

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

**RFA Released
Monday, March 2, 2026**

**Pre-Applications Due
Friday, March 13, 2026, by 5:00 p.m.**

**Applications Due
Monday, May 11, 2026 by 5:00 p.m.**

**All Pre-Applications and Applications must be submitted
by email to Tara Martinson at tmartinson@leegov.com**

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Pre-Applications and Applications received after 5:00 p.m. on the date due
will be returned to the applicant and will not be considered.

**All applications and attachments must be submitted in PDF format.
ZIP files are not accepted.**

This document can be made available in alternative accessible formats upon request.

Considerations Prior to Applying

The information below is provided by Lee County Human and Veteran Services (HVS) to support prospective applicants in evaluating eligibility, readiness, and overall project fit before applying for grant funds. **A Pre-Application is required before a full application can be submitted.** Below is a snapshot of some of the items to consider during the planning process. Additional specific regulations or requirements will apply based on the project. This is not intended as a complete listing.

- Adherence to project schedule and spending of grant funds timely is critical and appropriate. Please give careful thought when planning the timeline and expenditures for your project.
- Reports are required on the progress of the project which could include beneficiary reporting.
- Compliance with federal, state, and/or local procurement regulations.
- Records and staff must be available for internal or State audits as needed.
- Documentation for all expenditures is required.
- Monthly pay requests are required with auditable detailed backup appropriate for the type of project.
- Monitoring will occur during and at the close out of your project, and possibly annually thereafter depending on the nature of the project or program.

RFA Organization

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SECTION I: Overview

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) to fund projects that align with the [2025 Lee County Opioid Abatement Plan](#). This opportunity is open to local nonprofit and public agencies seeking up to five years of funding to implement, expand or renew prevention services that address substance use, and intervention, treatment and recovery services that primarily address opioid use disorder (OUD). Programs may also serve individuals with co-occurring substance use or mental health conditions only when OUD is the primary focus of services.

Background

Florida was a national epicenter of the prescription opioid epidemic, driven in part by unregulated pain clinics. In response, the State of Florida implemented legislation regulating pain clinics and established a prescription drug monitoring program. Over time, local governments shifted from primarily punitive approaches to investing in prevention, intervention, treatment, and recovery strategies to reduce opioid misuse and overdose.

Lee County's opioid abatement efforts are rooted in both statewide and local opioid litigation and settlement agreements. Key milestones include the Florida Attorney General's lawsuit filed in 2018, followed by Lee County's federal complaint in 2019 and the Board of County Commissioners' approval of legal representation to recover damages related to the opioid epidemic. In 2021 and 2022, the Board approved participation in the statewide opioid allocation agreements, which required counties to adopt a local abatement plan, designate a local opioid task force, and execute an interlocal agreement with a municipality representing at least 50% of the county population. Lee County met this requirement through an agreement with the City of Cape Coral.

In June 2022, Lee County designated the Public Safety Coordinating Council (PSCC) as its local opioid task force. The PSCC convenes quarterly and provides cross-system coordination on public safety, behavioral health, specialty courts, re-entry initiatives, and opioid abatement priorities. In October 2022, Lee County released its first opioid settlement funding opportunity, awarding five-year subrecipient contracts to Centerstone of Florida and Kimmie's Recovery Zone to deliver prevention, harm reduction, treatment, recovery support, outreach, and community education services.

Building on these efforts, Lee County Human and Veteran Services led a multi-session community planning process to develop the updated Opioid Abatement Plan. This process engaged 58 community stakeholders and was guided by the PSCC to ensure updated priorities reflected current needs, aligned with allowable settlement uses, and strengthened the full continuum of prevention, intervention, treatment, and recovery services in Lee County. As a result of this planning process, the following priority areas and strategic approaches were developed.

Priority Areas with Corresponding Strategic Approaches

Priority Areas	Strategic Approaches
Prevention Initiatives	<ul style="list-style-type: none"> • Deliver evidence-based prevention strategies across multiple settings including schools, colleges, after-school programs, workplaces, senior centers and other relevant community settings. • Expand youth and family evidence-based prevention initiatives focused on life skills training, emotional regulation, decision-making, coping strategies and substance use prevention messages. • Implement public awareness and stigma-reduction campaigns in partnership with schools, employers, and community organizations to promote prevention efforts.
Education and Early Intervention Training	<ul style="list-style-type: none"> • Strengthen early intervention for pregnant and postpartum women, and infants with prenatal opioid exposure by integrating screening, brief interventions, and coordinated referral pathways that connect hospitals, treatment providers, and early childhood programs. • Strengthen secondary prevention for adults experiencing early signs of substance misuse related to injury or chronic pain by integrating screening, brief interventions, and coordinated referral pathways in healthcare and community settings. • Provide education and training to educators, healthcare providers, first responders, employers, and youth-serving organizations to recognize early signs of opioid misuse and connect individuals and families to counseling, peer, and recovery supports.
Crisis Response & Intervention Services	<ul style="list-style-type: none"> • Strengthen crisis response capacity by expanding co-responder models, mobile crisis units, and post-overdose outreach to ensure consistent follow-up and continuity of care after crisis encounters.
Treatment Services	<ul style="list-style-type: none"> • Expand access to a full continuum of opioid treatment services including detox, residential, partial hospitalization, intensive outpatient and outpatient care with delivery options that include mobile, office-based and community settings. • Expand access to Medication-Assisted Treatment (MAT) through mobile units, jail-based programs, and youth-accessible services.
Recovery Support and System Navigation	<ul style="list-style-type: none"> • Expand peer-led and family-centered recovery supports that address housing, transportation, employment, childcare, and other social determinants of health that include mobile, office-based and community settings. • Strengthen the recovery ecosystem through expanded peer support and mentorships, wellness and resiliency support, and navigation services that help individuals stay connected to care, build community and maintain long-term recovery.

HVS is releasing this RFA to guide opioid abatement funding for the 2026–2031 cycle, supporting new, expanded and renewal projects aligned with the [2025 Lee County Opioid Abatement Plan](#).

Application Process and Timeline

The application steps above are subject to change at the discretion of Lee County. It is the sole responsibility of the Applicant to frequently visit the Lee County website at <https://www.leegov.com/dhs/funding> to identify any changes made to this Request for Applications (RFA).

		Date	Time	Additional Details
1	HVS issued an RFA for projects aligned with the 2025 Lee County Opioid Abatement Plan.	Monday, March 2	5:00pm	https://www.leegov.com/dhs/funding
2	Submit Completed Pre-Application <i>Pre-Application on page 7 of this RFA.</i>	Friday, March 13	5:00 pm	Tara Martinson at tmartinson@leegov.com
3	<i>Optional</i> <u>Technical Assistance Meetings</u> <i>Opportunity to obtain RFA clarifications.</i>	Tuesday, March 24	1:00pm to 2:30pm	<i>Microsoft Teams Meeting</i> Meeting ID: 265 799 604 763 07 Passcode: no62Qs79
		Thursday, March 26	10:00am to 11:30am	<i>Microsoft Teams Meeting</i> Meeting ID: 216 457 920 498 51 Passcode: 6Do3Q3K8
4	Receive Invitation to Submit Application <i>Invitation issued to applicants who submit a Pre-Application and meet minimum threshold requirements.</i>	Monday, March 30	5:00 pm	Sent via email to the Pre-Application contact
5	<u>RFA Questions Due</u> <i>Applicants may submit RFA questions.</i>	Monday, April 6	5:00 pm	Tara Martinson at tmartinson@leegov.com
6	RFA Question Responses Due <i>HVS will provide written responses to all submitted RFA questions.</i>	Monday, April 13	5:00 pm	https://www.leegov.com/dhs/funding
7	Submit Completed Application(s) <i>Application on page 20 of this RFA.</i>	Monday, May 11	5:00 pm	Tara Martinson at tmartinson@leegov.com
8	<u>Project Evaluation and Ranking Committee (PERC)</u> <i>Applicants will provide a presentation of up to 15 minutes, followed by a 10-minute question-and-answer session. Following the presentation and Q&A, PERC members will score and rank submitted projects.</i>	Thursday, May 28 & Friday, May 29	TBD	Committee members will score applications at: <i>Lee County Department of Human and Veteran Services</i> 2440 Thompson Street Conference Room 102 Fort Myers, FL 33901
9	Notice of Conditional Selection or Non-Selection Sent to Applicants	Friday, June 5	5:00 pm	Sent via email to the Application contact
10	Deadline for Applicants to Appeal Conditional Non-Selection.	Wednesday, June 10	5:00 pm	Tara Martinson at tmartinson@leegov.com

Lee County requires applicants to submit a Pre-Application for projects. By submitting a Pre-Application, the applicant informs Lee County of its intent to propose a project that addresses local impacts of the opioid crisis and demonstrates a commitment to improving outcomes for individuals and families affected by substance use.

