
HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: September 1, 2024

SECTION: Community Health Care Administration (CHC)

SUBJECT: Standard Operating Procedures for Opioid Abatement Funding Requests

BACKGROUND: It is the intent of the State and its Local Governments to use the proceeds from any Settlements with Pharmaceutical Supply Chain Participants to increase the amount of funding presently spent on opioid and substance abuse education, treatment, prevention and other related programs and services. *Florida Opioid Allocation and Statewide Response Agreement*

PURPOSE: To establish uniform procedures for submission, review, and recommendation of Opioid Abatement Funding received by Polk County via funding requests.

PROCEDURE: The following procedures are required when an organization submits a request for modification to previously executed contracts or requests to fund new projects/programs:

Requests for New Projects/Programs

- a. Submit a Letter of Inquiry for Opioid Abatement Funding to opiodabatementfunding@polk-county.net during the months of September and October. Add Opioid Abatement Funding Request in the subject line of the email.
- b. Organizations whose projects align with the Florida Opioid Allocation and Statewide Response agreement and previously established countywide priorities will be invited to submit a full proposal to CHC during the months of November and December. (Please note that opioid funding distribution could change according to local needs and funding limitations.)
- c. CHC administration will review proposals January – April make funding recommendations in June.

Requests for Modifications to Current Contracts

Please email opiodabatementfunding@polk-county.net with contract modification request and justification for request prior to the end date of current contract. In the subject line please include Contract Modification Request.

Approval Pathways for Modifications and New Funding Requests

For modifications and new proposals of less than \$100,000, the approval path is as follows:



Community Health Care
2135 Marshall Edwards Drive
Bartow, Florida 33830

PHONE: 863-533-1111
FAX: 863-534-7519
www.polk-county.net

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- a. CHC Administration provides funding recommendation to the Deputy County Manager for consideration of funding.
- b. Deputy County Manager approval.
- c. County Manager approval
- d. Approved modifications or new project funding awards will be available at appropriate and previously approved time.
- e. Does not require a vote by the Board of County Commissioners.

For modifications and new proposals of more than \$100,000, the approval path is as follows:

- a. CHC Administration provides funding recommendation to County Management to be placed on Board of County Commissioners meeting agenda for BoCC consideration and/or approval.
- b. Approved modifications or new project funding awards will commence at the appropriate and previously approved time.