Appendix 2A: Detailed instructions for calculating your jurisdiction's resident population, drug overdose deaths, and OD2A: LOCAL maximum funding

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1.0 Overview

To assist applicants in meeting the following three requirements (See Appendix 1): 1) describing their service catchment area, 2) reporting their resident population, and 3) reporting the total count of unintentional or undetermined drug overdose (UUDO) deaths during 2021, this appendix includes step-by-step instructions on how to calculate resident population, UUDO deaths, and maximum funding using the <u>OPTIONAL</u> OD2A: LOCAL – Overdose Burden and Funding Form (See Appendix 2B). Applicants can choose to complete and submit the form with the application (optional). Applicants are not required to use this form and can create their own form to complete calculations. All applicants are required to upload either the completed sample form or a custom form with the three required pieces of information to grants.gov in a file named Applicant_Name OD2A_LOCAL_Overdose_Burden_and_Funding_Form. Applicants who choose to submit the OD2A: LOCAL Overdose Burden and Funding Form in Appendix 2b must upload it as an Excel document.

- Instructions on how to complete Table 1: Description of Applicant's Service Catchment Area in Appendix 2B (See Section 3.0).
 - How to describe the service catchment area of your health department (See Section 3.1)
 - o How to calculate the resident population of your service catchment area during 2021 (See Section 3.2)
 - How to calculate the number of UUDO deaths among the residents in your service catchment area during 2021 (See Section 3.3)
 - How to calculate the total number of UUDO deaths and total resident population for your service catchment area during 2021 (See Section 3.4)
- Instructions on how to complete Table 2: Maximum Funding Worksheet in Appendix 2B (See Section 4.0)
 - Component A funding
 - Component B funding
 - Component C funding
 - o Total OD2A: LOCAL funding

Questions about these instructions should be sent to: <u>OD2A_LOCAL@cdc.gov</u>

2.0 Description of optional OD2A: LOCAL - Overdose Burden and Funding Form

Purpose of the form

As part of the OD2A: LOCAL application, applicants may choose to complete the *OD2A: LOCAL – Overdose Burden and Funding Form* (found in Appendix 2B) to provide CDC with five facts about their jurisdiction.

- In Table 1, list each county, city, or territory that the applicant serves, referred to as service catchment area (See Section 3.1 for guidance).
 - o Most applicants will serve only a single county, city, or territory. In this case, only one county, city, or territory should be listed.
 - For applicants serving multiple counties or cities or a subset of a population within a county or city, please refer to more in-depth guidance in Section 3.0.
 - o Reminder, to be listed as a county or city, the following criteria must be met:
 - Counties must be listed in the following census table: <u>Annual Estimates of the Resident Population for Counties: April 1, 2020 to July 1, 2021</u> (See table labeled co-est2021-pop).
 - Cities must be listed in the following census table: <u>Subcounty Resident Population Estimates: April 1, 2020 to July 1, 2021</u> (See table labeled sub-est2021-all).
- In Table 1, list the resident population count of each county, city, or territory in your catchment area as of July 1, 2021 (See Section 3.2 for guidance).
- In Table 1, list the number of residents in each county, city, or territory in your catchment area who died of an unintentional or undetermined intent drug overdose (UUDO) during January 1, 2021 December 31, 2021 (See Section 3.3 for guidance).
- In Table 1, list the total resident population and UUDO deaths in your catchment area (See <u>Section 3.4</u> for guidance).
- In Table 2, calculate the estimated OD2A: LOCAL funding. This funding must be calculated using guidance in Section 4.0.
- If you choose to submit this form as part of your application, please do the following:
 - o Title the form, <applicant_Name>_OD2A_LOCAL_Overdose_Burden_and_Funding_Form
 - Upload the form as an Excel document at <u>www.grants.gov</u>
- Applicants are not required to use this form and can create their own form to complete calculations. Applicants choosing not to submit this form must provide the following information in an attachment that must be named Applicant_Name_OD2A_LOCAL_Overdose_Burden_and_Funding_Form and uploaded to www.grants.gov:
 - o A description of your service catchment area
 - o The total resident population calculated in the service catchment area.
 - o The total count of unintentional or undetermined drug overdose (UUDO) deaths in the applicant's service catchment area during 2021.

Questions about this form should be sent to: OD2A LOCAL@cdc.gov

3.0 Instructions for completing Table 1: Description of applicant's service catchment area of the OD2A: LOCAL – Overdose Burden and Funding Form

This section describes the standard definitions and processes that applicants must use when reporting the following data:

- Identifying and describing your service catchment area (See Section 3.1)
- The resident population of each city, county, or territory in the service catchment area as of July 1, 2021 (See Section 3.2)
- The number of unintentional and undetermined intent drug overdose (UUDO) deaths that occurred among residents of each city, county, or territory in the service catchment area during January 1, 2021 December 31, 2021 (See Section 3.3)
- The total number of resident UUDO deaths in applicant's service catchment area (See Section 3.4)
- The total resident population in applicant's service catchment area (See Section 3.4)

3.1 Identifying and describing your service catchment area

This section provides instructions for identifying and describing your service catchment area in Table 1.

