



# WRIGHT COUNTY MINNESOTA

Request for Proposals

## Opioid Epidemic Response

Proposal due date: May 31, 2023 at 4:00 p.m.

Submission portal open: May 1, 2023 by 4:30 p.m.

Initial information session: April 27, 2023, 5:00-6:00 p.m.

Drop-in information session: May 18, 2023, 4:00-6:00 p.m.

Closing date for all questions: May 22, 2023 at 4:00 p.m.

All questions and answers posted: May 23, 2023 by 4:30 p.m.

### **Wright County Contact**

E-mail: [opioids@co.wright.mn.us](mailto:opioids@co.wright.mn.us)

Phone: 763-335-0280

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## Overview

Minnesotans have suffered tremendously from the opioid epidemic. Opioid overdose deaths have increased dramatically during the COVID-19 pandemic. Reports show 978 opioid-involved overdose deaths in Minnesota in 2021, a 44% increase from 2020 when there were 654 opioid-involved deaths in Minnesota in 2020; this number has more than doubled from 2019 to 2022. In 2021, American Indian Minnesotans were ten times as likely to die from a drug overdose than white Minnesotans. Black Minnesotans were more than three times as likely to die from drug overdose than white Minnesotans.

Wright County continues to rank in the top 10 counties statewide for controlled substance prescriptions written. Although decreasing over the past 5 years, the total controlled substance prescriptions written in 2021 was 149,598 (9<sup>th</sup> highest county in Minnesota) and still more prescriptions than the current population.

Additional data on the opioid epidemic in Wright County and in Minnesota can be found on the Minnesota Department of Health's [opioid dashboard](#). The dashboard contains detailed information on overdose deaths, opioid-related hospital visits, the number of opioid prescriptions dispensed, the prevalence of substance use disorder, and more. It also includes links to sources where some of the above-referenced data can be tracked on a county level.

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. Wright County's expected portion of the settlement is \$3.8 million over an 18-year period.

According to the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#), Public Health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds. The Wright County Board of Commissioners called for Wright County Public Health to convene the Opioid Settlement Advisory Council (hereinafter referred to as "the Council"), a multi-sector team tasked with advising the Board of Commissioners as to how to spend the Opioid Settlement funds most effectively, efficiently, and equitably.

## Purpose of 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 Wright County that will have high impact, particularly for Wright County communities most disproportionately impacted by the opioid crisis.

Multiple applicants may be selected for funding contracts. Through this process, up to \$500,000 could be awarded with individual projects receiving \$5,000-\$100,000.

## Schedule

The following is a listing of key proposal and project milestones and duration. All times are Central Time.

|  |                                       |
|--|---------------------------------------|
| <b>RFP Release</b>   | April 17, 2023                        |
| <b>RFP Information Session:</b><br>Microsoft Teams Meeting<br><i>Join on your computer or mobile app</i><br><a href="#">Click here to join the meeting</a><br>Meeting ID: 216 449 339 266<br>Passcode: YKPF2u<br><a href="#">Download Teams</a>   <a href="#">Join on the web</a><br><b>Or call in (audio only)</b><br><a href="#">+1 320-460-1812,,621094120#</a><br>Phone Conference ID: 621 094 120#<br><a href="#">Find a local number</a>   <a href="#">Reset PIN</a>   <a href="#">Meeting options</a>     | April 27, 2023, 5:00-6:00 p.m.        |
| <b>Submission Portal Open</b>  | May 1, 2023 by 4:30 p.m.              |
| <b>Drop-in Information Session:</b><br>Microsoft Teams Meeting<br><i>Join on your computer or mobile app</i><br><a href="#">Click here to join the meeting</a><br>Meeting ID: 249 292 049 069<br>Passcode: 2HXsUW<br><a href="#">Download Teams</a>   <a href="#">Join on the web</a><br><b>Or call in (audio only)</b><br><a href="#">+1 320-460-1812,,154295469#</a><br>Phone Conference ID: 154 295 469#<br><a href="#">Find a local number</a>   <a href="#">Reset PIN</a>   <a href="#">Meeting options</a> | May 18, 2023, 4:00-6:00 p.m.          |
| <b>Questions on RFP due by</b>   | May 22, 2023 by 11:59 p.m.            |
| <b>Proposals due by</b>  | May 31, 2023 at 4:00 p.m.             |
| <b>Estimated applicant approval by Wright County Board of Commissioners</b>  | July 11, 2023                         |
| <b>Estimated services start date</b>   | August 1, 2023                        |
| <b>Project check-in</b>  | Quarterly, at minimum                 |
| <b>Estimated services end date</b>   | December 31, 2024                     |
| <b>Estimated due date for project report</b>   | January 12, 2024 and January 10, 2025 |

