

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
REQUEST FOR APPLICATIONS
(RFA) #SUPP1005 –PREVENTION COMMUNITY COALITIONS**

EXPECTED TIMETABLE FOR KEY EVENTS:

	DATE	TIME
RFA Release Date	1/5/2022	
Deadline for Submission of Applicant's Inquiries	1/12/2022	5:00 PM EST
Anticipated Release of Inquiries & Answers by OASAS	1/14/2022	
Application Submission Due Date and Time	2/3/2022	5:00 PM EST
Anticipated Notification of Award	2/17/2022	

ALL INQUIRIES TO:

COVIDFunds@oasas.ny.gov

Bureau of Contracts & Procurements
NYS Office of Addiction Services and Supports
Subject: **OASAS Project No. SUPP1005**

MAIL SUBMISSION OF APPLICATIONS TO:

NYS Office of Addiction Services and Supports
Bureau of Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203
Attn: Nicole Gennarelli, Contract Management Specialist 2
Labeled: OASAS Project No. SUPP1005

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REQUEST FOR APPLICATIONS
(RFA) #SUPP1005 – COMMUNITY COALITIONS
Table of Contents**

I. INTRODUCTION AND BACKGROUND: - 2 -

A. PROBLEM STATEMENT..... - 2 -

B. FUNDING AVAILABLE..... - 5 -

C. SCOPE OF SERVICES..... - 5 -

D. ELIGIBLE APPLICANTS - 8 -

II. INQUIRIES AND CLARIFICATIONS: - 8 -

III. SUBMISSION OF APPLICATIONS: - 9 -

IV. REVIEW CRITERIA: - 10 -

V. ADMINISTRATIVE INFORMATION:..... - 10 -

A. OASAS RESERVED RIGHTS..... - 10 -

B. VENDOR RESPONSIBILITY - 11 -

C. PREQUALIFICATION REQUIREMENTS FOR NOT-FOR-PROFIT BIDDERS - 12 -

D. COMPLIANCE REQUIREMENTS..... - 13 -

E. REPORTING REQUIREMENTS..... - 14 -

ATTACHMENT A EMPIRE STATE DEVELOPMENT REGIONS.....-15-

ATTACHMENT B CONTRACT BUDGET AND FUNDING SUMMARY INSTRUCTIONS..... -16-

ATTACHMENT C PROGRAM NARRATIVE..... - 21-

I. **INTRODUCTION AND BACKGROUND:**

A. **PROBLEM STATEMENT**

Special populations and diverse communities may be unintentionally overlooked in the development and dissemination of universal substance use/misuse prevention programming therefore widening existing health disparities. Effective prevention must be culturally responsive and respectful of diversity to address the specific risk factors influencing the affected community and this is principally true when developing prevention messages for underserved, vulnerable communities, and special populations.

Culturally responsive prevention includes the thoughtful consideration of the unique aspects of beliefs, norms, and expectations that shape our behaviors and identities. SAMHSA defines culture as a conceptual system developed by a community that structures the way people view the world.¹ The concepts of culture include beliefs, social norms, and values that influence relationships, how people live their lives, and how people organize their world. The term culture can be used to describe groups formed through different descriptors such as socioeconomic status, generational culture, sexual orientation, Black Indigenous or People of Color (BIPOC), military status, people with disabilities, recovery status, common interests such as skateboarders or online competitive video gamers culture, or location such as rural, urban, or suburban. People belong to multiple cultural groups and negotiate multiple cultural expectations every day. For example, rural LGBTQ youth or veterans in recovery may have uniquely complex risk factors that influence their perspectives and present challenges to achieving optimal health.²

The risks of substance use and misuse and their inexorable consequences can differ for underserved communities and risks are influenced by descriptors that define cultural identity, such as gender, race, ethnicity, sexual orientation, age, and others. Apart from tobacco use, most underserved populations have lower rates of substance use as compared to the general population. However, the impact of substance use or misuse is more severe in underserved communities with higher rates of incarceration, job loss, morbidity, and mortality which serve to only widen gaps in health equity.³ Within the

¹ <https://store.samhsa.gov/sites/default/files/d7/priv/sma14-4849.pdf>

² Baciu, A., Negussie, Y, Geller, A, Weinstein, J. Committee on Community-Based Solutions to Promote Health Equity in the United States Washington (DC): National Academies Press (US); 2017 Jan 11.

