



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
Category 2 (New Initiative)  
Request for Application (RFA)**

Arkansas Department of Finance and Administration Intergovernmental Services

**REPOSTING 9-1-2020**

---

**SUBMISSION DEADLINE:**

Wednesday, September 30, 2020

*Applications may be submitted by US postal mail,  
hand delivered, or electronic*

**COAP – CATEGORY 2 Project Period:** November 1, 2020 – August 31, 2022

**TO ACCESS COAP Announcement, Request for Applications (RFA),  
Instructions and Forms**

**Go To the DFA-IGS website:**

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/comprehensive-opioid-abuse-site-based-program-coap-coming-soon-under-development>

**I. INTRODUCTION**

The Arkansas Department of Finance and Administration, Office of Intergovernmental Services (DFA-IGS) and the Department of Human Services, Office of State Drug Director, are seeking applications for funding under the Comprehensive Opioid Abuse Site-Based Program (COAP). The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to plan, develop, and implement comprehensive efforts to identify, respond to, treat, and support those impacted by the opioid epidemic. COAP aims to reduce and address opioid abuse and the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives.

**II. AVAILABLE FUNDING**

A total of \$4,600,000 in grant funding from the U.S. Department of Justice Comprehensive Opioid Abuse Site-based Program grant, which is funded through the Comprehensive Addiction and Recovery Act (CARA) is available for this COAP project. This funding is being made available to assist localities and jurisdictions in developing programs that will address the opioid epidemic through investigations and identify individuals with an opioid use disorders as well as family members and engage in treatment and peer recovery services. Budget requests must not exceed \$200,000 for a project period not to exceed 12-months. Subawards will be granted to 4 different geographical areas/jurisdictional areas of the state. This grant opportunity does not require a match.



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
Category 2 (New Initiative)  
Request for Application (RFA)  
Arkansas Department of Finance and Administration Intergovernmental Services**

---

**III. MATCH REQUIREMENT**

This solicitation-grant program does not require a match.

**IV. ELIGIBILITY REQUIREMENTS**

Eligible applicants are law enforcement units that operate in the State of Arkansas that have been identified as targeted areas of high need.

The following are targeted counties for COAP Category 2. These counties are based on the 2018 rates and statistical data submitted with the approved federal grant application.

- Benton
- Clay
- Cleburne
- Craighead
- Crittenden
- Izard
- Garland
- Greene
- Hot Spring
- Jefferson
- Miller
- Mississippi
- Phillips
- Pulaski
- Saline
- Sebastian
- Washington
- Woodruff

Preference and focus will be given to the targeted counties above as well as multijurisdictional projects within those counties. However, because of the lapse in time for data, DFA-IGS will consider other high need geographical areas/jurisdiction. Applicant must demonstrate the targeted geographical area/jurisdiction have a high opioid treatment admission, have an overdose death rate higher than 2.5, an opioid prescription rate higher than 71.4, and EMS Naloxone administered higher than 6, and the EMS Naloxone administration rate higher than 23.1.

**A. An active DUNS number is required**

All applicants under this solicitation must include a Data Universal Numbering System (DUNS) number in their application. Applications without a DUNS number are incomplete.



# Comprehensive Opioid Abuse Site-Based Program (COAP) Category 2 (New Initiative) Request for Application (RFA)

Arkansas Department of Finance and Administration Intergovernmental Services

---

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <https://www.dnb.com/>.

**B. System for Awards Management Registration (“SAM”) is required**

In addition to the DUNS number requirement, Office of Justice Programs now requires that all applicants for federal financial assistance maintain current registrations in the SAM database. **This includes all subgrantees of the Arkansas Department of Finance and Administration.** The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <https://www.sam.gov/SAM/>.

