



**Department of Health and Human Services**  
 Substance Abuse and Mental Health Services Administration  
 Center for Mental Health Services

**Notice of Award**  
 FAIN# H79SM087730  
**Federal Award Date**  
 09/14/2023

### Recipient Information

#### 1. Recipient Name

BROWARD, COUNTY OF  
 115 S ANDREWS AVE RM 409  
 FORT LAUDERDALE, FL 33301

#### 2. Congressional District of Recipient

22

#### 3. Payment System Identifier (ID)

1596000531A1

#### 4. Employer Identification Number (EIN)

596000531

#### 5. Data Universal Numbering System (DUNS)

066938358

#### 6. Recipient's Unique Entity Identifier

P62KF2SJJ237

#### 7. Project Director or Principal Investigator

Tiffany Lawrence

tlawrence@bbhcfloida.org

954-622-8121

#### 8. Authorized Official

Monica Cepero

mcepero@broward.org

954-357-7354

### Federal Agency Information

#### 9. Awarding Agency Contact Information

Troy Valladares

Grants Specialist

TROY.VALLADARES@SAMHSA.HHS.GOV

240-276-1967

#### 10. Program Official Contact Information

Emily Hassey

Program Official

Emily.Hassey@samhsa.hhs.gov

240-276-1403

### Federal Award Information

#### 11. Award Number

1H79SM087730-01

#### 12. Unique Federal Award Identification Number (FAIN)

H79SM087730

#### 13. Statutory Authority

Sects 561-565 of the Public Health Service Act, as amended

#### 14. Federal Award Project Title

One Community Partnership 4

#### 15. Assistance Listing Number

93.104

#### 16. Assistance Listing Program Title

Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)

#### 17. Award Action Type

New Competing

#### 18. Is the Award R&D?

No

### Summary Federal Award Financial Information

#### 19. Budget Period Start Date 09/30/2023 – End Date 09/29/2025

20. Total Amount of Federal Funds Obligated by this Action \$2,000,000

20a. Direct Cost Amount \$2,000,000

20b. Indirect Cost Amount \$0

21. Authorized Carryover

22. Offset

23. Total Amount of Federal Funds Obligated this budget period \$2,000,000

24. Total Approved Cost Sharing or Matching, where applicable \$701,702

25. Total Federal and Non-Federal Approved this Budget Period \$2,701,702

#### 26. Project Period Start Date 09/30/2023 – End Date 09/29/2027

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$2,701,702

#### 28. Authorized Treatment of Program Income

Additional Costs

#### 29. Grants Management Officer - Signature

Lesley Schrier

#### 30. Remarks

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.



Notice of Award

FY23 System of Care Expansion & Sustainability  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

**Issue Date:** 09/14/2023

Center for Mental Health Services

**Award Number:** 1H79SM087730-01

**FAIN:** H79SM087730

**Program Director:** Tiffany Lawrence

**Project Title:** One Community Partnership 4

**Organization Name:** BROWARD, COUNTY OF

**Authorized Official:** Monica Cepero

**Authorized Official e-mail address:** mcepero@broward.org

**Budget Period:** 09/30/2023 – 09/29/2025

**Project Period:** 09/30/2023 – 09/29/2027

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$2,000,000 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to BROWARD, COUNTY OF in support of the above referenced project. This award is pursuant to the authority of Sects 561-565 of the Public Health Service Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on “Grants” then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the “Terms and Conditions” is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Lesley Schrier  
Grants Management Officer  
Division of Grants Management

See additional information below

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**SECTION I – AWARD DATA – 1H79SM087730-01****Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$48,150
Fringe Benefits	\$17,931
Travel	\$1,178
Supplies	\$1,541
Contractual	\$930,818
Other	\$1,000,382
 Direct Cost	 \$2,000,000
<b>Approved Budget</b>	<b>\$2,701,702</b>
Federal Share	\$2,000,000
Non-Federal Share	\$701,702
Cumulative Prior Awards for this Budget Period	\$0
 <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	 <b>\$2,000,000</b>

SUMMARY TOTALS FOR ALL YEARS			
BUDGET PERIOD	BUDGET PERIOD DATES		TOTAL AMOUNT
1	09/30/2023 - 09/29/2025		\$2,000,000
	INCREMENTAL PERIOD	INCREMENTAL PERIOD DATES	INCREMENTAL AMOUNTS FOR BUDGET PERIOD 1
	1-A*	(09/30/2023 - 09/29/2024)	\$1,000,000
	1-B	(09/30/2024 - 09/29/2025)	\$1,000,000
2			\$1,000,000
3			\$1,000,000

