

**MINUTES OF THE
SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY
REQUEST FOR APPLICATIONS
BIDDERS CONFERENCE
OCTOBER 26, 2015**

1. Welcome and Introductions

In Attendance

Aalonah Sterling	PACT Coalition for Safe and Drug Free Communities
Andrea Zeller	Churchill Community Coalition (CCC)
Angela Carrera	Statewide Native American Coalition (SNAC)
Anna Ceoro	Care Coalition
Cathy McAdoo	Partners Allied for Community Excellence Coalition (PACE), Frontier
Cheryl Bricker	Partnership of Community Resources Coalition (PCR)
Christy McGill	Healthy Communities Coalition of Lyon, Storey and Mineral County
Denna Atkinson	Foundation for Recovery, Las Vegas
Gwen Taylor	Northern Nevada Faith Based Coalition For Healthy Families
Jamie Ross	PACT Coalition for Safe and Drug Free Communities
Jeffery Munk	Frontier Community Coalition (FCC)
Jennifer DeLett-Snyder	Join Together Northern Nevada (JTNN)
Kathy Bartosz	Partnership Carson City (PCC)
Laura Oslaund	Nye Communities Coalition
Laurie Gleason	Department of Public and Behavioral Health
Linda Lang	Nevada Statewide Coalition Partnership
Marissa Duke	PACT Coalition for Safe and Drug Free Communities
Michael Corti	Nevada Community Prevention Coalition
Michele Oke	Partners Allied for Community Excellence Coalition (PACE), Frontier
Natalie Grajeda	PACT Coalition for Safe and Drug Free Communities
Natalie Powell	Partnership Carson City (PCC)
Nathan Whistler	Walker River Paiute Tribe/Agai Dicutta Numu Alliance (ADNA)
Rickie Hensley-Ricker	Join Together Northern Nevada (JTNN)
Rozlyn Leslie	Community Member
Sam Huber	PACT Coalition for Safe and Drug Free Communities
Sara Twiss	Agai Dicutta Numu Alliance (ADNA)
Trey Delap	Group Six Partners
Wendy Nelsen	Frontier Community Coalition (FCC)

Substance Abuse Prevention and Treatment Agency

Kevin Quint, Bureau Chief	Martie Washington	James Kirkpatrick
Bill Kirby	Auralie Jensen	Curtis Wiersma
Heather Kuhn	Kendra Furlong	Sneha Ravikumar
Stephanie Robbins	Cheryl Baldovi-Manville	

Kevin Quint:

Good morning and welcome to the Bidders Conference.

The Substance Abuse Prevention and Treatment Agency (SAPTA) operates on a three-year cycle where the funding is comprised of SAMHSA's Substance Abuse Prevention federal block grant at 20 percent and two other state funding streams that Martie Washington will be presenting. The funds will be utilized to create the best prevention system in the State. Our process is committed to

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the principle of fairness, funding best practices, funding where needed in the community, and tying all we do to relevant data and outcome-based programs and activities.

2. Public Comment

There were no public comments.

3. Overview of Requests for Applications (RFAs) Funding Streams (Block Grant and State General Funds)

Martie Washington:

In order to avoid writing three separate applications, SAPTA combined three funding sources into one funding source application. State funds run on the State Fiscal Year, which is July 1 through June 30, and the federal funds run under the federal fiscal year, which is October 1 through September 30.

Overall, creating one problem statement, one comprehensive community action plan, separate scopes of work because of each funding source has slight changes of what can be funded with it, and three different budgets.

4. RFA Process

Bill Kirby:

I will review the timeline listed on page 4 of the Nevada State Prevention Funding Request for Applications handout.

All questions must be submitted in writing to Martie Washington mcwashington@health.nv.gov and responses to the questions will be shared with those attending the mandatory Bidders Conference to ensure all applicants are provided with the same guidance.