## V. COAP CATEGORY 2 PROJECT ADDITIONAL REQUIREMENTS

- Serve a high need area (Demonstrated in Problem Statement)
- Conduct a project planning period (As a result, a Grant Action Plan with Outcomes Measures will be required)
- Be available to participate in cross-site training with the Department of Justice/Bureau of Justice Association (BJA) as well as peer-to-peer learning with other COAP subrecipients locally and nationally
- Commitment to the primary focus of investigating non-fatal overdoses incidents and overdoses deaths/fatalities
- Commitment to the primary focus of leading people to recovery and providing support to families and victims of fatal and non-fatal incidences of overdose(s)
- Commitment to data sharing at the local, state, and national levels. (Subrecipients will be required to report in ODMAP)
- Hire full-time investigator (for field operations of fatal/non-fatal overdose incidents investigations)
- Hire/Contract a Peer Recovery Specialist(s) for family and victim support services.
- Use the Tru-Narc analyzer that will be provided by the State Drug Director Office and DFA-IGS and report data obtained as requested



# Comprehensive Opioid Abuse Site-Based Program (COAP) Category 2 (New Initiative) Request for Application (RFA) Arkansas Department of Finance and Administration Intergovernmental Services

---

## VI. PROGRAM REQUIREMENTS

By applying for these grant funds, the applicant asserts that it has read, understand, and will comply with the following state and federal requirements and policies:

- Civil Rights: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>
- Limited English Proficiency Individuals:  
[https://www.lep.gov/guidance/guidance\\_DOJ\\_Guidance.html](https://www.lep.gov/guidance/guidance_DOJ_Guidance.html)
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:  
<https://www.justice.gov/ovw/file/1030311/download>

## VII. REQUEST FOR APPLICATION (RFA) INSTRUCTIONS

### ABSTRACT

The Abstract Page should include the following:

1. Applicant's point of contact (POC) for the project: Organization Name; POC Name; Phone Number; Email Address; and Mailing Address
2. Application Information: Project Title; Proposed Start and End Dates; and Funding Amount Requested
3. Project Location: City/State; Jurisdictions
4. Abstract to include:
  - a. Brief Description of the project/problem to be addressed
  - b. Brief Description of the target area and population
  - c. Project Goals and Objectives
  - d. Brief Statement of project strategies or overall program
  - e. Brief Description of significant partnership/collaborative efforts
  - f. Anticipated outcomes and/or major deliverables

### APPLICATION COVER PAGE

Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This is required. The Authorized Official would be the Mayor, the County Judge, or Prosecuting Attorney (highest elected official for the law enforcement jurisdiction.)



# Comprehensive Opioid Abuse Site-Based Program (COAP)

## Category 2 (New Initiative)

### Request for Application (RFA)

Arkansas Department of Finance and Administration Intergovernmental Services

---

**APPLICATION NARRATIVE(S)**

Complete each section of the application as it relates to the COAP project. Each section has instructions and must be answered according to the specifics of the proposed COAP project for the law enforcement jurisdiction.

1. **Agency's/Organization's Background Overview History** (Include the targeted area and demographics) No Points
2. **Demonstrated Need/Statement of the Problem (30 Percent)**
  - Describe your agencies efforts in the current opioid epidemic effort to date.
  - Describe identified barriers to your efforts in the opioid epidemic to date.
  - Document the impact of the opioid epidemic in the targeted area utilizing data (please identify the data sources).
  - Provide any known efforts and activities currently taking place to support individuals with opioid use disorder involved and not involved in the criminal justice system and how the proposed project can support/enhance those efforts. (Including any prevention activities)
  - Describe any opioid treatment or recovery support services in the targeted area.
  - Describe any other funds (local, state or federal) that are addressing the opioid epidemic in the targeted areas, funds being leveraged for the proposed project, or other collaborative efforts being implemented the targeted area. Report the outcomes of the efforts and funding if available.
3. **Evidence of Collaboration (20 Percent)**
  - Explain how you conduct and participate in the collective working group to implement this project and be willing to provide up to date presentations/reports on your collective work group progress.
  - Provide a brief description of any current collaborations/partnerships between local, state, and federal law enforcement agencies also include but not limited to jail(s), probation, service providers, and any other history of collaboration between the criminal justice system and the behavioral health system.
  - Describe the key behavioral health and criminal justice partners and stakeholders and how they will remain involved to ensure successful implementation and/or program sustainability.



