

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Thursday, August 29, 2024

5:00 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Health Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. LOCAL LAW NO. "I" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK AMENDING CHAPTER 265 OF THE ALBANY COUNTY CODE TO UPDATE THE TATTOO CODE PROVISIONS

CURRENT BUSINESS:

3. AMENDING THE 2024 DEPARTMENT OF HEALTH BUDGET: PERSONNEL ADJUSTMENTS
4. AMENDING THE 2024 DEPARTMENT OF MENTAL HEALTH BUDGET: PERSONNEL ADJUSTMENTS
5. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS REGARDING THE ELECTRONIC MEDICAL RECORDS IMPLEMENTATION GRANT AND AMENDING THE 2024 DEPARTMENT OF MENTAL HEALTH BUDGET
6. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATE DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE REGARDING THE FY24 COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE USE SITE-BASED PROGRAM GRANT
7. AUTHORIZING AN AGREEMENT WITH REHABILITATION SUPPORT SERVICES, INC. REGARDING CASE MANAGEMENT SERVICES FOR THE COUNTY RE-ENTRY PROGRAM

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Thursday, July 25, 2024

5:00 PM

Harold L. Joyce Albany County Office Building
Cahill Room - First Floor

Health Committee

PREVIOUS BUSINESS:

- Present:** Raymond F. Joyce, Robert J. Beston, Sean E. Ward, Zach Collins, Patrice Lockart and Susan Pedo
- Excused:** Carolyn McLaughlin, Matthew J. Miller and Mark A. Robinson

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

2. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "D" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 182 OF THE ALBANY COUNTY CODE, PROHIBITING FALSE AND MISLEADING STATEMENTS BY CRISIS PREGNANCY CENTERS

This proposal was withdrawn at the request of the Sponsor.

3. LOCAL LAW NO. "D" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 182 OF THE ALBANY COUNTY CODE, PROHIBITING FALSE AND MISLEADING STATEMENTS BY CRISIS PREGNANCY CENTERS

This Local Law was withdrawn at the request of the Sponsor.

4. LOCAL LAW NO. "I" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK AMENDING CHAPTER 265 OF THE ALBANY COUNTY CODE TO UPDATE THE TATTOO CODE PROVISIONS

his proposal was tabled at the request of the Sponsor.

CURRENT BUSINESS:

5. AMENDING THE 2024 DEPARTMENT OF HEALTH BUDGET: PUBLIC HEALTH STRENGTHENING INFRASTRUCTURE, WORKFORCE AND DATA SYSTEMS FUNDING

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

6. AMENDING THE 2024 DEPARTMENT OF MENTAL HEALTH BUDGET: OVERTIME

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

7. AMENDING THE 2024 DEPARTMENT OF MENTAL HEALTH BUDGET:
EXPANDING CLINICAL SERVICES

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

LOCAL LAW NO. "I" FOR 2024

**A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK AMENDING
CHAPTER 265 OF THE ALBANY COUNTY CODE TO UPDATE THE TATTOO
CODE PROVISIONS**

Introduced: 6/10/24

By Fein and R. Joyce:

BE IT ENACTED by the Albany County Legislature as follows:

Section 1. Amending § 265-3, Tattoo and/or body piercing artist certification.

§ 265-3 (E) - The applicant must be 18 years of age and shall be required to demonstrate, by examination, knowledge of the provisions of this chapter, including those relating to aseptic technique designed to prevent the spread of infection and contagious disease by tattooing or body piercing practices.

§ 265-3 (G) - A tattoo and/or body piercing artist certification shall expire on July 31 of each year, renewable annually in July for the period next commencing August 1.

Section 2. Amending § 265-4, Shop certificate of sanitation.

§ 265-4 (C) - The shop certificate of sanitation shall expire on July 31 of each year, renewable annually in July for the period next commencing August 1.

Section 3. Amending § 265-6, Work room.

§ 265-6 (A) - Each tattoo and/or body piercing shop shall have a work room separate and apart from a waiting room or any room or rooms used as such. [The work room shall not be used as a corridor for access to other rooms.] Patrons or customers shall be tattooed and/or body pierced only in said work room.

§ 265-6 (B) - The work room shall be equipped with hot and cold running water and necessary sinks and basins, or if sinks are unavailable, FDA approved antiseptic rub also known as waterless surgical scrub. For permanent tattoo and/or body piercing shops, self-dispensing waterless scrub stations with motion detection or foot pedal activation shall be required if sinks are unavailable.

Section 4. Amending § 265-7, Recordkeeping and information requirements.

§ 265-7 (A) - The records shall be maintained, whether by electronic means or by traditional methods such as ink or indelible pencil, in a dedicated electronic database

or bound book kept solely for this purpose. This book shall be available at a reasonable time for examination by the Health Officer and shall be preserved for at least three years from the date of the last entry therein. The signature of the patron shall be in the bound book record.

Section 5. Amending § 265-8, Operating standards; consent.

§ 265-8 (A) - Written consent for [tattooing or] body piercing of minors, when legally permissible, shall be obtained from at least one parent or legal guardian. The writing shall be notarized and filed in person at the tattoo and/or body piercing shop. Proof of age shall be determined upon presentation of two forms of valid identification. Valid identification shall include: a picture driver's license, picture sheriff's identification or birth certificate.

Section 6. Amending § 265-9, Operating procedures and restrictions.

§ 265-9 (A) - There shall be printed [or mimeographed] instructions, as approved by the Department, given to each patron or customer on the care of the skin after tattooing or body piercing as a precaution to prevent infection.

§ 265-9 (F) - Before working on each patron, the fingernails of the tattoo and/or body piercing artist shall be cleaned with an individual nail file and the hands thoroughly disinfected by scrubbing the hands with a brush, soap, and washing with warm water or using a FDA approved antiseptic rub also known as waterless surgical scrub. Hands that are visibly soiled should be washed prior to the application of a waterless scrub. Subsequent hand washing should be done by washing with warm water and soap using a hand brush, or by utilizing a FDA-approved antiseptic rub, also known as a waterless surgical scrub.

§ 265-9 (I) - Following the cleaning and shaving of the patron's skin, the hands of the tattoo and/or body piercing artist shall again be disinfected as described by Subsection F of this section. Disposable gloves shall then be worn by the tattoo and/or body piercing artist.

Section 7. Severability.

If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited by such order or judgment.

Section 8. SEQRA Compliance.

This County Legislature determines that this local law constitutes a “Type II action” pursuant to the provisions of the State Environmental Quality Review Act (SEQRA), and that no further action under SEQRA is required.

Section 9. Effective Date.

This local law shall take effect immediately following its filing with the Office of the Secretary of State.



DANIEL P. McCOY
County Executive

DEPARTMENT OF HEALTH
COUNTY OF ALBANY
175 GREEN STREET
ALBANY, NEW YORK 12202

The Dr. John J.A. Lyons
ALBANY COUNTY HEALTH FACILITY
(518) 447-4580 FAX (518) 447-4698
www.albanycounty.com

MARIBETH MILLER, BSN, MS
Interim Commissioner of Health

RANSOM E. MOORE III
Assistant Commissioner of Finance and
Administration

July 31, 2024

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Albany County Department of Health (ACDOH) requests authorization to create a new Medical Clerk Typist position to replace its current Receptionist position and to amend its 2024 Budget. This positional change will enhance ACDOH's ability to perform its functions more effectively and efficiently. The requested amendment reflects three months' salary for the remainder of 2024.

