



**State of New Hampshire
Department of Health and Human Services on behalf of
Opioid Abatement Advisory Commission**

REQUEST FOR GRANT APPLICATIONS

RGA-2023-DBH-03-OPIOI

FOR

Opioid Abatement Programs

May 4, 2023



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REQUEST FOR GRANT APPLICATIONS

1. Request for Services

1.1. Purpose and Overview

1.1.1. Purpose

This Request for Grant Applications (RGA) is published by the New Hampshire Department of Health and Human Services, on behalf of the Opioid Abatement Advisory Commission, to solicit grant applications for funding to reimburse Applicants through the Opioid Abatement Trust Fund for eligible costs that:

- Were incurred beginning July 1, 2020 through the release date of this RGA; and
- Meet one (1) or more of the criteria specified in Subparagraph 1.2.2 below.

Applicants must be an eligible entity, including:

- Governmental entities, including school districts, towns, cities, and counties within the state of New Hampshire; or
- New Hampshire State agencies, boards, or commissions.

The Department is only accepting grant applications for this RGA to reimburse Applicants for incurred costs that meet the criteria specified in Subparagraph 1.2.2 below. The Department anticipates releasing additional RGAs to solicit applications for opioid abatement projects that meet other criteria specified under RSA 126-A:83-86 at a future date.

1.1.2. Overview

New Hampshire House Bill 1639 established the Opioid Abatement Trust Fund (Trust Fund), overseen by the Opioid Abatement Advisory Commission (Commission), for the State to receive and deposit funds from all consumer protection settlements or judgments against opioid manufacturers and distributors. Funds are distributed from the Trust Fund for qualifying projects pursuant to RSA 126-A:84-86.

The Department of Health and Human Services (Department), in consultation with this Commission, supports the work of the Commission by publishing and soliciting applications for qualifying projects on behalf of the Commission.

The Commission subsequently makes recommendations to the Governor and Executive Council for the use of funds in the Trust Fund to support programs associated with the prevention, treatment, and recovery of opioid use disorder (OUD) and any co-occurring substance use disorder or mental health (SUD/MH) issue.

The Commission also seeks to align recommendations with the priorities outlined in the State's [10-Year Mental Health Plan](#) (10-Year Plan) and the Governor's Commissions on Alcohol and Other Drugs (Governor's Commission).

In 2019, the Department submitted the stakeholder-driven 10-Year Plan to the Governor, Senate President, and Speaker of the House, which outlined overarching goals and specific recommendations designed to bolster and expand the current system in order to address gaps and meet the needs of children, youth, adults, and

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families affected by mental illness and co-occurring mental illness and substance use disorders.

The Governor’s Commission, created by the New Hampshire Legislature in 2000 (NH RSA Chapter 12-J), works to reduce alcohol and other drug problems and their behavioral, health, and social consequences for the citizens of New Hampshire. The Governor’s Commission is represented by members of the legislature, the public, designated organizations, and State government. The Governor’s Commission recently released its 2022-2025 Strengthening Our Response Together Action Plan. This plan highlights the key actions to be taken over the next three years to comprehensively address our state’s addiction crisis. This plan has been developed with input and expertise provided by Commission members, Commission Task Force members, people with lived experience, State employees, and other key stakeholders.

1.1.3. Populations Served

Populations served may include, but are not limited to, individuals with, or at risk of developing, opioid use disorders (OUDs) and any co-occurring substance use disorder or mental health (SUD/MH) issues.

