

New York State Strategic Prevention Framework  
State Incentive Grant (SPF-SIG) Project:  
Prevention First-NY!  
Sub-Recipient RFP Bidder's Conference Q&A – December 16, 2010

**General Questions**

1. Is this a 5-year grant?

**The grant was awarded to OASAS July 1, 2009 and runs through June 30, 2014. The first 18 months of the grant were for State infrastructure development, assessment and planning. As noted in Section IV: Grant Period: the sub recipient grant period is from February 2011-June 30, 2014**

2. The time frame 2/14/11-6/30/14 does not seem to add up to 5 years. Can you explain this? If you request \$831,800 for the grant period are you dividing that by 5 for the annual amount?

**The grant was awarded to OASAS July 1, 2009 and runs through June 30, 2014. The first 18 months of the grant were for State infrastructure development, assessment and planning. As noted in Section IV: Grant Period: the sub recipient grant period is from February 2011-June 30, 2014. As stated in Section VI 9. Budget Justification; applicants must complete a competitive annual budget for each year of funding requested.**

3. What is the award amount?

**Applicants in PRC regions may request up to \$831,800 for the grant period. Applicants in non-PRC regions may request up to \$871,800 for the grant period (an additional \$40,000 is available during the grant period to support training and technical assistance needs). (RFP Section IV. Funding Available)**

4. What is the actual term of the grant?

**The grants will begin on or about February 14, 2011 and grant activities must be completed by June 30, 2014.**

5. What type of contract is this?

**It is a direct contract, between RFMH and the coalition.**

6. Funding – Is the \$831,800 to be divided per PRC region or can an individual coalition ask for up to that amount?

**Each coalition in a PRC region is eligible to apply for up to \$831,800 for the grant period (2/14/11 – 6/30/14).**

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7. What is the funding amount if more than one coalition is funded in NYC?

**Applicants in PRC regions may request up to \$831,800 for the grant period. Applicants in non-PRC regions may request up to \$871,800 for the grant period (an additional \$40,000 is available during the grant period to support training and technical assistance needs). (RFP Section IV. Funding Available) One application per coalition may be submitted and OASAS reserves the right to award grants to ensure applicable geographic representation.**

8. What is the LGU's desired role in the project from the State's perspective?

**Ideally, the LGU should participate as a member of the coalition. If that is not possible, then the coalition should provide opportunities to update the LGU on the coalition's progress and activities.**

9. How and when will award recipients be notified?

**It is anticipated that the review process will take about 4 weeks. Notification is expected to go out the week of February 7<sup>th</sup>. Applicants will be notified by US mail.**

10. Is there a page limit for the Budget and Justification?

**No, however it is expected that 3 pages will be sufficient.**

11. Does a multi-county coalition have any consideration advantage over a single county coalition?

**No.**

12. Does a larger target population have any considerable advantage over a smaller population?

**No.**

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13. None of our 3 fledgling CADCA-oriented community coalitions in Delaware County have 501c3 status. Can our Council serve in this role for them? Are there any other options for us at this point?

**As stated in Section V. Eligible Applicant: *If the coalition does not have 501c 3 status or does not have an established fiscal agent with 501c 3 status, an OASAS-funded prevention provider must act as the fiscal agent for the community coalition.***

14. The RFP states, "One application per coalition may be submitted." Our agency covers two counties which have two separate coalitions. Can we submit two applications?

**Each coalition should submit its own application.**

15. Can one agency be the fiscal agent for two grants?

**Yes.**

16. Can we submit one application for two coalitions?

**No.**

17. Am I correct in my interpretation that the strategic plan and logic model will not be part of the proposal and will be completed after funds are allocated?

**Yes.**

18. Is this a one-time opportunity, or is there expected to be funding for additional SPF SIG grantees annually?

**Funding is available for up to 10 grantees for the period February 2011 – June 2014.**

19. Can one entity be the fiscal agent for more than 1 SPF-SIG grantee?

**Yes**

20. For regions not represented by a PRC, what is the protocol for receiving supportive training equivalent to the Community Development Specialist?

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**As stated in the RFP “A Community Development Specialist (CDS) will be assigned to each community coalition, funded by OASAS through the PRC and/or existing state funding. The CDS will provide training to the coalition staff on needs and resource assessments and community readiness. If the applicant coalition is located in a county that is not served by an existing OASAS funded Prevention Resource Center, they can request up to an additional \$40,000 for technical assistance and training.**

21. If no regional PRC and therefore no CDS will strategies of grantees be reviewed by state evaluators and state EBP Review Panel only?

**All grantees will be assigned a Community Development Specialist, regardless of whether or not they are in a PRC region. This CDS will review the strategic plan along with the EBP review panel. The role of the State evaluators is not to review or sanction the environmental strategies of the sub-recipients, but to document and report the process (interventions) and outcomes.**

22. Question pertaining to the signed letter of agreement from superintendents - If our community includes one school district but has county-wide representation on our coalition, can we grow to include additional school districts after receiving the SPF grant?

