

**STATE OF IOWA
DEPARTMENT OF**

Health

AND

Human

SERVICES

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

County Substance Abuse Programs

APPLICATION GUIDANCE STATE FISCAL YEAR 2024

**PROJECT AND CONTRACT PERIOD:
July 1, 2023 - June 30, 2024**

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SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Application Guidance is to provide eligible applicants information on completion of the application for the County Substance Abuse Program. Services covered by this application include education, prevention, referral or post-treatment services. The Department requires applicants to select a pre-approved Evidence-Based Program or Service, and activities and services that support pre-approved Evidence-Based Programs (Refer to Section 6 of the Funding Opportunity).

The Department is actively working to strengthen the capacity to address health inequities in Iowa. Health equity is defined as the attainment of the highest possible level of health for all people by achieving the environmental, social, economic and other conditions in which all people have the opportunity to attain their highest possible level of health. This program promotes health equity through providing substance misuse prevention services and education to all residents in the county by utilization of Culturally and Linguistically Appropriate Service Standards (CLAS). Use of CLAS is a way to improve the quality of services provided to all individuals, which will ultimately help reduce health disparities and achieve health equity (Refer to Section 6 of the Funding Opportunity).

1.02 Project and Contract Period

Funding during the defined project period is dependent on approval of the Application, contractor performance during the fiscal year, compliance with general and special conditions of the contract, availability of project funds, program modifications, or any other grounds determined by the Department to be in the Department's best interest. The Department expects the contract period to be a one-year term from July 1, 2023 to June 30, 2024.

The issuance of this Application Guidance in no way constitutes a commitment by the Department to award a contract.

1.03 Eligible Applicants

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Local County Boards of Supervisors (BOS) are and will be the only entity eligible to apply for and serve as the contractor for the County Substance Abuse Programs contract. BOS through Local Boards of Health (LBOH) have jurisdiction over public health matters in their designated geographic area. A Local Public Health Agency may not apply in response to this posting. All Iowa counties are eligible.

Electronic Communication Requirements

Applicant is required to maintain and provide to the Department, upon application, a current and valid email account for electronic communications with the Department.

Official email communication from the Department regarding this application will be issued from

iowa.grants@mail.webgrantscloud.com. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area

Service Delivery area is the county represented by the eligible applicant.

1.05 Funding

The source of funding is the Beer and Liquor Control Fund, as per Iowa Code Chapter 125.59.

Applicants may apply for the allocated amount as designated per county. A County Board of Supervisors (BOS) may apply for up to \$10,000 for the total one-year period for a county-operated substance abuse program.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Department to be in the Department's best interests.

Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 "Uniform administrative requirements for grants and agreements..." (Refer to Section 6 of the Funding Opportunity). The reported match must be used for the substance abuse program.

1.06 Schedule of Important Dates

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire Application Guidance for detailed information about events, dates, times and sites.

EVENT	DATE
Application Guidance and Supporting Documents Issued	March 28, 2023
Technical Assistance	During Posting period of the Funding Opportunity
Application Due Date	April 27, 2023

A. Application Guidance Issued and Availability of Forms

The Department will post the Application Guidance under Grant Opportunities quick link at www.iowaGrants.gov on the date referenced in the Schedule of Important Dates table above. The Application Guidance will remain posted through the Application Due date.

It is the applicant's sole responsibility to review all attachments for this Funding Opportunity and complete and submit all Funding Opportunity application forms prior to the stated due date and time.

B. Written Questions and Responses

Formal written questions and responses will not be conducted with this Application process. Refer to Section 1.07 below to seek technical assistance on these applications.

C. Applications Due

Applications must be submitted by (or before) 4:00 p.m. (local Iowa time) on **April 27, 2023** in the Electronic Grant Management System at www.iowaGrants.gov. Attempted submission of a completed application after the stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating “The Funding Opportunity is closed”.

Applications submitted to the Department in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Department and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants Web site are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

1.07 Technical Assistance

Technical assistance is available during the posting period of these instructions and is strongly encouraged for completion of the Application. Contractors are encouraged to contact Chandra Jennings at chandra.jennings@idph.iowa.gov with questions about the Application prior to submission by the required deadline.