Please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,

Maribeth Miller, BSN, MS
Interim Commissioner of Health

cc: Dennis A. Feeney, Majority Leader
Rebekah Kennedy, Majority Counsel
Frank A. Mauriello, Minority Leader
Arnis Zilgme, Minority Counsel

Enclosures



Albany County Department of Health is nationally accredited and meets rigorous public health standards set forth to best meet the needs of our community.



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-5749, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Amending the 2024 Department of Health Budget to Add Medical Clerk Typist Position

Date: July 31, 2024
Department: Health
Attending Meeting: Maribeth Miller
Submitted By: Maribeth Miller
Title: Interim Commissioner of Health
Phone: (518) 447-4695

Purpose of Request: Budget Amendment 2024 Budget

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration)
Amount/Raise Schedule/Fee: \$10,556

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
 Anticipated in Budget: Yes No
 Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: County: 100%
State: Local:

County Budget Accounts:

Revenue Account and Line:
Revenue Amount:
Appropriation Account and Line: See attached
Appropriation Amount:

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority:
Request for Bids / Proposals:

Competitive Bidding Exempt: Yes No

of Response(s):

of MWBE:

of Veteran Business:

Bond Resolution No.:

Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution 23-566 - December 4, 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Albany County Department of Health (ACDOH) requests authorization to create a new Medical Clerk Typist position to replace its current Receptionist position and to amend its 2024 Budget. This positional change will enhance ACDOH's ability to perform its functions more effectively and efficiently. The requested amendment reflects three months' salary for the remainder of 2024.

2024 Health Department Budget Amendment

		ACCOUNT NO.		APPROPRIATIONS		INCREASE		DECREASE		UNIT COST		DEPARTMENT NAME	
				RESOLUTION DESCRIPTION									
A	4010	1	6412	400242	Receptionist	\$	-	\$	10,556.00	\$	16,248.00		Health Dept.
A	4010	1	TBD	TBD	Medical Clerk Typist	\$	10,556	\$	-	\$	-		Health Dept.
					TOTAL APPROPRIATIONS	\$	10,556	\$	10,556.00				
					ESTIMATED REVENUES								
					RESOLUTION DESCRIPTION		DECREASE		INCREASE		UNIT COST		DEPARTMENT NAME
					TOTAL ESTIMATED REVENUES	\$	-	\$	-				
					GRAND TOTALS	\$	10,556	\$	10,556	\$			

RESOLUTION NO. 566

**AMENDING THE 2023 HEALTH DEPARTMENT BUDGET: END OF YEAR
ADJUSTMENTS**

Introduced: 12/4/23
By Health Committee:

WHEREAS, The Commissioner of Health has requested authorization to amend the 2023 Health Department budget to reallocate funds to a newly created Health & Wellness Stipend account and increase the per-diem personnel account, and

WHEREAS, The Commissioner has indicated that the amendment is necessary to meet the Department's needs for the remainder of 2023, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2023 Department of Health Budget is amended as follows:

Decrease Appropriation Account A4010.4 by \$115,000 by decreasing Line Item A4010 4 4046 Fees for Services by \$115,000

Increase Appropriation Account A4010.1 by \$115,000 by increasing the following line items:

Increase Line Item A4010 1 8590 Rn And Phn Nurse P.T. by \$70,000

Increase Line Item A4010 1 9917 Health & Wellness Stipend by \$45,000

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 12/4/23

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 4th day of December, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 4th day of December, 2023.


Clerk, Albany County Legislature



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
ADMINISTRATION
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Daniel P. McCoy
County Executive

Michael P. McLaughlin, Jr.
Deputy County Executive

Stephen J. Giordano, Ph.D.
Director of Mental Health

Cindy G. Hoffman, LCSW-R
Deputy Director

July 31, 2024

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Mental Health Department seeks permission to amend our 2024 budget to upgrade three billing positions to Account Clerk III positions. This change aims to address the increasing difficulty in recruiting and retaining staff for these critical roles. Qualified billing professionals are essential for processing claims and tracking receivables, which directly impacts our ability to serve individuals in Albany County with severe and persistent behavioral health challenges. We propose utilizing a vacant Account Clerk I position as well as portions of three other existing lines to facilitate this enhancement. This upgrade will not only improve recruitment and retention of experienced billing professionals but will also provide a clearer career trajectory for current employees within the department.

Please feel free to contact Michael Fitzgerald or me if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.
Director

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-5722, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Department of Mental Health requests permission to amend our 2024 budget for staff recruitment and retention.

Date: 7/26/2024
Department: Mental Health
Attending Meeting: Dr. Stephen Giordano
Submitted By: Michael Fitzgerald
Title: Associate Director of Fiscal Operations
Phone: 518-447-2025

Purpose of Request: Budget Amendment 9/13/2024 - 12/31/2024

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
Anticipated in Budget: Yes No
Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: 0% County: 100%
State: 0% Local: 0%

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Please see attached Budget Amendment
Appropriation Amount: \$54,909

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes No

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Mental Health Department seeks permission to amend our 2024 budget to upgrade three billing positions to Account Clerk III positions. This change aims to address the increasing difficulty in recruiting and retaining staff for these critical roles. Qualified billing professionals are essential for processing claims and tracking receivables, which directly impacts our ability to serve individuals in Albany County with severe and persistent behavioral health challenges. We propose utilizing a vacant Account Clerk I position as well as portions of three other existing lines to facilitate this enhancement. This upgrade will not only improve recruitment and retention of experienced billing professionals but will also provide a clearer career trajectory for current employees within the department.

APPROPRIATIONS

BUDGET LINE			DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME	
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY				
				STATE POS. CODE	POSITION CONTROL			
A9	4310	16106	10000	001	430246		Mental Health	
A9	4310	16106	10000	002	430247	\$18,303	Mental Health	
A9	4310	16106	10000	003	430248	\$18,303	Mental Health	
A9	4310	16102	10000	001	430110	\$20,500	Mental Health	
A9	4310	16104	10000	001	430082	\$13,000	Mental Health	
A9	4310	16104	10000	002	430083	\$13,000	Mental Health	
A9	4310	16197	10000	001	430171	\$8,409	Mental Health	
TOTAL APPROPRIATIONS							\$54,909	\$54,909

ESTIMATED REVENUES

BUDGET LINE			DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME	
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY				
				STATE POS. CODE	POSITION CONTROL			
TOTAL REVENUES							\$0	\$0
GRAND TOTAL							\$54,909	\$54,909



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
ADMINISTRATION
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Daniel P. McCoy
County Executive

Michael P. McLaughlin, Jr.
Deputy County Executive

Stephen J. Giordano, Ph.D.
Director of Mental Health

Cindy G. Hoffman, LCSW-R
Deputy Director

July 31, 2024

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Albany County Department of Mental Health (ACDMH) seeks permission to accept the Electronic Medical Records (EMR) Implementation Grant from the New York State Office of Addiction Services and Supports (OASAS) for \$120,000. There is a budget amendment attached to reflect this new source of funding. This grant will enhance our automated EMR system, improving data collection and reporting to the OASAS Client Data System (CDS). The benefits include streamlined data collection and analysis, improved patient outcomes through individualized treatment plans, and reduced administrative burden, allowing staff to focus more on direct patient care.

Please feel free to contact Michael Fitzgerald or me if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.
Director

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-5723, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Albany County Department of Mental Health seeks permission to accept the Electronic Medical Records Implementation Grant from the New York State Office of Addiction Services and Supports for \$120,000.

