



Grant Initiative Funding Application (GIFA) Title:	Pennsylvania (PA) Substance Use Disorder (SUD) Loan Repayment Program (LRP)
GIFA Number:	22-02
Due Date for Applications:	Thursday, May 26, 2022 by 11:59:59 p.m., Eastern Time.
Application Submitted via Online Application:	Application shall be submitted via online application through Thursday, May 26, 2022 by 11:59:59 p.m., Eastern Time.
Anticipated Total Available Funding:	Up to \$10,000,000 for the PA SUD LRP.
Estimated Number of Grant Awards:	Approximately one hundred (100) to two hundred (200) grants up to \$100,000 each will be awarded.
Length of Project Period:	Beginning July 1, 2022, ending on June 30, 2024, if funding is available.
Eligible Practitioners:	<p>Practitioner shall have the capacity to provide SUD treatment or Single County Authority (SCA)-funded case management services at SUD LRP-approved practice site(s).</p> <p>Practitioner shall meet the requirements in Section 6 of this GIFA in order to apply and qualify for the PA SUD LRP.</p>
Questions	<p>Questions can be submitted via email to RA-DAGrantsMgmt@pa.gov through Thursday, May 12, 2022 by 12:00 p.m., Eastern Time.</p> <p>All questions shall include the specific section of the GIFA the practitioner is questioning.</p> <p>Questions and answers will be posted to the Department of Drug and Alcohol Programs (DDAP) website Thursday, May 19, 2022 by 12:00 p.m., Eastern Time.</p> <p>DDAP will not accept any phone calls regarding this GIFA.</p>

PROJECT SUMMARY:

DDAP has identified a need for professionals serving in the SUD treatment system. The SUD LRP supports the supply, distribution and retention of individuals delivering SUD treatment and SCA-funded case management services. High rates of turnover and shortages of health care professionals placed increased pressure on employee recruitment and retention, as well as access to care for PA residents. Through the SUD LRP, DDAP provides loan repayment opportunities as an incentive to recruit and retain SUD practitioners willing to continue providing services within the Commonwealth.

The SUD LRP is designed to assist DDAP-licensed drug and alcohol treatment facilities as well as staff providing SCA-funded case management services throughout the Commonwealth. The SUD LRP allows practitioners who provide SUD treatment and SCA-funded case management at an approved practice site to receive repayment assistance for their outstanding qualifying educational loans. DDAP-licensed drug and alcohol treatment facilities, SCA-funded case management services at either the SCA or their contracted case management providers are considered approved practice sites.

Submission Instructions for Applications:

Due Date – All applications shall be submitted via online application no later than Thursday, May 26, 2022 by 11:59:59 p.m., Eastern Time.

Submission – Late submissions will not be accepted regardless of the reason. Practitioner shall be able to demonstrate the application was submitted by the required timeframe, if there is any dispute.

Completeness – Applications which do not meet all of the listed requirements in this GIFA may be administratively rejected.

Evaluation of Applications – All applications meeting stated requirements in this GIFA and received by the designated date and time will be reviewed by DDAP.

A limited number of Agreements will be awarded. The SUD LRP is expected to be highly competitive. To determine the practitioners funded, priority and consideration will be given to practitioners who:

- Are legal residents of Pennsylvania at the time of application;
- Have a certificate of completion from an accredited institution of education for undergraduate, post graduate and residency programs. The school or program shall be accredited by any recognized body or bodies approved for such purpose by the U.S. Department of Education;
- Honor legal obligations such as not defaulting on any payment obligations (e.g. court-ordered child support payments) even if creditor considers you to be in good standing;

- Have not breached any prior service obligation for the payment of educational loans and do not have an existing service obligation for the payment of educational loans;
- Have attained a degree within the last 15 years for which they still have current outstanding educational loan balances;
- Have been employed by or have accepted a position at, a SUD LRP-approved practice site where employment will begin by July 1, 2022;
- Have at least two years of full-time or four years of half-time work experience providing SUD treatment or SCA-funded case management services immediately preceding July 1, 2022;
- Spend more than 50% of their time providing SUD treatment or SCA-funded case management services; and
- Have a willingness to honor a two-year service commitment at a SUD LRP-approved practice site(s).

The SUD LRP will award assistance based on the criteria identified above to the extent funding is available. The decision of DDAP regarding selection of practitioners is final. DDAP reserves the right to negotiate separately with competing practitioners and reserves the right to reject any and all applications received in response to this GIFA.

