

City of Cleveland

**Cleveland Department of Public
Health OMHAR Opioid Settlement**

Request for Proposals

Schedule of Critical Dates:

1. RFP Published on the CDPH & City Website	February 2, 2026
2. Pre-Proposal TA Session Questions Submission Deadline	February 17, 2026
3. Pre-Proposal TA Session	February 20, 2026
4. Post TA Pre-Proposal Questions	February 27, 2026
5. Proposal Submission Deadline submit to: LWills@ClevelandOhio.gov	March 27, 2026, by 5:00 pm

Table of Contents

<u>Section 1: Introduction and Background</u>	3
<u>Section 2: Eligibility</u>	5
<u>Section 3: Program Requirements: RFP Domain Focus Areas</u>	6-12
<u>Section 4: Reimbursement Documentation</u>	13-14
<u>Section 5: Program Implementation</u>	15-16
<u>Section 6: Application Process</u>	17
<u>Section 7: Proposal Review Process & Scoring</u>	18-21
<u>Section 8: Reporting Requirements</u>	22
<u>Section 9: Evaluation & Outcomes Reporting</u>	23-24
<u>Section 10: Performance Monitoring</u>	25
<u>Section 11: Budget & Budget Narrative</u>	26-27
Appendices	
○ <u>Appendix A: Proposal Checklist</u>	
○ <u>Appendix B: Application Form</u>	
○ <u>Appendix C: Budget Narrative Form</u>	

Section 1: Introduction and Background

Funding Opportunity for Community-Based Harm Reduction and Family Support Initiatives

The City of Cleveland, through the Department of Public Health's Office of Mental Health & Addiction Recovery (OMHAR), is pleased to announce a funding opportunity supported by Opioid Settlement Funds. **This initiative is designed to address the ongoing impact of the opioid crisis within Cleveland communities by investing in organizations that deliver direct services to individuals and families affected by the opioid crisis, substance use, and loss related to substance use.**

CDPH is seeking to fund four (4) community-based projects, each with a maximum award of \$250,000, to support innovative, trauma-informed, and community-centered programming in the following focus areas:

1. Prevention, Intervention, and Education
2. Family Support and Engagement
3. Recovery Supports, Health & Wellness
4. Support to Providers and Workforce Development
5. Stabilizing Support and Basic Needs

Depending on the number and strength of project applications received, CDPH may choose to fund more than four organizations. In such cases, individual award amounts may be lower than \$250,000 but will remain aligned with project scope and need.

This funding opportunity represents a vital step in strengthening local prevention, intervention, and recovery support services. The awarded programs will help build community resilience, reduce disparities, and improve outcomes for individuals and families facing the challenges of substance use, grief, and caregiving.

Funding period: July 1, 2026, to June 30, 2027

Proposals will be evaluated through a competitive review process. Priority will be given to organizations with demonstrated experience serving Cleveland's most vulnerable populations and those with a commitment to equity, community voice, and sustainable impact.

- RFP Released: **February 1, 2026**
- Pre-Proposal TA Session: **February 20, 2026, 11:00 am**
 - [Pre-TA Session Question Submission Form](#), submit by: **February 17, 2025**
 - Responses to Questions will be published by: **February 27, 2026**
- **Proposal Submissions due: March 27, 2026, 5:00 pm to LWills@ClevelandOhio.gov**

Background on Funding Source and Purpose:

The Opioid Settlement Funds provide a vital opportunity to address the layered impact of the opioid epidemic on individuals, families, and entire communities. These funds aim to support a full continuum of care, spanning prevention, stabilization, engagement, and recovery, by resourcing community-based initiatives that meet people where they are.

This RFP supports programs that reduce harm, promote stabilization, strengthen families, and enhance recovery outcomes through coordinated, trauma-informed, and culturally responsive services. **The goal is to foster long-term healing and resilience among individuals and families impacted by the opioid crisis, substance use, and loss related to substance use.**

Purpose:

This RFP solicits proposals from eligible organizations to implement innovative and impactful programs in the following focus areas:

1. Prevention, Intervention, and Education
2. Family Support and Engagement
3. Recovery Supports, Health & Wellness
4. Support to Providers and Workforce Development
5. Stabilizing Support and Basic Needs

Section 2: Eligibility

Criteria for Applicants:

- Nonprofit organizations, schools, or community-based organizations.
- Organizations with a demonstrated history of serving communities impacted by the opioid crisis.
- Applicants must align with one or more domains and **operate within the City of Cleveland or serve Cleveland residents**
 - **Funding for this project must support Cleveland residents only**
- Specialized populations: Veterans, LGBTQ+, Seniors

Section 3: Program Requirements-RFP Domain Focus Areas

Each **Domain Area** includes **five required narrative questions**. All questions follow the same category structure to ensure consistency, equity in review, and clear comparison across proposals.

Question Category 1: Scope of Services

Purpose: Define what will be delivered.

This question asks applicants to clearly describe the specific services, activities, or supports that will be provided under the selected tier. Responses should identify the type, intensity, and focus of services and how they align with the tier's goal.

Used to assess:

- Clarity of proposed services
- Alignment with tier intent
- Appropriateness of activities

Question Category 2: Target Population and Engagement

Purpose: Explain who will be served and how they will be reached.

This question focuses on how applicants will identify, engage, and retain the individuals, families, or providers most impacted by the opioid crisis. Responses should address outreach strategies, trust-building, accessibility, and barrier reduction.

Used to assess:

- Equity and inclusion
- Community reach
- Engagement strategy

Question Category 3: Partnerships and Coordination

Purpose: Demonstrate collaboration and systems alignment.

This question asks applicants to describe the partnerships, collaborations, or referral networks that support service delivery. Responses should explain how partners contribute to implementation, coordination, or sustainability.

Used to assess:

- Strength of partnerships
- Integration across systems
- Shared responsibility

Question Category 4: Outcomes and Impact Measurement

Purpose: Show how success will be measured.

