

Building Capacity for Harm Reduction Monitoring & Evaluation

RFA Informational Webinar

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Presented by:

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Introductions

- National Association of County and City Health Officials (NACCHO)
- University of Washington (UW)

Agenda

- Background
- Project Objectives
- Project Overview
- Activities & Requirements
- Application Process
- Selection Criteria
- Q&A

Benefits of SSP M&E

- Improve programs and services
 - Identify gaps or areas for growth
 - Identify, respond to, and anticipate client needs
 - Prioritize, tailor, or target services and outreach
- Increase buy-in for SSPs
 - Demonstrate their impact (e.g., to funders)
 - Address community concerns & opposition
- Identify best practices

Barriers to SSP M&E

- **Funding**, including for staff and equipment
- **Confidentiality and privacy concerns** resulting from:
 - Criminalization & stigma of substance use
 - Historic and ongoing racism, discrimination, and medical experimentation
 - Sensitivity of data collection topics

Project Objectives

- Increase the capacity of SSPs to conduct M&E activities
 - Data collection
 - Data management
 - Data analysis, evaluation, reporting
- Increase the capacity of SSPs to use M&E data for program improvement

Project Overview

- Applicants can request **up to** \$98,750 to:
 - Purchase and implement equipment, software
 - Develop, improve, and implement M&E systems and processes
 - Strengthen partnerships and increase buy-in for SSP M&E

Timeline

Event	Date
Application Deadline	May 21 at 11:59 PM PT
Anticipated Notification Date	June 21
Project Period	Upon contract execution (July 2021) – July 31, 2022

Eligibility

- **Organizations:** Local health department (LHD)-operated or community-based SSPs
- **Jurisdictions** with a determination of need in place with CDC (all states except AR, KS, MS, NE, TX, SD)
- **Capacity:** Must be able to agree to NACCHO's standard contract terms, provide necessary paperwork

Project Activities

Projects will focus on 1-3 of the following aspects of SSP M&E:

1. Routine data collection
2. Periodic, qualitative, and/or complementary data collection
3. Data management (e.g., purchasing equipment, software)
4. Data analysis, evaluation, reporting, or use
5. Increase buy-in or strengthen partnerships



Potential Project Activities

- Developing, improving, implementing M&E systems and processes
 - Developing data collection forms or survey instruments
 - Purchasing and implementing equipment (e.g., tablets, WiFi hotspots) and software
 - Developing plans and templates for reporting data to funders or the public
 - Conducting qualitative research with SSP clients
- Strengthening partnerships and increasing buy-in
 - Implementing strategies to address privacy concerns among clients
 - Developing data sharing agreements

This is **NOT** an exhaustive list of potential project activities

Project Requirements (1/2)

- Work with NACCHO and UW to:
 - Develop a workplan
 - Develop an evaluation plan
 - Determine site-specific deliverables
- Implement workplan and evaluation plan and provide deliverables
- Develop a sustainability plan

Project Requirements (2/2)

- Participate in a kick-off call and regular calls with NACCHO and UW and other sites
- Share ongoing lessons learned and findings

Funded sites will NOT be required to:

- Change their existing data collection systems
- Collect certain data about their clients
- Share client data with NACCHO, UW, CDC



Support & Technical Assistance

- Provision of technical assistance to facilitate project planning, implementation, and evaluation
- Facilitation of peer-to-peer calls with other awardees
- Provision of templates to support completion of deliverables
- Partnership building support, including connection to other SSPs and LHDs and other providers of SSP technical assistance

Application Process

- Applicants will submit the following materials via email to Kat Kelley (kkelley@naccho.org) by Friday, May 21 at 11:59 PM PT
 - Application form
 - Budget template and narrative
 - Several attachments to expedite the contracting process (e.g., W-9)

Application Form (1/2)

Organization & community:

- Provide brief overviews of:
 - Organization
 - Strengths and weaknesses
 - Clients and community
 - Client engagement and equity
- Complete short answer/select all that apply questions about hours, services, staff, etc.

Application Form (2/2)

Project plan & budget:

- Complete short answer/select all that apply questions about current M&E efforts, project priorities
- Provide brief overview of what you hope to achieve through this project
- Complete budget template and narrative

Budgetary Considerations

Funding:

- Can be spent on personnel, equipment and software, supplies, travel, contractual support, and other reasonable costs
- Can't be spent on incentives

Software:

- RFA includes an appendix summarizing common software and NACCHO & UW will host office hours for applicants seeking guidance on the appropriate software for their program

Office Hours

- RFA Appendix A summarizes software commonly used by SSPs for M&E
- Additional questions on software?
 - Join UW and NACCHO for Office Hours
 - **Each of the next 4 Tuesdays at 1 PM ET**
 - Visit RFA webpage to join or sign up for a timeslot

Visit bit.ly/nacchoSSP to access RFA & sign up for Office Hours

Selection Criteria (1/3)

- **Efficiency of M&E systems (20 points):**
Will project activities improve M&E processes?
- **Use of Data for Program Improvement (20 points):** Will project activities optimize the use of SSP M&E data?

