BURKE COUNTY

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BURKE COUNTY OPIOID RESPONSE

Opioid Settlement Community Funding

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Letter of Interest Instructions and Frequently Asked Questions

Burke County invites established organizations to submit a Letter of Interest (LOI) for one-time funding to launch, expand, or strengthen eligible Option A services that address opioid-related needs in Burke County. Please read these instructions and prepare your preliminary budget answers before you open the online LOI form. Budget questions are answered directly in the form; **no Excel upload is required at the LOI stage.**

AT A GLANCE

$550,000 Total funding available	**Up to $50,000** Standard request per organization	**$75,000 maximum** Requests above $50,000 require justification
Nov. 10, 2026 LOI due by 5 p.m. Eastern	**Oct. 27, 2026** Last day to submit questions	**Jan. to June 30, 2027** Anticipated service period

No minimum request and no matching funds are required.

APPLY NOW ›

Submit your Letter of Interest online | Due November 10, 2026, 5 p.m. Eastern

Online form (Microsoft Forms) | One application per organization | Email submissions are not accepted

HOW TO APPLY

1. **Confirm eligibility.** Review who can apply (Section 2) and how your project fits an Option A strategy (Section 3).
2. **Prepare your answers.** Use the LOI checklist in Section 6 to gather organization, project, and preliminary budget details.
3. **Submit the online LOI** using the Apply Now button above, by November 10, 2026, at 5 p.m. Eastern. Late submissions are not accepted unless the county publicly extends the deadline for all applicants.
4. **Watch the county bid page** (burkenc.org/bids.aspx). Answers to questions and solicitation updates will be posted there by October 29. Applicants are responsible for reviewing them.

1. Key Dates

All times are Eastern. Dates after the LOI deadline are anticipated and may be updated on the county bid page.

Milestone	Date
Anticipated release	October 9, 2026
Deadline to submit questions	October 27, 2026
Answers and updates posted on the county bid page	By October 29, 2026
LOI, including budget answers, due	**November 10, 2026, 5 p.m.**
Opioid Advisory Committee (OAC) considers advancement	November 17, 2026
Invitations to submit a complete application	Anticipated November 18, 2026
Invited complete applications due	**November 30, 2026, 5 p.m.**
Funding recommendations at pre-agenda	December 7, 2026
Commissioners consider awards	December 21, 2026
Anticipated service period	January 2027 through June 30, 2027
Final invoices, documentation, and final report due	Within 30 days after June 30 (provisionally July 30, 2027)

2. Who Can Apply

Eligible to apply

- Legally established nonprofit, faith-based, and for-profit organizations
- Operating for at least two years by November 10, 2026
- Able to contract with the county, manage funds, document services, and report results
- Organizations located in Burke County or elsewhere
- Already serving Burke County, or planning to begin services in Burke County
- Proposing a new project, or an expansion or an improvement to an existing service

Not eligible to apply directly

- Individuals
- Informal groups without a legally established entity

Where services must take place

All funded services must be provided within Burke County and benefit Burke County residents. Existing service delivery in the county is not required.

Partnerships and subcontracting

Partnerships and subcontracting are permitted, with these conditions:

- One eligible lead organization must be responsible for contracting, billing, reporting, and partner oversight.
- The two-year operating requirement applies to the lead organization.
- List partner names and proposed roles in the LOI.
- Partner qualifications, required licenses, costs, and oversight arrangements will be requested in the complete application.

3. What Projects Qualify

Option A eligibility

Each proposed component must fit an eligible Option A strategy in Exhibit A of the North Carolina Memorandum of Agreement (MOA). Funding must address opioid-related needs in Burke County and meet the participant and activity requirements of the selected Option A strategy.

> Exhibit A of the NC MOA identifies *"persons with Opioid Use Disorder (OUD) or any co-occurring Substance Use Disorder (SUD) or mental health condition."*
>
> Depending on the strategy, eligible activities may also reach people at risk, family members, caregivers, or social networks.

In your LOI, explain:

- The opioid-related need your project addresses
- Whom you will serve
- How each component meets its selected strategy

General community services without a qualifying opioid-related purpose are not eligible for this funding. A focus-area label alone does not establish eligibility. See the official Exhibit A for complete requirements: Exhibit A to the NC MOA (PDF).

County focus areas

The following three focus areas receive equal consideration within the 10-point focus-area scoring criterion. Other eligible Option A proposals are welcome.

Recovery Housing	Faith Community Support	Family and Caregiver Supports

- A proposal may receive all 10 points for meaningful alignment with one area.
- Addressing several areas does not automatically increase the score.
- Prevention is not a stated focus area for this round.

Service access

As a condition of funding, recipients must provide county-funded services to otherwise eligible participants without discrimination based on religion or religious belief. Participation in religious worship,

instruction, or other religious activities must not be a condition of receiving those services. This is a county funding condition, not a quotation from the MOA.

