



Alcohol and Drug Abuse Trust Fund Instructional Guidelines

Funding Period October 1st, 2025 – September 30th, 2026

I. Introduction/Background

The Alcohol and Drug Abuse Trust Fund is generated from court fees in accordance with Sections 938.13 and 893.165 of the Florida Statutes and is intended to support licensed non-profit substance use providers with non-recurring special projects.

This solicitation is administered by Pinellas County Human Services. The Substance and Alcohol Abuse Advisory Board (SAAB) will review all applications and make award recommendations for final approval by the Pinellas County Board of County Commissioners (BCC).

Applicants must meet criteria set forth in this solicitation. The funding period for this application is October 1, 2025 - September 30, 2026 (FY26). The anticipated allocation for this fiscal year is \$35,000.00.

Pinellas County Substance Abuse Advisory Board Members include:

Adam Geissenberger, Chair, Pinellas Park Police Department, Chief
Megan McGee, Vice-Chair, St. Petersburg Police Department, Assistant Director
Bruce Bartlett, Sixth Judicial Court, State Attorney
Dr. Ulyee Choe, Florida Dept. of Health in Pinellas County, Director
Lisa DePaolo, Pinellas County Schools, Prevention Office
Eric Gandy, Clearwater Police Department, Chief
Antonio Gilliam, St. Petersburg Police Department, Assistant Police Chief
Dawn Holcomb, Department of Corrections, Correctional Probation Sr. Supervisor
Becky Albert, Juvenile Welfare Board, Director of Strategic Initiatives
Melissa Leslie, Department of Children & Families, SAMH Regional Director
Scott Matthews, Pinellas County Sheriff's Office, Captain
Jim Miller, Operation PAR, Inc., Chief Executive Officer
Sara Mollo, Sixth Judicial Circuit, Public Defender
Melissa Reid, Department of Juvenile Justice, Chief Probation Officer
Ann Starling, Largo Police Department, Deputy Chief
Kimberly Todd, Sixth Judicial Circuit, Judge
Karen Yatchum, Pinellas County Government, Human Services Director

II. Funding Priorities

Applicants must be nonprofit organizations that provide alcohol/and/or drug abuse treatment and/or prevention programs and have at least one client-accessible office or service location within Pinellas County. To be eligible for an award, the organization must be licensed as a substance abuse treatment provider under Chapter 397 of the Florida Statutes and must provide a copy of their license with the application.

Award funds must be used for one-time-only, non-recurring expenditures such as equipment, special projects, training, renovations, and formalized prevention activities. Awards cannot be used for food and beverage reimbursements.

III. Opportunity Overview

A. Amount Available

Total funding for the upcoming fiscal year is \$35,000.00. The Alcohol and Drug Abuse Trust Fund is generated from court fees in accordance with Sections 938.13 and 893.165 of the Florida Statutes.

Grant awards will range from \$1,000.00 to \$10,000.00 for the project period (October 1, 2025 – September 30, 2026).

B. Project Period Timeframe

- October 1st, 2025 – September 30th, 2026.

C. Important Dates and Deadlines

- Application Release Date: April 30, 2025
- Question and Answer Period Open: April 30, 2025
- Question and Answer Period Closed: May 15, 2025
- Questions will be Posted to the Website May 23, 2025
- Application Closes June 9, 2025, at 4:00pm.
- SAAB Review and Recommendation Meeting June 25, 2025
- Board of County Commissioners Recommendation Approval July-August 2025

The submission deadline for all applications is **JUNE 9th AT 4:00PM (NO EXCEPTIONS)**. Please allow time for submission and technological challenges, as late applications will not be accepted.

D. Technical Assistance Contact

Amanda Craft
Human Services Department
Pinellas County
440 Court Street, 2nd Floor
Clearwater, FL 33756
(727) 464-8452
acraft@pinellas.gov

When submitting questions please include TRUST FUND in the subject of the email.

IV. Application Overview

A. Online Instructions

1. Organizations and agencies may only submit one project proposal. Submission of multiple project applications by a single organization will not be accepted.
2. **Budget Narrative:** Be aware that the application field will not allow you to copy and paste a table or spreadsheet into the application. Include any additional Budget Narrative to explain the breakdown of how you arrived at that dollar amount.

- a. To accommodate tables and spreadsheets you may submit a detailed budget as an attachment in the Budget section, it does allow you to attach multiple files. This is where you would attach bids and estimates.
 - b. The SAAB would prefer if multiple bids /estimates are submitted as support for purchases/ projects if possible. If needing to use a particular vendor, please explain.
3. Be sure to complete all fields and be as thorough as possible.

B. Eligibility

- Each applicant organization must be registered with the Florida Division of Corporations, as per Florida Statute §607.1501 and 605.092, prior to engaging in business transactions with Pinellas County, a subdivision of the State of Florida. A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit <https://dos.myflorida.com/sunbiz/forms/> for this information on how to become registered.
- The proposal must be dedicated to the residents of Pinellas County.
- Each applicant organization must be licensed as a substance abuse treatment provider under Chapter 397 of the Florida Statutes and must provide a copy of their license with the application.
- The applicant organization shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.
- The applicant organization must not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services, and activities.
- Programs proposed by faith-based organizations must have a secular purpose, neither advance nor inhibit religion, and must not require worship or religious instruction activities as a condition of participation. Services provided by faith organizations must be available to all Pinellas County residents, not solely for congregation members.
- The applicant organization must agree to the terms and conditions contained in the Pinellas County Human Services Funding Agreement. NO EXCEPTIONS to the terms and conditions of the agreement will be permitted.
- Please Note: Awards cannot be used for food and beverage reimbursements.