Corrections – If an application is returned by DDAP for corrections, the final application (including all corrections and required documents) shall be returned to and approved by DDAP for the application to be awarded.

Application Format – The application guidance for the PA SUD LRP on-line application can be found in a separate document on the DDAP website under the Funding.

The PA SUD LRP online application can be found on the DDAP website under Funding.

GRANT INITIATIVE GUIDELINES

1. OVERVIEW

The PA SUD treatment and case management workforce has been stressed due to the pandemic and the decreased numbers of staff in the field. DDAP has identified a need for professionals serving in the SUD treatment and SCA-funded case management system. The SUD LRP supports the supply and distribution of health care practitioners. High rates of turnover and shortages of health care professionals place increased pressure on employee recruitment and retention, and access to care for PA residents. Through the SUD LRP, DDAP provides loan repayment opportunities as an incentive to recruit and retain health care practitioners willing to provide service within the Commonwealth.

The SUD LRP is designed to assist DDAP-licensed drug and alcohol treatment facilities as well as staff providing SCA-funded case management services in the Commonwealth. The SUD LRP allows practitioners who provide SUD treatment or SCA-funded case management services for SUD at an approved practice site to receive repayment assistance for their outstanding qualifying educational loans.

Please read this SUD LRP GIFA in its entirety before proceeding with an application. Practitioners should have a complete understanding of the required service commitment before applying.

2. FUNDING AVAILABILITY

SUD LRP Agreements will be awarded based on the availability of funding. Practitioners can submit an application for an amount up to \$100,000, contingent on occupation and work experience. Award amounts and number of awards shall be dependent upon number of applications received meeting the criteria of this GIFA, amount of grant assistance being requested, and the amount of available grant assistance to be awarded.

Maximum grant awards for loan repayment for eligible **full-time** practitioners are as follows:

Physician	\$100,000
Psychiatrist	\$100,000
Physician Assistant-Certified (PA-C)	\$100,000
Registered Nurse (RN)	\$100,000
Certified Registered Nurse Practitioner (CRNP)	\$100,000
Certified Addictions Registered Nurse (CARN)	\$100,000
Certified Addictions Registered Nurse – Advance Practice (CARN-AP)	\$100,000

Psychologist	\$100,000
Licensed Clinical Social Worker (LCSW)	\$100,000
Licensed Social Worker (LSW)	\$100,000
Licensed Professional Counselor (LPC)	\$100,000
Certified Clinical Supervisor (CCS)	\$100,000
Certified Advanced Alcohol and Drug Counselor (CAADC)	\$100,000
Certified Alcohol and Drug Counselor (CADC)	\$100,000
Clinical Supervisor	\$100,000
Counselor	\$100,000
Counselor Assistant	\$100,000
Case Management Supervisor	\$100,000
Case Manager	\$100,000

Maximum grant awards for loan repayment for eligible **half-time** practitioners are as follows:

Physician	\$50,000
Psychiatrist	\$50,000
Physician Assistant-Certified (PA-C)	\$50,000
Registered Nurse (RN)	\$50,000
Certified Registered Nurse Practitioner (CRNP)	\$50,000
Certified Addictions Registered Nurse (CARN)	\$50,000
Certified Addictions Registered Nurse – Advance Practice (CARN-AP)	\$50,000
Psychologist	\$50,000
Licensed Clinical Social Worker (LCSW)	\$50,000
Licensed Social Worker (LSW)	\$50,000

Licensed Professional Counselor (LPC)	\$50,000
Certified Clinical Supervisor (CCS)	\$50,000
Certified Advanced Alcohol and Drug Counselor (CAADC)	\$50,000
Certified Alcohol and Drug Counselor (CADC)	\$50,000
Clinical Supervisor	\$50,000
Counselor	\$50,000
Counselor Assistant	\$50,000
Case Management Supervisor	\$50,000
Case Manager	\$50,000

3. GRANT PAYMENTS

The SUD LRP will provide grant assistance through a Grant Agreement (Agreement) to practitioners to repay their outstanding qualified educational loans. This will be in exchange for providing SUD treatment or SCA-funded case management services at an approved practice site(s) for a period of two years. The Agreement term is July 1, 2022 to June 30, 2024 subject to the availability of funding.

The amount DDAP agrees to award under the SUD LRP will not exceed the total student indebtedness for each individual practitioner. For each year of the Agreement, DDAP will distribute 50% of the total award directly to the practitioner as outlined in payment provisions section of the Agreement.

