REQUEST FOR PROPOSALS 2019

Utah Coalition for Opioid Overdose Prevention Strategic Plan Implementation Grant
<table>
<thead>
<tr>
<th>REQUEST FOR PROPOSALS</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMISSION DETAILS</td>
<td>4</td>
</tr>
<tr>
<td>CONTACTS</td>
<td>4</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>Mission</td>
<td>5</td>
</tr>
<tr>
<td>Prevalence</td>
<td>Error! Bookmark not defined.</td>
</tr>
<tr>
<td>Background</td>
<td>5</td>
</tr>
<tr>
<td>TIMELINE</td>
<td>6</td>
</tr>
<tr>
<td>AUTHORIZATION</td>
<td>7</td>
</tr>
<tr>
<td>FUNDING PURPOSE</td>
<td>7</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>7</td>
</tr>
<tr>
<td>Allowable Activities</td>
<td>8-9</td>
</tr>
<tr>
<td>Non-allowable Activities</td>
<td>10</td>
</tr>
<tr>
<td>PROPOSAL APPLICATION</td>
<td>10</td>
</tr>
<tr>
<td>Section One: Forms</td>
<td>11</td>
</tr>
<tr>
<td>Section Two: Identify the Problem</td>
<td>11</td>
</tr>
<tr>
<td>Section Three: Collaboration</td>
<td>12</td>
</tr>
<tr>
<td>Section Four: Project Plan</td>
<td>12</td>
</tr>
<tr>
<td>Section five: Capacity, sustainability and Reporting</td>
<td>13</td>
</tr>
<tr>
<td>Section Six: Budget Summary</td>
<td>13</td>
</tr>
<tr>
<td>REVIEW PROCESS</td>
<td>14</td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSALS

Application Deadline: Wednesday, May 1, 2019

PLEASE READ VERY CAREFULLY

The Utah Department of Health Violence and Injury Prevention Program (UDOH/VIPP) is requesting proposals to implement activities that advance the Utah Coalition for Opioid Overdose Prevention (UCO-OP) Strategic Plan goals. Governmental and non-profit organizations are eligible to apply. Approximately $300,000 is expected to be available and it is anticipated that there will be 15-20 awards ranging from $5,000 to $20,000. Requests above $20,000 will not be reviewed or considered. Please note: This amount is subject to change.

Applicants must submit program and budget proposals reflecting programming for the one-time funding period of June 1, 2019 to May 31, 2020. Applications without all requested documentation will not be considered.

The UDOH/VIPP has established a panel of experts who will review the applications and assign a score to each section of the application. An evaluation of each individual application will be based upon the criteria listed below:

- The extent to which the project is reasonable, utilizes a public health framework, addresses multiple levels (individual, community, society, policy), utilizes best practice principals and/or curriculum, and contributes to advancing the goals of the UCO-OP Strategic Plan.

- The extent to which the estimated cost and time of the project is reasonable, considering the anticipated results;

- The extent to which the project personnel are well qualified by training and/or experience for their roles in the project and the applicant organization has adequate facilities and personnel; and;

- The level of burden and vulnerability the proposed target area and population is experiencing
• The degree of progress made on any current contract held with the UDOH/VIPP, if applicable.

**SUBMISSION DETAILS**

Applications must be received by VIPP staff at the Utah Department of Health, no later than **6:00 p.m., Wednesday, May 1, 2019.** The application package MUST include:

• One original application signed by the authorized business official for the agency. The person stated on the Utah Department of Commerce, Business Entity Search https://secure.utah.gov/bes/action/index as the Registered Agent is the Authorized Agent of Corporation

• Fully executed applications may be emailed to vipp@utah.gov or delivered by hand or by express delivery to the Utah Department of Health, Violence and Injury Prevention Program, 288 North 1460 West, Salt Lake City, UT. Submissions by mail must be sent to P.O. Box 142106, Salt Lake City, Utah, 84114-2106. Applications must be received by 6:00 p.m. Wednesday, May 1, 2019 without exception. Applications that do not meet these requirements will **not** be reviewed and will be returned to the sender.

