

OASAS SAPT Supplemental Grant

Information Session Q&A's

June 8, 2022

1. Should we be receiving an expense report from you via email?

Response: Yes. You will receive a Blank Expense Report via email following the receipt of your fully executed contract. Also, Expense reports are located on the OASAS website under the SAPT Funding Initiative button which shows each individual initiative currently available or closed. See link below:

<https://oasas.ny.gov/supplemental-funding-opportunities>

Also, you can request an Expense Report at COVIDFundsAP@oasas.ny.gov.

2. Do we need to send payroll registers for backup of personal services?

Response: No. Supporting documentation for Personal Services does not need to be submitted with your Expense Report, but documentation must be maintained by the Provider/Contractor for all expenses for a minimum of seven years.

3. We have budgeted for hazard pay and longevity pay which was paid via payroll (PS/fringes). Do these expenses get included on the recruitment and retention tab? If yes, do we leave the employee annual salary column blank as there is no 10% cap for those payments?

Response: No, only Recruitment and Retention (R&R) payments should be recorded on the Page 2 – R&R Payment Roster tab.

4. How often should expense reports be submitted?

Response: Expense reports should be submitted no more than once a month. Also, we recommend not waiting until the end of the service period to submit expense reports. Monthly claims are preferred but one final claim would be acceptable.

Please note, if a single final claim is not submitted in a timely manner or if there are errors in the claim that are not resolved before the grant lapses, OASAS will not be able to provide reimbursement for those expenses. Therefore, we strongly recommend that you submit expense reports for costs on a more frequent basis to ensure that you are reimbursed for all allowable expenses.

5. Do we submit claims monthly?

Response: Yes. Expense reports may be submitted monthly.

(See also Q 4)

6. Can the budgeted amounts be modified within the individual lines if the total budget does not exceed the total budget?

Response: Yes.

7. Can completed expense reports be submitted as a PDF file or will only an Excel file be accepted?

Response: Both formats are acceptable, however, Excel is preferred.

8. Where can we obtain an expense form?

Response: You will receive a Blank Expense Report via email following the receipt of your fully executed contract. Also, Expense reports are located on the OASAS website under the SAPT Funding Initiative button which shows each individual initiative currently available or closed. See link below:

<https://oasas.ny.gov/supplemental-funding-opportunities>

Also, you can request an Expense Report at COVIDFundsAP@oasas.ny.gov.

9. Will this presentation be emailed?

Response: The presentation was recorded and has been added to the OASAS website located under the "Information Sessions" link: [Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#)

10. Can we deny the advance payment?

Response: No. Upon execution of the contract, per the terms and conditions you will receive a 25% Advance payment.

11. How should these grants be reported on the CFR?

Response: OASAS has posted information on its website regarding the reporting of expenses and funding provided under these Supplemental contracts. The link below will take you to the posted instructions:

<https://oasas.ny.gov/system/files/documents/2021/12/cfr-supplemental-sapt-reporting.pdf>

Any additional questions regarding CFR submissions should be directed to CFRS@oasas.ny.gov.

12. Is retention 10 years or 7 years?

Response: All records related to these initiatives, including supporting documentation for expense reports, should be retained by the provider for at least seven years.

13. Is there a deadline/cutoff for claim submission?

Response: Expense Reports cannot be submitted more than monthly for allowable costs and should be submitted no later than 45 days after the end of the Expense Report claiming period. All Final claims must be submitted no later than 45 days after the expiration date of the contract.

(See also Q 4, 5)

14. FICA and Fringe expenditures should only be related to incentives, not normal salary, correct?

Response: Funds may be used for Recruitment and Retention strategies, including retirement contributions or other one-time fringe benefit payments. In addition, funds may be used to support additional fringe costs associated with any retention and hiring incentive, differential pay, etc.

15. If we don't include expenses paid for by the advance, the total claimed will be short of the approved budget. How do we report those expenses?

Response: You should be claiming all expenses incurred for an initiative up to your approved total Budget, including those supported by the initial advance. Once submitted claims exceed the amount of the initial advance, additional payments will be made.

16. How can my company submit a budget modification? We budgeted half personal services and half fringe but we would like to submit 100% fringe (retirement contribution)?

Response: Requested budget modifications should be submitted to OASASBudget@oasas.ny.gov. Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

(See also Q 18, 23, 36, 38)

17. If we have months backed up, can we submit all months in one voucher? Or do they need to be on separate vouchers?

Response: Yes, all months can be submitted in one voucher. Be sure to accurately record the period covered on the Expense Report and be sure to provide all supporting documentation.

18. If anticipated expenses have changed, do we need approval to spend funds on something else? For example, if we have a need in "supplies" in our Stabilization budget, can we purchase what we need as long as it is allowable? Or do we need to submit a budget modification?

Response: As long as the expenditures supported by these funds are reasonable and/or necessary for providing SUD services in both nature and amount and within the scope of work, then no, you do not need to submit a budget modification. Upon submission of your Final Expense Report, the budget will be updated to reflect actual claimed expenses.

(See also Q 16, 25)

19. How do I confirm if an executed contract has been received by OASAS Accounts Payable?

Response: Please email the COVIDFundsAP@oasas.ny.gov mailbox with your Provider number, Contract number and Initiative name.

20. Who can we email to ask for a copy of expense reports?

Response: You will receive a Blank Expense Report via email following the receipt of your fully executed contract. Also, Expense reports are located on the OASAS website under the SAPT Funding Initiative button which shows each individual initiative currently available or closed. See link below:

<https://oasas.ny.gov/supplemental-funding-opportunities>

Also, you can request an Expense Report at COVIDFundsAP@oasas.ny.gov.

21. Is the 25% advance ever noted on the claim form? If so, the final year to date claim won't equal the full contract total, correct?