Funding Available

<p>Eligible project types that aligned with the 2025 Lee County Opioid Abatement Plan include:</p> <ul style="list-style-type: none"> • New Projects - Programs or services that do not currently exist within the applicant’s organization or service area and will be implemented for the first time under this funding opportunity. • Expansion Projects - Existing programs or services that will be scaled up through increased capacity, enhanced service delivery, extended geographic reach, or added components that build upon current operations. • Renewal Projects – Programs currently funded by Lee County Human and Veteran Services that are applying for continued funding. <i>(Applicable only to Centerstone of Florida and Kimmie’s Recovery Zone.)</i> <p><u>Funding requests that ‘supplant’ or replace a project’s current funding source(s) will not be accepted.</u></p>	<p>Applicants must commit to administering the proposed project for the full 5-year term.</p> <p><i>Minimum Funding Amount per Year: \$100,000</i></p> <p><i>Maximum Funding Amount per Year: \$750,000</i></p> <p>Funds must be expended within 12 months of each year’s contract execution date.</p> <p>Unexpended funds may be carried over into the following contract year, subject to County approval.</p>
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If additional funding opportunities become available to Lee County following the issuance of this RFA, Lee County reserves the right to select eligible project(s) submitted in response to this RFA without issuing an additional RFA(s). The material in this RFA does not represent all the priorities, program components, or funding sources currently/potentially available through federal, state or county funders, and may change upon the release of this RFA for the various funding sources.

Pre-Application Requirements and Eligibility

Applicants must satisfy all pre-application eligibility criteria and submit a Pre-Application Form by the published deadlines. **A separate Pre-Application Form is required for each proposed project.** Only organizations that demonstrate readiness and whose proposed projects align with the 2025 Lee County Opioid Abatement Plan will move forward to the full application stage. Failure to meet any pre-application requirement results in disqualification from further consideration.

Pre-Application Eligibility Criteria

1. Pre-application was submitted by deadline: **Friday, March 13, 2026 by 5:00pm.**
2. Any applicant on the **excluded parties** list (www.sam.gov) will be considered **ineligible** for funding.
3. Must be a legally formed entity authorized to do business in the state of Florida as of the pre-application deadline.
4. Must be a nonprofit with a 501(c)(3) status or a public agency.
5. Must have provided continuous direct services for at least 12 months prior to the application deadline.
6. Applicant can provide the required Monthly Financial Statements (within the last 60 days).
7. Applicant can provide a current CPA's Peer Review Letter.
8. Applicant can provide an Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response.
9. Pre-application is signed by the agency official authorized to execute contracts.
 - a. Nonprofit with 501(c)(3) Status - The name should match the information on the Florida Secretary of State website at <https://dos.fl.gov/sunbiz>.
 - b. Public Agencies - The signatory must be the official authorized to execute agreements on behalf of the agency.
10. Pre-application must submit all documents in PDF format.
11. Project must align with the priority areas and strategic approaches outlined in the [2025 Lee County Opioid Abatement Plan](#).

SECTION II: Pre-Application Form

Pre-Application for projects aligned with the 2025 Lee County Opioid Abatement Plan.

**Pre-Applications Due
Friday, March 13, 2026, at 5:00 p.m.**

1. Applicant Information

Legal Name of Organization:	Authorized Organization Representative Name: Title:
Address:	Telephone:
City, State & Zip:	Organization Website:
Contact Person Name: Title:	Unique Entity ID (SAM#):
Contact Person Email:	Federal Employer ID #:

2. Is your organization a legally formed entity authorized to conduct business in the State of Florida?

- Yes
 No

3. Is your organization a nonprofit with a 501(c)(3) status or a public agency?

- Nonprofit with 501(c)(3) Status
 Public Agency

4. Has your organization provided continuous direct services for at least 12 months prior to this application's deadline?

- Yes
 No

5. Will your organization be able to provide the REQUIRED Monthly Financial Statements (within the last 60 days)?

- Yes
- No

6. Will your organization be able to provide a current CPA Peer Review Letter?

- Yes
- No

7. Will your organization be able to provide an Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions may be approved on an individual basis).

- Yes
- No

8. What type of project are you proposing?

Please select all that apply:

- New Projects - Programs or services that do not currently exist within the applicant's organization or service area and will be implemented for the first time under this funding opportunity.
- Expansion Projects - Existing programs or services that will be scaled up through increased capacity, enhanced service delivery, extended geographic reach, or added components that build upon current operations.
- Renewal Project - Programs currently funded by HVS that are applying for continued funding. *(Applicable only to Centerstone of Florida and Kimmie's Recovery Zone.)*

9. Select the project target population(s). *(Select All that Apply)*

- Children (Under Age 18)
- Young Adults (Ages 18-24)
- Adults (Ages 25 to 54)
- Older Adults (Ages 55 and Older)
- Pregnant Women
- Justice-Involved Individuals
- Veterans and/or Military Families
- Individuals Experiencing Homelessness

10. Does the project align with the priority areas and strategic approaches listed in the [2025 Lee County Opioid Abatement Plan](#)? (Select All that Apply)

<input type="checkbox"/> Prevention Initiatives
<input type="checkbox"/> Deliver evidence-based prevention strategies across multiple settings including schools, colleges, after-school programs, workplaces, senior centers and other relevant community settings.
<input type="checkbox"/> Expand youth and family evidence-based prevention initiatives focused on life skills training, emotional regulation, decision-making, coping strategies and substance use prevention messages.
<input type="checkbox"/> Implement public awareness and stigma-reduction campaigns in partnership with schools, employers, and community organizations to promote prevention efforts.

<input type="checkbox"/> Education and Early Intervention Training
<input type="checkbox"/> Strengthen early intervention for pregnant and postpartum women, and infants with prenatal opioid exposure by integrating screening, brief interventions, and coordinated referral pathways that connect hospitals, treatment providers, and early childhood programs.
<input type="checkbox"/> Strengthen secondary prevention for adults experiencing early signs of substance misuse related to injury or chronic pain by integrating screening, brief interventions, and coordinated referral pathways in healthcare and community settings.
<input type="checkbox"/> Provide education and training to educators, healthcare providers, first responders, employers, and youth-serving organizations to recognize early signs of opioid misuse and connect individuals and families to counseling, peer, and recovery supports.

<input type="checkbox"/> Crisis Response and Intervention Services
<input type="checkbox"/> Strengthen crisis response capacity by expanding co-responder models, mobile crisis units, and post-overdose outreach to ensure consistent follow-up and continuity of care after crisis encounters.

<input type="checkbox"/> Treatment Services
<input type="checkbox"/> Expand access to a full continuum of opioid treatment services including detox, residential, partial hospitalization, intensive outpatient and outpatient care with delivery options that include mobile, office-based and community settings.
<input type="checkbox"/> Expand access to Medication-Assisted Treatment (MAT) through mobile units, jail-based programs, and youth-accessible services.

<input type="checkbox"/> Recovery Support and System Navigation
<input type="checkbox"/> Expand peer-led and family-centered recovery supports that address housing, transportation, employment, childcare, and other social determinants of health that include mobile, office-based and community settings.
<input type="checkbox"/> Strengthen the recovery ecosystem through expanded peer support and mentorships, wellness and resiliency support, and navigation services that help individuals stay connected to care, build community and maintain long-term recovery.

11. Provide a detailed description of the project including the location of the project, the necessity for the project and the eligible activities involved. *(Limit: 300 words)*
12. Provide the projected number of clients to be served and describe the services to be implemented, expanded, or continued under this proposal. *(Limit: 300 words)*
13. If awarded less than the requested amount, would your agency accept partial funding for the project? If yes, please provide a brief explanation and specify the minimum award amount considered acceptable.

- Yes
 No

Brief Explanation:

Minimum Award Amount:

14. Certification

I certify under penalty of perjury that the information in this pre-application is true and correct and that the application and all support documentation has been duly authorized by the governing body of the applicant. 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.

WARNING: Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001 and 31 U.S.C. §3729).

Authorized Organization Representative:

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Reminder: Applications must be signed by the official authorized to execute contracts on behalf of the agency.

Please be advised that by completing and submitting this Pre-Application, no grant award has been offered or implied.

