



REQUEST FOR GRANT APPLICATION

State Office:	Office of Health Promotion and Prevention, Violence and Injury Prevention Program (VIPP)
Grant Title:	VIPP Advancing Harm Reduction and Navigation to Care Grant
Payment Method:	Cost Reimbursement
Funding Source:	Federal funding
Total Award Amount:	Up to \$50,000 per year x 4 years
Selection Method:	Competitive
Eligible Applicants:	Non-profit based 501(c)(3); local health departments (LHD), governmental agencies, non-profit organizations, faith-based organizations (FBO), tribal organizations and other community-based organizations (CBO) with a demonstrated commitment to overdose prevention and harm reduction services. An applicant shall be in good standing with the State of Utah on the date of the application submission.
Due Date for Applications:	Friday May 10th, 11:59pm
Funding Notification:	Applicants will be notified of funding status on or before June 3rd, 2024
Project Period:	The contract resulting from this RGA will be for a period of four years 2024-2028. Funding will be renewable by contract amendment each year depending on project performance and available funds. Project years will run as follows:

Year 1: 7/1/24 to 6/30/25

Year 2: 7/1/25 to 6/30/26

Year 3: 7/1/26 to 6/30/27

Year 4: 7/1/27 to 6/30/28

Grant Contact:

Tricia Bishop
Harm Reduction Coordinator
Utah Department of Health and Human Services
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Overview:

The Utah Department of Health and Human Services (DHHS), Violence and Injury Prevention Program (VIPP) is seeking proposals from qualified organizations to support Syringe Service Programs (SSPs) and harm reduction initiatives aimed at initiating, expanding, and supporting programs and outreach by navigators (e.g., people with lived experience, case managers) to promote access to harm reduction services (such as SSPs) and to link people to care from harm reduction services, as appropriate.

The goal of this grant is to support navigators by connecting people who use drugs to services and ensure that people have access to reversal tools, prevention and treatment options. Navigators will meet people where they are at, identify and collaborate with community resources, enable connection to treatment, improve accessibility to recovery support services, and increase community-supported intervention points.

This grant opportunity aims to provide financial support to organizations committed to implementing evidence-based harm reduction strategies, warm handoffs, fostering community engagement, and reducing the negative consequences associated with substance use. The grant will provide funding up to \$50,000 per year for a duration of four years.

Objective:

The primary objective of this grant is to support organizations in expanding and enhancing community-based navigation of individuals to substance use disorder (SUD) care and harm reduction services to effectively address the overdose crisis. Proposals should outline strategies to navigate people who use drugs (PWUD) to care, and/or increase access to harm reduction services, including but not limited to syringe exchange programs, naloxone distribution, education and outreach initiatives, and peer support services. Priority will be given to proposals that demonstrate innovative approaches, collaboration with local stakeholders, and a commitment to addressing health disparities and social determinants of health.

Applicant Eligibility: Organizations that meet the following criteria are eligible to apply for this grant.

1. Non-profit based 501(c)(3); local health departments (LHD), governmental agencies, non-profit organizations, faith-based organizations (FBO), tribal organizations and other community-based organizations (CBO) with a demonstrated commitment to overdose prevention and harm reduction services. An applicant shall be in good standing with the State of Utah on the date of the application submission.
 - a. Good standing is defined as, but not limited to, resolution of State of Utah audit exceptions, resolution of judgments between the applicant and the

State of Utah and fulfillment of all grant obligations by the applicant with the State of Utah.

2. Able to demonstrate broad community partnerships throughout Utah and have the ability to engage the community based on the goals of this grant.
3. Able to provide services outlined in the scope of work according to the timeline outlined in this grant;
4. Have a proven track record of implementing harm reduction initiatives or related services.
5. Able to demonstrate meaningful community participation in past or current organizational activities.

