



**REQUEST FOR APPLICATION
FOR
ROWAN COUNTY
Early Intervention Service**

2026-006

ROWAN COUNTY
130 West Innes Street
Salisbury, NC 28144
704-216-8178

jody.farrow-bennett@rowancountync.gov

Date Issued: Sunday, September 21, 2025

Date Due: Thursday, October 23, 2025, at 10:00 AM ET.

Administered By: Jody Farrow-Bennett, Purchasing Director

NOTICE TO APPLICANTS

**REQUEST FOR APPLICATION
ROWAN COUNTY**

Early Intervention Services – Public Health

Rowan County is seeking applications for organizations to implement evidence based, high impact strategies to address the opioid overdose epidemic in Rowan County, North Carolina. All applications submitted must meet or exceed the time frame and the product/service specifications as outlined in this Request for Application (RFA). The County may utilize multiple contracts with multiple vendors to provide the services outlined in this RFA.

Applications for the Rowan County Early Intervention Services will be accepted until Thursday, October 23, 2025, at 10:00 AM ET. Applications are to be submitted in .pdf format to the Rowan County Purchasing Director, Jody Farrow-Bennett @ jody.farrow-bennett@rowancountync.gov. Requested documents may be obtained by visiting the Rowan County website at <https://www.rowancountync.gov/675/Purchasing>.

Submission of an application signifies the Contractor's agreement that their application and the content thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Contractor. All prices submitted with the Application shall remain in effect for the ninety (90) day period.

Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards.

Insurance requirements are listed in the document and will be required only from the awarded vendor before entering into contract with Rowan County.

Once the RFA is public all questions related to the RFA shall be directed to the Purchasing Director. Any contact related to the RFA with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all Applications and waive any technicalities or irregularities. For complete details, consult the consult the RFA.

This is the 21st day of September 2025.

Rowan County



By: Jody Farrow-Bennett
Rowan County Director of Purchasing and Contract Administration

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1. Section 1: Introduction & General Instructions

READ, REVIEW AND COMPLY: It shall be the applicant’s responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein. Applications shall be submitted in accordance with the terms and conditions of this RFA and any addenda issued hereto.

1.1. Background and Purpose

In 2017, Governor Roy Cooper launched the North Carolina (NC) Opioid Action Plan, which was updated as the NC Opioid Action Plan 2.0 in June 2019. The NC Opioid Action Plan advances various strategies for overdose prevention and response, including prevention, connections to care, and harm reduction. In May 2021, the plan was updated again to become NC’s Opioid and Substance Use Action Plan 3.0 (OSUAP). The latest update included a broader focus on polysubstance use as well as centering on equity and lived experiences.

In July 2021, NC Attorney General Josh Stein announced a historic national settlement agreement with companies engaged in the manufacturing, distribution, and dispensing of opioids. These agreements will bring much needed resources to communities impacted by the opioid overdose epidemic. The allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“NC MOA”) and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation (“SAAF”).

The NC MOA directs how opioid settlement funds are distributed and used in our state. To maximize funds flowing to NC communities, the MOA allocates 15 percent of settlement funds to the State and sends the remaining 85 percent to NC’s 100 counties and 17 municipalities.

The overdose death rate in Rowan County was 79.8 out of 100,000 people in 2023. This represents **121** people in Rowan who died from overdose in that year.¹ For every death, there are more non-fatal overdoses. While we are not able to capture all opioid overdoses, emergency department visits for overdoses are one way to measure the number of overdoses happening. The overdose emergency department visit rate in Rowan County **153.6** out of 100,000 people in 2024. This represents **233** emergency department visits by Rowan residents for overdose in that year.

The purpose of this RFA is to fund eligible organizations to implement evidence-based, high-impact strategies to address the opioid overdose epidemic in Rowan County, North Carolina. In addition, this RFA builds capacity and local infrastructure to respond to the overdose crisis in Rowan County, North Carolina. The goals of the RFA are to:

- 1.1.1. Enhance community efforts to develop and/or expand evidence-based programs and resources to address opioid use disorder.
- 1.1.2. Build capacity and infrastructure to measure the impact of programs and prevent fatal and non-fatal overdoses in Rowan County.
- 1.1.3. Reduce overdose deaths and emergency department visits in Rowan County.
- 1.1.4. Strengthen community partnerships to improve access to care related to opioid use disorder.

As a result of the opioid settlements, Rowan County government is set to receive \$28,195,968 in installments over an 18-year period. Before spending settlement funds, every local county or municipality must first select which opioid mitigation strategies they would like to fund. Under Option A of the MOA, a local government may fund one or more strategies from a shorter list of high-impact strategies to address the epidemic. The strategies laid out in Option A are:

1. Collaborative strategic planning

2. Evidence-based addiction treatment
3. Recovery support services
4. Recovery housing support
5. Employment-related services
6. Early intervention
7. Naloxone distribution
8. Post-overdose response team
9. Syringe service programs
10. Criminal justice diversion programs
11. Addiction treatment for incarcerated persons
12. Reentry programs

1.2. **Strategy Information**

The Rowan County Commissioners approved the utilization of \$750,000.000 to fund a 3-year project that aligns with the Option A Strategy: Early Intervention, listed below.

