

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS  
REQUEST FOR APPLICATIONS  
(RFA) #SUPP1019 – Downstate College Prevention Initiative in New York State**

**EXPECTED TIMETABLE FOR KEY EVENTS:**

	<b>DATE</b>	<b>TIME</b>
RFA Release Date	3/22/23	
Deadline for Submission of Applicant’s Inquiries	4/6/23	5:00 pm EST
Anticipated Release of Inquiries & Answers by OASAS	4/13/23	
Application Submission Due Date and Time	4/27/23	5:00 pm EST
Anticipated Notification of Award	5/5/23	

**ALL INQUIRIES TO:**

[COVIDFunds@oasas.ny.gov](mailto:COVIDFunds@oasas.ny.gov)  
Bureau of Contracts & Procurements  
NYS Office of Addiction Services and Supports  
Subject: **OASAS Project No. SUPP1019**

**EMAIL SUBMISSION OF APPLICATIONS TO:**

[COVIDFundsApplications@oasas.ny.gov](mailto:COVIDFundsApplications@oasas.ny.gov)  
NYS Office of Addiction Services and Supports  
**Subject Line: OASAS Project No. SUPP1019, “Provider Name”**

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS  
REQUEST FOR APPLICATIONS  
(RFA) #SUPP1019 – Downstate College Prevention Initiative in New York  
State  
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## **A. INTRODUCTION AND BACKGROUND:**

### **Purpose of Request for Applications**

The New York State (NYS) Division of Prevention and Problem Gambling Services (DPPGS) of the Office of Addiction Services and Supports (OASAS) is offering the opportunity for OASAS Prevention Providers to apply to receive funding to implement evidence-based practices and strategies (EBPS) including individual, family-focused programs, and/or community-level environmental change strategies on City University of New York (CUNY) community college campuses and/or downstate Educational Opportunity Centers (EOC) to prevent or reduce substance misuse. The funding is made available through federal funding relating to the COVID-19 pandemic, the American Rescue Plan Act (ARPA) and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.

Underage and problem alcohol and cannabis use are public health concerns impacting college campuses across the United States including New York State. Substance misuse can have multiple and potentially lasting consequences for college students, including poor academic performance, assaults, injury, and increased risk of developing Alcohol Use Disorder (AUD).<sup>1</sup> According to the 2019 National Survey on Drug Use and Health (NSDUH), almost 53 percent of full-time college students ages 18 to 22 drank alcohol in the past month and about 33 percent engaged in binge drinking during that same time frame.<sup>2</sup> While a family history of substance misuse is generally associated with increased risk for developing problems, other risk factors are particularly salient for college students, such as peer approval and perception of harm. College campuses possess a unique opportunity to reach young adults with tailored prevention approaches such as age- and culturally appropriate environmental change strategies.

### **Evidence Based Practices and Strategies**

OASAS promotes the improvement of NYS's substance misuse prevention system by using evidence generated by applied research. Evidence-Based Practices and Strategies (EBPS) are developed using outcome studies to document their effectiveness in preventing substance misuse and impacting the risk and protective factors that predict these behaviors. EBPS stand in contrast

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<sup>1</sup> National Institute on Alcohol Abuse and Alcoholism: Health Effects <https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/college-drinking>. Accessed 12/17/2021

<sup>2</sup> SAMHSA, Center for Behavioral Statistics and Quality. 2019 National Survey on Drug Use and Health. Table 6.21B—Types of Illicit Drug, Tobacco Product, and Alcohol Use in Past Month among Persons Aged 18 to 22, by College Enrollment Status and Gender: Percentages, 2019. <https://www.samhsa.gov/data/sites/default/files/reports/rpt29394/NSDUHDetailedTabs2019/NSDUHDetTabsSect6pe2019.htm#tab6-21b>

to approaches based solely on tradition, beliefs, or anecdotal evidence. Increasingly, policymakers, prevention service providers, and community coalitions in all fields are seeking effective strategies to meet their communities' assessed needs. Increasing the delivery of EBPS to prevent substance misuse is an OASAS statewide priority. OASAS maintains a registry of Evidence-based programs that are approved for providers to use in their delivery of prevention services. The registry includes educational, environmental, and early interventions programs. Please review the EBPS registry: <https://oasas.ny.gov/providers/evidence-based-prevention-programs>.

