



Volusia County Opioid Abatement Funding Program

Cycle 5 Application Prompts

Volusia County Community Assistance

121 West Rich Avenue

DeLand, Florida 32720

386-736-5955 ext. 12979

mfox@volusia.org

The following application prompts have been provided to assist with completion of the application within the Salesforce grant portal. Prospective applicants must complete registration and submit the application, budget and required supplemental documentation in accordance the guidelines provided on the Opioid Abatement Funding Program site located at the following link:

<https://www.volusia.org/government/county-council/advisory-boards/opioid-abatement-application.shtml>

Section 1 – Agency Overview (10 Points)

Organizational Stability

The following prompts require a Yes/No response:

- 1) Does the agency have an organizational chart or description identifying positions and lines of authority?
- 2) Does the agency maintain a formal, written succession plan for key leadership positions?
- 3) Has the agency maintained the same leadership team without major turnover for the past two years?
- 4) Does the agency have a policies and procedures manual in place with clearly defined staff operational guidelines?
- 5) Does the agency have job descriptions which define the duties and qualifications for each position specific to the proposed program or service?
- 6) Does the agency have policies and procedures for written performance appraisal and pay increases?
- 7) Does the agency regularly conduct and document staff performance evaluations?
- 8) Is the agency's staff turnover rate at or below the industry average?
- 9) Does the agency maintain a formal quality improvement process that is reviewed at specific intervals?
- 10) Is the agency in compliance with all relevant regulatory bodies?

Financial Oversight

The following prompts require a Yes/No response:

- 1) Does the agency have written financial policies and procedures?
- 2) Does the agency have written accounting policies and procedures?
- 3) Does the agency have written procurement or purchasing procedures?
- 4) Does the agency have written policies or procedures for the management of petty cash funds?
- 5) Does the agency have written policies or procedures defining who is authorized to utilize credit/debit cards?
- 6) Does the agency have written policies or procedures for reimbursement of employee job-related expenses?
- 7) Does the agency employ a qualified financial professional (CFO, Finance Director, etc.) to oversee financial operations?
- 8) Does the agency have an independent audit on an annual basis?
- 9) Has the agency's financial audit been completed without material findings within the past three years?
- 10) Has the agency maintained a balanced budget for the past three fiscal years?
- 11) Does the agency maintain a formal process for evaluating the financial impact of new programs or initiatives?
- 12) Has the agency secured any new funding sources in the past 12 months?
- 13) Is the agency's accounting system and account structure able to separately track opioid abatement settlement funds?

Background

The following prompt requires a narrative response:

- 1) Provide the agency's mission, a background of the agency's organizational history, an overview of the services your agency currently provides and evidence that the agency has operated a like program for at least two years.

Section 2 - Experience (10 points)**Performance**

The following prompts require a Yes/No response:

- 1) Does the agency possess experience within the intended scope of work?
- 2) Has the agency demonstrated consistent achievement of outcomes over the past three years?
- 3) Has the organization exceeded key performance targets in the past year?
- 4) Does the agency have documented evidence of positive client or participant outcomes from the past two years?
- 5) Has the agency successfully completed all grant deliverables on time for the past two years?
- 6) Has the agency maintained compliance with all funder requirements across past grants and contracts?
- 7) Has the agency successfully implemented a significant programmatic or operational change within the past three years?
- 8) Have any of the agency's programs completed independent evaluation in the past three years?
- 9) Has the agency received recognition or awards for program performance in the past two years?
- 10) Is client or participant feedback systematically collected and incorporated into program evaluation and improvements?

Section 3 – Plan (40 Points)

Plan

The following prompts require a narrative response:

- 1) Provide a detailed description of the proposed program, project or service, how the activities will meet the identified need of the proposal and a budget narrative describing the allocations included in the project budget.
- 2) Indicate the Purposes, Services, Strategies Goals and Objectives of the proposal. Select “Add” to add additional item to the proposed scope.
 - Proposed Purposes
 - Proposed Services
 - Proposed Strategies
 - Proposed Goals & Objectives

Initiatives

The following prompt requires a narrative response:

- 1) Complete the Program Logic Model and clearly display the relationships between the Inputs, Activities, Outputs and Outcomes of the proposal.

Efficacy

The following prompts require a narrative response or a weblink:

- 1) Indicate if the proposal meets any of the following classifications and provide justification through description or link
 - Evidence-based
 - Evidence-informed
 - Informed by nationally recognized outcomes
 - Supported by research

Section 4 – Priority (20 points)

The following prompts require a narrative and drop-down selection response:

Approved Use

- 1) Identify from the Volusia County Opioid Abatement Plan the Approved use or uses with which each component of the proposal best correlates. Briefly describe the proposal component, identify the approved use classification (Treatment, Prevention Other Strategies) and identify the approved use.

Abatement Plan Funding Priority

- 1) Identify if the proposal targets one or more of the current Volusia County Opioid Abatement Funding Priorities. Briefly describe the proposal component and identify the correlating approved Abatement Plan Funding Priority.

Section 5 - Sustainability (10 points)

The following prompts require a narrative response:

Sustainable Strategy

- 1) Describe how the proposed program, project or service will operate beyond the funding term. Include any strategies, collaborations, current or expected future funding or in-kind donations.

Financial Impact

- 1) Describe the financial Return on Investment or quantifiable financial impact of funds related to the proposed program, project or service.

Section 6 - Compliance (10 points)

The following prompts require a narrative response:

Data Collection

- 1) Identify the data to be collected and reported to the County and describe how the agency will collect and store data.