



# Maryland

OPIOID OPERATIONAL  
COMMAND CENTER

**Opioid Operational Command Center  
Notice of Funding Availability: Access to Recovery Emergency Gap Fund Grant  
Program**

September 15, 2022

## Table of Contents

<b>About the OCCC</b>	3
<b>Overview</b>	3
<b>Eligibility</b>	3
<b>Requirements</b>	<b>Error! Bookmark not defined.</b>
<b>Key Dates</b>	4
<b>Application Process</b>	4
<b>Application Evaluation</b>	5
<b>Funding Specifications</b>	6
<b>Distribution of Funds and Reporting Requirements</b>	<b>Error! Bookmark not defined.</b>
<b>Technical Assistance</b>	<b>Error! Bookmark not defined.</b>
<b>Application Form Instructions</b>	7
<b>Budget Template Instructions</b>	9
<b>Frequently Asked Questions</b>	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 engaged in opioid crisis response efforts and 24 local jurisdictions, and reviews and approves all opioid-related budget proposals and legislation. The OOCC administers the Opioid Restitution Fund, from which the funding for this grant program is made available.

## Overview

The OOCC understands that accessing available treatment and recovery services can be difficult, and has an opportunity to dedicate resources to provide gap funding. The purpose of the OOCC's grant program, titled *Access to Recovery Emergency Gap Funds*, is to allow organizations to support individuals in accessing treatment and recovery resources on an as-needed basis when other resources are not available to meet an immediate need. It is expected that recipient organizations will work with individuals to connect them with longer term resources (e.g, MDRN, state care coordination, etc.) once their immediate need is met. Funding will be distributed to recovery organizations to create an emergency fund that will allow the organization to support individuals in accessing treatment and recovery resources on an as-needed basis. This program is designed to assist individuals seeking or engaged in treatment for opioid misuse disorder by providing emergency funding to overcome barriers such as transportation, recovery housing costs, and access to medication.

This funding is being made available from the Opioid Restitution Fund. Grant projects must align with the Opioid Restitution Fund's provisions and the OOCC's [Inter-Agency Opioid Coordination Plan](#).

Up to \$600 thousand in grant funding will be allocated to support this initiative.

## Eligibility

The following entities are eligible to apply:

- Recovery Community Organizations and MCORR-certified Recovery Residences
- Local Health Departments
- Local Behavioral Health Authorities

All applicants should demonstrate a need for this funding in their application and describe the population they serve, as well as the gaps they see in accessing treatment, transportation, and recovery housing. All project proposals must address barriers to accessing treatment and/or recovery resources. Funding may be used for these specific costs:

- Reasonable costs for transportation to and from treatment, peer services, and necessary government services.
- Reasonable costs for recovery housing beds at MCORR-certified recovery homes

*Please note: Personnel, administrative, and indirect costs are **not allowable** uses for this grant opportunity.*

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

Fifteen days after each calendar quarter, grantees will be required to:

- Submit a quarterly project report;
- Provide updates on the project’s designated performance measures;
- Provide any supporting documentation to substantiate the updates; and
- Submit reimbursement requests, providing backup documentation for funds distributed.

## Key Dates

Call for Proposal Release Date:	September 15, 2022
Application Deadline:	<b>October 13, 2022</b>
Award Decisions:	<b>October 30, 2022</b>
Anticipated Period of Performance:	November 7, 2022 to June 30th, 2023

## Application Process

As referenced above, the complete application package must be submitted to the OCCC no later than Thursday, October 13. Late or incomplete applications will not be accepted. The full application package includes the following components:

1. Completed Document Checklist (pdf or excel) certifying the application is complete and without error.
2. Complete application form (PDF **and** Word or Google Docs)
  - a. Partnerships with local service providers must be detailed in the application
3. Complete budget template with the related attachments (PDF and Excel or Google Sheets)
4. Organization information, including financial statements, most recent audit, etc. (This item applies only to nongovernmental organizations.)

More information about the application requirements is provided in the Application Form Instructions section beginning on page 8, below. The application package should be submitted via [Smartsheet Form](https://app.smartsheet.com/b/form/8be951d35c3b41de86ce5146cd2795f5) to the link below. Applicants are required to input information about their grant and point of contact and attach the application components noted above.

