

Lee County Human & Veteran Services

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

## Technical Assistance Meeting

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Application Deadline: May 11, 2026 | Questions Due: April 6, 2026

**Topics:** Eligibility Requirements · Common Application Issues · Key Reminders · Q&A

Note: This meeting is recorded and will be posted on [leegov.com/dhs/funding](https://leegov.com/dhs/funding).

# Purpose of This Meeting

This technical assistance (TA) session is an opportunity to clarify expectations, address common questions, and help applicants strengthen their submissions before the May 11 deadline. Attending this meeting is optional, but strongly encouraged.

## What This IS

- Guidance on RFA requirements
- Clarification of common issues
- Opportunity to ask questions

## What This IS NOT

- A review of your specific application
- Scoring feedback
- Guarantee of award

## Key Reminder

- Recordings and slides from the March 24 and March 26 Technical Assistance meetings will be available at [leegov.com/dhs/funding](http://leegov.com/dhs/funding) by the end of the week.

# Issue #1: Population Requirements for Each Priority Area

*From the RFA (Section IV, Page 14):*

*"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."*

## What This Means For Your Application

**Prevention Initiatives** projects do not need to be limited to opioid use disorder (OUD). Since this priority area focuses on prevention, proposed activities may address broader substance use prevention and related risk factors.

**Education and Early Intervention Training** projects must serve pregnant and postpartum women, and infants with prenatal opioid exposure and/or adults experiencing early signs of substance misuse related to injury or chronic pain.

**Crisis Response and Intervention Services, Treatment Services, and Recovery Support and System Navigation** projects must serve individuals with opioid use disorder (OUD). These projects may also address co-occurring mental health or other substance disorders (SUD), but OUD must be the primary condition being addressed.

Otherwise, the project will not pass the Threshold Review process.

## Issue #2: Partnerships Discussions

### Before You Submit

Have discussions with identified partners.

Confirm partner is willing and/or not already engaged with another organization to provide referrals or service(s).

### In Your Application

Identify each community partner, their relevant experience and their role in the project.

Explain this clearly in your narrative. Include MOUs or other documentation evidencing commitment from collaborative partnerships.

# Issue #3: Understanding Supplanting vs. Expansion

**From the RFA:** "Funding requests that supplant or replace a project's current funding source(s) will not be accepted." Opioid settlement funds are intended to **enhance or expand** services — not to backfill gaps in existing funding.

## ⚠ Language That Raises Concerns

### Warning signs in application language:

- "...maintain our existing program..."
- "...continue current operations..."
- "...prevent reduction of services..."

### Why this is a problem:

This language suggests opioid funds are replacing another source's obligation — not adding anything new. It describes keeping the status quo, not expanding it.

## ✓ Language That Demonstrates Expansion

### What strong applications say instead:

- "Our current [program] serves X. This project adds [specific new capacity] above that baseline."
- "Opioid funds will support [new staff / new slots / new population] not currently funded."

### Why this works:

States a clear baseline, names the specific increment being added, and makes it obvious that opioid funds are activating something new — not sustaining something that already exists.

**Key Question to Ask Yourself:** What exists today without this funding — and what is NEW because of it? Your application must answer that clearly.

# Issue #4: Existing Subcontractor Relationships Must Be Addressed

If your organization is currently operating as a subcontractor/pass thru entity under an existing Lee County funded opioid abatement subrecipient contract, your application must clearly explain how your proposed project relates to and/or differs from your current project.

## Why This Matters

**Applications must not supplant existing funding.**

If you are currently a subcontractor/pass thru entity, reviewers will need to understand:

- Will you be ending the subcontract relationship?
- Is this a genuinely new or expanded scope of work?
- How does this differ from what you are currently doing?