**CONTACTS**

The UDOH/VIPP encourages any organization needing assistance with the application to contact Angela Ito at (801) 538-9370 or astander@utah.gov or Anna Fondario at (801) 538-6201 or afondario@utah.gov.
INTRODUCTION

MISSION

The goal of the Utah Coalition for Opioid Overdose Prevention Strategic Plan Implementation Grant is to prevent and reduce opioid abuse, misuse and overdose deaths in Utah through a coordinated response by advancing the goals and activities of the plan.

BACKGROUND

The Violence and Injury Prevention Program (VIPP) is requesting proposals to implement prevention strategies to prevent opioid addiction, overdose death, and increase drug user health in the state of Utah. Both state and local governmental, non-profit, and community based organizations are eligible to apply.

The goal of the grant is to enlist organizations to assist in the implementation of the Utah Coalition for Opioid Overdose Prevention’s strategic plan. The VIPP and the Utah Coalition for Opioid Overdose Prevention collaborated to enlist individuals, organizations, and agencies to participate in a statewide multi-disciplinary coalition addressing prescription drug and opioid abuse and overdose. The UCO-OP is a multi-disciplinary, statewide coalition that promotes a climate where opioid addiction and overdose are addressed as priority issues that impact all Utah communities. Its vision is to change prescribing behaviors of providers and improve Utah’s surveillance of opioids and the overwhelming significance of this public health, social service, and law enforcement problem. The goal of the UCO-OP is to reduce opioid misuse, use disorder, overdose death, and decrease infectious disease caused by injection drug use in Utah through a coordinated response. More information about this coalition can be found at ucoop.utah.gov
## TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019</td>
<td>Applications due no later than 6:00 pm</td>
</tr>
<tr>
<td>May 22, 2019</td>
<td>Award notification letters e-mailed</td>
</tr>
<tr>
<td>June 5-12, 2019</td>
<td>Email correspondence period for questions from recipients and clarifying questions from evaluation committee to recipients</td>
</tr>
<tr>
<td>June 14, 2019</td>
<td>Completed revised and finalized contracts (This includes W-9)</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>Start date of award period</td>
</tr>
<tr>
<td>November, 2019</td>
<td>Progress and financial status reports due</td>
</tr>
<tr>
<td>May 31, 2020</td>
<td>End date of award period</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>Final progress and financial status reports due</td>
</tr>
</tbody>
</table>
AUTHORIZATION

The UDOH/VIPP is authorized to allocate and administer funds to advance the UCO-OP Strategic Plan through a grant from the Pfizer Foundation. These funds will support and strengthen efforts related to opioid misuse and overdose prevention in Utah. Funds are available as specified in this Request for Proposal (RFP).

FUNDING PURPOSE

The purpose of the Utah Coalition for Opioid Overdose Prevention Strategic Plan Implementation Grant is to provide funding support to agencies to facilitate the implementation of activities that advance the goals of the UCO-OP Strategic Plan through a reimbursement contract.

ELIGIBILITY

1. Applicants must be governmental agencies or non-profit programs located in the state of Utah.

2. More than one entity in a geographic area may apply.

3. Awardees MUST be in good standing with the UDOH/VIPP by demonstrating that they have submitted any required documentation and reports by their due date and are showing satisfactory progress on any current contracts.


5. The RFP Review Committee reserves the right to deny funds to those organizations that do not meet the requirements of this grant.
ALLOWABLE ACTIVITIES

Applicants must demonstrate the use of widely accepted and proven methods and strategies. These methods/strategies include:


  Evidence can range from evaluation and research data on the effectiveness of a certain program or strategy to local and published data, such as data from police reports or surveys. Published data can be helpful in identifying risk and protective factors and risk groups for prescription drug abuse. Risk groups are identified by demographic variables that are not easily changed such as gender, race, or age. Risk and protective factors are characteristics of either the person or their environment that are more easily modified such as attitudes, beliefs, and behaviors.

- **Developmentally appropriate materials and approaches**: The use of developmentally appropriate approaches takes into account the level of physical, social, emotional, and intellectual development of the participants. Applicants should demonstrate use of materials that are developmentally appropriate for the targeted population.

- **Inclusion of post-session materials**: Research shows that informational materials should be provided as learning reinforcement in addition to educational seminars and trainings. Applicants should incorporate use of informational materials into proposed activities.