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

**CFDA Number:** 93.104  
**EIN:** 1596000531A1  
**Document Number:** 23SM87730A  
**Fiscal Year:** 2023

IC	CAN	Amount
SM	C96J546	\$2,000,000

IC	CAN	2023	2025	2026
SM	C96J546	\$2,000,000	\$1,000,000	\$1,000,000

**SM Administrative Data:**

**PCC:** CMHI-23 / **OC:** 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM087730-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be

directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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### SECTION III – TERMS AND CONDITIONS – 1H79SM087730-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

#### **Treatment of Program Income:**

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

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### SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 1H79SM087730-01

## **REMARKS**

### **New Multi-Year Award**

#### **1. Multi-Year Award Details**

This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity ***SM-23-013: Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (System of Care (SOC) Expansion and Sustainability***

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**Grants) - CMHI-23** has been selected for funding.

This award reflects multi-year funding for **two** 12-month Incremental Periods (IPs) within the budget period, from **9/30/2023 – 9/29/2025**, in the amount of **\$2,000,000**. Funds for future incremental periods have been added to the “OTHER” budget category.

**Following this multiyear funded period, the recipient may apply for annual continuation funding for the next two budget periods. Annual funding is based on the availability of funds.**

- This award reflects approval of the revised budget submitted August 8, 2023 by your organization via eRA 2-way correspondence.
- This award also reflects acceptance of the [Disclosure of Lobbying Activities (SF-LLL) form and the Funding Limitations & Restrictions Budget received via 2-way correspondence on August 8, 2023.

**Please note the following and if applicable**, reallocate any differences due to adjustments elsewhere in your revised budget for reasonable, allowable and necessary grant costs/activities that align with the goals and objectives of your application and [NOFO SM23-013](#):

1. **Direct Charging Indirect Costs-** Recipients and subrecipients must treat costs consistently across all federal and non-federal awards, projects, and cost centers. For example, recipients and subrecipients may not direct-charge federal awards for costs typically considered indirect in nature, unless done consistently. Examples of indirect costs include administrative salaries, office rent/space costs, accounting fees, utilities, etc. Additionally, in most cases, the cost to develop an accounting system adequate to justify direct charging of the aforementioned items outweighs the benefits. As a result, use of an indirect cost rate is the most effective mechanism to recover these costs and not violate federal financial requirements of consistency, allocability and allowability. If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA’s understanding that the recipient or subrecipient has developed a cost accounting system that can withstand audit scrutiny and therefore the system must be adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. All costs are subject to subsequent agency review and/or audit scrutiny in accordance with awards’ terms and conditions. An allocation for the following as direct costs may not be appropriate.
2. **Detailed breakdowns:** *Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to “Reasonable Costs” per [2 CFR § 200.404](#), “Allocable Costs” per [2 CFR § 200.405](#) the “Factors affecting allowability of costs” per [2 CFR § 200.403](#).* Sufficient detailed breakdowns were not provided to show how each of the following line items of cost were arrived at. If these costs cost is charged to the grant, ensure that the costs are reasonable and allowable to achieve the goals and objectives of the program.
  - a. **Broward Health Coalition- Social Marketing \$13,120**

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**b. Change Me Foundation- Wraparound Services \$19,928 per month  
\$79,712 Total**

**2. Multi-Year Grant Award Funding Amounts**

The recipient organization must not expend more than the following amounts for each of the 12-month incremental periods:

- Incremental Period 1-A- 09/30/2023 – 09/29/2024: \$1,000,000
- \*\*Incremental Period 1-B- 09/30/2024 – 09/29/2025: \$1,000,000

\*\*Remaining 12-month incremental period.

- 3. Recipients are expected to plan their work and ensure that funds are expended within the 12-month budget period reflected on this Notice of Award.** If activities proposed in the approved budget cannot be completed within the current incremental period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

- 4. All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.** For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

- 5. All Post-Award Amendments must be submitted in eRA Commons for prior approval.**

Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post-award amendment in eRA Commons: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>

Prior approval is required for but is not limited to: change in key personnel and level of effort, budget revision, change in scope, formal carryover request, and no cost extension. Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>

- 6. Register Program Director/Project Director (PD) in eRA Commons:**

If you have not already done so, you must register the PD in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional guidance on Managing eRA User Accounts at <https://www.samhsa.gov/grants/grants-training-materials/managing-user-accounts>.

