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## Waseca County Opioid Settlement

### Request for Proposal Packet

#### **Background**

##### **About the Opioid Settlement**

On August 20, 2021, the Minnesota Attorney General's Office joined the historic \$26 billion multi-state settlement agreements with pharmaceutical distributors McKesson, Cardinal Health, and AmerisourceBergen, and opioid manufacturer Johnson & Johnson. This settlement will bring more than \$300 million to Minnesota counties and cities. Upon initial settlement, Waseca County's estimated portion of the settlement was roughly \$1,070,000 over an 18-year period. Circumstances related to manufacturers and distributors may change the actual amount received.

To learn more about the settlement click here: [Minnesota Opioids Memorandum of Agreement](#)

To learn about best practices, click on the following sources: [Colorado Opioid Crisis Response Blueprint](#), [John Hopkins Opioid Principles](#)

##### **Waseca County Work**

In December 2024, stakeholders and community partners across Waseca County met to collect qualitative opioid-use information. In this meeting, stakeholders were invited to share their opinions, perspectives, and concerns on a wide range of health-related topics. The discussion covered the entire human lifespan, from birth to death, addressing various aspects of opioid use and its impacts throughout different life stages. Similar meetings will be held every year to gather information from the community and provide updates about the funds. The Waseca County Opioid Advisory Council, which was formed in May, 2025, is using the information gathered at the stakeholder/community partner meetings, along with community survey results to guide them in making recommendations on how to allocate the funds.

##### **Purpose of the RFP**

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment, recovery, and harm reduction. The goal of this approach is to fund projects in Waseca County that will have high impact, particularly for Waseca County communities most disproportionately impacted by the opioid crisis.

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## **General Information**

Announcement Title: Waseca County Opioid Settlement Funds Request for Proposal

Application Deadline: Rolling Grant Applications – First review Dec 16<sup>th</sup>, 2025

RFP Materials can be accessed at Waseca County Public Health Website:

<https://mn-wasecacounty.civicplus.com/130/Public-Health>

## **Funding and Project Dates**

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Our grant program accepts applications year-round, but funding decisions are made on specific quarterly review dates. This means you can submit your application at any time, and it will be reviewed at the next scheduled date.

### **Key Points:**

- Applications open: November 1<sup>st</sup> – December 15<sup>th</sup>
- First review date: December 16<sup>th</sup>
- The application opening date is set for Nov. 1<sup>st</sup> each year. Submission deadlines are Dec. 15, Mar. 15, June 15, and Sept. 15. If any of these dates fall on a weekend, the date will be adjusted to the nearest business day, either the preceding Friday or the following Monday, to ensure alignment with standard business operating days.
- Decision notification: Within approximately 45 days after each review date
- Up to four review periods per year
- If all available funds are awarded in earlier periods, applications will close for the remainder of the year.

### **How It Works:**

- Apply Anytime: Submit your application as soon as you're ready.
- Quarterly Reviews: The grant committee reviews all applications received by the cut-off for each review date.
- Funding Decisions: Applicants are notified within 45 days of review.
- Grant Closure: If funding runs out before the final review date, the application portal will close for the year.



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Key Milestone	Date/Deadline	Notes
Applications Open	November 1 <sup>st</sup> , 2025	Rolling applications accepted
Application Submission Deadline (1st Round)	December 15 <sup>th</sup> , 2025	Final day to submit or amend applications for first review
Proposal Review (1st Round)	December 16 <sup>th</sup> , 2025	Committee review of submitted proposals
Funding Recommendations Presented to Board (1st Round)	January 20 <sup>th</sup> , 2026	Board reviews funding recommendations
Applicants Notified (1st Round)	January 29 <sup>th</sup> , 2026	Decision notifications sent
Application Submission Deadline (Subsequent Rounds)	Mar 15 <sup>th</sup> , Jun 15 <sup>th</sup> , Sep 15 <sup>th</sup>	Deadlines for 2nd, 3rd, and 4th rounds respectively
Proposal Review (Subsequent Rounds)	Mar 16 <sup>th</sup> , Jun 16 <sup>th</sup> , Sep 16 <sup>th</sup>	Committee review dates
Funding Recommendations Presented to Board (Subsequent Rounds)	Apr 21 <sup>st</sup> , Jul 21 <sup>st</sup> , Oct 20 <sup>th</sup>	Board presentations for each round



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Key Milestone	Date/Deadline	Notes
Applicants Notified (Subsequent Rounds)	Apr 29, Jul 29, Oct 29, 2026	Notification dates per round
Final Reports to Public Health	90 days after completion of project or February 15 <sup>th</sup> whichever is sooner.	Deadline for grantee final reports

\*\*Funding to Waseca County is provided in multiple settlement payments over an 18-year span. We will continue this process on an annual basis. Successful partner projects that meet intended outcomes may be eligible to receive additional funds, dependent on funding ability.

