# Opioid and Stimulant Use Disorder Prevention and Education

## Request for Applications

## Release date: June 24, 2026

## Applications due: 1:00 P.M. (PT) on July 22, 2026

This funding opportunity is provided by the State of California's Department of Health Care Services in partnership with The Center at Sierra Health Foundation.

The Center at Sierra Health Foundation is an independent 501(c)(3) nonprofit organization that brings people, ideas and infrastructure together to create a collective impact. The Center helps communities access proven practices while tapping into their existing resources, knowledge and creativity to identify strategies for a healthier community.
For information about The Center, visit www.shfcenter.org.

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**READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY**

# Introduction

## Request for Applications (RFA) Overview

This request for applications (RFA) contains information about the *Opioid and Stimulant Use Disorder Prevention and Education* program, including background and legal, fiscal and program requirements for applicants, as well as eligibility criteria and application instructions. Sierra Health Foundation: Center for Health Program Management (The Center) has been contracted by the Department of Health Care Services (DHCS) to serve as the Administrative Entity (AE) and will implement this funding opportunity, including awarding and distributing funding and compliance and monitoring. Data collection, submission and technical assistance will be through the University of California, Los Angeles, Integrated Substance Abuse Project (UCLA-ISAP). Applicants may apply for up to $200,000 to support activities over the 12-month contract period.

## DHCS Opioid Response Project Overview

This program will be supported by the California State Opioid Response (SOR) IV grant program funded by DHCS. This grant was provided to DHCS by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA). The SOR IV grant supports the DHCS Opioid Response Project which aims to address the opioid and stimulant use disorder crises by improving access to treatment, reducing unmet treatment needs, and reducing opioid and stimulant-related overdose deaths through the provision of prevention, treatment, recovery services and providing resources. These resources help increase access to the Food and Drug Administration (FDA)-approved medications for the treatment of opioid use disorder (OUD) and support the continuum of prevention, treatment and recovery support services for OUD and other concurrent substance use disorders (SUDs).

## Opioid and Stimulant Use Disorder Prevention and Education Program Overview

This funding opportunity will support programs addressing opioid use, stimulant use and polysubstance use in California's communities, which have been impacted by the opioid and stimulant use disorder crises. While California has made significant progress in addressing the opioid epidemic, in 2024 there were still 5,462 overdose deaths reported[1].

The goals of this funding opportunity are to support awareness, outreach and education addressing opioids and stimulants, as well as polysubstance use, and to strengthen referral pathways to care and treatment services, including Medications for Opioid Use Disorder (MOUD), in all communities across the state.

We invite applications from community-based and nonprofit organizations that have a strong track record of delivering community outreach and education projects.

[1] California Overdose Surveillance Dashboard https://skylab.cdph.ca.gov/ODdash/?tab=Home

# PROGRAM SUMMARY

| Opioid and Stimulant Use Disorder Prevention and Education | |
|---|---|
| **Description** | These funds are for organizations to implement community-based outreach, education and referrals to address opioid use, stimulant use and/or polysubstance use in their communities and increase access to treatment services such as Medications for Addiction Treatment (MAT). Organizations must clearly outline their plan in the application. |
| **Award Amount** | Up to $200,000 for program activities |
| **Application Due Date** | 1:00 P.M. (Pacific Time) July 22, 2026 |
| **Cost Sharing/Match Required** | No |
| **Anticipated Project Start and End Date** | September 1, 2026 – August 31, 2027 |
| **Anticipated Award Date** | Late August 2026 |
| **Length of Project Period** | 12 months |

## Informational Webinar and Office Hours for Applicants

A webinar for interested applicants will be held on **June 30, 2026 at 9:00 A.M**. (Pacific Time). The webinar will review the funding opportunity and the application process as well as answer questions. Attendance is strongly recommended. **Register here to attend the webinar on Zoom**. The webinar will be recorded and shared upon request. Application materials are posted on The Center's MAT Access Points Project website for review prior to the webinar.

The Center is committed to assisting potential applicants who are interested in applying for funding. Listed below are several scheduled technical assistance office hours. These drop-in sessions can be used to ask questions about the application process, to discuss whether your program ideas fit with the funding program or to discuss budget-related questions. Participation in the office hours is not required, but many past applicants have found them to be useful. Below is the schedule for the drop-in office hours.

Please use this Zoom **link** to join any of the office hours. If a passcode is requested, use: MATSOR4.