Date: 7/31/24
Department: Mental Health
Attending Meeting: Dr. Stephen Giordano
Submitted By: Mark Gleason
Title: Budget Analyst
Phone: 518-447-3014

Purpose of Request: Other (State if not Listed) Contract Authorization & Budget Amendment

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

NYS Office of Addiction Services and Supports, 1450 Western Ave, Albany, NY 12203

Term: (Start/end date or duration) 7/1/2024-6/30/2025
Amount/Raise Schedule/Fee: \$120,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
Anticipated in Budget: Yes No
Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: 0% County: 0%
State: 100% Local: 0%

County Budget Accounts:

Revenue Account and Line: Narcotics Addiction Control A34230.03486.EMR24
Revenue Amount: \$60,000
Appropriation Account and Line: Computer Fees A94310.44041.EMR24
Appropriation Amount: \$60,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes No
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: 407
Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: N/A

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Albany County Department of Mental Health (ACDMH) seeks permission to accept the Electronic Medical Records (EMR) Implementation Grant from the New York State Office of Addiction Services and Supports (OASAS) for \$120,000. This grant will enhance our automated EMR system, improving data collection and reporting to the OASAS Client Data System (CDS). The benefits include streamlined data collection and analysis, improved patient outcomes through individualized treatment plans, and reduced administrative burden, allowing staff to focus more on direct patient care.

APPROPRIATIONS

USE WHOLE NUMBERS ONLY

BUDGET LINE		DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	STATE POS. CODE	FOR POSITIONS ONLY POSITION CONTROL	
A9	4310	44041	EMR24			Mental Health
			Computer Fees	\$60,000		\$205,628
TOTAL APPROPRIATIONS				\$60,000		\$0

ESTIMATED REVENUES

USE WHOLE NUMBERS ONLY

BUDGET LINE		DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	STATE POS. CODE	FOR POSITIONS ONLY POSITION CONTROL	
A3	4230	03486	EMR24			Mental Health
			Narcotics Addiction Control	\$60,000		\$8,905,718
TOTAL REVENUES				\$0		\$60,000
GRAND TOTAL				\$60,000		\$60,000

SUPP1018 - Electronic Medical Record (EMR) Application

Organization's Legal Name: Albany County Department of Mental Health (ACDMH)	SFS Supplier ID No.: 1000002428
Organization's Address: 175 Green Street, Albany, NY 12202	Federal Employer Identification Number (FEIN): 14-6002563 Unique Entity Identifier (UEI): H16ACDZQPYM4
Please select one: <input type="checkbox"/> New EMR System <input checked="" type="checkbox"/> Upgrade of existing EMR System	Contact Name and Title: Thomas K. Carlson, Associate Director of Informatics and Systems Development
Email (best email for ongoing communication regarding the project): Thomas.Carlson@albanycountyny.gov	Phone: (518) 447-4545
Scope of Work: Purchase a New/replacement or upgraded electronic medical record system. See RFA #SUPP1018 for additional details.	
Contractor Eligibility Certification (Must check 1 and 2 below at least one box in A-E) The contractor must certify they meet the requirements below by checking the appropriate boxes below.	
<input checked="" type="checkbox"/> 1) Eligible applicants are providers that are OASAS-Certified Voluntary agencies or local governmental units (LGU) which provide one or more of the following direct care SUD treatment services: <input type="checkbox"/> A) Crisis <input type="checkbox"/> B) Inpatient <input type="checkbox"/> C) Residential <input type="checkbox"/> D) Opioid Treatment <input checked="" type="checkbox"/> E) Outpatient	
<input checked="" type="checkbox"/> 2) The applicant organization is not a hospital.	
Application Completeness Review (all boxes must be checked and completed by applicant):	
<input checked="" type="checkbox"/> The applicant provided a response to Programmatic Questions 1 and 2. <input checked="" type="checkbox"/> The applicant organization has included a completed and signed Attachment 4: Vendor Assurance of No Conflict of Interest or Detrimental Effect <input checked="" type="checkbox"/> The applicant organization has included a completed and signed Attachment 8: EO 177 Certification <input checked="" type="checkbox"/> The applicant organization has included a completed and signed Attachment 9: Statement on Sexual Harassment Certification <input checked="" type="checkbox"/> The applicant organization has included a completed and signed Attachment 10: Executive Order 16. <input checked="" type="checkbox"/> Are prequalified at time of application in Statewide Financial System (SFS) <input checked="" type="checkbox"/> The applicant completed accurately all fields on this form and signed this form appropriately. <input checked="" type="checkbox"/> The applicant agrees to follow all other requirements as set forth in RFA SUPP1018	

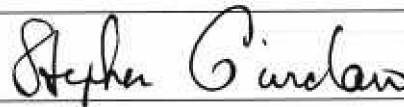
Organization Representative Name (Print):

Stephen J. Giordano

Organization Representative Title:

Albany County Mental Health Commissioner

Organization Representative Signature:



Date:

5/22/2024

Programmatic Questions

Answer the following two questions below in the space provided. Answers should provide sufficient details that a reviewer can understand both the need of the EMR system and the benefit of a new / replacement / upgraded EMR system. Failure to address all the questions may result in a non-awarded application.

Question 1: Describe the agency's current patient record-keeping system and what needs are not met by this system.

Responses should:

- Fit in the space provided below.
- Describe how the agency currently inputs data to OASAS's Client Data System (CDS)
- Describe the agency's current patient record-keeping methods.
- Describe the agency's need for an EMR system and or change to the agencies existing EMR system.
- Describe any other needs that are not met by the agencies current EMR system.

Question 2: Describe the desired functionality of the new/upgraded system and how it will improve operations.

Responses should:

- Fit in the space provided below.
- Describe how the agency will input data to OASAS's CDS.
- Describe the desired functionality of the new/replacement/upgraded EMR system.
- Describe the how the new/replacement/upgraded will Improve your medical record processes.
- Describe any other benefits your organization will receive from new/replacement/upgraded system.

Question 1: Describe the agency's current patient record-keeping system and what needs are not met by this system.

ACDMH currently utilizes a manual process to input data into OASAS's Client Data System (CDS). Staff members download multiple CSV files from our Electronic Medical Record (EMR) system, imaServe, and cross-reference various fields to compile the necessary information into spreadsheets. These spreadsheets contain data on OASAS activities, including Complex Care Management, referrals to physicians, Monthly Tobacco Screening, Telephone activity, and census and waiting list information. This manually gathered data is then used to create reports such as PAS-44, PAS-45, and monthly service delivery reports, which are subsequently submitted to OASAS.

ACDMH's current patient record-keeping methods involve the use of imaServe, integrated with 35 years of ACDMH's historical data. This system provides essential background information about clients and enhances safety and data accuracy through precise activity code recording. imaServe ensures compliance with local, state, and federal confidentiality and privacy regulations by operating within a secure network. Off-site access requires a VPN connection, and multiple layers of access control are implemented to grant users access based on their specific roles, thus protecting against unauthorized disclosure. Additional features such as warning messages, ticklers, and mandatory fields within forms and progress notes help maintain thorough and compliant documentation. Data from imaServe can be downloaded in CSV, Excel or HL7 formats for analysis.

However, ACDMH needs to upgrade its current EMR system to address several critical issues. The current EMR system, imaServe, lacks the capability to automate data entry and report generation. This shortfall necessitates that staff manually compile and input data into OASAS's CDS, which is a time-consuming and labor-intensive process prone to errors. These errors lead to delays in obtaining timely, business-critical insights. Automating these processes would not only improve efficiency but also reduce the risk of errors, ensuring more accurate and up-to-date reports.