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## 7. Key Personnel

Key Personnel (or key personnel positions, if staff has not been selected) are listed below:

- **Tiffany Lawrence, Project Director @ 50% level of effort**
- **Rachel Craig-Dunn, Lead Family Coordinator @ 100% level of effort**

***Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Personnel or otherwise) across all federally funded sources.***

Any changes to key staff including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project requires prior approval and must be submitted as a post-award amendment in eRA Commons.

**Note:** If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA's formal approval, this will be done at the organization's own risk.

## **SPECIAL TERMS**

### **Disparity Impact Statement (DIS)**

**By November 29, 2023, submit a completed SAMHSA Disparity Impact Statement via the View Terms Tracking Details page in eRA Commons.**

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

The main components of the DIS are:

- Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS) Standards that the grantee organization will work to address and improve for the identified population(s) of focus.
- Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards

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addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

**All responses to award terms and conditions must be submitted as .pdf documents via the View Terms Tracking Details page in eRA Commons.** For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## SPARS

CMHI recipients are required to collect and report in SAMHSA's Performance Accountability and Reporting System (SPARS) two types of data: one data set [Infrastructure Development, Prevention, and Mental Health Promotion (IPP)] are reported on a quarterly basis; the second data set is for the National Outcome Measures (NOMS) and data are collected and reported at baseline (i.e., upon entry of each client into the project), at six-month follow-up and at discharge.

CMHI recipients are required to do the following:

1. Complete Annual Goals training and enter and enter IPP and NOMS annual goals data into SPARS **by December 30, 2023**;
2. Begin collecting and entering IPP data into SPARS in the second quarter (January - March 2024);
3. Begin entering NOMS baseline interview data into SPARS within 7 days after completion of each intake interview;
4. Conduct a NOMS reassessment interview six months following the intake interview and every 6 months thereafter and enter these data into SPARS; and
5. Conduct a Clinical Discharge NOMS interview at the time of client discharge and enter these data into SPARS.

SPARS training and technical assistance will be provided post award.

## Risk Assessment

The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with [45 CFR 75/2 CFR 200](#), as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.

## Cost Sharing and Match Requirements

Non-federal matching funds are required for this program under Section 520E-2 of the Public Health Service Act, as amended and Section 9031 of the 21st Century Cures Act, 42 U.S.C. 201. Recipients must provide matching non-federal funds (directly or through donations from public or private entities) toward the costs of activities carried out with the grant and other



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activities by the institution to reduce mental health and substance use disorders. The non-federal matching requirement for this grant is as follows:

- For the first, second, and third fiscal years of the grant, you must provide at least \$1 of non-federal funds for each \$3 of Federal funds; and
- For the fourth fiscal year of the grant, you must provide at least \$1 of non-federal funds for each \$1 of Federal funds.

Matching contributions must meet the same test of reasonableness, allowability, and allocability as costs charged to federal grants.

### **Conflicts of Interest Policy**

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- address conditions under which outside activities, relationships, or financial interest are proper or improper;
- provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- specify the nature of penalties that may be imposed for violations.

### **Flow Down of Requirements to Subrecipients**

The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

### **Subaward Agreements**

Subaward Agreements are considered subrecipients as they participate in accomplishing the award's objectives and therefore must have executed subaward agreements in place. Subaward agreements must include all award requirements and clearly state that requirements flow down to the subrecipient. When established, the subaward agreements between your organization and the subrecipients should also include as a term and condition, the requirements cited below concerning Standards for Financial Management and Consistent Treatment of Costs.

## **SPECIAL CONDITIONS**

### **IP1-B Multi-Year Award Submissions (SF-424, Detailed Budget & Narrative Justification, and SF-424A)**

**By February 4, 2024, for the next incremental period 09/30/2024 – 09/29/2025, you must submit the following three (3) documents via the Terms Tracker in eRA Commons:**

- A. IP1-B Application for Federal Assistance SF-424:** A completed SF-424 with the Project Director (PD) name and contact information listed in Section 8f and the Authorized Representative listed in Section 21. The contact information for the PD in Section 8f must

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match the eRA Commons ID for the PD/PI provided in the Section 4. Applicant Identifier Section. A blank SF-424 can be accessed at

[https://apply07.grants.gov/apply/forms/sample/SF424\\_3\\_0-V3.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_3_0-V3.0.pdf)

**B. IP1-B Complete Detailed Budget and Narrative Justification:** To expedite the review of your budget, it is highly recommended that you use SAMHSA's budget template which is available at <https://www.samhsa.gov/grants/applying/forms-resources>.

