

2025-2026 Overdose Data to Action (OD2A) Business Process Improvement Technical Assistance Opportunity

Request for Applications

Application Deadline: Nov. 7, 2025

Project Summary

Background: Overdose Data to Action (OD2A) recipient health agencies work within complex financial and administrative systems to receive funds and implement life-saving overdose surveillance and prevention activities. OD2A recipients that have addressed issues with contracting, recruitment/hiring, and procurement/purchasing have increased their capacity to address public health issues, scale-up prevention, surveillance, and response activities, make an immediate impact, and ultimately save lives.

In 2020, ASTHO launched a technical assistance project with three OD2A recipient jurisdictions, and the results of the project revealed that standardizing internal business processes, enhancing staff compliance through widespread training, and use of simple job aids can yield significant improvements.

ASTHO, with support from CDC, is pleased to announce another cohort of non-monetary technical assistance. This project will help build state, territorial, and local health agency capacity around financial and administrative management quality and systems improvement to efficiently spend federal funding within CDC's Overdose Data to Action award.

Eligibility: All OD2A recipients are eligible to apply.

Point of Contact: Alyssa Merski, Senior Analyst, Social and Behavioral Health amerski@astho.org

Project Elements and Expectations

This project aims to recognize financial and administrative processes that affect timely spenddown of OD2A funds and identify areas for performance improvement. ASTHO will select up to three state, territorial, or local OD2A recipients to participate in the Business Process Improvement Technical Assistance. Through this initiative, jurisdictions will participate in a 2-day site visit, receive individual technical assistance from quality improvement experts, engage in peer-to-peer learning and hands-on training, and will create a jurisdiction-specific plan to improve efficiency in business processes.

Intended Outcomes and Benefits: This is an opportunity to collaborate and engage with members of other teams within your agency to incorporate innovative ideas into your work, better align priorities and goals of all stakeholders, and improve the adaptability of the organization related to administrative and financial needs. This technical assistance opportunity will be tailored to your jurisdiction's specific administrative needs.

Benefits of this project include:

- Identifying and mapping internal administrative and financial processes.
- Proposed strategies to improve internal cycle time and resourcefully manage programmatic spending and the OD2A grant.
- Opportunities to collaborate and connect with peers across agencies and jurisdictions.
- Access to guidance materials and resources created with support of subject matter experts, ASTHO, and CDC.
- Improvements in efficiency, effectiveness, productiveness, accountability, and ultimately, improved community health.

Project Activities and Participant Expectations

This project will focus on process improvement by sharing best and promising practices around financial and administrative management. ASTHO and subject matter experts will offer a combination of activities to help participants streamline agency processes. Participants must commit to the following activities over several months):

Activity	Intent	Time Commitment
Virtual project kick-off webinar	• Understand project purpose, goals, and required deliverables. • Identify knowledge, skills, and abilities that will be modeled and practiced throughout the project.	1 hour x 1 session
Virtual peer-to-peer learning convenings	• Engage in peer-to-peer discussions to share successes, lessons learned, and progress on the selected improvement approaches. • Receive guidance and technical assistance on various business management topics and best practices from subject experts.	1 hour x 2 convenings
In-person 2-day process-mapping workshop	• Participate in an interactive workshop to map out the key financial and administrative processes. • Surface challenges and co-create solutions in a transparent, safe, and trust-building manner.	Full day x 2 sessions
Individual virtual TA sessions	• Discuss development of the project, share guidance materials or resources, and receive technical support.	1 hour x ~6 sessions, depending on need
Virtual project close-out call	• Share successes and accomplishments achieved during project period. • Identify and develop next steps to continue the improvement process.	1 hour x 1 session
Project deliverables	• Develop sharable job aids, agency implementation plans, current and future workflow process maps, or tools to improve financial and administrative systems and processes.	Up to 18-25 hours of internal preparation throughout the project period
Final evaluation	• Evaluate the process and impact of CBTA provided by ASTHO.	

**Note: Critical to success is leadership support and prioritization of the project including attention to change management for staff and programs participating in the improvement initiative.*

Application Information

Application Package

Participation in this opportunity is open to all OD2A recipients interested in improving their capacity around financial and administrative management systems.

Use this [form](#) to complete the application by 11:59 p.m. ET on November 7th, 2025. Incomplete applications or applications received after the deadline will not be considered. If you are having issues accessing the online application, please contact Alyssa Merski at amerski@astho.org for other submission options. Additionally, please note that ASTHO will prioritize selections based on the applicant's needs.

Timeline

- **Request for applications released:** Oct. 10, 2025
- **Application submission deadline:** Nov. 7, 2025
- **Kickoff call:** Dec 2025
- **Project period:** December 2025 – July 2026
- **Evaluations due:** July 2026

Disclaimer Notice

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