Kansas Department of Health and Environment (KDHE)
Kansas Data-Driven Prevention Initiative – Request for Proposal (RFP)
Fiscal Year 2019

Kansas Department of Health and Environment
Bureau of Health Promotion
Kansas Data-Driven Prevention Initiative
Release Date: October 1st, 2018
Submission Deadline: October 19th, 2018

Overview of the DDPI Mini-Grant Opportunity

The Kansas Department of Health and Environment invites community-level organizations (see eligibility requirements) to apply for funding, not to exceed $20,000 per county, to support projects that address the opioid misuse and overdose crisis in Kansas. Projects will reduce the incidence of opioid misuse and abuse, opioid use disorder, and opioid-involved morbidity and mortality through the development of community-based prevention efforts. Projects must be data-driven, adhere to program requirements, and be developed with consideration of information in the Kansas Prescription Drug and Opioid Misuse and Overdose Strategic Plan.

A. General Information

- Request for Proposal Title: Kansas Data-Driven Prevention Initiative
- Release Date: October 1st, 2018
- Submission Deadline: October 19th, 2018
- Application Instructions:
  - Please complete the application on pages 8-18, and include an activity timeline.
  - Please include a W-9 form to ensure timely processing of the funding (if proposal is selected).
- Submission Instructions:
  - Applications must be received via email no later than **5:00 p.m. Friday, October 19th, 2018**. Only electronic copies will be accepted.
  - Emailed applications should be sent to: Adrienne.Hearrell@ks.gov
  - Applications must be submitted as one, consolidated PDF, including the budget and timeline, and if applicable, supporting documents (e.g. quotes).
  - Incomplete applications and applications not completed in accordance with the instructions will not be reviewed.
- Questions regarding this RFP may be directed to Adrienne Hearrell by email at Adrienne.Hearrell@ks.gov.
- It is anticipated that awards will be announced on November 5th, 2018 via email.
- The estimated project start date is December 1st, 2018, and the end date is August 31st, 2019. Development of funding agreements will be initiated upon the funding announcements.

B. CDC Data-Driven Prevention Initiative

- The Centers for Disease Control and Prevention's (CDC) Prescription Drug Overdose: Data-Driven Prevention Initiative (DDPI) awards funding to states to support efforts to address the national opioid crisis.
- DDPI helps states advance and evaluate their actions to address opioid misuse, abuse, and overdose. That includes increasing their ability to:
  - Improve data collection and analysis around opioid misuse, abuse, and overdose;
  - Develop strategies that impact behaviors driving prescription opioid dependence and abuse; and
  - Work with communities to develop more comprehensive opioid overdose prevention programs.

C. Kansas Data-Driven Prevention Initiative Program

- KDHE has a cooperative agreement with the CDC Data-Driven Prevention Initiative (DDPI) to address primary prevention of the opioid crisis in Kansas.
- The objectives of DDPI are to decrease prescription and illicit opioid misuse, abuse, and dependence, to accomplish the long-term goal of decreasing fatal and non-fatal opioid-involved poisonings.
- Implementing a three-point strategy, composed of strategic planning, data collection and analyses, and an action plan focused on prevention, was implemented in an effort to reach these goals.
- Please visit www.preventoverdoseks.org for more information on statewide efforts.

Eligibility and Funding Requirements

A. Eligible Applicants

- Private or public non-profit community-based organizations, or units of local government are eligible to apply for DDPI mini-grant funding.
- Only one applicant per county will be considered.
    a. Organizations interested in applying should coordinate with one another to ensure that only one application per county is submitted.

B. Availability of Funds

- Applicants may request up to $20,000 for the contract period (December 1st 2018 – August 31st, 2019).
- Total award amount: $100,000.
- Number of awards: 5-10.
    a. It is anticipated that between five to ten communities will be selected and funded through this initiative, ranging from $10,000 to $20,000.
- DDPI mini-grants are one-time, non-renewable funds.
- Funding will be allocated through a competitive process. If selected, your organization may only incur eligible expenditures when the agreement is fully executed.
- Funding may be used for program and personnel costs, at the discretion of the applicant in order to effectively implement activities outlined in agreements.

C. Purpose and Uses of Funding

- The purpose of this funding is to implement strategies to prevent opioid misuse and overdose, and build local capacity to respond to the opioid crisis in Kansas.
- Funds must be used for community-based coordination, and the development, implementation, and evaluation of activities that address the prevention of opioid-related morbidity and mortality.

- Funds must be expended within the performance period. There is no provision for the payment of unliquidated obligations following the last day of the budget/performance period (August 31st, 2019).
- Selected communities are required to coordinate activities funded under this guidance with all other CDC-funded and federally funded opioid-related prevention and intervention activities to ensure alignment and to prevent duplicity.
- The Kansas Department of Health and Environment will provide ongoing oversight and monitoring of the community organization's activities during the performance period.

