

2026 Request for Applications (RFAs)

City of Delray Beach

PROVISION OF SUBSTANCE ABUSE TRAINING AND EDUCATION PROGRAMS

(CITY LOGO HERE)

Request for Application Released: September XX, 2026
Application Due Date: October XX, 2026, by 4:00 pm

Submission

Applications must be submitted to
(TO BE DETERMINED)

Purchasing Department
Delray Beach City Hall
100 N.W. 1st Avenue
Delray Beach, FL 33444

It is the responsibility of the applicant to ensure application(s) arrives prior to the due date and time. Applications received after deadline will not be considered.

This document is available in alternative accessible formats upon request.

Background

In 2012, the City of Delray Beach entered into a settlement agreement with the Caron Foundation to settle issues related to facilities the Foundation owned and operated within the City. This agreement provided that the Caron Foundation would provide funds equal to the amount of property taxes due to the City of Delray Beach and Palm Beach County would have collected on these properties if they were taxed a market value. Under this agreement, the Caron Foundation was also to "provide substance abuse training and education to schools, churches or other charitable institutions within the City with a value in an amount equal to or greater than the annual school taxes" that would have been due to the School Board of Palm Beach County.

In 2018, after the Caron Foundation transferred assets so that they ceased to provide substance abuse training and education in Florida, the settlement agreement was amended such that the Caron Foundation would provide, in addition to an amount equal to the City and County property taxes that would have been due if Caron was taxed at market rates, they agreed to provide to the City an amount equal to what would have been paid to the School Board of Palm Beach County. These funds were to be used by the City to provide the training and education to schools, churches, or other organizations that Caron had previously provided.

The City of Delray Beach is now seeking to award funds through a grant program to organizations that can provide substance abuse training and education as allowed.

Amount Available for Funding: \$947,566.00

An applicant may apply for any amount up to the total available. The grant amount may, however, be divided among multiple selected applicants or granted to only one applicant.

Questions Regarding this RFA

Questions from applicants must be submitted in writing to Jeff Oris at OrisJ@mydelraybeach.com no later than 5:00 pm, Friday, **September XX, 2026**. The City will compile all questions and answers, and post online no later than 5:00 pm, Friday, **September XX, 2026**.

General Information

Successful applications must meet the guidelines provided in this Request for Applications (RFA). Please ensure your application meets the submission requirements for consideration.

Grant funding will be used to supplement existing funds or provide new services/programs rather than supplant current funds. Strong consideration will be given to proposals that address a gap in services, are supported by evidence-based statistics using local data and that incorporate reporting procedures and performance measures. Written quarterly reports will be required and presentations to the City's Opioid Settlement Advisory Committee may also be required.

- **The amount awarded is the sole discretion of the City of Delray Beach.**
- **Grant funds may only be used to assist Delray Beach residents.**
- **Indirect costs are not allowed.**
- **Any grant funds awarded cannot be used for expenses incurred before the date of execution of a grant agreement.**

Grant Categories and Approved Uses:

The proposal must address the population to be served with Substance Abuse Training and education. All training and education programs will be provided, in accordance with the settlement agreement, to organizations located within the boundaries of the City of Delray Beach such as but not limited to:

- Schools
- Churches
- Charitable Organizations
- Other such organizations as approved by the City

Applicant/Organization Eligibility

Non-profit providers of substance abuse training and/or education that:

- Are based in Palm Beach County (preference will be given to those based in or

with a service location within the city limits of the City of Delray Beach); and

- Have at least two years' experience (as of the due date of the application) providing relevant services in Palm Beach County (official documents must establish that the organization has provided relevant services for the last two years to their targeted population); and
- Letters of Support for your project from at least 2 other providers providing services to the mental health or substance use population within Palm Beach County, preferably from providers operating in the City of Delray Beach; and
- Have appropriate professional affiliations?
- Have appropriately certified trainers and educators?

Applicant must also meet all the following requirements and submit the required information with your application:

- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA's Peer Review letter.
- Most recent Form 990 (non-profit) or Annual IRS Tax Filing (for-profit);

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered ineligible for funding.

Applicant may apply for a grant of any amount up to the amount available (\$947,566.00)

The City reserves the right to award any amount up to the amount requested.

SCOPE of Grant Activities

Data Collection, Performance Measurement, and Performance Assessment Costs

Applicants must provide anticipated outcomes for each of the performance measures. To be able to effectively evaluate the project, it is critical that realistic goals and measurable objectives are developed. Information on acceptable goals and objectives are below.

GOALS Definition - a goal is a broad statement about the long-term expectation of what should happen as a result of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence. The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved;
- Goals describe the behavior or condition in the community expected to change; Goals describe who will be affected by the project;

- Goals lead clearly to one or more measurable results;
- Goals are concise.

OBJECTIVES Definition – Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2026, 400 students in public schools will be provided substance abuse education”. To be effective, objectives should be clear and leave no room for interpretation. SMART is a helpful acronym for developing objectives that are specific, measurable, achievable, realistic, and time bound.

