

New York State Strategic Prevention Framework
Partnership for Success Grant 2015
Sub-recipient RFP Bidder's Conference
March 16, 2015

Terms of the Grant

- RFP is due April 1, 2015
- Awards will be made on or about May 1, 2015
- Applicants may request up to \$627,300 for the 4.5 year grant

Eligibility

- Applicants must be a not for profit community coalitions
- Coalitions funded with the previous SPF SIG grant are not eligible—however the 5 mentee coalitions are eligible to apply.
- Coalitions must demonstrate high need to address Rx misuse and heroin
- Coalitions must be high capacity
- Must be at least 6 months old
- Must be a 501C3 or have an OASAS funded prevention provider as a fiscal agent

Submission Requirements

- Original application (including attachments)
- Two (2) copies (including attachments)
- **Mailed** in an envelope marked "PFS Sub-Recipient Proposal", Attn: Sarah Dakin 1450 Western Ave. Albany, NY 12203.
- **The application must be received in the OASAS office by April 1st.** Postmarked on April 1st is not acceptable
- Electronic copies **will not** be accepted.

The application must include the following sections:

1. Cover Page
2. Table of Contents
3. Community Profile (2 pages max.)
4. Demonstration of High Need (2 pages max. and tables)
5. Demonstration of High Capacity (5 pages max and tables.)
6. Management and Staffing Plan, including Table of Organization (2 pages max.)
7. Financial Resources (1 page max.)
8. Budget Form with Justification
9. Required Attachments

Summary and Questions and Answers

Eligibility

1. Question: We are in the midst of creating a community coalition with a focus on heroin and prescription drug abuse. We have met with all stakeholders individually and we are now going to be holding group meetings. Would a brand new coalition be eligible to apply?

1. Answer: Under Section V. Eligible Applicants, it states that “A coalition must have been in existence for more than 6 months, have regular meetings, a mission statement, prevention experience, by-laws, distinct decision making processes and access to community resources.”

2. Question: Would you please clarify for me about this funding opportunity, only community coalitions can apply, but if a coalition is not a 501c3, then the local Prevention Provider can act as the fiscal agent? Am I understanding this correctly? In summary Prevention Providers can't apply for the dollars, only act as the fiscal agent, even if there is no community coalition?

2. Answer: Prevention Providers are not eligible to apply. Prevention Providers may act as a fiscal agent for a community coalition who is applying.

3. Question: It has been brought to my attention that current DFC grant recipients may not be eligible to apply for funding under the Strategic Prevention Framework-Partnership for Success funding.

3. Answer: DFC grant recipients are eligible to apply as long as they were NOT previously funded under the SPF SIG grant. Community coalitions who were mentee coalitions under a funded SPF SIG grant are eligible to apply for the PFS grant.

4. Question: Is being a current DFC grantee and/or a previous SPF-SIG mentoring Grantee limits their eligibility.

4. Answer: See answer to question # 3 above.

Data Requirements

5. Question: What surveys do I need to administer for the PFS grant?

5. Answer: All funded coalitions will need to administer a school based survey to students in the 7th-12 grades to assess the 12-17 (youth) age group, and a community-wide young adult survey (both college and non-college) assess the 18-25 (young adult) age group. Both surveys will be administered during at least two time periods, to capture both pretest (baseline) and posttest (outcomes) data.

6. Question: Regarding the surveys required in 2015, 2017 and 2019: we just completed a county-wide survey of its 8th, 10th & 12th grades in Dec. 2014 (in lieu of the OASAS YDS). They are now committed to completing that survey in 2016 and 2018. This means the school district will need to complete a survey in 2015, 2016, 2017, 2018 and 2019 if they go ahead and support our RFP. Is there any latitude in the survey dates?

6. Answer: No—in order to comply with the federal evaluation, the funded coalitions need to administer a youth survey in the fall of 2015.

7. Question: Our coalition serves an entire county that was recently surveyed by OASAS using the YDS in 2014. Do we need to redo the youth survey in the fall of 2015 or can the 2014 sample serve as a baseline?

7. Answer: Every coalition that is selected for funding will need to administer a youth survey in the fall of 2015.

8. Question: Since our coalition currently surveys students in the even years could the survey be done under our current schedule or would we need to survey again in fall of 2015?

8. Answer: The funded sub-recipients will be required to survey again in the fall of 2015.

9. Question: Does the YDS capture the same information as the PNS? Are they comparable for trend data? What are the pros and cons of using one over another?

