



# Indiana State Department of Health

Naloxone Kit Grant Opportunity Announcement  
January 2, 2019

## Point of Contact:

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## Project Description:

The Indiana State Department of Health (ISDH) is accepting grant applications in response to this grant opportunity announcement for the distribution of Opioid Rescue Kits in the form of Narcan® nasal spray. The intent of this grant is to provide emergency Opioid Rescue Kits to local health departments (LHD) that will be distributed to the community.

Naloxone Hydrochloride, also known by the brand name Narcan®, is an opioid antagonist and is a safe and effective medication used to quickly reverse the life-threatening effects of an opioid overdose. The naloxone kits distributed in accordance to this grant will be administered intranasally by spraying a fine mist up the nostril of the affected person.

The goal of this grant is to expand the participation of naloxone kit programs and distribution of Opioid Rescue Kits among local health departments. This effort will require providing education about naloxone kit programs and the law that provides immunity for lay responders to carry and administer the lifesaving medication. Lay responders who agree to participate in a naloxone kit program must be trained by the awardee on how to administer naloxone (if not previously trained). Grant recipients will be responsible for ensuring lay responders are properly trained.

## Service Delivery Dates:

The services requested will be implemented during the proposed period of March 1, 2019 through August 31, 2019. During the program period the ISDH reserves the right to request naloxone kits back from any awardee that does not meet the requirements of the program and these kits will be redistributed to other awardees. Failure to comply with all terms of this grant by an awardee will also halt any future unshipped naloxone kits.

Failure to comply includes:

- Not submitting required reports within the required time period.
- Not distributing the naloxone kits as outlined in your application.

- Distributing naloxone kits to agencies that weren't listed as a partner(s) in your original application without first getting prior ISDH approval.
- Distributing naloxone kits without first training the individuals.
- Selling the kits instead of distributing them free of charge.
- Not registering with optIN.
- Inaccurate reporting of the distribution of naloxone rescue kits.
- Loss of naloxone rescue kits

### Funding:

The total funding amount available for this program is \$308,333. Individual awardee naloxone kit totals will be determined based on the geographic service areas and the need identified by the awardee within that specific area per approved application.

**Completed Grant Application Due: Proposals are to be submitted via e-mail to [arehberg@isdh.in.gov](mailto:arehberg@isdh.in.gov) no later than February 15, 2019, prior to 5 p.m. EST.**

Notice of Award: Respondents will be notified of results no later than March 1, 2019.

### Eligibility:

- Respondents must be either:
  - Local health departments or;
  - Entities that serve Native Americans (including those who do not live on reservation land).
- Respondents must be able to provide training on the administration of naloxone kits prior to distribution.
- Respondents must be able to provide addiction treatment and referral information for treatment programs when distributing the naloxone kits.

### Respondent Participation Guidelines:

- Must not charge the receivers of the naloxone kits and must ensure that naloxone kits are not resold after distribution.
- Must provide adequate education when distributing naloxone kits in a manner consistent with I.C. 16-42-27 and provide documentation thereof. The ISDH has a generic form available for use by awardees.
- Must provide treatment program contact information for the community when distributing naloxone kits.
- Must register with optIN.
- If the awardees point of contact changes anytime during the naloxone kit distribution or reporting period, the awardee must notify the ISDH within 5 business days after the change and provide the contact information for the new contact.

### Written Proposal Requirements:

- 1) Cover sheet with:

- a. Name, title, email address and phone number of primary contact.
  - b. Name, title, email address and phone number of secondary contact.
  - c. Information about eligible organization, including:
    - i. Organization name.
    - ii. Mailing address.
    - iii. Work phone.
    - iv. Cell phone.
    - v. Email address.
- 2) Cover letter expressing interest in receiving naloxone kits.
- 3) Narrative to include:
- a. Project plan for each of the three periods (see pg. 4) between March 1, 2019 and August 31, 2019, including plans to register on [Optin.in.gov](http://Optin.in.gov) as an Entity to Distribute Naloxone, a list of partner agencies involved in training/distribution of kits and a training plan.
    - i. Please note: Kits can only be distributed to partner agencies specifically listed in the project plan. If an awardee needs to modify the list of partner agencies, the request must be submitted and approved by ISDH prior to distributing any naloxone kits. ISDH will then provide notice that the modification has been approved or disapproved.
    - ii. **We recommend you reach out to agencies in your community to see if they are interested in receiving naloxone kits from your health department through this grant. In the past, health departments have reached out to faith-based organizations, correctional facilities, public libraries, homeless shelters, etc. These agencies provided the health department with the number of kits that they would need per period and the health department factored those numbers into the total number of kits they were requesting.**
  - b. Identified high risk areas within service area (*high risk meaning areas with highest numbers of reported overdoses*).
  - c. Target distribution points for naloxone kits.
  - d. Estimated number of naloxone kits that will be distributed during each period (include how estimate was determined).
  - e. Data collection plan (number of kits distributed, names of distribution sites, services co-offered with naloxone kit distribution).
  - f. Methods for letting lay responders know naloxone kits are available for distribution in your specified service area and the required education on naloxone kits that every lay responder must attend before being given a kit (e.g., press releases and social media communication).
  - g. How challenges or barriers will be addressed as they arise (e.g., what additional communication methods may be used if you are running into barriers of getting naloxone kits to those identified in high risk areas).
- 4) Planned reporting requirements and agreement to provide project reports during the period of service delivery.

