

## **STATE OF NEVADA**

OFFICE OF THE ATTORNEY GENERAL

SFY 20/21 NOTICE OF FUNDING OPPORTUNITY

Instructional materials for filing an application for

**Overdose Detection and Mapping Application Program (ODMAP) FUNDING**

Released March 6, 2020

Office of the Attorney General

100 North Carson Street

Carson City, Nevada 89701

**FINAL DATE AND TIME FOR APPLICATION SUBMISSION**

**April 3, 2020 by 5:00 PM PST**

**GENERAL INFORMATION**

The Overdose Detection and Mapping Application Program (ODMAP) Statewide Expansion and Response Grant is designed to support statewide adoption of ODMAP as well as support the development of highly coordinated public safety, behavioral health, and public health responses to the data, focusing on hot spots and trends of concern.  The primary goal of this Notice of Funding Opportunity (NOFO) is to support cross-sector partnerships that are structured in such a way that local communities can make meaningful use of the data collected through ODMAP to deploy interventions targeting specific geographic areas or high risk individuals.  Local communities are expected to develop implementation plans for responding to the data collected in ODMAP, to include identifying the frequency and format of data sharing, defining spikes and hot spots, and identifying appropriate interventions by public safety, behavioral health, and public health partners.  Communities are also expected to evaluate their intervention approaches to reduce overdoses.  Another goal of this funding is to establish an Application Programming Interface (API). API is a popular method for stakeholder agencies to contribute data without creating additional manual reporting or processes. The API allows for data integration by connecting with the agency or state’s Record Management Software (RMS) to ODMAP. An API allows for the direct, automated integration of the two systems.

A successful application is not a guarantee you will receive all or partial funding for your application; or if initially funded, that your project will receive continued funding in the future.

**FUNDING PERIOD**

Applicants will apply for funding for the period of May 1, 2020 through June 30, 2021.

**APPLICATION DEADLINE**

**Friday, April 3, 2020 by 5:00 PM PST- No Exceptions**

**Email application, attachments and budget to** **AGGrants@ag.nv.gov**

**APPLICANT ELIGIBILITY**

To be eligible for a sub-grant from these funds, an applicant must:

1. Provide services that fall within the topic areas as described under the Project Purpose Area section.
2. Be a county or state level organization such as a first responder organization, behavioral health organization, public health organization, community-based group, or a county or state level multiagency group consisting of public safety, behavioral health, and public health.
3. Possess or obtain a DUNS Number (<http://www.dnb.com>) and current SAM registration (<https://www.sam.gov/SAM/>) prior to receiving any funds.
4. Be willing to comply with any new state and/or federal requirements and regulations that may be imposed.

**PROJECT PURPOSE AREAS**

**Purpose Area #1** Community Response and Implementation Planning: Funding will support the development of highly coordinated public safety, behavioral health, and public health responses to the data, focusing on hot spots and trends of concern. Projects would include but are not limited to the following types of activities;

1. Support data analysts to use the data collected through ODMAP. Please note, any support for staff with these funds will not extend beyond the life of the sub award.
2. Establish a coordinated rapid response team to respond to spikes in overdoses, overdose related deaths, or emerging drug trends.
3. Support outreach teams to follow up with individuals and/or populations at risk of overdose, particularly those who have just experienced a non-fatal overdose.  Such teams may include first responders, medical staff including primary care and behavioral health providers, community health workers, and clergy.  The appropriate composition of these teams will vary greatly by community.
4. Provide naloxone, education, and technical assistance to individuals in government agencies, homeless shelters, educational institutions, community-based and multiservice organizations, health-care institutions, public safety organizations, drug treatment programs, and syringe exchange programs (SEP).
5. Any other comprehensive response that includes a partnership among public safety, behavioral health, and public health providers, and is grounded, in part, in ODMAP data.

**Purpose Area #2** API to API: Funding will support the contribution of overdose data by allowing for data integration by connecting the Nevada Emergency Medical Services (EMS) Record Management Software to ODMAP. This supports the near real-time transfer of overdose data from the time the information is entered into the electronic health record (EHR) to the automatic population of ODMAP.

1. Support transfer of overdose data from the Nevada EMS RMS to ODMAP through an Application Program Interface (API) for the automatic reporting of EMS data into ODMAP electronically and near real-time.

Total available funding is $280,000. The Office of Attorney General expects to make approximately 3-5 awards in the range of $50,000- $75,000 each for Purpose Area #1 and one award up to $100,000 for Purpose Area #2.

**All awards are contingent upon available funding.**

**REPORTING AND DOCUMENTATION**

**Progress Report**: All grantees will be required to submit a monthly report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their application via an online portal. This report will be due by the 7th of the following month. Awardees will also be required to submit quarterly performance measures. Quarterly reports are due by the 20th of the month following each quarter.