1.2. Grant Requirements

- 1.2.1. Applicants must be an eligible entity as described in above Paragraph 1.1.1.
- 1.2.2. Applicants must request reimbursement for incurred costs that meet one (1) or more of the following qualifying criteria:
 - 1.2.2.1. Any portion of the cost incurred between July 1, 2020 and the release date of this RGA related to outpatient and residential opioid use disorder (OUD) and any co-occurring substance use disorder or mental health (SUD/MH) treatment services, including, but not limited to:
 - 1.2.2.1.1. Services provided to incarcerated individuals.
 - 1.2.2.1.2. Medication assisted treatment (MAT).
 - 1.2.2.1.3. Abstinence-based treatment.
 - 1.2.2.2. Any portion of the cost incurred between July 1, 2020 and the release date of this RGA for emergency response services related to OUD and any co-occurring SUD/MH issues provided by law enforcement and first responders.
 - 1.2.2.3. Any portion of the cost of administering naloxone incurred between July 1, 2020 and the release date of this RGA.
- 1.2.3. Applicants must not request reimbursement for damages.
- 1.2.4. Applicants must only request reimbursement for costs not reimbursable by other funding sources and must not request reimbursement for costs that have already been reimbursed by federal, state, or other funding sources.
- 1.2.5. Selected Applicants must submit an invoice with appropriate supporting



documentation that identifies and requests reimbursement for approved expenses incurred between July 1, 2020 and the release date of this RGA no later than 45 business days after the effective date of the resulting Grant Agreement.

1.2.4.1. Supporting documentation may include, but is not limited to:

1.2.4.1.1. Time sheets and/or payroll records.

1.2.4.1.2. Receipts for purchases and/or proof of expenditures.

1.2.4.1.3. Proof of services rendered, including proof of expenditures per client, if applicable. Backup documentation **must be de-identified** to prevent constructive identification of any individual.

1.2.6. Reporting Requirements

1.2.5.1. Selected Applicants must submit a report, with content identified by and in a format as required by the Commission, to the Department for distribution to the Commission, by the due date specified in the resulting Grant Award.

1.3. Grant Period and Value

1.3.1. Grant agreements resulting from this RGA are anticipated to be effective upon approval of the Governor and Executive Council through the date that payment is made in full by the Department.

1.3.2. The total available funding, inclusive of all grants awarded through this RGA, is anticipated to be approximately \$5,000,000.

1.3.3. There is no maximum request amount for grant applications. However, the Commission may award grant amounts less than the requested amount at its sole discretion.

1.4. Application Assessment and Award Process

1.4.1. The Department will review applications to confirm that:

1.4.1.1. The application is complete.

1.4.1.2. The Applicant is an eligible entity as specified above.

1.4.1.3. The Applicant requested reimbursement for costs incurred between July 1, 2020 and the release date of this RGA that meet one (1) or more of the qualifying criteria specified in Subparagraph 1.2.2. above.

1.4.1.4. The Applicant meets all other requirements specified in the RGA and has not previously failed to meet project performance expectations under other state agreements.

1.4.2. The Department will notify the Applicant in writing within 14 days of determining that the application is complete or incomplete. If the Department

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determines the application is incomplete, the Applicant may re-submit the application to the Department within ten (10) days.

- 1.4.2.1. If a modified or supplemented application is re-submitted, it will follow the same review process as a new application.
- 1.4.2.2. If a modified or supplemented application is again found incomplete after review, the application will be denied.
- 1.4.3. If the Department determines the Applicant is an eligible entity and the application is complete, the Department will assess the qualifying application by assigning a pass/fail rating based on the following criterion:
 - 1.4.3.1. Applicant requests reimbursement for allowable costs associated with activities that meet one (1) or more of the criteria specified in Subparagraph 1.2.2. of the RGA.
- 1.4.4. The Department will compile and submit all applications assessed by the Department to the Commission for review and consideration.
- 1.4.5. In reviewing applications, the Commission will consider the Department's assessment, as well as information to be provided in the application, including the following:
 - 1.4.5.1. Description of each incurred expense type and explanation of why costs were necessary.
 - 1.4.5.2. Explanation of why costs have not been able to be reimbursed by other sources to date.
 - 1.4.5.3. The number of people served by the opioid abatement-related activities for which the costs were incurred.
- 1.4.6. The Commission will at its sole discretion vote to recommend to the Governor and Executive Council or deny each application by majority vote. The Department's assessment does not guarantee an award.
- 1.4.7. All applications not recommended by a majority vote of the Commission will be denied.
- 1.4.8. All resulting Grant Agreements recommended by the Commission are subject to approval by the Governor and Executive Council.