## The Strategic Prevention Framework and College Environmental Prevention

The development and implementation of the project's prevention goals and activities will be guided by an evidenced based model. The Substance Abuse and Mental Health Service Administration (SAMHSA) Strategic Prevention Framework (SPF) is a researched-based approach to prevention. The **SPF** will guide prevention activities for the duration of the grant.



The five steps of the SPF guide prevention professionals in planning, implementing, and evaluating effective evidence-based prevention efforts that reflect cultural competence and show sustainability. The effectiveness of this process begins with a clear understanding of community needs and involves community members in all stages of the planning process.

Cultural competence, the ability to interact effectively with people of different cultures, helps to ensure the needs of all community members are addressed.

The Five Steps of SAMHSA's Strategic Prevention Framework are:

**Step 1: Assessment** –Profile population needs, resources, and readiness to address needs and gaps.

**Step 2: Capacity Building** – Mobilize and/or build capacity to address needs.

**Step 3: Planning** – Develop a comprehensive strategic plan.

**Step 4: Implementation** – Implement evidence-based prevention programs, policies, and/or practices.

**Step 5: Evaluation** – Monitor, evaluate, sustain, and improve or replace those components that fail.

Click on the links below for more information on the SPF.

<http://www.samhsa.gov/capt/applying-strategic-prevention-framework>

and

<http://www.oasas.ny.gov/prevention/framework.cfm>

### **Environmental Change Strategy**

OASAS recognizes the value of Environmental Change Strategies (ECS) as cost-effective means to reduce or delay underage alcohol and underage cannabis use. ECS that follow the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Strategic Prevention Framework (SPF), employ a multi-pronged approach that combine policy change, enforcement awareness, and media to promote positive health behaviors and to increase awareness of the negative consequences associated with substance use and misuse.

The three approaches defined:

**POLICY**: Policy is defined as “standards for behavior that are formalized...and embodied in rules, regulations, and procedures (p.193).”<sup>3</sup> Policy can be considered at a national level, such as the National Minimum Drinking Age Act which strives to limit access to alcohol for persons under 21 years old; or at the state-level such as the NYS policy that requires both servers and bartenders to be 18 years old or older. However, policies can be more internal and more local to a community or organization, such as a college campus or surrounding community. These policies are sometimes termed, “Little p” policies and they “represent changes to internal policy, practice and or funding within an organization or system. (p. 4)”<sup>4</sup> They may not require approval from an elected body, and often the changes can be made administratively. For example, a local

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<sup>3</sup> Toomey, T. L., & Wagenaar, A. C. (1999). Policy options for prevention: The case of alcohol. *Journal of Public Health Policy*, 20(2), 192-213.

<sup>4</sup> Community Anti-Drug Coalitions of America (CADCA) (2019). *The coalition impact: Environmental prevention strategies*. Alexandria, VA: CADCA’s National Coalition Institute.

community college could adopt a policy to consistently serve as a medication take-back location, or to universally screen all incoming students for substance misuse and problem gambling.

**ENFORCEMENT:** To be effective, policies, regulations, and rules must be enforced. Enforcement traditionally involves police officers who provide consequences when policies and laws are not followed. Police officers are often necessary partners when implementing certain enforcement strategies. However, on campus, it may be more appropriate to collaborate with Campus Police to enforce campus policies.

While having community police officers or campus police involved may assist in implementing some effective enforcement strategies, they may not be a necessary stakeholder for all strategies. Other enforcement stakeholders may be considered, such as administrators, parents, coaches, and professors. Apartment building owners or managers may be more appropriate when enforcing building specific housing policies related to substance use off-campus. It is important to think of the appropriate stakeholders that have the enforcement capacity required to enforce the policy and what is feasible given your community resources.

Another consideration is that the perception of enforcement can motivate people to comply with regulations. High visibility enforcement serves as a deterrent for college students and even perceived enforcement will reduce the likelihood of students purchasing and consuming alcohol and using drugs or gambling underage.<sup>5</sup>

**MEDIA:** Media should be used to support the policy and enforcement strategies selected for implementation. Media can bring awareness to policies, enforcement, and consequences, as well as influence public support to change community norms.