# Comprehensive Opioid Abuse Site-Based Program (COAP)

## Category 2 (New Initiative)

### Request for Application (RFA)

Arkansas Department of Finance and Administration Intergovernmental Services

---

- Explain how your agency's leadership will support this project as well as the evaluation of the efforts.
- 4. Program Design and Implementation: Addressing the Problem (25 Percent)**
- Clearly articulate three (3) goals and objectives for each goal to be accomplished by this project. No more than three goals and objectives are to be included.
  - Explain how the goals and objectives support or enhance the local capacity to respond to opioid misuse in your jurisdiction
  - Explain how you will utilize Peer Recovery Specialist(s) in this project. Include any description of the processes for early identification, assessment, linkage to treatments, services and supports for the project. Be very specific and detailed.
  - If a multi-jurisdictional approach is proposed, explain how the proposed activities of the project will address the multi-jurisdictional challenges.
  - Explain what additional duties will be tasked to the work group team to address needs of the project and of the jurisdiction.
  - How will you evaluate the effectiveness of your project? What outcome measures will be utilized?
  - Provide a Timeline of the Project Implementation. The timeline should include all key activities for the 24-month project period. (Submit as an attachment or include in the narrative)
  - Provide an organizational chart indicating the project and staffing (Submit as an attachment or include in the narrative)
- 5. Capabilities/Competencies (10 Percent)**
- Provide job description and/or resume of your proposed investigator for working with the opioid issues in your jurisdiction. (Submit as an attachment)
  - Provide a job description and/or resume of your proposed peer specialist(s). (Submit as an attachment)
  - Include a description of current staffing and the proposed project staffing with roles and responsibilities clearly articulated. Provide any certifications and trainings that pertain to addressing opioid and/or substance abuse/mental health.



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
 Category 2 (New Initiative)  
 Request for Application (RFA)**

Arkansas Department of Finance and Administration Intergovernmental Services

**6. Plan for Collecting Required Data (5 Percent)**

- The applicant must describe their intended process for measuring project performance. The applicant must identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the applicant’s COAP program activities. The applicant should also identify who will be responsible for the completion of reporting requirements.

**7. Plans for Program Sustainability (5 Percent)**

- Explain how the agency/organization will pursue the ability to sustain the collective workgroup and project if the data shows that it is successful.
- Provide a plan for how the agency/locality will work towards programmatically and financially sustaining the proposed project.
- Describe how this project will utilize community partners and stakeholders that have a vested interest in the success and sustainability of the proposed project.

**□ BUDGET DETAILED LINE-ITEM REQUEST AND BUDGET JUSTIFICATION NARRATIVE (5 Percent)**

The applicant must provide a budget detailed line item request and budget justification narrative that are thorough, cost effective, and allowable (i.e. reasonable, allocable, and necessary for program activities). The applicant’s budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The applicant’s budget narrative should link back to the stated COAP program implementation.

- Applicant must utilize the budget detailed line item request form that is being provided.
- Applicant must budget for an investigator(s) and the utilization of a peer recovery specialist(s) as well as travel to Little Rock for grant administration training(s) and other project related training(s).

Below is a chart of the allowable costs and non-allowable costs.

Allowable Costs	Non-Allowable Costs
<ul style="list-style-type: none"> <li>○ Salary/Wages</li> <li>○ Fringes (Mandated/Employer Benefits)</li> <li>○ Overtime Compensation</li> </ul>	<ul style="list-style-type: none"> <li>○ Lobbying</li> <li>○ Fundraising activities</li> <li>○ Electronic Immobilization Devices (EID)</li> <li>○ Construction or renovation costs</li> </ul>



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
 Category 2 (New Initiative)  
 Request for Application (RFA)**

Arkansas Department of Finance and Administration Intergovernmental Services

Allowable Costs	Non-Allowable Costs
<ul style="list-style-type: none"> <li>○ Fringes associated with OT</li> <li>○ Program/Project Related Supplies</li> <li>○ Maintenance and Operations (including project related media, outreach/materials, and prevention activities that are project related)</li> <li>○ Trainings/Conferences (out-state prior approval)</li> <li>○ Travel/Mileage</li> <li>○ Equipment (prior approval)</li> <li>○ “De minimis” Cost Rate</li> </ul>	<ul style="list-style-type: none"> <li>○ Acquisition cost of real estate property</li> <li>○ Military type equipment</li> <li>○ Drones</li> <li>○ Vehicle Purchases</li> <li>○ “Buy Moneys”/”Covert Buys”</li> <li>○ Weapons and Ammunition</li> <li>○ Restitution payments</li> <li>○ Fines, penalties and late charges</li> <li>○ Entertainment expenses</li> <li>○ Bonuses or commissions</li> <li>○ Lodging above federal per diem rates</li> <li>○ Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Arkansas Department of Finance and Administration)</li> <li>○ First Class travel</li> <li>○ Pre-award costs</li> <li>○ Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval</li> <li>○ <b>Supplanting</b> - Federal funds must be used to <b>supplement</b> existing funds for program activities and cannot replace or <b>supplant</b> nonfederal funds that have been appropriated for the same purpose</li> </ul>

