

## Clubhouse Planning Supplement Questions & Answers

1. Is the Boys & Girls Club of Rochester (non-profit) able to apply for the Clubhouse RFP? Or do we have to be a local governmental Unit?

**Answer:** Per the addendum issued July 14, 2015, the applicant can be a qualified not-for-profit community-based organization that has the support of the Local Governmental Unit.

2. Do you have a list of LGU's that we may approach to see if they would like us to be a subcontractor/partner?

**Answer:** The following is a list of the Local Governmental Units.

Stephen J. Giordano, Ph.D.  
Director  
Albany County Department of Mental Health  
175 Green Street  
Albany, NY 12202

Robert Anderson, Ph.D.  
Director  
Allegany County Mental Health Services  
45 North Broad Street  
Wellsville, NY 14895

Mr. Arthur R. Johnson  
Commissioner  
Broome County Community Mental Health  
Services  
229-231 State Street  
Binghamton, NY 13901

Ms. Dawn Colburn, LMSW  
Director  
Cattaraugus County Department of Community  
Services  
1 Leo Moss Drive, Suite 4308  
Olean, NY 14760-1156

Mr. Ray Bizzari  
Director of Community Services  
Cayuga County Community MH, MR  
and Alcoholism Services  
146 North Street  
Auburn, NY 13021

Ms. Patricia Brinkman, M.S., M.B.A.  
Director of Community Mental Hygiene Services  
Chautauqua County Department of Mental  
Hygiene  
Hall R. Clothier Building, 1st. Floor  
7 North Erie Street

Mr. Brian Hart  
Director  
Chemung County Mental Health  
425 Pennsylvania Avenue  
P.O. Box 588  
Elmira, NY 14902-0588

Ms. Ruth Roberts  
Director  
Chenango County Mental Health  
5 Court Street, Suite #42  
Norwich, NY 13815

Mr. Peter Trout  
Director  
Clinton County Mental Health and Addiction  
Services  
18 Ampersand Drive  
Plattsburgh, NY 12901

Mr. Michael Cole, LCSW  
Director of Community Services  
Columbia County Department of Human Services  
325 Columbia Street  
Hudson, NY 12534

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Mr. Mark Thayer  
Director of Community Services  
Cortland County Department of Mental Health  
Cortland County Office Building  
7 Clayton Avenue  
Cortland, NY 13045

Ms. Cynthia Heaney  
Director  
Delaware County Community MH,  
MR and Alcoholism Services  
One Hospital Road  
Walton, NY 13856

Kenneth M. Glatt, Ph.D.  
Commissioner  
Dutchess County Department of Mental  
Hygiene  
230 North Road  
Poughkeepsie, NY 12601

Mr. Michael Ranney  
Commissioner  
Erie County Department of Mental Health  
95 Franklin Street, Room 1237  
Buffalo, NY 14202

Mr. Stephen Valley  
Director  
Essex County Community Services  
P.O. Box 8 - Court Street  
Elizabethtown, NY 12932

Ms. Suzanne Lavigne  
Director  
Franklin County Community Services  
70 Edgewood Road - P.O. Box 1270  
Saranac Lake, NY 12983

Mr. Ernest J. Gagnon  
Director of Community Services  
Fulton County Mental Health Services  
57 East Fulton Street  
Gloversville, NY 12078

Mr. Ellery Reaves  
Director  
Genesee County Mental Health Department  
5130 East Main Street Road, Suite 2  
Batavia, NY 14020

Ms. Margaret Graham  
Director  
Greene County Community Services Board  
905 Greene County Office Building  
Cairo, NY 12413

Mr. Robert Kleppang, LMSW  
Director  
Hamilton County Community Services  
143 White Birch Lane  
Indian Lake, NY 12842-1409

Mr. Edgar Scudder, Director  
Herkimer County Mental Health and  
Chemical Dependence Services  
301 North Washington Street  
3rd Floor - Suite 2470  
Herkimer, NY 13350

Mr. Roger Ambrose  
Director  
Jefferson County Community Services  
County Government Building  
175 Arsenal Street  
Watertown, NY 13601

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Ms. Sarah Bullock  
Acting Director of Community Services  
Lewis County Mental Hygiene Department  
7660 North State Street  
Lowville, NY 13367

Ms. Michele Anuskiewicz  
Director  
Livingston County Community Services  
4600 Millennium Drive  
Geneseo, NY 14454

Ms. Teisha Cook, LCSW-R  
Director  
Madison County Mental Health Department  
Veterans' Memorial Building  
North Court Street - P.O. Box 608  
Wampsville, NY 13163

Mr. David Putney  
Director  
Monroe County Office of Mental Health  
1099 Jay Street - Building J - 2<sup>nd</sup> Floor  
Rochester, NY 14611

Mr. James Gumaer  
Director  
Montgomery County Community Services  
Board  
c/o St. Mary's Hospital  
427 Guy Park Avenue