Applicant service catchment area refers to the counties, cities, and/or territories that the applicant currently serves. Most applicants will serve a single county, city, or territory. Applicants must describe their service catchment area in terms of counties, cities, and/or territories. Descriptions of catchment areas using other geographic boundaries such as zip code or census tract will be considered invalid. This restriction is to facilitate reliable UUDO death and population size estimates that can be easily replicated. The population and drug overdose death burden of the applicant's service catchment area will be used to determine your OD2A: LOCAL funding and to assign points to your application as part of the OD2A: LOCAL Phase II review of your application.

Step-by-step instructions for identifying and describing your service catchment area.

Step	Serve single county, city, or territory	Serve multiple counties and cities		
1. Determine	Determine your catchment area by selecting the co	ounties, cities, and/or territories that most closely match the population that you		
service	serve. For most applicants, this should be a single c	ounty, city, or territory.		
catchment area	 If you selected a county or counties, confire 	 If you selected a county or counties, confirm that each county appears in the following census table, <u>Annual Estimates of</u> 		
	the Resident Population for Counties: April	the Resident Population for Counties: April 1, 2020 to July 1, 2021 (Open table CO-EST2021-POP). To find your county,		
	please click on the link for your state and then review the Excel file for your county. Only counties in this table can be			
	reported to CDC. Other counties will be considered invalid. If a county does not appear on this table, please select a county			
	or city listed in the two census tables referenced in this table that most closely approximates your service catchment area.			
	This table includes county-equivalent areas	such as parishes and boroughs.		

Step	Serve single county, city, or territory	Serve multiple counties and cities		
	 Estimates: April 1, 2020 to July 1, 2021 (Op Other cities will be considered invalid. If th two census tables referenced in this table t If an applicant serves a single county that contains its catchment area in Table 1 and not list the cities If an applicant serves a single city that contains mu catchment area in Table 1 and not list the counties Due to the goal of funding geographically diverse a 	contains multiple counties, the applicant should only list the single city when describing its		
2. Describe service catchment area in Table 1 in the OD2A: LOCAL – Overdose Burden and Funding Form	 Provide the name of the single county, city, or territory you serve in the first column of Table 1. For counties, provide the 5-digit FIPS code (2-digit state FIPS + 3-digit county FIPS) in the second column of Table 1. For cities, provide the 7-digit FIPS code (2-digit state FIPS + 5-digit place FIPS) in the second column of Table 1. For territories, no FIPS code is needed. If you serve the whole population in the jurisdiction, please record "Yes" in the fourth column "Serve all residents in the county/city/territory." If you serve only a subset of the population in the jurisdiction, please record "No" in the fourth column "Serve all residents in the county/city/territory" and provide additional information on the population and drug overdose death burden of your jurisdiction in the "Additional Notes" column. Record "N/A" in column five, "Describe any overlap with other jurisdictions in the catchment area (e.g., city within a county)". 	 If your catchment area covers multiple counties or cities, your calculation must account for UUDO deaths and population across all cities and counties covered. Provide the name of every county and city you serve in the first column of Table 1. Please list the counties and cities in descending order, with the county or city with the most UUDO deaths listed in the first row. If you serve more than ten counties and cities, add a row in the table for each additional city and county served. For counties, provide the 5-digit FIPS code (2-digit state FIPS + 3-digit county FIPS) in the second column of Table 1. For cities, provide the 7-digit FIPS code (2-digit state FIPS + 5-digit place FIPS) in the second column of Table 1. If you serve the whole population in the jurisdiction, please record "Yes" in the fourth column "Serve all residents in the county/city/territory." If you serve only a subset of the population in the jurisdiction, please record "No" in the fourth column "Serve all residents in the county/city/territory" and provide additional information on the population and drug overdose burden of your jurisdiction in the "Additional Notes" column. If there is no geographic overlap between the city/county listed and other cities/counties in your catchment area, record "No overlap" in column five, "Describe any overlap with other jurisdictions in the catchment area (e.g., city within a county)." 		

Step	Serve single county, city, or territory	Serve multiple counties and cities
		• If there is geographic overlap between the city/county listed and other cities/counties in your catchment area (e.g., a city is partially located in a county), please describe the overlap in column five, "Describe any overlap with other jurisdictions in the catchment area (e.g., city within a county)."

3.2 Calculating the resident population for each jurisdiction in your service catchment area

Instructions for calculating the census population for each city, county, or territory in your service catchment area as of July 1, 2021 are provided below. Because the process is slightly different for counties, cities, and territories, separate instructions are provided for each.

3.2.1 Calculating resident population for counties

Step-by-step instructions are provided for calculating resident population for counties.

- **Step 1:** When calculating resident population for a county, applicants must use the following census webpage: <u>Annual Estimates of the Resident Population for Counties: April 1, 2020 to July 1, 2021.</u> This census table includes county-equivalent areas such as parishes and boroughs.
- Step 2: After accessing the <u>Annual Estimates of the Resident Population for Counties: April 1, 2020 to July 1, 2021</u> webpage, please scroll down to the Table named "Annual Estimates of the Resident Population for Counties: April 1, 2020 to July 1, 2021 (CO-EST2021-POP)".

