

Request for Proposal

Public School Districts' Opioid Recovery Trust

Summary

The Public School District Opioid Recovery Trust ("the Trust") Grant Program aims to help public school districts recover from the opioid epidemic and develop responses to educating students harmed by the opioid epidemic. By students harmed by the opioid epidemic we primarily mean students born with neonatal opioid withdrawal symptoms, many of whom require special education supports, but we also include students who have suffered traumatic family loss and educational interruptions because of the opioid epidemic. Funding from the Trust will go where it will have the most impact, whether classroom services, school-based behavioral and mental health supports, instructional interventions, or other district and school-based supports that directly help students harmed by the opioid epidemic.

Funding

To apply for funding, public school districts must submit a proposal for funding to the Trust for up to three types of grants, each with a maximum grant value of \$500,000, which must be drawn down and used within three fiscal years after the grants have been distributed. The grants cannot supplant funding for legally mandated services, nor substitute for existing services. Funds from these grants must extend or expand existing services or introduce new services to students harmed by the opioid epidemic.

Eligibility

Any independent school district (e.g. not a charter or private school network) is eligible to apply for a grant. All applications must demonstrate a clear need for opioid recovery and support services, and plan to integrate these services into existing support frameworks. Only districts that meet the eligibility and scoring criteria outlined in the Request for Proposal ("RFP") will be considered for awards. The Trust will consider grant applications from districts applying in partnership with external civic and community partners or with partner districts, but in all cases grant funds will be paid directly to the districts.

Three Types of Grants

District Improvement Grants These grants will help districts of all sizes respond to system-wide challenges in their district triggered by the opioid epidemic. In applying for these grants, districts should consider how they coordinate and align their own resources with complementary resources in their wider communities in support of services for students affected by the opioid crisis.

Model Programs and Best Practices Grants These grants will help districts build or adopt model programs, based on evidence, in support of students harmed by the opioid crisis, including programs and best practices in areas such as teaching approaches, curricular modifications, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increasing learning.

Innovation Grants These grants will enhance the ability of districts to introduce new, innovative approaches to support students harmed by the opioid crisis. These approaches can be at the level of the student, the class, the school and/or the district in relation to the family and community and include all areas that affect the wellbeing of these students, such as teaching approaches, curricular modifications, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increasing learning.

Deadline For Submissions

Applications must be submitted no later than 5 P.M. EST on Friday, November 15, 2024. They must be submitted electronically using the application form available at <https://www.schooldistrictopioidrecoverygrants.com/>. All costs incurred in preparing an application, responding to this RFP, and/or participating in any interview process will be the responsibility of the Grantee. Costs of applying will not be reimbursed.

Questions About this request for Proposal

Questions about this Request for Proposal (RFP) shall be emailed to info@SchoolDistrictOpioidRecoveryGrants.com. A FAQ section with questions received and answers to them will be posted on the Public School Opioid Recovery Trust Grant website <https://SchoolDistrictOpioidRecoveryGrants.com>.

Table of Contents

Summary	1
Funding	1
Eligibility.....	1
Three Types of Grants.....	2
Deadline For Submissions	2
Questions About this request for Proposal.....	2
1.0 Purpose and Boundaries.....	4
1.1 Purpose	4
1.2 Boundaries	4
2.0 Award Information.....	4
2.1 Types of Awards.....	4
2.2 Project Award Period.....	5
3.0 Funding Instruments	6
3.1 Eligibility.....	6
4.0 Important Dates	7
5.0 Notice of Intent to Apply Submission Information.....	7
5.1 Questions and Contact Information	7
6.0 Full Proposal Submission Information	8
7.0 Proposal Review Procedures and Evaluation Criteria.....	8
7.1 Full Proposals.....	8
8.0 Award Administration.....	10
8.1 Award Notices.....	10
8.2 Terms and Conditions.....	11
8.3 Reporting.....	14
Appendix A: Intent to Apply and Full Proposal Submission Information	15
Appendix B: Full Proposal Contents and Format for Grant Awards.....	15
B.1. Submission.....	17
B.2. Format.....	17
Appendix C: FAQ.....	18

1.0 Purpose and Boundaries

1.1 Purpose

The purpose of the trust is to support public school districts recover from the ravages of the opioid epidemic and to help develop and fund responses enhancing the education of students harmed by the opioid epidemic. By students harmed by the opioid epidemic we primarily mean students born with neonatal opioid withdrawal symptoms, many of whom require special education supports, but we also include students who have suffered traumatic family loss and educational interruptions because of the opioid epidemic.

