

OASAS SAPT Supplemental Grant

Information Session Q&A's

April 8, 2022

1. How quickly after getting an executed contract can we expect to receive funds?

Response: 25% advance is typically sent within 10 business days. Additional payments will be paid on a reimbursement basis following the submission of valid expense reports as outlined in Attachment D of the contract.

2. I was just told today that we had to wait for an executed contract before purchasing anything for the telehealth funding.

Response: Providers may begin work on an initiative as soon as an award letter is received.

Please note: Any exception to this will be noted in the award letter.

The payment of an advance or any other reimbursement payment is contingent on an executed contract for the specific initiative and the provider must have completed the necessary Vendor Responsibility Questionnaire, be current with the Charities Bureau and the Department of State, and met the prequalification requirements in the Grants Gateway. Once the contract is executed, the expense report will be provided which will need to be completed to claim for reimbursement.

3. In the RFA for Comprehensive Integrated Outpatient Treatment Programs, Attachment C-1 Proposal Narrative, there are no protocols listed that need to attach to our proposal as is listed in the other Attachments. Please confirm that we do not need to include any protocols in our application if we are applying for the integration of an existing co-located part 822 OTP and part 822 outpatient program.

Response: The answer to this question cannot be answered as part of the provider information session's Q and As. This inquiry refers to a Request for Application (RFA) that is still in the restricted period. Please refer to the OASAS Procurement site for further information ([Request for Applications | Office of Addiction Services and Supports \(ny.gov\)](#)).

4. I need to speak with someone regarding this award. Please tell me who I should contact.

Response: All questions about specific award notifications or contracts can be directed to the Covid Funds inbox at COVIDFunds@oasas.ny.gov. Please include your provider number, the name of the initiative that you applied for, your contract number (if you have one), and any other relevant details about your questions, as these details will assist us with addressing your questions.

5. Can we use the SAPT funds to offset deficits in clinical revenue due to reduced client census from Covid?

Response: Additional expenses in excess of revenue received must be incurred within the period of the award: 3/15/2021 - 3/14/2023, unless the initiative B-1 budget indicates a different period.

6. I am new, I am not sure the company received any award notice.

Response: All questions about specific award notifications or contracts can be directed to the Covid Funds inbox at COVIDFunds@oasas.ny.gov. Please include your provider number, the name of the initiative that you applied for, your contract number (if you have one), and any other relevant details about your questions, as these details will assist us with addressing your questions.

7. What is the COVID mailbox address?

Response: COVIDFunds@oasas.ny.gov

8. What is the contract period - as far as is known at this time? The contract period within which the expenses can be incurred?

Response: With a few exceptions, the contract period is 3/15/21 – 3/14/23; however, the allowable spending period for each initiative is indicated on the B-1 budget.

9. All I need to do is email our EIN # to see if we have an award notice?

Response: All questions can be directed to the Covid Funds inbox at COVIDFunds@oasas.ny.gov. Please include your provider number, the name of the initiative that you applied for, your contract number (if you have one), and any other relevant details about your questions, as these details will assist us with addressing your questions.

10. I was not invited directly please include me in the email list.

Response: Invites are being directed to the provider emails in the Provider Directory System (PDS). Forwarding within organizations to others is acceptable.

11. On the Primary Prevention infrastructure, the 4 initiatives were combined onto one contract. Do we need to track and report expenses separately on each of the 4 initiatives?

Response: The expense report for the Primary Prevention Infrastructure Program consists of two pages. The first page is a summary of spending for all initiatives awarded to a provider. Page 2 requires that the spending be broken down and reported against each initiative to ensure that expenditures do not exceed the spending cap established

for each initiative. The total for Page 1 and Page 2 of the submitted expense report must match.

12. Where can we find a copy of contract? In the NYS NYSCR?

Response: All contracts are sent via email to the provider. If inquiring about where an RFA can be found, the link is: [Procurement and Funding Opportunities | Office of Addiction Services and Supports \(ny.gov\)](#).

13. Would OASAS consider or would the state consider being able to accept an electronic signature on contracts because right now you still need a wet signature, which is onerous. This requires hard copies and using the post office, etc. – not efficient.

Response: We are happy to report that we have finalized a process that will streamline the submission of contracts. For all new contracts, original wet signatures will still be required by a provider, however, the signature page can then be scanned and returned to OASAS via email, provided that the original wet signed page with the notarization be stored at the provider's facility and be able to be produced upon request. Further information on this new process will be detailed in the contract transmittal email.

14. What forms are needed to claim reimbursement and where and to whom do they need to be sent to?

Response: The expense report will need to be completed to claim reimbursement. This form can be found on the OASAS website under each initiative. Submit completed expense reports with supporting documentation to COVIDFundsVOUCHERS@oasas.ny.gov.

15. Do programs have to wait for contracts to be executed before they can start spending the funds? Or since the contract start date is March 2021, can we start using the funds and submit the vouchers after the contract is executed?

Response: Providers may begin work on an initiative as soon as an award letter is received. Please note: Any exception to this will be noted in the award letter.

The payment of an advance or any other reimbursement payment is contingent on an executed contract for the specific initiative and the provider must have completed the necessary Vendor Responsibility Questionnaire, be current with the Charities Bureau and the Department of State, and met the prequalification requirements in the Grants Gateway. Once the contract is executed, the expense report will be provided which will need to be completed to claim for reimbursement.

16. When must the funds be spent by?

Response: Funds related to SAPT Supplemental #1 must be spent by the end of the contract period, 3/14/23.

17. If our Program that is funded by the SUPP 1 is not completed by the end of the funding date, will we be able to get an extension of reimbursement?

Response: Currently, a no cost extension is not in place. Updates will be provided should this be obtained.

18. Regarding vendor responsibility, Grants Gateway - Charities Bureau is way behind. Nothing we can do but you can extend time to upload CHAR500 – is this a consideration?

Response: The timeframe requirements are governed by the Grants Gateway and cannot be changed by OASAS.