

UNIVERSITY OF BALTIMORE
FY 2019 Competitive Subaward Solicitation
Combating Opioid Overdose through Community-level Intervention

Notice of Funding Availability (NOFA)
Application Guidance



Center for Drug Policy and Enforcement

Submission Deadline: November 1, 2019

Funded through:

Office of National Drug Control Policy

Catalog of Federal Domestic Assistance (CFDA) Number: 95.007

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Getting Started

Thank you for applying for the **Combating Opioid Overdose through Community-level Intervention Subaward from the University of Baltimore (UB)**. The primary purpose of the Combating Opioid Overdose through Community-level Intervention Grant is to:

1. Undertake research activities that entail implementing and evaluating community-based efforts to fight the opioid-involved overdose epidemic; and
2. Support and promote the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing overdose and other harms of opioid-involved (mis)use.

Applicants must use evidence-based approaches to implement or enhance community-based new or ongoing programs that aim to reduce opioid-involved overdose, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid-involved overdoses.

Applicants must evaluate these community-based efforts to assess their efficacy in reducing opioid-involved overdose and other harms of opioid (mis)use, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid-involved overdoses. Proposals must support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts provide and that communities benefit from a comprehensive and coordinated response.

If you need application assistance, please contact:

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I. BACKGROUND/ SCOPE

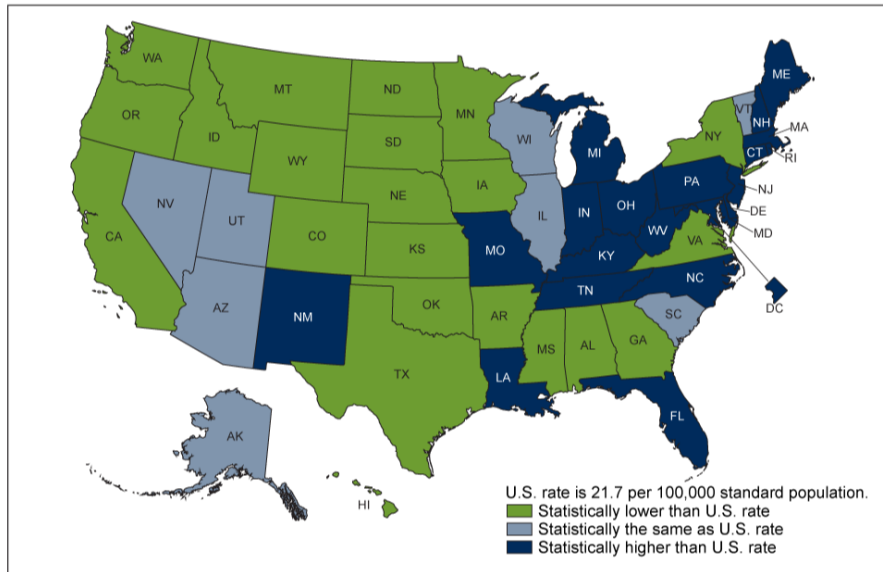
For the first time in U.S. history, a leading cause of deaths—vehicle crashes—has been surpassed in likelihood by opioid overdoses.¹ Americans now have a 1 in 96 chance of dying from an opioid overdose, with more than 130 Americans dying from opioid overdoses each day. Among the 70,237 drug overdose deaths in 2017, 67.8% involved an opioid. The rate of drug overdose deaths involving synthetic opioids other than methadone (drugs such as fentanyl, fentanyl analogs, and tramadol) increased by 45% between 2016 and 2017². Deaths involving synthetic opioids increased from 2016 to 2017 across all demographic categories. The highest death rate was in males aged 25-44 years, and the largest relative increases occurred among blacks and American Indian/Alaska Natives. While significant decreases in heroin-involved overdoses were observed in 5 states, twenty-three states and DC experienced significant increases in synthetic opioid-involved overdose death rates, including eight states west of the Mississippi River. The largest relative rate increases occurred in Arizona (122%), North Carolina (112.9%) and Oregon (90.9%)³. West Virginia, Ohio, and Pennsylvania were the three states with the highest observed drug overdose death rates in 2017⁴.

While the opioid epidemic justifiably dominates national and state priorities, another emerging threat deserves focus and attention: overdose deaths involving cocaine and psychostimulants increased by 52.4% and 33.3% respectively from 2015 to 2016⁵. Deaths from cocaine sharply increased from 2011 to 2016, increasing by about 18% each year during the five-year period. Cocaine was the second-or third-most common cause of overdose deaths every year. Similarly, the number of overdose deaths involving methamphetamine increased from 1,887 in 2011 to 6,762 in 2016⁶.

