



Volusia County Opioid Abatement Funding Program

Salesforce Portal Application Guide

Volusia County Community Assistance

110 West Rich Avenue

DeLand, Florida 32720

386-736-5956 ext. 12979

mfox@volusia.org

- 1) Complete the Opioid Abatement Program Applicant Information Form located by navigating to the following link: <https://volusia.solodev.net/file/7548/Opioid-Program-Applicant-Contact-Information-ADA.pdf> and submit the form via email to Opioid Program Manager, Alex Fox, at mfox@volusia.org.

**Opioid Abatement Funding Program Applicant Information**

Organization Information

Type:

Website:

Description:

Physical Address:

Physical Street:

Physical City:

Physical State:

Physical Zip:

Physical Country:

Mailing Address Street:

Mailing Address City:

Mailing Address State:

Mailing Address Zip:

Mailing Address Country:

Contact Information

First Name:

Last Name:

Organization Name:

Title

Office Phone:

Mobile Phone:

Email:

Mailing Address Street:

Mailing Address City:

Mailing Address State:

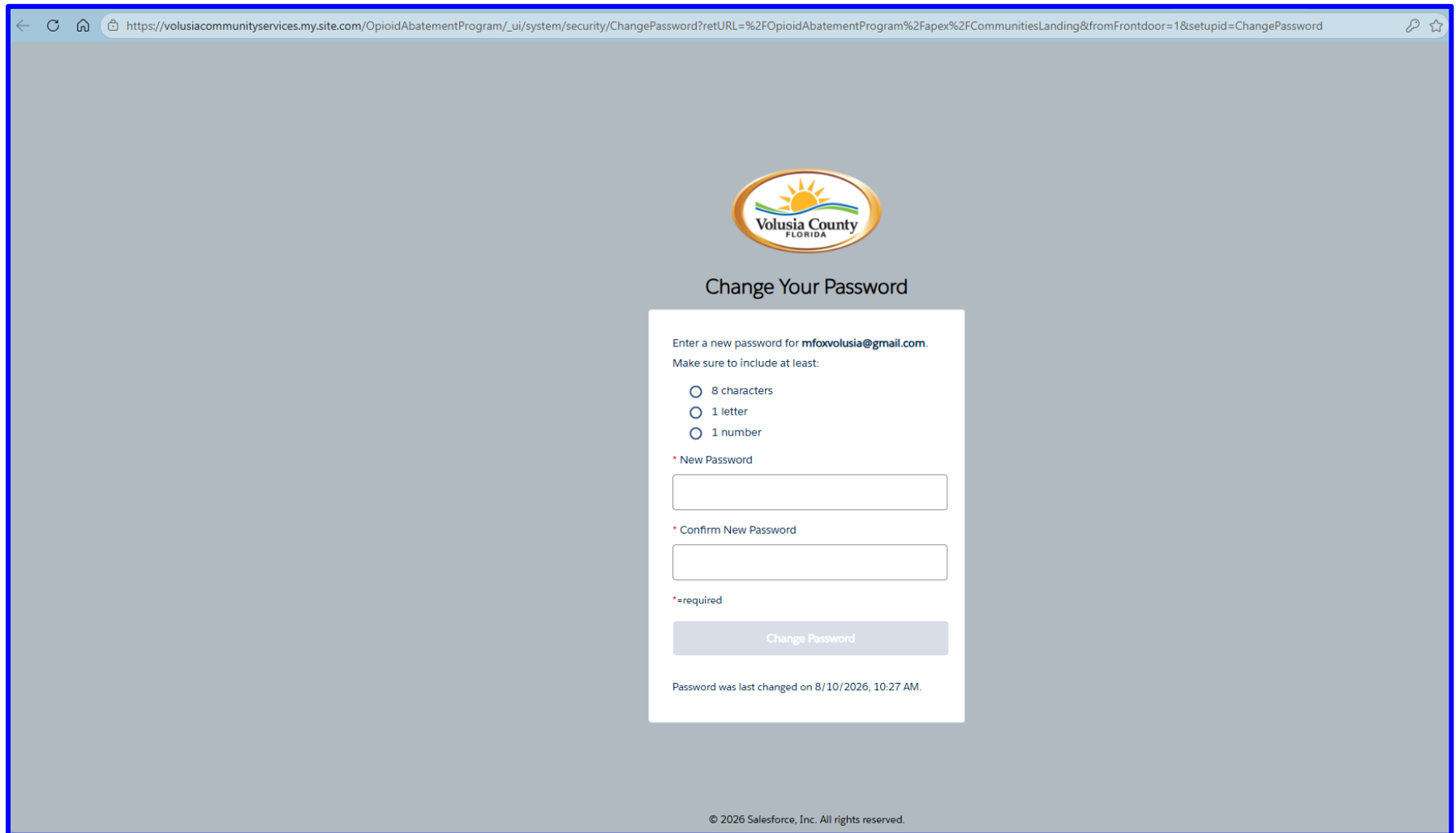
Mailing Address Zip:

Mailing Address Country:

- 2) County staff will assign applicants portal access upon request and receipt of the completed contact information form. On 8/21/2026, applicants will then receive an email at the address provided on the contact form prompting the user to reset the system password and log into the Salesforce portal system.



3) Follow the link provided in the email from Salesforce and the password reset page will display.



← ↻ 🏠 https://volusiacomunityservices.my.site.com/OpioidAbatementProgram/_ui/system/security/ChangePassword?retURL=%2FOpioidAbatementProgram%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setupid=ChangePassword 🔍 ☆



Change Your Password

Enter a new password for **mfoxvolusia@gmail.com**.
Make sure to include at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

* New Password

* Confirm New Password

*=required

Change Password

Password was last changed on 8/10/2026, 10:27 AM.

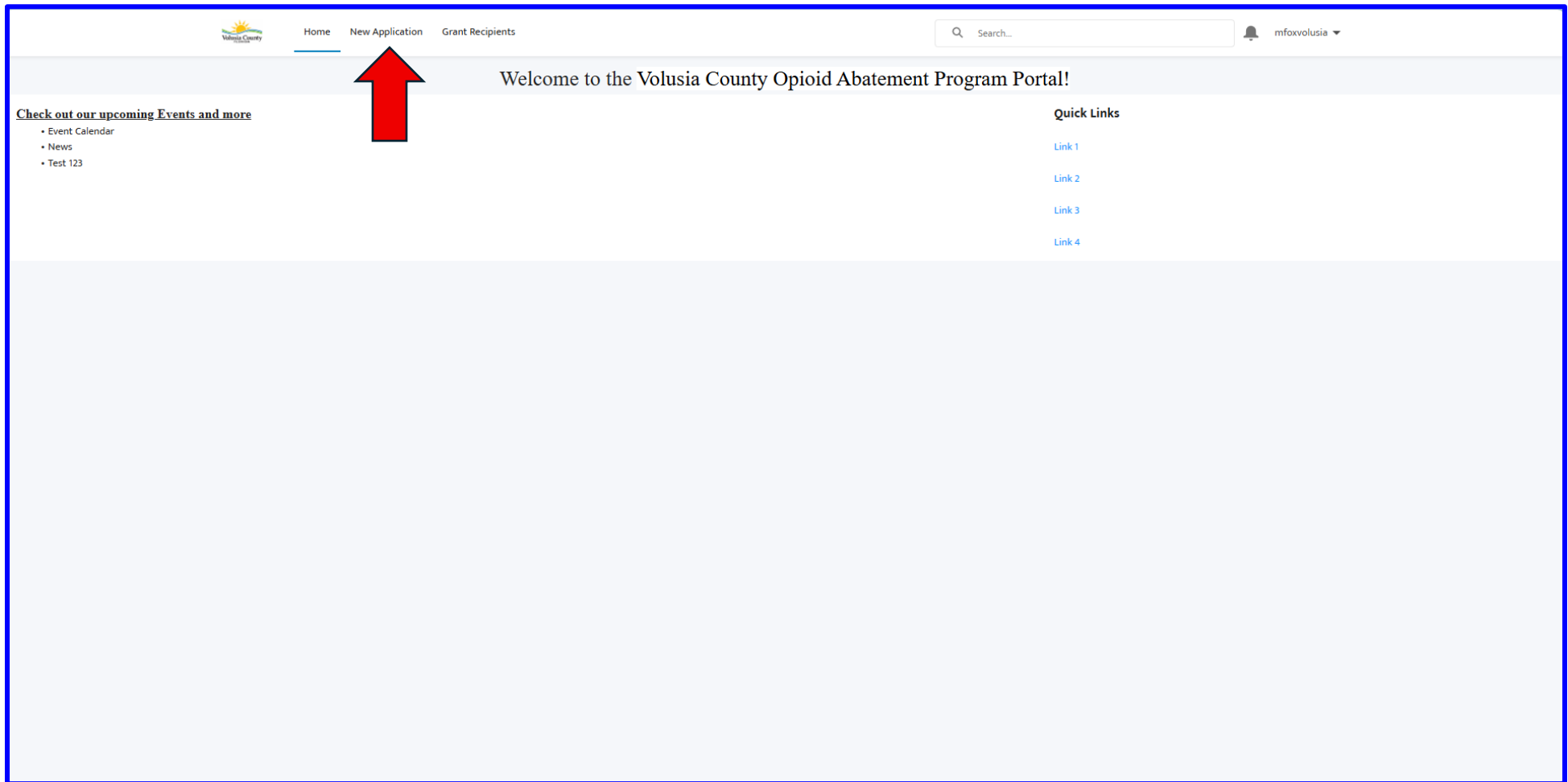
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4) Update the user password and select Change Password to log into the system.

