

OPIOID OPERATIONAL COMMAND CENTER

FY24 COMPETITIVE GRANTS PROGRAM



Overview of Grant Programs

- Block Grant Program: Provides a base level of funding to all 24 Opioid Intervention Teams (OITs) (\$4 million for FY2024)
 - Used to combat opioid crisis as directed by local OITs.
 - Allocated by formula based on opioid fatality rates.
 - Required to align with the *Inter-Agency Opioid Coordination Plan*.
- Competitive Grant Program: Distributes funding to the highest-scoring proposals across the state (\$6 million for FY2024)
 - Available to state and local governments and community-based partners.
 - Scored based on a uniform set of criteria.
 - Required to align with the *Inter-Agency Opioid Coordination Plan*.

COORDINATION PLAN OVERVIEW

Overarching Goal

Improve Overdose Morbidity and Mortality

The state's overarching goal aligns with the Statewide Integrated Health Improvement Strategy (SIHIS). SIHIS is a Memorandum of Understanding signed by Maryland and the Centers for Medicare and Medicaid Services to engage State agencies and private-sector partners to collaborate and invest in improving health, addressing disparities, and reducing costs for Marylanders. All of the coordination plan's 8 goals support this overarching goal.

Supporting Goals

1. Improve Statewide Infrastructure for Opioid Initiatives
2. Promote Youth Resiliency
3. Increase Awareness of Substance Use Disorder
4. Expand Harm Reduction Services
5. Promote Comprehensive Care Coordination
6. Expand Maryland's Crisis Response System
7. Expand Access to Evidence-Based Treatment for Opioid Use Disorder
8. Support Recovery Communities

Overview

Competitive Grant Program

FY24 applications due by April 6, 2023

Pre-Award Stage

- State agencies, local governments and community-based organizations are eligible to apply.
- Application Process & Materials
 - Call for Proposals invites eligible organizations across Maryland to apply.
 - Application, budget template, and supporting documents are required.
 - Signatures of support from Health Officer or Emergency Manager and County/City Administration are also required.
- Funding Specifications
 - Awards range from \$5,000 to \$500,000 (average \$100,000-\$200,000).
 - Permissible and impermissible costs.

Application Form Instructions

- Organization/Project Summary Information
 - New for FY2024 Competitive Grants Program application: jurisdictional/racial equity impact statement
- Project Summary
 - Standard Template (200 words)
 - Describe the organization (if nongovernmental agency)
 - Describe general aim of project (and indicate new or continuing)
 - Describe the program's main function and who the project benefits/serves
 - Summarize the major budget items

Application Form Instructions (Cont.)

- Problem Statement/Needs Justification
 - Describe why the project is needed and, therefore, important to pursue.
 - Identify the most significant issues, problems, trends, or opportunities.
 - Describe the target population and the project's impact on this population

- **RESOURCES**

- United States Census Bureau – *census.gov*
- Maryland Department of Health – *health.maryland.gov*
- Maryland Health Equity Data –
<https://health.maryland.gov/mhhd/Pages/Health-Equity-Data.aspx>
- Local Health Departments – *<https://health.maryland.gov/Pages/departments.ASPX>*
- OOC Grants Reference - Demographic Information -
<https://beforeitstoolate.maryland.gov/grants/>

Demographic Disparities and Impact Statement

- Applicants should review the Reference Guide: Overdose Fatality Demographics by Jurisdiction, linked on the beforeitstoolate.maryland.gov website along with the other grant materials.
- As part of the response to the Problem Statement section of the application, applicants will need to describe how the program will impact the target population in reference to the jurisdictional information provided by the OOCC.
- Please consider the information in a statewide context, as well as the specific impact given in the report for the your jurisdiction. The issues faced by the state at large are emblematic of problems in its jurisdictions, but each jurisdiction will not face the same challenges.

Application Form Instructions (Cont.)