Funding from the trust will go where it will have the greatest impact, whether classroom services, school based behavioral and mental health supports, instructional innovations, or other districts and school-based supports that directly affect students harmed by the opioid epidemic.

1.2 Boundaries

All recipients of these grants must be public school districts or consortia of districts and grant money cannot supplant, replace nor substitute for funding for legally mandated or existing services. Funds resulting from these grants must extend or expand existing services or introduce new services to students harmed by the opioid epidemic. They cannot be used to fund research.

2.0 Award Information

2.1 Types of Awards

District Improvement Grants These grants will help districts of all sizes respond to system-wide challenges in their districts triggered by the opioid epidemic. In applying for these grants, districts should consider how to coordinate and align their own resources with complementary resources available in their wider communities to support services for students harmed by the opioid crisis.

These grants might include efforts to improve:

- The identification of these students in need, as well as the processes and structures that channel these students into available services, especially special education services,
- The types of school programs and modifications available for these students given their needs,
- The capacity of adults in districts to support these students,
- The tools with which districts assess the progress of these students and respond accordingly to their needs, and

- The bridges between the district and its schools, and among the district and surrounding civic and community resources, to maximize opportunities for these students, and augment the capacity of the district to serve them.

We encourage districts to partner with external agencies and organizations in applying for this type of grant. We also encourage small and/or rural districts to partner with each other to leverage resources and achieve economies of scale.

Model Programs and Best Practices Grants These grants will help districts build or adopt model programs, based on evidence, to support students harmed by the opioid crisis, including programs and best practices in areas such as teaching approaches, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increase learning, etc.

Districts can apply for these grants with external civic and community partners or with partner districts. We are primarily interested in improving special education programs serving these students, but we are also interested in the development and improvement of programs that address the needs of these harmed students before classification or in cases when these students have not been classified.

Innovation Grants These grants will enhance the ability of districts to introduce new, innovative approaches to support students harmed by the opioid crisis. These approaches can be at the level of the student, the class, the school and/or the district in relation to the family and community, and include all areas affecting the well-being of the students, such as teaching approaches, curricular modifications, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increase learning, etc.

Districts can apply for these grants with external civic and community partners or with partner districts. We are primarily interested in improving special education programs serving these students, but we are also interested in the development and improvement of programs that address the needs of these harmed students before classification or in cases when these students have not been classified.

2.2 Project Award Period

All grant awards will be for no more than a three-year funding period. Districts awarded funding will be notified beginning on March 15, 2025, and should plan to execute all necessary contracts and get projects underway within 6 months of executing the award agreement.

3.0 Funding Instruments

The Trust will enter into an agreement with the District Project Lead. The District Project Lead shall execute the grant agreement and shall execute lower-tier agreements with project partners as soon as possible. All partner and consortia agreements shall incorporate all applicable terms and conditions of the prime award.

Award documents will supersede any other documents, discussions, notices, this RFP, or other publications and will constitute the entirety of the agreement. The Trust shall not be under any obligation to provide funding to any specific proposal submitted, any subsequent discussion or negotiations, or any costs incurred in preparing or submitting any proposal, any subsequent discussion or negotiation, or any costs incurred prior to the full execution of the agreement.

The Trust reserves the right to fund only selected parts of any given proposal and may require modifications to the proposed work plan, personnel, and budget of any proposal. The RFP and information in the completed proposal and subsequent modifications to the proposal as requested by the Trust shall form the basis of any award that may ensue.

3.1 Eligibility

In assessing applications and making grant decisions, we will consider the following:

- Geographic areas or districts most affected by the opioid crisis.
- Low per pupil spending or underfunding in school districts.
- Grant proposals focused on especially vulnerable students or categories of students where the potential gains are likely to be highest.
- Evidence of a clear logic of action in the proposal linking the problem or opportunity described to its root causes and the strategies proposed to address it.
- A commitment to sustain programs funded by the grant beyond the time of the grant.
- The expansion of model programs and direct services backed by evidence that can be replicated and scaled elsewhere.
- The development and testing of innovative practices that can be piloted for later replication and scale.
- Engagement and coordination with families, communities, and other civic actors such as government agencies that also have responsibility for students harmed by the opioid crisis in support of the actions proposed.
- Evidence that the funds received will be used to leverage other funds in support of students harmed by the opioid epidemic, thus increasing the impact of the grant and the resources available to these students.

Trust funds must be used for direct services or innovative projects that benefit students. They are not available to support research activities.

4.0 Important Dates

Deadline	Date
Notice of Intent to Apply Available	June 15, 2024
Release of RFP	June 15, 2024
Application Window Opens	July 15, 2024
RFP Proposals Due to Trust	November 15, 2024
Grant Award Notices Sent	March 15, 2025

5.0 Notice of Intent to Apply Submission Information

Submitting a Notice of Intent to Apply form is not required, but as part of the pre-application process all entities interested in applying for funding are nonetheless encouraged to complete the form found [here](#). Submitting this intent to apply form does not obligate districts to submit a full proposal nor does it entitle the district to receive funds. Only proposals that are submitted, reviewed, and meet the requirements of the Trust to receive a grant award will receive funds.

Notice of Intent to Apply shall include the following:

1. School District Name
2. Physical Street Address
3. Name, email and phone number for a District Project Lead
4. Grant Type

Even though a notice of intent is not required, we encourage it, to help the Trust gauge the alignment of your project with our funding priorities.

5.1 Questions and Contact Information

If you have questions concerning this RFP, please contact info@SchoolDistrictOpiodRecoveryGrants.com. Respondents are prohibited from contacting any Trust employee about this RFP. Only written questions submitted to info@SchoolDistrictOpiodRecoveryGrants.com will receive a response. Failure to adhere to this requirement will be grounds for disqualifying a proposal. If appropriate, the question (without identification of the questioner) and its answer will be posted to our website for clear and consistent communication. Each proposer is responsible for requesting further clarification, if needed.

6.0 Full Proposal Submission Information

Instructions for submission proposals, and the full process can be found in Appendix A.

7.0 Proposal Review Procedures and Evaluation Criteria

7.1 Full Proposals

Grant applications will be evaluated by the Special Trustee, Dr. Andres A. Alonso, with advice from qualified subject matter experts. Each proposal will be considered by independent readers. The evaluation criteria and the weight of each are identified in Table 1. Proposals that do not directly conform to these criteria will be returned without review.

Table 1. Evaluation criteria for full proposals

Criteria	Possible Score
Program Design and implementation: The proposal includes detailed plans, strategies, and methods to effectively accomplish project goals.	30
<ul style="list-style-type: none"> ▪ Clarity and Specificity: The project plan is clear, specific, and feasible. The objectives, activities, and timelines are well-defined. 	
<ul style="list-style-type: none"> ▪ District Improvement Grants: For district improvement grants, the proposal includes evidence of how the district's proposed action will increase its capacity to address the challenges of the opioid crisis for specific students, schools, and communities. 	
<ul style="list-style-type: none"> ▪ Innovative Approaches: For innovation grants, the proposal includes novel approaches or strategies that have the potential to provide new responses to the impact of the opioid crisis on specific students, schools and communities and potentially inform responses in other districts. 	
<ul style="list-style-type: none"> ▪ Evidence-Based Methods: For model programs, the proposal incorporates evidence-based practices to address or ameliorate the impact of the opioid crisis on specific students, schools and communities, and provides strong evidence of their effectiveness. 	

<p>Alignment with Goals: The proposal aligns with the overarching goals and objectives of the Trust grant program.</p>	30
<ul style="list-style-type: none"> ▪ Target Population: The proposal clearly identifies and addresses the needs of the specific student population, particularly those born with neonatal opioid withdrawal symptoms who require special education supports, and/or students who have suffered traumatic family loss and educational interruptions and have been affected by the opioid epidemic in this context. 	
<ul style="list-style-type: none"> ▪ Evidence of Need: The proposal provides a strong and convincing needs assessment, including data and evidence to support the definition of the problem to be addressed and the strategy proposed to address it. 	
<ul style="list-style-type: none"> ▪ Impact Analysis: The proposal provides analysis of how the opioid epidemic has specifically affected the district, its students, schools and communities, and the district's urgent need for Trust resources. 	
<p>Organizational Capacity: The proposal conveys how the organization is leveraging all available assets and resources to best address the challenges addressed in its proposal.</p>	20
<ul style="list-style-type: none"> • Staff Capacity: The proposal includes thinking about people's qualifications and experience, especially those leading and managing the project, including strategies to improve their success. 	
<ul style="list-style-type: none"> • Sustainability Plan: The application includes a robust plan for sustaining the project beyond the grant period. 	
<ul style="list-style-type: none"> • Partnerships: The proposal includes meaningful collaborations with external civic organizations, community partners, or other districts. 	
<ul style="list-style-type: none"> • Stakeholder Engagement: The proposal includes evidence of engagement with stakeholders, including families, communities, and civic actors. 	
<p>Impact and Outcomes: The proposal includes measurable outcomes and objectives, and clear thinking about how success will be measured both periodically and in the long term</p>	10
<ul style="list-style-type: none"> • Evaluation Plan: The proposal includes a detailed plan for evaluating the effectiveness of the project and measuring its impact on the target population. 	