³ Kowalchuk, A., Gonzalez, S.J., Zoorob, R. Substance Use Issues Among the Underserved United States and International Perspectives Primary Care: Clinics in Office Practice V 44, Issue 1, March 2017, 113-125.

general population, binge drinking among 12- to 17-year-olds can result in immediate consequences such as alcohol poisoning, motor vehicle crashes, and violent acts, and for vulnerable communities the after-effects and the stigma of substance use and misuse can be further isolating. Adverse health outcomes among at-risk youth in underserved and vulnerable communities include an increased chance of developing a substance use disorder (SUD) and have profound health equity costs for the future.^{4,5} Designing effective culturally responsive and inclusive prevention services to reduce risk or delay the onset of substance use, misuse, and problem gambling behaviors is vital for reaching members of traditionally underserved communities across the life span. Fostering community connections to reduce isolation, enhance prosocial opportunities, and build positive community identity can have a lasting affirmative influence to reduce health disparities. For more information on Behavioral Health Disparities please visit SAMHSA's website at <http://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

At the community level, successful prevention of alcohol, cannabis, and other substance misuse or overuse requires a mixed method approach of evidence-based prevention strategies that rely on local data sources and community input to produce culturally responsive prevention messages. NYS OASAS recognizes the value of community-based prevention and prevention-focused coalitions that use local data to create tailored culturally competent efforts such as Environmental Change Strategies as cost-effective means to reduce or delay substance use/misuse. Environmental Change Strategies developed using SAMHSA's Strategic Prevention Framework (SPF) employ a multi-pronged approach that combines policy change, enforcement awareness, and media to promote positive health behaviors and to increase awareness of the negative consequences associated with substance use/misuse. Efforts such as state-wide seat belt laws, bike helmet laws, and smoke-free campus initiatives are excellent examples of large- and small-scale Environmental Change Strategies that boost positive behavior change to reduce negative health outcomes.

Please review the Environmental Change Strategy recorded training on OASAS website for definitions and examples of the three components of Environmental change strategies: <https://oasas.ny.gov/applying-comprehensive-environmental-strategy-approach>.

To address gaps in health equity, OASAS proposes to fund substance use/misuse

⁴ National Institute of Drug Abuse (January 2014). Principles of Adolescent Substance Use Disorder Treatment: A Research-Based Guide, NIH Publication Number 14-7953.

⁵ Dennis, M. L., Godley S. H., Diamond, G., Tims, F.M., Babor, T., Donaldson, J., ... Funk, R. (2004). The Cannabis Youth Treatment (CYT) Study: Main findings from two randomized trials. *Journal of Substance Abuse Treatment*, 27, 197- 213. 5.

prevention-focused coalitions to engage vulnerable and isolated communities who are connected by cultural identity in developing and implementing environmental change prevention strategies in these communities.

A community coalition is defined as a group of stakeholders who represent diverse organizations, constituencies, and community members who agree to work together to achieve a common goal to reduce substance use/misuse, and problem gambling behaviors. More than any other entity, community coalitions are poised to connect the 12 sectors of businesses, parents, media, law enforcement, schools, faith organizations, health providers, prevention providers, addictions treatment, mental health, social service agencies, and government for a wide-ranging representation of a community. Acting in concert, coalition partners gain a more complete understanding of the community's concerns and together they identify opportunities to implement evidence-based prevention solutions. The result is a comprehensive, community wide approach that makes efficient use of limited community resources to achieve measurable cross-systems outcomes in reduced and delayed substance use/misuse and problem gambling behaviors.

Coalitions funded will use the [Strategic Prevention Framework \(SPF\)](#) to develop culturally appropriate and tailored prevention for underserved communities such as veterans, LGBTQ youth, Latinx, people over the age of 50 years, people with disabilities, low socio-economic rural communities, migrant communities, and others. By using local data sources that can identify culturally specific substance use/misuse issues, a community can foster population-specific prevention strategies to reduce and delay underage substance use/misuse and instill lasting positive changes for their high-risk communities.

The Strategic Prevention Framework steps are designed to help prevention planners and communities build the necessary infrastructure for effective, responsive, and sustainable prevention.

The SPF has five steps and two guiding principles:

1. **Assessment:** Identify local prevention needs based on data (i.e., What is the problem?)
2. **Capacity:** Build local resources and readiness to address prevention needs (i.e., What do you have to work with?)

3. **Planning:** Find out what works to address prevention needs and how to do it well (i.e., What should you do and how should you do it?)
4. **Implementation:** Deliver evidence-based programs and practices as intended (i.e., How can you put your plan into action?)
5. **Evaluation:** Examine the process and outcomes of programs and practices (i.e., Is your plan succeeding?)