Pre-applications are **due Friday, March 13, 2026, by 5:00 p.m.** All Pre-Applications must be submitted via email to Tara Martinson at tmartinson@leegov.com. Pre-Application must be submitted in PDF format. ZIP files are not accepted.

SECTION III: Application Information

To be considered for funding, applicants must meet the following eligibility requirements and submit all required materials by the stated deadlines. Only organizations that demonstrate legal, financial, and operational readiness and whose projects align with the [2025 Lee County Opioid Abatement Plan](#) will be considered.

At the discretion of HVS, applicants may be permitted to cure minor clerical or technical errors or omissions, provided the corrections do not materially change the proposed project. Submission of an application does not entitle the applicant to funding, even if sufficient funds remain available. The County reserves the right not to commit any funding to any applicant.

Required Application Eligibility Criteria

1. Application was submitted by deadline: **Monday, May 11, 2026 by 5:00pm.**
2. Organization is not listed on the excluded parties list at www.sam.gov
3. Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.
4. Proof of 501(c)(3) nonprofit status or official documentation confirming status as a public agency.
5. Evidence that the organization has provided continuous direct services for at least 12 months prior to the application deadline.
 - a. Nonprofits with 501(c)(3) Status: Submit the most recent Form 990 or a letter of attestation from the Board Chair on organizational letterhead.
 - b. Public Agencies: Submit a letter of attestation from a department director or other authorized official on agency letterhead.
6. Monthly Financial Statements (within the last 60 days).
7. Current CPA's Peer Review Letter.
8. Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response. (Exceptions may be considered on an individual basis).
9. Application is signed by the agency official authorized to execute contracts.
 - a. Nonprofit with 501(c)(3) Status - The name should match the information on the Florida Secretary of State website at <https://dos.fl.gov/sunbiz>.
 - b. Public Agencies - The signatory must be the official authorized to execute agreements on behalf of the agency.
10. Applicants must submit all required attachments as requested within this application.
11. Applicant must submit all documents in PDF format.
12. Project must align with the priority areas and strategic approaches outlined in the [2025 Lee County Opioid Abatement Plan](#).

SECTION IV: Scope of Activities and Program Requirements

Applicants may propose new projects, expansion projects and/or renewal projects that address the local impact of opioid use disorder and support prevention, intervention, treatment or recovery services aligned with the Priority Areas and Strategic Approaches in the [2025 Lee County Opioid Abatement Plan](#).

Priority Areas with Corresponding Strategic Approaches

Priority Areas	Strategic Approaches
Prevention Initiatives	<ul style="list-style-type: none"> • Deliver evidence-based prevention strategies across multiple settings including schools, colleges, after-school programs, workplaces, senior centers and other relevant community settings. • Expand youth and family evidence-based prevention initiatives focused on life skills training, emotional regulation, decision-making, coping strategies and substance use prevention messages. • Implement public awareness and stigma-reduction campaigns in partnership with schools, employers, and community organizations to promote prevention efforts.
Education and Early Intervention Training	<ul style="list-style-type: none"> • Strengthen early intervention for pregnant and postpartum women, and infants with prenatal opioid exposure by integrating screening, brief interventions, and coordinated referral pathways that connect hospitals, treatment providers, and early childhood programs. • Strengthen secondary prevention for adults experiencing early signs of substance misuse related to injury or chronic pain by integrating screening, brief interventions, and coordinated referral pathways in healthcare and community settings. • Provide education and training to educators, healthcare providers, first responders, employers, and youth-serving organizations to recognize early signs of opioid misuse and connect individuals and families to counseling, peer, and recovery supports.
Crisis Response & Intervention Services	<ul style="list-style-type: none"> • Strengthen crisis response capacity by expanding co-responder models, mobile crisis units, and post-overdose outreach to ensure consistent follow-up and continuity of care after crisis encounters.
Treatment Services	<ul style="list-style-type: none"> • Expand access to a full continuum of opioid treatment services including detox, residential, partial hospitalization, intensive outpatient and outpatient care with delivery options that include mobile, office-based and community settings. • Expand access to Medication-Assisted Treatment (MAT) through mobile units, jail-based programs, and youth-accessible services.
Recovery Support and System Navigation	<ul style="list-style-type: none"> • Expand peer-led and family-centered recovery supports that address housing, transportation, employment, childcare, and other social determinants of health that include mobile, office-based and community settings. • Strengthen the recovery ecosystem through expanded peer support and mentorships, wellness and resiliency support, and navigation services that help individuals stay connected to care, build community and maintain long-term recovery.

Projects are expected to incorporate innovative approaches that reflect national best practices and build on established evidence-based models or programs. HVS prioritizes proposals that demonstrate thoughtful use of proven strategies with appropriate fidelity, while adapting service delivery to local needs and gaps.

Projects that include prevention activities may address any substance use disorder (SUD), while intervention, treatment and recovery activities must primarily address opioid use disorder (OUD). Programs may also serve individuals with co-occurring substance use or mental health conditions only when OUD is the primary focus of services.

Eligible Project Types

- New Projects - Programs or services that do not currently exist within the applicant's organization or service area and will be implemented for the first time under this funding opportunity.
- Expansion Projects - Existing programs or services that will be scaled up through increased capacity, enhanced service delivery, extended geographic reach, or added components that build upon current operations.
- Renewal Projects – Programs currently funded by HVS that are applying for continued funding. *(Applicable only to Centerstone of Florida and Kimmie's Recovery Zone.)*

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

Eligible Expenses

Expenses under this RFA must support projects aligned with the 2025 Lee County Opioid Abatement Plan and be reasonable, necessary, and directly related to approved program activities. All proposed expenses are subject to County review and must comply with applicable Federal, State, and County requirements, including the

- [Florida Opioid Allocation and Statewide Response Agreement](#),
- [2 CFR Part 200](#) (Uniform Guidance), and
- Florida Administrative Code [Chapter 65E-14](#) (including [Rule 65E-14.017](#)).

Inclusion of an item in the eligible cost categories does not guarantee approval, and some costs may require additional justification, documentation, or pre-approval by the County and/or the Department of Children and Families. Items not directly tied to a client's treatment, stabilization, or recovery plan may also be deemed unallowable.

Ineligible Expenses

Funding may not be used to purchase or distribute:

- Drug-related supplies such as pipes or other safer smoking kit components; syringes

or needles used to inject illicit drugs; sterile water, saline, or ascorbic acid (vitamin C); or any other items intended to promote or facilitate illegal drug use that are not specifically identified as allowable.

Note: No funding will be used for supplies or programs that support ongoing illegal drug use.

Projects must meet all Federal, State and County requirements.

<https://www.dropbox.com/scl/fi/63tkre5ewz4t6eedkuocl/FL-Opioids-Allocation-SW-Resp-Agreement-with-Exhibits.pdf?rlkey=u15tc1iddeczhlfdxq1j2kjpg&e=2&dl=0>

<https://floridaopioidsettlement.com/wp-content/uploads/2025/06/motor-vehicle-and-equipment-purchase-form.pdf?q=1752868990731>

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1>

<https://flrules.org/gateway/RuleNo.asp?title=COMMUNITY%20SUBSTANCE%20ABUSE%20AND%20MENTAL%20HEALTH%20SERVICES%20-%20FINANCIAL%20RULES&ID=65E-14.017>

<https://www.leegov.com/procurement/essential-policy-and-procedures1>

SECTION V: Funding Guidelines and Compliance Requirements

Applicants awarded funds through this RFA must comply with all applicable Federal, State and County requirements governing the use of opioid settlement funds.

This RFA does not commit the County to award any funding to any applicant.

Project Timeframes and Term

The proposed project must be operational within six (6) months following the award of funding. Applicants must commit to administering the proposed project for the full five-year term. All awarded funds must be expended within twelve (12) months of each contract year's execution date. With prior approval from Lee County Human and Veteran Services, applicants may carry over unexpended funds into the subsequent contract year. Any unspent funds beyond the approved carryover amount may be subject to reallocation at the County's discretion.

Minimum/Maximum Funding Request

- HVS may award more or less than the requested amount based on available funding.
- The minimum funding request for a project is \$100,000 per year.
- The maximum funding request for a project is \$750,000 per year.

Cost Reimbursement

All contracts will be on a cost reimbursement basis. **This means the applicant must be able to pay project costs prior to requesting payment.** Subrecipients 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 required.

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 Lee County. Lee 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)*.

Financial Oversight and Program Monitoring

Applicants awarded funds through this RFA will be required to provide access to their financial records to a representative of Lee County to evaluate their financial management systems. These financial records include but are not limited to a listing of all grant awards, Single Audit Records, independent financial reviews, and profit and loss statements. Lee County staff will monitor each program to ensure compliance with the terms of the funding agreement between

Lee County and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, duplication of benefits verifications (for both the agency and the clients), and other required information.

