

**Enforcing the Underage Drinking Laws Request for Proposals:
Prevention, Community and Law Enforcement Partnership
Sub-Grants
November 2009**

Applicant questions and answers

- Q.** My first question is why are federal pass through grant funds for underage enforcement going to treatment providers?
- A.** The grant funds are to OASAS funded non-for-profit prevention providers who partner with local law enforcement to enforce underage drinking laws.
- Q.** Why aren't the funds allocated for police enforcement?
- A.** The funds are allocated towards law enforcement partnerships to enforce underage drinking laws.
- Q.** If the applicant agency has to be a treatment provider does Nassau County's Office of Chemical Dependency qualify as an applicant? If so and the county submits a grant application, can any of that funding be used for police enforcement?
- A.** Grant applicants must be OASAS-funded, not-for-profit prevention providers who partner with local law enforcement agencies to enforce underage drinking laws.
- Q.** I did not see a formatted grant application in the RFP. Am I missing it? Is the above e-mail address where the application is to be sent when completed?
- A.** Please refer to page 5 of the Request for Proposals for the formatting guidelines, and page 3-4 for the application requirements. Also, please refer to page 5 for the submission instructions.
- Q.** Is the budget narrative included in the project narrative limit of 5 pages?
- A.** No, the budget narrative is not included in the proposal narrative limit of 5 pages.
- Q.** Does the 5 page limit include the Letters of Support and Budget Narrative?
- A.** No, the 5-page limit does not include the Letters of Support and the Budget Narrative.
- Q.** Is it permissible to include charts in the narrative?
- A.** Yes, it is permissible to include charts in the narrative as long as you do not go over the 5-page limit.

Q. There is an opportunity for another EUDL funding, would this be something that we would qualify for, if we had already received in the past?

A. Yes, you would be eligible to apply again.

Q. I hope to submit a proposal for the above-reference grant. The appendix (A) asks for a fiscal agent. Our agency will be applying directly and will serve as fiscal agent for the project. We have no other fiscal agent for this project. Is this the information you seek?

A. The fiscal agent would be the person in your agency responsible for financial matters.

Q. Page 2 of the RFP states that only one application per provider may be submitted. Therefore, if our organization wanted to submit for three (3) areas/neighborhoods within the five boroughs of NYC, would be allowed to do so? And would the funding available be up to \$20,000 for each area? Or would we have to submit one proposal requesting up to \$20,000 total - which would cover costs for all 3 areas? And, include information on all 3 New York City areas within one (up to) five page narrative?

A. You can only submit one application for up to \$20,000 in grant funding for each grant period. All information would be included in the proposal narrative five page limit.

Q. Page 3 under Application Requirements states the proposal cover page should be the first page of your written proposal. Is that page included in the up to 5 page narrative? Or is it the cover page as the first page **PLUS** up to a 5 page narrative?

A. The cover page is not included in the 5-page narrative.

Q. Page 4, Letters of Support - states include a letter of support from the law enforcement organization you are partnering with on this project. Then mentions we are strongly encouraged to develop collaborative relationships and/or multiple partnerships with Prevention Resource Centers, Colleges/Universities and/or local community coalitions. Do we need letters of support from them or do we just document our collaboration with them within our narrative? Also, the letter(s) of support are not part of the up to 5 page narrative, correct?

A. You should include Letters of Support from all collaborative relationships or partnerships. The Letters of Support are not part of the 5 page narrative.

Q. Aside from the original copy, can the 3 copies of the proposal narrative be printed on 2-sided paper?

A. Yes, copies can be on 2-sided paper.

Q. Are we allowed to submit additional attachments? such as brochures etc. And if we are allowed, do we need to include one for the original and all 3 copies of the narrative?

A. Additional attachments will not be reviewed. All application material should be part of the proposal narrative, letters of support or budget narrative.

Q. The Village of Haverstraw DAPC is a licensed OASAS prevention agency, but is not a not-for-profit- we are governmental (an arm of municipal gov't- Dept. of Youth and Family Services in Haverstraw). Since we are not "for profit," are we able to apply?

The Village of Haverstraw DAPC (Provider #1779, PRU # 01976) is a licensed, funded OASAS prevention program. We are not a 501 C-3 not-for-profit: we are a department of municipal government in the Village of Haverstraw.

Can a municipal program apply for this funding? We are doing a great deal with our local police department that would fit nicely into this.

A. Yes, governmental agencies are eligible to apply.

Q. I am writing to ask a question regarding the EUDL grant application. The formatting guidelines call for no more than 5 pages. I just want to clarify as to whether or not the budget narrative and support letters are included in that number.

A. The budget narrative and support letters are not included in the 5 page limit.

Q. If we are partnering with the local NYPD Pct. are we reimbursing them for the police officers' time spent on the various strategies that they agree to work with us on or are we only budgeting for hours spent by the OASAS provider staff or community volunteers whom we engage in the strategies?

A. Please review the Department of Justice Financial Guide at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap7.htm> for specific details about allowable costs.

Q. For the allowable 5% administrative or indirect costs-- what are some allowable indirect costs that we can charge to this grant -- are there any that are not allowed.

A. Indirect costs are permitted only if an indirect cost rate has been established in accordance with Department of Justice guidelines (see link: <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>).

Q. In reference to the 2009 OASAS/EUDL Prevention, Community and Law Enforcement Partnership Sub-Grant, **is the cover page considered one of the five pages for the narrative?**

A. No the cover page is not one of the 5 pages for the narrative.