

MINUTES

Aroostook County Opioid Task Force
September 10, 2024 11:00 AM
Administrative Hearing Room – Caribou Courthouse

Present:

Peter Johnson, Sheriff, Co-Chair, Committee Member
Erik Lamoreau, Co-Chair, Committee Member
Ryan D. Pelletier, County Administrator
Dana Gendreau, Finance Director
Christina Wall, Committee Member
Michael Greenlaw, Committee Member
Freeman Corey, Committee Member
Dr. Samuela Manages, Committee Member
Jon Holabird, Committee Member
Brooke Nadeau, Committee Member – Zoom
Jennah Godo – Catherine Cutler Institute - Zoom
Tammy Pelletier, Operations Assistant

1. Co-Chair Peter Johnson called the meeting to order at 11:05 am.
2. The minutes of August 20, 2024 were approved by consensus.
3. Committee member, Courtney Gary-Allen submitted her resignation from the Opioid Task Force due to other obligations and time commitments. After a short discussion, the committee agreed by consensus to not fill the open spot due to Sheriff Johnson moving from being an Ex-Officio member to being Co-Chair. The committee remains at a count of 9 voting members.
4. Finance Director Dana Gendreau presented a summary of Opioid Settlement funds currently available (\$744,345.16) and projected funds to be received through 2038 (\$1,871,273.31). There are still settlements being negotiated and the projected funds to be received could increase or decrease over time. Funds are in an interest-bearing account and will be moved from the General Fund to their own Fund as soon as our process for distributing the settlement funds is in place.
Information/documentation needed to make disbursements of the funds to organizations and who does it get reported to is currently not known; however, the responsibility falls on the County to ensure that funds are distributed as outlined in the MOU.
5. Mr. Ryan Pelletier asked if the committee was going to use the Letter of Intent as part of the application process. The LOI's purpose is to be a screening tool to determine if the request is eligible for funding. LOI's that are deemed eligible would then be invited to complete a more in-depth application request for funding. Mr. Erik Lamoreau reminded the committee the Maine Recovery Council received 17 applications from Aroostook County, and that we should expect less than that to come in. The committee agreed by consensus to use an LOI in the process. Mr. Freeman Corey and Mr. Ryan Pelletier will work

on an LOI form to be presented for approval to the Commissioners on October 16th. After some discussion, it was agreed by consensus to cap the amount of funding for this first round of funding at \$300,000, with \$75,000 for each of the 4 pillars (treatment, recovery, harm reduction, & prevention). It was also agreed by consensus that the expected timeline would be as follows:

- a. October 16 – Present LOI form to Commissioners for approval.
 - b. November 1 – Announce funding availability via news/website, etc.
 - c. November 15 – Letter of Intent due.
 - d. November 19 – Opioid Task Force meeting to review LOI's. Eligible LOI's will be invited to complete the full application for funding.
 - e. December 16 – Application for funding due.
 - f. December 17 – Opioid Task Force meeting to review and score applications.
 - g. December 18 – Present recommendations for funding to Commissioners for approval.
 - h. January 2025 – Begin disbursements of approved funding.
6. Mr. Ryan Pelletier shared the news of the Fort Kent hospital closing its adolescent and child psych beds, which will impact needs within Aroostook County. Mrs. Christina Wall also commented regarding the DOJ lawsuit against Maine which alleges a lack of community-based services that would allow the children to stay in their homes, violating their civil rights.
7. Co-Chair Peter Johnson adjourned the meeting at 12:30 pm.

**Next meeting Aroostook County Opioid Task Force
Tuesday, October 22, 2024 1:00 PM
Administrative Hearing Room – Caribou Courthouse**



*Aroostook County Commissioners' Office
Aroostook County
144 Sweden Street, Suite 1
Caribou, Maine 04736*

AROOSTOOK COUNTY OPIOID SETTLEMENT FUND LETTER OF INTENT

**All Letters of Intent must be received by mail or electronically
by 4 p.m., Friday, November 15, 2024.**

Letters of Intent can be sent via mail to County of Aroostook, 144 Sweden St, Suite 1, Caribou, ME 04736 or via email to County Administrator, Ryan D. Pelletier at ryan@aroostook.me.us.

