Comprehensive Services for Opioid Settlement Fund Administration

NYAA HEALTH SERVICES
d/b/a Nyaa Scientific Research Services

Contents

Introduction

Nyaa Health Services provides comprehensive, end-to-end services for opioid settlement fund administration, integrating grant management, program evaluation, technical assistance, and capacity building to ensure efficient fund allocation, grantee support, and measurable outcomes. Our integrated approach ensures all activities remain compliant with federal, state, and municipal requirements while maintaining transparent communication with oversight committees, municipal departments, and community partners.

01 Initial Assessment and Planning

Review of Extant Initiatives and Recommendations

Our team conducts a comprehensive systematic assessment of existing grant structures, evaluates fund architecture and legal requirements, and reviews all currently funded initiatives. We analyze Coalition recommendations, meeting minutes, and strategic documents to create a complete picture of the current landscape.

KEY ACTIVITIES:

- Systematic assessment of grant application structure, guidelines, and criteria
- Evaluation of fund structure and legal/reporting requirements
- Review of all currently funded opioid settlement initiatives
- Analysis of Coalition/oversight committee recommendations
- Document review, stakeholder input gathering, and comparative analysis
- Identification of best practices from public health funding programs
- Creation of a standardized spreadsheet and a grants management system
- Development of descriptive narrative report with strengths, gaps, and recommendations

Enhancement of Grant Application Process

We introduce standardized templates and automated workflows to ensure application materials are user-friendly, transparent, and equitable. Our enhancements support both established organizations and smaller community-based entities with limited grant administration experience.

DELIVERABLES:

- Standardized application templates
- Automated workflow systems
- User-friendly application guidelines
- Eligibility definitions and allowable cost frameworks
- Application scoring rubrics
- Performance measure frameworks

02 Financial Oversight and Monitoring

We establish comprehensive financial monitoring processes to ensure all funded providers meet applicable requirements and maintain full compliance with approved budgets. Our approach includes real-time tracking, early risk identification, and proactive support for budget modifications when warranted.

CORE SERVICES:

- Comprehensive financial monitoring process establishment
- Review of provider contracts, budgets, and allowable expense guidelines
- Development of individualized financial monitoring checklists
- Verification of expense eligibility and documentation adequacy
- Real-time expenditure tracking against budgets
- Early identification of potential financial risks
- Facilitation of annual budget reviews with providers
- Guidance through budget revision processes
- Periodic financial compliance validation

03 Request for Proposals Development

RFP Creation and Management

Nyaa develops comprehensive Requests for Proposals that expand access to evidence-based education, prevention, treatment, and recovery services. We ensure all RFP components align with applicable guidelines while maintaining accessibility for diverse applicants.

RFP COMPONENTS:

- Review of applicable guidelines and strategic plans
- Clear articulation of program goals and eligibility requirements
- Allowable uses of funds and application procedures
- Transparent scoring criteria and submission instructions
- Standardized budget templates and reporting expectations
- Evidence-based practice expectations
- Required performance measures
- Technical assistance for prospective applicants
- Multi-channel RFP dissemination support

04 Funding Opportunity Notification

NOFO - Notice of Funding Opportunity

We prepare comprehensive Notices of Funding Availability that maximize reach and engagement while ensuring accuracy, accessibility, and compliance with procurement and communication standards.

DISTRIBUTION CHANNELS:

- Official agency and partner websites
- Targeted listservs
- Community networks
- Informational webinars

- Direct outreach to organizations in underserved areas
- Professional associations (public health, behavioral health, social services)

05 Grant Application Management

Application Intake and Tracking

Our structured system ensures timely, accurate, and fair review and disbursement of allocated funds through centralized, secure application processing with comprehensive tracking and documentation.