**C. IP1-B SF-424A - BUDGET INFORMATION - Non-Construction Programs:** In section A-BUDGET SUMMARY column Federal (e) show the total federal funds requested and in Non-Federal (f), show the total matching contribution. In section B-BUDGET CATEGORIES Column 1 of your SF-424A, show only the federal funds requested for each budget category and use columns 2 through 4 to show cost sharing and matching (funds from other sources). You can access a blank Budget Information for Non-Construction Programs ([SF-424A](#)) at <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>.

**All responses to award terms and conditions must be submitted as .pdf documents via the Terms Tracker in eRA Commons.** For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions**.

### **IP1-B Multi-Year Award Submission (Program Narrative)**

By **February 4, 2024**, submit an updated **Program Narrative for the next incremental period 09/30/2024 – 09/29/2025 via the Terms Tracker in eRA Commons** to address the following:

1. A description and explanation for any changes, if applicable, made during the current budget period affecting the following for the new incremental period:
  - a. Goals and objectives.
  - b. Projected timeline for project implementation.
  - c. Approach and strategies proposed in the initially approved and funded application.
2. A report on progress relative to approved objectives, including progress on evaluation activities.
3. A summary of key program accomplishments to date and list progress.
4. A description of any difficulties/problems encountered in achieving planned goals and objectives including:
  - a. Barriers to accomplishment; and
  - b. Actions to overcome difficulties.
5. A report on milestones anticipated with the funding for the new incremental period.
6. A list of Key staff changes, new and anticipated. NOTE: Key personnel changes (new and anticipated) must be requested in advance as stated in the terms and conditions of award.
7. A description of Key Staff changes for the new incremental period. Submit resumes and job descriptions, level of effort, and annual salary for each Key Staff position being

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charged to the grant project.

**All responses to award terms and conditions must be submitted as .pdf documents via the Terms Tracker in eRA Commons.** For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions**.

## **STANDARD TERMS AND CONDITIONS**

### **Multi-Year Federal Financial - Report (SF-425) for IP1-A- 09/30/2023 - 09/29/2024**

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or SF-425) initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments.

The FFR is required on an annual basis and should reflect only cumulative actual Federal funds authorized and disbursed, any non-federal matching funds (if identified in the Funding Opportunity Announcement), unliquidated obligations incurred, the unobligated balance of the federal funds for the award, as well as program income generated during the timeframe covered by the report. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

As a recipient of **Multi-Year Funding**, your organization is required to submit a FFR for this grant funding as follows:

- No later than **December 28, 2024** (for the period covering September 30, 2023 through September 29, 2024)
  - The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdoqaXfiuI0> and PDF resource with instructions on Requesting Access @ [https://pms.psc.gov/forms/New-User-Request\\_Granttee.pdf](https://pms.psc.gov/forms/New-User-Request_Granttee.pdf)
  - Instructions on **how to submit a FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
  - While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the "Search for Federal Financial Report (FFR)" page in eRA Commons,

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which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the “Manage FFR” link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the [Managing User Accounts: Add or Remove Roles, Unaffiliate Account](#) document for instructions on how to assign a the FSR role.

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov) or 1-877-614-5533.

**Note:** Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

### **Multi-Year Programmatic Progress Report for IP1-A - 09/30/2023 - 09/29/2024**

The Programmatic Progress Report for each Incremental Period (IP) **must**, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this incremental period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

The Programmatic Report is required must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month incremental period:

- No later than **December 28, 2024** (for the period covering September 30, 2023 through September 29, 2024)

**Note:** Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the NOFO or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

**The response to this term must be submitted as .pdf documents via the View Terms Tracking Details page in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.**

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to**

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**Respond to Terms and Conditions.**

Additional information on reporting requirements is available at

<https://www.samhsa.gov/grants/grants-management/reporting-requirements>

**Standard Terms for Awards**

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at:

<https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

**Standards for Financial Management**

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

**Reasonable Costs for consideration**

Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to “Reasonable Costs” consideration per 2 CFR § 200.404 and the “Factors affecting allowability of costs” per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

**Consistent Treatment of Costs**

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.). If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA’s understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), Audit Requirements.

**Compliance with Award Terms and Conditions**

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH [45 CFR 75.371](#), REMEDIES FOR NON-COMPLIANCE AND [45 CFR 75.372](#) TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD,

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OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

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