This question focuses on evaluation, data collection, and outcome tracking. Applicants should describe how they will measure effectiveness, document progress, and demonstrate impact related to the tier's goals.

Used to assess:

- Accountability
- Data readiness
- Outcome clarity

Question Category 5: Sustainability and Continuity

Purpose: Assess long-term viability beyond funding.

This question asks applicants to describe how services will be sustained after the funding period ends. Responses may include future funding plans, partnerships, workforce development, or system integration strategies.

Used to assess:

- Long-term planning
- Fiscal responsibility
- Program durability

Programs funded under this RFP should align with one or more of the following domains:

Domain Area 1: Prevention, Intervention, and Education

Goal: Reduce opioid-related harm and prevent future misuse through awareness, early intervention, and community education.

Examples of eligible activities:

- Harm reduction and overdose prevention education.
- Care coordination and linkage to services.
- Language translation and accessibility services.
- Community-based prevention campaigns.
- Youth prevention programs and early intervention models.
- Emergencies, grief support, and compassion fatigue.

RFP Questions *(25 Points, 500 words or less per question response)*

1. What specific prevention, intervention, and education activities will your program implement (e.g., harm reduction, overdose prevention, care coordination, or community education)?
2. How will your program engage and build trust with individuals, families, and communities most at risk for opioid use, overdose, or related harms?
3. What partnerships or collaborations will you establish or strengthen to increase the reach, accessibility, and effectiveness of your prevention and education efforts?
4. How will you measure the impact of your prevention and intervention strategies (e.g., increased knowledge, behavior change, reduced risk, or improved access to services)?
5. What strategies will you use to sustain prevention, intervention, and education activities after the funding period ends?

Domain Area 2: Family Support and Engagement

Goal: Strengthen family systems and provide stabilization resources for those supporting loved ones impacted by substance use or grief.

Examples of eligible activities:

- Basic needs and stabilizing supports: food, transportation, housing/shelter.
- Legal document assistance (birth certificates, IDs, name changes). Costs associated with obtaining these items.
- Employment and vocational readiness.
- Family-based counseling, parenting support, and engagement groups
- Access to health, mental health, and alternative therapy (music, art, equine).
- Navigation and translation assistance.
- Support for families impacted by substance use, including non-marital or chosen family relationships.
- Burial or funeral support for families experiencing loss.
- Emergencies, grief support, and compassion fatigue.
- Skill-based training

RFP Questions *(25 Points, 500 words or less per question response)*

1. What types of family support and engagement services (e.g., financial, educational, emotional, or stabilizing supports) will your program provide to families affected by substance use (substance use, recovery, or loss)?
2. How will your program identify and engage families, caregivers, and impacted loved ones, including kinship and chosen family networks, who are most in need of support?
3. What community resources, partnerships, or collaborations will your program leverage to address the diverse needs and challenges faced by families impacted by the opioid crisis?
4. How will you evaluate the success of your family support and engagement activities in improving family stability, connection, and overall well-being?
5. What strategies will you implement to sustain and expand family support and engagement services beyond the initial funding period?

Domain Area 3: Recovery Supports, Harm Reduction, Health & Wellness

Note: Harm Reduction - Providing financial support to community-based organizations for naloxone distribution, including start-up costs and bulk purchasing of naloxone; this support includes syringes and safety supplies. Provide training on naloxone use and support communication campaigns about the medication's use and availability.

Goal: Foster holistic recovery and long-term wellness for individuals healing from substance use impacts.

Examples of eligible activities:

- Housing or shelter for recovery and stability.
- Temporary emergency rental assistance.
- Mortgage, rent, and utility assistance.
- Basic needs and transportation assistance.
- Harm reduction strategies and resources (safety supports, purchase and/or provide syringes and safety supplies)
- Peer support, grief support, and care navigation.
- Access to health, mental health, and alternative therapy (music, art, equine).
- Integration of Community Health Workers (CHWs) and navigators in recovery plans.
- Emergencies, grief support, and compassion fatigue.

RFP Questions (25 Points, 500 words or less per question response)

1. What specific recovery, health, and wellness supports will your program provide (e.g., peer support, provision of safety supports grief counseling, housing stability, care navigation, or alternative therapies such as art, music, or equine therapy)?
2. How will your program identify and engage individuals in recovery or those transitioning from crisis to stability, ensuring equitable access to services?
3. What partnerships or collaborations will you establish to coordinate recovery supports, connect participants to health and wellness resources, and strengthen community recovery networks?
4. How will you measure the effectiveness and impact of your recovery support and wellness activities (e.g., improved health outcomes, sustained recovery, increased quality of life, or enhanced community engagement)?
5. What strategies will you implement to ensure the long-term sustainability of your recovery support and wellness initiatives after the funding period ends?

Domain Area 4: Support to Providers and Workforce Development

Goal: Strengthen the capacity and resilience of providers and organizations delivering opioid-related services.

Examples of eligible activities:

- Training, supervision, and workforce development for CHWs, peer supporters, and front-line staff.
- Technical assistance, professional development, and certification opportunities.
- Provider self-care, grief processing, and resilience training.
- Creating pathways to sustainable workforce pipelines and community partnerships.
- Programs for youth bridging certification before graduation from high school.
- Emergencies, grief support, and compassion fatigue.
- Skill-based training for clients.

RFP Questions: *(25 Points, 500 words or less per question response)*

1. What specific provider or workforce development activities will your program implement (e.g., training, supervision, certification, technical assistance, or professional development)?
2. How will your program strengthen the skills, well-being, and resilience of providers, peer supporters, and community health workers who serve individuals and families affected by the opioid crisis?
3. What partnerships, educational institutions, or professional organizations will you collaborate with to deliver workforce training, technical assistance, or certification opportunities?
4. How will you measure the effectiveness of your workforce development and provider support initiatives (e.g., improved competencies, staff retention, enhanced service quality, or expanded service capacity)?
5. What strategies will you use to sustain provider support, training, and workforce development efforts beyond the initial funding period?