Dr. James Dolan, Jr.  
Director of Community Services  
Nassau County Office of Mental Health,  
Chemical Dependency and Developmental  
Disabilities Services  
60 Charles Lindbergh Boulevard, Suite 200  
Uniondale, NY 11553-3687

Ms. Laura J. Kelemen  
Director  
Niagara County Department of Mental Health  
5467 Upper Mountain Road  
Suite #200  
Lockport, NY 14094-1895

Ms. Debra Whiteford  
Interim Commissioner  
Oneida County Department of Mental Health  
120 Airline Street, Suite 200  
Oriskany, NY 13424

Mr. Robert Long  
Commissioner  
Onondaga County Department of Mental  
Health  
Adult and Long Term Care  
421 Montgomery Street, 10th Floor

Ms. Diane L. Johnston, LCSW-R  
Director  
Ontario County Community Services Board  
3019 County Complex Drive  
Canandaigua, NY 14424

Ms. Darcie Miller  
Commissioner  
Orange County Department of Mental Health  
30 Harriman Drive  
Goshen, NY 10924

Mr. Mark F. O'Brien  
Director of Community Services  
Orleans County Department of Mental Health  
14014 Route 31 West  
West Albion, NY 14411

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Ms. Nicole Kolmsee  
Director of Community Services  
Oswego County Division of Mental Hygiene  
100 Spring Street - P.O. Box 1320  
Mexico, NY 13114

Ms. Susan A. Matt  
Director  
Otsego County Community Services  
242 Main Street  
Oneonta, NY 13820

Mr. Michael J. Piazza, Jr.  
Commissioner of Mental Health  
Putnam County Mental Health Services  
110 Old Route 6  
Carmel, NY 10512

Ms. Katherine Alonge-Coons  
Commissioner  
Rensselaer County Department of Mental Health  
County Office Building  
1600 Seventh Avenue  
Troy, NY 12180

Mr. Michael Leitzes  
Commissioner  
Rockland County Community Mental Health  
Center  
Sanitorium Road  
Dr. Robert L. Yager Health Center - Building F

Ms. Angela Doe  
Director of Community Services  
St. Lawrence County Community Services Board  
Canton Human Services Center  
80 State Highway 310 - Suite 1  
Canton, NY 13617-1493

Michael S. Prezioso, Ph.D.  
Director  
Saratoga County Community MH, MR  
and Alcoholism Services  
135 South Broadway  
Saratoga Springs, NY 12866

Mr. Darin J. Samaha  
Director  
Schenectady County Office of Community  
Services  
797 Broadway, Suite 304  
Schenectady, NY 12305-2704

Ms. Bonnie Post  
Director of Community Services  
Schoharie County Office of Community Services  
County Annex Building  
P.O. Box 160  
Schoharie, NY 12157

Mr. Shawn Rosno  
Director of Community Services  
Schuyler County Mental Health Clinic and Center  
Mill Creek Center - Suite #4  
106 South Perry Street  
Watkins Glen, NY 14891

Mr. Scott LaVigne  
Director  
Seneca County Community Services  
31 Thurber Drive  
Waterloo, NY 13165

Henry Chapman, Psy.D.  
Director  
Steuben County Department of Community  
Services  
115 Liberty Street  
Bath, NY 14810

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Mr. Arthur Flescher, Director  
Suffolk County Department of Health Services  
Division of Community Mental Hygiene  
North County Complex, Building C928  
P.O. Box 6100  
Hauppauge, NY 11788-0099

Mr. Joseph A. Todora  
Executive Director  
Sullivan County Department of Community  
Services  
P.O. Box 716  
Liberty, NY 12754

Ms. Lori Monk  
Director of Community Services  
Tioga County Department of Mental Hygiene  
1062 State Route 38 - P.O. Box 177  
Owego, NY 13827

John Bezirganian, M.D.  
Interim Director of Community Services  
Tompkins County Mental Health Services  
201 East Green Street  
Ithaca, NY 14850

Carol M. Smith, M.D., MPH  
Commissioner  
Ulster County Mental Health Department  
239 Golden Hill Lane  
Kingston, NY 12401

Mr. Robert York, LCSWR, MPA  
Director  
Warren County Community Services  
230 Maple Street, Suite 1  
Glens Falls, NY 12801

Mr. Robert York, LCSWR, MPA  
Director  
Washington County Community Services  
230 Maple Street, Suite 1  
Glens Falls, NY 12801

Mr. James M. Haitz, LCSW-R  
Director of Community Services  
Wayne County Community Services  
1519 Nye Road  
Lyons, NY 14489

Mark Herceg, Ph.D.  
Commissioner  
Westchester County Department of Community  
Mental Health  
112 East Post Road, Room 219  
White Plains, NY 10601

Ms. Nancy Balbick  
Director of Community Services  
Wyoming County Mental Health Department  
460 North Main Street  
Warsaw, NY 14569

Mr. George Roets  
Director of Community Services  
Yates County Community Services  
417 Liberty Street – Suite 2033  
Penn Yan, NY 14527

Hillary Kunins, MD, MPH, MS Assistant  
Commissioner  
Bureau of Alcohol Drug Use, Prevention Care  
and Treatment  
NYC Department of Health and Mental Hygiene  
Gotham Center  
42-09 28<sup>th</sup> Street - 19<sup>th</sup> Floor - CN14

3. The Planning Supplement states “Subcontractors include but are limited to not-for-profit organizations such as OASAS-certified treatment programs, OASAS prevention programs, **or other not-for-profit organizations.**” Can you please

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clarify for me if non-licensed or certified facilities that do not specifically provide substance abuse treatment or recovery services (but are interested in doing so in the future) are eligible to be a subcontractor to a local department of health application?