1.08 IDPH IowaGrants.gov Assistance

For assistance regarding IowaGrants, please contact the IDPH IowaGrants Helpdesk at iowagrants.helpdesk@idph.iowa.gov or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

1.09 Application Creation

The application will consist of multiple required forms (refer to Section 2.03) available within the Electronic Grant Management system at www.iowaGrants.gov.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants.Gov and linked to the County Board of Supervisor Organization. For registration guidance, refer to 'New User Registration Instructions for *IowaGrants.gov*' document as posted under The Attachments section of this Funding Opportunity.

The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application. This primary user can add additional registered users as Grantee Contacts within their represented BOS organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will over-ride any changes made by other users.

The IowaGrants.gov system will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for the county represented in response to this Application Guidance.

1.10 Withdrawal of Applications

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to IDPH IowaGrants HelpDesk at iowagrants.helpdesk@idph.iowa.gov.

After this funding opportunity closes, the Department may withdraw applications that have not been submitted.

1.11 Resubmission of Withdrawn Applications

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to www.IowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to **re-title the** application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections in section 2

of this Application Guidance.

Withdrawn applications for this Application Guidance posting must be submitted by the due date and time provided in section 1.06.

1.12 Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. The Department is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application.

1.13 Rejection of Applications/Cancellation of Application Guidance

The Department reserves the right to reject, in whole or in part, any or all applications, or to abandon the need for such services, and to cancel this Application Guidance if it is in the best interests of the Department. Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant is not an eligible applicant as defined in section 1.03.
2. An application is submitted in any other manner than the Electronic Grant Management System at www.iowaGrants.gov.

1.14 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.15 Use of Subcontractors

The applicant is permitted to subcontract for the performance of services identified in the Application under the contract. Subcontracts must adhere to the provisions of Section 5 of the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under Funding Opportunities. Planned use of subcontractors by an applicant must be clearly explained in the application. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

Current individual employees of the State of Iowa may not act as subcontractors under this contract.

The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.16 Information from Other Sources

The Department reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other Department contracts, other state contracts and contracts with private entities. The Department may use any of this information in evaluating an applicant's application.

1.17 Litigation or Investigation Disclosure

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form (Refer to Section 2.03 of this Application Guidance) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Department.

1.18 Financial Accountability

The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters, including the circumstances and disposition of the irregularities, at the time of application within the Business Organization Form (Refer to Section 2.03 of this Application Guidance) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Department.

1.19 Waivers and Variances

The Department reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Department. In the event the Department waives or permits cure of nonmaterial variances, such waiver or cure will not modify the program requirements or excuse the applicant from full compliance with program specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Department.

1.20 Disposition of Applications

All application submissions become the property of the Department.

If the Department awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.21 Public Records

All information submitted by an applicant will be treated as public information following the Application review process.

1.22 Copyrights

By submitting an application, the applicant agrees that the Department may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public

records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Department shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the department may reject the application as noncompliant.

1.23 Amendments to the Application Guidance

The Department reserves the right to amend the Application Guidance at any time. In the event the Department decides to amend, add to, or delete any part of this Application Guidance, a written amendment will be posted at www.iowaGrants.gov under this Funding Opportunity Title. The applicant is advised to check this website periodically for amendments to this Application Guidance. In the event an amendment occurs after the Funding Opportunity is closed, the Department will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet- General Information Form.

1.24 Appeal of Rejection Decision

The applicant's receipt of a rejection notice constitutes receipt of notification of the adverse decision per 441 Iowa Administrative Code Chapter 7. Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within five (5) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document Mike Drottz, Department of Public Health, and shall be submitted via email, including a read receipt verification, to michael.drottz@idph.iowa.gov. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFA were not followed by the Department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

1.25 Appeal of Award Decision

The posting of the Notice of Intent to Award on the Department webpage constitutes receipt of notification of the adverse decision per 441 Iowa Administrative Code Chapter 7. Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within five (5) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document Mike Drottz, Department of Public Health, and shall be submitted via email, including a read receipt verification, to michael.drottz@idph.iowa.gov. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed by the department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

1.26 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the applicant and the Department.