According to the Drug Enforcement Administration (DEA), Mexican transnational criminal organizations (TCOs) have increased the production and trafficking of methamphetamine, therefore lowering its domestic price point while increasing its presence and purity throughout the United States⁷. The threat of methamphetamine is particularly high in the Pacific, Southwest and West regions of the United States, but its availability on the East Coast has also increased⁸. Similarly, the DEA notes that increases in coca plant cultivation in South America have contributed to the rise in global cocaine production, leading to increased prevalence and heightened purity of the product⁹.

Poly-drug use introduces an additional challenge to the overdose crisis as it may place individuals at an increased risk of overdose, particularly with the introduction of fentanyl into the cocaine and methamphetamine supply. In 2016, nearly 40% of all cocaine overdose deaths also

involved a synthetic opioid, such as fentanyl¹⁰. Most overdose deaths involve more than one drug, with individuals who overdosed on benzodiazepines having other drugs in their system 96% of the time. Nearly 70% of fatal fentanyl-related overdoses involved more than one drug, as did 71% of fatal heroin overdoses.¹¹



NOTES: Deaths are classified using the *International Classification of Diseases, 10th Revision*. Drug-poisoning (overdose) deaths are identified using underlying cause-of-death codes X40–X44, X60–X64, X85, and Y10–Y14. Access data table for Figure 3 at: https://www.cdc.gov/nchs/data/databriefs/db329_tables-508.pdf#3. SOURCE: NCHS, National Vital Statistics System, Mortality.

FIGURE 1: AGE-ADJUSTED DRUG OVERDOSE RATES, BY STATE: UNITED STATES, 2017

“The single and most important criterion of success is saving American lives, and achieving that objective requires the Federal government to work with partners at the state, local, and tribal levels; the healthcare sector; industry, foreign partners; and every concerned American citizen to advance our Nation’s efforts to promote and maintain healthy lifestyles, and help build and grow safe communities free from the scourge of drug use and addiction¹².”

Overall, these staggering figures highlight the need to implement and/or enhance community-based efforts to reduce overdose deaths. Actions taken under this proposal must align with related Office of National Drug Control Policy (ONDCP) and Centers for Disease Control and Prevention (CDC) projects.

II. ELIGIBLE APPLICANT

The following entities are eligible to submit subaward applications, **providing the application includes a letter of support/commitment from the participating HIDTA signed by the sponsoring HIDTA Director. (See Section C-8. Letters of Support/Commitment)**

- High Intensity Drug Trafficking Areas Programs
- Public/State Controlled Institutions of Higher Education

- Private Institutions of Higher Education
- Nonprofits with 501(c) (3) IRS Status (Other than Institutions of Higher Education)
- Nonprofits without 501(c) (3) IRS Status (Other than Institutions of Higher Education)
- State Governments
- County Governments
- City or Township Governments
- Special District Governments
- Indian/Native American Tribal Governments (Federally Recognized)
- Indian/Native American Tribal Governments (Other than Federally Recognized)
- U.S. Territory or Possession
- Independent School Districts
- Public Housing Authorities/Indian Housing Authorities
- Native American Tribal Organizations (other than Federally recognized tribal governments)
- Faith-based or Community-based Organizations

III. ELIGIBILITY CRITERIA

- Applicants must have expert knowledge and extensive experience in conducting research and analysis
- Applicants must have expert knowledge and experience developing or enhancing new or ongoing programs that aim to reduce opioid overdose through strategic, evidence-based approaches.
- **Applicants must partner with a regional High Intensity Drug Trafficking Areas (HIDTA) program, and applications must include a letter of support/commitment from the participating HIDTA and signed by the sponsoring HIDTA Director.**

IV. APPLICATION PROCESS

Applicants are required to apply for subaward funding through the UB.

The UB must receive the emailed copy of the application no later than November 1, 2019.

V. APPLICATION REQUIREMENTS

Sub-recipient Organization Eligibility Requirements

The UB established criteria for the Combating Opioid Overdose through Community-level Intervention subaward that *must* be met by all organizations that receive these funds.

