



Williamson County Opioid Settlement

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Office of Prevention
Science and Recovery

Request for Proposals



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Funding Opportunity Description

In 2022 Williamson County had 46 fatal overdoses, which is a 53% increase in overdoses since 2020. To attend to community needs such as this, the Tennessee Opioid Abatement Council has distributed relief funding to all 95 counties in Tennessee provided from national opioid lawsuit settlements. Williamson County has also received funds directly from the settlements.

The Williamson County Opioid Task Force has chosen to disseminate these funds directly into the community to repair damages caused by the opioid crisis. **Funding is available for the abatement and remediation of opioid use and misuse benefitting Williamson County residents.**

Funding will be used to positively impact the community within the Tennessee Opioid Abatement Council's six main strategy areas:

Tennessee Opioid Abatement Council 6 Main Strategy Areas

1. Primary Prevention
2. Harm Reduction
3. Treatment
4. Recovery Support
5. Education and Training
6. Research and Evaluation

Proposals will be received for this funding opportunity annually in September, pending continued annual payout funding from national opioid lawsuit settlements. The Williamson County Opioid Task Force reserves the authority to award or deny funding to community organizations based on their application review outlined in this Request For Proposals document. **Awards are subject to the approval of the Williamson County Board of Commissioners.**

This Request For Proposals document overviews all eligibility requirements for organizations requesting funding, outlines the application and submission process for organizations, and clearly identifies how proposals will be scored to inform funding decisions made by the Williamson County Opioid Task Force.

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Funding Opportunity Description continued...

Applications will be received and reviewed from the following entities:

- For-profit entities,
- Nonprofit entities (detailed below)
- Governmental agencies.

According to Tennessee State Law, T.C.A. 5-9-109, Williamson County may appropriate funds for the financial aid of any nonprofit charitable organization, any chamber of commerce exempt from IRS Code 501(c)(6), or any nonprofit civic organization, all subject to certain guidelines and subject to County Commission approval.

A non-profit charitable organization is defined as one in which no part of the net earnings benefit from any private shareholder or individual and which provides service benefitting the general welfare of the residents of the county.

Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170. The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual.

Importantly, this statute imposes some requirements for such appropriations, which include the organization filing a report "of its business affairs and transactions". The report must contain an annual audit, description of the program that serves the residents of the county, and the proposed use of the county assistance.

Any suspected fraud in connection with a Williamson County Opioid Settlement Application should be reported to the County for immediate review. The County reserves the right to decline funding or participation if it is determined that fraud has occurred. You can also report fraud directly to the Tennessee Comptroller of the Treasury on their website.



Award Information

Eligible agencies are permitted to submit one application per year to receive a 12-month grant award, with a project period beginning January 1st. Awardees are eligible to re-apply for funding after successful completion of their grant term.

The maximum funding request per agency will be determined by the Williamson County Opioid Task Force upon the nature of the request and available funding. Awards are subject to the approval of the Williamson County Board of Commissioners.

If awarded, funding will be reimbursement based on a monthly schedule with supporting documentation required for proper invoicing. Up front disbursements will be allowed on a case-by-case basis through the Williamson County Contracts Office. Williamson County allows for electronic fund transfers to accommodate timely payments.

Awards will be announced in November by the Williamson County Opioid Task Force . To be considered for funding during the annual review of applications, applicants must submit their entire application by **September 15th**. The Task Force will review scored applications following the September 15th deadline at their meeting in October.

Activity Requirements

Proposed activities in the funding request must be permitted from the Tennessee Opioid Abatement Council's Approved Remediation List of activities. See **Appendix H** to reference the approved remediation list. Each recipient will be required to identify which of the Tennessee Opioid Abatement Council main strategies their funding request is targeting: Primary Prevention, Harm Reduction, Treatment, Recovery Support, Education and Training, and Research and Evaluation.

Reporting Requirements

If funded, the recipient agency will be required to collect and report information quarterly relating to the impact the program has on the target population. The information collected from the agency will be collated into a report for the Tennessee Opioid Abatement Council to establish efficacy of the funding and to measure the impact of the funds within the community to reduce opioid use and misuse.

Submission Requirements

Proposals should be submitted by email to opioidtaskforce@williamsoncounty-tn.gov before the September 15th deadline.

Proposals should be emailed with the subject line: Williamson County Opioid Task Force Application Submission.

All project narrative responses should be completed in Times New Roman **12-point font** for all pages with **1.5 line spacing**.