Beyond the need for automated reporting, ACDMH's current EMR system, imaServe, has other unmet needs. The manual data manipulation involved in report generation increases the likelihood of errors, including transposition errors, formula breaks, stale data links, and version control issues. These limitations can lead to incorrect or outdated information in reports, potentially compromising data accuracy. Additionally, the manual process is resource-intensive, exhausting staff and leading to an inefficient use of time and money. The system also lacks modules for effective data manipulation and repurposing, hindering quick report generation and informed decision-making.

In summary, while imaServe provides a robust foundation for patient record-keeping and ensures compliance with confidentiality regulations, it falls short in automating data entry and reporting processes. This leads to inefficiencies, potential errors, and delays in obtaining critical insights, highlighting the need for an upgraded system that includes automated reporting and data manipulation capabilities. An upgraded EMR system would address these deficiencies, enhancing overall operational efficiency and data reliability.

Question 2: Describe the functionality of the new system and how it will improve operations.

ACDMH plans to enhance its data input process to OASAS's Client Data System (CDS) through automation. By developing new modules within our Electronic Medical Record (EMR) system, imaServe, we will introduce data fields and dropdowns that streamline the process. These enhancements will allow us to submit reports to OASAS's CDS with the simple click of a refresh button, ensuring timely and accurate submissions without the need for manual compilation.

The upgraded EMR system should provide several key functionalities, including automated data entry and reporting, and a user-friendly interface. The system must be capable of automatically extracting, compiling, and submitting data to OASAS's CDS. Additionally, it should feature intuitive data fields and dropdowns to facilitate easy data entry and minimize errors. Specific data fields will include demographics, homeless/immigrant status, and a unique field for homeless status, increasing dropdown options to eliminate manual typing. The system will also embed more fields for note writing progress, capturing certain critical values, confirming address accuracy, employment status, and capturing social determinants of health.

The upgraded EMR system will significantly improve our medical record processes by automating report generation and data submission. This automation will reduce the time and effort required for manual data compilation, allowing staff to focus on data analysis rather than data entry. The real-time data visualization will provide immediate insights into key metrics, facilitating quicker and more informed decision-making. Additionally, the system's user-friendly interface will minimize the risk of errors during data entry, improving overall data accuracy and reliability.

The upgraded EMR system will offer several other benefits to ACDMH. Automated reporting and real-time data visualization will streamline operations and reduce administrative burden. Automation will minimize human errors associated with manual data entry and report generation, ensuring more accurate and up-to-date information. By reducing the time spent on manual processes, staff can dedicate more time to critical tasks such as patient care and data analysis. The system's ability to handle real-time data and automate processes will support the organization's growth and adaptability to future needs.

In summary, the upgraded EMR system will not only streamline data input and reporting processes but also enhance overall operational efficiency, data accuracy, and regulatory compliance, providing substantial benefits to ACDMH. These enhancements will allow us to submit reports to OASAS's CDS with the simple click of a refresh button, ensuring timely and accurate submissions without the need for manual compilation.



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
ADMINISTRATION
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Daniel P. McCoy
County Executive

Michael P. McLaughlin, Jr.
Deputy County Executive

Stephen J. Giordano, Ph.D.
Director of Mental Health

Cindy G. Hoffman, LCSW-R
Deputy Director

July 31, 2024

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Albany County Department of Mental Health (ACDMH) seeks permission to apply for the Bureau of Justice Assistance (BJA) FY24 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program (COSSUP) Grant from the U.S. Department of Justice, totaling \$1,291,968. This grant offers a crucial opportunity to develop, implement, or expand programs addressing the overdose crisis and the impact of illicit opioids, stimulants, and other substances. It would provide resources to help ACDMH respond to substance use and misuse, reduce overdose deaths, promote public safety, and enhance access to prevention, harm reduction, treatment, and recovery services in both the community and the justice system by expanding our current Mobile Outreach Treatment Overdose Response (MOTOR) Unit.

Please feel free to contact Michael Fitzgerald or me if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.
Director

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-5724, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Albany County Department of Mental Health (ACDMH) seeks permission to apply for the Bureau of Justice Assistance (BJA) FY24 Grant.

Date: 7/31/24
Department: Mental Health
Attending Meeting: Dr. Stephen Giordano, Director Mental Health
Submitted By: Mark Gleason
Title: Budget Analyst
Phone: 518-477-3014

Purpose of Request: Other (State if not Listed) Apply for Grant

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, 810 7th St. NW, Washington, D.C. 20531

Term: (Start/end date or duration) 3 year term 10/1/24-9/30/27
Amount/Raise Schedule/Fee: \$1,291,968

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
Anticipated in Budget: Yes No
Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: 100% County: 0%
State: 0% Local: 0%

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes No
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: N/A

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Albany County Department of Mental Health (ACDMH) seeks permission to apply for the Bureau of Justice Assistance (BJA) FY24 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program (COSSUP) Grant from the U.S. Department of Justice, totaling \$1,291,968. This grant offers a crucial opportunity to develop, implement, or expand programs addressing the overdose crisis and the impact of illicit opioids, stimulants, and other substances. It would provide resources to help ACDMH respond to substance use and misuse, reduce overdose deaths, promote public safety, and enhance access to prevention, harm reduction, treatment, and recovery services in both the community and the justice system by expanding our current Mobile Outreach Treatment Overdose Response (MOTOR) Unit.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Solicitation Title: BJA FY24 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program

Assistance Listing Number: 16.838

Grants.gov Opportunity Number: O-BJA-2024-172128

Solicitation Release Date: May 9, 2024

Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on July 1, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on July 8, 2024

Contents

Synopsis	4
Program Description Overview.....	4
Funding Category.....	4
Eligibility	4
Agency Contact Information	5
Pre-Application Information Session	6
Application Submission Information	6
Registration.....	6
Submission	6
Program Description	7
Program Description Overview.....	7
Statutory Authority.....	7
Specific Information.....	7
Solicitation Goals, Objectives, and Deliverables	10
Goals	10
Objectives	10
Priority Areas.....	11
Federal Award Information	12
Awards, Amounts, and Durations	12
Continuation Funding Intent.....	13
Availability of Funds.....	13
Type of Award.....	13

Cost Sharing or Matching Requirement.....	13
Eligibility Information	13
How To Apply.....	14
Application Resources.....	14
How To Apply	14
Registration.....	14
Submission	14
Submission Dates and Time	15
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	15
Application and Submission Information	16
Content of Application Submission and Available Surveys	16
Content of the SF-424 in Grants.gov	16
Content of the JustGrants Application Submission.....	17
Application Review Information	28
Review Criteria	28
Review Process.....	29
Federal Award Administration Information	30
Federal Award Notices	30
Evidence-Based Programs or Practices	30
Information Regarding Potential Evaluation of Programs and Activities.....	30
Administrative, National Policy, and Other Legal Requirements	30
Civil Rights Compliance.....	30
Information Technology Security Clauses	31
General Information About Post-Federal Award Reporting Requirements.....	31
Federal Awarding Agency Contact(s).....	31
Other Information	31
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)	31
Provide Feedback to OJP	31
Performance Measures	31
Application Checklist	32
Pre-Application	32
Application Step 1	32
Application Step 2.....	33
Review, Certify, and Submit Application in JustGrants.....	34