**The proposal must include a description of the catchment area that the coalition covers and a letter from the superintendent where the population survey will be conducted. The award can only be based on information provided in the proposal.**

23. Clarification of the third bullet on top of page 12 “A description of how populations and cultures representative of their community are included in the community resource assessment process.” Can you please give an example of what this would look like?

**The assessment must include an accurate description of the cultural makeup of the community and how these populations will be included in all the steps of SPF. Applicants should utilize the resources provided in Attachment G in the RFP to assist them in answering this question.**

24. Does the assessment of the readiness to act (second bullet on top of page 12) require a formal assessment? Also, is this bullet asking for measurement of two separate concepts: (1) cultural dynamics, and (2) readiness to act?

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**Yes, a formal assessment of readiness is a required step in the SPF process. Cultural dynamics and readiness to act must be included in that assessment step.**

25. What will the process of obtaining approval from the State Project Director for the new hires look like? (Top of page 13)

**Resumes of the top candidates (those that will receive interviews) for the community coalition coordinator and data coordinator must be forwarded to the State Project Director for review. Prior to the employment offer, the State Project Director must be notified of the successful applicant for the position. Approval from the State Project director is expected to occur within a week.**

26. We have a DFC grant in its 7th year. The committees are already set, and we have a youth committee. It is not yet written what they would like to do for the DFC grant. Can we use that same committee for the SPF-SIG?

**Yes, but you have to show that you are increasing the committee's efforts, and/or proposing different strategies separate from DFC activities.**

27. If we want to ask a question privately later, can we call you?

**No, everyone has to hear the same thing.**

28. How many coalitions are you looking for to fund?

**Up to 10 coalitions will be funded.**

29. Can you still apply if you are already receiving DFC funds?

**Yes, but the application does ask for the coalition's complete fiscal situation and you cannot supplant DFC funds with SPF SIG Prevention First-NY! funds.**

30. We are in our 8th year of a DFC grant. We have been through the SPF process, so that is not new to us. Will our DFC coalition be at a disadvantage?

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**No.**

31. Can we use the same committees and same people that have been set up in the DFC coalition?

**Yes, but you have to show that you are implementing new strategies that have not already been funded by the DFC grant. You have to explain how you will spend the money differently.**

32. As a DFC coalition, can we propose different environmental strategies and more environmental strategies?

**Yes, you have to explain how you can expand not supplant the DFC coalition activities. You cannot use the SPF grant for the same activities as the DFC coalition's activities.**

33. If there are multiple coalitions in a county, and the lead coalition applies (coalition of coalitions countywide) with the other coalitions is it OK?

**If what you mean is can a coalition of coalitions apply as a single coalition, then the answer is yes. However, that entity will be treated as a single coalition and must meet the criteria that apply to a community coalition.**

34. If the coalition is a subcommittee of Partnership for Success can they apply?

**Yes.**

35. Will the questions that have been submitted in writing be answered?

**Yes, the questions and answers will be posted on the OASAS website next week.**

36. Is there an advantage of a county wide coalition submitting vs. smaller coalition?

**No, not necessarily.**

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37. How do we evaluate high need and high capacity? Can we just outline what we expect to do with environmental strategies, but not completely refine it?

**Yes, refer to RFP Section 5. Demonstration of High Capacity and Section 6. Proposed Preliminary Steps of the SPF to assist you with this question.**

38. Can we hire the coordinator from an existing coalition?

**Yes.**

39. Can you fund that 2nd person after the DFC grant runs out; and put another person in the DFC coordinator role?

**Yes, you can do that.**

40. Can you include additional attachments beyond what is required e.g., survey to be used or strategic plan?

**It will not benefit you to include the additional attachments.**

41. In NYC who do we contact to get a letter of support?

**You would contact Dahlia Heller PhD. MPH at the NYC Department of Health and Mental Hygiene [dheller1@health.nyc.gov](mailto:dheller1@health.nyc.gov) (see Attachment B in the RFP)**

42. Can we show how business partners support this even if they have are not official members of the coalition, e.g., attending coalition meetings, provided free coverage in the newspapers etc.?

**Yes, you would include that in budget and coalition capacity.**

**Eligibility Questions**

43. Our DFC Grant covers the entire county. What we have found through the STOP ACT Grant, is that working in one community seems to allow for a more focused, effective, implementation of strategies such as policy changes. For this RFP, is it advisable (or acceptable) to work on a county-wide effort or is choosing a focused community acceptable as long as a need is demonstrated? Does a more focused effort put us at any disadvantage to being awarded this grant?

