Coordination Plan*.
3. **PROVIDES A FULL PROJECT SUMMARY AND PROBLEM STATEMENT.** The project application provides a brief and clear summary of the project to be funded. Additionally, the problem statement section describes why the project is needed and identifies the most significant issues, problems, trends, or opportunities that will be addressed by the proposed project. Furthermore, the project statement describes the target population and adequately explains how the project will impact the target population.
4. **PROVIDES SUPPORT FOR EQUITABLE SERVICES REQUIRED BY HOUSE BILL 116 (2019 session).** The project application provides a summary of the requirements of House Bill 116 served by the project and evidence of the gap in services within the jurisdiction.
5. **PROVIDES SPECIFIC AND MEASURABLE PROJECT GOALS AND OBJECTIVES AND PERFORMANCE INDICATORS.** These responses are specific, measurable, attainable, relevant, and time-bound. The goals, objectives, and performance measures correspond to the project for which funds are requested and are sufficient enough to justify the level of spending requested.
6. **PROVIDES A REASONABLE AND DETAILED TIMELINE.** The timeline contains key tasks required to successfully implement the project and identifies the person(s) that will be responsible for overseeing the implementation of those requirements, target dates for completion, and a timeframe for achieving objectives. The timeline details how all funds will be expended throughout the period of performance.
7. **PROVIDES A DETAILED SPEND PLAN.** The spend plan and budget provide adequate detail regarding each budget line item. The applicant adequately explains how each item in the spend plan is necessary to the project's overall success.

The grant review process has three stages. OOC staff will perform an initial review to confirm that the application is complete in its entirety. Any applications that are considered incomplete will be removed from consideration by the Grants Scoring Committee. The OOC's Grants Scoring Committee, after thoroughly reviewing and scoring each application, will then submit a recommendation to the Executive Director, who will then make a final determination regarding the Committee's recommendation.

Funding Specifications

The anticipated period of performance is July 1, 2022 through June 30, 2024. The grant agreement between the OOC and grant recipient must be executed before the project may begin and reimbursable expenses can be accrued. All grant funds are awarded on a reimbursable basis. The specific period of performance is determined by the applicant, and can be less than or up to two years from the award agreement execution date.

A grant application may request funding ranging from \$5,000 to \$500,000. The grant timeline may be up to two years. Grant funds may be used for project staff salaries and fringe benefits, consultant fees, data collection and analysis, project-related travel, conferences, and office supplies and expenses. Grant funds may also be expended for essential equipment.

Grantees may subcontract with other organizations as appropriate to accomplish the goals of the project, and the role of the subcontractor organization should be explicit in the proposal with regard to achieving the fundamental goals and objectives of the project.

Grantees are not permitted to use funds under this program for the following purposes:

1. fundraising or lobbying;
2. pre-award costs;
3. to supplant existing local or federal funding;
4. depreciation expenses; and
5. costs related to food or meals for meetings, training, exercises, or similar events unless the following criteria are met:
 - a. meals must be a necessary part of a working meeting (or training) and 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);
 - b. meals cannot be provided for regularly scheduled or standing meetings;
 - c. meal costs are not duplicated in per diem or subsistence allowances;
 - d. meeting participants (majority) are traveling from a distance of more than 50 miles; and
 - e. guest meals (i.e., meals for non-essential attendees) are excluded from the project budget.

Distribution of Funds and Reporting Requirements

The OOC will distribute awarded funds to grantees on a quarterly-reimbursement-of-expenditures basis. Timely submission of a Quarterly Project Report and a Reimbursement Request with adequate supporting documentation is required. Reporting provides continuous program monitoring, aiding in the identification of successes and challenges that awardees encounter throughout the project period. The deadline for quarterly project reports is 30 days after the end of the prior quarter (e.g., October 30,

January 30, April 30, and July 30). More information regarding the reporting requirements will follow after an award is made. Grantees may also be asked to participate in a site visit or desk review.

Technical Assistance

If an applicant has questions related to the application, please contact:

1. Khalil Cutair, OCCC Grants Program Administrator, at khalil.cutair@maryland.gov.

Application Form Instructions

All applicants must use the application form provided in Appendix I. Please do not alter the format of this document unless direct permission is provided by the OCCC. Contact khalil.cutair@maryland.gov with any questions.

