



**Request for Proposal  
Questions and Responses  
February 1, 2024**

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**Request for Proposal:** CDC Overdose Data to Action Local (OD2A) Funding  
Community Health Center (CHC) Substance Use Navigator RFP  
**Proposal Due Date:** Monday, February 26, 2024, by 5:00 PM EST

**Helpful Websites**

- Please visit the following link for **General Terms and Conditions for Non-Research Grant and Cooperative Agreements** for details on CDC OD2A Grant Terms and Conditions <https://www.cdc.gov/grants/documents/general-terms-and-conditions-non-research-awards.pdf>
- **CDC Overdose Data to Action Local (OD2A) Funding Overview**  
<https://www.cdc.gov/drugoverdose/od2a/local.html>

**Questions and Responses**

**1. Why is the first performance period only 5 months?**

The full fiscal year for the CDC OD2A grant is 12 months (September 1<sup>st</sup> through August 31<sup>st</sup>). Due to time needed for BPHC grant set-up in the first year, this first period of performance/fiscal year for CHCs funded for Substance Use Navigators will be 5 months April 1<sup>st</sup> through August 31<sup>st</sup>.

**2. How will the budget be distributed over the five years?**

Funded sites will receive \$150,000 a year over a five-year period. Funding could change based on performance concerns or changes in the funding that BPHC receives from the CDC.

**3. Should we submit a proposal for the full \$150,000 even though the performance period is only 5 months instead of 12 months?**

Yes, we encourage you to submit the proposal and budget for the full \$150,000 for year one as this will be the basis for funding over the full 5-year period. Think about costs you could cover with these funds in year one to achieve the scope. You will be able to adjust

your budget to support work you would like to sustain in years 2-5 for the full 12-month period.

**4. Can supervision time for the OD2A grant be included?**

Yes

**5. What percent FTE should we estimate will be needed for supervision and grant administration?**

Please do your best to estimate a reasonable amount of supervisor time that will be needed to support the OD2A grant scope of work and allocate that in your proposed budget. You can adjust the amount of supervisor time on the grant in the future as needed.

**6. Is there a cap on indirect costs allowed in the CDC budgets?**

Indirect costs are capped at 10% unless your organization has documentation of an approved Federally Negotiated Indirect Rate. If your organization has an approved Federally Negotiated Rate, please submit documentation of this along with your proposal for consideration.

**7. Will contracted health centers be allowed to carry forward unspent money from one fiscal year into the next?**

While we encourage contracted CHCs to spend funds within the fiscal year they are allocated to, they will likely be able to carry forward unspent funds into the next fiscal year to support the OD2A scope based on CDC approval.

**8. Are stipends and gift cards for clients and consumers allowable under the OD2A grant?**

Yes, these are allowed if they are reasonable and justified as a strategy to assist with achieving the scope of work. The use of stipends and gift cards must follow CDC fiscal rules. All gift cards purchased within a given fiscal year must also be distributed within the same fiscal year. BPHC OD2A staff can provide support to funded sites with developing a plan for the use of stipends and gift cards.

**9. Are CHCs required to hire new staff to fill the OD2A Substance Use Navigator staff or can they use the funds to support current Substance Use Navigator staff?**

The intent of the CDC OD2A funding is to supplement current funding to expand Opioid Overdose Prevention efforts. Federal regulations prohibit the use of federal funds to replace state, local, or agency funds ('supplanting'). Agencies proposing the use of OD2A funds to replace funding for current staff, need to provide a justification that includes why it is necessary to meet the scope of work and grant deliverables. One case

in which this might be justified is if you fund some time for current staff to assist with grant activities until you are able to hire new staff.

**10. What is the expected timeline for CHCs to hire new OD2A Staff?**

We expect that funded sites start the hiring process for OD2A staff as soon as possible once they receive notification of their award.

**11. What are the OD2A data collection requirements for CHCs?**

BPHC is currently working with CDC and their evaluation contractor on an evaluation and data collection plan. We will work with funded CHCs to support their understanding of data collection requirements and to develop a data collection and management plan that builds on existing data collection systems to minimize the burden of OD2A data collection while still meeting requirements.

**12. How will qualitative data collection be used to improve the program?**

Our evaluation plan will include qualitative data collection activities. We plan to collect qualitative data from sites, consumers and community members to inform program improvement. Our evaluation contractor will lead qualitative data collection activities but may request input from CHC sites and assistance with outreach to OD2A clients.