D. Examples of Allowable Activities

Applicants are strongly encouraged to consult the Kansas Prescription Drug and Opioid Misuse and Overdose Strategic Plan to guide the development of proposed activities. Below is a list of activities that may be supported through DDPI funding agreements. These include but are not limited to:

- Community-based, data-driven, strategic planning to guide local prevention efforts.
- Coalition enhancement / interagency coordination and engagement (e.g. among health systems, schools, local first response, community partners, and social services) to address community-level prevention strategies.
- Developing and implementing locally-driven public awareness campaign(s) around the risks associated with misusing/abusing prescription and/or illicit opioids, and/or community-specific resources.
- Supporting the development and dissemination of signage addressing prevention messaging, especially in high-risk areas (such as CDC Rx Awareness campaign).
- Engaging community businesses in disseminating information on the opioid crisis, such as Kansas data, overdose prevention, naloxone and/or community-specific resources.
- Developing and disseminating culturally appropriate educational materials to Spanish-speaking communities.
- Disseminating informational and educational materials to faith-based organizations.
- Implementing initiatives to support school-based curriculum regarding opioid misuse and overdose prevention (e.g. Operation Prevention).
- Developing and implementing youth prevention initiatives specific to opioid misuse, opioid use disorder, and overdose.
- Implementing initiatives to prevent the root causes of opioid use disorder – e.g. addressing risk and protective factors such as adverse childhood experiences, trauma, and the social determinants of health.
- Educate local decision makers in evidence-based opioid overdose prevention, intervention, and harm reduction policies and strategies.

Priority will be given to applicants that address **at least** three or more activities from the above mentioned strategies, and/or other innovative initiatives.

E. Unallowable Expenses

- Research
- Purchase of any medication, including naloxone
- Purchase of syringes
- Drug disposal programs and/or units including medication drop-boxes, disposal bags or other devices, and/or take-back events are not permissible under this funding opportunity
- Clinical care (except as allowed by law)
- Supplant existing funding from Federal, State, or private sources
- Capital acquisitions
- Food and beverage items
- Providing incentives and promotional items
- Direct enforcement of policies
- Publicity and propaganda (lobbying)
  - Funds cannot be used for the preparation, distribution, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body, beyond normal, recognized executive relationships.

Proposal Process

A. Application Requirements

Please complete the application on pages 8-18, and develop a timeline for the implementation of proposed activities. Please include responses in the text boxes and tables, and adhere to the word limits provided (if applicable).

The application consists of ten sections, including:

- Applicant Information Form
- Organizational Background and Capacity
- Personnel
- Assessment of Need
- Project Description and Narrative
- Collaboration and Community Support
- Project Evaluation and Action Plan
- Sustainability Plan
- Budget Narrative
- Project Timeline

Incomplete applications will not be considered.

B. Application Submission

- Applications must be submitted as one, consolidated PDF, including the budget and timeline, and if applicable, supporting documents such as quotes.
- **Incomplete applications and applications not completed in accordance with the instructions will not be reviewed.**
- To receive consideration, applications must be received via email by close of business on **Friday, October 19, 2018, at 5:00 p.m**. Only applications received by this deadline will be considered.
- Please email applications to: Adrienne.Hearrell@ks.gov

Review and Selection Processes

A. Review Panel

Eligible applications will be evaluated and scored by a team of internal reviewers. Reviewers will evaluate applications to ensure that the information included is clear, reasonable, and achievable, as well consistent with program requirements. The reviewers' ratings serve as a guide for selecting proposals for funding, though the evaluations are advisory.

Points will be allocated as indicated in the Selection Criteria section of this RFP.

B. Selection Criteria

A scoring guide will be used for reviewing proposals. The scoring guide has a 100 point total scoring system, composed of:

- Applicant Information Form (0 points)
- Organizational Background and Capacity (5 points)
- Personnel (5 points)
- Assessment of Need (10 points)
- Project Description and Narrative (30 points)
- Collaboration and Community Support (10 Points)
- Project Evaluation and Action Plan (15 points)
- Sustainability Plan (10 points)
- Budget Narrative (10 points)
- Project Timeline (5 points)

It is anticipated that awards will be announced by November 5th, 2018. KDHE will notify selected communities via email. Funding agreements will be effective starting in December 2018 through August 31st, 2019.