Domain Area 5: Stabilizing Support and Basic Needs

Goal:

Provide essential supports that promote stability, safety, and access to basic needs for individuals impacted by the opioid crisis. These services are designed to reduce barriers, meet urgent needs, and help participants move toward recovery and self-sufficiency.

Examples of Eligible Activities:

- Assistance with food, housing, clothing, and utilities.
- Transportation support
- Childcare assistance and family stabilization services.
- Emergencies/Emergency funds to prevent crises or displacement, provide grief support, and address compassion fatigue.
- Burial or funeral support for those experiencing loss.
- Assistance with obtaining vital records or legal documents such as birth certificates, IDs, or name changes.
- Care coordination and navigation to connect participants with longer-term supports and benefits.
- Harm reduction strategies and resources (safety supports, purchase and/or provide syringes and safety supplies)

RFP Questions *(25 Points, 500 words or less per question response)*

1. What specific stabilizing support and basic needs services will your program provide to individuals and families affected by the opioid crisis?
2. How will your program identify and engage individuals and families in need of immediate assistance or stabilization support?
3. What partnerships or collaborations will you establish to ensure comprehensive access to food, housing, transportation, or other essential resources?
4. How will you measure the effectiveness and impact of your stabilization and basic needs services (e.g., housing stability, improved access to care, crisis prevention)?
5. What strategies will you use to sustain or expand stabilizing support and basic needs services after the funding period ends?

Program Implementation:

Proposals must detail how programs will be implemented, including timelines, targeted population, and projected outcomes.

Section 4: Reimbursement Documentation

Organizations awarded funding under this RFP will receive payments on a reimbursement basis. Reimbursement requests must include proper documentation verifying that eligible expenses have been incurred and align with approved program activities. Documentation must demonstrate compliance with all applicable city, state, and federal funding requirements.

Required Documentation for Reimbursement

The following documentation must be submitted with each reimbursement request to receive funds:

- Completed reimbursement form detailing expenses by line item and tier category.
- Proof of payment (receipts, invoices, payroll records, or vendor statements).
- Attendance logs, sign-in sheets, or service records verifying program delivery.
- Narrative summary or progress report linking expenditures to approved activities.
- Supporting documentation for any subcontracted or consultant services.
- Proof of eligibility for threshold supports, where applicable (e.g., referral forms, service verification, or case notes).

Threshold Support Documentation

Threshold Support Documentation refers to the minimum set of required records or proof that must be submitted in order for an organization to receive reimbursement or payment after being awarded opioid settlement funds through the RFP Contract process.

This documentation serves as verification that services have been delivered, expenses have been incurred, or that specific criteria outlined in the funding agreement have been met. It is essential for compliance, transparency, and audit readiness.

Common Types of Threshold Documentation

General Organizational Requirements

- Proof of nonprofit or eligible entity status (e.g., 501(c)(3) letter)
- Signed contract or Memorandum of Understanding (MOU)
- Certificate of insurance
- Board-approved budget or fiscal plan

Personnel Related

- Payroll registers
- Timesheets linked to the project
- Documentation of fringe benefit calculations
- Signed job descriptions and proof of employment

Direct Service Support

- Redacted service logs
- Redacted distribution logs (e.g., naloxone kits, hygiene kits, school supplies)
- Participant rosters and sign-in sheets
- Narrative summaries of services provided – Submitted via evaluation reports

Financial Documentation

- Copies of paid invoices and receipts
- Proof of payment (e.g., cleared checks, ACH confirmations)
- General ledger extracts for project expenses

Programmatic Requirements

- Quarterly progress reports or deliverables
- Evaluation data or outcome summaries
- Meeting agendas or training materials (for required activities)

Organizations must maintain records verifying the provision of threshold supports.

Reimbursement will be issued only after documentation confirms that the eligibility criteria are met. Threshold supports may include assistance for:

- Noncitizens and immigrants.
- Childcare access.
- Burial or funeral support.
- Transportation.
- Emergency funds for crisis stabilization.
- Fines and fees that create barriers to recovery.

Section 5: Program Implementation

Applicants must clearly describe how proposed programs will be implemented to ensure timely, effective, and accountable delivery of services aligned with the goals of the Opioid Settlement Funds. Program implementation plans should demonstrate readiness, coordination, and the ability to track activities and outcomes.

Implementation Approach

Funded programs must implement activities that align with one or more approved categories, including Basic Needs, Care Coordination, Support Engagement, Recovery Supports, Provider Development, and Emergency or Crisis Care. Programs should be designed to meet participants where they are and respond to immediate, short-term, and longer-term needs resulting from opioid-related impacts.

Applicants must outline how services will be delivered, including frequency, setting (community-based, site-based, or hybrid), staffing model, and coordination with partner organizations. Implementation plans should reflect trauma-informed, culturally responsive, and accessible practices.

Staffing and Service Delivery

Programs must identify staff roles responsible for implementation, including salaried personnel such as Community Health Workers (CHWs), peer navigators, case managers, facilitators, or other qualified professionals. Applicants should describe staff qualifications, supervision structures, and how staff capacity will support program goals.

Where applicable, programs should describe how providers will be supported through training, supervision, credentialing, and strategies to address burnout, grief, and compassion fatigue.

Participant Engagement and Access

Applicants must describe how participants will be identified, engaged, and retained in services. This includes outreach strategies, referral pathways, eligibility screening, and methods to reduce barriers to participation, such as transportation, childcare, language access, or documentation support.

Programs should demonstrate inclusive engagement practices that support families, caregivers, impacted loved ones, youth, and individuals in recovery.