Tables

Annual Estimates of the Resident Population for Counties: April 1, 2020 to July 1, 2021 (CO-EST2021-POP)

United States Kansas North Carolina
Alabama Kentucky North Dakota

- Step 3 Click on the state that contains your county.
- Step 4: The program will ask you to open an Excel file named, co-est2021-pop-XX.xlsx, where XX represents the 2-digit FIPS code for the selected state. Please open this file in Excel.
- **Step 5:** The correct population estimate for the county is listed in Column D, or the column with the heading, *Population Estimate (as of July 1) 2021*. For instance, the 2021 population as of July 1 for Bacon County, Georgia is 11,079 people.

\triangle	А	В	С	D		
2	Annual Estimates of the Resident Population for Counties in Georgia: April 1, 2020 to July 1, 2021					
3	April 1, 2020 Population Estimate (a					
4	Geographic Area	Estimates Base	2020	2021		
5	Georgia	10,711,908	10,725,800	10,799,566		
6	Appling County, Georgia	18,444	18,428	18,488		
7	Atkinson County, Georgia	8,286	8,301	8,391		
8	Bacon County, Georgia	11,140	11,123	11,079		
9	Baker County, Georgia	2,876	2,844	2,819		
10	Baldwin County, Georgia	43,799	43,773	43.781		

- **Step 6:** Write the 2021 county population estimate in Column eight, "Resident population as of July 1, 2021", of Table 1: Description of applicant's service catchment area.
- Step 7: If there are multiple counties in your service catchment area, repeat steps 5-6 for each county.

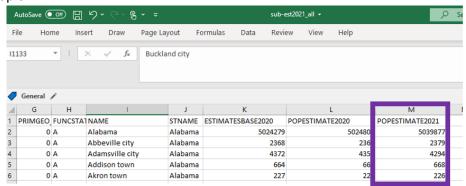
3.2.2 Calculating resident population for cities

Step-by-step instructions are provided for calculating resident population for cities.

- **Step 1:** When calculating resident population for cities in your service catchment area, applicants must use the following census webpage: <u>Subcounty</u> Resident Population Estimates: April 1, 2020 to July 1, 2021.
- Step 2: Once you open the webpage, please scroll down to the comma delimited file named, *sub-est2021_all.csv*, near the bottom of the page. Please click on *sub-est2021_all.csv*. We suggest opening the file in Excel.



Step 3: The correct population estimate for the city is listed in Column M, or the column with the heading, *POPESTIMATE2021*. You can locate your city by using the city name column (Column I, *NAME*) and the state name column (Column J, *STNAME*). For instance, the 2021 population for Abbeville city, Alabama is 2,379 people.



- Step 4: Write the 2021 city population estimate in Column eight, "Resident population as of July 1, 2021", of Table 1: Description of applicant's service catchment area.
- o Step 5: If there are multiple cities in your service catchment area, repeat steps 3-4 for each city.

3.2.3 Calculating resident population for territories

Step-by-step instructions are provided for calculating resident population for territories.

- Step 1:
- **Puerto Rico:** The following census webpage must be used to calculate population size for Puerto Rico: <u>Annual Estimates of the Resident</u> Population for the United States, Regions, States, District of Columbia and Puerto Rico: April 1, 2020 to July 1, 2021.
- Other Territories: Because 2021 data is not available for territories besides Puerto Rico, the following 2020 Island Area Census webpage must be used to calculate population size for other territories: *Population and Housing Unit Counts*.
- Step 2:
- Puerto Rico: After opening the webpage, scroll down to the Table named <u>Annual Estimates of the Resident Population for the United States, Regions, States, District of Columbia and Puerto Rico: April 1, 2020 to July 1, 2021 (NST-EST2021-POP)</u>. Click to download the Excel file. Open the Excel file.

Tables

Population Estimates, Population Change, and Components of Change

- Annual Estimates of the Resident Population for the United States, Regions, States, District of Columbia and Puerto Rico: April 1, 2020 to July 1, 2021 (NST-EST2021-POP) [<1.0 MB]</p>
- Other Territories: After opening the webpage, click on the name of your territory under "Access the data tables:". Click to download the Excel file for *Table 1. Population of <territory name>: 2010 and 2020.* Open the Excel file.

Population and Housing Unit Counts

Release date: October 28, 2021

Table 1. Population of American Samoa: 2010 and 2020

This table provides the total American Samoa population, the population of each district and county, and the population change between 2010 and 2020.



Step 3:

Puerto Rico: The correct population estimate is listed in Column D, or the column with the heading, *Population Estimate (as of July 1)* – 2021.

А	В	С	D			
Annual Estimates of the Resident Population for the United States, Regions, States, District of Columbia, and Puerto Rico: April 1, 2020 to July 1, 2021						
Geographic Area	April 1, 2020 Estimates	Population Estimate (as of July 1)				
deographic Area	Base	2020	2021			
Vermont	643,077	642,495	645,570			
Virginia	8,631,393	8,632,044	8,642,274			
Washington	7,705,281	7,718,785	7,738,692			
West Virginia	1,793,716	1,789,798	1,782,959			
Wisconsin	5,893,718	5,892,323	5,895,908			
Wyoming	576,851	577,267	578,803			
Puerto Rico	3,285,874	3,281,538	3,263,584			

• Other Territories: The correct population estimate is listed in Column C, or the column with the heading, *Population 2020*. Because 2021 population estimates are not available for all territories, 2020 population data should be reported.

