



Intramuscular Naloxone Distribution Hub (IMNH) Scope of Services and Deliverables

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About this document

This Notice of Funding Opportunity (NOFO) sets forth the requirements for program applications to establish and support a distribution hub to provide intramuscular naloxone statewide in Illinois. All application materials are available on the [IMNH Overview page](#) at the [Illinois Opioid Settlements website](#).

A.5. Scope of Services

The IMNH will improve the availability of intramuscular naloxone injection kits to people who use opioids statewide, particularly in areas disproportionately affected by the opioid crisis. Specifically, the IMNH subrecipient will:

- Conduct a statewide needs assessment to determine how intramuscular naloxone injection kits should be allocated statewide and to identify any areas in which the subrecipient will need to distribute kits directly to people who use opioids and their family or friends.
- Purchase naloxone and related supplies and assemble intramuscular naloxone injection kits meeting the minimum requirements of Standardized Procedure.
- Set up a secure website for organizations and individuals to request intramuscular naloxone injection kits.
- Deliver intramuscular naloxone kits to organizations who work with people who use opioids.

Task 1. Award Administration Requirements

The IMNH must fulfill obligations outlined in Section G., Award Administration Information, including planning, reporting, data collection, and participating in technical assistance (TA).



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Task 2. Conduct Statewide Needs Assessment

The IMNH subrecipient must estimate the need for IM naloxone in each county and identify any local or regional barriers to getting IM naloxone kits to people who misuse opioids and their friends and family. At a minimum the subrecipient must:

- analyze overdose data and other indicators;
- consult with harm reduction organizations and coalitions, SUPR-funded Overdose Education and Naloxone Distribution (OEND) providers, the Illinois Department of Public Health's Syringe Service Program (SSP) unit, and other grassroots organization that may not have state funding to collect insights about demand across the state, barriers to access, and best practices to reach people who use drugs.

Task 3. Develop Statewide Distribution Plan

The IMNH subrecipient must develop a comprehensive distribution plan informed by the needs assessment that identifies, at minimum:

- The expected demand, by county, for the kits
- A preliminary list of organizations qualified to request kits in bulk, including OEND programs, syringe service programs (SSPs), and other harm reduction coalitions and organizations
- Required local or regional variations in kit composition
- Counties or regions for which direct distribution to individuals will be necessary due to lack of existing harm reduction resources
- Processes for verifying that organizations requesting kits meet all state requirements for re-distributing the kits
- Processes for collecting demographic information about end-users of kits
- Storage, shipping, and recordkeeping procedures
- Cultural and language barriers to the receipt and use of the kits and how they will be addressed
- Methods for conducting outreach and ensuring equitable and culturally responsive distribution practices

Task 4. Provide Infrastructure for Distribution

The IMNH subrecipient is responsible for providing all infrastructure necessary to purchase sufficient supplies of naloxone and associated supplies, securely store supplies, assemble naloxone kits, accept requests for kits, track their distribution, and report distribution data.

At minimum, the IMNH subrecipient must develop, implement, and maintain a secure, 508-compliant website that enables OENDs and other qualified organizations to request naloxone kits, including collecting all information necessary to validate eligibility and to determine the necessary contents of the kits supplied. The request form should also collect information needed to identify whether the assistance will supplant other funding sources that the requesting organization had been using to obtain intramuscular naloxone and related supplies. The website should allow individuals receiving single kits to voluntarily submit demographic data and allow organizations receiving bulk kits to submit demographic information about their service population.



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The subrecipient must monitor and support the performance of the distribution hub. The subrecipient must develop and host TTA materials on the following topics:

- Requesting kits,
- Use of kit materials,
- Best practices in distributing kits, and
- Ways to obtain support.

Requests for assistance should receive a reply within two business days.

The subrecipient may also use the website for other purposes, such as publicizing activities and distributing educational materials.

Task 5. Assemble and Distribute IM Naloxone Kits

The subrecipient must obtain intramuscular naloxone, syringes, antiseptic swabs, and other materials meeting the minimum requirements of the Standardized Procedure. All kits must contain educational materials, including information about the Illinois Helpline and Never Use Alone hotline.

The subrecipient must ensure equitable distribution of naloxone kits to all parts of the state, taking into consideration factors listed in the Allocation Agreement, which are population, rates of OUD, overdose deaths, and opioid shipments into the region. The subrecipient will be expected to keep records reflecting distribution according to the seven public health regions, as well as monitoring the zip codes to which naloxone kits are shipped to ensure they are going to areas most affected by the opioid epidemic.

The subrecipient must deliver the kits using a reliable means that includes documentation of receipt, such as tracked mail or shipping or a reliable courier service. The subrecipient may allow, but not require, qualified organizations to pick up naloxone kits onsite. The subrecipient should distribute kits in a timely manner, which in no case shall be more than 10 days after the request is approved.

Optional Task 5-O. Testing Strips Supplies

The subrecipient *may* also include supplies above the minimum requirements (such as fentanyl and xylazine testing strips), provided that these additional supplies are: (a) tied to local needs; (b) supported by established best practices; and (c) not covered by another funding source available to the requesting organization. The subrecipient may spend up to **five percent (5%)** of the total budget on supplies not specified by the Standardized Procedure.



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A.6. Deliverables and Performance Measures

The following table details (a) the deliverables required according to the scope of services and (b) associated performance measures, standards, and potential metrics (subject to change) to be collected by task. Time periods refer to the days from the beginning of the period of performance.

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Deliverables	Performance Measures	Standards	Metrics
T1 Award administration requirements	(a) Complete organizational technical assistance needs assessment survey	100%	Needs assessment survey completed (15 days after distribution)
	(b) Complete implementation and sustainability plan	100%	Implementation and sustainability plan created (30 days) Bimonthly project status meetings (initiated within 15 days) # of milestones achieved (reported monthly) Sustainability plan updated (submitted with final monthly reports)
	(c) Implement equity and racial justice plan	100%	Organizational assessment completed (90 days) Plan drafted (120 days) Plan finalized (160 days) # milestones achieved (reported monthly)
	(d) Report performance information	100%	Activities and services metrics reported (10th of each month, 10th following each quarter unless otherwise prescribed)
	(e) Report fiscal information	100%	Fiscal performance reported (10th of each month)
	(f) Participate in TTA	75%	# TTA sessions attended (quarterly or as prescribed)
T2 IM Naloxone statewide needs assessment	(a) Complete protocol for needs assessment (IRB approval must be obtained if necessary)	100%	Protocol draft submitted (30 days) Protocol finalized (60 days)



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Deliverables	Performance Measures	Standards	Metrics
T3 Distribution plan development and implementation	(a) Develop statewide distribution plan with all required elements	100%	Preliminary plan submitted (75 days) Plan updated to reflect needs assessment findings (120 days)
	(b) Monitor and update plan through performance evaluation and stakeholder engagement		Plan updated (as needed) for Year 2 (330 days)
T4 Distribution infrastructure	(a) Provide suitable facilities for assembly and secure storage of naloxone injection kits	100%	Plan draft submitted (30 days) Plan finalized (60 days) Kits available (120 days)
	(b) Build and test beta version of website	100%	Beta operational (60 days) of award Testing completed (90 days)
	(c) Launch final version of website	100%	Website operational and accessible by individuals and organizations requesting kits (120 days)
	(d) Develop communications and TTA materials		Materials available to the public (at launch)
	(e) Maintain website	95%	Website uptime
	(f) Respond to support requests in timely manner		Response within 2 business days
T5 Kit assembly and distribution	(a) Assemble kits with all required elements	95%	Kit contains naloxone and related supplies specified by Standardized Procedure
	(b) Distribute kits upon request	95%	Kits received by intended recipient within 10 days
	(c) <i>Optional T5-O – test strips supplies, including:</i> <ul style="list-style-type: none"> • Fentanyl test strips • Xylazine test strips 	Provide supplies (by type) specified in work plan	# receiving supplies, by category