



# VIRGINIA OPIOID ABATEMENT AUTHORITY REQUESTS FOR PROPOSALS FROM AGENCIES OF THE COMMONWEALTH FOR 2024-2025

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | [info@voaa.us](mailto:info@voaa.us) | [www.voaa.us](http://www.voaa.us)

## 1. Introduction

The Virginia Opioid Abatement Authority (OAA) was established by the General Assembly to abate and remediate the opioid epidemic in the Commonwealth through financial support from the Opioid Abatement Fund in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in the Commonwealth. Financial assistance offered through the OAA consists of settlement funds paid by prescription opioid manufacturers and companies in the prescription opioid distribution network that are allocated through Virginia's [memorandum of understanding \(MOU\)](#) and *Code of Virginia §2.2-2370*.

The OAA serves to build partnerships between Virginia's cities and counties, state agencies, and services providers to address abatement efforts in education, prevention, outreach, treatment, and recovery supports.

The statewide MOU and related statute require the OAA to distribute funds to the parties of the litigation, Virginia's cities, counties, and state agencies. These entities may propose funding requests that include partnerships with other government agencies, non-profits, service providers, etc., with the understanding that the city, county, or state agency is ultimately responsible as the awardee. More information on the OAA is available [here](#).

## 2. Eligibility

State agencies of the Commonwealth may submit proposals in response to this Request for Proposals (RFP). When determining whether an entity qualifies as a "state agency," the OAA will consider the following "four-way test."

- a. Was the entity created by an act of the General Assembly or the state constitution?
- b. Does the entity fulfill a state-wide purpose?
- c. Does the General Assembly, Governor, Lieutenant Governor, Attorney General, or Supreme Court maintain direct budgetary and managerial control over the entity?
- d. Is the agency funded primarily with state budget funds (including state appropriated federal/special revenues)?

If an entity does not meet all four elements of this test, the entity should contact [info@voaa.us](mailto:info@voaa.us) to determine its eligibility to participate in this RFP.

Please Note: Virginia's Public Universities and Colleges *are* eligible to submit proposals. Virginia's Community Colleges *are* also eligible *but must* submit *through* the Virginia Community College System (VCCS).

## 3. Purpose of Proposals from State Agencies

The OAA is charged with providing financial assistance to fund evidence-based or evidence-informed methods, programs, or strategies that target individuals who have, or are at risk of developing opioid use disorder and any co-occurring substance use disorders or mental health conditions.

Proposals from state agencies will address how the agency plans to use the funds, including the details of each project along with a budget, timeline, and performance measures for each. Proposals must address opioid abatement strategies consistent with the "List of Opioid Remediation Uses" as found in [Exhibit E](#) of the various settlements. Proposals must be submitted in accordance with this RFP and must comply with statutory requirements outlined in the *Code of Virginia §2.2-2370*.



#### 4. Statement of Priorities and Scope

An agency may only submit one proposal, but that proposal may include multiple projects. If multiple projects are proposed, the agency must rank-order the projects by priority. Each project must have its own budget, timeline, and performance measures. Agency leadership must endorse the submitted proposal.

The OAA will only consider proposals that are within the scope of the statutory authority of the respective agency to administer and OAA state agency awards shall be considered one-time in nature and shall not create an on-going obligation for the Commonwealth. The OAA will consider projects that range from one to five years, but the OAA only awards projects one year at a time. After the first year, the agency may *request up to four one-year renewals for an awarded project*. Renewals are *not guaranteed* and are subject to the 1) availability of funds, 2) agency's performance, 3) proposed or requested amendments and amounts, and 4) approval of the OAA. After any optional renewals have been exhausted, the agency must submit the project through the full RFP process again.