Post-Award Requirements

A. Contractual Agreements and Reporting Requirements

In addition to the contents within this RFP, selected agencies shall also adhere to the following:

- Selected applicants will be expected to participate in evaluation activities coordinated by KDHE staff, and/or as requested from the CDC.
- Quarterly progress reports – due January 25th, April 26th, and July 26th, 2019.
- Monthly affidavit of expenditures (due by the 20th of each month)
- Year-end Report: Funded communities shall submit a final report summarizing the results of the project by September 6th, 2019.
- Final affidavit of expenditures must be submitted within 30 days following the end of the project period (8/31/2019).

Helpful Resources

1. Kansas Prescription Drug and Opioid Misuse and Overdose Strategic Plan
2. KDHE's Prescription Drug Overdose/Misuse Prevention Website: http://www.preventoverdoseks.org/
3. Kansas Behavioral Health Indicators Dashboard: http://www.kbhid.org/
4. Centers for Disease Control and Prevention (CDC) Opioid Overdose information: https://www.cdc.gov/drugoverdose/index.html
5. CDC Rx Awareness Campaign: https://www.cdc.gov/rxawareness/index.html
6. CDC Guideline for Prescribing Opioids for Chronic Pain: https://www.cdc.gov/mmwr/volumes/65/rr/rr6501e1.htm
7. Adverse Childhood Experiences (ACEs): https://www.cdc.gov/violenceprevention/acestudy/index.html
8. Substance Abuse and Mental Health Services Administration (SAMHSA) Opioid Overdose Prevention Toolkit: https://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit/SMA18-4742
9. SAMHSA Center for the Application of Prevention Technologies (CAPT) Resources to Prevent the Non-Medical Use of Prescription Drugs, Opioid Misuse, and Opioid Overdose: https://www.samhsa.gov/capt/sites/default/files/resources/capt-resources-support-opioid-misuse-overdose-prevention.pdf
10. Addressing Opioid Overdose: Understanding Risk Factors and Prevention Strategies: https://captconnect.edc.org/sites/captconnect.edc.org/files/portal_embedded_files/Addressing_Opioid_Overdose_032117.pdf
11. Addiction as a Disease – Not a Moral Failure: https://www.samhsa.gov/capt/tools-learning-resources/addiction-as-disease-not-moral-failure
SAMHSA Behavioral Health Treatment Services Locator: https://findtreatment.samhsa.gov/
12. Operation Prevention classroom resources: https://www.operationprevention.com/
13. Naloxone training: https://www.opioidprescribing.com/naloxone_module_1-landing
14. Pregnancy & Opioids: What families need to know about opioid misuse and treatment during pregnancy: https://drugfree.org/download/pregnancy-opioids/

Kansas Data-Driven Prevention Initiative Application

A. Applicant Information Form (0 Points)

Please complete the applicant information form.

Organization Name:	
Project/Program Manager:	
Mailing Address:	
City:	Zip:
Telephone:	Fax:
E-mail:	
Fiscal Agency:	FEIN#:
Fiscal Officer/Grants Manager:	
Telephone:	
E-mail:	
Primary County/Community Served (where the contract funds will be used):	
Other Counties Served (if applicable):	
Total Amount Requested:	

B. Personnel (5 points)

List the staff who will be involved with this project and briefly describe their relevant experience. Add or delete rows as needed.

Name	Title	Experience
1.		
2.		
3.		

C. Organizational Background and Capacity (5 points)

Please describe your organization and its qualifications for funding, including history of work addressing substance use disorder prevention. (500 word limit)

D. Assessment of Need(s) (10 points)

Include a description of community needs related to opioid misuse and overdose prevention. Provide an overview of community-level data, and include any other pertinent information as it relates to the need for implementing this project in your community. (500 word limit)

E. Collaboration and Community Support (10 Points)

Please list community partners collaborating on this project, and describe how the proposed project will improve collaboration between local stakeholders and/or engage new stakeholders. Describe steps that will be taken to ensure that efforts are not duplicated among organizations within the community. (500 word limit)