The practitioner shall provide documentation verifying all grant assistance received through this SUD LRP was paid against the outstanding balances of the qualifying educational loans approved as part of the Agreement. Practitioners will provide a verification document to the SUD LRP within 60 calendar days of receipt of the SUD LRP grant assistance and clearly show the entire award was applied to the approved loans. The verification document shall be an official document or webpage which includes the lender's name, the account holder's name, the loan account number, and shall reflect all payments made during the Agreement period. DDAP will not accept cancelled checks, bank statements, or verification of scheduled payments as proof that loan payments were properly applied.

Failure to provide an approved verification document within 60 calendar days of receipt of SUD LRP grant assistance may result in a breach of the Agreement with penalties imposed on the practitioner as described in section 15, the Breach of Agreement/Default, below.

4. TAXABILITY

Federal Taxability:

Effective with loan repayments received in taxable years beginning after December 31, 2008, the Patient Protection and Affordable Care Act (PL 111-148), Section 10908, excludes assistance provided to participants in state student loan repayment programs for certain health professionals. Paragraph (4) of section 108(f) of the Internal Revenue Code of 1986 is amended to read as follows: “In the case of an individual, gross income shall not include any amount received under section 338(g) of the Public Health Service Act, under a State program described in section 338I of such Act, or under any other State loan repayment or loan forgiveness program that is intended to provide for the increased availability of healthcare services in underserved or health professional shortage areas (as determined by such State).”

State Taxability:

Student loan repayments or the forgiveness of student loan debt received as an inducement to enter or as a result of employment in a certain profession or field are considered taxable compensation for Pennsylvania personal income tax purposes according to the Pennsylvania Department of Revenue. Program participants should seek the advice of a qualified tax counselor regarding this matter.

5. PROJECT DATES

Contingent upon the availability of funds and the receipt of qualified applications, the term of the project will commence on July 1, 2022 and end on June 30, 2024.

6. ELIGIBLE PRACTITIONERS

All practitioners shall meet the following eligibility requirements.

- a. Be a United States (U.S.) Citizen (either U.S. born or naturalized) or a U.S National;
- b. Meet applicable education requirements and have a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) in the discipline in which practitioner is applying to provide services, in accordance with State and Federal laws if applicable; (See Eligible Disciplines section for additional details);
- c. Have at least two years of full-time or four years of half-time work experience providing SUD treatment or SCA-funded case management services immediately preceding July 1, 2022;
- d. Be employed by, or have accepted a position at, an approved practice site where employment will begin by July 1, 2022;
- e. Spend more than 50% of their time providing SUD treatment or SCA-funded case management services;
- f. Be a registered practitioner in the Pennsylvania Prescription Drug Monitoring Program (applies to MD, DO, PA-C, CRNP) if applicable;

- g. Submit a complete application on or before Thursday, May 26, 2022 by 11:59:59 p.m. Eastern Time; and
- h. Practitioners applying under the disciplines of Clinical Supervisor, Counselor, Counselor Assistant, Case Management Supervisor, and Case Manager shall submit a signed document on letterhead from the Human Resources Department of the SUD LRP-approved practice site(s). This signed document shall attest to the practitioner being an employee in one of these disciplines.

Practitioners which cannot meet these requirements will not be considered. Practitioners not licensed, certified or registered as applicable, to provide SUD treatment or SCA-funded case management services under one of the below disciplines and specialties are not eligible to apply to the SUD LRP.

The ASAM Criteria requires appropriately credentialed or licensed clinical staff across all levels of care. Individuals enrolled in the SUD LRP shall meet all applicable licensure and credentialing requirements set forth by the ASAM Criteria. ASAM Licensure and Credentialing requires all SUD LRP practitioners shall be aware of and abide by the following:

Treatment providers and SCA-funded case management staff need to be credentialed or licensed or working toward the credentialing or licensing of staff hired after July 1, 2021. Staff who were hired in their current positions of Clinical Supervisor, Counselor, Counselor Assistant, Case Management Supervisor, or Case Manager within the same project or organization on or before July 1, 2021, are grandfathered and not subject to credentialing or licensure. Staff who were hired in their current positions of Clinical Supervisor, Counselor, Counselor Assistant, Case Management Supervisor, or Case Manager within the same project or organization on or before July 1, 2021 including those enrolled in the SUD LRP will need to meet credentialing requirements if they move to another project or organization.

Grandfathering does not apply to Case Managers enrolled in the SUD LRP who are promoted to Counselors within the same project or organization after July 1, 2021 because they are different job functions and classifications and therefore shall either be licensed or credentialed or begin working towards licensure or credentialing. Questions related to any ASAM Criteria requirement can be sent to the DDAP ASAM Resource account at RA-DAASAM@pa.gov.

