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Volusia County

Opioid Abatement Funding Program

Information and Instructions

Volusia County Human Services

110 West Rich Avenue

DeLand, Florida 32720

386-736-5956 ext. 12979

mfox@volusia.org

Background

In 2018, the State of Florida filed a lawsuit against opioid manufacturers and distributors for their causal roles and wrongful conduct in the emergence of the opioid epidemic. The litigation sought to hold certain entities within the Pharmaceutical Supply Chain accountable for misfeasance, nonfeasance, and malfeasance. The State of Florida alleged a variety of violations against the entities including misrepresentations and negligence regarding the benefits and risks of opioids and negligence in preventing the diversion of opioids. The Office of Drug Control and the Statewide Task Force on Opioid Abuse was established by Executive Order 19-97, purporting to develop guidelines as a model for combatting the opioid crisis. The Task Force determined the best approach was one of coordinated efforts encompassing the fields of treatment and recovery, healthcare, law enforcement and education. On May 4, 2022, after 4 years of discovery, the State of Florida signed the final Settlement Agreement with the final defendant.

On June 1, 2021, Volusia County Council approved resolution 2021-81 authorizing the County of Volusia to join the State of Florida and other local governmental entities in the Florida Memorandum of Understanding (MOU) regarding potential opioid settlement proceeds.

On November 11, 2021, the State of Florida entered the Florida Opioid Allocation and Statewide Response Agreement with certain Local Governments. The Agreement presented definitions and qualifications along with the distribution scheme, core strategies and approved uses.

On January 26, 2022, Volusia County Council executed an interlocal agreement between Volusia County and thirteen eligible participating municipalities and the County's Opioid Abatement Funding Advisory Board was established. The opioid settlement funds will be paid over a period of 18 years, diminishing in amount over time. This includes an approximate projection of \$35.5 million in regional abatement funds to be received by Volusia County.

Purpose and Overview

The purpose of this application is to solicit the most highly qualified agencies to provide opioid abatement services, and/or co-occurring substance abuse and mental health services for residents consistent with the Volusia County Opioid Abatement Plan (Abatement Plan). All proposals within the scope of the Abatement Plan may be considered for funding by the Opioid Abatement Funding (Advisory Board). Opioid Settlement funds must be used to expand, enhance or create a new program or service and must not supplant existing funding for a current program or service.

The Advisory Board includes one County Council appointed member and one appointee from each city within Volusia County participating in the Interlocal Agreement. The Advisory Board is comprised of elected officials, law enforcement, fire and emergency services, faith organizations, and other community stakeholders. Advisory Board members represent a spectrum of knowledge and experience related to the opioid crisis, bringing valuable expertise and perspective to the subject of opioid abatement in Volusia County.

The Advisory Board is tasked to fund eligible services and programs that are available to and benefit all Volusia County residents and will make recommendations to the County Council to award funding for programs, projects or services for opioid-related impacts. The Advisory Board will further the goals in the Volusia County Opioid Abatement Plan, prioritizing goals outlined in the plan's Addendum of County Council approved recommendations.

Current Approved Opioid Abatement Funding Priorities

(Volusia County Opioid Abatement Plan Addendum April 21, 2023)

1) Medication-assisted treatment (MAT)

MAT is the use of medications in combination with counseling and behavioral therapies and is considered the standard of care for treatment of opioid use disorders. MAT treatment over time can help some people sustain a more lasting recovery.

2) Drug abuse response teams (DART)

Collaborative efforts between fire and emergency responders, law enforcement, and substance abuse and mental health providers provide crucial assistance and resources directly to those who need them most, fighting addiction and bringing recovery to the home.

3) Fentanyl testing

With the recent influx of illegal fentanyl and fentanyl-laced drugs, first responders or even the patient may not know what drug was taken. When treating a possible opioid overdose, it is vitally important to quickly identify the drug taken.

4) Education and prevention programs

The goal of opioid education is to prevent drug abuse from occurring; the earlier the better. Once drug use has started, stopping becomes much more difficult. In addition, education and training resources for care professionals, responders, and community stakeholders is crucial. What is more, education about the stigma surrounding opioid use disorder can alleviate barriers for people seeking treatment and access care.

5) Hands-free CPR devices for EMS/Fire vehicles

Opioids cause respiratory apnea, which is a primary cause of death during an opioid overdose. Making more CPR equipment available on emergency vehicles will free up the hands of responders to perform other life-saving services on overdose calls.

