

# 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

**Initial Date of release: Monday, July 18, 2022**

NACCHO hosted an informational webinar on July 27, 2022, the recording can be reviewed [here](#), along with the FAQs [here](#). Further details can be found on [pg. 6](#).

**Third Date of release: Monday, September 19, 2022**

**Final applications are due by Friday, October 07, 2022 at 8:00 pm ET. No exceptions.**



## 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 our *Health Equity and Overdose Prevention Mentorship Program*. This will be the second iteration of our mentorship program and will include opportunities for local health departments (LHDs) to learn from peers, share experiences and exchange strategies for integrating health equity into drug overdose prevention and response work. 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 begin or continue work on planning or expanding their jurisdiction’s capacity to address health inequities in drug overdose.
- Provide bi-directional learning 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 continuous learning and connection around health equity and drug overdose both during and following the project period.
- 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 2022 to July 2023. The amount awarded to each selected mentor will be contingent on the number of eligible applications received. NACCHO plans to announce the selected agencies by the week of October 17, 2022. 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 \$50,000

Mentoring two (2) mentees: up to \$100,000

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

## 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.

### III. Key Strategy Areas

The technical assistance (TA) to be provided by mentors to mentees fall into five (5) strategy areas, which each LHD may apply to and are outlined below; see bulleted points for example activities. Applicants are required to indicate at least two (2) strategy areas they have expertise in and could provide TA to another health department:

1. Data Equity
  - 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 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
    - Learning how to engage and solicit buy-in from elected officials
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

#### IV. Eligibility

NACCHO defines a mentor as a LHD staff member or team with demonstrated *skills or experience* in providing one-to-one capacity-building support to another LHD, staff member or team via advice, sharing of resources and tools, and other guidance. Additionally, the mentor should aim to create a thriving environment of learning, shared accountability, and growth to result in sustained advancements for the staff member and/or team. The mentor LHD's recipient is 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 at minimum one or more of the strategy areas identified above:

- Data Equity
- Community Engagement
- Communications
- Policy Advocacy
- Organizational Equity

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).
- LHD must have **one primary point of contact**, who actively communicates with NACCHO on all technical and administrative aspects of the project. This person may or may not be the same person serving as the mentor for the LHD whose eligibility criteria is described below.
- LHD must have **at least one staff member** within the opioid, overdose or substance misuse program who can serve as the **mentor\*** to the LHD mentee(s) and meets the below expectations. This person may or may not be the same person serving as the primary point of contact described above:
  - Has experience and expertise in one 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 able to dedicate at least 5-6 hours/month per mentee to this program; and
  - Has at least 1-2 years of experience in a leadership or mentorship role (e.g., this person must demonstrate their skills and ability to effectively mentor others).

**\*The mentor can leverage their collective agency expertise when providing TA to their mentee(s).**



## V. Project Requirements and Expectations

The project period will be nine 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:

- 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. A copy of NACCHO's standard contract language can be found linked below
- Designate one LHD main point of contact with whom NACCHO will directly communicate on all matters related to this project. This person may or may not also be the person mentoring.
- Designate at least one LHD staff member to serve as the mentor for the mentee staff person/s
- Work with the local health department mentee(s) to identify their jurisdictional needs and assets.
- Assist the mentee site with drafting a feasible workplan for the project period, including support identifying initial steps in addressing the identified needs, how to leverage identified assets, and build capacity via the health equity strategy areas. Potential goals and objectives might include activities to: identify local community partners, develop health equity indicators, set up a data dashboard, or create a community advisory board.
- Facilitate regular conference calls with mentees to check in and discuss progress on mentee program workplan activities (agenda topics might include: reviewing workplan activities and suggesting changes to help re-focus priorities and outcomes, discussing how organizational changes have impacted progress and suggest recommendations, if necessary, and hosting or facilitating any trainings as identified). Meetings will be organized by mentor and should be held at least monthly (November 2022-July 2023).
- Host a virtual or in-person site visit with mentee(s). In-person site visits are permitted given that COVID precautions have been taken (i.e., proof of vaccination of all traveling individuals).
- Complete a final presentation detailing the successes, challenges, and lessons learned through the mentorship to be presented during the closing Virtual Symposium.
- 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 and the mentor LHD, 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 (i.e., pre- and post-evaluation survey, mid-program check-in survey, interviews, etc.).

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

Funding for this initiative is supported by the Centers for Disease Control and Prevention (CDC) under award 6 NU38OT000306-02-01 entitled *Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health*.