1. **Project Title:** The project title should be brief, precise, and should reflect what is being funded. For example, "Saint Mary's Detention Center Program."
2. **Jurisdiction of Proposed Project:** Please use the drop-down to select the name of the jurisdiction. If the project benefits more than one jurisdiction, please select the jurisdiction which will benefit the greatest by this project.
3. **Applicant Organization:** Please provide the unit of local government, state agency, community-based entity, etc. that is eligible to apply for grant funds.
4. **Main Objective:** Please describe the primary objective of the project as it relates to *Opioid Use Disorder Examination and Treatment Act*
5. **Total Project Cost:** Please provide the total project cost (i.e., the requested award amount).
6. **Project Summary:** Please provide a brief summary about the project. The project summary should provide a concise summary of the applicant and proposal and be **limited to 150 words or less**. Please use the following template:
 - a. *[Organization Name]'s [Project Name] aims to [Indicate what the program proposes to do in general terms (e.g., reduce existing gaps in services, foster collaboration and cooperation among partner agencies and stakeholders, etc.)]. The program [1-2 sentences describing the program's main function and who the program benefits/serves.]. [The last sentence summarizes the budget items proposed to be funded.]*
 - b. It is important to make clear in the project summary whether the project will help to support current operations or expand existing operations.
7. **Problem Statement/Needs Justification:** Briefly describe why the proposed project is needed and, therefore, is important to pursue. Identify the most significant issues, problems, trends, or opportunities that will be addressed via the proposed project.

8. Please also describe the number of individuals the program will target and provide a demographic description of the target community. Explain how the program will impact the target population
9. Program Goals and Objectives: Define the central aim and principal goals of the proposed project. For each goal, define one to three key objectives. Each defined objective must be SMART: (a) Specific (i.e., clear and unambiguous); (b) Measurable (i.e., observable and preferably enumerable, if feasible); (c) Attainable (i.e., realist and achievable); (d) Relevant (i.e., pertinent to stated purpose and scope of project); and (e) Time-Bound (i.e., have defined starting and end points).
 - a. FOR EXAMPLE: Goal 1: Establish certain procedures and standards to determine opioid use disorder and treatment of inmates with substance use disorder.
 - b. Objective 1: From XXXday, XX, 20XX to XXXday, XX, 20XX, conduct and analysis of intake and assessment procedures at XXX facility
 - c. Objective 2: From XXXday, XX, 20XX to XXXday, XX, 20XX, develop a plan for meeting the requirements of HB 116 that are not met, as determined by the analysis completed in objective 1
 - d. Objective 3: From XXXday, XX, 20XX to XXXday, XX, 20XX, implement plan developed in Objective 2
10. Program Measurement/Performance Indicators: Identify at least one performance measure you will use to evaluate this project's success and the target for the fiscal year. In developing these performance measures, consider how documentation can be provided to show as evidence.
 - a. FOR EXAMPLE: Activity Type: Provide on-premises access to peer recovery specialists.
Required Performance Measures and Targets:
 - b. Number of Peer Recovery Specialists hired: 3
 - c. Number of Persons engaged by Peer Recovery Specialists: 60 (3,120 annually)
 - d. Number of individuals who receive case management services per month: 20 (240 annually)
11. Timeline: Applicants must submit a detailed timeline/work plan. This timeline/work plan must include the following: (a) key tasks that must be carried out to implement the program successfully; (b) person(s) responsible for seeing that each task is completed within the proposed timeline; (c) target dates for task completion; and (d) timeframe for achieving objectives. A table format is required for this section.
12. Spend Plan Description: Clearly define the major categories contained in the budget and provide the basis for and defend (i.e., justify) cost projections in narrative form. Please also include a brief summary of any other grant opportunities which the organization may be seeking to support this project.
13. Applicant Signature: The application should be signed by the organization's authorized representative.
14. Signatures: Support of the project by the relevant local and/or state officials is an integral part of the application. Applications should be signed by the Local Behavioral Health Authority and Local

Detention Center Official. Importantly, it is the applicant's responsibility to submit the full application to the OOC by the application deadline. The required signatures are as follows:

- a. If the project included partnership with a local service provider, a signature from an authorized representative from that organization should also be present on the application.

Please note that it is of critical importance that the application be well written, clear, and concise. The application form may not exceed 10 pages single spaced in 11-point Calibri or 12-point Times New Roman font. The budget template and attachments specified in item 15 (above) are excluded from the 10-page limit.

Budget Template Instructions

All applicants must use the budget template provided in Appendix II.

1. Applicant Organization: This item should match the application form.
2. Project Title: This item should match the application form.
3. Date Submitted: Self-explanatory.
4. Columns
5. Object Number: This column is intended for use by local health departments only. Using the drop-down, please select the category that most closely aligns with the expense line item. If the applicant is not a local health department, please leave this row blank.
6. Grant Funds Requested: All numbers should be rounded to the nearest whole dollar.
7. Justification: 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 Goals and Objectives."
8. Rows
9. Salaries and Wages: The salaries for staff required to implement the project are listed in the personnel category. Timesheets must be maintained for all personnel included in the grant project. Additionally, please include an attachment with the name, title, job description, hours worked per week, and wage amount for all personnel included in this section of the budget.

FOR EXAMPLE: The justification for a sample salary line item is as follows: "The Community Outreach Trainer makes presentations at hospitals and other medical facilities. Annual salary is \$40,000. She will be devoting 25 percent of her time to this project. We are requesting $\$40,000 * .25 = \$10,000$ in grant funds to support her time on this project. Her hourly rate is \$19.23."