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**No. As stated in Section VI number 4: Demonstration of High need; applicants must demonstrate in the narrative that the current underage drinking prevalence among students in grades 9-12 in the proposed community to be served by the coalition is equal to or higher than the state average. The applicant score will be based on how well the coalition can respond to each of the required application components. The score will determine who is selected for funding.**

44. Does part of eligibility for the RFP include being part of the NYS 2008 YDS Survey?

**No, you do not need to have participated in the NYS 2008 YDS to be eligible. However, as noted in Section VI number 4: Demonstration of High need: you do need to show high need. You may use archival data, focus group and key interviews but data collected through a representative population survey is required.**

45. Many of our providers sponsor coalitions with a not-for profit organization status. Would this be an eligible entity?

**As stated in Section V. Eligible Applicant : To be eligible for funding an applicant must be a not-for-profit community coalition in New York State whose principal mission is the goal of reducing substance abuse among youth.**

46. We have a coalition of school based prevention social workers- would this serve as an eligible entity?

**As stated in Section V. Eligible Applicant : To be eligible for funding an applicant must be a not-for-profit community coalition in New York State whose principal mission is the goal of reducing substance abuse among youth.**

**As stated in Section VI, number 5 Demonstration of High Capacity: The proposal must include a coalition membership list complete with names, titles and sector representation. (See required attachments section below). The coalition should have member representation from its targeted community and include members from each of the following 12 sectors:**

- i. Youth (an individual 18 or under);**
- ii. Parents/Youth Caregivers;**

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- iii. **Business Community;**
- iv. **Media;**
- v. **School;**
- vi. **Youth-serving Organization;**
- vii. **Law Enforcement Agencies;**
- viii. **Religious or Fraternal Organizations;**
- ix. **Civic and Volunteer Organizations;**
- x. **Healthcare Professionals;**
- xi. **Local, or Tribal Governmental Agencies;**
- xii. **Local prevention provider(s) in the community**

47. I am assuming the Suffolk PRC, the Safe Coalition and Long Beach Coalitions are eligible?

**PRCs are not eligible for funding under this RFP. As stated in Section V. Eligible Applicant : To be eligible for funding an applicant must be a not-for-profit community coalition in New York State whose principal mission is the goal of reducing substance abuse among youth.**

48. Would the East End Coalitions we were working with in CTC also be eligible?

**As stated in Section V. Eligible Applicant: To be eligible for funding an applicant must be a not-for-profit community coalition in New York State whose principal mission is the goal of reducing substance abuse among youth.**

49. The OASAS Prevention RFP says that to be eligible, a community coalition must be a non-profit. I am a member of a community coalition and we do not have any "tax" status. Would we be eligible for funding? I would think that we would not be.

**As stated in Section V. Eligible Applicant: *If the coalition does not have 501c 3 status or does not have an established fiscal agent with 501c 3 status, an OASAS-funded prevention provider must act as the fiscal agent for the community coalition.***

50. Are county run coalitions eligible for this?

**As stated in Section V. Eligible Applicant: To be eligible for funding an applicant must be a not-for-profit community coalition in New York State whose principal mission is the goal of reducing substance abuse among**

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**youth.**

51. Is a coalition eligible that is already funded through a DFC grant?

**Yes. If the DFC coalition meets the eligibility requirements as outlined in the RFP, they may apply for funding**

52. If a coalition presently covers small part of community but wants to expand to be larger part of community, is it okay?

**Yes, if able to demonstrate reduction in 30 day use in the entire geographic area that represents the targeted community. If funded, the coalition will have to survey that community (can use a representative sample).**

53. If you presently belong to a coalition that is not funded by OASAS, is it possible to create a coalition that has an OASAS funded prevention program heading it up?

**Yes, but sub-recipients must be high capacity coalitions, demonstrating that it is operational and has collaborated to prevent substance abuse in the community for a period of at least one year prior to submitting this application. (RFP Section 5.a Coalition Organizational Capacity)**

54. Can you incorporate a group of coalitions into one coalition and submit one application?

**Yes, as long as it can be shown that the coalition meets the eligibility criteria, demonstrating high capacity. The coalition must demonstrate high need throughout the targeted geographic area, as well as a realistic ability to decrease prevalence rates in the proposed targeted population.**

55. Can a Year 7 DFC coalition apply?

**Yes.**

56. Do you have to have all the community sectors in place to apply?

**No, but coalitions with active membership from all 12 community sectors will receive a higher rating in the scoring of this item.**

57. Can we make one proposal for several coalitions?

**No, each coalition must apply separately.**

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58. Is it okay for a coalition to apply if it has been operational for 1 year?

**Yes.**

59. Could we use Coalition Involved Agreements (CIA)?

**Yes, as long as they are current within the last year.**

60. Will a contract be necessary between the grant recipient and the PRC?

**No, a contract is not needed.**

61. How long does a coalition have to be in place to be eligible for the grant?

**At least one year.**

62. Can the PRCs help out with applications?

**No, the PRCs cannot assist with the applications. The technical assistance they provide would begin after the funds have been awarded.**

63. Do we need to lay out a logic model for the application?

**No, but you will be expected to develop a logic model if you are funded. You will not be expected to lay out specific prevention strategies as a part of the application. You will not know exactly what you plan to do, but will project when you expect to do it.**

### **Budget Questions**

64. We are also Drug Free Communities Grantees and in the budget we have our administrative staff listed under personnel to cover the cost of their management of the grant. As a current DFC Grantee we do not currently have an indirect cost rate and rather administrative falls under administrative personnel costs.

