



Request for Applications

Harm Reduction Practices and Services: Academic Detailing Pilot Project

Date of release: March 21, 2022

Applications are due by 11:59 pm E.T. on May 2, 2022

Summary Information

Project Title: Harm Reduction Practices and Services: Academic Detailing Pilot Project
Proposal Due Date and Time: May 2, 2022, at 11:59 pm E.T.
Selection Announcement Date: On or around May 16, 2022
Source of Funding: Centers for Disease Control and Prevention
NOA Award No.: 6 NU38OT000306-04-01
Maximum Funding Amount: Up to \$35,000 per site.
Estimated Period of Performance: Upon execution of the contract – July 31, 2022. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) with an end date of December 31, 2022.
Point of Contact for Questions Regarding this Application: Audrey Eisemann, Sr. Program Analyst, Injury and Violence Prevention (aeisemann@naccho.org)

I. Background and Funding Overview

The National Association of County and City Health Officials (NACCHO) represents the nation’s nearly 3,000 local health departments (LHDs), which work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity to develop key messages that can be delivered through one-on-one educational outreach, also known as academic detailing, for health departments to use with primary care providers and law enforcement officers to increase their knowledge of harm reduction; increase their ability to incorporate harm reduction into services they provide; and increase referrals of individuals who use substances to harm reduction services in their community.

Through this funding opportunity, NACCHO will award up to five applicants. **Applicants are defined as Local or State Health Departments or other non-profit organizations/academic institutions that provide academic detailing with at least one law enforcement-led deflection/pre-arrest diversion program operating in their jurisdiction that will receive the one-on-one educational outreach from detailers.** Project proposals must identify the existence of these programs and capacity to pilot two academic detailing projects (one with primary care providers and one with law enforcement). The project period shall begin upon receipt of the Notice of Award and will end **July 31, 2022**. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) with an end date of December 31, 2022. Applications must be submitted via email no later than **May 2, 2022**. In fairness to all applicants, NACCHO will not accept late submissions.

Applications are due **by 11:59 pm E.T. on May 2, 2022**. The applicant must designate one main point of contact to submit the application and communicate directly with NACCHO subsequently. Applicants will be notified of their selection status by e-mail to the project point of contact on or **around May 16, 2022**. All necessary information regarding the project and application process may be found below. All questions should be sent via email to Audrey Eisemann (aeisemann@naccho.org) and will be reviewed by NACCHO.

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

Event	Date/Time
Application Submission Deadline	May 2, 2022 at 11:59 pm E.T.
Award Notification Date	On or around May 16, 2022
End of Period of Performance	July 31, 2022*

* Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) with an end date of December 31, 2022.

II. Eligibility and Contract Terms

Eligibility requirements: To be considered eligible for this funding opportunity, applicants must:

- Be a Local or State Health Department or other non-profit organization/academic institution that provides academic detailing; and
- Have at least one law enforcement-led deflection or pre-arrest diversion program operating within their jurisdiction; and
- Have a harm reduction services program within the jurisdiction.

Contract terms: Selected applicants will be required to identify and designate an agency, if it is not the state or local health department, to enter into a contract with NACCHO for the submission of the deliverables specified in the contract and serve as a fiscal agent for the project. NACCHO expects you as the applicant to review and agree to the NACCHO [standard contract language](#). However, if you know in advance that your agency or organization is going to have difficulty accepting any of the provisions in the contract, please contact NACCHO immediately to discuss. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

NACCHO will establish a fee-for-service contract with the awarded applicant whereas deliverables will be listed in the recipient contract and payment will be remitted upon submission and acceptance of those items; see Section III for the deliverable schedule.

III. Project Requirements and Expectations

Priority will be given to applications that:

- Demonstrate the capacity to pilot harm reduction messages through an academic detailing model within two sectors: primary care and law-enforcement-led deflection/diversion programs. The one-on-one educational outreach will focus on topics related increasing the use of harm reduction strategies through behavior changes that are specific to each sector; and
- Demonstrate ability to implement cross-sector collaboration through a letter of support (LOS) for this project from at least one law enforcement agency with a deflection/pre-arrest diversion program within their jurisdiction.

All awardees will be required to conduct the following activities throughout the project period:

- Participate in development calls/meetings related to the academic detailing for law enforcement component of the project, and provide feedback to draft documents, as requested.
- Pilot academic detailing key messages for primary care providers that focus on incorporating harm reduction practice and referrals into the provision of care.
 - The awardee is not required to, but may use their discretion to target a subpopulation within the population of primary care providers (e.g. primary care

providers that are x-waivered, serve rural jurisdictions, serve jurisdictions with high rates of overdoses, etc.)

- Pilot the academic detailing key messages for law enforcement officers that focus on incorporating harm reduction practice and referrals into their deflection/pre-arrest diversion programs.
- Provide regular updates to NACCHO on the status of the pilots.
- Provide feedback based on the experience of piloting both details.