Tuesday, July 7 at 1:00 pm
Monday, July 13 at 2:00 pm
Thursday, July 16 at 10:00 am
Tuesday, July 21 at 11:00 am

# OPIOID AND STIMULANT USE DISORDER PREVENTION AND EDUCATION REQUEST FOR APPLICATIONS

## Eligibility Criteria

The Center will fund organizations that meet the following minimum requirements:

- The organization must have a primary location in the state of California or if outside of the state, a location in California (note that all activities must take place in California).
- Organizations must be a nonprofit entity recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Organizations that do not have 501(c)(3) status may apply under a qualifying fiscal sponsor that holds 501(c)(3) status. Federally recognized tribes are also eligible.
- To be eligible for funding, in addition to tax-exempt status with the IRS, applicants must be in good standing or working towards good standing with the following applicable regulatory agencies:
    - California Franchise Tax Board (FTB) (website link)
    - California Department of Justice, Office of the Attorney General, Registry of Charities and Fundraisers (DOJ-AG) (website link)
    - California Secretary of State (SOS) (website link)
    - System for Award Management SAM.gov (website link)

      Applicants must meet these requirements at the time of award and maintain active registration, tax-exempt status and good standing with all required agencies for the duration of the award.
- Applicant organizations and partners must have at least two years of experience providing prevention and education services.
- Applicant organizations and their partners shall not discriminate based on race, color, religion (creed), age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.

## Scope of Work

Activities implemented through this funding must be related to the prevention and education of opioid use disorder (OUD), stimulant use disorder (StUD) and/or polysubstance use, and must increase access to treatment services for OUD, StUD and/or co-occurring substance use disorders (SUD) through referrals and partnerships.

Activities and materials developed through this funding opportunity should be focused primarily on three outcomes:

1. Increased individual and community understanding of OUD and StUD, and/or polysubstance use, and of public health solutions that focus on positive messages to prevent SUD.

2. Decreased community and individual stigma of people who use drugs and SUD care and treatment services.

3. Integrated and strengthened treatment referral pathways for OUD and StUD in communities.

Organizations should recognize that substance use and substance use disorders are complex and require a multi-pronged approach that addresses other aspects of physical, mental and emotional health, while also understanding the multitude of barriers to successful outreach and linkages to treatment. Those barriers can include, but are not limited to, high threshold services that interrupt people's ability to care for themselves, language access, treatment wait lists, cost, stigma and mistrust toward people with a history of drug use, among others.

**Examples of outreach and education activities that could be funded include, but are not limited to:**

- Training and funding substance use navigators, behavioral health counselors, community champions, peer workers or other community health worker models to incorporate OUD and StUD outreach, education and treatment referrals into their workflow.
- Developing a survey/focus group to inform activities (e.g. to determine community level of awareness and understanding, determine community motivations to stop or reduce use) and measuring change through comparison surveys.
- Including outreach and engagement of people who currently use drugs to inform programming and to increase connections to supports such as education, non-clinical services and treatment referrals.
- Supporting staff positions for the duration of the contract to provide outreach, education and/or to connect individuals to services.
- Implementing stigma reduction campaigns. This can include social media campaigns or other media campaigns (such as radio) to push for narrative change.
- Engaging in community narrative change through storytelling (PSA/videos, podcasts, etc.).
- Hosting community workshops, tabling at events, participating in wellness fairs, etc. to provide community outreach and education around OUD and StUD.
- Developing, updating, and circulating educational materials/curriculum (e.g., printed educational materials, duplication, and distribution). This can also include presentations on specific populations (ex. youth, pregnant women, etc.). Curriculum development should undergo reviews by experts in the field (or relevant partners), to ensure it is factually accurate.
- Bringing service providers or behavioral health staff to give presentations to the organization or in community.
- Recruiting and training community leaders/trusted messengers as ambassadors to provide resource navigation and facilitate community conversations.
- Distributing educational kits with informational materials to educate and support participants as well as build trust.
- Connecting with other community partners such as faith-based organizations, schools, County programs, libraries, local colleges, etc. to expand outreach.
- Implementing other innovative and creative efforts to expand OUD and StUD outreach, education, prevention and treatment referral beyond traditional or institutional settings.

**Examples of treatment connections* that could be funded include, but are not limited to:**

- Connecting individuals served with ongoing OUD and StUD treatment services and resources through referrals and partnerships.
    - Connecting with County partners.
    - Connecting with treatment partners in the community.
- Streamlining and integrating referral processes into workflows.
- Signing Memoranda of Understandings (MOUs)/formal partnerships with treatment partners to provide support for individuals who are in treatment (host groups, wrap-around care, connection to social services).

- Integrating OUD/SUD screening questions into community health work or developing positions such as peer navigators or substance use navigators to increase awareness and understanding of treatment options.
- Expanding naloxone training and distribution that incorporates evidence-based overdose prevention work and health education; intervention and aftercare following nonfatal overdose.
- Integrating school-based screenings and referrals.
- Addressing barriers to treatment access such as transportation, long wait lists (e.g. through a shuttle service with an already owned organizational vehicle, rideshares or bus passes; etc.).

