

RFA 15-18 PRE-APPLICATION CONFERENCE SCRIPT

Introductions – (Slide 3)

Good afternoon, my name is William Spiker. I work for the Department of Human Services, as the Division Director in the Bureau of Procurement and Contract Management, and the RFA Project Officer.

[Would the other Commonwealth personnel members present please introduce yourself giving names and titles?]

Please introduce yourselves giving your name, title and the organization you represent. --Thank you.

Agenda - (Slide 4)

In today's pre-application conference and webinar, we will cover the following:

- The ground rules for this pre-application conference;
- Critical aspects and main requirements of the RFA;
- A brief overview of the project;
- The RFA project timeline; and
- We will provide preliminary non-official answers to questions regarding this RFA.

Please note that today's Pre-Application webinar will be recorded and made available to potential applicants on eMarketplace.

Ground Rules - (Slide 5)

- All attendees of today's pre-application conference are asked to sign-in.
- The sign-in sheet is available on the table near the entrance of the room.
- After the program overview, the Commonwealth team will provide preliminary answers to the questions received prior to the pre-application conference. We will then take a break so that potential Applicants may submit additional questions.
- Potential Applicants may submit their questions in writing to the RFA Project Officer at the break or at the end of the conference on the forms provided.
- After the break, the Commonwealth team will convene and determine which questions may be preliminarily answered.
- Any answers to questions provided at this Pre-Application conference, including those answers to questions received prior to the conference, are not final until issued as a formal written addendum to this RFA.
- Any changes to the RFA will be issued as a formal written addendum.
- Applicants and potential Applicants must only communicate with the RFA Project Officer, Mac Spiker. Applicants and potential Applicants must not communicate with any other Commonwealth personnel or competing Applicants.

Critical Points - (Slides 6, 7 and 8)

- To minimize delays in application evaluation and to avoid rejection of your application, please read the RFA carefully and submit a complete proposal, including signatures.
- Follow the application format as detailed in Part II of the RFA. Include the appropriate heading descriptions, respond to all requirements, and provide any other relevant information as an appendix.
- Each application consists of the Application cover page, work statement, verification of eligibility requirements, implementation plan and timeline, grant agreement signature page, budget submittal and narrative, financial information, and any appendices. (Please pay close attention to the number of hardcopy and electronic submittals required.)
- Applications must be complete with the signature of an authorized individual provided.
- Applications must be received by 2:00 PM on November 20, 2018.
- The resulting grant agreement will be for a term of one (1) year, with the possibility of a second year.

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- The following criteria will be used in evaluating each application submitted for this RFA:
 - Technical – 100% (The Applicant's technical submittal must achieve a score greater than or equal to 75% of available raw technical points.)
- The technical evaluation will be based upon the following criteria:
 - Soundness of Approach- This refers to the Applicant's technical approach for completion of all services defined in this RFA, and whether the Application is responsive to all requirements of the RFA. The Applicant should clearly state how the requirements of the Application will be met and how each task will be performed.
 - Applicant(s) Qualifications- This refers to the ability of the Applicant to meet the terms of the RFA, especially the time constraint and the quality, relevancy, and recentness of studies and projects completed by the Applicant. This also includes the Applicant's ability to undertake a Project of this size.
 - Personnel Qualifications- This refers to the competence of professional personnel who would be assigned to the Project by the Applicant. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience with services similar to those described in the RFA.

- Understanding the Problem; This refers to the Applicant's understanding of the needs that generated the RFA, of the grant objectives, and the nature and scope of the work involved.
- Budget This refers to the feasibility of the Applicant's Budget Submittal and Narrative, and whether the proposed grant activities are commensurate with the budget.

Project Overview - (Slides 9, 10, 11)

- The U.S. Substance Abuse and Mental Health Services Administration awarded a grant to the Pennsylvania Department of Drug and Alcohol Programs (DDAP) as part of the 2018 State Opioid Response Grants.
- DDAP is working in conjunction with DHS to implement the proposed pilot projects.
- Through this initiative, DHS seeks to:
 - Address the opioid crisis by increasing access to FDA-approved medication assisted treatment for opioid use disorder;
 - Reduce unmet treatment needs; and
 - Reduce opioid overdose-related deaths through prevention, treatment, and recovery activities, including providing access to housing and supportive services.
- Funding is available for pilots in 15 urban and 15 rural counties selected via a formula that equally weighted the rate of individuals diagnosed with Substance Use Disorder and the rate of overdose-related deaths.
 - The eligible rural counties are: Armstrong, Blair, Butler, Cambria, Cameron, Clearfield, Crawford, Fayette, Greene, Indiana, Lawrence, Mercer, Mifflin, Venango, and Washington.
 - The eligible urban counties are: Allegheny, Beaver, Berks, Bucks, Dauphin, Delaware, Erie, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Philadelphia, Westmoreland, and York.
- Depending on the availability of funding, the Department intends to award funds to 8 or more Applicants.
- The approximate maximum grant award is \$1.7 million.
- Applicants are not required to request the maximum funding amount but should propose realistic budgets based on the size and scope of the proposed project.
- For a comprehensive list of requirements, please refer to the RFA.