	Popu	lation	Cha (2020 le	•
Geographic area	2010	2020	Number	Percent
American Samoa	55,519	49,710	-5,809	-10.5

• Step 4: Write the territory population estimate in Column eight, "Resident population as of July 1, 2021", of Table 1: Description of applicant's service catchment area.

3.3 Calculating resident unintentional or undetermined intent drug overdose (UUDO) deaths for each jurisdiction in your service catchment area

When calculating the count of resident UUDO deaths for jurisdictions in your service catchment area during 2021, the applicant must use the following data and definitions:

- Calculations must use United States vital statistics death data from 2021
 - o *County-level*: Applicants must use <u>CDC WONDER Multiple Cause of Death Query System</u> when calculating UUDO deaths (See <u>Section 3.3.1</u> for detailed instructions on how to use CDC WONDER Multiple Cause of Death Data).
 - o *City-level or territory-level:* See <u>Section 3.3.2</u> for instructions.
- Unintentional or undetermined intent drug overdose (UUDO) deaths are defined as unintentional or undetermined intent drug overdose/poisoning-related deaths (non-alcohol). UUDO deaths should be identified using the following ICD-10 (International Classification of Diseases 10th Revision) codes assigned to the underlying cause of death:

International Classification of Diseases, Tenth Revision (ICD-10 codes)	Description of ICD-10 Codes
X40-X44	Accidental poisonings by drugs
Y10-Y14	Undetermined intent poisoning by drugs

Only UUDO deaths occurring among residents of the jurisdiction during January 1, 2021 – December 31, 2021 should be counted.

3.3.1 Using CDC WONDER Multiple Cause of Death Data to calculate UUDO deaths for counties

This subsection provides step-by-step instructions for calculating UUDO deaths in a county using <u>CDC WONDER Multiple Cause of Death Query System</u>. This information should be entered into Column seven, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", of *Table 1: Description of applicant's service catchment area*.

Step 1: All applicants must use the <u>CDC WONDER Multiple Cause of Death Query System</u> to calculate the number of UUDO deaths that occurred in their counties during 2021.

Step 2: Go to the section marked "Current Final Multiple Cause of Death Data" and click on "<u>Data request</u>" under the heading 2018 – 2021. **DO NOT** check "Provisional Multiple Cause of Death Data" as this will access preliminary instead of final death data. Click on "Agree" at the bottom of the page.

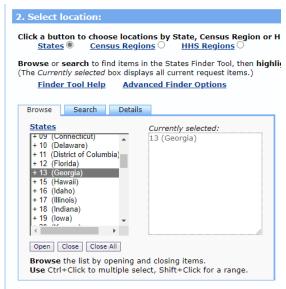


Step 3: Enter the following values into CDC Wonder and press the "Send" button at the bottom of the page.

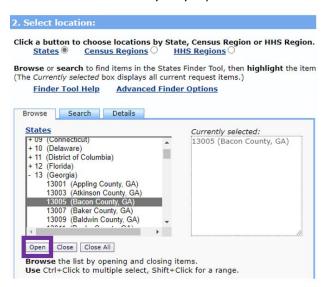
• In the "Group Results By" field, please select "County"



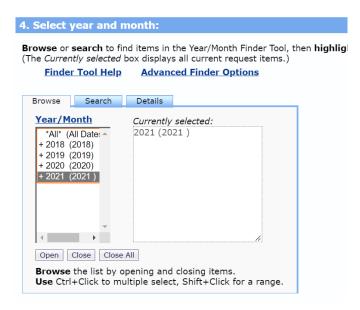
• In the "Select location" section, please select your state



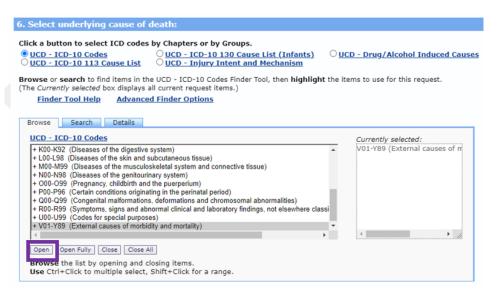
• In the "Select location" section, please press the "Open" button once you have selected your state. This will list the counties and county-equivalents in your state. Please select the first county. *CDC Wonder* will automatically only report deaths of residents of the selected county.



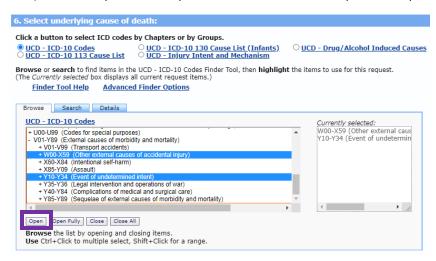
• In the "Select year and month" section, please select "2021"



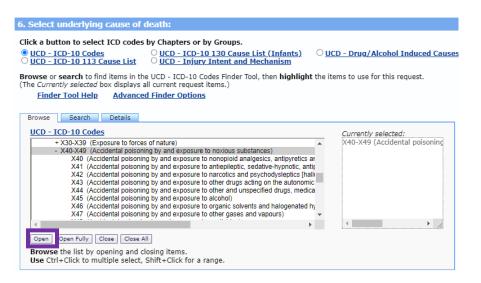
• In the "Select underlying cause of death" section, please select the codes "V01 – Y89 (External causes of morbidity and mortality)" and then press the "Open" button.



