



**Notice of Funding Availability (NOFA)**  
for projects aligned with Escambia County's  
**Opioid Abatement Strategy**

**NOFA Released**

**Thursday, June 13, 2024**

**Applications Due**

**Friday, September 13, 2024 at 5:00 pm**

**Applications may be submitted by email to**  
**[opioidabatement@myescambia.com](mailto:opioidabatement@myescambia.com)**

**Applications may be delivered in person or by US  
Postal Service to:**

**Escambia County Administration Office  
221 Palafox Place, 4<sup>th</sup> Floor, Pensacola, FL 32502**

**It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.  
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.  
This Document can be made available in alternative accessible formats upon request.**

**Escambia County Purchasing Department**  
**Notice of Funding Availability (NOFA) for projects aligned with Escambia County’s**  
**Opioid Abatement Strategy**

Escambia County, Florida is issuing a Notice of Funding Availability (NOFA) to solicit applications for programs that address the strategies outlined in Escambia County’s 2024 Opioid Abatement Implementation Plan (Appendix 1).

Florida was the epicenter of the nation’s ongoing prescription drug epidemic, particularly the unregulated pain clinics that are cited as significant contributors to the opioid problem. To reduce the opioid abuse, the state adopted legislation regulating pain clinics and instituted a prescription drug-monitoring program. Efforts to reduce the demand for opioids, have shifted local government’s focus from punishing drug users to spending millions on treatment and prevention programs.

On May 15, 2018, the Florida Attorney General’s Office filed action in state court against some of the nation’s largest opioid manufacturers and distributors for their role in the opioid crisis.

On July 8, 2021, the Escambia County Board of County Commissioners voted to enter into the Florida Allocation and Statewide Response Agreement.

In January 2022, County Administration submitted the Florida Allocation and Statewide Response Agreement to the Florida Office of the Attorney General and designated CDAC Behavioral Health, Inc. as the local task force to address the opioid epidemic. County staff also finalized the abatement plan and interlocal agreement with the City of Pensacola to ensure adequate infrastructure was in place to effectively implement core abatement strategies upon the allocation of settlement funds. Funding was awarded to qualifying counties in June of 2022.

**Funding Available**

The grant term for this application is 1-year.

Applicants must commit to administering the proposed project for the full 1-year term.

Applicants may apply for reoccurring funding each year.

Opioid Abatement Funds Year 1	\$2,489,263
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**This NOFA contains information and required forms for potential applicants to apply and compete for opioid funds. Potential applicants are advised to read the materials carefully.**

**The material in this NOFA does not represent all the priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of NOFAs for the various funding sources. Escambia County reserves the right to apply such changes without further notice to applicants.**

**Questions Regarding this NOFA**

Questions from potential applicants must be submitted via email to [opioidabatement@myescambia.com](mailto:opioidabatement@myescambia.com), should use the subject line “NOFA Questions”, and be received no later than **5:00 pm on Friday, August 16, 2024**. Escambia County will compile all questions and answers, and provide responses to applicants no later than **5:00 pm, Friday, September 6, 2024**.

Successful applications must meet the guidelines provided in this NOFA. To submit an application for consideration, complete the submission requirements listed here within.

**The organization of this NOFA is as follows:**

SECTION I: ..... General Information  
SECTION II: ..... Scope of Grant Activities  
SECTION III: ..... Funding Guidelines  
SECTION IV: ..... Application Evaluation and Selection  
SECTION V: ..... Application Forms  
SECTION VI: ..... Appendix

**SECTION I: General Information**

**Strategic Use and Alignment of Resources**

Escambia County is responsible for ensuring that resources are made available to the community to assist those experiencing mental health and substance use disorders. Therefore, Escambia County reserves the right to match funding opportunities available to the applications received to ensure alignment of resources with community needs and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. Escambia County reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project’s effectiveness and overall impact.

**Funding Priorities**

Submitted applications will be evaluated based, in part, on the extent the project is able to demonstrate achievement of the strategies outlined in Escambia County’s 2024 Opioid Abatement Implementation Plan (Appendix 1).

**Priority 1: Performance Measures**

Escambia County performance measures that selected projects must report on (as applicable) to demonstrate progress toward making significant reductions in the use and abuse of opioids:

1. Reduction in the number of fatal overdoses.
2. Reduction in the number of non-fatal overdose Emergency Department visits.
3. Increase in substance use disorder treatment to reduce opioid overdoses.
4. Increase in access to substance use disorder treatment programs.
5. Increase access to substance use prevention programs.
6. Increase in substance use disorder training, treatment, and prevention in the Criminal Justice Departments.