9. Answer: Yes, they are comparable. Once the coalitions are funded they will work with the statewide evaluator to determine the appropriate survey for their community. Certain questions necessary to measure the grant outcomes data will be required questions on either survey. Most of the required outcomes questions for the PFS grant were included on the 2014 NYS version of the YDS.

10. Question: Is the PRIDE CTC Youth Survey an OASAS approved Youth Survey?

10. Answer: OASAS will provide the sub-recipient with approved youth and young adult surveys. If a sub-recipient has a survey that they have been collecting trend data for a number of year, the evaluators will work with the coalition on collecting similar data.

Follow up clarification question: Does the student survey need to be inclusive? Does it need to have every student in every grade?

Answer: It does need to have every grade (7th-12th), but depending on the population size it can be a sample from each grade level.

Follow up clarification question: Is the YRBS suitable for the grant deliverables?

Answer: Probably not, the questions on the YRBS are too different. The YRBS does not have the questions required by SAMHSA for completion of deliverables and it does not have risk and protective factor questions to complete the community assessment. The state data analyst will help grantees to select the survey they need to complete the student assessment.

Follow up clarification question: There are numerous school districts in our county, do we need to have data from each district?

Answer: If the population in your county is large, then the coalition does not need to work with every school.

11. Question: Can OASAS provide examples of approved young adult surveys?

11. Answer: OASAS will provide funded coalitions with a young adult survey instrument, including the standardized questions necessary to measure the grant outcomes data for the young adult population. You may estimate for budget reasons the cost of a youth survey.

12. Question: What survey(s) would be an OASAS approved Youth Adult Survey? For example, American College Health Association Assessment or CORE surveys.

12. Answer: See answer to question #10. Once funded, OASAS will provide the sub-recipients with the approved survey instruments. You may estimate for budget reasons the cost of a youth survey.

Follow up clarification question: What is a good sample size for the young adult survey?

Answer: Sample size depends on the size of your community. The prevention epidemiologist and data analyst will work with the coalitions selected to help them determine the sample size needed.

Community Profile, High Need and High Capacity:

13. Question: What are some data sources that can help me with this grant application?

13. Answer: 1) US census for population data, 2) local health departments or hospitals for emergency room and hospitalization data for heroin, opiate overdoses, poisonings, and injuries, 3) local EMS or fire department for overdose and injury data, 4) county coroner or medical examiner for heroin, opiate mortality data, 5) local sheriff or police precinct for arrest and motor vehicle injury data, 5) local prevention providers, county LGU, or county health departments for survey data.

14. Question: How do I request treatment admissions data from OASAS?

14. Answer: OASAS will post a data file to the OASAS website, under procurements, for applicants to use. This data file, in Excel, will provide heroin and other opiate treatment admissions for all youth and young adults by zip code for the years 2011, 2012, 2013, and 2014. No demographics are provided in this file, for confidentiality purposes. Download the file, and scroll to locate the zip codes within your community. This data file will be posted as soon as possible, probably by the end of this week.

Follow up clarification question: What if a coalition does not have young adult survey data to complete the table in section four of the RFP?

Answer: We understand that different coalitions will have different data, please include the data that the coalition has available.

Follow up clarification question: In working with law enforcement to get data, law enforcement says that prescription drug crash data is very hard to find and prescription drug data is with other arrests is rarely recorded. Is this data required?

Answer: Drug related crimes and drug related car crashes are required by SAMHSA. Specify in your grant application what you have done to obtain the data and why it is not available. Fill in the data that the coalition has and acknowledge any data gaps that might exist.

Follow up clarification question: We tried to obtain emergency room data from the SPARCs data system, but we were told it would cost \$1,500. We cannot afford this for a grant application. What should we do?

Answer: Describe the process in the grant application that the coalition went through to obtain the data and explain why it is not available.

15. Question: Our coalition has principles of operation rather than bylaws. Can we submit these as governance documents instead?

15. Answer: Yes

16. Question: Under the community profile section it asks for plans to serve active military, veterans and their families. Since our geographic does not have a military base or specific service organizations for military personnel, should we identify partnerships with groups in surrounding areas that may be working with these individuals from our community?