Response: No, the 25% advance should not be noted on the Expense Report. You should be claiming all expenses incurred for an initiative up to your approved Budget. Payments received are not recorded on the Expense Report.

22. If we have three budgets within our contract, do we submit one form or three separate forms?

Response: You should submit an Expense Report for each Program listed on each Attachment B.

23. Who do we contact for budget modifications? Would it be the SAPT funding initiative?

Response: Requested budget modifications should be submitted to OASASBudget@oasas.ny.gov. Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

(See Q 16, 36, 38)

24. Should the FICA for the retention payment be listed separately on fringe?

Response: Yes, the FICA for the retention payments should be listed on the FICA & Fringe Benefits line.

25. If anticipated expenses have changed, do we need approval to spend funds on something else? For example?

Response: As long as the expenditures supported by these funds are reasonable and/or necessary for providing SUD services in both nature and amount and within the scope of work, then no, you do not need to submit a budget modification. Upon submission of your Final Expense Report, the budget will be updated to reflect actual claimed expenses.

(See also Q 16, 18)

26. If we don't include expenses paid for by the advance, the total claimed will be short of the approved budget, how do we report those expenses?

Response: You should be claiming all expenses incurred for an initiative up to your approved Total Budget, including those paid for by the initial advance. Payments received are not recorded on the Expense Report.

27. FICA and fringe expenditures should only be related to any incentives, not normal salary, correct?

Response: Funds may be used for Recruitment and Retention, including retirement contributions or other one-time fringe benefit payments. In addition, funds may be used to support additional fringe costs associated with any retention and hiring incentive, differential pay, etc. FICA or fringe benefits costs which are part of your on-going operations and which have another source of funding should not be reported through these initiatives. Only FICA and fringe benefits with no other funding sources should be included in your expense reports.

28. Can you please confirm that we enter numbers under the previously claimed column instead of submitted claims?

Response: If you have previously submitted an Expense Report, those numbers should be listed under the Previously Claimed column. The Submitted Claimed column is for current expenses not previously claimed.

29. Is it required to submit a monthly claim? Can we submit one final claim instead?

Response: Monthly claims are preferred but one final claim would be acceptable. However, if a single final claim is not submitted in a timely manner or if there are errors in the claim that are not resolved before the grant lapses, OASAS will not be able to provide reimbursement for those expenses. Therefore, we strongly recommend that you submit expense reports for costs on a more frequent basis to ensure that you are reimbursed for all allowable expenses.

(See also Q 4, 5, 13)

30. Is the payment limited to 10% of the annual salary?

Response: Any Recruitment and Retention payments are limited to no more than 10% of an individual's annual salary and are not to exceed \$10,000 per employee in total, regardless of initiative.

31. Can we claim salaries in "Personal Services"? If so, is it subject to the 10% annual salary cap and/or the \$10K cap that applies to retention and recruitment expenses?

Response: These funds should not be used for on-going salary or fringe benefit increases that cannot be supported beyond the grant period. If you have certain personal services costs that are allowable within the grant initiative, you may request reimbursement of those expenses. Only Recruitment and Retention payments are subject to the 10% / \$10,000 cap and must be reported on the Recruitment/Retention tab of the Workforce expense report.

32. Do we include the advance payment/previous invoice payments on the revenue line for consecutive invoices?

Response: No, the Advance Payment/previous reimbursement payments should not be recorded on the revenue line. The Revenue line should be zero. Payments received are not recorded on the Expense Report.

33. Can you please advise whether or not we should submit expense reports for funds spent thus far even though it does NOT exceed the 25% advance?

Response: You may submit an Expense Report for any funds spent. If your expenses do not exceed the 25% Advance, you will not receive an additional payment. You must submit expense reports exceeding the amount of your initial advance before any additional funds are paid.

34. How should these grants be reported on the CFR?

Response: OASAS has posted information on its website regarding the reporting of expenses and funding provided under these Supplemental contracts. This link will take you to the posted instructions:

<https://oasas.ny.gov/system/files/documents/2021/12/cfr-supplemental-sapt-reporting.pdf>

Any additional questions regarding CFR submissions should be directed to CFRS@oasas.ny.gov.

35. Will we ever use the total revenue line?

Response: No

36. Who is the contracting department for approvals of budget modifications?

Response: Requested budget modifications should be submitted to OASASBudget@oasas.ny.gov. Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

(See Q 16, 18, 23, 25, 38)

37. Will this webinar be posted on your website for further reference?

Response: The presentation was recorded and will be on the OASAS website located under the "Information Sessions" link: [Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#)

38. What is the latest time to send a budget modification?

Response: Requested budget modifications should be submitted to OASASBudget@oasas.ny.gov. Please use the same budget form as provided with the original initiative submission may be used to submit any requested revisions. Requested budget modification may be submitted up until the Final Expense Report is submitted, which will become your final Budget.

(See Q 16, 18, 23, 25, 36)

39. Are there specific timeframes for retention and longevity pay? For example, how many years?

Response: All funds must be used within the Budget Period listed on your Attachment B.

40. Do we need to submit supporting documents such as invoices and payment remittances for OTPS, equipment and property along with the expense reports? Are supporting documents required for PS, fringe benefits and agency?

Response: Yes, supporting documents are required for OTPS, Equipment and Property/Space. Supporting documents are not required for PS, FICA & Fringe Benefits and Agency Administration, however, any Initiatives with Recruitment and Retention payments require the completion of the Recruitment and Retention Payment Roster. Records and documentation must be maintained by the Contractor to support all expenses incurred in performance of this Contract for a minimum of seven (7) years, including those for which no supporting documentation is required for submission as part of the expense reports.

Any inquiries (including contract status, provider number, etc.) can be directed to: covidfunds@oasas.ny.gov