



**Puerto Rico Government
Department of Health**

Auxiliary Secretariat of Planning and Development
Overdose Data to Action

REQUEST FOR PROPOSAL (RFP)
**GUIDE FOR WRITING PROPOSALS AND FUNDS APPLICATION PROCESS UNDER
THE COMMUNITY PREVENTION GRANT OPORTUNITY OF THE OVERDOSE DATA
TO ACTION (OD2A) PROJECT FOR PREVENTION SERVICES FOCUSED ON LINKAGE
TO CARE FOR OPIOID USE DISORDER**

SUBSIDIZED WITH FUNDS FROM THE CENTERS FOR DISEASES CONTROL AND PREVENTION (CDC) FOR THE NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL # NU17CE925010 GRANTED TO THE PUERTO RICO DEPARTMENT OF HEALTH FOR THE DEVELOPMENT OF THE OVERDOSE DATA TO ACTION (OD2A) PROJECT THROUGH THE AUXILIARY SECRETARIAT OF PLANNING AND DEVELOPMENT (SAPD, SPANISH ACRONYM)

DEADLINE FOR SUBMITTING THE PROPOSAL
Request for Funds in OPEN OFFICIAL ANNOUNCEMENT 2021
Wednesday, December 8, 2021, at 5:00 pm



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**Puerto Rico Department of Health
Auxiliary Secretariat of Planning and Development
Opioids Program
Overdose Data to Action (OD2A) Project**

Community Prevention Grant Opportunity
Request for Proposal (RFP)
PRDOH_RFP_20220101

The Overdose Data to Action (OD2A) project within the Auxiliary Secretariat of Planning and Development (SAPD, by its acronym in Spanish) of the Puerto Rico Department of Health (PRDOH) developed the Community Prevention Grant Opportunity, through the granting of federal funds by the Centers for Disease Control and Prevention (CDC). This initiative aims to build, strengthen and improve the communities' capacities in developing projects to address the opioid situation in Puerto Rico. Likewise, it aims to facilitate linkage to care as an effective coordination mechanism with other systems. Accordingly, PRDOH announces the funding opportunity to maximize prevention services and efforts to ensure linkage to care and services based on the needs of the identified communities.

Implementation period: The effective term is from **January 1, 2022**, subject to agreement formalization between PRDOH and the selected entity.

Questions or requests for information should be directed to:

NAME: Omayra A. Morales Espada
TITLE: Coordinator – Prevention Leader
EMAIL: omayra.morales@salud.pr.gov
PHONE: 787-765-2929
EXTENTION: 3125

Proposals must be submitted via email to prod2acommunityprevention@salud.pr.gov. **The deadline for submitting proposals will be December 8, 2021, at 5 PM.**



SECTION 1. BACKGROUND

It is extremely important to highlight that among the personnel trained to intervene in opioid overdoses are entities that do community outreach activities. We recognize that these entities face several obstacles in acting to prevent opioid overdose deaths. To minimize obstacles and to collaborate with this public health matter, the Government of Puerto Rico recognizes the importance of having these entities as allies.

As the leading public health agency, the PRDOH is strongly committed to promoting projects that adequately address the public health needs of the Puerto Rican communities. The PRDOH, recognizing the opioid situation in Puerto Rico, seeks to raise awareness about the opioids use, misuse and overdoses. Therefore, the Overdose Data to Action (OD2A) within the Auxiliary Secretariat of Planning and Development of the PRDOH is accepting proposals from entities that are involved in community efforts and interventions related to substance use implementing activities of linkage to treatment for people who either:

1. Have problematic substance use
2. Are at risk of overdose
3. Suffer from a Substance Use Disorder (SUD)

The Community Prevention Grant Opportunity aims to develop, strengthen and improve the communities' capacities to prevent morbidity and mortality related to opioid overdoses by creating projects that address the opioids situation in Puerto Rico. The selected entity will be responsible for implementing a project for strengthening community interventions with the purpose of linking populations at high risk of overdose with the care and treatment services they need in a timely manner, considering the social determinants of health.