**Proposed projects that clearly describe how the project will improve the performance measures and demonstrate progress toward making significant reductions in the use and abuse of opioids will score higher and receive priority for funding.**

**Priority 2: Innovation and Evidence Based Programs**

Proposed projects that include innovative and effective best practices will receive higher scores and consideration than those projects that are a continuation or capacity expansion of a current program.

Applicants should consider modeling programs after evidence-based initiatives created by the World Health Organization, the Substance Abuse and Mental Health Services Administration, or the State of Florida Department of Children and Families Office of Substance Abuse and Mental Health, such as those initiatives linked below.

**World Health Organization-UNODC “Stop Overdose Safely (S-O-S)” initiative.**

<https://www.who.int/initiatives/joint-unodc-who-programme-on-drug-dependence-treatment-and-care/S-O-S-initiative>

**Substance Abuse & Mental Health Service Administration Evidence Based Practices Resource Center**

<https://www.samhsa.gov/resource-search/ebp?rc%5B0%5D=substances%3A20365>

**DCF Recovery Oriented System of Care**

<https://www.myflfamilies.com/services/samh/providers/recovery-oriented-system-care>

**Escambia County is seeking ‘out of the box’ applications. Projects may be proposed that incorporate different component types and include additional partners (with an established, formal agreement for the proposed project) to provide a specific service as part of an overall project application.**

Projects that include a mobile or community-based approach will receive **up to 5 bonus points** on their application. Mobile or community-based services reduce barriers of transportation, physical location, or income that may inhibit an individual from accessing services. Mobile or community-based programs must be able to be carried out in a location that is best suited to the individual being provided the service, including, but not limited to: homeless encampments, an individual’s residence, or at other community service providers (i.e. emergency shelters, transitional housing facilities, day centers, etc.).

### **Priority 3: Strategic Partnerships**

**Additional points will be awarded to projects that attach written documentation** (MOU or letter of support) demonstrating coordination with housing providers, workforce development boards, and healthcare organizations to provide permanent housing services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with public and private healthcare organizations to assist program participants with obtaining medical insurance to address healthcare needs.
- Partnership with public and private healthcare organizations to provide physical healthcare to program participants, including access to prescriptions and ongoing primary care.
- Partnership with behavioral health care providers to provide mental health services and substance use disorder treatment to program participants.
- Partnerships with public housing authorities or other public/private housing providers to provide permanent housing to program participants.
- Partnership with local workforce development centers to provide employment opportunities, job training programs, and job readiness assistance to program participants.

Written documentation must clearly outline the scope of services that will be provided, the number of program participants that are anticipated to benefit from the partnership and the dollar value of the proposed commitment.

**Project Completion Timeframes** For most project types, the Proposed Project should be able to be operational within 6 months following the award of funding.

## Critical Dates and Timeline

Thursday, June 13, 2024		Escambia County Issued Request for Applications for projects aligned with Escambia County’s Opioid Abatement Strategy
Wednesday, July 10, 2024	9:00 AM	<p>Optional Pre-Application Meeting</p> <p>A pre-solicitation meeting will be held on Wednesday, July 10<sup>th</sup> at 9am via Teams and at the Matt Langley Bell, III building 213 Palafox Place, 2<sup>nd</sup> floor, Pensacola, FL 32502. Attendance is not mandatory.</p> <p><b>Microsoft Teams meeting</b>  <b>Join on your computer, mobile app or room device.</b>  <a href="#">Click here to join the meeting</a>  Meeting ID: 235 177 962 994  Passcode: fyz3mg  <a href="#">Download Teams</a>   <a href="#">Join on the web</a>  <b>Or call in (audio only)</b>  <a href="#">+1 863-333-5817</a> United States, Pensacola  Phone Conference ID: 488 371 918#</p>
Friday, August 16, 2024	5:00 PM	Deadline for questions regarding NOFA
Friday, September 6, 2024	5:00 PM	Responses to NOFA Questions
Friday, September 13, 2024	5:00 PM	<b>SUBMISSION DEADLINE</b> – Project Applications
Wednesday, September 25, 2024	10:00 AM	<p><b>Performance, Evaluation, and Ranking Committee</b>  Members will meet to score each project application using the published Scoring Criteria.</p> <p><b>Microsoft Teams meeting</b>  <b>Join on your computer or mobile app.</b>  <a href="#">Click here to join the meeting</a>  Meeting ID: 222 939 350 531  Passcode: XvOM8j  <b>Or call in (audio only)</b>  <a href="#">+1 863.333.5817</a> United States, Pensacola  Phone Conference ID: 898 719 454#</p>
Friday, October 11, 2024	5:00 PM	Notice of advancement to the Opioid Abatement Board for review to all project applicants.