Eligible Disciplines (Practitioners shall meet all criteria listed under the discipline):

- a. Physician
 - **Educational Requirement:** A certification of completion of a M.D. or D.O. at a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Completed a residency program approved by the Accreditation Council for Graduate Medical Education; and

- **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- b. Psychiatrist
- **Educational Requirement:** A certification of completion of a M.D. or D.O. at a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Completed a residency program approved by the Accreditation Council for Graduate Medical Education; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- c. Physician Assistant-Certified (PA-C)
- **Educational Requirement:** A certificate of completion or an Associate degree or higher degree from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Successfully passed the Physician Assistant National Certifying Exam (PANCE), administered by the National Commission on Certification of Physician Assistants (NCCPA);
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- d. Registered Nurse (RN)
- **Educational Requirement:** A degree from a nursing school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Successfully passed the National Council of State Boards – Registered Nursing Exam (NCLEX-RN) or the State Board Test Pool Exam (SBTPE); and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) as a Registered Nurse (RN) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- e. Certified Registered Nurse Practitioner (CRNP)
- **Educational Requirement:** A Master’s degree or higher degree from a nursing school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;

- **Certification Requirement:** Certified Registered Nurse Practitioner (CRNP) in the Commonwealth of Pennsylvania; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- f. Certified Addictions Registered Nurse (CARN)
- **Educational Requirement:** A degree or certificate from a school of nursing accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Possesses a current certification from the Addictions Nursing Certification Board (ANCB); and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) as a RN which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- g. Certified Addictions Registered Nurse – Advance Practice (CARN-AP)
- **Educational Requirement:** A Master’s degree or higher degree from a school of nursing accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Possesses a current certification from the Addictions Nursing Certification Board (ANCB); and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) as a RN which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- h. Psychologist
- **Educational Requirement:** A doctoral degree (Ph.D. or equivalent) from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Successfully passed the Examination for Professional Practice in Psychology (EPPP) and the Pennsylvania Psychology Law Examination (PPLE); and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision from the Commonwealth of Pennsylvania.
- i. Licensed Clinical Social Worker (LCSW)
- **Educational Requirement:** A master’s degree in social work or social welfare or a doctoral degree in social work from a school or program accredited by the Council of Social Work Education (CSWE);

- **Certification Requirement:** Successfully passed the Association of Social Work Boards (ASWB) Clinical or Advanced Generalist licensing exam prior to July 1, 1998, or the ASWB Clinical Exam on or after July 1, 1998; or Successfully passed the LCWS Standard Written Examination and the Clinical Vignette Examination; and completed state required number of years or hours of clinical social work experience under the supervision of a licensed independent social worker and passed the clinical level of the ASWB exam; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) which allows them to practice independently and without direct clinical supervision as a LCSW from the Commonwealth of Pennsylvania.
- j. Licensed Social Worker (LSW)
- **Educational Requirement:** A master’s degree or higher degree in social work from a school or program accredited by the CSWE;
 - **Certification Requirement:** Successfully passed the ASWB master’s level examination; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) which allows them to practice independently and without direct supervision as a LSW from the Commonwealth of Pennsylvania.
- k. Licensed Professional Counselor (LPC)
- **Educational Requirement:** A Master’s degree or higher degree with a major study in counseling from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education and at least two years of postgraduate supervised counseling experience;
 - **Certification Requirement:** Successfully passed the National Counselor Examination for Licensure and Certification (NCE) or the Certified Rehabilitation Counselor (CRC) Examination or the Art Therapy Credentials Board (ATCB) Certification Examination or the Board Certification or the practice examination of psychological knowledge or the Advanced Alcohol & Other Drug Abuse Counselor Examination (AAODA) or The Examination for Master Addictions Counselors (EMAC); and
 - **Licensure Requirement:** A current, full, permanent, unencumbered, unrestricted health professional license, certificate, or registration (whichever is applicable) which allows them to practice independent and without direct supervision as a LPC from the Commonwealth of Pennsylvania.
- l. Certified Clinical Supervisor (CCS)
- **Educational Requirement:** An Associate degree or higher degree with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field which includes a practicum in a health or human services agency, preferably in a drug and alcohol setting from a school or program accredited by any

recognized body or bodies approved for such purpose by U.S. Department of Education.

