

# NACCHO

National Association of County & City Health Officials

*The National Connection for Local Public Health*

## **Health Equity and Overdose Prevention Mentorship Program**

### **Request for Application to Become a Mentor**

**Date of release: Tuesday, October 05, 2021**

**Applications are due by 8:00 pm ET on Friday, November 05, 2021**

## I. Funding Opportunity Overview

The National Association of County and City Health Officials (NACCHO), with support from the Centers for Disease Control and Prevention (CDC), is accepting applications to participate in a new mentorship program with peer local health departments (LHDs) to learn from peers, share experiences and exchange strategies for integrating health equity into drug overdose prevention and response work through the *Health Equity and Overdose Prevention Mentorship Program*. This mentorship program is designed to:

- Pair LHDs that have experience in advancing health equity in their overdose prevention or response programs in key strategy areas (see below) with peer LHDs interested in receiving assistance, guidance, tools, and resources to start planning or expanding their jurisdiction’s approach to health equity in drug overdose prevention and response.
- Provide spaces for strategy and tool sharing around health equity practices that can be integrated into opioid prevention and response.
- Establish a network of LHDs from across the country to be a resource for learning and connection around health equity and drug overdose
- Improve NACCHO and CDC’s understanding of how current health equity actions and strategies are being applied in local public health contexts

The project period of performance will be from contract execution, (approximately) November 2021 to May 31, 2022. The amount awarded to each selected mentor will be contingent on the number of eligible applications received. NACCHO plans to announce the selected agencies in or by the week of November 15, 2021. Funding estimates for the overall program and for individual projects may change.

**This is a firm-fixed price contract. Please refer to the following breakdown for the approximate anticipated funding based on the number of mentees applicants are willing to mentor.**

Mentoring one (1) mentee: up to \$15,000

Mentoring two (2) mentees: up to \$30,000

Mentors may request one or two mentees. The final number of mentees assigned to a mentor will depend on the number of applications received and the type of mentoring requested.

## II. Background

Fatal drug overdoses have long been and continue to be a public health crisis. Between 1999 and 2018, almost 450,000 people died from drug overdoses in the United States<sup>i</sup>. According to the CDC, in 2019 alone, the number of drug overdose deaths amounted to over 70,000<sup>ii</sup>. In response to this epidemic, public health officials and advocates have been successful in garnering greater attention to substance use, reframing the public’s understanding of it as a disease, and improving access to substance use disorder (SUD) treatment and services. However, the health inequities among populations experiencing drug overdose have not been so heavily addressed. In order to do so, this requires shifting drug overdose prevention and response efforts to identify and address the upstream, or “root cause”, factors that are driving ongoing gaps amid those experiencing drug overdose and its associated harms.



NACCHO's *Health Equity and Drug Overdose Prevention Mentorship Program* serves as an opportunity for NACCHO to continue supporting LHDs in their efforts to address drug overdose in their communities. Furthermore, it is an opportunity for NACCHO to do so in a way that centers health equity as a core focus of these efforts. Participants in this program can expect to receive individualized peer-to-peer assistance and technical support in order to increase their capacity to integrate health equity into their drug overdose prevention and response efforts.

Mentor recipients are expected to have expertise and active overdose prevention and/or response programs that address their community's challenges related to drug overdose deaths using health equity strategies that fall into two or more of the following categories:

- Using & Communicating Data Equitably
- Community Engagement
- Communications
- Policy Advocacy
- Organizational Equity

### III. Eligibility

This funding opportunity is open to LHDs with subject matter expertise that meet the following requirements:

- Currently have a program that targets the needs of the community using at least one of the five key health equity strategy areas (Using & Communicating Data Equitably, Community Engagement, Communications, Policy Advocacy, and Organizational Equity). See logic model below in Section IV.
- LHD must have one point person within the opioid/substance misuse program who:
  - Has experience and expertise in two or more of the listed categories;
  - Has at least five years of professional experience at an LHD (including but not limited to overdose prevention or response work);
  - Is willing to dedicate 5-6 hours/month per mentee to this program; and
  - Has at least 1-2 years of experience in a leadership role (e.g., this person must demonstrate their ability to effectively mentor others).