**Answer: A not-for-profit organization that does not currently provided OASAS services is eligible to apply for this Planning Supplement with LGU support (see Addendum #1 Attachment D).**

4. If no, given that we will have the facility (space for the clubhouse) and that we currently serve at risk LGBT youth through other programs (HIV/STD testing, mental health counseling, etc.), could we as a potential subcontractor, partner with a licensed treatment/prevention provider to have it provide the treatment/prevention services in our facility?

**Answer: See #3 above. Please be advised the Clubhouse does not provide any treatment services.**

5. Is there some way that Equinox could apply directly for these funds from OASAS rather than having to apply through Albany County?

**Answer: The Planning Supplement was modified on 7/14/15 to allow not-for-profit organizations to directly apply for funding with LGU support (see Addendum #1 Attachment D). However, all funding will be provided through the county in which the program operates. OASAS will not enter into direct contract with providers for these services. The LGU Letter of Support (Attachment D - Page 23 of this document – see below) confirms that the county is willing to subcontract with the applicant if an award is made. Note: The LGU Letter of Support needs to be filled out by all applicants.**

6. Is it permissible to locate the Clubhouse in program space of a PROS program AFTER HOURS...i.e. the pros program would operate from 8:30- 2:30 and the Clubhouse from 3:00-6:00?

**Answer: Yes**

7. Are OASAS certified Prevention providers allowed to apply for the Clubhouse funds?  
Thank you!

**Answer: Yes**

8. We would appreciate clarification of the following:
  - New Addendum #1. Although identifying it as a new addendum, it seems to be referencing an existing Addendum #1 and more specifically Section 2.C.4. We have not been able to correlate this to anything in the original document.

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- the attestation section states “check the appropriate action”, is there a specific checklist we need to reference

*A new **Addendum #1 - Attachment D - LGU Letter of Support** form is provided in this Addendum #1 document and it is required if the applicants eligibility is based on Addendum #1, Section 2.C.4.*

As a duly authorized official of the above named Applicant’s Local Governmental Unit, I attest to the following (check the appropriate action)

**Answer: The necessary form is provided on page 23 of this questions and answers document (see below). This form must be submitted with all applications.**

9. Can the clubhouse be promoted in the community as a general youth-type center? Or does marketing have to be specific to youth at-risk and in recovery?

**Answer: The intent of the Clubhouse is to serve youth who have a Substance Use Disorder or are at risk of having a Substance Use Disorder. Marketing should reflect the target population.**

10. Can rent be included in the annual budget costs? And would it be included in OTPS?

**Answer: Rent is an allowable expense and should be entered on the Property line of expenses in the budget. Please refer to the OASAS Administrative and Fiscal Guidelines for OASAS-Funded Providers and the Consolidated Fiscal Reporting Manual for more information regarding budgeting and claiming processes and allowable costs. <http://www.oasas.ny.gov/regs/documents/AFGuidelines.pdf>**

**[http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/CurrentYear/Fiscal1415/063015CFRManualFinal.pdf](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/CurrentYear/Fiscal1415/063015CFRManualFinal.pdf)**

11. Is the expectation that the annualized State Aid Funding will be ongoing or for a certain number of years?

**Answer: Funding for the Clubhouse is expected to be ongoing. However, continued funding of any specific provider is contingent on performance, quality of services, compliance with program requirements and the availability of appropriation.**

12. We need clarification on the definition of archival indicators?

**Answer: Archival indicators are simply data collected routinely, often for several years, by human service organizations for planning, accountability and monitoring purposes. Most of this data is produced by public agencies and non-profit human service providers.**

13. Who comprises the focus groups and who are the key informants that are to be interviewed?

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**Answer:** The focus groups were associated with the needs assessment, and the needs assessment can be based on data received from focus groups that may have been held prior to or with the intent to inform the needs of the community.

14. Can a Clubhouse have 2 sites under the grant? We have been discussing one on the west side of the county and the other on the east side. Transportation is an issue and this would address county wide programming.

**Answer:** An application submitted by a single entity proposing to operate more than one Clubhouse location in a county would be considered a single program proposal. Funding would be limited to a maximum of \$250,000 in State Aid regardless of the number of sites proposed.

15. Can we utilize an existing program such as a community center that provides some of the services outlined in the proposal but does not provide any AOD recovery services for adolescents and/or no preventive substance abuse services? This would allow for enhancing an existing program to include recovery support services.

