

## Substance Abuse Prevention Program (SAPP) Webinar

### Frequently Asked Questions (FAQs)

August 18, 2015 – Questions 1-25

Please find questions and answers that were raised during the three SAPP webinars. If you have additional questions, please direct them to Shantel High at [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov) and Kim Fornero, [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov).

*1Q: Can the EDF form be updated so that the amount auto-populates the “Amount” after the “Total” has been completed under the column “Amount Claimed”?*

1A: The Bureau cannot update the FY16 form; however, this recommendation will be considered for FY17.

*2Q: For the payment information found on the DHS website, will it show when the comptroller has paid or when DHS has sent the information over to the comptroller?*

2A: The DHS website will indicate when the payment has been issued by the Comptroller’s Office. Below please find the information on this site; the payment date is the same as “Warrant Issue Date”.

Voucher Number	Service Code	Office	Obligation	Service From	Service To	CVR Date	CVR Number	Warrant Issue Date**	Warrant Number	Dollar Amount	Case Number
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*3Q: Health insurance rates vary based on single, couple or family coverage. How would our agency fill in the rate?*

3A: If a different rate is applied to each staff member working on this grant, in the table list each staff member on a different row, provide the applicable rate for that staff member and in the justification indicate if the rate is based on single, couple and family coverage.

*4Q: Who is Program Administrator to check on payments?*

4A: Shantel High is the Substance Abuse Prevention Program (SAPP) Administrator. Her email address is [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov). Kimberly Fornero is the Bureau Chief for Positive Youth Development. Her email address is [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov). At minimum, inquiries should be directed to Shantel High, but you can also send requests to both representatives.

*5Q: Communication Campaign costs are incorporated in this budget and identified as such in justification....correct?*

5A: Correct. There is no separate budget for communication campaigns in fiscal year 2016. Projected expense associated with the implementation of the campaign should be incorporated into the budget narrative.

*6Q: In the July 28 memorandum, do I understand this correctly: Communication Campaign incentives for supplemental methods can be used like aprons, flash drives and ink pens as long as we not give all students these supplemental items. Correct?*

6A: It is important to meet the standards for this evidence-based approach. One standard is as follows: *Distribute messages using supplemental methods such as contests, presentations, sponsored events, and/or promotional items at least once every 3 months to reinforce the campaign message and increase message saturation among members of the target*

*audience. (More frequent distribution is recommended but not required.).* Promotional items can be used to supplement the campaign. If promotional items are proposed to supplement the campaign, items (t-shirts, bags, etc.) can be used strategically with some of the students (not the entire student population). It is critical that you identify how the promotional item will be used to meet this standard. Remember there are also other ways to supplement the campaign (contents, presentations, sponsored events).

*7A: With the decrease in award amount - are we still required to maintain 2 FTE?*

7Q: While there is a reduction in funding, providers administering Sub-grants A, B and C are highly encouraged to maintain full-time (100%) staff. Providers are encouraged to consider other budget categories (e.g., travel, supplies) when applying the reduction. If a provider is planning to reduce the staffing for Sub-grants A, B or C, a formal written request must be submitted to the Bureau for consideration. Submit the written request to [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov) and [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov).

*8Q: In FY15, staff time for this grant had to be at 100%. Is that still the requirement?*

8A: If your agency administers Sub-grants A, B or C, full-time positions are required. If a provider administering Sub-grants A, B or C is planning to reduce the number of staff, please see #9Q and 9A. Sub-grant D does not have a full-time staffing requirement and staffing is at the discretion of the provider.

*9Q: Our agency provides the direct services part of the SAPP grant. Are we still required to have one staff member that spends 100% of their time to the SAPP program?*

11A: If your agency administers Sub-grants A, B or C, full-time positions are required. If a provider administering Sub-grants A, B or C is planning to reduce the number of staff, please see #9Q and 9A. Sub-grant D does not have a full-time staffing requirement and staffing is at the discretion of the provider<sup>2</sup>.

*10Q: When I printed the PowerPoint handout, all of the links did not show up on the printed sheets (too dark). Can the PowerPoint be emailed?*

10A: The PowerPoint presentation will be emailed and posted on Prevention First's website: [www.prevention.org](http://www.prevention.org) under the tab called INSERT.

*11Q: Can rows be adjusted to accommodate longer justifications on the FY16 Budget Narrative?*

11A: Yes. In Excel and on *Home*, click on *Format* and then click on *Row Height* to adjust the height of the row.

