

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input type="radio"/> Award Acceptance <input checked="" type="radio"/> Contract Amendment <input type="radio"/>					
Department	Dept. No.	Contact		Phone	Fax
HEALTH DEPARTMENT	038	Brad Thompson		340-0407	
Grant Name: NACCHO Implementing Overdose Prevention Strategies at the Local Level 22-22					
Grantor: CENTER FOR DISEASE CONTROL					
Grant Period From: 02/01/22		(applications only) Anticipated Application Date:			
Grant Period To: 07/31/22		(applications only) Application Deadline:			
Funding Type: FED PASS THRU		Multi-Department Grant <input type="checkbox"/> → If yes, list below.			
Pass-Thru: NATIONAL ASSOCIATION OF COUNTY A		Outside Consultant Project: <input type="checkbox"/>			
Award Type: COMPETITIVE		Total Award: \$173,899.22			
Status: NEW		Metro Cash Match:			
Metro Category: New Initiative		Metro In-Kind Match:			
CFDA # 93.421		Is Council approval required? <input checked="" type="checkbox"/>			
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>			
A grant from NACCHO to improve the capacity of Metro to respond to the overdose crisis through partnerships with community agencies. This funding is to be used to implement this goal with the potential to add additional funding and a subsequent year to the grant.					
Plan for continuation of service after expiration of grant/Budgetary Impact:					
This is an implementation grant. If successful, it is possible to receive further grant funding.					
How is Match Determined?					
Fixed Amount of \$		or	% of Grant		Other: <input type="checkbox"/>
Explanation for "Other" means of determining match:					
For this Metro FY, how much of the required local Metro cash match:					
Is already in department budget?			Fund	Business Unit	
Is not budgeted?			Proposed Source of Match:		
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)					
Other:					
Number of FTEs the grant will fund:		3.75	Actual number of positions added:		3.60
Departmental Indirect Cost Rate		24.82%	Indirect Cost of Grant to Metro:		\$43,161.79
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No		% Allow. 24.82%	Ind. Cost Requested from Grantor:		\$34,579.22 in budget
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)					
Draw down allowable? <input type="checkbox"/>					
Metro or Community-based Partners:					

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22	\$173,899.22			\$0.00		\$0.00	\$173,899.22	\$43,161.79	\$34,579.22
Yr 2	FY									
Yr 3	FY									
Yr 4	FY									
Yr 5	FY									
Total		\$173,899.22	\$0.00	\$0.00	\$0.00		\$0.00	\$173,899.22	\$43,161.79	\$34,579.22
Date Awarded:					Tot. Awarded:	\$173,899.22	Contract#:	2022-010701		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

GCP RECEIVED 4/19/22

GCP APPROVED 4/20/22

TW

NACCHO AWARD # 2022-010701

SUBAWARD AGREEMENT

This Contractual Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW, 4th Fl., Washington, DC 20005, and **Metropolitan Government of Nashville & Davidson County** (hereinafter referred to as “Subrecipient”), with its principal place of business at 700 Second Ave. South, Ste 205., Nashville, TN 37201-5007.

WHEREAS, NACCHO wishes to hire Subrecipient to perform the services specified herein for NACCHO to enhance the programmatic activities of a grant; and

WHEREAS, Subrecipient wishes to perform such services for NACCHO, and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. **PURPOSE OF AGREEMENT:** Subrecipient agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT #6NU38OT000306-04-01, CFDA #93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Subrecipient shall act at all times in a professional manner consistent with the standards of the industry.
2. **TERM OF AGREEMENT:** The term of Year 1 Agreement shall begin on February 1st, 2022 and shall continue in effect until July 31, 2022, unless earlier terminated in accordance with the terms herein. Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421, pursuant to CDC’s directions and in compliance with the applicable guidance, federal rules, and regulations. Upon such approval, NACCHO will issue a contract modification to extend the period of performance and obligate Year 2 funding to Subrecipient. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties, provided the term shall not exceed one year from Year 2.
3. **PAYMENT FOR SERVICES:** In consideration for services to be performed in Year 1, NACCHO agrees to reimburse the Subrecipient for eligible costs incurred up to \$173,899.22. Eligible costs are those previously approved by NACCHO. All payments will be made within 30 days of receipt of invoice(s) from Subrecipient and following approval by NACCHO for approved services, as outlined on Attachment I. The invoice(s) shall itemize all expenses with

CONTRACT # 2022-010701

Page 2

supporting documentation for each itemized expense.

Seven invoices must be submitted as follows:

Invoice No.	Period of Performance	Due date
Invoice I	February 1, 2022 to March 15, 2022	March 31, 2022
Invoice II	March 15, 2022 to June 30, 2022	July 15, 2022
Invoice III	July 1, 2022 to July 31, 2022	August 15, 2022
YEAR 2 - Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421.		
Invoice IV	August 1, 2022 to November 15, 2022	December 30, 2022
Invoice V	November 16, 2022 to March 15, 2023	April 28, 2023
Invoice VI	March 16, 2023 to June 30, 2023	July 15, 2023
Invoice VII	July 1, 2023 to July 31, 2023	August 15, 2023

NACCHO award number must be included on all invoices. The parties agree that payment method shall be made by check, via postage-paid first-class mail, at the address for the giving of notices as set forth in Section 26 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Subrecipient will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Subrecipient shall act as an independent Contractor, and Subrecipient shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Subrecipient shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: To the extent allowable by Tennessee law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Subrecipient in the performance of this agreement shall be the responsibility of the Subrecipient, and not the responsibility of NACCHO if the liability, loss, or damage is caused by, or arises out of the actions or failure to act on the part of the Subrecipient, or anyone directly or indirectly employed by the Subrecipient.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Subrecipient, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Subrecipient and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Subrecipient and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Subrecipient may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Subrecipient shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Subrecipient's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Subrecipient of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Subrecipient hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Subrecipient pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Subrecipient shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Subrecipient understands and agrees that Subrecipient shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Subrecipient represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.

9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Subrecipient, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Subrecipient and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Subrecipient for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of laws provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Subrecipient contains errors or misinformation, the Subrecipient will correct error(s) within five business days. The Subrecipient will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Subrecipient's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards, and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost

CONTRACT # 2022-010701

Page 5

Principles, and Audit Requirements for HHS Awards). It is the Subrecipient's responsibility to understand and comply with all requirements set forth therein.

17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D, Subrecipient will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED SUBRECIPIENTS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Organization certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
19. AUDITING: Subrecipient agrees to permit independent auditors to have access to its records and financial statements for the purpose of monitoring compliance with this Agreement. If Subrecipient is not required to undergo an audit pursuant to 2 CFR 200 Subpart F because Subrecipient receives less than \$750,000 in federal direct or indirect cooperative agreement or grant funds, Subrecipient will certify to NACCHO that it is not so required. If Subrecipient is required to undergo an audit pursuant to 2 CFR 200 Subpart F, Subrecipient will undergo the required audit and agrees to send a copy of its most recent Single Audit report and any management letters to NACCHO.
20. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Subrecipient will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Subrecipient will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.)
22. REPORTING REQUIREMENTS: If applicable, Subrecipient must comply with Subrecipient reporting requirements specified in the Federal Funding Accountability and Transparency Act (P.L. 109-282). Subrecipient shall submit the information required on the form provided by NACCHO within 15 days of execution of this agreement and prior to any payment being made

CONTRACT # 2022-010701

Page 6

against this agreement.

23. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or Subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
24. CORONAVIRUS DISEASE 2019 (COVID-19) Funds: The Subrecipient acknowledged that the project is funded under the Coronavirus Preparedness and Response Supplemental Appropriation Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) and/or the Consolidated Appropriation Act, 2021 (P.L. 116-260), Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260) and hereby agrees, as to applicable to the award, to 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measure and 3) assist the United States Government in implementation and enforcement of federal orders related to quarantine and isolation. The Contractor will comply, to the extent applicable, with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.

Furthermore, consistent with 45 C.F.R. 75.322, the Contractor agrees to provide to CDC copies and/or access to COVID-19 data collected including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

25. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
26. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

CONTRACT # 2022-010701

Page 7

FOR NACCHO:

National Association of County and City Health Officials
Attn: Kabaye Diriba
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 888-0443
Fax (202) 783-1583
Email: kdiriba@nachho.org

With a copy to:
National Association of County and City Health Officials
Attn: Ade Hutapea, LL.M., CFCM
Director, Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR SUBRECIPIENT:

Metropolitan Government of Nashville & Davidson County
Attn: Angie Thompson
Director of Behavioral Health and Wellness
700 Second Ave. South, Ste 205.,
Nashville, TN 37201-5007
Tel. (615) 340-08602
Email: angie.thompson@nashville.gov

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

By : 
Lori T. Freeman (Apr 14, 2022 12:19 EDT)
Name : Lori Tremmel Freeman
Title : Chief Executive Officer
Date : Apr 14, 2022

SUBRECIPIENT:

By : 
Gill C Wright III, MD
0460AC21E16G408...
Name : Dr. Gill Wright
Title : Director of Health
Date : 4/18/2022

Federal Tax ID No.: 62-0694743
DUNS No.: 078217668

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:
Gill C Wright III, MD
0460AC21E1CC408...

Director, Metro Public Health Department

4/18/2022

Date

DocuSigned by:
Tiné Hamilton Franklin
BEBF0BBF14D14B0...

Chair, Board of Health

4/18/2022

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kelly Flannery/mjw
62977821A674E268...

Director, Department of Finance

4/26/2022

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balogun Cobb
09804BF12F2711...

Director of Risk Management Services

4/27/2022

Date

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Niki Eke
105558011500...

Metropolitan Attorney

4/26/2022

Date

FILED:

Metropolitan Clerk

Date

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

SUBRECIPIENT AGREEMENT – ATTACHMENT I
SCOPE OF WORK

Project: Implementing Overdose Prevention Strategies at the Local Level

Awardee: Metropolitan Government of Nashville & Davidson County

Project period: February 01, 2022 - July 31, 2023

Project amount: \$ 497,631.12

Project description

In collaboration with the Centers for Disease Control and Prevention (CDC), the National Association of County and City Health Officials (NACCHO) will partner with Metropolitan Government of Nashville & Davidson County to increase its capacity to respond effectively to the overdose epidemic by working with partners and rolling out evidence-based strategies at the local level. Through July 31, 2023, with funding and technical assistance from NACCHO and CDC, Metropolitan Government of Nashville & Davidson County will be responsible for implementing activities that address their community’s challenges related to drug overdose deaths. NACCHO and Metropolitan Government of Nashville & Davidson County will enter into a formal contract in order to achieve these goals.

The initial contract will cover the period from contract start through July 31, 2022. NACCHO and the LHD will modify and re-execute the contract to extend through July 31, 2023, following formal issuance of a no-cost extension by CDC.

Work Plan

Deliverables for this grant are three-fold: 1) improvement in the capacity of these communities to respond to an overdose crisis through partnerships with community agencies providing targeted naloxone distribution, stigma reduction, and tailored educational material in additional languages, 2) a robust and an enhanced qualitative data system focusing on disproportionately affected populations of the Coptic and African American communities, and 3) amplifying these communities’ authentic voices to determine innovative prevention strategies.

Process Objective 1. Through the deployment of health educators increase number of target community members who can prevent, respond, and engage in addressing SUD & OD related issues in identified communities. (This will include improvement in community capacity to respond to SUD & overdose through partnerships with community agencies, targeted naloxone distribution, stigma reduction, spike alert warnings and tailored educational material in appropriate languages.)

Activities	Lead Person/ Organization	Estimated time frame	Notes
------------	------------------------------	-------------------------	-------

1a. Identify, recruit and onboard Health Educators, ideally from communities to be served.	MPHD ORP Director / IOPSLL Program Coordinator	Qtr 1	Recruited staff will be embedded in the communities to be served and as part of the existing MPH D Overdose Response Program.
1b. Gather and/or develop SUD/OD related educational material best suited to addressing the crisis as experienced by each community to the best of our knowledge at this stage.	IOPSLL Coordinator & Team	Qtr 2-ongoing	Using an existing network of partnerships and stakeholders identify existing materials.
1c. Create culturally appropriate OD/SUD messaging, educational talking points, and data trend reports.	IOPSLL Coordinator & ORP Team	Qtr 2-ongoing	Creation of culturally appropriate materials will happen in collaboration with communities to be served. All material will be based on national best practices and science.
1d. Establish and implement an outreach schedule. Identifying existing meetings, institutions, establishments to offer educational outreach trainings.	IOPSLL Coordinator & ORP Team	Qtr 1	Using community champions, seek opportunities for outreach.
1e. All IOPSLL program staff to attend existing ORP team meetings to gain insight and knowledge on other overlapping programs and interventions that can be resources to communities to be served.	ORP Director/ IOPSLL Coordinator & ORP Team	Qtr 1-ongoing	This includes weekly ORP team meetings, monthly Regional Overdose Response Specialist Narcan meeting and other meetings where relevant resources might be discussed.
1f. Bridge between public health and community served for trust and communication resulting in an increase number of participating churches and faith leaders, and lay people who can prevent, respond, and engage to address SUD/OD.	IOPSLL Coordinator / IOPSLL Health Educators	Qtr 2-ongoing	Recruited staff will be embedded in the communities to be served and as part of the existing MPH D Overdose Response Program.
Process Objective 2. Develop a robust and enhanced qualitative data/information system focusing on disproportionately affected populations of the Coptic and African American communities			
Activities	Lead Person/ Organization	Estimated time frame	Notes

2a. Identify, recruit and onboard Research Analyst.	ORP Director / IOPSLL Program Coordinator	Qtr 1	Research Analyst must have strong relational skills and ability to increase rapport with identified communities.
2b. Generate surveys and facilitate focus groups/listening sessions to determine the needs of each community/stakeholder group to be served.	Research Analyst	Qtr 2-ongoing	These surveys and facilitated sessions are intended to identify both the needs of these communities and better ways to address SUD/OD activity.
2c. Create educational campaigns about stigma, treatment, and prevention that align with identified community needs and cultural competency.	Research Analyst	Qtr 3-ongoing	Working with the Health Educators to implement findings in the target populations.
2d. Incorporate existing ORP data sources into routine monitoring for marginalized communities to increase awareness of illicit substances in the community.	Research Analyst	Qtr 2-ongoing	Close to live overdose surveillance data is available to assist communities in taking timely action to address overdoses.
2e. Establish monthly stakeholder meeting to gain an authentic voice for progression of project.	Research Analyst	Qtr 1	Provide feedback to the communities on activities undertaken, data trends and any relevant finds from surveys etc. Engage communities in process of refining surveys etc.
Process Objective 3. Increase ability to adapt overdose response programs, across diverse communities, to respond to changes in SUD/OD trends through reviewing data.			
Activities	Lead Person/ Organization	Estimated time frame	Notes
3a. Incorporate target communities in the Davidson County Spike Alert System & Acute Overdose Response Plan.	ORP Director / IOPSLL Program Coordinator/ Research Analyst	Qtr 1 -ongoing	Identify most appropriate communication points in the communities to expand the presence of these overdose notification tools.
3b. Create new communication tree to inform target communities of increased rates of overdose and advise on response.	ORP Director / IOPSLL Program Coordinator/ Research Analyst	Qtr 1-onging	Identify most appropriate stakeholders to add to overdose communication tree to

			ensure effective, accurate and timely dissemination of OD spike information
3c. Include IOPSLT team members in hotspot and acute overdose event analysis and action meetings.	ORP Director / IOPSLT Program Coordinator/ Research Analyst	Qtr 1-ongoing	In the event of unusual overdose activity of note include these team members in "team huddle" to assess data.
3d. Advise in developing further relevant policy and programmatic interventions.	ORP Director / IOPSLT Program Coordinator/ Research Analyst	Qtr 2-ongoing	Attend meetings developing other interventions/programs that might impact communities to be served. Thus, ensuring culturally appropriate design of interventions.

Crosscutting Activities

Objective 1. Through the period of performance, participate in virtual learning, and evaluation activities to openly share challenges, results, and outcomes of selected site's experience			
Period	Activity	Lead Person/Organization	Timeline
Year 1 & Year 2	Participate in monthly check-in calls facilitated by NACCHO to review the progress of ongoing activities, any major changes to the work plan, and discuss technical assistance needs. Participants will include at least one representative from NACCHO, CDC, and the awardee as well as any other stakeholders invited by the awardee. Supplemental technical assistance (TA) calls will be scheduled to address needs.	NACCHO, CDC, Metropolitan Government of Nashville & Davidson County, SME consultant(s)	Complete by July 31, 2023
Year 1	Complete the Overdose Prevention Capacity Assessment Tool (OPCAT) and Technical Assistance Assessment (TAA) at the start of the project. Technical assistance and training will be available to sites and will be informed by the site OPCAT results.	NACCHO, Metropolitan Government of Nashville & Davidson County	Complete by January 31, 2022
Year 1	Develop an evaluation plan based on the logic model. A template and technical assistance will be provided from NACCHO, CDC, and SME consultant.	NACCHO, CDC, Metropolitan Government of Nashville & Davidson County	Complete by February 15, 2022

Year 2	Implement the evaluation plan and hold quarterly calls to update progress on evaluation.	NACCHO, CDC, Metropolitan Government of Nashville & Davidson County, SME consultant(s)	Completed by July 31, 2022
Year 1 & Year 2	Participate in cohort learning and sharing experiences. Present expertise through at least one peer learning experience.	NACCHO, CDC, SME consultant(s), all program participants	Complete by July 31, 2022
Year 2	Submit a final report that includes information about lessons learned, successes, and challenges experienced during the project, as well as progress and evaluation data from the beginning of funding through the end of the project period.	NACCHO, CDC, Metropolitan Government of Nashville & Davidson County	Complete by July 31, 2023
Year 2	Complete an Overdose Prevention Capacity Assessment Tool (OPCAT) at the end of the project and participate in project evaluation-related activities with NACCHO and CDC, including interviews to assess how the technical assistance and funding impacted the site's capacity.	NACCHO, Metropolitan Government of Nashville & Davidson County	Complete by July 31, 2023

Invoice schedule

Invoice No.	Period of Performance	Due date
Invoice I	February 1, 2022 to March 15, 2022	March 31, 2022
Invoice II	March 15, 2022 to June 30, 2022	July 15, 2022
Invoice III	July 1, 2022 to July 31, 2022	August 15, 2022
YEAR 2 - Year 2 Agreement award is contingent upon NACCHO receiving approval to exercise expanded authority in the administration of the award of CDC GRANT 6NU38OT000306-04-01, CFDA #93.421.		
Invoice IV	August 1, 2022 to November 15, 2022	December 30, 2022
Invoice V	November 16, 2022 to March 15, 2023	April 28, 2023
Invoice VI	March 16, 2023 to June 30, 2023	July 15, 2023
Invoice VII	July 1, 2023 to July 31, 2023	August 15, 2023

CONTRACT # 2022-010701

Page 13

*Metro Public Health Department
Community Overdose Prevention and Empowerment
2/1/2021-7/31/2023*

Line Items	Requested Amount through July 31, 2022	Requested Amount August 1, 2022- July 31, 2023	Total Requested Amount	Cost Justification
Personnel (Name)				
TBA Program Specialist 2	\$ 20,884.00	\$ 41,767.00	\$ 62,651.00	100%
TBA Research Analyst	\$ 25,155.00	\$ 50,310.00	\$ 75,465.00	100%
TBA1 Program Specialist 1 Coptic Com	\$ 14,985.00	\$ 29,970.00	\$ 44,955.00	80%
TBA2 Program Specialist 1 SPAAFCC	\$ 14,985.00	\$ 29,970.00	\$ 44,955.00	80%
Trevor Henderson	\$ 5,410.00	\$ 10,820.00	\$ 16,230.00	15%
Personnel Subtotal	\$ 81,419.00	\$ 162,837.00	\$ 244,256.00	
			\$ -	
Fringe Benefits (X%)	\$ 42,778.00	\$ 85,557.00	\$ 128,335.00	
Travel			\$ -	
Mileage x 4 people x 150	\$ 2,016.00	\$ 4,032.00	\$ 6,048.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Travel Subtotal	\$ 2,016.00	\$ 4,032.00	\$ 6,048.00	
Equipment			\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Equipment Subtotal	\$ -	\$ -	\$ -	
Supplies			\$ -	

CONTRACT # 2022-010701

Page 14

				Dell Laptops may include docking stations and LCD screens for work in office setting
Computers (4) @ \$2500	\$ 10,000.00	\$ -	\$ 10,000.00	
Office supplies	\$ 250.00	\$ 750.00	\$ 1,000.00	
Cell phone (4) @ \$600	\$ 1,200.00	\$ 2,400.00	\$ 3,600.00	Apple iPhone
Printing	\$ 500.00	\$ 1,500.00	\$ 2,000.00	
Supplies Subtotal	\$ 11,950.00	\$ 4,650.00	\$ 16,600.00	
Contractual Costs			\$ -	
Translation services	\$ 1,157.00	\$ 2,283.00	\$ 3,440.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Contractual Subtotal	\$ 1,157.00	\$ 2,283.00	\$ 3,440.00	
Other			\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Other Subtotal:	\$ -	\$ -	\$ -	
Subtotals of Direct costs	\$ 139,320.00	\$ 259,359.00	\$ 398,679.00	
Indirect (24.82%)	\$ 34,579.22	\$ 64,372.90	\$ 98,952.13	
Grand Total	\$ 173,899.22	\$ 323,731.90	\$ 497,631.13	