***Please note that MOUD or StUD treatment and recovery support services themselves will not be funded under this opportunity.***

## Application Selection Criteria

The Center will select applicants who present the most complete and responsive applications demonstrating a mix of experience, capacity and potential. Applications will be reviewed on how well proposed activities match the intent of the funding opportunity, anticipated overall impact, and strength of project team and proposal.

**The most competitive applications will:**

- Provide a detailed description of exactly what will be done to address the funding opportunity goals and how they will be implemented–who will be involved, what they will do, a clear and realistic timeline of activities, and concrete, measurable objectives.
- Propose projects that have buy-in from organizational leadership and staff and are ready for immediate community implementation.
- Have a demonstrated track record with proposed project activities, including having a concrete plan for incorporating proposed activities into the organization's current workflow.
- Affirm the applicant's ability to submit regular data and narrative progress reports.

Applications must adhere to the funding guidelines and present a budget clearly linked to the proposed activities. If application requests exceed available funding, the review committee will consider factors such as geographic reach and prevalence of patients with opioid use or stimulant use disorder in the area served.

At The Center's discretion, the above evaluation criteria are subject to change to best meet programmatic needs and funding requirements.

## Application Denial Appeal Process

Per DHCS, California law does not provide a protest or appeal process against award decisions made through this funding opportunity, and applicants submitting responses to these types of RFAs are not able to protest or appeal the award. All decisions are reviewed and approved by DHCS and will be final.

## Funding Information

This funding opportunity will fund a maximum of $200,000 per awarded organization or entity for the 12-month contract period. Contracts will cover activities from September 1, 2026, through August 31, 2027.

Applicants are required to adhere to the budget guidelines included in the Budget Template that is linked in the online application and in **Appendix F** of this RFA. Applicants must submit their proposed budgets in the template format. Applications that do not conform to this template will not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in U.S. dollars. Applicants are required to submit a detailed budget justification to assist The Center in establishing cost reasonableness of the final amount awarded. This funding opportunity encourages working in collaboration with other groups and allows for subcontracting by the lead organization.

By accepting these funds, the applicant organization acknowledges and agrees that the maximum allowable indirect cost rate shall be fifteen percent (15%) of an organization's modified total direct costs (MTDC), as defined in 2 CFR Part 200, regardless of an organization's federally negotiated rate, unless the applicant organization is a tribe or tribal entity which are permitted an exception to use their federally Negotiated Indirect Cost Rate (NICR) for the SOR IV grant program.

The contracts will be deliverable-based, meaning contractors need to demonstrate progress on process measures (e.g., number of outreach activities, number of referrals) and fulfill set deliverables.

The Center is the administrative entity for this program and will incorporate the applicable federal and state rules and regulations into the terms and conditions of the contract agreement, notably *2 CFR 200*[2] *and 45 CFR Part 75*[3]. Applicants must abide by these standard funding restrictions as determined by SAMHSA and as described in **Appendix B**.

## Agreement Terms and Payment Schedule

The Center intends to award a deliverable-based agreement. This mechanism ties payment to the completion of defined programmatic milestones, with each milestone triggering a specific, pre-agreed disbursement. Deliverable-based agreements maintain a focus on measurable outcomes addressing the opioid and stimulant use disorder crises, rather than relying solely on expenditure tracking from the applicant's general ledger.

After completion of deliverables, funded partners will submit invoices to The Center to initiate the payment process. The Center will then confirm the appropriateness and completeness of the deliverables. The Center will provide instructions and an invoice template.

At certain instances as noted in **Appendix D**, below, as a part of its due diligence, The Center may conduct a financial review to ensure that the applicant is not paying for unallowable costs.

If a contractor achieves all required deliverables by the end of the contract, the entire contract amount will be paid.

## Federal Compliance

This project is funded by DHCS' State Opioid Response IV grant from SAMHSA. If awarded, contractors will need to complete pre-award requirements before funding is disbursed. This includes the following:

[2] 2 CFR 200: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

[3] 45 CFR Part 75: https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75

**Pre-award Risk Assessment (PARA):** In compliance with federal regulations *(2 CFR 200.332)*, The Center is required to assess contractors prior to the execution of contracts to identify potential risks. While this pre-award risk assessment is a required component of the contracting process and ensures organizations have the financial capacity to complete the work, responses to the assessment will not affect eligibility or funding recommendations. This assessment also helps inform The Center's ongoing support to the contractor throughout the period of performance and contract deliverables.
Please use this link to complete the Pre-Award Risk Assessment.

**Unique Entity ID (SAM):** The System for Award Management (SAM) is the U.S. federal government's centralized database, where grant applicants must register to be eligible for awards. It ensures that applicants are neither suspended nor debarred and that they are in good standing with the federal government. Organizations are required to register for a Unique Entity ID (UEI) on SAM.gov before they can accept any funds through this project. Please see this Quick Start Guide for Getting a Unique Entity ID (SHFCenter.org). Funded organizations must maintain an active SAM registration throughout the contract period.

