

## OASAS SAPT Supplemental Grant

### Information Session Q&A's

December 1<sup>st</sup>, 2022

1. In the beginning of the call, \$7M was mentioned as expended. Out of what total?

**Response:** Out of approximately \$16 million advanced to providers related to awards, OASAS has processed expense reports to show \$7 million has been spent.

2. Who do we contact if we haven't spent the money?

**Response:** Please direct all questions related to not being able to spend the funds to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto: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 so we can better address our questions/issues.

3. What is the process for submitting 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>

The first tab of the Expense Report provides instructions on how to fill out the Expense Report. Also, there is a step-by-step video on the NYS OASAS website under the June 8, 2022, SAPT Supplemental Information session, found at this link: <https://oasas.ny.gov/sapt-supplemental-funding-opportunities>

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 but waiting to the end of the service period to submit a one and final claim could please your total reimbursement at risk – see below.

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.

4. Who can I reach out to for additional support regarding questions on initiatives?

**Response:** Please direct questions you may have about initiatives to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto: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 so we can better address our questions/issues.

5. Who do we contact if we haven't spent the money related to our initiative?

**Response:** Please direct questions you may have about initiatives to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto: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 so we can better address our questions/issues.

If you would like to review which funding opportunities are open that are funded by the SAPT supplemental awards, please go to the NYS OASAS website at: <https://oasas.ny.gov/sapt-supplemental-funding-opportunities>

6. We (The Harrison Youth Council) submitted expense reports in September, and they still haven't been processed yet. The issue that we're having is that without additional funds we can't continue spending and vouchering, but the guidance has been keep spending and vouchering as a small agency.

**Response:** The Provider was communicated with directly and payment has been made to this provider.

7. I am new in this position and my agency. There's a lot of documentation that I'm beginning to generate. How do I find out what funds were allocated to us and what funds are available?

**Response:** Please direct questions you may have about whether your agency has received any SAPT supplemental funded awards to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto:COVIDFunds@oasas.ny.gov). Please include your provider number, the name of the initiative that you applied for (if you know this information), your contract number (if you have one), and any other relevant details so we can better address our questions/issues.

8. Can we do a budget modification? Can we put in for admin for infrastructure initiatives?

**Response:** In general, the budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose.

Submit budget modification requests to [OASASBudget@oasas.ny.gov](mailto:OASASBudget@oasas.ny.gov). Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

**Please Note:** For the Primary Prevention Infrastructure Awards (SUPP 1001), agency admin costs were not an allowable expense. This means there would not be a budget modification allowed to expense agency admin costs for this award.

9. What is the new end date with the NCE?

**Response:** Although an NCE was granted there have been no changes to contract end dates at this point in time.

10. Have all the awards for Supp1013 been announced?

**Response:** The Statewide SUD System Support RFA (Supp 1013) provided a funding opportunity for up to \$20 million on a first come, first served basis. The review process requires several different divisions including the regional office. We have sent out award letters for roughly half of the funds. We are still reviewing applications and will continue to release awards as reviews and approvals are completed.

11. Can Workforce and Stabilization be extended for 6 months?

**Response:** No decision has been made regarding extending contracts scheduled to end on 3/14/2023.

12. Do we have a timeframe for the no cost extension?

**Response:** While SAMHSA has approved a 12 month NCE period, OASAS has not made any changes to contracts dated to expire on 3/14/2023 at this point.

13. Has the RFP for Supplemental 2 been released?

**Response:** There is not a single RFP or RFA that is associated with the overall award. As Supplemental 2 dollars are available, some of that funding will go towards supporting projects that were initiated under Supplemental 1. Continue to review the OASAS website to view when we post funding announcements ([Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#)).

Please Note: Emails are also sent to providers and the trade association when funding opportunities become available.

14. I am new in my position. How do I find out what funds have been assigned to my agency?

**Response:** Please direct questions you may have about whether your agency has received any SAPT supplemental funded awards to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto:COVIDFunds@oasas.ny.gov). Please include your provider number, the name of the initiative that you applied for (if you know this information), your contract number (if you have one), and any other relevant details so we can better address our questions/issues.

**(See also Q7)**

15. We have submitted a voucher for reimbursement in late August and have not seen a payment yet. Is this paid by check or through the NYS Financial System? Is there other information needed to trigger the payment?

**Response:** Payments are processed through the Statewide Financial System (SFS). This means that all providers need to have an SFS account with a vendor number. It is the Provider's responsibility to maintain their SFS account/Vendor information. If changes need to be made to an account, such as a change to how they receive payments (check vs Electronic Funds Transfer EFT/Automated Clearing House ACH) the Provider will need to reach out directly to SFS at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or by phone at (855) 233-8363. Transmission of payments processed within SFS are based upon a Provider's SFS account information. Any payment inquiries can be sent to [COVIDFundsAP@oasas.ny.gov](mailto:COVIDFundsAP@oasas.ny.gov).

16. Please give us the covid funds mailbox.

**Response:** All questions about specific award notifications or contracts can be directed to the Covid Funds inbox at [COVIDFunds@oasas.ny.gov](mailto: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.

17. After the funds have been approved are we allowed to modify the budget if the original plans changed?

**Response:** The budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose.

Submit budget modification requests to [OASASBudget@oasas.ny.gov](mailto:OASASBudget@oasas.ny.gov). Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

18. What is the no cost extension end date?

**Response:** OASAS was granted a 12 month no cost extension, but no changes have been issued regarding contracts due to expire on 3/14/2023.

19. Budget modification information would be helpful. We have some funds that we want to use slightly differently. How do we do that?

**Response:** The budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose.

Submit budget modification requests to [OASASBudget@oasas.ny.gov](mailto: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 17)**

20. The SAPT Infrastructure worksheets had the Admin area blacked out. If we can now both retroactively and going forward now include Admin 10% for example - please confirm if so and how to accomplish this.

**Response:** For the Primary Prevention Infrastructure Awards (SUPP 1001), agency admin costs were not an allowable expense, so there would not be a budget modification allowed to expense agency admin costs for this award.

In general, the budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose.

Submit budget modification requests to [OASASBudget@oasas.ny.gov](mailto: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 3)**

21. Is the budget mailbox the covidfunds mailbox?

**Response:** No. The OASAS Budget mailbox is [OASASBudget@oasas.ny.gov](mailto:OASASBudget@oasas.ny.gov).

**(See also Q 16)**

22. Can you send a link to finding information on available initiatives on the website?

**Response:** The funding opportunities provided by the SAPT supplemental grants can be found on the NYS OASAS website at the following link: [Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#) .

23. Is the \$20M - the last RFA?

**Response:** Yes. The Statewide SUD System Support RFA was the last funding opportunity released. It made \$20 million available on a first come, first served basis; and it closed on October 11, 2022.

24. What is the 1013 "SQUAD"?

**Response:** RFA Supp #1013 is the Statewide SUD System Support RFA. SQuad is an OASAS internal acronym for this initiative.

25. What is the end date for the contracts that are in the signature stage?

**Response:** If you have a contract for an initiative that has been fully executed and was funded under SAPT Supplemental 1 award funding, the end date is March 14, 2023, except for the Statewide SUD Systems Support initiative which has an end date of March 14, 2024.

26. When can we expect to find awards for the Statewide SUD System Support RFA?

**Response:** The Statewide SUD Systems Support RFA was the last funding opportunity released. It made \$20 million available on a first come, first served basis; and it closed on October 11, 2022. We are reviewing the submissions in the order they have been received and will continue to award until the total amount made available under this RFA is exhausted. We have awarded approximately \$16.6 million, as of 12/09/22.

27. What is end date for the SUD contracts that are in signature stage now? Has this been extended to 3/2024?

**Response:** The Statewide SUD Systems Support contracts have an end date of 3/14/2024.

28. If I forgot to add an item to a voucher, can I add it to the next voucher?

**Response:** The voucher/Expense Report must be for the time period the expense occurred. For example, if the expense occurred in September, then the expense should be included on the September Expense Report. If an item of expense was inadvertently left off an already submitted Expense Report for a certain month/time period, then you will need to submit a revised Expense Report that includes the missed item of expense for the correct time period.

29. SUPP2 = SAPT? Please clarify.

**Response:** The Supplemental 1 award was the result of an action that took place under the Trump administration to address the Covid pandemic. The second award is referred to as Supplemental 2 that was issued under the Biden administration with the idea of addressing and offsetting some of the impact of the Covid pandemic.

SAPT stands for Substance Abuse Prevention and Treatment.

30. Can we receive more money if we have exhausted our initial contract amount and have submitted an expense form?

**Response:** You are allowed to receive reimbursement up to the amount approved in your executed contract.

31. I forgot to add an earlier item in my voucher. Can I add it in the next voucher?

**Response:** The voucher/Expense Report must be for the time period the expense occurred. For example, if the expense occurred in September, then the expense should be included on the September Expense Report. If an item of expense was inadvertently left off the already submitted Expense Report for a certain month/time period, then you will need to submit a revised Expense Report that includes the missed item of expense for the correct time period.

**(See also Q 27)**

32. Who monitors the covidfundsap@oasas.ny.gov address? I have sent 2 emails and did not receive a response.

**Response:** Payments staff monitor the COVIDFundsAP mailbox. Most questions submitted to the COVIDFundsAP mailbox are reviewed and processed within a week. We continue to recruit to hire more staff to the payments unit to shorten this timeframe.

33. SAPT - Supp 1 ends March 14th, 2023, and SAPT Supp 2 starts when and ends when?

**Response:** The SAPT Supplemental 2 award is available from 9/1/2021 - 9/30/2025.

34. FYI all: Our SAPT end date on our contracts is 3/14/23. Our SUD award date end is 3/14/24.

**Response:** If you have a contract for an initiative that has been fully executed and was funded under SAPT Supplemental 1 award funding, the end date is March 14, 2023, except for the Statewide SUD Systems Support initiative which has an end date of March 14, 2024.

**(See also Q 25)**

35. What is the contract date versus the award date?

**Response:** The contract date is the timeframe for dollars to be used by the provider, as stated in their executed contract. The award date is the period SAMHSA makes the funding available to OASAS.

36. Supplemental 2 has the same dates?

**Response:** The SAPT Supplemental 2 award date is 9/1/2021 - 9/30/2025.

37. Will there be a transcript or link to the video record of the meeting be made available?

**Response:** Yes: [Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#) – Select link on left side for “Info Sessions”

Any inquiries (including contract status, provider number, etc.) can be directed to: [covidfundsap@oasas.ny.gov](mailto:covidfundsap@oasas.ny.gov).  
*Note: please include provider number when you send emails to the Covid funds mailbox, and your contract number if you have one.*