SECTION 2. DESCRIPTION OF THE FUNDING OPPORTUNITY

The PRDOH announces the funding opportunity for the period from January 2022 to August 2022 with the purpose of maximizing the services and overdose prevention efforts in Puerto Rico that guarantee and increase the link to treatment and care services. Interested organizations must submit their proposal for requesting funds to implement one (1) project that establishes linkage to care focused on treatment and/or services necessary for the population that presents problematic substance use, at risk of overdose and/or suffer from a substance use disorder (SUD). This project seeks to promote greater awareness and coordination of linkages to effective services in order to increase referrals to treatment, monitoring of referral management and offering the requested or recommended service. This will promote the continuation of treatment, facilitating access to health services to prevent those who need these services from suffering an overdose. In other words, it will ensure that the complete cycle of linkage to treatment is achieved. Beyond making the referral, it will be necessary to achieve a regular accompaniment to ensure that the person received and continued the care services, strengthening the bonding process of the patient with these services.

ELIGIBLE ENTITIES

The eligible entities to submit their proposal and request financing are: Primary Health Care Centers (330 Centers and IPAs), Community-based Organizations, Coalitions or Municipal Government Agencies. They must have a community outreach project or efforts related to substance and opioid use. Entities submitting proposals must meet the following criteria:

1. Present evidence that the applicant entity is a non-profit organization.
2. Present evidence that the entity has experience of at least two (2) years offering community outreach services related to substance use, specifically opioids.



GENERAL INFORMATION

Financing Period	January 2022 – August 2022
Amount of funds available:	\$53,000 <i>**Amount subject to fund availability**</i>
Minimum quantity to request:	\$40,000
Maximum quantity to request:	\$53,000 <i>**Applications that exceed the maximum amount of funds established by category will not be considered**</i>
Approximate number of projects to sponsor:	1 project
Anticipated date of the grant award:	January 1, 2022

Services funded under this project **will not be denied** to any person because of race, age, sex, gender, religion, sexual preference, ethnicity or demographic characteristics.

FUNDING RESTRICTIONS

CDC federal funds allocated for this funding cannot be used for:

- Research purposes.
- Drug disposal (This includes implementing or expanding drug disposal programs or drug take back programs, drug drop box, drug disposal bags) However, promotion of safe disposal is an allowable activity.
- Directly funding or expanding direct provision of substance use disorder treatment programs.
- Under this subaward payment for primary health care, psychological services, medication for opioid use disorder¹, counseling, social work, and support services is not allowed.
- Purchase of syringes, or harm reduction kits.
- The purchase of naloxone is not supported by this funding opportunity; however, provision of auxiliary services related to naloxone training and

¹ With the term medication for opioid use disorder, we refer to assisted treatment with methadone and buprenorphine.



awareness are authorized.

- Furniture or equipment.
- Diet expenses.
- Travel and vehicle expenses.
- Purchase of electronic equipment.

All proposals for funding applications submitted in response to this announcement will be subject to a review. This review will consist of an evaluation of the programmatic content and the requested budget, to ensure the viability of the proposed project.

SECTION 3. DESCRIPTION OF THE PROJECT TO BE FINANCED

It is expected that the selected entity will be able to develop and implement a project focused on providing linkage to care services to the community. The project approved through this funding must be aligned with the overall objective, area of focus and established requirements.

GENERAL OBJECTIVE

The overall goal of this project is to increase capacity for responsiveness and intervention in high-risk communities by effectively integrating, at the local and state levels, efforts on linkages to specialized care or treatment aimed at people with substance use disorder, by August 31, 2022.

FOCUS AREA

Provide a coordinated process of linkage to care and follow-up to people at risk of overdose, problematic substance use, and substance use disorder (SUD). Services to monitor include case management and referrals to primary health care, psychological services, medication for opioid use disorder, counseling, social work, and support services.