**Answer:** Yes, however the space used for the Clubhouse must be separated and devoted to the target population during identified Clubhouse operating hours.

16. How will budgets be looked at re. blending and cost sharing?

**Answer:** Your budget narrative should address any shared program expenses and the impact on your program unit costs and overall budget. Please review the Consolidated Fiscal Reporting Manual Appendix J – Allocating Expenses for Shared Program/Site for guidelines regarding sharing of expenses.

17. On page 8 part B of the proposal it states that target population is “*young adults (ages 12 -21) living within the community who are in need of Recovery Supports Services due to a substance use disorder. Applicants may also provide services to youth and young adults who are seeking a safe, drug free environment who are not in recovery*”. Is it possible to serve both youth needing Recovery Support Services due to an existing substance use disorder **AND** those youth who may not have a substance use disorder in the same clubhouse?

**Answer:** Yes, but please note that the target population are those youth who may have or be at risk for a Substance Use Disorder.

18. In the proposal it states that a Clubhouse serving both adolescents and young adults must provide a plan for how the two populations will be kept separate and developmentally appropriate. Does this mean that both populations cannot under

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any circumstances be served in the same facility at the same time? Can they be in the same facility, but in different rooms provided that staff are present?

**Answer:** Both populations may be present in the facility at the same time, however, must be kept separated. It is up to the applicant to propose a plan which creates a safe environment for each population.

19. Can the subcontractor partner with another organization to provide the space for the clubhouse and if so would that other provider need to be a not-for-profit?

**Answer:** Yes, the applicant may partner with another organization to provide space for the Clubhouse. The partner would not need to be a non-for-profit organization but would be considered a contractor of the applicant.

20. It is clear that a Clubhouse will not be providing treatment, but since the youth in attendance are at risk for substance abuse or in treatment, is it appropriate to do a drug and alcohol screening such as the CRAFFT on all Clubhouse youth that don't identify being in treatment or recovery to ensure that if needed they get the treatment at an OASAS licensed treatment program.

**Answer:** No. The clubhouse does not provide clinical services. A referral should be made to an OASAS licensed clinic.

21. If the youth served in the Clubhouse are eligible for Health Home Care Management, is it appropriate for a subcontractor to refer the youth for care management and provide the care management as a downstream provider?

**Answer:** A subcontractor may refer youth for Health Home services to the extent the subcontractor is able to do so. Subcontractors that are also downstream providers (i.e. care management) may provide such services but not in their capacity as operator of the Clubhouse.

22. On page 13 part F of the proposal, it states that OASAS will conduct regular program monitoring site visits. Will there be a clear set of OASAS regulations/guidelines to follow?

**Answer:** Yes, OASAS is currently developing guidance, which will be shared with awardees.

23. Can the same organization provide the Clubhouse program and the CD treatment (if indicated) as long as the treatment program is separate from the Clubhouse?

**Answer:** The Planning Supplement states "The Clubhouse is designed to be a safe and welcoming facility located in a place where youth naturally congregate in the community, separate from a treatment facility". An OASAS-certified treatment provider may apply to operate a Clubhouse, however, the services of the Clubhouse

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must be kept separate and being enrolled in a treatment program is not a requirement of the Clubhouse.

24. Is Youth Club House funding from OASAS for one year, a multi-year contract, or does OASAS anticipate this will be a recurring amount subject to legislative budget?

Answer: Please see answer to question #11 above.

25. The Clubhouse concept reflects a programmatic and a location - is a specific type of location preferred?

Answer: Please refer back to the Planning Supplement, Page 8, and Section C: Program Approach and Services, which states that a Clubhouse should be "located in a place where youth naturally congregate in the community, separate from a treatment facility." There is no preference for a specific location type.

26. Can the location be centralized for both age groups with separately planned activities?

Answer: Yes, assuming the populations are kept separate and safety and security issues that may arise have been addressed.

27. Can the activities for each age group be held outside the Clubhouse environment to capture the interests of the participants?

Answer: Yes. OASAS is seeking proposals that are innovative and meet the needs of the target population.

28. How will the participants be recruited?

Answer: Proposals should outline strategies for recruitment of participants.

29. The programs of our agency are all voluntary; will this also be true for the Clubhouse? We would not expect youth to be mandated into the program.

Answer: Yes, attendance at the Clubhouse is voluntary.

30. Our organization uses restorative justice models in several different programs. Is there a restorative justice model that is preferable? Is there a model used in conflict resolution in juvenile justice or other environments that would be applicable?

Answer: No we do not have a restorative justice model or a conflict resolution model that we prefer. Applicants may propose any model that is a promising practice or Evidence Based.

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31. Is an evidence based curriculum required for the skill-building portion of the program? Is there a particular EBP that is preferred?

Answer: No, we do not have a specific skill building activity or curriculum that we would like to see used in the Clubhouse. We encourage, applicants to submit a proposal using the appropriate promising practice or Evidence Based

32. What is the proposed size of the groups and total number of participants expected for the Clubhouse?

Answer: Since this is a developing program, OASAS has not identified group sizes. Please include in your proposal targets and staffing that is sufficient to assure safety and security of the participants anticipated in your Clubhouse.