Project Overview - (Slide 12)

- The selected Applicant will provide the services solely or in collaboration with other organizations using evidence-based approaches while adhering to compliance with all applicable federal and state laws, regulations, directives, reviews, and policy statements promulgated by SAMHSA and DHS.

Eligible Applicants *(Slide 13)*

The following types of agencies are eligible to apply:

- Nonprofit organizations or Community-based organizations
- Public housing authorities or nonprofit housing providers
- Community Action Agencies
- Public health programs
- Community, family, or women's health departments of local hospitals
- Eligible residential programs for individuals with OUD
- Single County Authorities

Applicant Qualifications *(Slide 14 & 15)*

Applicants must: *(Slide 14)*

- Demonstrate that they are established, reputable, and known in their communities.
- Demonstrate capacity, experience, qualifications, and proven success in providing the proposed services.
- Applicants without prior relevant experience will not be considered for funding under this RFA.
- Be a local public or nonprofit entity. "Local" means the Applicant provides services in the county or counties for which they submit an Application.
- Multi-county or regional entities must demonstrate their ability to serve all counties for which they are applying.
- If subcontracting services, the Applicant must demonstrate that subcontractors meet the qualifications described above.

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These qualifications are intended to provide flexibility for Applicants to be creative and build the collaborations that best fill the services gaps in their counties. Again, we encourage innovative approaches. Substantiate the need in your community, then present your best approach to address it. DHS encourages strong collaborations and partnerships that will break service provision silos in communities and facilitate access to the most needed services for those who suffer with OUD. These collaborations will bring together housing, case management, and OUD treatment providers to improve overall outcomes in participants.

Requirements Overview – *(Slide 16)*

Applicants must respond to all areas of the technical submittal and propose how the Applicant will satisfy each of the following Requirements. Please reference the RFA for more information.

- All Applicants and their program partners must demonstrate their ability to begin implementation of services to individuals by **no later than** January 1, 2019.
- Demonstrate the critical gaps in availability of supportive services, housing, and treatment for individuals with OUD in the Applicant's geographic area and among the Applicant's target population.

- Utilize evidence-based implementation strategies and service models.
- Select approaches that assist individuals to become and remain engaged in evidence-based treatment interventions.
- Describe how Applicants will expand access to treatment, housing, and support services, and how this funding will supplement, and not supplant, existing opioid prevention, treatment, and recovery activities in their communities.
- Provide **all** the services previously outlined, either as a sole service provider or through partnership agreements with other community organizations and service providers.

Required Services & Activities (Slides 17-18)

- Selected Applicants must use RFA funding to conduct the following activities:
 - **Supportive Services.**
 - **Intensive case management** to assist individuals with OUD in accessing the following services:
 - **Recovery Services.**
 - Selected Applicant will provide recovery services that result in program participants becoming and remaining engaged with a recovery service provider to develop a personalized plan for opioid misuse prevention, treatment, and recovery.
 - Selected Applicants must use funding only for evidence based treatment approaches and interventions and must make available FDA-approved Medication Assisted Treatment.
 - Medical withdrawal (detoxification) is not the standard of care for OUD, is associated with a very high relapse rate, and significantly increases an individual’s risk for opioid overdose and death if opioid use is resumed. See the RFA for more details on recovery services.
 - Applicants should, but are not required to, collaborate with the Center(s) of Excellence in their county listed on the RFA, Appendix C.
 - **Basic Needs and Self-Sufficiency Supports.**
 - Assess the needs of individuals with OUD.
 - Connect individuals with OUD with community resources to meet their immediate basic needs, address barriers to self-sufficiency, and develop a plan to achieve long-term stability.
 - A portion of the funding may be utilized to address basic needs where other resources are not available or typically not covered by other funding sources. These funds allow Applicants to be flexible in developing their case management strategies and supports available to assist participants achieve overall stability. Funds may be used to address the following needs: food, clothing, access to physical and mental health services, child care, employment supports, transportation, utilities, and any other critical needs.

- **Housing and Housing Services** Selected applicants must provide service following evidence-based approaches as outlined in the RFA. Services must include:
 - **Housing Education.** Selected Applicants must provide pre- and post-tenancy education and support services. These may include:
 - Financial education;
 - Skills on being a good tenant and neighbor;
 - Tenant rights;
 - Advocacy with the landlord or property manager;
 - Identifying behaviors that may risk the participant losing his or her housing.
 - **Housing Supports.** Selected Applicants must assess the participant's current housing situation to identify barriers and needs and prepare a housing plan, assist with the housing search and completing the housing application, educate participants on tenancy and move-in preparation, assist with identifying and obtaining existing housing supports such as vouchers and rental assistance programs, and provide post-housing support.
 - **Rental Assistance:** Selected Applicants may provide rental assistance to participants through housing subsidies following evidence-based models such as rapid re-housing, bridge subsidy, or master leasing.
- **Outcomes Measurement and Data Collection.** Selected Applicants must collect and report data so that DHS can satisfy its obligations under the Government Performance and Results (“GPRA”) Modernization Act of 2010. Selected Applicants may use up to 2 percent of their grant award for data collection. DHS will work with the selected Applicants to develop standard outcomes measurement processes and data collection requirements.
 - Technical assistance will be available in the areas of housing services, outcomes measurement and data collection methodology at no cost to Grantees.

