

Blair County Opioid Settlement Funding Request for Proposal Instructions

Instructions: Please complete all sections of the Request for Proposal in **size 12 Times New Roman font**. Submit the completed package electronically to **Tjohnson@blaircountypa.gov** no later than **March 2, 2026**. Be sure to include all information, cover page, completed checklist, adhere to pages limits, and submit in the order identified on the checklist.

Items to be completed.

1. COVER PAGE
2. PROPOSAL PACKAGE
3. REQUIRED ATTACHMENTS
4. REQUIREMENT CHECKLIST

PROPOSAL PACKAGE SHOULD INCLUDE THE FOLLOWING:

Program Description – Maximum 5 pages.

- A. Provide a description of the program or service to be provided.
- B. Specify the Core Strategy(ies) and Approved Use(s) to be addressed by this proposal as identified in Exhibit E.
- C. Identify the target population. Are there any eligibility criteria that must be met?
- D. Denote any partnerships or collaborations involved and include proof of commitment(s) as attachment(s) if needed.
- E. Provide Operational and Service Provision details including project management, deliverables, location, and a detailed timeline from program planning to completion.

Program Rationale – Maximum 3 pages.

- A. What are the goals of this program or service? How will it benefit the citizens of Blair County?
- B. Is this an evidence-based/evidence-informed program or service? Identify the Federal Registry providing this designation or the evidence and research used to support the implementation of this program/service.
- C. Is this a new program/service proposal or an expansion of an existing program/service? Include a description of the need/gap in service to be addressed.
- D. Indicate the number of individuals to be served, including the percentage of individuals who have been impacted by the Opioid Use epidemic.

Blair County Opioid Settlement Funding Request for Proposal Instructions

Program Evaluation and Outcomes- Maximum of 2 pages.

- A. How will this program or service be evaluated for effectiveness? Include detailed plan.
- B. Identify specific outcomes that will be measured along with timeline of how the outcomes will be monitored. Include Sample Data Collection Forms.
- C. Provide information on reporting deliverables and reporting timeline.

Budget Narrative – Maximum of 2 pages.

- A. Provide a detailed narrative of the proposed program budget.
- B. Identify all funding sources to be used, any matching funds, and include proof of commitment of funding.
- C. Denote all on-going or one-time use funding.
- D. Indicate any program sustainability concerns and how will they be addressed.
- E. Include a detailed budget spreadsheet in the attachments.

Attachments

- A. Detailed Budget – REQUIRED
- B. Sample Data Collection Forms - REQUIRED
- C. Proof of partnership/support for any identified collaborations
- D. Other forms deemed necessary.