



Request for Proposal

Boston Opioid Settlements Project,
Office of Recovery Services

Community Overdose Response Grants

April 16, 2024

(RFP Timeline Updated on May 23, 2024)

RFP TIMELINE

<i>April 16, 2024</i>	RFP Legal Notice publication in The Boston Globe
<i>April 16, 2024</i>	RFP online at the Boston government website , April 16 th , 10:00 AM EST
<i>April 26, 2024</i>	Virtual info session and Q&A, to learn more about the funding and ask questions. April 26 th , from 11:00 AM to 12:00 PM EST . Register here
<i>April 30, 2024</i>	Questions due in writing by 5:00 PM EST on April 30 th to: RFR@bphc.org and overdoseprevention@bphc.org Email Subject: Community Opioid Response RFP
<i>May 2, 2024</i>	Virtual Grant Writing 101 session, going into more detail around how to respond to the different application requirements. May 2 nd , from 10:00 AM to 11:00 AM EST . Register here
<i>May 9, 2024</i>	Responses to questions available for viewing on the Boston government website by 5:00 PM EST on May 9 th
<i>May 20, 2024</i>	Office Hours/Drop-in. Ask questions about the funding and application process. May 20 th , 2:00 PM to 3:00 PM . Register/drop-in here
<i>June 21, 2024</i>	Proposal Due DEADLINE EXTENDED: Proposal and required supporting documents due by 5:00 PM EST on June 21 st . Email application and supporting documents to RFR@bphc.org and overdoseprevention@bphc.org Email Subject: “[Organization Name] – Community Opioid Response RFP” NO EXCEPTIONS TO THIS DEADLINE

July 26, 2024	BPHC completes any optional interviews with agencies about their proposals.
July 31, 2024	<p>Notification of Decision</p> <p>Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. BPHC will email each awarded organization a subaward agreement for review, and to be completed and signed within 14 days.</p>

INTRODUCTION

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC’s mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

Pharmaceutical corporations flooded Massachusetts with opioids, fueling the opioid epidemic. Patients developed opioid use disorders, and many transitioned to street opioids and overdosed. Overdoses have killed almost 18,000 people in Massachusetts over the past 20 years. Then-Attorney General Maura Healey joined attorneys general from other states and litigated claims against these companies, winning settlements.

The State tasked municipalities with using opioid settlements funds in ways that reflect the wishes of those impacted. During Summer 2023, BPHC [gathered additional input](#) through a Request for Information from people affected by the opioid epidemic. Respondents ranked funding community organizations second among spending priorities.

The City of Boston has developed a [Long-Term Public Health Strategic Outlook](#) addressing the dual crisis of substance use and homelessness. Much of the work has focused on the Mass and Cass area and has been successful by providing outreach, case management, and access to low-threshold shelters throughout the city. However, overdose mortality continues to be a concern. From [2020-2022](#) combined, the average annual opioid overdose mortality rate for Black and Latinx Boston residents was 66% and 31% higher than white residents, respectively. The [leading cause](#) of premature death among male Black and Latinx residents for 2017 through 2021 combined was opioid overdoses. These data emphasize why equity should underpin responses to addressing the Boston opioid overdose crisis.

The purpose of the **Community Overdose Response Grants** is to fund community-based organizations to deliver services that will prevent overdoses within neighborhoods at [higher risk](#) of overdose, including [Black and Latinx communities](#).

BPHC is seeking proposals from qualified organizations to implement community-based projects responding to opioid overdoses. The City is offering a one-time pool of \$1,000,000, which can support awards of up to \$200,000, to five organizations or more, depending on the funds requested and

proposals. Organizations may use the funding across three years. BPHC requires that recipients follow best practices for reducing overdoses, expanding access to services throughout the most burdened neighborhoods and communities.

All service contracts awarded by the Boston Public Health Commission may be subject to the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated every year. For more information, please visit the [City of Boston Living Wage Division](#).

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Underrepresented Business Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprises (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFP.

SCOPE OF WORK

City strategic planning identified strategies for reducing overdoses, informing the grant criteria, taking a targeted approach to expanding evidence-based practices in Boston neighborhoods.

Required Activities

All applicants must include overdose education, naloxone distribution, and linkage to care in their proposals. These activities are mandatory and applications that do not include these activities will not be considered for funding.