## What to Include in Your Application

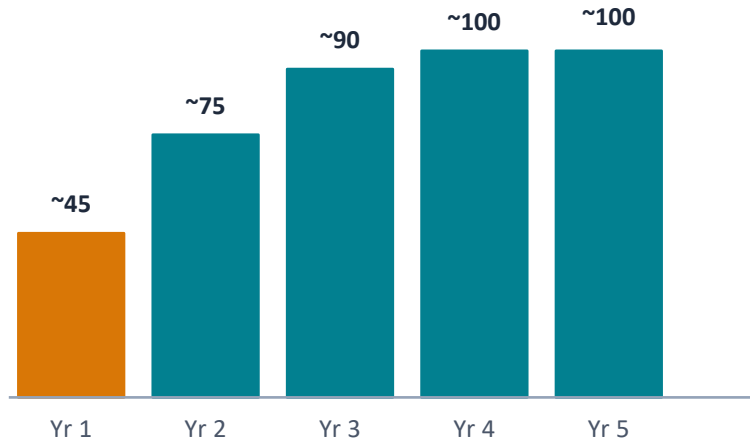
In your **Scope of Services – Project Type** section, address the following:

- Explain the current subcontractor/pass thru entity scope of work.
- Describe how the project is new or will expand the scope of work.
- Explain if the subcontract will continue, end, or transition.
- Confirm no duplication of funding for the same scope of work.

# Issue #5: Reflect Year 1 Startup Time for NEW Projects

Your program must be fully operational within 6 months of contract execution. Reviewers expect your numbers to reflect realistic startup times — Year 1 numbers should be lower than subsequent years to account for hiring, training, procurement, and establishing referral pipelines.

## Example: Projected Clients Served Per Year



*(Illustrative — your actual numbers will vary)*

## What Reviewers Are Looking For

### In your Scope of Services (Section 6.4), include:

- 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.

# Motor Vehicle & Equipment Purchases: What You Need to Know

**Prior Written Approval Required — Before Any Purchase:** No motor vehicle or equipment may be purchased or leased without written pre-approval from both **Lee County HVS** and the **Florida Department of Children and Families (DCF)**. Including an item in your budget does not constitute approval. The required **State Motor Vehicle and Equipment Purchase Form** must be completed and approved prior to any expenditure.

**Strengthen Your Application — Address All of the Following in Your Motor Vehicle and Equipment Narrative:**

## What Counts as Equipment

Equipment is defined under 2 CFR Part 200 and applicable County and DCF requirements. Any equipment requires the pre-approval process. Purchases over \$10,000 will trigger the procurement process. Procurement will be completed in accordance with the Lee County Purchasing Ordinance.

## Useful Life

State the expected useful life of the item and confirm it meets or exceeds the grant period. Explain what happens to the item if it reaches end-of-life before the grant concludes.

## Program Use During the Grant

Describe how the item will be used for the program during the grant term. Motor vehicle or equipment purchased with opioid settlement funds must support approved grant activities and may not be used for unrelated purposes.

## Disposition and Use After the Grant Ends

Explain what will happen to the item after the grant ends, including whether it will continue to be used for the same or a similar approved purpose, be transferred, be returned, or be disposed of.

Note: Any vehicle or equipment purchased before contract execution is not eligible for reimbursement or project funding, especially if it was not procured in accordance with the Lee County Purchasing Ordinance.

# Entity Eligibility & Required Identification Numbers

## For-Profit Entities Are Not Eligible

Only 501(c)(3) nonprofits and public agencies are eligible to receive and administer these funds.

For-profit entity cannot serve as the applicant or the recipient of funds — regardless of its affiliation with the nonprofit arm.

## 12 Months of Service Under This Entity

The 12-month continuous service requirement applies to the **specific legal entity applying** — not a predecessor organization or parent entity.

If your organization recently reorganized, rebranded, or spun off a new entity, the 12-month clock starts from when that legal entity began providing direct services.

## EIN — Federal Employer Identification Number

Before submitting, verify your organization can be found at [dos.fl.gov/sunbiz](https://dos.fl.gov/sunbiz) using the name and EIN on your application.