REQUIREMENTS TO COMPLETE THE LINKAGE TO CARE CYCLE

The selected entity must implement a project focused on linkages to care in which what we call the linkage to care cycle is completed. That is, a process that begins with the completion of an initial interview, followed by the coordination of the referral and culminating with the beginning of the treatment or service for which the person was referred. As part of the project work plan, the entity must define activities that are aligned with the following requirements:

1. Conduct an initial interview using the SBIRT model. This tool will allow a screening to be carried out to identify the needs of services or treatment for the execution of a brief or referred intervention.
2. Coordinate linkages to care between the entity and the services available for the care of people with problematic substance use. Services to monitor include case management and referrals to primary health care, psychological services, medication for opioid use disorder, counseling, social work, and support services.
3. Implement linkage to care procedures by: (1) referral to specialized treatment or services and (2) monitoring the referred person to document the service received. As part of the monitoring process, it is advisable to conduct a brief interview to document the following:
 - a. Whether the participant attended the referred service. Explore the type of service that was offered by the entity.
 - b. If the participant refused to receive the service or treatment the reasons and barriers will be explored.

NOTE: *As part of the treatment referral process, complementary services such as transportation of participants may be included to ensure that they can receive the referred service. It is necessary that in the Narrative Budget [Appendix](#) they can justify the need for complementary services. That is, how it supports the process of linking to care and the type of award requested.*

4. Conduct a closing interview in a period of 2 months from the completion of the referral to services and/or treatment. In this interview you should explore the following:



- a. Document continuity of service or treatment.
 - b. Document if there was abandonment of the service or treatment and explain the reasons and barriers presented.
5. Prepare a document that contains a detailed description of the processes and procedures of the linkage to care implemented by the entity.

THE FOLLOWING SHALL NOT BE PERMITTED:

1. **The distribution of Naloxone will not be considered linkage-to-care for the purposes of this proposal. This can be part of work done by the community organization without interaction with another entity or support component.**

EXPECTED RESULT (OUTCOME)

Increase referrals and participation in evidence-based treatments.

The following table shows recommended examples of activities, products/deliverables, and the corresponding results. However, the entity must develop activities aligned with the objective, area of focus and requirements. It is important to emphasize that the activities carried out must be measurable. This is because, once the entity is selected, it will develop together with OD2A project personnel an evaluation and monitoring plan that facilitates the delivery of material that evidences compliance.

Table 1.

Suggested activities, outputs and outcomes to achieve the project.

Activities	Products/Deliverables	Results
<ul style="list-style-type: none"> Development of an interview instrument. 	<ul style="list-style-type: none"> Copy of the interview instrument Interview Report 	<ul style="list-style-type: none"> Promote the use of the screening instrument to identify needs for services or treatments related to substances.
<ul style="list-style-type: none"> Identify organizations that provide care services focused on people with 	<ul style="list-style-type: none"> Contact list of identified organizations that provide care services focused on people with 	<ul style="list-style-type: none"> Increase collaborations between the different entities that provide



Activities	Products/Deliverables	Results
problematic substance use.	problematic substance use.	care to the population with problematic substance use.

COLLABORATION AND COORDINATION WITH THE DEPARTMENT OF HEALTH

The entity selected for the present federal funding award must:

- Ensure the coordination of linkages to care between the entity and the services available for the care of people with problematic substance use.
- Implement linkage to care procedures through referral to treatment or specialized services and monitoring of the referred person to document the service received.
- Expand and strengthen collaborative agreements between organizations and agencies that offer services and treatment for problematic opioid use, opioid use disorder, psychological and physical services, among others.
- The entity will share programmatic and fiscal information of the services they offer with the Department of Health, following the formats and processes established by the Auxiliary Secretariat of Planning and Development.

Monitoring and Evaluation:

- Develop an Evaluation and Monitoring Plan: After selecting the project, the funded entity will work on the evaluation and monitoring plan together with the OD2A project staff.
- Participate in monthly check-in meetings and delivery of monthly progress reports, to ensure timely updates.