1. *Overdose Education*

- a. Preventing opioid overdoses by implementing evidence-based training programs to increase community understanding of how to recognize the signs and symptoms of an overdose, how to respond, and proper administration of naloxone
- b. Developing educational materials in multiple languages
- c. Having capacity to facilitate training sessions through various modalities, including in-person, online platforms, workshops etc

2. *Naloxone Distribution**

- a. Establishing and maintaining a reliable supply chain for procurement of naloxone to meet community demand
- b. Implementing targeted distribution strategies to increase the availability of naloxone, prioritizing reaching disproportionately burdened populations, Black and Latinx communities

3. *Linkage to Treatment*

- a. Assisting individuals in navigating treatment options, making referrals to treatment

- services, and conducting “warm handoffs”
- b. Developing strategies to address barriers to treatment such as transportation, lack of insurance coverage, stigma etc.
 - c. Developing culturally and linguistically appropriate materials to equip communities with information about local resources.

Other Potential Activities

Applicants may also propose activities which fall into the following categories.

- *Outreach and Engagement* – Establishing trust and rapport with people who need services, making referrals, and distributing resources.
 - Examples include neighborhood community and business engagement teams, neighborhood overnight outreach, and expanding street teams to include medical, clinical, and/or recovery support staff.
- *Harm Reduction* – Preventing overdoses among people who use drugs by connecting them with medication assisted treatment and distributing naloxone and other harm reduction supplies.
 - Examples include expanding harm reduction services at community health centers, [public health vending machines](#), and mobile methadone operations.
- *Treating the Whole Person* – Improving the health of people who use drugs/are in recovery by helping them find stability in employment and housing.
 - Examples include a low-threshold work program, life skills training, wraparound services, or housing scholarships.
- *Expanding Equitable Care* – Addressing gaps in care and/or expanding culturally-tailored programming.
 - Examples include expanding drop-in spaces to serve people who use drugs and experience homelessness, or funding recovery coaches in historically marginalized communities such as LGBTQ+, Black, and Latinx communities.

Program Evaluation and Reporting

Funded projects must track the required activities, including # of people trained on naloxone, # of kits distributed, and # of people linked to substance use treatment services. BPHC will work with grantees to establish additional metrics and evaluation processes, including measures specific to proposed activities. Applicants should propose what they intend to measure as a result of this funding. Recipients of the new BPHC grants are required to report monthly metrics, success stories, lessons learned, and expenditure reports.

Learning Community and Technical Assistance

The BPHC grants program will organize a monthly learning community of grant recipients to support sharing of resources and practical experience. The Community Overdose Response Grants Program will support recipients throughout the grant duration to build organizational capacity. Inspired by the [SAMHSA New England office](#), BPHC will organize an event to showcase grantees and their impact. The event can summarize one year of service.

FUNDING AMOUNT AND PERIOD OF PERFORMANCE

BPHC will award up to \$200,000 per organization. Recipients may use their funds from July 1, 2024, through June 30, 2027, up to three years.

Equity is central to the opioid settlements spending and the overarching BPHC mission. The BPHC recognizes smaller organizations may not have the requisite cashflow to participate in a cost reimbursement structure. Grantees have the option to receive up to 25% of their award in advance, at the time of the contract. If an advance is requested, the Grantee must submit an invoice to BPHC to receive the initial advance payment. To continue receiving funds on the contract after the advance payment, the Grantee must provide BPHC invoices with supporting documentation and receipts that support how the advance payment was spent. After the initial advance payment, the contract will assume a cost reimbursement structure, where the grantee will make expenditures and submit invoices to BPHC for reimbursement. BPHC will review the invoices, including all submitted backup documentation, and will work with grantees to resolve any expenditures determined to be unallowable under this agreement or lacking sufficient backup documentation.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

- Be a nonprofit 501(c)(3) organization or partner with one as a fiscal sponsor
- Serve Boston residents
- Demonstrate experience providing services to individuals living with substance use disorder
- Demonstrate experience reaching, engaging, and serving Black and Latinx populations
- Demonstrate a history of serving the neighborhoods of Dorchester, Roxbury, South End, East Boston, and/or Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [who are also at increased risk](#) for overdose.
- Hold existing partnerships with community institutions, substance use treatment, and social services
- Demonstrate an understanding of a [harm reduction approach](#) to substance use
- Have administrative capacity to participate in cost-reimbursement grant structure
- Commitment to Implementing Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith-based institutions, and training staff on Diversity, Equity, and Inclusion (DEI), and trauma