Total points available: 80

Selection Criteria (2/3)

- **Organizational Capacity (15 points):** Can applicant successfully implement proposed activities with NACCHO/UW support?
- **Sustainability (10 points):** Can applicant sustain the changes or improvements to SSP M&E processes achieved through this project, after termination of funding?

Total points available: 80

Selection Criteria (2/3)

- **Client Engagement & Equity (10 points):** Does organization currently or plan to meaningfully engage clients OR populations disproportionately impacted by substance use related harms?
- **National, Regional, & Community Need (5 points):** How much will this organization, jurisdiction, or region benefit from SSP M&E capacity building?

Total points available: 80

Questions?



FAQ

- **Q: Can funds be used for syringes, naloxone, fentanyl test strips, and other typically prohibited medication/supplies?**
- **A: No, funding cannot be used for syringes, naloxone, or fentanyl test strips.**

- **Q: Is this opportunity open to SSPs with comprehensive data collection systems in place or only for those just getting started?**
- **A: This funding opportunity is open to SSPs with varying levels of existing SSP M&E capacity. Applicants' can choose to focus on one aspect of SSP M&E or multiple.**

FAQ

- **Q: Does the maximum grant amount (\$98,750) include indirect costs?**
- A: Yes, any indirect costs should be included in the total amount requested, which must be less than or equal to \$98,750.

- **Q: Is a joint application between two organizations in the same area for \$98,000 stronger/more competitive than both organizations applying separately for similar projects and half as much funding (\$49,000)?**
- A: Neither approach is necessarily more or less competitive, as applicants will not be scored based on how much funding they are requesting or whether other applicants in their state/region have been selected for funding. However, applicants should review the selection criteria in the RFA and consider whether a partnership would enable them to better meet any of the criteria.

FAQ

- **Q: How many grants does NACCHO plan to award?**
- A: The number of awards will depend on the funding amounts requested by the top applications (i.e., those with the highest scores). At minimum, NACCHO will make 12 awards, but the number could be significantly higher if the top applications do not request the maximum funding amount (i.e., \$98,750).
- **Q: Is there a geographical limit to the awards (i.e., only a certain number of awards per state)?**
- A: No, there is no geographical limit to the awards.

FAQ

- **Q: Is the funder open to and interested in cross-agency collaboration for certain proposed project elements? If so, what is the preferred way to communicate/demonstrate that in the proposals?**
- **A: Yes, applicants are encouraged to submit joint/collaborative applications with partner organizations. This should be indicated by Letters of Support from any partners—other than the lead organization/applicant—and the role of partners should be described in the Application Form under “Planned Activities and Use of Funds” and elsewhere as relevant. For example, if a partner organization will play an important role in client engagement, then their existing efforts and role on the project should be described in the Application Form under “Client Engagement and Equity.”**

FAQ

- **Q: Regarding question 32, which asks sites to rank up to 3 priorities for the project, is it OK to list four priorities instead of three by giving two priority areas the same rank?**
- **A: No.** Applicants should not select/rank more than 3 priorities.
- **Q: Regarding the procurement of equipment, would printers be included and would maintenance costs related to existing software used for data collection and operations of the SSP be an acceptable expense item.**
- **A:** The purchase of printers would be allowed if the applicant describes how the printer would be used to support M&E, for example, by printing and distributing data analyses and reports to partners of the public. Maintenance costs related to existing software would also be allowed if the applicant describes how the costs would enable and strengthen M&E efforts.

FAQ

- **Q: Would developing promotional materials to raise awareness about harm reduction services for both participants and community partners/stakeholders be allowable project activities?**
- **A: Developing promotional materials would be allowable project activities if they are directly connected to M&E efforts, for example, if the materials summarize and report on M&E data (e.g., # of syringes distributed during a certain period of time) or highlight findings and recommendations resulting from a program evaluation.**

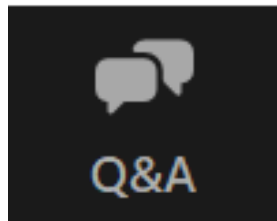
Q: Are state health departments (SHDs) eligible to apply?

A: SHDs are eligible to apply if they directly operate SSPs, in partnership with SSPs, or as fiscal sponsors of SSPs.

- **In partnership with SSPs:** SHD must submit Letters of Support from at least one SSP in their state that explain how the SHD and SSP(s) will work together to implement project activities. A significant and meaningful role for SSP partners is an important part of eligibility.
- **Fiscal sponsors** provide administrative and financial services and oversight to SSPs. While they can retain a portion of the funding, including to provide M&E capacity-building assistance to SSPs, they must provide funding directly to SSPs to be considered a fiscal sponsor.

Questions?

Click



to submit a question

Thank you!

Questions?

Contact Kat Kelley (kkelley@naccho.org)