- **Early Intervention** – Fund programs, services, or training to encourage early identification and intervention for children or adolescents who may be struggling with problematic use of drugs or mental health conditions, including Youth Mental Health First Aid, peer-based programs, or similar approaches. Training programs may target parents, family members, caregivers, teachers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

The following list represents the type of eligible activities that could be included in your application; related activities consistent with the NC MOA may also be proposed in your application:

- 1.2.1. Implement use of evidence-based screening tools for youth to identify risk of developing opioid use disorder and link those youth at risk to appropriate services (e.g., Screening to Brief Intervention; Brief Screener for Alcohol, Tobacco, and other Drugs; Alcohol Screening and Brief Intervention for Youth).
 - 1.2.1.1. Develop protocol for linking youth to appropriate MH/OD services as needed
 - 1.2.1.2. Connect youth to peer support groups that strengthen recovery
 - 1.2.1.3. Connect families to support groups to enable strong support for their children who may be struggling
- 1.2.2. Provide training for parents, caregivers, school staff, peers, human service professionals, etc. in early identification of opioid use disorder and mental health disorders (e.g., Youth Mental Health First Aid).
- 1.2.3. Provide evidence-based programs that strengthen families and communities to enhance support of youth (e.g., Strengthening Families).
- 1.2.4. Engage in trauma-informed training and improve programs focused on youth and adolescents to be more trauma-informed

1.3. **Additional Resources**

The following resources may also be helpful as you plan your project and develop your application:

- 1.3.1. **North Carolina Opioid Settlement - Memorandum of Agreement Resource Center:** <https://ncopioidsettlement.org> (please take a close look at the 'Full Text of the NC MOA', 'FAQ about the NC MOA', and 'FAQ about Option A Strategies in the MOA')
- 1.3.2. **North Carolina Opioid and Substance Use Action Plan Dashboard:** <https://www.ncdhhs.gov/opioid-and-substance-use-action-plan-data-dashboard>

1.4. **Intent of Request for Application**

The purpose of this RFA is to solicit for organizations to implement evidence based, high impact strategies to address the opioid overdose epidemic in Rowan County, North Carolina. **MAXIMUM ALLOWABLE FUNDING REQUEST AMOUNT PER APPLICANT:** \$750,000.00 over the 3-year grant period, or a maximum amount of \$250,000.00 per year for 3 years. The following documents make up this Request for Application:

- a. This Document
- b. Application
- c. Budget (Excel)

1.5. **Important Dates**

1.5.1. Issue Date:	Sunday, September 21, 2025
1.5.2. Pre-Application Meeting Date:	Friday, September 26, 2025, at 10:00 AM ET.
1.5.3. Deadline for written questions:	Wednesday, October 8, 2025, at 5:00 PM ET.
1.5.4. Deadline for Submitting Applications:	Thursday, October 23, 2025, at 10:00 AM ET.
1.5.5. Interviews/Site Visit (if requested):	Week of October 26, 2025
1.5.6. Anticipated Award Date:	Monday, November 17, 2025

1.6. **Pre-Application Meeting**

There is an optional pre-application meeting for this project. Applicants interested in offering an application should be present at the pre-application meeting at the time and date listed above. The meeting will be held at the Rowan Public Health Department 1811 East Innes Street. Salisbury, NC 28146, in the conference Room. Questions about the specifications and/or application documents should be addressed to Jody Farrow-Bennett, the Rowan County Purchasing Director. A company representative is highly encouraged to be present at this meeting in order to offer an application for the project.

2. **Section 2: Application Submission**

2.1. **Submission of Application**

Separate applications are required for each different strategy application submitted by a single applicant organization. The original application must contain all requested information with signature completed by the agency's authorized representative. Applications must be submitted with the Execution of Application Form attached to the specifications.

Required One (1) electronic signed submittal in .pdf format using software such as Adobe, CutePDF or PDF Writer. The email address for electronic deliveries is: jody.farrow-bennett@rowancountync.gov and, if the firm prefers delivering a paper version; the address for mailings/hand-deliveries is;

Rowan County Purchasing Department
Attn: Purchasing Department
130 West Innes Street, Suite 31
Salisbury, NC 28144

Applicants must submit signed documents, reference Section 3.9-10 for file details.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any Application not properly addressed or identified.

This will not be a public opening. Once applications are awarded all applicants will receive notification.

Failure to submit signed application/documentation to the email address above by the deadline will disqualify the applicant from consideration in this project.

2.2. Request for Clarification

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this RFA. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Wednesday, October 8, 2025, at 5:00 PM ET. These written questions or requests must be submitted to Jody Farrow-Bennett, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested applicants will be delivered to all participating applicants as an addendum to this RFA. All addendums will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the applicant to check for any addendums. The addenda for clarification will be posted by 5pm Friday, October 10, 2025.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFA or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation, or conclusions of this RFA or any documents provided by the County, other than those given in writing by the County, through the issuance of an addenda. It is the full responsibility of the applicant to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFA.

2.3. Errors and Omissions

The applicant shall not take advantage of any errors or omissions in this RFA and shall promptly notify the County of any omissions or errors found in this document.

2.4. Signed Application Considered an Offer

Receipt of a signed application shall be considered an offer on the part of the applicant. The terms, conditions, and specifications of this RFA will become part of the contract if the application shall be deemed approved and accepted by the County. In the event of a default on the part of the applicant after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

2.5. Responsibility of Compliance with Legal Requirements

The Applicant's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the Application documents.

2.6. Advertising

In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the County.

2.7. Insurance Coverage

The applicant shall not commence work under this contract until all insurance required under this section has been obtained. The applicant shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the applicant agrees that once awarded and during the term of this contract, the applicant, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the applicant shall provide and maintain the following coverage and limits:

2.7.1. WORKER'S COMPENSATION

Worker's compensation insurance as required by North Carolina law to cover all the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The

Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in insurance.

2.7.2. COMPREHENSIVE GENERAL LIABILITY

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$1,000,000 per occurrence / \$2,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

2.7.3. COMPREHENSIVE AUTOMOBILE LIABILITY

The Contractor shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

Any exceptions must be agreed upon by the County.

This insurance shall have been issued by a Company rated "A+" as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.

2.13. ADA Compliance

All vendors of Rowan County must ensure their products and services are available to individuals with disabilities, in line with the Americans with Disabilities Act (ADA), by April 2026. For digital accessibility, vendors should comply with WCAG 2.1 AA standards, which include making digital content perceivable, operable, understandable, and robust for users with disabilities. Digital offerings must be compatible with assistive technologies like screen readers, braille displays, and voice recognition software. Vendors must provide reasonable modifications to their products and services to accommodate individuals with disabilities unless doing so would cause undue hardship or fundamentally alter the nature of the service. Vendors must ensure effective communication with individuals with disabilities, which may include providing auxiliary aids and services such as accessible electronic documents, captions for videos, and alternative text for images. Failure to meet these requirements may result in termination of the contract.

2.14. Conflict of Interest

All Applicants must disclose in writing with their application the name of any owner, officer, director, or agent who is also an employee of the County. All Applicants must also disclose in writing with their application the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the applicant's firm or any of its branches or subsidiaries. By submitting an application, the applicant certifies that there is no relationship between the applicant and any person or entity which is, or gives the appearance of, a conflict of interest related to this RFA or project.

3. Section 3: Evaluation of Applications

3.1. Eligibility

Applications will be accepted from nonprofit organizations, governmental agencies, hospital systems, and private behavioral health and mental health providers (including providers of Office-Based Opioid Treatment and Opioid Treatment Providers), Federal Qualified Health Centers, colleges and universities, and K-12 schools, and other community-based organizations that are licensed to conduct business in North Carolina. Proof of nonprofit status is required for entities applying as non-profit. Applicants must clearly demonstrate experience working with individuals with opioid use disorder and a commitment to evidence-based strategies addressing opioid use disorder.

Applicants may be individual organizations or a partnership/collaboration of multiple organizations, one of which must serve as the fiscal agent or the organization that will take total responsibility for the fiscal and grant-related requirements.

3.2. Initial screening for eligibility & completeness

Rowan County staff will screen all applications to ensure they are complete (i.e., they include all the required information and documentation), so that they are eligible, and that they have complied with basic RFA requirements such as selecting only one eligible Option A strategy per application. Incomplete and/or ineligible applications will not be reviewed further.

3.3. Reviewer Scoring

At least three reviewers who have experience or expertise with opioid overdose prevention, treatment, and/or harm reduction will score each application using the scoring criteria in Section 3.3.2. below. Reviewers may or may not leave comments in addition to their scores.

All reviewers will be asked if they have conflicts of interest with any applicants; reviewers will not be assigned to review an application for which they have a conflict of interest.

3.4. Request for Additional Information

At their option, the application reviewers may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that reviewers are not required to request clarification. Therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.

3.5. Addressing scoring discrepancies

Rowan County staff will compile scores for each application and identify any scoring discrepancies, such as a broad range of scores on one application, a high or low outlier score, and significantly harsh or lenient review patterns. A review committee call will be convened about any application for which there is a discrepancy. All reviewers who scored such an application will discuss their scores with each other and will have an opportunity to revise and resubmit their scores.

Rowan County staff retains the right to exclude or adjust scores under certain circumstances. Examples of these circumstances include:

- The ability to exclude a reviewer's score for one or more applications if, for instance, the scores are or appear to be influenced by illegal discrimination,
- The ability to adjust a reviewer or review committee's scores up or down uniformly across the applications reviewed based on patterns of harshness or lenience, or

- The ability to exclude a reviewer’s score if the scores they submitted are incomplete.

3.6. Recommendations to County Commissioners

Based on applications’ average scores after reviewer revisions and government staff exclusion or adjustment, if applicable, Rowan County staff will make a recommendation to County Commissioners about which applications should be funded. Funding, if awarded, will be awarded to the highest scoring applications. Rowan County reserves the right to not fund any applications.

3.7. Final Score Sharing

Rowan County staff will share each applicant’s final scores, and any de-identified reviewer comments on their application received. This will occur after awards, if any, are finalized and publicly announced.

3.8. Application Scoring Criteria

Applications will be scored based on the responses to the application content areas in the chart below. Each content area shall be scored on a scale of 1-4 based on the scale below:

1. **POOR** Applicant only marginally addressed the application area
2. **AVERAGE** Applicant adequately addressed the application area
3. **GOOD** Applicant did a thorough job of addressing the application area
4. **EXCELLENT** Applicant provided a superior response to the application area

Each content area will be weighed and the score of 1 to 4 will be multiplied by the assigned weight of the content area. The following represents the evaluation criteria and relative importance of each criterion (criteria weight):