**It is not required that indirect costs be included in the budget. If there are administrative costs that are not captured in an indirect cost rate, please include the grant-related costs in the budget and justification.**

65. In looking at the sample budget given in this RFP, it appears that personnel costs can only be for the Coalition Coordinator and the Data Coordinator. Is this correct? If so does this mean we have to apply for an indirect cost rate to cover the administrative portion?

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**The budget included in the RFP is only a sample budget. It should be revised to reflect the needs of the coalition. Administrative staff can be included in the personnel section of the budget. Grantees must have a methodology for allocating staff time to the SPF-SIG.**

66. Are there financial matching requirements?

**No.**

67. Is insurance coverage an acceptable expense if awarded the grant?

**Insurance coverage is not anticipated to be a grant-related cost.**

68. Is there an anticipated amount for the YDS survey costs for the budget?

**It is dependent upon the high school population, but an average cost per student is about \$2.25 - \$2.50 per survey. The grant requires two surveys.**

69. Will we purchase the Youth Development Surveys from New York State OASAS? If so, what will be the cost per survey?

**No, each coalition will contract directly with the survey provider.**

70. Have you ever seen a proposal wherein a coalition "manages" the grant funds, and then puts out RFP for partners/contractors to provide very specific programming that meets the requirements of the grant funding?

**The grantee is responsible for meeting the requirements of the grant. It is possible that the sub-recipient may sub-contract with other entities for training once the strategic plan outlines the specific implementation stages and strategies.**

71. The RFP states that sub-recipients are expected to seek and purchase training from specialists in the environmental evidence based practices, policies, and programs that are appropriate for strategic plan. If a PRC already exists in our region, are we allowed to use resources to contract with additional technical assistance organizations? Also, would we be expected to pay the PRC for its services?

**If a PRC exists in your region you will be expected to utilize their services and you would not be expected to pay for those services. If you require**

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**specialized training that is outside the realm of expertise of the regional PRC you may use grant funds to purchase training from other resources and/or organizations.**

72. Is there a fiscal constraint of the community coalition coordinator position? Are there guidelines in which OASAS would prefer the sub- recipient to stay within?

**The rate of pay must be reasonable and comparable to other positions with similar responsibilities.**

73. How will funds be dispersed? It says that agencies must be able to expend the funds for the first six months. Does this mean that all funds will be spent and then reimbursed?

**Ten percent of the first year budget will be dispersed upon execution of the contract. Grantees will then be required to submit monthly invoices and funds will be dispersed on a monthly basis, up to the amount in the approved budget.**

74. Re: Budget Form with Justification: How will indirect costs be negotiated with RFMH? What is the timeline for completing this process?

**The components of any indirect costs will be subject to RFMH approval and will be finalized during contract development. Contracts are expected to be finalized prior to the contract start date of February 14, 2011.**

75. We have a county -wide coalition. Can a government entity be the fiscal agent?

**As stated in the RFP under Section V. Eligible Applicants, "If the coalition does not have 501c 3 status, an OASAS funded prevention provider must act as the fiscal agent for the community coalition".**

76. Can an OASAS treatment provider that does not get prevention dollars act as the fiscal agent?

**As stated in the RFP under Section V. Eligible Applicants, "If the coalition does not have 501c 3 status, an OASAS funded prevention provider must act as the fiscal agent for the community coalition".**

77. Could an agency act as a fiscal agent if active on coalition sub-committees, or if acting as a coalition board member?

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**Yes, as long as the coalition does not have 501c 3 status, and the agency is an OASAS funded prevention provider.**

**Programming Questions**

78. Can there be the same fiscal agent for two coalitions?

**Yes, but each coalition must apply as a separate entity.**

79. Is there a specific number of environmental strategies that a coalition must include in the application?

**No**

80. Are there sustainability requirements?

**Sustainability is a required component of the SPF. Although a sustainability plan is not required with this application, each funded community is required to develop a sustainability plan as part of their comprehensive strategic plan in the SPF process.**

81. Does the state Evidence Based Practices Review Panel already exist? Who is it (or will it be) comprised of?

**Yes. It is comprised of 10 NYS prevention researchers (4 academic, 3 provider based and 3 from OASAS). A New York - Registry of Evidence-based Programs and Practices will be announced to the field shortly and the EBP Review Panel plans to convene in February 2011. Later the Panel will review the SPF-SIG grantees' plans and proposed EBP strategies.**

82. If a member of the coalition is an OASAS funded provider can they act as the fiscal agent?

**Yes, as long as it is an OASAS funded prevention provider.**

83. Does the coalition need a DUNS number or just the fiscal agent?

**The fiscal agent must have or obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Number prior to receiving a contract (RFP Section V. Eligible Applicants)**

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84. The DFC grant requires you to hire a coordinator. If the coalition has a coordinator can they keep that coordinator for the SPF grant and look to hire another for the DFC grant?

