



Great Lakes Inter-Tribal Council



Great Lakes Inter-Tribal Epidemiology Center

Request for Proposal Announcement: Tribal Public Health Capacity-Building and
Quality Improvement Umbrella Cooperative Agreement-Saving Lives Project Year 5
Supplemental Funding
Application Due Date: 11/10/2022

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Tribal Public Health Capacity Building and Quality Improvement Umbrella Cooperative Agreement
Saving Lives Project Year 5 Supplemental Funding

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Section 1. Overview Information

Key Dates:

RFP Open Date: September 16, 2022

RFP Close Date: November 10, 2022

Project Name: Saving Lives Project

Period of Performance: August 31, 2022 – August 30, 2023

Award Amount: Up to \$50,000

Applications must be successfully submitted to Christina Denslinger (cdenslinger@glitc.org) by 4:30 pm Central Standard Time on the deadline date. Applications will be reviewed as they are received, and contracts will be issued accordingly.

Technical Assistance:

An informational webinar will be held on October 5, 2022, at 1:00 pm CT/2 pm ET; webinar information is listed below.

Wednesday, October 5, 2022 at 1:00 PM CT/ 2:00 PM ET

Join Zoom Meeting

<https://us02web.zoom.us/j/83363653159?pwd=SDNqSkZwRjk2WGICcFk0Zz1VMWlxZz09>

Meeting ID: 833 6365 3159

Passcode: 078622

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Contact Information:

Christina Denslinger

Program Director, Saving Lives Project (Umbrella Cooperative Agreement)

Great Lakes Inter-Tribal Council, Inc.

Phone: 715-892-9273

Email: cdenslinger@glitc.org

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Section 2. Full Text

I. Background and Purpose

In 2018, the Great Lakes Inter-Tribal Epidemiology Center (GLITEC) was awarded a Tribal Public Health Capacity Building & Quality Improvement Umbrella Cooperative Agreement from the Centers for Disease Control and Prevention (CDC).

The long-term goal of the Tribal Public Health Capacity Building & Quality Improvement Umbrella Cooperative Agreement is to reduce and prevent chronic substance use, particularly surrounding opioids, in the Great Lakes Area through:

- Training and increasing the tribal public health workforce
- Improving tribal public data/information systems in surveillance
- Increasing tribal public health programs and services addressing opioid use

GLITEC invites tribes and urban Indian programs in the Bemidji Area to submit applications for a Saving Lives Project (SLP) grant. Each tribe or organization is limited to one SLP award per funding year. The grant program under SLP is intended to provide funding to tribes and urban Indian programs for a short-term project that aims to address opioid use and overdose prevention. We fully recognize that opioid use often occurs in a poly-substance use environment. Therefore, projects could incorporate activities that address co-occurring poly-substance use where one of the substances is opioids. The project will need to incorporate 1) a workplan between the applicant (tribe) and GLITEC and 2) at least one data performance measure that is opioid-related. Performance measures could include, but are not limited to, rates of opioid use or overdose, number of emergency department visits, number of referrals to medication-assisted treatment or other services for opioid addiction, number of staff trained at events, and number of events/trainings/workshops.

Grant activities must be related to opioid use and overdose prevention. Many types of activities may be conducted. Examples include:

- Conducting a needs assessment
- Investigating relationships between opioid use and other health and social outcomes
- Improving data collection and surveillance systems
- Improving public health data infrastructure
- Implementing upstream culturally appropriate strategies addressing risk factors for opioid misuse
- Enhancing public health and public safety collaborations
- Enhancing linkage to care
- Creating (or modifying existing) culturally appropriate health education materials for patients to support effective implementation of safer prescribing practices.
- Increasing capacity for education around naloxone or community health workers/patient navigators who provide post-overdose follow-up
- Other activities related to opioid use and overdose prevention.

Grantees are encouraged to select projects that adapt and implement tribal best practices and culturally informed interventions for opioid use and overdose prevention, treatment, and recovery with consideration for emergent circumstances influencing substance use behaviors.

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II. Funds Available and Anticipated Number of Awards

GLITEC will provide non-competitive funding to tribes and urban Indian programs, as funding allows, with an anticipated amount of up to \$50,000 per award. Each tribe or organization is limited to one SLP award per funding year.

Ceiling of Individual Award Range: \$50,000

Anticipated Award Date: No later than November 14, 2022

Budget Period Length: August 31, 2022 – August 30, 2023

Period of Performance Length: August 31, 2022 – August 30, 2023

Applications will be reviewed as they are received, and contracts will be issued accordingly.