Recovery housing

At the LOI stage	If invited to stage two
Briefly describe the proposed recovery housing model, intended participants, and applicable Option A Strategy 4 pathway.	Provide admission and medication policies, applicable licenses or certifications, and supporting documents demonstrating strategy compliance.

A housing-day rate alone does not establish eligibility. County review will consider applicable laws and guidance.

4. Funding Requests

Item	Requirement
Total available	$550,000
Standard request	Up to $50,000 per organization
Larger requests	More than $50,000 may be requested with justification, up to a maximum of $75,000
Minimum request	None
Matching funds	Not required
Applications	One application per organization, submitted through the online form only. Email submissions are not accepted.
Multiple components	Related services or components may be included in one application. The request limit applies to all components combined.

The county may offer a larger or smaller award than requested, including above $75,000, subject to approval, available funds, and agreement on a feasible revised scope and budget. Applicants remain limited to requesting $75,000. No award is guaranteed.

5. Budget and Payment Requirements

Two purchase order lines

Approved budgets will be established with one purchase order line for start-up and one for services. The two lines together equal the total award.

Purchase order line	What it covers	How it is paid
Start-up	Necessary, one-time launch expenses tied to approved Option A services. Standard limit is 20% of the approved total award.	Drawdown under county purchase order procedures
Services	Eligible services actually delivered during the approved service period	Monthly invoices for verified units delivered at approved rates, up to the contract maximum

No separate administrative or overhead payment is available. Necessary ongoing service-delivery costs, including staff time, may be reflected in justified service rates; funding does not constitute a commitment to support a position.

Start-up funding

- In the LOI, list the main start-up items, estimated amounts, and why they are needed.
- Detailed itemization, timing, supporting costs, and documentation will be requested in the complete application.
- Start-up amounts above 20% of the approved total award require justification and county approval.
- Start-up expenses must not also be charged through service rates.

Not funded in this round

Property purchases, construction, major renovations, and office or facility rent are excluded.

Eligible recovery housing days may be proposed as fee-for-service units, subject to county approval. This round's exclusions may be narrower than the uses permitted under the MOA.

Launch requirement

- Identify your expected service start date in the LOI.
- Services must begin within 60 days of contract execution. Any extension requires written county approval.
- All funded activities must end by June 30, 2027. The proposed service volume must be feasible within the actual delivery period.
- If an agency receives start-up funds but never begins approved services, it must repay those funds unless the county approves a revised start date or another resolution in writing.

Monthly service payments

- Invoice monthly for verified, eligible services actually delivered at approved rates, up to the contract maximum.
- Define the billing unit and the documentation that verifies delivery.
- Estimated units do not guarantee payment.

- Services billed to the county must be provided at no charge to participants.
- Monthly service and expenditure reports must accompany invoices.

Clinical claims and duplicate payment

- Resolve Medicaid and other insurance claims before invoicing the county.
- Deduct third-party payments and request only eligible amounts not covered elsewhere.
- For Medicaid clinical services, submit applicable NCTracks claims documentation. For other insurance, submit the relevant payer documentation.
- A denial does not automatically establish county payment eligibility.
- Do not charge expenses or services already paid by another source.

Closeout and records

- Final invoices, supporting documentation, and a brief final report are due within 30 days after June 30, provisionally July 30, 2027, subject to county finance confirmation.
- Unresolved insurance claims are excluded from county payment at closeout unless finance approves an exception in writing.
- Use county-approved secure procedures for billing records. Do not include identifiable client information in application materials.

6. The Two-Stage Application

This is a two-stage process. Stage one is a preliminary Letter of Interest. Only applicants advanced by the Opioid Advisory Committee (OAC) are invited to stage two. Advancement does not guarantee funding.

Stage one: Letter of Interest checklist

The LOI asks for a clear project concept and preliminary funding estimates. Have the following ready before you open the form:

Organization

- ☐ Organization eligibility information
- ☐ Brief relevant experience
- ☐ Proposed partner names and roles
- ☐ Conflicts disclosure

Project

- ☐ Project summary
- ☐ Option A alignment
- ☐ Intended participants and their opioid-related needs
- ☐ Burke County service locations
- ☐ Focus-area alignment and community need
- ☐ Anticipated service start date
- ☐ One or two expected results
- ☐ Brief continuation or responsible closeout approach

Preliminary budget (entered in the form)

- ☐ Total request
- ☐ Start-up estimate and main items
- ☐ Estimated service funding
- ☐ Basic service outline
- ☐ Anticipated other funding
- ☐ Whether you can prepare a fee-for-service budget, and any guidance you need

Justifications, if applicable

- ☐ Requests above $50,000
- ☐ Start-up amounts above 20%

Not required at the LOI stage: detailed implementation plans and rate calculations. Reviewers will not expect stage-two detail in an LOI.