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 in 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 there is a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient 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 could influence any action or judgment of the applicant. Conflict of interest standards consistent with 2 CFR § 200.112 and all other applicable Federal, State and County laws and regulations, as amended from time to time, shall apply.

Procurement

- The applicant shall comply with all applicable Lee County procurement policies and procedures for any purchases subject to local procurement requirements.
- For purchases of motor vehicles or equipment items funded with opioid settlement funds, the applicant shall obtain all required prior approvals and complete all applicable State-required forms, including the Motor Vehicle and Equipment Purchase Form. In connection with such purchases, the applicant shall follow the procurement, equipment, and property management standards set forth in 2 CFR Part 200, as required by the State.

Liability Insurance

All applicants *awarded* funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement.

- *Lee County, a Political Subdivision and Charter County of the State of Florida* must be named as the Certificate Holder.
- *Lee County, a Political Subdivision and Charter County of the State of Florida, its Agents, Employees, and Public Officials* must be named as the additional insured.

Public Records

By submitting an application, the applicant acknowledges that any material submitted in response to this RFA is a public record pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, and may be subject to public inspection.

Confidentiality

The applicant shall comply with all applicable federal and state confidentiality and privacy requirements, including the Health Insurance Portability and Accountability Act (HIPAA) and all laws and regulations governing the confidentiality of substance use disorder treatment records, including 42 CFR Part 2, as applicable.

Accessibility for Persons with Disabilities

All projects awarded funds must be accessible to persons with disabilities. Programs, information, participation, communications and services must be provided in a manner accessible to persons with disabilities. Funded agencies must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Anti-Discrimination/Equal Employment Opportunity

The applicant will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Age Discrimination Act of 1975 (42 U.S.C. 610 et. seq.)

SECTION VI: Application Evaluation and Selection

Lee County staff will conduct an initial threshold review to confirm that each submission meets minimum eligibility, timeliness, and completeness requirements. Applications that fail threshold review due to one or more fatal flaws listed below will be disqualified from further consideration. The applicant will be notified in writing.

Fatal Flaws

Applications that commit the following fatal flaws will not be considered for funding:

1. Applicant did not complete the pre-application.
2. Pre-Application and Application were submitted after the published deadlines.
3. Organization is on the **excluded parties** list (www.sam.gov)
4. Applicant did not provide evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.
5. Applicant did not provide proof of 501(c)(3) nonprofit status or official documentation confirming status as a public agency.
6. Applicant did not provide evidence of continuous direct services for at least 12 months prior to the application deadline.
 - Nonprofits with 501(c)(3) Status: Submit the most recent Form 990 or a letter of attestation from the Board Chair on organizational letterhead.
 - Public Agencies: Submit a letter of attestation from a department director or other authorized official on agency letterhead.
7. Applicant did not provide the required Monthly Financial Statements (within the last 60 days).
8. Applicant did not provide a current CPA's Peer Review Letter.
9. Applicant did not provide an Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response. (Exceptions may be considered on an individual basis).
10. Application is not signed by the agency official authorized to execute contracts.
 - Nonprofit with 501(c)(3) Status - The name should match the information on the Florida Secretary of State website at <https://dos.fl.gov/sunbiz>.
 - Public Agencies - The signatory must be the official authorized to execute agreements on behalf of the agency.
11. Application is incomplete due to missing required attachments as requested within this application.
12. Applicant did not submit all documents in PDF format.
13. Project does not align with the strategies outlined in the [2025 Lee County Opioid Abatement Plan](#).

Application Evaluation, Ranking, & Conditional Selection Process

Applications that meet all threshold criteria are forwarded to the Project Evaluation and Ranking Committee (PERC) for review. As part of this review, applicants will deliver a 15-minute presentation followed by a 10-minute question-and-answer (Q&A) session with committee members. Using the Project Ranking Tool (Appendix 4), the PERC scores and ranks eligible applications.

Final awards depend on available funding and County approval. An application's score or ranking does not entitle the applicant to an award. The County reserves the right to make no awards under this solicitation.

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by Lee County Human and Veteran Services (see Sample Contract Document in Appendix 3). 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 the 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.

Notice of Conditional Selection or Non-Selection

Notice of conditional selection or non-selection will be emailed to the Application Contact on **Friday, June 5, 2026 by 5:00pm.**

Deadline to submit appeals of conditional non-selection is **Wednesday, June 10, 2026 by 5:00pm.** Appeals must be emailed to Tara Martinson at tmartinson@leegov.com. See Appendix 2 for additional information.

SECTION VII: Application Form

Organizations applying for multiple project types (New Project, Expansion Project, and/or Renewal Project) must submit separate applications for each project type. Combined applications will not be accepted.

1. Applicant Information

Legal Name of Organization:	Authorized Organization Representative Name: Title:
Address:	Telephone:
City, State & Zip:	Organization Website:
Contact Person Name: Title:	Unique Entity ID (SAM#):
Contact Person Email:	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 <input type="checkbox"/> Expansion Project <input type="checkbox"/> Renewal Project
Total Funding Requested:
Minimum Acceptable Amount:
Number of Persons to be Served:
Target Population (Select All that Apply)
<input type="checkbox"/> Children (Under Age 18) <input type="checkbox"/> Pregnant Women <input type="checkbox"/> Young Adults (Ages 18-24) <input type="checkbox"/> Justice-Involved Individuals <input type="checkbox"/> Adults (Ages 25 to 54) <input type="checkbox"/> Veterans and/or Military Families <input type="checkbox"/> Older Adults (Ages 55 and Older) <input type="checkbox"/> Individuals Experiencing Homelessness

Does the project align with the priority areas and strategic approaches listed in the [2025 Lee County Opioid Abatement Plan](#)? (Select All that Apply)

Prevention Initiatives

- Deliver evidence-based prevention strategies across multiple settings including schools, colleges, after-school programs, workplaces, senior centers and other relevant community settings.
- Expand youth and family evidence-based prevention initiatives focused on life skills training, emotional regulation, decision-making, coping strategies and substance use prevention messages.
- Implement public awareness and stigma-reduction campaigns in partnership with schools, employers, and community organizations to promote prevention efforts.

Education and Early Intervention Training

- Strengthen early intervention for pregnant and postpartum women, and infants with prenatal opioid exposure by integrating screening, brief interventions, and coordinated referral pathways that connect hospitals, treatment providers, and early childhood programs.
- Strengthen secondary prevention for adults experiencing early signs of substance misuse related to injury or chronic pain by integrating screening, brief interventions, and coordinated referral pathways in healthcare and community settings.
- Provide education and training to educators, healthcare providers, first responders, employers, and youth-serving organizations to recognize early signs of opioid misuse and connect individuals and families to counseling, peer, and recovery supports.

Crisis Response and Intervention Services

- Strengthen crisis response capacity by expanding co-responder models, mobile crisis units, and post-overdose outreach to ensure consistent follow-up and continuity of care after crisis encounters.

Treatment Services

- Expand access to a full continuum of opioid treatment services including detox, residential, partial hospitalization, intensive outpatient and outpatient care with delivery options that include mobile, office-based and community settings.
- Expand access to Medication-Assisted Treatment (MAT) through mobile units, jail-based programs, and youth-accessible services.

Recovery Support and System Navigation

- Expand peer-led and family-centered recovery supports that address housing, transportation, employment, childcare, and other social determinants of health that include mobile, office-based and community settings.
- Strengthen the recovery ecosystem through expanded peer support and mentorships, wellness and resiliency support, and navigation services that help individuals stay connected to care, build community and maintain long-term recovery.

3. Certification

I certify under penalty of perjury that the information in this application is true and correct and that the application and all support documentation has been duly authorized by the governing body of the applicant. 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.

WARNING: Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001 and 31 U.S.C. §3729).

Authorized Organization Representative:

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Reminder: Applications must be signed by the official authorized to execute contracts on behalf of the agency.

Please be advised that by completing and submitting this Application, no grant award has been offered or implied.

Applications are **due Monday, May 11, 2026, by 5:00 p.m.** All Applications must be submitted via email to Tara Martinson at tmartinson@leegov.com. Applications must be submitted in PDF format. ZIP files are not accepted.

4. Application Checklist

Applicants **must complete** the **Application Checklist** below by entering the appropriate page number for the specific item as listed below.

The application must be in PDF format. No ZIP files will be accepted.