## Information Sessions

A virtual information session will be held on Microsoft Teams on April 27, 2023 from 5:00-6:00 p.m., Central Time. This will include a presentation on the RFP by Wright County Public Health and time for potential applicants to ask questions. This will be recorded and posted on the [application webpage](#).

A virtual drop-in information session will be held on Microsoft Teams on May 18, 2023 from 4:00-6:00 p.m., Central Time. This will be time for potential applicants to ask final questions. This will be recorded and posted on the [application webpage](#).

Individuals needing an interpreter for either information session should contact Wright County Public Health at [opioids@co.wright.mn.us](mailto:opioids@co.wright.mn.us) by April 24, 2023, so appropriate accommodations can be made. Please include the subject line “Interpreter needed: Opioid RFP.”

## Questions

All questions regarding the RFP must be submitted to Wright County Public Health by email at [opioids@co.wright.mn.us](mailto:opioids@co.wright.mn.us) or via the information sessions. All questions are due on May 22, 2023 by 11:59 p.m.

All questions and their answers will be posted on the [application webpage](#). The final questions and answers will be posted on May 23, 2023 by 4:30 p.m.

## Proposal Due Date

All proposals must be submitted on May 31, 2023 by 4:00 p.m., Central Time.

## Proposal Details

Proposals should contain the following sections:

- Applicant Information
- Organization Overview
- Project Narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Letters of Commitment (if relevant)
- Additional Required Attachments:
  - Copy of applicant’s insurance policy or waiver request
  - W-9

## Funding Requirements

Selected organizations will receive funding to complete the following activities:

- Implement an opioid epidemic response project, including prevention, treatment, recovery, and harm reduction strategies.
- Participate in, at minimum, quarterly check-ins with the Chief Strategist.
- Present to the Council at least once during the funding period.
- Complete a yearly Project Summary Report, including updated organization contact information, an account of the use of funds, and a description of outcomes.

## Project Funding

It is anticipated that approximately \$500,000 will be awarded through this RFP, with individual projects receiving \$5,000-\$100,000. Selected projects will be funded for 17 months (August 1, 2023 to December 31, 2024).

Each application may only address one category as listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#). The categories are treatment, prevention, and other. Applicants may apply for multiple subcategories and abatement strategies within the one category. Agencies interested in applying for multiple categories must submit one application per category.

Agencies may partner to submit a joint application. The lead agency should submit the application; this agency will hold the contract with the Wright County, should the proposal be selected for funding. The other applying agency(ies) must submit a letter of commitment along with the application.

Funds may be used for expenses associated with conducting approved activities including:

- Staffing and benefits
- Staff time to attend conferences, events, and trainings that link to project
- Capital improvements or construction projects
- Transportation, lodging, meals, and other travel costs that link to project
- Printing and copying
- Education and informational campaigns/outreach materials
- Equipment needed for project
- Youth/community member stipends
- Costs for events are allowable, but the applicant must demonstrate a plan for larger program development/community change that stems from the event
- Other items that serve to further the goal of project

For guidance on determining food and travel costs, applicants may use the U.S. General Services Administration [Fiscal Year 2023 Per Diem Rates for Minnesota](#). Ineligible costs include direct lobbying expenses.

Upon contracting, Wright County will reimburse grantees for prior-authorized, rendered services only.

Grantees will work closely with Wright County to ensure appropriate expenditures. Grantees must make budget changes via a budget amendment process with grant managers from Wright County.

### Examples of Possible Projects

Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) contains an extensive list of opioid abatement strategies. The Council has also developed [Opioid Abatement Strategies by Sector](#) guide to help sectors identify their role in this work.