The OAA is seeking proposals for the 2024-2025 performance period that are evidenced-based, evidenced-informed, innovative, and accomplish one or more of the following:

(Please note: Interdiction efforts *are not* considered an appropriate abatement usage of settlement funds)

- a. Expand, facilitate, or otherwise provide greater mobile treatment and crisis services;
- b. Reduce overdoses;
- c. Expand access to effective treatments
  - i. May include Medications for Opioid Use Disorder (MOUD), including programs providing treatment for criminal justice involved individuals;
- d. Support people in recovery;
  - i. May include supports for housing and transportation;
- e. Increase treatment and recovery resources for adolescents;
- f. Improve information and data sharing related to the opioid crisis in Virginia;
- g. Provide proactive outreach, screening, and healthcare connections;
- h. Identify and address needs and disparities in access to abatement efforts for people in traditionally disadvantaged communities;
  - i. May include gap analysis on supports needed to reduce stigma and increase engagement with treatment and/or recovery programs in these communities;
  - ii. May include a review of successful, evidence-based programs for opioid abatement to determine necessary modifications to address various cultural and environmental norms, stigma, beliefs, values, etc. that would increase the chance of successful implementation and adoption in these communities;
  - iii. Any proposals in this area should include partnering with experts from these communities from various backgrounds including academic and lived experience;
- i. Address workforce needs for providing abatement efforts;
  - i. May include programs providing credit toward certifications and/or degrees for Certified Peer Recovery Specialists (CPRS) based on the time, effort, education, and experience the certification process involves;
  - ii. May include certifications and/or degree programs that fast track CPRS into job pipelines that help abate the opioid epidemic;



**Statement of Priorities and Scope Continued**

- j. Development of programs that prevent and/or reduce the impact of opioid use disorder-related incarceration, treatment, and/or recovery within the foster care system;
- k. Increase resources for children and caregivers in kinship or fictive kinship care due to opioid use disorder-related incarceration, treatment, and/or recovery, and/or to prevent substance use among children in kinship or fictive kinship care;
- l. Other proposals that meet the requirements of *Code of Virginia §2.2-2370* and [Exhibit E](#).

**5. New Proposal Requirements**

An agency proposal for a new project will contain the following information presented in the order listed below including the appropriate letters and/or numerals of the item being addressed:

- a. Name of Project
- b. A narrative description of the proposed project including the number of optional (up to four), one-year renewals that would be requested and which category below that best fits the project:
  - i. A new project for the agency;
  - ii. A proposed supplement or enhancement to a project that is already in place;
  - iii. A combination of enhancing an existing project with new components (include time the project has existed);
- c. Describe the objectives of the project;
- d. Describe how the need was determined and how it relates to abatement;
- e. Describe how the project aligns with state and/or federal mandates/priorities (those issued by the Governor, General Assembly, Congress, CDC, SAMHSA, DOJ, etc.) Ex.: How the project aligns with Right Help, Right Now;
- f. Describe how this project addresses equity issues for Virginians;
- g. Describe the geographic focus (statewide/regional) of the project and reason(s) for any specific focus area(s);
- h. Describe of the targeted beneficiaries and how many persons are expected to participate per year;
- i. Briefly describe (in the table format below) the organization(s), including sub-recipients, contractors, etc. involved in this project. Attach any contracts, MOUs, MOAs, etc., or a draft narrative of the scope of services;

Name of Organization	Amount of Funding	Description of Role	Entity Type

- j. If the project is not 100% opioid-related abatement, please provide the approximate percentage that is opioid-related (i.e. 40% of the patients who seek services have opioid-related disorders);
- k. Note if this project one-time in nature and if not, describe strategies for long-term sustainability once OAA funds are reduced or no longer available;
- l. A complete [budget workbook](#) and a brief budget narrative describing the funding strategy and use of funds;
- m. A complete [project timeline workbook](#);
- n. A complete [performance measurement workbook](#) (The agency must choose at least one of the prescribed measures but may also propose additional measures as part of the narrative.);
- o. (*Optional*) Attach any additional narrative materials explaining the project, along with any research, data, plans, letters of support, articles, or other items that may assist the OAA in making an award decision for this project.