If you would like to be considered for Opioid Settlement funding you are required to submit a **Letter of Intent (LOI)** as part of the application submission. By submitting this form, you are notifying the County that you intend to apply for Opioid Settlement funds for an eligible project before the application deadline. If you choose not to apply after submitting the LOI, you do not need to notify the County.

Eligibility to submit an application does not imply final project approval or funding. It will be used to assess eligibility and identify a potential project. You will receive a Notification Eligibility Email from the County if your proposed project is determined to be eligible. If awarded, funds will not be available until after January 1, 2025. If the County Administration has any questions, they will contact you via email.

Limit of one LOI/Application per applying entity.

Opioid Settlement Funding Letter of Intent

1. Applicant Information

Agency/Organization:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Contact Person:	Click or tap here to enter text.	Title:	Click or tap here to enter text.

Type of Agency/Organization (Select One):

<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Government
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For-Profit	
Number of Years in Operation:	<input type="text"/>	

2. Eligibility Categories (Select One)

<input type="checkbox"/> Prevention	<input type="checkbox"/> Recovery
<input type="checkbox"/> Treatment	<input type="checkbox"/> Harm Reduction

3. Priority Area (Select One)

<input type="checkbox"/> Youth Engagement
<input type="checkbox"/> Workforce Development
<input type="checkbox"/> Recovery Services Expansion
<input type="checkbox"/> Stigma Reduction
<input type="checkbox"/> Naloxone Training & Education

4. Population(s) Served (Select All)

<input type="checkbox"/> Children 0-3	<input type="checkbox"/> Young Adults 19-25
<input type="checkbox"/> Children 4-12	<input type="checkbox"/> Adults 25-62
<input type="checkbox"/> Teens 13-18	<input type="checkbox"/> Seniors 63+

5. Cost Estimates and Program Funding

Provide an estimated program cost, amount of Opioid Settlement funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. ***A 25% cash match of the total funding award is recommended. Match amounts may come from any public or private source dependent upon Federal Funding requirements.***

Total Estimated Program Cost:	\$ <input type="text"/>	Opioid Settlement Fund Request:	\$ <input type="text"/>
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Funding Source	Amount	Date Secured

% of Funds to be used for Direct Service(s)	<input type="text"/>
% of Funds to be used for Indirect Service(s)	<input type="text"/>

6. Program Information

Provide a clear, concise description of the proposed program using the space below. The scope of work should be very specific in identifying how the funds will be used to meet the Maine State-Subdivision Memorandum of Understanding and Agreement Regarding Use of Settlement Funds within eligible activity categories. For existing programs, describe the service, how it has been financed thus far, and why these funds are needed now. For new programs, describe the intent of the service, how the funds will be used, and how the program will be sustained. **Maximum of 1000 words.**

What barriers currently hinder program development and implementation and how will these barriers be overcome?

How will the effectiveness of the program be determined?

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Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct; and
- b. This Letter of Intent complies with all applicable State and Federal laws and regulations; and
- c. Approval of this Letter of Intent by the County to submit a final application does not imply final project approval or funding.

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Signature of Authorized Person

Name of Organization

Date

TO: Ryan Pelletier, Aroostook County Administrator

FROM: Maine Opioid and Substance Use Outreach, Engagement, and Evaluation Resource Center

RE: Application/RFP Template Series

Date: October 9, 2024

In response to our communication after your September Opioid Task Force Meeting, please find the application/RFP template series created using best practice guidance and resources attached. This template series has been designed to support subdivisions in their Opioid Settlement fund spending processes. We have developed a comprehensive set of templates to be edited by you, to fit your needs.

We look forward to continuing to partner with you in the future to support any technical assistance, educational, or evaluation and monitoring needs Aroostook County might have related to Opioid Settlement Fund spending.