Dates	Action
December 11, 2015	<ul style="list-style-type: none"> • Applications due by 4:00 p.m. PST • Must submit application to Martie Washington (mcwashington@health.nv.gov) in the following manner: <ul style="list-style-type: none"> ○ One electronic copy; ○ One original (signed in blue ink); ○ One disk; and ○ Two hardcopies of the entire application must be delivered by mail or hand-delivered to SAPTA, (4126 Technology Way, Carson City, NV 89706)
December 12 – 21, 2015	<ul style="list-style-type: none"> • All submitted applications will be technically review by SAPTA staff to determine if the minimum qualifications have been met.
December 21, 2015	<ul style="list-style-type: none"> • Applications will be sent to a panel of objective reviewers which has not been determined, at the time of this meeting.
January 14 – 15, 2016	<ul style="list-style-type: none"> • Objective Review (Open Meeting). Objective reviewers to inform the different positive or negative issues.

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January 22, 2016	<ul style="list-style-type: none"> Funding decisions will be announced by Division of Public and Behavioral Health (DPBH)/SAPTA.
January 22 – February 12, 2016	<ul style="list-style-type: none"> Budget and Scope of Work (SOW) negotiations will be begin with the successful bidders.
February 26, 2016	<ul style="list-style-type: none"> Notice of Subgrant Award documents will be sent to the successful bidders for review and signature. Once SAPTA receives the signed documents, they will review the documents and submit them to the DPBH Fiscal Department. The purpose of this is to eliminate any retroactive memos prior to the start of the project year.
January 22 – May 31, 2016	<ul style="list-style-type: none"> Coalitions’ RFA and Objective Review period for subgrants
July 1, 2016	<ul style="list-style-type: none"> Project year begins for State Prevention Infrastructure (SPI), Methamphetamine funding
October 1, 2016	<ul style="list-style-type: none"> Project year begins for SAPT Block Grant funding

On page 15 of the handout, under Goals/Objectives, change the “No” to “Yes” in the “Template Provided?” column, which is referred to on page 12.

Q: With regards to submitting our applications for those in Las Vegas, what does a “disk” mean in 2015?

A: Burn to a CD disk, not to flash drive.

Q: What is the due date?

A: December 11, 2015, by 4:00 p.m.

5. Review of RFA Document

Ms. Washington:

I will review the 2015 Nevada State Prevention Funding RFA Bidders Conference PowerPoint presentation.

Q: How do we know if we have the correct documentation?

A: The only change is on page 15 of the Nevada State Prevention Funding Request for Applications handout, under Goals/Objectives, change the “No” to “Yes” in the “Template Provided?” column.

Q: For the funding amount, how do they compare to what is funded right now? Greatly increased, about the same, less?

A: The funding amount is about level funding.

Q: Do we need three letters of reference only?

A: Yes

Q: Do we need three letters of reference per grant or three total for all three grants?

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A: Three letters of reference minimum for one application.

Q: Do you consider the work of the community health workers as direct services?

A: Yes.

Q: It was stated that 25 percent of the block grant would be designated for direct prevention. Do you want at least 25 percent go to the providers of the block grant?

A: SAPTA is required to use a certain percentage for prevention; therefore, of the \$16 million that SAPTA receives for the Block Grant, 25 percent will go toward prevention funding.

Q: If there are not enough providers for a competitive process, is it necessary (i.e., Clark County School District)?

A: You must facilitate a competitive process, even if you have only one entity in attendance.

Q: Are there are other corrections on the RFA?

A: No. The only correction is the “No” to “Yes” on page 15.

Q: Is there a provision for coalitions to collaborate? One provider accepting money for multiple coalitions (i.e., billboards or advertising with methamphetamine money)?

A: Yes. Document the collaboration in either a subgrant or a Memorandum of Understanding with each other.

Q: Is the suicide directly connected to the Native American population or any populations?

A: Any populations in your community, not just the Native American population.

Q: Regarding after school and community health worker programs, we cannot fund directly them, so could you give an overview on how SAPTA would like us to split the funds?

A: You can fund them. The money can be passed through a subgrant to community health worker because they are direct service providers.

Q: Speaking of the SPI subgrant, 85 percent of SPI funding will go to the subrecipients, what if the subrecipient is not in a certified program but are one of the SAPTA’s priorities for Nevada?