Program Overview

Funding

- The first Opioid Abatement Funding cycle will allow the applicant to select a 1-year or 2-year agreement to deliver services.
- Approximately \$4,000,000 will be available to fund programs, projects and services.
- Matching funds are not required; however, evidence of funding leverage and/or in-kind donations helps strengthen a proposal's credibility regarding implementation readiness and sustainability and will be weighted in the application evaluation process.
 - Leveraged funds described in the budget worksheet or narrative may not include other grants awarded by Volusia County.
- The minimum request amount for programmatic, educational, coordination or other treatment, prevention or intervention projects is \$25,000 and the maximum amount is \$500,000 whether the applicant selects a 1 year or 2-year agreement.
- A maximum amount of \$500,000 may be awarded for stand-alone proposals for equipment purchase with no minimum request amount requirement.
- Funding will be awarded on a reimbursement basis and will be reimbursed quarterly.

Record Keeping Requirements

- Agencies must establish and maintain client records, financial records, supporting documents, statistical records, electronic storage media and any other documentation related to the use of assigned Opioid Funds for a period of six (6) years after it ceases to receive Opioid Funds or longer when required by law.
- Awarded agencies must provide access to all records to authorized entities of the State or County at all reasonable times.
- Applicants will demonstrate in application the data to be collected and reported to the County.

Payment Procedures

- All payments or disbursements will be contingent upon receipt of funding requests, program financial reports, client demographic, strategical or outcome data reports, any additional supporting financial information as requested and compliance with monitoring protocols.
- The County reserves the right to continue, suspend or terminate payments or withhold funding if services provided have been interrupted or discontinued or if satisfactory resolution of a reporting or monitoring issue is not provided.
- Agencies awarded opioid abatement settlement funds must abide by the agency's purchasing and procurement policies when purchasing services, supplies, materials or equipment.

Proposed Schedule

Date	Event
10/14/2024	Release date for Application
11/6/2024	Final Date to submit questions
11/13/2024	Application Closing Date
12/16/2024	Opioid Advisory Board Meeting for Project Selection (Applicants will be required to attend the board meeting to speak with the Advisory Board and answer questions)

Deadline to Submit Application

Applicants must submit this fully completed Opioid Abatement Funding application form and all required supporting documents by **email to the Opioid Program Coordinator, Alex Fox, at mfox@volusia.org no later than 12:00p.m. on Wednesday, November 13, 2024.** Emails are date and time stamped at the time of submission. An email confirming receipt of the submission will be provided.

This is a firm deadline. All applications including required supplemental documents must be fully and accurately completed and received by email by the stated deadline date and time. Submission of a complete application is mandatory. County staff will review the application and provide feedback to the applicant regarding eligibility, including compliance with program guidelines and completion requirements.

If the application and/or required supplemental documentation is incomplete or is received after the submission deadline, the County will not accept the submittal, and the application will be deemed ineligible.

Qualifications

Volusia County Opioid Abatement Funding applicants must be:

- Volusia County Government; or
- Municipal Government within Volusia County; or
- Not-for-Profit Corporation that meets the following criteria:
 - A Not-For-Profit corporation incorporated in the State of Florida and classified as a 501(c)(3) tax exempt under Federal Internal Revenue Service regulations and designated in compliance with s.170 of the Internal Revenue Code of 1954; and
 - Has maintained incorporated status for more than two years prior to the application deadline; and
 - The organization must be able to demonstrate a minimum of two consecutive years of service history within Volusia County immediately prior to the application deadline.

Volusia County Opioid Abatement Funding applicants must:

- Comply with all applicable State and Federal laws, rules, the Department of Children and Families Operating Procedures (CFOPs) similar regulations relating to the substance abuse and treatment services, and Volusia County terms and conditions. DCF Operating Procedures are located on the link below:
<https://www.myflfamilies.com/resources/policies-procedures/cfop-155-mental-health-substance-abuse>
- Not supplant existing funding for a current program or service.
- Expand, enhance or create a new program or service addressing the opioid crisis within the scope of the Abatement Plan.
- Attend any mandatory information or technical assistance workshops offered.
- Attend the application review meeting of the Advisory Board on 12/16/2024.
- Not be listed on the Sam.gov excluded partners list.
- Not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.
- Comply with ADA standards for persons with disabilities.