If you have any questions, please reach out: MaineOpioidSUDCenter@maine.edu

Opioid Settlement Funds

Grant Application/RFP Template Series

Overview of RFP Template Series

This template series has been designed to support subdivisions in their Opioid Settlement fund spending processes. We have developed a comprehensive set of templates to be edited by political subdivisions to fit their needs.

This series includes:

1. Grant Application/RFP Template (Microsoft Word)
2. Scoring Sheet template (Microsoft Excel)
3. Budget/Quarterly Financial Report Template (Microsoft Excel)

Please see below for instructions and additional context to be considered for each document

1. Grant Application/RFP Template

- **Instructions:** Fill in your subdivision information in the sections highlighted yellow throughout the document. After necessary changes have been made, please feel free to contact MaineOpioidSUDCenter@maine.edu to have it transferred from a Microsoft Word document to an editable PDF file.

I. Executive Summary

- Estimated number of awards and individual award amounts should be determined by the entity issuing the application. Adding the “up to” wording provides flexibility in the final award numbers and amounts.
- Grants do not need to be annual; funding can be used over multiple years

II. Abbreviations and definitions

- Please list any additional abbreviations or definitions of key terms used throughout the document

III. Funding Opportunity Description

1. Overview of this Request for Proposals

- Share your subdivisions process with opioid settlement funds so far.
- Who is in charge of allocating the funds?
- Is there a task force or council? How were they selected?
- What group is deciding which applications will be selected?

6. Awardee Requirements

a. Overall requirements

a. (iv.) You may use your federally negotiated rate or cap your indirect rate. If your organization does not have a federally negotiated rate, you would use the 10% de minimus rate.

i. “Indirect costs” are costs which are incurred by an organization in the execution of its activities, but which cannot be readily identified with a particular activity. Indirect costs include general overhead costs, such as bank, payroll processing and audit fees; liability insurance; office equipment purchase, or maintenance not directly related to the project; and salaries and benefits of executive or administrative personnel who are not directly engaged in the project.

b. Performance monitoring and reporting requirements

a. (i.) Please consider any additional metrics you would like to see in the quarterly report

7. Allowable uses of funds and funding restrictions

- The application only lists the categories; please refer to Exhibit E while scoring to get full descriptions of allowable uses

IV. Sample Applications Response Format

- Please follow the link for more information on SMARTIE objectives:
<https://www.cdc.gov/cancer/ncccp/pdf/smartie-objectives-508.pdf>
- A letter of commitment is confirmation from a partner organization that confirms they are a partner, outlines their involvement in the project, and details the resources being committed

2. Scoring Sheet Template

- The Scoring sheet template is designed to help subdivisions identify and score important criteria for funding and share feedback with the applicants. This template was developed alongside the grant application template, so if any changes are made to the grant application, please review the scoring sheet to make sure it still aligns with the grant application template. Averages and weighted scores will auto-populate for the reviewer when filled out in excel. You may change the weights for the categories, but all weights must add up to 1.
- **Instructions** (can also be found on the Scoring Sheet template):
 1. Distribute one Scoring Sheet per reviewer
 2. Provide an overview of the evaluation criteria to the reviewer
 3. Review the application
 4. Score each section and provide justification/feedback
 - a. highlight strengths, note weaknesses, suggest areas of improvement
 5. Final weighted scores will auto-populate in the Excel sheet
 6. Multiple evaluator scores will need to be calculated in a separate Excel sheet

3. Budget/Quarterly Financial Report Template

- A detailed budget is crucial for demonstrating the financial feasibility of your project. This template helps outline all anticipated expenses and potential funding sources. This template will auto-populate necessary information into quarterly reports, simplifying financial reporting for selected applications. This template was developed alongside the grant application template, so if any changes are made to the grant application, please review the scoring sheet to ensure it still aligns with the budget template.
- There are 5 different sheets included in this Excel document: one for the original spending plan, and four more for the expected quarterly financial reports. When completing your application, put budget information in the sheet titled "Spending Plan."
- Necessary information will auto-populate in the other sheets for quarterly reports.