Application Checklist	Page #
1. Applicant Information	
2. Project Information	
3. Certification	
4. Application Checklist	
5. Project Overview	
6. Scope of Services	
7. Organization Profile and Partnerships	
8. Motor Vehicle and Equipment	
9. Goals, Outcomes and Performance Measures	
10. Comprehensive Timeline	
11. Budget Form	
12. Budget Narrative	
13. Required Attachments	
a. Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.	
b. Proof of 501(c)(3) nonprofit status or official documentation confirming status as a public agency.	
c. Evidence the organization has provided continuous direct services for at least 12 months prior to the application deadline.	
d. Monthly Financial Statements (within the last 60 days).	
e. Current CPA's Peer Review Letter.	
f. Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response. (Exceptions may be considered on an individual basis).	
g. Copy of the applicant's Operating Budget, including other services or programs and funding sources, and overhead/indirect rates charged to grant sources.	
h. Organizational Chart	
i. Memorandums of Understanding(s) (MOU)	
j. Documentation of National Best Practices or Evidence-Based Program Design.	
k. A copy of current Florida behavioral health license(s) covering the services and service location(s) proposed; and any current accreditation certificate(s), if applicable.	

Please ensure that all client-specific data has been redacted from all attachments.

Instructions: The narrative section must be typed in black, single-spaced, using Arial Nova 12-point font with one-inch margins on all sides. Arial Nova 10-point font may be used for charts or tables only. Page numbers must appear at the bottom of each page. The complete submission **must not exceed 50 single-sided pages**, not including Required Attachments.

5. Project Overview

1. *Summary of Project* – Provide a brief summary of the project, the services to be provided and how the project responds to the opioid crisis in Lee County.
2. *Statement of Need* – Use recent, local data to describe the extent and nature of the opioid crisis in the community. Identify the specific challenges or service gaps the project seeks to address. Supporting evidence may include but is not limited to overdose trends, hospital admissions or EMS response data, community needs assessments, treatment access barriers (e.g., waitlists, transportation), high-need geographic areas or other indicators relevant to the population of focus.
3. *Population(s) of Focus* – Based on the identified need, indicate whether the project will serve all individuals with Opioid Use Disorder (OUD) or focus on a specific subpopulation. If the project prioritizes groups such as youth, seniors, pregnant women, justice-involved individuals, veterans and/or military families, individuals experiencing homelessness or any other high-need population, specify the population and briefly explain how the data supports this focus.

Projects that include prevention activities may address any substance use disorder (SUD), while intervention, treatment and recovery activities must primarily address opioid use disorder (OUD). Programs may also serve individuals with co-occurring substance use or mental health conditions only when OUD is the primary focus of services.

6. Scope of Services

1. *Project Type* – Indicate whether the proposed project is a **New Project, Expansion Project or Renewal Project** and provide supporting details.
 - New Projects - Programs or services that do not currently exist within the applicant's organization or service area and will be implemented for the first time under this funding opportunity.
 - Expansion Projects - Existing programs or services that will be scaled up through increased capacity, enhanced service delivery, extended geographic reach, or added components that build upon current operations.
 - Renewal Project - Programs currently funded by HVS that are applying for continued funding. (*Applicable only to Centerstone of Florida and Kimmie's Recovery Zone.*)

2. *Alignment with Opioid Abatement Plan* – Describe how the project aligns with the priority areas and corresponding strategic approaches listed in the [2025 Lee County Opioid Abatement Plan](#). The narrative should explicitly reference how the project contributes to advancing the priority areas and corresponding strategic approaches in the plan.
3. *Evidence-Based Practices* - Describe how the project incorporates innovation, aligns with national best practices, and is designed based on an established evidence-based model or program. Identify the specific model(s) or guidelines used, summarize how key components are reflected in your activities, note any planned adaptations, and briefly describe how staff will be trained and supported to implement the approach as intended.
4. *Individuals Served* - Estimate how many individuals will be served each year. Indicate whether the count includes families or unduplicated individuals. Briefly explain how you calculated the estimate. Include a chart showing projected totals by year. Remember to account for lower numbers during the start-up year as staffing, outreach and service delivery capacity are established.
5. *Hours of Operations* - Provide the hours of operation for the proposed project, including days of the week and specific service hours.

*Bonus points will be awarded only for service hours outside of standard business hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.) that are **regular, consistent, and sufficient to meaningfully expand access** (e.g., evenings and/or weekends). Bonus points will not be awarded for minimal or infrequent extensions, such as adding a single additional hour outside the standard timeframe.*

7. Organization Profile and Partnerships

1. *Agency Experience* - Describe the agency's relevant experience in delivering programs of similar size and scope including experience with federal, state, or county grants.
2. *Partnerships* - Identify each community partner, their relevant experience and their role in the project. Explain how the lead agency will provide oversight and how community partners will work collaboratively to enhance access, service delivery and care coordination. *Please include Memorandums of Understanding (MOU's) or other documentation evidencing commitment from collaborative partnerships in the attachment section.*

8. Motor Vehicle and Equipment

1. If applicable, provide general information regarding any anticipated motor vehicle or equipment purchases. This should include a high-level description and the estimated funding amount.

Providing this information at the application stage does not guarantee approval of any vehicle or equipment expenditures. *If the project is selected for funding*, applicants will be required to submit detailed documentation using the applicable State-required forms, including the [Motor Vehicle and Equipment Purchase Form](#). This form must be completed and approved by the Florida Department of Children and Families (DCF) and Lee County prior to authorization of any such expenditures.

9. Goals, Outcomes and Performance Measures

Applicants must demonstrate how the proposed project will result in measurable outcomes beyond basic service counts or activity totals. Projects should clearly describe how project activities will lead to improvements in program participants' well-being, functioning, safety, stability, and/or knowledge. Applicants must also explain how these outcomes will be measured and monitored over time.

Note: If awarded, Lee County Human & Veteran Services may request updates or refinements to project goals, outcomes, and performance measures to ensure alignment with the 2025 Lee County Opioid Abatement Plan.

Each application must include:

- a. *Project Goals* – Describe the intended impact of services on participants. Goals should be specific, achievable within the proposed grant term, and aligned with the objectives of the 2025 Lee County Opioid Abatement Plan.
- b. *Project Outcomes* – Identify at least three outcomes that can be directly attributed to project activities. Examples include, but are not limited to:
 - Increased knowledge or confidence in overdose prevention or harm-reduction practices (measured through pre/post assessments);
 - Improved quality of life or recovery capital (measured using validated tools such as the WHOQOL-BREF, Brief Assessment of Recovery Capital, or Recovery Capital Scale);
 - Increased engagement or retention in treatment, peer support, or recovery services;
 - Reduction in risky or harmful substance use behaviors;
 - Improved housing, employment, or social stability indicators; and
 - Enhanced participant satisfaction or perceived accessibility of services.
- c. *Performance Measurement* – Describe how progress will be measured and monitored, including the data sources, frequency of collection and responsible staff.

Applicants should select outcomes that are within the project's direct control and can be measured using project-level data such as, but not limited to, surveys, assessments, participation records, or documentation of activities and outputs.

- For direct service projects, outcomes should reflect measurable changes in participants' knowledge, behaviors, or quality of life.

- For prevention or community-based initiatives, outcomes may include changes in awareness, knowledge, attitudes, or community engagement as demonstrated through pre/post assessments, event evaluations, or campaign analytics.

Outcomes dependent on external systems (e.g., countywide overdose rates, hospitalizations, or statewide statistics) should not be used.

Following the narrative description, applicants must complete the **Goals, Outcomes and Performance Measures Table**. This table should summarize each project goal and corresponding measurable outcome, including the target, method of measurement, and frequency of data collection.

Goals, Outcomes and Performance Measures Table

Goal	Outcome Statement	Target/ Expected Results	Measurement Tool/ Data Source	Frequency of Measurement
<i>(Example: Improve participant recovery stability and overall well-being.)</i>	<i>(80% of participants will demonstrate improvement in at least two areas of the Recovery Capital Scale within 6 months.)</i>	<i>(Average score \geq 30 or 80% of participants improved)</i>	<i>(Recovery Capital Scale and/or WHOQOL-BREF)</i>	<i>(At intake, every 6 months thereafter and discharge)</i>

11. Budget Form

Complete the Budget Form below by listing all anticipated project costs by category for each program year. Additional rows may be added to the Budget Form as needed.