- The Organization and Contact will be created from the contact information provided on the form and the user's username will match the email address. The agency is limited to one contact for application submission purposes.

5) The user will be directed to the portal home page. Select New Application.

- The budget cannot be created prior to the application



6) Enter and select the applicant (Organization) name, primary contact name and certifying representative name.

- Begin typing the organization and contact name and if the user has completed pre-registration, the Organization or contact will populate. Select the correct Organization and contact name.

7) If the certifying representative is different than the primary contact, select the blue text “Create New Contact”

The screenshot displays the 'Applicant Information' section of a web application. The top navigation bar includes the Volusia County logo, 'Home', 'New Application', 'Grant Recipients', a search bar, and a user profile 'mfoxvolusia'. The main content area is divided into three sections: 'Applicant', 'Primary Contact', and 'Certifying Representative'. The 'Applicant' section has a 'Name of Applicant' field with 'Community Assistance' entered. The 'Primary Contact' section has a 'Primary Contact Name' field with 'A Fox' entered. The 'Certifying Representative' section has a 'Certifying Representative Name' field, a 'Create New Contact' link, and fields for 'Title', 'Phone', and 'Email'. Red arrows point to the 'Create New Contact' link and the input fields. A sidebar on the right shows a 'Steps' list with 'Applicant Information' as the current step.

Volusia County
Home New Application Grant Recipients Search... mfoxvolusia

Applicant Information

Applicant

Name of Applicant
Community Assistance

Primary Contact

Primary Contact Name
A Fox

Certifying Representative

Certifying Representative Name

Create New Contact

Title Phone

Email

Instruction 1
Text 123

Steps

- Applicant Information
- Section 1 - Agency Overview (10 Points)
- Section 2 - Experience (10 points)
- Section 3 - Plan (40 points)
- Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

8) The section will expand and allow for additional contact information for the certifying representative to be entered.

The screenshot shows a web application interface for 'Applicant Information'. The top navigation bar includes the 'Valencia County' logo, 'Home', 'New Application', and 'Grant Recipients' links, a search bar, and a user profile 'mfoxvolusia'. The main content area is titled 'Applicant Information' and contains three expandable sections: 'Applicant', 'Primary Contact', and 'Certifying Representative'. The 'Applicant' section has a 'Name of Applicant' field with the value 'Community Assistance'. The 'Primary Contact' section has a 'Primary Contact Name' field with the value 'A Fox'. The 'Certifying Representative' section has a 'Certifying Representative Name' field (highlighted with a red arrow), and sub-fields for 'First Name', 'Last Name', 'Title', 'Phone', and 'Email'. The 'Last Name' field is marked with a red asterisk. On the right side, there is a sidebar with 'Instruction 1', 'Text 123', and a 'Steps' list. The 'Steps' list includes 'Applicant Information' (selected), 'Section 1 - Agency Overview (10 Points)', 'Section 2 - Experience (10 points)', 'Section 3 - Plan (40 points)', 'Section 4 - Priority (20 points)', 'Section 5 - Sustainability Strategy (10 points)', 'Section 6 - Compliance (10 points)', and 'Confirmation'.

Valencia County

Home New Application Grant Recipients

Search...

mfoxvolusia

Applicant Information

Applicant

Name of Applicant

Community Assistance

Primary Contact

Primary Contact Name

A Fox

Certifying Representative

Certifying Representative Name

First Name

*Last Name

Title

Phone

Email

Instruction 1

Text 123

Steps

- Applicant Information
- Section 1 - Agency Overview (10 Points)
- Section 2 - Experience (10 points)
- Section 3 - Plan (40 points)
- Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

9) Complete the remaining prompts on the first page.

- There is no ability to save an application file within the system. To save progress, select “Save for Later” at the bottom of the page.

Community Assistance

▼ Primary Contact

Primary Contact Name

A Fox

▼ Certifying Representative

Certifying Representative Name ⓘ

A Fox

First Name

A

Last Name

Fox

Title

Phone

Email

* Proposal Type

Program

* Type Of Applicant

Volusia County Government

* Funding Request Amount

\$ 50,000.00

* Funding Term (1 or 2 years)

1 Year

* Additional Leveraged Funds

\$ 50,000.00

* Total Estimated Cost

\$ 10,000.00

Save for later

Next

Applicant Information

Section 1 - Agency Overview (10 Points)

Section 2 - Experience (10 points)

Section 3 - Plan (40 points)

Section 4 - Priority (20 points)

Section 5 - Sustainability Strategy (10 points)

Section 6 - Compliance (10 points)

Confirmation

10) Select “OK”.

The screenshot shows a web form titled "Community Assistance" with a sidebar on the right labeled "Applicant Information". The form contains several sections: "Primary Contact" with a name field "A Fox"; "Certifying Representative" with fields for name, first name, title, and email; and a series of dropdown and input fields for proposal details like "Proposal Type" (Program), "Type Of Applicant" (Volusia County Government), "Funding Request Amount" (\$ 50,000.00), "Funding Term" (1 Year), "Additional Leveraged Funds" (\$ 50,000.00), and "Total Estimated Cost" (\$ 10,000.00). A "Save for later" link is at the bottom left, and a "Next" button is at the bottom right. A modal dialog box titled "Confirm" is centered over the form, asking "Are you sure you want to save it for later?". It has "Cancel" and "OK" buttons. A large red arrow points to the "OK" button.

Community Assistance

Primary Contact

Primary Contact Name

A Fox

Certifying Representative

Certifying Representative Name

A Fox

First Name

A

Title

Email

* Proposal Type

Program

* Type Of Applicant

Volusia County Government

* Funding Request Amount

\$ 50,000.00

* Funding Term (1 or 2 years)