### 6. Renewal and/or Amendment of Current Awards

Agencies interested in renewing and or amending a currently awarded project will submit a proposal containing the following information presented in the order listed below including the appropriate letters and/or numerals of the item being addressed:

- a. Name of Project
- b. Category of Renewal/Amendment Proposal
  - i. Renewal - Requesting next performance period’s funds as originally submitted without any changes;
  - ii. Renewal with Amendment(s) - Renewing the project and modifying current and/or next performance period from original submission;

a. Note which allowable amendments are included in the proposal;

i. Add partners	ii. Request to modify objectives
iii. Request to modify performance measure(s)	iv. Request to modify matching funds
v. Request for carry forward amounts	vi. Request to modify OAA awarded funds

iii. Current performance period amendment

a. Note which allowable amendments are included in the proposal;

i. Add partners	ii. Request to modify objectives
iii. Request to modify performance measure(s)	iv. Request to add matching funds

*(A request for additional OAA funds in the current performance period is not an allowable amendment.)*

- c. Provide a narrative update on the status of the project;
- d. Note if this project one-time in nature and if not, describe strategies for long-term sustainability once OAA funds are reduced or no longer available;
- e. Briefly describe (in the table format below) the organization(s), including sub-recipients, contractors, etc. involved in this project and if the relationship with the organization is a renewal, addition, or removal for this performance period. Attach any contracts, MOUs, MOAs, etc. or a draft narrative of the scope of services;

Name of Organization	Amount of Funding	Description of Role	Renewal, Addition, or Removal	Entity Type

- f. Complete and attach the [Budget Workbook](#) covering Performance Period (PP) 2023-2024 (only if amending) and PP2024-2025 (if renewing and/or amending that year) at a minimum;
  - i. If the agency is requesting carry forward, the OAA understands the exact amount available may not be known until the end of the performance period. Provide the best estimate for this renewal/amendment proposal. The exact amount will be due to the OAA on October 15, 2024. The OAA will then determine if a subsequent amendment to any approved renewed and/or amended award will be needed;
- g. Complete and attach the [Progress Reporting Workbook](#) (includes performance measurements and timeline updates) covering both PP2023-2024 (only if amending) and PP2024-2025 (if renewing and/or amending that year) at a minimum;
  - i. Provide a narrative for any budgetary and/or timeline changes noted ;
- h. (Optional) Attach any additional narrative materials explaining the project, along with any research, data, plans, letters of support, articles, or other items that may assist the OAA in making an award decision;

*If **only renewing** (as defined in 6.a.i above), this ends the requirements for this section. If **amending**, the requirements continue on the next page.*

**Renewal and/Amendment of Current Awards Continued (amendments only)**

- i. If **amending**, please provide the following information if the amendment impacts the item as it was described and approved for the current performance period:
  - i. Provide an explanation and any methodology related to the amendment
  - ii. List and describe any amended objectives of this project
  - iii. Describe how the amendment impacts this project's alignment with state and/or federal mandates or priorities (those issued by the Governor, General Assembly, Congress, CDC, SAMHSA, DOJ, etc.) Ex.: How the project aligns with Right Help, Right Now);
  - iv. Describe how the amendment impacts this project's addressing of equity issues for Virginians;
  - v. Describe how the amendment impacts the specific groups of individuals this project was designed to reach, and the number of individuals expected to participate per year?
  - vi. Describe how the amendment alters any of the following classifications from the original submission:
    - a. The project's classification as evidence-based;
    - b. The project's classification as evidence-informed;
    - c. The project's certification or credentialing by a government agency or other organization;
    - d. The project's awards or recognition;
    - e. The project working with an organization with an established record of success;
  - vii. Describe how the amendment impacts the percentage of opioid-related abatement involved.

**7. Definitions**

The OAA's Glossary of Terms can be found [here](#).

**8. Executive Branch Agencies**

Executive Branch agencies intending to submit proposals, whether new or renewal/amendments to current awards, should ensure they have followed any additional steps required by the administration *before* final submission to the OAA.