See Appendix A for a checklist to ensure all sections of the proposal are complete.

Timeline



August 1
Applications Open



August 7
In-Person Application Workshop



August 21
Virtual and Recorded Application Workshop



September 15th
Application Period Closes
Period for application assistance closes 10AM September 15



November
Notice of Funding for Grantees



January 1st
Grantees receive contract by Monday, December 1st, with anticipated start date of January 1st.

DEADLINE TO RECEIVE APPLICATION FOR REVIEW

September 15, 2025



Application & Submission

PROPOSAL REQUIREMENTS

Project Summary

This document overviews the applicant's proposal and identifies a target population, outlines goals and objectives, selects a main strategy, anticipates number of people served, provides a cost statement, and more. Applicants must also include the identification of an assigned agency contact for overseeing and reporting on grant progress. See **Appendix B** for the required template for completing this section of the proposal.

Project Narrative

This narrative of the proposal is capped at 5-pages and focuses on describing the population served, identifying the need that you will address, outlining the goals and objectives used to measure success, identifying evidence-based practices for implementation, planning for metrics to measure progress and success, and explaining your organization's capacity to achieve your goals. **Narratives longer than 5-pages will not be reviewed.**

Use the following headings as you address each section:

SECTION HEADERS	SECTION DETAILS
Need Statement & Target Population	Define the specific community that will be served and why they will specifically benefit. Include information and data that clearly support the need and justification for the evidence-based services or program.
Identification of Activities	Identify and describe the selected main strategy and allowable activities that will be utilized for this funding request. Refer to Appendix F for the list of main strategies and allowable activities. For each allowable activity in your proposal, identify the activity's section number. For example, the activity section number for "Expand Naloxone training for first responders, schools, community support groups and families" is "A1".

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Application & Submission continued...

PROPOSAL REQUIREMENTS

SECTION HEADERS	SECTION DETAILS
Goals and Objectives	Provide an explanation of the proposal’s goals and objectives. Include measurable outcomes and outputs with specific timeframes for completion of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative. Refer to Appendix E for guidance on exemplary S.M.A.R.T. goals.
Program Design	Outline the evidence-based or evidence-informed practices that will be used to achieve your goals. Include a summary of your timeframe for completion and the steps necessary for successful implementation. Identify possible challenges that will be addressed to ensure successful implementation. State how quickly you can begin implementation if selected for funding. Refer to Appendix F for guidance on common evidence-based practices.
Evaluation Plan	Explain how progress and success will be measured, including what data will be collected as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data. Reference Appendix G for detailed information on examples for data reporting metrics in each main strategy.
Organizational Capacity	Detail the applicant’s capacity to effectively implement the outlined activities. Reference prior experience, prior program successes, current institutional capabilities & community partnerships that will support successful implementation if funded. Attaching letters of support is encouraged.

Project Budget

Include a detailed budget breakdown with a description of line items, any in-kind support from the agency, and budget justification for each line item requested. Indirect cost recovery is not allowable for this funding opportunity. See **Appendix C** for the required budget template for submission.



Application & Submission continued...

PROPOSAL REQUIREMENTS

Required Attachments

NON-PROFIT ORGANIZATION	GOVERNMENT ORGANIZATION
Copy of Annual Audit	Copy of Annual Audit
Budgeted Revenues & Expenses for the Current Year	Budgeted Revenues & Expenses for the Current Year
Budgeted Revenues & Expenses for the Prior Year	Budgeted Revenues & Expenses for the Prior Year
Actual Revenue and Expenses for the Prior Year	Actual Revenue & Expenses for the Prior Year
Salary Schedule (if proposing grant funding for salary position)	Salary Schedule (if proposing grant funding for salary position)
Letters of Support (if applicable)	Letters of Support (if applicable)
501 (c)(3) Determination Letter (if applicable)	
FOR-PROFIT ORGANIZATION	
Fee Schedule of "at-cost" services being requested	* Must also include all attachments required for non-profit applicants as well

For-Profit applicants will be required to submit all documents that are required for Non-Profit applicants, PLUS the inclusion of a fee schedule for services provided through this request. **Abatement funds will only cover "at-cost" expenses for services rendered.**



Application Review

WILLIAMSON COUNTY OPIOID TASK FORCE EVALUATION PROCESS

The Williamson County Opioid Task Force will review all applicants following the September 15th application deadline at their Task Force meeting in October.