1.5. Application Process and Submission

- 1.5.1. Applications must be submitted electronically to contracts@dhhs.nh.gov and the Contract Specialist at the email address specified in Paragraph 1.8.2.
 - 1.5.1.1. The subject line must include the following information **RGA-2023-DBH-03-OPIOI**.
 - 1.5.1.2. The maximum size of file attachments per email is 10 MB. Attachments

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that exceed this limit must be submitted via multiple emails with the subject line indicating the number of emails X of XX.

- 1.5.2. Applications will be accepted until the date and time indicated in the Schedule of Events in Paragraph 1.8.1., Schedule of Events, below.

1.6. Application Content

- 1.6.1. **Grant Application Narrative**, not to exceed five (5) pages, which must include the following:

- 1.6.1.1. How the proposed reimbursement meets one (1) or more of the criteria listed above in Paragraph 1.2.2;
- 1.6.1.2. Description of each incurred expense type and why expense was necessary;
- 1.6.1.3. Description of attempts made to seek reimbursement for costs incurred, and provide an explanation of why any costs have not been able to be reimbursed by other sources to date;
- 1.6.1.4. Target population, or whom your organization serves;
- 1.6.1.5. Number of individuals served;
- 1.6.1.6. Aggregated and de-identified demographic information on individuals served, including but not limited to gender, ethnicity, race, age, highest level of academic achievement, employment status, income, and housing status;
- 1.6.1.7. Geographic area(s) served by zip code;
- 1.6.1.8. Description of any current grants or financial assistance, apart from the trust funds, the Applicant is currently receiving from other funding sources that relate to the costs specified in the Applicant’s request for funding; and
- 1.6.1.9. Description of any audits, investigations, or adverse action taken against the Applicant over the previous three (3) years related to any type of fraudulent activity or misuse of funds.

- 1.6.2. **Completed Appendix B** – Transmittal Letter and Applicant Information.

- 1.6.3. **Completed Appendix C** – Grant Budget Sheet, including Budget Narrative.

- 1.6.4. **Completed Appendix D** – Program Staff List.

1.7. Schedule of Events

- 1.7.1. Schedule of Events

Item	Action	Date
	(All times are according to Eastern Standard Time. The Department reserves the right to modify these dates at its sole discretion.)	

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1.	Release RGA (NH DHHS website)	May 4, 2023
2.	RGA Questions Submission Deadline	May 15, 2023 12:00 PM
3.	Department's Response to Questions Published	May 30, 2023
4.	Application Submission Deadline	June 5, 2023 12:00 PM

1.7.2. All questions and applications must be submitted to contracts@dhhs.nh.gov and to:

Edward Sisson, Contract Specialist
Email: Edward.R.Sisson@dhhs.nh.gov
 Phone: (603) 271-9312

State of New Hampshire
 Department of Health and Human Services
 Bureau of Contracts & Procurement

1.7.3. From the date of release of this RGA until an award is made and announced regarding the selection of an Applicant, all communication with personnel employed by or under contract with the Department regarding this RGA is prohibited unless first approved by the RGA Point of Contact listed in Paragraph 1.7.2., herein. Department employees have been directed not to hold conferences and/or discussions concerning this RGA with any potential grantee during the selection process, unless otherwise authorized by the RGA Point of Contact. Applicants may be disqualified for violating this restriction on communications.

1.8. Applicant's Questions and Answers

- 1.8.1. All questions about this RGA, including but not limited to requests for clarification, additional information or any changes to the RGA must be made in writing citing the RGA page number and part or subpart, and submitted by email to the Contract Specialist identified in Paragraph 1.7.2.
- 1.8.2. The Department may consolidate and/or paraphrase questions for efficiency and clarity. Questions that are not understood will not be answered. Statements that are not questions will not receive a response.
- 1.8.3. Questions must be received by the deadline provided in Paragraph 1.7.1., Schedule of Events.
- 1.8.4. Written answers to questions received will be published on the Department's website on or about the date indicated in Paragraph 1.7.1., Schedule of Events.