Partnerships and Coordination

Programs must describe partnerships that support implementation, including collaborations with community-based organizations, healthcare providers, housing agencies, schools, workforce

entities, or other relevant systems. Applicants should explain how partners will contribute to service delivery, referrals, or resource coordination.

Monitoring, Documentation, and Reimbursement

All funded programs operate on a reimbursement basis. Applicants must demonstrate the ability to maintain required documentation to support reimbursement requests, including service records, attendance logs, receipts, payroll documentation, and outcome tracking. Programs must align expenditures with approved categories and adhere to indirect cost limits.

Timeline and Milestones

Applicants must provide a clear implementation timeline outlining key activities, service start dates, staffing milestones, and anticipated outputs. Timelines should reflect readiness to begin services upon award and the ability to scale or adjust based on community needs.

Sustainability

Programs should describe how services will be sustained beyond the funding period through partnerships, diversified funding, workforce development, or integration into existing systems of care.

Section 6: Application Process

Funding Cycle and Timeline:

- **February 1, 2026:** RFP Release
- **RFP TA Session, February 20, 2026, at 11:00 am**
 - [TA Session Question Submission Form](#), submit by: **February 17, 2026**
 - Responses to TA session questions published by: **February 27, 2026**
- **March 27, 2026: Deadline for Submissions, 5:00 pm.**
 - Submit to: LWills@ClevelandOhio.gov
- **April 1-20:** Review and Selection
- **May 15, 2026:** Award Announcement
- **June 1-30, 2026:** Prepare and Release Contracts for Signature
- **July 6, 2026:** Program Implementation Begins

Submission Instructions:

- Submit application electronically to: LWills@ClevelandOhio.gov
- **Save and submit all documents as a single PDF file.**
- Deadline: **March 27, 2026: Deadline for Submissions, 5:00 pm**
- Required documents:
 - Completed Application Form
 - Proposal Narrative, please be mindful of word count and allowable spacing in each section. When completing the application, all content must be visible
 - Budget & Budget Narrative
 - Proof of Nonprofit Status – IRS Determination Letter
 - State of Ohio Certification – Business Filing
 - Certificate of Good Standing
 - Letters of Support (optional) – no more than two if including

Section 7: Proposal Review Process & Scoring

Proposals should demonstrate:

- Clear alignment with RFP priorities
- Feasible program design and implementation
- Strong potential for community impact
- Proven organizational capacity
- Budget efficiency and sustainability

Review Process:

- All proposals will undergo an initial eligibility screening.
 - Eligible proposals will be reviewed by a scoring committee comprising members of the Advisory Group.
 - Each response is worth 5 points
 - Each domain is treated as a separate submission and scored
 - Scores are reviewed against other submissions within the same domain areas
 - The Advisory Group will make final funding decisions based on scores and alignment with community needs.
1. **Prevention, Intervention & Education** – effectiveness in reducing harm and connecting individuals to care.
 2. **Family Support & Engagement** – ability to stabilize and strengthen family systems.
 3. **Recovery Supports & Health/Wellness** – integration of holistic and peer-based recovery models.
 4. **Provider Support & Workforce Development** – sustainability and training of front-line professionals.
 5. **Budget and Cost Effectiveness** – clear and responsible allocation of funds.

Score	Mission Alignment Criteria
5 Points	Clearly and comprehensively explains the organization’s mission, values, and history with strong alignment to the RFP’s focus areas. Demonstrates a significant track record of serving communities affected by the opioid crisis, with detailed examples of programs, partnerships, and achievements.
4 Points	Provides a solid overview of the mission and values, with good alignment to the RFP’s focus areas. Includes relevant examples of past programs and partnerships but lacks some detail on long-term impact.
3 Points	Mentions mission and history but provides limited connection to the RFP’s focus areas. Some past work is referenced but lacks depth or clear examples.
2 Points	Provides a vague or generic organizational background with minimal alignment to the focus areas. Little detail on past experience or relevant community work.
1 Point	Briefly mentions the organization’s mission but does not demonstrate alignment with the RFP priorities or provide relevant past work examples.
0 Points	Does not address the organization’s mission, background, or alignment with the RFP focus areas.

- **Alignment with Focus Areas:** Clearly aligns with one or more focus areas.
- **Program Design and Implementation:** Demonstrates a feasible and impactful plan.
- **Community Impact:** Shows potential for measurable outcomes and sustainable change.
- **Organizational Capacity:** Evidence of the organization's ability to execute the proposed program.
- **Budget and Cost Effectiveness:** Demonstrates responsible use of funds.

Domain Area 1: Prevention, Intervention, and Education (25 Points Total)

Score	Criteria
25 Points	The proposal clearly defines comprehensive prevention, intervention, and education strategies that align with the RFP priorities. The program demonstrates a strong multi-level approach combining harm reduction, early intervention, and community education. Activities may include naloxone distribution, overdose prevention, care coordination, translation services, and public awareness campaigns. The proposal includes a robust engagement plan for at-risk populations, strong community and institutional partnerships, and measurable impact outcomes (e.g., lives saved, behavior change, reduced overdoses). Sustainability is clearly articulated beyond the funding period.
20 Points	The program is well-defined and aligns with prevention and intervention goals but lacks some detail in engagement strategies, impact measurement, or sustainability planning. Partnerships are identified but may require additional depth or formal collaboration.
15 Points	The proposal presents general prevention or harm reduction activities but lacks specificity in implementation, community engagement, or coordination between education and intervention strategies. Outcome tracking is minimal or unclear.
10 Points	The program is vaguely defined, offering minimal explanation of prevention or intervention activities and their impact. Partnerships or collaborations are limited or not well-developed.
5 Points	The proposal briefly mentions prevention or education but lacks a clear plan, measurable goals, or sustainability approach.
0 Points	The proposal does not align with prevention, intervention, or education priorities and lacks a meaningful or evidence-based approach

Domain Area 2: Family Support and Engagement (25 Points Total)

Score	Criteria
25 Points	The proposal clearly defines family support and engagement services that align with the RFP priorities and demonstrate a comprehensive, family-centered approach. Activities address stabilizing support (food, transportation, housing/shelter), care coordination, and family engagement through culturally responsive services. Programs may include counseling, translation services, parenting support, or assistance with legal documentation (e.g., birth certificates, IDs, name changes). Strong partnerships with schools, shelters, health providers, and community organizations are evident, and the proposal includes measurable outcomes for family stability, wellness, and engagement. Sustainability and capacity-building strategies are well articulated.
20 Points	The program presents a well-structured family support model that aligns with RFP goals but lacks detail in sustainability, engagement methods, or evaluation metrics. Some partnerships are identified but may need strengthening to ensure comprehensive service delivery.