Proposal Requirements:

Proposals must include the following components:

- Executive Summary: Provide a brief overview of the proposed project, including its objectives, target population, and expected outcomes.
- Project Description: Describe the proposed navigation and/or harm reduction services and programming to be implemented, including evidence-based interventions, staffing plans, and strategies for reaching underserved populations.
- Budget and Justification: Detail the proposed budget for each year of the grant period, including expenses related to personnel, supplies, equipment, training, and evaluation. Provide a justification for each budget line item.
- Evaluation Plan: Outline how the effectiveness of the proposed interventions will be evaluated, including data collection methods, performance metrics, and benchmarks for success.
- Organizational Capacity: Describe the applicant's organizational capacity to successfully implement the proposed project, including relevant experience, partnerships, and resources.
- Sustainability Plan: Provide a plan for sustaining the proposed harm reduction initiatives beyond the grant period, including strategies for securing additional funding, building community support, and leveraging existing resources.
- Preference will be given to applications proposing community-based linkage to substance use disorder (SUD) care, especially those application describing warm handoff protocols

Eligible Expenses:

- Salaries and fringe (1.0 navigator FTE required in both Harm Reduction Initiatives and Navigation to Care)
- Training for navigator(s)
- Mileage for navigator(s)

- Supplies, copies, postage directly related to the program
- Drug testing strips
- Low-cost incentives to clients to support successful referrals

Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.

Ineligible Expenses include but are not limited to:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care (including behavioral therapy (e.g., cognitive behavioral therapy) and/or specialized clinical care, if indicated, such as pain management)
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Food and beverages
- Vehicles
- Gift cards and client stipends
- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Land acquisition
- Corporate formation (start-up costs: establishing new syringe service programs SSP or infrastructure costs for SSPs that are not associated with the co-location of treatment e.g., rent, utilities, etc.)
- Direct treatment services (purchasing medications, clinical salaries)
- Operation/infrastructure costs (e.g., rent, utilities, etc.)
- Drug disposal costs
- Provision of equipment solely intended for illegal drug use such as cookers/spoons, syringes, and pipes 12
- Purchase of syringes, including pharmacy voucher programs and safe syringe disposal programs (including the implementation or expansion of drug disposal programs, drug take-back programs, drug drop boxes, and drug disposal bags)
- Housing assistance
- Food assistance
- HIV/HCV and other STD/STI testing
- Safer sex kits
- Childcare and childcare-related purchases (e.g., pack-n-play)
- Furniture or equipment
- Funding cannot be used to directly fund or expand the direct provision of substance use disorder treatment.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Alignment with grant objectives and priorities
- Clarity and feasibility of the proposed project
- Potential impact on reducing overdose rates and increasing access to harm reduction services
- Strength of the evaluation plan and sustainability strategy
- Organizational capacity and experience

Timeline:

- RFP Release Date: April 10th, 2024
- Proposal Deadline: May 10th, 2024
- Notification of Awards: by or before June 3rd, 2024
- Grant Period: Four years, beginning July 1, 2024

Submission Instructions:

Proposals must be submitted electronically to triciaabishop@utah.gov by the deadline specified above. Late or incomplete proposals will not be considered. Applicants may be required to participate in an interview or provide additional information as part of the review process.

APPLICATION INSTRUCTIONS

Applicants must complete each of the sections in the Application Packet (Pages 7-18) to be considered for a funding award. All portions of the Application Packet must be submitted as one document in Microsoft Word or Adobe PDF file formats. Completed packets should be submitted via email to Tricia Bishop at triciaabishop@utah.gov by Friday May 10th, 2024, by 11:59 pm MDT. Any applications submitted after May 10th, 2024, are disqualified for review.

Standard Contract Terms and Conditions: Grants resulting from this RGA will include, but not limited to: the [Utah Department of Health and Human Services General Grant Provisions](#). All applications submitted become the property of the State of Utah and shall not be returned to the applicant. The application may be reviewed by anyone designated by the State of Utah.

Additional conditions include:

A. Use of Funds

Funds received under this part directly or indirectly, may not be used to:

1. To engage in any lobbying or political activity, including the support of, or opposition to, candidates, ballot questions, referenda, or similar activities.

All federal funding requirements must be followed.

Cost Reimbursement: This grant uses the cost reimbursement, payment model. The Grantee will be paid for activities performed as defined in the grant. The grant will identify a maximum annual dollar amount for which to provide services.