**Yes, but if you have both you will have to explain how their responsibilities are different. You also will have to be clear in the budget as to what is getting paid for with the DFC vs. SPF-SIG funds.**

85. What number of years should the budget be for?

**The budget submitted should be for the entire grant period e.g., \$831,800 beginning on or about February 14, 2011 with grant activities completed by June 30, 2014.**

86. Can we use DFC funds to hire an assistant coordinator?

**The SPF SIG Prevention First-NY! funding requires a fulltime coordinator with a 100% FTE designated to Prevention First-NY! SPF SIG funding must remain separate from DFC funding.**

87. Are we able to put the director's costs in personal services?

**Yes, you can put them in personal services or in indirect costs.**

88. Are required to track in-kind and staff time?

**Yes.**

89. Are Grant recipients expected to purchase environmental strategies training?

**Yes. We expect the PRCs in the regions to be the first resource to be used. In the Non-PRC regions OASAS staff has received training on environmental strategies. If training goes beyond what the PRCs can provide, the grant recipient can purchase those services from other vendors.**

90. Can a coalition apply if the PRC is the fiscal agent?

**The PRC cannot apply for the grant and cannot be the fiscal agent for the grant.**

91. If you get the grant and get training from the PRC, do we put the cost of that training in the budget?

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**No, that cost should not show up in the budget.**

92. If you are in a small coalition and one of the members was an OASAS funded agency but it did not get funded this year, could that agency act as the fiscal agent?

**No, the fiscal agency has to be a currently funded OASAS prevention provider.**

93. Would a proposed strategy's expenses be a part of the budget, e.g., a marketing strategy included as a part of the budget?

**Yes, you should include that estimate in the budget even though you won't need the specifics of what you plan to do.**

94. Is there an advantage to asking for the maximum allowable funding or asking for less?

**No, it is more important that your funding request reasonable and justified based on your planned strategies in your proposal.**

95. Is braided funding allowed for the data coordinator? (pg. 13 of DFC grant)

**Yes, it is permissible to divide the FTE with another project, but the data coordinator needs to be dedicated to the SPF SIG (with no overlap) at or near .5 FTE or half time.**

96. Can the number of hours for the data coordinator be defined after receiving the funding?

**Due to limits on the amount of funds that can be spent on evaluation, it is not feasible to hire a data coordinator at more than half time or .5 FTE**

97. Does the coalition coordinator have to be full time?

**Yes.**

98. Can you sub-contract for the community coalition coordinator?

**Yes.**

99. Can you sub-contract for the data coordinator?

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**Yes.**

100. Could we send both the DFC coordinator and the SPF coordinator to the training?

**SPF SIG funding can used to support the participation of the community coalition coordinator and one additional coalition member for training expenses. Training expenses for the DFC Coordinator cannot be supported with Prevention First-NY! funds.**

101. Are we able to put the director's costs in personal services?

**Yes, you can put them in personal services or in indirect costs.**

**Data Questions**

102. How was the 36% state average for past-30 day alcohol use by grades 9-12 determined?

**The 36% state average for past-30 day alcohol use by grades 9-12 was determined by the 2008 New York State Youth Development Survey rate for grades 9-12<sup>th</sup> combined.**

103. Do all high school grades have to meet or exceed the 36% alcohol use rate, as specified in the SPF-SIG RFP?

**The average rate for all four grade levels combined must meet or exceed the 36% criteria. Each individual grade does not need to demonstrate a 30 day alcohol use rate of 36%.**

**For example:**

**9th graders 30 day alcohol use = 25%**

**10th graders 30 day alcohol use = 30%**

**11th graders 30 day alcohol use = 40%**

**12th graders 30 day alcohol use = 50%**

**Average of all four high school grades = 36.25%.**

**The average rate for all four high school grades is 36.25%, which exceeds the 36% criteria. This applicant meets the criteria, based on 30 day alcohol use rates among youth in their community.**

104. The RFP states that the past 30-day alcohol use rates for grades 9-12 must meet or exceed the state average of 36%. Would the community be eligible:

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If grades 9-10 rates do NOT meet/exceed 36%, but rates in grades 11-12 are almost double?

If an overall average for the entire HS does meet/exceed 36% (even if one or more rates of individual grade levels do not)?