33. Is there a role for peer mentors in the Clubhouse model?

Answer: Yes.

34. Can this model and the associated funding be done in partnership with OCFS providers that would enhance existing after school programming, and at the same time, specifically address youth with substance abuse issues? (see Evening reporting Center description-attached)

Answer: We are open to creative ways of maximizing resources and providing services, as long as there is not a supplanting of funding.

35. Does the lead need to be an OASAS licensed provider, or the LGU (we don't provide any direct services), or perhaps operated by the County Youth Bureau?

Answer: The lead could be any of the three options identified. Please refer to the addendum posted on July 14, 2015, as adjustments were made to the eligible applicants section.

36. Can it be physically located in an OMH licensed Drop-in-Center (old story home) that isn't used during the evening or weekends, or operated in one of the local schools?

Answer: Yes. Please see answer to question # 23 above.

37. The program appears not to be a grant with an end date. If an LGU/Prevention program/organization was awarded funding to establish a clubhouse in their community would that mean funding could be available after the first year to continue the Clubhouse program?

Answer: Please see answer to question # 11 above.

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38. On page 8 of the Planning Supplement, on C. Program Approach and Services, can you please clarify: "The Clubhouse is designed to be a safe and welcoming facility located in place where youth naturally congregate in the community, separate from a treatment facility" Does the Clubhouse have to be completely and physically separate from a treatment facility?

**Answer: Yes. Please see answer to question #23 above.**

39. If treatment programs operate aftercare and community programming for youth, would housing the Clubhouse in a building that has a treatment license be permissible? Or would the Clubhouse have to be in a space completely physically separate from a treatment facility?

**Answer: The Clubhouse is designed to be separate from a treatment program and be in a place that youth would naturally congregate.**

40. The Planning Supplement states: "Subcontractors include but are limited to not-for-profit organizations such as OASAS-certified treatment programs, OASAS prevention programs, or other not-for-profit organizations." Can you please clarify if non-licensed or certified facilities that do not specifically provide substance abuse treatment or recovery services (but are interested in doing so in the future) is eligible to be a subcontractor to a local department of health application?

**Answer: Yes, non-licensed or certified facilities that do not specifically provide substance abuse treatment or recovery services are eligible applicants and may submit a proposal.**

If no, given that we will have the facility (space for the clubhouse), could we as a potential subcontractor, partner with a licensed treatment/prevention provider to have it provide the treatment/prevention services in our facility?

**Answer: Please see # 40 above.**

41. I am LGU for Rockland County and Daytop/Samaritan, Blauvelt is interested in applying for Youth Clubhouse. They would need 2-3 year operating certificate to be eligible to apply. I know they had a 1 year conditional last year but not sure if that is still the case, could you let me know.

**Answer: Please contact the OASAS Certification Bureau for information related to a providers standing.**

42. My question regarding eligibility is related to the statement on p. 4 under C. Funding: The statement: "OASAS anticipates funding up to 6 programs whose operating budget does not exceed \$250,000 in annual State Aid funding."

- Does this mean our application cannot have an annual budget of more than \$250k?

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Answer: Yes, the maximum annual budget for the Clubhouse is \$250,000 in State Aid funding. Operating costs in excess of \$250,000 must be offset by other revenues.

- Or does this mean if we already have an annual budget from OASAS for more than \$250k that we should not apply?

Answer: See previous answer. The budget for the Clubhouse is completely separate from any other provider program, funded or not, and current funding for other programs is not a limiting factor.

43. Is it acceptable for the Clubhouse to have, at the same site but independent of the Clubhouse, satellites for mental health and substance abuse clinics that serve the community?

Answer: No, the Clubhouse should be separate from a treatment program.

44. Is the State Aid allocation of \$250,000 Federal or State dollars?

Answer: Funding for the Clubhouse will be State dollars.

45. Is OASAS expecting the LGU to use its local procurement process to identify a subcontractor?

Answer: Please refer to the addendum posted on the OASAS website July 14, 2015, which amended the eligible applicants section.

46. What method of assessment tool will the OASAS Prevention unit auditors use to assess the program when it is reviewed?

Answer: The assessment tool is currently under development.

47. Is there a rubric available or guidelines other than those at the ICCD website that OASAS will be using?

Answer: Not Currently.

48. What type of technical assistance will be offered to the agencies implementing this program?

Answer: There will be an In-person meeting held for awardees, support calls, site visits, and email support.

49. Who will be the contact person at OASAS to handle technical questions regarding this program since it has never been done before?

Answer: The contact person will be shared with awardees.

50. What will be the method of reporting required of the provider to OASAS? Will it be WITNYS?

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Answer: The reporting method is currently under development. OASAS does not anticipate that WITNYS will be used for reporting.

51. Are these services billable? Answer: These services are not currently billable to Medicaid. Referring to page 22 Attachment C there is a line item for patient fees and various insurance and public assistance revenue?