The SPF is also guided by two cross-cutting principles that should be integrated into each of the steps.

Cultural competence: The ability of an individual or organization to understand and interact effectively with people who have different values, lifestyles, and traditions based on their distinctive heritage and social relationships.

Sustainability: The process of building an adaptive and effective system that achieves and maintains the desired long-term results.

For a detailed description on implementation of the SPF steps and its guiding principles, please visit: <https://www.samhsa.gov/resource/ebp/strategic-prevention-framework>
Applying the SPF model, applicants will use the results of a local needs assessment to address the risk and or protective factors within the community of focus and identify an environmental strategy to address them.

B. FUNDING AVAILABLE

- Up to \$4.5 million is available to support substance use /misuse prevention-focused community coalitions to implement environmental strategies to reduce underage and binge alcohol and/or heavy cannabis use.
- One award of up to \$150,000 annually will be made in each of the 10 New York State Economic Development Zones (EDZ), for total funding of up to \$450,000 per coalition. Actual funding for years 2 and 3 will be contingent on program implementation and milestone completion by the coalitions.

C. SCOPE OF SERVICES

The Strategic Prevention Framework (SPF) must serve as the planning model for community coalitions responding to this RFP. Successful Applicants will use the 5-step SPF process to describe the data-driven decision-making process used to develop their

plan while infusing the guiding principles of cultural responsiveness and sustainability. The application must demonstrate collaboration with local resources to develop culturally responsive and sustainable environmental prevention strategies targeting vulnerable communities.

1. Selected coalitions must address substance use and misuse among health disparate, vulnerable, or underserved culturally connected individuals and communities in New York State.
2. Using data, grantees are required to demonstrate high need for culturally appropriate prevention efforts in the selected community. Selected Applicants will be required to collect both survey and archival data that demonstrate need in the selected community and use a logic model to align need with responsive strategies and outcomes.
3. Selected Applicants must demonstrate their coalition has high capacity to engage the selected health disparate, vulnerable, or underserved community and to engage key stakeholders to plan and implement sustainable evidence-based environmental prevention strategies.
4. Selected Applicants will be required to hire a full-time coalition coordinator who represents or has strong connections to the underserved community. Additionally, the 12 sectors of the coalition membership should be representative or serve the intended vulnerable health disparate community.
5. Selected Applicants must demonstrate established partnerships with agencies and organizations who are experienced in addressing the health disparities within the intended community to ensure community buy in, maximize resources, and develop a plan for sustainability.
6. Selected Applicants are required to hire a part time data coordinator to oversee the needs assessment, and process and outcomes evaluation which will include both survey and archival data that assess changes in consumption, consequence, and risk/protective factors.
7. Selected Applicants will be required to submit reports of process and outcome data as instructed by OASAS.

Coalitions are expected to work with their region's Prevention Resource Center (PRC) for training and technical assistance.

The following is an anticipated timeline of proposed activities:

YR1: Months 1-6

SPF Step	Activity
Planning	-Begin process for collecting data from the identified population
	-Start to collect archival and administrative data
	-Contract a data coordinator
Assessment:	-Contract a coalition coordinator
	-Meet with PRC to develop an annual T/TA plan, and obtain T/TA
	-Conduct and submit the coalition capacity checklist
Capacity Building	-Prepare a capacity building plan
	-Conduct and submit a community readiness assessment
	-Develop and submit a health disparities impact statement
Planning	-Work on activities listed in capacity building plan
	-Develop a strategic plan including a logic model, an action plan, and a cultural responsiveness plan
	-Submit strategic plan to the state for approval

YR1: Months 7-12

SPF Step	Activity
Assessment	-Complete data collection
	-Submit needs assessment report
Capacity Building	-Work on activities listed in capacity building plan
	-Update capacity building plan
Planning	-Update strategic plan based on needs assessment report
	-Identify appropriate prevention strategies
	-Assess the prevention strategy and the coalition's cultural competence
	-Develop sustainability plan
Implementation	-Begin implementation activities from approved strategic plan
	-Complete prevention strategy fidelity assessment form
Evaluation	-Prepare and submit an evaluation plan
	-Complete monthly data entry for OASAS