Sub-recipients must:

- Using an evidence-based approach, implement or enhance a community-based new or ongoing program that aims to reduce opioid-involved overdose, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid-involved overdoses;

- Once implemented, support the evaluation of this community-based effort to assess its efficacy in reducing opioid-involved overdose and other harms of opioid (mis)use, particularly in the regions of the United States with the highest rates of fatal and non-fatal opioid-involved overdoses; and
- Support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts are aligned and that communities benefit from a comprehensive and coordinated response.

Each subcontract recipient organization *shall* meet the following requirements:

1. You must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180, dealing with all sub-awards and contracts issued under the grant.
2. Reporting Sub-award and Executive Compensation Information - This part provides guidance concerning requirements for Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting. ONDCP must report Federal fund awards of more than \$25,000. Subcontracts also fall under reporting requirements but please note that the definition of "Sub-contract" does not include your procurement of property and services needed to carry out the project. (See 2 CFR Part 170)
3. Requirements for Drug-Free Workplace (Financial Assistance) - This part requires that the award and administration of ONDCP grants and cooperative agreements comply with Office of Management and Budget (OMB) guidance implementing the portion of the Drug Free Workplace Act of 1988 (41 U.S.C. 701-707, as amended, hereafter referred to as "the Act") that applies to grants. (2 CFR Part 421)
4. Non Discrimination Statement: The UB and ONDCP prohibit discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Agency. (Not all prohibited bases will apply to all programs and/or employment activities.)
5. Compensation- Personnel Services: This part requires that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. (See 2 CFR 200.430)
6. Financial Management: This part requires that systems must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the award. (See 2 CFR 200.302)
7. Technical Assistance: You must participate in scheduled telephone calls and meetings with technical providers.

8. As specified in this notice of funding opportunity, recipient must:
- a. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
 - c. Evaluate and monitor the non-Federal entity's compliance with statute, regulations, and the terms and conditions of the Federal awards.
 - d. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
 - e. Take reasonable measures to safeguard protected personally identified information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

Evidence-Based Practices, Promising and Proven Programs

- Priority will also be given to applicants who propose to implement and/or evaluate an evidence-based, or promising program.
- Applicants are encouraged to review national best practices and evidence-based, and promising program examples in selecting a program for implementation and/or evaluation.
- Applicants should also provide details on how they will maintain fidelity to the proposed program.

VI. FAITH-BASED/COMMUNITY ORGANIZATIONS

Faith-based organizations applying for Combating Opioid Overdose through Community-level Intervention funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, Combating Opioid Overdose through Community-level Intervention funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with subaward funds; such religious activity must be separate (in time and/or place) from the subaward funded project. Further, participation in such religious activity by individuals receiving services must be voluntary.

Such organizations receiving Combating Opioid Overdose through Community-level Intervention funds must ensure that services are offered without regard to religious affiliation

and that the receipt of services is not contingent upon participation in a religious activity or event.

VII. IMPORTANT DATES

- Deadline to Submit an Application: November 1, 2019.
- Sub-award Start Date: December 2, 2019
- Sub-award End Date: November 30, 2020

VIII. PROJECT PRIORITY AREAS

This Notice of Funding Availability will only give consideration to projects relative to the following priority areas:

1. Research activities that involve implementing and evaluating community-based efforts to fight the opioid-involved overdose epidemic
2. Efforts that support and promote the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing opioid-involved overdose and other harms of opioid-involved use and abuse

Funding Specifications: The UB will use a tier system when making subcontract awards.

Tier 1- up to \$150,000 per award designed to support small, innovative projects.

Tier 2-\$150,001 to \$350,000 per award designed to support medium sized, innovative projects. New Tier 2 projects are encouraged to have an evaluation component (either an evaluator who is a member of your staff or a subcontractor hired to conduct an evaluation of your project); however, projects funded through the Combating Opioid Overdose through Community-level Intervention subcontract in the prior year must include a built-in evaluation component.

Tier 3-\$350,001 to \$500,000 per award designed to support large, innovative projects that have a built-in evaluation component (either an evaluator who is a member of your staff or a subcontractor hired to conduct an evaluation of your project).