- **Certification Requirement:** Successfully passed the International Certification and Reciprocity Consortium Examination for Clinical Supervisors; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted CCS credential to practice independently and without direct supervision as a CCS from the Pennsylvania Certification Board (PCB).
- m. Certified Advanced Alcohol and Drug Counselor (CAADC)
- **Educational Requirement:** A Master’s degree or higher degree as a substance use disorder counselor from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Successfully passed the International Certification & Reciprocity Consortium Examination for Alcohol and Drug Counselor; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted CAADC credential to practice independently and without direct supervision as a CAADC from the PCB.
- n. Certified Alcohol and Drug Counselor (CADC)
- **Educational Requirement:** A Bachelor’s degree or higher degree as a substance use disorder counselor from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education;
 - **Certification Requirement:** Successfully passed the International Certification & Reciprocity Consortium Examination for Alcohol and Drug Counselor; and
 - **Licensure Requirement:** Possesses a current, full, permanent, unencumbered, unrestricted CADC credential to practice independently and without direct supervision as a CADC from the PCB.
- o. Clinical Supervisor
- **Educational Requirement:** An Associate degree or higher degree with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field which includes a practicum in a health or human services agency, preferably in a drug and alcohol setting from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education. Refer to 28 [Pa. Code § 704.6](#) for experience requirements; or
 - **Certification Requirement:** Refer to 28 [Pa. Code § 704.6](#) for requirements; or
 - **Licensure Requirement:** Refer to 28 [Pa. Code § 704.6](#) for requirements.
- p. Counselor
- **Educational Requirement:** An Associate degree or higher degree with a major in chemical dependency, psychology, social work, counseling, nursing

(with a clinical specialty in the human services) or other related field which includes a practicum in a health or human services agency, preferably in a drug and alcohol setting from a school or program accredited by any recognized body or bodies approved for such purpose by U.S. Department of Education. See 28 [Pa. Code § 704.7](#) for experience requirements; or

- **Certification Requirement:** Refer to 28 [Pa. Code § 704.7](#) for requirements; or
- **Licensure Requirement:** Refer to 28 [Pa. Code § 704.7](#) for requirements.

q. Counselor Assistant

- **Educational Requirement:** An Associate degree or higher degree in a human service area or Licensure in the Commonwealth of Pennsylvania as a registered nurse;
- **Certification Requirement:** No additional certifications required; and
- **Licensure Requirement:** No additional licensure required.

r. Case Management Supervisor

- **Educational Requirement:** Two years as a Drug and Alcohol Case Manager; A Bachelor's Degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field and three years direct service experience performing counseling or case management work in alcohol or other drug treatment setting; A Bachelor's degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences and three years direct service experience performing counseling or case management work in alcohol or other drug treatment setting; OR Any equivalent combination of experience and training.
- **Employment Requirement:** Shall be employed by a SCA or a SCA contracted provider for case management support services.

s. Case Manager

- **Educational Requirement:** A Bachelor's Degree in Chemical Dependency, Social Welfare, Psychology, Nursing or a related field; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting; or a Bachelor's Degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting; or any equivalent combination of experience and training.
- **Job Responsibilities:** Facilitates the access to available resources and retention in treatment and support services, while simultaneously educating the client in the skills necessary to achieve, maintain self-sufficiency and recovery from SUD and performs screening, assessments, and/or Case Coordination, to include clinical staff at the provider level performing these functions; and
- **Employment Requirement:** Shall be employed by a SCA or a SCA contracted provider for case management support services.

7. INELIGIBLE FACTORS

The following factors will make an individual ineligible for participation:

- a. Having any outstanding service obligation during any part of the service commitment period defined in section 5, Project Dates, for health professional or other service to the Federal government (for example, National Health Service Corps (NHSC) Loan Repayment Program obligation, NHSC Scholarship Program obligation, or a NURSE Corps Loan Repayment Program obligation), the Pennsylvania Primary Care Loan Repayment Program, or other entity (for example, a recruitment bonus which obligates you to remain employed at a certain site), Military service commitments are excluded from this provision;
- b. Currently excluded, debarred, suspended, or disqualified by a federal agency; or
- c. A history of having breached a prior health professional service obligation to the Federal, state, or local government or other entity.

8. APPLICATION REQUIREMENTS

Project Description:

Practitioners shall be committed to continuing the delivery of SUD treatment or SCA-funded case management services at SUD LRP-approved practice site(s) for a two-year period.