Budget Form					
	Year 1	Year 2	Year 3	Year 4	Year 5
Personnel Salaries					
Total Salaries					
Fringe Benefits					
Total Salaries and Fringe					
Technology and Communications					
Local Travel					
Training					
Motor Vehicle and Equipment					
Program Support Items					
Other (Specify)					
Total Other Costs					
Total Project Cost:					

12. Budget Narrative

In addition to completing the Budget Form, provide a budget narrative for the proposed project's five-year grant period. The budget narrative must describe and justify all anticipated costs. The narrative must include sufficient detail to demonstrate allowability, reasonableness and alignment with project activities. The budget narrative ***must*** include the following criteria:

Personnel: Describe each key staff position that will be funded through this project. For each position, include the job title, percentage of full-time equivalent (FTE), annual salary, and a summary of primary duties. Explain how the position supports the delivery of program services, and identify any minimum qualifications or certifications required. Include any anticipated cost-of-living increases across the five-year period. *An organizational chart must be submitted as an attachment. It should identify all key staff proposed and illustrate the reporting relationships between positions.*

Fringe Benefits: Provide the fringe benefit rate as a fixed percentage of total personnel costs. Describe what is included in the rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plans, tuition reimbursement, paid absences, etc). If fringe rates vary by position, list the rate associated with each position and explain any differences.

Technology and Communications: Describe any technology or communication tools needed to support program services, client engagement, data collection, or reporting. Identify which staff positions will use these items, how the items will support service delivery (e.g., telehealth, outreach, mobile documentation).

Local Travel: Describe all local travel costs necessary to carry out program activities. Specify the staff roles involved, the purpose of travel (e.g., outreach, client visits), the mileage rate, and the estimated number of miles per year. Rates may not exceed those established in § 112.061, Florida Statutes.

Training: Describe the training activities supported through this budget, including required certifications, professional development courses, workshops, and conferences. Specify anticipated training topics (e.g., trauma-informed care, medication-assisted treatment, harm reduction) and the number of staff expected to attend. Explain how the training enhances staff competency and supports the project's service delivery goals. All training must be pre-approved by the County. Software purchases, subscriptions, and software-related licensing costs are not allowable under this training line item. Travel and reimbursement rates (if applicable) may not exceed those established in § 112.061, Florida Statutes.

Motor Vehicle and Equipment: Provide a description of motor vehicle(s) and/or equipment to be purchased or leased and explain how they will support the delivery of program services including but limited to transporting clients, conducting mobile outreach or

delivering services. *Motor vehicle and equipment leases or purchases must comply with all applicable federal, state and local procurement policies. Prior written approval from the Department of Children and Families and Lee County will be required before purchase.*

Program Support Items: Explain what program support items will be purchased to support project activities. Include the type of items and their intended use. Explain how these items will support program participants' health and safety, support engagement and therapeutic interaction, and help participants make progress toward individualized treatment or recovery goals in both individual and group settings.

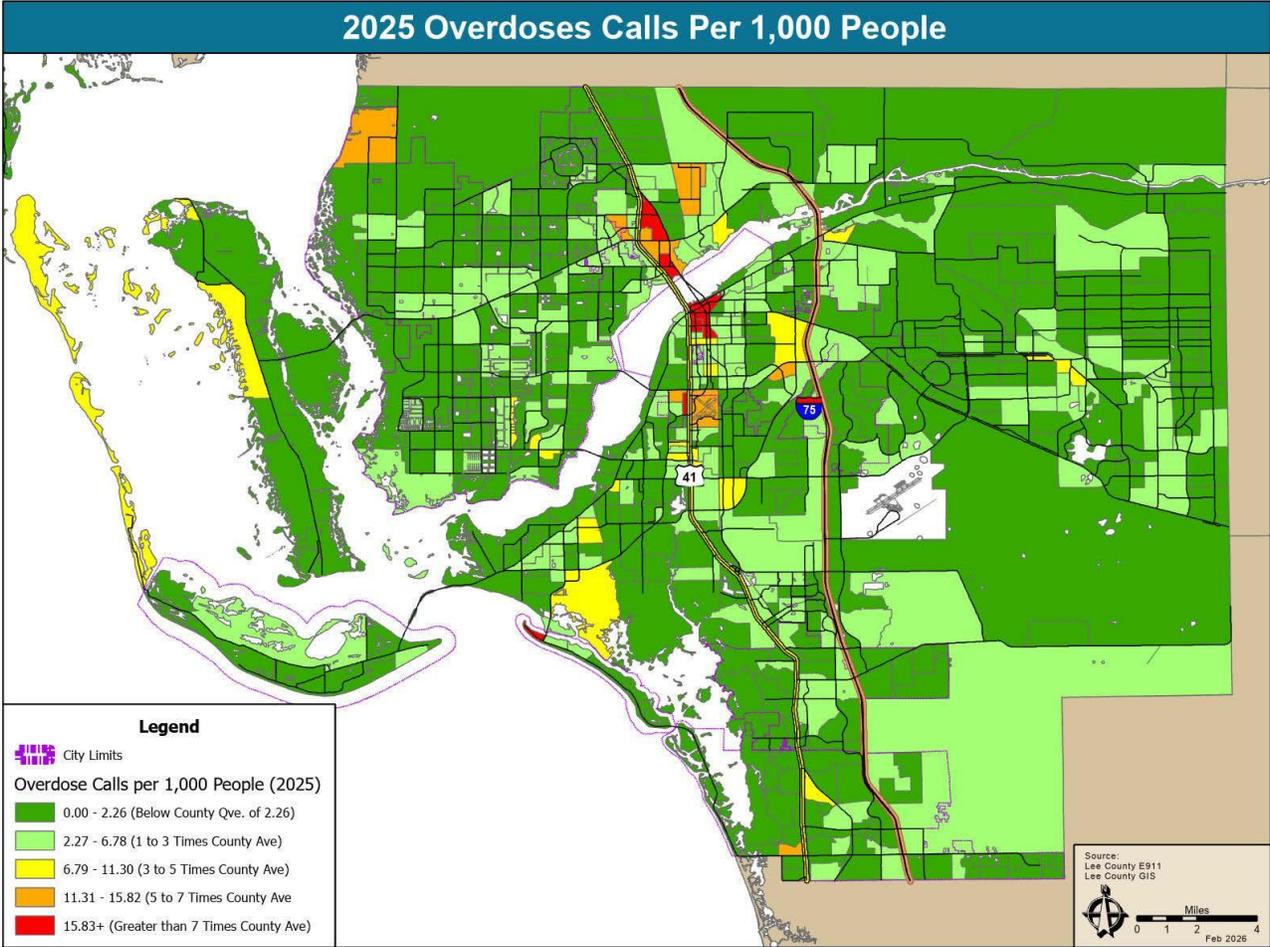
Other (Specify): If any other allowable costs are proposed that do not fit into the categories above, describe them in this section. Provide a justification for each cost and its relevance to the project's goals and objectives.

The proposed budget will be used in scoring projects related to funding award decisions. If selected for funding, new budgets may be requested based on the actual funding sources' budget requirements and eligible costs.

Note: No funding will be used for supplies or programs that facilitate ongoing illegal drug use.

SECTION VIII: Appendices

Appendix 1 – 2025 Overdose Calls



Appendix 2 – RFA Appeal Process



RFA Appeal Process

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized. An appeal can only be made by an applicant regarding the scoring of its own application. The Performance Evaluation and Ranking Committee (PERC) will only review applications a second time if an applicant requests an appeal in writing within 3 business days of the notification of ranking. Applicants will receive summary scoring information with notification of ranking. Individual Committee member scores will not be released to applicants.

No applicant shall have the right to appeal a decision relating to another applicant's eligibility, point score, award, denial of award, or any other matter related thereto. The appeal process provided herein applies solely to decisions made in this RFA and does not apply to any decisions made with respect to any previously issued RFAs, or decisions to be made pursuant to future program RFAs.

Note: Project applicants that have been found to not meet the threshold requirements are not eligible for an appeal.

A. The Appeals Process

- Any and all appeals must be received in writing with supporting documentation within three (3) business days of the notification of ranking to projects.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must include a copy of the application and all accompanying materials submitted to the Performance Evaluation and Ranking Committee. No additional information can be submitted. The appeal is limited to one single spaced page in 12- point font in the form of a letter on the applicant's agency's letterhead and must clearly state the reasons for the appeal and specify all issues being contested.
- All valid appeals will be read, reviewed, and evaluated by Performance Evaluation and Ranking Committee.
- The Performance Evaluation and Ranking Committee will meet to deliberate the appeal.