**Insurance Requirements:** There will be insurance requirements under these contracts as noted in **Appendix C**. Once funds have been awarded, communication will be sent to awarded organizations to upload the insurance documents and demonstrate compliance with all insurance requirements. Payment will not be released until insurance compliance requirements are met. The Center recognizes that the terms and coverage conditions for insurance requirements are technical in nature. If you need additional support to answer insurance questions or if you do not feel that you will be able to meet the insurance requirements, please reach out to mataccesspoints@shfcenter.org with subject line "OUD and StUD Prevention and Education Insurance Help."

## Data and Reporting Requirements

Funded partners are required to complete several project specific data and reporting requirements including:

- Quarterly data reports (e.g. quantitative data on services provided) submitted via an online portal to UCLA.
- Bi-annual narrative reports (e.g. narrative on progress, challenges, financial components) submitted to The Center.
- An annual site visit with The Center staff. Site visits may be virtual.

Please see **Appendix D** and **E** for more information including an outline of reporting requirements and due dates.

## General Application Information

| **Important Application Information** |
| --- |
| Applications are due no later than 1 p.m. (Pacific Time) on July 22, 2026. We encourage you to submit your application before the deadline date in case you need help with any of the RFA components. |
| **General Instructions**<br>• Complete your Pre-Award Risk Assessment (PARA) using this link.<br>• Submit the application via our online portal through this link. You may save your progress and resume the application later by entering an e-mail and determining a password. |

- Respond to all required fields (marked with a red asterisk *).
- Upload all attachments listed under "Application Checklist" below.
- On the portal, you may click "Save my progress and resume later." Enter your e-mail and determine a password to return to the saved application through the same link at a later date. To return, use the same link and click on "Resume a previously saved form."
- You may submit your application only once. Be sure your application is complete and accurate, including required attachments, before submitting it. Revised applications will not be accepted.
- If you are unable to submit your application online or need help, please contact us at mataccesspoints@shfcenter.org with subject line: OUD and StUD Prevention and Education Application Help.

**Send questions and inquiries related to this funding opportunity to mataccesspoints@shfcenter.org with the subject line: OUD and StUD Prevention and Education Application Help**

## Application Checklist

□ Initiate the funding application through our online portal linked **here**. The link is also at the end of this RFA, under **Appendix F**, and posted on the MAT Access Points Project website.

□ Complete the Pre-Award Risk Assessment linked here.

□ **Required Application Attachments**

- Proposed project budget completed in The Center's Proposed Budget Template (template is available for download here)
- Applicant organization's Form W-9
- Most recent IRS determination or affirmation letter confirming current federal tax-exempt status under Section 501(c)(3)
- Your organization's most recent IRS Form 990 (or 990-EZ / 990-N, as applicable)
- Your most recent unaudited financial statements (e.g., year-end or year-to-date).
- Board of Directors List (including names, professional affiliation and length of term of service)
- Your organization's most recent audited financial statements, if available.
- Applicants applying under fiscal sponsorship must provide an executed fiscal sponsorship agreement (e.g., Memorandum of Understanding or equivalent) between the fiscal sponsor and the sponsored project.

Incomplete applications will not be reviewed. Applications received after the deadline will not be considered. If you are unable to submit your application online or need technical assistance, please contact us at mataccesspoints@shfcenter.org with subject line: OUD and StUD Prevention and Education Application Help.

# APPENDICES

## Appendix A: Glossary and Resources

**Addiction**: The chronic neurobiological disorder centered on a dysregulation of the natural reward system. See video linked here on rethinking addiction.

**Medication for Addiction Treatment (MAT) or Medications for Opioid Use Disorder (MOUD):** MAT/MOUD uses Food and Drug Administration-approved medications in combination with counseling and behavioral therapies to provide a whole-patient approach to the treatment of substance use disorders. It is the gold standard of care for opioid use disorder treatment.

**Naloxone Distribution Project**: Eligible entities may receive free naloxone through the Naloxone Distribution Project. This DHCS project aims to address the opioid crisis by reducing overdose deaths through the provision of free naloxone, in both nasal spray and injectable formulations.

**Opioid Use Disorder (OUD)**: A pattern of behavior characterized by craving, increased tolerance, and withdrawal when opioid use stops, and persistent use of opioids despite adverse consequences.

**Prevention**: Activities that promote healthy behaviors, reduce risks, and build protective factors that either prevent substance use or mitigate consequences and contributing factors associated with substance use and substance use disorder.