Applicants are encouraged to propose projects that reflect their expertise, experience, and knowledge of their community. The strategies listed under each category/subcategory of Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) are eligible to be funded through this RFP.

### Eligibility

Eligible applicants include non-profit and for-profit organizations, faith-based organizations, businesses, and other agencies that serve Wright 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.

### Application Submission Instructions

The application documents must be submitted through the Wright County website on May 31, 2023 by 4:00 p.m., Central Time. The submission portal will be available on May 1, 2023 by 4:30 p.m., Central Time; the link will be available on the [application webpage](#). Those looking to submit a hard copy must hand-deliver the application packet to Wright County Health & Human Services on May 31, 2023 by 4:00 p.m., Central Time, at the following address:

Wright County Health and Human Services  
Wright County Government Center  
3650 Braddock Ave. NE, Ste. 2100  
Buffalo, MN 55313

Upon submission, the proposal cannot be edited.

## Evaluation of Proposals – Selection of Applicants

Proposals will be reviewed by an Application Review Team made up of representatives from the Council, Wright County, and external partners. The Application Review Team will objectively review and discuss each proposal. Some examples of review include, but are not limited to:

- Quality, thoroughness, and clarity of proposal
- Qualifications and experience
- Financial responsibility and capacity of applicant to meet funding requirements
- Cost of services proposed
- Sustainability of project after funding has ended

At the end of the review process, the Council will make a recommendation to the Wright County Board of Commissioners regarding projects to be funded. The Wright County Board of Commissioners will make the final funding decisions.

## Contract Agreement

The contracting parties will be Wright County and each Applicant (hereinafter referred to as Contractor) selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated into a formal agreement after negotiations. It is the intent Wright County to award contract(s) for a term of 17 months.

Each Contractor does hereby agree that it will at all times hereafter, during the existence of this Contract, indemnify and hold harmless from any and all liability, loss, damages, costs, or expenses which may be claimed against Wright County or Contractor (1) by reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Contract, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise Contracted for by the Contractor or any officer, agent, or employee thereof; or (2) by reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the care and service called for under this Contract.

The Contractor shall ensure that neither it nor any of its owners, managers, or employees or its Subcontractors or the owners, managers, or employees of the Subcontractors assigned to provide services pursuant to this Contract have been debarred or excluded from Medicaid or any other federally funded health care program under the provisions of the Social Security Act, 42 USC 1320a-7.

Contractor guarantees that no officer, employee, owner, agent, subcontractor, or assignee shall have any interest in and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with performance of this contract.

Upon approval of Wright County, the Contractor may hire employees and/or enter into subcontracts for performance of any of the services contemplated under this contract. All agreements in place with employees and subcontractors must contain provisions that make all employees and subcontractors subject to all of the requirements of this contract.

Insurance Requirement for the selected applicant unless a waiver is requested: The Contractor agrees that in order to protect itself, as well as Wright County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection. Insurance requirement will be determined at the time of the application approval based on services that will be provided.

- General Liability with contractual liability coverage in the amount of Wright County's tort liability limits set forth in Minnesota Statute 466.04. The minimum limits should be:
  1. \$1.5 million each occurrence
  2. \$3 million general aggregate
  3. \$3 million products and completed operations aggregate
- Contractor shall name Wright County as an additional insured
  
- Worker's Compensation in the statutory amount. The minimum limits should be:
  1. Bodily injury by accident \$500,000 each incident
  2. Bodily injury by disease \$500,000 each employee
  3. Bodily injury by disease \$500,000 policy limit
  
- Professional Liability (errors and omissions) insurance coverage of:
  1. \$2,000,000 per wrongful act or occurrence
  2. \$4,000,000 annual aggregate
  
- Automobile liability coverage when transportation of eligible recipients is provided by the Contractor. The minimum limit should be:
  1. \$1,500,000 per occurrence and aggregate
- Contractor shall name Wright County as an additional insured

## Rejection of Proposals

Wright County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any Applicant, or to proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by Wright County.