1.27 Construction of Application Guidance

This Application Guidance shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the

resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all litigation or actions commenced in connection with this application guidance shall be brought in the appropriate Iowa forum.

SECTION 2 – APPLICATION CONTENT

2.01 Scope and Description of Services

This section should outline minimum program requirements and may include the following:

Background

The Department invites annual applications from Iowa's counties specifically to support substance abuse programs such as education, prevention, referral or post-treatment services. These services are to be identified and supported by the county with a 3:1 match (three parts county support to one part Department). A County Board of Supervisors (BOS) may apply for up to \$10,000 for the total one-year period for a county-operated substance abuse program.

Goals and Objectives of the program

The Department's goal is to reduce substance misuse through the provision of evidence-based education, prevention, referral or post-treatment services. The applicant will identify at least one goal if requesting \$5,000 or less and at least two goals for applicants requesting more than \$5,000. Measurable objectives and other relevant details shall be proposed/identified in the work plan.

Description of Work and Services

The Applicant's substance abuse program may expand or enhance:

- Substance Abuse Education services;
- Substance Abuse Prevention services;
- Substance Abuse Referral services; and/or
- Substance Abuse Post-treatment services.

Applicants must identify at least one pre-approved evidence-based program or service from the following list. Additional activities may be identified, but must directly support an evidence-based program or services from the list.

- All Education and Prevention Services must be listed as approved by the Department within the Evidence-Based Programs, Practices, and Policies Selection and Implementation Guide (Refer to Section 6 of the Funding Opportunity). This Guide contains information and resources for each of the approved, evidence-based programs, practices and policies that may be utilized as part of the Department's prevention funding opportunities.
- Referral Services pre-approved for utilization are Screening, Brief Intervention, and Referral to Treatment (SBIRT) and/or activities that support SBIRT (Refer to Section 6 of the Funding Opportunity).
- Post-treatment Services pre-approved for utilization are those which expand or enhance Recovery Services in the service area, including Peer Recovery Coaching, Recovery Meetings, and Recovery Support Services (i.e. case-management, transportation, vocational and employment services, etc.) (Refer to Section 6 of the Funding Opportunity).

All Services must adhere to Culturally and Linguistically Appropriate Service Standards (CLAS) (Refer to Section 6 of the Funding Opportunity) by providing appropriate content and language (including reading level and translation) that are equitable to reach all populations.

Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 “Uniform administrative requirements for grants and agreements....” (Refer to Section 6 of the Funding Opportunity). The reported match must be used for the substance abuse program. A work plan detailing the evidence-based program(s) or service(s) being utilized, goals, objectives, and additional relevant details shall be submitted via the IowaGrants.gov components.

Staffing or Personnel Requirements

Staffing must be sufficient to implement the project as described in this guidance. The applicant must identify at least a county project director who will be designated by the Contractor to have the authority to manage the resulting contract and the legal responsibility to assure compliance with all contract conditions. The identified Project Director will receive key communications from the Department and will be responsible for keeping the Contractor and all Authorized Agencies informed of any relevant contract issues.

Required Reporting

The Department requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by successful applicants. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within www.IowaGrants.gov. The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Department.

Anticipated reports include:

- Semi Annual Progress Report report will include details about contractor progress towards fulfilling activities detailed in the work plan during the first six months of the contract period
- Year End Report will include details about the contractor fulfilling activities detailed in the work plan over the contract period
- Quarterly claim and support documentation

Performance Measures

The Department anticipates the following performance measures to be included in a successful applicant’s contract.

- Contractors shall meet the 2024 Work Plan goals and objectives as submitted through the application via IowaGrants.gov and approved by the Department.

A disincentive totaling five percent (5%) of the contractual amount shall be withheld from the second quarterly claim (due February 14, 2024). Confirmation of completion will be verified by Iowa

HHS staff review of the final report in IowaGrants.gov (due August 1, 2024). The monies will be released upon confirmation that goals and objectives were met.