Score	Criteria
15 Points	The proposal describes general family support activities but lacks depth in outreach, coordination, or data tracking. The connection between engagement strategies and family outcomes is present but underdeveloped.
10 Points	The proposal mentions family or caregiver support but provides only a minimal description of services. Partnerships, outcomes, and accessibility strategies are weak or incomplete.
5 Points	The proposal provides a brief mention of family engagement or support but lacks clear goals, implementation steps, or sustainability planning.
0 Points	The proposal does not align with family support and engagement priorities or fails to demonstrate a meaningful plan for strengthening families and caregivers.

Domain Area 3: Recovery Supports, Health & Wellness (25 Points Total)

Score	Criteria
25 Points	The proposal clearly defines recovery support, health, and wellness services that align with RFP priorities and demonstrate a holistic, person-centered approach. Programs include activities such as housing or shelter support, peer and grief support, community health worker navigation, and access to alternative therapies (music, art, equine). The proposal shows strong integration between care coordination and recovery services, supported by established partnerships with healthcare providers, recovery networks, and wellness organizations. Impact measurement includes clear outcomes related to recovery stability, community reintegration, and long-term wellness. Sustainability is thoughtfully addressed through partnerships and resource alignment.
20 Points	The program presents a well-defined recovery support model aligned with RFP goals but lacks sufficient detail in sustainability or evaluation metrics. Partnerships are identified but require further development or formalization to ensure effective implementation.
15 Points	The proposal offers general recovery or wellness support but lacks depth in implementation, outreach, or tracking outcomes. Integration between recovery, health, and wellness services is limited or unclear.
10 Points	The program mentions recovery support but provides minimal information about the services, target populations, or measurable impact. Partnerships and collaborations are weak or insufficiently defined.
5 Points	The proposal briefly references recovery or health and wellness activities but lacks clear structure, measurable objectives, or sustainability planning.
0 Points	The proposal does not align with recovery support and wellness priorities or fails to present a coherent plan of action.

DomainArea 4: Support to Providers & Workforce Development (25 Points Total)

Score	Criteria
25 Points	The proposal clearly defines provider and workforce development initiatives that align with RFP priorities and demonstrate a strong commitment to building the capacity and resilience of those serving individuals and families affected by the opioid crisis. Activities may include training, supervision, certification programs, technical assistance, and workforce pipeline development for community health workers, peer supporters, and front-line staff. The proposal includes measurable outcomes related to provider skill enhancement, workforce retention, and service quality. Partnerships with educational institutions, workforce agencies,

Score	Criteria
	or professional associations are well established, and sustainability is addressed through long-term training systems or credentialing pathways.
20 Points	The program presents a well-defined provider support or workforce development plan aligned with RFP goals but lacks detail in implementation, sustainability, or measurable outcomes. Partnerships exist but require stronger coordination or resource-sharing strategies.
15 Points	The proposal outlines general training or workforce support efforts but lacks sufficient depth in planning, evaluation, or follow-up activities. The connection between workforce development and improved service delivery is limited or unclear.
10 Points	The program references provider or workforce support but provides minimal information about activities, participants, or expected impact. Partnerships and sustainability planning are weak or incomplete.
5 Points	The proposal briefly mentions provider training or workforce development but lacks structure, measurable goals, or implementation details.
0 Points	The proposal does not align with provider or workforce development priorities or lacks a meaningful approach to supporting the service delivery system

Domain Area 5: Stabilizing Support and Basic Needs (25 Points Total)

Score	Criteria
25 Points	The proposal clearly defines stabilizing support and basic needs services that align with RFP priorities and demonstrate a comprehensive approach to meeting immediate and essential needs that promote family and individual stability. Activities may include assistance with food, shelter, transportation, childcare, emergency funds, burial or funeral costs, and access to legal documents such as birth certificates, identification, or name changes. The proposal outlines strong care coordination, navigation, and case management processes that remove barriers and connect participants to long-term resources. Partnerships with housing agencies, social service providers, and community organizations are well established, and impact measures include improved housing stability, food security, and access to essential services. Sustainability planning is clearly articulated.
20 Points	The program presents a well-structured stabilization and basic needs support plan that aligns with RFP goals but lacks sufficient detail in engagement strategies, tracking methods, or sustainability. Partnerships are identified but need stronger coordination or expansion to ensure comprehensive service delivery.
15 Points	The proposal outlines general support for basic needs but lacks depth in coordination, outreach, or measurable outcomes. The plan to transition participants from crisis stabilization to sustained support is limited or unclear.
10 Points	The program mentions basic needs or stabilizing services but provides minimal explanation of activities, target population, or implementation methods. Partnerships and outcome measurement are weak or underdeveloped.
5 Points	The proposal briefly refers to stabilizing support or basic needs assistance but lacks structure, measurable goals, or sustainability planning.
0 Points	The proposal does not align with stabilization or basic needs priorities or lacks a coherent plan to address essential needs for individuals or families.