Performance and Quality:

- Incorporate performance strategies and metrics: After selecting the project, the funded entity will work on the development of performance metrics and indicators (KPI's) together with the OD2A project staff.



Data Collection and Reporting:

- The entity selected for funding must collect and report data consistent with the requirements set forth in this *RFP*. This includes:
 - a. Collect and report standardized data on the following: 1) all prevention activities related to linkages to care, 2) information on the demographic characteristics of participants, 3) any other information that may be necessary to adequately describe the funded project.
 - b. Designate specific personnel responsible for the handling, reporting, using, and maintaining security of all data collected for the purposes of this project.
 - c. Report basic performance indicators established in collaboration with OD2A project and those provided by the Department of Health.

Recruitment and Capacity of Personnel:

- The entity selected for financing must ensure that the project to be implemented has the appropriate personnel for the following:
 - a. Planning of community outreach activities to meet the objective, focus area and requirements of this funding opportunity.
 - b. Collect and document the processes and deliverables associated with the project, as well as the maintenance of records and management of data related to the interventions to be carried out with the participants.
- The entity selected for this funding opportunity must ensure that project personnel are properly trained in the following:
 - a. The provision of the intervention or strategies and related skills, such as group facilitation, monitoring, and program evaluation.
 - b. Data collection, data use, and reporting to the Department of Health.
 - c. Developing sensitivity and skills to interact with people who are at high risk of overdose.

Puerto Rico Department of Health Activities:

- Collaborate with the financed entity and provide technical assistance in the development of plans, procedures and resources related to this project.
- Work with the selected entity to evaluate and determine the training and



technical assistance needs.

- Ensure the necessary training, including training in project implementation indicators and the data collection system, is provided to the personnel of the selected entity within the financing period.
- Provide technical assistance and advice on matters related to programmatic and administrative issues directly or through external resources to increase the capacity of the selected entity to implement services and interventions on linkage to care.
- Track the following:
 - a. The execution of the project, including the implementation of procedures, through direct observation during visits to the entity, review of progress reports and budget materials, and telephone or email communication.
 - b. Compliance with requirements, including budget management practices and confidentiality requirements for data and the participants.
 - c. Compliance with the objective, focus area and requirements of the project.
- Support in the development of the Evaluation and Monitoring Plan.
- Support in the development of performance metrics and indicators (KPI's).
- Provide technical assistance on data collection, reporting, and use of data requirements at the local level for program management and improvement.
- Collaborate with the selected entity to analyze the quantitative and qualitative data presented and provide information to support the evaluation and improvement of the performance of its interventions.
- Schedule monthly check-in meetings with the selected entity, during the project implementation.

SECTION 4. PROPOSAL REQUERIMENTS

PROPOSAL CONTENT

1. **Cover Page:** It is recommended to follow the model in [Appendix 1](#) and include it according to the order established in this Guide.
2. **Table of Contents:** This section should contain the enumeration of all the parts



of the proposal, as established in this Guide. All pages must be listed in chronological order.

3. **Cover Letter:** The proposal must be accompanied by a cover letter not exceeding one (1) page. In it, the following information will be included as a minimum requirement:
 - a. Organization name's
 - b. Years of experience related to community outreach services
 - c. Project's name
 - d. Amount of funds requested
 - e. Purpose and brief description of the project
 - f. Area and population to be served

***The cover letter should be addressed to:**

Lisa A. Soto Torres

Auxiliary Secretariat of Planning and Development

4. **Description of the Entity:** The purpose of this description is to provide the evaluation committee with the information necessary to know the requesting entity and its current capacity to perform the services. This description should not exceed one (1) page. Please follow the model in [Appendix 2](#) and include it according to the order established in this Guide.
5. **Executive Summary:** As part of the executive summary, you must answer the following key questions. This document should not exceed three (3) pages.
 - a. Taking into consideration the objective, focus area, requirements and specifications presented in of the Guide, how will the project be implemented by your entity?
 - b. Which strategies will your entity use to offer the linkage to care services?
 - c. How will be the approach to participants?
 - d. How will be obtained the expected results?
6. **Administrative Capacity:** The purpose of this document is to provide the evaluation committee with information related to whether the entity has personnel to attend to the administrative, fiscal, evaluation and community outreach areas (see [Appendix 3](#)).



