Overview of Funding Opportunity

The United States is experiencing an epidemic of drug overdose deaths. In 2017, more than 70,000 Americans died from drug overdoses. At 192 people each day, this is more than the number of lives lost in car accidents or gun-related homicides. A growing number of communities are using overdose fatality reviews (OFR) to effectively identify system gaps and innovative community-specific overdose prevention and intervention strategies to strengthen their local responses to the opioid epidemic.

In practice, OFRs involve a series of individual death reviews by a multidisciplinary team. This process facilitates a deeper understanding of the missed opportunities for intervention that may have prevented an overdose death. Blending input from public health, public safety, providers, and the community, OFR teams develop program and policy recommendations to improve coordination and collaboration between agencies and community conditions to prevent future overdose deaths.

These recommendations are presented to a governing committee that supports and provides resources for implementation and a framework for accountability for action. Examples of successful recommendations include the integration of peer recovery specialists into new settings, targeted naloxone distribution, and improved coordination of public safety and public health.

To standardize OFR data collection, the Institute for Intergovernmental Research (IIR), in partnership with BJA, and the Centers for Disease Control and Prevention (CDC) is releasing a standardized OFR database. The OFR database application under development in Research Electronic Data Capture (REDCap), is a secure Web application for building and managing online surveys and databases. The database is designed to assist local communities in capturing key information from their reviews and document and track recommendations to develop a framework of accountability.

The OFR Database Pilot Site Selection solicitation funds local, state, and tribal OFR initiatives to use and provide feedback on the standardized OFR database developed by the OFR National Data Workgroup.

Under this solicitation, up to fifteen OFR initiatives will be selected for an award of up to $20,000 each for a 12-month time period.

Eligibility

Any interested, experienced, OFR initiatives can apply. Additional information regarding pilot site requirements can be found in the “Application Requirements” and “Selection Criteria” below.

What Is the OFR Database?

The OFR database collects information about the cases reviewed and the recommendations developed. The OFR database is a REDCap database available to pilot OFR teams. It contains four main sections:

Grant Overview and Application
1. OFR team meeting details

2. Decedent case information
   a. Demographics
   b. Cause of death
   c. Overdose and death scene investigation
   d. Interventions following the overdose
   e. History of life circumstances and immediate stressors before the overdose

3. Community context

4. Recommendations

Additional information about the OFR database can be found at https://www.cossapresources.org/Content/Documents/Articles/OFR_Database_Guidance.pdf

Applicant Requirements

Pilot sites will be expected to capture data related to at least 16 cases from September 1, 2020, through August 31, 2021, using the OFR database and participate in the ongoing evaluation process.

IIR seeks applicants that demonstrate the following:

1. Experience successfully implementing overdose fatality reviews including, but not limited to a documented history of:
   a. Reviewing at least 30 overdose deaths
   b. Collecting OFR case-related data
   c. Storing OFR case-related data in a secure location
   d. Existing data sharing agreements and data storing protocols

2. Commitment to implementing OFRs and collecting data using the pilot OFR database including:
   a. Having REDCap installed onsite and accessible to OFR program staff
   b. Planning to complete at least 16 case reviews from September 1, 2020, through August 31, 2021
   c. Planning to input data from all case reviews in the four OFR REDCap database modules (OFR administration, case data, community context, and recommendation)

3. Commitment to participate in the OFR database pilot evaluation activities including:
   a. Participating on scheduled monthly data user group calls
   b. Attending a 1½ day, in-person convening in the spring or summer of 2021, if feasible due to COVID-19 response
   c. Completing periodic evaluation forms and scheduled telephone interviews about experience using the OFR database
   d. Working with IIR and contracted database developer to establish a data sharing agreement to allow unidentifiable data to be uploaded to the national database
   e. Uploading unidentifiable data to the national database for analysis at the end of the project period

Selection Criteria

Preference will be given to applicants with an established OFR team that can demonstrate a history of reviewing cases and collecting case-level data and has access to REDCap.

IIR is committed to ensuring a fair and open process for making award decisions. Submitting a project proposal and budget will not guarantee project funding. All applications will undergo a peer review process coordinated by IIR. This process will evaluate each application to ensure it fits within the scope of the pilot site program and applicant eligibility.

IIR may request additional information from the applicant in order to make an award decision. IIR will send an award decision notification to the applicants following the completion of the application evaluation and peer review.

Applications will be evaluated based on the following criteria (for a total of 100 points):

1. Background and experience (35 points)
   The applicant should describe their OFR structure including jurisdiction, lead agency, staffing, and team members.
Applicants should describe why their agency is best suited to pilot the OFR database. Applicants should also describe their OFR team history: how and when the OFR was formed, how frequently the OFR meetings and the total number of cases reviewed, and the number of cases reviewed in 2019.

The applicant should outline their process for requesting, collecting, storing, reporting, and using OFR case and recommendation data.

2. Plans to use the OFR database (35 points)

The applicant must demonstrate access to REDCap or document commitment and steps needed to obtain REDCap by September 1, 2020. In addition, the applicant should outline their OFR case review meeting schedule and plans to ensure accessing the data elements included in the OFR database.

3. Commitment pilot evaluation activities (25 points)

The applicant should describe their proposed plans for participating in the evaluation activities, at a minimum listing who will be responsible for each activity and demonstrate capacity and willingness to participate in mandatory meetings. The applicant may want to use a workplan and/or calendar to outline the activities and responsible party.

In addition, the applicant will want to demonstrate success with executing and implementing data sharing agreements and describe plans to complete a data sharing agreement with the contracted database developer to upload unidentifiable data at the end of the project.

4. Project budget (5 points)

Budgets should be complete, cost-effective, and allowable (e.g., reasonable and necessary for project activities). Funds under this notice cannot be used to acquire real property (including vehicles and housing) or construction.

Each applicant should budget for the project coordinator and up to two additional staff members to attend one face-to-face 1 ½ day meeting in Washington, D.C. area during the project period.

Project Narrative

The responses must follow these formatting requirements.

- Pages must be typed in black font, single-spaced. Font must be Times New Roman, size 12. All margins must be one inch each.
- Times New Roman, size 10 may be used for charts or tables.
- Project Narrative must be submitted in Adobe PDF format.
- Page limits for the Project Narrative cannot exceed seven pages.

1. Background and experience (no more than two pages)

The applicant should describe their OFR structure, history, and experience and why the agency is best suited to participate in this project.

a. OFR structure. Provide a description of the jurisdiction of the OFR team, the lead agency, any dedicated staffing and team members.

b. OFR history. Explain how the OFR was formed and when. Describe the frequency of meetings, total number of cases reviewed, and number of cases reviewed each year.

c. OFR experience. Illustrate why your OFR initiative is suited to pilot the OFR database by outlining your process for requesting, collecting, storing, reporting and using OFR case and recommendation data and who is responsible for each activity.

2. Plans to use the OFR database (no more than three pages)

The applicant should document their proposed plans for convening OFR case reviews during September 1, 2020 through August 31, 2021 and demonstrate access to the REDCap application.

a. Access to REDCap. Provide documentation of the timeline for REDCap installation, who on your OFR team has access to REDCap, and any prior experience using REDCap.

b. Planned case reviews. Provide a calendar of the OFR meeting schedule and describe the planned case selection process.
c. Access to OFR case information included in the database.

3. Commitment pilot evaluation activities (no more than 2 pages)

The applicant should describe their proposed plans for participating in the evaluation activities, at a minimum listing who will be responsible for each activity and demonstrate capacity and willingness to participate in mandatory meetings.

a. Participate in mandatory meetings. Identify who will be responsible for participating in monthly data user group calls, one in-person meeting, scheduled telephone interviews, and completing periodic evaluation forms. The applicant may want to display the information in a workplan chart or a calendar.

b. Data sharing. Describe prior success establishing data sharing agreements. Outline the process and key partners/staff members responsible for executing a data sharing agreement with the contracted database developer to upload unidentifiable meeting-, case-, community- and recommendation-level data to the national database for analysis and evaluation.

Optional Attachments

The required attachments should be submitted together in the order listed below in one Adobe PDF file for submission.

- Copy of a report using/highlighting OFR data and/or findings
- State legislation/statute language allowing for collecting and storing OFR case data
- Applicant selected additional attachments

Budget Detailed Worksheet

The Budget Detailed Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with federal funds. The Budget Detailed Worksheet should present a complete itemization of all proposed costs. Applicants should include a copy of their Indirect Cost Rate Agreement.

Applicant Process and Timeline

The timeline for selection is as follows:

Application open: June 11, 2020

Applicant webinar: June 18, 2020, at 2:00 p.m., ET

Registration for the webinar is required. Please register for the webinar at https://www.cossapresources.org/Registration/630dd4f1-fe19-45e4-bf44-0d313e62eb5a and submit questions in advance of the webinar to cossap@iir.com no later than June 15, 2020. Emails containing questions should include the name and agency of the submitter email address, and questions (s). The applicant webinar will provide an overview of the OFR Database Pilot Site Selection application process and review pilot site implementation expectations.
Applications due: July 7, 2020

Notification of selected pilot sites: August 3, 2020

Contracts executed with selected pilot sites: September 1, 2020

Kick-off meeting and orientation webinar for new pilot sites: September 15, 2020

**Applicant Checklist**

- [ ] Applicant Coversheet (see page 5)
- [ ] Project Narrative (see page 3)
- [ ] Required Attachments (see page 4)
- [ ] Optional Attachments (see page 4)
- [ ] Budget Worksheet (see page 4)
- [ ] Indirect Cost Rate Agreement (if applicable) (see page 4)

**Submission Deadline**

Applications for the OFR Database Pilot Site Selection grant program are due by 5:00 p.m., ET, on July 7, 2020. Send an email to cossap@iir.com with the subject heading: “OFR Database Pilot Site Selection [Agency name] Application” with the Adobe PDF files listed in the applicant checklist attached.

**Questions**

Should you have any questions about the application process or issues with submission, please send an email to cossap@iir.com, and we will do our best to respond promptly.

**Applicant Coversheet**

Applicant information:
- Applicant organization
- Applicant jurisdiction

Primary contact information:
- Name
- Job title
- Agency
- Address
- Phone
- Email
- Role on OFR team

Related OFR funding (agency and amount)
- Federal agency
- State

**Visit the COSSAP Resource Center at [www.cossapresources.org](http://www.cossapresources.org).**

**About BJA**

The Bureau of Justice Assistance (BJA) helps to make American communities safer by strengthening the nation’s criminal justice system: Its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting-edge tools and best practices they need to reduce violent and drug-related crime, support law enforcement, and combat victimization. To learn more about BJA, visit [www.bja.gov](http://www.bja.gov), or follow us on Facebook ([www.facebook.com/DOJBJA](http://www.facebook.com/DOJBJA)) and Twitter (@DOJBJA). BJA is part of the U.S. Department of Justice’s Office of Justice Programs.

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