*12Q: Will our agency have the opportunity to apply for additional funding for communication campaigns?*

12A: If your agency is in the implementation phase of a communication campaign, funds have been awarded and your agency may not request additional funds. Please consult with your authorized program representative regarding the FY16 grant award amount. If there are questions, please notify Shantel High, [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov) and Kim Fornero, [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov).

*13Q: What category are the printing and communication items?*

13A: If your agency outsources printing, then it may fall under the category of "Contractual". If your agency has in-house printing, then this item may fall under the category of "Supplies". If

your agency is seeking approval to purchase promotional items, list the items under the category of "Supplies".

*14Q: If our agency would like to allocate funds for training (not a required training) or an educational seminar, then for whatever reason, staff cannot attend this training, will the funds be lost by the agency or can that funds be used for something else? If it can be used for something else, what would be needed to make that change?*

14A: All trainings need to relate to the evidence- based strategies (content or skills needed to implement the strategy). Funds may be allocated for training and provide justification for any training requested. If funds are not allocated after the budget has been approved AND if you are transferring funds exceeds 10% of the line item, then your agency is required to submit a written request for consideration. See the PowerPoint #20 or the information in the Bureau of Positive Youth Development Program Manual: <http://www.dhs.state.il.us/page.aspx?item=75384>

*15Q: In general (depending on what the grant amount was last year) is there going to be a general increase for higher general costs?*

15A: No. Funds are not being awarded to cover higher general costs associated with doing business.

*16Q: Should we round the figures on the fringe page?*

16A: Rates should not be rounded; however, costs should be rounded to the nearest dollar.

*17Q: There should be one budget narrative per sub-grant, correct?*

17A: Yes. One budget narrative per *sub-grant*; however, one budget should be entered into the CSA Tracking System.

*18Q: Is there an estimated date for Budget Approvals?*

18A: As noted in the FY16 Community Service Agreement, the Department will review (approve or disapprove) budgets within 60 days business days after submission by the provider. See below.

6.4. Budget Approval. A decision indicating approval or disapproval of the proposed budget. Budget shall be made by DHS within sixty (60) business days after submission by Provider. The CSA Tracking System portal shall provide access to the status, including acceptance, of any approved Budget.

*19Q: What advice do you have for implementation while we wait for approval?*

19A: As a provider, your agency is already expending grant funds for your salary and other items; therefore, your agency should administer the grant. Remember some items require prior approval before expending the funds such as equipment, sub-contracts, etc. If there are new items that have not been previously allocated and your agency is concerned about allocating resources prior to the budget approval, then contact staff, Shantel High at [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov) and Kim Fornero at [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov) for additional guidance.

*20Q: Will Prevention First be assisting with technical assistance during fiscal year 2016?*

20A: Yes. Prevention First is providing technical assistance (TA). If technical assistance is needed, call your assigned Provider Network Specialist (PNS). For more information about technical assistance, please contact [providerservices@prevention.org](mailto:providerservices@prevention.org) or call 217-836-5346.

21Q: *Are all subcontractors required to submit a budget, even vendors such as graphic design and printers?*

21A: If the graphic design and printing is specific to program services and not the overall agency, then you are required to submit unexecuted (not signed) sub-contract(s) for consideration. Sub-contracts, for services such as trainers (delivering training on a topic, etc.) or a consultant (developing art and messages for a communication campaign, etc.), cannot exceed \$500/day.

22Q: *Where do you type in the budget narrative?*

22A: As noted in the July 28 memorandum, please note the following: Your agency is required to submit a budget **AND** a budget narrative.

- Submit the **budget** into the CSA Tracking System
- Submit the **budget narrative** to the attention of [Kim.Fornero@illinois.gov](mailto:Kim.Fornero@illinois.gov) and [Shantel.High@illinois.gov](mailto:Shantel.High@illinois.gov).
- Use the following template for the naming the budget narrative file: {INSERT AGENCY NAME}- SAPP FY16 Budget Narrative {INSERT DATE}
- Use the aforementioned file name template in the subject line when emailing the budget narrative.

23Q: *The memorandum dated July 28 mentioned that the FY16 award amount included funds for the implementation of our communication campaign. I'm unable to find an amount for that strategy. Where would I find that information?*

23A: Please consult with your authorized program representative to obtain the total grant award amount for fiscal year 2016.

24Q: *Is there going to be an annual meeting this year?*

24A: The SAPP webinar is considered the annual meeting; no face-to-face meeting will be held.

25Q: *CADCA is optional this year, does that also mean the D.C. meeting is optional this year as well?*

25A: CADCA has two meetings, the Mid-Year Training Institute (location changes annually) and the Annual Forum held in Washington, D.C. Correct. The CADCA Forum, held in Washington D.C., is optional.