- a. The practitioner shall be currently employed at a SUD LRP-approved practice site. Employment at multiple sites will be considered as long as all facilities are SUD LRP-approved practice site(s). If requested, the Human Resources Department of SUD LRP-approved practice site(s) shall be required to verify employment status prior to an application being selected for an SUD LRP award.
- b. The practitioner shall have provided two years of full-time or four years of half-time SUD treatment or SCA-funded case management services immediately preceding July 1, 2022. The following are SUD treatment or case services-specific requirements:
 - The services may have been provided at the practitioner’s SUD LRP-approved practice site(s); and
 - SUD services are defined as at least 50% of care provided being associated with SUD counseling, medication assisted treatment (MAT), or case management and related support services.
- c. A service commitment at an SUD LRP-approved practice site(s) shall be provided by the practitioner. This service commitment may be full-time or half-time, contingent on the number of hours per week served. The practitioner will provide full-time or half-time services for the period of July 1, 2022 through June 30, 2024. The service commitment guidelines are as follows:

- Full-time Service Commitment
 - i. Full-time service commitment is defined as a minimum of 37.5 hours each week, 48 weeks each year.
 - ii. The full-time week shall include not less than four days each week, with not more than 12 hours of work to be performed in any given 24-hour period.
 - iii. The practitioner shall spend a minimum of 20 hours each week providing SUD treatment or SCA-funded case management services at the SUD LRP-approved practice sites(s).
 - iv. The practitioner may spend up to eight hours each week providing SUD treatment or SCA funded case management services in alternative settings (i.e., hospitals, nursing homes, shelters) or performing administrative activities as directed by the approved practice site(s).
 - v. Practitioners shall not receive service commitment credit for hours worked over the required 37.5 hours each week and excess hours shall not be applied to any other work week.
 - vi. Time spent while in an “on-call” status shall not count toward the service commitment.

- Half-time Service Commitment
 - i. Half-time service commitment is defined as a minimum of 20 hours each week (not to exceed 37.5 hours per week), 48 weeks each year.
 - ii. The half time week shall include not less than two days each week, with not more than 12 hours of work to be performed in any given 24-hour period.
 - iii. The practitioner shall spend a minimum of 10 hours each week providing SUD treatment or SCA-funded case management services at the SUD LRP-approved practice site(s).
 - iv. The practitioner may spend up to four hours each week providing SUD treatment or SCA-funded case management services in alternative settings (i.e. hospitals, nursing homes, shelters) or performing administrative activities as directed by the approved practice site(s).
 - v. Practitioner shall not receive service commitment credits for hours worked over the required 20 hours each week and excess hours shall not be applied to any other work week.
 - vi. Time spent while in an “on-call” status shall not be counted toward the service commitment.
 - vii. A half-time service commitment is not available to practitioners who are employed full-time.

For the purposes of this SUD LRP, administrative activities are defined as clinical-related administrative, management or other activities and may include charting, training, laboratory follow-up, patient correspondence, attending staff meetings, activities related to maintaining professional licensure and other non-treatment related

activities pertaining to the practitioner's SUD LRP-approved practice site(s). Any time spent in a management role is an administrative activity. The duties of a medical director or practitioners in management roles are also considered primarily administrative and SUD LRP practitioners serving in such a capacity must meet the minimum hourly requirements for providing SUD treatment or SCA-funded case management services. SUD treatment or SCA-funded case management services provided by SUD LRP practitioners while precepting students/residents may be counted toward the hourly requirement.

9. ELIGIBLE LOAN EXPENSES

All expenses shall be described and justified in the loan information section of the on-line application. All eligible loans shall have documentation to indicate they were contemporaneous with the education received. The following are the qualifications for loans which directly apply to this GIFA:

- a. The grant assistance is to be applied to the principle, interest, and related expenses of outstanding Government (Federal, state, or local) and commercial student loans for undergraduate, post-graduate education, or residency programs obtained by the practitioner for school tuition, other reasonable educational expenses, and reasonable living expenses;
- b. The educational loans shall be obtained prior to the date of application to the SUD LRP and shall be applicable to the degree attained for qualification for the SUD LRP; and
- c. Consolidated or refinanced loans will only be considered for repayment if ***each original*** loan in the consolidation or refinance would have been considered a qualifying educational loan to the practitioner at the time each original loan was granted (and can be documented as such) and the consolidated or refinanced loan is from the government (Federal, state, or local) or commercial student lender.

