

Manatee County
Opioid Impact Grant
Information and Instructions



Manatee County Public Safety

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Background

In 2018, the State of Florida filed a lawsuit against opioid manufacturers and distributors for their roles in the opioid epidemic. The litigation sought to hold entities within the Pharmaceutical Supply Chain accountable for negligence, misrepresentation, and diversion prevention failures. The Office of Drug Control and the Statewide Task Force on Opioid Abuse were established to develop guidelines for combatting the opioid crisis. After four years of discovery, Florida signed the final Settlement Agreement in May 2022. The settlement agreements stipulate that settlement funds will be used for approved abatement purposes and outlines several Core Strategies. Manatee County joined the Florida Memorandum of Understanding (MOU) regarding opioid settlement proceeds, with an approximate projection of \$43 million in regional abatement funds throughout the next 18 years.

In January 2022, the Board of County Commissioners designated the Manatee County Substance Abuse Coalition, a 501(c)(3) organization doing business as Drug Free Manatee, as the advisory committee for the expenditure of opioid litigation settlement funds. This designation serves as a conduit for Manatee County to put litigation funding to work, serving all citizens in need within the County's geographic boundaries. Drug Free Manatee uses its Addiction Crisis Taskforce (ACT) to guide decisions on funding priorities for the County.

Purpose and Overview

The purpose of this application is to solicit highly qualified agencies providing substance abuse and mental health services for Manatee County residents. These services should be in alignment with the Florida Opioid Allocation and Statewide Response Agreement and funding priorities, as determined by the ACT. Proposals that expand, enhance, or create new programs or services will be considered for funding.

A copy of the Florida Opioid Allocation and Statewide Response Agreement can be found at: [SKM_C36822030912210](#)

Addiction Crisis Taskforce

Drug Free Manatee utilizes its ACT to guide discussions regarding opioid response. This collaborative team of community partners inventory current programs and services and outlines communitywide priorities and recommended response efforts. The ACT is comprised of law enforcement and emergency services, faith organizations, behavioral health service providers, and other community stakeholders.

The ACT plays a crucial role in shaping the county's funding priorities for opioid response. It reviews and assesses community needs by examining current programs and services to identify and recommend funding priorities.

In terms of the application process, the ACT's recommendations directly influence the areas that receive focus, ensuring that funded initiatives align with Manatee County's strategic goals for addressing the opioid crisis. This linkage allows the county to allocate resources effectively based on the priorities identified by the ACT.

Current Recommended Funding Priorities

1) Prevention

1.1 – Public prevention and education

Increase access to prevention and education programming in educational, healthcare, and social service settings as well as for the public – primarily focusing on children and youth but for other ages as appropriate – programs that receive funding for other programs through the Children's Services Advisory Board or other sources should not be explicitly disqualified for drug prevention and education support from the Opioid Settlement Fund as these are separate, targeted initiatives to increase local impact.

1.2 – Data Collection, Sharing, and Analysis

Strategies for cross-agency collaboration to collect and share data and identify, share, and implement best practices countywide

2) Response

2.1 – Access to Peer Support

Recruit, train, and manage peer supporters that would be available through a variety of referral sources (i.e., law enforcement, medical providers, mental health providers, EMS, treatment programs, and non-profit service providers).

2.2 – Improve Local Response Efforts, Access to Care, and Linkage to Timely and Appropriate Resources

Strategies for cross-agency collaboration to expand options for diversion from the criminal justice system and treatment – expand choice and ensure increased access to the right kind of care at the correct cost in a timely manner – co-responder models may be considered but are not the only evidence-based option.

3) Recovery

3.1 – Expansion of Local Resources and Services

Establish a countywide comprehensive continuum of care to include:

- Client Care Coordinators and Case Managers to be available to connect with an individual upon first point of contact, whether that be with law enforcement, medical provider/facility, release from jail, release from detox, referral to a program/service, or self-initiated request to assist them with getting immediate help;
- Flexible funding mechanism available to service providers to help cover the cost of medication, treatment, transportation, personal necessities, or other immediate needs if the individual cannot pay;
- Education for emergency room personnel, pharmacists, and other service providers about the benefits of medication-assisted treatment and other evidence-based treatments to ensure proper care, including allowing individuals receiving MAT to obtain appropriate housing;
- Cross-agency collaboration to ensure seamless transition of care from one level or type of program/service to another – could be similar to the co-responder model;
- Client Care Coordinators and Case Managers to provide ongoing support services to individuals as needed, including following the completion of a treatment program, to help prevent relapse – this can include connecting the person to a peer support network and community support groups.