**The person signing the application must be on Sunbiz.** If the signatory does not match Sunbiz records, the application may not pass threshold review.

## SAM Number — Unique Entity ID

Your SAM Unique Entity ID (UEI) must be included on your application and must be active and verifiable at <https://sam.gov/search/>

Before submitting, confirm your registration is active. Missing or unverifiable SAM numbers on applications may not pass threshold review.

# Heads Up: Become a Lee County Vendor Now

**Important:** Registering as a vendor does **not** guarantee funding or imply selection. However, if you are awarded a subrecipient contract, you must be registered as a Lee County vendor before any payments can be processed. Starting now means less time spent on this during startup if you are selected.

## Start Here

1

Visit: [leegov.com/procurement/new-vendor-payee-application](https://leegov.com/procurement/new-vendor-payee-application)

## Complete the New Vendor Payee Application

2

Follow the steps on the website to become a new vendor with Lee County.

## Application Review by Procurement

3

Lee County's Procurement team will review your submission for completeness and follow up if additional information is needed.

## Receive Your Vendor Number

4

Once approved, Lee County will issue an official vendor number to the county staff contact listed in your application.

# Application Checklist

## ODU Is the Primary Focus

Under Crisis Response, Treatment, and Recovery — the primary diagnosis must be OUD. A client can have OUD and another condition, but OUD must be the primary focus.

## Partnership Confirmation

Contact every partner before you submit. Confirm they are willing, available, and not already funded to provide the same service to the same population.

## No Supplanting

Opioid funds cannot replace existing funding. Show the specific, quantifiable expansion above your current funded baseline — not stabilization of what already exists.

## Subcontractor Relationships

If you currently operate under a Lee County opioid subcontract, explain how this project differs, whether the subcontract continues, and confirm no duplication of scope.

## Year 1 Startup (New Projects)

For new projects, Year 1 numbers must reflect startup time — hiring, training, and building referral pipelines. Include a chart showing projected clients served for all 5 years.

## Motor Vehicle & Equipment

No vehicle or equipment may be purchased without prior written approval from Lee County HVS and DCF. Address continued use, useful life, and disposition in your narrative.

## Entity Eligibility & ID Numbers

Only 501(c)(3) nonprofits and public agencies are eligible. Verify your EIN on Sunbiz, confirm your SAM registration, and ensure the signatory is listed on Sunbiz.

## Become a Lee County Vendor

If awarded, you must be a registered Lee County vendor before payments can be processed. Start the registration process now at [leegov.com/procurement/new-vendor-payee-application](https://leegov.com/procurement/new-vendor-payee-application).

# Key Dates & Next Steps

**April 6, 2026**

## RFA Questions Due

Submit written questions to  
tmartinson@leegov.com

**April 13, 2026**

## HVS Responses Published

Responses posted at [leegov.com/dhs/funding](https://leegov.com/dhs/funding)

**May 11, 2026**

## Applications Due

5:00 p.m. — PDF format only, no ZIP files.  
Email to [tmartinson@leegov.com](mailto:tmartinson@leegov.com)

**May 28–29, 2026**

## PERC Presentations

15-min presentation + 10-min Q&A. Location:  
2440 Thompson St, Conference Room 102

**June 5, 2026**

## Notice of Selection

Conditional selection or non-selection emailed  
to Application contact

**June 10, 2026**

## Appeal Deadline

5:00 p.m. — Written appeals only, based  
solely on submitted application

# Questions?

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All questions must be submitted in writing by April 6, 2026.

Written responses will be posted for all applicants at [leegov.com/dhs/funding](https://www.leegov.com/dhs/funding) by April 13, 2026.

## Contact

**Tara Martinson**

[tmartinson@leegov.com](mailto:tmartinson@leegov.com)

Lee County Human & Veteran Services

Notice: The application steps 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).