IX. FUNDING EVALUATION

The UB will assess the worth of each organization's overall project based on the following:

- Problem Statement/ Needs Justification (10%)
- Project Description (5%)
- Project Priority Area (5%)
- Evaluation, Goals and Objectives, and Outcome-Based Performance Measures (40%)
- Strategy and Timeline (5%)
- Organization Management Capabilities/ Cooperating Agencies (5%)
- Project Sustainability (5%)
- Budget (25%)

Additional factors UB will consider in making a funding evaluation are:

- Performance history with previous Combating Opioid Overdose through Community-level Intervention awards
- The degree of innovation in the project
- Whether the project addresses the needs of the community where it will be implemented
- The use of evidence-based practices or promising and proven programs
- Geographic size and location of the project
- Whether new staff are required to implement the project and, if so, how quickly new staff can be hired
- Whether the project will require approval of an Institutional Review Board (IRB) and, if so, whether steps have been taken by the applicant to prepare for the IRB review process.
- Audit Findings

The Combating Opioid Overdose through Community-level Intervention subaward includes a competitive application process. Applicants should ensure they address funding evaluation factors in the appropriate section/s of the narrative in their application. The UB will conduct a review of each application submitted in accordance with this Notice of Funding Availability.

X. FUNDING SPECIFICATIONS

A. Funding Cycle

Awards funded under the Combating Opioid Overdose through Community-level Intervention will commence on December 2, 2019 and end on November 30, 2020. This is a twelve (12) month award. Funds are paid on a reimbursable basis. **Note: Cost extensions for sub-recipients' projects will not be granted under any circumstances.**

B. Budget

Budgets must be clear, specific, and tie directly to performance measures. Budgets must reflect months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. *The UB reserves the right to reduce budgets.*

The prioritization of line items is required for all applications having multiple line items.

Applicant requirements will be taken into consideration should budgets need to be reduced.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. Do not state "See Narrative, Goals, or Objectives".

C. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with Combating Opioid Overdose through Community-level Intervention funds. Before these costs can be supported with Combating Opioid Overdose through Community-level Intervention

funds, the applicant must agree that direct services cannot be offered without the support for these expenses; and that the sub-recipient has no other source of support for them:

- Personnel and Fringe Benefits
- Facilities
- Travel
- Contractual Services
- Services
- Supplies
- Equipment
- Indirect Costs

D. Unallowable Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with Combating Opioid Overdose through Community-level Intervention subaward funds:

- Overtime
- Lobbying and Administrative Advocacy
- Perpetrator Rehabilitation and Counseling
- Audit Costs
- Property Insurance
- Food/Beverage for program staff
- Vehicle purchases
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

E. Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please provide a copy of a current, signed Federally-approved indirect cost rate agreement.

Non-federal entities, other than State and local governments that have never received a Federally- approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs. If chosen, this methodology, once elected, must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Line item justification must include the agency/ organization's direct cost rate illustrating how the indirect cost rate was determined as well as the costs associated under this heading.

F. Consultant Rates

The limit for consultant rates is \$650 per day or \$81.25 per hour.

XI. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The UB will distribute awarded funds to sub-recipients in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be emailed to the UB. The programmatic reports are due within 15 calendar days following the end date of the quarter; a financial report is due within 15 calendar days following the end of each month. All reporting activity occurs through email.

Electronic Funds Transfer (EFT) – The UB encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/

XII. MATCH

There is no match requirement for this subaward.

XIII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for project activities and must not replace those funds that have been appropriated for the same purpose. There are strict federal laws against the use of federal funds to supplant current funding of an existing project. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of subaward funds. Misuse of subaward funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

XIV. APPLICATION

Notice to All Applicants:

The information collected on the subaward application form is collected for the purposes of the UB. Failure to provide all of this information may result in the denial of your application for funding. The UB is a government entity; upon submission, this application is considered public information. The UB does not sell collected subaward information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h) (5)), you may request in writing to review subaward award documentation. Please send those requests to

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A. COVER SHEET INSTRUCTIONS

1. PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded.

2. APPLICANT AGENCY

The organization or government agency that is eligible to apply for subaward funds (See Eligible Applicants).

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all subaward award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners **MUST** be the APPLICANT Agency.

DUNS/SAM Registration: Provide your DUNS number and SAM.GOV. In an appendix, submit proof of your agency's current SAM registration from www.sam.gov. Include a screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information).

Access to SAM.GOV:

<https://www.sam.gov/portal/public/SAM/>

Access to DUNS (D&B):

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

3. IMPLEMENTING AGENCY

The name of the entity that is responsible for the operation of the project.

4. PROPOSED START/END DATES

Start and end date are determined by the parameters of the NOFA. Projects may not exceed twelve (12) months or commence before the NOFA defined start date.

5. PREPARER INFORMATION

Enter the name of the person completing the application, their mailing address, phone number and email address.