Ready to submit?

APPLY NOW ›

Letter of Interest due November 10, 2026, 5 p.m. Eastern

Stage two: Complete application (invited applicants only)

Applicants advanced by the OAC must submit a complete application that builds on the LOI. It will require:

Component	What to provide
Implementation plan	Launch steps, key milestones, responsible staff or partners, delivery timing, and a feasible service volume through June 30, 2027
Readiness	Staffing, credentials, operational readiness, and applicable licenses
Results	Measurable targets and documentation methods
Continuation	A detailed continuation, transition, or closeout plan
Refined budget	Based on the LOI estimates: service units, rates, quantities, payer offsets, rate calculations, verification and billing procedures, plus detailed start-up items, timing, supporting costs, and documentation. Necessary staff time may be included in service rates; stand-alone salaries or positions are not funded.
Documentation	Proof of legal status and operating history; partner qualifications, costs, and oversight arrangements; relevant recovery housing admission and medication policies and supporting documentation; explanations of scope or budget changes
References	Two references. No reference letters are required.

The complete application uses a separate online form and a stage two budget worksheet. **Invited applicants will receive these materials with their complete application instructions.** Supporting documents will be provided through a county-approved route.

After you apply

- The review subcommittee will score LOIs before the November 17 OAC meeting.
- The OAC will consider advancement and authorize the subcommittee to review complete applications and finalize funding recommendations for the December 7 pre-agenda meeting.
- The Board of Commissioners retains final award approval.
- Services may begin only after contract execution. Future funding is not guaranteed.

7. How Proposals Are Scored

Eligibility is checked before scoring. The same 100-point framework applies at both stages, with scores updated using complete applications.

Criterion	Points
Option A alignment and project approach	25
Community need and access for Burke County residents	20
Capacity and readiness to deliver by June 30	20
Budget reasonableness and fee-for-service feasibility	15
Measurable results and continuation or responsible closeout	10
Alignment with county focus areas	10
Total	**100**

- Reviewers disclose conflicts and recuse themselves when appropriate.
- Applicants must disclose actual or potential conflicts involving county officials, staff, or reviewers.
- The county may request minor corrections or clarifications at its discretion. The LOI, including preliminary budget answers, must still be submitted on time.

8. Frequently Asked Questions

Must we be a nonprofit?

No. Legally established nonprofit, faith-based, and for-profit organizations may apply if the lead has operated for at least two years and meets the other requirements.

Can we be new to Burke County?

Yes. Explain the local launch plan and expected start date. Funded services must take place in Burke County and benefit county residents.

Must we address a focus area?

No. Any eligible Option A strategy may be proposed. Focus-area alignment accounts for 10 of 100 points, with equal consideration for the three areas.

Can we request more than $50,000?

Yes, with justification, up to $75,000 total. The county may independently offer a larger or smaller award. The request limit applies to all components combined.

Can we fund staff or rent?

Necessary staff time may be included in a justified service rate. There is no separate position or overhead payment. Office and facility rent are excluded; eligible recovery housing days may be proposed as services.

Is start-up funding extra?

No. It is included in the award and has a separate purchase order line. The standard limit is 20% of the approved award; exceptions require justification and approval.

What if we do not launch?

Start-up funds received must be repaid if approved services never begin, unless the county approves a revised start date or another resolution in writing.

What if insurance has not paid yet?

Wait for claim resolution before invoicing the county. Unresolved claims at closeout are excluded unless county finance approves an exception in writing.

Can we change the budget at stage two?

Yes. Refine the LOI estimates in the complete application budget worksheet and explain changes. Updated proposals remain subject to review and applicant request limits.

Are matching funds or ongoing funding required?

No match is required. Disclose other project funding and avoid duplicate charges. Explain continuation of services or benefits, or responsible completion of a time-limited project. Future county funding is not guaranteed.

9. Questions and Resources

Resource	Details
Questions (only)	purchasing@burkenc.org. Submit questions by October 27, 2026.
Answers and updates	Posted on the county bid page by October 29: burkenc.org/bids.aspx
Letter of Interest form	**Apply now: submit the LOI online (Microsoft Forms)** *Printed copy? Type this address into your browser:* https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=ADcmJ3-820iOBiyhx7dkWovmv50XQ4FOjI6EU0K7gX5UQjRKUzJHT1BYQjNCNzJLU1ZGQUJYOVY5OC4u
Option A requirements	Exhibit A to the NC MOA (PDF)
Stage two materials	Provided only to invited applicants with complete application instructions, anticipated November 18, 2026.

Applicants must review posted updates. Late submissions will not be accepted unless the county publicly extends the deadline for all applicants.

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