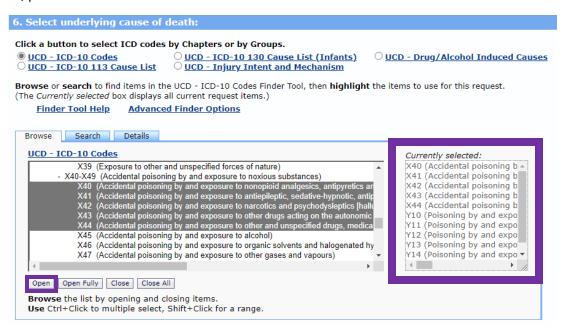
• In the list of "V01 – Y89 (External causes of morbidity and mortality)" codes, please select "W00-X59 (Other external causes of accidental injury)" and "Y10-Y34 (Events of undetermined intent)" and then press the "Open" button. To select multiple codes, please use Ctrl+Click.



• In the list of "W00-X59 (Other external causes of accidental injury)", please select "X40-X49 (Accidental poisoning by and exposure to noxious substance)" and then press the "Open" button.



• In the list of "X40-X49 (Accidental poisoning by and exposure to noxious substance)", please select "X40-X44". In the list of "Y10-Y34 (Events of undetermined intent)", please select "Y10-Y14". Review the right-hand column labeled "Currently selected" to confirm "X40-X44" and "Y10-14" are listed. To select multiple codes, please use Ctrl+Click.



• (Optional) If you want to export results, select "Export Results" in the "Other options" section at the bottom of the page

8. Other options:	
Export Results Show Totals Show Zero Values Show Suppressed Values Precision Data Access Timeout	

• Press the "Send" button on the bottom of the page. (NOTE: If you would like to save the query, please press the "Save" button in the upper right corner of the screen before pressing send)



Step 4: Enter the number of UUDO deaths for the county into Column seven, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", of Table 1: Description of applicant's service catchment area.

• Note: Do not use the population estimates listed in WONDER. Please follow instructions in <u>Section 3.2</u> for calculating the resident population of each jurisdiction in your service catchment area.

Step 5: If there are multiple counties in your service catchment area, repeat steps 3-4 for each county.

• If the number of UUDO death counts for any of the counties in your service catchment area are suppressed in WONDER (e.g., counts <10), please provide a best estimate using local data. This estimate is required to be <10 deaths.

3.3.2 Calculating resident UUDO deaths for cites and territories

Unfortunately, 2021 United States vital statistics data on UUDO deaths are currently not publicly available at the city- or territory-level. Thus, applicants serving cities or territories must collaborate with their state, territorial, or local vital records office to identify the number of UUDO deaths that occurred among their residents during 2021. When performing these calculations, applicants must use United States vital statistics data and the definitions described at the beginning of Section 3.3.

3.4 Calculating applicant's total resident unintentional or undetermined intent drug overdose (UUDO) deaths and total resident population

This section describes the processes that applicants must use when calculating the total number of resident UUDO deaths and the total resident population for their service catchment area and reporting these estimates in the bottom row of Table 1, "Applicant's total number of resident unintentional or undetermined intent drug overdose (UUDO) deaths and total resident population."

3.4.1 Calculating total resident unintentional or undetermined intent drug overdose (UUDO) deaths and total resident population for applicants serving a single county, city, or territory.

For applicants serving a single county, city, or territory in their catchment area (Scenario 1):

- Step 1: Under Name of Applicant, Select "1" in the dropdown menu for "Scenario."
- **Step 2:** Select "Yes" in Column six, "Included in total count of UUDO deaths and population?", of Table 1 to indicate your single jurisdiction is included in the total calculations.
- **Step 3:** Report UUDO death count for the single county, city, or territory in the last row of Column seven, "Number of resident UUDO deaths: Jan. 1, 2021 Dec. 31, 2021", in Table 1.
- **Step 4:** Report the resident population for the single county, city, or territory in the last row of Column eight, "Resident population as of July 1, 2021", in Table 1.

3.4.2 Calculating total resident unintentional or undetermined intent drug overdose (UUDO) deaths and total resident population for applicants <u>serving multiple counties and/or cities</u>.

For applicants serving multiple counties or cities, the process for calculating totals varies based on two factors:

- Whether the applicant serves all residents in each county and/or city in the catchment area.
- Whether there is geographic overlap between counties and/or cities in the catchment area.

Step-by-step instructions for several possible scenarios involving service catchment areas containing multiple counties or cities are provided on the next page. If the applicant serves multiple counties and cities and their situation is not covered by these scenarios, the applicant should use their best judgment in calculating the total number of UUDO deaths and total resident population for their service catchment area and describe their method in the "Additional Notes" column in Table 1 of the OD2A: LOCAL – Overdose Burden and Funding Form.