Please review the ECS recorded training on the OASAS website for definitions and examples of the three components of ECS: <https://oasas.ny.gov/applying-comprehensive-environmental-strategy-approach> and the NE Caribbean PTTC ECS Tool Kit.

### **College Screening, Brief Intervention, and Referral to Treatment (SBIRT):**

The prevention provider is required to work with the community college to develop policy and procedures to actively screen students to identify those who are at risk for substance use disorders. Many colleges will use their campus health service system to screen all students for alcohol and other drug use.

#### **Screening:**

The goal of screening is to briefly and accurately identify students that are at risk for substance use problems and who can benefit from a brief intervention or referral for further assessment depending on their level of risk. Consider the following best practices when developing/implementing your college SBIRT program:

- Use an OASAS-approved evidenced-based screen identified on the OASAS website
- Universal screening is strongly recommended. For example, screening students in opportunistic settings such as the campus health or counseling centers, or screening during freshmen orientation can successfully engage students.
- For those students who screened positive and do not require a referral to a SUD program for further assessment, a brief intervention (BI) must be provided to the student (see recommended models below).

### **Brief Intervention:**

A brief intervention focuses on increasing a students' awareness of substance use and enhancing their motivation toward behavior change. Brief interventions are offered during the same visit as the screening and at follow-up visits, if necessary. The intervention may be one session or up to six sessions. OASAS does not endorse a specific approach, however, colleges are required to use evidence based strategies for intervention and counseling services. The following brief intervention Models are recommended for use.

- Brief Alcohol Screening and Intervention for College Students (BASICS)
- Teen Intervene
- ScreenU
- University at Albany's STEPS screening and Brief Intervention Program
- Brief Negotiated Interview (BNI)
- FRAMES (give patient **F**eedback on their substance use, patient is **R**esponsible for change, offer **A**dvice about risks associated with substance use, provide a **M**enu of options for change, respond with **E**mpathy, and increase patient's **S**elf-efficacy). The theoretical foundation for many brief interventions is based on Motivational Interviewing and Stages of Change model.

### **Referral to Treatment:**

The provider will work with the community college to develop a referral for further assessment and/or treatment process for students deemed in need of substance use or misuse treatment, or harm reduction services. Students with moderate to severe

substance use disorders will likely require a referral to a SUD provider.

Colleges can also call the New York State **HOPEline 1-877-8-HOPENY** for information regarding substance use treatment services as well as referral resources for problem gambling services.

For more information on SBIRT, go to:

<https://www.oasas.ny.gov/AdMed/sbirt/index.cfm#training>

## **B. FUNDING AVAILABLE:**

OASAS may issue up to **five** (5) grants of up to \$100,000 for one year to implement a three-pronged ECS approach or one or more EBPS that are listed in Appendix A.

Each application can request funding up to the maximum amount indicated following the required distribution of resources among prevention service.

OASAS may extend contracts beyond the initial one year by issuing one (1) or more time and cost extensions or time extensions to all or an OASAS-selected subset of awarded contract providers.

## **C. SCOPE OF SERVICES:**

### **Overarching Goals**

NYS would like to expand evidence-based prevention services to delay substance initiation and reduce misuse on community college campuses, especially those campuses that host Educational Opportunity Centers (EOCs). EOCs are designed to make available education and training for residents who experience challenges and barriers – all tuition- and debt-free. They provide services to nontraditional students who are diverse, low-income, and often older than traditional college students with varying needs.

The Prevention approach that prevention providers undertake will be guided by SAMHSA's SPF. Following the SPF process with fidelity will help build and sustain the necessary infrastructure for effective prevention in the selected college campus. Applying the SPF model, applicants will use results of a local needs assessment to describe the consumption patterns, consequence data, and risk and/or protective factors within a campus community and identify the chosen policy, enforcement, and proposed media strategy or EBPS to address them.

Prevention providers will have the opportunity to choose from a menu of ECS or EBPS that operate at all levels of prevention risk (universal, selective, and



indicated) as well as reach all at-risk populations and communities across the college campus through touching the multiple settings across the social-ecological model.

