

## **Discretionary Subfund Application Proposal Requirements**

**The settlement funds are for opioid abatement and remediation, reducing deaths and managing disease. This opportunity is to invest in solutions that address the needs of people who use drugs, their families and to address the impact of the epidemic on communities.**

**When developing the application use the Golden Thread Theory, a unifying principle: linking the need to the strategy and plan which links to the budget. Therefore, preventing fragmentation and ensuring all parts of the application are written with cohesive purpose.**

All Discretionary Subfund Applicants must submit a Proposal as a single PDF file into the grant management system,

Discretionary Subfund applicants, one year and multi-year, must include:

- Technical Proposal must be no longer than eight pages, single spaced for one-year projects and no longer than ten pages for multi-year projects.
- Qualifications and Experience (no longer than four pages, single spaced)
- Budget and Budget Narrative (no longer than four pages, single spaced).

Font should be Times New Roman size 12 with 1-inch margins.

Organization name and page number are to be in the footer.

**Please restate each of the required items and provide responses immediately thereafter.**

### **DISCRETIONARY SUBFUND – ONE YEAR PROJECT**

#### **I. Technical Proposal**

To be considered for the award, all proposals seeking funds from the Discretionary Subfund must include, at a minimum, the following information. Please restate each of the items listed below and provide responses immediately thereafter.

##### **A. Statement of Need**

- Provide information that documents the impact of opioids within the proposed service area. Include qualitative and quantitative data. Identify the source of all data. (Data can be placed in tables/charts, with explanations to follow.)
- Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area. Discuss any other special needs relative to opioid use, misuse, opioid related crime, or unique abatement needs or strategies.
- Describe any existing efforts (either provided by your organization or others in the community) and provide an explanation of how this new effort will not be duplicative or will substantially expand existing efforts.

- Please provide a description of any existing funding or resources that you have been awarded, including dollar amounts, that are being leveraged to support the proposed program.
- Has the Applicant applied to other grants for the same project? If so, which grants?
- Is the Applicant also seeking funds from a County or Political Subdivision's Guaranteed Political Subdivision fund? If so, has the request been granted, from which County/political subdivision and for what amount?

## **B. Plan to Implement Selected Strategy/Strategies**

- Identify the Approved Abatement Strategy that will be implemented, a description of how the identified strategy will be implemented and how the Applicant will address the need identified through data in the Statement of Need section through a series of SMART Goals. Smart goals are specific, measurable, achievable, realistic, and time bound.
- What are the goals and measurable objectives for the use of the funds?
  - ▶ Goals should align with the statement of need that is described. Goals should be only one sentence.
  - ▶ Objectives are logical sequential steps to achieving a goal. Well-written objectives help set program priorities and targets for progress and accountability.
- Describe the Performance Measurement plan to evaluate the goals and objectives including data collection techniques and tools, and the timeline for data collection. Be sure to include the approved abatement strategy the Applicant is working toward achieving in the Performance Measurement plan.
- Does your plan include a partnership for implementation or is it cooperative in nature? For example, one or more subdivisions and/or non-government partners are applying jointly to address regional concerns. If so, please describe the partnerships including the role the partners will play to ensure successful strategy implementation.
- Also, include "Letters of Commitment" from any key partnerships involved in implementation strategies. This should be included as an appendix and will not be included in the page count. (Memorandum of Agreements/Understanding will be expected at the time of any award and must be forwarded to the SCORF Board within 30 days of award).
- Provide a description of any potential barriers to implementation and how you plan to overcome the barriers.

- Provide a month-by-month timeline for strategy implementation to include the key activities that will be implemented per strategy.

## **II. Qualifications and Experience**

- Provide a detailed description of the Applicant/organization's background and history.
- If the Applicant/organization has a governing Board, please list all members of the Board.
- Provide a description of the experience the Applicant/organization has with similar projects/proposals and providing services to the population(s) of focus for this application, if applicable.
- List the key person or people responsible for implementation of the strategies and provide a description of their experience and role/responsibility about the proposal.
- Provide a statement as to whether the Applicant/organization's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any crime other than minor traffic violations; and if so, an explanation providing relevant details.
- Provide a statement as to whether, in the last ten (10) years, the Applicant/organization, any officers, directors or entities or individuals owning more than twenty percent (20%) of the offering entity, has filed or had filed against it any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.
- Describe the Applicant/organization's experience and skill working with private, state and/or federal grants, data collection and performance measurement.

## **III. Budget**

- Provide a budget describing how the Applicant proposes to use the SCORF Funds. The budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
  - Personnel, Contractual, Supplies, Training, and Other, if applicable are the budget categories. "Other" may include up to 5% Administrative Cost. Any "Indirect Cost" must be detailed for the entities own audit purposes.

## **IV. Budget Narrative**

- Provide a narrative justifying all expenses for each budget category. The budget narrative should generally demonstrate how the Applicant will maximize cost effectiveness of fund expenditures and demonstrate cost effectiveness in relation to the objectives of the project.

