

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

Survey and General Contracting Questions:

1. Will we receive an acknowledgement and acceptance of survey prior to budget submission?

Response: No. Once the survey response and budget has been received, we will start the contracting process.

2. Is the deadline for submitting budget 10/1 or was that the deadline for just the survey?

Response: The deadline of 10/1 was for the survey. The Budget and the Vendor Responsibility Questionnaire should be submitted as soon as possible so that the contracting process can begin.

3. The time frame within which this funding is available and can be utilized ie: contract year (s)?

Response: Funding will be available from March 15, 2021 through March 14, 2023.

4. When will funds will be received? Will funds be advanced?

Response: An advance of 25% of funds will be received within 30 days after contract execution. Providers will then be required to submit vouchers not more than once a month until the advance is fully expended and for all future payments.

5. Will this be an amendment to existing contract or will it be a separate contract?

Response: This will be a separate contract.

6. What time period do the expenses need to be from and to qualify for this award?

Response: Expenses need to be between March 15, 2021 and March 14, 2023.

7. What date do these funds need to be spent by?

Response: March 14, 2023.

8. Can you tell me how I can find my SFS supplier ID number?

Response: To ensure that your organization is set up in the Statewide Financial System (SFS), please see <https://www.sfs.ny.gov/index.php/about-sfs> and/or contact the SFS Helpdesk for assistance at HelpDesk@sfs.ny.gov.

9. We have a completed vendor responsibility survey on file for our existing multiple contracts with OASAS, kindly advise if we need to complete an additional one for this purpose?

Response: A Provider's Vendor Responsibility Questionnaire must be certified within six (6) months prior to full contract execution.

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

10. Is there a particular timeframe this funding needs to be applied within?

Response: [Funding will be available from March 15, 2021 through March 14, 2023.](#)

11. I am unsure how to obtain my Grants Gateway Document Vault Information (GVD) number. I logged into our Grants Gateway portal to find it.

Response: [The instructions to find your GDV number is found in FAQ number 18 at the following link: Prequalification FAQ | Grants Management \(ny.gov\).](#)

12. I do not believe that we are registered for the grants gateway. If not, how would we go about doing so prior to the completion of the related survey for the funds to be released.

Response: [To become prequalified, a nonprofit must first register with Grants Gateway. Information on how to register can be found at: https://grantsmanagement.ny.gov/register-your-organization.](#)

[Once registered, nonprofits then need to complete an online Prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Information on how to get prequalified and the documentation requirements can be found at: https://grantsmanagement.ny.gov/get-prequalified.](#)

13. We regularly file our questionnaire in the NYS VendRep system. Is it sufficient? If not, please let me know where we can find the information stated in the instruction as we were unable to locate it.

Response: [On-line certification through the NYS VendRep system is preferred. A Provider's Vendor Responsibility Questionnaire must be certified within six \(6\) months prior to full contract execution.](#)

14. It is unclear to us exactly what the time period is for our budgeting? Could you please clarify?

Response: [Funding will be available from March 15, 2021 through March 14, 2023.](#)

15. My agency is registered with the grants gateway and has a number of grants, through SED, OMH, etc., but I don't see one specific to OASAS. Are we to enter a generic gateway identifier, specific to agency, in this section?

Response: [Your Grants Gateway Vault number will begin with "GVD", followed by "the primary agency identifier" used when the vault was created. It does not need to be OASAS specific. Generally, providers only have one vault.](#)

16. We currently do not have a SFS number nor are we registered with Grants Gateway. Is this something we need to do to receive the funds?

Response: [Yes, both are required to receive funds.](#)

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

17. Can you give a timeline of these awards - e.g., when OASAS will finish making awards, when will organizations gain access to the funding, and how long do we have to expend the funds.

Response: OASAS has notified all eligible providers of the availability of this funding. The initial payment will be made within approximately 30 days of the contract execution following the submission of all required documentation. Funding will be available from March 14, 2021 through March 14, 2023.

18. The letter stated the funding was for non-profit entities. We are governmental. Are we still eligible for this funding?

Response: Yes.

19. We are governmental and we were looking for more information about the Grants Gateway Document Vault. We have registered with the website but are unsure of which documents we need to submit to the vault. The training manual and video refer to documents for non-profit agencies. Could you please let me know which documents we will need to upload to the vault and where we can find the number that is required to be entered on the survey?