Each prevention provider will be required to collaborate with the targeted college campus to discuss needed prevention services based upon data gathered (e.g., risk and protective factors, consumption patterns, consequence data). Prevention providers will be required to submit a letter of collaboration with the targeted community college campus. This letter must be signed by both the prevention provider and the liaison of the targeted community college. This letter must include the EBPS and/or ECS that the prevention provider will be engaging in. Prevention providers will also be encouraged to collaborate with other entities that would lead to program success such as their local prevention resource center (PRC), National Guard Counterdrug Task Force, and EOC.

#### **D. ELIGIBLE APPLICANTS:**

Eligible Applicants must meet all of the following criteria.

- Are OASAS State Aid funded providers of primary prevention services under program code 5520.
- Provide services, or are located within the 5 counties comprising NYC

#### **E. INQUIRIES AND CLARIFICATIONS:**

Any inquiries or requests for clarification about this RFA must be received in writing by 5:00PM EST on **4/6/23** and must be submitted by email to [COVIDFunds@oasas.ny.gov](mailto:COVIDFunds@oasas.ny.gov) with a subject line “**Requests for Applications - OASAS Project No. SUPP1019**”. Answers will be posted to the OASAS Procurement web page on or around **4/13/23**.

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

#### **F. SUBMISSION OF APPLICATIONS:**

Applications must be emailed to [COVIDFundsApplications@oasas.ny.gov](mailto:COVIDFundsApplications@oasas.ny.gov) by 5:00 P.M. EST on **4/27/23**. The subject of the email should read: **SUPP1019**, “Provider Name”.

#### **APPLICATION FORMAT AND CONTENT**

The submission must include the following:

1. Proposal Cover Letter

A cover letter will transmit the application to OASAS. It should be completed, signed, and dated by an authorized representative of the Applicant. The letter should include the Applicant's designated contact name, phone number, and e-mail address.

2. Attachment B - Contract Budget and Funding Summary

3. Attachment C - Program Narrative

See RFA Attachment for outline.

4. Attachment D - Executive Order No.16 Certification

5. Attachment E - Letter of Collaboration with a College Campus and/or EOC

#### **G. REVIEW CRITERIA:**

Funding will be awarded based on determination that an applicant is eligible for an award; and has the highest score among applicants according to the Program Narrative.

Scoring will be as follows:

1. Description of community of focus and campus community and/or EOC. (15 Points)
2. Letter of collaboration between provider and local college and/or EOC (5 points)
3. Explanation of focus population. (20 Points)
4. Risk and Protective factor information within the last five years. (20 Points)
5. Explanation of Evidence-Based Practice and/or ECS. (30 Points)
6. Implementation timeline. (10 points)

#### **H. ADMINISTRATIVE INFORMATION:**

1. OASAS RESERVED RIGHTS

OASAS reserves the right to:

- Reject any or all applications received in response to this Request 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.
- Make additional awards in excess of the posted amount if additional funding is made available.
- 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 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 submissions.

## 2. 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](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 [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov).

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](http://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.

## 3. PREQUALIFICATION REQUIREMENTS FOR NOT-FOR-PROFIT APPLICANTS

Pursuant to the NYS Division of the Budget Bulletin H-1032 Revised, dated July 16<sup>th</sup>, 2014, NYS has instituted key reform initiatives to the grant contract process, which require that for **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>.

#### **A. 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](mailto: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.

#### **B. 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](mailto:grantsreform@budget.ny.gov).

#### **C. 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 questions about prequalification, please go to the Grants Reform website or contact [COVIDFunds@oasas.ny.gov](mailto:COVIDFunds@oasas.ny.gov).

#### 4. EXECUTIVE ORDER 16 REQUIREMENTS

In accordance with Executive Order No. 16, State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia. On March 24, 2022, the United States, in coordination with the European Union and the Group of Seven (G-7), imposed sanctions on an additional 400 Russian individuals and entities. The federal sanctions include efforts to block moves by Russian entities and individuals to evade the sanctions imposed or to use international reserves. While the federal sanctions seek to target specific entities and individuals within Russia, Executive Order No. 16 is intended to ensure that New York State is not entering into contracts with entities conducting business in Russia and thereby indirectly supporting Russia's unjustified war against the Ukrainian people.

In order to comply with Executive Order No. 16, State Entities must obtain a certification from applicants as part of a solicitation for a new contract or extension of an existing contract. Such Applicant certification shall be made utilizing **Attachment D**.

#### 5. 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.

#### 6. 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 the need for additional information.

## 7. PAYMENT PROCESS

### **A. Advance Payment and Recoupment Language:**

1. 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.
2. Recoupment of any advance payment shall be recovered by crediting subsequent reimbursement claims until the advance is fully recovered within the contract period.
3. 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.

### **B. 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](mailto:COVIDFundsVOUCHERS@oasas.ny.gov).

## Attachment B - Contract and Funding Summary

### INSTRUCTIONS – DOWNSTATE COLLEGE PREVENTION INITIATIVE

1	<b>Initiative</b>	<p>Enter the name of the initiative for this budget submission.</p> <p>Enter the name of the Empire State Development Region for which the agency is applying (<a href="https://esd.ny.gov/regions">https://esd.ny.gov/regions</a>).</p>
2	<b>Printed Legal Name of Entity</b>	Print the incorporated or legal name of the agency submitting the request. <b>Do not enter the common name or acronym.</b>
3	<b>SFS Supplier ID</b>	Enter the unique 10-digit number that identifies the agency/vendor in the Statewide Financial System (SFS).
4	<b>OASAS Provider Number</b>	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 <b>Agency Code</b> number used when submitting Consolidated Fiscal Report documents.
5-7	<b>Address</b>	Enter the mailing address, including zip code, where the administrative office of the bidder entity is located.
8-11	<b>Contact Person</b>	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	<b>Requested Budget</b>	<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):</p> <ul style="list-style-type: none"> <li>12) Personal Services;</li> <li>13) Fringe Benefits;</li> <li>14) Other Than Person Services/Non-Personal Services;</li> <li>15) Equipment;</li> <li>16) Property/Space; and</li> <li>17) Agency Administration.</li> </ul> <p>Enter a zero (0) in those categories for which no costs are anticipated.</p> <p>Some categories are not allowable for some initiatives in which case the entry will be blacked out on the budget form. Agency administration costs may not exceed 10% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.</p> <p>All requested amounts should be rounded to the nearest dollar.</p>
18-19	<b>Agency Official</b>	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	<b>Signature and Date</b>	The agency representative must sign and date the funding request.



**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:** Downstate College Prevention Initiative

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

## ATTACHMENT C – PROGRAM NARRATIVE

The Program Narrative should be a word document, no longer than 10 pages (not including appendices), double spaced, 0.5 in margins that addresses all the following questions, in order:

- a) Describe the community of focus and the campus community. Description should include supports that exist on targeted **CUNY campus and/or EOC** to support the strategy. Use and cite current data sources.
- b) Prevention providers should describe their plan to collaborate with the **CUNY college and/or EOC**.
- c) Is this a high-risk, underserved, or vulnerable population? Please explain the prevention priorities for the target population.
- d) Based on supporting data, what are the risk and or protective factors associated with problem and underage alcohol and/or cannabis use to be addressed on campus, the EOC, and in the surrounding community? Cite the data used to determine these prevention priorities. This supporting Data must be within the last five year.
- e) Identify the EBPS and/or ECS. Will this strategy be new or support a strategy currently being implemented?

### **For providers that select an EBPS:**

1. Describe the selected EBPS and how it aligns with data that was collected.
2. How will the selected EPBS improve risk and protect factors among college students?
3. Describe how the selected EBPS will be sustained after the funding has been discontinued.

### **For providers that select an ECS:**

1. Describe the policy component for the strategy. Is it new, existing or will the policy be modified?

2. Describe the enforcement or compliance component for the strategy. Is it new, existing or will the enforcement / compliance component be modified?
  3. Describe the media approaches for the strategy. Is it new, existing or will it be modified? How will the media support the policy and enforcement components of your strategy?
  4. Describe the relevant community stakeholder engagement and/or community collaboration that will inform the strategy development and implementation.
  5. Describe how the selected ECS will be sustained after the funding has been discontinued.
- f) Construct a timeline for implementation describing stakeholder meetings, community collaboration and engagement. Please include information about when and the expected frequency with which your practice and/or strategy will run.

**ATTACHMENT D - CERTIFICATION UNDER EXECUTIVE ORDER NO. 16 PROHIBITING STATE AGENCIES FROM CONTRACTING WITH BUSINESSES CONDUCTING BUSINESS IN RUSSIA**

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: \_\_\_\_\_  
(legal entity)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Initiative Name: \_\_\_\_\_

**APPENDIX A – MENU OF PREVENTION  
PROGRAMS AND STRATEGIES**

EBP/S	Description	Risk/Protective Factor Addressed	Substance Use Outcome
Active Parenting (4 <sup>th</sup> Ed.)	A video-based education program designed to teach parents how to raise a child by using encouragement, building self-esteem, active listening, effective communication, and problem- solving.	Parental Attitudes Towards Drugs	N/A
Active Parenting of Teens	Increases protective factors that prevent and reduce alcohol, tobacco, and other drug use; irresponsible sexual behavior; and violence.	Family Management Problems  Parental Attitudes Towards Drugs  Low Commitment to School  Favorable Attitudes Toward Drug Use	N/A

BASICS	Brief Alcohol Screening and Intervention for College Students (BASICS) is a prevention program for college students who drink alcohol heavily and have experienced or are at risk for alcohol-related problems.	N/A	A demonstrated decrease in:  Alcohol use
Familias Unidas	A family-based program for Hispanic families conducted in Spanish. It is designed to prevent conduct disorders; use of illicit drugs, alcohol, and cigarettes; and risky sexual behaviors by improving family functioning. The intervention is delivered primarily through multi-parent groups, which aim to develop effective parenting skills, and family visits, during which parents apply skills while interacting with their adolescent.	Risk Factor:  -Family Management Problems  -Family Conflict	Decrease in recent substance use (alcohol, drugs)
Incredible Years – Parent Program	The parent programs focus on strengthening parent-child interactions and relationships, reducing harsh discipline, and fostering parents' ability to promote children's social, emotional, and language development.	Risk Factors -Family Management Problems  -Problem Behavior	N/A

<p>SBIRT (Screening, Brief Intervention, and Referral to Treatment)</p>	<p>SBIRT is a comprehensive, integrated, public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders.</p>	<p>Risk Factors:          -Perceived Risk of Drug and Alcohol Use.          -Problem Behavior</p>	<p>Used to identify, reduce, and prevent alcohol and drug use, misuse, and dependence.</p>
<p>Strong African American Families Program</p>	<p>The Strong African American Families (SAAF) Program is a culturally personalized, family-centered intervention for African American youth, and their caregivers. SAAF is based on a developmental model of processes through which program participation has been shown to protect African American (AA) youth from the initiation and escalation of risk behaviors.</p>	<p>Risk Factor:          -Family Management Problems          -Parental Attitudes Favorable Towards Drugs          -Early Initiation of Problem Behavior          -Early Initiation of Drug Use          -Favorable Attitudes Towards Drugs</p> <p>Protective Factor:          -Social Skills</p>	<p>A demonstrated decrease in Alcohol use</p>
<p>Triple P – Positive Parenting Program (Level 3 Group)</p>	<p>Intervention for parents of children 0 to 12 years old that aims to prevent problems before they arise and create family environments that encourage a child's healthy development.</p>	<p>Risk Factors:          -Family Conflict          -Family Management Problems          -Family History of Problem Behaviors          -Depression</p> <p>Protective Factors:          -Stress Management</p>	<p>N/A</p>

		-Prosocial Involvement	
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**APPENDIX B - PREVENTION RESOURCE CENTER  
INFORMATION**

<b>Prevention Resource Center (PRC) Contact Information</b>			
NYC	Counties	Richmond, Kings, Bronx, New York, & Queens	
	Host Provider	Children's Aid Society in Manhattan 4 W 125th Street, 4th Floor, New York, NY 10027	
	PRC Director	Ronni Katz	<a href="mailto:rkatz@childrensaidsociety.org">rkatz@childrensaidsociety.org</a> (646) 459-8410