

Application and Project Instructions

Applicant Eligibility

- Applicants must be a non-profit, for profit, or tax-exempt entity in or serving Adams County. Applicants must verify that they can comply with legal, fiscal and programmatic requirements for this funding notice. They will be required to certify in the application that they can meet these requirements.
- Applicants must be in good standing with the Illinois Secretary of State.

Application Process and Deadlines

- Applications are accepted beginning April 11, 2024.
- The application process does not have a closing date and applications will be accepted at any time until all Adams County National Opioid Settlement funds are exhausted.
- Technical assistant for applicants is available by email to opioidfund@adamscountyil.gov or by calling 217-222-8440 Extension 1130. Technical assistance is limited to clarification regarding the application instructions, the application form, and Exhibit B. Project scope is the sole responsibility of the applicant and technical assistance for project scope is not available.
- Completed applications may be submitted per the instructions at the bottom of the application's Certification page. Completed applications must include a current W9 for the applying organization. Completed applications that indicate the utilization of subcontractors must also include a copy or draft of each subcontract.

Application Details and Funding Requests

- All applications for amounts of \$2,500 or above must complete the application in its entirety.
 - Small project requests of under \$2,500 will utilize the same application form, but are not required to fill out sections 4d, 4e, 4f, 4g, 4h, or 4i.
- All applications must have a primary focus on Adams County, Illinois and must primarily benefit the residents of Adams County. If adjacent jurisdictions are included in the project, they should be identified during the application process and justification for funding projects that include other jurisdictions must clearly show a focus on Adams County.
- Exhibit B is the primary reference document applicants utilize for project funding requests. Exhibit B is an outline of acceptable uses under the Master Settlement. Successful applicants will spend time reviewing Exhibit B and will clearly outline which Core Strategies and Approved Uses for Opioid Remediation will be provided under the project. Applications that do not clearly cite specific Core Strategies and Approved Uses will be provided by the project will be returned to the applicant without approval.
- Project sustainability will be a focus of all funded projects. Sustainability is addressed in the Scope of Work section of the application and must clearly show that benefits from the proposed project will extend past the project period and initial funding allocation.
- Funding Requests
 - The Adams County Opioid Settlement Fund Page will maintain current Financial Information related to funds available to Adams County for use and distribution.
 - The County's goal is to maximize the benefit of available funds, and the preference is to fund multiple applicants.

- Applicants may request funding up to the Available amount indicated in the financial section of our website. Applications requesting larger awards will require additional review, including in-person justification to the Opioid Settlement Fund Committee.
- Applicants requesting large funding awards are asked to indicate in the application if partial award is acceptable. Those applications that indicate a partial award may be eligible for additional funding as Adams County receives additional Settlement payments. Projects that indicate a partial award is not acceptable may be reconsidered for funding as Adams County receives additional settlement payments.
- Applications do not require matching funds from an applicant organization. However, if the applicant organization is providing additional funding for the project, the applicant should indicate this in the scope of work and in the budget sections of the application.

Application Submission and Review

- Applications are to be submitted according to instructions provided on the application form.
- Once an application is received, it will be pre-reviewed for completeness. Completed applications are then held until the Adams County Opioid Settlement Fund Committee meets (approximately quarterly or as needed). Prior to meeting, the Committee will receive a copy of each application for consideration. Applicants requesting high funding amounts may be invited to discuss their application further and invitations will be delivered to the email address provided on the application form. The Committee will review each application, discuss the project's alignment with outputs outlined in Exhibit B, the scope of work, the program deliverables and the budget. The committee will then make recommendation in writing to the Adams County Board for funding of projects.
- At the next Adams County Board meeting or as designated by the Executive Committee of the County Board, project applications will be funded, rejected or returned to the Committee and then to the applicant for further information.
- It is expected that application determinations will be made in a timeframe of 2-4 months depending on meeting cycles.
- Approved applicants will be notified in writing, with a contract document delivered for the applicant to sign. Upon return of the signed contract, the County Board President and the State's Attorney will execute the contract and notify all parties via the return of the executed contract.
- Upon full contractual execution, the applicant may begin work under the project.

Project Instructions

- Successful applicants will be required to execute a contract with the County of Adams. The contract will require projects to be completed according to the applicant's Scope of Work, Program Work Plan Outputs and Program Budget.
 - During the project period, variances will be considered by the County of Adams if the project scope, budget or timeline is to be changed. Any variance must be approved by the County of Adams prior to its implementation.
- Quarterly project reports will be required upon execution of a contract. Due dates will be outlined in the contract document.

- Quarterly reports will include deliverables accomplished by the program, including activities conducted, outcomes achieved and measurements utilized to determine the success of program objectives.
- Quarterly reports will also include a summary and documentation related to expenditures the project organization has incurred.
- Reporting forms will be available on the Adams County Opioid Settlement Fund Page in the resource section.
- Upon completion of a project, a final report will be required of the contracted program organization. This document will provide a full overview of the project, including all objectives delivered, accounting of financial expenditures, sustainability, and community impacts.
- Project contracts, quarterly reports and final reports are public documents and will be posted on the Adams County Opioid Settlement Fund Page.

Payment and Fulfillment of the Contract

- Upon execution of a contract, the contract organization is authorized to begin work and expenditure to fulfill their work plan.
- Funding advances up to 25% of the project may be requested by the contract organization to begin their work. Requests for funding advancement should be delivered by contacting the Adams County Health Department's Opioid Specialist via email. Payments will then be processed through the bill pay cycle of the Adams County Health Department upon approval by the Public Health Administrator and the County Treasurer. Payments will be mailed via check to the organization address stated on the contract.
- Except for any funding advance requested by the contract organization, all payments will be made based on expenditures submitted on financial reports provided during the execution phase of the contract. Expenditure documentation and financial reports are part of the Quarterly Project Report process. Documented expenditures will be reviewed, approved, and payments will be processed through the bill pay cycle of the Adams County Health Department upon approval by the Public Health Administrator and the County Treasurer. Payments should be expected by the contract organization within 2-4 weeks of Quarterly Project Report submission.
- Projects are considered complete and the contract is considered fulfilled after the following:
 - The contract organization completes work outlined in the Contract Workplan, which will be the same as the application Program Work Plan or any Contract Workplan amendments that have previously been approved.
 - The contract organization has submitted all required quarterly reports and final reports.
 - The County of Adams has provided payment according to all requested reimbursements under the Contract Budget, or any amendments thereto.
- Remedies for failure to comply with terms of the contract will be outlined in the contract document.