Delaware
Opioid Settlement
Commission

Technical Assistance Guide
Community Grant Program (Round 4)

Executive Summary:

Welcome to the Round 4 Technical Assistance Guide for the Delaware Opioid Settlement Commission (DOSC). This guide synthesizes key insights, guidelines, and rules from the three technical assistance webinars hosted by Commission staff in July 2026. Inside, you will find a comprehensive overview of grant categories, application procedures, allowable uses, budget requirements, and critical deadlines.

For Round 4, the Commission expects to award approximately $12.75 million through the Community Grant Program.

Important Strategy Shift: Applicants should prepare for a highly competitive cycle. To maximize long-term impact and align with administrative capacity, the Commission intends to fund fewer, larger, higher-impact projects—targeting approximately 40 awarded grants, down from 63 in Round 3. The final award strategy will depend on the applications received.

Round 4 Timeline:

Milestone	Date / Target
Questions Deadline (Bonfire)	August 3, 2026
Application Deadline	August 12, 2026, at 2:00 PM
Application Review Period	August – September 2026
Commission Vote on Awards	September 28, 2026
Scope of Work & Contracting	October – December 2026
Initial Grant Payments Issued	January 2027

Round 5 is expected to open in Summer 2027. The Commission anticipates running annual grant cycles for the next 10 to 12 years.

Community Grant Tiers and Eligibility:

- **Micro Grants (Up to $10,000):** Intended for small, grassroots, or short-term projects. *Preferred duration: 6 months or less (max 1 year).*
- **Mini Grants ($10,001 – $30,000):** Intended for short-term initiatives, developing organizations, or smaller discrete projects. *Maximum duration: 1 year.*
- **General Grants (Over $30,000):** Intended for established entities with strong fiscal capacity, governance, and grant-management experience. *Maximum duration: Up to 2*

years. (No maximum dollar limit, though requests over $1 million will receive extra scrutiny).

Application Limits per Organization:

An organization may submit a **maximum of 4 total applications**:

- Up to 2 General Grant applications (must represent separate, distinct projects—do not bundle unrelated programs into one).
- Up to 1 Mini Grant application.
- Up to 1 Micro Grant application.

General Grant Requirement: Applicants are expected to have been established and operating in Delaware for at least 2 years (exceptions require clear documentation of legacy leadership/program continuity).

Application Submission & Best Practices:

All materials must be downloaded and submitted through the Bonfire portal.

Essential Application Rules:

- **Use Required Templates:** Download the official Word application and locked Excel budget workbook. Do not modify formulas, columns, or sheet structures.
- **Be Specific & Concise:** Answer every field directly within standard formatting guidelines (Times New Roman, 12pt font). Strictly adhere to word limits.
- **Avoid "Strategic" Strategy Checking:** Align your program *only* with the Delaware OARS or Exhibit E strategies you will actively deliver and measure. Selecting unnecessary strategy boxes will not increase your application score.
- **Set Realistic Goals:** Base client counts and target outcomes on actual organizational capacity.
- **Existing Awards & Expansions:** Clearly distinguish new or expanded work from active grants; do not duplicate funded staff, services, or costs.
- **Licensing Readiness:** Applicants must possess or obtain all legally required licenses and certifications; a credible phased plan may be considered when approvals are underway.

Applicants Should Expect:

- Significant competition
- More applications to be declined than approved
- Possible reductions to approved budgets
- Negotiation of project scope and requested expenses
- Partial funding of otherwise strong proposals

Budget & Financial Guidelines:

Budget Requirements:

- **Budget Workbook:** Applicants must use the locked budget template provided in Bonfire. Applicants should explain how each requested amount was calculated.
- **Indirect Costs:** Generally capped at 15%; a documented federally negotiated rate may be considered.
- **Personnel Costs:** No percentage cap, but salaries and allocations must be reasonable. Staff time across all funded state/federal grants cannot exceed 100% total FTE. Time-and-effort documentation will be required for salaried employees.
- **Equipment:** Must include item description, quantity, estimated unit cost and total cost.
- **Contractual Services:** Must include description of service, hourly or unit rate, expected number of hours or service units, and total requested amount.
- **Supplies and Other Expenses:** Must include item or service description, quantity, unit price and total requested amount. The budget narrative should primarily explain how the amount was calculated. The application narrative should explain why the item or service is needed.
- **Matching Funds:** No match is required; identifying other support may demonstrate project sustainability.
- **Travel / Mileage:** Capped at $0.50 per mile (Delaware State rate). Federal rates are not accepted.

