



**Government of Puerto Rico**  
**Puerto Rico Department of Health**  
Auxiliary Secretariat for Planning and Development  
*Overdose Data to Action Project*

## ***REQUEST FOR APPLICATION (RFA)***

### **GUIDE TO PROPOSAL WRITING AND APPLICATION FOR FUNDING UNDER THE COMMUNITY PREVENTION GRANT OPPORTUNITY PROJECT OVERDOSE DATA TO ACTION (OD2A) FOR PREVENTION SERVICES FOCUSED ON LINKAGES TO CARE AND TREATMENT SERVICES FOR OPIOID USE DISORDER**

---

FUNDED BY THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) FOR THE  
NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL #NU17CE925010  
AWARDED TO THE PUERTO RICO DEPARTMENT OF HEALTH FOR THE DEVELOPMENT  
OF THE *OVERDOSE DATA TO ACTION* (OD2A) PROJECT THROUGH THE ASSISTANT  
SECRETARY FOR PLANNING AND DEVELOPMENT.

**DEADLINE FOR PROPOSAL SUBMISSION**  
**Application for Funds in OPEN CALL 2022**  
**Date: Wednesday, July 6, 2022**



## TABLE OF CONTENTS

---

SECTION 1. BACKGROUND .....	4
SECTION 2. DESCRIPTION OF THE FUNDING OPPORTUNITY .....	4
SECTION 3. DESCRIPTION OF THE PROJECT TO BE FINANCED .....	7
SECTION 4. PROPOSAL REQUIREMENTS .....	13
SECTION 5. EVALUATION AND SELECTION PROCESS .....	19
IMPORTANT DATES .....	20
APPENDIX 1. COVER PAGE .....	21
APPENDIX 2. DESCRIPTION OF THE ORGANIZATION .....	22
APPENDIX 3. ADMINISTRATIVE CAPACITY .....	23
APPENDIX 4. FINANCIAL SOUNDNESS OF THE ENTITY .....	24
APPENDIX 5. WORK PLAN .....	25
APPENDIX 6. NARRATIVE BUDGET .....	26
APPENDIX 7. AGREEMENTS AND COMMITMENTS OF THE PROPOSERS .....	29



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

**Community Prevention Grant Opportunity**  
Request for Application (RFA)  
PRDOH\_RFA\_20220901

The *Overdose Data to Action* Project (OD2A) of the Auxiliary Secretariat for Planning and Development (SAPD) of the Puerto Rico Department of Health (PRDOH) developed the *Community Prevention Grant Opportunity*, through the award of federal funds by the Centers for Disease Control and Prevention (CDC). This initiative aims to build, strengthen, and improve the capacity of communities to develop projects that address the opioid situation in Puerto Rico. It also aims to facilitate linkages to care as a mechanism for effective coordination with other systems. Accordingly, the PRDOH announces the opportunity for funding to maximize services and prevention efforts to ensure linkage to care and services based on the needs of the identified communities.

**Period of performance:** The period of work is from **September 1, 2022**, subject to the formalization of agreements between the PRDOH and the selected entity.

Questions or requests for information should be directed to:

Omayra A. Morales Espada, Coordinator - Prevention Leader  
[omayra.morales@salud.pr.gov](mailto:omayra.morales@salud.pr.gov)  
787-765-2929 ext. 3125

Proposals should be submitted via email to [prod2acommunityprevention@salud.pr.gov](mailto:prod2acommunityprevention@salud.pr.gov). **The deadline for submitting proposals is Wednesday, July 6, 2022 at 11:59 pm. A letter of intent from the organization is required. It must be submitted **on or before Thursday, June 23, 2022** via email to: [prod2acommunityprevention@salud.pr.gov](mailto:prod2acommunityprevention@salud.pr.gov).**



## SECTION 1. BACKGROUND

---

It is of utmost importance to highlight that among the personnel trained to intervene in the opioid situation in Puerto Rico are the entities that perform linkage activities to care and treatment services. We recognize that these entities face a series of barriers when acting to link them to these types of services, as well as to prevent death associated with opioid overdose. In order to contribute to the reduction of barriers and to collaborate in this health management, the Government of Puerto Rico recognizes the importance of having these entities as allies.

To this end, the PRDOH, as a leading public health agency, is strongly committed to promoting projects that will adequately address the public health needs of Puerto Rico's communities. The PRDOH, recognizing that there is an opioid situation in Puerto Rico, seeks to raise awareness about the use, misuse and overdose of opioids. For this reason, the *Overdose Data to Action* (OD2A) project of the Auxiliary Secretariat of Planning and Development (SAPD), is accepting proposals from entities that perform work and interventions related to linkage to care and treatment services. The selected entities will be responsible for implementing one (1) project focused on two specific goals: (1) development of an innovative strategy to break down or minimize identified barriers to access and linkage to care and treatment services, and (2) development and implementation of educational strategies on issues related to opioid use.

## SECTION 2. DESCRIPTION OF THE FUNDING OPPORTUNITY

---

The PRDOH announces a funding opportunity for the period of September 1, 2022 to July 31, 2023 for the purpose of maximizing overdose prevention services and efforts in Puerto Rico that ensure educational efforts and increase linkage to treatment and care services. Interested organizations must submit their proposal requesting funds to implement one (1) project that establishes the following two (2) specific goals:

1. Development and implementation of an innovative strategy to break down or minimize identified barriers to access and linkage to care and treatment services.



2. Development and implementation of educational strategies on issues related to opioid use.

### **ELIGIBLE ENTITIES**

The eligible entities to submit their proposal and apply for funding are: Primary Health Care Centers (330 Centers and IPA's), Community Based Organizations, Coalitions or Municipal Government Agencies. They must have a project or linkage efforts to care and treatment services for Substance Use Disorder, including opioids, and evidence of the same as part of their proposal.

### **GENERAL INFORMATION**

Funding period:	September 1, 2022 to July 31, 2023
Minimum quantity to be requested:	\$85,000
Maximum amount to be requested:	\$100,000 <b><i>**Requests that exceed the maximum amount of funds established for each category will not be considered.</i></b>
Approximate number of projects to sponsor:	Five (5) or six (6) projects

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

### **RESTRICTIONS ON THE USE OF FUNDS**

Federal CDC funds allocated for this funding may **not be** used for:

- Research purposes.
- Development, distribution, or use of any material designed to support or frustrate the enactment of legislation for any legislative body or the salary or expenses of any recipient of a grant or contract, or an agent acting as the recipient, related to any activity designed to influence the enactment of the



- legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative branch.
- Implementing or expanding *take back* or other drug disposal programs (e.g., drop boxes or disposal bags). However, promotion of safe disposal is a permitted activity.
  - Directly fund or expand the provision of treatment programs for Opioid Use Disorder.
  - Under this grant, payment for primary health care, psychological services, purchase of medication for opioid use disorder<sup>1</sup>, counseling, social work and support services are not allowed.
  - Purchase of syringes or harm reduction kits.
  - Purchase of Naloxone is not supported by this funding opportunity; however, ancillary services including training and awareness of this medication are authorized.
  - Furniture or equipment, including electronic equipment.
  - Per diem expenses.
  - Travel and vehicle expenses.
  - Purchase of electronic equipment.

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

The federal funds granted are subject to audits by state and federal agencies as applicable, see 45 CFR Part 75, Subpart F. Audit Requirements, and with the provisions of the Federal Funding Accountability and Transparency Act (FFATA).

---

<sup>1</sup> The term medication for opioid use disorder refers to methadone- and buprenorphine-assisted treatment.



### **SECTION 3. DESCRIPTION OF THE PROJECT TO BE FINANCED**

---

The selected entity is expected to be able to develop and implement a project aligned with the overall goal, focus area and requirements established.

#### **OVERALL GOAL:**

The goal of this project is to increase response and intervention capacity in high-risk communities by effectively integrating local and statewide efforts to maximize linkage to care and treatment services.

#### **AREA OF FOCUS:**

This initiative has two (2) specific goals: (1) to establish projects that minimize barriers to linkage to treatment by promoting an effective linkage-to-care process for the population at risk for overdose, problematic substance use and Substance Use Disorder; and (2) to implement educational efforts on opioid-related issues.

To this end, the project is intended to accomplish the development and implementation of two (2) specific goals and their respective objectives. **Proposals that do not contemplate the two (2) goals and all the objectives described for each goal will not be eligible for this funding.** The following are the project goals and their objectives.



**Specific Goal 1: Establish an innovative strategy that promotes breaking down or minimizing barriers to access and linkage to care and treatment services.**

**Objective 1:** Identify the barriers your organization experiences in conducting linkage to care and treatment services in order to develop one (1) innovative strategy that will break down or minimize at least one (1) identified barrier, by July 31, 2023.

Examples of barriers that have been previously identified by community organizations:

- a.** Transportation
- b.** Lack of health insurance
- c.** Lack of documentation required by the entity
- d.** Lack of support network

**Objective 2:** Develop and implement one (1) innovative strategy aimed at minimizing the impact of identified barrier(s) that promotes linkage and access to care and treatment services for problematic opioid use by July 31, 2023.

Examples of activities aimed at minimizing the impact of the barrier:

- a.** Meetings with treatment providers, private and governmental agencies, among others.
- b.** Collaboration agreements with organizations.
- c.** Revisions of regulations, protocols, guidelines, among others.
- d.** Focus groups.
- e.** Meetings with community leaders and community members.

Examples of activities that promote linkage to care and treatment services:

- a.** Transportation services agreements.
- b.** Support in the search for documentation.
- c.** Collaboration agreements with service and treatment providers.
- d.** Increase and strengthen the links of support networks.

**Note:**

- **Do not develop strategies that are beyond the scope of the organization.** These are some examples, however, the organization can identify and work with any other barriers to accessing care and treatment services.
- The innovative strategy to be developed cannot be an educational one.
- As part of the strategy, complementary services can be included, for example, transportation services to participants to ensure and guarantee that they can receive the service for which they were referred. It is necessary that in the Budget Annex can justify the need for complementary services. That is, how it supports the process of linking to care and type of budget item.





## Specific Goal 2: Establish educational strategies on issues related to opioid use.

**Objective 1:** Promote opioid-related educational strategies to one (1) population of interest in order to facilitate access to information and promote awareness of these issues by July 31, 2023.

**Note:** Educations should consider the following four (4) aspects: 1) population to be attended, 3) quantity to be attended, 3) education strategy used, and 4) description of the topic to be presented.

Examples of four (4) aligned aspects:

- a.** Population selected: Elderly Adults
- b.** Quantity: 200
- c.** Education strategy: Brief educations (15 to 30 minutes).
- d.** Topic: Correct Use of Opioid Medications

**Note:** In this way, we seek to ensure that education topics and strategies are aligned with and beneficial to the target population.

### **Populations to be impacted by this funding:**

The Organization is required to impact a minimum of two (2) of the following populations, meaning one (1) population per specific goal:

- Women
- Physicians (general practitioners, psychiatrists, surgeons, gynecologists, dentists, orthopedists, among others).
- Health professionals (nurses, psychologists, social workers, counselors, among others).
- Teachers and university professors
- People with mental disorders
- University students
- Senior Citizens
- Adults
- Community in general
- Teenagers
- Homeless people
- Substance users
- Private and/or governmental agencies

**Note:** The Organization may impact other populations not listed above as long as the need is justified.



### **EXAMPLE OF OBJECTIVE, ACTIVITY AND SUGGESTED OUTCOMES**

The following table illustrates an example of how the Organization can develop its work plan. This example is **NOT** aligned with the requirements of this proposal. It is only a guide to develop the plan.

<b>Target</b> <i>(These are the desired results expected to be achieved with the execution of the activities.)</i>	<b>Activities</b> <i>(Refers to the mechanism or process to be used by the entity to carry out each activity described.)</i>	<b>Resources</b> <i>(Human Resources Personnel necessary to implement the activity)</i>	<b>Time Period</b> <i>(Estimated period of time it will take the agency to accomplish each activity described in order to achieve the objective.)</i>	<b>Deliverables</b> <i>(Refers to documentation evidencing the activity performed)</i>	<b>Expected Results</b> <i>(Refers to the expected result of each activity performed to achieve each objective)</i>
1. Strengthen the knowledge of at least 100 men between the ages of 25 to 30 on anger management by offering educational workshops by May 15, 2022.	1. Develop and implement one (1) workshop of two (2) hours on anger, levels of intensity and physiological responses.  2. Administer pre- and post-test to validate change in knowledge.  3. Conduct workshop evaluation including the resource to validate workshop effectiveness.	1. Hiring of one (1) psychologist or psychiatrist to offer the workshop.  2. Hiring of program evaluation personnel for pre- and post-test tabulation and evaluation (e.g. statistician).	1. One (1) workshop of 2-hours from May 2 to 5, 2022.	1. Workshop attendance list.  2. Original corrected pre- and post-tests.  3. Report with tables and graphs of test items and tabulation of evaluations.	1. 70% of the participants strengthen their knowledge of anger and body response.



## **COLLABORATION AND COORDINATION WITH THE HEALTH DEPARTMENT**

### **The entity selected for funding shall:**

- Participate in introductory workshops on the topics identified by the *Overdose Data to Action* Project as a requirement of this funding.
- The entity will share programmatic and fiscal information on the services it offers with the Department of Health, following the formats and processes established by the Auxiliary Secretariat for Planning and Development (SAPD).
- 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 on the services it offers with the Department of Health, following the formats and processes established by the Auxiliary Secretariat for Planning and Development (SAPD).

### **Evaluation and Monitoring:**

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

### **Performance and Quality:**

- Incorporate performance strategies and metrics: After the project is selected, the funded entity will work on the development of metrics and performance indicators (KPI's) together with OD2A project staff. Some examples of KPI'S to be developed are: number of activities carried out (by time), number of participants per activity, description of strategies used, among others.



### **Data Collection and Reporting:**

- The entity selected for funding must collect and report data consistent with the requirements established in this *RFA* and in the proposal. These include: brief description of the populations served by the project, number of people impacted per target, geographic area, referrals, among other data that will be worked on individually with the selected organizations.
- Report basic performance indicators established in collaboration with the OD2A Project, and those provided by the Department of Health.

### **Personnel Recruitment and Capacity:**

- Entities selected for funding must ensure that the following personnel are available for the project to be implemented:
  - a. **Project Coordinator:** A Project Coordinator is required to work full time on the proposal. This will be the person in charge of planning, ensuring that the activities are executed in a favorable manner and having direct communication with the Department of Health, OD2A project.
  - b. **Evaluator:** Is required that a staff member with knowledge of program evaluation strategies be hired. Responsible for developing evaluation instruments to monitor the implementation of the proposal. Along with the coordinator, should have direct communication with the PRD Health Department OD2A project.

### **Activities of the Health Department:**

- Collaborate with funded entities and provide technical assistance in the development of plans, procedures and resources related to this project.
- Work with the selected entities to assess and identify training and technical assistance needs.
- Ensure that the necessary training, including training on project performance indicators and the data collection system, is provided to the selected entity's staff within the funding period.
- Provide technical assistance and advice on issues related to programmatic and administrative matters directly or through external resources to increase the



capacity of selected entities to implement linkage-to-care services and interventions.

- Conduct monitoring of the following:
  - a. Project execution, including implementation of procedures, through direct observation during site visits, review of progress reports and budget, and telephone or e-mail communication.
  - b. Compliance with the project objective, focus area and requirements.
- Support the development of the Evaluation and Monitoring Plan.
- Support in the development of metrics and performance indicators (KPI's).
- Provide technical assistance related to data collection, reporting requirements and the use of data at the local level for program management and program improvement.
- Convene monthly meetings with the selected entity during the course of the project.

## SECTION 4. PROPOSAL REQUIREMENTS

---

### CONTENT OF THE PROPOSAL

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 is the listing of all parts of the proposal, as set forth in this Guide. All pages should be listed in chronological order.
3. **Cover Letter:** The proposal must be accompanied by a cover letter not to exceed one (1) page. In the same, the following shall be stated as a minimum required:
  - a. Name of organization
  - b. Years of experience providing services related to opioid issues and linkage to care and treatment services
  - c. Project name
  - d. Amount of funds requested



- e. Purpose and brief description of the project
- f. Geographic area to be served and populations to be served

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

Pierina Ortiz Cortés, Esq.

Auxiliary Secretary of Planning and Development

4. **Description of the Entity:** The purpose of this description is to provide the evaluation committee with the necessary information to know the entity and its 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. Submit evidence that demonstrates the type of entity and experience of at least two (2) years working linkages to care efforts.
5. **Executive Summary:** This document should not exceed three (3) pages. As part of the executive summary, the project should be described in detail in its entirety. The work plan should be aligned with what is described in this area. To facilitate the development of this area, the Organization should answer the following questions without limitation. Taking into consideration the objective, focus area, requirements and specifications presented in Section 3 of this guide:
  - a. How will the project be implemented?
  - b. What is the analysis process that the Organization will undertake to identify the barrier to care and treatment linkage services? How will the population to be impacted be selected?
  - c. How will the expected results be obtained?
6. **Administrative Capacity:** The purpose of this document is to provide the evaluation committee with information related to the administrative capacity of the organization before it is considered for a grant (See [Appendix 3](#)).
7. **Economic soundness of the entity:** This document is intended 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 sustain the implementation of the project prior to receiving the funds granted. It should include origin (funds, federal, state, among others), purpose (what they were granted for), budget and validity (See [Appendix 4](#)).



8. **Project Justification:** Justification of the need for the service in the selected area and population. As part of what is requested in this area, you must provide a summary description of the populations to be served, the quantity to be served and the geographic area to be served by the project. This analysis and justification will allow the evaluation committee to know the need to implement your project in the geographic area you propose and how it will be implemented. The data provided must be aligned with the proposed project. If the entity already has collaboration agreements with the OD2A Project through the Surveillance Component, it can use as a primary source of reference the data provided through the *Puerto Rico Overdose Surveillance System* (PROSS), in addition to other available data on opioid use and abuse in Puerto Rico. It is important to demonstrate the need for services in the geographic area and population to be impacted. The information provided must be accompanied by references. This part should not exceed two (2) pages.
9. **Work Plan:** In this section you must justify the implementation process that your entity proposes to follow to offer the services previously described during the funding period. Detail the objectives, activities, deliverables, time period, people responsible and results according to the interventions to be carried out. These should be measurable, realistic and logical. At a minimum, it should be two (2) pages using 8 ½ x 11" paper in *Landscape* orientation, as shown in the *Work Plan* template ([Appendix 5](#)). They must complete the following columns:
  - a. **Objective:** These are the desired results that are expected to be achieved with the execution of the activities that make up a project. They should be those provided in this document in section 3.
  - b. **Activities:** It is the set of specific tasks or actions that are carried out to achieve the objective. The activities should be written in a simple and descriptive manner to facilitate the reader's understanding. They should be presented in a logical sequence evidencing the execution and fulfillment of the project. All activities that are necessary for the successful execution of the project should be included. Each activity should present a single idea.
  - c. **Human Resources:** Personnel who will be in charge of executing each



activity in order to achieve the objective.

- d. **Time period:** Time to be used for the implementation of each of the activities described. Each activity should have a specific time frame for its execution and fulfillment; there may be activities that are developed simultaneously.
  - e. **Deliverables:** This refers to the documentation that evidences the activity performed and its fulfillment. For example: When offering educational workshops, this must be accompanied by an attendance sheet (which must include date, time, place, topic and resource), pre/post test with the report of results per activity and activity evaluation summary.
  - f. **Expected results:** Refers to the result expected to be obtained for each activity carried out.
10. **Narrative Budget:** The entity must request funds in accordance with the amount available as described above in the period of this funding. The funds requested in the budget line items must be consistent with the amount and type of service programmed in the work plan of the submitted proposal, so that the costs associated with the activities and personnel are clearly presented and justified in the budget. All organizations are required to hire a Project Coordinator and an Evaluator. Each project must present a *Budget Narrative* using the definitions and guidelines below. The justification for each line item should be descriptive and aligned to the accomplishment of the activities. Each budget line item must be accompanied by details that justify the expenditure as outlined in the proposal. Use the Budget Appendix 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: Service to be provided, position to be filled, hourly salary, months (amount of time the service will be provided), full time equivalent, budget amount and justification. In the case of personnel already contracted by the Organization, they must specify the number of hours to be offered in the project and the number of hours to be offered to





other projects within the entity.

- b. **Fringe Benefits:** Fringe benefits represent 11.0% composed of a 7.65% social security contribution and a 3.35% contribution to the State Insurance Fund Corporation. These should be in accordance with the budgeted salary.
- c. **Independent Contractors:** Indicate the position, role or title of each contractor who will provide services for this project. Indicate the number of hours per month that the personnel will work for the proposal, their hourly rate of pay, and the length of time they will be contracted. Each role must be properly justified in accordance with the project tasks or responsibilities as detailed in the work plan. **Note:** The funds awarded may not be used to issue any bonus or salary payments to a corporate officer including its president, vice president or any other person performing similar functions.
- d. **Development and reproduction of educational materials:** Expenditures under this line item will be allowed for the following: 1) Development of educational material to be distributed during the sponsored period, *brochures, posters, stickers* or other material that can be classified as educational material in accordance with the focus and intervention; 2) Printing and reproduction of the educational material developed. It is a requirement that all educational material developed by the entity under these funds be submitted to the *Overdose Data to Action* project for review and approval. The material developed under this grant cannot be one that is promotional of the Organization, but one that is related to the project. **Note:** All educational material or any other type of material 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 (e.g. pens, pencils, paper, etc.) will be allowed under this line item. Please justify the need for this type of expense in line with what is established under this funding.
- f. **Administrative costs:** Specify and justify other expenses necessary for



the development of the project that are aligned with the objective, focus area and requirements. Up to a maximum of 10% of the total budget is allowed.

g. **Total Budget:** Sum of budget items.

11. **Proposer's Agreements and Commitments:** Document that must be signed by the entity in order to establish the agreements and commitments related to the solicitation of this funding request proposal (See [Appendix 7](#)).

## **GENERAL INSTRUCTIONS**

The **format** requirements for submitting the proposal are as follows:

1. The body of the proposal, including the budget 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 annexes, work plan and budget narrative.
  - a. Submit a *Table of Contents* as part of the text.
3. The Work Plan should be written on 8½" x 11" letter size in *Landscape* orientation (see [Appendix 5](#)).
4. The Budget must be written on 8½" x 11" letter size in *Portrait* orientation (see [Appendix 6](#)).
5. The text should be written in *Times New Roman* font, size 12, 1.5 spacing.
6. Page numbering should be at the bottom right-hand corner, including appendices.
7. Required proposal content information provided in the attachments will not be accepted.
8. You must use the formats provided in this Proposal Writing Guide.

The **submission** requirements for submitting the proposal are as follows:

1. Proposals will be sent via email. Proposals ***submitted via email after Wednesday, July 6, 2022 at 11:59pm will not be accepted.***
2. Proposals submitted in person must be printed on one side of the paper sheets.
3. The proposal must be complete in all its parts and meet all eligibility criteria.



Otherwise, it will **not** be considered.

4. Funds awarded may be used for efforts related to the approved proposal only. In addition, they may not be used to subcontract with another agency to carry out your project activities.

## **SECTION 5. EVALUATION AND SELECTION PROCESS**

---

Once the proposals have been received, an evaluation process will be carried out to determine compliance with the eligibility criteria and with the format provided in this Proposal Writing Guide, including all required parts. These proposals will be evaluated by a multidisciplinary committee that will be in charge of determining if the proposals comply with the eligibility criteria and the required formats. The proposal review process for the open solicitation consists of four (4) phases:

### **Phase I: Preliminary Phase**

In this phase a review of formats and minimum requirements specified in this RFA is performed. Each proposal is evaluated to ensure that it complies with the required parts and documents.

### **Phase II: Programmatic Evaluation**

In this phase, the proposal will be evaluated in all its programmatic parts according to the methodology, administrative capacity, pertinence and relevance of the proposed project to offer services under the *Community Prevention Grant Opportunity*. In turn, the proposal budget will be evaluated in light of the services presented for funding. The scoring scale ranges from 0 to 100 points. The minimum score necessary for an entity to be considered for funding will be 70.

<b>Parts:</b>	<b>Value</b>
1. Description of the Entity	10
2. Project Justification	15
3. Project Description	15
4. Work Plan	40
5. Budget	20
<b>Total</b>	<b>100</b>



### **Phase III: Notification of approval**

Upon completion of the programmatic evaluation, proposers will be notified of the approval or rejection of proposals submitted for funding via electronic communication. In the case of conditional selected proposals, the identified recommendations will be shared and adjustments will be requested to ensure alignment with the purpose of the OD2A Project.

### **Phase IV: Allocation of funds**

The selected entities will have three (3) working days from the date of receipt of the notification to submit the pertinent modifications to the work plan and/or budget as required by the Department of Health. Along with the modifications made, the entity must submit an official letter of acceptance of funding. The sender must be the responsible person of the entity (e.g., Executive Director); and the letter must be addressed to Pierina Ortiz Cortes, *Auxiliary Secretary for Planning and Development*.

### **IMPORTANT DATES:**

---

#### **1. FRIDAY, JUNE 3, 2022: Applicant Orientation Meeting**

A general orientation will be offered on the Guide for Writing and Applying for Funds. Entities interested in submitting their proposals can **participate in the orientation through** the **Microsoft Teams platform** at **1:30 pm**. To participate in the meeting, simply send an email to [prod2acommunityprevention@salud.pr.gov](mailto:prod2acommunityprevention@salud.pr.gov) notifying your interest.

**2. THURSDAY, JUNE 23, 2022: Deadline for sending Letter of Intent** It should be sent to the following e-mail address: [prod2acommunityprevention@salud.pr.gov](mailto:prod2acommunityprevention@salud.pr.gov)

**3. WEDNESDAY JULY 6, 2022: Deadline to submit proposal** Funding Request proposals will be received until Wednesday, July 6, 2022 on or before 11:59pm in digital format by emailing [prod2acommunityprevention@salud.pr.gov](mailto:prod2acommunityprevention@salud.pr.gov).



## APPENDIX 1. COVER

FUNDS REQUESTED FOR PREVENTIVE SERVICES	
1. Requested budget: 2. Requested period:	
4. Data Universal Numbering System (DUNS):	
5. Employer's Social Security Number:	
6. System for Award Management (SAM):	
Period of validity: From: To:	
ENTITY INFORMATION	
6. Name of the entity submitting the proposal: _____	
7. Mailing Address:	
8. Physical Address:	
9. Phone: _____ Fax: _____ E-mail: _____	
APPLICANT INFORMATION	
<b>10. Authorized Persons:</b>	
Name: _____ Signature: _____ Position: _____ Date: _____ (Principal Officer of the entity)	
Name: _____ Signature: _____ Position: _____ Date: _____ (Chairman of the Board of Directors)	
Name: _____ Signature: _____ Position: _____ Date: _____ (Authorized Representative signing contract or amendment)	
<b>11. Contact Person:</b>	
Name: _____ Position: _____ Phone: _____ Fax: _____	
FOR OFFICIAL USE	
<b>Evaluation Phase:</b> _____ <b>Recommended</b> _____ <b>Not recommended</b>	
Name: Signature: Position: Date:	
<b>Selection Phase:</b> _____ <b>Selected</b> _____ <b>Not Selected</b>	
Name: Signature: Position: Date:	



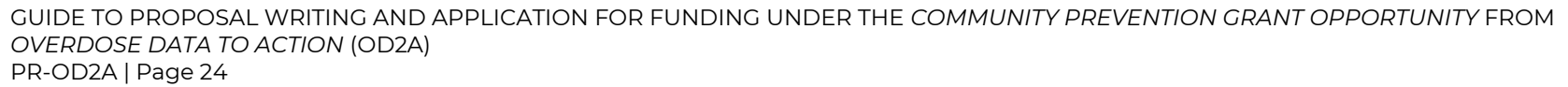
## APPENDIX 2. DESCRIPTION OF THE ORGANIZATION

DESCRIPTION OF THE ORGANIZATION	
Name of the entity:	Date of Foundation:
3. Year of Incorporation, if applicable:	4. Date you began providing services:
5. Name of the principal officer of the entity (e.g., Executive Director):	6. Time in position:
7. Mission, vision and values	
8. Type of services/efforts performed by the entity related to opioids:	



### APPENDIX 3. ADMINISTRATIVE CAPACITY

ADMINISTRATIVE CAPACITY		
I.	Indicate the names, positions held, and educational background of the person(s) working in the administrative and financial area:  <b>Name: Position: Academic Preparation:</b>  _____  _____  _____	
II.	Indicate the names, positions and academic qualifications of the person(s) responsible for carrying out the evaluation and monitoring of the entity's projects:  <b>Name: Position: Academic Preparation:</b>  _____  _____  _____	
III.	Indicate the names, positions and educational background of the person(s) responsible for carrying out the outreach activities:  <b>Name: Position: Academic Preparation:</b>  _____  _____  _____	



## APPENDIX 4. FINANCIAL SOUNDNESS OF THE ENTITY

**The purpose is to know the availability and origin of the economic resources available to the entity to facilitate the fulfillment of the services offered.**

[illegible]





## APPENDIX 5. WORK PLAN

### Goal:

<b>Target</b> <i>(These are the desired results expected to be achieved with the execution of the activities.)</i>	<b>Activities</b> <i>(Refers to the mechanism or process to be used by the entity to carry out each activity described.)</i>	<b>Human Resources</b> <i>(Personnel required to implement the activity)</i>	<b>Time Period</b> <i>(Estimated period of time it will take the agency to accomplish each activity described in order to achieve the objective.)</i>	<b>Deliverables</b> <i>(Refers to documentation evidencing the activity performed)</i>	<b>Expected Results</b> <i>(Refers to the expected result of each activity performed to achieve each objective)</i>

[Agency Name] [Agency Name]

[Project Name] [Project Name]

[Funding period]



## APPENDIX 6. NARRATIVE BUDGET

The budget should be detailed, according to predetermined sections and from a narrative perspective.

### 1. Salaries and wages: \$0.00

Services to be provided <sup>2</sup>	Hourly wage	Full-time equivalent*.	Months	Quantity requested
<i>Position</i> <i>Name of personnel</i>	<i>Hourly rate(\$)</i> <i>Number of hours per month</i>	.00 FTE <sup>3</sup>	XX months	\$0.00
<b>Justification:</b> <ul style="list-style-type: none"> <li>• What are the duties of the position?</li> <li>• According to your work plan, which objectives, activities and tasks will be supported by this position?</li> <li>• Which key partners/stakeholders will this position focus on?</li> <li>• Why is it important/necessary to hire this position?</li> <li>• To whom will this position report/respond?</li> <li>• Contract period:</li> </ul>				

*\*A table must be completed for each position.*

### 2. Fringe benefits : \$0.00

Fringe benefits represent 11.0% composed of a 7.65% social security contribution and a 3.35% contribution to the State Insurance Fund Corporation.

No.	Name and Surname	Job Title	Social Security (7.65%)	State Insurance Fund Corporation (3.35%)	Quantity requested
1.					
2.					
3.					
4.					
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

### 3. Independent Contractors: \$0.00

<sup>2</sup> An employee or person who provides professional services for 160 hours is considered a full-time equivalent (*Full-Time*).

<sup>3</sup> It is calculated by dividing the hours per month by 160 hours (X hours/160 hours); e.g., FTE = 120/160 = .75.



**Contractor 1:**

<b>Independent contractor role/title:</b>	
<b>Method of selection:</b>	
<b>Contracting period:</b>	
<b>Scope of work:</b>	
<b>Quantity requested:</b>	
<b>Hourly rate / hours per month</b>	
<b>Justification:</b>	

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

**4. Educational Materials: \$0.00**

<b>Educational Material</b>	<b>Requested Cost</b>
<b>Total</b>	

**Justification:**

**5. Office Supplies: \$0.00**

<b>Office Supplies</b>	<b>Requested Cost</b>
<b>Total</b>	

**Justification:**

**6. Other expenses: \$0.00**

<b>Requested items</b>	<b>Quantity requested</b>	<b>Cost per unit</b>	<b>Amount requested</b>
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>

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

**Justification:**

**7. Administrative Costs: \$0.00**

<b>Administrative Costs</b>	<b>Requested Cost</b>
<b>Total</b>	

**Justification:**



**Total Budget: \$0.00**

<b>Types of Expense</b>	<b>Quantity requested</b>
Salaries and wages	\$0.00
Marginal benefits	\$0.00
Independent contractors	\$0.00
Educational materials	\$0.00
Office supplies	\$0.00
Other expenses	\$0.00
<b>Sub total</b>	<b>\$0.00</b>
Administrative Costs (10%)	\$0.00
<b>BIG TOTAL</b>	<b>\$0.00</b>



## **APPENDIX 7. AGREEMENTS AND COMMITMENTS OF THE PROPOSERS**

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

### **AGREEMENTS AND COMMITMENTS OF THE PROPONENTS**

#### **Funding Year 2022-2023**

1. I understand that this proposal is only an application to compete for funds and does not constitute a commitment or obligation of the Department of Health to award the requested funds.
2. I understand that notification of approval of this proposal is not an authorization by the Department of Health to begin providing services under this proposal without the mediation of a contract signed by both parties.
3. I understand that any false information provided herein 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 warrant 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 the proposer I will assume all costs of preparing this application for funds.
6. I understand and agree that if I fail to submit the required documents within the required timeframe, the Department of Health may suspend the contract signing process and reprogram the funds.

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

---

Printed name

---

Date

---

Signature