Ineligible Costs

The following costs will be considered as ineligible to receive funding through the Opioid Abatement Funding Program:

- Opioid settlement funds cannot be used to meet Lutheran Services Florida (LSF) match requirements
- Reimbursement of expenses incurred prior to the date of the Volusia County grant award notice to proceed.
- Payments on loans or debt.
- Debt payments for program expenses incurred in a previous fiscal year.
- Interest payments or professional fees related to loans or refinancing.
- Subcontracting grant funds
- Contributions or donations to other organizations other than as part of a collaborative approach within the scope of work of the proposal
- Lobbying, publicity or propaganda purposes, for the preparation, distribution or use of any material designed to support or defeat the enactment of legislation before any legislative body.
- Research, other than quality assurance and evaluation of the proposed program, project or service; or Stand-alone research that is not a component of a larger program, project or service.
- Capital expenses such as new construction and renovation of facilities.
- Costs related to leasing or renting vehicles.
- Salaries for executives that do not provide direct services to clients.
- General operating costs or overhead not related to the specific program, project or service.
- Research or use of pharmacological medications not approved by the U.S. Food and Drug Administration

Scope of Service

Applicants must complete and submit **Attachment 1: Scope of Service**. Applicants should define the purpose of the proposal, to include the agency and/or community need of the program project or service, the services to be provided to meet the identified need of the proposal, the strategies to be employed to accomplish the goals and objectives of the proposal and the goals and objectives to measure the success of the proposal.

Program Logic Model

Applicants must complete and submit **Attachment 2: Program Logic Model**. Applicants should demonstrate the intended relationships between the need, interventions and intended outcomes of the proposal to best depict how the initiative is intended to function.

The inputs of the proposal include financial, organizational, human and community resources to be utilized in carrying out the program, project or service.

Activities of the proposal identify the processes, actions, tools and events employed to impact the identified need of the proposal.

Outputs are the direct product of a proposal's activities and may include quantifiable types, levels and targets of services to be delivered. Outputs may include the number of individuals impacted by a specific component of the proposal or the amount or number of resources provided. When providing an approximated number to be served by a component of the proposal, applicants should include both the total number of individuals, and the number of Volusia County residents.

Outcomes are the changes resulting from the activities or services of the proposal. Outcomes should represent changes in qualifications such as knowledge, attitude, behavior or condition. Applicants should determine

Proposal Timeline

Applicants must complete and submit **Attachment 3: Timeline Worksheet**. Applicants should list each objective of the proposal and indicate the expected month and year of completion. Multiple objectives with the same anticipated month of completion may be listed in the same row.

Budget

Applicants must submit **Attachment 4: Budget Worksheet**, with the proposal outlining how Opioid Abatement Settlement funds will be used to implement the program, project or service.

The budget worksheet should detail the overall budget, and any sources of match funds expected for the funding term and the costs attributable to each funding source.

Compliance

Pursuant to Florida Statute 397.335(4)(f), by August 31 of each year, Volusia County must provide information to the Statewide Council related to its expenditures of opioid settlement funds. This data shall be used to advise state and local governments on the status, severity and stage of the opioid epidemic.

The Opioid Data Management System (ODMS) was created by the Florida Department of Children and Families. ODMS stores data submitted by counties and municipalities in the Florida Opioid Implementation and Financial Reporting System (FOIFRS) and data files submitted by providers into the File Transfer Protocol (FTP) ShareFile server.

The State of Florida, and therein, Volusia County will work to achieve the utmost efficiency in the use of the Opioid Funds. When contracting with providers and other agencies, the County shall receive and report expenditures, service utilization data, demographic information and outcome measures. Pursuant to the Florida Opioid Allocation and Statewide Response Agreement agencies awarded Opioid Abatement Settlement Funds must establish and maintain client records, financial records, supporting documents, statistical records, electronic storage media and any other documentation related to the use of assigned Opioid Funds for a period of six (6) years after it ceases to receive Opioid Funds or longer when required by law. Agencies must provide access to all records to authorized entities of the State or County at all reasonable times for as long as records are maintained. Records may not be withheld from inspections, reviews or audits based on any claim.

Data Collection

The Electronic Data Interchange (EDI) 837 file is a Health Insurance Portability and Accountability Act (HIPAA) electronic form used by healthcare providers to submit payment claims to payors, such as insurance companies, and government programs like Medicare and Medicaid. Most providers that have Electronic Health Records (EHR) use EDI 837 files to submit data for payment.

The File Transfer Protocol (FTP) ShareFile server was established for providers to create and submit an Electronic Data Interchange (EDI) X12 837 Professional or X12 837 Institutional files based on the provider's contracted county or Managing Entity. Healthcare providers receiving awards of funding shall submit data files into the FTP ShareFile server. Providers will log into ShareFile and place X12 837 files into their folders. A separate folder for each provider will be created on ShareFile, and providers will only be able to view and upload to their own agency folders.

Agencies awarded Volusia County Opioid Abatement Funds with the ability to submit Electronic Data Interchange (EDI) 837 Files will be required to utilize the FTP ShareFile server. EDI 837 capable applicants will be required to complete the prescribed security training, access forms, register and create an account. The URL to the ShareFile locations will be provided upon completion of the access request documentation as a part of the provider onboarding process.

