

1. It is clear that no NyECC staff member may discuss the grant process with applicants. Our grant proposal is being written by our agency staff and a Social Work Practicum student. The student is being supervised by a NyECC staff member. The staff member has intentionally not read the RFA, and is not supervising the work related to writing the grant and is not reviewing the grant documents, or discussing the grant with the student. Is there anything else we need to do to ensure we are complying with the grant rules? Is there somewhere that we should be disclosing this possible conflict of interest and the steps we are taking to address it?

This question serves as notice of the conflict of interest. The steps you have taken are appropriate and appreciated.

2. The grant application states that quarterly reports are due. If the program we are creating is a summer program only, will we still be required to file quarterly reports even though the program is no longer active? Will our program be eligible given that it is a summer program, or should we consider expanding it?

NyE Communities Coalition may maintain contact quarterly contact and the State may require some data and financial information and a monthly basis; however, a summer program is absolutely appropriate, communication and paperwork may be ongoing.

3. We are not a SAPTA Certified provider, how do we become one?

To initiate SAPTA prevention certification, e-mail Mary Duff at [mary@nyeccc.org](mailto:mary@nyeccc.org) and she will provide the main person within SAPTA to contact. NyE Communities Coalition is working to identify current contact within SAPTA and will notify agencies e-mails received.

4. Do hourly employees hired specifically to run the programs outlined in the grant get categorized as personnel or contractual consultants?

Hourly employees on payroll need to be included in personnel costs even if they are temporary or part-time.

5. Are there any other personnel costs that can be factored in other than salary?

6.

Established and customary fringe for your agency are expected personnel costs.

7. Is it possible to apply for an extension to the five-day turnaround on monthly billing?

Extensions can be discussed with NyE Communities Coalition Chief Operating Officer at the time of award, but the timeline of the 5<sup>th</sup> of each month will be necessary for timely reimbursements.

8. Is there a resource for the mandatory staff training hours in substance abuse prevention?

Opportunity for trained will be provided on a regular basis by NyE Communities Coalition. Additionally, NyE Communities Coalition can certify training to meet this requirement as needed. Another resource for trainings can be found at CASAT.