16. Answer: No, we are only interested in whether your coalition will work directly with this population.

Management and Staffing Plan

17. Question: Are there any stipulations on how staff should be supervised when there are other staff positions already in place? (i.e. we are looking at staffing pattern where the PFS staff would report to the DFC coordinator)

17. Answer: No there are no specific stipulations. If the coalition feels that the DFC coordinator has the experience to supervise the PFS coalition coordinator that is fine. However, the PFS coalition coordinator will be paid through the fiscal agent and thus must follow the personnel guidelines of the fiscal agent.

18. Question: Our Coalition has an existing Coalition Coordinator who has other management responsibilities. Is it possible for the duties of the Coalition Coordinator to be split between the existing Coordinator and another designated Coordinator?

18. Answer: No. The PFS Coalition Coordinator must be full time and not have any other management responsibilities outside of the PFS grant.

19. Question: Can we use the title PFS Grant Coordinator instead of Coalition Coordinator as that role is already filled with a DFC coalition coordinator?

19. Answer: Yes- as long as the job responsibilities do not differ from those outlined in the RFP.

Follow up clarification question: Is the data coordinator part time?

Answer: The hours for the data coordinator will vary depending on what part of the strategic prevention framework process is being worked on. What works best is to hire the data coordinator as a consultant or contractor. It can be part-time.

Follow up clarification question: Do you have to have a coalition coordinator in place to apply for the grant?

Answer: No, a coalition can hire a coordinator after they have received funding.

Follow up clarification question: Does the \$627.300 for 4.5 years have to cover everything? Salaries, surveys, supplies, travel, implementation, data coordinator?

Answer: Yes.

Budget and Fiscal

20. Question: Regarding indirect costs: The RFP says the organization should have a federally approved indirect cost rate. If the organization has an approved indirect cost rate with the Research Foundation for Mental Health, can that agreement be used instead?

20. Answer: Yes if you already have an approved indirect cost rate with RFMH that can be used.

21. Question: Can the cost of surveys be counted as supplies and not part of evaluation?

21. Answer: No. Under federal guidelines the cost of the surveys must be included in the data and evaluation expenses.

22. Question: Will mentoring coalitions need to provide anything other than technical assistance and training to their mentees? (For example, financial assistance to attend CADCA or financial assistance in data collection).

22. Answer: The Mentoring coalitions should expect to provide some financial support to the mentee coalitions. It may be in the form of training attendance, data collection, community readiness tools etc.

23. Question: As we understand it, years 2-4 only require justification, with the table reflecting the full requested budget. Is this correct?

23. Answer: You must provide budget numbers for all 4 years. Fill out the Sample Budget summary table. A detailed budget justification is only required for Year 1 of funding that ends on September 30, 2015. Any significant variances in the subsequent years' budgets should be explained in the justification.

24. Question: For the budget, are we completing all years of funding in that table or just the first 6 month time period? (The example given is for after October 1, 2015 so does not match what is in the justification) Also, do we have to follow the total project costs given on page 36, or do we use our own annual costs year to year? The sample budget justification on page 33 says that year one end on September 30th, 2015. Is this the time period we are to provide a justification for, which is really six months of time?

24. Answer: You must fill out the Sample Budget summary Table and estimate your Total Project Costs and each individual Category cost for each year, including the first 6 months. The federal grant year is from September 30th –October 1st. So each budget year must begin on October 1st and end on September 30th. Each coalition will receive no more than \$637,300 for the full grant period. The budget justification must include details of the budget from May 1st - September 30, 2015. Any significant variances in subsequent years must be explained in the justification (i.e surveys will only be administered in Year 1 and 3).

25. Question: It states that we need to do a detailed budget for the full 4.5 years (.5 year and then one year budget each for the next four). Further reading states that we do the narrative justification for the first half year only and follow the table for the remaining four years future funds. Can you please clarify? Thank you so much in advance!

25. Answer: See answer to questions #23 and #24 above.

26. Question: Our Coalition's fiscal agent at this time is a local government. Is a local government eligible for this funding or only those non-profits with a designated 501c3? If a local gov't is not eligible and we currently hold federal funding through this fiscal agent are we still eligible to apply through our OASAS prevention agency for this funding stream?

26. Answer: As long as the local government currently receives funds from OASAS, they may act as the fiscal agent. A OASAS funded prevention provider may also act as a fiscal agent for the coalition.