1 Year

* Additional Leveraged Funds

\$ 50,000.00

* Total Estimated Cost

\$ 10,000.00

Save for later

Next

Applicant Information

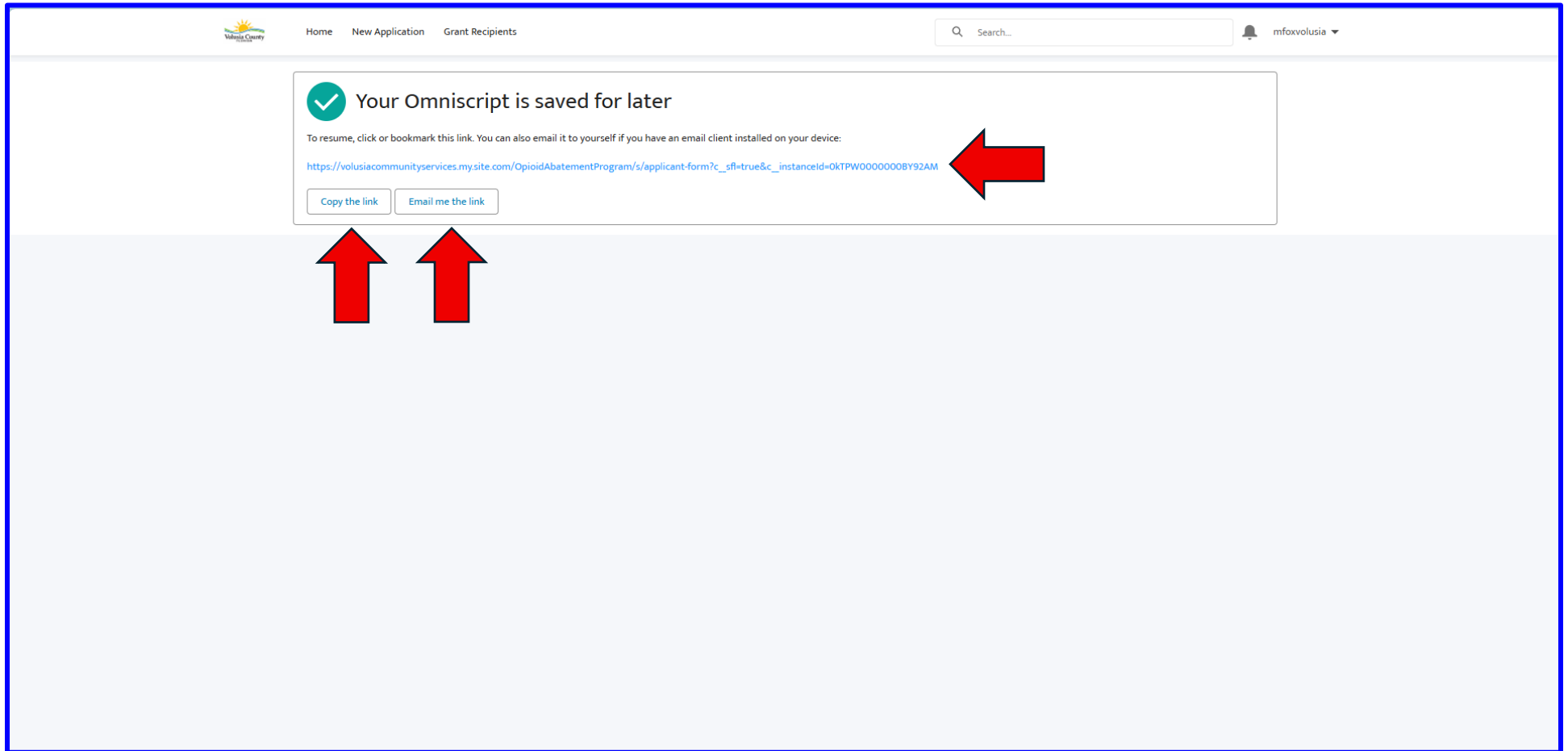
- Section 1 - Agency Overview (10 Points)
- Section 2 - Experience (10 points)
- Section 3 - Plan (40 points)
- Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

Confirm

Are you sure you want to save it for later?

Cancel OK

11) Copy and save or prompt the system to email the application link to gain access to the current application. Selecting the link provided will redirect the user to the application.



12) Continue and complete Section 1.

[Home](#) [New Application](#) [Grant Recipients](#)

Search...

mfoxxvolusia

Applicant Information

Applicant

Name of Applicant

Community Assistance

Primary Contact

Primary Contact Name

A Fox

Certifying Representative

Certifying Representative Name ⓘ

A Fox

* Proposal Type

Program

* Type Of Applicant

Volusia County Government

* Funding Request Amount

* Funding Term (1 or 2 years)

* Additional Leveraged Funds

* Total Estimated Cost

Save for later

Next

Instruction 1

Text 123

Steps

Applicant Information

Section 1 - Agency Overview (10 Points)

Section 2 - Experience (10 points)

Section 3 - Plan (40 points)

Section 4 - Priority (20 points)

Section 5 - Sustainability Strategy (10 points)

Section 6 - Compliance (10 points)

Confirmation

13) Continue to and complete Section 2.

[Home](#) [New Application](#) [Grant Recipients](#)

 mfoxxvolusia

Section 2 - Experience (10 points)

* Does the agency possess experience within the intended scope of work?

Yes

* Has the agency demonstrated consistent achievement of outcomes over the past three years?

Yes

* Has the organization exceeded key performance targets in the past year?

Yes

* Does the agency have documented evidence of positive client or participant outcomes from the past two years?

No

* Has the agency successfully completed all grant deliverables on time for the past two years?

Yes

* Has the agency maintained compliance with all funder requirements across past grants and contracts?

Yes

* Has the agency successfully implemented a significant programmatic or operational change within the past three years?

Yes

* Have any of the agency's programs completed independent evaluation in the past three years?

Yes

* Has the agency received recognition or awards for program performance in the past two years?

Yes

* Is client or participant feedback systematically collected and incorporated into program evaluation and improvements?

Yes

[Save for later](#) [Previous](#) [Next](#)

Instruction 3

Text 123

Steps

- Applicant Information
- Section 1 - Agency Overview (10 Points)
- Section 2 - Experience (10 points)**
- Section 3 - Plan (40 points)
- Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

14) Continue to and complete Section 3.

[Home](#) [New Application](#) [Grant Recipients](#)

 mfoxvolusia

Section 3 - Plan (40 points)

* Provide a detailed description of the proposed program, project or service, how the activities and services will meet the identified need of the proposal and a budget narrative describing the allocations included in the project budget.

Plan

* Provide Proposed Purposes

Purposes

* Provide Service(s) to be provided

Services

* Provide Strategies

Strategies

* Provide Goals and Objectives

Goals and Objectives

Instruction 4

Text 123

Steps

- ✓ Applicant Information
- ✓ Section 1 - Agency Overview (10 Points)
- ✓ Section 2 - Experience (10 points)
- Section 3 - Plan (40 points)**
- Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

15) In Section 3, if there are additional Initiatives, select “Add”, and a subsequent set of initiatives will populate.

▼ Initiatives

Add

* Inputs

Inputs

* Activities

Activities

* Outputs

Outputs

* Outcomes

Outcomes

Section 3.5 - Efficacy

Indicate if the proposal meets any of the following classifications and provide justification through description or link. (Fill in at least one)

▼ Initiatives

AddDelete

*Inputs

Inputs

*Activities

Activities

*Outputs

Outputs

*Outcomes

Outcomes

▼ Initiatives 2

AddDelete

*Inputs

*Activities

*Outputs

*Outcomes

- 16) Continue to Section 3.5. In Section 3.5, the user is required to enter justification for a minimum of one of the four efficacy categories. The user must provide a description and link for one or more of the options.**
- The weblink must be provided in “http://” format.

Section 3.5 - Efficacy

Indicate if the proposal meets any of the following classifications and provide justification through description or link. (Fill in at least one)

Evidence-based Description

Evidence-based Link

www.volusia.org

Please enter a valid website URL. (e.g. https://www.example.com)

Evidence-informed Description

Evidence-informed Link

Informed by nationally recognized outcomes Description

Informed by nationally recognized outcomes Link

Supported by research Description

Supported by research Link

[Save for later](#)

[Previous](#)[Next](#)

17) Continue to and complete Section 4. The user must indicate the proposal component, identify the approved use from the Florida Opioid Allocation and Statewide Response Agreement and Volusia County Abatement Plan and identify if the project targets a current Funding Priority.

18) Select Add to add additional components to classify approved use or priority.

Section 4 – Priority (20 points)

✓ Approved Use Add

* Proposal Component

Component 1

* Classification

Prevention

* Approved Use

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies...

✓ Funding Priority Add

* Proposal Component

Component 1

* Abatement Priority

Education and Prevention Programs

[Save for later](#) [Previous](#) [Next](#)

Steps

- ✓ Applicant Information
- ✓ Section 1 - Agency Overview (10 Points)
- ✓ Section 2 - Experience (10 points)
- ✓ Section 3 - Plan (40 points)
- **Section 4 – Priority (20 points)**
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

19) New fields for additional components and approved uses or priorities will populate

The screenshot displays a web application interface for a grant application. The top navigation bar includes the logo, 'Home', 'New Application', 'Grant Recipients', a search bar, and a user profile 'mfoxvolusia'.

Section 4 - Priority (20 points)

This section is currently active, as indicated by the 'Steps' sidebar on the right. The sidebar lists the following steps:

- Applicant Information
- Section 1 - Agency Overview (10 Points)
- Section 2 - Experience (10 points)
- Section 3 - Plan (40 points)
- Section 4 - Priority (20 points)**
- Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)
- Confirmation

Under 'Section 4 - Priority (20 points)', there are two expandable sections:

- Approved Use**: Contains a 'Proposal Component' field (labeled 'Component 1'), a 'Classification' dropdown menu (set to 'Prevention'), and an 'Approved Use' text area (containing 'Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies...').
- Approved Use 2**: Contains empty fields for 'Proposal Component', 'Classification', and 'Approved Use'. Red arrows point to these fields, indicating they will populate with new data.