### **Questions**

All questions regarding the RFP should be directed to Waseca County Public Health via email at [andrea.kronbach@wasecacounty.gov](mailto:andrea.kronbach@wasecacounty.gov) A Frequently Asked Questions (FAQ) document will be posted on the application webpage.

### **Eligible Applicants**

Eligible applicants include non-profit and for-profit organizations, faith-based organizations, businesses, and other agencies that serve Waseca County residents, including but not limited to health care organizations, neighborhood organizations, youth groups, schools and/or school programs, and other organizations serving a specific affinity group, cultural community, or geographic area. The goal of the funding is to facilitate growth of services provided in Waseca County through establishing new or expanding existing programs. Successful applicants will be working to make a sustainable impact through activities that support one or more of the following categories: harm reduction, prevention, criminal justice, treatment and recovery.

### **Project Eligibility**

Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) contains an extensive list of opioid abatement strategies. The strategies listed under each category/subcategory of Exhibit A are eligible to be funded through this RFP. Linked here is another document, [Opioid Abatement Strategies by Sector Guide](#) (developed by Wright County), which can also assist with identifying eligible projects. While all listed strategies are eligible, priority will be given to those that align with the Waseca County Opioid Settlement Funding Survey and from data gathered at community events in the county.



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## **Allowable Expenses**

Funds may be used for direct expenses for approved activities, including but not limited to:

- Staffing and benefits
- Conferences, events, and training
- Transportation, lodging, meals, and other travel costs
- Printing, copying, and general office supplies
- Equipment purchases
- Capital improvements

Ineligible costs include direct lobbying, supplanting funds from other sources, and general operational expenses. Applicants who receive funding for similar projects (e.g., substance use or mental health prevention, treatment, or recovery) must show how this funding will supplement, rather than duplicate, existing activities. While braiding funding streams is encouraged to maximize impact, opioid settlement funds must support a distinct project with its own goals, metrics, and outcomes.

## **Review and Selection Process**

Funding will be allocated through a competitive process with review by a sub-committee representing the Waseca County Opioid Advisory Council. In addition, persons outside of the Advisory Council with special talents and information may be asked to serve on the sub-committees. Individuals on the sub-committee will have experience and knowledge of health services, clinical experience, adolescent development, schools, and experience with grant writing and reviewing grants. Reviewers will be required to identify any conflicts of interest and steps will be taken to mitigate the conflict or the reviewer will not review an application if a conflict is identified. The review committee will evaluate all eligible and complete applications received by the deadline.

A scoring system will be used to evaluate eligible applications. Scores will be used to help develop final recommendations. A total of 30 points is available per application. The Waseca County Opioid Advisory Council will review results from the application review and make funding recommendations to the Waseca County Board of Commissioners, who ultimately make final recommendations.

Waseca County reserves the right to determine whether any aspect of an application satisfactorily meets the criteria established in this process; to seek clarification or additional information from any applicant; to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor; to reject any or all applications with or without cause; to waive any irregularities or informalities in an application; to cancel or



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amend by addenda this application process, in part or entirely; to award multiple awards to applicants; and/or award reimbursement to a vendor that did not apply.

## **Project Reporting Expectations**

Participating Local Agencies that directly receive Opioid Settlement Funds must report data annually (runs on the calendar year and reports are due March 31 of the following year) on those expenditures to help inform the public and policymakers on the use of Opioid Settlement Funds. As a Grantee, your agency will be required to provide information on expenditures, programs, or services to Waseca County. Your agency data will be compiled and provided to the Minnesota Department of Human Services (DHS) and to the Waseca County Board of Commissioners annually. All annual reports will be due 90 days after project is complete or by February 15<sup>th</sup>, whichever is sooner. Information you will be required to provide is listed below:

### I. Funded services/projects receiving less than \$25,000

- Budget for the program/service/activity and the actual expenditures
- Brief description of the funded program and progress made during the year (recommended length: 125-250 words)
- Target Population
- Use of evidence-based practices and culturally relevant services

### II. Funded services/projects receiving more than \$25,000

- All listed activities from Section I above.
- Brief qualitative successes or challenges/barriers from the field (125-250 words).
- Report on the results of the activity using 1 or more self-defined process measure.
  - Addresses the question “How much did we do?”
  - Examples: number of people enrolled, treated, or served; number of participants trained; number of units distributed
- Report on the results of the activity using 1 or more self-defined quality or outcome measure.
  - Addresses the questions, “How well did we deliver it?” or “What difference did it make?”
  - Examples:
    - Quality measure: percentage of clients referred to care or engaged in care; percentage of staff with certification, qualification, or lived experience; level of client or participant satisfaction shown in survey data.



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- Outcome measure: number or percentage of clients with stable housing or employment; avoided fatal overdoses; recidivism; number or percentage of formerly incarcerated clients receiving community services or support within X days of leaving jail or prison.

### **Contract Agreement**

Selected proposals, along with the RFP, will be incorporated into a formal agreement after potential negotiations. Upon contracting, Waseca County will reimburse the grantee only for prior-authorized, rendered services. Grantees will work closely with Waseca County Public Health to ensure expenditures align with approved budgets. Any changes to the budget or workplan must be submitted to Waseca County Public Health. It is the intent of Waseca County to award contracts for a term no longer than 12 months.

### **Reservation of Rights**

This RFP does not commit Waseca County to award funds, and submission of an application does not obligate or entitle any applicant to funding. Waseca County reserves the following rights, to be exercised in Waseca County's sole and absolute discretion:

- to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP;
- to seek clarification or additional information from any applicant;
- to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor;
- to reject any or all applications with or without cause;
- to waive any irregularities or informalities in an application;
- to cancel or amend by agenda with RFP, in part or entirely;
- to award multiple awards to applicants and/or award reimbursement to a vendor that did not submit an application.



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## **Application and Submission Instructions**

<b>Application Submission Deadlines</b>	<b>Application Submission</b>
December 15 <sup>th</sup> , 2025; March 15 <sup>th</sup> , 2026; June 15 <sup>th</sup> , 2026; September 15 <sup>th</sup> , 2026	Email all application materials to <a href="mailto:andrea.kronbach@wasecacounty.gov">andrea.kronbach@wasecacounty.gov</a>

**Only applications turned in by the submission deadline will be reviewed.** It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever.

*\*\*However, the Waseca County Board of Commissioners can bring special projects to the review committee at their discretion.*

### **Application Instructions**

You must submit all parts of the following form for the application to be considered complete:

1. Name of Organization Completing this application: \_\_\_\_\_
2. Name of Contact person: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Project Title: \_\_\_\_\_
7. Amount of funds requested: \_\_\_\_\_

8. The area within the Memorandum of Agreement that applies to your project (Check One)

- Prevention
- Harm Reduction
- Recovery
- Treatment



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**Organization Overview (9 Points):**

9. Briefly describe the history of the organization. Describe the organization's major areas of current work, as well as the mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, and harm reduction.

10. Describe the community the organization serves, including demographic aspects (e.g race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation). Describe how the community is represented in decision-making for the organization.

**Project Narrative (9 Points):**

[Minnesota Opioid State-Subdivision Memorandum of Agreement](#)

11. Which subcategory will your project address?

- Treat opioid use disorder
- Support people in treatment & recovery
- Connections to care
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal populations, caregivers, and families, including babies with neonatal opioid withdrawal syndrome
- Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids
- Prevent misuse of opioids
- Harm Reduction: prevent overdose deaths and other harms
- First Responders
- Leadership, planning & coordination
- Training
- Research



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12. Describe how you plan to address the abatement strategy(ies). Share the project, including a timeline, a high-level overview of implementation and evaluation steps, and intended outcomes. Describe how the project addresses opioid use disorder.

13. Describe the population the project is proposing to engage (both demographically and geographically). How are communities that are most at risk, or impacted by opioids, considered in this project? How does your project address potential barriers to accessing your programming?

14. Describe how the proposed project will meet community needs. How were those needs identified? How does your project support those most disproportionately impacted by the opioid epidemic? How will you ensure this program is culturally, linguistically and developmentally appropriate for the proposed community(ies)?

15. What is the level of staffing for the project? Ensure accountability to carry out the work plan activities and maintain overall support and coordination of the work. If you plan to use subcontractors, please describe their responsibilities in carrying out grant activities.

**Evaluation Plan (3 Points):**

16. How will you measure success? Describe the data you will collect and how it will be used to evaluate outcomes.

**Sustainability Plan (3 Points):**

17. If funded, how do you plan to sustain the project beyond the grant period?

**Budget Narrative & Breakdown (6 Points):**

18. Provide a detailed budget for the project, including categories such as staff expenses, travel, supplies, equipment, and other costs.

19. A copy of your organization's W-9 is also required.

Please submit the budget narrative with the completed application via email to Andrea Kronbach at [andrea.kronbach@wasecacounty.gov](mailto:andrea.kronbach@wasecacounty.gov)