Step 1: Using the following table, determine which scenario applies to your service catchment area (Scenario 1-7, or Other). Under Name of Applicant in Table 1, select the Scenario number that applies using the dropdown menu.

Step 2: Determine if UUDO death counts and resident population for each county/city listed in Table 1 should be included in the total calculations

	lents in each county/city listed in Table 1 4="Yes" for all counties and cities)	Does not serve all residents in each county/city listed in Table 1 (Column 4="No" for at least one county or city)	
No geographic overlap (Column 5="No overlap" for all)	Geographic overlap (Column 5="Yes" for at least one)	No geographic overlap (Column 5="No overlap" for all)	Geographic overlap (Column 5="Yes" for at least one)
Scenario 1: Applicant serves a single county, city, or territory (See Section 3.4.1) Scenario 2: In Column 6, "Included in total count of UUDO deaths and population?", select "Yes" for each county/city.	 Scenario 3: If a county/city listed in Table 1 is located completely within the boundaries of another county/city listed in Table 1, only the larger county/city should be included in total calculations. In the example shown below, the applicant should select "Yes" for County 1 and "No" for City 1 in Column 6, "Included in total count of UUDO deaths and population?". Scenario 4: If a county/city listed in Table 1 overlaps but is not completely within the boundary of another county/city, the applicant should check "Yes" in Column 6, "Included in total count of UUDO deaths and population?" for all counties and cities. In the example shown below, the applicant should select "Yes" for County 1, "Yes" for City 1, and "Yes" for County 2 in Column 6, "Included in total count of UUDO deaths and population?". 	Scenario 5: In Column 6, select "Yes" for each county/city for which you serve all residents.	 Scenario 6: If a county/city listed in Table 1 is located completely within the boundaries of another county/city listed in Table 1, only the larger county/city should be included in total calculations. In the example shown below, the applicant should select "Yes" for County 1 and "No" for City 1 in Column 6, "Included in total count of UUDO deaths and population?". Scenario 7: If a county/city listed in Table 1 overlaps but is not completely within the boundary of another county/city, the applicant should check "Yes" in Column 6, "Included in total count of UUDO deaths and population?" for all counties and cities. In the example shown below, the applicant should select "Yes" for County 1, "Yes" for City 1, and "Yes" for County 2 in Column 6, "Included in total count of UUDO deaths and population?".

Step 3: Calculate and enter total drug overdose deaths into Table 1 in the *OD2A: LOCAL – Overdose Burden and Funding Form*

Serves all residents in each county/city listed in Table 1 (Column 4="Yes" for all counties and cities)		Does not serve all residents in each county/city listed in Table 1 (Column 4="No" for at least one county or city)	
No geographic overlap (Column 5="No overlap" for all)	Geographic overlap (Column 5="Yes" for at least one)	No geographic overlap (Column 5="No overlap" for all)	Geographic overlap (Column 5="Yes" for at least one)
Scenario 1: Applicant serves a single county, city, or territory (See Section 3.4.1) Scenario 2: Sum the number of UUDO deaths for each county/city listed in Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", Table 1 Record the sum in the last row, of Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", Table 1.	 Scenario 3: Sum the number of UUDO deaths for each county/city listed in Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021" AND with a "Yes" checked in Column 6, "Included in total count of UUDO deaths and population?", Table 1. In the example shown below, the applicant's total UUDO deaths would equal the UUDO deaths for County 1. Scenario 4: The applicant should calculate the UUDO death counts using their own internal data and work to remove duplicate counts caused by cities and counties serving overlapping areas. Using zip code, census tract, and smaller geographic information is allowed in this unique situation. This total should be listed in the last row, of Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1. City 1 County 2 	In this unique situation, the applicant should calculate the UUDO death counts using their own internal data and capture the UUDO deaths only among the areas they serve and not the full county and/or city. Using zip code, census tract, and smaller geographic information is allowed in this unique situation. This final UUDO death count should be listed in the last row of Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1.	 Scenario 6: Among counties and cities with "Yes" in Column 6, "Included in total count of UUDO deaths and population?", the applicant should calculate the UUDO death counts using their own internal data and capture the UUDO deaths only among the areas they serve and not the full county and/or city. Scenario 7: In this unique situation, the applicant should calculate the UUDO death counts using their own internal data for all jurisdictions and capture the UUDO deaths only among the areas they serve and not the full county and/or city. For both scenarios 6 & 7, the final UUDO death count should be listed in the last row of Column 7, "Number of resident UUDO deaths: Jan. 1, 2021 – Dec. 31, 2021", in Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1.