Standard Solicitation Resources35

Synopsis

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to develop, implement, or expand comprehensive programs in response to the overdose crisis and the impacts of illicit opioids, stimulants, or other substances. The program provides resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse, reduce overdose deaths, promote public safety, and support access to prevention, harm reduction, treatment, and recovery services in the community and justice system.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00045-PROD	Category 1a: Local Applications (urban area)	24	\$1,600,000	10/1/2024	36 months
C-BJA-2024-00046-PROD	Category 1b: Local Applications (suburban area)	23	\$1,300,000	10/1/2024	36 months
C-BJA-2024-00047-PROD	Category 1c: Local Applications (rural or tribal area)	24	\$1,000,000	10/1/2024	36 months
C-BJA-2024-00048-PROD	Category 2: Statewide Applications	5	\$7,000,000	10/1/2024	36 months

Eligibility

Category 1: Local or Tribal Applications

- City or township governments
- County governments
- City, township or county governments in rural areas (as defined below)
- Native American tribal governments (Federally recognized)

Jurisdictions without a county or local government-based substance use dependency service system may designate the State Administering Agency (SAA) to serve as the primary applicant in Category 1.

Applicants should ensure they apply under the appropriate subcategory below, based on the population size of the jurisdiction receiving services:

Subcategory 1a— An urban area or large jurisdiction with a population greater than 500,000.

Subcategory 1b— A suburban area or medium-size jurisdiction with a population between 100,000 and 500,000.

Subcategory 1c— A jurisdiction is considered rural as defined by the Rural Health Grants Eligibility Analyzer. This includes counties that are either entirely rural, or any urban or suburban county that contains rural census tracts. Municipalities other than counties, such as towns or cities, must enter the county the municipality resides within to search the analyzer. If the analyzer identifies the county entered as rural, then the applicant is eligible to apply within this subcategory. All jurisdictions that are not designated as rural via the analyzer but have a population of less than 100,000 should apply in subcategory 1b. All federally recognized Indian tribes must also apply under this subcategory

Category 2: State Applications

- State units of governments applying on behalf of up to six local jurisdictions

Category 2 applicants are limited to either the State Administering Agency (SAA) responsible for directing criminal justice planning, the State Alcohol and Substance Use Agency, or a state agency deemed appropriate for the scope of the project. Category 2 state applicants must apply for funding on behalf of six or more jurisdictions including localities, judicial districts, tribal entities, regions affected by increases in substance use, or any combination of the above areas within the state. The state must assume responsibility for the management, oversight, and evaluation of all projects identified.

A state applicant may submit more than one application in this category if each application proposes separate jurisdictions and aligns with the goals of the solicitation. Local or tribal jurisdictions (subrecipients) recommended by the state under the statewide Category 2 may also apply as a direct grant recipient under Category 1. However, jurisdictions will not receive more than one award for the same project in the same fiscal year.

BJA will consider applications under which two or more entities (project partners) would jointly support the federal award; however, only one entity can be listed as the applicant on the SF-424 for the solicitation. Any other partners must be proposed as subrecipients (subgrantees). See the Application Resource Guide for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, Experiencing Unforeseen Technical Issues.

For assistance with submitting the Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. Once available, a link to register will be included on the Funding Webinars page. The session will be recorded and available on the BJA website once ready.

Samples of previous, successful applicants can be found at <https://bjaojp.gov/funding/successful-applications>.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the System for Award Management (SAM.gov).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the Submission Dates and Time section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL). See the Submission Dates and Time section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

Program Description

Program Description Overview

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. The program provides resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse; reduce overdose deaths; promote public safety; and support access to prevention, harm reduction, treatment, and recovery services in the community and justice system.

This program also furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Statutory Authority

34 U.S.C. 10701. Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for Fiscal Year 2024.

Specific Information

The opioid crisis was initially declared a public health emergency in October 2017 but remains a significant public health emergency today. The rise in illicit fentanyl and combinations with other substances has contributed to a broader substance use crisis and overdose epidemic that threatens the well-being of individuals who use drugs, their families, and communities. In 2022, provisional data from the Centers for Disease Control and Prevention (CDC) indicated that more than two-thirds (68 percent) of the reported 107,081 drug overdose deaths in the United States involved synthetic opioids, principally illicitly manufactured fentanyl. To combat the morbidity and mortality of overdose and the chronic disease of substance use disorder, including opioid use disorder, it is critical that individuals have access to evidence based, FDA-approved treatments. Preventing overdose deaths and expanding access to evidence-based treatment, including access to medications for opioid use disorder across settings, is a priority for the Department of Justice.

In April 2022, DOJ's Civil Rights Division published guidance further clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor prescribed MOUD. In fact, since then, courts as well as state and local correctional facilities have faced allegations that the entities' refusal to permit the use of and provide MOUD violates the ADA. Community settings have also reached agreements in response to complaints of ADA violations in parole decisions and outpatient behavioral health treatment settings. Similarly, a DOJ findings report regarding suicides and failure to provide MOUD in a county jail also helps illustrate specific instances that were considered to violate the 8th and 14th amendment rights of institutionalized persons. Both the guidance and enforcement matters reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

In addition to the impacts of substance use on individuals and families, this crisis also impacts communities, first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. COSSUP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and negatively affected by continued poverty and inequality. These efforts can include community-based prevention and emergency response programs, diversion or deflection from the criminal justice system through law enforcement and other first responder-based responses and court-based programs, other court-based services such as court navigators, and programming in jails and prisons and during reentry. All of these strategies also seek to improve access to harm reduction strategies and to substance use disorder (SUD) treatment and recovery support services, including peer recovery.

Additionally, this solicitation addresses the priorities identified in the National Drug Control Strategy:

- Expanding access to evidence-based substance use disorder treatment, such as medication-assisted treatment (MAT), which is the use of medications for substance use disorder in combination with counseling and behavioral therapies.
- Advancing racial equity.
- Enhancing evidence-based harm reduction efforts.
- Supporting evidence-based prevention efforts to reduce youth substance use.
- Expanding the addiction workforce.
- Expanding access to recovery support services.

BJA seeks applications to develop, implement, or expand any combination of the activities described below. Applicants may wish to submit a proposal with a concentration on one of these activities. However, a comprehensive proposal is recommended.

- Identifiable and accessible prescription drug take-back programs for unused controlled substances found in the home and used by hospitals, long-term care facilities, and other facilities.
- Law enforcement and other first responder deflection and diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models (including mobile crisis units and co-responder models), led by law enforcement and other first responders, have emerged in communities throughout the nation.
- Comprehensive, real-time, regional information collection, analysis, and dissemination that promote the use of data for responses to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, Overdose Detection and Mapping Application Program (ODMAP), Overdose Fatality Review, and forensic epidemiologists and technologies.
- Naloxone for law enforcement, first responders, jail staff, and other justice system practitioners.
- Substance use education and prevention programs to connect law enforcement agencies with K-12 students.
- Pre-booking or post-booking treatment alternative-to-incarceration programs, such as pretrial, prosecutor, and court diversion or intervention programs, that serve individuals

at high risk for overdose or SUD. Note: Funding is available under other BJA and Office of Juvenile Justice and Delinquency Program (OJJDP) solicitations to implement or enhance an adult treatment court, a juvenile drug court, a family treatment court, and a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSUP.

- Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use.
- Evidence-based SUD treatment related to opioids, stimulants, and other illicit drugs, such as MAT, contingency management, and motivational interviewing, as well as harm reduction activities and recovery support service engagement with the pre-trial and post-trial populations in and reentering the community from local or regional jails or secure residential treatment facilities. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- Transitional or recovery housing and recovery support services, including access to physical and behavioral health care benefits, counseling services, employment services, and education services, and peer support services for those reentering the community from jails or secure residential treatment facilities. Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.
- Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model to assist persons with justice involvement and their families navigate the justice system and to increase their connection to treatment and recovery support services. This includes law enforcement, pretrial and probation agencies, prosecutor-led programs, legal defense agencies, child welfare agencies, courts, and jails to support community reentry.
- Field-initiated projects that bring together justice, behavioral health, and public health practitioners to implement new or promising practices that may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on individuals and communities at risk of or having justice system involvement. This includes the application of evidence-based strategies from other fields, such as health initiatives that have not yet been fully examined in the justice context. **Applications for field-initiated projects must include a research partner.**

Applications from states on behalf of county, local, municipal, or tribal communities that apply under Category 2 must support efforts to implement and enhance one or more of the above allowable activities in a minimum of six geographically diverse county, local, regional, or tribal jurisdictions. The state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subawardee management, training and technical assistance (TTA) to subawardees, and coordination of data collection and evaluation activities), to support the mandatory deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for administrative purposes detailed above and to support the mandatory deliverables. Likewise, no more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be subawarded to the six or more selected jurisdictions.

Applicants must agree to maintain a working relationship with the BJA-supported collaborative of COSSUP TTA providers. BJA has a team of TTA providers to assist grantees in

implementing the program and to assist the field at large. TTA provided to grantees will include individualized, efficient, and consistent delivery of services to help grantees accomplish their goals by the end of the project period. BJA and the TTA collaborative will assess needs and develop training and targeted TA, including ongoing coaching and discussion, as well as support for peer-to-peer interaction and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

All proposed projects should include a multidisciplinary coordinating body that focuses on addressing the issues that arise due to the use of illicit opioids, stimulants, and other substances. Such bodies could be criminal justice coordinating councils, prevention coalitions, or overdose fatality reviews that include representatives from public safety, public health, behavioral health, K-12 education, family services, local government, and nonprofit services agencies. These entities are not intended to be temporary in nature, such as a task force, but instead to exist as a permanent standing body that will increase cooperation and collaboration to sustain efforts across all sectors.

All applicants should also strongly consider formally partnering with a researcher at the outset of the proposed project. These researcher–practitioner partnerships assist with ongoing problem analysis using data, identification of evidence-based responses, strategic planning of interventions, implementation assessment, and conducting an impact evaluation. For additional resources, see [JCOIN's CONNECT](#). Note: No more than 25 percent of total grant funds may be used for research and evaluation under Category 1, or per local jurisdiction site under Category 2.

Additional program information, including examples of currently funded COSSUP projects, may be found at cossup.org.

There are a number of other BJA grant programs that support the provision of behavioral health treatment and services to individuals with or at risk of justice-involvement. Additional details on the other BJA programs can be found on the [DOJ Grants Program Plan](#).

Not all entities are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility. If entities are not eligible but have interest, they should consider another funding opportunity or partnering with an eligible organization.

Solicitation Goals, Objectives, and Deliverables

Goals

The main goal of COSSUP is the reduction of the impact of illicit opioids, stimulants, and other substances on individuals and communities. This includes reducing the number of overdose deaths and lessening the impacts on crime victims by supporting comprehensive and collaborative initiatives.

Objectives

- Increase collaborations, and the depth and quality of these collaborations, to support efforts that prevent, respond to, treat, and support those impacted by substance use and related crime, including overdose and overdose fatalities.
- Increase the capacity of these collaborative partners to access and use data to assess needs and risks, deploy strategies and resources, track public health and crime trends, and implement promising and evidence-based practices.

- Increase collaborations and prevention programming across disciplines to effectively address the needs of families impacted by SUD and related crimes, including children whose parents have overdosed.
- Reduce the potential of substance misuse through increased education and access to drug take-back programs.
- Increase the number of law enforcement and first responder deflection and diversion programs and other multidisciplinary efforts to connect people to treatment and prevent and respond to overdose and drug-related crime.
- Increase the number of court and related agencies that assess, identify, and refer those with SUD to treatment and recovery support services, both through court navigation strategies and by diverting cases where appropriate to a therapeutic approach through collaborations with pretrial, prosecution, defense, and judicial partners, as well as behavioral health.
- Increase the number of correctional facilities and agencies building responses to identify, screen and assess, and treat those with SUD that include overdose prevention and substance withdrawal management, access to evidence-based SUD treatment and recovery support services upon reentry to the community.
- Increase the use of peer support services, access to harm reduction strategies and education to reduce stigma related to SUD and promote the success of those in recovery.
- Increase the capacity of and strategies implemented in communities consistent with the goal of COSSUP, particularly those who have been historically underserved, marginalized, and negatively affected by continued poverty and inequality.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

2. In addition to executing any statutory prioritization that may be applicable, OJP will also give priority consideration to applications in Category 1 that include a research partner. Research partnerships in Category 2 are required.

To receive priority consideration under the research partner priority, Category 1 applicants must include information on the qualifications, requirements, role and responsibility of the research partner and commitment by the applicant to share relevant data. For assistance on research partnerships, applicants may wish to access the Center for Research Partnerships and Program Evaluation at <https://bia.ojp.gov/program/crppe/overview>.

3. Applications that can demonstrate a greater than 50 percent annual increase in recent drug-related overdose deaths will also receive priority consideration. To receive priority consideration under the drug-related overdose deaths priority, applicants must provide local- or state-level overdose death data related to opioids and/or stimulants for the years 2021 and 2022, as well as 2023, if available.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 76

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$7,000,000

Category 1a anticipated maximum amount: \$1,600,000

Category 1b anticipated maximum amount: \$1,300,000

Category 1c anticipated maximum amount: \$1,000,000

Category 2 anticipated maximum amount: \$7,000,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$127,300,000

Additional Information: While the maximum allowable funding amount is between \$1,000,000 - \$7,000,000, depending on category of award, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support COSSUP related goals and objectives.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by July 01, 2024 8:59 PM ET.

The **full application** must be submitted in JustGrants by July 08, 2024 8:59 PM ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: Contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: Contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must:

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Timeline/Time Task Plan

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

The abstract should also include which COSSUP category is being applied to (1a, 1b, 1c, or 2).

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is

required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative Should include the following sections:

a. Description of the Issue

Clearly identify the applicant entity and the state or region(s) or communities, including whether the proposed service area is urban, suburban, tribal, rural, or a combination.

Provide information that documents the impact of opioids, stimulants, and other substances within the proposed service area, including fatal and nonfatal overdoses. The applicant must provide verified sources for the data that support the description of the issue.

Identify any specific challenges motivating the applicant's interest to apply for this grant.

Explain the applicant's inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed project.

For Category 1 applications, identify whether the application is applying under Subcategory 1a, 1b, or 1c.

b. Project Design and Implementation

Describe which areas the proposed project will address (refer to the allowable activities described in Specific Information section) and how the proposed project addresses the goals and objectives of the solicitation.

For each of the activities you propose to implement, describe how you plan to implement the activity, including potential barriers and any strategies that will be used overcome those barriers. Be as specific as possible and identify how the activities link to your project goals.

