

## Community Coalitions RFA OASAS Project No. SUPP1005 Q&A

**Question 1: Are there any restrictions in regards to a percentage of how much money the fiscal agent must keep?**

**Answer:** The fiscal agent will be receiving the full payment and will then distribute it according to the agreement with the Coalition. Administrative costs incurred by the fiscal agent are capped at 10% of the contract amount per year.

**Question 2: On the Capacity to engage section, question #2 states "Provide an example of a comprehensive substance use prevention environmental strategy including all coordinating components – media, enforcement, and policy." Are you looking for us to cite one that a strategy that worked? Or are you looking for something that we have implemented? Just wondering how we should approach this as a new coalition.**

**Answer:** The comprehensive substance use prevention environmental strategy does not have to be one that you previously implemented. It is important to include the coordinating components of media, enforcement, and policy.

**Question 3: Are there any restrictions in regards to how many partners you can have that receive funds from the grant? And are there limits to how much money each partner can receive?**

**Answer:** All payment will be sent to a single fiscal agent that the Coalition identifies. Applicants are required to hire a full-time coalition coordinator and a part-time data coordinator. Subcontracts and use of other funds must be accounted for in the budget and follow the [Administrative and Fiscal Guidelines for OASAS-Funded Providers](#) [OASAS Funding Guidelines](#).

**Question 4: May two (or more) prevention providers who work with coalitions in the same economic zone choose to work together and submit separate applications so long as the total does not exceed the maximum allowance for that zone? If not, is subcontracting with another funded provider allowed for in this project?**

**Answer:** An award will be made to a single organization per Empire State Development Region (EDR) and cannot be divided between two organizations. However, subcontracting with another funded or unfunded provider is allowed.

**Question 5: Are coalitions that currently have a paid, full-time coordinator eligible for this award?**

**Answer:** Upon receiving the award the existing full-time coordinator would have to dedicated to this project full-time. The person should also have no other interagency roles or responsibilities.

**Question 6: If a coalition already has a paid, full-time coordinator, may they still apply for the full award?**

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**Answer:** Upon receiving the award the existing full-time coordinator would have to be working on this project full-time. The person should also have no other interagency roles or responsibilities.

**Question 7: Partners who have been working together in the SOR2 Network grant have some opportunity to work together with coalitions within the same network for the prevention grant. Some of these SOR2 networks cross two or more economic zones. Can an acceptable rationale be made for multi-county applications that cross economic zones?**

**Answer:** Applicants are welcome to engage partners across economic zones and counties, however the applicant organization needs to designate a single fiscal agent.

**Question 8: How many pages should the narrative be?**

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 9: Are there any page limits in regards in the narrative (Attachment C), either for the total narrative or broken out by sections?**

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 10: Is there supposed to be a written budget narrative in addition to the Contract and Funding Summary Attachment B?**

**Answer:** A separate budget narrative is not required. Attachment C includes two fiscal questions that provide applicants an opportunity to discuss their finances.

**Question 11: Is it allowable for Prevention Community Coalition funds to be spent on food for meetings with Youth?**

**Answer:** Food is a non-allowable cost for the Agency's employees and board of directors. Food for program participants is allowed.

**Question 12: Is it allowable for Surveys be incentivized for participation?**

**Answer:** Cash payments are not allowable.

**Question 13: Can promotional items be purchased with grant funds?**

**Answer:** Promotional items can be purchased with grant funds as long there is a clear description of how an item will aid the Coalition in its scope of work and is cleared with the Project Coordinator prior to purchase.

**Question 14: Are there page limits in specific sections of Attachment C – Program Narrative?**

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**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 15: If you are currently funded by the DFC for a Coalition are you prohibited from this (RFA) #SUPP1005 – PREVENTION COMMUNITY COALITIONS?**

**Answer:** You are not prohibited from applying for this RFA. However, a full-time coordinator at one FTE is required to be dedicated to the Coalition project. The proposal needs to address underserved, vulnerable communities, and special populations in New York State.