**VIII. APPLICATION REVIEW PROCESS AND APPLICATION SCORING**

This is a competitive grant application process in which each applicant will be competing against other applicants. Staff from DFA-IGS and/or Office of State Drug Director (OSDD) and the COAP



# Comprehensive Opioid Abuse Site-Based Program (COAP)

## Category 2 (New Initiative)

### Request for Application (RFA)

Arkansas Department of Finance and Administration Intergovernmental Services

Workgroup will evaluate and score each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, cost effectiveness of proposed projects, and the availability of funds. DFA-IGS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds. DFA-IGS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Each application can earn a weighted total maximum score of 100 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Demonstrated Need/Problem Statement (30 points)
- Evidence of Collaboration (20 points)
- Project Design and Implementation (25 points)
- Capabilities and Competencies (10 points)
- Comprehensive Plan for Data Collection (5 points)
- Plan for Program sustainability (5 points)
- Budget Detailed Line Item and Justification Narrative: (5 points)

The Arkansas Alcohol and Drug Abuse Coordinating Council (AADACC) will review grant application scores/ranking and recommendations from the COAP Workgroup Selection Committee and approve project funding. The Council will make grant award decisions at its June/July 2020 meeting. DFA-IGS will issue subgrant award packet based on the final approval of the Council. Additional fiscal and programmatic revisions may be required as a condition of funding.

## IX. SUBAWARD REPORTING AND MONITORING REQUIREMENTS

### A. Quarterly Reporting Requirements

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete numerical or narrative data reporting every 3 months for each quarterly activity period. Reports are to be submitted within 15 days following the close of the activity period.

### B. DFA-IGS Program Monitoring

DFA-IGS will monitor all grant awards by way of desk reviews and site visits. Additionally, all submitted reports will be reviewed for timeliness and accuracy. Delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

### C. Mandatory Data Sharing-Local, State, and National

Applicants who receiving funding under this solicitation must provide data to state contractor responsible for collecting opioid related incidences and investigations as well as reporting data to ODDMAP. Additional information will be provided regarding this requirement.



# Comprehensive Opioid Abuse Site-Based Program (COAP) Category 2 (New Initiative) Request for Application (RFA)

Arkansas Department of Finance and Administration Intergovernmental Services

---

## D. Tru-Narc Instrument Mandatory Reporting

Quarterly reports are to be submitted to DFA-IGS and the State Drug Director bi-annually. The Tru-Narc equipment will be provided to each funded project by the State Drug Director's Office/DFA-IGS.

## X. CLEARINGHOUSE SUBMISSION (STATE AND LOCAL) REQUIREMENT

A. For the State Clearinghouse review and comment, submit an electronic file of the following to [IGSclearinghouse@dfa.arkansas.gov](mailto:IGSclearinghouse@dfa.arkansas.gov) :

- Completed and Signed Standard Form 424
- Project Abstract
- Budget detailed line item request
- Budget Justification Narrative

**The above documents must be sent electronically by due date. No Fax or Mailed Copies will be accepted.**

B. For the Local/Regional Clearinghouse review, submit an electronic file of the following documents to the appropriate clearinghouse:

- Completed and Signed Standard Form 424
- Project Abstract
- Budget detailed line item request
- Budget Justification Narrative

The Regional Clearinghouses link is <https://www.dfa.arkansas.gov/intergovernmental-services/state-clearinghouse-project-notification-review-system/regional-clearinghouses>

## XI. APPLICATION ITEMS TO BE SUBMITTED

- COAP Category 2 Application Checklist
- Project Abstract
- Application Cover Page
- Application Narratives
- Budget Detailed Line-Item
- Budget Justification Narrative
- Standard Assurances
- Certification Regarding Debarment, Suspension,
- Certification Regarding Lobbying. Debarment, Suspension



