

## Technical Proposal Requirements

### GUARANTEED POLITICAL SUBDIVISION SUBFUND INITIAL/CONTINUATION APPLICATION

Guaranteed Political Subfund applicants must include:

- Technical Proposal.
- Approved abatement strategy, implementation plan, process and outcome measures
- Budget and Budget Narrative

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.

#### Technical Proposal

To be approved for funding, all requests for Guaranteed Political Subdivision Subfunds must include the following: (Restate and answer the following 3 items)

1. Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area, the poverty level of the service area.
2. Describe any existing efforts (either provided by your organization or others in the community) and explain how this new effort will not be duplicative or will substantially expand existing efforts.
3. Please provide a description of any existing budget, funding or resources that you have received, including dollar amounts that support the foundation of the proposed project and/or are being leveraged to support the proposed project.

#### Using the format below:

- Identify the Approved Abatement Strategy that will be implemented. Identify if the chosen strategy is initial or continuation. Provide a description of how the identified strategy will be implemented.
  - The Approved Abatement Strategy must include the Category and the Strategy, for example: Treatment for Incarcerated Population (category): Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system (strategy).
- Identify the amount of funds requested. Applications must delineate how much of the

requested funds will be used for each approved abatement strategy.

- Budget must identify funds that remain and will be carried over.
- Application must also account for interest earned on funds.
- Interest and carryover will be subtracted from total budget request. See example below:

**EXAMPLE INTITAL:**

**Strategy:** Prevention Programs: Funding for evidence-based prevention programs in schools

Initial

Continuation

**Implementation Plan:** Strengthening Families Program: offered in Hudson County Middle and High School for Parents and Youth 10-14 (SFP 10-14). This is a family skills training intervention designed to enhance school success and reduce youth substance use and aggression among 10- to 14-year-olds.

**Process measure:** 13 families will be served – 14 groups

**Outcome measure:**

75% Child increase school adjustment

75% Child decrease 90-day alcohol and drug use

75% Family decrease 90-day alcohol and drug use

**Budget for strategy:** \$45,000

Personnel				
Position	Name	Key Staff Annual Salary	Level of Effort	Total Charged to Award
Education/Prevention Specialist	TBD	\$ 35,000.00	.75 TGE	\$ 35,000.00
			<b>TOTAL:</b>	<b>\$ 35,000.00</b>
Supplies				
Item	Purpose	Calculation	Total Charged to Award	
Educational Materials and Supplies	To provide materials for family skills training intervention	Curriculum for 13 families	\$10,000.00	
		<b>Total:</b>	<b>\$ 45,000.00</b>	

**EXAMPLE CONTINUATION:**

**Strategy:** Treatment for Incarcerated Population: Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring

SUD/MH disorders within and transitioning out of the criminal justice system.

Initial

Continuation

**Implementation Plan:** Hudson County Detention Center will hire social worker to provide group and individual therapy in the jail setting. SW will complete ASAM assessment, develop treatment plan and provide appropriate therapies for OUD and co-occurring SUD/MH patients

**Process/outcome measure:** SW will provide treatment for 25 patients per year, 75% will complete program

**Outcome from previous year:** SW provided treatment for 15 patients, of which 10 completed program, equaling 66% completing program. 2 patients dropped out and 3 are still in treatment.

**Budget for strategy:** \$45,000

Personnel				
Position	Name	Key Staff Annual Salary	Level of Effort	Total Charged to Award
Social Worker	Mary Jones	\$45,000.00	100% TGE	\$45,000.00
			<b>Total</b>	<b>\$45,000.00</b>

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**FINAL BUDGET INCLUDING EARNED INTEREST AND CARRYOVER:**

Project amount: \$15,200.00

Minus interest earned for approval # BER567e8t - project period 5/1/2023-4/30/2024: \$3,200.00

Minus carryover: \$5,425.00

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**Amount requested: \$6,575.00**

- Provide a narrative justifying all expenses. 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.
- If the request is being made by another entity with approval of the participating political subdivision, please submit request to the political subdivision to enter into the SCORF grant management system.
- Each political subdivision must upload a letter certifying content of application and allowing or not allowing line-item severability.

## **DISCRETIONARY SUBFUND APPLICATIONS**

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

Discretionary Subfund applicants, new and continuation, must include:

- Technical Proposal must be no longer than eight pages, single spaced.
- 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 - NEW SUBMISSION**

#### **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.)

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- Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area, the poverty level of the service area.
- 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?

- Discuss any other special needs relative to opioid use, abuse, opioid related crime, or unique abatement needs or strategies.

## **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

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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.

**In addition to ensuring that the request is for an Approved Abatement Strategy, the following non-exhaustive general criteria shall be weighed by the Board in considering and approving grants upon application to the Discretionary Fund:**

1. Whether the requesting entity was a South Carolina Bellwether Plaintiff;
2. Whether the requesting entity was a Litigating Subdivision or other litigant;
3. The cooperative and regional nature of a proposal (whether one or more subdivisions and/or non-government partners are applying jointly to address regional concerns);
4. The poverty level of the subdivision at issue;
5. The extent of direct payments received by municipalities within a County; and
6. Any other special needs described in the application relative to opioid use, abuse, opioid related

crime, or unique abatement needs or strategies.

## **DISCRETIONARY SUBFUND – CONTINUATION APPLICATION**

### **I. Technical Proposal**

To be considered for continuation 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.

- i. 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.)
- ii. Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area, the poverty level of the service area.
- iii. 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.
- iv. Identify the Approved Abatement Strategy implemented and a description of how the identified strategy will continue to be implemented.
- v. Provide description and explanation of changes, if any, made during this project period affecting the following:
  - i. Goals and objectives;
  - ii. Projected timeline for project implementation; and
  - iii. Approach and strategies proposed in the initially approved and funded application.
- vi. Report on progress relative to approved objectives, including progress on evaluation activities.

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- vii. Describe the plan to evaluate the goals and objectives including data collection techniques and tools, and the timeline for data collection for continuing the project.
- viii. What are the goals and measurable objectives for the continued use of the funds?
  - a. Goals should align with the previous award. Goals should be only one sentence.
  - b. Objectives are logical sequential steps to achieving a goal. Well-written objectives help set program priorities and targets for progress and accountability.
- ix. Summary of key program accomplishments to date and project progress.
- x. Description of difficulties/problems encountered in achieving planned goals and objectives including:
  - a. Barriers to accomplishment; and

b. Actions to overcome difficulties.

- xi. Report on milestones anticipated with the new funding request.
- xii. Please provide a sustainability plan for the project beyond the length of the award.
- xiii. 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.

## II. Qualifications and Experience

- Provide any changes during project period in 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.
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- 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. 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.
- 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.
- 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?

**In addition to ensuring that the request is for an Approved Abatement Strategy, the following non-exhaustive general criteria shall be weighed by the Board in considering and approving grants upon application to the Discretionary Fund:**

1. Whether the requesting entity was a South Carolina Bellwether Plaintiff;
  2. Whether the requesting entity was a Litigating Subdivision or other litigant;
  3. The cooperative and regional nature of a proposal (whether one or more subdivisions and/or non-government partners are applying jointly to address regional concerns);
  4. The poverty level of the subdivision at issue;
  5. The extent of direct payments received by municipalities within a County; and
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6. Any other special needs described in the application relative to opioid use, abuse, opioid related crime, or unique abatement needs or strategies.
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