Funding Priority

This section is located below 'Section 4'. It contains:

- Funding Priority**: Contains a 'Proposal Component' field (labeled 'Component 1') and an 'Abatement Priority' dropdown menu (set to 'Education and Prevention Programs').
- Funding Priority 2**: Contains empty fields for 'Proposal Component' and 'Abatement Priority'. Red arrows point to these fields, indicating they will populate with new data.

At the bottom of the 'Funding Priority' section, there are two buttons: 'Previous' and 'Next'. A red arrow points to the 'Next' button, indicating the user should proceed to the next step.

20) Continue to and complete Section 5.

[Home](#) [New Application](#) [Grant Recipients](#)

 mfoxvolusia

Section 5 - Sustainability Strategy (10 points)

* 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.

Sustainability

5.2 - Financial Impact

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

Financial Impact

[Save for later](#) [Previous](#) [Next](#)

Instruction 5

Text 123

Steps

- ✓ Applicant Information
- ✓ Section 1 - Agency Overview (10 Points)
- ✓ Section 2 - Experience (10 points)
- ✓ Section 3 - Plan (40 points)
- ✓ Section 4 - Priority (20 points)
- Section 5 - Sustainability Strategy (10 points)**
- Section 6 - Compliance (10 points)
- Confirmation

21) Continue to and complete Section 6. Select next to complete and submit the Application.

[Home](#) [New Application](#) [Grant Recipients](#)

 mfoxvolusia

Section 6 - Compliance (10 points)

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

Data

[Save for later](#)

Previous

Next

Instruction 6

Text 123

Steps

- ✓ Applicant Information
- ✓ Section 1 - Agency Overview (10 Points)
- ✓ Section 2 - Experience (10 points)
- ✓ Section 3 - Plan (40 points)
- ✓ Section 4 - Priority (20 points)
- ✓ Section 5 - Sustainability Strategy (10 points)
- Section 6 - Compliance (10 points)**
- Confirmation

22) The user will be redirected to the confirmation page and prompt the user to continue to create the project budget.

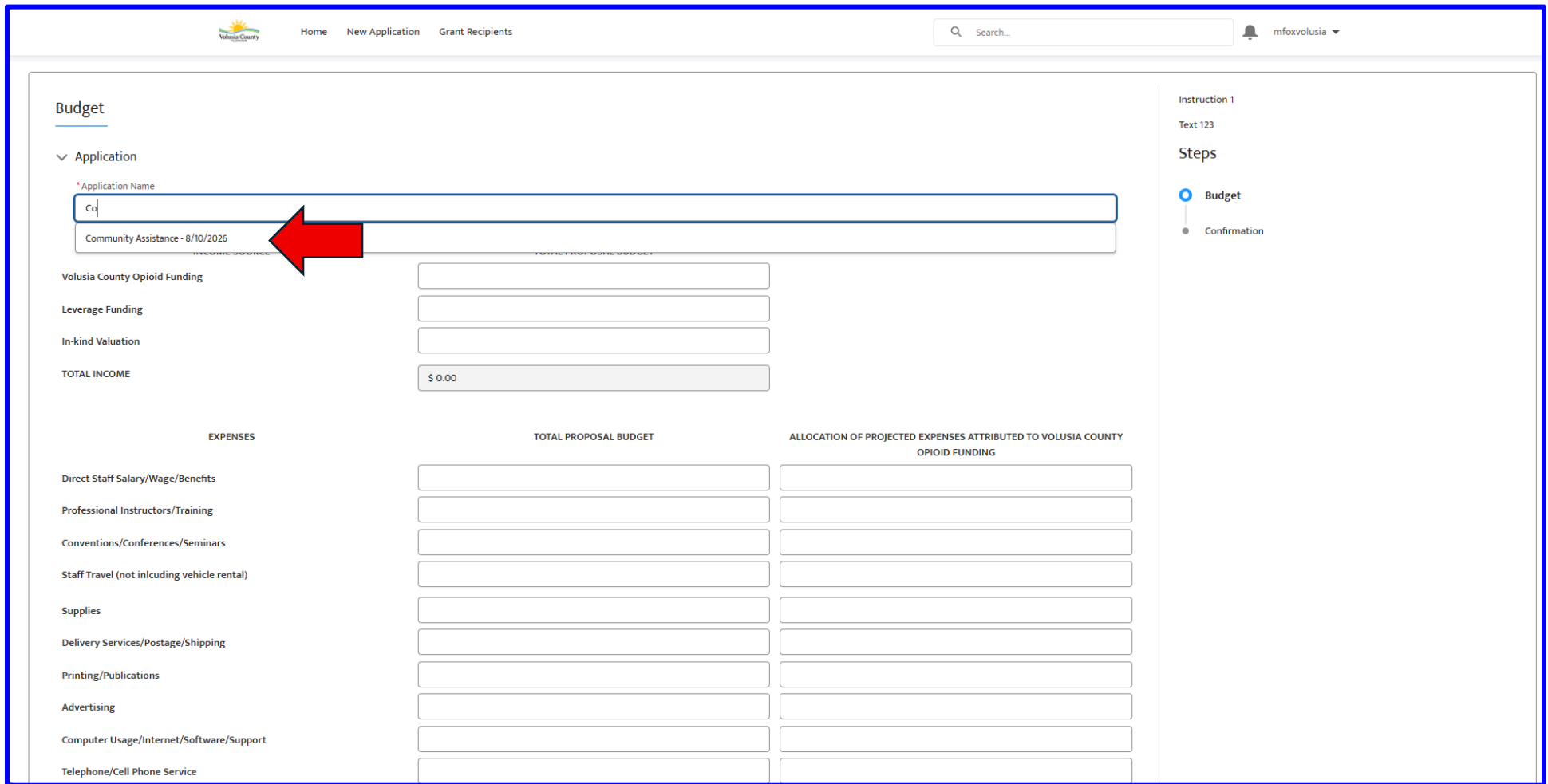
23) Select Create your Budget.

The screenshot shows a web application interface for 'Maitland County Volusia'. The top navigation bar includes links for 'Home', 'New Application', and 'Grant Recipients', along with a search bar and a user profile icon labeled 'mfoxxvolusia'. The main content area is titled 'Confirmation' and contains the message: 'Thank you for submitting your Application! A member of the Opioid Abatement Team will contact you.' Below this message is a button labeled 'Create your Budget'. A large red arrow points directly to this button. On the right side of the page, there is a 'Steps' section with a vertical list of application stages: 'Applicant Information', 'Section 1 - Agency Overview (10 Points)', 'Section 2 - Experience (10 points)', 'Section 3 - Plan (40 points)', 'Section 4 - Priority (20 points)', 'Section 5 - Sustainability Strategy (10 points)', 'Section 6 - Compliance (10 points)', and 'Confirmation'. The 'Confirmation' step is currently selected, indicated by a blue circle, while the others have green checkmarks.

24) Enter the Application name.

- The Application name will be the organization name followed by the date it was submitted as displayed.

25) Begin typing the organization name and the application will populate. Select the application and complete the budget form.



Budget

Application

*Application Name

Community Assistance - 8/10/2026

Volusia County Opioid Funding

Leverage Funding

In-kind Valuation

TOTAL INCOME

\$ 0.00

EXPENSES	TOTAL PROPOSAL BUDGET	ALLOCATION OF PROJECTED EXPENSES ATTRIBUTED TO VOLUSIA COUNTY OPIOID FUNDING
Direct Staff Salary/Wage/Benefits		
Professional Instructors/Training		
Conventions/Conferences/Seminars		
Staff Travel (not including vehicle rental)		
Supplies		
Delivery Services/Postage/Shipping		
Printing/Publications		
Advertising		
Computer Usage/Internet/Software/Support		
Telephone/Cell Phone Service		

26) Complete the budget form and select “Create” to submit the budget.

Printing/Reproductions		
Advertising		
Computer Usage/Internet/Software/Support		
Telephone/Cell Phone Service		
Transportation - Client		
Housing - Client		
Food/Beverages- Client		
Other Client Assistants		
Occupancy/mortgage/rent/lease		
Equipment lease/rent/purchase		
Equipment Maintenance		
Vehicle Maintenance		
Facility Maintenance		
Utilities		
Insurance		
Administrative Staff Salary/Wage/Benefits		
Other Administrative Costs		
Other		
TOTAL ADMINISTRATIVE EXPENSE	\$ 0.00	\$ 0.00
TOTAL INCOME	\$ 100,000.00	\$ 50,000.00
TOTAL EXPENSE	\$ 100,000.00	\$ 50,000.00
EXCESS/DEFICIT	\$ 0.00	\$ 0.00

[Save for later](#)

Create

27) The user will be redirected to the page below indicating completion of application and budget submission.