- a. Fringe: Fringe benefits may not exceed 30 percent of reported salary costs.

FOR EXAMPLE: The justification for fringe benefits may be: "Fringe benefits @ 10 percent of salary. \$10,000 * .10 = \$1,000 for [Name of Employee]"

- b. In-State Travel : Travel expenses may include mileage and/or other transportation costs, meals, and lodging consistent with the local jurisdictions travel regulations and cannot exceed the State of Maryland 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.

1. Mileage maximum: \$.56 cents/mile as of 1/1/2021.
2. Meal allowance/meal per diem must follow the state rate:
<https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx>.

- c. Out-of-State Travel: Please refer to the instructions contained in item c. above.

- d. Equipment: Equipment is defined as having a useful life in excess of one year and a procurement cost of \$5,000 or more. Costs may include taxes, delivery, installation, and similarly related charges. The procurement process used must be consistent with the applicant's written procurement guidelines. If the applicant does not have written procurement guidelines, the applicant must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed via the internet at: <http://www.michie.com/maryland>. (Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION", select: "SUBTITLE 1, 2, 3, or 4" based on applicability.) Please include a description of the equipment, quantity, and unit cost as an attachment to the budget template.

- e. Materials & Supplies: Please include a description of the materials/supplies, quantity, and unit cost as an attachment to this budget.

- f. Trainings/Development: Please provide a description and justification for any training activities that are noted in the application form.

- g. Contractual Services: Please specify the vendor name in the justification section of this document. Each vendor should be listed on a separate row.

- h. Other: Include all other anticipated expenditures which are not included in the previous categories (e.g., registration fees). For each line item entered, you must include a justification that ties that item to the activities described in your application.

- i. Total Direct Costs: This item should be automatically calculated. However, if additional rows have been entered, please double check that this number totals correctly.

- j. Total Indirect Costs: Indirect costs may not exceed 10 percent of direct project costs. However, a higher indirect cost rate may be accepted if the applicant has a current (unexpired) federally approved indirect cost rate. An applicant that possesses a current (unexpired) federally approved indirect cost rate must attach a copy of the indirect cost

rate agreement to this application. Indirect is calculated on personnel, operating, travel, and other, up to \$25,000. Equipment that has a unit cost of \$5,000 or more must be excluded from the indirect cost calculation.

- k. Total Project Costs: This row is set up to automatically sum total direct and indirect costs. This total project cost amount should equal the grant amount requested on page 1 of the application form.

IMPORTANT NOTE: For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Frequently Asked Questions

- 1. Is there a limit to the number of applications that can be submitted by a single entity?**
No. There is no limit to the number of applications that may be submitted by a single entity.
- 2. Who is eligible to apply?**
The following entities are eligible to apply: Local Behavioral Health Authorities in partnership with Local Correctional Facilities, in coordination with local, community-based partners, as well as those in Baltimore City
- 3. Is there a minimum or maximum amount for awards?**
A grant applicant may request funding ranging from \$5,000 to \$500,000. Historically, the OCCC's individual grant awards average \$100,000-\$200,000.
- 4. How many years can a grant submission cover?**
Applicants may submit a grant project proposal that covers up to two years from the award date. Applications with timelines of shorter duration are allowable, but timelines of over two years from the award date are not allowable.
- 5. How many awards will be made through the Implementing the Requirements of the Opioid Use Disorder Examination and Treatment Act Grant Program in FY2022?**
The OCCC has approximately \$8 million available to award in Implementing the Requirements of the Opioid Use Disorder Examination and Treatment Act Grant Program funding in FY2022.
- 6. Does the full grant award need to be expended before the end of FY2022 or FY2023 (i.e., June 30, 2022)?**
No. These funds are non-lapsing funds that remain available from fiscal year to fiscal year. Activities are no longer reimbursable after the end of the grant period, as given in the grant application timeline.
- 7. What is the difference between the following grant application questions: "Program Goals and Objectives" and "Program Measurement/Performance Indicators"?**
A program goal describes the overarching aim of the program. For instance, the goal of an employee overdose prevention training program is to ensure employees are prepared to

respond to overdoses by training 100 percent of employees in overdose prevention within 12 months. This is a S.M.A.R.T. program goal. A Program Measurement/Performance Indicator instead describes the progress the program is making toward that goal (e.g., number and/or percentage of employees who have completed the overdose training program during each quarter).

8. When is the grant application deadline?

The deadline to submit the full grant application package for FY2022 is ~~Monday, March 21, 2022 at 5:00 P.M.~~ The entire package must be received by this deadline. **No late or incomplete applications will be accepted.**

The application deadline was extended to Saturday, May 21, 2022. This extension was announced on March 21.

9. To whom should grant applicants direct questions about the grant application?

If an applicant has questions related to the application, please contact Khalil Cutair, OOC Grants Program Coordinator, at Khalil.cutair@maryland.gov.