- The Performance Evaluation and Ranking Committee shall review appeals strictly on the existing record, consisting of the submitted project application, the one-page written appeal, any statements made during the appeal process, and the materials used by the Committee during the original evaluation. No new evidence, documentation, or information may be submitted by the applicant or considered by the Committee.

B. Appeal Decisions

The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Performance Evaluation and Ranking Committee's appeal meeting.

The decision of the Performance Evaluation and Ranking Committee following appeal review is final.

Appendix 3 – Sample Contract Document

<https://www.leegov.com/dhs/Documents/CoC/2025-2026-HVS-Sample-Contract-Affidavit-of-Compliance.pdf>

Appendix 4 – Project Ranking Tool

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

Project Ranking Tool Pre-Application Threshold Review

Pre-Application Threshold Review <i>This portion of the ranking tool will be completed by HVS.</i>	Threshold Requirements				
	Name of Applicant				
Pre-application was submitted by deadline: <i>March 13, 2026 by 5:00pm</i> <i>If no, ineligible to apply.</i>	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization is listed on the excluded parties list. (www.sam.gov) <i>If yes, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant is a legally formed entity authorized to conduct business in the State of Florida as of the pre-application deadline. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant is a non-profit with a 501(c)(3) status or public agency. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant has provided continuous direct services for at least 12 months prior to the application deadline. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant can provide required Monthly Financial Statements (within the last 60 days). <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant can provide current CPA's Peer Review Letter. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicant can provide Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions maybe approved on an individual basis). <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pre-application is signed by the agency official authorized to execute contracts. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pre-application was submitted in PDF format. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Project aligns with the priority areas and strategic approaches outlined in the Lee County Opioid Abatement Plan. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Eligible to Apply	<input type="checkbox"/> Yes <input type="checkbox"/> No				
HVS Staff Reviewer Initials:					
Date of Pre-Application Threshold Review:					

Appendix 4 – Project Ranking Tool

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

Project Ranking Tool Application Threshold Review

Application Threshold Review <i>This portion of the ranking tool will be completed by HVS.</i>	Threshold Requirements				
	Name of Applicant				
Application was submitted by deadline: <i>May 11, 2025 by 5:00pm</i> <i>If no, ineligible to move forward to ranking committee.</i>	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Submitted: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization is listed on the excluded parties list. (www.sam.gov) <i>If yes, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided proof applicant is a legally formed entity authorized to conduct business in the State of Florida as of the application deadline. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided proof applicant is a non-profit with a 501(c)(3) status or a public agency. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided evidence applicant has provided continuous direct services for at least 12 months prior to the application deadline. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided required Monthly Financial Statements (within the last 60 days). <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided a current CPA's Peer Review Letter. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Provided Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Application is signed by the agency official authorized to execute contracts. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Applicants submitted all required attachments as requested within the application. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pre-application was submitted in PDF format. <i>If no, ineligible to move forward to ranking committee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Project aligns with the priority areas and strategic approaches outlined in the Lee County Opioid Abatement Plan. <i>If no, ineligible to apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Eligible to Move Forward to Ranking Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No				
HVS Staff Reviewer Initials:					
Date of Application Threshold Review:					

Appendix 4 – Project Ranking Tool

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

Project Ranking Tool Project Scoring

<i>Project Scoring</i> <i>This portion of the ranking tool will be completed by the PERC.</i>		Name of Applicant:		
Category	Application Content	Rubric	Max Points	Points Awarded
Project Overview	1. <i>Summary of Project</i> - Provide a brief summary of the project, the services to be provided, and how the project responds to the opioid crisis in Lee County.	5 - Provide a brief summary of the project, the services to be provided and how the project responds to the opioid crisis in Lee County. 2.5 - Provided a partial or incomplete response. 0 - Not described.	5	
Project Overview	2. <i>Statement of Need</i> - Use recent, local data to describe the extent and nature of the opioid crisis in the community. Identify the specific challenges or service gaps the project seeks to address. Supporting evidence may include but is not limited to overdose trends, hospital admissions or EMS response data, community needs assessments, treatment access barriers (e.g., waitlists, transportation), high-need geographic areas or other indicators relevant to the population of focus.	5 - Uses recent, local data to describe the extent and nature of the opioid crisis; identifies specific challenges or service gaps; data strongly supports project design. 2.5 - Describes the need using some data or general information, but data may be limited, outdated, or not clearly linked to the proposed project. 0 - Does not adequately describe the need and does not provide supporting data.	5	
Project Overview	3. <i>Population(s) of Focus</i> - Based on the identified need, indicate whether the project will serve all individuals with Opioid Use Disorder (OUD) or focus on a specific subpopulation. If the project prioritizes groups such as youth, seniors, pregnant women, justice-involved individuals, veterans and/or military families, individuals experiencing homelessness or any other high-need population, specify the population and briefly explain how the data supports this focus.	5 - Clearly identifies the population(s) of focus; specifies whether the project serves all individuals with OUD or a specific subpopulation; and explains how data supports the selected population focus. 2.5 - Identifies a population of focus but provides limited detail or insufficient explanation of how data supports the selected population. 0 - Population(s) of focus not identified and/or not described.	5	

Appendix 4 – Project Ranking Tool

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

Project Ranking Tool Project Scoring

<i>Project Scoring</i> <i>This portion of the ranking tool will be completed by the PERC.</i>		Name of Applicant:		
Category	Application Content	Rubric	Max Points	Points Awarded
Scope of Services	<p>1. <i>Project Type</i> - Indicate whether the proposed project is a New Project, an Expansion Project or Renewal Project and provides supporting details.</p> <p>New Projects - Programs or services that do not currently exist within the applicant’s organization or service area and will be implemented for the first time under this funding opportunity.</p> <p>Expansion Projects - Existing programs or services that will be scaled up through increased capacity, enhanced service delivery, extended geographic reach, or added components that build upon current operations.</p> <p>Renewal Project - Programs currently funded by HVS that are applying for continued funding. <i>(Applicable only to Centerstone of Florida and Kimmie’s Recovery Zone.)</i></p>	<p>5 - Clearly indicates whether the proposed project is a New Project, an Expansion Project or Renewal Project and provides supporting details consistent with the definitions provided.</p> <p>2.5 - Indicates whether the project is a New Project, an Expansion Project or Renewal Project but provides limited, unclear, or incomplete supporting details.</p> <p>0 - Does not indicate whether the project is a New Project, an Expansion Project or Renewal Project and does not provide supporting details.</p>	5	
Scope of Services	<p>2. <i>Alignment with Opioid Abatement Plan</i> - Describe how the project aligns with the priority areas and corresponding strategic approaches listed in the Lee County Opioid Abatement Plan. The narrative should explicitly reference how the project contributes to advancing the priority areas and corresponding strategic approaches in the plan.</p>	<p>5 - Clearly describes how the project aligns with the priority areas and corresponding strategic approaches listed in the Lee County Opioid Abatement Plan and explicitly references how the project contributes to advancing those priority areas and strategic approaches.</p> <p>2.5 - Describes general alignment with the Opioid Abatement Plan, but references to specific priority areas or corresponding strategic approaches are limited or unclear.</p> <p>0 - Does not describe alignment with the Lee County Opioid Abatement Plan or does not reference how the project contributes to advancing the priority areas or strategic approaches.</p>	5	

Appendix 4 – Project Ranking Tool

2026 Request for Applications (RFA) for projects aligned with the Lee County Opioid Abatement Plan

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Scope of Services	<p>3. <i>Evidence-Based Practices</i> - Describe how the project incorporates innovation, aligns with national best practices, and is designed based on an established evidence-based model or program. Identify the specific model(s) or guidelines used, summarize how key components are reflected in your activities, note any planned adaptations, and briefly describe how staff will be trained and supported to implement the approach as intended.</p>	<p>5 - The project clearly incorporates innovation, aligns with national best practices, and is designed based on an established evidence-based model or program. The application identifies specific model(s) or guidelines, describes how key components are reflected in proposed activities, explains any planned adaptations, and outlines how staff will be trained and supported to implement the approach as intended.</p> <p>2.5 - The project demonstrates some but not all of these elements. The application may reference innovation, national best practices, or an evidence-based model or program, but information on the specific model(s) or guidelines, core components, planned adaptations, or staff training and support is incomplete or lacks detail.</p> <p>0 - The project does not incorporate innovation, not based on national best practices or designed based on an established evidence-based model or program.</p>	5	
Scope of Services	<p>4. <i>Individuals Served</i> - Estimate how many individuals will be served each year. Indicate whether the count includes families or unduplicated individuals. Briefly explain how you calculated the estimate. Include a chart showing projected totals by year. Remember to account for lower numbers during the start-up year as staffing, outreach and service delivery capacity are established.</p>	<p>5 - Clearly estimates the number of individuals to be served each year; indicates whether counts reflect families or unduplicated individuals; explains how the estimate was calculated; includes a chart showing projected totals by year; and accounts for lower numbers during the start-up year.</p> <p>2.5 - Provides an estimate of individuals to be served but one or more required elements are missing or incomplete (e.g., unclear calculation method, missing chart, or no adjustment for start-up year).</p> <p>0 - Does not estimate the number of individuals to be served or does not provide the required supporting information.</p>	5	