- **Partnerships and Collaboration**: Partnership and collaborative efforts can enhance program capacity to achieve intended outcomes. Applicants should demonstrate collaboration with other organizations to share resources and integrate messages into existing systems.

- **Nine principles of prevention**: Nine characteristics have been consistently associated with effective prevention programming. Effective programming includes:
  
  1. Comprehensive strategies;
  2. Varied teaching methods;
  3. Sufficient dosage;
4. Theory driven;
5. Opportunities for positive relationships;
6. Appropriately timed;
7. Socio-culturally relevant;
8. Outcome evaluation; and
9. Well-trained staff.

- Applicants should make every effort to incorporate the nine principles of prevention into primary prevention efforts. The UCO-OP Strategic Plan also calls on incorporating secondary and tertiary prevention methods as well. Other examples of prevention approaches can be found here [https://www.hhs.gov/opioids/about-the-epidemic/hhs-response/index.html](https://www.hhs.gov/opioids/about-the-epidemic/hhs-response/index.html)

- **Social ecological model:** This model allows incorporation of risk and protective factors from multiple domains. The social ecological model not only addresses an individual’s risk factors, but also the norms, beliefs and social and economic systems that create the conditions for the occurrence of sexual violence.

  - **Individual:** The first level identifies biological and personal history factors that increase the likelihood of becoming a victim or perpetrator of violence. Some of these factors are age, education, income, substance use, or history of abuse.

  - **Relationship:** The second level includes factors that increase risk because of relationships with peers, intimate partners, and family members. A person’s closest social-circle peers, partners, and family members influence their behavior and contributes to their range of experience.

  - **Community:** The third level explores the settings, such as schools, workplaces, and neighborhoods, in which social relationships occur and seeks to identify the characteristics of these settings that are associated with becoming victims or perpetrators of violence.

  - **Societal:** The fourth level looks at the broad societal factors that help create a climate in which violence is encouraged or inhibited. These factors include social and cultural
norms. Other broad societal factors include the health, economic, educational and social policies that help to maintain economic or social inequalities between groups in society.

NON-ALLOWABLE ACTIVITIES

Funds can be used for:

- Purchase of naloxone, syringes, Rx drop boxes, and fentanyl test strips

Activities or areas that will not be considered as an allowable cost in award of funds are:

- Activities that do not advance the goals of the UCO-OP Strategic Plan;
- Projects/services which duplicate existing training, education, or services in a geographic area;
- Purchase of clothing, food, shelter, therapy, or similar costs;

Funds are not used:

- For lobbying purposes, fundraising activities or political education. Lobbying includes any effort to influence legislative action, including local ordinances. For building alterations, renovations or construction;
- To supplant on-going or usual activities of any organization involved in the project;
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building;
- To reimburse pre-award costs;

PROPOSAL APPLICATION

Proposals must adhere to the requirements set forth by the UDOH/VIPP. Proposals that do not conform to these requirements will not be considered. These requirements are:

- One original application signed by the authorized business official for the agency. The person stated on the Utah Department of Commerce, Business Entity Search https://secure.utah.gov/bes/action/index as the Registered Agent is the Authorized Agent of Corporation
• Fully executed applications may be emailed to vipp@utah.gov or delivered by hand or by express delivery to the Utah Department of Health, Violence and Injury Prevention Program, 288 North 1460 West, Salt Lake City, UT. Submissions by mail must be sent to P.O. Box 142106, Salt Lake City, Utah, 84114-2106.

PROPOSALS RECEIVED AFTER THE DEADLINE OF WEDNESDAY, May 1, 2019 AT 6:00 P.M. WILL NOT BE CONSIDERED.

Application format:

• The name of the organization and page numbers should appear on every page of the application.

• All text should be produced in a 12-point font, Times New Roman and double-spaced.

• Applications should include the required information described below in the order specified.

• Application’s maximum number of pages is 5 pages, not including the cover page and other required attachments.

Applications should include the required information below in the order specified. Pages must be numbered.

SECTION ONE: FORMS (6 POINTS)

• Cover Sheet (Form 1) (not included in page limit) (2 points)

• W-9 (Form 2) (not included in page limit) (2 points)

• Budget Sheet (Form 3) (not included in page limit) (2 points)

SECTION TWO: IDENTIFY THE PROBLEM (12 POINTS)

This section should provide an overview of the UCO-OP Strategic Plan Goals that the proposal will address and the target population.