4) Evaluation

Implement and monitor a data collection process to document adopted solutions and determine whether these strategies are having the desired impact.

Proposed Schedule

Date	Event
April	Application Information Session
April	Release Date for Application
May 1, 2025	Application Closing Date
May	Health Services Meeting for Application Review and Scoring
July	Tentative Date for BOCC Approval

Deadline to Submit Application

Applicants are required to submit a fully completed Opioid Impact Grant application form, along with all necessary supporting documents, via email to the Health Services Division, at healthservices@mymanatee.org no later than **5PM on May 1, 2025**. Submissions will be date- and time-stamped upon receipt, and a confirmation email acknowledging the submission will be provided.

This deadline is strictly enforced. All applications, including the required supplemental documents, must be fully and accurately completed and received on or before the specified deadline. Incomplete or late submissions will not be considered. Manatee County Public Safety staff will review the submitted applications and provide feedback regarding eligibility, adherence to program guidelines, and completion of required elements.

Qualifications

Manatee County Opioid Impact Grant applicants must be:

- A division within Manatee County Government; or
- Municipal and local Governments within Manatee County; or
- Not-For-Profit Corporation that meets the following criteria:
 - A Not-For-Profit Corporation incorporated in the State of Florida and classified as a 501 (c)(3) or 501 (c)(6) tax exempt under Federal Internal Revenue Service regulations and designated in compliance with s.170 of the Internal Revenue Code of 1954; and
 - Has maintained incorporated status for more than two years prior to the application deadline or has proven measurable outcomes

Applicants Must

- Adhere to all relevant State and Federal laws, rules, Department of Children and Families (DCF) Operating Procedures, and similar regulations related to substance abuse and treatment services, as well as Manatee County terms and conditions.
- Expand, enhance or create a new program or service addressing the opioid crisis with the scope of the noted priorities.
- Attend all mandatory workshops and information sessions.
- Attend the Health Services Division application information session.
- Not be listed on the Sam.gov excluded partners list
- Not discriminate based on race, color, religion, sex, national origin, age, disability or genetic information.
- Comply with ADA standards for persons with disabilities.

Important Note

When applying for the Opioid Impact Grant, Manatee County encourages agencies to demonstrate their commitment to the proposed program, project, or service by contributing a portion of the total program costs through their own financial resources or funding partners.

Applicants must clearly outline the amount of leveraged funds or in-kind donations in their application and provide details on any cost-saving initiatives they have implemented. Additionally, if your application requests full funding from the Manatee County Government (MCG) for the entire program, you must include a sustainability plan outlining how the program will continue if funding is not awarded in the following year.

Ineligible Cost

Any program that does not align with the Florida Opioid Allocation and Statewide Response Agreement will not be considered for funding. Additionally, settlement funding may not be used to offset existing budgets for current programs or services.

Compliance

By August 31 each year, Manatee County must report its opioid settlement fund expenditures to the Statewide Council per Florida Statute 397.335(4)(f). This data will be used to assess the status of the opioid epidemic. The Florida Department of Children and Families' Opioid Data Management System (ODMS) stores county-submitted data, including financial and service details, to ensure appropriate fund use. Under the Florida Opioid Allocation Agreement, agencies receiving funds must maintain and allow access to all relevant records for six years, or as required by law, ensuring transparency and accountability. By applying, applicants must understand that they are required to report all necessary data to both the state and county.

Data Collection

Client-Specific Record

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

The File Transfer Protocol (FTP) ShareFile server was established for providers to create and submit an Electronic Data Interchange (EDI) X12 837 Professional or X12 837 Institutional files based on the provider's contracted county or Managing Entity. Data files shall be submitted by healthcare providers awarded into the FTP ShareFile server. Providers will log into ShareFile and

place X12 837 files into their folders. A separate folder for each provider will be created on ShareFile, and providers will only be able to see and upload to their own specific folders.