**Monthly Financial Reports**: All grantees are required to complete and submit monthly financial reports (template provided upon approval of award and submission of all required documents) together with supporting backup documentation clearly iden­tifying expenses for which reimbursement is requested. These monthly financial claims are due by the end of the month following the month being claimed, with the exception of June in which they are due by July 15th.

**Site Visits:** Sub-grantees may be subject to site visits by Office of Attorney General (OAG) staff. The sub-grantees should be prepared to make any requested administrative, programmatic and/or financial information available during a site visit. Sub-grantees may also request site visits for technical assistance or to highlight a promising program.

**Please note**: If funded, three members of the local community must attend two convening meetings in Washington, D.C., which will be 2.5 days in length, including travel time.

**SELECTION CRITERIA**

All applications for funding will be primarily rated on the basis of the criteria set forth below:

* The degree to which the proposed activities fall within the identified purpose areas and are responsive to the intent of this funding;
* The degree to which an application is fiscally prudent and can be reasonably supported by the applicant’s fiscal and programmatic status;
* The degree to which the application is realistic within project timelines; and
* The degree to which the proposed budget clearly and concisely links the expenses to the planned program.

**APPLICATION INSTRUCTIONS**

This Notice of Funding Opportunity provides the necessary forms, instructions and general information essential for an eligible agency to apply for grant funds.

**Important**: Please ensure your application meets the following **formatting criteria**.

* Must use the application forms provided.
* Mandated page limits must be observed.
* Application should be formatted for standard 8-1/2” x 11” white paper and typed in a 12-point Times New Roman font with 1” margins.
* Narrative sections must be either 1.5 or double spaced.
* Narrative answers should show paragraph separations with ½” indent.
* The **Title Page** should appear as the front of your application.
* **All** pages must be numbered.
* Clearly identify which section/question you are answering. Answer **all** questions for that section.

You must submit your complete application package electronically no later than **Friday, April 3, 2020 by 5:00 PM PST to the** **AGGrants@ag.nv.gov**email address. There are no exceptions to this requirement. If documented technical issues arise, please contact Megan Nelson at 775-684-1143 no later **April 3, 2020 by** **noon** so we can resolve them before the deadline of 5:00 PM PST.

**APPLICATION CONTENTS**

A complete grant application **must** include the following:

**Part 1** TITLE PAGE

TABLE OF CONTENTS

**Part 2** PROJECT NARRATIVE

**Part 3** ATTACHMENTS

1. Budget Form with Justification
2. Community Response Plan for a spike in overdoses, if applicable.
3. List of members of workgroup that includes agency represented, type of agency, member’s name and title, if applicable.
4. Letter of non-supplanting.
5. Federally negotiated indirect cost rate agreement, if applicable.

Please submit any questions regarding this Notice of Funding Opportunity to AGGrants@ag.nv.gov . Questions will be answered as soon as possible upon receipt.

**PART 1** **TITLE PAGE**

The Title Page template is provided on page 6.

TIPS for its completion:

* Under Contact Information: The Authorizing Official and the Project Director may be the same person in some agencies. However, the Fiscal Officer cannot be the Authorizing Official.
* All signatures must be on the title page upon submission.

**NEVADA OFFICE OF THE ATTORNEY GENERAL Overdose Detection and Mapping Application Program (ODMAP) Application**

**Part 1 - TITLE PAGE**

**Agency** Name:

 *(Enter the full legal name of the applicant.)*

**Project Jurisdiction**: \_\_\_\_\_\_

 *(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)*

**Purpose Area #1(Response Plan/Implementation) \_\_\_\_\_\_\_\_ Purpose Area #2 (API-API)\_\_\_\_\_\_\_\_\_**

*(Indicate with ‘X’ the Purpose Area to be addressed with your application)*

**Funding Amount Requested: $**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Info** | **Authorizing Official** | **Project Director** | **Fiscal Officer *(must be different than Executive Director)*** |
| Name |  |  |  |
| Title/Position |  |  |  |
| Mailing AddressCity, State & Zip |  |  |  |
| Physical AddressCity, State & Zip |  |  |  |
| Telephone |  |  |  |
| Fax  |  |  |  |
| E-Mail  |  |  |  |
| Signature |  |  |  |
| Date Signed |  |  |  |
| DUNS Number |  | SAM Expiration Date |  |

**PART 2** **PROJECT NARRATIVE**

Please respond to all questions listed under the Purpose Area you will be addressing in your application. Make sure each question is clearly identified/labeled.

**Purpose Area #1: Community Response Planning and Implementation (10 page limit)**

The development of highly coordinated public safety, behavioral health, and public health responses to the data from ODMAP, focusing on hot spots and trends of concern is the anticipated activity of this award.

