**Department of Health and Human Services, Division of Public Health**

**RFA A381 Applicant Response Worksheet**

The following worksheet is to be used, as needed, to assist in outlining the project proposal. Answer the following questions in each section to ensure the proposal meets the criteria outlined in the Request for Applications. Once the questions have been completed, utilize the answers to piece together a cohesive application project narrative.

The project narrative must be 8-10 pages, typed, single-spaced, on 8.5” x 11” pages with 1” margins, in sized 11-point Arial font, with all pages numbered and should include the section headers below. Be as specific as possible since this will be the basis for evaluating applications and monitoring the selected organization’s performance.

**Proposal Summary (0 points) –** *Required, not scored*

*Provide a brief (no more than 250 words) overview of the planned project. Must include a purpose statement describing how your application will address the needs of people who use drugs in your community with particular considerations for historically marginalized populations. Applications without a proposal summary will be deducted 2 points.*

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| **In 2-3 sentences, describe the overall purpose of the project.** |
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| **In 2-3 sentences, describe how your application will address the needs of people who use drugs in your community (particularly historically marginalized populations).** |
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**Organizational Readiness (20 total points) – 1.5 pages**

*Provide specific examples of the organization’s capacity to deliver information in a culturally humble, sensitive and appropriate manner. The applicant must demonstrate an understanding of issues particularly affecting the people who use drugs (PWUD) population and/or other intersecting historically marginalized populations. A successful applicant will have staff and/or volunteers with diverse backgrounds and who are sensitive to drug user health issues.*

*Describe your organization's history promoting the health and dignity of individuals and communities impacted by drug use or your plans to incorporate this mission into your core activities. Also describe how your organization will be delivering program activities in a culturally appropriate manner*

*If applicable, highlight if your organization falls into the following prioritized areas:*

* + *Organizations that work with Historically Marginalized Populations;*
  + *Organizations that have limited or lower existing resources;*
  + *Organizations that work with the following populations:*
    - *Those experiencing homelessness and housing instability,*
    - *Black, Indigenous and People of Color (BIPOC),*
    - *Federal or NC recognized tribal communities,*
    - *Those transitioning from correctional settings to the community, and/or*
    - *From jurisdictions that are highly impacted by the COVID-19 pandemic*

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| **What is your understanding of the needs of people who use drugs and how are you informing that understanding?** |
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| **How does your organization ensure that the delivery of services and information is done in a culturally humble way?** |
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| **How do your staff and volunteers represent a diverse set of identities and perspectives?** |
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| **Based on the Agency Details selected in #4 on the RFA Summary Page, describe how your agency/organization meets this RFA priority areas.** All areas checked in the Summary Page should be substantiated with detailed examples here. |
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**Assessment of Need (16 total points) – 1 ¼ pages**

*List the NC counties/geographic area to be served by the proposed project and the overdose burden and COVID-19 pandemic impact in those counties according to DHHS poisoning data (*[*https://www.injuryfreenc.ncdhhs.gov/DataSurveillance/Poisoning.htm*](https://www.injuryfreenc.ncdhhs.gov/DataSurveillance/Poisoning.htm)*) and DHHS COVID-19 data (*[*https://covid19.ncdhhs.gov/dashboard*](https://covid19.ncdhhs.gov/dashboard)*).****NOTE: Provide citations/reference sources for any included community demographic or health status data. Scoring criteria will build in evaluation of need based on NC DPH IVPB surveillance data.***

*Provide any pertinent information as it relates to the need for this work in your community, including the needs of the priority population that this proposal will serve and how those needs were determined. Also describe your organizational needs and ability to meet the needs of the population to be served.*

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| **What is the overdose burden in the counties that your proposal will serve?** |
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| **What is the COVID-19 burden in the counties that your proposal will serve?** |
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| **What is the need for this work in your community at large and specifically for people who use drugs in your community?** |
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| **How will your organization meet the needs of the priority population in your proposal?** |
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**Project Description and Sustainability (28 points) – 2.5 pages**

*Clearly identify which implementation strategies from the list of eligible strategies are included in the project, including the number of each activity (e.g. “strategy 1: Develop and Expand Syringe Services Programs (SSPs)”). Describe in detail your proposed project including its influence on furthering overdose prevention and other harm reduction services for people who use drugs, increasing access and linkages to care for the most vulnerable populations, and building local infrastructure to respond to the overdose crisis in North Carolina.*

*Please describe how your project will advance the goals of harm reduction in your community, and how you have incorporated harm reduction principles and best practices in the design of your project (including any barriers or challenges). Explain how you will engage or have already engaged the priority population in developing this proposed project. Detail how this project will address your organization’s needs*

*Include timelines for project implementation with specific program objectives as they relate to performance measures and budget (e.g. hiring staff or subcontractors, purchasing supplies, establishing policies and protocols, enrolling participants, etc.). Explain how the project will contribute to or promote the capacity or your organization or your community over time to prevent overdose deaths. Applications must describe how the enhancements, improvements, or increases achieved during the project year may be sustained past the funding secured during the project period. Describe obstacles that may affect your organization’s ability to sustain this program after the project cycle and potential solutions to these identified challenges. Detail any funding from other sources that will be used towards this project.*

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| **Which of the implementation strategies outlined in the RFA will your project be implementing?** |
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| **How will your proposed project influence overdose prevention and other harm reduction services for people who use drugs, increase access and linkages to care for the most vulnerable populations, and build local infrastructure to respond to the overdose crisis in North Carolina?** |
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| **How will your proposed project advance the goals of harm reduction in your community, and how you have incorporated harm reduction principles and best practices in the design of your project?** |
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| **How will your proposed project incorporate people with lived experience into the design, implementation, and evaluation of the activities?** |
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| **Describe, in detail, how you plan to implement the project over the course of the grant year. Include plans of how you will integrate the proposed project into your existing services. Include timelines for project implementation with specific program objectives as they relate to performance measures and budget.** |
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**Evidence of Collaborations/Partnerships (24 points) – 2 pages**

*Describe how you will collaborate on this project or initiative with other relevant organizations in your community, and how this project will improve the collaboration between local stakeholders or engage new ones. Describe how you will verify that projects or services are not being duplicated in the community and with the population served. Detail how you will fund, oversee and monitor subcontractors, if relevant.*

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| **How will this project integrate other organizations in the community to provide the best continuum of care for participants possible?** |
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| **How will you ensure that the proposed project or services are not being duplicated in the community?** |
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| **If applicable, how will you fund, oversee, and monitor subcontractors?** |
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**Evaluation Plan (12 points) – 1 page**

*Detail how you will evaluate your project. Describe how you will engage the priority population in the design and implementation of the evaluation of this project. Explain how you will monitor the project and capture the required metrics for each of the supported strategies included in your project. List any additional metrics that you will evaluate. If applicable, include any details about compensation for outside evaluation support or participant incentives.*

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| **What is your evaluation plan?** |
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| **How will you engage program participants and the priority population in the planning and implementation of an evaluation of your program?** |
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