# Application Form

# Evaluating the Integration of Harm Reduction Services in STI Settings

# Application Instructions

To apply for this funding opportunity:

* Complete the **Application Form** below
* Complete the [**Budget Template**](https://www.naccho.org/uploads/downloadable-resources/Budget-template_4.6.23.xlsx) and [**Budget Narrative**](https://www.naccho.org/uploads/downloadable-resources/Budget-Narrative-Template-6.docx). See the [budget guidance](https://www.naccho.org/uploads/downloadable-resources/Budget-Guidance_6april2023.docx#asset:599248@1) for additional instructions on developing the budget and budget narrative.
* Submit all documents required for a complete **contracting package**, including:
  + [Contract cover sheet](https://naccho.org/uploads/downloadable-resources/Contract-Cover-Sheet_contracts_HR-in-STI-Settings-RFA.docx#asset:599243@1)
  + [Certification of Non-debarment](https://www.naccho.org/uploads/downloadable-resources/Certification-of-Non-Debarment_2023-01-03-181528_mkkp.pdf)
  + [FFATA Form](https://www.naccho.org/uploads/downloadable-resources/FFATA-Data-Collection-Form.pdf)
  + [Vendor form](https://www.naccho.org/uploads/downloadable-resources/Vendor-Form_2023-02-01-210724_txht.pdf)
  + [W9](https://www.naccho.org/uploads/downloadable-resources/W-9-Blank_2023-01-03-181619_hnlw.pdf)
  + Proof of active registration with SAM.gov *(see guidance in contract cover sheet)*
  + Proof of fringe and/or indirect costs in the budget, if applicable (see budget guidance documents for more information)
  + If applicable, letters of support from partner organizations
* Submit the application form, budget, budget narrative, and contracting package by May 17, 2023, at 11:59 PM PT by emailing [sti@naccho.org](mailto:sti@naccho.org) with the subject line “Submission - Evaluating the Integration of Harm Reduction Services in STI Settings”

*Additional information is available* [*here*](https://www.naccho.org/blog/articles/naccho-releases-two-new-funding-opportunities-to-evaluate-the-integration-of-sti-and-harm-reduction-services)*. Contact Kat Kelley (*[*kkelley@naccho.org*](mailto:kkelley@naccho.org)*) with any questions.*

**Organization**

1. **Organization Name:** Click or tap here to enter text.
2. **Organization Type (select one):**

Local (county, city, multi-county/city) health department

Tribal health department

Community-based organization

Nonprofit healthcare clinic

Other, please describe: Click or tap here to enter text.

1. **Organization Address:** Click or tap here to enter text.
2. **Are you also applying for *Evaluating the Integration of STI Services in Harm Reduction Settings* (only for organizations that meet the eligibility requirements for both and that were encouraged to apply to both *by NACCHO*):**

Yes

No

**Primary Point of Contact for Project**

1. **Name (First, Last):** Click or tap here to enter text.
2. **Title:** Click or tap here to enter text.
3. **Email Address:** Click or tap here to enter text.
4. **Phone Number:** Click or tap here to enter text.

**Lead Finance Contact**

1. **Name (First, Last):** Click or tap here to enter text.
2. **Title:** Click or tap here to enter text.
3. **Email Address:** Click or tap here to enter text.
4. **Phone Number:** Click or tap here to enter text.

**Organization Information**

1. **Summarize organization’s mission (two to three sentences):**

Click or tap here to enter text

1. **Characterize the geographic area served by your organization:**

Click or tap here to enter text.

1. **List the eligible STI and harm reduction services you currently provide (see *Eligibility & Contract Terms*):** Click or tap here to enter text.
2. **List any other STI and harm reduction services you currently provide:** Click or tap here to enter text.
3. **Describe the volume of STI services provided. Depending on the available data, this can be in terms of clients served, # of visits conducted, etc.:**

Click or tap here to enter text.

1. **Describe the volume of HR services provided. Depending on the available data, this can be in terms of clients served, supplies distributed, # of visits conducted, etc.:**

Click or tap here to enter text.

1. **Total organizational budget, rounded to the nearest dollar (current or previous fiscal year – indicate which fiscal year):** Click or tap here to enter text.
2. **Total relevant program budget (i.e., STI budget – clarify what program(s) the budget refers to (for example, is this for just your STI program or a broader program in which your STI program is situated):** Click or tap here to enter text.