## Applicant Eligibility

All public (local government) and private non-profit agencies that currently provide services, as well as those that want to expand to provide services, for persons experiencing mental health, substance use, or co-occurring disorders are eligible to apply. **Applicant must include proof of 501(c)3 status with submission.**

Applicant must also meet all the following requirements:

- Serves Escambia County.
- Submitted the Letter of Determination from the IRS confirming your organization's federally tax-exempt status.
- Submitted a copy of your organization's current W-9.
- Submitted a copy of your organization's 2021 or 2022 tax return (Form 990 or 990-EZ with supporting forms). You may submit a 2020 tax return along with explanation for late filing.
- Submitted a copy of your organization's most recent 2 years of financial statements, with audit if applicable.
- Able to operate program on a Reimbursable Basis and submit required documentation to Escambia County.
- Organization has Quarterly reporting capacity.
- Program includes at least one of the "Priority" Core Strategies in Schedule A and/or one of the "approved uses" in Schedule B.

Any applicant on the excluded parties list ([www.sam.gov/SAM/](http://www.sam.gov/SAM/)) will be considered **ineligible** for funding.

## **SECTION II: Scope of Grant Activities**

Escambia County encourages applicants to submit applications for projects, even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting an application, the applicant is informing Escambia County of projects it intends or desires to develop to help satisfy an unmet need in the community and collaboratively work to reduce abuse of opioids in Escambia County.

Projects acceptable under this request include:

- **New Project** - a project that does not currently exist and if funded will increase overall service capacity in Escambia County.
- **Expansion of Funding for a Current Project** – a project currently operating in the community that is being expanded. Applicants must clearly identify the need for expanded services and demonstrate a quantifiable increase in the number **and** type of services being provided.

**Funding requests that supplant or replace a project’s current funding source(s) will not be accepted.**

If a project includes multiple, linked activity types (components), only one application that details the different activity types, needs to be completed. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

### **Eligible Activities**

The following activities may be funded through this application:

1. Increased Substance Use Disorder Treatment and Recovery
2. Increased Programs and Strategies to Prevent Drug Use
3. Increased Training, Prevention, and Treatment in Our Criminal Justice System

**All projects must meet all Federal and State requirements.**

Federal Guidelines for Opioid Treatment Programs:

<https://store.samhsa.gov/product/Federal-Guidelines-for-Opioid-Treatment-Programs/PEP15-FEDGUIDEOTP>

Resources for Opioid Treatment Providers:

<https://www.hhs.gov/opioids/treatment/resources-opioid-treatment-providers/index.html>

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Federal Opioid Treatment Standards:  
<https://www.law.cornell.edu/cfr/text/42/8.12>

Federal Standards for Medication Assisted Treatment:  
<https://www.ecfr.gov/current/title-42/chapter-I/subchapter-A/part-8>

## SECTION III: Funding Guidelines

### Administrative Costs

If awarded, the project's admin funding will be based on available and allowable admin funding as determined by the funding sources and may be divided between Escambia County and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews.

Funding Source	Maximum Percent of Admin Allowed
Opioid Abatement Funding	10%

### Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

### Match

No match is required for this funding.

### Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to Escambia County, Escambia County will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (*if required*).

### Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or subrecipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other state and federal regulations currently in effect and as may be amended from time to time shall apply.

### State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this NOFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this NOFA will be required to provide access to their financial records to a representative of Escambia County to evaluate their financial management systems. Escambia County staff will monitor each program to

ensure compliance with the terms of the funding agreement between the Escambia County and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**Liability insurance is required for all Grants.** All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Escambia County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

**Handicapped Accessibility** – All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

**Nondiscrimination** – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. Programs funded through this funding must practice a person-centered model that incorporates participant choice and inclusion of all geographic areas and subpopulations in Escambia County, including persons who are homeless, veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

Programs funded through this funding must operate in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements, including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source. Funded agencies must have an affirmative marketing plan that demonstrates how the agency conducts outreach to persons who are least likely to access services, including those who represent BIPOC subpopulations.