**9. General Guidelines**

By submitting a proposal, the agency agrees that any awards resulting from this proposal will be administered following the OAA's established [terms & conditions](#) and detailed in the MOU.

Proposals should include information that identifies the data used, the gaps identified, and the beneficiaries of the project(s) including specific geographical service area(s).

If multiple agencies wish to work together on a project, one agency must be identified as the *lead* agency who will serve as the fiscal agent and be *responsible* for applying, receiving the funds, making payments, and all reporting requirements. The *other collaborating agencies* should be included in the proposal *as sub-recipients* and an executed MOU describing the working relationship will be required before awarded funds will be transmitted. Agencies may enter into agreements with vendors and/or other sub-recipients as part of a project. The awarded agency is ultimately responsible for all vendors and sub-recipients.

Funds will be awarded yearly and on an upfront basis (not reimbursement based).

If an awarded agency is found to not be in compliance with the [terms and conditions](#) of the award, repayment of abatement funds may be required.



### 10. Financial Guidelines

- a. The performance period for the awards will be October-September.
- b. For approved awards, the OAA will initiate the appropriation and fund transfer processes.
- c. In accordance with *Code of Virginia §2.2-2370*, no support provided shall be used by the recipient:
  - i. To supplant funding for an existing program or continue funding an existing program at its current amount
  - ii. For indirect costs incurred in the administration of the financial support
- d. Administrative costs that are new to the recipient for the purposes of government oversight and management of an abatement program to include managing and monitoring of expenses, collecting data, and making reports are considered allowable direct costs.
  - i. New costs are defined as hiring an employee or contractor or increasing the hours of an employee or contractor to meet the oversight and management needs.
  - ii. Utilizing abatement funds for a current employee’s costs is considered supplanting and not allowed per *Code of Virginia §2.2-2370*.

### 11. Available Funding for State Agencies for 2024-2025 Performance Period

The estimated total budget for OAA awards to state agencies for the 2024-2025 performance period is **\$7.7 million** inclusive of new proposals and renewal/amendments or current awards. Based on the current estimates of known and potential settlements, it is likely that funding will continue to exist to support OAA awards to state agencies at least through 2039, however the amount of funding from settlements will decline in future years. For this reason, programs funded through this mechanism should not be considered permanent in nature. Multiple awards will be made from these funds. No singular agency will receive all \$7.7 million.

### 12. Timeframe for RFP Process

The OAA will **accept proposals between March 19th and May 24th, 2024**. The OAA is available to answer questions during this timeframe. If the agency would like the OAA to review a draft before final submission, the draft would need to be sent to OAA by May 3<sup>rd</sup>, 2024. Questions, draft proposals, and final submissions should all be emailed to [info@voaa.us](mailto:info@voaa.us) by 11:59pm on the respective due dates.

After the proposal period closes, the OAA will review proposals for completeness and the criteria listed in Section 14 below. After the review period, the OAA will conduct an evaluation meeting with each agency which may include negotiations with the agency to potentially adjust the scope, budget, project priority, and other components of each proposal before presenting them to the Grants Committee for final consideration.

The OAA’s Grants Committee will **determine awards on August 2nd, 2024**. For approved awards, the OAA and the agency will execute a memorandum of understanding (MOU) to memorialize the [terms and conditions](#) of the award, including the project timeframe and objectives. The OAA’s standard terms and conditions as well as any conditions and/or contingencies approved by the Grants Committee are not negotiable. The OAA will initiate the MOU process and, after it is executed, any appropriation and fund transfer process that follows.

The OAA anticipates finalizing the MOUs and transmitting the awards in October 2024.