The screenshot shows a web application interface with a blue border. At the top, there is a navigation bar with the Volusia County logo on the left, followed by links for 'Home', 'New Application', and 'Grant Recipients'. On the right side of the navigation bar is a search bar with a magnifying glass icon and the text 'Search...'. Further right is a user profile section with a bell icon, the text 'mfoxvolusia', and a dropdown arrow. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Confirmation' header in a box, followed by the text 'Thank you for supporting your Budget! A member of the Opioid Abatement Team will contact you.' and a blue button labeled 'Return to Home'. On the right, there is a 'Steps' section with a vertical list of two items: 'Budget' with a green checkmark and 'Confirmation' with a blue circle and a vertical line above it, indicating it is the current step. The bottom half of the page is a large, empty light blue area.

Volusia County

Home New Application Grant Recipients

Search...

mfoxvolusia

Confirmation

Thank you for supporting your Budget! A member of the Opioid Abatement Team will contact you.

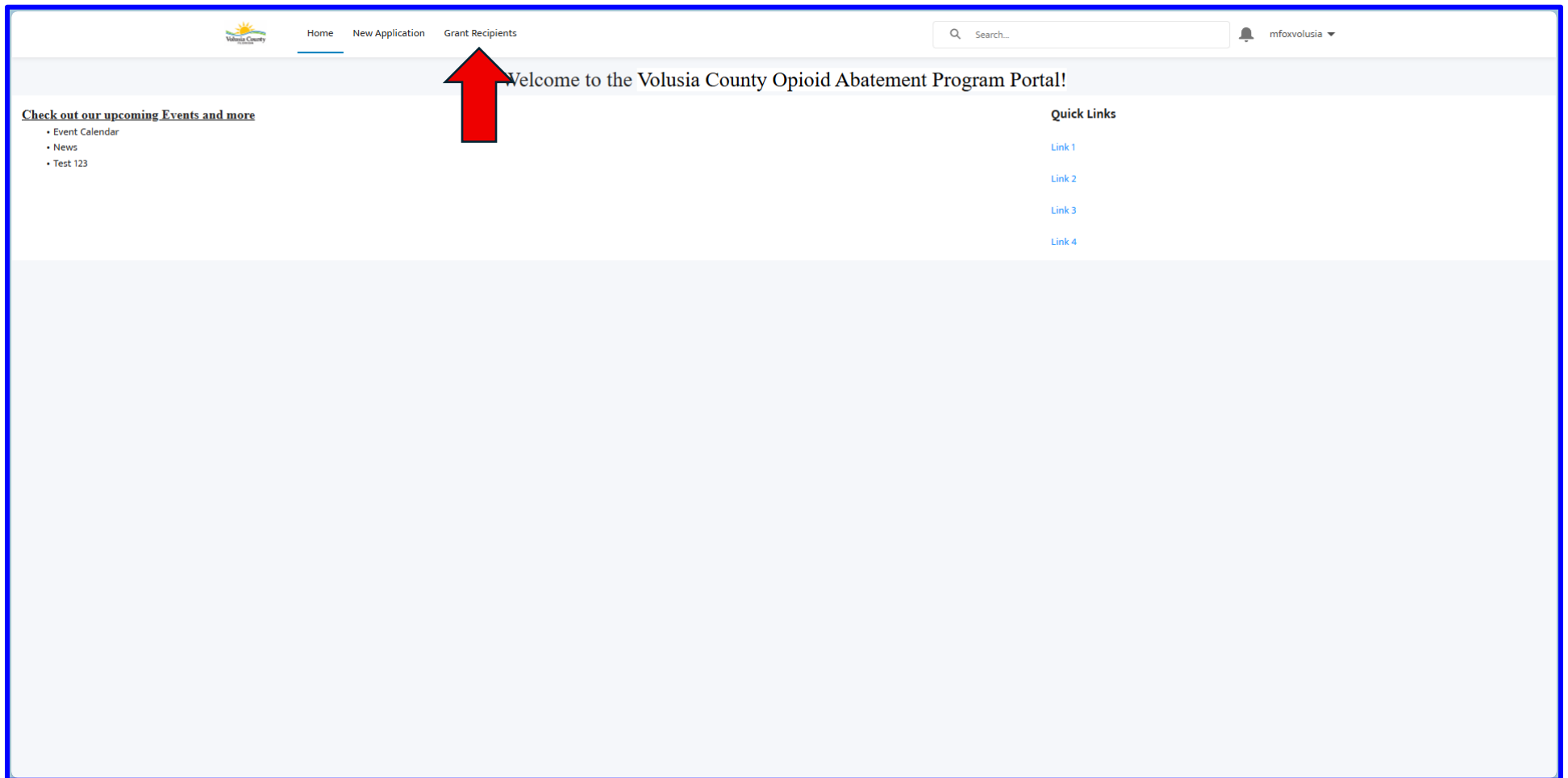
Return to Home

Steps

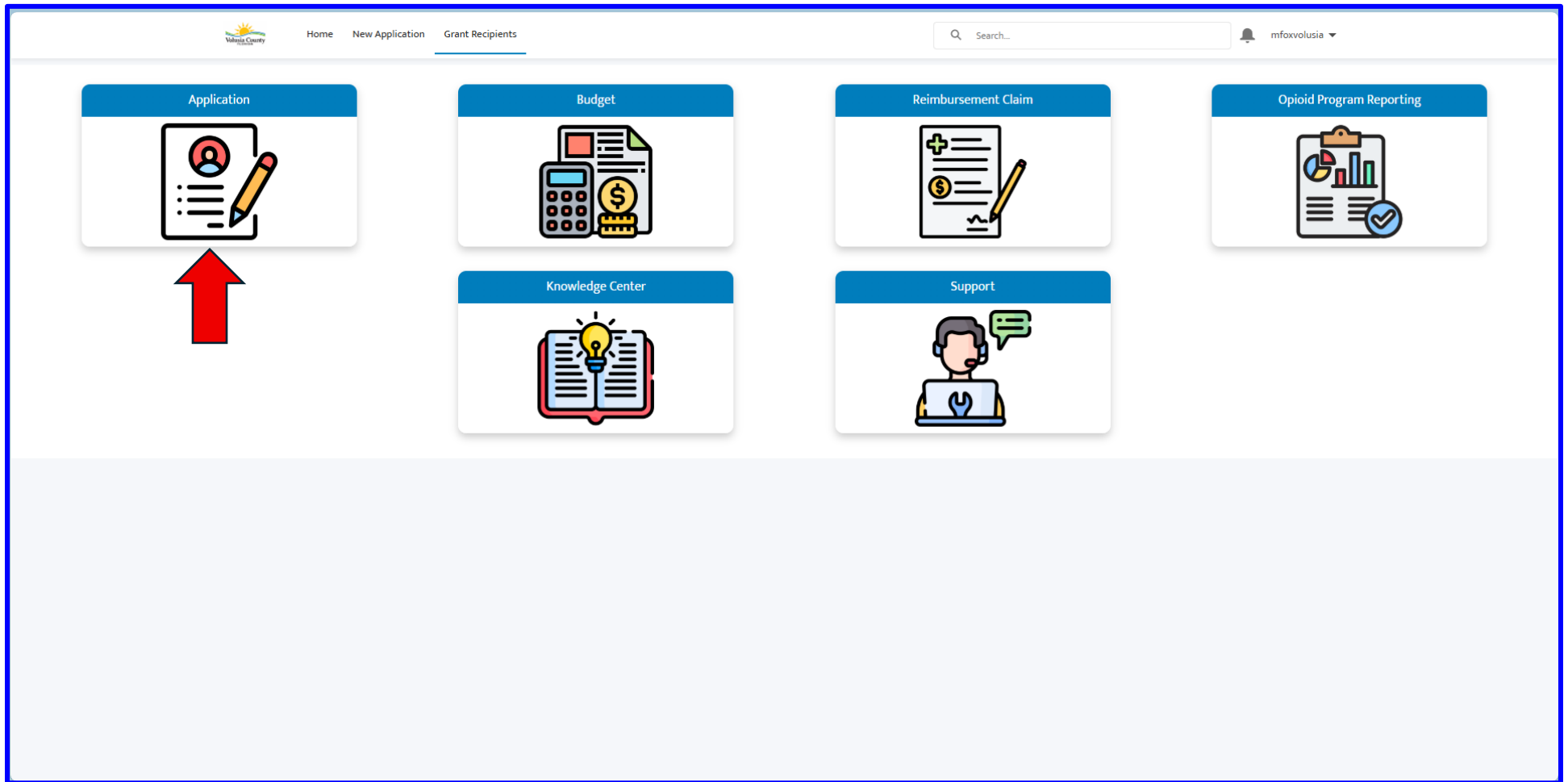
- Budget
- Confirmation

28) Select “Home” to navigate back to the home page.

