

**Request for Applications:
Harm Reduction Emergency Kits to Reduce Overdose among People Who Use Drugs**

Introduction: The Denver Department of Public Health & Environment is requesting applications from organizations and agencies working to reduce overdose among people who use drugs. Funds will be awarded in the form of mini-grants for the purchase and distribution of:

- a. Naloxone
- b. Medication lock boxes
- c. Harm reduction supplies, excluding syringes

Mini-grant recipients will distribute materials free of charge to people who use drugs in Denver.

Timeframe: Funds will be available from October 1 to December 31, 2018 for the purchase of materials.

Eligible to apply: Eligible entities are community based organizations, clinics, treatment centers, governmental organizations, universities, hospitals, and other agencies with access to people who use drugs.

Funding available: Mini-grants ranging from \$2,000 to \$7,000 will be available through purchase orders to purchase naloxone, medication lock boxes, and harm reduction supplies, excluding syringes. Funding will be awarded on a first come, first served basis and once 2018 funds earmarked for this project are fully committed, no additional applications will be reviewed.

Reporting requirements: Funded organizations will complete a table monthly that describes the distribution of materials and other pertinent information. The report format will be sent to funded organizations in October 2018. Final reporting must be submitted by January 31, 2019.

Invoicing: Funded organizations will submit invoices monthly requesting reimbursement for expenses incurred. The City and County of Denver operates on a net 30 reimbursement schedule and invoices will be processed promptly. Final invoices must be submitted by January 31, 2019.

Due date: Applications may be submitted until September 21, 2018 at 5 p.m. Applications submitted after this date and time will not be considered.

Submittal: Email the application with a subject line of “Emergency Harm Reduction Kits” to: CommunityHealth@denvergov.org

Application content: Submit a Word or pdf document, page numbered and 12-point font, with the following information:

- a. Name of the organization requesting funding;
- b. Name of agency executive director and person responsible for project;
- c. Address, phone, and email of the executive director and person responsible for the project;
- d. Describe the organization's capacity to access and engage people who use drugs in a respectful and culturally responsive manner;
- e. Estimate the number of people to be reached with naloxone, medication lock boxes, and harm reduction materials, excluding syringes;
- f. Describe the populations to be reached in terms of age, gender identity, race/ethnicity, and other relevant information;
- g. Describe the plan to distribute and track the materials distributed;
- h. If applicable, describe the plan to train recipients on use of the materials;
- i. Submit a budget request and budget justification, including the unit cost and number of materials to be purchased;
- j. Submit an organizational *Certificate of Insurance* and a completed and signed *W-9*;
- k. Submit a signed and dated cover letter by the person authorized to commit organizational resources to carry out the project.

Application Evaluation: Applications will be reviewed by a panel of knowledgeable individuals who do not have a conflict of interest, using a standard score sheet. Applications will be scored based on the information submitted in response to the Application Content section (a-k listed above.) Incomplete applications will not be reviewed.

Questions: Submit questions about the RFP with a subject line of "Questions-Emergency Harm Reduction Kits" to the Community and Behavioral Health Division email box at: CommunityHealth@denvergov.org. Questions will be answered within two work days but must be received by September 19, 2018 at 5 p.m. for response.