Evaluation Criteria	Score Distribution	Weight
1. Application Summary: deduct 2 points if missing	0 pts.	--
2. Assessment of Need a. Clear and appropriate geographic area to be served b. Clear statement of needs and gaps in services c. Thorough description of priority populations that is well supported by evidence	0 pts. if missing. Otherwise, 4-16 pts.	4
3. Project Description and Sustainability a. Exactly one of the eligible Option A strategies is selected and proposed project clearly supports the identified strategy b. Well-planned project that is likely to lead to the intended opioid-related impacts, based on the evidence base about strategy and/or activity effectiveness for the prioritized population	0 pts. if missing. Otherwise, 7-28 pts.	7

<ul style="list-style-type: none"> c. Clear and appropriate plans to incorporate feedback from program participants to inform program delivery d. Intended impacts of project will likely meet community needs/service gaps e. Applicant has engaged or will engage the priority population meaningfully in developing the proposed project f. Proposed project fits applicant’s organizational goals well g. Project timelines are achievable and adequate to make intended impacts h. Clear and appropriate plans for project sustainability 		
<p>4. Equity Impact</p> <ul style="list-style-type: none"> a. Project is likely to improve health inequities and/or social determinants of health b. Project is likely to reach, benefit, and equitably engage historically marginalized populations and uninsured and underinsured people 	<p>0 pts. if missing. Otherwise, 2-8 pts.</p>	<p>2</p>
<p>5. Organizational Readiness</p> <ul style="list-style-type: none"> a. Applicant demonstrates the skills and capacity needed to manage the funding award and meet reporting and compliance requirements. b. Subcontractors are clearly identified, if applicable, and will enhance the success of the project c. Applicant (team) has demonstrated the capacity to conduct culturally humble, sensitive, and appropriate work d. Applicant (team) has demonstrated clear understanding of issues that affect people who use drugs e. Applicant (team) has demonstrated experience and/or clear and adequate plans for promoting the health and dignity of people and communities impacted by drug use f. Applicant (team) has demonstrated experience serving those experiencing homelessness and housing instability; Black, Indigenous, and People of Color; federal or NC recognized tribal communities, and/or those transitioning from correctional settings to the community 	<p>0 pts. if missing. Otherwise, 5-20 pts.</p>	<p>5</p>

<p>6. Evidence of Collaborations/Partnerships, Letters of Commitment/Support</p> <p>a. Clear plan to collaborate with other relevant community organizations that is likely to improve collaboration between local stakeholders</p> <p>b. Clear plan to verify that projects or services are not being duplicated in the community and with the population served</p> <p>c. Letters of commitment/support are present from all key project partners and match partners' proposed roles in the project</p>	<p>0 pts. if missing. Otherwise, 4-16 pts.</p>	<p>4</p>
<p>7. Performance Measures and Program Evaluation</p> <p>a. Specific, achievable plans for program evaluation that will yield meaningful assessment of project's success</p> <p>b. Clear and appropriate plans to engage priority population in evaluation design and implementation</p> <p>c. Clear and appropriate plans to capture client data (if applicable) and proposed metrics, and to monitor project progress on a regular basis</p>	<p>0 pts. if missing. Otherwise, 3-12 pts.</p>	<p>3</p>
<p>8. Project Budget: If budget is incomplete and/or does not appropriately support the proposed project, deduct up to 5 points</p>	<p>0 pts.</p>	<p>--</p>
<p>Total</p>	<p>0-100 points</p>	

3.9. Required Information

Each application should be submitted as two attachments:

3.9.1. One consolidated PDF document that includes all materials except the budget.

This file should follow the naming convention, "ApplicantName_opioidRFA2026-006_Strategy#.pdf".

3.9.2. One Budge worksheet as an Excel file.

This file should follow the naming convention, "ApplicantName_budgetRFA2026-006_Strategy#.xlsx".

If you submit more than one application, reviewers should be able to distinguish between the files you submit based on the strategy number in the naming conventions.

For instructions on how to combine multiple PDFs into one PDF file, [click here](#).

3.10. Application Checklist

The following checklist is for your reference only as you prepare your application.

- ✓ **One PDF file** that includes **all** the following components:
- ✓ Filled application, including agency information, Application Summary, and Project Narrative
- ✓ Letters of Commitment and/or letters of Support
- ✓ Latest audited financial statement, if applicable, with Management Letter
- ✓ Documentation of Tax Identification Number
- ✓ **For non-profit agencies only:**
 - IRS Determination Letter

- Copy of Form 990 Federal Tax return filed for latest fiscal year
- Agency organizational chart
- Current Board of Directors Roster with names, addresses, office terms (with dates), and professional and/or community affiliations (if applicable)
- A completed and signed statement which includes a copy of the Agency's adopted Code of Ethics
- ✓ Signed Application Certification (included in Application Form)
- ✓ Signed Verification of 501(c)(3) Status Form (included in Application Form)
- ✓ Signed Certification of No Overdue Tax Debts (**requires notarization**) (included in Application Form)
- ✓ Signed Code of Conduct Policy (included in Application Form)
- ✓ Signed Conflict of Interest Policy (included in Application Form)
- ✓ Signed E-Verify form (**requires notarization**) (included in Application Form)
- ✓ Individuals Authorized to Submit Forms (included in Application Form)
- ✓ Business Association Addendum (included in Application Form)
- ✓ **One Excel file** that contains completed budget worksheet with narrative justification

4. Section 4: Agreement & General Conditions

4.1. RFA Compliance

It shall be the applicant's responsibility to read the instructions, the County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFA and comply with all requirements and specifications herein. Applicants also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFA.

Awarded organizations must comply with all provisions of the funding North Carolina MOA, including financial and impact reporting, and expenditure tracking and monitoring include costs incurred no earlier than the beginning of the contract period.