**Formal Termination Policy** – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

**Supportive Assistance** – Funded agencies must assure that individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, physical health treatment, counseling, case management, supervision, recovery group and other services essential for achieving maintaining sobriety and stability. Additionally, agencies must assure that clients are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *Escambia County encourages a "warm hand-off" model, which ensures transfer of client and referral information directly to the receiving case manager, and prevents missed service connections.*

**Confidentiality** – Agencies must comply with confidentiality requirements and privacy protections outlined in HIPAA: <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>



**Participation in Homeless Continuum of Care (CoC) and Behavioral Health Collaborative Systems** – Any agency awarded funding through this NOFA is **required** to:

- 1) actively participate in the homeless CoC including attendance at the monthly CoC committee meetings
- 2) actively participate in any Behavioral Health collaborative systems that exist in Escambia County
- 3) accept referrals for all funded programs through the Homeless Coordinated Entry System, and any Behavioral Health collaborative systems that exist in Escambia County

### **Minimum Funding Request**

The minimum funding request for any project is **\$50,000**. Escambia County reserves the right to award more or less than the amount of funds requested based on funding available.

## SECTION IV: Application Evaluation and Selection

### Threshold Requirements

Applications will be reviewed by Escambia County staff to ensure the submission does NOT contain any fatal flaws, as listed below. If Escambia County determines the threshold requirements are not met, the project will be rejected, and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

#### Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time.
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List, has not provided direct services for 24 months prior to application due date).
- The Application is not signed by the agency official designated to execute contracts.

### Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to the Performance Evaluation and Ranking Committee for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the Ranking and Reallocation Policies.

*Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.*

#### Application Minimum Requirements:

	Category	Pass/Fail
1.	Services Escambia County.	
2.	Submitted the Letter of Determination from the IRS confirming your organization's federally tax-exempt status.	
3.	Submitted a copy of your organization's current W-9.	
4.	Submitted a copy of your organization's 2021 or 2022 tax return (Form 990 or 990-EZ with supporting forms). You may submit a 2020 tax return along with explanation for late filing.	
5.	Submitted a copy of your organization's most recent 2 years of financial statements, with audit if applicable.	
6.	Able to operate program on a Reimbursable Basis and submit required documentation to Escambia County.	
7.	Organization has Quarterly reporting capacity.	

8.	Program includes at least one of the "Priority" Core Strategies in Schedule A and/or one of the "approved uses" in Schedule B.	
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**Application Bonus Points**

	Category	Total Points Possible	Score
1.	Partners with public or private organizations/agencies that provide similar services.	20	
2.	Other funding match provided.	20	
3.	Program is "Specific and Measurable".	20	
4.	Provides Free Services to Escambia County	20	
5.	Provides a Mobile Unit	20	
	<b>TOTAL BONUS POINTS</b>	<b>100</b>	

**Notice of Conditional Selection Decision**

Escambia County staff will provide written notice regarding the conditional selection decision to each applicant.

**Post Award Requirements**

If awarded, a contract will be executed by the Escambia County Board of County Commissioners and administered by Escambia County staff. The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

## SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

### 1. Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	Unique Entity ID (SAM #):
Contract Person E-mail:	Federal Employer ID #:

### 2. Project Information

Project Name:	
Project Address ( <i>if different from organization address</i> ):	
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project	
Total Funding Requested for this Project: \$ _____	
Number of Persons to be Served: _____	
<b>Project Type (<i>check as many as applicable below</i>):</b>	
<b>Medication Assisted Treatment</b>	<b>Education Program</b>
<b>Prevention</b>	<b>Recovery</b>
<b>Treatment (other than medication assisted) (specify model):</b> _____	
<b>Overdose Reversal Medication Distribution</b>	<b>Criminal Justice Training, Prevention, and Treatment</b>
<b>Other (please specify):</b>	

<b>Target Population (check as many as applicable below):</b>	
<input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Individuals <input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Other: _____	<input type="checkbox"/> Families <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Veterans <input type="checkbox"/> Individuals with Severe and Persistent Mental Illness
<b>Target Service Location (check as many as applicable below):</b>	
<input type="checkbox"/> City of Pensacola <input type="checkbox"/> Town of Century	<input type="checkbox"/> Unincorporated Escambia County <input type="checkbox"/> All of Escambia County <input type="checkbox"/> Other: _____
Is this project using a mobile based treatment model? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Project Description

Narrative response must include:

- Sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities.
- How the project will follow an evidence-based program model or creates an innovative approach to reducing opioid abuse.
- The project’s plan to coordinate with housing providers, workforce development boards, and physical and behavioral healthcare organizations to provide housing and supportive services.