TECHNOLOGY PLATFORM OPTIONS:

Fluxx Grantsmaker capabilities:

- Full grant lifecycle management from application to closeout
- Custom application forms and workflows
- Application review and scoring tools
- Grant agreement and payment tracking
- Grantee reporting and compliance monitoring
- Reports and dashboards for grant portfolios
- Branded portal for grantee submissions
- Integration with DocuSign, accounting systems, and other tools

ASANA Integration:

- Task creation and team member assignment
- Deadline and priority setting
- Multiple project views (lists, boards, timelines, calendars
- Progress and dependency tracking
- Workflow automation
- Collaboration through comments and file attachments

06   **Application Review and Evaluation**

Review Panel Management

We coordinate all aspects of the review process, assembling qualified review panels with diverse subject matter expertise while screening for conflicts of interest and ensuring ethical standards.

PANEL EXPERTISE AREAS:

- Public health
- Behavioral health
- Harm reduction
- Community-based service delivery

Evaluation Process Facilitation

Our evaluation process ensures standardized assessment through comprehensive reviewer guidance, digital review packets, and full documentation of panel deliberations. We compile feedback and scores into consolidated summary reports to expedite decision-making.

07   **Funding Recommendations Development**

Analysis and Synthesis

We synthesize reviewer feedback, scoring data, and program alignment metrics to develop clear, data-informed funding recommendations traceable to objective criteria.

EVALUATION DIMENSIONS:

- Program relevance
- Organizational capacity
- Population reach
- Equity impact
- Alignment with allowable use categories

Two-Stream Funding Approach

Our innovative two-stream approach distinguishes between implementation-ready partners and those requiring additional technical assistance or capacity building, enhancing equity and improving program accessibility.

08 Grant Agreement Development

We collaborate closely with legal and administrative staff to develop comprehensive grant agreements, including a memorandum of understanding, standard operating procedures using standardized templates adapted to each funded program's specific characteristics.

AGREEMENT COMPONENTS:

- Programmatic activities
- Allowable and unallowable costs
- Performance expectations
- Reporting timelines
- Performance metrics
- Data submission formats
- Financial documentation standards
- Equity and community engagement benchmarks

09 Technical Assistance and Capacity Building

Our comprehensive technical assistance strengthens grantee capacity throughout the program lifecycle, ensuring effective implementation, legal compliance, and measurable outcomes.

Orientation and Onboarding

- Guidance on allowable uses of settlement funds
- Municipal procurement requirements
- Reporting obligations
- Documentation standards
- Progress report completion instructions

Evaluation Plan Development

We collaborate with grantees to develop individualized evaluation plans with per-awardee metrics aligned with program objectives, providing tools for data capture, quality assurance, and validation.

Ongoing Technical Support

- One-on-one consultations
- Group trainings
- Periodic workshops
- Data collection consistency improvement
- Reporting workflow optimization
- Evidence-based program implementation strengthening

10   **Monitoring, Reporting, and Surveillance**

Performance Monitoring System

We implement comprehensive monitoring systems with standardized reporting templates aligned with contractually specified performance metrics, compliance requirements, and reporting obligations.

Compliance Reviews

Our thorough reviews assess adherence to approved work plans, expenditures, and performance outcomes, identifying areas of concern and providing guidance on corrective actions.

Periodic Surveillance and Targeted Studies

We conduct periodic surveillance aligned with funding cycles to identify emerging needs, service gaps, and barriers, using mixed-methods approaches to capture both measurable trends and lived experiences.

DATA SOURCES:

- ‣ Treatment admissions data
- ‣ Criminal justice indicators
- ‣ Overdose trends
- ‣ EMS response data
- ‣ Community health assessments
- ‣ Provider capacity reports

11   **Oversight and Outcome Reporting**

We provide timely, clear, and actionable reporting to oversight committees, translating complex data into understandable insights that enable ready assessment of both compliance and programmatic success.