III. Submission Requirements

Electronic copies are the preferred submission method and should be emailed before 4:30 pm (CST) on November 10, 2022, to Christina Denslinger (cdenslinger@glitc.org). Submissions will be acknowledged with an email confirmation.

IV. Eligible Applicants

The following recipients may apply:

1. Federally recognized Native American tribes located in Michigan, Minnesota, or Wisconsin.
2. Urban Indian program receiving Indian Health Service funding under Title V of the Indian Health Care Improvement Act, PL 94-437 Located in Chicago, Illinois, Detroit, Michigan, Milwaukee, Wisconsin, or Minneapolis, Minnesota.

V. Funding Requirements

Funds may be used for project-related costs, including:

- Staff expenses, such as salaries and benefits
- Clerical staff for time directly related to support of the project
- Project support costs (supplies, telephone, space costs, copying and printing, consultant and contractual services, IDC, programming, etc.)
- Travel
- Linkage to care (e.g., costs related to transporting individuals from an ED or other location to a program as part of a “warm handoff,” peer recovery coaches/peer navigators, and case management systems)

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Funds may not be used for:

- Entertainment
- Lobbying
- Debt reduction
- Illegal activity or activity contrary to the Centers for Disease Control and Prevention (CDC) grant

Below are some common examples of allowable and unallowable cost categories. Additional guidance on allowable and unallowable costs can be found in the Frequently Asked Questions (FAQ) document.

Cost Category	Examples	Notes and Restrictions
Capital Expenditures	<ul style="list-style-type: none"> • Vehicles • Buildings • Land 	Unallowable
Consultant and Contractual Services		Allowable provided the following information is included: <ul style="list-style-type: none"> • Name of consultant. • If applicable, provide the organizational affiliation. • Nature or consultant services to be rendered and specific outcomes. • Relevance of service to the project • Expected rate of compensation. • Method of accountability.
Direct Clinical Services	<ul style="list-style-type: none"> • Naloxone/Narcan • Rx Medications • Medication-Assisted Treatment • Rehabilitation/Detox Services 	Unallowable
Drug Disposal Programming	<ul style="list-style-type: none"> • Drug disposal bags • Lockboxes • Drug take-back events • Syringe exchange 	Unallowable
Entertainment	<ul style="list-style-type: none"> • Includes social, amusement, and diversion activities • Tickets to shows, sporting events, etc. • Costs associated with entertainment (e.g., meals, lodging, rentals, transportation) 	Unallowable

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Equipment	<ul style="list-style-type: none"> • Any single item over \$5,000 	Needs prior approval and must align with grant objectives.
Gift Cards	<ul style="list-style-type: none"> • Incentives <ul style="list-style-type: none"> - Gas card - Food voucher 	<ul style="list-style-type: none"> • Amount per gift card recommended not to exceed \$30-\$35. • GLITEC advises that gift cards prohibit the purchase of alcohol, tobacco, or firearms. • Should not be used to pay for medical treatment.
Indirect Cost (IDC)		Allowable, provided that an IDC rate is submitted.
Staff Expenses	<ul style="list-style-type: none"> • Salary • Benefits • Fringe 	Allowable
Supplies	<ul style="list-style-type: none"> • General office supplies • Stationary • Computers 	Allowable, provided that the supply purchased is necessary to carryout sub-award activities.
Training	<ul style="list-style-type: none"> • Staff trainings • Community-based trainings 	Allowable, provided that the training is related to sub-grant activities.
Travel	<ul style="list-style-type: none"> • Transportation • Lodging • Subsistence 	Allowable, provided that the employees are traveling on official business.

Applicant activities should support the original intent of the RFP. Please see the FAQ document for additional information on funding restrictions. Please see Appendix D for an example budget template.

VI. Proposal Guidelines

Instructions for what to include in each section are provided below. The review criteria are included to clarify the review process.

- Use a 12-point type font
- Number the pages

Each proposal must contain the following components:

- 1. Cover Sheet (Appendix A)**
- 2. Table of Contents**
- 3. Application Form (Appendix B)**
 - i. Complete all sections.

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- ii. The proposed project should be related to opioid use and overdose prevention and include a data quality improvement objective.
- iii. Describe any experience with opioid overdose prevention, data management or data quality improvement systems.
- iv. State the need for and the purpose of the project clearly.

4. Workplan (Appendix C)

- i. Applicants should use the workplan template to document their detailed work plan for Year 5 of the SLP project award.
- ii. The applicant's work plan should include work in at least one strategy area. The template is pre-populated with the three strategies.
- iii. All activities must be related to opioid overdose prevention, treatment, and/or recovery.