Answer: Attachment C is a standard form. All lines may not pertain to your budget.

52. Under "Approach to Service Delivery / Project Description (Section V. B.), which Mission Statement is being requested? The Mission Statement of the Lead Agency implementing the project or the Mission Statement of the actual proposed project?

Answer: The mission statement of the actual proposed project.

53. On Attachment C (Initiative Funding Request):

- Will the Column A, Start -up Costs, need to be a part of the max \$250,000 annual funding request, or can they be in addition to the max annualized amount?

Answer: Up to one-quarter of the full annual State Aid may be requested for one-time start-up costs. This is in addition to the full annual State aid maximum of \$250,000.

- If No, would the start-up funding listed under Column A be included in the Annual Operating Budget under Column B (resulting in the total budget outlined in Column B)? Or would Column A + Column B = total funding for the year?

Answer: The start-up budget (Column A) is in addition to the full annual budget (Column B). Column B may be pro-rated depending on the start date and annualized in the subsequent full annual fiscal period. Therefore, Column A + Column B (pro-rated as necessary) = Total funding for the first funding period.

54. Can there be more than one identified physical space (facility) for the clubhouse if the project wants to offer the activities in different areas of a rural county on different days of the week to make the service more accessible?

Answer: Please see answer to question # 14 above.

55. For the Young Adult population (18-21 year olds), who may be HARP eligible, can HARP/HCBS services be provided by a Clubhouse program? (assuming the agency/program meets the HCBS requirements) HCBS Services that might be a

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fit: Psychosocial Rehabilitation, Empowerment Services-Peer Supports, Education Support Services, Pre-Vocational Services.

**Answer: Yes, a Clubhouse that is designated an HCBS provider may provide HCBS services; however, Clubhouse programming should be separate and distinct and appropriate measures taken to separate populations.**

56. Will an award be designated in the OASAS State Aid Funding Authorization to the County as an allocation to the identified provider listed in the application?

**Answer: Yes**

57. The RFP references the Clubhouse International website as a guide for the clubhouse model. This site includes standards of practice. Are programs funded by this grant are expected to adhere to all of the standards, in particular:

- structuring the program as a work-ordered day,
- limiting the work to that which is generated by and for the Clubhouse (not community-related work)
- the work-ordered day follows typical working hours,
- Is it required that the Clubhouse be in its own dedicated space and not used for any other functions? For instance, we have a community-based home that contains administrative offices and some clubhouse-like programs during limited weekend hours. .

**Answer: The Clubhouse International website is to serve as a guide; OASAS has not identified standards of practice. As for dedicated space please see the answer to question # 15 above.**

58. Are the following expenses permitted?

- transportation for members (bus tickets, cab fare, gas money, car repairs, Clubhouse van/driver)
- service dollars to support members employment, health, or social goals (clothing appropriate for workplace, tools of the trade, gym membership, movie tickets, emergency rental assistance or food)
- To the degree possible, we would have members help each other with tutoring, but is it also acceptable to hire tutors to provide help onsite?
- Offsite tutoring or classes (or must all tutoring/education be provided at and by the Clubhouse?)

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Answer: Please review Consolidated Fiscal Reporting Manual Appendix X – Adjustments to Reported Costs ([http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home.html](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html)) for a list of items that are considered non-allowable. Costs not specifically excluded under Appendix X are allowable unless specifically excluded in the Planning Supplement.

59. Are there programs currently in operation that SAMHSA would recommend as a model specifically serving young people with substance use disorders?

Answer: Not currently, however, Georgia and Maryland operate Clubhouses for youth, which may serve as a resource while developing your model.

60. On page 6 numbers 1 and 2...could you please clarify exactly what is needed by a Non Profit that wishes to collaborate with the LGU?

Answer: Please refer the Addendum posted on OASAS's website July 14, 2015.

61. On page 8 regarding the facility that houses the clubhouse activities...if the activities are provided AFTER HOURS from 3:30 onward, would it be permissible to house the Clubhouse in the same space that a PROS program provides services from 8 – 2:30?

Answer: Yes. Please see answer to question # 23 above.

62. Two counties are considering submitting a joint application, as our work and target audience overlap so closely. Can two counties apply together?

Answer: Yes, but one county needs to be designated as the lead and the application cannot exceed the \$250,000 limit on budget.

63. Will funding be renewable after the first year?

Answer: Please see answer to question # 11 above.

64. The RFP identifies two deliverables: a monthly report and an annual survey. Are there others?

Answer: Not Currently.

65. The solicitation refers to \$250,000 in annual funding. For how many years?

Answer: Please see answer to question # 11 above.

66. When would you expect contracts to be in place with subcontractors and work to commence? What happens if we can't get a contract in place until January of the first year?

Answer: Please refer to the addendum posted on the OASAS website, July 14, 2015. The Clubhouse is expected begin operation 90 days after award.

## Clubhouse Planning Supplement Questions & Answers

67. If we collaborate with a contiguous County to expand the service area of the grant, do both counties LGU's need to sign off on the grant or can it be submitted through one County with a contract with the contiguous County?

