Harm Reduction and Prevention Drop-In Center 2025 Application
(Document not for submission)

SECTION 1: GENERAL INFORMATION

Agency Name:	
EIN:	
Address:	
Contact Person:	
Contact Email:	
Contact Phone Number:	

SECTION 2: APPLICATION DETAILS

1. **Organizational Overview**
   Describe your organization's history, mission, and relevant experience in providing harm reduction, prevention, and related services. Include any work with priority populations relevant to this RFP.

2. **Program Description**
   Provide a comprehensive description of the proposed drop-in center, including all major program activities. Highlight how the program addresses the RFP priorities and required service components. Include information on relevant trainings, certifications, and licensure needed to implement all proposed program activities.

3. **Prevention and Harm Reduction**
   Describe your organization's approach to prevention, harm reduction, and health promotion. Provide specific examples of how you have incorporated these principles and other evidence-based practices in past and current programming, as well as the proposed program activities.

4. **Community Responsiveness and Low-Barrier Access**
   Explain how the proposed program is tailored to meet the needs of the populations you intend to serve. Describe the specific strategies you will use to ensure the drop-in center is accessible and welcoming to individuals who may be unsheltered, under the influence, or facing stigma. How will you ensure the population of focus utilizes the drop-in center?

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5. **Start-Up Plan and Implementation Timeline:**

Describe your start-up strategy and implementation timeline, including:
- Estimated timeframe from award to implementation (anticipated opening date of the drop-in center).
- Hiring, onboarding, and training of staff and/or volunteers.
- Community outreach and support-building prior to opening.
- Finalizing the facility and anticipated opening date.
- Other necessary pre-launch activities. (Note: Subcontracting is allowed.)
- Key milestones and timelines after start-up.

6. **Program Objectives & Evaluation**

Provide 1-2 objectives for your program that connect to measuring the success of the core program activities.

Objectives should use the SMART approach:
- Specific: includes the "who", "what", and "where".
- Measurable: focuses on "how much" change is expected.
- Achievable: realistic given program resources and planned implementation.
- Relevant: relates directly to program/activity goals.
- Time-bound: focuses on "when" the objective will be achieved.

Objective (SMART Format)	Evaluation Tool	Expected Outcome

7. **Collaborations & Partnerships**

Describe any partnerships, subcontractors, or collaborators who will contribute to the success of your program. Include their roles, qualifications, and relevant experience. Clearly describe how the partnerships will contribute to successful implementation of the drop-in center and proposed activities.

SECTION 3: BUDGET

BUDGET

Please complete and attach the proposed budget using the required budget template.

SECTION 4: REQUIRED ATTACHMENTS

Please submit the following documents as attachments to your application:

Application Checklist		
A.	Completed General Information	☐
B.	Completed Application Details Narrative	☐
C.	Completed Budget Template (Budget for the proposed program)	☐
D.	Letters of Support, Collaborative Agreements, and/or MOUs	☐