1.9. Validity of Application

Applications must be valid for one hundred eighty (180) days following the deadline for submission in the Procurement Timetable above, or until the Effective Date of



any resulting Grant Agreement, whichever is later.

2. Notices

2.1. RGA Amendment

The Department reserve the right to amend this RGA, at its sole discretion or at the direction of the Commission, prior to the Application submission deadline on its own initiative or in response to issues raised through Applicant questions. In the event of an amendment to the RGA, the Department, at its sole discretion or at the direction of the Commission, may extend the Application submission deadline. The amended language will be posted on the Department's website.

2.2. Compliance

Applicants must be in compliance with applicable federal and state laws, rules and regulations.

2.3. Public Disclosure

- 2.3.1. Pursuant to RSA 21-G:37, all responses to this RGA shall be considered private until the award of a grant agreement. The content of an Applicant's application must remain confidential until the Governor and Executive Council have approved a grant agreement(s) as a result of this RGA. An Applicant's disclosure or distribution of the contents of its application, other than to the State, may be grounds for disqualification at the State's sole discretion.
- 2.3.2. The content of each Application and addenda thereto will become public information once the Governor and Executive Council have approved a grant agreement. Any information submitted as part of an Application in response to this RGA may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any grant agreement entered into as a result of this RGA will be made accessible to the public online via the website Transparent NH (www.nh.gov/transparentnh/). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV.
- 2.3.3. Insofar as an Applicant seeks to maintain the confidentiality of its confidential commercial, financial or personnel information, the Applicant must clearly identify in writing the information it claims to be confidential and explain the reasons such information should be considered confidential. This must be done by separate letter identifying by page number and Application section the specific information the Applicant claims to be exempt from public disclosure pursuant to RSA 91-A:5.
- 2.3.4. Each Applicant acknowledges that the Department and the Commission are subject to the Right-to-Know Law New Hampshire RSA Chapter 91-A. The Department shall maintain the confidentiality of the identified confidential information insofar as it is consistent with applicable laws or regulations, including but not limited to New Hampshire RSA Chapter 91-A. In the event the Department receives a request for the information identified by an Applicant as



confidential, it will notify the Applicant and specify the date it intends to release the requested information. Any effort to prohibit or enjoin the release of the information shall be the Applicant's responsibility and at the Applicant's sole expense. If the Applicant fails to obtain a court order enjoining the disclosure, the Department may release the information on the date specified in its notice to the Applicant without incurring any liability to the Applicant.

2.4. Non-Commitment

Notwithstanding any provision of this RGA, this RGA does not commit the Commission to recommend the award of a grant. The Commission reserves the right to reject any and all Applications regardless of the Department's assessment, at any time. The Department, at the direction of the Commission, reserves the right to cancel this RGA and to solicit new Applications under a new Application process.

2.5. Request for Additional Information or Materials

The Department or the Commission may ask any Applicant to provide additional information or materials needed to clarify information presented in the Application.

2.6. Liability

By submitting an Application in response to this RGA, an Applicant agrees that in no event shall the State be either responsible for or held liable for any costs incurred by an Applicant in the preparation or submittal of or otherwise in connection with an Application, or for work performed prior to the Effective Date of a resulting grant agreement.

2.7. Successful Applicant Notice and Grant Award Negotiations

If the Commission recommends an Application to the Governor and Executive Council, the Department will notify the successful Applicant(s) in writing of their selection and the State's desire to enter into grant award negotiations.

2.8. Contingency

Aspects of the award may be contingent upon changes to state or federal laws and regulations.

2.9. Ethical Requirements

From the time this RGA is published until a grant agreement is awarded, no Applicant shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFA, or similar submission. Any Applicant that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Applicant who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from submitting an application to this RGA, or similar request for submission and every

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such applicant shall be disqualified from responding to any RFA or similar request for submission issued by any state agency. An Applicant that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

3. Appendices

- 3.1. Appendix A – Grant Agreement, Form G-1 (for reference)**
- 3.2. Appendix B – Transmittal Letter and Applicant Information**
- 3.3. Appendix C – Budget Sheet**
- 3.4. Appendix D – Program Staff List**