*Limit response to 2,000 words.*

*The narrative is required and must be attached to the application in either Word or PDF format.*

## 5. Quality of Service Questionnaire

The applicant shall provide a brief response to each question below:

1. Describe how the project aligns with Escambia County's Opioid Abatement Strategic Summary (Appendix 1).
2. Explain how your agency is actively participating in the Homeless Continuum of Care (CoC) and existing Behavioral Health systems in Escambia County, and how this project will integrate with those systems.
3. Describe your procedure for assessing participant's needs and making client referrals to other service providers. Describe how you ensure that participants are connected to the services they request.
4. Describe how the project will provide connections to permanent supportive solutions, include the extent to which this project will connect client to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, recovery support groups, public housing, childcare providers, etc.), and community-based supports (i.e. volunteer opportunities, faith-based organizations, civic groups, etc.) to ensure long term stability.
5. Explain how your agency engages persons with lived experience (i.e. previously or currently homeless, previously or currently experiencing MH/SUD, etc.) and historically marginalized groups (i.e. black, indigenous, people of color, LGBTQ+ populations, etc.) in the design and evaluation of programs and services. Include the number of persons engaged and their role.
6. Explain your agency's experience providing services to individuals and families who have substance use or co-occurring disorders, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.
7. Describe how your agency has worked to remove traditional barriers (i.e. no income, no insurance, no transportation, etc.) to services for individuals and families who have substance use or co-occurring disorders.
8. Describe how your agency evaluates program success.
9. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding.

## 6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity.
- Monthly spending plans and proposed drawn down schedules; and Reporting schedule for outcomes achieved.

*The outline is required and must be attached to the application in either Word or PDF format*

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## 7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative ***must*** include the following criteria:

- Identify sources of leveraged funds which are currently committed to the organization for this project (***commitment letters MUST be attached***).
- Description and justification of the proposed Personnel Costs, including Fringe Benefits.
- Description and justification of the proposed Other Program Operation Costs.
- Description and justification of the proposed Administrative Costs.
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to provide additional services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

**A copy of the applicant's overall budget, including other services or programs and funding sources, general management and oversight budget, and overhead/indirect rates charged to grant sources must be attached following the Budget Narrative.**

## 8. Budget Form

Complete each line as applicable to the proposed project.

# Budget Template

## Notice of Funding Availability

*Complete ONLY BLUE fields. Do not edit grey fields.*

Year 1 (Dates will be based on award date)		
Eligible Costs	Quantity AND Description <i>(max 400 characters)</i>	Annual Assistance Requested
Case Management		
Peer Support Staff		
Nursing Staff		
Peer Specialist Certifications		
Mobile Service Delivery Vehicles and Associated Costs (i.e. mileage, maintenance, etc.)		
Computers, Phones, and other equipment for program staff		
Program Related Supplies (i.e. harm reduction materials, PPE, medications)		
Marketing and Educational Materials		
Other Expenses		
Other Expenses		
Other Expenses		
<b>Subtotal Requested</b>		<b>\$ -</b>
<b>Admin Requested (max of 10%)</b> <i>(i.e. accounting costs, contract management costs, facility costs)</i>		
<b>Total Amount Requested</b>		<b>\$ -</b>



## 10. Project Outcomes

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Baseline Data ( <i>must include source</i> )	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
1. Reduced number of fatal overdoses.			
2. Reduced number of EMS overdose responses.			
3. Increase in substance use disorder treatment to reduce opioid overdoses.			
4. Increase in access to substance use disorder treatment programs.			
5. Increase access to substance use prevention programs.			
6. Increase in substance use disorder training, treatment, and prevention in the Criminal Justice Departments.			
9. OTHER: _____			
If awarded, applicants will be required to submit detailed reports include de-identified and de-duplicated demographic, service, health, and outcome data.			

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## Required Attachments

- a) Documentation showing the applicant is located in and provides services Escambia County.
- b) Letter of Determination from the IRS confirming your organization's federally tax-exempt status.
- c) Copy of your organization's current W-9.
- d) Copy of your organization's 2021 or 2022 tax return (Form 990 or 990-EZ with supporting forms). You may submit a 2020 tax return along with explanation for late filing.
- e) Copy of your organization's most recent 2 years of financial statements, with audit if applicable.

## 11. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
<b><u>Project Name:</u></b>	
<b><u>Project Applicant:</u></b>	
<b>Table of Contents (COMPLETENESS CHECKLIST)</b>	<b>1</b>
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Project Outcomes	
10. Required Attachments	
a. Documentation of Partnerships – MOUs, Letters of Commitment or Contracts demonstrating location and program services in Escambia County	
b. Applicants Annual Operating Budget	

c. Proof of 501c3 Status	
d. Current W-9	
e. 2021 and 2022 Tax returns	
f. Two most recent years' financial statements (audited, if applicable)	

## **SECTION VI: Appendix 1 - Opioid 2024 Implementation Plan**

*Notice of Funding Availability (NOFA) for projects aligned with Escambia County's Opioid Abatement Strategy*