## Application Process

Applicants are required to submit:

- Applicant Information
- Organization Overview
- Project Narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Letters of Commitment (if relevant; see Section E below)
- Additional Required Attachments:
  - Copy of applicant’s insurance policy or waiver request
  - W-9

### Responding to the RFP

The Applicant Information, Organization Overview, and Project Narrative will be completed in the submission portal (available on May 1, 2023 by 4:30 p.m., Central Time; the link will be available on the [application webpage](#)). Applicants will be able to edit and save the application within the portal until they are ready to submit. All other items will be uploaded as attachments to the portal; the Workplan must be submitted as a .docx or .pdf file using the downloadable template found on the [application webpage](#); the Budget and Budget Narrative must be submitted as an .xlsx file using the downloadable template found on the [application webpage](#); any Letters of Commitment and the Additional Required Attachments must be submitted as PDFs.

Those seeking to submit their proposal via hard copy must include all items in one packet, including the Applicant Information as a cover page. The pages should not be stapled or folded. The applicant should place all items in a manila envelope and write “Opioid Epidemic Response Proposal” on the front.

Applicants should respond to each question individually and in order, building each response on previous responses so all answers together tell a cohesive story of the project. Each question must be answered in its entirety within the question’s answer. The application will be scored according to how well the applicant answers each question.

### Applicant Information

- Legal name of your organization:
- Organization address:
- Organization website:
- Organization contact name:
- Organization contact email address:
- Organization contact phone number:
- Organization director name:
- Organization director email:
- Organization director phone number:
- Organization financial contact name:
- Organization financial contact email:
- Organization financial contact phone number:

### Section A: Organization Overview (500 words) (10 points)

- a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, and harm reduction.
- b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

### Section B: Project Narrative (2,000 words) (40 points)

- a. State which category, subcategory(ies), and abatement strategy(ies) (from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#)) the project addresses. *Each project proposal can only address one category but may address multiple subcategories and abatement strategies.*
- b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes. Describe how the project addresses opioid use disorder (OUD)-related stigma.
- c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD considered in this project? How does your project address potential barriers to accessing your programming?
- d. 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)?
- e. What is the level of staffing for the project? Ensure accountability to carry out work plan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.
- f. How will this project be sustainable beyond the proposed funding period?

### Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word limit or page limit for the workplan. The workplan template is provided as a .docx file; if another file type is needed, please contact [opioids@co.wright.mn.us](mailto:opioids@co.wright.mn.us).

#### *Tips for Creating the Workplan*

- Applicants must use the template in Appendix A; it is available as a downloadable file found on the [application webpage](#).
- Applicants must use a legible font in the Action Plan.
- Applicant must include at least one objective with action steps for each abatement strategy chosen in the project proposal.
- Applicants may add/remove abatement strategies and related objectives and action steps from the template as appropriate to their proposal.
- All objectives must be measurable and include a specific target date (i.e., 06/30/24) by when the objective will be accomplished, as well as how much change will occur (i.e., increase/decrease)

and the population addressed (i.e., youth ages 12-17). For further counsel on how to write objectives and action steps, please visit the [Minnesota Department of Health](#).

#### Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. The template from Appendix B must be used; a downloadable file is available on the [application webpage](#). The second sheet of the template includes instructions for how to complete the budget.

The budget narrative is included on the budget template. In this section, applicants must provide budget details and justification for expenditures for the entirety of the funding period. If applicable, describe other funding used to support the project.

There is no page limit for the Budget or Budget Narrative. The template is provided as a .xlsx file; if another file type is needed, please contact [opioids@co.wright.mn.us](mailto:opioids@co.wright.mn.us).

#### Section E: Letters of Commitment

Those who are proposing to do a joint project with another organization must include Letters of Commitment in their application. All partnering organizations who are not the primary applicant, must supply a Letter of Commitment.

#### Section F: Additional Required Attachments

Attachment 1: Insurance Policy (must meet requirements from page 8)

*If unable to meet the requirements, include a written request to waive these requirements.*

Attachment 2: W-9

Your application will not be accepted without these two attachments.