### IV. Project Requirements and Expectations

The project period is up to six months long, and applicants should review all proposed activities and expenditures to ensure there is a reasonable expectation that project funds can be spent within the given project period. Any application that fails to satisfy the deadline requirements will be considered non-responsive and will not be considered for funding under this announcement.

Selected LHDs will:

- Designate one LHD main point of contact to serve as a mentor with whom NACCHO will directly communicate on all matters related to this project.
- Adhere to NACCHO's standard contract language and be able to sign and return the contract to NACCHO within approximately 30 days of receipt. Contractors that cannot agree to NACCHO's contract language should not apply for this initiative. Florida and Texas applicants should email [IVP@naccho.org](mailto:IVP@naccho.org) immediately for a copy of their standard contract. As part of the application, LHD applicants will be asked to verify that they have read NACCHO's standard contract language



and have provided a copy to the individual with signing authority at your organization for advanced consideration.

- Work with the health department mentee to identify the jurisdictional needs and assets into an Assessment Summary Report.
- Assist the mentee site with a project plan to identify initial steps in addressing the needs identified using health equity strategies (objectives might include: identify local community partners, develop health equity indicators, create a community advisory board)
- Attend regular conference calls with mentees to check in and discuss progress on mentee program action plan activities. Meetings will be organized by mentee and should be held at least monthly (December 2021 -May 2022).
- Host a virtual site visit with mentee(s). In-person site visits are discouraged given ongoing COVID precautions.
- Complete a final report detailing the successes, challenges, and lessons learned through the mentorship.
- Participate in two individual check-in calls and two mentor-only group calls facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan. Participants will include at least one representative from NACCHO, CDC, and the mentor, as well as any other stakeholders invited by the awardee.
- Participate in evaluation-related activities with NACCHO and CDC to track and measure progress towards expressed outcomes.

Please refer to [this deliverable schedule](#) for the anticipated invoice periods and payment schedule. Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing [jakuffo@naccho.org](mailto:jakuffo@naccho.org).

Funding for this initiative is supported by the Centers for Disease Control and Prevention (CDC) cooperative agreement NU38OT000306-04-00 entitled *Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health*.

## V. Key Strategy Areas

The eligible categories of work to which LHDs may apply are outlined below; see bulleted points for example activities. Applicants are required to apply to at least two (2) categories of work:

1. Using & Communicating Data Equitably
  - Developing or utilizing health equity indicators
  - Disaggregation of data
  - Use of participatory methodologies
  - Data-sharing agreements across partners
  - Data visualization techniques
2. Community Engagement
  - Community Advisory Boards and Workgroups
  - Formalized partnerships with directly impacted persons
  - Cross-sector coalition building
  - Participatory budgeting
3. Communications



- Translating materials for non-English speakers
  - Incorporation of community voice or storytelling
  - Destigmatizing narratives around substance use
  - Developing HE narratives around substance use and overdose
4. Policy Advocacy
    - “Little p”: Integrating specific policies or practices at the organizational level to address HE
      - Making HE as a leading strategic priority
      - Formalizing HE as part of staff job descriptions
    - “Big p”: Advocating for policy changes at the state or federal level to address health inequities in your jurisdiction
  5. Organizational Equity
    - Hiring directly impacted people (i.e. as Peer Support Specialists, Recovery Coaches, etc.)
    - Ensuring staff reflect the community or population/s being served
    - Equity indicators to measure & evaluate organizational success toward HE
    - Developing or implementing health equity trainings
    - Dedicated HE staff or office

## VI. Application Process

- 1) Review the requirements and expectations outlined in this RFA.
- 2) Read NACCHO’s [standard contract](#) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
- 3) Submit the application as a **Word document by 8:00 pm ET on Friday, November 5, 2021.** Please e-mail the application materials to [jakuffo@naccho.org](mailto:jakuffo@naccho.org). NACCHO will confirm receipt of e-mailed applications. Applications received after the deadline will not be considered. Applications not in the required format and exceeding page limitations will be considered incomplete and not scored.
- 4) The application must not exceed **four pages** (single-spaced, Times New Roman, and 12-point font). The letters of support, and résumé or CV will not count toward the page limit.
- 5) NACCHO will confirm receipt of all applications, however, receipt does not guarantee verification of completeness. All questions may be directed to [jakuffo@naccho.org](mailto:jakuffo@naccho.org).
- 6) Applicants will be notified of their selection status on or around the week of November 15, 2021.