1. Each budget line will appear in each quarterly report. If the given Budget Line Item is not being spent during that quarter, please enter “0” in the Amount Spent to Date column and “not applicable for this quarter” in the Spend to Date Notes column.
- All fields must be completed for each Budget Line Item.
 - **Instructions:**
 1. List all projected costs and their appropriate spending categories (e.g., direct, indirect, equipment and materials, travel and other expenses).
 2. Provide description for each expense to clarify its necessity
 3. Align each budget line item with appropriate project objectives
 4. Ensure that the total budget aligns with the funding limits specified in the grant guidelines.

Opioid Settlement Funds
Grant Application/RFP Template

I. Executive Summary

The [City, Town or County or Council / Taskforce Name] is accepting applications for fiscal year (FY) [XX] Opioid Settlement Fund applications. This funding opportunity will advance [City, Town or County or Council / Taskforce Name]'s overall goal of reducing OUD/SUD-related morbidity and mortality by strengthening and expanding SUD/OUD prevention, harm reduction, treatment, and recovery service capacity in our region.

Table 1. Overview of Request for Proposals

Funding Opportunity Title:	
Due Date for Applications:	
Contact for Inquiries	Name and Contact Info
Anticipated Total Annual Available FY [] Funding:	Approximately \$[]
Estimated Number and Type of Awards: [OPTIONAL]	Up to [] grants
Estimated Individual Award Amount:	Up to \$[] for the []-year period of performance.
Period of Performance:	
Eligible Applicants:	Maine-based organizations providing services in [subdivision] who are public or private entities, nonprofit or for-profit, are eligible to apply. Domestic faith-based and community-based organizations, educational institutions, tribes, and tribal organizations are also eligible to apply.

II. Abbreviations and Definitions [OPTIONAL]

- A. Exhibit E-nationally approved opioid abatement strategies guiding opioid settlement fund spending
- B. Harm Reduction- an evidence-based approach that refers to policies, programs, and practices that aim to minimize the negative effects of drug use
- C. OUD-Opioid use disorder is a substance use disorder, sometimes referred to as "opioid abuse or dependence" or "opioid addiction" is a problematic pattern of opioid use that causes significant impairment or distress. OUD is a treatable, chronic disease that can affect anyone – regardless of race, gender, income level, or social class.”¹
- D. MAT- Medication Assisted Treatment is an evidence-based, comprehensive approach to treatment that involves medication and behavioral treatment tailored to patient needs. Examples of MAT medications include methadone, suboxone, sublocaid, and buprenorphine.
- E. Prevention-activities and programs that work to educate and support communities and individuals to prevent the use and misuse of drugs and the development of substance use disorders
- F. Recovery -a holistic journey where people improve their health and wellness, live self-directed lives, and strive towards full potential
- G. Subdivision-a unit of government created by and under the authority of a higher level of government
 - a. Ex: The city of Lewiston is a subdivision of Androscoggin County, and Androscoggin County is a subdivision of the state.
- H. SUD-substance use disorder is “a treatable mental disorder that affects a person’s brain and behavior, leading to their inability to control their use of substances like legal or illegal drugs, alcohol, or medications. Symptoms can be moderate to severe, with addiction being the most severe form of SUD.”²
- I. Treatment-safe detoxification from substances and therapy to develop skills for staying safe and sober
 - a. Example types of treatment
 - i. Medically Supervised Inpatient Withdrawal Management (Detoxification)-medical management of acute intoxication and

¹ <https://www.cdc.gov/overdose-prevention/prevention/preventing-opioid-use-disorder.html>

² <https://www.nimh.nih.gov/health/topics/substance-use-and-mental-health>

withdrawal symptoms in a residential rehabilitation setting with qualified medical and behavioral staff available 24/7.