**Stimulants**: Stimulant drugs encompass amphetamine-type stimulants as well as the various forms of cocaine-derived products (e.g., powder cocaine, crack). Amphetamine-type stimulants include methamphetamine (crystal, crank, speed, ice) as well as prescription medications primarily used for the treatment of attention-deficit/hyperactivity disorder (ADHD), such as amphetamine, methylphenidate and dextroamphetamine. Information on the treatment of stimulant use disorder is linked here.

**Stimulant Use Disorder (StUD):** Stimulant use disorder is the continued use of stimulants despite harm to the person using them. Stimulants include cocaine, amphetamine, methamphetamine, MDMA (also known as ecstasy or molly) and prescription drugs such as Adderall and Ritalin. These drugs are classified as stimulants because they increase the level of activity that occurs in the body's central nervous system.[4]

**Substance Use Disorder (SUD)**: The recurrent use of alcohol and/or drugs that causes clinically significant impairment, including health problems, disability and failure to meet major responsibilities at work, school or home.

## Appendix B: Standard Funding Restrictions

The Department of Health and Human Services (HHS) follows the Uniform Guidance codified as *2 CFR 200* along with its HHS supplemental in *2 CFR 300*. All provisions of *2 CFR Part 200* and *2 CFR Part 300* apply to all subrecipients. Subpart E establishes the applicable cost principles and defines allowable and unallowable costs for HHS recipients. Unless superseded by program statute or regulation, follow the cost principles in *2 CFR 200 and 2 CFR 300* along with the standard funding restrictions below.

[4] https://www.mentalhealth.va.gov/substance-use/stimulants.asp

Additionally, please reference the latest SOR IV Allowable Cost Fact Sheet linked here. The SOR IV Allowable Cost Fact Sheet is subject to change. The Center will make the latest guidance available to funded partners as updates are made.

**SAMHSA SOR funds were granted to the State, and all applicable SAMHSA funding restrictions are applicable to this funding opportunity.**

SAMHSA funds must be used for purposes supported by the program and **may not** be used to pay for:

- Any contingency management treatment activities.
- Any lease beyond the State Opioid Response Project period or prepay any other expense beyond the project period.
- Patient housing.
- Telehealth equipment for use by clients or patients.
- Residential or outpatient treatment services.
- Direct payments to individuals to induce them to enter prevention or treatment services or to encourage attendance and/or attainment of prevention or treatment goals.
- The cost of food or meals for non-program participants, even if they are considered an integral part of a conference or gathering. Food can be included as a necessary expense for individuals receiving SAMHSA-funded mental and/or SUD prevention, lifesaving overdose prevention and response services, treatment and recovery support services. Funds may be used for light snacks for program participants only, not to exceed $10.00 per person per day.
- Debt retirement.
- Operational deficits.
- Partisan activities.
- Religious organizations conducting explicit religious activities.
- Activities that exclusively benefit the members of sectarian or religious organizations.
- Naloxone. Please refer to DHCS' Naloxone Distribution Project where eligible organizations may receive free nasal spray and injectable formulations of naloxone.
- The purchase of Fentanyl or fentanyl analogs.
- The purchase of properties or vehicles.
- Lobbying or lobbying activities
- The purchase of alcoholic beverages
- Contributions and donations (i.e., transfers of value without receipt of programmatic goods or services)
- Interest expense (e.g., borrowing or financing costs)
- Bad debts (i.e., uncollectible receivables or financial losses)
- Media costs not directly related to contracted services. All media (including social media posts) will need to be reviewed and approved by The Center and DHCS.
- Costs related to medical procedures such as suturing or removal of sutures, abscess management etc. However, non-procedural medical items such as bandages, ice packs and non-procedural first aid supplies that can be administered by participants are allowable.
- Clothing for participants, orthopedic and mobility devices and document fees. However, patient supplies and materials that directly support access to programming and build trust, such as cold weather gear (e.g. gloves/hand warmers) or critical hygiene supplies are allowable. Staff time and costs related to referrals to services, and support around accessing resources and

completing applications as part of wrap-around care are allowable (just not the fees and direct items themselves).

- Supplies not critical to daily program operations such as plates and utensils. Supplies critical to the daily function of the program such as paper towels and toilet paper are allowed.
- Stipends to grantees.
- Promotional items including, but not limited to, any clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards and conference bags.
- Out-of-state travel (organizations requesting funds for in-state travel must abide by DHCS travel guidance linked here and partners will be subject to the same travel guidelines as employees).
- Purchase, prescribe or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders.

This list is not exhaustive; please reference the latest SOR IV Allowable Cost Fact Sheet linked here for additional guidance. The SOR IV Allowable Cost Fact Sheet is subject to change. The Center will make the latest guidance available to funded partners as updates are made.