- Program Goals & Objectives and Program Measurement/Performance Indicators
- Timeline

Goal(s)	Key tasks/activities	Person(s) responsible	Progress Measurement	Begin date	End date
<i>Specific and measurable goals that are relevant signs of project success</i>	<i>What are the steps you will take and tasks you will accomplish in order to achieve the goal</i>	<i>Who is responsible for the key tasks/activities</i>	<i>How will you measure success or completion of task/activity? Please provide list of measures that you will document to assess your own progress towards task/activity</i>	<i>When will the task/activity start?</i>	<i>When will the task/activity end and/or when will the goal be achieved?</i>

Identifying Goals, Objectives, and Performance Measures

GOALS AND OBJECTIVES: Principal goals of project, with one to three key objectives for each goal
Objectives should be SMART: Specific, Measurable, Attainable, Relevant, and Time-Bound

EXAMPLE:

Goal 1: Decrease morbidity and mortality among people who use drugs in Baltimore City by operating a daytime drop-in center.

- a. Objective 1: From July 1, 2023 to June 30, 2024, operate drop-in center for 30 hours per week.
- b. Objective 2: From July 1, 2023 to June 30, 2024, maintain an average daily visitor rate of 30 people per day.
- c. Objective 3: From July 1, 2023 to June 30, 2024, make referrals for drop-in participants, including SUD treatment, wound care, primary care and HIV/Hep C treatment.
- d. Objective 4: From July 1, 2023 to June 30, 2024, conduct 500 overdose prevention trainings and distribute 1000 doses of naloxone.

PROGRAM MEASUREMENT/PERFORMANCE INDICATORS: Evaluates each project goal's success with targets for the fiscal year

EXAMPLE:

Activity Type: Drop-in Center. Required Performance Measures and Targets:

- a. Number of drop-in operating hours per week: 30 (1,560 annually)
- b. Number of drop-in visits per week: 60 (3,120 annually)
- c. Number of individuals who receive case management services per month: 20 (240 annually)

Application Form Instructions (Cont.)

- Spend Plan Description
 - Explains the major categories contained in the budget and serves to connect the budget template to the project proposal.
 - Provides information to the reviewer about other grant opportunities which the organization may be seeking.
- Program Sustainability Plan

EXAMPLE

Program Sustainability Plan: *It is the hope of TCPS to build this position into the budget. We anticipate a request to the Talbot County Council to support this position in the future. This grant will assist in providing data to support the need and effectiveness of a licensed social worker in the Bay Hundred area.*

Application Form Instructions (Cont.)

PROJECT IMPACTS ONE JURISDICTION

- Signatures or letters of support from the local health officer (or deputy health officer) OR local emergency manager (or deputy emergency manager) AND county executive or administrator (or equivalent).
 - For projects with a majority impact in Baltimore City, all requests for signature should be sent to Brittney Spencer, Director, Opioid Overdose Prevention, Baltimore City Health Department no later than March 16, 2023.

PROJECT IMPACTS TWO JURISDICTIONS

- Signature or letters of support from the local health officer (or deputy health officer) OR local emergency manager (or deputy emergency manager) AND county executive or administrator (or equivalent) from both jurisdictions.

PROJECT IMPACTS THREE OR MORE JURISDICTIONS

- A signature or letter of support from the secretary of the relevant state agency (or designee).
 - For the Maryland Department of Health, please direct signature requests to Dr. Lisa Burgess, Deputy Secretary for Behavioral Health.

Application Form Instructions (Cont.)

- Financial statements
- Company description including the number of employees, EIN, and form of organization;
- Most recent financial audit from prior fiscal year (if audited);
- Statement of Good Standing from the Maryland State Department of Assessments & Taxation dated within 60 days of application submission
- copies of any licensures/certifications necessary to operate in the State of Maryland - for both organization and all service contractors.
- Internal Revenue Service (IRS) nonprofit determination and IRS form 990 (if applicable).

Submit your Application

- Submit your application and additional documents through the portal linked on the grant website.
- This ensures that your submission and documentation is tracked properly, and doesn't get missed in an email.



The screenshot shows a Smartsheet application form titled "OCCC FY24 Competitive Grant Program Applications". The form is set against a dark blue background with the Smartsheet logo in the top right corner. The form fields are as follows:

- Applicant Organization ***: A text input field.
- Project Title ***: A text input field.
- Point of Contact Name ***: A text input field with a note below it: "Please note the point of contact to reach out with any additional questions about the grant application, requests for documents, or inquiries from the evaluation committee".
- Point of Contact email ***: A text input field.