Section 8: Reporting Requirements

Expectations:

- **Quarterly Reports:** Grantees must submit quarterly progress reports that include updates on program activities, outputs, and outcomes.
 - Due within 15 days of each calendar quarter's end and must include:
 - Narrative summary of activities completed
 - Data on outputs and participant reach
 - Successes, barriers, and adjustments made
 - Any photos, testimonials, or stories (optional)
- **Final Report:** At the conclusion of the funding period, grantees must submit a comprehensive report summarizing achievements, challenges, and financial expenditures.
 - Due within 30 days of program completion and must include:
 - Program accomplishments
 - Evaluation results and key outcomes
 - Financial summary of expenditures
 - Any final products, toolkits, or community resources developed
- **Financial Reporting:** On a monthly basis, provide detailed accounting of funds spent, including receipts and documentation for expenditures. Due by the 15th day of each month. If the 15th falls on a holiday or weekend, submissions are due the first business day following the 15th.

Section 9: Evaluation & Outcomes Reporting

To ensure accountability, transparency, and measurable community impact, all funded projects must include an evaluation component and participate in consistent outcomes reporting. Evaluation will help determine how well projects are achieving their goals, inform future improvements, and demonstrate the value of investments made with opioid settlement funds.

Include data on program outcomes, participant feedback, and community impact.

Data Collection Tools

Grantees are expected to use standardized templates for tracking, as provided by OMHAR, or submit their internal tools for approval. Required documentation may include service logs, sign-in sheets, surveys, intake forms, and narrative reports.

Evaluation Expectations

Each funded organization must:

- Submit a program-specific evaluation plan that includes clearly defined goals, performance indicators, and outcome measures aligned with one or more of the selected proposal areas.
- Track both process indicators (e.g., number of people served, services delivered, referrals made) and outcome indicators (e.g., behavioral change, increased stability, engagement levels).
- Participate in check-ins with OMHAR staff or evaluation partners, as needed, and incorporate feedback into program delivery

Required Outcomes by Proposal Domain Areas

1. Prevention, Intervention, and Education

- Number of community members trained or reached through education campaigns
- Increases in knowledge or awareness of substance use, prevention strategies, or early intervention
- Changes in risk perception, stigma, or behavior
- Referrals to early intervention or support services

2. Family Support and Engagement

- Number of families receiving services or support
- Improvement in caregiver well-being or family functioning
- Increased engagement in family-strengthening or parenting activities
- Reduction in stress, isolation, or family disruption

3. Recovery Supports, Health & Wellness

- Number of individuals connected to recovery coaching, wellness services, or peer support
- Engagement in wellness activities (e.g., fitness, nutrition, mindfulness)
- Improved self-reported recovery stability or quality of life
- Reductions in substance use, relapse, or emergency visits

4. Support to Providers and Workforce Development

- Number of staff trained or credentialed
- New or expanded peer support, CHW, or recovery specialist roles created
- Improved provider retention or staff satisfaction
- Strengthened referral systems or cross-sector collaboration

5. Stabilizing Support and Basic Needs

- Number of individuals/families receiving support for food, housing, utilities, or hygiene
- Documented improvements in household stability or service connection
- Increased access to transportation, school supplies, or other urgent needs
- Positive outcomes linked to crisis stabilization or emergency support services

Section 10: Performance Monitoring

CDPH reserves the right to:

- Conduct site visits (virtual or in-person)
- Audit documentation and verify service delivery
- Offer technical assistance to strengthen evaluation practices

Grantees should view evaluation not only as a reporting obligation but as a tool for learning, growth, and impact amplification.

Section 11 Budget & Budget Narrative

Allowable Expenditures by Category

Funds may be used for the following:

- **Basic Needs:** Food, housing, clothing, hygiene items, utilities.
- **Care Coordination:** CHW, peer navigator, case management services, and other related professionals
- **Support Engagement:** Family counseling, grief groups, caregiver education.
- **Recovery Supports:** Art, music, and equine therapy; sober living assistance, and other related supports
- **Provider Development:** Staff training, credentialing, workforce pipeline programs.
- **Administrative costs:** Not to exceed 15% of the total budget.
- **Emergency/crisis care:** This category covers urgent, time-sensitive interventions to stabilize individuals or families in immediate distress. Allowable expenses might include: (Emergency shelter or temporary housing, Crisis mental health support or brief counseling, Emergency transportation, Basic essentials during an acute event hygiene, Immediate safety planning and stabilization services)
- **Salary Personnel:** wages and salaries of employees directly involved in delivering the funded program. This may include: (Case managers, peer navigators, program coordinators, administrative support, if directly tied to the project)
All personnel costs should reflect fair compensation and align with organizational pay scales.
- **Printing:** Printing expenses include the production of program-related materials, such as: (Outreach flyers and brochures, Training manuals or curriculum packets, Participant handouts, Reports and forms for program administration.) These costs must be reasonable and directly connected to the funded activities.

Guidance on Eligible Costs:

Applicants must submit a line-item budget and a budget narrative that explains costs by category.

Eligible expenses include:

- Direct service costs (staff, supplies, stipends, participant support).
- Administrative costs ($\leq 15\%$ of total).
- Transportation, translation, legal documents, and childcare.
- Emergency stabilization funds and funeral/burial assistance.

Budget Format:

- Provide a line-item budget with detailed descriptions of each expense. (Form included)
- Include a narrative explaining how funds will be allocated and justify costs. (Form included)

Budget Narrative Sections

Direct Program/Project Expenses

1. Personnel Expenses:

- o **Salaries and Wages:** Provide the job titles, roles, and salaries for each staff member working on the project.
- o **Benefits:** Explain the benefits included (e.g., health insurance, retirement) and how costs are calculated as a percentage of wages.

2. Non-Personnel Expenses:

- o **Contract Services/Consultant Fees:** Specify the nature of contracted services (e.g., facilitators, evaluators) and provide a cost breakdown.
- o **Program Supplies:** List supplies needed to implement the program, detailing unit costs and quantities.
- o **Transportation/Mileage:** Describe travel expenses, including estimated mileage reimbursement rates, travel frequency, and purpose.
- o **Other:** Include any additional direct costs, specifying their purpose and calculation.