The Contractor shall submit any documentation required for the performance measure into the Progress Reports component of the grant site within IowaGrants.gov.

2.02 Application Instructions

In compliance with the minimum requirements and scope, applicants must complete each form listed below in section 2.03 for this Funding Opportunity.

Each user will complete the registration process, if not already registered. Follow the steps outlined in the 'New User Registration Instructions for IowaGrants.gov' as posted under the Attachment section of the Funding Opportunity. New Users should allow a few days for the registration to be processed.

Refer to Section 1.09 for instructions on Application Creation.

Note: The IowaGrants.gov system will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity. The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area.**

For general instructions on completing applications in IowaGrants.gov, refer to the 'IDPH Application Instruction Guidance' as posted under the Attachment section of the Funding Opportunity.

Copy Previous Application:

Applicants that have previously completed an application in IowaGrants can copy it. Below are the general steps for copying an application, also refer to the 'IDPH Application Instruction Guidance' (starting on page 18) as posted under the Attachment section of the Funding Opportunity.

To copy an application:

- Registered Users login to www.IowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to **re-title the** application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit the application prior to the due date.

The registered applicant must be representing the **eligible County Board of Supervisors**. After clicking 'Save'; the applicant can re-open this form and add other users registered with the

represented organization in IowaGrants.gov as 'Additional Contacts'.

The saved General Information Form appears as the first form in your application and can be edited at any time prior to submitting the application.

2.03 Application Forms:

Applicants must complete each application form listed below following the instructions within Electronic Grant management System at www.iowagrants.gov. Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants.gov system will not permit the application to be submitted. Follow the instructions for each field within the Form. A summary of each Form's contents is listed below.

Cover Sheet - General Information: This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Business Organization: This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services (refer to Application Guidance Section 1.17), as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant (refer to Application Guidance Section 1.18), and disclosure of history of contract default or terminations.

Application Certification and Conditions BOH/BOS: This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site in IowaGrants. This form contains upload fields for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the County BOS authorized signatory.

- o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

Personnel: This form requires specific information about the project personnel related to providing the services described in this Application Guidance. Specifically applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants **must** identify the following personnel in the form using the specific titles below in the “Title/Position Description” field of the form. If an individual is serving in multiple roles, all relevant titles must be included

- County Project Director
 - The County Project Director is the county personnel responsible for oversight of the project implementation and has the authority to manage the contract and the legal responsibility to assure compliance with all contract conditions. Negotiations regarding the contract will be referred to the County Project Director.
- County Fiscal Contact
 - The County Fiscal Contact, if different from the above County Project Director, is the county personnel responsible for management of claims and project budget.
- IowaGrants.gov Grantee Contact
 - The IowaGrants.gov Grantee Contact, if different from the above County Project Director, is the county personnel responsible for regulating and assigning access of appropriate individuals to the grant site.

If a subcontract is planned, the following personnel **may** also be identified in the form using the specific titles below in the “Title/Position Description” Field of the form. If an individual is serving in multiple roles, all relevant titles must be included.

- Subcontract Project Director
- Subcontract Fiscal Contact

County Substance Abuse Programs Work Plan Form: This form requires the applicant to identify the details for implementing the work and services as described in this Application Guidance. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in section 2.

Within this form, the applicant will identify the following:

- Proposed Service Area: The service area will be identified as the County.
- Type of program(s) or service(s): The type of program(s) or service(s) will be indicated as either Education, Prevention, Referral, and/or Post-treatment. At a minimum, one type will be identified.
- Evidence-Based Practice(s): The pre-approved evidence-based program(s) or services(s) that align with the type of program or service must be identified.
- Goal(s): A total of at least one goal will be identified if requesting \$5,000 or less and at least two goals for applicants requesting more than \$5,000. The goal(s) must align with the type of program or service and evidence-based practice.
- Objective(s): Objective(s) will be written in SMART (Specific, Measurable, Achievable, Relevant, Time-bound) format. At a minimum, there should be at least one objective for each goal. A rationale must be identified for each objective, including relevant data or baseline information to support the rationale and measure progress in achieving the objective.