Award Stage

- Initial Qualification
 - Performed preliminary review to ensure application package is complete (prior to deadline).
 - Performed second, detailed review to confirm that application package is complete and minimum threshold is met (e.g., confirm SDAT licensure, etc.).
- Grants Scoring Committee
 - Comprised of subject matter experts from various local and state agencies and other organizations that have a demonstrated expertise in and commitment to combating the opioid crisis.
- Evaluation and Scoring
 - Scored based on seven different criteria categories.
- Award letters and grant agreements are then prepared.

Evaluation Criteria Categories

- Project Summary and Problem Statement (up to 27 points)
- Project Audience/Equity (up to 6 points)
- Performance Measures (up to 12 points)
- Timeframe (up to 8 points)
- Budget/Spend Plan (up to 22 points)
- Organizational/Financial Capacity/Viability (up to 15 points)
- Past Grantee Performance (up to 10 points)

Post-Award Stage

- Reimbursement requests are submitted by grantees on a quarterly basis.
- Monitoring occurs through quarterly reporting and site visits/desk reviews:
 - Quarterly Reporting

<u>Period of Performance</u>	<u>Reporting Deadline</u>
July-September	October 30
October-December	January 30
January-March	April 30
April-June	July 30

- Budget modifications are received regularly (generally January through May).

Budget Basics

- The Block Grant Program uses the Maryland Department of Health 4542 Budget Template
- The Competitive Grant Program uses the OOC's Budget Template
 - Exceptions: **County and City Health Departments on the State UFD** will use the 4542 for both grant programs. This will include the AOBJ used for reimbursement.
 - State Agencies who receive payment via RSTARS will also include FMIS information on their budget when submitting
- Each budget item should require a detailed description, including individual positions and purchases within the same category, with details on quantities and costs per piece, hours and rates of pay, etc.
- Items in budget should be reflected on project narrative, and **must** include a justification in the budget that explains its relevance to project goals and objectives
- Indirect costs may not exceed 10 percent of direct project costs, and **must** be broken down and allocated as specific indirect expenditure items

Budget Basics - Competitive Form

- A. Salaries & Wages - Staff costs, not including fringe
- B. Fringe Benefits - Fringe for staff included in grant, such as FICA, health insurance, etc.
- C. Travel - Travel for grant project - must relate only to staff included in grant
- D. Equipment - Equipment purchases for grant project
- E. Materials & Supplies - Materials and supplies for grant project
- F. Trainings/Development - Training provided/received for grant project
- G. Contractual Services - Contractual services to be purchased through grant funding
- H. Other (Please Specify) - Items not aligned with any category above
- Total Direct Costs (A - H) - Total of above eight categories
- Total Indirect Costs not to exceed 10% of direct project costs
 - **Must** be broken down and allocated as specific indirect expenditures, such as rent, administrative services, payroll expense, utilities, etc.
 - **Must** be appropriate to the scope of the project, the number of positions, and project activities

Budget Basics - Looking Ahead

- The OOCC will provide a Reimbursement Form to grantees for use in quarterly reimbursement, in accordance with grant guidelines.
- This reimbursement form provides the budget lines from the approved budget.
 - Only budget lines from the budget are included
 - Expenses not included on the approved budget are not included in the drop menus on the reimbursement form.
- If the grantee has an expense that is not included on the approved budget, a grant modification must be approved.
 - The process for grant modifications is given in more detail in the grant agreement.

OIT Coordination

- Each of Maryland's twenty-three counties & Baltimore City have an Opioid Intervention Team (OIT)
- OIT structure
 - *HINT: our competitive grant application requires a signature by one or both of the chairs!*
- OITs as a resource in coordinating the grant project, working in partnership in the community.
- Reminder: Please give the health officer and/or emergency manager as much time as possible, but no less than 5-7 business days, to review your grant application. These agencies are extremely busy, so please be considerate of that as you're requesting signatures. The earlier the better!
- Contact if you have trouble connecting with your local OIT: teresa.heath@maryland.gov

Questions?



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