<ul style="list-style-type: none"> • Potential for Replication: The proposal conveys ways for how the project can be replicated or scaled in other districts or contexts. 	
<ul style="list-style-type: none"> • Impact: The proposal provides a clear explanation of its anticipated effect on the specific focused population of students, the district, its schools and communities. 	
<p>Budget Detail: The budget is detailed, reasonable, and aligned with the project activities.</p>	10
<ul style="list-style-type: none"> • Cost-Effectiveness: The application demonstrates cost-effective and efficient use of grant funds. Costs are directly related to the programmatic needs to carry out the program. Award funds expand existing services. They do not supplant legally mandated services, nor substitute for existing services. • Justification of Costs: All costs are justified and necessary for the successful implementation of the project. 	
	100

8.0 Award Administration

8.1 Award Notices

Awards will be announced beginning on March 15, 2025. The District Project Lead is responsible for communicating the appropriate terms and conditions of the grant to any partners or consortia members on the project. The District Lead must also carry out all the responsibilities of a pass-through entity, including, but not limited to, management and oversight of any partnering entity or consortia.

8.2 Terms and Conditions

1. Introduction

The Public School District Opioid Recovery Trust ("the Trust") provides grants to help support public school districts recover from the of the opioid epidemic and develop responses to enhance educating students harmed by the opioid epidemic. By students harmed by the opioid epidemic we primarily mean students born with neonatal opioid withdrawal symptoms, many of whom require special education supports, but we also include students who have suffered traumatic family loss and educational interruptions because of the opioid epidemic. These terms and conditions outline the requirements, responsibilities, and obligations of grant recipients (hereinafter referred to as "Grantees").

2. Eligibility

- 2.1 Only public school districts within the United States are eligible to apply for grants.
- 2.2 Applicants must demonstrate a direct effect of the opioid crisis on their student population and community.
- 2.3 Each application must be endorsed by the district superintendent or equivalent executive in charge of the district.

3. Application Process

- 3.1 All applications must be submitted electronically via the Trust's designated submission portal. Applications will be accepted beginning July 15, 2024. All applications must be submitted by November 15, 2024.
- 3.2 Applicants must include a completed proposal, budget, and all required supporting documents for each grant type application.
- 3.3 Submission deadlines will be strictly enforced. Late applications will not be considered.

4. Use of Funds

- 4.1 Grant funds must be used solely for the purposes outlined in the approved proposal.
- 4. The grants can neither supplant funding for legally mandated services, nor substitute for existing services. Funds from these grants must extend or expand existing services or introduce new services to students harmed by the opioid epidemic.

4.3 Any changes to the project scope or budget must be approved, in advance and in writing, by the Trust.

5. Financial Management and Reporting

5.1 Grantees must maintain accurate financial records related to the grant.

5.2 Quarterly financial reports must be submitted to the Trust, detailing expenditures and remaining funds.

5.3 An annual financial report and a final financial report are required, including a detailed accounting of how the funds were spent.

5.4 The Trust reserves the right to audit the financial records of any Grantee.

6. Project Implementation and Reporting

6.1 Grantees are responsible for timely implementing of the project as described in the approved proposal.

6.2 Semi-annual progress reports must be submitted to the Trust, highlighting achievements, challenges, lessons learned and any deviations from the proposed plan.

6.3 A final project report is required within 60 days of the project's completion, including an evaluation of the project's outcomes and impact.

7. Evaluation and Monitoring

7.1 Grantees must cooperate with any evaluation activities conducted by the Trust or its designated evaluators.

7.2 The Trust may request site visits or additional information to monitor a project's progress and outcomes.

7.3 Grantees are expected to participate in sharing best practices and lessons learned with other districts.

8. Publicity and Acknowledgement

8.1 Grantees must acknowledge the Trust's support in all project-related publications, presentations, and materials.

8.2 The Trust reserves the right to use the Grantee's name, project title, and description in its own publicity materials.

8.3 Grantees must seek approval from the Trust before issuing any press releases related to the grant.

9. Intellectual Property

9.1 Any intellectual property resulting from the grant-funded project remains the property of the Grantee.

9.2 The Trust retains a non-exclusive, royalty-free license to use, reproduce, and distribute any materials produced with grant funds for educational and promotional purposes.