Include a list of all active BJA grants in your jurisdiction for activities that are related to those listed in the proposed application, including the grant number. Provide specific details about how the proposed project will be coordinated with existing COSSUP-affiliated projects

(including Comprehensive Opioid Abuse Program (COAP) and Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP)) in the applicant's jurisdiction (either local or state) and how the proposed project will not be duplicative of current efforts. (Search for past COAP/COSSAP/COSSUP awards by grantee at: [Awards | Bureau of Justice Assistance \(ojp.gov\)](#)).

If an evaluation is proposed (Category 1) or required (Category 2), articulate how it will provide meaningful insights into identifying and solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices. Describe how the evaluation results will be used to inform future programming and services, including replication of grant-funded activities. In addition, include details on if and how the researcher-practitioner partnership will be sustained after the grant period ends (Category 2).

If the proposed project involves the delivery of MAT, please specify which of the three forms of FDA-approved medications to treat substance use disorder will be provided, indicate whether it will include continuing and/or inducting individuals onto medication, and describe the coordination between in-custody and community-based MAT programs.

If the proposed project involves supporting peer recovery services, describe the type of peer services offered (formal/informal), the type of training certification peers will possess, the peer supervision structure, and the manner in which peer support services will be evaluated and measured.

If the proposed project involves serving children impacted by substance use disorder, describe the types of services to be provided.

If the proposed project includes a field-initiated component, provide a detailed description of the proposed activities, how the activities will reduce substance misuse and overdose within the jurisdiction, and the supporting promising or evidence-based practices that are the basis for it.

Attach a timeline/time task plan that outlines when activities or project milestones are to be accomplished that supports the project's design outlined in this section.

The funds requested in the budget must be clearly connected to and support the project's design and be reasonable in cost.

Describe the applicant's plan to sustain the proposed project activities after grant funding ends.

Articulate the applicant's agreement to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years.

Describe the commitment to maintain a working relationship with the BJA-supported COSSUP TTA collaborative.

Category 2 applicants should describe how they will complete the required activities, including:

- Indicate the number of proposed implementation or enhancement project sites and provide their locations.

- Describe the needs of the selected sites and the reason these particular sites were selected.
- State whether any of the proposed sites are current or former BJA COSSUP-funded sites. BJA prefers to fund implementation or enhancement projects in jurisdictions that are not current BJA COSSUP-funded sites unless funding is for a completely separate initiative and a strong justification is provided.
- Describe frequency of training and how the state will assist with training the sites, collect performance data from the sites, provide ongoing TTA, and provide subgrant monitoring and oversight.
- Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual that includes the policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project. Separate from the required evaluation reports, the state will also prepare an annual summary of each project and describe each site's project accomplishments.
- Describe the process for identifying the research partner and the nature of the research that will be conducted. Note that the evaluation requirement will not be fulfilled with activities that are limited to data collection and performance reporting, though those activities may be conducted or supported by the research partner.
- Describe how the required action plan will be developed, including the roles of the state applicant, the local sites, and the research partner. The plan must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

Lastly, this section should include the table below with the approximate percentage of the budget for each planned activity in the project filled out. If an activity/use is not included in the project, indicate Not Applicable in the table.

Planned Activities/Allowable Uses	Percentage of the Budget
Identifiable and accessible prescription drug take-back programs for unused, controlled substances found in the home and used by hospital, long-term care, and other facilities	
Law enforcement and first responder deflection and diversion	
Real-time data collection	
Naloxone for law enforcement and first responders	
Education and prevention programs to connect law enforcement agencies with K-12 students	

Pre-booking or post-booking treatment alternative-to-incarceration programs	
Family court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use	
Evidence-based SUD treatment related to opioids, stimulants, and other substances, such as MAT, as well as harm reduction activities and recovery support services for pre-trial and post-trial populations leaving jail or residential treatment programs	
Transitional or recovery housing and recovery support services	
Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model	
Field-initiated projects that bring together justice, behavioral health, and public health practitioners	

c. Capabilities and Competencies

Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to successfully implement the project.

Identify each partner agency that has demonstrated commitment to this effort. Discuss any previous collaboration that occurred that will help to achieve the objectives and describe any existing partnership agreements. Attach a memorandum of understanding (MOU) and/or letter of support from each key team member, outlining their commitments to the project.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

If the proposed project includes a multidisciplinary coordinating body, describe the current and/or intended composition of this entity, its mission, and how long it has been in existence. Include a description of how the entity will be supported and sustained after the grant period ends.

For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner and how the applicant will ensure that the research partner will have access to relevant agency data, personnel for interviews, and the ability to monitor operations that are relevant to the evaluation of the initiative. Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.

Note: Researchers should be experienced in several different data collection methodologies and in both quantitative and qualitative research methods. It is preferable that they have several years of evaluation research experience and have experience

with oral and written presentations of research results. Research partners should be able to conduct scientifically rigorous evaluations and be well versed in evaluation methods.

Describe who will serve as the project coordinator, the project coordinator's project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.

Indicate a willingness to work closely with a BJA-identified evaluator who may conduct a site-specific or cross-site evaluation in future years and define who would serve as the lead for this role.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit [OJP's Performance Measurement](#) page for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [Comprehensive Opioid, Stimulant, and Substance Abuse Program](#).

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timeline should reflect program objectives.
- Applicants are invited to propose grant projects that are responsive to the goals and objectives of this program and reflect the allowable activities listed above.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (a report or a website) or intangible (greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Timelines should include program deliverables.

Grantees will deliver the following:

- A workplan consisting of a problem analysis summary, a summary of strategies and intended outcomes, and an initial evaluation plan, as applicable, within 6 months of the final budget approval. The assigned TTA provider will supply the workplan and assist grantees to complete it.
- For Category 2 awards, identify and list up to of six geographically diverse jurisdictions or regions (sites) within the state whose data show significant increases in overdose or substance misuse.
- For Category 2 awards, as well as Category 1 awards that included an evaluation, a final report (written with the evaluator) is required to document the intervention, outcomes, and lessons learned.

Program objectives and deliverables, including performance measures reporting and final required reporting, should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

For Category 1, no more than 25 percent of total grant funds may be used for research and evaluation.

For Category 2, the state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subawardee management, TTA to subawardees, and coordination of data collection and evaluation activities), to support the mandatory deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for administrative purposes detailed above and to support the mandatory deliverables. Likewise, no more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be subawarded to local communities, regions, or tribal entities. States that have no county or local government-managed substance use dependency service systems may contract funds directly to providers at the community level.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

The budget must be for 36 months and explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives.

If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the [Substance Abuse and Mental Health Services Administration](#), transitional housing typically involves a temporary residence for up to 24 months with wraparound services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, have treatment- and/or recovery support-related appointments and activities, and require other necessary services to support their treatment and recovery and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable and nontransferable and that their use by participants can be audited. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are used only for transportation related to the program's activities.

BJA anticipates applicants to plan and budget for one COSSUP national meeting or a BJA-approved training that will occur during each year of the grant. All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting or training each year of the life of the grant. Meetings should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity annually for professional development and peer to peer learning opportunities. Category 2 applicants must require all subrecipient sites to budget for a minimum of two staff to attend either the national meeting or relevant training each year as well.

Applicant should submit a 36-month budget that is complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize the cost effectiveness of grant expenditures. The budget narrative should also demonstrate cost effectiveness in relation to potential alternatives and the project's objectives.