- ii. [Residential](#)- a non-hospital setting where patients live at the facility and can receive various forms of behavioral therapy, education, peer support, and medications in a safe supportive environment
- iii. [Partial hospitalization](#)- highly structured form of outpatient rehabilitation that offers very similar services to residential treatment, but in a hospital setting where patients can go home at the end of the day
- iv. [Intensive outpatient treatment](#)-structured treatment program that addresses SUD issues and relapse prevention for patients who do not require medically supervised inpatient withdrawal management or high levels of supervision
- v. [Outpatient treatment](#)- various counseling, education, and support for substance use treatment while patients live in their own environment.

III. Funding Opportunity Description

1. Overview of this Request for Proposals

[Provide information about your subdivision and its structure.]

2. Summary of Opioid Settlement Funds

In the 1990's, pharmaceutical companies falsely advertised opioids as non-addictive, fueling the Opioid Epidemic. In response, states and local subdivisions across the country sued the major companies that created, distributed, and advertised opioids, including Amerisource Bergen (“The Distributers”), Johnson and Johnson, Walmart, Walgreens, CVS, Allergan, Teva, and the Mallinckrodt bankruptcy estate; This lawsuit ended in a \$26 billion nationwide settlement.

Maine is expected to receive over [\\$230 million by 2038](#). These funds have been allocated between the state, [Maine Recovery Council](#), and local subdivisions, and come with [guidance](#) to ensure funds are used for their intended purpose; to [abate opioid-related harms](#) through the development, implementation, expansion, and enhancement of evidence-based strategies and practices..

Currently, [subdivision] has received \$_____ from these settlements. Funding amounts will change annually, but [subdivision] is expected to receive an average of \$_____ per year. Therefore, total funds allocated to community organizations and groups may change depending on application period.

3. Applicant Qualifications

Organizations or groups addressing opioid prevention, harm reduction, treatment, and recovery are eligible for funding to support program development, implementation, enhancement, or expansion. This includes programs addressing substance use disorders, polysubstance use, and co-occurring mental health and substance use disorders.

- a. **Geographic Requirements:** Organizations must be serving people in [subdivision] but may be serving people beyond this geographic area. **All grant-planned activities MUST only target [subdivision].**

- b. **Organization status:** Maine-based organizations providing services in [subdivision] who are public and private entities, nonprofit and for-profit, are eligible to apply. Domestic faith-based and community-based organizations, educational institutions, tribes, and tribal organizations are also eligible to apply.

4. Awards

- a. Availability of Funds

The number of awards for Fiscal Year XXXX will be approximately \$XXX.

The maximum amount of a single award will be up to \$XXXXXX

5. Proposal Requirements

- a. Proposals will be accepted between [start date] and [end date].
- b. All planned grant-related activities supported by this program must exclusively target and be located in [subdivision].
- c. Proposals must focus on communities and individuals most profoundly impacted by opioid use disorder and/or co-occurring substance use disorder/mental health conditions
- d. Organizations [may/may not] submit more than one application per application acceptance period.

6. Awardee Requirements

- a. Overall Requirements
 - i. Utilize funds within the associated fiscal year(s)
 - ii. Ensure utilization of funds supplements, not supplants, existing funding
 - iii. Ensure all funds are used in alignment with the definition of opioid remediation and [Exhibit E](#)
 - iv. Ensure indirect costs do not exceed [X] percent
- b. Performance monitoring and reporting requirements
 - i. Performance Monitoring
 - 1. Provide data on program outputs, outcomes, and/or impacts, following metrics that will be agreed upon selection of application.
 - 2. Quarterly Reports
 - a. Organizations should provide quarterly reports to [contact person] by the [day of month] and must include the following:
 - i. Staff on the project

- ii. Community partners involved in the project
 - iii. Challenges during the time frame of the report
 - iv. Successes during the time frame of the report
 - v. Expected next steps
3. Financial Reports
- a. Organizations should provide quarterly financial reports to [contact person] by the [day of month] and must include the following:
 - i. Expenses to date
 - ii. Direct costs
 - iii. Indirect costs
 - iv. Equipment and materials
 - v. Travel and other expenses
 - vi. Justifications for underspent funds
4. Annual Report
- a. Must be provided to [subdivision contact name] by [date] and must include all metrics that were agreed upon when funding was awarded.