4.2. Availability of Funds

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this RFA.

4.2.1. Federal funds: If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)

4.3. Non-Discrimination

The applicant shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

4.4. Collusive Bidding

By executing and submitting their application, the applicant certifies that this application is made without reference to any other application and without any agreement, understanding, collusion or combination with any other person in reference to such Application.

4.5. General Indemnity

The Applicant shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the applicant (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the applicant pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the applicant. As an integral part of this contract, the applicant agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

4.6. Award or Rejection

All qualified applications will be evaluated, and awards will be made to the agency/ies or organization(s) whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The Rowan Board of Commissioners reserves the unqualified right to reject any or all offers if determined to be the local government's best interest. Successful applicants will be notified by November 21st, 2025.

4.7. Cost of Application Preparation

Any costs incurred by an organization in preparing or submitting an application are the agency's or organization's sole responsibility. Rowan County will not reimburse any agency or organization for any pre-award costs incurred.

4.8. Elaborate Applications

Applicants are encouraged to provide sufficient documentation to support its application. However, elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired. No materials other than those described in Section 3: Application and Selection Processes of this RFA will be reviewed.

4.9. Oral Explanations

Rowan County will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

4.10. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

4.11. Competitive Offer

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

4.12. Subcontracting

Agencies and organizations may propose subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime subrecipient is also required for each proposed secondary subcontractor. Agencies and organizations shall also ensure that subcontractors are not on the state's Suspension of Funding List.

4.13. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section. An applicant may not mark the entire application as "CONFIDENTIAL."

4.14. Minority Participation

Pursuant to N.C.G.S. 143-48, 143-128.4 and Executive Order #13, Rowan County invites and encourages participation in this Request for Applications by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. Additional information may be found at <http://www.doa.nc.gov/hub>.

4.15. Registration with Secretary of State

Private non-profit applicants must be registered with the North Carolina Secretary of State to do business in North Carolina or be willing to complete the registration process in conjunction with the execution of the contract documents. (Refer to: https://www.sosnc.gov/divisions/business_registration)

4.16. Contract

The County will issue a contract to the successful recipient(s) of the Opioid Settlement funding for specific services to be provided. Expenditure cannot begin until the County's receipt of a completely signed contract.

4.17. Assurances

The contract may include assurances that the successful applicant would be required to execute prior to receiving a contract as well as when signing the contract.

4.18. Reference to Other Data

Only information that is received in response to this RFA will be evaluated; information previously submitted will not be reviewed.

4.19. Termination

4.19.1. Termination For Cause

The County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient cause to terminate this contract for cause. Should the County elect to terminate this contract for cause, the County will notify the vendor in writing and shall specify the cause for termination and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the vendor:

- Fails to begin the work under the contract within the time specified.

- Fails to perform the work with sufficient workers and equipment, or with sufficient materials to ensure the prompt completion of the contracted work.
- Performs the work unsuitably.
- Discontinues the prosecution of the work.
- Becomes insolvent, declares bankruptcy, commits any act of bankruptcy, allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors.
- Shall not carry on the work in an acceptable manner from any other cause whatsoever.

The County shall give notice in writing to the vendor of such delay, neglect, or default, specifying the same.

If the vendor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the vendor's failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the vendor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement for the completion of the contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor. In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the vendor, then the vendor shall be entitled to receive the difference, and in case such expense shall exceed the sum which would have been payable under the contract, then the vendor shall be liable and shall pay to the County the amount of said excess.

4.19.2. **Termination for Convenience**

If the County shall determine that it is in the County's best interest, the County shall notify the vendor to terminate the work within seven (7) days. In such event, the vendor shall be entitled to compensation for all work properly executed and any expenses incurred in terminating the contract.

No claim shall be made by the vendor for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.

5. **Section 5: Scope of work**

It shall be the applicant's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein. Applications shall be submitted in accordance with the terms and conditions of this RFA and any addenda issued hereto.

5.1. **Eligible – Option A Strategies:**

In alignment with guidelines set by the NC MOA, Rowan County will consider funding qualified organizations to implement the following Option A strategy:

Early intervention:

Descriptions and non-exhaustive examples of allowable activities for each strategy option are detailed in Section 1.2: Strategy Information.

The maximum allowable funding request amount of \$250,000.00 per year is per applicant, not per application. If an applicant submits more than one Application, the total amount requested across all applications must not exceed this maximum allowable funding request amount per year. Each application will have the same page limits and submission instructions as detailed in Section 3: Application & Selection Processes. Multiple Application applications from a single applicant do not have to be connected to the same project or strategy. Each application will be reviewed independently.

Applicants may propose one or a combination of eligible activities or programs. Selecting more than one activity does not increase the likelihood that the application will score higher than those who select only one. Applications should be focused, realistic, well-planned, detailed, and include planning for sustainability beyond the project period.