The following outlines the deliverables to be produced by each awardee; however, a finalized scope of work will be agreed upon post awardee selection.

Invoice number	Primary Task/Deliverable	Payment Schedule	Payment Amount
Invoice 1	1. Participate in project kick-off call with NACCHO, CDC, and project partners. Time and date TBD. Provide list of attendees. (1.1)	10%	Invoice 1: \$7,000
	2. Develop list of local resources for academic detailers based upon the needs of the detail and jurisdiction. This may include primary care providers that are X waivered; treatment facilities and their capacity; peer support programs; harm reduction service providers; etc. (1.2)	10%	
Invoice 2	1. Participate in 4-5 pilot development calls with NACCHO, CDC, and project partners. Provide participant list and call schedule. (2.1)	20%	Invoice 2: \$7,000
Invoice 3	1. Pilot academic detailing key messages to incorporate harm reduction practice and referrals into the provision of care by primary care providers and provide surveys to detailees. Pilot includes between 7-10 providers with up to three visits each, for a total of up to 30 visits. Provide monthly data tracking submission. (3.1)	20%	Invoice 3: \$7,000
	2. Participate in check-in calls with NACCHO, CDC, and project partners, as needed. Provide call schedule. (3.2)	n/a	
Invoice 4	1. Provide feedback through participation in a focus group to NACCHO, CDC, and project partners on the challenges, successes, considerations, and lessons learned of the academic detailing for primary care providers. Provide participant list and call notes. (4.1)	10%	Invoice 4: \$3,500
Invoice 5	1. Pilot academic detailing resources to incorporate harm reduction practice and referrals into the actions and responses of law enforcement officers and provide surveys to detailees. The number visits will be determined in coordination with NACCHO, CDC, and project partners as part of program development, but it will be no more than a 4-month piloting period. Provide monthly data tracking submission. (5.1)	20%	Invoice 5: \$7,000
	2. Participate in check-in calls with NACCHO, CDC, and project partners, as needed. Provide call schedule. (5.2)	n/a	
Invoice 6	2. Provide feedback through participation in a focus group to NACCHO, CDC, and project partners on the challenges, successes, considerations, and lessons learned of the academic detailing for law enforcement officers. Provide participant list and call notes. (6.1)	10%	Invoice 6: \$3,500

Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

IV. Application Instructions

To apply for this funding opportunity:

- Review the requirements and expectations outlined in this RFA.
- Review NACCHO's [standard contract language](#) 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. *Do not sign or send back the contract with the application.*
- Submit the application to NACCHO's Overdose Prevention Team at IVP@naccho.org by May 2, 2022 at 11:59 pm ET. Submissions after this deadline will not be considered. Please use the subject line, "Harm Reduction Practices and Services: Academic Detailing Pilot Project." NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness.
 - NACCHO will confirm receipt of all applications, however, receipt does not guarantee verification of completeness. All questions may be directed to Audrey Eisemann at aeisemann@naccho.org.
- The application must include the following items to be deemed complete:
 - Narrative (no more than 3-5 pages) that addresses the three domains described below:
 - Statement of Need
 - Applicant Information and Implementing Capacity
 - Collaboration
 - Budget and budget narrative (templates provided in Section VI)
 - Completed attachments (see Section VI)

Applicants will be notified of their selection status by e-mail to the project point of contact **on or around May 16, 2022**. Selected applicants will be required to confirm participation and agreement with the contract scope of work after receiving a notification. The designated point of contact for selection must be available to receive and respond to the notification in a timely manner.

V. Selection criteria

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.

1. Project Narrative

- **Statement of Need (20%)**
 - Describe the public health and public safety impact of the overdose epidemic in the jurisdiction (e.g., fatal, and non-fatal overdose rates, trends of concern). Include any relevant background and community context.
- **Applicant Information and Implementing Capacity (40%)**
 - Identify and provide an overview of the existing academic detailing program, including
 - number of FT and PT staff; and
 - previous detailing on topics related to overdose response and prevention.
 - Include a brief description of the staffing plan to implement the two pilots.

- Provide resumes or curriculum vitae of all key project staff, highlighting relevant knowledge, expertise/qualifications, and experience. These items do not count towards page limit.
- **Collaboration (40%)**
 - Identify the law enforcement agency(s) that will receive the detailing, as well as a law enforcement point of contact who will be responsible for participating in the review of the law enforcement-related materials during the development stage, as well as provide administrative oversight to ensure that academic detailers are able to meet with the appropriate law enforcement personnel during the piloting stage.
 - Describe the agreed upon roles and responsibilities for this proposed project and plan to collaborate on this initiative. Specify and list the contributions of the law enforcement agency and the state/local health department.
 - Provide a letter of support (LOS) from the law enforcement agency(s) that will receive the detailing as an attachment, demonstrating that the proposed collaborators commit to the application and agree to regular meetings to support and coordinate activities.

