

Community Health Care
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HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: September 1, 2024, updated December 1, 2025

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:

New Funding Requests

Submit a Letter of Inquiry for Opioid Abatement Funding to opioidabatementfunding@polk-county.net according to the following:

- i. Request for services or capital investment during the months of September and October. Add *Opioid Abatement Funding Request* in the subject line of the email.
 - a) Organizations whose funding requests 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.)

- b) CHC administration will review January – April and make funding recommendations in June for services and capital investment
- ii. Request for assistance with recruiting and retention of medical professionals who are directly responsible for behavioral health services that affect those living with addiction and are at risk for increased use, relapse, or other behavioral health issues. Can be submitted at any time. Add *Opioid Funding Request for Recruiting and Retention* in the subject line of the email.
 - a) For recruiting and retention requests you will be contacted to begin process of establishing need.

Requests for Modifications to Current Contracts

Please email opioidabatementfunding@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:

- 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 recommendations 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.