YR 2: Months 13-24

SPF Step	Activity
Capacity Building	-Meet with PRC to develop an annual T/TA plan, and obtain T/TA
	-Work on activities listed in capacity building plan
	-Review 12 sector representation
	-Conduct coalition capacity checklist
Planning	-Update strategic plan based on preliminary and process evaluation
	-Develop sustainability plan
	-Review cultural competence and prevention strategy's responsiveness
	-Review health disparities impact statement
Implementation	-Continue implementation of prevention activities from updated strategic plan
	-Adjust prevention approaches based on process evaluation and

	community feedback
Evaluation	-Continue monthly data entry -Conduct process evaluation

YR 3: Months 25-36

SPF Step	Activity
Capacity Building	-Meet with PRC to develop an annual T/TA plan, and obtain T/TA
	-Work on activities listed in capacity building plan
	-Update capacity building plan
	-Conduct coalition capacity checklist
Planning	-Update strategic plan and sustainability plan based on preliminary and process evaluation
	-Review/ revise health disparities impact statement
Implementation	-Continue implementation activities from updated strategic plan and sustainability plan
Evaluation	-Continue monthly data entry
	-Update evaluation plan
	-Conduct final evaluation survey
	-Collect archival and administrative data
	-Submit final evaluation report

D. ELIGIBLE APPLICANTS

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. Proprietary entities are not eligible. In addition, the applicant must have or obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number prior to receiving a contract.

II. INQUIRIES AND CLARIFICATIONS:

Any inquiries or requests for clarification about this RFA must be received in writing by 5:00PM EST on **1/12/2022** and must be submitted by email to: COVIDFunds@oasas.ny.gov with a subject line “**Requests for Applications - OASAS Project No. SUPP1005**”. Answers will be posted to the OASAS Procurement web page on or around **1/14/2022**.

In the event it becomes necessary to clarify any portion of this RFA, a clarification will be posted to the OASAS website.

III. **SUBMISSION OF APPLICATIONS:**

Each application must be separately packaged. If applying in more than one Region and/or at multiple locations within a Region, separate applications must be submitted.

Electronic and/or Facsimile Proposals Will Not Be Accepted.

The application should be sealed in envelope/box and delivered by U.S. mail, by courier/delivery service (e.g., FedEx, UPS, etc.) or by hand to NYS OASAS at the address listed below.

NYS Office of Addiction Services and Supports
Bureau of Contracts & Procurements
1450 Western Avenue, 5th Floor
Albany, NY 12203
Attn: Nicole Gennarelli, Contract Management Specialist 2
Labeled: OASAS Project No. SUPP1005

Complete applications must be received by NYS OASAS **by 5:00 P.M. EST on 2/3/2022.**

If using a commercial delivery company, which requires that you use their shipping package or envelope, your proposal should be placed within a sealed envelope, appropriately labeled, and put into the commercial delivery company's envelope or packaging. This will ensure that your proposal is not prematurely opened. NYS OASAS reserves the right not to open proposals that are received later than **5:00 P.M. EST on 2/3/2022.**

APPLICATION FORMAT AND CONTENT

The submission should include the following:

1. Proposal Cover Letter – A Cover Letter will transmit the proposal package to OASAS. It should be completed, signed, and dated by an authorized representative of the Bidder. The letter should include the Bidder's designated contact name, phone number and e-mail address.
2. Attachment B - Contract Budget and Funding Summary

3. Attachment C- Program Narrative

IV. REVIEW CRITERIA:

OASAS will award one provider per Empire State Development Region (EDR). The EDRs are identified per the New York State Empire State Development. (See Attachment A for Empire State Development Regions.) Funding will be awarded based on determination that an applicant is eligible for an award; and has the highest score among applicants within the EDZ according to the Program Narrative.

Scoring will be as follows:

1. Attachment C:
 - a. Needs Assessment – 15 points
 - b. Facilitation of a Healthy Coalition – 20 points
 - c. Capacity to Engage – 25 points
 - d. Cultural Considerations – 15 points
 - e. Evaluation – 10 points
 - f. Staffing Plan – 10 points
 - g. Fiscal – 5 points

V. ADMINISTRATIVE INFORMATION:

A. OASAS RESERVED RIGHTS

OASAS reserves the right to:

- Reject any or all applications received in response to this Requests for Funding.
- Not make an award to any applicant who is not in good standing.
- Withdraw the RFA at any time, at OASAS's sole discretion.
- Make an award under this RFA in whole or in part.
- Make awards based on geographical or regional consideration to serve the best interests of the State.
- Make awards in a culturally humble and ethnically diverse manner as determined necessary and appropriate in the sole discretion of OASAS to serve best the

interests of the State.