10. Compliance with Laws

10.1 Grantees must comply with all applicable federal, state, and local laws and regulations.

10.2 Grantees are responsible for obtaining all necessary permits, approvals, and consents required for the project.

11. Termination

11.1 The Trust reserves the right to terminate the grant agreement if the Grantee fails to comply with these terms and conditions.

11.2 In the event of termination, the Grantee must return any unspent funds to the Trust within 30 days.

12. Indemnification

12.1 The Trust is not liable for any damages, losses, or injuries arising from the grant-funded project.

12.2 Grantees must indemnify and hold the Trust harmless against any claims arising from the project.

13. Amendments

13.1 These terms and conditions may be amended by the Trust, unilaterally and at any time. Grantees will be notified of any changes in writing.

13.2 Continued acceptance of grant funds constitutes agreement to any amended terms and conditions.

14. Contact Information

For any questions or clarifications regarding these terms and conditions, please contact:

Public School District Opioid Recovery Trust

P.O. Box 3637

Baton Rouge, La 70821

201-912-0460

info@SchoolDistrictOpioidRecoveryGrants.com

www.SchoolDistrictOpioidRecoveryGrants.com

8.3 Reporting

All award recipients will be required to:

1. Submit semi-annual technical performance progress reports (PPRs) within 60 days of the end of the reporting period and participate in 30-minute follow up discussions with Trust Point of Contacts.
2. Submit invoices not more often than monthly, in a specified format as defined in the agreement. A paragraph of programmatic progress will need to be included with every invoice.
3. Participate in up to two Trust virtual presentations per year.
4. Submit final report within 60 days of the close of the award. A final report template will be provided, and the District Project Lead will need to describe all activities and findings. Copies need to be provided of all publications and presentations made during the award period.

All data should be retained for a period of three years after the expiration of the grant period.

The financial support of the Trust shall be acknowledged in all publications and presentations.

If progress is not deemed adequate, the Trust staff will work with the District Project Lead to establish revised milestones. Failure to meet milestones and respond to the Trust requirements may result in the discontinuation of or a reduction in funding, as detailed in the grant award agreement.

Appendix A: Intent to Apply and Full Proposal Submission Information

Notice of Intent to Apply and full proposals must be submitted online via the required online submission portal located at <https://www.SchoolDistrictOpioidRecoveryGrants.com>. Districts can submit a Notice of Intent to Apply right away. The submission portal, however, will be available for uploading the application materials **July 15, 2024 until November 15, 2024**. Applicants are encouraged to work closely with their organization's authorized official early in the proposal development process to ensure the proposal is submitted completely and on time.

First-time users of the proposal submission portal will need to register and enter basic information. Users will not be allowed to submit their Notice of Intent to Apply until they have confirmed their email address. Applicants are encouraged to register and log in with sufficient time to complete and review the online application prior to the submission deadline.

User support for the submission portal will be available throughout the open application period. Any technical inquiries about the online application itself can be made by emailing info@SchoolDistrictOpioidRecoveryGrants.com. Applicants may expect a response to their inquiry within two business day (excluding holidays and weekends). Applicants should review the FAQs at <https://www.SchoolDistrictOpioidRecoveryGrants.com/FAQs/>.

Appendix B: Full Proposal Contents and Format for Grant Awards

Proposals are submitted by the District Superintendent or his/her designee, and the Proposal should include:

1. Abstract / Summary (1 page)

- *Title of the Proposal*
- *Applicant Information: Name of the school district, mailing address, contact person (Lead Project Lead, phone number and email address).*
- *Date of Submission*
- *Executive Summary.*
 - *Concise details of the purpose*
 - *Key objectives and outcomes*
 - *Total budget requested.*

2. Table of Contents (1 page) - *Summary of documents and attachments included with corresponding page numbers.*

3. Project Narrative (8 – 12 pages)

- A. Organization Background (1 page) – *Background information on the district. Current challenges and opportunities related to the opioid crisis.*
- B. Needs Assessment (2 pages) - *Outlines the specific needs within the district that the organization aims to address. What is the problem to be solved? What are the root causes of the problem? Data and evidence to support conclusions should be included.*
- C. Project Goals / Objectives (1 page) - *Description of goals and objectives and how they align with the grant program. Objectives should be specific, measurable, achievable, and include a realistic time frame. What is the district's theory of action about solving the problem outlined in the needs assessments? What is the strategy proposed to solve that program?*
- D. Project Design and Implementation (4 – 5 pages)- *Outlines the methods and approaches that you will use to achieve goals. The document should include an explanation of why you chose certain techniques and procedures. How is the district considering its use of resources, structures and processes, capacity and resources to effectively address the goals of the proposal?*
- E. Evaluation Plan (1 page) - *Detailed plan for evaluating the effectiveness of the project and measuring its impact on the target group or community. How will you know you are being successful, both formatively and at the end of the proposal timeline?*

4. Sustainability Plan (1 – 2 pages) - Illustrate how your project will stay sustainable in the long term. Include measurable goals and strategies that will support program sustainability.

5. Budget (template in the portal) and Budget Justification (2 pages)

- Personnel Salaries and Wages
- Fringe Benefits
- Contractual
- Consultant Services
- Equipment
- Travel
- Supplies
- Other

6. References cited (not counted towards the overall 18-page count)

7. **Letters of Commitment** (not include towards the overall page count) – Letters of commitment with official authorized signatures must be provided for each named collaborating district and/or organization expected to receive funds and/or contribute key personnel or make substantial contributions to the program.
8. **Appendices** (not counted towards overall page count) - Additional information or supporting documentation that may be relevant to proposal including:
 - Letters of Support
 - Resumes of key personnel
 - Additional relevant documentation/data

B.1. Submission

Applicants that apply for multiple grants shall submit a separate proposal, budget, and supporting documentation for each grant type. Please submit your complete proposal as a single PDF document. **Each proposal must not be more than 18 pages long**, and all sections should be clearly labeled, and pages numbered. Applicants shall adhere to suggested page limits to ensure clarity and conciseness. Include all required signatures and endorsements from district officials should be included as part of your submission. **Proposals over the required page length may be returned without review.**

B.2. Format

File format: Prior to submission, each applicant is encouraged to do their own administrative review to ensure that each proposal complies with the formatting guidelines noted below. Ensuring that all materials included in the application have been properly prepared is the applicant's responsibility. Following the full proposal deadline, the Trust will conduct an administrative review and if a proposal is deemed to violate the administrative guidelines, it will be returned without review. The proposal must include the required sections (1–8 above). **Proposals not collated with the required sections or in the proper order may be returned without review.**

Applicants are encouraged to seek, if needed, technical support in the creation of the required electronic file and to review the electronic file prior to submission. Discretion should be exercised in the resolution of figures. While color figures may be included, reviewers may print applications in black and white for review. Applicants may wish to annotate the figure legend directing the reader to the electronic file if color is an important aspect of the figure. Applicants must utilize the required forms available on the Trust website. Forms will be posted no later than one week following the release of the RFP. The proposal must be submitted/uploaded as described in Appendix A.

Fonts and page layout: Adherence to type size, margins, and line spacing requirements is necessary to ensure that no applicant receives an unfair advantage. **Proposals not in compliance with the following guidelines may be returned without review:**

- Allowable typefaces include Arial or Times New Roman at a font size of 12 points or larger. A font size of 10 points may be used ONLY for mathematical formulas or equations, figure, table, or diagram captions and when using a symbol font to insert Greek letters or special characters.
- No more than six lines of text within a vertical space of one inch (for single-spaced lines of 12- point font). While line spacing (single-spaced, double spaced, etc.) within this requirement is at the discretion of the applicant, established page limits must be followed:
- Margins, in all directions, must be at least one inch.
- All sections must use a standard, single-column format for the text.
- The use of landscape (i.e., sideways) page orientation is not allowed.

Appendix C: FAQ

Below is a list of frequently asked questions regarding the Request for Proposal (“RFP”) process. Please email any questions to info@SchoolDistrictOpioidRecoveryGrants.com.

Q1. How soon can I apply for Public School Districts’ Opioid Recover Trust (“Trust”) funds?

Districts will be able to apply for Trust funds beginning July 15, 2024, with a deadline for applying for the first phase of the grant making by November 15, 2024. As additional funds are made available in the future, all districts will have another opportunity to apply.

Q2. When are grant applications due?

Applications are due on November 15, 2024.

Q3. When will winning grants be announced and distributed?

Grant awards will be announced by March 15, 2025, to allow districts and partners to incorporate the grants into their planning and budgets for the 2025-2026 year and beyond.

Q4. What is the intended purpose of the grants?

The purpose of the grants is to help public school districts recover from the opioid epidemic and develop responses to enhance educating students harmed by the opioid epidemic. For the purposes of this grant program, students harmed by the opioid epidemic include students born with neonatal opioid withdrawal symptoms, many of whom require special education supports, as well as students who have suffered traumatic family loss and educational interruptions because of the opioid epidemic.

Q5. Who can apply for the grants?

The grants are intended for public school districts (e.g., not private or charter school networks). Districts can apply with partner districts, as well as with partner public agencies and institutions and with private, philanthropic and community organizations. The grant awards, however, will be paid to only the districts.

Q6. Is my district eligible to apply for the grants?

Any district is eligible to apply for a grant if it is an independent public school district (e.g. not a charter or private school network).

Q7. Does receiving notice of the Trust mean that my district is a party to any litigation against any opioid defendant?

Neither receiving notice of the Trust nor applying for a grant from the Trust makes your district a party to litigation against any opioid defendant.

Q8. What will be the criteria for receiving a grant award?

Funding from the trust will be evaluated based on the specific criteria outlined in the Request for Proposal (RFP). The overall intent of the grant program is for funding to go where it will have the greatest impact, whether classroom services, school-based behavioral and mental health supports, instructional innovations, or other district and school-based supports that directly impact students harmed by the opioid epidemic.

In assessing applications and making grant award decisions, applications will be reviewed based on at a minimum the following:

- a. Geographic areas or districts most affected by the opioid crisis.
- b. Low per pupil spending or underfunding in school districts.

- c. Grant proposals focused on especially vulnerable students or categories of students where the potential gains are likely to be highest.
- d. Evidence of a clear logic of action in the proposal linking the problem or opportunity described to its root causes, and the strategies proposed to address it.
- e. A commitment to sustain programs funded by the grant beyond the time of the grant.
- f. The development or expansion of model programs and direct services in support of these especially vulnerable students designed in ways that can be replicated and scaled elsewhere.
- g. The development of innovative practices in support of these especially vulnerable students that can be piloted and tested for later replication and scale elsewhere.
- h. Engagement and coordination with families, communities, and other civic actors, such as government agencies that also have responsibility for students harmed by the opioid crisis.
- i. Evidence that the funds received will be used to leverage other funds in support of students harmed by the opioid epidemic, thus increasing the impact of the grant and the resources available to these students.

This is not an exhaustive nor final list of criteria that districts will be evaluated on. Grantees are encouraged to read the RFP thoroughly and respond accordingly.

Q9. What types of grants can my district apply for?

Districts can apply for one or more of three types of grants, each with a maximum grant value of \$500,000, to be drawn down and used three fiscal years after the grants have been distributed.

Applicants that apply for multiple grants shall submit a separate proposal, budget, and supporting documentation for each grant type.

These types of grants are:

1. **District Improvement Grants**, intended to help districts of all sizes respond to system-wide challenges triggered by the opioid epidemic. In applying for these grants districts should consider how they coordinate and align their resources with complementary resources in their wider communities in support of services for students harmed by the opioid crisis. These grants might include efforts to improve:
 - The identification of these students in need, as well as the processes and structures that channel these students into available services, especially special education services

- The types of school programs and modifications available for these students given their needs,
- The capacity of adults in districts to support these students,
- The tools with which districts assess the progress of these students and respond accordingly to their needs, and
- The bridges between the district and its schools, and among the district and surrounding civic and community resources to maximize opportunities for these students and augment the capacity of the district to serve them.

We encourage districts to partner with external agencies and organizations in applying for this type of grant. We also encourage small and/or rural districts to partner with each other to leverage resources and achieve economies of scale.

2. **Model Programs and Best Practices Grants** These grants will help districts build or adopt model programs, based on evidence, to support students harmed by the opioid crisis, including programs and best practices in areas such as teaching approaches, curricular modifications, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increase student learning, etc.

Districts can apply for these grants with external civic and community partners or with partner districts. We are primarily interested in improving special education programs serving these students, but we are also interested in the development and improvement of programs that address the needs of these harmed students before classification or in cases when these students have not been classified.

3. **Innovation Grants** These grants will enhance the ability of districts to introduce and test new, innovative approaches to support students impacted by the opioid crisis. These approaches can be at the level of the student, the class, the school and/or the district in relation to the family and community and include areas such as teaching approaches, curricular modifications, extended learning opportunities, mental health supports and restorative practices, forms of acceleration and enrichment, and using technology to foster student engagement and increase learning, etc.

Districts can apply for these grants with external civic and community partners or with partner districts. We are primarily interested in improving special education programs serving these students, but we are also interested in the development and improvement of programs that address the needs of these harmed students before classification or in cases when these students have not been classified.

Q10. Does the application require letters of support?

Letters of support from partners are welcomed but not a requirement of the application.

Q11. Are there any restrictions on the use of the funds?