29) From the Home page, Select Grant Recipients at the top of the page



30) To view the application, select the Application text or icon.



31) The next page will display all current and historical applications submitted by the agency.

32) Select the current Application.

The screenshot shows the 'Applications' section of a web application. The header includes the Volusia County logo, navigation links (Home, New Application, Grant Recipients), a search bar, and a user profile (mfoxvolusia). The main content area is titled 'Applications' and 'Recently Viewed'. It shows a table with one application listed. A red arrow points to the application name 'Community Assistance - 8/10/2026'.

Applicant	
1	Community Assistance - 8/10/2026

33) Select the down arrow at the top right of the page, and then select edit.

Volusia County

Home New Application Grant Recipients

Search...

mfoxxvolusia

Application
Community Assistance - 8/10/2026

+ Follow Create Score Sheet New Note Clone

Search this feed...

Collaborate here!
Here's where you start talking with your colleagues about this record.

DETAILS RELATED

Information

Applicant
Community Assistance - 8/10/2026

Score Sheet

Owner
Alex Fox

Status

Completion Date

Address of Applicant

Applicant Information

Name of Applicant
Community Assistance

Primary Contact Name
A. Fox

Certifying Representative Name
A. Fox

Proposal Type
Program

Type Of Applicant
Volusia County Government

Funding Request Amount
\$50,000.00

34) A popup will display the application data and allow the user to amend the application. Continue to the bottom of the form to complete any necessary modifications. Select “Save” to save the application.

The screenshot shows a web application window titled "Edit Community Assistance - 8/10/2026". The form is divided into two main sections: "Information" and "Applicant Information".

Information Section:

- * Applicant:** A text input field containing "Community Assistance - 8/10/2026". A red arrow points to this field.
- Owner:** A user icon and the name "Alex Fox".
- Status:** A dropdown menu currently showing "--None--".
- Completion Date:** An empty date input field with a calendar icon.
- Address of Applicant:** An empty text input field.

Applicant Information Section:

- Name of Applicant:** A field with a blue icon and the text "Community Assistance".
- Primary Contact Name:** A field with a purple icon and the text "A Fox".
- Certifying Representative Name:** A field with a purple icon and the text "A Fox".
- Proposal Type:** A dropdown menu currently showing "Program". A red arrow points to this field.

Footer:

- Type Of Applicant:** A dropdown menu showing "Volusia County Government".
- Buttons:** "Cancel", "Save & New", and "Save".

35) To navigate to the Budget form, select Grant Recipients.

The screenshot displays the Volusia County application interface. At the top, the navigation bar includes the Volusia County logo, a search bar, and links for Home, New Application, and Grant Recipients. A red arrow points to the 'Grant Recipients' link. Below the navigation bar, the application title 'Application Community Assistance - 8/10/2026' is shown. To the right of the title are buttons for '+ Follow', 'Create Score Sheet', 'New Note', and 'Clone'. Below the title, there are tabs for 'DETAILS' and 'RELATED'. The 'DETAILS' tab is active, showing a list of fields for the application. The fields are organized into two sections: 'Information' and 'Applicant Information'. The 'Information' section includes fields for Applicant, Score Sheet, Owner, Status, Completion Date, and Address of Applicant. The 'Applicant Information' section includes fields for Name of Applicant, Primary Contact Name, Certifying Representative Name, Proposal Type, Program, Type Of Applicant, and Funding Request Amount. To the right of the details section is a large graphic area with a stylized landscape illustration and the text 'Collaborate here! Here's where you start talking with your colleagues about this record.'

Volusia County

Home New Application **Grant Recipients**

Application Community Assistance - 8/10/2026

+ Follow Create Score Sheet New Note Clone

DETAILS RELATED

Information

Applicant
Community Assistance - 8/10/2026

Score Sheet

Owner
Alex Fox

Status

Completion Date

Address of Applicant

Applicant Information

Name of Applicant
Community Assistance

Primary Contact Name
A Fox

Certifying Representative Name
A Fox

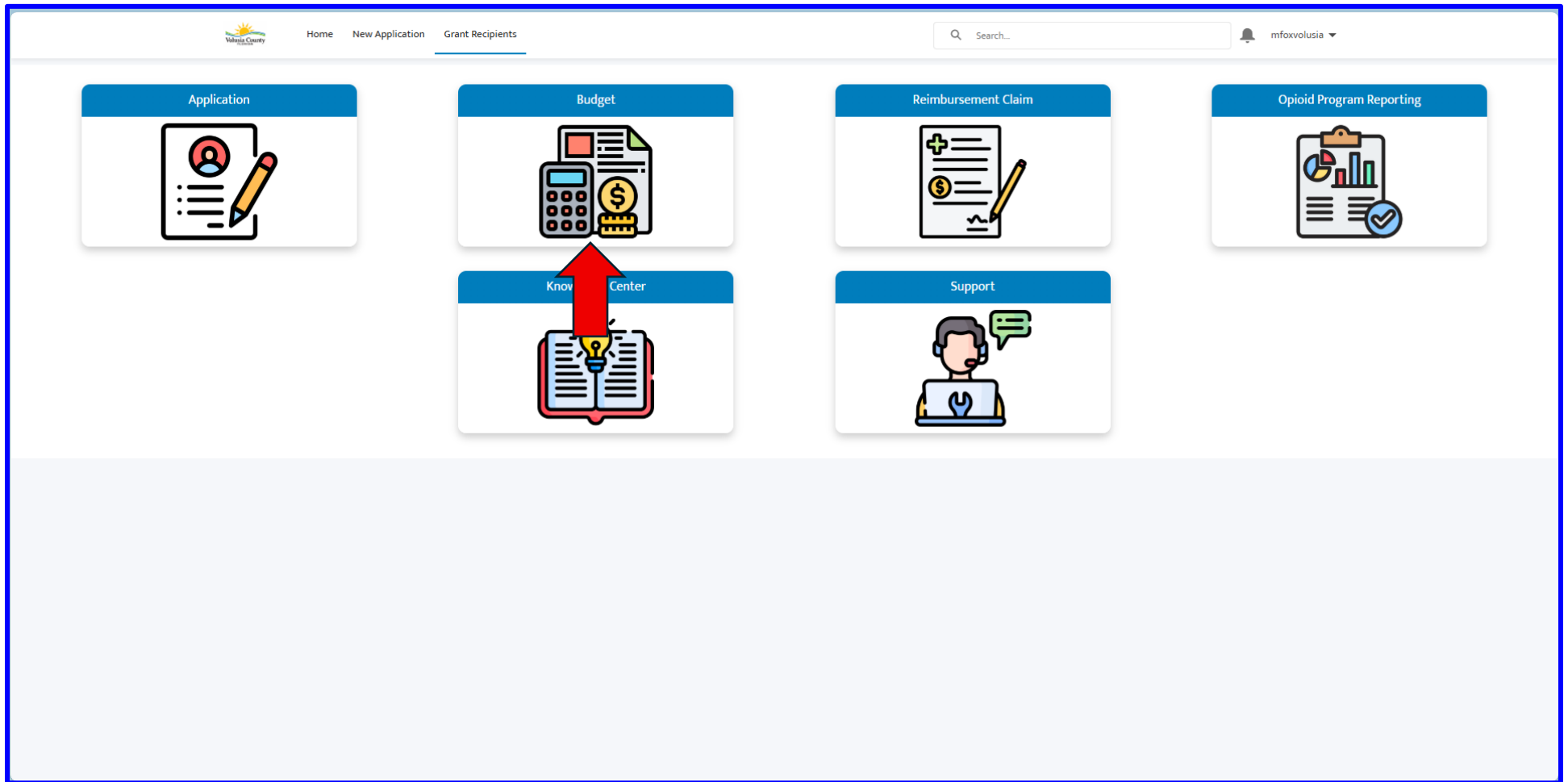
Proposal Type
Program

Type Of Applicant
Volusia County Government

Funding Request Amount
\$50,000.00

Collaborate here!
Here's where you start talking with your colleagues about this record.

36) To view the Budget, select the Budget text or icon.



37) The page will display all current and historical budgets submitted by the agency. Select the current budget.

- Budget names are randomly generated and cannot be updated. The correct budget can be quickly located from the corresponding budget's application information column.