APPLICATION PACKET
 VIPP Overdose Data to Action
 Navigation to Care and Harm Reduction funding
 Years 2024-2028

SECTION 1: COVERSHEET

Applicant Agency Name and Mailing Address:

Name, Telephone, and Email for Grant Application Contact:

W-9 Taxpayer ID number also attach certification:

Type of Applicant Agency:

Population Covered:

- Syringe Exchange Program
- Faith based organization
- Tribal Organization
- Non-Profit 501(c)(3)
- Community Based Organization
- Other _____

Funding Requested:

\$

Name and Title of the Official Authorized to Sign:

By signing this cover sheet, all parties are providing certification that the components of their submitted application are true and accurate. This document also serves as an assurance that the grant applicant understands and agrees to all contract requirements and procedures as outlined in Appendix C and throughout this funding announcement. Before signing the coversheet, all parties should review this funding announcement document thoroughly.

Signature of Authorized Official: _____

Date: Click or tap to enter a date.

SECTION 2: DESCRIPTION OF APPLICANT

Provide a brief description of the agency applying for funding. Include any experience or expertise the agency has with implementation of (1) navigation to care initiatives and (2) harm reduction initiatives and the populations intended to serve.

(500 words or less)

SECTION 3: NEED STATEMENT

Describe the specific need or how your population (identified in Section 1) is adversely affected by [social determinants of health](#) creating barriers to accessing resources, connecting to treatment, improve accessibility to recovery support services, and to increase community-supported intervention points . How does this tie into your organization's priority concerns?

(1,000 words or less—not including graphs, charts or tables)

What resources related to harm reduction or navigation to care already exist or do not exist in the community? What resources does your organization propose to better serve the community?

(500 words or less)

What is the size of the population your organization plans to serve? Where does this population live in Utah? How will your organization work with these communities across the state on the same program priorities?

(200 words or less)

SECTION 4: GRANT ACTIVITIES

How will the programs you are planning meet your community's needs? How would you like the VIPP Program to help your organization with these goals?

(500 words or less)

One of the purposes of the grant is to support navigators by connecting people who use drugs to services and ensure that people have access to reversal tools, prevention and treatment options. How does the organization's leadership propose partnering and leading the community around this grant-related work? Please provide at least one example of mobilizing your community.

(500 words or less)

Please describe your organization's experience convening, facilitating, building and maintaining workgroups, community advisory boards, and networks/ community partnerships.

(500 words or less)

Your agency will be responsible for becoming navigation experts (with the help and support of VIPP) on harm reduction, overdose response, prevention and treatment options, linkage to resources. How will your organization stay on top of this information and sharing it with your community?

(500 words or less)

Your organization will be asked to collaborate and connect with local health resources. Do you already have a relationship developed with local health resources? If yes, please list the county and describe the relationship? If not, how will you create those relationships?
(200 words or less)

SECTION 5: INNOVATION

How will your organization coordinate, integrate, and link with existing services?
(500 words or less)

How will the proposed project expand or build upon the work your organization is already doing?
(500 words or less)

SECTION 6: COMMUNITY PARTNERS

Complete the table below to outline the community partners that will be involved in the project and their respective roles if applicable.
Please provide at least two letters of support from community partners you have listed below.

COMMUNITY PARTNERS SUMMARY

Name of Partner	Description of Role/Involvement in Project

The applicant must attach applicable Letters of Intent from any subcontractors receiving 50% or more of total funding. These are required for the funding award.

The Letters of Intent must:

1. Be on agency letterhead
2. Describe what resources the agency will expend to support the Grantee to meet their goals.
3. Signed by staff with the authority to legally bind agency in contract.

Please attach these letters in an appendix directly following the application packet.

SECTION 7: PROGRAM STRUCTURE & MANAGEMENT

What strategies will be utilized to appropriately account for and manage funding?
(500 words or less)

How will the applicant ensure that all staff are complying with the funding requirements?
(500 words or less)

Describe your organization's fiscal and administrative ability to manage government funds. Some examples of this are being very familiar with Excel, Microsoft Office Suite, budgets, accounting, etc.
(500 words or less)

If funded, you will be required to report quarterly on your progress. In addition to quarterly progress reports please provide how you propose to stay in close contact with the VIPP Program.
(200 words or less)

How will your organization be able to adapt to changes if awarded the grant? (i.e. How will an employee already working at 100% be capable of working on these grant activities?)
(500 words or less)

What is your sustainability plan to keep this program going after the five year grant period is over?
(200 words or less)

SECTION 8: OBJECTIVES

Applicants must provide at least 2 objectives and not more than 5.