Proposal Window Opens	March 19, 2024	Evaluation Meetings & Negotiations	May 28 – July 25, 2024
Last Day to Accept 2023-2024 Awards	May 2, 2023	Grants Committee Award Determinations	August 2, 2024
Optional Draft Review Submission	May 3, 2024	Finalized MOU & Award Transmittal	September-October 2024
Proposal Window Closes	May 24, 2024	Subsequent Proposal Windows	Mid-March – Mid- May Each Year



### 13. Reporting Requirements

Reporting requirements will be annual, on forms proscribed by the OAA, and include both financial and performance measurement data.

### 14. Evaluation Criteria

Proposals will be reviewed by the OAA on a competitive basis. The OAA may share information about proposals with the general public and may choose to accept public comments regarding the proposals. The OAA Grants Committee will determine awards based solely on the Committee's discretion and in accordance with settlement agreements, the Virginia Allocation Memorandum of Understanding, the Code of Virginia, and any Virginia court orders that may apply. There is no appeal process to the Committee's final decision.

Proposals will be evaluated as follows:

- a. Adherence to minimum requirements
  - i. Eligibility to apply in accordance with Section 3 above.
  - ii. Compliance with settlement terms and *Code of Virginia 2.2-2370 (A)*
    - a. Example: [Exhibit E](#) from Distributors and Janssen Settlements
  - iii. Compliance with [terms and conditions](#) of this funding opportunity; and
- b. Achievement of statutorily enumerated priorities in *Code of Virginia §2.2-2370 (B)*
  - i. Specifically, proposals that accomplish the following:
    - a. Collaborate with an existing program or organization that has an established record of success treating, preventing, or reducing opioid use disorder or the misuse of opioids;
    - b. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate, relative to population;
    - c. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community; or
    - d. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount; and
  - c. Extent to which the proposal addresses one or more of the items listed above in Section 4, items a through l.
  - d. The equity with which the results of the proposal are spread across the Commonwealth in accordance with *Code of Virginia §2.2-2368 (4)*.

### 15. Evaluation Process

After the proposal period closes, the OAA will review proposals for completeness and how the criteria listed in Section 14 above are addressed. As stated in Section 12 above, after the review period, the OAA will conduct an evaluation meeting with each agency which may include negotiations with the agency to potentially adjust the scope, budget, project priority, and other components of each proposal before presenting them to the Grants Committee for final consideration.

If an agency prefers not to negotiate requested changes by the OAA, the agency may withdraw the proposal.

There is a limited amount of funding available that the OAA Grants Committee must award in an equitable manner across the Commonwealth in accordance with *Code of Virginia §2.2-2368 (4)*.

There is no guarantee that submitting a proposal will result in an award. As stated in Section 11 above, no singular agency will receive all \$7.7 million.



## 16. How to Submit a Proposal

- a. Complete proposals for **new** projects will include the following:
  - i. Completed [Summary of Proposal](#) that includes the name of each project and if multiple projects are included in the proposal, the agency's priority ranking.  
*\*\*Please note only 1 proposal per agency will be accepted;*
  - ii. Completed Project Proposal for each project as detailed in Section 5 above;
  - iii. Completed [Budget Workbook](#) for each project;
  - iv. Completed [Project Timeline Workbook](#) for each project;
  - v. Completed [Performance Measurement Workbook](#) for each project.

Email all documents to [info@voaa.us](mailto:info@voaa.us) **on or before 11:59pm, May 24, 2024.**

- b. Complete proposals for **renewals and/or amendments** of current awarded projects will include the following:
  - i. Completed [Summary of Proposal](#) that includes the name of each project and if multiple projects are included in the proposal, the agency's priority ranking.  
*\*\*Please note only 1 proposal per agency will be accepted;*
  - ii. Completed Project Proposal for each project as detailed in Section 6 above;
  - iii. Completed [Budget Workbook](#) for each project;
  - iv. Completed [Progress Reporting Workbook](#) for each project.

Email all documents to [info@voaa.us](mailto:info@voaa.us) **on or before 11:59 pm, May 24, 2024.**

- c. If an agency has both new projects and requests to renew/amend current projects, the agency should only submit **one** [Summary of Proposal](#) that ranks all projects in the agency's priority order.