- Negotiate with the successful applicant within the scope of the RFA in the best interests of the State.
- Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA.
- Seek clarifications and revisions of applications.
- Use application information obtained through site visits, management interviews and the State's investigation of an applicant's or its proposed subcontractor's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the OASAS's request for clarifying information in the course of evaluation and/or selection under the RFA.
- Amend the RFA to correct errors of oversight, or to supply additional information as it becomes available.
- Direct applicants to submit application modifications addressing subsequent RFA amendments.
- Change any of the scheduled dates.
- Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants.
- Waive any requirement that is not material.
- Conduct contract negotiations with the next successful applicant, should the OASAS be unsuccessful in negotiating with the selected applicant.
- Utilize any and all ideas submitted in the applications received.
- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's application and/or to determine an applicant's compliance with the requirements of the solicitation.
- Accept applications after the due date for submissions, if OASAS in its sole discretion, determines there is good cause shown for the delay in the submissions.

B. VENDOR RESPONSIBILITY

State agencies are required to ensure that contracts are awarded to responsible vendors. A determination of responsibility includes, but is not limited to, an affirmative review of an applicant's qualifications, legal authority, financial stability, integrity and past contract performance. A vendor responsibility review, including completion of a vendor responsibility questionnaire, will be required of any successful applicant. OASAS requires

a successful applicant to formally communicate any changes in its responsibility disclosure. Failure to disclose any changes provides OASAS with the right to terminate the contract for cause.

OASAS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://osc.state.ny.us/vendrep/documents/system/checklist.pdf> or go directly to the VendRep System online at http://www.osc.state.ny.us/vendrep/info_vrsystem.htm.

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at (866) 370-4672 or (518) 408-4672 or email at ciohelpdesk@osc.state.ny.us.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at www.osc.state.ny.us/vendrep or via contacting OASAS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

C. PREQUALIFICATION REQUIREMENTS FOR NOT-FOR-PROFIT BIDDERS

Pursuant to the NYS Division of the Budget Bulletin H-1032 Revised, dated July 16, 2014, NYS has instituted key reform initiatives to the grant contract process, which require that **not-for-profits must register in the NYS Grants Gateway and complete a Vendor Prequalification process.**

Applicants must be pre-qualified in the NYS Grants Gateway when submitting their application. In addition, any award is contingent on the Applicant(s) being pre-qualified at the time of contract execution. (See: <http://grantsgateway.ny.gov/>)

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual in the Grants Reform Website details the requirements and can be found at <https://grantsmanagement.ny.gov/grantee-documents>.

1. Register for the Grants Gateway.

- On the Grants Reform Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email grantsreform@budget.ny.gov. If you do not know your Password please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2. Complete your Prequalification Application.

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

3. Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes, you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Failure to prequalify and maintain your prequalification status will serve as a bar to grant eligibility. If you have any questions about prequalification, please go to the Grants Reform website or contact COVIDFunds@oasas.ny.gov.

D. COMPLIANCE REQUIREMENTS

All activities performed with funds from this solicitation must be carried out in a manner

that complies with all applicable federal and New York State laws and regulations.

E. REPORTING REQUIREMENTS

Applicants will be required to provide monthly implementation status reports and service delivery statistics once program is operational. OASAS may add additional reporting based on SAMHSA and OASAS needs for information.

F. PAYMENT PROCESS

1. Advance Payment and Recoupment Language:

- a. The State agency will make one advance payment to the Contractor, in the amount of twenty-five percent (25%), for each program of the budget as set forth in the most recently approved applicable Attachment B form (Budget) within thirty (30) days of State Agency approval of the initial contract or any amendment thereafter.
- b. Recoupment of any advance payment shall be recovered by crediting subsequent reimbursement claims until the advance is fully recovered within the contract period.
- c. If upon completion or termination of this Master Contract, all advance payments have not been fully liquidated, the balance of such payments shall be paid by the Contractor to the State upon demand.

2. Interim and/or Final Claims for Reimbursement:

Claims for reimbursement may not be submitted more often than monthly for allowable costs. All invoices shall be submitted using the form identified by the State Agency and submitted to COVIDFundsVOUCHERS@oasas.ny.gov.