5. Budget (Appendix D)

- i. Provide a budget covering the performance period of the proposed project in the table format, accompanied by a simple budget narrative/justification that clearly indicates how the funds will be spent.
- ii. A sample budget template is attached in the RFP (Appendix D). However, applicants may use their own budget format.
- iii. Budget definitions and descriptions (for the narrative) are included in the Appendices.

Please contact Christina Denslinger cdenslinger@glitc.org or Jacob Riemer jriemer@glitc.org for electronic copies of these forms.

VII. Review Process and Award Administration

1. Review Process

- i. Any proposal which does not comply with the submission requirements will require revision.
- ii. Proposal scoring – This is non-competitive funding and will not be scored.
- iii. All completed applications will be reviewed by SLP staff as they are received throughout the RFP period.

2. Award Notices

- i. Notification of the awards will take place on an ongoing basis throughout the RFP period. At that point, tribes and urban Indian programs will enter into their contract with GLITEC for their proposed budget and workplan.
- ii. GLITEC epidemiologists will be available for all technical assistance needs

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relating to the project for each tribe or urban Indian program.

- iii. Once the contract with GLITEC is signed, successful applicants will participate in project and fiscal monitoring activities as defined and delineated in the contract terms and conditions. Additionally, an agreement outlining the responsibilities and accountabilities of each partner will be included in the contract.

3. Reporting

Reporting provides continuous program monitoring and identifies successes and challenges encountered throughout the project period.

The table below summarizes the required reports. A reporting template will be provided by GLITEC.

Report	When?
Mid-year Progress Report	6 months into the award
End of Year Report	No later than 10 days after the contract period ends
Final Financial Report	No later than 30 days after the contract period ends

VIII. Appendices

Appendix A. Cover Page completely filled out.

Appendix B. Application form all sections must be completed.

Appendix C. Workplan template includes the following:

- **Strategy:** Specify work in at least one strategy area. The template is pre-populated with the program strategies.
- **Goals and Objectives:** Specify the project goal/objective for each strategy.
- **Setting:** Specify the setting(s) for your work in the strategy.
 - *Examples:* Community, Faith-based, Health Care/Clinic, School, Early Care and Education, etc.
- **Activities:** Please list key activities that you will do to address opioid use and overdose prevention. This can also include activities related to co-occurring poly-substance use where one of the substances is opioids.
 - *Examples:* Conducting a needs assessment, improving data collection and surveillance systems, enhancing linkage to care, etc.

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- **Outputs:** List the direct products of your project activities.
 - *Examples:* Number of trainings your organization will provide, number of completed surveys, number of people served, etc.
- **Lead Person(s), Supporting Parties:** Include the names of lead personnel at your organization in charge of activities, as well as any key contributing outside partners and contractors.
- **Timeframe:** Include the approximate period in which the activity will take place.
 - *Example:* September 1 – November 1, 2022

Appendix D. Budget includes the following:

Personnel & Fringe Benefits

For each requested position, provide the following information: name of staff member occupying the position, annual or hourly salary, percentage of time or hours budgeted for this program, and total salary requested. Also, provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives. Indicate the fringe rate applicable to each position.

Example:

Jodi Staff Person (1,000 hours @ \$25 per hour = \$25,000) will provide leadership and overall direction for the proposed project. She will supervise Samuel Staff person, ensure the deliverables are met, and verify contract adherence. Ms. Staff Person's fringe benefit rate is 25% per the organization's policy.

Samuel Staff Person (300 hours @ \$18 per hour = \$5,400) will provide day-to-day management and coordination of the project. This includes coordinating the production of education and outreach materials, writing newsletter and newspaper articles, producing the materials, submitting reports, managing funds, planning and implementing dissemination of the project and materials countywide, and planning for sustainability. Mr. Staff Person's fringe benefit rate is 25% per the organization's policy.

Consultants/Contracts

This category is appropriate when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the Tribal Clinic. Please provide the following information for consultants:

- A. Name of consultant: identify the name of the consultant and describe his or her qualifications. Or provide a scope of work for contractual services, which includes the qualifications required to receive the award.
- B. If applicable, provide the consultant's organizational affiliation.
- C. Nature of consultant services to be rendered and describe in outcome terms, including the specific tasks to be completed and specific deliverables.
- D. Relevance of service to the project: describe how the consultant services relate to the accomplishment of specific program objectives.
- E. Expected rate of compensation: specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs such as

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travel, per diem, and supplies.

- F. Method of accountability: describe how the progress and performance of the consultant will be monitored.