7. Allowable Uses of Funds and Funding Restrictions

Specific to the J&J, Distributor, CVS, Teva, Allergan and Walmart settlements, funds must be spent on opioid remediation. Opioid Remediation is defined as:

Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to address the misuse and abuse of opioid products, treat or mitigate opioid use or related disorders, or mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic.

Activities MUST meet the definition of opioid remediation, be an evidence-based strategy or promising practice and align with allowable uses outlined by [Exhibit E](#). These strategies include:

1.) Core Strategies

- Naloxone or other FDA-approved drug to reverse opioid overdoses
- Medication-assisted Treatment (MAT) distribution and other opioid-related treatment
- Address the needs of pregnant and postpartum women
- Expanding treatment for Neonatal Abstinence Syndrome (NAS)
- Expansion of warm hand-off programs and recovery services
- Treatment for incarcerated population
- Prevention programs
- Expanding syringe service programs
- Evidence-based data collection and research analyzing the effectiveness of the abatement strategies within the state

2.) Approved Uses - Prevention

- Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids
- Prevent misuse of opioids
- Prevent overdose deaths and other harms (harm reduction)

3.) Approved Uses - Treatment

- Treat Opioid Use Disorder (OUD)
- Support people in treatment and recovery
- Connect people who need help to the help they need (connections to care)
- Address the needs of criminal justice-involved persons
- Address the needs of pregnant or parenting women and their families, including babies with NAS

4.) Approved Uses – Other Strategies

- Supporting first responders
- Leadership, planning and coordination
- Training
- Research

8. Schedule of Events

Application Posted	Date
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Application Due	Date
Anticipated Selection Announcement date	Date
Anticipated Performance period	Start date-end date

9. Proposal Process

- a. Applications shall be [emailed/sent] to [contact info/ address] by [date]. To be scored, applications must have ALL contact information filled out.
 - i. Subject Line of Email should be: XXXXXXXXX
- b. [Font size, spacing, page limit]
- c. Incomplete applications will not be reviewed. All fields in the application are mandatory, unless otherwise noted.

10. Scoring Process

[Committee or subdivision] has implemented procedures for assessing the technical merit of applications to provide for an objective review and to assist you in understanding the standards against which your application will be reviewed. The review process allows for the objective evaluation of applications by the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. Applications will be reviewed by [name of committee] using a standard rubric. These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal will be considered during the review process. Below are descriptions of the review criteria and their scoring points.

1. Adherence to Application Instructions- Application is clear, comprehensive, and professional, has been submitted by the deadline, all fields are complete, and all documents requested are present
2. Organization Information and Description- Organizational mission, purpose, and current community impact are clear, current staff are trained and qualified for current positions, and there is clear evidence of the need for the organization's work. The organization's structure is explained, showing it can implement its proposed project, including existing collaborations for support if necessary.
3. Project Description-Project goals, objectives, and expected outcomes are clear. The project is in alignment with strategies in Exhibit E, and the project is highly likely to complete expected outcomes and has shown flexibility to adapt to the ever-changing community needs.

4. Priority Population and Geographic Area-Project serves assigned subdivision's geographic area; organization has demonstrated familiarity in working with the priority population
5. Data to Support need- the organization has provided reliable, accurate data that clearly illustrates the need for the program/project they are proposing. The data is easily accessible and readable for reviewers.
6. Timeline- Project timeline is feasible to complete within expected timeframe, aligns with all project guidelines, and is logical and clear.
7. Scope of work- The scope of work is feasible for the organization and funding structure, and there is a clear, logical connection between outputs, outcomes, and project timeline. If there are partnerships, the roles of the partnerships are clear, and letters of commitment are complete and attached.
8. Data tracking- Objectives align with Exhibit E and follow SMARTIE guidelines (Specific, Measurable, Achievable, Relevant, Timebound, Inclusive, Equitable). Identified tracking measures are clear, feasible, and connected to the objectives.
9. Sustainability- The applicant has stated a feasible and logical plan for when funding fully expended
10. Budget-Narrative for the budget is clear and detailed; overall funding amount requested is feasible for the program.

