

Addressing Substance Use Disorders in America's Jails: Clinical Guidelines for Withdrawal Management

Questions and Answers

Final Update: October 22, 2020

Responses to frequently asked questions about the **Request for Applications** (RFA) process, as well as questions posed during the informational webinar, are presented below. Similar questions are grouped together.

Informational Webinar

- 1. Is there a recording of the RFA informational webinar?**
Yes, the webinar was recorded, and a link to recording is posted on the RFA web page at <https://youtu.be/66Mg4pdKTFs>.
- 2. Will the slides from the RFA informational webinar be made available?**
Yes, the PowerPoint slides are posted on the RFA web page at http://s.iir.com/Slides_Webinar_AddressingsUDsInJailsRFA.

RFA Materials

- 3. Where are the RFA materials posted?**
The RFA materials, which include the [RFA solicitation](#), [application](#), and [budget detail worksheet](#), are located on the [Comprehensive Opioid, Stimulant, and Substance Abuse Program \(COSSAP\) website](#).

Key Dates

- 4. When must the completed application be submitted?**
Your completed application, budget detail worksheet, and PDF file (containing the program director's resumé, bios for staff and expert committee members, and an organizational chart) must be submitted by **5:00 p.m. ET on October 28, 2020**. Please submit these completed materials to WithdrawalManagement_RFA@ahpnet.com.
- 5. When will the award recipient be selected?**
It is anticipated that one reward recipient will be selected by **November 9, 2020**.
- 6. What is the target day to start the project after the award is announced?**
The anticipated start date is **November 23, 2020**. The performance period is 10 months, from November 23, 2020, to September 30, 2021.

Eligibility and Funding

7. Is this opportunity available to state agencies?

Organizations including, but not limited to, nonprofit organizations and universities that are committed to improving the standard of care in correctional facilities and can demonstrate a history of setting clinical standards around medication-assisted treatment (MAT) and developing operational protocols within a correctional facility (or are willing to partner) are eligible to apply for this award.

For more information on eligibility, see page 3 of the [RFA solicitation](#).

8. Is an agency that serves as a consultant to another COSSAP technical assistance provider eligible to apply?

No, an agency that serves as a consultant to another COSSAP technical assistant provider is not eligible to apply.

9. With this funding, only one organization will receive the funding, correct?

Yes, one awardee will receive funding and will be responsible for managing the budget. However, the designated awardee may work with partners.

10. Are there any affidavits to sign with this grant application?

No, there are no affidavits to sign with the grant application.

11. Is there a list of past awards with awardees? Would you expect for the applicant to be a medical organization? Or a detention center?

There is not a list of past awards, as this is a new project.

The eligibility criteria are detailed on page 3 of the solicitation.

Project Staffing

12. May we name two co-directors?

No, only one person may be identified as the program director, but you are welcome to structure the rest of proposed staff as you see fit. The organizational chart to be included in the PDF attachment should reflect the staffing structure.

13. May a person other than the identified project director handle administrative duties associated with the project?

Yes. Details of this nature should be included in your explanation of project staffing and capabilities on page 3 of the [application](#).

14. Is there a maximum word count for the project director's resumé and key staff and advisory committee members' bios?

No, there is not a maximum word count for these items. Please note that the project director's resumé, key staff and advisory committee members' bios, and organizational chart must all be combined and submitted as **one** PDF file. Furthermore, explanation of project staffing and capabilities is expected on page 3 of the [application](#).

Budget

15. Does the total award include indirect costs?

Yes, indirect costs are included in the total budget. Calculate these costs using the federal indirect rate or up to 10 percent of direct costs. Budget information is located on pages 5-7 of the RFA and on tab 1 of the budget detail worksheet.

16. Does the RFA solicitation provide funding guidelines and budget instructions?

Yes, details about funding and budget instructions are located on pages 5-7 of the [RFA solicitation](#) and tab 1 of the [budget detail worksheet](#).

17. Where is the budget detail worksheet?

The budget detail worksheet and other RFA materials are available on the RFA web page at <http://s.iir.com/QwQrrHVY>.

18. May I rename my organization's budget?

Yes, you may rename your [budget detail worksheet](#) before submitting it with your completed application and PDF file.

19. Is there a salary cap associated with the RFA?

There is no salary cap specified in this RFA.

20. In regard to the biosketches, do you want to see the direct cost of each award on the biosketch?

All costs must be reflected in the budget detail worksheet but do not need to be listed in the biosketches.

Evaluation and Scoring

21. Where do I find more information about evaluation and scoring criteria?

Evaluation and scoring criteria are located on page 8 of the [RFA solicitation](#).

Other

22. What does MAT stand for?

MAT stands for medication-assisted treatment.

23. **Should the timeline be presented in narrative form as part of the statement of work (SOW), or can it be presented in a table format? If allowed in a table format, how will this impact the word limit of the SOW section?**

It is up to you and your team how you would like to present the timeline. You may use bullets, a table, and/or incomplete sentences, if this is helpful in explaining your timeline. The words in the timeline are a part of your total word count for this section. Please refer to the selection criteria on page 8 for guidance on what to include in this section.

24. **Do you want the guidelines to be limited to withdrawal management, or should they include starting buprenorphine or medication treatments in jail?**

Expectations of the guidelines are outlined on page 2 and throughout the solicitation.

25. **Can you provide more detail on what is meant by the last part of item 4 at the top of the second page of the RFA: ". . . which includes facilitating expert reviews"?**

The awardee is required to collect and integrate feedback from the expert committee members on the draft and final versions of the guidelines.