Step 4: Calculate and enter total resident population into Table 1 in the *OD2A: LOCAL – Overdose Burden and Population Form*

Serves all residents in each county/city listed in Table 1		Does not serve all residents in each county/city listed in Table 1		
•	4="Yes" for all counties and cities)	(Column 4="No" for at least one county or city)		
No geographic overlap	Geographic overlap	No geographic overlap	Geographic overlap	
(Column 5="No	(Column 5="Yes" for at least one)	(Column 5="No overlap" for all)	(Column 5="Yes" for at least one)	
overlap" for all)				
Scenario 1: Applicant serves a single county, city, or territory (See Section 3.4.1) Scenario 2: Sum the resident population for each county/city listed in Column 8, "Resident population as of July 1, 2021", Table 1 Record the sum in the last row of Column 8, "Resident population as of July 1, 2021", Table 1.	 Scenario 3: Sum the resident population for each county/city listed in Column 8, "Resident population as of July 1, 2021", AND with a "Yes" checked in Column 6, "Included in total count of UUDO deaths and population?" in Table 1. In the example shown below, the applicant's total resident population would equal the resident population for County 1. Scenario 4: The applicant should calculate the resident population using their own internal data and work to remove duplicate counts caused by cities and counties serving overlapping areas. Using zip code, census tract, and smaller geographic information is allowed in this unique situation. This total should be listed in the last row of Column 8, "Resident population as of July 1, 2021", Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1. 	In this unique situation, the applicant should calculate the resident population using their own internal data and capture the resident population only among the areas they serve and not the full county and/or city. Using zip code, census tract, and smaller geographic information is allowed in this unique situation. The resident population should be listed in the last row, of Column 8, "Resident population as of July 1, 2021", Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1.	 Scenario 6: Among counties and cities with "Yes" in Column 6, "Included in total count of UUDO deaths and population?", the applicant should calculate the resident population using their own internal data and capture residents only among the areas they serve and not the full county and/or city. Scenario 7: In this unique situation, the applicant should calculate resident population using their own internal data for all jurisdictions and capture residents only among the areas they serve and not the full county and/or city. For both scenarios 6 & 7, the final resident population should be listed in the last row of Column 8, "Resident population as of July 1, 2021", Table 1. Applicants also must include a description of the methods used in the "Additional Notes" column of Table 1. 	

4.0 Instructions for completing *Table 2: Maximum Funding Worksheet* of the *OD2A: LOCAL – Overdose Burden and Funding Form*

Step-by-step instructions are provided for completing *Table 2: Maximum Funding Worksheet* of the *OD2A: LOCAL – Overdose Burden and Funding Form* (found in Appendix 2B). On the Excel sheet in Appendix 2B, Table 2 is located below Table 1 and you must scroll down the Excel sheet to find it.

- Step 1: Complete Table 1 of the OD2A: LOCAL Overdose Burden and Funding Form using the instructions in Sections 2 and 3.
- Step 2: Calculate your maximum OD2A: LOCAL Component A funding using Table 4.1 (below) in combination with the total population size and drug overdose death count of your service catchment area that you inputted into Table 1 of the OD2A: LOCAL Overdose Burden and Funding Form.
 Three fictional examples are provided below.
 - Your service catchment area has a population size of 150,000 people as of July 1, 2021 and experienced 33 drug overdose deaths during 2021. Your maximum Component A funding would be \$1 million.
 - Your service catchment area has a population size of 650,000 people as of July 1, 2021 and experienced 304 drug overdose deaths during 2021. Your maximum Component A funding would be \$1.75 million.
 - Your service catchment area has a population size of 1.1 million people as of July 1, 2021 and experienced 740 drug overdose deaths during 2021. Your maximum Component A funding would be \$2.5 million.

Table 4.1 Maximum funding for OD2A: LOCAL Component A

	Unintentional or undeterm	ined intent drug overdose (UU	l intent drug overdose (UUDO) deaths during 2021		
Population size of service catchment area	Less than 300 deaths	300 deaths – 749 deaths	750 deaths or more		
Less than 600,000	\$1,000,000	\$1,500,000	\$2,000,000		
600,000 – 799,999	\$1,000,000	\$1,750,000	\$2,500,000		
800,000 or more	\$1,000,000	\$2,500,000	\$3,250,000		

• Step 3: Enter your maximum Component A funding determined from Table 4.1 into the last column of your *Maximum Funding Worksheet*. Below, an example Component A funding is provided for an applicant with a population of 750,000 people and 350 drug overdose deaths during 2021. This applicant's maximum Component A funding would be \$1,750,000.

Component A	A: Core prevention and surveillance strategies (Required)		
	Use Table 4.1 in Appendix 2A to calculate your Component A funding. When calculating your funding, applicants must use the total unintentional and undetermined drug overdose (UUDO) death count and resident population listed on their OD2A: LOCAL – Overdose Burden and Funding Form (last row of Table 1).	Use Table 4.1 in Appendix 2A to calculate (\$1,000,000 - \$3,250,000)	\$1,750,000

- Step 4: Indicate whether you are going to apply for Component B funding, and your calculated maximum Component B funding will automatically fill into the *Maximum Funding Worksheet*.
 - If you are not applying for Component B, please check "NO, will not apply for Component B funding" and \$0 will automatically fill for all the lines associated with your maximum Component B funding. Also, you should select "No" for the "OPTIONAL activity for applicants applying to Component B" because only applicants choosing to apply for Component B funding may apply for this optional activity.

