

Applicant Inquiries & Responses for RFA #SUPP1020

Paid Prevention Internships

1. Due date is SATURDAY, Sept, 9/23/23 – *is this the correct date (even though it is Saturday)?*
Pages for application: 12 pages including budget and attestation pages – so that equates to:
 - Pg 1 – **Att A - Cover Letter**
 - Pg 2 – **Att B – Budget**
 - *For Round 1, there were 2 budget docs; there is only 1 in Round 2 RFP, correct?*
 - Pg 3-10 – **Att C - Narrative**
 - *since only 1 budget doc for Round 2 RFP, same # pages for Narrative (unless something is not right in the count) compared to Round 1*
 - Pg 11 – **Att D – Attestation of Compliance**
 - Pg 12 - **Att D? – Order # 16 (Russia)**
 - *Should this have been Att E?*
 - *Is this additional document included this year IN the grant appl, using one of the 12 pages?*

Response: Yes, due date is correct as written, all applications should be received no later than 5pm EST, on Saturday, September 23, 2023 (9/23/23). Email receipt time stamp will serve as verification.

The entire application shall not exceed 12 pages including budget and attestation pages. The Cover Letter page and Executive Order #16 were not mentioned in the RFA instructions, so these two items will be excluded from the page count.

Sample Submission:

Attachment A – Cover Letter *PAGE EXCLUDED from count

Attachment B – Budget Pg 1

Attachment C – Project Narrative Pg 2-11 (you have 10 pages in which you can provide narrative)

Attachment D – Attestation of Compliance Pg 12

Executive Order #16 - *PAGE EXCLUDED from count

2. I am writing to submit inquiries for RFA #SUPP1020 – Paid Prevention Internship Opportunity.
 - Is the partnering college, university or employment program required to have their own Certified Prevention Profession or Certified Prevention Specialist program?
 - How are the 60 hours of required training made available?
 - What is involved in producing the monthly Internship Workplan? What is the estimation of time it takes to complete this?

Response: The College/University or Employment program is not required to have its own Prevention program; they are just a means to recruit potential interns.

The 60 hours of training will be a joint effort between the provider agency and OASAS' Division of Prevention offerings. We want the applicant provider to have access to Prevention-specific trainings and be able to identify trainings for the intern, OASAS will also support the process by making training opportunities available.

The monthly internship workplan is a project tracking form that helps to keep OASAS apprised of the progression of the project and the learning accomplishments of the intern, it should not take longer than 20-30 minutes to complete. The intern should be a part of the completion process.

3. Do we need to add a job description to the application for the internship?

Response: The job description does not have to be completed as part of the application. Applicants need to include in the program narrative tasks and duties the organization will assign to the intern (See Attachment C, 4.a). Providers who are awarded this funding opportunity will need to develop a job description for their recruitment efforts.

4. We had heard there would be a second round of funding for the Prevention internship program. We are almost out of funds from the 1st round and would like to know if this is true. Do you have any information on this?

Response: This RFA is for the second cohort of the Paid Prevention Internship Program. Please note that this RFA is for new internship opportunities only and it cannot be used as an extension of existing internships from the first cohort.