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- Selected Applicants may use funding to assist with housing costs to provide stability, support treatment goals, and prevent relapse.
- Selected Applicants must explore all other financial assistance available for each participant. DHS funding should only be used after other permissible housing resources have been exhausted or are unavailable for the participant's specific housing goal.
- Applicants should present innovative models for meeting housing services gaps in their counties. Applicants must include in the narrative a plan for transitioning participants to permanent housing after grant funding is no longer available.

This is a broad list of requirements. Please pay close attention to the details describing each in Part IV of the RFA.

Work Statement Components *(Slide 19)*

The work statement must include the following components:

- A description of the Population of Focus and Statement of Need, geographic area to be served, coordination of funding streams, and the extent of the problem and need.
- The Proposed Implementation Approach, including:
 - How the approach addresses the identified needs;
 - Goals, objectives, and outcomes;
 - Unduplicated number of individuals you propose to serve;
 - Services approaches and a clear explanation of the services that will be provided by the primary Applicant and their partners (if any);
 - A plan for sustainability after funding ends;
 - A realistic timeline for the entire year of the project period;
- A description of the proposed evidence-based services and practices the Applicant will use;
- Staff and Organizational Experience, including description and documentation for the primary Applicant and for each program partner;
- Data Collection and Performance Measurements, including monitoring and program evaluation; and
- Key Personnel and Staff Qualifications for the Applicant and program partners (if any). While not required, Applicants may also submit resumes of proposed staff as an appendix to the Application, in addition to the required description.

Target Populations and Equal Access (*Slide 20*)

- Applicants must provide access to quality services for all, including culturally and linguistically diverse communities with diversity in socio-economic status, sexual orientation, gender identity, physical and mental ability, age, military status and other factors.
- Organizational behaviors, practices, attitudes, and policies across all DHS-supported entities must respect and respond to the cultural diversity of communities and clients served.
- If your Application is selected, “quality care” means access to services, information, and materials delivered by trained providers in a manner that factors in the language needs, health literacy, culture, and diversity of the populations served.
- Quality also means that data collection instruments used should adhere to culturally and linguistically appropriate norms.

Selection Criteria (*Slide 21*)

- **Mandatory Responsiveness Requirements.**
 - Applicants must meet deadline and have an appropriate signature from an individual authorized to bind the Applicant to the contents of the Application.
- **Evaluation** - DHS has selected committees of qualified personnel to review and evaluate timely submitted Applications. DHS will evaluate Applications for urban and rural counties separately.

Applicants whose Applications are determined to be the most advantageous to the Commonwealth as determined by DHS, and are selected for a grant award, will be notified in writing.

Timeline – (Slide 22)

The Project Timeline includes:

- 10/17/2018 – RFA 04-17 is issued
- 10/30/2018 – Pre-Application Conference
- 10/30/2018, Midnight – Deadline to submit questions
- 11/06/2018 - Answers to Potential Applicants' questions will be posted to the Department of General Services (DGS) website
- 11/20/2018, 2:00 PM – Due date for proposals

Questions Received - (Slide 23)

- To date, 30 written questions have been submitted by email.
- We will now answer those questions that have been submitted to us via email. These answers are preliminary and are not official until they are answered in writing.

The following questions have already been received by DHS:
[Read questions & preliminary answers]

Break & Question Submittal – (Slide 24)

- Questions may be submitted in writing on the forms provided during this break or at the end of the conference.
- To facilitate this portion of the conference, we have distributed question forms. Please write your questions on the forms and return them to us.
- A break will be provided and we will then read each question without identifying the organization involved and, if we can, answer it now. However, any answer given today is considered unofficial until it is confirmed in writing.
- We will not attempt to answer any question unless it is reduced to writing on the question form.
- All questions asked today will be officially answered in writing. All questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFA. Each Applicant is responsible to monitor the DGS website for new or revised RFA information.

Questions & Answers– (Slide 25)

We will now move to the 'question and answer' portion of the conference. Please note the following:

- As per the RFA Timeline, today is the last day to submit questions. If you have any follow-up questions, please be sure to submit them to us at the end of the conference. You may also continue to submit questions via e-mail until Midnight today.
- No answer is official until it is confirmed in writing.
- Answers to questions will be posted to the DGS website by 11/6/2018.

We will now read the questions submitted during the break and provide preliminary answers if possible.

[Read the questions that have been received and the replies thereto. Do not identify the potential Applicants.]

Adjourn - (Slide 26)

This concludes the pre-proposal conference. Answers to all questions posted will be posted to the DGS website by close of business on 11/6/2018.

Thank you – (Slide 27)

Thank you for attending today's pre-application conference.