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Recipient(s) will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

Cost of Submitting Applications

The cost of preparing and applying is the sole responsibility of the applicant and shall not be chargeable in any manner to the grant. City of Delray Beach will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (if required).

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant.

Liability insurance is required for all Grants (amounts to be added)

All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. City of Delray Beach must be named as the Certificate Holder and the additional insured.

Handicapped Accessibility

All programs must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities.

Post Award Requirements

If awarded, a contract will be executed by the City of Delray Beach. The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment. Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits. Applicants are required to comply with the program rules and regulations if assistance is approved.

All Sections must be completed for application to be considered for conditional award. This includes information listed under Applicant Information and the certification.

Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone
City, State, ZIP	Organization Website
Contact Person Name and Title	Federal ID Number:
Contact Person Email	

3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative: _____

Signature: _____

Typed Name: _____

Title: _____ Date: _____

Project Description and Narrative

The project description and narrative are required. The narrative response must include:

1. A summary identifying the parameters of any proposed program or service, the population to be served, and the number of persons to be served;
2. Indicate if this application for funding will enhance or expand an existing program your organization implements or if it will be a newly implemented program;
3. An implementation plan lasting no more than two years, that proposes to begin service delivery within 90 days of any award;
4. A description of the evidence-based or evidence-informed services/practices that will be used;
5. A description of the relevant staff and organizational chart;
6. A detailed budget of the expense for the project and budget narrative and justification;

The Project Description and Narrative response must be formatted as follows:

SECTION A: Experience with the Population of Focus

1. Identify and describe your population(s) of focus and your experience working with this population;
2. Describe your experience in providing the substance abuse training and education program(s) proposed whether to the identified population of focus or others.

SECTION B: Proposed Implementation Approach

1. Goals and Objectives. Describe the goals and measurable objectives of the proposed training and/or education program.
2. Describe how the proposed project will provide the training and/or education (*i.e. materials to be provided, techniques to be utilized*).
3. Implementation plan and Timeline. Describe how you will implement all the Required Activities within one year of the execution of any grant award.
 - a. Implementation Timeline. Provide a chart or graph depicting a realistic timeline for the project period showing dates, key activities, and responsible staff. Be sure to show that the project can be implemented, and service delivery can begin as soon as possible and no later than 60 days after the award and last through the exhaustion of funds or the end of funded period of one year.
4. Staffing Plan and/or Partnership Description. Describe how you will utilize

present staff, additional staff, and/or collaborate with partners to accomplish your goals.

5. Sustainability Plan. Describe how the organization will continue to provide services once funding is exhausted or expires, or if the funding is reduced or otherwise lost.

SECTION C: Evidence-Based Service/Practice

1. Identify the Evidence-Based Practice(s) (EBPs) and/or Evidence-Informed, Practices (EIPs) that will be used. Discuss how each intervention chosen is appropriate for your population(s) of focus and the outcomes you want to achieve. Describe any modifications that will be made to the EBP(s)/EIP(s) and the reason the modifications are necessary. If you are not proposing any modifications, indicate so in your response.

2. Describe your organization's experience in implementing the practices described.

3. Describe how you will monitor and ensure fidelity of the EBPs, EIPs and/or promising practices that will be implemented.

SECTION D: Staff and Organizational Experience and Expertise

Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this RFA. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project. must be included with your application. If you are not partnering with any other organization(s), indicate so in your response. For your organization and any others with which you propose to partner:

1. Provide any licenses or certifications held by any staff that will be providing direct training or education services. If applicable, Letters of Commitment from each partner.

2. Provide proof of certification from the School Board of Palm Beach County to provide such training and education to public schools within the Palm Beach County School System.

3. Provide a complete list of staff positions for the project, including the Key Personnel and other significant personnel (including staff of any partner organizations). For each staff member describe their: a. Role, b. Level of Effort, and c. Qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).

SECTION E: Data Collection and Performance Measurement

Data Collection Methods. Provide specific information about how you will collect the performance data for this program and how such data will be utilized to manage, monitor, evaluate, and enhance your provision of services.

Recipients are required to report on their progress by addressing the goals and objectives identified in your Project Narrative.

The applicant must be agreeable to the City's request for additional monitoring and data collection and must present an update on their funded project/services to the City's Opioid Settlement Advisory Committee (OSAC) as requested.

Section F: Detailed Budget, Budget Narrative and Justification

1. Please include all materials, services, hours, equipment, etc., associated with the project that will be expensed by the grant in your detailed budget. If more than one funding source will be used to pay for any part of the project, please provide the name of the funding source, amount, and the percentage of each funding source to be used on the proposed project to include any in kind match.
2. The Budget Narrative and Justification must be consistent with and support the Project Narrative.
3. The Budget Narrative and Justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or historical records. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.
 - Equipment/material purchases are limited to \$5,000 per item this cycle.
 - Indirect costs are not allowed.
 - Costs incurred prior to the date of the execution of a Grant Agreement with the City are not allowed.