Attachment A: Empire State Development Regions
<https://esd.ny.gov/regions>

Capital	Mohawk Valley
Albany	Oneida
Columbia	Fulton
Greene	Herkimer
Rensselaer	Montgomery
Saratoga	Otsego
Schenectady	Schoharie
Warren	
Washington	New York City
	Bronx
Central	Kings
Cayuga	New York
Cortland	Queens
Madison	Richmond
Onondaga	
Oswego	North Country
	Clinton
Finger Lakes	Essex
Livingston	Franklin
Monroe	Hamilton
Ontario	Jefferson
Seneca	Lewis
Wayne	St. Lawrence
Yates	
Genesee	Southern Tier
Orleans	Chemung
Wyoming	Schuyler
	Steuben
Long Island	Broome
Nassau	Chenango
Suffolk	Delaware
	Tioga
Mid-Hudson	Tompkins
Dutchess	
Orange	Western
Putnam	Allegany
Rockland	Cattaraugus
Sullivan	Chautauqua
Ulster	Erie
Westchester	Niagara

**Attachment B – Contract Budget and Funding Summary
INSTRUCTIONS – PREVENTION COMMUNITY COALITIONS**

1	Initiative	Enter the name of the initiative for this budget submission.
2	Printed Legal Name of Entity	Print the incorporated or legal name of the agency submitting the request. Do not enter the common name or acronym.
3	SFS Supplier ID	Enter the unique 10-digit number that identifies the agency/vendor in the Statewide Financial System (SFS).
4	OASAS Provider Number	Enter the unique five-digit number that identifies the agency and that is used for reporting purposes to OASAS. This number is the same as the Agency Code number used when submitting Consolidated Fiscal Report documents.
5-7	Address	Enter the mailing address, including zip code, where the administrative office of the bidder entity is located.
8-11	Contact Person	Enter the printed name and title, telephone number (including area code), and email of the person who can answer questions concerning the information provided on the Budget form.
12-17	Requested Budget	<p>Applicants should refer to the Consolidated Fiscal Reporting Manual for a more detailed general description of the following expense items which should be entered in Columns A-Primary Prevention and B-All Other Services (see table below). Further detail regarding these categories can also be found in the Detail instructions on page 2.</p> <p style="padding-left: 40px;">12) Personal Services; 13) Fringe Benefits; 14) Other Than Person Services/Non-Personal Services; 15) Equipment; 16) Property/Space; and 17) Agency Administration.</p> <p>Enter a zero (0) in those categories for which no costs are anticipated. Some categories may not be an allowable expense for certain initiatives. In that case, the entry will be blacked out on the budget form. All requested amounts should be rounded to the nearest dollar. Agency administration costs may not exceed 10% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.</p>

Primary Prevention – Include all anticipated allowable expenses as defined by the scope of work related to Primary Prevention services as defined by Federal 45 CFR § 96.125 - Primary prevention (e.g., activities reported under Consolidated Fiscal Reporting program code 5520). See also the [OASAS Prevention Guidelines for OASAS Funded and/or Certified Prevention Services](#).

Note: Any tuition reimbursement or loan forgiveness costs for Primary Prevention staff must be budgeted and claimed under All Other Services (see below).

18-19	Agency Official	Enter the printed name and title of the agency representative authorized to submit this application on the agency's behalf, signed and dated.
20-21	Signature and Date	The agency representative must sign and date the funding request.

**Attachment B – Contract Budget and Funding Detail
INSTRUCTIONS – COMMUNITY COALITIONS**

1	Initiative	Enter the name of the initiative for this budget submission.
2	Printed Legal Name of Entity	Print the incorporated or legal name of the agency submitting the request. Do not enter the common name or acronym.

All entries on lines 12-17 must be entered as Primary Prevention and All Other Services as defined in the Attachment B Summary instructions.