IV. Sample Application Response Format

Applicant Information	
Lead Organization Information	
Organization Name	
Street Address	
Email Address	
Phone number	
Fiscal Sponsor Information (if different than Lead Organization)	
Fiscal Sponsor Name	
Street Address	
Email Address	
Phone Number	
Project Information	
Project Title	
Project Director	
Title of Project Director	
Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Signature Date	
Lead Organization Description (include overview of organization's structure)	
Short Bios of Project Personnel (including their qualifications)	
Project Description	
<i>Make sure to include:</i>	
<i>a. How this proposal will address harms associated with the opioid epidemic</i>	
<i>b. Goals and expected outcomes of the project</i>	

c. How your organization or group has or will have the capacity to successfully implement this project			
Priority Populations and Geographic Area Served by Project			
Rationale/Data to Support Need for Project			
High-Level Project Timeline (brief description)			
Scope of Work			
Activity	Outputs	Outcomes	Timeline
List of partners and their expected roles-letters of commitment must be attached			
Please list SMARTIE objectives (specific, measurable, achievable, relevant, timebound, inclusive, equitable)			
How will you collect and/or track data related to your objectives?			
How will the project be sustained after this round of funding?			

Budget-total amount requested	\$_____
Budget Narrative/Spending Plan	
New or Existing Project? (Check one)	___: Existing ___: New
Existing- Currently, how many unique individuals are served annually?	
New-is this project evidence-based and/or considered a promising practice?	___: Yes ___: No
Attachments/Supporting Documents	<ul style="list-style-type: none"> A. Resume of project director and/or key staff B. Completed Budget Template C. Letters of Commitment from any partners (if required) D. Supplemental materials demonstrating experience, organizational impact/commitment to addressing the overdose epidemic

Scoring Rubric

Please rate on a scale 1-5

1) Adherence to Application

Instructions	Measured by	Score	Reasoning/Comments
Timeliness	Submission by deadline	0	
Completeness	All fields and documents requested are present	0	
Overall Quality and Professionalism	Articulation of all requirements throughout application	0	
Overall Response	Comprehensiveness of proposal	0	
Average		0	

2) Organization Information

and Description	Measured by	Score	Reasoning/Comments
Experience with Subject	Demonstrates current impact of organization, staff are qualified/properly certified, evidence of need for organizations work	0	
Organizational Structure	Shown capacity for project and appropriate supports	0	
Partnerships	Existing collaborations	0	
Average		0	

3) Project Description

	Measured by	Score	Reasoning/Comments
Comprehension of Project Objectives	Clarity of goals and expected outcomes	0	
Completeness of Project Description	Level of detail	0	
Alignment with Exhibit E	Exhibit E	0	
Viability of Project Objectives	Likelihood of completion of intended outcomes	0	
Flexibility	Projects ability to adapt to changes in the community	0	
Average		0	

4) Priority Population and

Geographic Area	Measured by	Score	Reasoning/Comments
Appropriateness of Geographic Area	Project serves assigned subdivision	0	
Experience with Priority Population	Demonstrated familiarity with priority population and their needs	0	
Average		0	

5) Rationale/Data to Support Ne

	Measured by	Score	Reasoning/Comments
Authority and Accuracy of Data	Data is accurate, comes from a reliable source, and qualified author(s)	0	
Relevance of Data/Rationale	Data/Rationale illustrates need for program	0	
Average		0	

6) Timeline

	Measured by	Score	Reasoning/Comments
Relevance of Timeline	Alignment with stated funding period	0	
Feasibility of Timeline	Likelihood of completion of timeline	0	
Coherence of timeline	Timeline is logical, clear, and aligns with grant guidelines	0	
Average		0	