C. Fatal Criteria

1. Application is late (system will not allow incomplete or late submissions)
2. Agency is not in compliance with an existing County contract at the time of submission.
3. Agency is not licensed as a substance abuse treatment provider under Chapter 397 of the Florida Statutes.

4. Agency does not submit a project budget with estimates/bids.
5. Agency is not registered with the Florida Division of Corporations as per Florida Statute §607.1501 and 605.092.
6. Agency does not agree to the standard terms and conditions or reporting requirements.

D. Submission Guidelines

1. Applications will be accepted through an electronic submission process found [here](#).
2. The application system will open on April 30th, 2025, and will close on June 9, 2025, at 4:00 pm.
3. Organizations must utilize the online application through the Neighborly System. Please allow ample time for submission and technological challenges, as late applications will not be accepted. For questions regarding your application, please contact: Amanda Craft at acraft@pinellas.gov.
4. The application system will automatically close and late applications will be automatically rejected. Please allow time to reach out for any submission technical issues prior to the deadline.
5. Please note: All materials and supporting documentation included with the application are subject to Florida's public records law and requirements. Do not include sensitive or potentially identifiable program participant information in this section.

E. Lobbying

1. Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protestor from contacting the purchasing department or the county attorney's office to address situations such as clarification and/or pose questions related to the procurement process.
2. Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the bidder/proposer, any member of the bidder's/proposer's staff, any agent or representative of the bidder/proposer, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a bidder/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.
3. For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.
4. Any evaluation committee member, county government employee, elected/appointed official, or

advisory board member who has been lobbied shall immediately report the lobbying activity to the director."

5. (Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18)

V. Content and Form of Application Submission

A. General Information

Applicants must complete an online application the link will be provided at www.pinellascounty.org/humanservices. If this is the applicants first time using the online application, applicants will be required to set up a free account.

1. Please complete all the fields. Some questions in the application are limited to a character count.
2. Please provide accurate contact information and the full legal name for your organization, as well as any fictitious names ("doing business as, or DBA"). If funded, legal agreements will be executed using this information.
3. Please submit one application as the primary applicant. Agencies can be collaborative partners in other submissions but can only submit one application as the primary. If more than one application is submitted by an agency as the primary applicant, only the most recent submission will be considered for award.
4. Please be sure to include all required attachments and check to ensure attachments have been uploaded properly. Missing or illegible attachments may be grounds for disqualification.

B. Required Documents

1. Proof of incorporation or registration in the State of Florida
2. Proof of 501(c)(3) status
3. W-9 with legal name which matches that of applicant name
4. Current DCF 397 State Licenses or Registrations
5. Project Budget Narrative with estimates/bids
6. E-Verify ([Click here to download the E-Verify form](#))
7. Human Trafficking Affidavit
8. Foreign Countries of Concern Affidavit

VI. Review Process

All applications will be subject to an initial completeness review conducted by Pinellas County Human Services to ensure applicants have met the required submission guidelines, including an Outcomes and Goals review, to ensure that each element of the Outcomes and Goals template is provided. All applications deemed to be complete will undergo a Fiscal Review to ensure applicant agencies and budgets are fiscally sound and appropriate for the proposed program. Applications meeting the submission requirements will move to the SAAB for Scoring.

A. Responsiveness and Completeness Review

Human Services will screen all applications to identify those that do not meet the criteria outlined below:

1. The applicant meets the eligibility requirements identified on Pages 4 - 5, Section IV A.
2. The application is complete and includes the required components (no blank, incorrect, illegible, or missing attachments).

B. Scoring and Review

1. The Substance and Alcohol Abuse Advisory Board will review all applications and make award recommendations for final approval by the Pinellas County Board of County Commissioners.
2. Please see attached Scoring Matrix [here](#) which will be used by reviewers to score applications.
3. All recommended proposals are subject to negotiation and approval of the BCC.

C. Terms and Conditions

1. The applicant organization must agree to the Terms and Conditions contained in the Pinellas County Alcohol and Drug Abuse Trust Fund Program Agreement. NO EXCEPTIONS to the terms and conditions of the agreement will be permitted. The County reserves the right to update these terms and conditions from time to time and as needed to meet the needs of the County.
2. Awards provide for a 12-month funding cycle subject to BCC approval and funding availability.
3. A high score on an application will not necessarily guarantee funding. Other criteria may be utilized to justify funding award decisions.

D. Grant Award Recipient Requirements

1. Attend the SAAB meetings and present written and oral reports as required.
2. Submit to a monitoring visit by the County.
3. Agree to request in writing, any changes in scope and obtain approval from the SAAB.
4. Agree to complete the funded project and expend all awarded funds during the grant funding period.

E. Utilization of Funding:

Organizations are expected to have programs operational within implementation period identified in the proposal and stated in the contract, unless otherwise approved as a time-limited program. Failure to sufficiently spend down awarded funding may result in a forfeiture of a portion of funding unless alternative draw-down arrangements are agreed to by the County in advance.

F. Disclaimer

Pinellas County Government reserves the right to: 1) cancel the application process; 2) accept or reject any or all applications received; 3) waive any non-substantive deficiency or irregularity, waive or remedy any technical or immaterial errors; 4) request any necessary clarifications of proposal data without changing the terms of the proposal; 5) negotiate with any qualified applicant; 6) award a contract in what it believes to be the best interest of the County; 7) cancel the request, in part or its entirety, if it is deemed to be in the best interest of the County; 8) reject the program of any applicant that has previously failed to perform properly; 9) reject the program of any applicant who has failed

to complete a contract within the specified timeframe; 10) reject the program of any applicant that is not in a position to fulfill a resulting contractual obligation.