Indirect Costs/Overhead

1. **Rent:** Explain the portion of rent attributed to the program, specifying square footage or percentage of use.
2. **Utilities:** Detail the utility costs directly associated with program activities.
3. **Technology Costs:** Include costs for software, hardware, and technical support needed for the program.
4. **Office Supplies:** Describe general office supplies and how costs are shared among programs.
5. **Development/Fundraising:** Justify expenses for program fundraising activities.
6. **Insurance:** Detail insurance types (e.g., liability, workers' compensation) and amounts.
7. **Other:** Specify any additional overhead expenses and provide justification.

Note: Total overhead costs must not exceed 10% of the subtotal for direct program/project expenses.

Attachments

- **Proof of Nonprofit Status:** (Attach document)
- **Certificate of Good Standing**
- **Letters of Support (optional)**

Appendices

Note:

The documents in the appendices are fillable PDFs (Application & Budget) for submitting responses.

Unfortunately, Adobe only permits character counts; therefore, a guide with the equivalent word count has been provided for each response section.

800 characters is roughly **130 to 160 words**, depending on word length and spaces
900 characters is roughly **150 to 180 words**, depending on word length and spaces
3500 characters is approximately **575 to 700 words**, depending on word length and spaces

Calculation: Common estimate using 5-6 characters per word (including spaces).
Divide the character count by the average characters per word (5-6).

- Example: 900 characters / 5 characters/word = 180 words.
- Example: 900 characters / 6 characters/word = 150 words.

Appendix A

Checklist

RFP Application Checklist

Applicants must complete and submit all required items to be considered for funding.

A. Organizational Eligibility

- ☐ Applicant is a registered nonprofit, school, or community-based organization
- ☐ Organization serves residents of Cleveland, Ohio
- ☐ Organization has experience serving individuals or families impacted by the opioid crisis
- ☐ Proof of nonprofit status included

B. Tier Selection

- ☐ Selected one or more Tier Focus Areas (maximum number as specified in RFP)
- ☐ Program activities align with the selected tier(s)

Tier Focus Areas:

- ☐ Tier 1: Prevention, Intervention, and Education
- ☐ Tier 2: Family Support and Engagement
- ☐ Tier 3: Recovery Supports, Health & Wellness
- ☐ Tier 4: Support to Providers and Workforce Development
- ☐ Tier 5: Stabilizing Support and Basic Needs

C. Domain Area Narrative Questions

For **each selected Domain Area**, all five required narrative questions are completed.

- ☐ Question 1: Scope of Services
- ☐ Question 2: Target Population and Engagement
- ☐ Question 3: Partnerships and Coordination
- ☐ Question 4: Outcomes and Impact Measurement
- ☐ Question 5: Sustainability and Continuity
- ☐ Each response meets word limits
- ☐ Responses clearly align with the tier's stated goal

D. Program Implementation

- ☐ Program implementation plan included
- ☐ Service delivery model described (staffing, frequency, location)
- ☐ Participant engagement and access strategies described
- ☐ Partnerships and coordination roles clearly identified
- ☐ Timeline and milestones included
- ☐ Sustainability approach described

E. Budget and Fiscal Compliance

- ☐ Line-item budget completed
- ☐ Budget aligns with selected tier activities
- ☐ Salary personnel costs clearly identified and documented
- ☐ Printing costs identified, if applicable
- ☐ Emergency or crisis care costs identified, if applicable
- ☐ Administrative (indirect) costs do not exceed **15% of total budget**
- ☐ Indirect cost calculation explained

F. Allowable Expenditures Alignment

- ☐ Expenses align with allowable categories:

- Basic Needs
- Care Coordination
- Support Engagement
- Recovery Supports
- Provider Development
- Emergency / Crisis Care

- ☐ All expenses are reimbursable and tied to program activities

G. Reimbursement and Documentation Readiness

- ☐ Organization understands funding is reimbursement-based
- ☐ Ability to submit receipts, invoices, and proof of payment
- ☐ Payroll and timekeeping systems in place for salary personnel
- ☐ Documentation systems in place for services and outcomes
- ☐ Threshold support documentation available, if applicable

H. Required Attachments

- ☐ Completed application form
- ☐ Proposal narrative
- ☐ Budget and budget narrative
- ☐ Proof of nonprofit status
- ☐ Letters of support (optional)

I. Submission

- ☐ All documents saved in the required format (PDF, if specified)
- ☐ Application submitted by deadline
- ☐ Submission confirmation received

Appendix B

The Application

City of Cleveland

Department of Public Health

OMHAR Opioid Settlement RFP Application

Organization Name	
Contact Information	
Executive Director	
Address	
Phone Number	
Email Address	

Proposal Focus Area

(Applicants can select a maximum of no more 2 focus areas)

	Prevention, Intervention, and Education
	Family Support and Engagement
	Recovery Supports, Health & Wellness
	Support to Providers and Workforce Development
	Stabilizing Support and Basic Needs

Mission Alignment: *(5 Points, 900 characters/150 words or less for response)*

Respondents must include a section detailing their organization's mission and background history as it aligns with the goals and objectives of this RFP. This section should provide a brief overview of the organization's purpose, values, and primary activities, with a specific focus on how these align with the funding focus areas (e.g., harm reduction, kinship care support, family and youth support, or assistance for children who have lost family members).

Additionally, respondents should describe their organization's history of serving communities affected by the opioid crisis or related challenges. Highlight relevant programs, partnerships, and achievements that demonstrate the organization's capacity to effectively implement the proposed project. This section should not exceed two pages and should clearly establish the organization's qualifications and alignment with the RFP priorities.