**The average rate for all four grade levels combined must meet or exceed the 36% criteria. Each individual grade does not need to demonstrate a 30 day alcohol use rate of 36%.**

**For example:**

**9th graders 30 day alcohol use = 25%**

**10th graders 30 day alcohol use = 30%**

**11th graders 30 day alcohol use = 40%**

**12th graders 30 day alcohol use = 50%**

**Average of all four high school grades = 36.25%.**

**The average rate for all four high school grades is 36.25%, which exceeds the 36% criteria. This applicant meets the criteria, based on 30 day alcohol use rates among youth in their community.**

105. The other large cities outside of New York City are given a much higher prevalence rate definition for high need (i.e., 36%), than is New York City (i.e., 30%). Since the YDS did not include large cities such as Rochester and Buffalo, OASAS does not have data specific to these areas to determine a reasonable prevalence rate to define high need for these cities. Is it possible to use the NYC rate for other major cities (e.g., the Big Five School districts)?

**We are using the New York State norm for the past 30 day use prevalence rate for all areas outside of NYC.**

106. Can we use our own data to determine whether or not our 30 day use figure is over 36%?

**Yes, applicants must present population survey data to demonstrate that their 30 day prevalence for 9-12<sup>th</sup> graders is at or above the state average**

107. According to the chart below which is from the NYSYDS of 2008 only one of these counties would even qualify to apply?

**Community coalitions within counties are eligible to apply if they can demonstrate that the 30 day use prevalence for 9-12<sup>th</sup> graders for the coalition catchment area is at or above the state average rate of 36% for communities outside of NYC, or meets/exceeds the NYC average rate of 30%.**

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108. Assuming that you have access to data about teen alcohol usage, does our county qualify as a bidder?

**OASAS does not have any county or community specific prevalence data for 9-12 grades besides the 2008 YDS county reports, available on the OASAS Online County Planning System, <http://cps.oasas.state.ny.us> OASAS does not have access to 2008 YDS school district reports; reports were sent to the school districts, not OASAS. Communities must have prevalence rates from local survey data and meet the 30 day prevalence criteria to apply for funding.**

109. Where are places where we can find rates of alcohol use for NYC schools?

**You can contact Marion Thomas (Senior Program Manager) at the NYC DOE  
Office of School and Youth Development  
52 Chambers Street  
New York, N.Y. 10007  
Tel. 212-374-2491  
Fax 212-374-5751  
Cell 646-315-0219.  
[mthomas2@schools.nyc.gov](mailto:mthomas2@schools.nyc.gov)**

**Also, you can access the 2008 Youth Development Survey New York City Report at:  
<http://www.oasas.state.ny.us/prevention/needs/documents/NewYorkCity.pdf>**

110. I wonder if you have any Rockland county data that we can look at to see how the county compares to reported YDS rates (statewide or other). Rockland was not surveyed in the last YDS study. Should we, instead, be looking at local communities, rather than at the county as a whole?

**OASAS does not have any county or community specific prevalence data for 9-12 grades besides the 2008 YDS county reports, available on the OASAS Online County Planning System, <http://cps.oasas.state.ny.us>. OASAS does not have access to 2008 YDS school district reports; reports were sent to the school districts, not OASAS. Communities must have prevalence rates from local survey data and meet the 30 day prevalence criteria to apply for funding. Coalitions with *community* data are encouraged to compete for SPF funding. There is no requirement that a community encompass the county.**

111. Do you have suggestions of where to get this number if a survey hasn't been done in three years?

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**Applicants must present population survey data to demonstrate that their 30 day use prevalence for 9-12<sup>th</sup> graders is above the state average. Data must not be any older than 2008.**

112. One county coalition has TAP data only from 2007. Because the RFP asks for data that can be as old as 3 years, would this disqualify this coalition from applying SPF SIG? This is the only survey instrument used in this County for years. Would the TAP survey count as an OASAS approved survey in that case (there's no YDS in this area)?

**Coalitions with only 2007 or older prevalence data are ineligible to apply for SPF funding. Data must not be any older than 2008.**

113. We do not have survey data for all 4 high school grades. Is our coalition still eligible to apply? How do we know if we meet or exceed the state average if we did not survey all four grades?

**Coalitions with prevalence data for less than all four high school grades are eligible to apply for funding if they demonstrate their 30 day use rate for *the grades surveyed* is equal to or above the state average for *those grades* in order to be eligible. Coalitions with prevalence data for all 4 grades (9-12 grades) will be scored higher during the review process as compared to coalitions with prevalence data for fewer grades.**

**Please use the figures below to calculate the average 30 day alcohol use prevalence rate for the high school grades surveyed:**

**YDS Statewide Average 30 day alcohol use rates for individual grades:**

**9th grade = 24.9%**

**10th grade = 31.9%**

**11th grade = 39.6%**

**12th grade = 48.8%**

**If you community surveyed fewer than four grades, use the figures above to calculate the average rate for the grades surveyed. For example, a community with 9th and 11th grade data only would have to meet or exceed the average rate of 32.25% to apply for funding.**

114. What if our survey data is for 8th, 10th and 12th grades, do you want 9-12 grades, and can we still submit the application?

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**Yes, you can still submit the application, as long as your combined 10<sup>th</sup> and 12<sup>th</sup> grade prevalence rate meets or exceeds the state average. You can use the 10th and 12th grade rates but it won't be as competitive as an application with survey data for 9-12 grades. Please use the 30 day alcohol use prevalence rates provided above to determine whether your 10<sup>th</sup> and 12<sup>th</sup> grade average rate meets or exceeds the state average rate of 40%. (31.9% + 48.8% divided by 2 = 40.35%) Your 10<sup>th</sup> and 12<sup>th</sup> grade average rate must meet or exceed the state 30 day alcohol prevalence rate of 40% for the average of 10<sup>th</sup> and 12<sup>th</sup> grades.**

115. Could we try to estimate what the 12th grade data would be?

**No you have to use the data you have. See the table above for 30 day alcohol use prevalence rates for individual grades.**

116. What if we have data on just the 7-8 grade population?

**Data has to be for 9-12 graders.**

117. We have 6th, 8th and 10th grade survey data. Do we have to use the survey data we have?

**Yes. You may submit an application if your 10th grade 30 day alcohol prevalence rate meets or exceeds 31.9%, the NYS average rate for upstate communities.**

118. If we only have 6th, 8th and 10th grades will this be less competitive?

**Yes, as only 10<sup>th</sup> grade data is available in your survey.**

119. Can we use an estimate of 30 day prevalence based on 10th graders and projected to 9th through 12th based on statewide data showing the cross-grade trend? The ACASA survey includes only 6th, 8th and 10th grade students. The 30 day prevalence for 10th grade is 32.4%. The New York State Youth Development Survey showed that the prevalence for 11th and 12th grade were 14 percentage points higher than for 9th and 10th. This would indicate that the overall 9-12 prevalence in Allegany is likely far greater than the required 36%. The scheduled 2011 survey has added 12th grade.

**Coalitions with prevalence data for less than all four high school grades are eligible to apply for funding if they demonstrate their 30 day use rate for *the grades surveyed* is equal to or above the state average for *those grades* in order to be eligible. Coalitions with prevalence data for all 4 grades (9-12 grades) will be scored higher during the review process as compared to**

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**coalitions with prevalence data for fewer grades. You may submit an application if your 10th grade 30 day alcohol prevalence rate meets or exceeds 31.9%, the NYS average rate for upstate communities.**

120. If a coalition has a statistic that puts them below the State stat for 30 day use alcohol, and the statistic on 30 day use is based on two grades (9 & 11<sup>th</sup> graders) and no other data is available, would this disqualify this coalition from applying for SPF SIG? I think it's around 25% for the 9<sup>th</sup> and 11<sup>th</sup> graders.

**Coalitions with prevalence data for less than all four high school grades are eligible to apply for funding if they demonstrate their 30 day use rate for *the grades surveyed* is equal to or above the state average for *those grades* in order to be eligible. Coalitions with prevalence data for all 4 grades (9-12 grades) will be scored higher during the review process as compared to coalitions with prevalence data for fewer grades. Coalitions with prevalence data for less than all four high school grades still need to show that their 30 day use rate is above the state average in order to be eligible. A community with 9th and 11th grade data only would have to meet or exceed the average rate of 32.25% to apply for funding.**

121. Will we have to survey all four high school grades if we get the grant?

**Coalitions who receive SPF-SIG funding must survey all four high school grades in the fall of 2011 and 2013 to meet the grant requirements.**

122. What if the data shows 36% prevalence?

**To be eligible for funding, applicants must demonstrate that past 30-day alcohol use rates for their ninth through twelfth grade population is equal to or above the New York State 2008 Youth Development Survey (YDS) prevalence rate. (See RFP Section 4- Required Alcohol Use Population Prevalence Data)**

123. The RFP states, "The YDS survey (or other OASAS approved instrument) must be conducted in the Fall of 2011 and 2013 after the SPF award is made." We have been administering the PNA survey every two years since 2000 in even years. Do we have to change our schedule to accommodate administering it in 2011 and 2013 if awarded the grant?

**The mandatory national evaluation of the grant program requires a standardized baseline and post-test survey administration schedule for grantees. If a Fall 2011 and Fall 2013 school survey is not possible, coalitions should not apply for this grant**

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124. If conducted PNA (Bach Harrison) or other R&P survey in 2010, can a coalition wait to conduct the YDS in 2012 & again in 2014?

**No. The mandatory national evaluation of the grant program requires a standardized baseline and post-test survey administration schedule for grantees. If a Fall 2011 and Fall 2013 school survey is not possible, coalitions should not apply for this grant.**

125. I have a question regarding the survey that needs to be administered two times Fall 2011 and Fall 2013. Our Coalition has already a set schedule for administering our survey and it is Feb 2011 and Feb 2013. Is this something that will keep us from being considered for the grant?