12	<i>Personal Services</i>	<i>The total amount of all proposed spending to support compensation expenses, i.e., wages and salaries, for program staff. No entry is needed.</i>
12 a	Coalition Coordinator	Enter the anticipated annual salary cost for the full-time Coalition Coordinator.
12 b	Data Coordinator	Enter the anticipated annual salary cost for the part-time Data Coordinator.
12 c-d	Other (identify)	Enter any other Personal Services costs supported by this initiative with identifying information.
13	Fringe Benefits	Enter the total amount of fringe benefits spending (mandated and non-mandated) that pertain to the above personal services costs supported by this initiative.
14	<i>Other Than Personal Services/Non-Personal Services</i>	<i>The total amount of expenses other than: salaries and fringe benefits; equipment with a cost in excess of \$1,000; and property costs, such as rent or renovations. This line is calculated from entries in lines 14a-14j. No entry is needed.</i>
14 a	Supplies and Materials	Enter the total amount of anticipated costs for program supplies, including but not limited to cleaning and housekeeping supplies, computer software, printing, copying, and postage.
14 b	Contractual Services	Enter the total amount of anticipated costs for all contracted personal services, including direct care and clinical services.
14 c-f	Other (identify)	Enter all other OTPS expenses that cannot be included in lines 14 a through 14 c above. Items with a cost in excess of \$1,000 must be listed separately by description and amount. Items costing less than \$1,000 each may be aggregated and listed as "All Items < \$1,000 each" with the corresponding combined total amount. Examples of "Other" OTPS expenses include training costs, medications, utilities, and insurance.
15	<i>Equipment</i>	<i>The total amount of expenses for leased or rented equipment and/or purchased equipment with a cost in excess of \$1,000. This line is calculated from entries in lines 15a-15d. No entry is needed. Note: Depreciation and interest expenses are non-allowable costs.</i>
15 a-d	Other (identify)	Enter any items to be purchased with these funds with a cost in excess of \$1,000 with identifying detail.
16	Property/Space	Enter total additional property costs anticipated in support of this initiative.
17	Agency Administration	Enter any additional agency administration costs your agency will incur to implement the agency's proposed use of funds. Agency administration costs may not exceed 10% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs listed above.

Please note:

Expenditures supported by these funds must be reasonable and/or necessary for providing SUD services in both nature and amount and have not previously and will not otherwise be reimbursed by other funding

or programs. Unreasonable and/or unnecessary costs are not allowable. Appendix X of the Consolidated Fiscal and Reporting Manual lists items of expense that are considered non-allowable.

These funds should not be used for on-going costs that cannot be supported beyond the grant period.

NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
Supplemental Substance Abuse Prevention & Treatment Block Grant Initiative Funding Request
ATTACHMENT B - CONTRACT BUDGET AND FUNDING SUMMARY

1) Initiative: Community Coalitions SUPP1005

2) Printed Legal Name of Entity:	
3) SFS Supplier ID:	4) OASAS Provider Number:
5) Street Address/P.O. Box:	
6) City/Town/Village:	7) Postal Zip Code:
8) Printed Name of Contact Person:	9) Printed Title of Contact:
10) Contact Telephone #:	11) Contact E-Mail:

REQUESTED ANNUAL BUDGET (rounded to the nearest dollar)	Primary Prevention (A)
12) Personal Services	
13) Fringe Benefits	
14) Other Than Personal Services/Non-Personal Services	
15) Equipment	
16) Property/Space	
17) Agency Administration (if applicable)	
TOTAL GROSS EXPENSE BUDGET	
Total Funds Requested	
18) Printed Name of Agency Official:	19) Printed Title:
20) Signature:	21) Date:

1.4.2022

NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
Supplemental Substance Abuse Prevention & Treatment Block Grant Initiative Funding Request
ATTACHMENT B - CONTRACT BUDGET AND FUNDING DETAIL

1) **Initiative:** Community Coalitions SUPP1005

2) Printed Legal Name of Entity:

REQUESTED ANNUAL BUDGET (rounded to the nearest dollar)	Primary Prevention (A)
12) Personal Services	
a) Coalition Coordinator	
b) Data Coordinator	
c) Other (identify):	
d) Other (identify):	
13) Fringe Benefits	
14) Other Than Personal Services/Non-Personal Services	
a) Supplies and Materials	
b) Contractual Services	
c) Other (identify):	
d) Other (identify):	
e) Other (identify):	
f) Other (identify):	
15) Equipment	
a) Other (identify):	
b) Other (identify):	
c) Other (identify):	
d) Other (identify):	
16) Property/Space	
17) Agency Administration (if applicable)	
TOTAL	

ATTACHMENT C – PROGRAM NARRATIVE

The purpose of the Program Narrative is to demonstrate an understanding of the objectives and the services to be provided, how the coalitions' objectives will be operationalized and evaluated, and responsiveness of proposed activities to the goal of the initiative. Some of the prompts in the narrative section below contain slightly different questions for established versus new coalitions.

The Proposal Narrative should be typed, double-spaced, single sided on 8 ½ x 11 inch paper. Pages should be paginated, and font should be 12-point Times New Roman, and all margins should be .5 inch wide. The Proposal Narrative should address all the following sections, in order:

Needs Assessment:

1. Explain why this community is considered a higher risk population for developing substance use and misuse problem behaviors. Describe the identified vulnerable community using National, NYS, and/or community-level quantitative, archival, and/or qualitative data. Data must be from the past 5 years.
2. Explain risk/protective factors, consumption patterns, and negative consequences associated with substance misuse or use
3. Explain how data will be used for planning purposes.