Supplies

Individually list each item requested. Show the unit cost of each item, the number needed, and the total amount. Provide justification for each item and relate it to specific program objectives.

Travel

Dollars requested in the travel category should be for **staff members' travel only**.

Example:

The Project Coordinator will make an estimated 10 trips to local sites to engage community partners @ an average of 20 miles @ \$0.625 per mile = \$125.

Other

This category contains items not included in the previous budget categories. Individually list **each** item requested and provide appropriate justification related to the program objectives.

IDC

If requesting IDC, attach a copy of your community's current IDC agreement to this proposal.

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APPENDIX A – Cover Page

Organization Information

Organization Name:	
Signature Authority:	
Mailing Address:	
City/State/Zip:	

Primary Staff Contact Information

Name	
Phone	
Email	

Secondary Staff Contact Information

Name	
Phone	
Email	

Accountant Contact Information

Name	
Phone	
Email	

Amount requested:	
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APPENDIX B – Application Form

Project Name	
Type of Applicant	<input type="checkbox"/> Federally recognized Native American Tribe located in Michigan, Minnesota, or Wisconsin. <input type="checkbox"/> Urban Indian program receiving Indian Health Service funding under Title V of the Indian Health Care Improvement Act, PL 94-437, located in Chicago, Illinois, Detroit, Michigan, Milwaukee, Wisconsin, or Minneapolis, Minnesota.
Brief Description of population served by the applicant	
Anticipated number of individuals who will be served	

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Please briefly describe your organization's history and/or mission. Please include a description of past activities related to opioid use and overdose prevention, including experiences implementing data management or data quality improvement systems. (300 words or less)

Please describe any current or pending opioid use and overdose prevention activities, including data and surveillance. (300 words or less)

Please describe the need for funds to support efforts around opioid use and overdose prevention. (300 words or less)

APPENDIX C

Work Plan Template **Saving Lives Project**

Project Period: 8/31/2022 – 8/30/2023

Instructions:

- Applicants should use this template to document their detailed work plan for Year 5 of the Saving Lives Project.
- The applicant's work plan should include work in at least one strategy area. The template is pre-populated with the program strategies.
- All activities must be related to opioid overdose prevention, treatment, and/or recovery.

For each strategy listed on the template, complete the following information:

- **GOALS/OBJECTIVES:** Specify the project goal/objective for each strategy you choose.
- **SETTING:** Specify the setting(s) for your work in the strategy
 - **Examples:** Community, Faith-based, Health Care/Clinic, School, Early Care and Education, etc.
- **ACTIVITIES:** Please list key activities that you will do to address opioid use and overdose prevention. Projects can also include activities related to co-occurring poly-substance use where one of the substances is opioids.
 - **Examples:** Conducting a needs assessment, improving data collection and surveillance systems, enhancing linkage to care, etc.
- **OUTPUTS:** List the direct products of your project activities.
 - **Examples:** Number of trainings your organization will provide, number of completed surveys, number of people served, etc.
- **LEAD PERSON, SUPPORTING PARTIES:** Include the names of lead personnel at your organization in charge of activities, as well as any key contributing outside partners and contractors
- **TIMEFRAME:** Include the approximate period of time in which the activity will take place.
 - **Example:** September 1 – November 1, 2022

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STRATEGY #1:	Data (Activities geared toward strengthening epidemiologic surveillance and public health data infrastructure.)		
GOAL(S)/ OBJECTIVE(S)			
OUTCOMES			
SETTING:			
Activities	Outputs	Lead Person, Supporting Parties (List one or more)	Timeframe

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STRATEGY #2:	Evidenced-based/Culturally appropriate Health System Interventions (Activities geared toward improving infrastructure and capacity for implementation of interventions, such as prescribing practices, linkage to care, health education, etc.)			
GOAL(S)/ OBJECTIVE(S)				
OUTCOMES				
SETTING:				
Activities	Outputs	Lead Person, Supporting Parties (List one or more)	Timeframe	

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STRATEGY #3:	Innovative Community-based Strategies (e.g., upstream culturally appropriate strategies addressing risk factors for opioid misuse, enhancing public health and public safety collaborations)		
GOAL(S)/ OBJECTIVE(S)			
OUTCOMES			
SETTING:			
Activities	Outputs	Lead Person, Supporting Parties (List one or more)	Timeframe

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APPENDIX D – Budget Template

Tribal Community: _____

Project Name: _____

Project Period: _____

Budget Line Items	Description Detail	Amount
Personnel/Salary		
Fringe Benefits		
Travel		
Supplies		
Contractual		
Other		
IDC		
Total Project Cost:		\$