APPLICATION PACKET
DH-20-0002

Purpose of Sub-Grant:
The Arkansas Department of Health (ADH) issues this Notice of Funds Availability (NOFA) on behalf of First Responder-Comprehensive Addiction and Recovery Act Grant Program to obtain applications for funding to provide training and naloxone distribution to volunteer fire departments.

NOTE: WORD version of Application Packet available on request
# APPLICATION SIGNATURE PAGE

Type or Print the following information.

## APPLICANT’S INFORMATION

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Designation:</th>
<th>☐ Individual</th>
<th>☐ Sole Proprietorship</th>
<th>☐ Public Service Corp</th>
<th>☐ Nonprofit</th>
<th>☐ Intergovernmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Partnership</td>
<td>☐ Corporation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☐ Not Applicable</th>
<th>☐ African American</th>
<th>☐ Hispanic American</th>
<th>☐ Asian American</th>
<th>☐ Pacific Islander American</th>
<th>☐ Service Disabled Veteran</th>
<th>☐ Women-Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ American Indian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Asian American</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Pacific Islander American</td>
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<tr>
<td>☐ Service Disabled Veteran</td>
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<tr>
<td>☐ Women-Owned</td>
<td></td>
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</tr>
</tbody>
</table>


AR Certification #: _______________________

* See Minority and Women-Owned Business Policy

## APPLICANT CONTACT INFORMATION

Provide contact information to be used for bid solicitation related matters.

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Alternate Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

## ILLEGAL IMMIGRANT CONFIRMATION

By signing and submitting a response to this solicitation, the applicant agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the recipient certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

## ISRAEL BOYCOTT RESTRICTION CONFIRMATION

By signing and submitting a response to this solicitation, the applicant agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

Geographical Coverage Area: Indicate geographical coverage area as either statewide or by individual counties, alphabetically.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

An official authorized to bind the prospective recipient to a resultant contract shall sign below.

By signing and submitting a response to this Notice of Funds Availability (NOFA), the applicant agrees to comply with all requirements, and that any exception that conflicts with a requirement of this NOFA will cause the application to be disqualified.

Authorized Signature: ____________________________  Title: ____________________________

Printed/Typed Name: ____________________________  Date: ____________________________
Agreement and Compliance
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal sub-grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, sub-grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, sub-grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” attached hereto, in accordance with its instructions. This disclosure form must be filed with the Arkansas Department of Health (ADH) at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. An event that materially affects the accuracy of the information reported includes:
   a. A cumulative increase of $25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action; or,
   b. A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or,
   c. A change in the officer(s), employee(s), or member(s) contracted to influence or attempt to influence a covered federal action.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section.

Authorized Signature: __________________________________________

Use Ink Only.

Printed/Typed Name: __________________________________________ Date: __________________________
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

   (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503
Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<table>
<thead>
<tr>
<th>1. Type of Federal Action:</th>
<th>2. Status of Federal Action:</th>
<th>3. Report Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. contract</td>
<td>a. bid/offer/application</td>
<td>a. initial filing</td>
</tr>
<tr>
<td>b. grant</td>
<td>b. initial award</td>
<td>b. material change</td>
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<tr>
<td>c. cooperative agreement</td>
<td>c. post-award</td>
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<tr>
<td>d. loan</td>
<td></td>
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<tr>
<td>e. loan guarantee</td>
<td></td>
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<tr>
<td>f. loan insurance</td>
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</tbody>
</table>

For material change only:
Year ______ quarter ________
Date of last report ________

4. Name and Address of Reporting Entity:
   ____ Prime   ____ Sub awardee
   Tier ________, if Known:

5. If Reporting Entity in No. 4 is Sub awardee,
Enter Name and Address of Prime:

   Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description:
   CFDA Number, if applicable: ________

8. Federal Action Number, if known:

9. Award Amount, if known:
   $________

10. a. Name and Address of Lobbying Registrant
    (if individual, last name, first name, MI):
        b. Individuals Performing Services (including address if different from No. 10a)
           (last name, first name, MI):

11. Information requested through this form is authorized by
title 31 U.S.C. section 1352. This disclosure of lobbying
activities is a material representation of fact upon which
reliance was placed by the tier above when this transaction
was made or entered into. This disclosure is required
pursuant to 31 U.S.C. 1352. This information will be reported
to the Congress semi-annually and will be available for public
inspection. Any person who fails to file the required
disclosure shall be subject to a civil penalty of not less than
$10,000 and not more than $100,000 for each such failure.

Signature: __________________________
Print Name: ________
Title: ________
Telephone No.: ________ Date: ________

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Page 5 of 11
PROPOSED SUBCONTRACTORS FORM

- Do not include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

<table>
<thead>
<tr>
<th>Subcontractor's Company Name</th>
<th>Street Address</th>
<th>City, State, ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

☐ PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.
RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at $1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

<table>
<thead>
<tr>
<th>Bid Number/Contract Number</th>
<th>DH-20-0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of product or service</td>
<td>FR-CARA Naloxone Program</td>
</tr>
<tr>
<td>Contractor name</td>
<td></td>
</tr>
</tbody>
</table>

Contractor Signature: ___________________________ Date: ________________
Signature must be hand written, in ink
ADDITIONAL INFORMATION

Sample Budget Spreadsheet and Explanation of Match

A budget that lists the total grant amount requested through the application year and breaks out how support to the program will be utilized must be provided. A sample spreadsheet has been provided as well as budget form.

The manner in which these funds are distributed within the table should not be taken as indicative of how your spreadsheet should be broken out for expenses.

Grant awards are subject to review by the Arkansas State Legislature. If your project involves an Out-of-State provider of services, it should be noted that this may involve additional Legislative review.

SAMPLE BUDGET

<table>
<thead>
<tr>
<th>ITEM/SERVICE TO BE PURCHASED</th>
<th>GRANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$3,076.00</td>
</tr>
<tr>
<td>Justification:</td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Justification:</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Justification:</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>Justification:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$500.00</td>
</tr>
<tr>
<td>Justification:</td>
<td></td>
</tr>
<tr>
<td>COLUMN TOTAL</td>
<td>$6,076.00</td>
</tr>
</tbody>
</table>
Proposal Narrative – Description of Purpose

Please provide the following information in this order. Do not use more than five pages for all categories, exclusive of attachments.

I. Project Summary - Provide a brief description of the strategy you propose to conduct training and distribution of naloxone to volunteer fire departments in your service area.

III. Target Area – List counties and volunteer fire departments served in alphabetical order.
# ATTACHMENT A

## CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

**SUBCONTRACTOR** | **SUBCONTRACTOR NAME:**
---|---
[ ] Yes [ ] No   

**IS THIS FOR:**

[ ] Goods? [ ] Services? [ ] Both?

**TAXPAYER ID NAME:**

**YOUR LAST NAME:**

**FIRST NAME:**

**M.I.:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP CODE:**

**COUNTRY:**

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

## FOR INDIVIDUALS *

Indicate below if you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Mark (V)</th>
<th>Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]</th>
<th>For How Long?</th>
<th>What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public Jr., child, etc.]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Former</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] None of the above applies

## FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Mark (V)</th>
<th>Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]</th>
<th>For How Long?</th>
<th>What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Former</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] None of the above applies
Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature ___________________________ Title ___________________________ Date __________

Vendor Contact Person ___________________________ Title ___________________________ Phone No. __________

Agency use only
Agency ___________________________ Agency ___________________________ Contact ___________________________

Contract Number ___________________________ Agency Name ___________________________ Contact Person ___________________________

Phone No. ___________________________ or Grant No. __________