<https://app.smartsheet.com/b/form/8be951d35c3b41de86ce5146cd2795f5>

## Application Evaluation

To evaluate these proposals, the OOCC will empanel a grants scoring committee composed of parallel workgroups to score each eligible project. Committee membership will consist of OOCC staff and subject matter experts from various state agencies with experience responding to the opioid and substance use crisis, concerning the challenges presented to access to recovery. The Grants Scoring Committee will evaluate the proposals based on the following criteria:

1. **ALIGNS WITH THE *INTER-AGENCY OPIOID COORDINATION PLAN*.** The project aligns with one or more goals of the *Inter-Agency Opioid Coordination Plan*.
2. **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 the proposed project will address. Furthermore, the project statement describes the target population and adequately explains how the project will impact the target population.
3. **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 to justify the level of spending requested.
4. **PROVIDES A REASONABLE AND DETAILED TIMELINE.** The timeline contains key tasks required to successfully implement the project and identifies the person(s) 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.
5. **PROVIDES A REASONABLE AND DETAILED SPENDING PLAN.** The spending plan and budget provide adequate detail regarding each budget line item. The applicant adequately explains how each item in the spending plan is necessary to the project's overall success, and the budget is reasonable for the given scope of work.
6. **SUPPORTS JURISDICTIONAL EQUITY.** This project should fulfill a known gap in funding as it relates to jurisdictional equity.

The grant review process has three stages. OOCC 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 November 7, 2022 through June 30, 2023. The grant agreement between the OOC and the 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.

Approximately \$600 thousand in grant funding will be allocated in Access to Recovery Emergency Gap Funds. Grants will be fully allocated to the maximum number of applicants possible. If the funding is not fully awarded during the evaluation and scoring period, an additional announcement and application period will be opened, after the first round of awards.

A grant application may request funding from \$5,000 to \$30,000. Grant funds may be used for the costs below:

- Reasonable costs for transportation to and from treatment, peer services, and necessary government services
- Reasonable costs for recovery housing beds at MCOOR-certified recovery homes

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

1. Personnel salary and fringe, equipment, administrative, or indirect costs.
2. Costs related to clothing, toiletries or personal items
3. Costs related to meals or food for meetings, training, exercises, or similar events

## **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 is 30 days after the Sep 30 quarter end). More information regarding the reporting requirements will follow

after grants are awarded. Grantees may also be asked to participate in a mandatory site visit or desk review.

## Technical Assistance

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

1. Khalil Cutair, OOC Grants Program Administrator, at [khalil.cutair@maryland.gov](mailto:khalil.cutair@maryland.gov)
2. Deborah Davis, OOC Grants Program Specialist, at [deborahs.davis1@maryland.gov](mailto:deborahs.davis1@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 OOC. Contact [khalil.cutair@maryland.gov](mailto:khalil.cutair@maryland.gov) or [deborahs.davis1@maryland.gov](mailto:deborahs.davis1@maryland.gov) with any questions.

1. **Project Title:** The project title should be brief, precise, and should reflect what is being funded. For example, “(insert organization name): Access to Recovery Emergency Fund”
2. **Jurisdiction of Proposed Project:** Please enter the name of the jurisdiction. If the project benefits more than one jurisdiction, please enter jurisdiction which will benefit the greatest from this project, or enter “Multijurisdictional.”
3. **Applicant Organization:** Please provide the unit of local government, state agency, community-based entity, etc. which is eligible to apply for grant funds.
4. **Main Objective:** The Main Objectives as it relates to the [The Maryland Inter-Agency Opioid Coordination Plan 2022 - 2024](#) are Goal 7 (expand access to evidence based treatment for opioid use disorder) & Goal 8 (support recovery communities)
5. **Total Project Cost:** Please provide the total project cost (i.e., the requested award amount). This may be from \$5,000 to \$30,000
6. **Project Summary:** Please provide a concise summary of the applicant and proposal, **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, important to pursue. Identify the most significant issues, problems, trends, or opportunities that will be addressed via the proposed project, in addition to noting the specific population(s) the organization works with and the demonstration of need.
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., unambiguous); (b) Measurable (i.e., observable and preferably enumerable, if feasible); (c) Attainable (i.e., realistic and achievable); (d) Relevant (i.e., pertinent to the stated purpose and scope of the project); and (e) Time-Bound (i.e., have defined starting and end points).
  - FOR EXAMPLE: Goal 1: Assist individuals with access to treatment and recovery housing
    - i. Objective 1: From XXXday, XX, 20XX to XXXday, XX, 20XX, disburse gap funds to provide individuals with transportation to treatment and recovery services.
    - ii. Objective 2: From XXXday, XX, 20XX to XXXday, XX, 20XX, disburse gap funds to provide individuals with emergency housing at an MCOOR-certified recovery home.
  - Goal 2: Assist individuals with access to necessary government services
    - i. Objective 3: From XXXday, XX, 20XX to XXXday, XX, 20XX, transportation to the department of social services, motor vehicle administration, etc.
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. Number of individuals assisted with transportation costs for access to treatment.
  - b. Number of individuals assisted with emergency funding for recovery housing.
  - c. Number of individuals assisted with funding for access to government services.
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 justify cost projections in narrative form. Also include a brief summary of any other grant opportunities the organization may seek to support this project.
13. Applicant Signature: The organization's authorized representative should sign the application.
14. **Signatures: Support of the project by the relevant local government officials is an integral part of the application. Applications must be signed by the Local Health Officer.**