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Organization Profile and Partnerships	1. <i>Agency Experience</i> - Describe the agency's relevant experience in delivering programs of similar size and scope including experience with federal, state, or county grants.	<p>5 - Clearly describes the agency's relevant experience delivering programs of similar size and scope, including experience managing federal, state, or county grants.</p> <p>2.5 - Describes some relevant experience, but the information provided is limited, lacks detail, or does not clearly demonstrate experience with programs of similar size and scope or applicable grant funding.</p> <p>0 - Does not describe the agency's relevant experience or does not demonstrate experience with programs of similar size and scope.</p>	5	
Organization Profile and Partnerships	2. <i>Partnerships</i> - Identify each community partner, their relevant experience and their role in the project. Explain how the lead agency will provide oversight and how partners will work collaboratively to enhance access, service delivery and care coordination.	<p>5 - Clearly identifies each community partner, describes their relevant experience and role in the project, explains how the lead agency will provide oversight, and describes how community partners will work collaboratively to enhance access, service delivery, and care coordination.</p> <p>2.5 - Identifies community partners but provides limited or incomplete information regarding community partner experience, roles, oversight, or collaboration.</p> <p>0 - Does not identify community partners when applicable or does not describe community partner roles, oversight, or collaboration.</p>	5	
Goals, Outcomes and Performance Measures	a. <i>Project Goals</i> – Describe the intended impact of services on participants. Goals should be specific, achievable within the proposed grant term, and aligned with the objectives of the Lee County Opioid Abatement Plan.	<p>10 - Clearly describes the intended impact of services on participants; goals are specific, achievable within the proposed grant term, and aligned with the objectives of the Lee County Opioid Abatement Plan.</p> <p>5 - Describes project goals, but goals may be vague, not clearly achievable within the grant term, or not clearly aligned with the objectives of the Lee County Opioid Abatement Plan.</p> <p>0 - Does not describe project goals or goals are not aligned with the objectives of the Lee County Opioid Abatement Plan.</p>	10	

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Goals, Outcomes and Performance Measures	b. <i>Project Outcomes</i> – Identify at least three outcomes that can be directly attributed to project activities. Examples include, but are not limited to: increased knowledge or confidence in overdose prevention or harm-reduction practices (measured through pre/post assessments); improved quality of life or recovery capital (measured using validated tools such as the WHOQOL-BREF, Brief Assessment of Recovery Capital, or Recovery Capital Scale); increased engagement or retention in treatment, peer support, or recovery services; reduction in risky or harmful substance use behaviors; improved housing, employment, or social stability indicators; and enhanced participant satisfaction or perceived accessibility of services.	<p>10 - Identifies at least three measurable outcomes that can be directly attributed to project activities and clearly aligns outcomes with project services or activities.</p> <p>5 - Identifies fewer than three outcomes or describes outcomes that are not clearly measurable or not clearly attributable to project activities.</p> <p>0 - Does not identify measurable outcomes or outcomes are not attributable to project activities.</p>	10	
Goals, Outcomes and Performance Measures	c. <i>Performance Measurement</i> – Describe how progress will be measured and monitored, including the data sources, frequency of collection and responsible staff.	<p>10 - Clearly describes how progress will be measured and monitored, identifies the data sources, specifies the frequency of data collection, and identifies the staff responsible for data collection and reporting.</p> <p>5 - Describes how progress will be measured but provides limited or incomplete information regarding data sources, frequency of collection, or responsible staff.</p> <p>0 - Does not describe how progress will be measured or does not identify data sources, frequency of collection, or responsible staff.</p>	10	
Goals, Outcomes and Performance Measures	<i>Goals, Outcomes and Performance Measures Table</i> - The table should summarize each project goal and corresponding outcome statement, including the target, measurement tool, and frequency of measurement.	<p>5 - Includes a Goals, Outcomes and Performance Measures Table that summarizes each project goal and corresponding outcome statement, including the target, measurement tool, and frequency of measurement.</p> <p>2.5 - Includes a Goals, Outcomes and Performance Measures Table but one or more required elements are missing or incomplete (e.g., missing targets, measurement tool, or frequency of measurement).</p> <p>0 - Does not include a Goals, Outcomes and Performance Measures Table or does not provide the required information.</p>	5	

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Comprehensive Timeline	<i>Comprehensive Timeline</i> - The program must be fully operational within six (6) months of contract execution. At a minimum, the following activities must be completed during this initial period: hiring and training staff, developing policies and procedures, executing partnership agreements, and completing procurement. Applicants must provide a detailed timeline outlining all major activities, objectives, and milestones across the five-year grant period. A comprehensive timeline is required for Years 1 and 2. For Years 3 through 5, only include major changes or new activities, if applicable.	<p>5 - Provides a detailed timeline demonstrating the program will be fully operational within six (6) months of contract execution; includes required start-up activities; and outlines major activities, objectives, and milestones across the five-year grant period, with comprehensive detail for Years 1 and 2 and appropriate detail for Years 3 through 5.</p> <p>2.5 - Provides a timeline, but one or more required elements are missing or incomplete (e.g., unclear start-up activities, insufficient detail for Years 1 and 2, or missing milestones).</p> <p>0 - Does not provide a timeline or does not provide the required information.</p>	5	
Budget	<i>Budget Form</i> - Lists all anticipated project costs by category for each program year.	<p>5 - Includes a completed Budget Form that lists all anticipated project costs by category for each program year.</p> <p>2.5 - Includes a Budget Form, but the information provided is incomplete, unclear, or missing cost categories or program years.</p> <p>0 - Does not include a Budget Form or does not list anticipated project costs by category for each program year.</p>	5	
Budget	<i>Budget Narrative</i> - Provide a budget narrative for the proposed project's five-year grant period. The budget narrative must describe and justify all anticipated costs, including but not limited to personnel, fringe benefits, technology and communications, local travel, training, motor vehicle and equipment and program support items. The narrative must include sufficient detail to demonstrate allowability, reasonableness, and alignment with project activities.	<p>5 - Provides a comprehensive budget narrative for the five-year grant period that clearly describes and justifies all proposed costs; addresses all applicable budget categories; includes required calculations and explanations; and demonstrates that costs are allowable, reasonable, and aligned with project activities.</p> <p>2.5 - Provides a budget narrative, but one or more required budget categories, justifications, calculations, or attachments are missing, unclear, or incomplete.</p> <p>0 - Does not provide a budget narrative or does not adequately describe or justify proposed project costs.</p>	5	

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Formatting Requirements	<i>Formatting</i> - The narrative section must be typed in black, single-spaced, using Arial Nova 12-point font with one-inch margins on all sides. Arial Nova 10-point font may be used for charts or tables only. Page numbers must appear at the bottom of each page. The complete submission must not exceed 50 single-sided pages, not including Required Attachments.	<p>5 - Application complies with all formatting and submission requirements, including font usage, page numbering, and the 50-page limit.</p> <p>2.5 - Application generally complies with formatting and submission requirements, but one or more elements are inconsistent or unclear (e.g., font usage, page numbering, or page limit).</p> <p>0 - Application does not comply with formatting or submission requirements.</p>	5	
Bonus Point Section				
Bonus	Project service hours are outside of standard business hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.). They are regular, consistent, and sufficient to meaningfully expand access (e.g., evenings and/or weekends). Bonus points will not be awarded for minimal or infrequent extensions, such as adding a single additional hour outside the standard timeframe.	<p>5 - The project includes service hours outside of standard business hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.) that are consistent, and sufficient to meaningfully expand access.</p> <p>0 - The project <u>does not</u> include service hours outside of standard business hours (Monday through Friday, 7:00 a.m. to 6:00 p.m.) that are consistent, and sufficient to meaningfully expand access.</p>	5	
			Earned Points	
			Total Points Possible	100
			Normalized Score (Earned Points/Total Points Possible)	0.00%

Instructions: Using the scoring rubric, enter a score for each item based on your review of the project proposal.

Date
Reviewer Name
Reviewer Signature