

APPLICATION PROCESS FOR OPIOID SETTLEMENT FUNDS

Opioid Settlement Advisory Committee (OSAC)

Per 18 V.S.A. § 4772, the Opioid Settlement Advisory Committee was established to provide advice and recommendations regarding remediation spending from the Opioid Abatement Special Fund. The Committee identifies spending priorities as related to opioid use disorder prevention, intervention, treatment, and recovery services and harm reduction strategies for the purpose of providing recommendations to the Governor, the Department of Health, and the General Assembly on prioritizing spending from the Opioid Abatement Special Fund.

Purpose of this Application Process

- Increase transparency into the availability of opioid settlement funds to a broader audience of potential recipients
- Establish a clear and standardized process for applying for settlement dollars
- Establish a formal application review process
- Provide clear and transparent timeline for the submission and review of applications for funding
- Establish OSAC voting process for making funding recommendations
- Increase transparency into how final funding recommendations are made

Process Summary

Because settlement funds are appropriated in the state budget each year, funds are awarded on a state fiscal year cycle. Each funding cycle will begin with the Department issuing a request for applications (RFA) for settlement funding. Written applications will be submitted in which the applicant will describe their project, the need it addresses and amount of funding requested. Applications will be collected via an online form or survey.

All submitted applications will be provided to the OSAC for review. Committee members will be asked to vote on each proposal as to whether it should be further considered and the applicant invited to attend an OSAC meeting to present their proposal in more detail. OSAC members affiliated with an organization applying for funding must recuse themselves from voting on that proposal. Applicants who receive majority support from OSAC members will be asked to submit a detailed budget and will be invited to attend an OSAC meeting. Guidelines may be provided to presenters on the length and format of their presentations.

After all invited applicants have presented at an OSAC meeting, OSAC members will be asked to vote on each proposal as to whether they strongly support, somewhat support, do not support or recuse. This can be done via Microsoft Forms, thereby easily aggregating, and presenting, the response data. OSAC members affiliated with an organization applying for funding must recuse themselves from voting on that proposal. Final decisions on what proposals to recommend for funding will be based on OSAC input and the amount of funding available from the Opioid Abatement Special Fund.

Proposed Timeline (for FY26 requests)

By September 1	Request for applications published on Vermont Business Registry & VDH website
September 20	Applications due
September 23	Applications sent to OSAC for review along with online voting form
September 30	Votes due from OSAC as to which applications to further consider/not consider
October 4	Extend invitations to selected applicants to attend future meeting to present
October meeting (10/28)	Applicant presentations
November meeting (11/25)	Applicant presentations
December meeting (12/23)	Applicant presentations
December 23	Online voting form sent to OSAC following meeting
January 3	Votes due from OSAC on which proposals to fund
January 8	Final recommendations decided, communication to OSAC
January 10	All applicants notified as to the status of their application (recommended or not)
January 15	Memo to House Appropriations, House Human Services, Senate Appropriations and Senate Health and Welfare containing recommendations

INFORMATION TO BE COLLECTED ON APPLICATION FORM

1. Organization Name
2. Contact Person Name
3. Contact person email address
4. Contact person phone number
5. Geographic area served
6. Briefly describe your proposed project/initiative (200-word limit)
7. Does this address prevention, intervention, treatment, or recovery services (multiple choice - choose one or more)
8. Amount of funds requested (should your proposal be further considered for funding you will be asked to provide a detailed budget)
9. What are the expected/desired outcomes for this project? (200-word limit)
10. What is the timeline for requested funding – choose one time or ongoing
11. (SKIP LOGIC for those answering “ongoing” to above) For what time frame are you requesting ongoing funding?
12. (SKIP LOGIC for those answering “ongoing” to #10) Do you still want to be considered for one-time funding only if ongoing funding is not possible?
13. Describe your sustainability plan for when funding from opioid settlements is no longer available.

FOR INITIAL FEEDBACK FROM OSAC

1. Committee Member Name
2. For each proposal: Should this proposal be further considered for funding – choose yes, no, recuse
3. Rationale (optional)

FOR FINAL FEEDBACK FROM OSAC

1. Committee Member Name
2. For each proposal: Do you support funding this proposal? Choose only one: strongly support, somewhat support, do not support or recuse
3. Rationale (optional)