Vendor Registration & Payments:

- **eSupplier System:** Grantees must be registered as an active Delaware vendor via the eSupplier Portal before payments can be processed.
- **Payment Schedule:** Payments are generally issued quarterly in advance (not strictly cost reimbursement). Larger upfront payouts can be requested for substantial startup costs (e.g., vehicle purchases) with proper vendor quotes. Future payments may be delayed if required reports or documentation are incomplete.
- **Pre-Award Expenses:** Expenses incurred before the contract start date (including grant writer fees) cannot be reimbursed.

Capital Projects, Facilities & Housing

Request Type	Eligibility Rules
Real Estate Purchases	**Prohibited.** Grant funds cannot be used to buy land, buildings, or real property.
Property Renovations	**Eligible** if directly tied to expanding service capacity (e.g., clinical space, accessibility, HVAC/bathrooms).
Leased Property Work	**Eligible** with a long-term lease, written landlord approval, and proof of sustained public benefit.

Facility Rent	**Eligible** on a *proportional basis* matching the square footage/time dedicated solely to the funded program.
Recovery Housing	Applicants offering recovery housing must be certified by the **First State Alliance of Recovery Residences (FSARR)** as required by Delaware law.

- **Documentation:** Major capital requests should include reasonable cost estimates and may require bids, site-control or lease records, permits, and completion documentation during scoping.

Partnerships & Collaborative Proposals:

Organizations are encouraged to partner to fill gaps in care or serve underrepresented areas:

- **Primary Applicant Structure (Recommended):** One lead agency submits the application and handles all programmatic/fiscal accountability, subrecipient monitoring, and reporting.
- **Separate Applications:** Partners submit distinct applications. *Note:* If one application is denied, it may impact the entire joint initiative.
- **MOUs & Forms:** Only the lead primary applicant must sign mandatory compliance forms (Non-Collusion / Supplanting forms). Formal Memorandums of Understanding (MOUs) will be developed during post-award scoping.

Review Process, Scoring & Governance:

Applications are evaluated by a panel of 10–15 independent reviewers (including Commission members, agency experts, and individuals with lived experience). Each application is scored by at least three independent reviewers.

Beyond the Scorecard: While numerical scores are critical, final funding decisions also consider overall portfolio strategy:

- Geographic equity across New Castle, Kent, and Sussex Counties.
- Prior performance on past settlement grants (timely reporting, audit results).
- Coverage across key service areas (Prevention, Harm Reduction, Treatment, Recovery Housing, Reentry, Services for Pregnant/Parenting Women, etc.)

Post-Award, Reporting & Compliance:

- **Award & Scoping:** Commission approval begins scope, budget, legal, and contract negotiations; it does not guarantee full funding or a final contract.
- **Reporting:** Monthly programmatic and quarterly fiscal reporting are required.

- **Records & Audits:** Retain receipts, invoices, contracts, payroll and time-and-effort records, and proof of payment; grantees may be audited.

Questions & Technical Support:

- **Public Portal Questions:** Submit general application questions through Bonfire prior to August 3, 2026, so answers can be shared publicly for all applicants.
- **Individual Support:** Contact Commission staff directly for platform technical issues, form trouble, or sensitive organization-specific questions. *Staff can assist with technical guidance, but cannot write, review, or edit proposals to improve competitive scores.*
- **Resources & Video Guides:** Access program guidelines, OARS strategy lists, and other materials at **deopioidsettlementfunds.org**. A selected technical assistance webinar recording is expected to be posted on the website.