

**Implementing Overdose Prevention Strategies at the Local Level**

**Blank Application Form**

The National Association of County and City Health Officials (NACCHO), with support from the Centers for Disease Control and Prevention (CDC), National Center for Injury Control and Prevention (NCIPC), is accepting applications for *Implementing Overdose Prevention Strategies at the Local Level*. The purpose of this funding opportunity is to build capacity for local health departments (LHDs) serving large jurisdictions and with a high burden of drug overdose deaths.

Recipients are expected to implement activities that address their community’s challenges related to drug overdose in two or more of the following categories of work: establishing linkages to care; providers and health systems support; public safety partnerships; empowering individuals to make safer choices; and prevention innovation projects. The activities should be tailored to the categories of work and impact the outcomes listed in the[Request for Application (RFA)](https://www.naccho.org/uploads/downloadable-resources/IOPSLL-RFA.docx). All necessary information regarding the project and application process may be found in the RFA.

Applications must be submitted through [the online submission](http://naccho.co1.qualtrics.com/jfe/form/SV_3syHZ7x3yJVrlPf) form no later than **October 23, 2019 at 11:59 pm E.T.** No applications will be accepted by fax, e-mail, or postal mail.

Applicants will be notified of their status on or about November 8, 2019.

If you experience any problems with the application, please contact NACCHO’s Overdose Prevention Team at [opioidepidemic@naccho.org](mailto:opioidepidemic@naccho.org).

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| **Agency Information** |

Please provide your agency information:

* Name of agency:
* Street address:
* City/State/Zip:
* Telephone:
* Enter population size served by the LHD (use the Census <https://www.census.gov/quickfacts/fact/table/US/PST045218>):

**Designated Project Coordinator[[1]](#footnote-2)**

* Email:
* Confirm Email:
* First Name:
* Last Name:
* Position/Title:
* Organization Name:
* Phone Number:

**Health Agency Director**

* Email:
* Confirm Email:
* First Name:
* Last Name:
* Position/Title:
* Phone Number:

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| **Contract Information** |

NACCHO will establish cost-reimbursable subawards with selected LHDs as described in the Request for Applications (RFA). Agreement with NACCHO’s [standard contract terms and conditions](https://www.naccho.org/uploads/downloadable-resources/01_Subaward-Template-for-Members_190911_235714.docx) is a requirement for application. No modifications will be made. The information below will help to begin the contracting process immediately upon selection.

Our agency has read NACCHO’s standard contract language and provided a copy to the individual with signing authority at your organization for advanced consideration.

*[Y/N]*

*If Yes*: Please comment on your agency’s contracting process.

*[open text—character limit: 600]*

*If No*: Please explain.

*[open text—character limit: 600]*

Please complete and upload the following forms:

* [Vendor form](https://www.naccho.org/uploads/downloadable-resources/Vendor-Form.pdf)
* [W-9 form](https://www.naccho.org/uploads/downloadable-resources/W-9-Blank.pdf)

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| **Demographic Data** |  |

Briefly provide information about the racial and ethnic breakdown of your community. You may refer to the [Census](https://www.census.gov/quickfacts/fact/table/US/PST045218) or report from other community data. If data is limited, feel free to include your best estimates.

*[open text—character limit: 900]*

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| **Drug Overdose Burden** |  |

2017 Drug Overdose deaths (use <https://wonder.cdc.gov/ucd-icd10.html>)

*[open text]*

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| **Approach (50 pts)** |  |

Please write a summary of your approach to address drug overdose deaths, to include opioids. Address the problem you are trying to solve, the strategies and activities you propose, and outcomes you are trying to achieve.

*[open text—character limit: 1500]*

What is your target population(s) and/or geographic area(s) in your jurisdiction where you will focus your interventions? What methods or data sources were used to identify this population?

*[open text—character limit: 1200]*

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| **Strategies and Activities (15 pts)** |

Identify which categories of work you are using in your approach (applicants are required to apply to at least two strategies). Check all that apply.

* + *Establishing Linkages to Care*
  + *Providers and Health Systems Support*
  + *Partnerships with Public Safety and First Responders*
  + *Empowering Individuals to make safer choices*
  + *Prevention Innovation Projects*

Competitive applications will prioritize health equity and identify where you have or how you plan to include people with lived experience into the planning/implementation process. Additionally, any strategy proposed should be theoretically informed and driven by experiential and contextual evidence and should have reasonable expectations of achieving demonstrable impact on the intermediate and long-term outcomes highlighted in the RFA.

*For each selected strategy:* Briefly describe the strategy

*[open text—character limit: 1500 each]*

*For each selected strategy:* What methods or data sources were used to identify this strategy?

*[open text—character limit: 1500 each]*

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| **Work plan (15 pts)** |  |

Submit a work plan describing how you plan to implement activities that will impact short and intermediate outcomes in the RFA. The work plan should include goals, objectives, activities, expected outcomes, and a timeline with a month-by-month description of key tasks and milestones for project completion, and specific deliverables through July 31, 2020. (Please use the [work plan template provided](https://www.naccho.org/uploads/downloadable-resources/IOPSLL-Work-Plan.docx))

*[upload work plan]*

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| **Collaborations (10 pts)** |  |

Describe the organizations that are partnering to address this challenge, as well as the history of collaboration between your organization and the partnering entities. How have these partners worked together to address drug overdose deaths and what roles will they each take on for this proposed project? How are the complementary resources, expertise, and capacities of each partner being aligned to address the specific priorities of focus in this community?

