



OFFICE OF OPIOID AND SUBSTANCE USE RESPONSE

REQUEST FOR APPLICATIONS

OAA OPERATION STOP! EDUCATION AND TRAINING

The City of Richmond's Office of Opioid and Substance Use Response announces the availability of funds through the Virginia Opioid Abatement Authority's Operation STOP! (Specifically Targeted Overdose Prevention) initiative.

Operation STOP! is a grant program that directs funding to Virginia cities and counties with the highest increases in fatal overdoses disproportionately affecting Black residents. The City of Richmond was awarded \$50,000.00 by the Virginia Opioid Abatement Authority that will be subgranted to charitable organizations through this solicitation in support of eligible activities during Fiscal Years 2026-2028.

This subgrant award is available for eligible organizations to develop and implement training or education programs for Richmond law enforcement personnel, key public officials, and policy makers. Proposed education or training programs should increase recipients' knowledge regarding available resources and best practices to support the populations disproportionately affected by overdose fatalities. Educational programming may also include (but is not limited to):

- The impact and opportunity of local and state policy to reduce racial disparity in overdose fatalities;
- Increased risk of overdose after incarceration;
- Evidence-backed strategies for working with individuals experiencing Opioid Use Disorder (OUD);
- Systems, structures, and models for facilitating stronger resource connections; and
- Root causes and other factors that drive disparities in overdose fatalities across different communities and demographic groups.

The City expects funded programs to demonstrate meaningful impact through the provision of training or education to at least 100 law enforcement personnel and at least 100 key officials or policy makers by the conclusion of the grant period.

Eligible organizations must comply with [Virginia Opioid Abatement Authority Grant Award Terms and Conditions for Individual Distributions to Cities and Counties](#).

Application materials can be made available in Spanish and other languages upon request. To request translated materials or interpretation for this RFA, please contact opioidresponse@rva.gov. Our office will coordinate language access support.

Los materiales de la solicitud pueden ponerse a disposición en español y en otros idiomas a solicitud. Para solicitar materiales traducidos o interpretación para este RFA, comuníquese con opioidresponse@rva.gov. Nuestra oficina coordinará el apoyo de acceso lingüístico.

Submission and Award Notice:

- Questions about this RFA may be directed to opioidresponse@rva.gov
- Applications, including all required attachments, must be submitted by email to opioidresponse@rva.gov no later than **Friday October 31st, 2025 by 5:00 PM.** Late applications will not be accepted.
- The City expects to notify successful applicants by email no later than **5:00 PM on Friday, November 21st, 2025.**



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Funding Amount

- A total of \$50,000 is available through this RFA.
- Applicants may submit proposals requesting up to \$50,000.
- The City anticipates funding no more than two proposals that collectively will not exceed the total available funding amount.

Eligibility Threshold:

- Applicants must be charitable organizations registered with the Virginia State Corporation Commission authorized to conduct business in the Commonwealth of Virginia.
- Applicants must be in good standing with the City of Richmond and the Commonwealth of Virginia.

Applicants must be in compliance with all federal, state, and local regulations, and have no outstanding violations, taxes, or penalties.

- Applicants must disclose any lawsuits to which they have been a party in the past three years, as well as any lawsuits and investigations, criminal or otherwise, relating to the financial or business practices of the organization that are pending at the time of application.
- Applicants must provide all attachments listed below:
 - Proof of liability insurance
 - Federal tax-exempt certification
 - Most recent IRS Form 990 (Must be a complete 990. Form 990-N will not be accepted)
 - Project budget
 - Current year operating budget

Application Elements:

1. **Cover Sheet:** See Attachment A
2. **Narrative:** The completed narrative must have the following components and should be no longer than 5 total pages:
 - a. **Organizational Background and Capacity:** Briefly describe the organization's mission, history, and relevant experience in implementing an initiative of this kind. How has your program demonstrated success in the past (what quantitative and qualitative data can you share, how many people have you helped or supported, results of your program, etc.)?
 - b. **Program Description:** Provide a detailed description of the proposed education project that will be provided as a result of this funding. What are the goals and intended outcomes of your educational program? Provide a brief curriculum overview.
 - c. **Cost-Effectiveness and Sustainability:** This is a one-time funding opportunity. Please articulate how these funds will be leveraged to drive impact in FY 2026-2028, and how your organization will adapt in future years in case of reduced funding availability. Can this project be delivered if you only receive partial funding? If so, how?



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- d. **Data and Reporting:** How will you track your effectiveness (e.g. data (qualitative and quantitative), performance measures, participant feedback)? Please provide a description of the data you plan to collect and your approach to reporting.
3. **Budget:**
 - Using the provided template, or your own template with at least the same level of information, please provide a complete project budget.
4. **Budget Narrative:**
 - In a concise manner, please explain the costs in each budget category, including which budget items will be covered by the grant and which ones will be covered by other sources of funds. Please include a short justification of each proposed line item describing the programmatic relevance.
5. **Timeline:**
 - In a format of your choosing, please provide a project timeline with key milestones.

Review Criteria - Applications will be evaluated based on the following criteria:

Program Design (25 points)

- Clarity and feasibility of program model
- Data driven educational curriculum that includes current research and best practices
- Focus on populations disproportionately affected by overdose fatalities

Community Impact and Outcomes (25 points)

- Demonstrated experience working with and understanding the needs of individuals experiencing Opioid Use Disorder
- Demonstrated knowledge of root causes and contributing factors to overdose rates and Substance Use Disorder

Organizational Experience and Past Performance (20 points)

- Demonstrated experience and success providing training/education to Richmond law enforcement personnel, key public officials, and/or policy makers
- Organizational stability and track record of past performance. In partnership with the City of Richmond and/or in other settings, the applicant has demonstrated the capacity to complete the proposed project
- Staffing qualifications and expertise

Cost-Effectiveness and Budget (15 points)

- Clear, reasonable, and well-justified budget
- Cost per participant/outcome



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- Leveraging of additional resources
- Sustainability planning

Data Collection and Evaluation (15 points)

- Clear data collection plan and reporting capabilities
- Appropriate performance measures

Review Process Steps

- Eligibility Screening: All applications will be screened for completeness and eligibility requirements
- Technical Review and Scoring : Eligible applications will be evaluated against the review criteria by the scoring committee of subject matter experts.
- Final Selection: The scoring committee and City leadership will together review the top scoring applications to identify 1-2 grantees for funding. A minimum score of 80 will be required to advance to the final selection phase.



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Attachment A

Application Cover Sheet

Organization Information:

Organization Name: _____

Federal Tax ID: _____

Project Name: _____

Project Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

REQUIRED ATTACHMENT CHECKLIST

☐ Narrative

☐ Project budget

☐ Budget narrative

☐ Timeline

☐ Proof of liability insurance

☐ Federal tax-exempt certification

☐ Most recent IRS Form 990 (Must be a complete 990. Form 990N will not be accepted)

Signature of Authorized Representative (CEO, Executive Director, Board Chair, or other Authorized Representative):