OBJECTIVE #1

Description-What will be measured?	Direction of Change	Unit of measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

Planned Activities to meet Objective #1

Description	Lead Personnel	Key Partners	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #2

Description-What will be measured?	Direction of Change	Unit of measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

Planned Activities to meet Objective #2

Description	Lead Personnel	Key Partners	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #3 (OPTIONAL)

Description-What will be measured?	Direction of Change	Unit of measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

Planned Activities to meet Objective #3

Description	Lead Personnel	Key Partners	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #4 (OPTIONAL)

Description-What will be measured?	Direction of Change	Unit of measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

Planned Activities to meet Objective #4

Description	Lead Personnel	Key Partners	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #5 (OPTIONAL)

Description-What will be measured?	Direction of Change	Unit of measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

Planned Activities to meet Objective #5

Description	Lead Personnel	Key Partners	Start/Finish Dates
1.			
2.			
3.			
4.			

SECTION 9: BUDGET

Budget Period: July 1, 2024- June 30, 2028

Category of Funding:	Justification:	Funding Amount:
Personnel Salary		\$
Fringe Benefits		\$
Travel (in/out of state)		\$
Supplies		\$
Equipment		\$
Media Outreach		\$
Total amount requested		\$

Appendix A RESPONSIBILITIES OF GRANT FUNDING RECIPIENTS

A. Reports

1. Monthly Invoices

Grantees will be required to submit monthly itemized invoices by the 15th of the month, to Tricia Bishop triciaabishop@utah.gov and Vanonda Kern vkern@utah.gov. All billings and fees are subject to approval and audit by the State.

2. Monthly Progress Reports

Grantees will be required to submit monthly progress reports via email to triciaabishop@utah.gov by the 10th of the month following the end of the month. Progress will be reviewed and payment will be issued based upon progress toward completing activities proposed in the action plan.

3. End of the Year Report

Grantees will be required to submit an End of the Year Report that describes successes in reaching activities outlined in the action plan or barriers for not reaching activities.

B. Training Requirements

Grantees will be required to attend the Harm Reduction Navigator training (offered 3 times/year) and a minimum of one outside grant related training each year during the contract period.

C. Evaluation

Grantees will be required to participate in or lead data collection efforts within their community with the help of the VIPP Program if the data is not already available.

D. Meeting Requirements

Grantees will be required to participate in meetings with the VIPP Program and other funded grantees in person or via conference call. A meeting schedule will be agreed upon by each of the funded organizations and VIPP Program. Grantees will be required to participate in quarterly meetings with the other funded grantees. Grantees will be recruited to be involved in committees and workgroups to provide important input regarding their population.

E. Site Visits

Grantees will be required to participate in a minimum of two site visits annually. Site visits provide an opportunity for the VIPP Program to review grant requirements, provide progress report feedback, participate in Grantee meetings

and attend community events. Site visits provide the VIPP Program an opportunity to get an accurate picture of grant activities.

F. Grantee Requirements

The projected start date for the contract is July 1st, 2024. The grant period is July 1st, 2024, to June 30th, 2028. Contract continuation depends upon satisfactory performance and availability of funding and priorities set through VIPP OD2A strategic planning process. The UDHHS has the authority to terminate the contract at any time during the contractual period. At the termination of the grant, agencies representing the organizations will transfer all organizations records to the Utah DHHS VIPP Program.

Appendix B
Grant Submission Checklist

Excluding any of these required documents will disqualify the application for review.

- Application pages 7-18- Due May 10th, 2024 before 11:59pm
- Letters of Intent- if more than 50% of the budget is to a subgrantee- if applicable
- 2 Letters of Support from community partners listed
- IRS 501 (C)(3) tax-exempt designation letter (if applicable)
- W-9 Taxpayer Identification Number and Certification

Contact Information:

For questions or additional information, please contact Tricia Bishop
triciaabishop@utah.gov 385-261-3726

I will be collecting all questions and release a Q&A document on/or before April 22nd.

The Utah DHHS VIPP reserves the right to reject any or all proposals received in response to this RFP and to negotiate modifications to the proposed budget and scope of work. Thank you for your interest in this grant opportunity, and we look forward to receiving your proposals.