Facilitation of a Healthy Coalition:

For established coalitions:

1. Include a list of activities that the coalition is currently working on in the intended community including implementation of substance use prevention strategies.
2. Describe currently active coalition membership in terms of meeting the 12 sectors and their representation of and ties to the vulnerable community identified above. Include letters of support from at least 3 organizations (CBOs, non-profits, volunteer organizations, etc.) that work predominantly with the intended community in the attachments.
3. Describe the coalition's decision-making process regarding which activities to undertake. Include any formal documentation (if available and include on documents the date last revised) such as: Mission statement; By laws; Written member roles; Written executive board roles; Written agreement with fiscal agent.
4. Describe an active ongoing evaluation plan that assesses gaps in coalition membership to ensure appropriate representation from the underserved populations' stakeholders.

For new coalitions:

1. Describe the agency that is going to host the coalition and its past and present activities engaging with the intended community. Describe experience implementing substance use prevention strategies.
2. Explain current relationships and processes proposed to recruit members from the 12 sectors. Provide letters of support from at least 5 agencies that work predominantly with the intended community in the attachments.
3. Describe the approach the new coalition will take to build an empowering decision-making process regarding future coalition activities. What are the rules of bylaws that this new coalition will use to come to consensus and determine workflow?
4. Describe how you plan on evaluating your coalition membership to ensure appropriate representation from underserved populations' stakeholders.

Capacity to Engage:

1. Describe knowledge of and/or experience in adhering to SAMHSA's SPF.
2. Provide an example of a comprehensive substance use prevention environmental strategy including all coordinating components – media, enforcement, and policy.
3. For established coalitions: Describe current coalition strengths demonstrated through past initiatives.

For new coalitions: Describe current resources that you have available to leverage to build a successful coalition.

4. Describe challenges anticipated to building capacity and working with the identified vulnerable community, and how they can be possibly overcome.
5. Describe your knowledge of or your coalitions' experience working with an OASAS funded Prevention Resource Center, and its readiness to engage actively in their training and technical assistance that they offer.

Cultural Considerations:

1. Describe how you will ensure that the strategies being implemented remain culturally responsive and align with community needs.
2. Describe an example or two of what culturally responsive outreach or material looks like for the population you wish to serve.

Evaluation:

1. For established coalitions: Describe how the coalition is currently evaluating its strategies. Explain the coalitions current capacity to collect, analyze and report data as well as its ability to conduct process and outcome evaluation.

For new coalitions: Describe a potential plan to build the capacity to evaluate and/or resources that can be leveraged to meet process and outcome evaluation and reporting requirements.

Staffing Plan:

1. Provide a Staffing Plan that includes job titles, job descriptions, relevant experience required, professional credentials, and general responsibilities. At a minimum, the Staffing Plan should include:
 - a. A Coalition Coordinator. Responsible for the general day to day activities and organization of the coalition and its work on this initiative's objectives. The coordinator will be responsible for assessment, capacity building, planning, implementing, and evaluating activities associated with the priorities. The coordinator will guide the coalition to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in substance use prevention. The community coalition coordinator will also be responsible for ensuring that the necessary reporting requirements are completed and submitted.
 - b. A Data Analyst (part-time). Responsible for needs assessment and evaluation. The analyst will need to demonstrate proficiencies in the evaluation of environmental prevention strategies and measuring the processes and outcomes associated. They will ensure that all evaluative activities are culturally sensitive and will aim to bridge any age, gender, cultural, racial, or institutional barriers using appropriate communications and methodologies.
2. Describe how new staff will be recruited and trained to meet the positions' requirements.
3. Describe a plan for ongoing professional development for coalition staff and members.
4. Include an Organizational Chart of the current or proposed coalition structure; resumes of core members (if available).

Fiscal:

1. Explain the coalition's current fiscal situation including current funding levels and any in-kind resources the coalition currently receives. In addition, please include dates for when the current funding expires (if applicable). Any anticipated revenues should

be listed, such as matching funds, current grants, or in-kind contributions, with sources identified.

2. Explain of how the funding will be used to expand or enhance current efforts. Funds cannot be used to duplicate or supplant existing funding that the coalition receives. The financial resources narrative must justify the proposed expenses and clearly describe any funding that will be braided with other funding (e.g., Drug Free Communities). However, the applicant will be required to track this funding separately. Please also include a timeline of any funding that will be braided with this funding.