 Home New Application Grant Recipients

Q Search...

mfvolusia

 Opioid Program Budgets

Recently Viewed

New Change Owner Assign Label

1 item • Updated a few seconds ago

Q Search this list...



☐	Opioid Program Budget Name	Organization	Application	Contact	Volusia County Opioid Funding
1	☐ OPB-000008	Community Assistance	Community Assistance - 8/10/2026	A Fox	\$50,000.00



38) Select Edit on the top right of the page to edit the Income or Totals.

Home New Application Grant Recipients

 mfoxxvolusia

 Opioid Program Budget
OPB-000008

[New Note](#) [Edit](#) [Submit for Approval](#)

Organization
[Community Assistance](#)

Application
[Community Assistance - 8/10/2026](#)

Contact
[A Fox](#)

Volusia County Opioid Funding
\$50,000.00

DETAILS

RELATED

Information

Opioid Program Budget Name
OPB-000008

Application
[Community Assistance - 8/10/2026](#)

Application Status

Owner
 [Alex Fox](#)

Organization
[Community Assistance](#)

Contact
[A Fox](#)

Income

Volusia County Opioid Funding
\$50,000.00

Leverage Funding
\$50,000.00

In-kind Valuation
\$0.00

Total Income
\$100,000.00

Total Amount Requested
\$0.00

Totals

Total Administrative Expenses Proposal
\$0.00

Total Income Proposal
\$100,000.00

Total Income Expenses Proposal

Total Administrative Expenses Projected
\$0.00

Total Income Projected
\$50,000.00

Total Income Expenses Projected

Chatter isn't enabled or the user doesn't have Chatter access

39) Enter the necessary modifications and select Save.

Edit OPB-000008

* = Required Information

Information

Opioid Program Budget Name
OPB-000008

Owner
Alex Fox

Application
Community Assistance - 8/10/2026

Organization
Community Assistance

Application Status

Contact
A Fox

Income

Volusia County Opioid Funding
\$50,000.00

Leverage Funding
\$50,000.00

In-kind Valuation
\$0.00

Total Income
\$100,000.00

Totals

Total Income Proposal
\$100,000.00

Total Income Projected
\$50,000.00

Cancel Save & New Save

40) To edit individual line items, select related on the left of the screen.

Home New Application Grant Recipients

 Search...

 mfoxvolusia

 Opioid Program Budget
OPB-000008

New Note

Edit

Submit for Approval

Organization
[Community Assistance](#)

Application
[Community Assistance - 8/10/2026](#)

Contact
[A Fox](#)

Volusia County Opioid Funding
\$50,000.00

DETAILS

RELATED

Information

Opioid Program Budget Name
OPB-000008

Application
[Community Assistance - 8/10/2026](#)

Application Status

Owner
 [Alex Fox](#)

Organization
[Community Assistance](#)

Contact
[A Fox](#)

Income

Volusia County Opioid Funding
\$50,000.00

Leverage Funding
\$50,000.00

In-kind Valuation
\$0.00

Total Income
\$100,000.00

Total Amount Requested
\$0.00

Totals

Total Administrative Expenses Proposal
\$0.00

Total Income Proposal
\$100,000.00

Total Income Expenses Proposal

Total Administrative Expenses Projected
\$0.00

Total Income Projected
\$50,000.00

Total Income Expenses Projected

Chatter isn't enabled or the user doesn't have Chatter access.

41) Select “View All “ near the middle of the page to expand the section.

Home New Application Grant Recipients

 Search...

 mfoxxvolusia

 Opioid Program Budget
OPB-000008

[New Note](#) [Edit](#) [Submit for Approval](#)

Organization
[Community Assistance](#)

Application
[Community Assistance - 8/10/2026](#)

Contact
[A Fox](#)

Volusia County Opioid Funding
\$50,000.00

DETAILS

RELATED

 Opioid Program Budget Lines (6+)

[New](#)

Opioid Program Budget Line Name	Sort Order	Expense Type	Other Expense Type
Direct Staff Salary/Wage/Benefits	1	Direct Staff Salary/Wage/Benefits	
Professional Instructors/Training	2	Professional Instructors/Training	
Conventions/Conferences/Seminars	3	Conventions/Conferences/Seminars	
Staff Travel (not including vehicle rental)	4	Staff Travel (not including vehicle rental)	
Supplies	5	Supplies	
Delivery Services/Postage/Shipping	6	Delivery Services/Postage/Shipping	

[View All](#)

 Files (0)

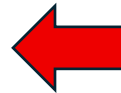
[Add Files](#)

 Upload Files

Or drop files

 Notes (0)

Chatter isn't enabled or the user doesn't have Chatter access.



42) The page will display the full list of line items. Locate the applicable line item and select the adjacent down arrow.

Home New Application Grant Recipients

 mfoxvolusia

[Opioid Program Budgets > OP8-000008](#)
Opioid Program Budget Lines

24 items • Sorted by Sort Order • Updated a few seconds ago

New

	Opioid Program Budget Line Name	Sort Order	Expense Type	Other Expense Type	Total Proposal Budget	Total Opioid Fund Projected...	Total Amount Requested 2	
1	Direct Staff Salary/Wage/Benefits	1	Direct Staff Salary/Wage/Benefits		\$100,000.00	\$50,000.00	\$0.00	
2	Professional Instructors/Training	2	Professional Instructors/Training				\$0.00	
3	Conventions/Conferences/Seminars	3	Conventions/Conferences/Seminars				\$0.00	
4	Staff Travel (not including vehicle rental)	4	Staff Travel (not including vehicle rental)				\$0.00	
5	Supplies	5	Supplies				\$0.00	
6	Delivery Services/Postage/Shipping	6	Delivery Services/Postage/Shipping				\$0.00	
7	Printing/Publications	7	Printing/Publications				\$0.00	
8	Advertising	8	Advertising				\$0.00	
9	Computer Usage/Internet/Software/Support	9	Computer Usage/Internet/Software/Support				\$0.00	

43) Select Edit.

Home New Application Grant Recipients

Q Search...

 mfoxvolusia

[Opioid Program Budgets > OP8-000008](#)
Opioid Program Budget Lines

24 items • Sorted by Sort Order • Updated a few seconds ago

New

	Opioid Program Budget Line Name	Sort Order ↑	Expense Type	Other Expense Type	Total Proposal Budget	Total Opioid Fund Projected...	Total Amount Requested 2	
1	Direct Staff Salary/Wage/Benefits	1	Direct Staff Salary/Wage/Benefits		\$100,000.00	\$50,000.00	\$0.00	
2	Professional Instructors/Training	2	Professional Instructors/Training				\$0.00	
3	Conventions/Conferences/Seminars	3	Conventions/Conferences/Seminars				\$0.00	
4	Staff Travel (not including vehicle rental)	4	Staff Travel (not including vehicle rental)				\$0.00	
5	Supplies	5	Supplies				\$0.00	
6	Delivery Services/Postage/Shipping	6	Delivery Services/Postage/Shipping				\$0.00	
7	Printing/Publications	7	Printing/Publications				\$0.00	
8	Advertising	8	Advertising				\$0.00	
9	Computer Usage/Internet/Software/Support	9	Computer Usage/Internet/Software/Support				\$0.00	



Edit
Delete

44) A new window will populate and the line item details can be edited. When completed, select save.

- Do not edit the “Sort Order” field.

The screenshot shows a web application interface for managing Opioid Program Budget Lines. A modal window titled "Edit Direct Staff Salary/Wage/Benefits" is open, allowing users to edit the details of a specific budget line item. The modal contains the following fields:

- Information** (Section Header)
- * Opioid Program Budget Line Name** (Required field): A text input field containing "Direct Staff Salary/Wage/Benefits". A red arrow points to this field.
- Opioid Program Budget**: A dropdown menu showing "OPB-000008".
- Expense Type**: A dropdown menu showing "Direct Staff Salary/Wage/Benefits".
- Total Proposal Budget**: A text input field containing "\$100,000.00". A red arrow points to this field.
- Total Opioid Fund Projected Expenses**: A text input field containing "\$50,000.00".
- Sort Order**: A text input field containing "1".

At the bottom of the modal are three buttons: "Cancel", "Save & New", and "Save".

In the background, the "Opioid Program Budget Lines" table is visible, showing 24 items sorted by Sort Order. The table has columns for "Opioid Program Budget Line Name", "Sort Order", "Total Opioid Fund Projected...", and "Total Amount Requested 2". The first row is highlighted, corresponding to the item being edited in the modal.