7. **Financial strength of the entity:** The purpose of this document is to provide the evaluation committee with information related to the availability and origin of other economic resources that the entity has to offer its services and its capacity to support the implementation of the project prior to receiving the funds granted. It must include origin (funds, federal, state, among others), purpose (for what they were granted), budget and validity (see [Appendix 4](#)).
8. **Project justification:** Justify the need for the service and how the entity has the capacity to achieve it. Likewise, indicate and provide a summary description of the population to attend and the geographic area that the project will serve. This analysis and justification will allow the evaluation committee to know the current needs to implement the project in the proposed geographic area and the way in which it will be implemented. If the entity has collaboration agreements with the OD2A Project through the Surveillance Component, it can use as a primary reference source the data provided through the Puerto Rico Overdose Surveillance System (PROSS), in addition to other available data on the use and abuse of opioids in Puerto Rico. It is important to demonstrate the need for services in the geographic area and population to be impacted. This part should not exceed two (2) pages.
9. **Work Plan:** This section must justify the implementation process that the entity proposes to follow to offer the services previously described during the period of project financing. Detail the activities, activity description, deliverables, period, staff responsible and results according to the interventions to be carried out. These should be measurable, realistic and logical. It should not exceed four (4) pages using 8 ½ x 11" paper in Landscape orientation, as shown in the Work Plan template (see [Appendix 5](#)). They must complete the following columns:
 - a. **Activities:** It is the set of specific tasks or actions that are carried out to achieve each process objective.
 - b. **Activities description:** It refers to the mechanism or process (how?) that the entity will do to implement each activity described.
 - c. **Performance measures (outputs):** It refers to the documentation



deliverables that provide evidence of the activity conducted.

- d. **Time frame:** Period of time to be used for the implementation of each of the activities described.
- e. **Responsible staff:** Personnel who will oversee each activity to achieve the objective.
- f. **Expected results:** It refers to the results that are expected to be obtained for each activity carried out.

10. **Narrative Budget:** The entity must request funds in accordance with the maximum amount available as described above for the period of this financing opportunity. The funds requested in the budget items must be consistent with the amount and type of service scheduled in the work plan of the submitted proposal, so that the costs associated with activities and personnel are clearly presented and justified in the budget. It is a requirement for all organizations to hire a Coordinator. Each project must present a Budget Narrative using the definitions and guidelines presented below. Use the Budget Schedule format (see [Appendix 6](#)). This is **REQUIRED** and should not be altered. It should be noted that the budget should not include indirect costs.

- a. **Salaries and wages:** For each position requested, you must provide information on the service to be provided and name of the professional, hourly wage, months (quantity in which the service will be provided), full-time equivalent, budget amount and justification.
- b. **Fringe Benefits:** The fringe benefits represent 11.0% composed of a 7.65% contribution to social security and a 3.35% contribution to the Corporation of the State Safe Fund.
- c. **Independent contractors:** List the position, role or professional title of each contractor who will provide services for this project. Indicate the number of hours per month that the staff will be working and their hourly rate. Each role must be duly justified according to the tasks or responsibilities of the project as detailed in the work plan.
- d. **Development and reproduction of educational materials:** Expenses will be allowed in the following areas: 1) Development of educational material that will be distributed in the sponsored period, brochures,



posters, stickers or other material that can be classified as educational material in accordance with the approach and intervention; 2) Printing and reproduction of the educational material developed. It is a requirement that all educational material developed by the entity be submitted to the Overdose Data to Action project for review and approval.