Include an appropriate percentage of the total grant award for performance measurement. (See "Plan for Collecting the Data.") There is no minimum or maximum requirement regarding what constitutes an appropriate percentage; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities. Additional funds may be used for proposed or required research and evaluation activities as detailed under Funding Restrictions.

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

Applicants must attach a time task plan (with an estimated start date of October 1, 2024) with each project objective, activity, expected completion date, and responsible person or organization. Applicants will submit the time task plan by uploading the document as an attachment in JustGrants.

Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity’s reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant’s capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Human Subjects Protection

Applicants proposing to conduct evaluation activities that involves collecting information from or about human subjects must obtain Institutional Review Board approval and provide a privacy certificate describing how they will protect the privacy of the individuals who may be included in any project or program evaluation and the confidentiality of the data that is collected as the result of evaluation activities.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, letters of support ensuring services requested align with the needs of the identified population, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the Uniform Requirements 2 C.F.R. Part 200, Subpart E.

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP

individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A link to the COSSUP Performance Measures Questionnaire can be found here: <https://bja.ojp.gov/funding/performance-measures/cossup-questionnaire.pdf>.

Application Checklist

BJA FY24 Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID: O-BJA-2024-172128
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$1,600,000 for Category 1a, \$1,300,000 for Category 1b, \$1,000,000 for Category 1c, and \$7,000,000 for Category 2.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual

who will complete the application in JustGrants and the SF-LLL in Grants.gov.

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see "[Application Resource Guide](#)" section on Experiencing Unforeseen Technical Issues)

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- **Budget Detail Narrative and web-based form***
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- **Timeline web-based form***
- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support (if applicable)
- Human Subjects Protection (if applicable)
- Resumes of key personnel (if applicable)

- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL) (see Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see Application Resource Guide)
- DOJ Certified Standard Assurances (see Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see Application Resource Guide)

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the Application Resource Guide for additional information.

Standard Solicitation Resources

Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

DOJ Grants Financial Guide serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

JustGrants Resources Website is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the JustGrants Update e-newsletter.

JustGrants Application Submission Training page offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

Weekly Training Webinars are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Daniel P. McCoy
County Executive

Michael McLaughlin Jr
Deputy County Executive

Stephen J. Giordano, Ph.D.
Director of Mental Health

Cindy G. Hoffman, LCSW-R
Deputy Director

July 31, 2024

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Mental Health Department submits the following request to enter into a contract with Rehabilitation Support Services, Inc. (RSS) to provide case management services to individuals released from prison and participating in the Reentry Program. RSS proposes to reduce recidivism of re-arrest, parole violations and increase integration into the community by providing linkage to services, collaborating amongst community providers and coordinating care for Albany County reentry individuals. Contract term is for one year (10/1/2024-9/30/2025). RSS was the successful proposer to RFP # 2024-079 seeking these services.

Feel free to contact Michael Fitzgerald or me if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.
Director

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-5750, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Department of Mental Health requests permission to enter into a contract with Rehabilitation Support Services for Reentry Case Management Services.

Date: July 31, 2024
Department: Mental Health
Attending Meeting: Dr. Stephen Giordano, Director
Submitted By: Mark Gleason
Title: Budget Analyst
Phone: 518-477-3014

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Rehabilitation Support Services, Inc. 314 Central Avenue Albany, NY 12206

Term: (Start/end date or duration) 10/1/2024-9/30/2025
Amount/Raise Schedule/Fee: \$203,961.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
 Anticipated in Budget: Yes No
 Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: 0% County: 0%
State: 100% Local: 0%

County Budget Accounts:

Revenue Account and Line: Mental Health A4322.03490
Revenue Amount: \$203,961.00
Appropriation Account and Line: Misc. Contractual Expense A4322.44999 / A94322.44999 DCJSR
Appropriation Amount: \$203,961.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes No

of Response(s): 1

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 568 12/4/2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Mental Health Department submits the following request to enter into a contract with Rehabilitation Support Services, Inc. (RSS) to provide case management services to individuals released from prison and participating in the Reentry Program. RSS proposes to reduce recidivism of re-arrest, parole violations and increase integration into the community by providing linkage to services, collaborating amongst community providers and coordinating care for Albany County reentry individuals. Contract term is for one year (10/1/2024-9/30/2025). RSS was the successful proposer to RFP # 2024-079 seeking these services.

Attachment "B"

Contractor's Budget

Staff Salaries	Annual Salary	%	Reentry Allocation
Case Manager	\$49,847	100%	\$49,847
Case Manager	\$50,149	100%	\$50,149
Peer Advocate	\$39,400	50%	\$19,700
			\$119,696
Fringe Benefits		31.00%	\$37,106
To include:			
Social Security			
Medicare, Workers Comp			
401K			
NYS Paid Leave			
Health Insurance			
Supplies & Travel:			
Travel			\$7,600
Office Supplies			\$ 250
Computer			\$5,000
Staff Training			\$ 600
Total Supplies & Travel			\$13,450
Operating Expenses			
Identification			\$3,000
Client Expense			\$7,000
Program Management			\$3,287
Administrative Expense			\$20,422
Total Other Expenses			\$33,709
Total Budget			\$203,961



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

*Daniel P. McCoy
County Executive*

*Stephen J. Giordano, Ph.D.
Director of Mental Health*

*Daniel C. Lynch, Esq.
Deputy County Executive*

*Cindy G. Hoffman, LCSW-R
Deputy Director*

TO: Pamela O'Neill, Purchasing Division

FROM: Stephen Giordano, Albany County Mental Health Commissioner

RE: Award RFP#2024-079 Reentry Case Management Services to Rehabilitation Support Services

DATE: July 29, 2024

I am recommending that Rehabilitation Support Services be awarded the Reentry Case Management contract in the maximum amount of \$203,961. Rehabilitation Support Services was the only agency to respond to RFP-2024-079. Their response met the specifications required and budget criteria as outlined in said RFP. Thank you.

Signature: _____

Stephen Giordano



COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DANIEL P. McCOY
COUNTY EXECUTIVE

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Stephen Giordano, Commissioner
Department of Mental Health

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: July 31, 2024

RE: RFP#2024-079 Reentry Case Management Services

I am in receipt of your recommendation to award the aforementioned to Rehabilitation Support Services in the amount of \$203,961.00.

As you have done a thorough review of the single proposer, I have no objection to the selection of Rehabilitation Support Services.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

RESOLUTION NO. 568

AUTHORIZING AN AGREEMENT WITH REHABILITATION SUPPORT SERVICES, INC. REGARDING CASE MANAGEMENT SERVICES FOR THE COUNTY RE-ENTRY PROGRAM

Introduced: 12/4/23
By Health Committee:

WHEREAS, The Director of the Department of Mental Health has requested authorization to enter into an agreement with Rehabilitation Support Services, Inc., the second and final one-year option to renew, regarding a County Re-Entry Task Force to provide case management services for individuals being released from prison and participating in the County Re-Entry Program in an amount not to exceed \$203,961 for a term commencing October 1, 2023 and ending September 30, 2024, and

WHEREAS, The Director has indicated that the aforementioned agreement will be financed by pass-through funding from the New York State Office of Addiction Services and Supports, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Rehabilitation Support Services, Inc., Albany, NY 12206 for case management services for individuals being released from prison and participating in the County Re-Entry Program in an amount not to exceed \$203,961 for the term commencing October 1, 2023 and ending September 30, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 12/4/23

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 4th day of December, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 4th day of December, 2023.

Rebecca Chamberlain

Clerk, Albany County Legislature