*[open text—character limit: 3000]*

Applicants are strongly encouraged to provide a Letter of Support (LOS) to show collaborators’ support for the application and agreement to participate in regular meetings to support and coordinate activities.

*[up to 3 LOS uploads]*

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| **Evaluation and performance Measures (25 pts)** |

Present an evaluation plan including appropriate indicators, measures of program implementation (capturing formative, process, and outcome evaluation metrics), and logic model. (Please use the [Evaluation and Performance Measurement Plan provided](https://www.naccho.org/uploads/downloadable-resources/IOPSLL-Evaluation-Plan-Template.docx))

*[upload evaluation plan]*

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| **LHD capacity to implement approach (25 pts)** |

Describe the health department's capacity to implement the proposed approach, including:

* + Your organizational/agency and staff qualifications and experience engaging in overdose prevention efforts.
  + Identify key staff responsible for completing your proposed work and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFA. Individuals identified here should also be noted in the work plan.
  + Your organization’s capacity to collect or obtain data regarding the outcome of the proposed interventions and serving your target population.
  + Your organization’s readiness to start this project and complete it by July 31, 2020.
  + Describe any expedited contracting, procurement, or hiring practices your organization can/will employ to ensure project funds are expended within the given project period.
  + Describe your plans to sustain activities started during this project following the end of the period of performance on July 31, 2020.

*[open text—character limit: 4500]*

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| **Budget** |

An important component of your proposal is the preparation of a budget. Each LHD may request up to $750,000 to support project activities. Complete every field using your best judgement when projecting expenses.

Instructions for completing the line item budget:

* + Please use the [budget form provided](https://www.naccho.org/uploads/downloadable-resources/IOPSLL-Budget-Template.xlsx) to submit a detailed budget for up to 9 months. The budget should be consistent with the goals, objectives, and activities proposed within the work plan, and should clearly outline the dollar amount and provide a narrative cost justification for each line item. Include a budget narrative (preferably in Microsoft Word format) to explain each line-item and how the dollar amounts were derived.
  + Items that may be included in the request for funds include but are not limited to staff salary and fringe benefits, field supplies, travel to relevant trainings or workshops, and subcontracts to partner organizations. Project funds should meet the needs outlined in the work plan to achieve the short and intermediate outcomes listed in the RFA.
  + Program funds cannot be used for purchasing naloxone, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), purchasing fentanyl test strips, or directly funding or expanding direct provision of substance use treatment programs. All federal regulations included in [45 CFR 75](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75) will be mandated for awardees.

The purpose of the line item budget is to demonstrate that the applicant has considered appropriate funding needed to accomplish the proposed work and that applicant has a reasonable expectation of being able to expend the funds within the given project period. The budget will not be included in the scoring criteria but is required for complete application submissions. NACCHO will not review incomplete applications.

*[upload budget and narrative]*

Optional: For the below table, please provide the estimated funding required for each selected strategy (for NACCHO and CDC planning purposes only), and identify if other funding mechanisms will contribute to this work by marking "yes" for each selected strategy.

*[enter for each selected strategy]*

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| **Strategy Description** | **Estimated Budget Allocated/Amount Requested** | **Other Funding Mechanisms Supporting this Strategy** |
| Linkage to Care |  |  |
| Providers and Health Systems Support |  |  |
| Public Safety Partnerships |  |  |
| Empowering Individuals |  |  |
| Innovation projects |  |  |

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| **Supplemental Funding Opportunity: Peer-to-Peer Learning Coordination** |  |

In addition to the $750,000 funding opportunity to support project activities, supplemental funds ($50,000) are offered for those recipients who want to serve as Peer-to-Peer Learning Coordinators for a specific area of expertise (within one of the five categories of work).

Would you like to apply for additional funding to lead a peer-to-peer learning experience?

*[Y/N]*

*If Yes*: Specify the area of expertise (in one of the five strategy areas) and propose a curriculum and process by which you would build capacity and expertise among your peers.

* *Establishing Linkages to Care*
* *Providers and Health Systems Support*
* *Public Safety Partnerships*
* *Empowering Individuals to make safer choices*
* *Prevention Innovation Projects*

*If Yes*: Please use the space below to specify and demonstrate the content area of expertise and propose a curriculum and process by which you would build capacity and expertise among your peers. Peer-to-Peer Learning Coordinators may serve as a resource for other LHDs interested in implementing similar activities by providing technical assistance via telephone, e-mail, or, in person. Coordinators may additionally participate in Community of Practice webinars for interested LHDs on lessons learned and all related tools and resources used that were helpful when implementing one or more of the five categories of work. For example, if your health department has developed a model to engage individuals with lived experience into program development, you may apply to serve as a Peer-to-Peer Learning Coordinator for “Empowering Individuals to make safer choices” by proposing learning objectives for other LHDs, the modality for training (e.g., series of webinars, facilitated conference calls, or workshop during the in-person meeting), and a timeline for implementation.

*[open text—character limit: 4500]*

1. Per RFA: Applicants are required to designate one main point of contact with whom NACCHO will directly communicate on all matters related to this project, including selection notification. [↑](#footnote-ref-2)