7) Scope of work

	Measured by	Score	Reasoning/Comments
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Clarity	Clear, logical connection between project outputs, outcomes, and timeline	0
Feasibility	Likelihood of accomplishing goals and outcomes of project	0
Partnerships	Roles of Partnerships are clear and letters of commitment are attached	0
Average		0

8) Data Tracking	Measured by	Score	Reasoning/Comments
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Objectives	Objectives follow SMARTIE guidelines and Exhibit E Identified metrics are clearly connected to project goals and objectives	0
Relevance of Measures	Process is clear and feasible	0
Data Collection Process		0
Average		0

9) Sustainability	Measured by	Score	Reasoning/Comments
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Likelihood of project continuation	Applicant has considered plan for when funding is up, plan is logical and feasible	0
Average		0

10) Budget	Measured by	Score	Reasoning/Comments
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Narrative	Level of detail	0
Appropriateness of Requested Funds	Overall funding amount is feasible for program	0
Average		0

	Weight	Weighted Score	Notes
Adherence to Application Process	0.25	0	
Organization Information and Description	0.05	0	
Project Description	0.05	0	
Priority Population and Geographic Area	0.05	0	
Data to support need	0.05	0	
Timeline	0.05	0	
Scope of Work	0.25	0	
Data Tracking	0.1	0	
Sustainability	0.1	0	
Budget	0.05	0	
Final Score		0	

Instructions:

Weights may be distributed based on entity's scoring preferences, but all weights must add up to 1

Scoring Scale	
1	Poor-indicates significant lack of quality or understanding, does not meet basic requirements
2	Fair-some effort is shown but there are major weaknesses, meets a few of the requirements
3	Good-satisfactory work, meets most requirements but could improve in some areas
4	Very good-strong understanding and quality of work, meets all requirements and only has minor issues
5	Exemplary-meets or exceeds all requirements for application, exceptional quality of work and level of understanding

Budget Template

Organization:
Project Title:
Total Amount
Awarded:

Instructions:
There are 5 different sheets included in this Excel document; one for the original spending plan, and four more for the expected quarterly financial reports. When completing your application, please put all of your budget information in the sheet titled "Spending Plan."

Necessary information will auto-populate in the other sheets for quarterly reports.

All fields must be completed for each Budget Line Item.

Budget Line Item	Amount Budgeted	Description of Budget Line Item	Type of Expense	Anticipated Spending Quarter	What program objective does this purchase contribute to?
Ex. Flyers for prevention program	EX. \$150	Ex. Flyers for advertising prevention program in the community.	Equipment and materials	Q1	
Ex. 4 mg Naloxone Nasal Spray	Ex. \$8000	Ex. 4 mg Naloxone spray priced at \$45 plus tax per two doses to distribute to community members	Equipment and materials	Q2	

Q1 Spending report template

DUE DATE

Organization

Project title

Original Budget Line Item	Original Amount Budgeted	Description of Budget Line Item	Type of Expense	Amount Spent to Date	Spend to Date Notes (must include date of purchase, exact amounts from each receipt, vendor, and unit price)	Amount left to spend	Plan to spend	Project objective purchase aligns with
Ex. Flyers for prevention program	EX. \$150	Ex. Flyers for advertising prevention program in the community.	Equipment and materials	Ex. \$125	Ex. Purchased 300 copies of flyer at \$0.40 plus tax per flyer from Canva on 9/1/2024. There was a sale on Canva so we were able to purchase at a lower price	Ex. \$25	Ex. Will return excess funding	0
Ex. 4 mg Naloxone Nasal Spray	Ex. \$8000	Ex. 4 mg Naloxone spray priced at \$45 plus tax per two doses to distribute to community members	Equipment and materials	Ex. \$8000	Ex. Purchased 320 doses of 4 mg Naloxone nasal spray at \$45 plus tax per 2 doses of Naloxone from Emergent BioSolutions on 6/11/2024	0	NA	0
	0	0	0	0				0
	0	0	0	0				0