Response: Once created, the document vault for Government, For-Profit, Individual, and Tribal Nation Organizations will be shown as Document Vault Available instead of Document Vault Prequalified. The vault will remain in this status and no other changes will occur. For help with what is required of governments, contact the Helpdesk (518) 474-5595 or email at grantsgateway@its.ny.gov.

20. When I go to the Vendor Responsibility Questionnaire it says if the amount of the funding is less than \$100,000 you do not need to complete the questionnaire? Also where do we find the forms to submit a Budget and I do not have the information that tells me what this money can be spent on.

Response: For these funds, a Vendor Responsibility Questionnaire is required regardless of amount of award. The associated Terms and Conditions, Scope of Work, and Budget documents can be found on the OASAS Supplemental Block Grant page at: <https://oasas.ny.gov/supplemental-funding-opportunities>.

21. I was unable to locate the Vendor Responsibility Questionnaire. Could someone either direct me to the location where I may find the aforementioned document? Or, could someone send me a copy of the Vendor Responsibility Questionnaire?

Response: A link to the Vendor Responsibility Questionnaire can be found on the OASAS Procurements webpage: https://oasas.ny.gov/procurement#current_opportunities under Bidder Information and Responsibilities, or directly from the OSC website: <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>.

22. Will the SAPT Supplemental Workforce Development/Training Funding be reported as a separate program or part of the OASAS funding?

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

Response: Funding provided under the SAPT Supplemental awards will be separate from any other OASAS funding the agency may receive. These funds will need to be recorded in the CFR as well as any required OASAS claim and contract reporting. Instructions will be issued separately on how these funds should be reported within your on-going OASAS SUD programs on the CFR and claim.

Scope of Work Questions:

1. How do these requirements intersect with CARES funding? Do we need to satisfy CARES awards separately, and then put additional expenses towards this?

Response: If you have been awarded a CARES award you should follow the requirements of your submission and that award. Your SAPT award cannot supplant any activities required to be performed in your CARES grant. Your SAPT award can supplement projects in your CARES award provided they are allowable. Your SAPT award can also be used for allowable activities not contemplated by your CARES award.

2. The link to the documents that were in the email are to workforce/training services. Are these the only things that are eligible? In another area on the website, it looks like the description is for other things as well:

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 ([ARPA, Public Law 117-2](#)), which directed SAMHSA to provide \$1.5 billion in additional funds to support states through the SAPT to address the effects of the COVID-19 pandemic for Americans with SUD. This funding will also allow recipients to make investments in existing prevention, treatment and recovery infrastructure; promote support for providers; and address unique local needs to deliver SUD services.

Response: At this time, only the Workforce Development opportunity has been posted. Providers will be notified as additional opportunities are posted.

3. We usually apply for the OASAS grant under Prevention code – 5520. Looking at the Attachment B from your website – what type of items can we claim on the budget related to prevention?

Response: Please review the posted instructions for Attachment B for explanations of how to fill out the Attachment B Budget and Funding Summary for prevention and other services.

4. We are considering using some of the workforce development funding (if permitted) to provide some specialized training for our Security staff in how to understand and deescalate challenging behaviors in our clients in our OASAS licensed inpatient units. We have provided the required trainings and find that there are still challenges. Is this a permitted use for a portion of this funding or does the funding have to be used to specifically support the individuals directly providing the addictions treatment to our clients?

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

Response: CFR Code Number 105, Job Title Security is included in the list of eligible titles under this funding opportunity.

5. This grant is being awarded to our hospital. Our (medical) provider personnel are contractors of the hospital. May any of the funds be used to support career development in the contracted providers?

Response: Yes, except retention funds would not be permitted unless the contracted employees are able to meet retention requirements within the terms of the contracts in which they operate.

6. With regard to SAPT Supplemental 1, are the funds allocated to our agency for one year to be followed with the same amount in years 2? Should our SOW and budget reflect the use of the total amount allocated for this year?

Response: The dollars allocated are the total amount you will receive and must spend by 3/14/2023. SOW and budget should demonstrate full use of funds either used during a portion of that award period or through the remaining award period based on how programs choose to use funds.

7. When will we receive guidance for the use of SAPT funds?

Response: The associated Terms and Conditions and Scope of Work for this funding can be found on the OASAS Supplemental Block Grant page at: <https://oasas.ny.gov/supplemental-funding-opportunities>.

8. I would like to confirm whether the budget requested is only for expenditure of this grant. Note that we are licensed but not funded by OASAS and have no other contract.

Response: Yes, the budget requested is only for expenditure of this grant.