Program Title & Brief Synopsis of Overall Program Overview

Program Title:

Program Synopsis: *(5 Points, 3500 characters/575 words or less for response)*

Respondents must include a clear and concise synopsis as part of their program proposal. The synopsis should provide an overview of the proposed program, highlighting its primary focus, objectives, and anticipated outcomes. This section should summarize the key components of the program, including the target population, proposed activities, and alignment with the identified funding focus areas.

The synopsis should not exceed 3500 characters and should be written in plain, accessible language, ensuring it communicates the program's purpose and potential impact to a diverse audience. It will serve as a high-level summary to guide the review committee's understanding of the proposal before delving into the full details.

Domain Area 1: Prevention, Intervention, and Education *(25 Points, 800 characters/130 words or less for each question response)*

What specific prevention, intervention, and education activities will your program implement (e.g., harm reduction, overdose prevention, care coordination, or community education)?
How will your program engage and build trust with individuals, families, and communities most at risk for opioid use, overdose, or related harms?
What partnerships or collaborations will you establish or strengthen to increase the reach, accessibility, and effectiveness of your prevention and education efforts?
How will you measure the impact of your prevention and intervention strategies (e.g., increased knowledge, behavior change, reduced risk, or improved access to services)?
What strategies will you use to sustain prevention, intervention, and education activities after the funding period ends?

Prevention, Intervention, and Education Goals & deliverables	
Goal One	Goal One Deliverables
Goal Two	Goal Two Deliverables

Domain Area 2: Family Support and Engagement *(25 Points Total, 800 characters/130 words or less for each question response)*

What types of family support and engagement services (e.g., financial, educational, emotional, or stabilizing supports) will your program provide to families affected by substance use, recovery, or loss?
How will your program identify and engage families, caregivers, and impacted loved ones, including kinship and chosen family networks—who are most in need of support?
What community resources, partnerships, or collaborations will your program leverage to address the diverse needs and challenges faced by families impacted by the opioid crisis?
How will you evaluate the success of your family support and engagement activities in improving family stability, connection, and overall well-being?
What strategies will you implement to sustain and, if possible, expand family support and engagement services beyond the initial funding period?

Family Support and Engagement Goals & /deliverables	
Goal One	Deliverables
Goal Two	Deliverables

Domain Area 3: Recovery Supports, Health & Wellness *(25 Points Total, 800 characters/130 words or less for each question response)*

What specific recovery, health, and wellness supports will your program provide (e.g., peer support, grief counseling, housing stability, care navigation, or alternative therapies such as art, music, or equine therapy)?

How will your program identify and engage individuals in recovery or those transitioning from crisis to stability, ensuring equitable access to services?

What partnerships or collaborations will you establish to coordinate recovery supports, connect participants to health and wellness resources, and strengthen community recovery networks?

How will you measure the effectiveness and impact of your recovery support and wellness activities (e.g., improved health outcomes, sustained recovery, increased quality of life, or enhanced community engagement)?

What strategies will you implement to ensure the long-term sustainability of your recovery support and wellness initiatives after the funding period ends?

Recovery Supports, Health & Wellness Goals & /deliverables	
Goal One	Deliverables
Goal Two	Deliverables

Domain Area 4: Support to Providers and Workforce Development *(25 Points, 800 characters/130 words or less for each question response)*

What specific provider or workforce development activities will your program implement (e.g., training, supervision, certification, or professional development)?
How will your program strengthen the skills, well-being, and resilience of providers, peer supporters, or CHWs working with individuals and families affected by the opioid crisis?
What partnerships, educational institutions, or professional associations will you collaborate with to deliver or expand workforce training and support?
How will you measure the effectiveness and impact of your workforce development efforts (e.g., improved competencies, provider retention, or enhanced service delivery)?
What strategies will you use to sustain workforce development, provider training, or capacity-building initiatives after the funding period ends?

Support to Providers and Workforce Development Goals & Deliverables	
Goal One	Deliverables
Goal Two	Deliverables

Domain Area 5: Stabilizing Support and Basic Needs *(25 Points Total, 800 characters/130 words or less for each question response)*

What specific stabilizing support and basic needs services will your program provide to individuals and families affected by the opioid crisis?
How will your program identify and engage individuals and families in need of immediate assistance or stabilization support?
What partnerships or collaborations will you establish to ensure comprehensive access to food, housing, transportation, or other essential resources?
How will you measure the effectiveness and impact of your stabilization and basic needs services (e.g., housing stability, improved access to care, crisis prevention)?
What strategies will you use to sustain or expand stabilizing support and basic needs services after the funding period ends?

Stabilizing Support and Basic Needs Goals & /deliverables	
Goal One	Deliverables
Goal Two	Deliverables

Appendix C

Budget

Budget: City of Cleveland Department of Public Health – Opioid Settlement

Name of Agency: _____	
Name of Program/Project: _____	
Expenses	Total
Direct Program/Project Expenses	
Personnel Expenses	
Staff 1:	
Staff 2:	
Staff 3:	
Staff 4:	
Fringes/Benefits	
Non-Personnel Expenses	
Contract Services/Consultant Fees	
Program supplies	
Transportation/mileage	
Other (specify)	
Subtotal Direct Program/Project Expenses	
Indirect Costs	
Rent	
Utilities	
Technology Costs	
Office Supplies	
Insurance	
Other (Specify)	
Subtotal Indirect Costs	
Subtotal Overhead (not to exceed 10% of project/program expenses subtotal)	
Total Expenses	

**BUDGET NARRATIVE: City of Cleveland Department of Public Health –
Opioid Settlement**

Category & Description and Justification	Amount
Personnel: Provide details on salaries, wages, and benefits for program staff.	
Non-Personnel: Justify costs for supplies, consultants, transportation, and other direct expenses.	Amount
Overhead: Explain shared costs such as rent, utilities, and administrative expenses.	Amount
Total	