F. Project Description and Narrative (30 points)

Describe your proposed project. Detail how this project will address the organization and community's needs. Identify which activities from the list of Allowable Activities are included in the project, as well as other innovative activities. There is no word limit for this section, but please try to be concise.
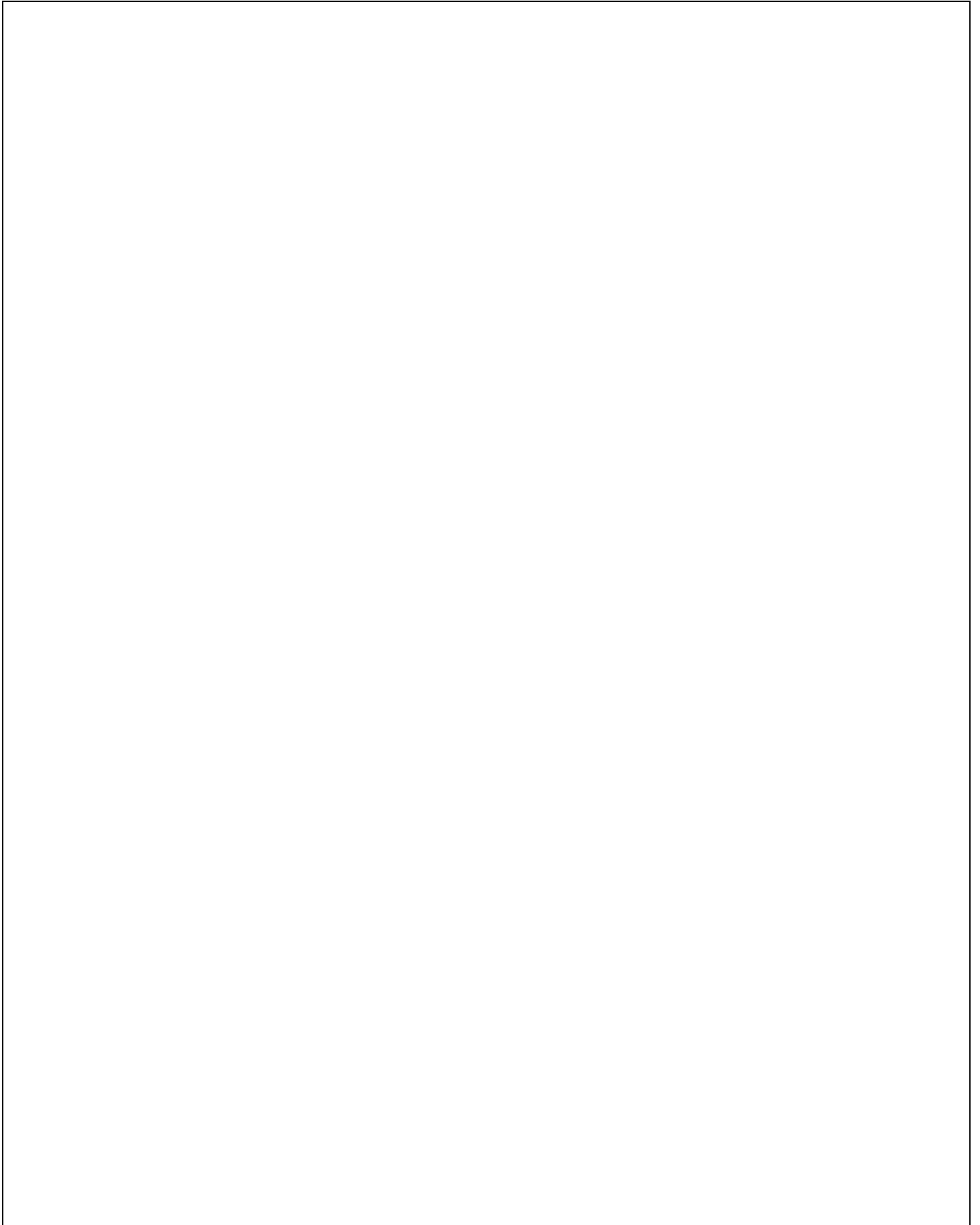
G. Project Evaluation and Action Plan (20 points)

Describe how you will evaluate your project. What is/are the outputs and the short-term outcome(s) of the project (e.g., products developed and disseminated, estimated reach)? How will you measure progress? Please include a narrative including methods for context in the text box below (300 word limit). Please fill out the action plan below the text box to summarize. Add or delete rows in the action plan as necessary.

Proposed Activity	Anticipated Outputs	Anticipated Outcome(s)	Measure of Progress	Timeline	Staff Responsible

H. Sustainability Plan (10 points)

Please describe how the project will be financially sustained in the long-term, including leveraging funding from other sources. Applicants that demonstrate a commitment to sustain projects beyond contractual requirements will be scored at a higher level. (300 word limit)

I. Budget Narrative (10 points)

Please list and briefly describe your proposed budget. Please include hourly rate and total number of hours for all staff time listed. The maximum allowable budget is $20,000. Add or delete rows as needed.

Item/Staff	Amount	Justification
1.	$	
2	$	
3.	$	
4	$	
5.	$	
6.	$	
7.	$	
8.	$	
9.	$	
10.	$	
TOTAL	$	

Total Funding Request: _____

J. Project Timeline (5 points)

Include a timeline for project implementation with specific program objectives as they relate to performance measures and the budget. The project period is **anticipated** to start on December 1st, 2018, and it will end on August 31st, 2019. Activities are to be initiated upon execution of funding agreements.