NOTE: *All educational material or any other product developed under this project will be the intellectual property of the Puerto Rico Department of Health.*

- e. **Office Supplies:** Expenses that can be classified as office supplies (eg. pens, pencils, and paper, among others) will be allowed. Please justify the need for this type of expenses in line with what is established under this financing opportunity.
 - f. **Administrative Expenses:** Specify and justify other necessary expenses for the development of the project that are aligned with the objective, focus area and requirements. It is allowed up to a maximum of 10% of the total budget for these expenses.
 - g. **Budget Total:** Sum of the budget items.
11. **Agreements and Commitments for Proponents:** Document that must be signed by the entity to establish the agreements and commitments related to the announcement for the funds request proposal (see [Appendix 7](#)).

GENERAL INSTRUCTIONS

The format requirements to submit the proposal are the following:

1. The body of the proposal must be written on 8½" x 11" letter-size paper, Portrait orientation with one-inch margins on all sides.
2. The body of the proposal is limited to 20 pages, not including the appendixes, the work plan and the budget narrative.
 - a. Submit a *Table of Contents* as part of the text.
3. The workplan must be written on letter size 8½" x 11" in a *Landscape* orientation (see [Appendix 5](#)).
4. The Budget must be written on letter size 8½" x 11" in a *Portrait* orientation (see



[Appendix 6](#)).

5. The text must be written in Time New Roman font, size 12, and 1.5 line spacing.
6. The numbering of the pages must be in the lower right corner, including appendixes.
7. Information required on the content of the proposal that is provided in the appendixes will not be accepted.
8. The formats provided in this [Proposal Writing Guide](#) must be used.

The sending requirements to submit the proposal are the following:

1. Proposals will be sent via email. ***Proposals sent via email, will not be accepted after Wednesday, December 8, 2021, at 5:00 pm.***
2. Proposals submitted in person must be printed on one side of the paper sheets.
3. The proposal must be completed in all its parts and meet all the eligibility criteria. Otherwise, it will **not** be considered.
4. The funds awarded may be used for efforts only related to the approved proposal. In addition, they may not be used to subcontract another agency to carry out the activities of the project.

SECTION 5. EVALUATION AND SELECTION PROCESS

Once the proposals are received, an evaluation process will be performed to determine compliance with the eligibility criteria and with the format provided in this [Guide for Proposal Writing](#), including all required parts. Said proposals will be evaluated by a multidisciplinary committee that will determine whether they meet the eligibility criteria and the required formats. The proposal review process for the open announcement of the funding award opportunity consists of three (3) phases:

Phase I: Programmatic Evaluation

In this phase, the proposal will be evaluated in all its programmatic parts according to the methodology, institutional capacity, pertinence and relevance of the project proposed to offer services under the Community Prevention Grant Opportunity. At



the same time, the budget of the proposal will be evaluated considering the services presented to be financed. The scoring scale ranges from 0 to 100 points. The minimum score necessary for an entity to be consider for funding will be 70.

Areas:	Value
1. Description of the entity	10
2. Project justification	15
3. Project Description	15
4. Work Plan	30
5. Budget	30
Total	100

Phase II: Notice of Award

At the end of the programmatic evaluation, the proponents will be notified, via email, about the approval or denial of the proposals submitted for the granting of this financing opportunity. For the selected proposal, in addition the indications and recommendations identified will be shared and, the necessary changes will be requested to ensure the alignment with the OD2A's purpose.

Phase III: Award Acceptance

The selected project will have three (3) days from the date it received the award notification to send the pertinent modifications to the workplan and/or budget as required by the Department of Health. With the modifications made, the entity must send an official letter of acceptance of the award. The award recipient sender should be the person responsible of the entity (ex. Executive Director) and should be addressed to Lisa A. Soto Torres, Assistant Secretary for Planning and Development.

IMPORTANT DATES:

1. MONDAY, NOVEMBER 29, 2021: Orientation Meeting for Applicants

A general orientation will be offered on the Guide for Proposal Writing. The entity interested in submitting its proposal can participate in this orientation that will be offered, through the Microsoft Teams platform, at 2:00 pm. To participate in the



meeting, just send an email to prod2acommunityprevention@salud.pr.gov notifying your interest. The day before the orientation you will receive the Teams link to access the meeting and, clarify doubts or ask questions.

2. WEDNESDAY, DECEMBER 8, 2021: Deadline to submit the proposal

The Requests for Proposal will be received until Wednesday, December 8, 2021, on or before 5:00pm in digital format through the email prod2acommunityprevention@salud.pr.gov



APPENDIX 1. COVER PAGE

REQUESTED FUNDS FOR PREVENTIVE SERVICES			
1. Requested budget: 3. Data Universal Numbering System (DUNS): 4. Patronal Social Security Number: 5. System for Award Management (SAM): Period of Validity: Since: Until:	2. Requested period:		
ENTITY INFORMATION			
6. Name of the entity submitting the proposal: _____			
7. Postal Address:			
8. Physical Address:			
9. Phone Number: _____ Fax: _____ E-mail: _____			
APPLICANT INFORMATION			
10. Authorized persons: Name: _____ Signature: _____ Role: _____ Date: _____ (Pincipal Officer) Name: _____ Signature: _____ Role: _____ Date: _____ (Board of Directors President) Name: _____ Signature: _____ Role: _____ Date: _____ (Authorized Representative Signing contract or amendment)			
11. Contact person: Name: _____ Role: _____ Phone Number: _____ Fax: _____			
FOR OFFICIAL USE			
Evaluation Phase: _____ Recommended _____ No recommended			
Name: _____	Signature: _____	Role: _____	Date: _____
Selection Phase: _____ Selected _____ No Selected			
Name: _____	Signature: _____	Role: _____	Date: _____



APPENDIX 2. DESCRIPTION OF THE ORGANIZATION

DESCRIPTION OF THE ORGANIZATION	
1. Name of the entity:	2. Foundation date:
3. Year of Incorporation, if applicable:	4. Date proposed service began:
5. Name of the entity's principal officer (e.g. Executive Director):	6. Time as the entity's principal officer:
7. Mission, Vision and Values	
8. Type of services/efforts performed by the entity related to opioids:	



APPENDIX 3. ADMINISTRATIVE CAPACITY

ADMINISTRATIVE CAPACITY		
Indicate administrative staff names, role, and the academic preparation of the person (s) who work in the fiscal area:		
Name:	Role:	Academic Preparation:
_____	_____	_____
_____	_____	_____
_____	_____	_____
Indicate administrative staff names, role, and academic preparation of the person (s) responsible for carrying out the evaluation and monitoring of the entity's projects:		
Name:	Role:	Academic Preparation:
_____	_____	_____
_____	_____	_____
_____	_____	_____
Indicate administrative staff names, role, and academic background of the person (s) responsible for carrying out the community outreach activities:		
Name:	Role:	Academic Preparation:
_____	_____	_____
_____	_____	_____
_____	_____	_____

[illegible]



APPENDIX 5. WORK PLAN

Objective: The general objective of this project is to increase the response and intervention capacity in high-risk communities through the effective integration, at the local and state level, of efforts on linkage to specialized services or treatments aimed at people with substance use disorder, by August 31, 2022.

Focus area: Provide a coordinated process of linkage to care and follow-up to people at risk of overdose, problematic substance use, and substance use disorder (SUD). Services to monitor include case management and referrals to primary health care, psychological services, medication for opioid use disorder, counseling, social work, and support services.

Activities <i>(It is the set of specific tasks or actions that are carried out to achieve each objective)</i>	Activities Description <i>(Refers to the mechanism or process that the entity will execute to carry out each activity described)</i>	Performance Measures (Outputs) <i>(It refers to the documentation that evidences the activity carried out)</i>	Time frame <i>(Estimated period that it will take the agency to comply with each activity described to achieve the objective)</i>	Responsible Staff <i>(Personnel who will oversee compliance and successful completion of each activity to achieve the objective)</i>	Expected Results <i>(Refers to the expected result for each activity carried out to achieve each objective)</i>

[Agency name]

[Project name]

[Financing period]



APPENDIX 6. NARRATIVE BUDGET

The budget should be detailed, based on predetermined sections and from a narrative perspective.

1. Salaries and wages: \$0.00

Services to provide ²	Hourly rate	Full time equivalent *	Months	Request amount
<i>Position</i> <i>Personnel name</i>	<i>Hourly rate (\$)</i> <i>Number of working hours per month</i>	.00 FTE ³	XX months	\$0.00
Justification: <ul style="list-style-type: none"> • What are the tasks of the position? • Based on your work plan, which objectives, activities, and tasks will this position support? • Which key partners/stakeholders will this position target? • Why is it important/necessary to hire this position? • Who will this position report/respond to? • Contract period: 				

* A table must be completed for each position.

2. Fringe benefits: \$0.00

The fringe benefits represent 11.0% composed of a 7.65% contribution to Social Security and a 3.35% contribution to the State Insurance Fund Corporation.

No.	Name and Last Names	Position Title	Social Security (7.65%)	State Insurance Fund Corporation (3.35%)	Requested amount
1.					
2.					
3.					
4.					

² Se considera un equivalente a tiempo completo (*Full-Time*) un empleado o persona que presta servicios profesionales durante 160 horas.

³ Se calcula mediante la división de las horas por mes entre 160 horas (X horas/160 horas); ej. FTE = 120/160 = .75.



No.	Name and Last Names	Position Title	Social Security (7.65%)	State Insurance Fund Corporation (3.35%)	Requested amount
Total			\$0.00	\$0.00	\$0.00

** You can add rows to the table as needed.*

3. Independent Contractors: \$0.00

Contractor 1:

Independent contractor position:	
Selection method:	
Implementation period:	
Scope of work:	
Requested amount:	
Justification:	

**A table must be completed for each contractor.*

4. Educational Materials: \$0.00

Educational Materials	Requested Cost
Total	

Justification:

5. Office Supplies: \$0.00

Office Supplies	Requested Cost
Total	

Justification:

6. Other Expenses: \$0.00

Requested Items	Requested amount	Cost per unit	Requested amount
		\$0.00	\$0.00
		\$0.00	\$0.00
Total			\$0.00

**You can add rows to the tables as needed.*

Justification:



7. Administrative Costs: \$0.00

Administrative Costs	Requested Cost
Total	

Justification:

Total budget: \$0.00

Expense Type	Requested amount
Salaries and wages	\$0.00
Fringe benefits	\$0.00
Independent contractors	\$0.00
Educational Materials	\$0.00
Office Supplies	\$0.00
Other expenses	\$0.00
Subtotal	\$0.00
Administrative Costs (10%)	\$0.00
GRAND TOTAL	\$0.00



APPENDIX 7. AGREEMENTS AND COMMITMENTS OF THE APPLICANTS

GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HEALTH
AUXILIARY SECRETARIAT OF PLANNING AND DEVELOPMENT
OVERDOSE DATA TO ACTION PROJECT

AGREEMENTS AND COMMITMENTS OF THE APPLICANTS

Financing Year 2021-2022

1. I understand that this proposal is only a request to compete for funds and does not constitute a commitment or obligation of the Department of Health to grant the requested funds.
2. I understand that the notification of approval of this proposal is not an authorization from the Department of Health to begin offering services under it, without the mediation of a contract signed by both parties.
3. I understand that any false information provided here will mean the rejection of my proposal and / or termination of my participation in the project, even if this fact is discovered after the date of approval of my proposal, or the signing of the contract.
4. I guarantee that there is no conflict of interest between myself, or members of my entity, and the Department of Health or its employees.
5. I understand that as a proponent I will bear all the costs of preparing this request for funds.
6. I understand and accept that, if the required documents are not delivered within the indicated term, the Department of Health may suspend the contract signing process and reschedule the funds.

I CERTIFY that all the information provided here is correct, and that I am the proposer, or the person authorized to represent it.

Name

Date

Signature