In preparation for the advancement of data collection requirements from the State of Florida, healthcare and other providers without the ability to submit EDI 837 Files should collect data to include client specific data related to demographics, services and diagnoses along with the finances associated with the services.

Agencies are strongly encouraged to collect and provide the County with all possible client, strategical, and outcome data and measures. The intent of data collection is to capture sufficient information to effectively depict the inputs, objectives, outputs and outcomes of the proposed program or service; to the extent that it does not create additional administrative burden. Applicants will demonstrate in **Attachment 5: Data Collection** the data intended to be collected and reported to the County and upon award, the agreement will contain specific information regarding reporting requirements for each agency. The attachment contains a broad but non-exhaustive list of data collection types. Applicants may include additional data to be collected in the “Other” sections of the table. Additionally, other data collection types or strategies may be demonstrated in the Data Collection section of the application. Other examples of the types of data to be collected can be found on the State of Florida Opioid Dashboard:

<https://www2.myflfamilies.com/opioid/dashboard.html>

Reporting and Monitoring

Once a funding agreement is executed, Volusia County Opioid Abatement funding reimbursements will be contingent on the submission and satisfactory review of required quarterly reporting documents and requested backup documents. Awarded agencies may be subject to requests for additional data or information to be determined by forthcoming State of Florida reporting requirements. The County shall implement a monitoring process that will demonstrate oversight and corrective action in the case of non-compliance. Reimbursements will also be contingent on agency cooperation during periodic desk audits, site visits, and other on-site monitoring, including, but not limited to access to sites, staff interviews, fiscal and client records and logs, and the provision of related information upon request as outlined in the funding agreement.

Scoring

All programs, projects and services within the Volusia County Opioid Abatement Plan may be considered for funding by the Advisory Board, however, priority uses listed in the Abatement Plan Addendum, Priorities for Expenditure of Opioid Abatement Funds will receive higher scores during the application evaluation process. Applicants should identify the priority funding category targeted by the proposal and provide sufficient justification.

When applying for County Opioid Abatement funding, Volusia County suggests applicants show investment in its proposed program, project or service by contributing a portion of total program cost from their own financial resources or funding partners. Applicants must detail within **Attachment 4: Budget Worksheet** the amount of leveraged funds or in-kind donations to be contributed to the proposed program, project or service.

Applications will be reviewed by County staff as to eligibility and submittal completeness to include all prompted responses, attachments and required documentation. Applications will be submitted to the Opioid Abatement Advisory Board for scoring.

Board members will review and score each proposal as to the quality of the application and responses provided to the prompts. Each section of the application, including the respective attachments, is assigned a specific point value with a total application score of 100 possible points. Point values from each section will be added to determine a total score for the application.

General Application Instructions

It is incumbent upon each applicant to carefully examine the prompts, specifications, scope of work, terms, and conditions. It is recommended that narrations cite current statistical information and credible research where applicable. Applicants should use the space provided to respond to each prompt. Attaching additional pages for responses other than required attachments is not permitted. Applicants proposing the use of opioid funds for programs, projects and services that do not exclusively involve equipment purchase should complete the application titled **Program Application**. Proposals for equipment purchase as one of multiple components of the program, project or service should complete the **Program Application**. Applicants exclusively soliciting opioid funds for the purchase of equipment should complete the application titled **Equipment Application**.

Applicants must select a funding term of one or two years, and a total funding request amount in accordance with the funding guidelines on page four of this instruction manual. Reimbursement payments will be made quarterly in amounts respective to the term and award amount.

Questions concerning any section of the instructions, application or required documentation should be directed by phone or e-mail to the Opioid Program Coordinator, Alex Fox (mfox@volusia.org, (386)736-5956 ext. 12979).

Questions must be submitted no later than 12:00p.m. on November 6, 2024. Thereafter, no further questions will be accepted or reviewed by the County.

Documentation

Applicants must submit the following required documentation:

- Completed Application
- Attachment 1: Scope of Service
- Attachment 2: Program Logic Model
- Attachment 3: Timeline Worksheet
- Attachment 4: Budget Worksheet
- Attachment 5: Data Collection
- Certification of Application
- Agency's most recent Independent Financial Audit Report
- Auditor's Management Letter, if applicable
- Agency's response to Management Letter for corrective action, if required
- Financial Statement
- Current financial balance sheet
- Current profit and loss statement

Non-profit organizations must also submit the following documentation:

- IRS 501(c)(3) determination letter
- Most recently filed IRS 990