A: You will have to send 85 percent of the SPI funding to your community. Of the SPI funding, 70 percent of the 85percent is for evidence-based programs. If they are not an evidenced-based program, look in the RFA Appendix starting on page 22 to determine how to fit them into your application. If you are unable to determine or they fall outside of the RFA Appendix guidance, email Ms. Washington at mewashington@health.nv.gov. She will respond to everyone at the same time to those of you in attendance at this Bidders Conference.

Q: You will answer our questions after we are funded, correct? We cannot send out our RFA for our subrecipients until after we receive our funding.

A: These questions will be ongoing starting today until 4:00 p.m. on December 11, 2015.

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Q: When we write our goals and objectives throughout the template, do we need to put anything there that explains which funding source it would be? Will you need a goal sheet for each budget?

A: You will be creating a goal sheet for each budget/funding source.

Q: In the past, you have wanted us to focus on universal direct and indirect. Do you mind if we use selective and indicative work?

A: We would like for you to touch on all four. Most of the selective and indicative work will come from your direct service providers.

Q: Do you want the organization, organization member's names or the Coalition affiliation's name?

A: The idea is to see how broad your membership is; therefore, list the agency, organization name or the individual names if they are members of your community.

Q: Do you realize that you will be receiving a 300-page application with the comprehensive community prevention and treatment plan?

A: Yes, we need to have that as an attachment.

Q: Can an audit suffice as a profit and loss statement or form 990?

A: Yes. A profit and loss statement from an audit can be used because it shows the revenue from all sources and what is left of the expenses of the specific audit period. Form 990 will show the same thing.

Q: Department of Education has an evidence-based support group. An email just came across that references SAMHSA announcing two items. First, SAMHSA has opened their submission period. Are you aware of this? Second, they are reviewing all the programs on their list and their scoring criteria.

A: Yes.

Q: In regards to the Methamphetamine Funding Stream, can methamphetamine be used for all substances?

A: Methamphetamine money can be used for all substances.

Q: What if I am a brand new coalition and do not have a 990?

A: You will be explaining you are a new coalition and do not have a 990. However, you should be tracking your expenditures and income. A profit and loss statement or audit form should be submitted.

Q: What if my Comprehensive Community Prevention Plan (CCPP) is old and I am in the process of re-doing it but will not be completed by December 11, 2015?

A: You must submit your CCPP with your application unless you are a brand new coalition. Submit your old CCPP with some form of documentation that it is in the process of being revised.

Q: Can the SOW from previous submissions be used?

A: No. You must use the template in the RFA.

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6. Grant Budget Building

Mr. Quint:

James Kirkpatrick will explain the budget building. Mr. Kirkpatrick is the head of the SAPTA Management Oversight Team (MOT), which was formerly called Grants Management Unit. The team is responsible for fiscal monitors, review of business processes and compliance issues at the agency, and at the State and federal level. There is a fiscal component on the MOT that assists with the RFR process. Mr. Kirkpatrick and his team ensures that SAPTA is spending the grant dollars properly, following the rules, and our internal process are in alignment. Ms. Gleason is the Administrative Service Officer and has been working for the Division of Health and Human Services, Fiscal Department for one year. She and Mr. Kirkpatrick work closely together to ensure coordination of budgets.

Mr. Kirkpatrick:

I will review the Bureau of Behavioral Health, Wellness, and Prevention, Substance Abuse Prevention and Treatment Agency (SAPTA) Budget Building Basics handout.

Q: In regards to the monthly operating cost, there are some grants that pay for certain items and other grants that would not pay for certain items. For the justification, is it ok to state the grant will pay for 90 percent of the cost; therefore, the percentage would not align with our other costs?

A: Identify the exact item and amount for the specific grant per month for the twelve-month period.

Q: In regards to the Budget Narrative, it states, "No numbers or calculations should be entered into the narrative," but the example in the RFA grant application has numbers and calculations.

A: These templates had some errors and we are in the process of correcting the errors to be more in line with the RFA grant application directions.