45) To submit required supplemental documentation such as a W9, IRS990, Independent audit or other documents, navigate to the Application by selecting **Grant Recipients**.

The screenshot displays the 'Grant Recipients' page for the 'Opioid Program Budget OPB-000008'. The top navigation bar includes 'Home', 'New Application', and 'Grant Recipients', with a red arrow pointing to the latter. The page header shows the application title and a search bar. Below the header, the application details are listed: Organization (Community Assistance), Application (Community Assistance - 8/10/2026), Contact (A Fox), and Volusia County Opioid Funding (\$50,000.00). A 'New Note' button is visible in the top right. The main content area has tabs for 'DETAILS' and 'RELATED'. The 'RELATED' tab is active, showing a table of 'Opioid Program Budget Lines (6+)'. The table has columns for 'Opioid Program Budget Line Name', 'Sort Order', 'Expense Type', and 'Other Expense Type'. The table lists six budget lines with their respective names and sort orders. A 'View All' link is at the bottom of the table. Below the table, there is a 'Files (0)' section with an 'Add Files' button and an 'Upload Files' button. At the bottom, there is a 'Notes (0)' section.

Organization: [Community Assistance](#)

Application: [Community Assistance - 8/10/2026](#)

Contact: [A Fox](#)

Volusia County Opioid Funding \$50,000.00

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS RELATED

Opioid Program Budget Lines (6+) [New](#)

Opioid Program Budget Line Name	Sort Order	Expense Type	Other Expense Type
Direct Staff Salary/Wage/Benefits	1	Direct Staff Salary/Wage/Benefits	▼
Professional Instructors/Training	2	Professional Instructors/Training	▼
Conventions/Conferences/Seminars	3	Conventions/Conferences/Seminars	▼
Staff Travel (not including vehicle rental)	4	Staff Travel (not including vehicle rental)	▼
Supplies	5	Supplies	▼
Delivery Services/Postage/Shipping	6	Delivery Services/Postage/Shipping	▼

[View All](#)

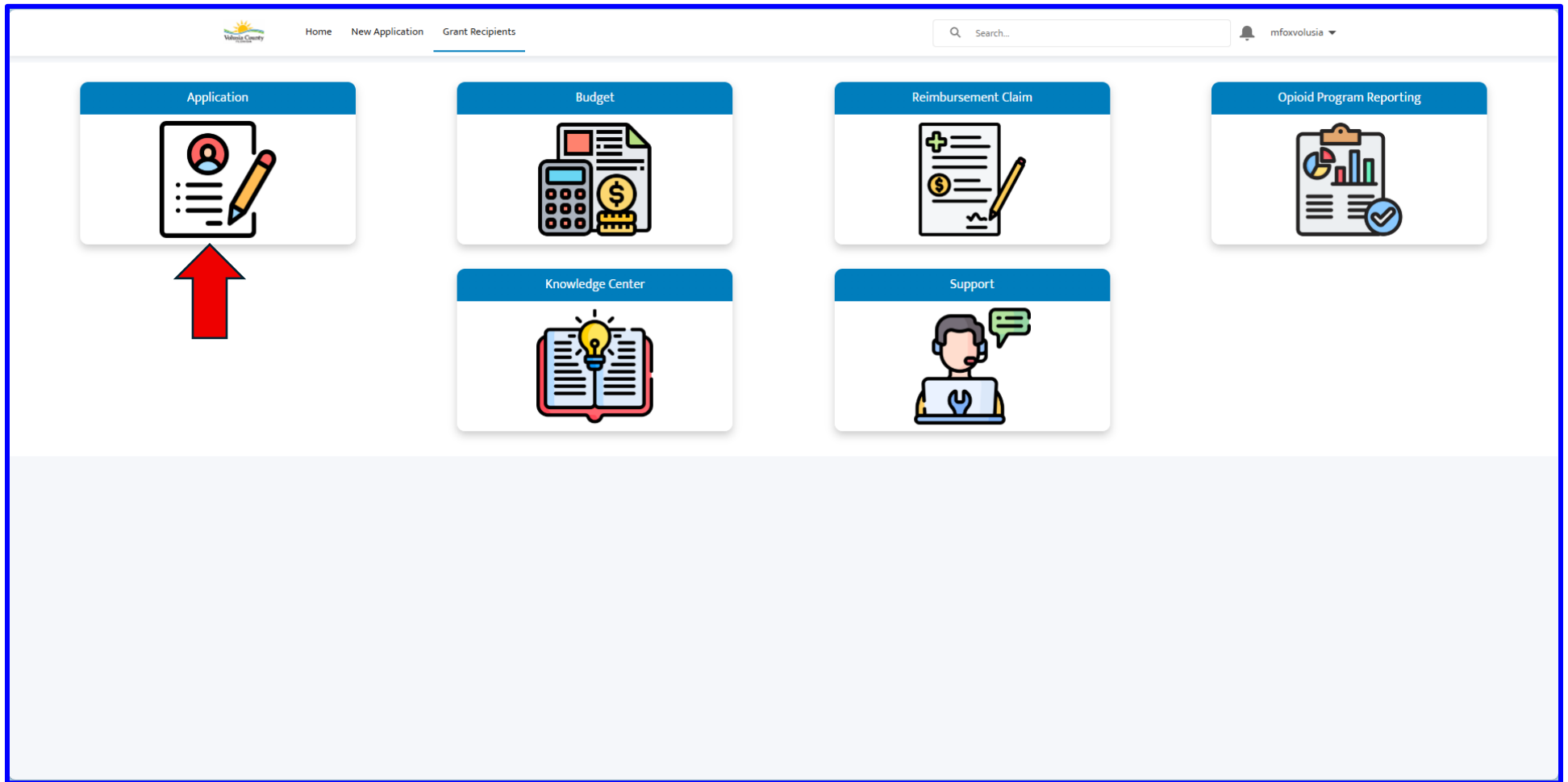
Files (0) [Add Files](#)

[Upload Files](#)

Or drop files

Notes (0)

46) Select the Application icon of text.



47) Select the corresponding Application.

Home New Application Grant Recipients

 mfoxxvolusia

 Applications

Recently Viewed ▾ 

1 item • Updated a few seconds ago

Applicant		
1	Community Assistance - 8/10/2026	



48) On the left of the page, select Related.

HomeNew ApplicationGrant Recipients

Application
Community Assistance - 8/10/2026

+ Follow

Create Score Sheet

New Note

Clone

▼

DETAILS

RELATED

Information

Applicant
Community Assistance - 8/10/2026

Score Sheet

Owner
Alex Fox

Status

Completion Date

Address of Applicant

Applicant Information

Name of Applicant
Community Assistance

Primary Contact Name
A Fox

Certifying Representative Name
A Fox

Proposal Type
Program

Type Of Applicant
Volusia County Government

Funding Request Amount
\$50,000.00

Search this feed...

▼

↻



Collaborate here!

Here's where you start talking with your colleagues about this record.

49) The application related page will display. Scroll down to the “Files” Section.

Home New Application Grant Recipients

Application

Community Assistance - 8/10/2026

+ Follow

Create Score Sheet

New Note

Clone

▼

🔍 Search...

🔔 mfoxxvolusia ▼

DETAILS

RELATED

📄 Application Details (3)

New

Application Details Name

a1APW00000CxKn4

▼

a1APW00000CxKn5

▼

a1APW00000CxKn6

▼

View All

📊 Opioid Program Budgets (1)

New

Opioid Program Budget Name	Total Amount Requested	Total Income	Total Income Proposal	
OPB-000008	\$0.00	\$100,000.00	\$100,000.00	▼

View All

📄 Reimbursement Claims (0)

New

📄 Opioid Program Reportings (0)

New

📄 Score Sheets (0)

New

🔍 Search this feed...

▼

🔄



Collaborate here!

Here's where you start talking with your colleagues about this record.

50) Select upload files to select files to upload, or drag and drop applicable files from the user's File Explorer.

The screenshot displays a web application interface with a list of categories, each with a file upload option. The categories are:

- Reimbursement Claims (0) with a [New](#) button.
- Opioid Program Reportings (0) with a [New](#) button.
- Score Sheets (0) with a [New](#) button.
- Files (0) with an [Add Files](#) button.
- Notes (0)

Below the 'Files (0)' section, there is a dashed box containing an [Upload Files](#) button and the text 'Or drop files'. A large red arrow points to the [Upload Files](#) button.

51) Following close of business on the date of application closing, all applications and budgets will be locked from editing and the submitted version of the application as of 9/21/2026 at 5:00p.m. will be the final application submitted for application.