

## SOR Tier Award Program (TAP)

### Frequently Asked Questions Regarding TAP Implementation

- 1) **Does my funding have to be spent by September 29, 2022?** All programs should create plans to spend all funds by September 29, 2022. Programs will have a 30 to 45 day closeout period to process transactions tied to the project period (e.g., staff salaries and benefits, pay out invoices). If SAMHSA offers, and DSAMH receives, a no-cost extension for the SOR grant, relevant awardees will be informed; however, a no-cost extension is never guaranteed.
- 2) **What happens if I can't spend all my funds by September 29, 2022?** Pursuant to your LOA, awardees are subject to DSAMH auditing to ensure the funds were appropriately optimized and to return funds that were not spent. If you have concerns about spending your funds, please consider modifying your budget.
- 3) **What is the process to modify my budget?** It is possible to shift funding between line items in your budget to better utilize your Tier Award. If the needed change to a funding line exceeds 10% of the original amount, a formal revised budget and revision request must be emailed to DSAMH.ORT@delaware.gov. DSAMH will expedite review of these requests. If you need to reduce the overall award amount due to any limiting factors, contact [DSAMH.ORT@delaware.gov](mailto:DSAMH.ORT@delaware.gov). An amendment will be made to your LOA.
- 4) **My LOA references required submission of a Personnel Activity Certification (PAC) form. Can you clarify this requirement?** As your LOA notes, each TAP awardee must provide the PAC form. You can find the PAC form here: [https://www.dhss.delaware.gov/dhss/dsamh/files/Personnel\\_Activity\\_Certification\\_Form.pdf](https://www.dhss.delaware.gov/dhss/dsamh/files/Personnel_Activity_Certification_Form.pdf). The PAC form should be submitted quarterly, aligned with the quarters of service identified in your LOA, within 30 days of the end of each quarter to [DSAMH.ORT@delaware.gov](mailto:DSAMH.ORT@delaware.gov). For example, if your LOA stipulates the submission of data for January to March 2022, your PAC form relative for that quarter will be due on April 30, 2022. Technical assistance is available upon request.
- 5) **Will DSAMH be receiving additional SOR funds after September 29, 2022?** DSAMH will be applying for a new SOR grant (3.0), set to begin on September 30, 2022. New funding opportunities for providers will be included in DSAMH's application.
- 6) **Will my funding be renewed after September 29, 2022?** DSAMH cannot guarantee funding for your TAP initiative after September 29, 2022. We advise that organizations develop sustainability plans for initiatives. For technical assistance, please contact your DSAMH/HMA technical assistance team.
- 7) **I am having payment issues. Who do I contact?** Please contact [DSAMH.ORT@delaware.gov](mailto:DSAMH.ORT@delaware.gov).
- 8) **Where can I go to understand the Tier 2/3 data collection requirements?** As a reminder, your LOA outlines a set of standard Tier 2/3 measures as well as measures customized to your project. There are fields in the Tier 2/3 web survey to enter your numeric responses to the standard measures and your customized measures and numeric responses. A one-pager for how to submit your Tier 2/3 measures and a training slide deck can be found on the SOR webpage (<https://dhss.delaware.gov/dsamh/startexp.html>). If you need technical assistance on Tier 2/3 data reporting, DSAMH will be hosting office hours.
- 9) **Does GPRA apply to my project?** GPRA is required for all projects that include the intake into, or provision of, SOR-funded treatment services. If you have questions about the applicability of GPRA to your specific project (or components of your project or client populations), please contact [DSAMH.ORT@delaware.gov](mailto:DSAMH.ORT@delaware.gov).
- 10) **How do I get GPRA training?** Request GPRA training here: [https://delaware.ca1.qualtrics.com/jfe/form/SV\\_bvihuEat8autlh0](https://delaware.ca1.qualtrics.com/jfe/form/SV_bvihuEat8autlh0)

- 11) I need help fitting GPRA data collection requirements into my programmatic workflows.**  
**Who should I contact?** Please contact your DSAMH/Health Management Associates technical assistance team for assistance. Also, please note that incentive gift cards are available for follow-up and discharge GPRA interviews and contact [DSAMH.ORT@delaware.gov](mailto:DSAMH.ORT@delaware.gov) for more information.
- 12) As a Tier 1 awardee, am I required to submit data after my project reaches the 25% screening standard and I receive both Tier 1 payments?** While continued reporting is not required per your LOA, we strongly encourage you to continue to submit monthly screening data through September 2022. Your continued monthly reporting will help us provide more robust and accurate data to SAMHSA on the impact of our SOR grant.
- 13) Do I still have to report data if we haven't fully launched our project?** Yes. Please submit data per the requirements in your LOA. We acknowledge that data may reflect zeros or be minimal during your project start-up stage. A lack of data submitted about your project's status could delay future quarterly disbursements of your Tier Award.