

Boston Public Health Commission
Community Opioid Response Grants Request for Proposal
Frequently Asked Questions (FAQs)

Date: May 23, 2024

Please continue to check this document for updates.

1. Is it \$200,000 over 3 years or \$200,000 a year for 3 years?

The amount awarded is \$200,000 and can be used across three years. The award will not re-occur annually for three years. The maximum award amount through this RFP is \$200,000.

2. What is the turnaround time for cost reimbursements?

The reimbursement process typically takes around 30 days if all paperwork is correctly submitted. However, please note that processing times may vary and could extend beyond this timeframe.

3. Can organizations already funded by BPHC apply?

Yes, organizations already funded by BPHC are eligible to apply.

4. If organizations apply for a specific dollar amount, will they receive the full amount, or is there a possibility of receiving less?

While organizations may apply for a certain dollar amount, the final allocation may vary. Factors such as project scope and budget may influence the final award.

5. Does BPHC already have vending machines available that recipients could deploy? Do you recommend a vendor?

BPHC has two machines available for community providers to use, so the number is limited. Applicants may propose using one of the machines in their applications. Although the device cost is covered, applicants would need to budget for \$750 to hire a technician to set it up, and \$1000 for branding. Applicants will need to budget for supplies and can [view this toolkit](#) for more information about public health vending machines and budgeting.

If applicants would like to own the vending machine themselves, applicants should purchase a device through the same vendor ([Intelligent Dispensing Solutions](#)). Implementing the same machine as other Boston sites will allow us to unify our evaluation of the impact.

6. My organization is not a 501(c)(3) so I will need a fiscal sponsor. Do you have advice for how to find one?

We recommend reaching out to community-based organizations, including those that work on substance use and mental health-related issues, to explore a partnership. Please independently verify whether the organization is a 501(c)(3) before reaching out.

7. Can organizations that do not offer clinical services distribute naloxone? What are some of the resources for obtaining naloxone?

Yes. Any organization has the capability to distribute naloxone. Organizations can partner with existing OEND/CNP sites that provide free or subsidized naloxone. Find more information on these programs [here at this link](#).

8. Do organizations need to provide an annual budget or a total budget of \$200k over the entire performance period?

Organizations can submit a comprehensive budget covering the entire three-year performance period.

9. Is there a specific format for submitting budget?

Yes, budgets should be submitted in an Excel sheet format.

10. Some organizations may have multiple partners. Are there any specifications regarding who can be a partner? Should all the partners be listed?

Identify and mention the most relevant partners with whom you will be collaborating on the project. Highlight partners that help you further the grant strategy and proposal activities.

11. Smaller organizations struggle with doing a cost reimbursement structure because they do not have enough cashflow to cover the activities before getting reimbursed. Will BPHC consider giving part of the award in advance, so the smaller organizations can get started with activities before switching to cost reimbursement?

BPHC has reviewed this feedback. Grantees now have the option to receive up to 25% of their award in advance, at the time of the contract. If an advance is requested, the Grantee must submit an invoice to BPHC to receive the initial advance payment. To continue receiving funds on the contract after the advance payment, the Grantee 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 Grantee will make expenditures and submit invoices to BPHC for reimbursement. BPHC will review the invoices, including all submitted backup documentation, and will work with grantees to resolve any expenditures determined to be unallowable under this agreement or lacking sufficient backup documentation.

12. Will BPHC consider extending the deadline to give smaller organizations more time to respond to the news about the 25% advance payment?

Yes, BPHC will extend the deadline 3 weeks to June 21 to give applicants more time to produce their proposal and assemble the required materials.

13. Can these dollars go towards existing programs, or can they only launch new programs?

The dollars are not exclusively reserved for new programming. The grant can fund existing programming but should not be used to supplant existing dollars. The grant strategy is focused on expanding services.

14. Can organizations located outside of Boston apply for the grant, or only organizations with their headquarters located in Boston?

Applicants are not required to be based in Boston, but they must have a history of serving the city, especially the priority neighborhoods Dorchester, Roxbury, South End, East Boston, and/or Mattapan. These neighborhoods have [higher rates](#) of fatal overdoses and/or contain higher proportions of Black and Latinx individuals, who are also at [increased risk](#) for fatal overdose.

15. Which individuals should be listed as the point of contact for the grant? Which CVs should be included in the proposal?

If any manager is contributing a portion of their FTE time, either funded by the grant or contributed in-kind, then please include their CV in the proposal. Please identify up to two leads for your proposal, based on who will be involved in leading the project.