- **Activities:** The activities, or tasks, planned to meet the objective(s) must be listed, including the responsible staff members, the proposed timeline, and the scheduled completion date. There must be at least one, and no more than five high impact activities for each objective. Each activity must directly support the evidence-based practice for the goal and objective the activity is associated with.

IDPH Subcontract Plan: This form requires specific information about the applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract.

Standard Line Item Budget With Match: This form requires the applicant to demonstrate a budget adequate to support the work of the application. Applicants may not exceed available funding amounts identified in section 1.05. Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 “Uniform administrative requirements for grants and agreements...” (See LINKS section of the Funding Opportunity). The reported match must be used for the evidence-based program(s) or service(s)..

Line Item Budget:

Applicants will demonstrate a budget adequate to support the work of the application based on the specific line item categories outlined below. A budget justification narrative shall describe how the budget was calculated and justify the expenses detailed.

Direct Costs Categories

Allowable budget line categories for direct cost expenses include:

1. **Salary and Fringe Benefits**

The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds.

2. **Subcontract**

If services performed for any activities outlined in this Application Guidance are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category. Refer to Section 1.15 of this Application Guidance and Section 5 of the IDPH General Conditions for subcontract provisions and requirements.

3. **Equipment**

Equipment may not be purchased with these funds.

4. **Other**

This category may include items such as office supplies, educational supplies, project supplies, communication, rent and utilities (if not included in Administrative or Indirect Costs), training, information technology-related expense, travel*, etc. and should reflect any major

activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

**The Department will not reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services.*

Current in-state travel maximum allowable reimbursement amounts:

- *Food for in-state travel: \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner*
- *Lodging: \$120.00 plus taxes per night*
- *Mileage: \$0.50 per mile*

Out of state travel is not an allowable expense.

Indirect or Administrative Costs

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Department reserves the right to negotiate the application of the Indirect Rate per individual contract.

Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. The Department reserves the right to request the documentation at any time.

Unallowable Costs

Applicants need to have adequate policies and procedures in place for fiscal oversight. All grant spending needs to align with the applicant budget approved by the Department, as well as support the approved grant services. Grant spending should be allowable and reasonable in order to be good stewards of the funding.

A cost is reasonable if, in its nature and amount it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. (2 CFR 200.404)

The following list is not exhaustive and is subject to change.

Note: These funds may not be used for:

- Any salary in excess of Level 1 of the federal senior executive service pay scale
- Directly funding or expanding direct provision of substance misuse treatment programs
- Fentanyl test strips
- Food and beverages
- Incentives (Cash incentives or gifts for program participation) or gift cards

- Implementing or expansion of drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags)
- Land or construction of building or improvements thereon
- Marijuana or any marijuana product
- Naloxone
- Out of state travel unless stated or approved by the Department
- Paraphernalia, concealment or other times to support concealment-type activities (e.g. mock rooms)
- Promotional or giveaway items such as t-shirts, magnets, pencils/pens, toys, banners, etc.
- Providing financial assistance to any entity other than a public or nonprofit entity
- Providing individuals with hypodermic needles or syringes
- Satisfying the requirement for expenditures of non-Federal funds as condition for the receipt of Federal funds
- Services that support mental health promotion and mental disorder prevention strategies
- Subscriptions, dues, or certification costs unless approved by the Department
- Vehicle rentals

Minority Impact Statement: This form collects information about the potential impact of the project’s proposed programs or policies on minority groups.

SECTION 3 – EVALUATION PROCESS AND CRITERIA

SECTION 3 – EVALUATION PROCESS

3.01 Review Process

Once Applications are submitted in the Electronic Grant Management System according to the instructions outlined in Section 1, they are considered final and will be ready for official Department review.

All Applications will be reviewed for content and completeness by the assigned Department Program Consultant using the Review Tool as posted under the Attachment section of the Funding Opportunity.