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

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

Other Data

Agencies are strongly encouraged to collect and provide the County with comprehensive client, strategic, and outcome data. The purpose of this data collection is to capture sufficient information to effectively illustrate the inputs, targets, and outcomes of the proposed program or service, while minimizing any additional administrative burden. Agencies should detail the data to be collected and reported to the County in Section 6 of the application. Upon award, the agreement will specify the reporting requirements for each agency. For reference, examples of the types of data and information to be collected are available on the State of Florida Opioid Dashboard: [Substance Abuse & Mental Health Dashboard | Florida DCF](#)

Reporting and Monitoring

Upon the execution of a funding agreement, payments for the Manatee County Opioid Impact Grant will be contingent upon the submission and satisfactory review of required monthly reports and any requested supporting documentation. Awarded agencies may be required to provide additional data or information as stipulated by forthcoming State of Florida reporting requirements. The County will implement a comprehensive monitoring process to ensure compliance, and corrective actions will be taken in the event of non-compliance. Payments will also be contingent upon agency cooperation during periodic desk audits, site visits, and other on-site monitoring activities, which may include but are not limited to, access to facilities, staff interviews, and review of financial and client records, as well as any other relevant documentation as outlined in the funding agreement.

Scoring

All programs, projects, and services outlined in Exhibit's "A" & "B" of the Florida Opioid Allocation and Statewide Agreement will be considered for funding. However, proposals that align with the recommendations detailed by the ACT, as well as those serving high-need area and/or populations will be prioritized and are eligible to receive 5 bonus points during the application evaluation process.

County staff will review all applications for eligibility and completeness, ensuring that all narrative responses and required or recommended documentation are provided. Following this review, applications will be submitted to the Public Safety Department for evaluation and scoring.

During this period, staff will thoroughly review and evaluate each proposal based on the quality of the application and responses to the specified prompts. A scoring matrix tool will be utilized to evaluate the applications, which consists of various categories and sections, each with criteria scored based on the applicant's responses. For example, categories such as "Agency Overview" and subsections like "Background" will be assessed, with each section offering a set of points, some of which have a maximum score (e.g., 5 points for certain sub criteria). Points are awarded based on how well the applicant meets the requirements outlined for each section, such as the "Background" section, which awards up to 5 points for a detailed description of the organization's mission and experience. Each prompt will be assigned a designated point value, contributing to a maximum possible score of 115 points, including 5 points from the bonus section related to high-need areas or populations. The total points from all categories contribute to the overall score, guiding funding decisions. A baseline score of 80% is required for recommendation to the Board of County Commissioners for funding.

The detailed Evaluation Criteria and Score Sheet can be found in the Manatee County Public Safety website.

https://www.mymanatee.org/departments/public_safety/health_services/opioid_response

The Health Services Division will review each proposal and submit recommendations to the Manatee County BOCC.

General Application Instructions:

It is the responsibility of each applicant to thoroughly review and understand the prompts, specifications, scope of work, terms, and conditions. Applicants are encouraged to support their

responses with relevant statistical data and credible research where applicable. Responses should be completed using a minimum font size of 11-point within the provided space. Additional pages for responses will not be accepted. Any questions regarding the instructions, application, or required documentation should be directed to the Health Services Division at healthservices@mymanatee.org.

Required Documentation

Agencies must attach the following required documentation to the application:

Completed Application
Most recently filed IRS 990
Independent Auditors Report and the Financial Statement no older than two fiscal years and Management, Response and Opinion Letters
Letters of Recommendation from funders or community partners (Maximum of three attachments)
Letters of Commitment
Awards, Recognitions of Certifications (Maximum of three attachments)
Staff Roster and Resumes
Board of Directors List
Agency Approved By-Laws
Documentation for leverage funding or in-kind donations
Proposed Budget Form
Non-profits only: IRS 501 (c)(3) or 501 (c)(6) determination letter
Certificate of Liability Insurance Coverage (minimum of \$1 Million)
Certificate of Status from Florida Department of State, Division of Corporations, showing "active status" (Not required for Federal, State, or Local governmental agency)
Licenses (if required)
Other (e.g. annual reports, maintenance plans, studies, etc.)