Funds shall not be utilized for services that can be supported through other accessible sources of funding, such as other federal discretionary and formula grant funds (e.g. HHS, CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA) and non-federal funds, third party insurance and sliding scale self-pay, among others.

## Appendix C: Insurance Requirements

All evidence of required insurance coverage must be submitted to The Center prior to the release of payment. Awarded organizations will receive an e-mail from "The Center@Sierra Health Foundation" via TrustLayer requesting the required insurance documents. A link will be provided for organizations to review and upload the required insurance documents. Please pay special attention to the "Additional Requirements" section for exact instructions and specific language that must be included.

All insurance requirements must be active throughout the term of the funding award.

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**Commercial General Liability**

- Each Occurrence must be greater or equal to $1,000,000
    - Coverage Trigger: Occurrence must be present
    - Insurance is written on an occurrence basis using ISO form CG 0001 or equivalent
- General Aggregate must be greater or equal to $2,000,000
- Products/Completed Operations Aggregate must be greater or equal to $2,000,000
- Personal and Advertising Injury must be present
- Primary and Non-Contributory Endorsement must be present
- Additional Insured Endorsement must be present
    - With Completed Operations language
    - Using a combination of ISO forms CG2010 10/04 and CG 2037 10/04 or equivalent

**Commercial Automobile Liability**

- Combined Single Limit (each accident) must be greater or equal to $1,000,000
- Coverage Applies to: Owned Autos Only must be present

- Coverage Applies to: Hired Autos Only must be present
- Coverage Applies to: Non-Owned Autos Only must be present
- Additional Insured Endorsement must be present
    - Using ISO form CA 2048 or equivalent

**Worker's Compensation and Employer's Liability**

- Statutory Limits must be present
- Employer's Liability Each Accident must be greater or equal to $1,000,000
- Employer's Liability Disease – each employee must be greater or equal to $1,000,000
- Employer's Liability Disease – policy limit must be greater or equal to $1,000,000
- Waiver of Subrogation Endorsement must be present

**Professional Liability**

- Each Claim must be greater or equal to $1,000,000
- Aggregate must be greater or equal to $2,000,000

**Additional Requirements**

- Certificate Holder must read: Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833
- A.M. Best rating of at least A-:VI
- 10 or more Passengers being transported in any one vehicle will require
    - State of California Class B driver's license
    - Auto liability in the amount of $5,000,000 per occurrence for bodily injury and property damage combined.
- Description of Operations must read: The Center, Sierra Health Foundation, The State of California, their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries and employees shall be added as Insureds ("additional Insureds") under each commercial general liability and automobile insurance policy. **Agreement # 24-40154** must be present.

# Appendix D: Reporting Requirements

**UCLA Data Report Components**

Funded partners will be required to submit quarterly data reports responding to performance measures through the UCLA portal. Data questions, instructions and links will be shared with all funded partners prior to report due dates.

**Financial Review**

There are no financial reports required for this contract. However, funded partners will need to track expenses and ensure expenditures are made within the contract period and are allowable. See the list of unallowable expenditures in **Appendix B**. Funded partners may be asked to provide documentation of expenses via a Financial Review. In this process, The Center will select partners and test allowable expenses by requesting supporting documentation. The Center will explain the process in detail in webinars for funded partners and provide support and opportunities for course correction.

**Narrative Report Components**

Every six months during the contract period, funded partners are required to submit a Six-Month Narrative Progress Report. For the final six months of the contract, the Six-Month Narrative Progress Report will be combined with questions about cumulative experiences, into a single Cumulative Final Narrative Report. These reports will be submitted directly to The Center, and The Center will share links and instructions with all funded partners prior to the report due dates.

**See table in Appendix E below for the timeline of required reports.**

## Appendix E: Scope of Services and Deliverable Schedule

Each contract agreement will include the scope of services as outlined below.

OUD and StUD Prevention and Education Project Purpose: To support awareness, outreach, education and prevention around opioids and stimulants, as well as polysubstance use, and strengthen referral pathways to care and treatment services, including MAT, across the state.

| Required | Task | Deliverable | Timeframe |
|---|---|---|---|
| ✓ | Complete awardee contract requirements | Contract execution and compliance requirements<br>• Certificate of Insurance (must remain current throughout the contract)<br>• Executed Contract<br>• Participation in The Center's Onboarding Webinars | First quarter of the contract |
| ✓ | Administrative Requirements including submission of narrative reports that address progress toward desired outcomes indicated in the application, and yearly site visit with The Center (can be virtual). | 1. Quarterly UCLA data reports<br>2. Two 6-Month Narrative Progress Reports<br>3. Annual site visit (virtual or in-person)<br>4. Cumulative Final Narrative Report | See schedule below |
| ✓ | Increase **education and prevention** activities and materials for OUD and/or StUD as indicated in the application and budget. | Quantitative data on number of individuals served and types of education and prevention services (shared through quarterly UCLA data reports) | September 1, 2026 – August 31, 2027 |
| ✓ | Increase **treatment referrals** and partnerships for OUD and/or StUD as indicated in the application and budget. | Quantitative data on number of referrals (shared through quarterly UCLA data reports) | September 1, 2026 – August 31, 2027 |