If submitted applications do not meet Department requirements, the application forms that need to be corrected will be returned to the contractor via negotiation from within the Electronic Grant Management System. The email notification of the required form correction will be issued from iowa.grants@webgrantsmail.com. The Applicant will be expected to make corrections to the form by the deadline provided by accessing the returned application, making required corrections/edits to the form(s), marking as complete, and submitting the corrected application.

It is strongly encouraged that applicants take advantage of the technical assistance available from the Department Program Consultant PRIOR to the Application deadline. Contracts will not be issued until the entire Application is approved by the Department.

3.02 Review Tool

Each application will be reviewed using the review tool included as an attachment to this funding opportunity.

SECTION 4 – CONTRACT

4.01 Contract Issuance

Upon Department Program Consultant approval of all application forms, the successful applicant(s) will receive a contract document via email from the Department. The successful applicant has ten (10) working days from the date of receipt in which to negotiate and sign a contract with the Department. If a contract has not been executed within ten (10) working days of applicant's receipt, the Department reserves the right to cancel the award and to begin negotiations with another entity or applicant deemed appropriate by the Department. The Department may, at its sole discretion, extend the time period for negotiations of the contract.

4.02 Contract Conditions & State Agency Transition Period

Contract Conditions: Any contract awarded by the Department shall include specific contract provisions and the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under Funding Opportunities. Refer to the Draft Contract Template Attachment under this Funding Opportunity. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of the Department.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the Application Guidance and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the application. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

State Agency Transition Period: Effective July 1, 2022, through July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services (DHS) shall be in a transition period as the agencies develop and implement transition plans to merge the agencies and become a new state agency, the Iowa Department of Health and Human Services (Iowa HHS). For purposes of this Procurement throughout the transition period, "Agency" or "Department" means either IDPH or DHS or Iowa HHS. Throughout the transition period, IDPH and DHHS shall have and may exercise all legal powers and duties of IDPH, including executing all contractual rights and obligations.

Effective July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services shall merge and become the Iowa Department of Health and Human Services (Iowa HHS). For purposes of a resulting Contract on and after July 1, 2023, "Agency" or "Department" means Iowa HHS. On and after July 1, 2023, Iowa HHS shall have and may exercise all legal powers and duties of the former IDPH, including executing all contractual rights and obligations.

4.03 Incorporation of Documents

The Application Guidance, any amendments, and the application submitted in response to the Funding Opportunity form a part of the contract. The parties are obligated to perform all services described in the application unless the contract specifically directs otherwise.

4.04 Contractual payments

The Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514.

SECTION 5 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- FY24 RFA for County Substance Abuse Project
- B- New User Registration Instructions for IowaGrants.gov
- C- IDPH Application Instruction Guidance
- D- FY24 RFA for County Substance Abuse Program Draft Contract Template
- E- FY24 RFA for County Substance Abuse Program Application Draft Application Review Tool

SECTION 6 – LINKS

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

1. IDPH General Conditions
<http://hhs.iowa.gov/contract-terms>
2. Culturally and Linguistically Appropriate Service Standards
<http://thinkculturalhealth.hhs.gov/clas/>
3. Federal Regulations 215.23 on In-Kind Match
<https://www.govinfo.gov/content/pkg/CFR-2005-title2-vol1/pdf/CFR-2005-title2-vol1-sec215-23.pdf>
4. Iowa HHS Division of Behavioral Health and Disability Services Evidence-Based Practices, Programs and Policies Selection & Implementation Guide
<https://hhs.iowa.gov/sites/default/files/idphfiles/iowa-HHS-EBP-Guide-Version-2-March-2023.pdf>
5. Peer Recovery Support Services
<https://store.samhsa.gov/sites/default/files/d7/priv/sma09-4454.pdf>
6. SMART Objective Format
<http://www.health.state.mn.us/communities/practice/resources/phqitoolbox/objectives.html>
7. University of Missouri-Kansas City Screening, Brief Intervention, and Referral to Treatment for Substance Use
<https://www.sbirt.care/>