10. INELIGIBLE LOAN EXPENSES

The following examples are of non-qualifying educational expenses:

- a. Loans to be utilized in the pursuit of current or future education by the practitioner;
- b. Loans which would have been considered an SUD LRP qualifying loan which has been consolidated or refinanced with an ineligible (non-qualifying) debt of the practitioner;
- c. Eligible education loans owned wholly or in part by any person other than the practitioner;
- d. Loans for which the practitioner incurred a service obligation which has not been fulfilled;
- e. Financial damages or loans obtained to repay damages incurred as a result of a breach of contract with any Federal, state, or local agency or any commercial lending institution;

- f. Loans for which the associated documentation does not identify the loan as solely applicable to undergraduate, post graduate education or residency programs of the practitioner;
- g. Loans for education which are not applicable to the undergraduate, post graduate education or residency program attained for qualification for the SUD LRP;
- h. Loans not obtained from a government or commercial lending institution;
- i. Loans which have been repaid in full;
- j. Personal lines of credit; or
- k. Credit card debt.

DDAP will be the final authority in determining qualifying educational loans.

11. REPORTING REQUIREMENTS

Documentation and Verification of Loans:

Documentation of loans will be required. Documentation for qualifying educational loans shall establish that the loans were made to obtain the education for the qualifying discipline.

Practitioners will be required to provide the following documents for each loan being submitted for consideration. It is permissible to submit multiple documents, if necessary, to provide all the required information. The online application system allows only two documents to be uploaded for each loan, one for the Account Statement and one for the Disbursement Report. If multiple documents are required, they shall be attached as a single document in pdf format.

- a. **Account Statement:** This document is used to provide current information on qualifying educational loans. Often borrowers receive monthly statements indicating the status of loan balances. This document shall:
 - Be on official letterhead or other clear verification showing it comes from the lender/holder;
 - Include the name of the borrower;
 - Contain the account number;
 - Include the date of the statement (cannot be more than 30 calendar days from the date of the SUD LRP application submission); and
 - Include the current outstanding balance or the current payoff balance.
- b. **Disbursement Report:** This report is used to verify the originating loan information and shall:
 - Be on official letterhead or other clear verification showing it comes from the lender/holder;
 - Include the name of the borrower;
 - Contain the account number;
 - Include the type of loan;
 - Include the original loan date;

- Include the original loan amount; and
- Include the purpose of the loan.

For practitioners with Federal loans, a National Student Loan Data System Aid Summary Report may be uploaded and will satisfy the requirement for the Disbursement Report.

Verification of Service:

a. Service Verification Forms:

- Monitoring of the service commitment by practitioners shall be conducted on an ongoing basis by DDAP through Service Verification Forms (SVFs) sent out by DDAP.
- The practitioner shall complete and return SVFs, countersigned by the SUD LRP-approved practice site director, within 10 days of the mailing date. Scheduled payments will not be released until completed SVFs are received by DDAP. Failure to return SVFs may result in the delay or forfeiture of payment.
- The practitioner is required to maintain practice records in such form and containing such information so DDAP may readily determine if the individual has complied with or is complying with the terms and conditions of the Agreement.

12. COMMONWEALTH USE

All material submitted shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Commonwealth's option. Notwithstanding any practitioners' copyright designations contained on proposals, the Commonwealth shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

13. INCORPORATED DOCUMENTS

Any practitioner awarded grant assistance under this GIFA shall agree to the Standard General Terms and Conditions in the Agreement. The link for the Standard General Terms and Conditions is listed below. The document is listed under the Procurement section.

<https://www.ddap.pa.gov/Professionals/Pages/Procurement.aspx>

14. ADVERTISEMENTS / NEWS RELEASES

Practitioners shall not issue advertisements, news releases, internet postings, or any other public communications pertaining to this project without prior written approval of DDAP, and then only in coordination with DDAP.

15. AWARDS

All practitioners will receive official written notification of the status of their application from DDAP. When a practitioner is approved for an award, an SUD LRP Agreement will be prepared for signature by the practitioner and Commonwealth. All Agreements will be administered through DDAP.

Suspension, Waiver, Cancellation or Withdrawal:

The practitioner shall fulfill their service commitment at the SUD LRP-approved practice site(s) identified in the Agreement. If the practitioner believes they can no longer continue working at the SUD LRP-approved practice site(s), the practitioner shall discuss the situation with the SUD LRP Administrator by emailing RA-DAGRANTSMGMT@pa.gov as soon as concerns arise. If the practitioner leaves their SUD LRP-approved practice site(s) without prior written approval of DDAP, the practitioner may be in breach of the Agreement.

The practitioner shall immediately notify the SUD LRP Administrator by emailing RA-DAGRANTSMGMT@pa.gov if asked by their employer to work at a practice site(s) that is not identified in the Agreement. The practitioner shall obtain approval from DDAP prior to any changes in, or additions to, employment locations.