**Question 16: Will there be flexibility in the project for the hiring of a part-time coordinator and split the responsibilities between two co-coordinators one paid and one being an in-kind co-coordinator?**

**Answer:** The Coalition Coordinator must be a single person dedicated to this project as a full-time employee.

**Question 17: Will there be the ability to hire a consultant to fill the part-time Data Analyst position?**

**Answer:** Yes, the part-time data analyst position can be hired as a consultant.

**Question 18: Can the funding be used to pay for (pro-social) alternative activities in the project?**

**Answer:** No. Funding can be used for coalition building, capacity building, and environmental change strategy implementation.

**Question 19: Is there a page limit to the Project Narrative?**

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 20: Given in Rensselaer Co, Prevention services are operated by the county, are we eligible to apply? I only see reference to not for profits**

**Answer:** An LGU that also acts as a prevention provider may act as a fiscal agent.

**Question 21: I represent a community coalition in Staten Island, NYC. It appears as if only one coalition will be selected per EDZ. Does that require that any NYC based applications represent all of the boroughs or that their catchment area is up to their discretion? Boroughs are quite diverse and so one award for the entire city does not allow for much nuance in addressing true community rooted issues.**

**Answer:** The applicants will not be required to represent all boroughs or an entire Economic Development Zone. The catchment area can be specified in the application.

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**Question 22: Additionally, are we able to subcontract with any of the coalition partners?**

**Answer:** Yes, subcontracting with other coalition partners is allowed for project deliverables.

**Question 23: Can the FTE Coordinator position be via contract and not as a traditional employee so as to reduce benefits and expenses?**

**Answer:** Yes, the FTE coordinator can be hired via contract, but has to be a full-time equivalent.

**Question 24: Can the PT Data position be combined with other duties performed by an existing staff person?**

**Answer:** Yes, however the budget must account for a full-time coordinator and part-time data coordinator.

**Question 25: Does support from all 12 community stakeholders need to be included with the submission or is development of the entire network part of the grant purpose?**

**Answer:** Support from all 12 community stakeholders does not need to be included with the submission. Established coalitions are asked to include letters of support from at least three organizations. New coalitions are asked to provide letters of support from five organizations that work predominantly with the intended community.

**Question 26: Instructions related to the needs assessment seem contradictory - on the one hand proving need is counted for a large number of credits in evaluation; on the other hand producing a needs analysis is a big part of the 0-6 month activities. Is there a way to describe each expected activity more clearly?**

**Answer:** The needs assessment section in the application is about explaining why the community you seek to work with is considered higher risk. The needs assessment part of the coalition work in the timeline includes the actual conducting of a needs assessment as a part of the SPF with the special population.

**Question 27: There are numerous examples of populations with unmet needs, but the goal of the grant appears to be: "engage vulnerable and isolated communities who are connected by cultural identity in developing and implementing environmental change prevention strategies in these communities" So is it fair to define our own community of those connected by cultural identity?**

**Answer:** Yes, you can define your own community of those connected by cultural identity.

**Question 28: Is there a reason for the incredibly short response window (2/3/22)? Possible reasons could be limited window for expenditure, but since this is a 3 year grant, another 10-14 days seems like a reasonable extension for responses.**

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Answer: In response to inquiries from the field, OASAS has extended the deadline for proposals to 2/17/22.

### **Question 29: Is there additional one-time funding for start-up costs?**

**Answer:** While there is no additional one-time funding for start-up costs, the Coalition will receive an advance payment of twenty-five percent (25%) for each program of the budget as set forth in the most recently approved applicable Attachment B form (Budget).

**Question 30:** Can the data collector be a consultant or do they have to be an employee on the grant?

**Answer:** The part-time data coordinator can be a consultant.

### **Question 31: Can the Community Organizer be part-time?**

**Answer:** The Coalition Coordinator must be a single person hired as a full-time employee.

**Question 32: For an existing coalition, under Capacity to Engage, question two: Do you want a new example of an environmental strategy for this grant or a description of one the coalition has done?**

**Answer:** The environmental change strategy described can be new or existing.

### **Question 33: What is the anticipated contract start date?**

**Answer:** We anticipate announcing awardees on 3/1/22 and will work with selected Coalitions to draft a contract as soon as possible after that.

### **Question 34: Are there page limits?**

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

Question 35: Are we required to submit an annual project timeline?

**Answer:** An annual project timeline is not required with the application. Once awards are made, Coalitions will work with an OASAS project coordinator to develop an annual timeline. An example timeline was included in the RFA announcement.