**The mandatory national evaluation of the grant program requires a standardized baseline and post-test survey administration schedule for grantees. If a Fall 2011 and Fall 2013 school survey is not possible, coalitions should not apply for this grant.**

126. Do you still need to conduct a survey, if you conducted a survey in 2010?

**Yes, you will need to conduct surveys in 2011 and 2013.**

127. We have a survey scheduled for February of 2011. Does the survey have to be conducted in the fall of 2011?

**Yes, you would have to move the survey to the fall or re-survey in the fall.**

128. What survey other than the Youth Development Survey will be acceptable to be eligible?

**Any representative population level survey, such as the Bach Harrison, PRIDE, CTC survey, YDS, YRBS or other standardized survey that measures past 30 day use is acceptable.**

129. Can we use the Search Institute Survey that is based on 9-12 grades?

**Yes, as long as the survey captures the required items e.g., 30 day use and is able to add additional items that will measure the impact of environmental strategies. Monitoring the Future is one of the standard surveys that captured the required data.**

130. Is any one survey rated higher than the others? (we have been using the Search Institute survey for 12 years)

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**No, as long as it is flexible enough to be able to add approximately 2 pages of additional questions.**

131. Are charter schools eligible to be the school district for the YDS survey?

**Yes, but only if the enrollment of the charter school is representative of the coalition's catchment area.**

132. An issue for one urban coalition is that the high schools (grade 9-12) in the community will be closed for the next few years (due to renovations); the only remaining high school is a technology magnet, which does not represent the community. Does the YDS need to be done in a school setting, or can it be administered to the target population in other settings (e.g., on-line, community population survey, etc.), if done using valid epidemiologic methods?

**Because of the national cross site evaluation the survey methodology must be standardized across the 10 coalition sites, so the YDS does need to be done in a school setting.**

133. Part of the measuring outcomes we would be expected to conduct the Pride among 9th-12th grades. In the community our coalition serves youth living in the community attend high schools both public and private throughout NYC and some attend high schools in Westchester County. Many students attending the high school closest to the coalition community do not live in the area served by the coalition. How would we capture data from our youth? This is probably true for many communities in NYC.

**The catchment area for coalition services must be defined by the coalition, and it need not necessarily be identified with the high school closest to the coalition community. Survey data collection should reflect the high schools attended by those students targeted for services.**

134. If we have a survey for an area, but the survey is not exactly for the area we will be applying for the coalition, can we still apply and use that data?

**Yes, but the applicant will have to show in the application that group you propose has high need.**

135. The plan to survey schools in 2011 and 2013 requires a letter of support from the school superintendent. This may be a problem for New York City applicants, is this still required?

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**In New York City need to demonstrate that you have understand and have begun the process to apply for permission to survey within the public schools. Below is the website with information on how to apply:**  
<http://schools.nyc.gov/Accountability/data/DataRequests>

136. Does the survey have to survey entire population or can you survey a sample, and if a sample how large %.

**You can survey a sample, generally between 40 – 50% of population but you should get technical assistance from a researcher to make that determination.**

137. If the DFC grant has surveys for 7th, 9th and 11th grades, could we add 10th and 12th grades in order not to supplant?

**Yes.**

138. Will we be responsible for analyzing the data or can we submit the raw data?

**Coalitions are responsible for the analysis of all local school survey data, which may require contacting with a researcher or with the survey company. School survey outcomes will then be reported to the State evaluation team for various analyses across coalitions and comparisons to other data.**

### **Data Coordinator Questions**

139. The Data Coordinator is described as being supervised by the Coalition Coordinator. Does this indicate that the Data Coordinator and the Coalition Coordinator must work in the same fiscal organization, or can the Data Coordinator's work be supervised within a contractual arrangement?

**The data coordinator will be responsible to the coalition coordinator for his/her performance of duties, while being mentored by the State evaluators. There is no requirement that the data coordinator be part of the same organization as others in the coalition; an appropriate contract or informal agreement with another entity would be permissible as long as the proper lines of supervision are in place for the purposes of this project**

140. Is the data coordinator expected to be the only local evaluator, or can the coalition contract for additional services?

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**The intent of the evaluation design is that the data coordinator will be the only local evaluation person, working closely with the State evaluators who will provide training and technical assistance in related areas.**

141. Does the Data Collector staff position have an educational requirement like the Coalition Coordinator does? The job description does not mention one. Would this person also be processing survey data as well?

**There is no specific educational requirement for the data coordinator position. Although an academic or professional background working with qualitative and quantitative data is a plus, the intent is for coalitions to find a person with the best possible mix of experience and aptitude within the constraints of a part time role. The State evaluators will provide training and technical assistance to all data coordinators as part of the project.**

**In terms of “processing” data, coordinators will be expected to compile and report data, providing basic interpretation and feedback to coalition members; while analytical skills would be a plus, the State evaluation team is responsible for data analysis across coalitions. It should be noted, however, that school survey data must be analyzed at coalition level by a qualified researcher, quite possibly other than the data coordinator, before being reported to the State evaluators for use in wider analyses. Coalitions may opt to contract with survey companies or others for this research function.**