**Answer: Yes, however one LGU must be designated as the lead for purposes of subcontracting and payment.**

68. We cover a large geographic in a rural setting, was the original intention of this grant to serve high density districts or are you considering rural areas as well?

**Answer: We will consider high density and rural areas. OASAS has not placed a priority on any specific geographic area. We are seeking proposals that address the needs of the community.**

69. Could the club house utilize an already established location (Social Club)...and just lease the building on "off hours" or is OASAS looking for a specific separate location for the youth.

**Answer: Yes an "established location" can be utilized; however, please see answer to question # 23 above.**

70. Is this only 1 year funding...or does OASAS anticipate future funding?

**Answer: Please see answer to question # 11 above.**

71. For the advisory board---can we pay them stipends?

**Answer: Stipends may be permissible where justification exists and is adequately described in your proposal.**

72. When the RFP talks about adequate security how is this defined (guards, buzz in entry, or other measures)?

**Answer: OASAS is seeking proposals, which address safety and security sufficient to meet the needs of the particular location and population served.**

73. We understand that the required advisory board should include youth who fit the description of peers in the clubhouse and family members. Are there other members that are expected to be included on the advisory board?

**Answer: Please refer back to the Planning Supplement, Page 8, and Section C: Program Approach and Services.**

74. In terms of staffing, what is the expectation for staff to customer ratio?

**Answer: Please see answer to question # 32 above.**

75. Regarding background checks does OASAS have a system similar to OMH's fingerprinting protocol for staff and volunteers who have direct contact with

## Clubhouse Planning Supplement Questions & Answers

clubhouse customers? If not, what is the anticipated protocol for completing a background check?

Answer: Yes OASAS has a Criminal Background Check system similar to that used by OMH.

76. What policies and procedures are required by OASAS?

Answer: Please refer back to the Planning Supplement, Page 8, Section C: Program Approach and Services; you may also refer to Administrative and Fiscal Guidelines posted on the OASAS website.

77. Are there trainings that have been identified as mandatory?

Answer: Not currently, however, OASAS reserves the right to mandate trainings as the need arises.

78. Is the purchase of a vehicle for transportation a permissible budget request or is it anticipated that public transportation or some other form of transportation will be utilized?

Answer: Please include in your proposal the justification for the purchase of a vehicle which must be within the allowable budget.

79. Siting in Buffalo and Erie County is quite challenging. Is it expected that a concrete site location be identified in the proposal?

Answer: Yes.

80. Can the subcontractor agency sub contract as well?

Answer: Yes

81. Is this a one-time opportunity or will there be additional cycles to apply for funding?

Answer: Please see answer to question # 11 above.

82. Can the \$250,000 be applied over multiple years to allow for startup and long term planning?

Answer: The maximum annual State aid funding for this program is \$250,000. Applicants should provide a budget reflecting annual operational costs, which may be less than \$250,000 annually. Continued funding will be ongoing, depending on availability of funding and program performance. Start-up funds are limited to one-quarter of the full annual State aid requested and are expected to be spent in the first year of operations.

83. Is the goal of this project to become self-sustaining? If so at what point?

Answer: The Planning Supplement does not require that the proposed program become self-sustaining. Funding will be on-going based on program performance,

## Clubhouse Planning Supplement Questions & Answers

quality of services, compliance with program requirements and availability of appropriation.

84. Will the grant cover the cost of Food? Incentives? Yes, if within reason.

Answer: See answer to question #58 above.

85. Does the club house activities all need to be under one roof?

Answer: No. Your proposal should identify the activities and potential location for those activities and justification for the activities occurring off site.

86. Can start-up funds be used for equipment and facility preparation such as painting?

Answer: Yes, as long as the funds are within the allowable start-up budget.

87. What date is grant expected to start? What will be considered the start-up period in relation to grant start..

Answer: 90 days from award. Tentatively February 1, 2016.

88. What is the time period the funding will be available?

Answer: Please see answer to question # 11 above.

89. Will it become part of the permanent OASAS grant to prevention provider?

Answer: Funding for the Clubhouse is separate from any other funding currently provided by OASAS.

90. If we are to be leasing or renting the space for the Clubhouse what is the period that we can commit to?

Answer: OASAS generally expects funded programs to secure a lease of at least 5 years. See the OASAS Administrative and Fiscal Guidelines for OASAS-Funded Providers.

91. **Section II. Proposal Requirements and Submissions**, Subsection D. Format for Proposal & Instruction for Submission

- a. Is there a required type font style and size? Preferably 12pt.
- b. Is there a page margin size requirement? Prefer at least ½ inch.
- c. Is the cover letter considered one of the 20 pages? No
- d. Is a table of contents considered one of the 20 pages? No
- e. Is the organizational structure, resumes and job descriptions, and/or attestations part of the 20 page limit? No

92. **Section III. Scope of Work**, subsection B. Target Population, reads "Applicants may choose to serve the adolescent population (ages 12-17) and/or the young adult population (ages 18-21). If you are planning to serve both age groups, please include a detailed plan as to how you will keep populations separated and how potential safety issues will be addressed."