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
Category 2 (New Initiative)  
Request for Application (RFA)  
Arkansas Department of Finance and Administration Intergovernmental Services**

---

- EEOP Certification
- W-9 Form and Instructions
- 1 Original and 2 Copies Submitted to DFA-IGS or an Electronic Submission
- Date Completed SF424 and Application Submitted to State Clearinghouse

**ADDITIONAL INSTRUCTIONS**

- Typewritten, Single-Spaced,
- One-Sided 8 ½ x 11 Paper (No Double-Sided Submissions)
- Font Size 12 or Larger
- Number All Pages and Include Table of Contents
- Include the Applicant's Name on ALL Pages
- Include the Comprehensive Opioid Abuse Site-Based Program Request for Application Checklist Included with Application.
- 1 Original Copy (Stamped Original), if applicable
- 2 Complete Copies (Stamped Copy), if applicable
- Submit Application with Binder Clip Only (No Three-Ring Binders or Staples)
- Responded to All Questions and/or Sections-Bullets
- Federal Identification Number/DUNS Number – Active
- System for Award (SAM): Registration Completed or Updated
- Submit Completed/Signed SF424 and Application to State Clearinghouse
- Submit Completed/Signed SF424 and Application to Local-Regional Clearinghouse
- Include Clearinghouse Submission Date on Checklist

**Please Note:** All RFA required forms can be located at the link below.

**TO ACCESS COAP Announcement, Request for Applications (RFA),  
Instructions and Forms  
Go To the DFA-IGS website:**  
<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/comprehensive-opioid-abuse-site-based-program-coap-coming-soon-under-development>



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
 Category 2 (New Initiative)  
 Request for Application (RFA)**

Arkansas Department of Finance and Administration Intergovernmental Services

**XII. SUBMISSION OF APPLICATION**

Completed Applications must be submitted to DFA-IGS postmarked no later than **September 30, 2020**, via U.S. Postal Service to the following address:

**Arkansas Department of Finance and Administration  
 Office of Intergovernmental Services  
 Attn: JAG/COAP Category 2  
 1515 West 7th Street, Suite 404  
 Little Rock, AR 72201**

Or

**Electronic Submission by 4:30 p.m., Wednesday, September 30, 2020**

[IGS.Applications@dfa.arkansas.gov](mailto:IGS.Applications@dfa.arkansas.gov)

**XIII. COAP-CATEGORY 2 RFA TENTATIVE TIMELINE**

RFA (Repost):	September 1, 2020
RFA Submission Period:	September 1, 2020 to September 30, 2020
RFA Deadline:	September 30, 2020
Application Technical Review and Assessment:	October 1 – 15, 2020
Recommendation for Funding-Approval:	On or By November 1, 2020
Notify Subrecipients:	On or By November 1, 2020
Project Period -	November 1, 2020 to August 31, 2022

**XIV. AWARDS-NOTIFICATION**

Subawards will be based the availability of COAP federal funding, the application scoring/ranking, and the proposed project requested budget amount(s).

Applicants awarded an COAP Category 2 subgrant will be notified electronically via email. Notifications will be sent to the Authorized Official. Successful applicants must accept their grant award by signing the award documents and returning completed packet to DFA-IGS within 5 business days via US Postal mail or delivery. When returned to DFA-IGS, the Award will be signed by the IGS and a copy returned to the applicant (sub-recipient).



**Comprehensive Opioid Abuse Site-Based Program (COAP)  
Category 2 (New Initiative)  
Request for Application (RFA)  
Arkansas Department of Finance and Administration Intergovernmental Services**

---

**XV. PROJECT PERIOD: NOVEMBER 1, 2020-SEPTEMBER 14, 2021**

All projects **should** begin tentatively on November 1, 2020 and **must** be executed no later than 60 days after November 1, 2020. Failure to have the funded project operational within 60 days from November 1, 2020, may result in the cancellation of the subgrant and the de-obligation of awarded funds. This project will consist of a continuation period. Continuation period to be determined. All COAP projects must conclude no later than August 30, 2022.

**XVI. CONTACT INFORMATION**

For assistance contact IGS via email at [IGS.Applications@dfa.arkansas.gov](mailto:IGS.Applications@dfa.arkansas.gov) or call the IGS office at (501) 682-1074.