**Reports and requirements will follow the timeline below:**

| Report/Requirement | Reporting Period | Due Date to UCLA/ The Center |
|---|---|---|
| Quarter 1 Quantitative Data Report | September 1, 2026 – September 30, 2026 | Due to UCLA by October 15, 2026 |
| Quarter 2 Quantitative Data Report | October 1, 2026 – December 31, 2026 | Due to The Center by January 15, 2027 |
| Six-Month Narrative Progress Report | September 1, 2026 –February 28, 2027 | Due to The Center by March 31, 2027 |
| Quarter 3 Quantitative Data Report | January 1, 2027 – March 31, 2027 | Due to UCLA by April 15, 2027 |

| | | |
|---|---|---|
| Annual Check in/Site Visit | | Due to The Center by May 31, 2027 |
| Quarter 4 Quantitative Data Report | April 1, 2027 – June 30, 2027 | Due to UCLA by July 15, 2027 |
| Quarter 5 Quantitative Data Report | July 1, 2027 – August 31, 2027 | Due to UCLA by August 31, 2027 |
| Six-Month Narrative Progress and Cumulative Final Narrative Report | March 1, 2027 – August 31, 2027<br>September 1, 2026 – August 31, 2027 | Due to The Center by August 31, 2027 |

# Appendix F: Application

**FOR REFERENCE ONLY**
**SUBMIT YOUR APPLICATION USING THE ONLINE PORTAL LINKED HERE**

**OUD and StUD Prevention and Education Application**

**INSTRUCTIONS**
Be sure to read the request for applications carefully before beginning your application. Required fields and attachment uploads are marked with *.

**FISCAL SPONSOR**
**Is this project using a fiscal sponsor? *:**
*A fiscal sponsor is an organization that applies on behalf of an entity or group that does not have legal standing with the IRS. (yes or no)*

**ORGANIZATION INFORMATION**
**Organization Name***
*Enter the applicant organization's legal name.*

**Address***
*Enter the applicant organization's address. For county, choose "other" if not in CA.*

**Phone Number***

**Website URL (optional)**
**Facebook (optional)**
**Twitter (optional)**
**LinkedIn (optional)**

**ORGANIZATION FINANCIAL INFORMATION**
**Annual Budget***
*What is the applicant organization's annual budget amount?*

**Tax Exempt ID # or Employer ID #***
*Enter the applicant organization's Tax-ID or the Employer ID if the organization is an individual.*

**California Secretary of State Entity #***

*Enter the applicant organization's California Secretary of State (SOS) Entity Number associated with the legal entity that will enter into the agreement.*

**Legal Entity***

*Please select the closest option for legal entity from the options below. This should match what the organization wrote in question 3 on the W-9:*

- *501(c)(3) Tax-exempt Nonprofit Organization*
- *Federally Recognized Tribal Organization*

**Financial Audit***

*Does the applicant organization have an annual financial audit?*

**Unique Entity Identifier (SAM.gov)***

*Does your organization have a Unique Entity ID?*

- *Yes*
- *No*

If your organization does not yet have a unique entity ID, please register at SAM.gov. Funds cannot be disbursed until the UEI is received. Confirm you have started the process to obtain a Unique Entity Identifier.

- ❑ I confirm we have started the process to obtain a UEI.

**Pre-Award Risk Assessment (PARA)***

*Did you complete a PARA on behalf of your organization? The results of the assessment will not affect eligibility or funding recommendations. You may complete the PARA using this link.*

- ☐ *Yes*

**CONTACT INFORMATION**

**CEO/Director of Organization***

First Name:
Last Name:
Title:
Email Address:
Office Phone:

**Applicant Contact of Organization***– *This person will be contacted if there are questions or updates regarding the application.*

First Name:
Last Name:
Title:
Email Address:
Office Phone:

**Project Contact of Organization***– *This person will be contacted if there are questions or updates regarding the project if awarded.*

First Name:
Last Name:

Title:
Email Address:
Office Phone:

**Financial Officer of Organization***
First Name:
Last Name:
Title:
Email Address:
Office Phone:

**Contract Administrator of Organization***
First Name:
Last Name:
Title:
Email Address:
Office Phone:

**SPONSORED ENTITY INFORMATION - conditional**
If applying for funds through a fiscal sponsor, the fiscal sponsor should be the applicant organization above. Provide information about the fiscally sponsored entity or project that will be implementing the program in the fields below.