The funds must be used exclusively for the purposes described in the RFP. The grants **cannot supplant funding for legally mandated or existing services**. They must extend, expand, or be used to provide new services to students harmed by the opioid epidemic. To be awarded a grant, districts must provide evidence of this commitment in their proposals and will attest to compliance with this requirement as part of the terms and conditions of the award, as well as through ongoing reporting and monitoring. Funds cannot be used for research activities.

Q12. How do I remain up to date on the latest developments with the trust?

Submit a Notice of Intent to Apply! Enroll for updates on the trust website and check your email address for updates from the Special Trustee. Also check for announcements and updates on the grant-making process here <https://SchoolDistrictOpioidRecoveryGrants.com>.

Q13. Does registering my district's interest in the Trust commit my district in any way?

Registering for updates and expressing interest or intention to apply for any type of grant does not commit your district in any way. Your information will be used to communicate with you in the future and to help the Trust plan for the intake and review process.

Q14. Is there an application fee?

No, there is no fee to apply for a grant under this Program.

Q15. Where does the grant money come from?

The money comes from settlements of litigation between school districts and opioid distributors, manufacturers, pharmacies, and other entities involved in the opioid crisis.

Q16. Does applying for a grant involve the district in any litigation?

Applying for a grant does not involve the district in any litigation. If the district is successful in its application, it will agree to the terms and conditions set forth in the RFP, <https://schooldistrictopioidrecoverygrants.com/documents/>.

Q17. What is the Trust and who are the trustees?

You can read about the Trust [here](#).

The trustees are Dr. Andres Alonso, the Special Trustee, and Truist Bank, Trustee. Truist Bank is the administrative trustee (<https://www.truist.com/>). Truist holds trust funds and makes distributions under the direction of the Special Trustee. As Special Trustee, Dr. Alonso is spearheading the program design and evaluation metrics of the grant program. He will also work collaboratively with a review team to ensure an open, fair, competitive process. With his educational expertise and leadership, Dr. Alonso holds the overall program authority and will serve as the primary decision-maker guiding the program to achieve its strategic objectives. Dr. Alonso has extensive experience in education. He has served in all levels of public education including having served as CEO of Baltimore City Public Schools, Deputy Chancellor for Teaching and Learning for New York City Schools, and Professor of Practice at Harvard Graduate School of Education, where he co-chaired its Public Education Leadership Project (PELP). Dr. Alonso taught English Language Learners and students with disabilities for more than a decade at Newark, New Jersey public schools. He has served as trustee in numerous public and non-profit boards, including the National Assessment Governing Board (NAGBE), the William T. Grant Foundation, and the Carnegie Foundation for the Advancement of Teaching. He is a former trustee of Teachers College of Columbia University and still serves in its President's Advisory Council. He presently serves as a trustee of Data Quality Campaign, the Center for Collaborative Education, the Panasonic Foundation, and Scholastic Corporation.

Q18. What is the Committee of Public-School Districts' Representatives (PSDR)?

The PSDR is a committee of three to five individuals with experience in education to counsel, advise, and facilitate communication between public school districts and the Special Trustee, as well as to inform the Special Trustee and support the interests of school districts. The three individuals presently serving as districts representatives are Ricardo Adams, former board member of Rochester Public Schools; Karl Kristoff, general counsel at Orleans-Niagara BOCES in New York, and formerly a partner at Hodgson Russ LLP and counsel to many districts; and Lindsey McIntosh, General Counsel at Kanawha, WV County Board of Education.

Mr. Adams retired from Center for Youth in 2022. He has been involved with multiple public education groups as well as completing a four year term on the Rochester City School Board in January of 2024. Ricardo's wife Mary also served on the School Board for six years. He has two daughters currently attending Rochester City School District. One is a sophomore, and the other is a senior heading to Howard University in the fall.

Mr. Kristoff is general counsel of Orleans-Niagara BOCES in the state of New York. Previously, he was an attorney with the Buffalo New York law firm of Hodgson Russ LLP. He has been engaged almost exclusively in the practice of school law for more than 40 years. He has been admitted to practice in the courts of both New York and Illinois as well as the United States Supreme Court. In addition to his law practice, Karl has served on the adjunct faculties of the State University of New York at Buffalo Schools of Education and Law, and currently serves as an Adjunct Assistant Professor in the School of Education of the Buffalo State University.

Ms. McIntosh is a West Virginia native and a graduate of West Virginia University. Her tenure as Assistant General Counsel to Cabinet Secretary at the West Virginia Department of Health and Human Resources gives extraordinary insight into the issues districts and communities experience tackling the opioid epidemic. She presently serves as general counsel at Kanawha, WV County Board of Education.