**Question 36: Who is making the decision on who is a grantee? OASAS or the local officials in the Economic Development Zones?**

**Answer:** OASAS will be making the decision for this award.

**Question 37: Tompkins Cortland Community College is unique in that it serves two counties – Tompkins and Cortland. Is it possible/acceptable to have a bi-**

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**county coalition that is headed by the college for this grant? Or would it only be acceptable to serve on county?**

**Answer:** It is acceptable to have a bi-county coalition that is headed by the college for the grant. The considered to be located in the Economic Development Zone of the fiscal agent.

**Question 38:** What are the expected responsibilities of the OASAS facility acting as a fiscal agent?

**Answer:** The fiscal agent's responsibility is to work with the Coalition for payment for the agreed upon budget and scope of work.

**Question 39:** The Road Recovery Foundation, Inc., a non-profit 501(c)(3), plans to forge a prevention-focused coalition in a specific Empire Zone and act as the grant applicant, fiscal agent and programmatic lead for the community coalition. Although Road Recovery Foundation is not yet recognized as having an evidence-based program, can one of the community coalition entities our non-profit is working with that possesses the 'evidence-based' designation make our non-profit's grant application eligible? The purpose of the community coalition will be to develop then implement sustainable evidence-based environmental prevention strategies for a rural-based, underserved community per the grant opportunity of RFA #SUPP1005 – COMMUNITY COALITIONS.

**Answer:** An organization is not required to have a recognized evidence-based program to apply for this opportunity. Eligible applicants include: not-for-profit community coalitions or not-for-profit agencies that have experience in prevention coalition building. If the coalition does not have 501c 3 status or does not have an established fiscal agent with 501c 3 status, an OASAS-funded provider must be a part of the coalition and act as the fiscal agent for the community coalition.

**Question 40:** Is there an anticipated start date for the project?

**Answer:** We anticipate announcing awardees on 3/1/22 and will work with selected Coalitions to draft a contract as soon as possible after that.

**Question 41:** Is there any expectations for page limits on the narrative section?

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 42:** Does the Full Time Coordinator need to be 100% funded by this project budget?

**Answer:** Yes.

**Question 43:** Is there any flexibility allowed with the anticipated timeline or proposed activities?

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**Answer:** Yes, awardees will work with an OASAS project coordinator to discuss timeline and proposed activities.

**Question 44: Just an inquiry to see if RARC's are eligible to apply for the Community Coalition funding, if the fiscal sponsor for the RARC is a 501c3?**

**Answer:** Yes.

**Question 45: Our Coalition is currently in Year three of a DFC grant through CDC. This grant only covers one town in our county and we are hoping that even though we have DFC funds we are able to apply for this funding as well so we have resources to cover the entire county.**

**Answer:** Would need to hire a full-time coordinator and part-time data dedicated to this project. Funds cannot be use to supplant other services.

**Question 46: Is this grant specifically for underage on all 3 areas mentioned or is there allowability for adult binge drinking and adult excess use of cannabis?**

**Answer:** Proposed projects can be for underage and adult use of substance use.

**Question 47: If you currently have a coalition with a program coordinator, do you have to hire another person with that title or can a position be created designated specifically for the OASAS work?**

**Answer:** The current program coordinator would be have to be 100% full time for this project or you would have to hire another person designated for this project.

**Question 48: We are an agency that is a 501c3 and has prevention experience. We want to partner with an agency that is an OASAS provider. The OASAS provider would be the fiscal agent, and our agency would subcontract to handle personnel and coalition management. Is this permissible under the guidelines of this grant?**

**Answer:** Yes, this is permissible.

**Question 49: Under the Community Coalitions grant, can a PRC provide a letter of support or is that considered a conflict of interest?**

**Answer:** A PRC can provide a letter of support.

**Question 50: What is the page limit for the narrative?**

**Answer:** Please limit the narrative section to twenty pages, including any charts and attachments. We ask that the entire application be no more than thirty pages, including all appendices (cover letter, budget docs, letters of support, etc.)

**Question 51: Would it be allowable under this RFA for a prevention provider to apply for the grant and subcontract with other prevention providers in the same**

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**ED Zone to support their work in these areas with their coalitions and to have a unified, regional effort? Letters of support / collaboration would be obtained.**

**Answer:** Yes, this is allowable.