SCHEDULED DELIVERABLES:

- ‣ Quarterly reports (Q1, Q2, Q3, Q4)
- ‣ Mid-year surveillance reports
- ‣ Year-end surveillance reports
- ‣ Comprehensive annual reports
- ‣ Performance analysis reports
- ‣ Financial compliance summaries
- ‣ Strategic roadmaps for continuous improvement
- ‣ Presentation slide decks

12 Finance, Compliance, and Regulatory Adherence

Nyaa follows the established federal and state caps on administrative costs (5%- 15%). Additional costs can include the following services billed as programmatic services: Program evaluation, technical assistance, leadership & coordination, data dashboards, outcome tracking, planning and coordination, and training services.

COMPLIANCE AREAS:

- Opioid settlement guidelines and state legislation
- State-specific procurement laws
- Municipal procurement policies and procedures
- Allowable vs. unallowable expenditures
- Documentation requirements
- Evidence-based practice expectations
- State grant-subrecipient reporting obligations

Financial Compliance

- CPA Audits, compliance attestation, internal controls assessment, and documentation
- Annual expenditures, compliance reviews for high-impact abatement activities
- Verification of the administrative caps
- Financial, programmatic - activity, compliance, and supplantation verification

13 Coalition and Stakeholder Engagement

Coalition Participation

Our dedicated representative attends, participates in, and contributes to all Coalition meetings, providing technical guidance, clarifying data or process questions, and documenting actionable next steps.

Goal and Metrics Development

We assist in developing quantifiable goals, performance scales, and efficacy measures through a structured process that reviews existing recommendations, defines SMART objectives, and validates measures for practical use.

Stakeholder Communication Strategy

Our proactive communication approach ensures all stakeholders have the necessary information through data summaries, visual dashboards, narrative reports, and regular coordination with municipal departments and community partners.

14 Local Engagement and Responsiveness

Nyaa employs an explicit local and community-driven engagement strategy with concrete commitments to site visits, Coalition meeting attendance, and responsive communication.

PERFORMANCE COMMITMENTS:

- Site visits during active phases
- Quarterly visits during sustainability phases
- 100% attendance at Coalition meetings
- 24-hour response time for urgent issues

- Multi-channel communication availability
- Hybrid meeting support (virtual and in-person)
- 24/7 support available as scheduled

15 Capacity and Staffing

Adaptive Staffing Model

Our flexible staffing strategy aligns resources with project demands, regularly assessing scope and requirements while maintaining core permanent staff supplemented by specialized contractors.

Senior Project Staff

JUBIN CHERUVELIL, PHD
Executive Director

35+ years of experience across corporate, academia, extension, nonprofit, and consulting sectors. Anthropologist and behavioral ecologist with expertise in socio-ecological systems, prioritizing collaboration with Black, Indigenous, and communities of color.

PETAL GROWER, PHD
Senior Scientist/Program Manager

10+ years of experience in project management, research, and evaluation services. Extensive work with state health departments on SNAP-Education initiatives and broad-scale data collection coordination.

HANNAH DOUGLAS, PHD
Research and Evaluation Scientist

10+ years of experience in project management and research sciences. Expertise in program assessment, climate and culture evaluation, and authorship equity in academic publishing.

16 Knowledge of Substance Use Disorder Systems

Our team possesses deep understanding of substance use disorder treatment systems, including continuum of care, evidence-based treatment levels, wrap-around services, and the operational realities faced by providers and service recipients.

AREAS OF EXPERTISE:

- ‣ Early intervention strategies
- ‣ Medication-assisted treatment
- ‣ Long-term recovery supports
- ‣ Harm reduction approaches
- ‣ Prevention and education
- ‣ Systems coordination
- ‣ Trauma-informed care principles

17 Experience with Equitable Grantmaking

Nyaa has applied equitable grant-making approaches using Technology of Participation facilitation to ensure intentionally structured funding procedures give all organizations fair opportunity to access resources and succeed.