27. Question: The County (LGU) has the existing Coalition which is NOT a 501c3. Can the County apply for the grant and sub-contract with the local Prevention Provider and also with an additional separate agency for the Data/Evaluation positions? The County already sub-contracts with both of these agencies.

27. Answer: The County (LGU) may act as the fiscal agent for the coalition. However, there is no reason to then sub-contract with the Prevention Provider. Either the Prevention Provider **OR** the County (LGU) can act as the fiscal agent. The Data Coordinator can be a sub-contractor of the fiscal agent.

Follow up clarification question: This is a direct contract with the Research Foundation for Mental Hygiene (RFMH) and the fiscal agent. The funds do not go through the county.

28. Question: If for some reason during the duration of the grant period the Community Coalition's fiscal agent needed to change, would this be possible?

28. Answer: It is possible, but only under extenuating circumstances.

Follow up clarification question: Do you need to have an indirect cost rate to apply?

Answer: No, after being funded the fiscal agent will work with RFMH to receive their indirect cost rate (unless they already have an indirect cost rate with RFMH). The fiscal agent can look up the federal rate to use as an estimate for completing the budget.

Follow up clarification question: On page 33, surveys are listed under supplies?

Answer: True, however the supplies are under section I which is the evaluation and data section of the budget.

Follow up clarification question: What has to be under the 20% for data and evaluation?

Answer: Anything related to data and evaluation, data coordinator, surveys, software, etc.

Follow up clarification question: Is the data and evaluation 20% cap by year or overall?

Answer: It is 20% of the overall budget.

Follow up clarification question: If the coalition has a DFC and the DFC is doing surveys at the same time, can the cost of the surveys be shared?

Answer: Yes, the DFC and the PFS can braid funding to pay for the surveys. The funding streams cannot be combined, but funding can be braided.

Follow up clarification question: Is there a salary requirement for the coalition coordinator?

Answer: No, applicants should go by their fiscal agent's requirements.

Follow up clarification question: How many years should the budget justification cover?

Answer: It should just cover May to September 2015.

Follow up clarification question: Since applicants don't have to submit a plan of activities, how do coalitions determine their budget?

Answer: The budget should be based on salaries, contracts, supplies, surveys, etc. and best guesses as to activities to be implemented (you do not have to list the activities).

Follow up clarification question: The County currently has a coalition, can they be the fiscal agent and then sub-contract with a prevention provider?

Answer: No, county does not act as a pass through for the grant. The PFS grant is a direct contract with the fiscal agent. Either the county or the prevention provider should act as the fiscal agent for the coalition.

Follow up clarification question: Can a prevention provider partner with another prevention provider to act as the fiscal agent for one or two coalitions?

Answer: No, one fiscal agent for one coalition.

Formatting:

29. Question: Can the submission be double sided?

29. Answer: Yes the submission may be double sided

30. Question: Is the RFP available in a Word format?

30. Answer: We can provide the RFP as a locked word document. Please e-mail sarah.dakin@oasas.ny.gov if you cannot open the PDF file and need the RFP as a

locked word document.

31. Question: For the Demonstration of High Capacity Section (p.14-16)- the questions in the tables and under Community Resource Assessment and Gap Analysis, the response can only be 5 pages max. Does this page maximum include completing the table in that count? The concern is that the table alone is 2 plus pages unfilled in and with another section of narrative for the Community Resources. Filling in all the information asked and doing so with specific examples becomes a real challenge given a 5 page limit for this section. Are tables subject to the 12 pt font limit? Can tables be done landscape?

31. Answer: The tables can be done in landscape but must be in 12 pt font. The 5 pages maximum refers to text that is not included in the table. So the maximum is 5 pages plus the tables.

32. Question: Does the 2 page max for demonstration of high need include required tables defined on page 12-13 of the RFP?

32. Answer: Tables do not count toward the 2 page maximum.

Follow up clarification question: Do citations in the application have to be in APA style?

Answer: No, they can just be referenced.

Follow up clarification question: There is a year missing in the timeline?

Answer: Yes, there is. For planning and budgeting purposes, 2016-2017 will be similar to 2017-2018 minus the PNA/YDS survey.

Follow up clarification question: When trying to get letters from superintendents, we have to go through the board of education and may not get the letter in time to include it in the application. What should we do?

Answer: Explain the situation and process that the coalition went through to try and get the letter.

Follow up clarification question: Does the coalition need to include proof of data sources?

Answer: Submit whatever is felt to be appropriate.