Each application will be scored on a 100 point rubric by members of the task force, alongside the MTSU Office of Prevention Science and Recovery, and will be assigned a score to their proposal. Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the project description in a cost-effective manner.

The Williamson County Opioid Task Force will use these scores to inform their funding decisions. The Task Force retains the power to award partial funding as they deem necessary. All rankings and scores will be available for feedback to all applicants regardless of the Task Force's funding decision. **Awards are subject to the approval of the Williamson County Board of Commissioners.**

The chart on the following page illustrates the breakdown of eligible points that can be awarded per application section. This chart can also be used to organize your proposal into the requisite order to ensure that all components have been addressed.

For a full scoring rubric used for all proposals, see **Appendix D**.

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Application Review continued...

EVALUATION CRITERIA

Proposal Section	Maximum Points Available
Project Summary	10
Project Narrative	
• <i>Need Statement & Target Population</i>	10
• <i>Identification of Activities</i>	5
• <i>Goals and Objectives</i>	10
• <i>Program Design</i>	15
• <i>Evaluation Plan</i>	5
• <i>Organizational Capacity</i>	10
Project Budget	
• <i>Budget Detail on Excel Template</i>	10
• <i>Budget Justification</i>	20
Required Attachments	5
Total	100



Appendix

- A** APPLICATION CHECKLIST
- B** PROJECT SUMMARY TEMPLATE
- C** BUDGET TEMPLATE
- D** PROPOSAL SCORING RUBRIC
- E** S.M.A.R.T. GOAL DEVELOPMENT GUIDANCE
- F** EVIDENCE-BASED STRATEGIES GUIDANCE
- G** EVALUATION METRICS GUIDANCE
- H** TENNESSEE'S OPIOID ABATEMENT & REMEDIATION USES



Appendix A

Application Checklist

Application Section	Checklist
Project Summary	
Project Narrative	
• <i>Need Statement & Target Population</i>	
• <i>Identification of Activities</i>	
• <i>Goals and Objectives</i>	
• <i>Program Design</i>	
• <i>Evaluation Plan</i>	
• <i>Organizational Capacity</i>	
Project Budget	
Required Attachments	
• <i>Copy of Annual Audit</i>	
• <i>Budgeted Revenues and Expenses for the Current Year</i>	
• <i>Budgeted Revenues and Expenses for the Prior Year</i>	
• <i>Actual Revenue and Expenses for the Prior Year</i>	
• <i>Salary Schedule (if proposing grant funding for salary position)</i>	
• <i>501 (c)(3) Determination Letter (if applicable)</i>	
• <i>Letters of Support (if applicable)</i>	
• <i>Fee Schedule (if applicable)</i>	



Appendix G

Evaluation Metrics Guidance

This document outlines suggested evaluation metrics within each main strategy that can be included in your grant application to measure success.

Primary Prevention

- Increasing local screening for Opioid Use Disorder (OUD) and Substance Use Disorder (SUD)
- Increasing community knowledge of the risks of substance misuse
- Increasing utilization of local drug disposal units
- Expanding implementation of evidence-based school prevention programs

Harm Reduction

- Expanding distribution of naloxone to all members of the community
- Increasing awareness of first responders on strategies to connect at-risk individuals with behavioral health supports
- Expanding comprehensive syringe service programs with wrap-around services
- Increasing the number of community members trained in naloxone administration

Treatment

- Increasing the distribution of Medication Assisted Treatment (MAT) to uninsured individuals
- Increasing knowledge of MAT to healthcare providers, first responders, and law enforcement
- Expanding integration of medication in residential and outpatient treatment programs
- Expanding MAT to incarcerated individuals



Appendix G

Evaluation Metrics Guidance continued...

Recovery Support

- Expanding warm hand-off services to transition into recovery services
- Increasing local comprehensive wrap-around services including housing, transportation, and job training
- Expanding the capacity of locally trained Peer Recovery Specialists
- Expanding recovery support for individuals transitioning out of the criminal justice system

Education and Training

- Increasing knowledge of MAT within healthcare providers, first responders, and Peer Recovery Specialists
- Increasing awareness in government staff of appropriate procedures to provide services to individuals in recovery
- Decreasing local stigma regarding individuals with OUD and stigma of effective OUD treatment
- Increasing knowledge of emergency room staff on post-discharge planning with opioid overdose patients

Research and Evaluation

- Identifying locally effective opioid abatement strategies with measurable success
- Increasing utilization of local Prescription Drug Monitoring Data to improve local surveillance