

OASAS SAPT Supplemental Grant

Information Session Q&A's

September 21, 2022

1. Can the recently Statewide SUD System Support funds be applied to allowable expenses incurred after the 10/11/22 application deadline but before the 3/14/23 end of funding date?

Response: The Statewide SUD System Support award can be used for any allowable expense incurred between 3/15/21 through 3/14/23 that will not otherwise be reimbursed by other funding or programs.

2. For the new SUD systems grant, can we request reimbursement of a loan, if we had to move our services to a new location, and used the loan to cover some of the costs? This includes costs related to construction.

Response: Funds from this opportunity can be used to repay a loan incurred for the operation of your SUD service that do not have any other source of reimbursement with appropriate documentation. These funds cannot be used to pay for construction costs. As noted in the RFA on page 4: Funds may not be used to purchase, construct, permanently improve, or change the structure of a building. This includes removing or adding walls, creating offices or rooms, etc. Funds may be used for cosmetic renovations only. Cosmetic renovations are any renovations that improve the appearance of a building without changing the existing structure or the electrical and plumbing systems. Examples of cosmetic renovations are painting, changing a light fixture, and replacing the flooring. Funds may also be used for minor maintenance such as replacing the air filters in an HVAC system but cannot be used to replace the entire HVAC system.

3. Would these funds support major equipment purchases? We are interested in obtaining a vehicle to support home visits and other transport for clients, who are less comfortable using public transportation due to COVID.

Response: Yes, Statewide SUD System Support funds can be used to purchase a vehicle if that vehicle is used for your SUD services.

4. For the new SUD systems support RFA: We had many staff resign/retire during the pandemic and had to pay out high vacation accruals when the staff left. Since the vacation days are part of our benefits package, can this cost be included in the budget?

Response: If the payment of accrued vacation time at separation is currently an unsupported expense, it would be an allowable cost. Actual expenses incurred may be allowable if reasonable and/or necessary for providing SUD services in both nature and amount and were not previously and will not otherwise be reimbursed by other funding or programs.

5. For the new SUD systems support RFA: Can we submit for the cost of hiring a team of grant writing consultants, if they have been working on grants that relate to SUD services?

Response: Providers may use funding for fiscal and programmatic support necessary to address the impact of COVID-19 on existing program operations and infrastructure. Any payments made with these funds must be a SUD program-related expenditure and not attributable to non-OASAS services. Awardees must comply with OASAS Purchasing Guidelines

as outlined in the Administrative and Fiscal Guidelines for OASAS-Funded Providers, which includes guidance on consultants.

6. Most all funds from prior rounds be expended/all expense reports submitted prior to requesting additional funds?

Response: You do not need to have spent all other initiative awards in order to apply for the new Statewide SUD System Support. If you are asking if you need to spend all funds advanced to you under a particular initiative before you submit an expense report, you do not need to wait. You can and should submit expenses reports monthly as you spend down the funds from the advance. No additional payments can be made until the advance has been fully expended.

7. For the new SUD systems support RFA: Due to staffing shortages, several of our staff have been unable to use all their vacation days. Can we include paying out a certain portion of their vacation hours into the budget?

Response: If the payment of accrued vacation time as a benefit is an unsupported expense, it would be an allowable cost. Actual expenses incurred may be allowable if reasonable and/or necessary for providing SUD services in both nature and amount and were not previously and will not otherwise be reimbursed by other funding or programs.

8. If we have determined we need to shift funds from one expense category to another, what does that process look like? For example, we want to shift 10K from personal services to equipment within the SAPT stabilization funds. I inherited the SAPT from a previous ED. In looking at the narrative and budget, I want to make amendments: 1. Is it possible? 2. Who do I talk to? (In NNY, Lewis County) I will not be changing money amounts, just the things that were stated we would purchase.

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. However, if you wish to submit a budget change, 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.

9. Can the SUPP1013 funding be utilized to support programmatic stability to resume, sustain and/or improve existing harm reduction services? The RFA references "SUD program services" and "SUD prevention, treatment and recovery services" but does not mention harm reduction services.

Response: If the harm reduction services are administered by an eligible entity through any of the eligible programs listed in the RFA, then the costs would be allowable.

10. Are supportive living sites eligible for this as well (Supportive Site currently working on Reintegration Scattered Site Application)?

Response: Supportive living (program code 3580) is an eligible program code for the Statewide SUD System Support RFA.

11. Can BH IPAs who receive funding by OASAS State Aid apply?

Response: As noted in the Statewide SUD System Support RFA, eligible applicants are

voluntary agencies or local governmental units (LGU) which provide direct care SUD treatment, prevention, and/or recovery services that (1) are OASAS-Certified and/or funded by OASAS State Aid as of the date of award; (2) were operational prior to January 31, 2020; (3) are pre-qualified in the Grants Gateway; and (4) have completed a certified Vendor Responsibility questionnaire are eligible to receive funds. BH IPAs may be funded by the State Opioid Response (SOR) grant but they are not funded by OASAS State aid. Therefore, these entities not eligible to apply.

12. One application for all PRUs or a separate application for each PRU?

Response: Only one application should be submitted per provider under the Statewide SUD System Support RFA. Your narrative justification should be based on PRU-specific needs, including any applicable documentation to support the requested funding amount.