The practitioner shall immediately notify the SUD LRP Administrator by emailing RA-DAGRANTSMGMT@pa.gov if they become unemployed or are informed of a termination date.

Practitioners who voluntarily resign from their SUD LRP-approved practice site(s) without prior written approval from the DDAP or are terminated by their employer for cause shall be in breach of the Agreement as described in the Breach of Agreement section below.

SUD LRP will work with practitioners to assist them in fulfilling the SUD LRP service commitment in order to avoid a breach of the Agreement. Failure to fulfill the service commitment, regardless of the reason, is a breach of the Agreement.

Suspension: A suspension of the SUD LRP service commitment may be granted if compliance with the commitment by the practitioner is temporarily impossible or would involve a temporary extreme hardship such that enforcement of the commitment would be unconscionable. Periods of approved suspension of service will extend the practitioner's SUD LRP service commitment end date. Reasons for suspension are:

- a. Leave of Absence for Medical or Personal Reasons;
- b. Maternity/Paternity/Adoption Leave that exceeds 12 weeks; or
- c. Call to Active Duty in the Armed forces.

Waiver: A waiver permanently relieves the practitioner of all or part of the SUD LRP service commitment. A waiver may be granted only if the practitioner demonstrates that compliance with the SUD LRP service commitment is permanently impossible or would involve an extreme hardship such that enforcement of the SUD LRP commitment would be unconscionable. A

waiver request shall be submitted in writing to RA-DAGRANTSMGMT@pa.gov and include the reasons the waiver is being sought. The practitioner may be required to submit additional documentation necessary to complete the waiver request. Waivers are not routinely granted and require a showing of compelling circumstances.

Cancellation: No further grant assistance will be provided and the estate of the practitioner is not responsible to repay the grant assistance already provided if the practitioner dies before completing the SUD LRP service commitment.

Withdrawal: A practitioner may withdraw their application at any time before an Agreement is fully executed by the Commonwealth. Once the Agreement is fully executed, failure to begin or complete the service commitment shall be considered a breach of the Agreement.

Breach of Agreement:

DDAP may terminate the Agreement and require repayment of grant assistance received to date if practitioner breaches the Agreement. The practitioner shall make repayment within three months of the date of termination of the Agreement. DDAP is the final determiner and will notify the practitioner in writing of any breach of the Agreement.

The following constitute breach of Agreement:

- a. Conviction of or pleading guilty or no contest to a felony or misdemeanor or if the appropriate licensing board has determined the practitioner committed an act of gross negligence in the performance of the practitioner's service commitment or practitioner's license, certificate, or registration (whichever is applicable) to practice has been suspended or revoked;
- b. Failure to begin or complete the service commitment identified in the Agreement including any approved extension of the service commitment;
- c. Misrepresentation of information provided on the application, SVF or other required documents;
- d. Termination from employment for good cause, as confirmed by the SUD LRP-approved practice site(s) identified in the Agreement. If the practitioner's employment is terminated for reasons beyond the practitioner's control (for example, closure of the site), the practitioner's SUD LRP service commitment shall be suspended. The SUD LRP shall provide assistance in seeking employment at another approved SUD LRP-approved practice site; and
- e. Failure to provide documentation that the full amount of grant assistance received were applied to outstanding balances or fail to return funds paid in excess of the balances on the loan(s) identified in the Agreement.

Any practitioner who has breaches the Agreement shall not be eligible to apply for the SUD LRP at any time in the future.

Any practitioner who has received grant assistance and has been declared in breach of the Agreement under this program at any time becomes an employee of the Commonwealth, they

shall be deemed to have agreed, as a condition of employment, to involuntary withholding of their wages to repay the grant assistance provided.

Unsuccessful Applications:

Unsuccessful practitioners may request a debriefing. This request shall be in writing and be received by the Division Chief, Specialty Grants Division within ten (10) calendar days of the written official notification of the status of the application. The Division Chief, Specialty Grants Division or their designee, will determine the time and place for the debriefing. The debriefing will be conducted by the Division Chief, Specialty Grants Division, or their designee. Comparison of applications will not be provided. Practitioners will not be given any information regarding the evaluation. Any written notice to DDAP shall be sufficient if mailed to:

Department of Drug and Alcohol Programs
Attention: Division Chief, Specialty Grants Division
2601 North 3rd Street, 5th Floor
Harrisburg, PA 17110

The Pennsylvania Department of Drug and Alcohol Programs is an equal opportunity employer.