**Sponsored Entity Information**
**Sponsored Entity Name***
*Enter the sponsored entity's legal name.*

**Address***
*Enter the sponsored entity's address. For county, choose "other" if not in CA.*

**Phone Number***

**Website URL (optional)**
**Facebook (optional)**
**Twitter (optional)**
**LinkedIn (optional)**

**Annual Budget***
*What is the sponsored entity's annual budget amount? Enter the amount in a whole number format (ie: 200000)*

**Contact from Sponsored Entity Information – conditional***
Name:
Title:
Email Address:
Phone:

**PROJECT OVERVIEW**

**Name of Project*** (10 words maximum):

**Brief Summary and Purpose of Project***
*Briefly summarize the proposed project in a single sentence. The summary should include the activities, location, approach, and health outcomes that the project hopes to achieve. The description must start with "To" and a long, run-on sentence is acceptable. (100 words or less)*

**Project Start Date:** September 1, 2026
**Project End Date:** August 31, 2027

**Total Amount Requested*** $_____
*Up to $200,000.*

**Project Geography (county-level)***
*Please indicate what percentage of activity will be spent in which California counties. Total must add up to 100.* (A list of all 58 California counties is in the online application.)

**Project Population***
*Indicate whether the proposed project serves an urban area, rural area, or both.*

- *Urban*
- *Rural*
- *Both*

**Congressional District of applicant organization's OR the sponsored entity's primary location*:**
*What is the applicant entity's congressional district?*

**Congressional District(s) where organization's OR the sponsored entity's beneficiaries live*:**
*What are the congressional districts of the organization's beneficiaries?*

**Focus Populations (Age Groups)***
*For the age groups that will be impacted, provide your best estimate of the percentage in each age group. (Total must add up to 100.) There are no age restrictions/limits for individuals served with these funds.*

☐ Under 5: %
☐ 5 - 9: %
☐ 10 - 14: %
☐ 15 - 19: %
☐ 20 - 24: %
☐ 25 - 54: %
☐ 55+: %

**NARRATIVE QUESTIONS**

**Organization Description***
Provide a brief overview of your organization (the entity that is carrying out the project), including: a) when it was established, b) your organization's mission, c) whom you serve, d) geographic area your organization covers, and e) the types of programs you operate. (200 words maximum)

**Fiscal Sponsor Description*** - ***Conditional***
If you are applying under a fiscal sponsor, briefly describe the fiscal sponsor, including its mission and any past and/or current work with the sponsored organization. **(Please note that we are requesting a MOU under the required attachments for projects with fiscal sponsors).** (200 words maximum)

**Proposed Activities***
Describe in detail your plan for using these funds to support opioid, stimulant, and/or polysubstance use education, outreach, prevention, and treatment referrals in the county(ies) you propose to work in, including your activities and timeline. Provide a few examples of how your substance use prevention and education work is inclusive to everyone who seeks services. (300 words maximum)

**Track Record with Proposed Project Activities***
State whether the proposed activities are new to your organization or an expansion of or supplement to existing activities. Describe your organization's experience with the kind of work proposed in this application. Briefly describe 1-3 examples of successes your organization has had implementing similar work. (200 words maximum)

**Expected Outcomes***
List 2-5 expected direct outcomes of the proposed activities. The expected outcomes should be specific and measurable. (300 words maximum)

**Evaluation Process***
Please describe how you will document or evaluate progress toward the outcomes. (200 words maximum)

**Partnerships***
Describe partnerships that are already in place or will be established to support implementation of your program goals. If no partners are needed, please explain. (200 words maximum)

**Current Capacity***
Please describe your organization's current capacity, including the composition of paid part-time or full-time staff and volunteers, finance and administrative roles/support, and any existing structures you have in place to manage grants, contracts and activities. (200 words maximum)

**Sustainability***
We recognize this funding is limited; how can your project utilize this funding to support sustainability for your work after funding ends? (100 words maximum, please note the response to this question will not be factored into funding decisions)

**ATTACHMENTS**

*Link to download the **Proposed Budget Template***

- Proposed Project Budget*
    a. Download and use the budget template linked at the top of this section. Fill it in and upload it in Excel format.
- Applicant organization's Form W-9*
- Most recent IRS determination or affirmation letter confirming current federal tax-exempt status under Section 501(c)(3)*
- Your organization's most recent IRS Form 990 (or 990-EZ / 990-N, as applicable)*

- Your most recent unaudited financial statements (e.g., year-end or year-to-date)*
- Board of Directors List (including names, professional affiliation, and length of term of service)*
- Your organization's most recent audited financial statements, if available
- Applicants applying under fiscal sponsorship must provide an executed fiscal sponsorship agreement (e.g., Memorandum of Understanding or equivalent) between the fiscal sponsor and the sponsored project