6. PROJECT DIRECTOR

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Enter the name of the person, their mailing address, phone number and email address

7. FISCAL OFFICER

Identify the person who will be responsible for financial reporting and record keeping for the project. Enter the name of the person, their mailing address, phone number and email address.

8. CIVIL RIGHTS CONTACT

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager).

B. SUMMARY INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to 150 words or less. Be sure to include the name of the implementing agency, the project's main function, and a brief explanation of the budget for the subaward.

Note: UB may use your summary for press releases should your application receive a subaward.

C. NARRATIVE INSTRUCTIONS

Provide a description of the project timeline, and potential for information sharing. The contents for the narrative are explained below. **The Narrative must be in an outline-styled format (retaining all numbering, lettering, and headers). The Project Narrative may not exceed 10 pages, excluding the Cover Sheet and Appendices. Applications that are incomplete and/or improperly formatted will not be considered for funding.**

- **Use a New *Roman* typeface and a font size of 12 points**
- **Use standard letter size (8 ½" x 11") sheets of paper**
- **Use at least one-inch margins (top, bottom, left, and right) for all pages**
- **All page limits specified refer to double-spaced format using the above formatting requirements**

1. Problem Statement: Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. Describe past effort made to address this problem. Explain how this project will address the identified problem.

2. Project Description: This section of the application should contain a general description of activities that justifies and describes the project to be implemented. The project description should include specific services that will be provided and explain what the project will accomplish.

3. Project Priority Areas and Evidence-based Categories: This section must identify the Project Area Priority area/s and Evidence-based Category that the proposed project/ activity will fall under and specifically detail how the project relates to the priority area and evidence-based category.

Combating Opioid Overdose through Community-level Intervention priority areas:

1. implementing and/or evaluating community-based efforts to fight the opioid overdose epidemic
2. supporting and promoting the partnership of law enforcement and public health agencies, whose collaboration is critical to reducing overdose and other harms of opioid use and abuse
3. Both 1 & 2 above

Evidence-based categories:

- Drug misuse prevention
- Drug misuse early intervention – such as Adverse Childhood Experiences (ACEs), Trauma-informed responses for children and families (e.g. Handle with Care programs)

- Treatment for substance use disorders/drug misuse
- Recovery programs for substance use disorders/drug misues
- Harm reduction programs
- Drug policy reforms
- Healthcare systems interventions
- Criminal justice interventions
- Drug-related innovative technologies
- Polysubstance misuse
- Methamphetamine and other stimulant misuse

4. Evaluation Plan, Goals and Objectives, and Outcome-Based Performance Measures:

Each applicant must submit an evaluation plan that describes how the applicant intends to maintain records of services provided, how services are provided, and how the desired or intended changes and effects will be measured.

Each application must include clearly defined goals, objectives, and outcome-based performance measures.

Goals: Provide a broad statement that conveys, in general terms, the project’s intent to change, reduce, or eliminate the problem described. Goals identify the project’s intended short and long-term results for the anticipated funding year. Explain how the project will accomplish the goals.

Objectives: Objectives are specific, quantifiable statements of the project’s desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure project performance.

Outcome-based Performance Measures: The UB encourages projects to focus on delivering products and services and show their efficiency and effectiveness via outcome measures.

5. Strategy and Timeline: This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by your program.

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the project successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline
- Target dates for task completion

6. Management Capabilities:

Qualifications and Experience: Provide a brief description of the experience and achievements that qualify the organization or agency to conduct the project.

Present and Proposed Staff: List the name of the project director and in an appendix provide a resume or curriculum vitae (no more than 3 pages) for this individual. List the names and provide a short professional biography of the key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate

how all requested staff are currently funded (i.e., name subaward fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source).

7. Project Evaluation & Sustainability: Also include what prospects exist for continued financing of the project when subaward funds are terminated: What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the subaward funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts.

8. Letters of support/commitment

In an appendix, provide letters of commitment by partners who will participate in the execution of the project or whose cooperation and support are necessary to its success. **Letters of support/commitment are not optional.** The participating HIDTA must provide a letter of support/commitment signed by the sponsoring HIDTA Director for this subaward application to receive consideration for funding.

D. BUDGET INSTRUCTIONS

BUDGET – GENERAL REQUIREMENTS

You must complete a detailed budget for your proposed project. All 'Total Budget' fields must be rounded to the nearest whole dollar.