2. Budget and Budget Narrative (templates provided)

- Refer to the [Budget](#) and [Budget Narrative](#) templates. Each complete application must also include a budget justification using the sample budget template. Each applicant may request up to \$35,000 to support project activities. Please note that the final budget amount cannot be changed after submission.
- The budget will not be included in the scoring criteria but is required for complete application submissions. The purpose of the line-item budget is to demonstrate that the applicant has considered appropriate funding needed to accomplish the proposed work. **The budget should span approximately 6 months with the understanding that the project is expected to end on July 31, 2022. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) with an end date of December 31, 2022.**
- Items that may be included in the request for funds include, but are not limited to:
 - staff salaries and fringe benefits
 - supplies
 - indirect costs to support the completion of the deliverables within the project period
 - training for staff on this project
- Activities supported directly by project funding will be constrained by allowable costs under CDC guidelines. Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFA are prohibited from being used to pay the direct salary of an individual at a rate more than current Federal Executive Schedule Level II salary cap [of \\$199,300](#) or the hourly rate of \$95.82. Please see Appendix A for a list of unallowable costs.
- **Include a budget narrative** (one page or less) to explain each line-item and how the amounts were derived. See detailed guidance below.
 - Personnel: List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position's time devoted to the project, and the activities you anticipate these staff persons to conduct.
 - Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc. We require a copy of

your federally approved rate for our records. If your rate isn't federally approved, please provide a signed letter on letterhead that provides a detailed breakdown and allocation for expenses incorporated as the indirect rate in your budget. Note: If your organization charges an indirect cost recovery rate greater than 10%, additional documentation will be required justifying the rate and showing a breakdown of what goes into the pool. If you use the 10% *de minimis* rate, no additional documentation is needed.

- Travel: Specify the purpose and details of the travel.
- Supplies: Identify supplies in the detailed budget and the intended use for these supplies (i.e., what activities will the supplies support).
- Contractual: Identify each proposed contract and specify its purpose and estimated cost.
- Respond to the following three questions on the online application portal:
 - Do you have prior experience in Federal Contracting?
 - Have you completed a Single Audit?
 - When researching contractors, vendors, or supplies was a reasonable inquiry used to ensure that contractors or vendors are compliant with Section 889 of the National Defense Authorization Act?

VI. Attachments

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

- Required: Complete and submit the [Budget](#) and [Budget Narrative](#) templates
- Required: Complete and submit the [Vendor Information Form](#)
- Required: Complete and submit the [Certification of Non-Debarment](#)
- Required: Submit a [W-9](#)
- Required: Proof of active registration with SAM.gov in accordance with active DUNS number
- Federally approved indirect/fringe rate or a signed letter on letterhead that provides a detailed breakdown and allocation for expenses incorporated as the indirect rate in your budget (as applicable)
- Required for applications of \$25,000: [FFATA form](#) (if you are not able to complete this by the application deadline, you may submit it one week after you have been selected).

APPENDIX A

Unallowable Cost Guidelines

Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. NACCHO reserves the right to request a revised cost proposal, should NACCHO and CDC determine applicant's proposed cost as unallowable. Restrictions that must be considered while planning the programs and writing the budget:

- Naloxone/Narcan and syringes
- HIV/HCV/other STD/STI testing
- Drug disposal programs and supplies. This includes implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
- The provision of medical/clinical care.
- Wastewater analysis, including testing vendors, sewage testing and wastewater testing
- Direct funding or expanding the provision of substance abuse treatment.
- Recipients may not use funds for research.
- Development of educational materials on safe injection.
- Participant costs, including food and beverage as well as incentives for participation will be approved on a case-by-case basis and will require the submission of further documentation.
- Prohibition on certain telecommunications and video surveillance serves or equipment (Pub. L. 115-232, section 889): Recipients and subrecipients are prohibited from obligating or expending grant funds (to include direct and indirect expenditures as well as cost share and program funds) to:
 - Procure or obtain
 - Extend or renew a contract to procure or obtain; or
 - Enter into a contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - For the purpose of public safety, security of government facilities, physical surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - Telecommunications or video surveillance services provided by such entities or using such equipment.
 - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country. President's Emergency Plan for AIDS Relief (PEPFAR) funding is exempt from the prohibition under Pub. L. 115-232, section 889 until September 30, 2022. During the exemption period, PEPFAR recipients are expected to work toward implementation of the requirements
- Generally, recipients may not use funds to purchase furniture or equipment, including motor vehicles. Any such proposed spending must be clearly identified in the budget.
- Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed daily the Federal Travel Per Diem Rates published by the General Services Administration. There are

many rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.

- Reimbursement of pre-award costs generally is not allowed unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for
 - publicity or propaganda purposes,
 - for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities.