

# Williamson County Opioid Settlement Grant Writing Workshop

MTSU Office of Prevention Science and Recovery & Center for Health and Human Services



Office of Prevention  
Science and Recovery



Center for Health  
and Human Services



MIDDLE  
TENNESSEE  
STATE UNIVERSITY.

I AM *true*  
**BLUE**

- Today's Workshop Will Help You:
  - Understand the **Williamson County Opioid Task Force's Grant Application Format**
  - Strategically Compose an **Evidence-Based Proposal**
  - **Utilize Online Resources** to Aid in Strengthening your Proposal



- Williamson County established the **Williamson County Opioid Task Force** to oversee strategic dissemination of opioid abatement funds.
- With Williamson County expecting to receive nearly \$2.7 million in opioid abatement dollars from 2023-2026, **they contracted with MTSU's Office of Prevention Science and Recovery** to assist with evidence-based utilization of settlement dollars and to serve as a resource to other Tennessee counties.



**Office of Prevention  
Science and Recovery**

## Gabby Cathey – Statewide Coordinator

- Bachelors in Public Health with a Psychology minor
- Certified Prevention Specialist from Tennessee Dept. of Mental Health and Substance Abuse Services
- **Background in substance misuse prevention services, youth development and education, and building bridges to connect those in recovery and prevention programs.**



### Sarah Gwinn- Interim Coordinator

- Bachelors in Political Science with a Business minor and a Master of Public Administration Candidate (ETSU)
- Certificate in Fund Development from the Center for Nonprofit Management
- **Background in grant writing for small/medium local nonprofits with a focus on food insecurity, adult education, and affordable housing**
- Currently in higher education grant writing, program design and grant management with a concentration in public health programs and research with **over \$17 million in successful grant awards since 2015**.



Williamson County Opioid  
Settlement: Grant Writing  
Workshop (Pre)



The application website includes:

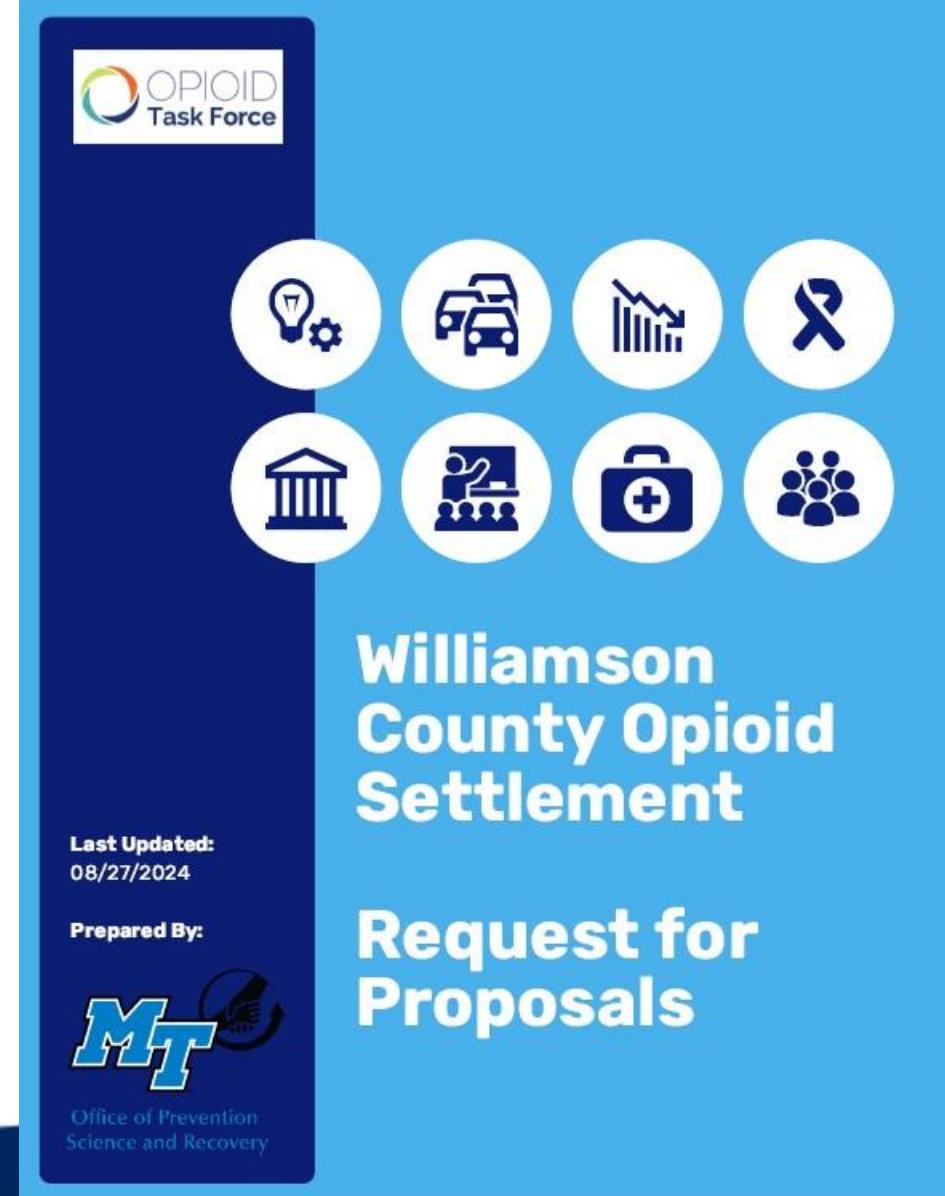
- **Downloadable version of the application**
- **Resources** to strengthen your application
- Submission **checklist** to ensure all materials are attached
- **Fillable templates**



## Review of the Application • Sections Overview (pg. 1-2)

The Request for Proposals is Divided Into 6 Sections:

- 1. Funding Opportunity Description**
- 2. Award Information**
- 3. Eligibility Requirements**
- 4. Application & Submission**
- 5. Application Review**
- 6. Appendix**



# Review of the Application • Funding Opportunity Description (pg. 3)

- Funds must be used for **Williamson County residents**
- Funds must be used within **1 of the 6 main strategy areas**
  - Primary Prevention, Harm Reduction, Treatment, Recovery Support, Education and Training, Research and Evaluation
- **Application is annual, pending future lawsuit settlements**



## Funding Opportunity Description

In 2022 Williamson County had 46 fatal overdoses, which is a 53% increase in overdoses since 2020. To attend to community needs such as this, the Tennessee Opioid Abatement Council has distributed relief funding to all 95 counties in Tennessee provided from national opioid lawsuit settlements. Williamson County has also received funds directly from the settlements.

The Williamson County Opioid Task Force has chosen to disseminate these funds directly into the community to repair damages caused by the opioid crisis. **Funding is available for the abatement and remediation of opioid use and misuse benefitting Williamson County residents.**

Funding will be used to positively impact the community within the Tennessee Opioid Abatement Council's six main strategy areas:

### Tennessee Opioid Abatement Council 6 Main Strategy Areas

1. Primary Prevention	2. Harm Reduction	3. Treatment
4. Recovery Support	5. Education and Training	6. Research and Evaluation



**Proposals will be received for this funding opportunity annually in October, pending continued annual payout funding from national opioid lawsuit settlements.** The Williamson County Opioid Task Force reserves the authority to award or deny funding to community organizations based on their application review outlined in this Request For Proposals document. **Awards are subject to the approval of the Williamson County Board of Commissioners.**

This Request For Proposals document overviews all eligibility requirements for organizations requesting funding, outlines the application and submission process for organizations, and clearly identifies how proposals will be scored to inform funding decisions made by the Williamson County Opioid Task Force.

Continue to next page ...

03

- **Non-Profit, For Profit, and Government Organizations are eligible to apply**
- Organizations **must** provide **quarterly reporting** of their progress to OPSR
- Funds **must** be used for **approved uses** from the State's Opioid Abatement Council's List



### Funding Opportunity Description continued...

Applications will be received and reviewed from the following entities:

- For-profit entities,
- Nonprofit entities (detailed below)
- Governmental agencies.

According to Tennessee State Law, T.C.A. 5-9-109, Williamson County may appropriate funds for the financial aid of any nonprofit charitable organization, any chamber of commerce exempt from IRS Code 501(c)(6), or any nonprofit civic organization, all subject to certain guidelines and subject to County Commission approval.

A non-profit charitable organization is defined as one in which no part of the net earnings benefit from any private shareholder or individual and which provides service benefitting the general welfare of the residents of the county.

Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170. The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual.

Importantly, this statute imposes some requirements for such appropriations, which include the organization filing a report "of its business affairs and transactions". The report must contain an annual audit, description of the program that serves the residents of the county, and the proposed use of the county assistance.

**Any suspected fraud in connection with a Williamson County Opioid Settlement Application should be reported to the County for immediate review.** The County reserves the right to decline funding or participation if it is determined that fraud has occurred. You can also report fraud directly to the Tennessee Comptroller of the Treasury on their website.

## Review of the Application • Award Information (pg. 5)

- Organizations are permitted **one grant per fiscal year and then eligible to re-apply** after a successful grant term
- **Maximum funding** amount for an organization will be **determined by the Task Force**
- Funding will be disbursed on a monthly **reimbursement basis** with special arrangements for up-front disbursements on a case-by-case basis.
- **Awards will be voted on by the Task Force in the October meeting, and announced in November**



### Award Information

Eligible agencies are permitted to submit one application per year to receive a 12-month grant award, with a project period beginning January 1st. Awardees are eligible to re-apply for funding after successful completion of their grant term.

**The maximum funding request per agency will be determined by the Williamson County Opioid Task Force upon the nature of the request and available funding.** Awards are subject to the approval of the Williamson County Board of Commissioners.

If awarded, funding will be reimbursement based on a monthly schedule with supporting documentation required for proper invoicing. Up front disbursements will be allowed on a case-by-case basis through the Williamson County Contracts Office. Williamson County allows for electronic fund transfers to accommodate timely payments.

**Awards will be announced in November by the Williamson County Opioid Task Force.** To be considered for funding during the annual review of applications, applicants must submit their entire application by **October 4th**. The Task Force will review scored applications following the October 4th deadline at their meeting in October.

### Activity Requirements

**Proposed activities in the funding request must be permitted from the Tennessee Opioid Abatement Council's Approved Remediation List of activities.** See **Appendix H** to reference the approved remediation list. Each recipient will be required to identify which of the Tennessee Opioid Abatement Council main strategies their funding request is targeting: Primary Prevention, Harm Reduction, Treatment, Recovery Support, Education and Training, and Research and Evaluation.

# Review of the Application • Appendix H



## Remediation List Strategies

(Primary Prevention, Treatment, Harm Reduction, Education/Training, Recovery Support, Research/Evaluation of Abatement Strategy Efficacy)

Strategy - Schedule A (Core Strategies)	Section Number	Language
Education/ Training	A1	Expand training for first responders, schools, community support groups and families
Harm Reduction	A2	Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service
Treatment	B1	Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service
Primary Prevention	B2	Provide education to school-based and youth-focused programs that discourage or prevent misuse
Treatment	B3	Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders
Treatment	B4	Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services
Primary Prevention	C1	Expand Screening, Brief Intervention, and Referral to Treatment ("SBIRT") services to non-Medicaid eligible or uninsured pregnant women
Treatment	C2	Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co occurring Opioid Use Disorder ("OUD") and other Substance Use Disorder ("SUD")/Mental Health disorders for uninsured individuals for up to 12 months postpartum
Recovery Support	C3	Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare
Recovery Support	D1	Expand comprehensive evidence-based and recovery support for NAS babies
Recovery Support	D2	Expand services for better continuum of care with infant need dyad

This format was created to assist with reporting on funding received by Tennessee counties and community grants.

- **3 Sections of the Application**
  1. **Project Summary**
  2. **Project Narrative**
  3. **Project Budget**
- These 3 sections will be submitted and **scored on a 100-point rubric** by the Review Committee



**Application & Submission**

**PROPOSAL REQUIREMENTS**

**Project Summary**

This document overviews the applicant's proposal and identifies a target population, outlines goals and objectives, selects a main strategy, anticipates number of people served, provides a cost statement, and more. Applicants must also include the identification of an assigned agency contact for overseeing and reporting on grant progress. See **Appendix B** for the required template for completing this section of the proposal.

**Project Narrative**

This narrative of the proposal is capped at 5-pages and focuses on describing the population served, identifying the need that you will address, outlining the goals and objectives used to measure success, identifying evidence-based practices for implementation, planning for metrics to measure progress and success, and explaining your organization's capacity to achieve your goals. **Narratives longer than 5-pages will not be reviewed.**

Use the following headings as you address each section:

SECTION HEADERS	SECTION DETAILS
<b>Need Statement &amp; Target Population</b>	Define the specific community that will be served and why they will specifically benefit. Include information and data that clearly support the need and justification for the evidence-based services or program.
<b>Identification of Activities</b>	Identify and describe the selected main strategy and allowable activities that will be utilized for this funding request. Refer to Appendix F for the list of main strategies and allowable activities. For each allowable activity in your proposal, identify the activity's section number. For example, the activity section number for "Expand Naloxone training for first responders, schools, community support groups and families" is "A1".

Continue to next page ...

- Provides a **snapshot of the organization's proposal**
- Includes organization's licensing, board of directors, operating budget, service area, and more (*fillable template is provided*)
- Proposers must identify the main strategy they are applying under, as well as **specifically cite which allowable uses** they intend to utilize with grant money

# Review of the Application • Project Summary (pg. 7 & Appendix B)

## WILLIAMSON COUNTY OPIOID SETTLEMENT PROJECT SUMMARY



### ORGANIZATION INFORMATION:

NAME OF ORGANIZATION:

TAX ID #:

ORGANIZATION ADDRESS:

CITY:

ZIP:

PHONE:

E-MAIL:

YEAR ORGANIZATION WAS ESTABLISHED:

NUMBER OF EMPLOYEES:

NUMBER OF VOLUNTEERS:

NUMBER OF PEOPLE SERVED:

ANNUAL OPERATING BUDGET: \$

ZIP CODES SERVED:

ORGANIZATION TYPE:  CHARITABLE  CIVIC  GOVERNMENTAL  FOR PROFIT

HAS THIS ORGANIZATION RECEIVED A 501(c)(3) DETERMINATION LETTER?  YES  NO

DOES YOUR ORGANIZATION HAVE COMMERCIAL LIABILITY AND PROFESSIONAL SERVICES LIABILITY INSURANCE?  YES  NO  
(IF YES, HOW MUCH? \_\_\_\_\_)

IS THIS ORGANIZATION LICENSED BY THE TN DEPARTMENT OF HEALTH?  YES (IF YES, LICENSE # \_\_\_\_\_)  NO

IS THIS ORGANIZATION LICENSED BY THE TN DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES?

YES (IF YES, LICENSE # \_\_\_\_\_)  NO

### BOARD OF DIRECTORS

NAME:

### ORGANIZATION PRIMARY CONTACT FOR GRANT PROPOSAL

NAME:

PHONE:

EMAIL:

### PROPOSAL INFORMATION: (Please summarize answers below to fit into the permitted text boxes)

WILL 100% OF GRANT FUNDS BE USED DIRECTLY FOR RESIDENTS OF WILLIAMSON COUNTY?  YES  NO

AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_ ORGANIZATION BUDGET YEAR TYPE:  FISCAL YEAR  CALENDAR YEAR

### SELECT PROPOSAL'S MAIN STRATEGY (SELECT ONE):

PRIMARY PREVENTION  HARM REDUCTION  TREATMENT

RECOVERY SUPPORT  EDUCATION AND TRAINING  RESEARCH AND EVALUATION

### PROGRAM OVERVIEW:

TARGET POPULATION IN  
WILLIAMSON COUNTY: \_\_\_\_\_

PROGRAM GOAL: \_\_\_\_\_

## WILLIAMSON COUNTY OPIOID SETTLEMENT PROJECT SUMMARY



### PROPOSAL INFORMATION (CONTINUED): (Please summarize answers below to fit into the permitted text boxes)

#### COST STATEMENT (JUSTIFICATION OF REQUESTED FUNDS):

#### DATA THAT WILL BE COLLECTED TO MEASURE SUCCESS:

#### IF PARTIALLY FUNDED, HOW WILL THIS FUNDING REDUCTION IMPACT THE ANTICIPATED OUTCOMES:

#### IN THE SECTION BELOW, LIST ALL ACTIVITIES INCLUDED IN YOUR PROPOSAL.

TO LOCATE THE SECTION NUMBER FOR EACH ALLOWABLE ACTIVITY, REFERENCE APPENDIX H.

ALLOWABLE ACTIVITY SECTION NUMBER	DESCRIPTION OF ACTIVITY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that to the best of my knowledge and belief that the information submitted with this request is accurate and that the attached budget was approved by our governing board. The Board also agreed to allow Williamson County officials to review the organizations financial records and other records as requested of this agency should they so desire.

I further certify the agency ensures no person shall be excluded from participation in, or will be denied the benefits of or is subjected to discrimination under any program or activity receiving financial assistance from the Williamson County Opioid funding on the grounds of race, color, age, sex, disability, or national origin.

Date

Signature

### Things to Know

- Project Narrative is a deep explanation of your request and your opportunity to showcase your organization's expertise and strengths.
- 5-page max
- Size 12 font, Times New Roman
- 1.5 line spacing

### Narrative Page Length Recommendations

1. Need Statement & Target Population: **½ page**
2. Identification of Activities: **½ page**
3. Goals and Objectives: **1 page**
4. Program Design: **1 ½ page**
5. Evaluation Plan: **½ page**
6. Organizational Capacity: **1 page**

*“Define the specific community that will be served and why they will specifically benefit. Include information and data that clearly support the need and justification for the evidence-based services or program.”*



**Application & Submission**

**PROPOSAL REQUIREMENTS**

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Use the following headings as you address each section:

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Continue to next page ...

- **Identify what specific need that you intend to address with this project.**
  - We know it's OUD related, but what specific aspect of that need do you want to address? Is there a gap in service? Does need outpace current service availability?
- **Define your target population**
  - Justice-involved people? People experiencing homelessness?
  - Include any stats or demographic information that you need to provide a fuller picture of the “who” aspect.

*Recommend approximately  $\frac{1}{2}$  page length.*

*“Identify and describe the selected main strategy(ies) and allowable activities that will be utilized for this funding request. For each allowable activity in your proposal, identify the activity’s section number.”*



**Application & Submission**

**PROPOSAL REQUIREMENTS**

**Project Summary**

This document overviews the applicant's proposal and identifies a target population, outlines goals and objectives, selects a main strategy, anticipates number of people served, provides a cost statement, and more. Applicants must also include the identification of an assigned agency contact for overseeing and reporting on grant progress. See **Appendix B** for the required template for completing this section of the proposal.

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Continue to next page ...

- **Refer to the list of main strategies and allowable activities in *Appendix H* to inform this next section.**
- **Identify the main strategy and then describe the related allowable activities that you are electing.**
  - Give thought to how these strategies and activities inform your overall program goals and objectives.

*Recommend approximately ½ page length.*

*“Provide an explanation of the proposal’s **goals and objectives**. Include **measurable outcomes and outputs** with **specific timeframes for completion** of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative.”*



**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

SECTION HEADERS	SECTION DETAILS
<b>Goals and Objectives</b>	Provide an explanation of the proposal’s goals and objectives. Include measurable outcomes and outputs with specific timeframes for completion of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative. Refer to Appendix E for guidance on exemplary S.M.A.R.T. goals.
<b>Program Design</b>	Outline the evidence-based or evidence-informed practices that will be used to achieve your goals. Include a summary of your timeframe for completion and the steps necessary for successful implementation. Identify possible challenges that will be addressed to ensure successful implementation. State how quickly you can begin implementation if selected for funding. Refer to Appendix F for guidance on common evidence-based practices.
<b>Evaluation Plan</b>	Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data. Reference Appendix G for detailed information on examples for data reporting metrics in each main strategy.
<b>Organizational Capacity</b>	Detail the applicant’s capacity to effectively implement the outlined activities. Reference prior experience, prior program successes, current institutional capabilities & community partnerships that will support successful implementation if funded. Attaching letters of support is encouraged.

**Project Budget**

Include a detailed budget breakdown with a description of line items, any in-kind support from the agency, and budget justification for each line item requested. Indirect cost recovery is not allowable for this funding opportunity. See **Appendix C** for the required budget template for submission.

Continue to next page ... **08**

- **Utilize SMART Goals & Objectives:**
  - Specific, Measurable, Achievable, Relevant, and Time-bound.
- Use your **strategies** and **allowable activities** identified in the previous section to create your smart goals and objectives.
- Your **Goal** is what you want to achieve, your **Objectives** are how you are going to accomplish that activity.

*Recommend approximately 1 page.*

## Goal #1

By November 2024, the AIDS Office will prevent transmission and recovery with a fast, cheap, and effective \$150,000 program for individuals experiencing drug-relatedness in Monroe County. This goal is to be achieved by 15% harm reduction by feedback surveys from program participants.

**Objective 1:** Train 100% of outreach staff on safe handing of hazardous materials and needle exchange safety within first month.

**Objective 2:** Procure initial supply of needles and portable sharps containers for distribution during outreach visits within first month.

**Objective 3:** Begin weekly harm reduction outreach and education to target community by the beginning of second month.

## Appendix E



Substance Abuse and Mental Health  
Services Administration

### Developing Goals and Measurable Objectives

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. The information below will help applicants in developing goals and objectives for use in your Project Narrative. It also provides examples of well-written goals and measurable objectives.

#### Goals

**Definition** – a goal is a broad statement about the long-term expectation of what should happen because of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved.
- Goals describe the behavior or condition in the community expected to change.
- Goals describe who will be affected by the project.
- Goals lead clearly to one or more measurable results.
- Goals are concise.

#### Examples

Unclear Goal	Critique	Improved Goal
Increase the substance use and HIV/AIDS prevention capacity of the local school district.	This goal could be improved by specifying an	Increase the capacity of the local school district to reduce high-risk

*“Outline the **evidence-based** or evidence-informed practices that will be used to achieve your goals. Include a summary of your **timeframe for completion** and the steps necessary for successful implementation. **Identify possible challenges** that will be addressed to ensure successful implementation. State **how quickly you can begin** implementation if selected for funding.”*



**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

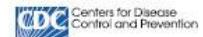
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- **Evidence-Based Practice**
  - *Confirmed by scholarly research to be significantly effective*
- **Evidence-Informed Practice**
  - *Informed by local practice to be beneficial*
- **CDC Evidence-Based Strategies**
  - *Targeted Naloxone Distribution*
  - *Medication Assisted-Treatment*
  - *Treatment Upon Release from Incarceration*
  - *Syringe Service Programs*

## Appendix F



### Drug Overdose

Drug Overdose Home

#### Evidence-Based Strategies for Preventing Opioid Overdose: What's Working in the United States

There are strategies that can assist community leaders, local and regional organizers, non-profit groups, law enforcement, public health, and members of the public in understanding and navigating effective ways to prevent opioid overdose in their communities. Use this information as a reference for evidence-based practices that have been successfully implemented in the U.S. Evidence-Based Strategies for Preventing Opioid Overdose (PDF – 40 pages)



### Guiding Principles

There are overarching principles that serve as a guide for the design and implementation of effective overdose prevention strategies. The four guiding principles below are lessons learned from previous public health emergencies.

1. **Know your epidemic, know your response.**  
Opioid overdose is driven by many different mechanisms and human experiences, and people may follow a variety of paths toward opioid misuse and overdose. The realities faced by people who use drugs may be common across regions or vary within tight social groups.
2. **Make collaboration your strategy.**  
Effectively responding to the opioid overdose epidemic requires that all partners be at the table. Make collaboration your strategy by ensuring that all community entities are able to fulfill their necessary roles.
3. **Nothing about us without us.**  
Prevention strategies need to take into account the realities, experiences, and perspectives of those at risk of overdose. Those affected by opioid use and overdose risk should be involved in developing the solutions. The design, implementation, and evaluation of interventions help assure those efforts are responsive to what's happening in the local community and can achieve the desired goals.
4. **Meet people where they are.**  
The guiding principle of "meeting people where they are" means more than showing compassion or tolerance to people in crisis. This principle also asks us to acknowledge that all people we meet are at different stages of behavior change. Recognizing these stages helps set reasonable expectations for interacting with people.

### Successful Strategies for Preventing Opioid Overdose

The ten evidence-based strategies highlighted below are actions that states and jurisdictions can take today to prevent overdoses tomorrow.

- **Lean heavily on existing evidence-based and evidence-informed practices** and communicate how that will shape your own implementation strategy.
- Give a short **implementation timeline**.
  - Can be bullet point or an embedded table.
- **What kind of barriers or challenges** do you anticipate?
- Do you have any **partner organizations that will increase your successful implementation**?

*Recommend approximately 1 ½ pages*

*“Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data.”*



**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

SECTION HEADERS	SECTION DETAILS
Goals and Objectives	Provide an explanation of the proposal's goals and objectives. Include measurable outcomes and outputs with specific timeframes for completion of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative. Refer to Appendix E for guidance on exemplary S.M.A.R.T. goals.
Program Design	Outline the evidence-based or evidence-informed practices that will be used to achieve your goals. Include a summary of your timeframe for completion and the steps necessary for successful implementation. Identify possible challenges that will be addressed to ensure successful implementation. State how quickly you can begin implementation if selected for funding. Refer to Appendix F for guidance on common evidence-based practices.
Evaluation Plan	Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data. Reference Appendix G for detailed information on examples for data reporting metrics in each main strategy.
Organizational Capacity	Detail the applicant's capacity to effectively implement the outlined activities. Reference prior experience, prior program successes, current institutional capabilities & community partnerships that will support successful implementation if funded. Attaching letters of support is encouraged.



**Project Budget**

Include a detailed budget breakdown with a description of line items, any in-kind support from the agency, and budget justification for each line item requested. Indirect cost recovery is not allowable for this funding opportunity. See **Appendix C** for the required budget template for submission.

Continue to next page ... **08**

**MIDDLE**  
**TENNESSEE**  
STATE UNIVERSITY

## How will you determine success?

- **Will you do surveys, pre- and post-evals, follow-up calls?**
- **What data do you need to collect to determine the success of your program?**
  - Think Qualitative & Quantitative.
- **Think short-term, intermediate, and long-term outcomes.**
  - Knowing you only have 1 year of funding at a time means leaning into the short and intermediate outcomes.

*Recommend approximately  $\frac{1}{2}$  page.*

## How will you determine success?

- Know that if you are funded, **the MTSU Office of Prevention Science and Recovery will provide Technical Assistance** in refining your evaluation plan, evaluation tools, and data items.
- For your application you do not have to be an expert in evaluation, but you will be **expected to put thought into how you can evaluate your program's efforts to show success** within this narrative.

# Review of the Application • Project Narrative: Evaluation Plan (pg. 8, Appendix G)



## Appendix G Evaluation Metrics Guidance

This document outlines suggested evaluation metrics within each main strategy that can be included in your grant application to measure success.

### Primary Prevention

- Increasing local screening for Opioid Use Disorder (OUD) and Substance Use Disorder (SUD)
- Increasing community knowledge of the risks of substance misuse
- Increasing utilization of local drug disposal units
- Expanding implementation of evidence-based school prevention programs

### Harm Reduction

- Expanding distribution of naloxone to all members of the community
- Increasing awareness of first responders on strategies to connect at-risk individuals with behavioral health supports
- Expanding comprehensive syringe service programs with wrap-around services
- Increasing the number of community members trained in naloxone administration

### Treatment

- Increasing the distribution of Medication Assisted Treatment (MAT) to uninsured individuals
- Increasing knowledge of MAT to healthcare providers, first responders, and law enforcement
- Expanding integration of medication in residential and outpatient treatment programs
- Expanding MAT to incarcerated individuals



## Appendix G Evaluation Metrics Guidance continued...

### Recovery Support

- Expanding warm hand-off services to transition into recovery services
- Increasing local comprehensive wrap-around services including housing, transportation, and job training
- Expanding the capacity of locally trained Peer Recovery Specialists
- Expanding recovery support for individuals transitioning out of the criminal justice system

### Education and Training

- Increasing knowledge of MAT within healthcare providers, first responders, and Peer Recovery Specialists
- Increasing awareness in government staff of appropriate procedures to provide services to individuals in recovery
- Decreasing local stigma regarding individuals with OUD and stigma of effective OUD treatment
- Increasing knowledge of emergency room staff on post-discharge planning with opioid overdose patients

### Research and Evaluation

- Identifying locally effective opioid abatement strategies with measurable success
- Increasing utilization of local Prescription Drug Monitoring Data to improve local surveillance

*“Detail the applicant’s **capacity to effectively implement** the outlined activities. **Reference prior experience, prior program successes, current institutional capabilities & community partnerships** that will support successful implementation if funded.”*



**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

SECTION HEADERS	SECTION DETAILS
<b>Goals and Objectives</b>	Provide an explanation of the proposal's goals and objectives. Include measurable outcomes and outputs with specific timeframes for completion of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative. Refer to Appendix E for guidance on exemplary S.M.A.R.T. goals.
<b>Program Design</b>	Outline the evidence-based or evidence-informed practices that will be used to achieve your goals. Include a summary of your timeframe for completion and the steps necessary for successful implementation. Identify possible challenges that will be addressed to ensure successful implementation. State how quickly you can begin implementation if selected for funding. Refer to Appendix F for guidance on common evidence-based practices.
<b>Evaluation Plan</b>	Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data. Reference Appendix G for detailed information on examples for data reporting metrics in each main strategy.
<b>Organizational Capacity</b>	Detail the applicant's capacity to effectively implement the outlined activities. Reference prior experience, prior program successes, current institutional capabilities & community partnerships that will support successful implementation if funded. Attaching letters of support is encouraged.

**Project Budget**

Include a detailed budget breakdown with a description of line items, any in-kind support from the agency, and budget justification for each line item requested. Indirect cost recovery is not allowable for this funding opportunity. See **Appendix C** for the required budget template for submission.

- **Your organization is the expert in delivering services to your target population!**
- This is **your opportunity to brag** on your organization's abilities, staff expertise, and program success for similar programs.
  - Include information about staff experience **with managing similar programs, or programs that work with a similar population.**
  - Include awards or accolades that your organization or staff have received for similar or relevant work

*Recommend approximately 1 page length.*

### LET'S TALK NUMBERS!!!!!!

- Remember that whatever \$\$ amount you request **needs to be reasonable, allocable, and justified.**
- **All funding must be used to benefit Williamson County residents.**
- **Indirect Costs are not allowable.**

**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

SECTION HEADERS	SECTION DETAILS
<b>Goals and Objectives</b>	Provide an explanation of the proposal's goals and objectives. Include measurable outcomes and outputs with specific timeframes for completion of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative. Refer to Appendix E for guidance on exemplary S.M.A.R.T. goals.
<b>Program Design</b>	Outline the evidence-based or evidence-informed practices that will be used to achieve your goals. Include a summary of your timeframe for completion and the steps necessary for successful implementation. Identify possible challenges that will be addressed to ensure successful implementation. State how quickly you can begin implementation if selected for funding. Refer to Appendix F for guidance on common evidence-based practices.
<b>Evaluation Plan</b>	Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data. Reference Appendix G for detailed information on examples for data reporting metrics in each main strategy.
<b>Organizational Capacity</b>	Detail the applicant's capacity to effectively implement the outlined activities. Reference prior experience, prior program successes, current institutional capabilities & community partnerships that will support successful implementation if funded. Attaching letters of support is encouraged.

**Project Budget**

Include a detailed budget breakdown with a description of line items, any in-kind support from the agency, and budget justification for each line item requested. Indirect cost recovery is not allowable for this funding opportunity. See **Appendix C** for the required budget template for submission.

Continue to next page ...

## **There are 9 separate budget classifications to consider:**

1. Salaries
2. Benefits & Taxes
3. Supplies
4. Telephone
5. Occupancy
6. Travel
7. Insurance
8. Specific Assistance to Individuals
9. In-Kind Expenses

# Review of the Application • Project Budget (pg. 8, Appendix C)

	Budgeted Cost	Budget Item Justification	Cited Allowable Expense <i>See Appendix H (example: A1)</i>	Explanation of Budget Section
<b>a. Salaries</b> <i>Project Director: Name, % FTE spent on the grant, base salary * FTE %.</i>				Enter compensation, fees, salaries, and wages paid to grant employees.
<b>Subtotal</b> \$ -				
<b>b. Benefits &amp; Taxes</b> <i>Project Director: Name, Full fringe rate, or just FICA (7.65%)</i>				Enter (a) the organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and medicare taxes and unemployment and workers' compensation insurance for grant funded employees.
<b>Subtotal</b> \$ -				
<b>c. Supplies</b>				Enter the organization's expenses for grant focused office supplies.
<b>Subtotal</b> \$ -				
<b>d. Telephone</b>				Enter the organization's expenses for telephone, cellular phones, telephone equipment maintenance, and other related grant related expenses.
<b>Subtotal</b> \$ -				
<b>e. Occupancy</b>				Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, and similar expenses on this grant project.
<b>Subtotal</b> \$ -				
<b>f. Travel</b>				Enter the organization's expenses for grant travel, including transportation, meals and lodging, and per diem payments. Include gas, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences.
<b>Subtotal</b> \$ -				
<b>g. Insurance</b>				Enter the organization's expenses for grant project focused liability insurance and other insurance. Do not include employee-related insurance.
<b>Subtotal</b> \$ -				
<b>h. Specific Assistance to Individuals</b>				Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries on the grant project. Include such expenses as medicines, medical and dental fees, clothing, transportation, insurance coverage, and wage supplements.
<b>Subtotal</b> \$ -				
<b>i. In-Kind Expenses</b>				Enter the organization's in-kind expenses regarding the value of contributed resources donated to the grant program. Including any other Opioid Abatement funding from other state or county sources.
<b>Subtotal</b> \$ -				
	<b>Requested Grand Total</b>			
<b>j. Total Direct Costs</b>	\$ -			
<i>*All budget section explanations are derived from the TN Department of Finance and Administration</i>				
<a href="https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf">https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf</a>				

## Review of the Application • Project Budget Justification (pg. 8)

- Budget Justification is a very tedious requirement, **but it is very important for reviewers to help them connect the activities within the narrative to the actual budget line items you've identified.**
- Provide context for each spending allocation (line by line), write out your math word problem:
  - **Ex Salary:** *Project Director (base salary of \$45,000) allocated 20% effort to program management and service delivery for 12 month. Total allocation is \$9,000 for year 1 (20% x \$45,000= \$9,000).*
  - **Ex Mileage:** *CONUS reimbursement rate \$0.65 per mile for transportation to and from MAT delivery sites for participants. Allocating \$2,000 for mileage in year 1 (1,300 miles x .65= \$2,000)*

## Review of the Application • Other Attachments (pg. 9)

- Copy of Annual Audit
- Budgeted Revenues and Expenses for the Current Year
- Budgeted Revenues and Expenses for the Prior Year
- Actual Revenue and Expenses for the Prior Year
- Williamson County Fund Monitoring Form: Compliance Survey
- Salary Schedule *(if proposing grant funding for salary position)*
- 501 (c)(3) Determination Letter *(if applicable)*
- Letters of Support *(if applicable)*
- Fee Schedule *(if applicable)*



**Application & Submission**  
continued...

**PROPOSAL REQUIREMENTS**

**Required Attachments**

NON-PROFIT ORGANIZATION	GOVERNMENT ORGANIZATION
Copy of Annual Audit	Copy of Annual Audit
Budgeted Revenues & Expenses for the Current Year	Budgeted Revenues & Expenses for the Current Year
Budgeted Revenues & Expenses for the Prior Year	Budgeted Revenues & Expenses for the Prior Year
Actual Revenue and Expenses for the Prior Year	Actual Revenue & Expenses for the Prior Year
Salary Schedule (if proposing grant funding for salary position)	Salary Schedule (if proposing grant funding for salary position)
Letters of Support (if applicable)	Letters of Support (if applicable)
501 (c)(3) Determination Letter (if applicable)	<b>FOR-PROFIT ORGANIZATION</b>
Williamson County Fund Monitoring Form: Compliance Survey	Fee Schedule of "at-cost" services being requested
	* Must also include all attachments required for non-profit applicants as well

For-Profit applicants will be required to submit all documents that are required for Non-Profit applicants, PLUS the inclusion of a fee schedule for services provided through this request. **Abatement funds will only cover "at-cost" expenses for services rendered.**

**MIDDLE**  
**TENNESSEE**  
STATE UNIVERSITY

Continue to next page ... **09**

Proposals will be submitted via email to [opioidtaskforce@williamsoncounty-tn.gov](mailto:opioidtaskforce@williamsoncounty-tn.gov)

### Timeline



**August 1**  
Applications Open

**August 7**  
Virtual Application Workshop

**August 21**  
In-Person and Recorded Application Workshop



**September 15th**  
Application Period Closes  
Period for application assistance  
closes 10AM September 15

**November**  
Notice of Funding for Grantees

**January 1st**  
Grantees receive contract  
by Monday, December 1st,  
with anticipated start date  
of January 1st.

**DEADLINE TO RECEIVE  
APPLICATION FOR  
REVIEW**

**September  
15, 2025**

- **2-stage Review Process**
  1. Committee Review and Scoring
  2. Task Force Review and Awarding  
*(board will only review Project Summary, Project Budget, and Score/Comments from Narrative for voting)*
- All rankings and scorings are **available for feedback**, regardless of funding decision



## Application Review

### WILLIAMSON COUNTY OPIOID TASK FORCE EVALUATION PROCESS

The Williamson County Opioid Task Force will review all applicants following the September 15th application deadline at their Task Force meeting in October.

Each application will be scored on a 100 point rubric by members of the task force, alongside the MTSU Office of Prevention Science and Recovery, and will be assigned a score to their proposal. Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the project description in a cost-effective manner.

The Williamson County Opioid Task Force will use these scores to inform their funding decisions. The Task Force retains the power to award partial funding as they deem necessary. All rankings and scores will be available for feedback to all applicants regardless of the Task Force's funding decision. **Awards are subject to the approval of the Williamson County Board of Commissioners.**

The chart on the following page illustrates the breakdown of eligible points that can be awarded per application section. This chart can also be used to organize your proposal into the requisite order to ensure that all components have been addressed.

For a full scoring rubric used for all proposals, see **Appendix D**.

# Review of the Application • Evaluation Criteria (pg. 11 & Appendix D)

Evaluation Criteria	
Proposal Section	Maximum Points Available
<b>Project Summary</b>	<b>10</b>
<b>Project Narrative</b>	
• <i>Need Statement &amp; Target Population</i>	<b>10</b>
• <i>Identification of Activities</i>	<b>5</b>
• <i>Goals and Objectives</i>	<b>10</b>
• <i>Program Design</i>	<b>15</b>
• <i>Evaluation Plan</i>	<b>5</b>
• <i>Organizational Capacity</i>	<b>10</b>
<b>Project Budget</b>	
• <i>Budget Detail on Excel Template</i>	<b>10</b>
• <i>Budget Justification</i>	<b>20</b>
<b>Required Organization Financial Documents</b>	<b>5</b>
<b>Total</b>	<b>100</b>

Application Section	Poor	Below Average	Average	Above Average	Exceptional	Section Score
Points Available:	1-2	3-4	5-6	7-8	9-10	
<b>Project Summary</b>	<i>Scoring Criteria:</i>	<ul style="list-style-type: none"> <li>• Does not identify a clear target population.</li> <li>• Does not identify a clear program goal.</li> <li>• Does not identify a clear cost statement.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Partially identifies</i> a clear target population.</li> <li>• <i>Partially identifies</i> a clear program goal.</li> <li>• <i>Partially identifies</i> a clear cost statement.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Adequately identifies</i> a clear target population.</li> <li>• <i>Adequately identifies</i> a clear program goal.</li> <li>• <i>Adequately identifies</i> a clear cost statement.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clearly identifies</i> a target population.</li> <li>• <i>Clearly identifies</i> specific and <i>measurable</i> program goals.</li> <li>• <i>Clearly identifies</i> specific program goals.</li> <li>• <i>Clearly identifies</i> a <i>justifiable</i> cost statement.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly identifies a target population.</li> <li>• Clearly identifies specific and <i>measurable</i> program goals.</li> <li>• Clearly identifies a <i>justifiable</i> cost statement.</li> <li>• <i>Program overview is expected to positively impact the target population.</i></li> </ul>
<b>Project Narrative: Need Statement and Target Population</b>	<i>Points Available:</i>	1-2	3-4	5-6	7-8	9-10
	<i>Scoring Criteria:</i>	<ul style="list-style-type: none"> <li>• Does not identify a clear target population.</li> <li>• Does not present data to support the program need.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Partially identifies</i> a clear target population.</li> <li>• <i>Presents data that inadequately supports</i> the program need.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Adequately identifies</i> a clear target population.</li> <li>• <i>Presents data that adequately supports</i> the program need.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clearly identifies</i> a target population.</li> <li>• <i>Presents local data</i> that strongly supports the program need.</li> <li>• <i>Presents data that strongly supports</i> the program need.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly identifies a target population.</li> <li>• <i>Presents local data</i> that strongly supports the program need.</li> <li>• <i>Clearly explains how the population will specifically benefit.</i></li> </ul>

Williamson County Opioid  
Settlement: Grant Writing  
Workshop (Post)



# Application Questions • MTSU Office of Prevention Science and Recovery