Budgets must be clear and specific. Budgets must reflect twelve (12) months of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays.

The subaward cycle will reflect twelve (12) months, December 2, 2019 to November 30, 2020. Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

PERSONNEL AND FRINGE BENEFITS

List the personnel/positions, salaries and fringe benefits for staff required to implement the project. Consultants must be listed in Contractual Services. **Either Time and Effort reports or Timesheets must be maintained for all personnel included in the subaward project.**

If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped.

Note: For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting $\$60,000 \times .33 = \$20,000$ in subaward funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary. $\$20,000 \times .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting $\$40,000 \times .25 = \$10,000$ in subaward funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary. $\$10,000 \times .10 = \$1,000$

FACILITIES

Facilities refers to costs associated with leased space and rent. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

TRAVEL AND TRAINING

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. Training includes, but is not limited to, such costs as registration fees or tuition. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: \$.58 cents/mile as of 1/1/2019.

Maximum Per Diem/Meal Allowance is \$47/day (\$10 Breakfast, \$12 Lunch, \$25 Dinner).

***Lodging Per Diem must follow the GSA rate:**

<https://www.gsa.gov/portal/content/104877>

SERVICES

Services include, but are not limited to, costs associated with telephone, copier, and utility services. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

CONTRACTUAL SERVICES

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – analyze evaluation data). For each line item entered, you must include a justification that ties that item to the activities described in your narrative. A copy of all contracts associated with items listed in the Contractual Services category must be provided to UB within 30 days following receipt of subcontract award.

Construction projects are ineligible for funding under subaward projects and expenses for construction may not be included.

SUPPLIES

Supplies include those items with an expected life of less than one year and that cost less than \$5,000 per unit. Supplies include, but are not limited to, items such as lap top computers, telephones, recorders, projectors, cameras, calculators, pencils, paper, paper clips, staplers, and folders, etc. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

EQUIPMENT

Equipment is defined as having a useful life in excess of one year. Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost. Costs include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Maintaining internal inventory records for equipment procured under this subcontract is mandatory.

INDIRECT COSTS

Include the indirect costs and computations illustrating how the indirect costs were determined.

E. APPLICATION STATUS INSTRUCTIONS

After completing and reviewing all sections of the application, email your application to **OSR@ubalt.edu**, return receipt request. If the email is received by the UB, you will receive a receipt for your submission. Be sure to retain your receipt.

Your Application will be placed in a pending file while it is considered for funding. After the UB has considered your application, you will be notified by email whether your application was selected for funding.

F. DOCUMENTS INSTRUCTIONS

Included required forms (e.g. Letters of Support) and other required documents in an appendix to your application.

G. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application. Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.

H. AUDIT FINDINGS / CORRECTIVE ACTION PLAN

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements; ONLY** the applicable audit findings and/or corrective action plan is required.

XV. CERTIFIED ASSURANCES

A. [Certification Regarding Lobbying](#)

B. [Assurances – Non-Construction Programs](#)

XVI. ENDNOTES

1. <https://injuryfacts.nsc.org/all-injuries/preventable-death-overview/odds-of-dying/>
2. <https://www.drugabuse.gov/drugs-abuse/opioids/opioid-overdose-crisis>).
3. <https://www.cdc.gov/nchs/products/databriefs/db329.htm>).
4. <https://www.cdc.gov/nchs/products/databriefs/db329.htm>).
5. https://www.cdc.gov/mmwr/volumes/67/wr/mm675152e1.htm?s_cid=mm675152e1_w
6. <https://www.cdc.gov/nchs/products/databriefs/db329.htm>).
7. https://www.cdc.gov/mmwr/volumes/68/wr/mm6817a3.htm?s_cid=mm6817a3_w
8. https://www.cdc.gov/nchs/data/nvsr/nvsr67/nvsr67_09-508.pdf
9. <https://www.dea.gov/documents/2018/01/11/2017-domestic-methamphetamine-threat-assessment-key-findings>
10. <https://www.dea.gov/documents/2018/01/11/2017-domestic-methamphetamine-threat-assessment-key-findings>
11. <https://www.businessinsider.com/farmers-in-colombia-relying-on-economic-benefits-of-cocaine-production-2018-3>; https://www.dea.gov/sites/default/files/docs/DIR-040-17_2017-NDTA.pdf
12. <https://www.whitehouse.gov/wp-content/uploads/2019/01/NDCS-Final.pdf>