**Staff and Partners**

1. **Characterize the number and capacity of staff and volunteers that support your program, including:** 
   * The total number of paid staff: Click or tap here to enter text.
   * The total number of paid, full-time equivalents (FTEs)\*: Click or tap here to enter text.
   * The total number of volunteers, if applicable: Click or tap here to enter text.
   * Please indicate whether this project will be staffed by existing or new staff and volunteers. If you anticipate recruiting new staff and/or volunteers, please describe how you plan to do so. (50 – 150 words):

Click or tap here to enter text.

*\*For a total number of paid staff, indicate how many people work for your STI program, regardless of how many hours they work per week. To calculate FTEs, count a full-time employee as 1 FTE, a half-time employee as 0.5 FTE, etc. For example, a staff member who works 20 hours per week and a staff member who works 40 hours per week would be 2 staff and 1.5 FTE.*

1. **Describe the qualifications including experience and skills of personnel who will be involved in this project. *This should include all personnel included in your budget.* (50 – 200 words per staff member):**

Click or tap here to enter text.

1. **Characterize any key partners that are involved in your integration efforts (for this question, you do not need to describe their role in integration as that will be addressed below) (50 – 250 words per partner organization):**

Click or tap here to enter text.

**Background**

1. **Please describe the need for STI/HR services in your community AND among your clients/participants. This should include a description of public health and program data related to trends of STIs and substance use harms (e.g., overdose, HIV and viral hepatitis, bacterial infections, and associated wounds) in the communities you serve and ideally, if data are available, among your program clients. This should also include equity considerations, e.g., which populations are inequitably impacted by STIs and substance use–related harms in your community and the extent to which you serve these populations. Use of local public health/epidemiology data and/or program data is highly recommended. (200 – 700 words words):**

Click or tap here to enter text.

**Integration Model or Strategies**

1. **Please describe your current HR/STI integration model including (300-700 words):** 
   * The setting/location
   * HR and STI services provided
   * How they are provided
   * How they are integrated
   * Role of different staff and partners
   * Experience to date, including how long you’ve been implementing this model, volume/reach to-date, successes, challenges
   * Impact to date, including quantitative or qualitative data or anecdotal insights

Click or tap here to enter text.

1. **If applicable, please describe any changes you plan to make to your STI/HR integration model either at the start of project (must be finished within first 2 months of contract start date while sites are finalizing their evaluation plans and workplans) or during project implementation (if one of your project goals is to evaluate how the change(s) affect feasibility or effectiveness of the integration model). Only minor changes will be allowable, so sites are encouraged to reach out to NACCHO (**[**kkelley@naccho.org**](mailto:kkelley@naccho.org)**) prior to submitting an application to confirm that these proposed changes are allowable. (Up to 200 words):**

Click or tap here to enter text.

**Project/Evaluation Plan**

1. **Please describe your evaluation goals and plan (300-700 words) including:** 
   * For the **cross-site evaluation (quantitative)**:
     1. Describe data sources for standard indicators outlined in *Goals & Requirements* section of RFA including which data sources you already have that collect these indicators, which data sources will be adapted to collect these indicators (if needed), or which data sources will be established to collect these indicators (if needed). Please also clarify whether these indicators will be collected by your organization or collected and provided by a partner organization.
     2. How these data sources/indicators are managed (e.g., do you collect data on paper forms or digitally, do you store/manage data using specific software) and how the data will be shared with NACCHO and CDC (e.g., which organization/staff member will be responsible for this, will you develop a reporting mechanism within the software system that you use or will you download all data and manually remove unnecessary data).
     3. What you hope to learn through this cross-site evaluation / how you think your organization, partners, or community will benefit.
   * For the **cross-site evaluation (mixed-methods):** How you will contribute to and benefit from the additional, cross-site evaluation activities conducted by NACCHO and CDC.
     1. Which staff, partners, or sources of information will be able to provide insight into the process of initiating and maintaining STI/HR integration; which staff, partners, or other sources of information will be able to provide insight into barriers, facilitators, and lessons learned.
     2. What you hope to learn through this cross-site evaluation / how you think your organization, partners, or community will benefit.
   * For the **site-specific evaluation** (if applicable):
     1. Do you plan to conduct any additional evaluation activities to meet your own goals? What do you hope to learn through these activities? What data sources will you use?
     2. Are there factors of your specific integration models/strategies that you think should be evaluated? What do you think NACCHO, CDC, and your organization should explore through evaluation of your specific integration models/strategies and why? What data could be used to evaluate these factors?

Click or tap here to enter text.