Goal I: Promote public awareness of safe storage, safe disposal, opioid risks, signs of an overdose, harm reduction and naloxone.

Goal II: Increase provider education and training, including tools and resources, to positively change prescribing behavior.
Goal III: Increase targeted naloxone distribution.

Goal IV: Increase availability of, and access to, community prevention resources and physical and behavioral health services, treatment, and resources.

Goal V: Improve timeliness of data, surveillance, and evaluation efforts.

- **Problem Statement**: Describe the UCO-OP Strategic Plan Goal(s) that prompts the applicant to propose the project. (4 points)

- **Level of Burden and Vulnerability**: Describe the opioid problem in the target area. Demonstrate the level of need, gaps in services/resources that will be addressed. (4 points)

- **Target Population**: Indicate the target population that the proposal will serve (i.e., adult, youth and/or underserved). Describe the target community including its location, population, geographic nature (i.e., rural, urban or combination) and other relevant demographic and geographic information. For goals that are aimed at youth, please state grade level rather than elementary, middle or high school. (4 points)

**SECTION THREE: COLLABORATION (4 POINTS)**

This section should identify and describe the role of any collaborative efforts with other agencies necessary for the completion of the project including:

- Applying agencies must engage with any applicable community(or state level) partners to implement evidence-based interventions and they should consider collaborating with the local health department, local mental health and substance abuse authorities, local law enforcement, local healthcare providers, the local prevention coalition, and the Utah Coalition for Opioid Overdose Prevention as necessary and applicable (2 points)

- Agency must provide one letter of support from partnering agency.-this is not included in the page limit (2 points)

**SECTION FOUR: PROJECT PLAN (15 POINTS)**

This section is an illustration of what the applicant proposes to accomplish over the funding period; and should include the measurable objectives and activities that support the UCO-OP Strategic Plan Goals.
Goal: Provide the UCO-OP Goal (5 points)

Objective: Provide the UCO-OP Objective (or provide a new objective) (5 points)

Objectives should be SMART— that is, Specific, Measurable, Achievable, Realistic, and Time-phased. Objectives are statements that describe program results to be achieved and how they will be achieved.

- Specific objectives include who will be targeted and what will be accomplished.
- Measurable objectives include how much change is expected specifically enough that achievement of the objective can be measured through counting or documenting change.
- Achievable objectives can be realistically accomplished given your program’s existing resources and constraints.
- Realistic objectives address the scope of the health problem and propose reasonable programmatic steps.
- Time-phased objectives provide a timeline indicating when the objective will be met.

Activities: Provide the UCO-OP Activity (or provide a new activity) (5 points)

SECTION FIVE: CAPACITY, SUSTAINABILITY AND REPORTING (12 POINTS)

This section should illustrate the applying organization’s capacity and its ability to provide services to its population and carry out the implementation of the project. Include the following information:

- Detailed explanation of the ability of agency/staff to accomplish the goals and objectives, include an organizational chart if applicable (3 points)
- Detailed explanation of any anticipated barriers to achieving goals and objectives (3 points)
- Detailed explanation describing the commitment to building capacity and sustainability (2 points)
- Detailed evaluation measures of how you will know you have been successful in achieving your intended outcomes (4 points)

SECTION SIX: BUDGET SUMMARY (5 POINTS)
This section should demonstrate how funds will be allocated in narrative form. All funds budgeted in the grant must be supported by the project plan. Each budget item must be fully justified and/or explained in a detailed budget narrative. Provide an explanation for the costs associated with your project. This should be more qualitatively focused and form 3 budget template is more quantitatively described.

Please keep in mind that although personnel is an option in the budget template, the time frame and award amounts may not reasonably account for personnel costs and does not exactly fall within the intent of the grant, which is to fund one-time projects leveraging existing personnel.

REVIEW PROCESS

All applications will be reviewed by the RFP Allocation Committee on May 2-10, 2019. Applicants should provide a contact person who will be available by phone on that date to answer any questions the Committee may have concerning the application. UDOH/VIPP staff will also participate on the RFP Allocation Committee.