

## **Family Overdose Support Fund FAQ**

*Updated 8/19/2024*

- 1. Can the program administrator distribute less than \$5,000 per family in order to serve more families.**

Financial awards are capped at \$5,000 per family, at this time. The administrator may also choose to distribute less than \$5,000 to a family, as determined by need, therefore reserving funds to serve additional families.

- 2. Will advance payments be issued?**

Vendors may request up to 25% of the \$375K in advance if they choose.

- 3. What can the vendor use the money for? Will vendors be given a breakdown?**

A vendor may use up to 10% of the direct costs to cover indirect costs. In terms of a breakdown of Other Program Costs, versus Aid dollars, that is something the vendor will work out with BPHC at the time of contracting.

- 4. How would the vendor connect with organizations to demonstrate they have already established relationships with funeral homes, emergency departments, faith communities, or grief support groups.**

BPHC recommends the RFP applicant connect with local organizations in the applicant's neighborhoods. The RFP applicant should talk with local partners and families who have been impacted for recommendations about which organizations to partner with.

- 5. What is the BPHC reimbursement policy?**

BPHC processes and pays an invoice 30 days after BPHC receives the invoice, assuming the invoice meets all requirements. Invoices will be paid on a cost reimbursement basis.

- 6. The application requirements are detailed. In order to thoughtfully engage with partners, could BPHC extend the timeline?**

After consideration of the request, BPHC has extended the deadline by three weeks until September 27<sup>th</sup>, at 5pm.

- 7. Smaller organizations struggle with doing cost reimbursement structure because they do not have enough cashflow to cover the activities before getting reimbursed. Will**

**BPHC consider giving part of the contract dollars in advance, so it is more feasible for a smaller organization to administer the program.**

The vendor may receive 25% of the \$375,000 in advance, \$93,750, upon executing the contract. If an advance is requested, the vendor must submit an invoice to BPHC to receive the initial advance payment. To continue receiving funds on the contract after the advance payment, the vendor must provide BPHC invoices with supporting documentation and receipts that support how the advance payment was spent. After the initial advance payment, the contract will assume a cost reimbursement structure, where the vendor will make expenditures and submit invoices to BPHC for reimbursement. BPHC will review the invoices, including all submitted backup documentation, and will work with the vendor to resolve any expenditures determined to be unallowable under this agreement or lacking sufficient backup documentation.