Additional Questions as of 10/14/2021

1. The budget form does not refer directly to the Workforce strategies referred to in the description. For instance, the description includes Recruitment, Education, Ongoing support and Career Development but the budget form only refers to Personal Services, Fringe, Other than personal services. Where would I enter amounts for the following.
 - Recruitment and Retention... retention incentives
 - Education ...Conference fees and professional training
 - Ongoing support.... retaining consultant, providing carfare for peer advocate interns to visit clients, providing peer interns and clinical interns stipends

Response: Please see revised budget form available on the SAPT Block Grant web page at: <https://oasas.ny.gov/system/files/documents/2021/09/attachment-b-workforce.pdf>

2. Also, will there be any additional supplemental funding available?

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

Response: There are several additional funding opportunities currently being considered. Information will be posted through the OASAS SAPT Block Grant web page or OASAS Procurement page.

3. Is the SFS# the Vendor ID #?

Response: Yes, these are the same.

4. Is Attachment B the only budget information you need or do you want a specific breakdown of where the money will be allocated?

Response: Please see revised budget forms available on the SAPT Block Grant web page.

5. Is there a hard deadline that we should be aware of? I want to ensure that we submit our budget in a timely manner.

Response: Providers must submit budget by 12/1/2021 to access funding. The Budget and the Vendor Responsibility Questionnaire should be submitted as soon as possible, however, so that the contracting process can begin.

6. Is there a specific time on October 1 as the deadline?

Response: The deadline for the Workforce survey was set at close of business on 10/1/21, but OASAS extended the deadline for the survey to 10/15/2021.

7. On the budget form, must the total budget/funding equal the award amount listed on the survey?

Response: On the budget form, the total budget/funding cannot exceed the amount listed on the survey.

8. Will there be a more detailed budget or is the budget we submit now all that is required?

Response: Please see revised budget form available on the SAPT Block Grant web page at: <https://oasas.ny.gov/system/files/documents/2021/09/attachment-b-workforce.pdf>

9. Will there be opportunities to modify the budget if necessary?

Response: The budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose.

10. Is it possible to allocate for expenses that might not be paid until after the contract end date ie: Loan forgiveness payment committed but not paid until employment commitment is fulfilled. Could this be considered a prepaid expense with funds held in a designated account and paid to employee(s) after they fulfill continued employment commitment?

SAPT Supplemental 1 Workforce Funding Opportunity Frequently Asked Questions

Response: All claims for reimbursement must be submitted within 45 days after the end of the claiming period as identified on the applicable Attachment B (Budget) form. Only if the employee completes their obligations within the period identified on the Attachment B (Budget) form and reimbursement is submitted within the requisite timeframe are any associated payments eligible for reimbursement under this grant.

11. For some of the trainings that we would like to provide, the training itself is free but we need to pay the staff to attend it. Are we allowed to request funding for staff salaries in the budget?

Response: If attending the training would incur costs above and beyond the otherwise supported costs of the staff, then any additional costs may be requested to fund staff attendance at training.

12. If a provider receives the grant in 2021, can the unspent money be carried over into 2023?

Response: The contract period for the Workforce and Stabilization dollars is from 3/15/2021 – 3/14/2023.

13. Is the money reimbursed as they spend it or is it provided in a lump sum?

Response: An advance of 25% of funds will be received within 30 days after contract execution. Providers will then be required to submit vouchers not more than once a month until the advance is fully expended and for all future payments.

14. For the workforce development funding, it states that funds may be utilized for recruitment and retention for staff titles specified by CFR title codes 100-600. Does this mean the funding can only be used for the staff listed under personnel services submitted with our budget, or any staff member in an agency that could fall under those codes?

Response: Funds may be utilized for Recruitment and Retention incentives for staff titles as specified by CFR title codes 100 Support Staff, 200 Direct Care, 300 Clinical, 400 Production Staff, 500 Program Administration Staff, and 600 Agency Administration Staff in the eligible CFR program types as listed in the Workforce Scope of Work.

15. On the Budget form Attachment B, the Agency Administration line 17 is gray and block for input. On the Attachment C, it mentioned that job position code 600 agency administration staff are eligible. If we have staff in 600 series to include, where do I put the amount?

Response: Agency Administration on line 17 refers to an indirect cost rate that may be allowable under some funding opportunities. This is not allowed under the SAPT Workforce funding opportunity. Staff in the Agency Administration job codes 600 are eligible to receive recruitment and retention payments through the Workforce Initiative. These dollars would be reported on line 12 personal services.