Component B: Drug product and/or drug paraphernalia testing (Optional and Competitive)			
	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is greater than or equal to 800,000 people.	\$325,000	\$0
	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is less than 800,000 people.	\$250,000	\$0
V	NO, will not apply for Component B funding	\$0	\$0
OPTIONAL acti	ivity for applicants applying to Component B: Improve medical examiner ar	nd coroner investigation of d	rug overdose deaths
	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is greater than or equal to 800,000 people.	\$200,000	\$0
	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is less than 800,000 people.	\$100,000	\$0
V	NO, will not apply for the optional Component B Activity	\$0	\$0

If you are applying for Component B, please use the total population of your jurisdiction listed in your *OD2A: LOCAL – Overdose Burden* and Funding Form to determine which option to select for Component B. Also, indicate whether you are applying for the optional Component B activity to improve medical examiner and coroner investigation of drug overdose deaths. Applicants applying for Component B do not have to apply for this optional activity. Below, an example Component B maximum funding is provided for an applicant with a population of 750,000 people and 350 drug overdose deaths during 2021. The example applicant also chose to apply for the optional Component B activity. This applicant's maximum Component B funding would be \$350,000.

Component B: Drug product and/or drug paraphernalia testing (Optional and Competitive)			
	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is greater than or equal to 800,000 people.	\$325,000	\$0
V	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is less than 800,000 people.	\$250,000	\$250,000
	NO, will not apply for Component B funding	\$0	
OPTIONAL acti	vity for applicants applying to Component B: Improve medical examiner ar	nd coroner investigation of d	rug overdose deaths
	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is greater than or equal to 800,000 people.	\$200,000	\$0
V	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is less than 800,000 people.	\$100,000	\$100,000
	NO, will not apply for the optional Component B Activity	\$0	

- **Step 5:** Indicate whether you are going to apply for Component C funding, and your calculated Component C maximum funding will automatically fill into your *Maximum Funding Worksheet*.
 - If you are not applying to Component C, please check "NO, will not apply for Component C funding" and \$0 will automatically fill for all the lines associated with your maximum Component C funding.

Component C:	Component C: Linkage to and retention in care surveillance (Optional and Competitive)			
	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is greater than or equal to 800,000 people.	\$325,000	\$0	
	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is less than 800,000 people.	\$250,000	\$0	
V	NO, will not apply for Component C funding	\$0	\$0	

■ If you are applying for Component C, please use the total population of your jurisdiction on your *OD2A: LOCAL — Overdose Burden and Funding Form* to determine which option to select for Component C. Below, an example Component C maximum funding is provided for an applicant with a population of 750,000 people and 350 drug overdose deaths during 2021. The applicant's maximum Component C funding would be \$250,000.

Component C: Linkage to and retention in care surveillance (Optional and Competitive)			
	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is greater than or equal to 800,000 people.	\$325,000	\$0
V	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is less than 800,000 people.	\$250,000	\$250,000
	NO, will not apply for Component C funding	\$0	

- Step 6: Calculate your total OD2A: LOCAL maximum funding by summing the maximum funding for Component A, Component B, and Component C; your total maximum funding will be automatically calculated in the last row of the Maximum Funding Worksheet. Below, an example funding is provided for an applicant who:
 - Has a population of 750,000 people and 350 drug overdose deaths during 2021.
 - Applied for Component B and the optional Component B activity of improving ME/C investigation of drug overdose deaths.
 - Applied for Component C.
 - The maximum OD2A: LOCAL funding for this applicant is \$2,350,000.

Table 2: Maximum Funding Worksheet				
maximum fund		Maximum funding amount	Enter your jurisdiction's maximum funding for Component A only	
Component A:	Core prevention and surveillance strategies (Required)	T	T	
×	Use Table 4.1 in Appendix 2A to calculate your Component A funding. When calculating your funding, applicants must use the total unintentional and undetermined drug overdose (UUDO) death count and resident population listed on their OD2A: LOCAL – Overdose Burden and Funding Form (last row of Table 1).	Use Table 4.1 in Appendix 2A to calculate (\$1,000,000 - \$3,250,000)	\$1,750,000	
Component B:	Drug product and/or drug paraphernalia testing (Optional and Competitive			
	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is greater than or equal to 800,000 people.	\$325,000	\$0	
V	YES, will compete for funding to conduct drug product and/or paraphernalia testing AND the population is less than 800,000 people.	\$250,000	\$250,000	
	NO, will not apply for Component B funding	\$0		
OPTIONAL acti	vity for applicants applying to Component B: Improve medical examiner ar	nd coroner investigation of d	rug overdose deaths	
	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is greater than or equal to 800,000 people.	\$200,000	\$0	
V	YES, will apply to the optional Component B activity of improving ME/C investigation of drug overdose deaths AND the population is less than 800,000 people.	\$100,000	\$100,000	
	NO, will not apply for the optional Component B Activity	\$0		
Component C:	Component C: Linkage to and retention in care surveillance (Optional and Competitive)			
	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is greater than or equal to 800,000 people.	\$325,000	\$0	
V	YES, will compete for funding to conduct linkage to and retention in care surveillance AND the population is less than 800,000 people.	\$250,000	\$250,000	
	NO, will not apply for Component C funding	\$0		
	2A: LOCAL funding (Sum all rows in the last column; \$1,000,000 - \$4,100,000)		\$2,350,000	