15. Checklists: As indicated on page 5, all nongovernmental organizations are required to provide certain organizational information, including:
- a. Recovery houses should include their Housing Policy and a copy of the MCOORR certification;
  - b. Financial statements (profit & loss statement and balance sheet from prior fiscal/calendar year);
  - c. Company description including the number of employees, EIN, and form of organization;
  - d. Most recent financial audit (if audited);
  - e. Statement of Good Standing from the Maryland State Department of Assessments & Taxation;
  - f. Copies of any licensures/certifications necessary to operate in the State of Maryland. Please also disclose any investigations your organization may be undergoing (licensure or otherwise); and
  - g. Internal Revenue Service (IRS) nonprofit determination and IRS form 990 (if applicable).
16. With respect to item e. listed above, all organizations must be registered and in good standing with the Maryland State Department of Assessments and Taxation before submitting a grant application.

With respect to item f. listed above, all organizations must possess the certifications/licenses necessary for the organization to operate before submitting a grant application.

The documents referenced above (a. through g.) must be referenced in a single cover page acting as a table of contents.

Optional Documentation: Additional letters of support are welcome but not required.

Please note that it is critical 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.](#)

- a. Applicant Organization: This item should match the application form.
- b. Project Title: This item should match the application form.
- c. Date Submitted: This item should match the date application is submitted in its entirety.
- d. Columns
  - a) 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.

- b) Grant Funds Requested: All numbers should be rounded to the nearest whole dollar.
  - c) 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 its relevance to the project goals and objectives. Do not state "See Goals and Objectives."
- e. Rows
- 1. Specify categoric items requiring expenditure
    - a. Access to treatment transportation support
    - b. Access to recovery housing funding support
    - c. Other costs that support access to treatment services
  - 2. Total Project Costs: This row is set up to sum total direct and indirect costs automatically. 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?**  
Yes; applicants may only submit one application.
2. **Who is eligible to apply?**  
The following entities are eligible to apply: Local Health Departments, Local Behavioral Health Authorities, MCORR-certified Recovery Residences, and Recovery Community Organizations.
3. **Is there a minimum or maximum amount for awards?**  
A grant applicant may request funding ranging from \$5,000 to \$30,000.
4. **What is the grant period?**  
The funding provided by this grant may provide reimbursements for funds provided from the grant agreement execution date through June 30th, 2023.
5. **How many awards will be made through the Access to Recovery Emergency Gap Funding?**  
The OOC has approximately \$600 thousand available to award. The maximum number of applicants will be awarded, fully allocating the funding available.
6. **Does the full grant award need to be expended before the end of FY2023 (i.e., June 30, 2023)?**  
Yes, funding must be expended before the end of the state fiscal year. Funding will not be provided for expenditures incurred outside of the grant period.

**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 complete grant application package by October 13, 2022. The entire package must be received by this deadline. **No late or incomplete applications will be accepted.**

**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, OOCC Grants Program Coordinator, at [Khalil.cutair@maryland.gov](mailto:Khalil.cutair@maryland.gov) or Deborah Davis, OOCC Grants Program Specialist, at [Deborahs.Davis1@maryland.gov](mailto:Deborahs.Davis1@maryland.gov).