## VII. Application

Applications will be reviewed by NACCHO and CDC and scored based on the following criteria. The budget will not be included in the scoring criteria but is required for complete application submissions. NACCHO will not review incomplete applications.

- **Mentor Point of Contact:**



- Name of LHD
- Name of Mentor
- Title of Mentor
- Email address
- Mentor primary phone number
- Mentor résumé or CV
- **Identify how many Mentees you are interested in mentoring:**
  - Mentoring one (1) mentee: up to \$15,000
  - Mentoring two (2) mentees: up to \$30,000
- **Identify Key Area(s) of expertise:**
  - Using & Communicating Data Equitably
  - Community Engagement
  - Communications
  - Policy Advocacy
  - Organizational Equity
- **Current Work (50%)**
  - Brief description of LHD: location, demographics of population served in your community, and drug overdose burden.
  - Describe your overdose response and prevention work using health equity actions that fall into the key strategy area(s) you identified above. Identify your role, and the role of your health department for each program.
- **Mentor capacity to mentor one or more LHDs (50%)**
  - Describe your experience in the field of public health and overdose prevention and response.
  - Describe your understanding of health equity and how you have used it to advance your work in overdose prevention and response
  - Describe your experience in leadership positions and if you have participated in a formal mentorship program in the past.
  - Describe, if applicable, your experience teaching others how to approach work using health equity strategies you have implemented in your community.

**Not included in page count, but required as a pdf**

- One Letter of Support from the Health Director or Administrator as a **PDF** file.
- One Letter of Support from partner organizations or stakeholders as a **PDF** file.
- One reference letter for POC serving as a mentor (optional) as a **PDF** file.
- The résumé or CV of the mentor as a **PDF** file.
- **Budget justification**
  - Applicants must complete a budget narrative; form provided. Items that may be included in the request for funds are staff salary and fringe benefits, phone/facsimile, postage, field supplies, registration for relevant trainings or workshops, and contractual fees. Funds cannot be used for the purchase or upkeep of office equipment. Additionally, project funds cannot be used to purchase food or beverages.
  - Please note that the awards are categorized as consultant, disbursed in three invoice periods upon receipt of deliverables. This is a firm fixed-price contract. The purpose of the budget narrative is to demonstrate that the applicant has considered appropriate funding needed to accomplish the work it has proposed.



- When appropriate, applicants should demonstrate ability to expedite contracting, hiring, and procurement processes in order to implement activities identified in the categories of work.

### VIII Key Activities and Dates

Applicants are advised to consider the following deadlines and activities and events for this application:

Activity	Date/Deadline for Completion
Application submission deadline	November 05, 2021
Award notification date	Week of November 15
Kickoff webinar	End of November 2021 – (date to be determined)
Needs and assets assessment Summary	Early-to-Mid December
Individual check-in call with NACCHO and CDC	January, March, April 2022
Submit first invoice	January 31, 2022
Ongoing	Work with mentee to revise program plan
Ongoing	Participate in monthly conference calls with mentee
Complete virtual site visit	February 2022
Mentor sharing session	February 2022 -- (date to be determined)
Formal Networking	March 2022 -- (date to be determined)
Virtual Symposium	April 2022 -- (date to be determined)
Submit second invoice	April 30, 2022
Submit third invoice	May 31, 2022
Final evaluation assessments due to NACCHO	May 31, 2022
End of period of performance	May 31, 2022

### VIII Attachments

Please find below links to additional information, forms, and resources needed for this application submission:

#### Required Application Resources

- [Budget Narrative](#)
- NACCHO Standard Contract Language (Member) – [standard contract](#)
- Deliverable schedule – [Mentors](#)