## **DISCRETIONARY SUBFUND – MULTI YEAR FUNDING REQUEST**

The SCORF Board is offering multi-year awards for organizations committed to addressing complex issues of opioid use disorder and creating lasting impact. These awards will allow for more comprehensive planning, high-quality implementation over a longer time period, aiming to create lasting change and fostering sustainable outcomes beyond the award period.

**Awardees will be required to submit an abbreviated application for subsequent years within the multi-year commitment. (will be published in Winter 2026/27)**

**Please restate each of the required items and provide responses immediately thereafter.**

### **I. Technical Proposal**

To be considered for multi-year funding award, all proposals seeking funds from the Discretionary Subfund must include, at a minimum, the following information. Please restate each of the items listed below and provide responses immediately thereafter.

#### **A. Statement of Need**

- Provide information that documents the impact of opioids within the proposed service area. Include qualitative and quantitative data. Identify the source of all data. (Data can be placed in tables/charts, with explanations to follow.)
- Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area. Discuss any other special needs relative to opioid use, misuse, opioid related crime, or unique abatement needs or strategies.
- Describe any existing efforts (either provided by your organization or others in the community) and provide an explanation of how continuing this effort will not be duplicative or will substantially expand existing efforts.
- Has the Applicant applied to other grants for the same project? If so, which grants?
- Is the Applicant also seeking funds from a County or Political Subdivision's Guaranteed Political Subdivision fund? If so, has the request been granted, from which County/political subdivision and for what amount?

#### **B. Plan to Implement Selected Strategy/Strategies**

- Identify the Approved Abatement Strategy and a description of how the identified strategy will be implemented each year and how the Applicant will address the need identified according to relevant data through a series of SMART Goals.

- Measurable Goals and Milestones: Define specific, measurable, achievable, relevant, and time-bound (SMART) objectives for *each year* of the grant period. What are the goals and measurable objectives for the use of the funds?
  - Goals should align with the statement of need that is described. Goals should be only one sentence.
  - Objectives are logical sequential steps to achieving a goal. Well-written objectives help set program priorities and targets for progress and accountability.

**A visual timeline, chart or roadmap can effectively outline these year-by-year goals and anticipated outcomes.**

- Does your plan include a partnership for implementation or is it cooperative in nature? For example, one or more subdivisions and/or non-government partners are applying jointly to address regional concerns. If so, please describe the partnerships including the role the partners will play to ensure successful strategy implementation.
- Long-Term Impact and Vision: Clearly articulate what will change over the three year funding period because of the Board's investment. Use data and a clear "theory of change" to make a compelling case for the significance of your work and how implementation of your identified Approved Abatement Strategy/ies will lead to clear outputs.
- Provide a description of any potential barriers to implementation and how you plan to overcome the barriers.
- Evaluation Plan: Outline a comprehensive three year evaluation plan for how success will be measured at different stages, including at the end of each project year, including specific metrics and evaluation methods (surveys, interviews, KPIs
- Sustainability Plan: Dedicate a practical, non-vague section to how the program will be funded and maintained after the grant period ends. This might include plans for diversifying revenue streams, building community support, or establishing strategic partnerships.
- Also, include "Letters of Commitment" from any key partnerships involved in implementation strategies. This should be included as an appendix and will not be included in the page count. (Memorandum of Agreements/Understanding will be expected at the time of any award and must be forwarded to the SCORF Board within 30 days of award).

## II. Qualifications and Experience

- Provide key personnel on the project that are responsible for implementation of the strategies and provide a description of their experience and role/responsibility about the proposal
- If the Applicant/organization has a governing Board, please list any changes to members of the Board during project period.
- Provide a statement as to whether the Applicant/organization's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any crime other than minor traffic violations; and if so, an explanation providing relevant details.
- Provide a statement as to whether, in the last ten (10) years, the Applicant/organization, any officers, directors or entities or individuals owning more than twenty percent (20%) of the offering entity, has filed or had filed against it any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

## III. Budget

- Provide a budget describing how the Applicant proposes to use the SCORF Funds for *each year* of the project. The budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
  - Personnel, Contractual, Supplies, Training, and Administrative Cost, if applicable are the budget categories.
  - Administrative Costs: 5% administrative costs are allowable to ensure adequate administrative support and avoid straining funds.

## IV. Budget Narrative

Provide a narrative justifying all expenses for each budget category. The budget narrative should generally demonstrate how the Applicant will maximize cost effectiveness of fund expenditures and demonstrate cost effectiveness in relation to the objectives of the project.

- Detailed, Justified Budget: Present a comprehensive and realistic budget that breaks down costs for each year, including potential cost increases due to factors like inflation or personnel expansion.
  - Budget Narrative: Provide a detailed rationale for every expense, ensuring it aligns perfectly with the project activities described in the narrative.

- Please provide a description of any existing funding or resources that you have been awarded, including dollar amounts, that are being leveraged to support the program.

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