5.2. Programmatic Requirements:

Funded projects must:

- Meet a public purpose and fall within County authority to fund per NC General Statutes, to be affirmed and reviewed by the Rowan County legal department prior to execution of a contract or funding agreement.
- Identify and directly address a need related to reducing opioid overdoses and related deaths through treatment, recovery, harm reduction, and other lifesaving programs;
- Directly address health inequities, social drivers/determinants of health, and support equitable outcomes for the most impacted populations:
 - “Health inequities are systematic differences in the health status of different population groups. These inequities have significant social and economic costs both to individuals and societies.”
 - Social drivers/determinants of health are “the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.” Example domains include economic stability, educational access and quality, health care access and quality, neighborhood and built environments, and social and community contexts;
- Clearly describe specific plans to incorporate equity throughout the program, such as defining a role and fair compensation strategy for people with lived experience for each selected strategy;
- Provide a plan to incorporate feedback from program participants to inform program delivery of the selected activity;
- Utilize evidence-based practices;
- Have at least 2 years of experience and demonstrated success of providing the type of proposed services;
- Make best use of County resources;
- Serve the residents of Rowan County;
- Applications must be 3-year projects;
- A representative of funded agencies must attend quarterly meetings of the Opioid Response Taskforce; and
- Participate in all coordinated meetings with other funded agencies.

5.3. Monitoring & Reporting Requirements:

5.3.1. Audit Requirements

Funds received through the National Opioid Settlements are not considered to be either federal or state financial assistance. However, as noted in the NC MOA, these funds are subject to G.S. Chapter 159, Article 3, the Local Government Budget, and Fiscal Control Act (LGBFCA) and are subject to the audit requirements found in G.S. 159-34. Expenditures incurred are also subject to State Single Audit requirements. In accordance with the MOA, for expenditures for which no compliance audit is required under the Federal Single Audit Act of 1984, a compliance audit shall be required under a compliance supplement approved by the coordination group.

Please be advised that successful applicants may be required to have an audit in accordance with G.S. 143C-6-22 and G.S. 143C-6-23 as applicable to the agency's status. It is the responsibility of each applicant agency to determine and comply with all audit requirements.

G.S. 143C-6-23 requires every nongovernmental entity that receives State or Federal passthrough grant funds directly from a state agency to file annual reports on how those grant funds were used. There are 3 reporting levels which are determined by the total direct grant receipts from all State agencies in the entity's fiscal year:

- Level 1: Less than \$25,000
- Level 2: At least \$25,000 but less than \$500,000
- Level 3: \$500,000 or more

Level 3 grantees are required to submit a "Yellow Book" Audit done by a CPA. Only Level 3 grantees may include audit expenses in the program budget. Audit expenses should be prorated based on the ratio of the opioid abatement grant to the total revenues received by the entity.

All grantees must maintain, for a period of at least five years, records of opioid abatement fund expenditures and documents underlying those expenditures, so that it can be verified that funds are being or have been utilized in a consistent manner.

5.3.2. Performance Reporting

Rowan County is responsible to the State of North Carolina for reporting and auditing requirements for all use of Opioid Settlement grant funds which it has received. To ensure that the County has all supporting documentation for eligible disbursements, supporting documentation must be submitted with any request to the County or City of Opioid Settlement grant funds. Subrecipients must submit actual invoices to the County or City to receive reimbursement. For salary reimbursement, payroll records must be provided in support of the time charged to the proposed program.

For each period that the program is funded, required quarterly performance status reports will be due by the 30th day following the end of the calendar quarter. Reports must contain information to describe progress, update program objectives on intended and actual impacts, and provide other performance data.

Reporting Period	Report Due Date
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]
[INSERT PERIOD START AND END DATES]	[INSERT DUE DATE]

Reporting forms will be provided for successful applicants. Suggested measures can be found here in the NC Opioid Settlement Measures Models document. These measures models were designed to help local governments and their subrecipients report on process, quality, and outcome measures associated with the planning and implementation of opioid abatement strategies. They served as the foundation for developing the Impact Report Measures Workbook, which local governments use to capture strategy-specific data for Annual Impact Report. Each measures model reflects the underlying logic of one of the 12 high-impact opioid abatement strategies listed in Exhibit A of the NC MOA. Each model lists the strategy name and has columns for activities, process measures, quality measures, outcome measures, indicators, and a results statement. Each model also contains a list of assumptions related to the various components of the model.

5.4. Budget Requirements

Applicants must submit a budget with a line-item projection for each full year of funding and a narrative justification. The budget and narrative must adhere to the following terms.

5.4.1. Reimbursement Basis

Funds will be distributed to contracted agencies based on reimbursement of actual expenses. No advance/startup funds will be provided to any programs/projects. Forms will be provided for successful applicants detailing reimbursement processes.

5.4.2. Allowable Cost

- Salaries, stipends, and other wages for program staff and other supporting positions, such as peers, outreach workers, linkage-to-care navigators, case managers, administrators, contractors, and volunteers.
- Costs associated with program implementation, linkage to care, and participant engagement, such as offering phone cards, cell phones, application fees, and related expenses.
- Renting equipment, such as leasing vehicles, for mobile outreach and delivery of services and mileage reimbursement.
- Transportation-related needs through items such as bus vouchers, rideshare services, cab gift cards, gas cards, or other partnerships to support linkages to care.
- Housing-related needs, such as short-term move-in deposit, rental, hotel stays, or utility assistance for those who use drugs, are in recovery, or are transitioning from residential treatment or incarceration.
- Syringe services program care supplies, such as alcohol swabs, gauze, band aids, hygiene products, bags, and food. Other forms of drug checking supplies or tools for the purpose of harm reduction and overdose prevention are allowed.
- Essential trainings and conferences related to implementing your program, including necessary travel reimbursement (e.g., mileage, lodging, and meals). Copies of training and conference agendas should be attached to invoices/receipts. Actual documented costs will be reported for reimbursement. Agencies are advised to visit the IRS website to confirm the annual mileage reimbursement rates: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- Subcontracts, developing memoranda of understanding (MOUs), and/or utilizing another form of demonstrated commitment with partners integral to program implementation.

5.4.3. Funding Restrictions

- Indirect costs or “overhead” are NOT allowed under the NC MOA. The MOA provides that all opioid settlement funds received by local governments must be spent on opioid remediation strategies listed in Exhibit A or Exhibit B – or on reasonable audit costs incurred by local governments in connection with opioid settlement funds. [MOA §§ B.5, E.1, E.5, F.3, and Exhibit E]
- No more than 5 % of total grant award for the budget period may be used for administrative costs.
- Only U.S. Food and Drug Administration (FDA) approved medications may be purchased with settlement funds.
- Funds may not be expended through the grant or a subaward by any agency which would deny any eligible client, patient, or individual access to their program because of their use of FDA-approved medications for the treatment of opioid use disorder (e.g., methadone, buprenorphine products).

5.4.4. Unallowable Cost

- Purchasing vehicles or paying down existing mortgages and/or other loans.
- Capital expenses, such as vehicles, new construction, or renovation of facilities.
- Any type of research.
- Lobbying activities (i.e., publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body).

- Reimbursement of any pre-award costs.

6. Section 6: Applicant Instructions:

6.1. Format

6.1.1. Form of Application

Each Application **must** be submitted on the application form provided by Rowan County, which will be incorporated into a successful agency's Performance Agreement (contract). Additional pages can be inserted if necessary for the narrative sections. Use appropriate headings for each section.

6.1.2. Space Allowance

Page limit of the Project Narrative section is 10 pages. Responses should be single spaced, Calibri size 11 font. This limit does not include the Application Summary, the budget with narrative, letters of commitment, nor signed certifications. Page limit suggestions for each sub-section of the Project Narrative are provided in the application worksheet for each section of the application.

6.2. Application Content

The following sections should be submitted as **one PDF file**. The **Application Summary, Project Narrative, and Certifications** should be completed in the application form provided by Rowan County. Additional required documentation should be incorporated at the end of the same PDF.

6.2.1. **Application Summary (0 points)** – Required, not scored, maximum 250 words.

Provide a brief (no more than 250 words) overview of the planned project. Summary must include a purpose statement describing how your application will address the needs of people who use drugs in the community with particular considerations for historically marginalized populations. **Applications without an Application summary will be deducted 2 points.** The Application Summary does **not** count toward the page limit for the Project Narrative.

6.2.2. **Project Narrative (0 – 100 points)** – Required.

Page limit of the project narrative section is 10 pages total. Suggested page limits are listed beside each section of the Project Narrative below and in the accompanying application. This limit applies **only** to the Project Narrative section. Be as **specific as possible** in the project narrative section. This will be the basis for evaluating applications and monitoring the selected organization's performance.

6.2.2.1. **Assessment of Community Need (16 total points)** – Suggested page limit: 1 ½ pages.

- List the geographic area to be served by the proposed project and the overdose burden in that area according to DHHS poisoning data (<https://www.dph.ncdhhs.gov/programs/chronic-disease-and-injury/injury-and-violence-prevention-branch/north-carolina-overdose-epidemic-data>).
- Provide any pertinent and/or necessary information as it relates to the need for this work in your community. Identify any gaps in services you intend to address by identifying and/or defining current programs/providers.
- Describe the needs of the priority population that this Application will serve and how those needs were determined (e.g., focus groups, survey, patient engagement).

NOTE: Provide citations/reference sources for any included community demographic or health status data. Current and relevant data is available at:

<https://www.ncdhhs.gov/opioid-and-substance-use-action-plan-data-dashboard>

<https://nc211.org/data/>

<https://medicaid.ncdhhs.gov/reports/dashboards#annual>

6.2.2.2. **Project Description & Program Sustainability (28 points)** – Suggested page limit: 2 ½ pages.

- Clearly identify which implementation strategy from the NC MOA's Option A list of eligible strategies are included in the Application, including the number ("Strategy 6: Early Intervention").
- Describe the proposed project in detail, including:
 - Project activities and the evidence-base about their effectiveness for the priority population;
 - Plans to incorporate feedback from program participants to inform delivery of the selected activity or activities;
 - How the project will address identified community needs and/or service gaps;
 - The project's expected impact on preventing opioid overdose, increasing access and linkages to care for the most marginalized and underserved populations; and,
 - How the project will build local infrastructure to respond to the opioid overdose crisis.
- Explain how you will engage or have already engaged the priority population in developing this proposed project.
- Detail how this project will advance your organization's goals.
- Include timelines for project implementation with specific program objectives as they relate to performance measures and budget (e.g., hiring staff or subcontractors, purchasing supplies, establishing policies and protocols, enrolling participants, etc.) including who is responsible for associated activities.
- Explain how the project will increase the capacity of your organization or your community over time to address opioid use disorder. **Note that applications must describe how they will plan for enhancements, improvements, or increases achieved during the project year to be sustained past the funding secured during the project period.**
- Describe obstacles that may affect your organization's ability to sustain this program after the project cycle and potential solutions to identified challenges.
- Detail any other funding sources that will be used towards this project.

6.2.2.3. **Equity Impact (8 points)** – Suggested page limit: ¾ page.