## VI. Application Process

- 1) Review the requirements and expectations outlined in this RFA.
- 2) Review informational webinar recording [here](#), along with the FAQs [here](#) for an overview of this funding announcement. If you have any questions, please email [IVP@naccho.org](mailto:IVP@naccho.org).
- 3) 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 or fiscal agency), 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. Modifications to NACCHO's contract language are rarely accepted without special circumstance.
- 4) Submit the application as a **Word document by 8:00 pm ET on Friday, October 07, 2022**. Please e-mail the application materials to [IVP@naccho.org](mailto:IVP@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.
- 5) 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.
- 6) NACCHO will confirm receipt of all applications, however, receipt does not guarantee verification of completeness. All questions may be directed to [IVP@naccho.org](mailto:IVP@naccho.org).
- 7) Applicants will be notified of their selection status on or around the week of October 17, 2022.

## 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. After reviewing the information below, please review an example application [here](#). **[Note: Please do not plagiarize.]**

- **Mentor Point of Contact:**
  - Name of LHD
  - LHD Point of Contact
    - Title of Point of Contact
    - Email Address
    - Point of contact phone number
  - Name of Mentor
    - Title of Mentor
    - Email address
    - Mentor phone number
    - Mentor résumé or CV
- **Identify how many Mentees you are interested in mentoring:**
  - Mentoring one (1) mentee: up to \$50,000
  - Mentoring two (2) mentees: up to \$100,000



- **Identify (at least two) Key Areas of expertise:**
  - Data Equity
  - 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. Be sure to specify
    - Population size and
    - Degree of urbanization (e.g., urban, rural, suburban)
  - 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 in your health department.
  - Describe your experience in leadership and/or mentorship positions and if you have participated in a formal mentorship program in the past.
  - Describe, if applicable, your experience teaching others (e.g., staff, LHDs, community partners or other stakeholders) 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.
  - The résumé or CV of each staff member serving as a mentor as **PDF** files.
  - One Letter of Support from partner organizations or stakeholders (optional) as a **PDF** file.
  - One reference letter for POC serving as a mentor (optional) 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, postage, mileage, marketing/promotional materials, 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 and 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. All dates and activities are subject to change if determined by NACCHO:

Activity	Date/Deadline for Completion	Responsibility
New Application submission deadline	October 07, 2022	LHD Mentee Team
Award notification date	Week of October 17, 2022	NACCHO
Kickoff webinar	Week of November 07, 2022– (Date TBD)	All: NACCHO, CDC, Mentors & Mentees
Workplan due	December 09, 2022	Mentee & Mentor
TA plan due	January 03, 2023	Mentor
Individual check in call with NACCHO and CDC	TBD	All: NACCHO, CDC, Mentors & Mentees
Mentor-only & Mentee-only sharing sessions	January 2023; March 2023; May 2023-- (Date TBD)	Mentors & Mentees respectively
Submit first invoice	February 1, 2023	Mentee & Mentor respectively
Complete site visit	*Date and Time TBD by Mentor and Mentee(s)  (*Note: This deliverable can be submitted during the 1 <sup>st</sup> or 2 <sup>nd</sup> invoice period: November 2022-May 2023)	Mentors & Mentees
Formal Networking event	April 2023 -- (Date TBD)	All: NACCHO, CDC, Mentors & Mentees
Submit second invoice	June 1, 2023	Mentee & Mentor respectively
Virtual Symposium	July 2023-- (Date TBD)	All: NACCHO, CDC, Mentors & Mentees
Submit third invoice	July 31, 2023	Mentee & Mentor respectively
End of period of performance	July 31, 2023	All: NACCHO, CDC, Mentors & Mentees

## 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 – [standard contract](#)
- Deliverable schedule – [Mentors](#)

### Required Contracting Forms

If awarded funding for participation in this program, the following forms will be required in order to initiate a contract with NACCHO. If possible, consider preparing in advance to expedite contracting:

- Vendor Form: [https://www.naccho.org/uploads/downloadable-resources/Vendor-Form\\_220718\\_194756.pdf](https://www.naccho.org/uploads/downloadable-resources/Vendor-Form_220718_194756.pdf)
- FFATA Form: <https://www.naccho.org/uploads/downloadable-resources/FFATA-Form.pdf>
- Certificate of Non-Debarment: [https://www.naccho.org/uploads/downloadable-resources/Certification-of-Non-Debarment\\_220718\\_194758.pdf](https://www.naccho.org/uploads/downloadable-resources/Certification-of-Non-Debarment_220718_194758.pdf)
- Proof of SAM.gov Registration
  - NACCHO **will not** accept a notification of pending registration. Please submit a screenshot or PDF of current registration
- W-9 Form: [https://www.naccho.org/uploads/downloadable-resources/W-9-Form\\_220718\\_194754.pdf](https://www.naccho.org/uploads/downloadable-resources/W-9-Form_220718_194754.pdf)