- (a.) A lot of youth programming in NY State is based on the grade of the youth and not the age. With NY laws requiring Mandatory education (usually

## Clubhouse Planning Supplement Questions & Answers

kindergarten) no later than six years old by December 1st, the majority of HS seniors in NY State are 18 at some time during their Senior year. With a December 1st "cutoff" date in NY, many families with children born after July 1st choose to start their child late. As a result, there are more 18 year old seniors than 17 year old seniors by the end of HS senior year.

Therefore, is it possible to change the target age for the adolescent population to 12-18 if the 18 year old is enrolled in high school? Many youth serving agencies and facilities allow this because many 18 year olds who are enrolled full time in school don't feel comfortable with the older population.

- (b.) Is it possible to serve only a high school (14 - 18 years old) or only a middle school (12-13) aged population instead of having to serve both if an applicant chooses to serve the adolescent population?

**Answer: It is up to each applicant to define their target population, within the parameters provided, and based on their communities need**

### 93. Subsection C. Program Approach and Services

- (a.) Do adolescent volunteers under the age of 18 have to have the OASAS criminal background check?

**Answer: Yes.**

- (b.) Who is responsible for paying for criminal background checks?

**Answer: OASAS will pay for background checks for not-for profit organizations.**

### 94. Section V. Application Proposal, Subsection E. Budget narrative

- (a.) Can any of the \$250,000 be used for any of the following items/expenses: transportation to and/or from the clubhouse, food or snacks, stipends for youth involved in pre-employment training, stipends for youth members who tutor other youth?

**Answer: Please see answer to question # 58 above.**

- (b.) Can non-profit community based applicants subcontract with other non-profits for specific services or activities?

**Answer: Yes**

95. Is it possible to have 100% "at-risk of substance use" youth in the Recovery Committee?

## Clubhouse Planning Supplement Questions & Answers

Answer: Please see answer to question # 23 above.

96. Are there any guidelines or a formula regarding the number of youth that should be admitted into the Youth Clubhouse per program year?

Answer: No, however, we expect performance targets to be set based on the needs of the Community.

97. We currently receive OASAS funding for our Drug Prevention program, would it be possible to identify key youth in this program and extend their programming to be included in the Youth Clubhouse?

Answer: Please see answer to question # 17 above.

98. Can a not-for-profit agency that applies for funding propose to subcontract with two (2) other agencies if funding is awarded?

Answer: Yes. See answer to question #80 and #94.

99. Can modifications be made to **Addendum #1 - Attachment D - LGU Letter of Support**. The LGU is unable to sign a document with the word "guarantee" this preempts the authority of our legislative body and process. A qualifier would need to be inserted into the letter of support.

Answer: Yes – the Attachment is a guide and can be modified so long as the LGU supports the applicant and agrees to fund the applicant through the state aid funding authorization process.

100. On the Youth Clubhouse grant, on page 6, it states that the proposal should be typed and double spaced on both sides of 8.5" x 11" paper. On item number 3, it lists that the narrative be no more than 20 pages.

(a.) Does the double sided page count as one page or two pages?

Answer: One sheet of paper, with content on each side, is two pages.

(b.) Are there any font size or margin requirements?

Answer: Please see answer to question # 91 above.

101. Is a needs assessment required to have been completed before the proposal is submitted?

Answer: Yes

If so, does it need to be submitted with the proposal?

## Clubhouse Planning Supplement Questions & Answers

Answer: Yes

102. Can program be located in the same building as an OASAS treatment program, so long as there is a separation of the two spaces (Separate entrances, different floors)?

Answer: No, the activities and services of the Clubhouse are to be kept separate from Treatment services and to be located in areas of the community where youth and young adults would naturally congregate.

103. Is it acceptable to co-locate services at an OASAS Part 822 setting, or do clubhouse services have to be provided in a new location?

Answer: Please see answer to question # 23 and #102 above.

**Clubhouse Planning Supplement Questions & Answers**

**This letter is to be considered an official addendum to the Planning Supplement.**

**Attachment D - OASAS 2015 Youth Clubhouse Planning Supplement  
LGU Letter of Support**

Legal Name of Applicant:	
Applicant's Local Governmental Unit:	
As a duly authorized official of the above named Applicant's Local Governmental Unit, I attest to the following (check the appropriate action)	
<input type="checkbox"/> I fully support the operational funding proposal submitted by the Applicant for operation of a Youth Clubhouse and guarantee that if the Applicant is successful in obtaining a funding award, the Applicant's local contract agreement will be amended to accommodate any subsequent operational funding.	
<input type="checkbox"/> I fully support the operational funding proposal submitted by the Applicant for operation of a Youth Clubhouse and guarantee that if the Applicant is successful in obtaining a funding award, the county will execute a local contract agreement to accommodate any subsequent operational funding.	
Name of Authorized LGU Official:	
Title of Authorized LGU Official:	
Signature of Authorized LGU Official:	Date: