

# Form E: SSP RFP Application Narrative Questions (70 points)

**Agency Name:
Program Name:
Priority Population:**

## Instructions:

**Please limit the application narrative to 15 pages total**. Applicants must write their proposal in a **12-point font** with one-inch margins and **single-spaced** lines on 8.5 X 11-inch single side paper. Separate paragraphs with a blank line in between.

## Program Organizational Capacity (20 points).

**Around three pages.**

1. Provide an organizational overview, including background, mission, major programming, geographical and other service areas, populations currently served, wraparound services, etc. (5 points)
2. Describe the organizational structure and administrative capacity, including executive management, fiscal management, involvement of board members (if applicable). (5 points)
3. Describe how your organization embeds the principles of harm reduction into your programming. Learn more at [Principles of Harm Reduction (https://harmreduction.org/about-us/principles-of-harm-reduction/)](https://harmreduction.org/about-us/principles-of-harm-reduction/). Please share how these principles are reflected in policy, programming, and staffing using specific examples. (5 points)
	1. If applying to **expand** SSP services to serve PEH/PEHI, describe the how the organization provides harm reduction programming, including syringe services programming, to people who are most at-risk of overdose, HIV/HCV, and other harms associated with drug use.
	2. If applying to **establish** new SSP services within an existing program, please describe the organization’s experience providing direct services embedded in harm reduction to people who use drugs/people who are experiencing homelessness and/or housing instability.
4. Describe how your agency provides oversight of administrative, fiscal, and programmatic aspects of government grants and/or other funding sources. If currently providing SSP services, describe your sources of funding and how your proposed programming will be monitored for avoidance of funding duplication.

## Program Design and Implementation Narrative (30 points).

**Around eight pages.**

Select the geographic area and the priority population you are proposing to serve. Also include the proposed number of HIV/HCV tests per year and unduplicated individuals who will receive SSP services per year.

### Geographic focus

[ ]  PWID/PWUD experiencing homelessness and/or housing instability in the 11-county metropolitan area.

[ ]  PWID/PWUD experiencing homelessness and/or or housing instability in greater MN.

[ ]  PWID/PWUD experiencing homelessness and/or housing instability on tribal nations.

### Priority Populations

Please also select the priority population the proposal aims to serve. Only one priority population may be selected per proposal.

[ ]  American Indian/Native American PWID/PWUD. (5 points)

[ ]  Black/African American PWID/PWUD. (5 points)

[ ]  Other PWID/PWUD. (0 points)

**Note:** For agencies proposing to serve one of the above priority populations, they should aim to have 51% or more of the individuals served falling into the proposed priority population.

### Tests Provided and Unduplicated Individuals Served

Number of HIV tests per year:

Number of HCV tests per year:

Number of unduplicated individuals to receive SSP services per year:

1. Provide a summary of the proposed program (250 words). (5 points)
2. Describe how you will conduct the required harm reduction/syringe services activities listed in section. Please reference section 2.2 of the RFP titled “Eligible Projects” for more specifics on required activities. For each required program activity, describe the specific action steps: (10 points)
	1. Syringe and safer use supply/exchange (include distribution, collection, and disposal activities).
	2. HIV and HCV testing and linkage to care.
	3. Overdose prevention/response (distribution of test strips and overdose reversal kits).
	4. Safer sex education and supply distribution.
	5. Other harm reduction services and referrals, as applicable.
	6. Community engagement (current and planned activities).
	7. Describe your plan for collecting, tracking, and securely storing required data (unique/new clients, supplies out/in, HIV/HCV testing data and case reporting).
	8. Describe how you will use the data you are required to collect for the purpose of evaluating the implementation of your program(s) and making changes and improvements to your program(s).
3. Describe the duties, qualifications, and skills of each position (current or future) that will be involved in project administration and delivery of the proposed project. (5 points)
4. Describe or identify key current or potential referral partners and collaborators for this program, both formal and informal, and describe the rational for referring to or collaborating with and roles and responsibilities they will have in this program. Referral/collaboration could include linkage to appropriate medical care (HIV/HCV/STD, wound care, MOUD or treatment for SUD, etc.) and other pertinent social services (legal aid, housing/shelter, food access, etc.). (5 points)

## Health Equity Narrative (20 points).

**Around four pages.**

1. Using available data and evidence, describe the various factors that create barriers to accessing syringe services and harm reduction programming for the priority populations of PWID/PWUD and PEH/PEHI that your organization proposes to serve.
2. Describe what activities the organization will undertake to reduce the barriers listed for PWID/PWUD and PEH/PEHI. If applying to serve American Indian PWID/PWUD and PEH/PEHI or Black/African American PWID/PWUD and PEH/PEHI, please highlight evidence and activities focused on those communities.
3. Describe how your organization meaningfully involves people with lived/living experience, including clients or populations served, in the planning, design, and implementation of services. How will their feedback be used to improved services throughout the course of the program? Please share specifics examples.
4. Describe how staff, leadership, and board members are reflective of the populations your proposal purports to serve. Describe any plans for ensuring or increasing reflectiveness.