PROPOSAL REQUIREMENTS

To be considered for funding, the proposal must include the following in this order:

1. Complete Community Overdose Response Funding Proposal, 11-point, Calibri font, single-spaced with one-inch margins: **Must not exceed the page limits of each section and must not exceed limit of 10 pages total. Text that exceeds page limits will not be reviewed.**

The following additional documents are required, but do not count towards the page-limit:

2. Resumes or Curriculum Vitae (CV) for all supervisors taking lead on the project
3. Attached letters of support from partner organizations, as relevant
4. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service and a detailed, narrative budget justification for each budget line. Proposals can budget for the following categories: Staffing, Fringe, Professional Services, Food, Printing, Office Supplies, Travel, Translation Services, Marketing, Indirect Costs
5. BPHC Certified Underrepresented Business (CUBE) Vendors must submit a copy of certification along with your proposal

SUBMISSION INSTRUCTIONS

Please submit your proposal to RFR@bphc.org and overdoseprevention@bphc.org by **5:00 PM EST** on June 21st. **There will be no exceptions to this deadline.** Set the subject of the email to: “[Organization Name] – Community Overdose Response RFP”. In the proposal, answer the following prompts and include the specified supporting documents.

Section 1: Cover Sheet with Applicant Organization Information (does not count towards page limit)

1. Name of Organization:
2. Organization Physical Address:
3. Mailing Address, if different from physical address:
4. Contact Person Name and Position:
5. Contact Person Email Address and Phone Number:

Section 2: Proposal Narrative – Limit: 10 pages

- ***Please answer the following questions within the required page limits. Reviewers will not consider text beyond the page limits.***
- **Each section is scored based on the points specified.**

1. Describe 1) your organization's mission and core services, 2) history serving Black and Latinx populations, and 3) experience serving Boston neighborhoods, especially Dorchester, Roxbury, South End, East Boston, and Mattapan. These neighborhoods have [higher rates](#) of overdose and/or contain higher proportions of Black and Latinx individuals, [who are also at increased risk](#) of overdose. **Limit: 3 Pages (30 points)**

2. Describe what activities the project is proposing, including the Required Activities and any Other Potential Activities and how they align with the City strategic priorities. **Limit: 3 Pages (30 points)**

3. Articulate strategy for reducing opioid overdoses at a community-level with a focus on decreasing opioid overdose rates and deaths in Black and Latinx communities in Boston. **Limit: 1 Page (10 points)**

4. Describe existing partnerships with other community-based organizations and substance use treatment and social services. **Limit: 1 Page (10 points)**

5. Include plans for how proposed activities will be measured and tracked. **Limit: 1 Pages (10 points)**

6. Describe the ways in which you will commit to Implementation Recommendations from the [Opioid Settlements Community Engagement Report](#): making programming accessible to people with disabilities and non-English speakers; employing people with lived experience; prioritizing marginalized populations, collaborating with faith-based institutions, and training staff on DEI and trauma. **Limit: 1 Page (10 points)**

7. Please submit a budget that covers costs such as Staffing, Fringe, Professional Services, Food, Printing, Office Supplies, Travel, Translation Services, Marketing, and Indirect Costs. In addition to the line-item breakdown, please provide a narrative budget justification for each budget line. The maximum allowable Indirect Costs Rate, or overhead costs rate, is 10% of [Modified Total Direct Costs](#). **(Does not count towards page limit) (10 points)**

To obtain naloxone, BPHC recommends applicants partner with an existing [OEND/CNP](#) site. If you have questions about which OEND/CNP agencies operate in your neighborhood, email BPHC at carthur@bphc.org. Recipients may also apply to the [Community Naloxone Program](#), a State-run program offering free and subsidized naloxone. Should recipients seek to purchase naloxone

directly, then BPHC recommends applicants consider [Remedy Alliance](#), a nonprofit manufacturer with a more affordable cost than other sellers.

8. Briefly describe your organization's experience managing a cost-reimbursable funding source, including processes for tracking and submitting invoices for all expenditures. **(Does not count towards page limit. Limit: 100 words)**