1. What is the problem to be addressed and how will this funding help alleviate the problem?
2. What specific activities will be completed as a part of this project? Provide a clear picture of how the community response plans to a spike in overdoses will be developed and implemented. Some activities of the community response plan could include:
	1. Establish a coordinated rapid response team to respond to spikes in overdoses, overdose related deaths, or emerging drug threats.
	2. Support outreach teams to follow up with individuals and/or populations at risk of overdose, particularly those who have just experienced a non-fatal overdose. Such teams may include first responders, medical staff including primary care and behavioral health providers, community health workers, and clergy. The appropriate composition of these teams will vary greatly by community.
3. What is the plan to support data analysts to use the data collected through ODMAP.
4. What is the plan to provide naloxone, education, and technical assistance to individuals in government agencies, homeless shelters, educational institutions, community-based and multiservice organizations, health-care institutions, public safety organizations, drug treatment programs, and syringe exchange programs (SEP).
5. Communities receiving a subaward are required to form, within six (6) months of the award, an organizational structure that includes, at a minimum a partnership among public safety, behavioral health, and public health providers, and is grounded, in part, in ODMAP data. These groups may include an executive leadership group (providing strategic oversight), a data-focused workgroup, and a larger stakeholder group to ensure that community perspectives are considered. What is your plan to assemble this comprehensive response structure?

**Purpose Area #2: Application Programming Interface (API) to API (5 page limit)**

Support transfer of overdose data from the Nevada EMS RMS to ODMAP through an Application Program Interface (API) for the automatic reporting of EMS data into ODMAP electronically and near real-time.

1. What is the problem to be addressed and how will this funding help alleviate the problem?
2. What specific activities will be completed as a part of this project?
3. Describe your agency’s expertise and capacity to successfully implement this project.

**PART 3 ATTACHMENTS A-E**

**A. BUDGET:** Each applicant must identify which year in which they are applying and include a detailed budget and descriptive budget narrative for the project period, utilizing the format included (Budget Form Attachment). All budget items MUST be consistent with the project narrative and directly linked to goals and objectives. Only one budget will be submitted with the application, to cover the whole project period.

**NOTE:** Budgets MUST include funding to support three members of each local community to attend two convening meetings in Washington, D.C., which will be 2.5 days in length, including travel time. Lodging, per diem, transportation costs must adhere to the General Services Administration (GSA) guidelines.

Budget Narrative: All applicants must complete narrative sections of the budget form explaining the amounts of funding requested in the budget detail as well as a brief explanation for the expense that ties it to the project/application narrative. Show all formulas used to arrive at budget item amounts. When calculating expenses in the Fringe category, please note fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions and unemployment benefit plans.

Limitations on Funding: The OAG has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.The following are not allowable costs and should not be included in the budget: food and/or beverage expenses, meeting room costs, stipends, lobbying activities.

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) federal or non-federal funds which have been appro­priated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Indirect Costs: It is allowable to include indirect costs into your budget. Indirect costs are “those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.” (OMB Circular 3.2-B- page 44). In short, indirect costs benefit more than one activity or are common/joint purpose costs. These costs, though not readily assignable to a particular award, are necessary both to the operation of the sub grantee/agency and to the performance of the award. Examples of indirect costs: services of the accounting staff or executive officers, salaries of personnel engaged in a broad range of departmental support activities, cost of utilities for a building housing multiple functions, office supplies, postage, local telephone and communications infrastructure. More information can be found here:

<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf>

If your agency has a federally negotiated indirect cost rate agreement, you **must** attach documentation of this agreement to your application packet, labeled Attachment E. If you wish to claim indirect costs but have never had a federally negotiated indirect cost rate agreement, you may utilize the 10% de minimis cost rate.

Additional Information: All sub grants resulting from this solicitation are governed by the provisions of the government-wide Super Circular (Uniform Admin­istrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) at<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

**B. IF APPLICABLE, COMMUNITY RESPONSE PLAN FOR A SPIKE IN OVERDOSES.**

**C. LIST OF WORKGROUP MEMBERS, IF APPLICABLE. LIST MUST INCLUDE NAME OF AGENCY REPRESENTED, TYPE OF AGENCY, MEMBER’S NAME, MEMBER’S TITLE.**

**D. LETTER OF NON-SUPPLANTING. A sample letter can be found on page 10 of this Notice of Funding Opportunity.**

**E. IF APPLICABLE, FEDERALLY NEGOTIATED INDIRECT COST RATE AGREEMENT.**

**SAMPLE LETTER OF NON-SUPPLANTING**

**For Attachment D**

[Applicant Letterhead]

[date]

Aaron D. Ford

Nevada Attorney General

100 North Carson Street

Carson City, Nevada 89701

Dear General Ford:

 [Applicant] certifies that any funds awarded through The Overdose Detection and Mapping Application Program (ODMAP) Statewide Expansion and Response Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the same purpose. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

 Sincerely,

 [Applicant’s Authorizing Official]