### Instructions:

The proposal in its entirety, including all supplemental information, **cannot exceed five (5) pages with one-inch margins, double-spaced, Times New Roman, 12-point font.** Applications

that exceed the page limit or do not comply with these limitations will be considered non-responsive and will not be considered in the review process.

### Selection Process:

- 1) Following the application deadline, each proposal will be examined to determine compliance with the format and information requirements specified in the GRANT OPPORTUNITY ANNOUNCEMENT. Incomplete proposals or those exceeding the page limit or violating the requirements stated above will not be considered.
- 2) Proposals will be evaluated on the basis of the criteria outlined and the best overall compatibility with the intent of the GRANT OPPORTUNITY ANNOUNCEMENT. Additional evaluative weight will be assigned based on:
  - a. Geographic service areas
  - b. Need for kits of the respondent's targeted group(s);
  - c. Social Vulnerability Index (SVI) (<http://svi.cdc.gov/>);
  - d. Demonstrated ability to coordinate required training;
  - e. Quality of the proposed execution plan;
  - f. Relevant skills, knowledge, and experience of the respondent;
  - g. Proposed methodology for coordination with targeted groups and resources;
  - h. Any other criteria set out in the GRANT OPPORTUNITY ANNOUNCEMENT or otherwise reasonable and considered relevant.

### Delivery of the Naloxone kits:

The total number of naloxone kits that an awardee receives will be distributed equally between two shipments. The proposed dates are as follows:

- 1/2 shipped March 1, 2019 - April 1, 2019.
- 1/2 shipped June 1, 2019 - July 1, 2019.

### Reporting Requirements:

Award recipients will be required to submit scheduled reports. The last report will also serve as the final report. Failure to submit the required reports prior to the deadline will be deemed a termination for breach of grant agreement and shall entitle the ISDH to suspend or cancel the remaining undelivered naloxone kits and request the remaining undistributed naloxone kits be returned to the ISDH to be redistributed to other compliant awardees.

The dates that award recipients will be required to submit reports by:

- 1<sup>st</sup> report (March 1, 2019 – April 30, 2019) prior to May 31, 2019.
- 2<sup>nd</sup> report (May 1, 2019 – June 30, 2019) prior to July 31, 2019.
- 3<sup>rd</sup> report (July 1, 2019 – August 31, 2019) prior to September 30, 2019.
- **Reports will be expected until all kits are distributed.**

A reporting template will be provided to successful applicants. Required information includes:

- Was any grant activity conducted during this reporting period? If no, please explain.
- Updated list of partner agencies involved in training/distribution of naloxone kits.

- Updated training plan.
- Number of naloxone kits distributed.
- Names of distribution sites.
- Services co-offered with naloxone kit distribution.
- Was any educational outreach conducted to identify lay responders in your specified service area and education on naloxone kits shared with those identified? If yes;
  - What means of outreach was used to reach them?
  - Which agencies or departments and in which counties?
  - What was the outcome of these outreach efforts?
- Have you encountered any challenges or barriers that have prevented you from executing your proposed plan?

## Final Report:

Award recipients are required to submit a final report of the project by September 30, 2019.

- 1) General Project Summary
  - a. Include outreach plan.
  - b. Summary of challenges or barriers and how those were addressed.
- 2) Total number of naloxone kits distributed
- 3) Names of distribution sites.
- 4) Services co-offered with naloxone kit distribution.
- 5) Number of individuals that received training and naloxone kits
  - a. New to the naloxone program
  - b. Existing participants of naloxone program
    - i. Required documentation from existing agencies
  - c. Number of individuals trained
- 6) Distribution and training you were not able to complete and why
  - a. Any other unforeseen challenges or obstacles preventing execution
- 7) Identification of further need in geographic area based on distribution and education completed.