### Application Review Information

#### General Information

This RFP does not commit Wright County to award funds. Submission of an application shall neither obligate nor entitle an applicant to any funding. Wright County reserves the following rights, to be exercised in Wright County's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor; 4) to reject any or all applications with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by addenda this RFP, in part or entirely; 6) to award multiple awards to applicants; and/or 7) award reimbursement to a vendor that did not submit an application.

Prior to entering the review process, applications will be screened by the Chief Strategist to determine whether they meet the requirements outlined in this RFP. Submissions that meet all requirements will then be scored by an Application Review Team consisting of 3-5 reviewers. Each application is reviewed and scored out of 80 by each reviewer, and the composite of the scores becomes the application's final score. Applications that do not score above 65 will not be funded. Applications are then brought to the Council. Using the application's final review score, considerations from the Application Review Team, and the availability of funds, the Council will make a recommendation to the Wright County Board of

Commissioners regarding what proposals to fund. All final grant award decisions will be made by Wright County Board of Commissioners.

#### Application Scoring Criteria

The only applications considered by the Application Review Team are ones that contain all elements listed below:

- Applicant Information
- Organization Overview
- Project Narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Letters of Commitment (if relevant)
- Additional Required Attachments:
  - Copy of applicant's insurance policy or waiver request
  - W-9

Selected applicants will be those that most clearly detail the following:

- A clear, comprehensive, culturally relevant, and high-impact plan for addressing the chosen opioid abatement strategies
- Financial responsibility and capacity to meet funding requirements

Individuals on the Application Review Team will score the application's Organization Overview (10 points), Project Narrative (40 points), Workplan (20 points), and Budget/Budget Narrative (10 points), creating a total score for the application ranging from 0 to 80 points. The primary decision criterion is the application's final review score and the availability of funds based on other selected projects. Projects recommended by the Application Review Team will be brought forth to the Wright County Board of Commissioners. All final grant award decisions will be made by Wright County Board of Commissioners.

Appendix A

# Opioid Epidemic Response Grant Workplan

## Abatement Strategy 1:

Objective 1:

Timeframe:

| <b>Action Steps</b><br>Activities, steps, or processes to achieve objective | <b>By When</b> | <b>Milestone</b><br>How will you know the activity has been accomplished | <b>Lead Agency</b> | <b>Key Partners</b><br>Individuals or organizations helping to implement the action step |
|---|----------------|--|--------------------|--|
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |

Objective 2:

Timeframe:

| <b>Action Steps</b><br>Activities, steps, or processes to achieve objective | <b>By When</b> | <b>Milestone</b><br>How will you know the activity has been accomplished | <b>Lead Agency</b> | <b>Key Partners</b><br>Individuals or organizations helping to implement the action step |
|---|----------------|--|--------------------|--|
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |

## Abatement Strategy 2:

Objective 1:

Timeframe:

| <b>Action Steps</b><br>Activities, steps, or processes to achieve objective | <b>By When</b> | <b>Milestone</b><br>How will you know the activity has been accomplished | <b>Lead Agency</b> | <b>Key Partners</b><br>Individuals or organizations helping to implement the action step |
|---|----------------|--|--------------------|--|
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |

Objective 2:

Timeframe:

| <b>Action Steps</b><br>Activities, steps, or processes to achieve objective | <b>By When</b> | <b>Milestone</b><br>How will you know the activity has been accomplished | <b>Lead Agency</b> | <b>Key Partners</b><br>Individuals or organizations helping to implement the action step |
|---|----------------|--|--------------------|--|
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |
|   |                |  |                    |  |

Appendix B

Wright County, MN

# Opioid Epidemic Response Grant Budget

Date

Organization Name

Phone Number

Email

Total Amount Requested

| <b>Budget Category</b> | <b>August 1, 2023 - December 31, 2024</b> |
|------------------------|---|
| Salaries and Benefits  |   |
| Contractual Services   |   |
| Travel                 |   |
| Operating Supplies     |   |
| Other                  |   |
| <b>TOTAL</b>           |   |

## Budget Narrative

|                       |
|-----------------------|
| Salaries and Benefits |
|                       |
| Contractual Services  |
|                       |
| Travel                |
|                       |
| Operating Supplies    |
|                       |
| Other                 |
|                       |