



Public Health
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**Harford County
Health Department**

Harford County Health Department

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REQUEST FOR MINI-GRANT APPLICATIONS

Harford County Bad Batch Alert System Assessment

Application Number: HCHD 27-030

Issue Date	10-01-2026
Due Date	10-23-2026
Issued By	Harford County Health Department (HCHD), Local Addictions Authority (LAA)
Administrative Submission Contact	Madeline Kikola madeline.kikola@maryland.gov
Program Questions Contact	Joseph Cozzati, Prevention & Promotion Supervisor joseph.cozzati@maryland.gov
Grant Period	July 1, 2026 through June 30, 2027
Funding Source	FY2027 Maryland Office of Overdose Response (MOOR) Block Grant funds awarded to HCHD by MOOR, a unit of the Maryland Department of Health (MDH)
Maximum Award	Up to \$12,000 for consultant services. HCHD may award less than the maximum amount based on available funding, approved scope, and approved budget.

Purpose of Opportunity

The Harford County Health Department (HCHD), Local Addictions Authority (LAA), is seeking applications from qualified consultants to assess the need for and feasibility of implementing a Bad Batch Alert System in Harford County. For the purpose of this project, a Bad Batch Alert System refers to a process for identifying and sharing timely information about emerging drug supply risks or overdose spikes with community partners and other relevant stakeholders.

The purpose of the assessment is to better understand how information about emerging drug supply risks is currently shared in Harford County, identify gaps in communication and coordination, and determine whether a formalized alert system could strengthen local overdose prevention efforts.

This project is focused on assessment and planning and does not include the development or implementation of an alert system.

This Request for Mini-Grant Applications is issued using FY27 MOOR Block Grant funds. Awards will be administered through a written mini-grant/sub-vendor agreement and are subject to the funding source requirements, HCHD approval, and completion of required reporting and fiscal documentation.

Eligible Applicants

- Individuals or entities with experience in public health, community health, and/or overdose surveillance and response may apply.
- Applicants must have knowledge of overdose prevention and response strategies and demonstrated expertise in community engagement, including focus group facilitation and key informant interviews.
- Knowledge of Harford County is preferred.
- Applicants must have the administrative and fiscal capacity to track grant-funded activities, maintain supporting documentation, submit required reports, and comply with the approved budget and performance measures.
- Applicants must disclose any actual, potential, or perceived conflict of interest.

General Grant Conditions and Responsibilities

- Submit all required fiscal and programmatic documentation in accordance with the Human Services Agreement and HCHD requirements, including applicable MDH Human Services Agreement forms.
- Submit required invoices and expenditure reports, including DHMH 437 Human Services Agreement – Request for Payment – Vendor Invoice and DHMH 438 Interim Report of Actual expenses, Receipts, and Performance Measures.
- Submit information and documentation requested by HCHD to support required MOOR quarterly progress and reimbursement reporting.
- Maintain documentation supporting all reported activities, deliverables, and expenditures.
- Complete all project specific reporting and deliverables identified in the Scope of Work.
- Maintain regular communication with the HCHD/LAA Contract Monitor and other designated HCHD leadership regarding project progress, grant deliverables, and any issues that may impact completion of the Scope of Work.

Harford County Bad Batch Alert System Assessment Scope of Work

The consultant will work with HCHD/LAA to:

1. Conduct background research on existing bad batch or early-warning alert systems and relevant overdose data.
2. Assist with the planning and facilitation of six (6) focus groups with diverse stakeholders, including community partners, behavioral health service providers, harm reduction programs, people with lived experience, emergency responders, law enforcement, and local and State agencies.
3. Engage a minimum of 50 stakeholders across the six focus groups.
4. Gather feedback on current information-sharing practices, gaps in overdose response coordination, and stakeholder perspectives on the need for and feasibility of a formalized alert system.
5. Analyze focus group findings and stakeholder feedback.
6. Provide written progress reports to HCHD/LAA and the Harford County Overdose Prevention Team throughout the project period.
7. Prepare a draft and final assessment report summarizing findings and providing recommendations to HCHD.
8. Create a slide presentation summarizing findings for presentation to the public/key stakeholders.

The consultant will be responsible for the following deliverables:

1. In collaboration with HCHD/LAA, plan, schedule, and facilitate a minimum of four (4) key stakeholder interviews and a minimum of six (6) focus groups engaging at least 50 stakeholders representing diverse perspectives relevant to overdose prevention and response in Harford County. Focus group and key informant activities are expected to be completed by March 1, 2027.
2. The consultant will be responsible for the recording and transcription of focus groups and key informant interviews.
3. Provide six (6) written progress reports to HCHD/LAA and the Harford County Overdose Prevention Team (OPT) throughout the project period.
4. Prepare a draft and final written assessment report that includes:
 - a. Current best practices and promising models for sharing information about overdose and emerging drug supply risks;
 - b. Identified gaps or barriers in communication and coordination;
 - c. Stakeholder perspective on the feasibility of a Bad Batch System;
 - d. Findings from the six focus groups; and
 - e. A proposed plan/roadmap for the implementation of a formalized alert system for Harford County.

The draft assessment report should be submitted no later than May 1, 2027. The final assessment report should be completed by June 1, 2027.

5. The consultant will be responsible for the presentation of the final report findings to the project team and relevant stakeholders. A presentation in PowerPoint/Google Slides format must be submitted with the final report.

Application Package

Applications must include the following items. Incomplete applications may be deemed non-responsive or may require clarification before review:

1. Project narrative describing the applicant's experience and capacity and proposed approach to completing the Harford County Bad Batch Alert System Assessment Scope of Work, including the work plan, timeline and approach to stakeholder engagement.
2. Completed applicable DHMH 432 Human Services Contract Proposal form(s), including the proposed project budget and required supporting information. Proposed project costs must be entered under the applicable Salaries or Consultant budget lines and tabs. No other budget line items should be included. HCHD has separately budgeted funds for meeting space, refreshments and materials and supplies associated with the stakeholder focus groups. These costs are separate from the funds available for consultant services. No additional funds will be provided for travel expenses.
3. Completed MDH 440 form with itemized proposed expenses. [MDH 440 link](#)
4. Completed MDH 440A with proposed performance measures and projected targets. [MDH 440A link](#)
5. Budget narrative explaining the proposed expenses and how they support the completion of the Scope of Work, including proposed rate, estimated hours, and total cost.
6. Staffing plan identifying the individual(s) who will complete the Scope of Work, including their roles, estimated hours, and duties.
7. Disclosure of any actual, potential, or perceived conflicts of interest.

Submission Instructions

- **Submit applications by email only to:** Madeline Kikola, Administrative Officer, at madeline.kikola@maryland.gov.
- **Email Subject Line:** HCHD 27-030 – Name of the Organization submitting the Application.
- **Deadline:** Applications must be received no later than 12 Noon on October 23, 2026. Applications received after the deadline may not be considered.
- **Receipt:** Applicants are responsible for ensuring that the application is complete and received by HCHD by the deadline.

Questions

Program-related questions should be submitted to Joseph Cozzati, Prevention & Promotion Supervisor, at joseph.cozzati@maryland.gov by 12 Noon on October 16, 2026.

Questions and answers that materially affect the scope, requirements, or application process may be shared with all known applicants and/or issued as an addendum before the application deadline. Applicants should not submit applications to the Program Questions Contact.

Review and Selection Process

Applications will be reviewed for completeness, responsiveness, alignment with the purpose of the State tobacco grant funds, applicant capacity, reasonableness of the proposed budget, and ability to meet reporting and performance requirements. HCHD may request clarifications or revisions before making an award recommendation.

Evaluation Factor	Considerations
Project Narrative - Experience and Capacity	The applicant's relevant experience in public health, community health, overdose surveillance and response, overdose prevention, community engagement, focus group facilitation, and key stakeholder interviews. Knowledge of Harford County will also be considered.
Project Narrative - Approach and work plan	How the applicant proposes to complete the Scope of Work, including the proposed work plan, timeline, coordination with HCHD/LAA, approach to stakeholder engagement, and ability to complete the required activities and deliverables by the established deadlines.
Budget and Budget Narrative	Whether the proposed costs are reasonable and appropriate for the Scope of Work; whether the proposed rate, estimated hours, and total cost are clearly explained; and whether the budget and budget narrative are consistent with one another and the applicable DHMH 432 and MDH 440 forms.
Performance Measures and Reporting	Whether the proposed MDH 440A performance measures and projected targets reasonably reflect the activities and deliverables required by the Scope of Work and whether the applicant demonstrates an ability to meet required HCHD and MOOR reporting requirements.
Staffing Plan	Whether the individual(s) proposed to complete the work have appropriate roles and responsibilities and whether the proposed staffing and estimated hours are sufficient to complete the Scope of Work.

Applications will first be reviewed for completeness and responsiveness to the application requirements and Scope of Work. Required forms and documentation, including the applicable DHMH 432 form(s), MDH 440, and MDH 440A, will be reviewed for completeness and consistency with the proposed project.

Reporting Requirements

- Submit six (6) written progress reports to HCHD/LAA and the Harford County Overdose Prevention Team (OPT) throughout the project period, as required by the Scope of Work.
- Submit the draft assessment report no later than May 1, 2027, and the final assessment report and presentation file no later than June 1, 2027, as required by the Scope of Work.
- Submit information and documentation requested by HCHD to support required MOOR quarterly progress and reimbursement reporting, including programmatic progress, expenditures, performance measures, and other required supporting documentation.
- Submit the DHMH 437 Human Services Agreement – Request for Payment – Vendor Invoice and DHMH 438 Interim Report of Actual Expenses, Receipts, and Performance Measures quarterly in accordance with HCHD reporting deadlines.
- Submit a final invoice, final MDH 440, and final MDH 440A by June 15, 2027, unless HCHD establishes an earlier internal deadline to meet MDH reporting requirements.
- Submit additional documentation or backup materials requested by HCHD or MDH to verify services rendered, expenses incurred, performance measures reported, and completion of required project deliverables.

General Terms and Conditions

- **Funding availability:** All awards are contingent upon the availability of FY27 MOOR Block Grant funds and HCHD approval. HCHD may reduce, delay, or cancel an award if funds are not appropriated, delegated, or otherwise made available.
- **Written agreement required:** No work may begin and no costs may be incurred until HCHD and the awardee have executed a written mini-grant/sub-vendor agreement. The agreement will include the approved

scope of work, line-item budget, approved performance measures, reporting requirements, and applicable HCHD/State terms.

- **Payment and reimbursement:** Unless the final agreement states otherwise, payment will be reimbursement-based and limited to approved, allowable, documented costs. Final payment may be withheld until HCHD receives and accepts all required final reports, invoices, and MDH forms.
- **Allowable costs:** Grant funds may be used only for approved activities that directly support the scope of work and approved budget. Funds may not be used for lobbying, political activities, tobacco products, alcohol, fines or penalties, or other costs not approved by HCHD or allowed by the funding source.
- **Records and audit:** Awardees must maintain financial, programmatic, and supporting documentation sufficient to verify services performed, participants reached, expenses incurred, and performance measures reported. Records must be available for review by HCHD, MDH, and authorized auditors. Records should be retained for at least three years after final payment or longer if required by the final agreement or audit.
- **Nondiscrimination, accessibility, and language access:** Awardees must conduct funded activities in a nondiscriminatory manner and must make reasonable efforts to ensure that services, locations, materials, and outreach activities are accessible to individuals with disabilities, limited English proficiency, and other vulnerable or underserved populations.
- **Conflict of interest and tobacco industry disclosure:** Applicants must disclose any actual, potential, or perceived conflict of interest. HCHD may determine that a conflict is inconsistent with award eligibility or program objectives.
- **No improper contact:** Applications must be submitted only to the Administrative Submission Contact. Program-related questions may be submitted to the Program Questions Contact. Attempts to improperly influence the review or award process may result in rejection of the application.
- **Changes and termination:** HCHD may require changes to the scope, budget, reporting, or timeline before award. The final agreement will include standard provisions allowing HCHD to terminate the agreement for non-appropriation, default, or convenience, as applicable.
- **Reservation of rights:** HCHD reserves the right to reject any or all applications, waive minor informalities, request clarifications, negotiate scope or budget, make partial awards, make multiple awards if permitted by funding, or make no award.

Required Award Deliverables

- Executed mini-grant/sub-vendor agreement with approved scope of work, budget, and performance measures.
- Approved work plan and timeline.
- Completion of a minimum of four (4) key stakeholder interviews and six (6) focus groups engaging at least 50 stakeholders representing diverse perspectives relevant to overdose prevention and response in Harford County.
- Recordings and transcriptions of focus groups and key informant interviews.
- Six (6) written progress reports to HCHD/LAA and the Harford County Overdose Prevention Team (OPT).
- Draft assessment report due no later than May 1, 2027.
- Final assessment report and PowerPoint/Google Slides presentation due no later than June 1, 2027.
- Required quarterly fiscal and programmatic reporting, including applicable DHMH 437 and DHMH 438 forms and documentation necessary to support HCHD's MOOR quarterly progress and reimbursement reporting.
- Final invoice, final MDH 440, and final MDH 440A due June 15, 2027.