PROCESS IMPROVEMENTS:

- ‣ Intentional outreach to marginalized communities
- ‣ Application guidelines revision through equity lens
- ‣ Grant review rubrics refinement
- ‣ Power sharing and partnership facilitation
- ‣ Workforce capacity building
- ‣ Accountability and transparency promotion

18 Project Management and Timeline Development

Phased Implementation Approach

PHASE 1: FOUNDATION (Months 1-3)

- Project initiation and assessment
- System development and stakeholder engagement
- RFP development and grant cycle preparation

PHASE 2: IMPLEMENTATION (Months 4-9)

- Grant application management and initial monitoring
- Intensive support and capacity building

PHASE 3: EVALUATION AND SUSTAINABILITY (Months 9-12)

- Comprehensive evaluation and year-end reporting
- Transition to Year 2 activities

PHASE 4: ADAPTATION, IMPROVEMENT AND ITERATION (Months 1 New Year)

- Evaluation analysis
- Performance metrics analysis
- Continuous improvement learning
- System development and stakeholder engagement
- RFP development and grant cycle preparation

19 Technology and Tools

Nyaa leverages cutting-edge technology platforms and tools to ensure efficient grant management, comprehensive data analysis, and transparent reporting throughout the program lifecycle.

TECHNOLOGY SUITE:

- Fluxx Grantsmaker - Full lifecycle grants management
- ASANA - Project management and collaboration
- Excel - Advanced tracking and analysis
- Geographic Information Systems (GIS) - Spatial analysis
- Secure online portals - Application submission
- Digital review platforms - Virtual evaluation sessions
- Visual dashboard tools - Data presentation
- Centralized recordkeeping systems - Audit support

20 Deliverables Summary

Planning and Assessment Documents

- ‣ Project workplans
- ‣ Communication plans
- ‣ Initiative inventories

- ‣ Gap analysis reports
- ‣ Strategic roadmaps
- ‣ Evaluation frameworks

Grant Administration Materials

- ‣ NOFO - Notice of Funding Opportunity
- ‣ Application registers
- ‣ Reviewer guidance materials

- ‣ Scoring rubrics and evaluation templates
- ‣ Funding recommendation packages
- ‣ Grant agreement templates

Reporting Products

- ‣ Quarterly reports (Q1, Q2, Q3, Q4)
- ‣ Mid-year and year-end surveillance reports
- ‣ Comprehensive annual reports

- ‣ Performance analysis reports
- ‣ Visual dashboards and data summaries

21 Pricing Structure

Cost Approach

Contact Nyaa for cost-effective approaches to program management. Program implementation with evaluation and technical assistance is 18- 22% of the project allocation. Pricing may vary with scope of services requested.

Value Proposition

- ‣ Comprehensive end-to-end service delivery
- ‣ Elimination of need for multiple contractors
- ‣ Integrated approach reducing coordination costs
- ‣ Experienced staff exceeding minimum qualifications

- ‣ Proven track record with similar programs
- ‣ National expertise with local engagement
- ‣ Technology platforms for efficiency
- ‣ Continuous improvement focus

Conclusion

Nyaa Health Services brings comprehensive, integrated expertise in opioid settlement fund administration, combining deep knowledge of substance use disorder systems, proven federal and state agency experience, innovative equitable grantmaking practices, and commitment to local community engagement. Our end-to-end approach ensures efficient fund allocation, robust grantee support, transparent oversight, and measurable outcomes that advance public health impact.

We stand ready to partner with your community to ensure opioid settlement funds are managed responsibly, monitored effectively, and deployed to achieve meaningful, sustainable results in prevention, treatment, recovery, and harm reduction.

Contact Information

Jubin J. Cheruvelil, PhD
Founder and Executive Director

3003 East Michigan Ave. #1015
Lansing, MI 48912 USA

Phone: (517) 285-6571
Email: jcheruve@nyaahealth.org
Website: https://nyaahealth.org

Nyaa Health Services
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Opioid Settlement Services
Scan the QR code or visit the website:
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