- Describe how the proposed project addresses health inequities and/or social determinants of health (transportation, housing, employment, etc.) directly or through collaboration with other agencies.
- Describe how the proposed project reaches, benefits, and equitably engages historically marginalized populations and addresses the needs of the uninsured and underinsured.

6.2.2.4. **Organizational Readiness (20 total points)** – Suggested page limit: 2 pages.

- Describe the capacity of the fiscal agent/organization that will take total responsibility for the fiscal, reporting, and grant-related compliance requirements to manage grants and comply with financial and monitoring requirements.
- If applicable, identify any proposed subcontractors and their role on the proposed project. If the specific subcontractor is not yet identified, describe how the subcontractor will be selected.
- Provide specific examples of the organizations or partnership/collaboration of multiple organizations' capacity to deliver information in a culturally humble, sensitive, and appropriate manner. The applicant must demonstrate an understanding of issues specifically affecting people who use drugs (PWUD) and/or other intersecting historically marginalized populations. A successful applicant will have staff and/or volunteers with diverse backgrounds who are sensitive to drug user health issues.
- If applicable, provide specific examples of how any identified subcontractors demonstrate these capacities.
- Describe your organizations or partnership/collaboration of multiple organizations' history promoting the health and dignity of individuals and communities impacted by drug use or your plans to incorporate this mission into your core activities and how your organization will be delivering program activities in a culturally appropriate manner.

- If applicable, provide specific examples of how any identified subcontractors demonstrate these capacities.
- If applicable, highlight if your organization or partnership/collaboration of multiple organizations and/or any proposed subcontractors serve the following prioritized groups:
- Those experiencing homelessness and housing instability,
- Black, Indigenous, and People of Color (BIPOC),
- Federal or NC recognized tribal communities, and/or Those transitioning from correctional settings to the community.

6.2.2.5. Evidence of Collaborations/Partnerships (16 points) – Suggested page limit: 1 ¼ pages.

- Describe how you will collaborate on this project or initiative with other relevant organizations in your community and how this project will improve collaboration between local stakeholders and/or engage new ones.
- Describe how you will verify that projects or services are not being duplicated in the community and with the population served.

6.2.2.6. Performance Measures & Program Evaluation (12 points) – Suggested page limit: 1 page.

- Detail how you will evaluate your project.
- Describe how you will engage the priority population in the design and implementation of the evaluation of this project.
- Recipients providing direct services will be required to report client-level data on elements including but not limited to demographic characteristics, substance use, diagnosis(es), services received, and types of medications for opioid use disorder received. Explain how you will capture this data. (See <https://nctopps.ncdmh.net/dev/gettingstartedwithnctopps.asp> for a suggested tool.)
- Explain how you will monitor the project and capture metrics for the supported strategy included in your project. You may wish to include metrics in a table format. Consult suggested metrics provided below:

6.3. Letters of Commitment & Letter of Support (0 points) – Required, not scored

Letters of commitment must be included from any agency or community organization integral to the success of proposed activities. Additional letters of support that are relevant and descriptive will strengthen applications. Each key partner referenced in the application narrative and/or the budget should have an accompanying letter of commitment/support to demonstrate evidence of collaboration. The partnership highlighted in the letter of commitment/support should also be reflected in the application narrative. Letters of commitment/support will not be scored, but they will be considered in connection with the scored Evidence of Collaborations/Partnerships section of the Project Narrative.

Letters must be included with each application as an appendix and will not count toward the narrative page limit. Do not have letters sent separately to Rowan County. Letters sent separately from applications will not be read by reviewers.

6.4. Latest Audited Financial Statement – Required, not scored

Latest audited financial statement, including Management Letter. If you are unable to provide, please attach a written explanation.

6.5. Documentation of Tax Identification Number – Required, not scored

All applicants are required to include Tax Identification (TIN) documentation. Those applicants which are private non-profit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c)(3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that

documentation requirement.) If, during the project period, the recipient agency has any changes to its 501(c)(3) status, it must notify Rowan County immediately.

6.6. For Non-Profit Agencies Only – All Required, not scored

- IRS Determination Letter: provide a copy of an IRS determination letter which states that your organization has been granted exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. The organization's name and address on the letter must match your current organization's name and address. This IRS determination letter can also satisfy the documentation requirement of your organization's tax identification number (TIN).
- Verification of 501(c)(3) Status Form: If applicable, an Authorized Representative must annually submit verification that the organization remains a qualified 501(c)(3) tax-exempt organization.
- Copy of Form 990 Federal Tax return filed for latest fiscal year.
- Agency organizational chart.
- Current Board of Directors Roster with names, addresses, office terms (with dates), and professional and/or community affiliations.
- A completed and signed statement which includes a copy of the Agency's adopted Code of Ethics.
- A copy of the Agency's Articles of Incorporation and Bylaws (if applicable).

6.7. Certifications & Required Forms – Required, not scored

See the Application Form Provided by Rowan County for all required forms and signatures. Please note that some forms require signatures from Board Chairs/Elected Officials, and two require notarization.

6.8. Budget & Budget Narrative – Required, not scored

Use the Budget Worksheet to document your anticipated program budget, including line-item calculations and a budget narrative. The budget and budget narrative must comply with the budget requirements listed in Section 5.4. Budget Requirements. The budget will not be scored, but if it is incomplete or does not appropriately support the proposed project, **up to 5 points will be deducted from the total score.**

The annual maximum allowed is \$250,000.00 with a maximum of \$750,000.00 total over 3 years per application.

The budget and narrative worksheet must be submitted as a separate Excel file.