Q: In regards to travel and related costs, what if the GSA [U.S. General Services Administration] rate is higher than the board of directors allows?

A: State in the narrative area and identify which lines are applicable.

Q: Rural coalitions have a lot of daily travel/mileage. Do you want to all the statewide destinations listed?

A: No. Do the best in the calculations for a line item as a statewide total mileage. This is an estimate of total mileage for all staff.

Q: In Elko, we do not know if we are going to fly or drive. It depends on different factors such as weather, open airport, etc.

A: Ten percent flexibility is allowed. Do your best to foresee what you can foresee, estimate the high, estimate low, it is up to you. Airfares are a little different. Estimate standard rate for all times of the month but make sure you document.

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Q: Where do we add the taxi, parking fees, and rental cars in the budget?

A: In the current form, use separate line items, detail it out, cost per day, total number of days and add the total. Make sure your math is correct.

Q: How do we deal with the per diem when a conference provides meals?

A: Budget for all meals. Remember that there is a ten percent flexibility.

Q: Travel is very flexible due to rural and unknown upcoming events. How do we plan?

A: Estimate high based on previous months/years.

Q: Unknown conference date, can we do the TBA allocation?

A: Yes. Use the highest GSA rates.

Q: In regards to contracts, do you want specific subgrant names and amounts?

A: Use the estimated pass through amount.

Q: If I buy training booklets, will they go into the training section?

A: Yes.

Mr. Quint:

I will address incentive issues. In the past, SAPTA has paid for incentives and after extensive inquiries to SAMHSA, SAMHSA Area IX director, National Prevention Network (NPN), Deputy Attorney General, and Mr. Kirkpatrick, the SPI/Methamphetamine money cannot pay for incentives.

Q: What is an incentive? Would a t-shirt given as part of a uniform be an incentive?

A: No. Also, food is not an incentive.

Q: In regards to incentives, positive action is one of those programs that has health snacks as an incentive as a part of the program from the developer. Could you comment on that?

A: That would not be funded. You will need to determine in your budget how else to pay for it.

Q: We contract with direct service providers to do a program for \$10 dollars. Does that fall under incentives?

A: SAPTA money cannot be used for that purpose.

Q: Are nutritional snacks considered incentives?

A: No. Nutritional snacks cannot be funded by the grant.

Q: How do we fund evidence-based programs that have nutritional snacks for after-school children? How do we pay for that?

A: You would need to find another way to pay for these (i.e., donations). As general rule, if those programs require personnel, rent, and operational costs, we can fund those components. You will have to find alternative ways to fund any food.

Mr. Quint:

We are going continue ask about incentives because we understand how this issue is raising some concerns.

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Q: In regards to t-Shirts for events where a volunteer is working at the event, could you give an example that would not be an acceptable incentive?

A: For example, if you gave a t-Shirt as a prize for attending the event that would not be funded.

Ms. McGill:

For the food, especially for the direct prevention providers, the Department of Agriculture has taken on the summer meal and school meal programs. They are very interested in looking for different ventures to get food out to the youths. The Boys and Girls Club took all of the incentives and utilized the Department of Agriculture. The contact is Donella Barton at the Department of Agriculture.

Q: Are giveaways considered an incentive or are they program supplies?

A: At this time, a giveaway is considered an incentive. Until now, we know the umbrella policy, but we need to figure out where the dividing line is.

Q: In regards to this year's budget, the subgrantees have been funded for SPI/Meth since July 1. Do the coalitions need to remove the incentives that were already allowed?

A: Yes. According to the federal regulations, incentives are not allowed.

A suggestion has been made to remove the word "incentive" from the policies and procedures so individuals are not confused. Also, there was a request for a written documentation of the updated policies.

Q: In regards to intervention, what about dealing with indicated population for adjudicated youth?

A: It depends upon the type of activities. For example, if youth were in the program for a drug charge, it would be considered intervention and would not be fundable. Also, if a group of adjudicated youth are shown how they can live life to the fullest and develop a healthy lifestyle, it is fundable.

7. Public Comment

There were no public comments.

8. Adjournment

Mr. Quint adjourned the meeting.