13. OASAS does not allow vacation accruals on the CFR – can we include those costs here?

Response: Correct, OASAS does not allow providers to claim vacation leave accruals on the CFR. Those accruals would represent an unpaid liability but not an actual expense. When the vacation leave is paid, it becomes an expense, which can be reported on the CFR. If the payment of accrued vacation time, as benefit or at employment separation, is an unsupported actual expense, it would be an allowable cost under the Statewide SUD System Support RFA. Actual expenses incurred may be allowable if reasonable and/or necessary for providing SUD services in both nature and amount and were not previously and will not otherwise be reimbursed by other funding or programs.

14. Does this include OASAS Housing Programs?

Response: Housing programs listed in the eligible program chart in the RFA are eligible to apply under the Statewide SUD System Support RFA if the program receives OASAS state aid.

15. Do we get an email when you send in payments to us for our expense reports? What is the turnaround time?

Response: Yes, an email is sent out to Providers contacts after processing. Included in the email is a copy of the Calculation Worksheet along with the Claim Reconciliation Report. Per New York State Finance Law, the State is required to pay vendors within 30 days of receipt of a valid/complete Invoice/Expense Report.

16. Is there a limit to how far back an expenditure can be submitted on an expense report?

Response: An expenditure submitted on an Expense Report must be within the budget period specified on the Attachment B and fall within the period covered for the report being submitted. The period covered cannot overlap the period covered on a previously submitted Expense Report.

17. Can the new SUD Systems Support RFA be used to hire an additional fiscal person to manage the budget modifications from funders who reduced funding due to covid-19 and the invoicing and reporting for the SAPT grants?

Response: Yes, if the staff person supported by the funds works solely on SUD-related services. However, these funds are time-limited and as noted in the RFA, these funds should not be used for on-going costs that cannot be supported beyond the grant period.

18. If we submit a request to offset an operating deficit from 2021, how would this impact our CFR in 2022 or 2023 since 2021 is closed?

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>

19. Can an IPA apply for funds on behalf of a group of SUD providers – funds would be used for data analytics consulting that is used by the group?

Response: As noted in the Statewide SUD System Support RFA, eligible applicants are voluntary agencies or local governmental units (LGU) which provide direct care SUD treatment, prevention, and/or recovery services that (1) are OASAS-Certified and/or funded by OASAS State Aid as of the date of award; (2) were operational prior to January 31, 2020; (3) are pre-qualified in the Grants Gateway; and (4) have completed a certified Vendor Responsibility questionnaire are eligible to receive funds. BH IPAs may be funded by the State Opioid Response (SOR) grant but they are not funded by OASAS State aid. Therefore, these entities are not eligible to apply.

However, if the SUD providers meet the eligibility requirements, they may apply for the funds directly.

20. How do I get a copy of the expense report 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: <https://oasas.ny.gov/supplemental-funding-opportunities>

21. Can expenses in the new SUD System Support cover activities that will continue past March 14th, 2023?

Response: The Federal grant supporting this initiative currently ends on 3/14/23. These funds cannot be used to pay for any costs past the end date of the grant.

22. Can we provide retention bonuses for admin staff?

Response: The use of the funds for each initiative supported by the SAPT Supplemental initiatives is defined in the scope of work for each initiative. Please check the scope of work for the initiative you are inquiring about.

23. I sent an expense report and it was rejected. I disagree with the rationale for rejection. Who can I go to for resolution?

Response: More information is needed to advise. Please submit your question(s) to COVIDFundsVouchers@oasas.ny.gov.

24. Will these slides be made available to us?

Response: Yes. They will be posted on the OASAS website under “Information Sessions” ([Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](https://oasas.ny.gov/supplemental-block-grant-funding-initiatives-office-of-addiction-services-and-supports))

25. Can you please repeat the deadline?

Response: The deadline for submission of applications for the Statewide SUD System Support RFA is 5:00 October 11, 2022.

26. Do we get an email when you send in payments to us for our expense reports? What is the turnaround time?

Response: Yes, an email is sent out to Providers contacts after processing. Included in the email is a copy of the Calculation Worksheet along with the Claim Reconciliation Report. Per New York State Finance Law, the State is required to pay vendors within 30 days of receipt of a valid/complete Invoice/Expense Report.

27. Can funds of SAPT 1 and 2 be used for payroll/personnel costs? We originally thought they could be, but then were led to believe it could only be used for bonuses.

Response: The use of the funds for initiatives supported by the SAPT Supplemental grants is defined in the scope of work for each initiative.

28. Can we apply for more than one award if we have multiple OASAS funded or certified programs?

Response: For the Statewide SUD System Support, you should submit a single application and budget but the narrative must provide justification on a PRU basis.

29. Can we charge Agency Admin fees @ 10% on Workforce/Stabilization contracts?

Response: Yes, both the Workforce and Stabilization initiatives allow for Agency Administration. Agency administration costs may not exceed 10% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.

30. For SUD System Support: Would expense in connecting WiFi in program (wires and equipment, cost of installation) be allowed? This would be to enhance connection to telehealth and provide clients with WiFi in an 820 program. Also, do computers and laptops apply?

Response: Yes, these would be considered allowable expenses for the Statewide SUD System Support RFA. Please review the Scope of Work on pages 3 and 4 of the RFA.

31. Can SAPT 1 and 2 funds be spent on personnel costs/payroll costs and not just bonuses?

Response: The use of the funds for initiatives supported by the SAPT Supplemental grants is defined in the scope of work for each initiative.

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