



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

**Notice of Award**  
 FAIN# H79TI086392  
**Federal Award Date**  
 08/07/2023

<p><b>Recipient Information</b></p> <p><b>1. Recipient Name</b>                  THE CITY OF COLUMBIA INC                  701 E BROADWAY                  COLUMBIA, MO 65201</p> <p><b>2. Congressional District of Recipient</b>                  04</p> <p><b>3. Payment System Identifier (ID)</b>                  1436000810A5</p> <p><b>4. Employer Identification Number (EIN)</b>                  436000810</p> <p><b>5. Data Universal Numbering System (DUNS)</b>                  071989024</p> <p><b>6. Recipient's Unique Entity Identifier</b>                  WZR4KM9CBTV3</p> <p><b>7. Project Director or Principal Investigator</b>                  Michelle Shikles                   grants@como.gov                  573-441-5591</p> <p><b>8. Authorized Official</b>                  Mr. Andrew Wyatt                  grants@como.gov                  573-441-5591</p>	<p style="background-color: #e1eef6; padding: 2px;"><b>Federal Award Information</b></p> <p><b>11. Award Number</b>                  1H79TI086392-01</p> <p><b>12. Unique Federal Award Identification Number (FAIN)</b>                  H79TI086392</p> <p><b>13. Statutory Authority</b>                  Section 546 of the PHS Act, (42 USC 290ee-1), as amended</p> <p><b>14. Federal Award Project Title</b>                  Boone County Community Paramedic Program</p> <p><b>15. Assistance Listing Number</b>                  93.243</p> <p><b>16. Assistance Listing Program Title</b>                  Substance Abuse and Mental Health Services_Projects of Regional and National Significance</p> <p><b>17. Award Action Type</b>                  New Competing</p> <p><b>18. Is the Award R&amp;D?</b>                  No</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th colspan="2" style="background-color: #e1eef6; text-align: center;">Summary Federal Award Financial Information</th> </tr> <tr> <td colspan="2" style="background-color: #e1eef6;"><b>19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024</b></td> </tr> <tr> <td><b>20. Total Amount of Federal Funds Obligated by this Action</b></td> <td style="text-align: right;">\$499,784</td> </tr> <tr> <td style="padding-left: 20px;">20a. Direct Cost Amount</td> <td style="text-align: right;">\$499,784</td> </tr> <tr> <td style="padding-left: 20px;">20b. Indirect Cost Amount</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td><b>21. Authorized Carryover</b></td> <td></td> </tr> <tr> <td><b>22. Offset</b></td> <td></td> </tr> <tr> <td><b>23. Total Amount of Federal Funds Obligated this budget period</b></td> <td style="text-align: right;">\$499,784</td> </tr> <tr> <td><b>24. Total Approved Cost Sharing or Matching, where applicable</b></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td><b>25. Total Federal and Non-Federal Approved this Budget Period</b></td> <td style="text-align: right;">\$499,784</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td colspan="2" style="background-color: #e1eef6;"><b>26. Project Period Start Date 09/30/2023 – End Date 09/29/2027</b></td> </tr> <tr> <td><b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b></td> <td style="text-align: right;">\$499,784</td> </tr> </table>	Summary Federal Award Financial Information		<b>19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024</b>		<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$499,784	20a. Direct Cost Amount	\$499,784	20b. Indirect Cost Amount	\$0	<b>21. Authorized Carryover</b>		<b>22. Offset</b>		<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$499,784	<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0	<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$499,784			<b>26. Project Period Start Date 09/30/2023 – End Date 09/29/2027</b>		<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>	\$499,784
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<p style="background-color: #e1eef6; padding: 2px;"><b>Federal Agency Information</b></p> <p><b>9. Awarding Agency Contact Information</b>                  Linda Kim                  Grants Specialist                  linda.kim@samhsa.hhs.gov                  240-276-1865</p> <p><b>10. Program Official Contact Information</b></p>	<p><b>28. Authorized Treatment of Program Income</b>                  Additional Costs</p> <p><b>29. Grants Management Officer - Signature</b>                  Rosalie Vega</p>																										
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Notice of Award

First Responders CARA (FR-CARA)  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

**Issue Date:** 08/07/2023

Center for Substance Abuse Treatment

**Award Number:** 1H79TI086392-01

**FAIN:** H79TI086392

**Program Director:** Michelle Shikles

**Project Title:** Boone County Community Paramedic Program

**Organization Name:** THE CITY OF COLUMBIA INC

**Authorized Official:** Mr. Andrew Wyatt

**Authorized Official e-mail address:** grants@como.gov

**Budget Period:** 09/30/2023 – 09/29/2024

**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 \$499,784 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to THE CITY OF COLUMBIA INC in support of the above referenced project. This award is pursuant to the authority of Section 546 of the PHS Act, (42 USC 290ee-1), 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,  
Rosalie Vega  
Grants Management Officer  
Division of Grants Management

See additional information below

**SECTION I – AWARD DATA – 1H79TI086392-01**

**Award Calculation (U.S. Dollars)**

<b>Other</b>	\$499,784
<b>Direct Cost</b>	\$499,784
<b>Approved Budget</b>	\$499,784
<b>Federal Share</b>	\$499,784
<b>Cumulative Prior Awards for this Budget Period</b>	\$0
 <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	 \$499,784

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$499,784
2	\$499,784
3	\$499,784
4	\$499,784

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

**Fiscal Information:**

<b>CFDA Number:</b>	93.243
<b>EIN:</b>	1436000810A5
<b>Document Number:</b>	23TI86392A
<b>Fiscal Year:</b>	2023

<b>IC</b>	<b>CAN</b>	<b>Amount</b>
TI	C96N708	\$499,784

IC	CAN	2023	2024	2025	2026
TI	C96N708	\$499,784	\$499,784	\$499,784	\$499,784

**TI Administrative Data:**

**PCC:** FRCARA23 / **OC:** 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI086392-01**

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.

**SECTION III – TERMS AND CONDITIONS – 1H79TI086392-01**

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 – TI SPECIAL TERMS AND CONDITIONS – 1H79TI086392-01**

**REMARKS**

**New Award**

**This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity # TI-23-012 (*First Responders – Comprehensive Addiction and Recovery Act*) (FR-CARA) has been selected for funding.**

*The purpose of this program is to support first responders and members of other key community sectors to administer a drug or device approved or cleared under the Federal Food, Drug, and Cosmetic Act (FD&C Act) for emergency reversal of known or suspected opioid overdose. Recipients will train and provide resources to first responders and members of other key community sectors at the state, tribal, and local levels on carrying and administering a drug or device approved or cleared under the FD&C Act for emergency treatment of known or suspected opioid overdose. Recipients will also establish processes, protocols, and mechanisms for referral to appropriate treatment and recovery support services, safety around fentanyl, carfentanil, other synthetic opioids (CDC) and other licit and illicit drugs associated with overdoses. The FR-CARA program is authorized under Section 546 of the Public Health Service Act, (42 USC 290ee-1), as amended.*

**Policies and Regulations**

Accepting a grant award or cooperative agreement requires the recipient organization to comply with the terms and conditions of the NoA, as well as all applicable Federal Policies and

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Regulations. This award is governed by the Uniform Guidance [2 Code of Federal Regulations \(CFR\) § 200](#) as codified by HHS at [45 CFR § 75](#); Department of Health and Human Services (HHS) [Grants Policy Statement](#); SAMHSA [Additional Directives](#); and the [Standard Terms and Conditions](#) for the fiscal year in which the grant was awarded.

### **Key Personnel**

Key personnel are organization staff members or consultants/subrecipients who must be part of the project regardless of whether they receive a salary or compensation from the project. These individuals must make a substantial contribution to the execution of the project.

Key Personnel for this program are the **Project Director with at least 50 percent level of effort** (person responsible for overseeing, monitoring, and managing the award), **and the Evaluator with at least 20 percent level of effort** (organization or assigned individual within the organization) responsible for evaluating processes and outcomes of the award, and oversight of reporting in SPARS.

The Key Personnel identified in your application have not been approved by SAMHSA. Your assigned GPO will confirm approval via eRA Correspondence within 60 days of receipt of this NoA. If SAMHSA's review of the Key Personnel results in the proposed individual not being approved or deemed not qualified for the position, the organization will be required to submit a qualified candidate for the Key Personnel position. SAMHSA will not be liable for any related costs incurred on this grant award.

The identified PD for this program is listed in item #7 "Project Director or Principal Investigator" on the cover page of the NoA. If the individual identified on the NoA is incorrect, you must notify your assigned Government Project Officer (GPO) and Grants Management Specialist (GMS) via email immediately and plan to submit a post award amendment for a change in key personnel via eRA Commons. Key personnel or other grant-supported staff may not exceed 100% level of effort across all federal and non-federal funding 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. Refer to SAMHSA's website for more information on submitting a [key personnel change](#). See [SAMHSA PD Account Creation Instructions](#) for a quick step-by-step guide and [SAMHSA Grantee PD Account Creation Slides](#) for additional information on the eRA Commons registration process for the PD.

### **Funding Limitations**

SAMHSA reserves the right to disallow costs under this grant award at any time during the award project period. Award recipients are responsible for ensuring that costs allocated to the grant award are reasonable and allowable in accordance with the [Notice of Funding Opportunity](#) and all applicable Policies & Regulations.

The Cost Principles that delineate the allowable and unallowable expenditures for HHS recipients are described in the [Code of Federal Regulations](#).

Funding Limitations and Restrictions are listed in the [Notice of Funding Opportunity](#). You may also reference the SAMHSA grantee guidelines on [Financial Management Requirements](#).

### **Unallowable Costs**

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 the "Factors affecting allowability of costs" per [2 CFR § 200.403](#) and the "Reasonable costs" considerations per [2 CFR § 200.404](#). 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.

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### **Supplanting**

“Supplement Not Supplant” grant funds may be used to supplement existing activities. Grant funds may not be used to supplant current funding of existing activities. “Supplant” is defined as replacing funding of a recipient’s existing program with funds from a federal grant.

### **Award Payments**

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). First time PMS users must obtain access to view available funds, request funds, or submit reports. Users will need to request permission and be approved by PSC. Inquiries regarding payments should be directed to PMS by emailing the helpdesk at [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov) or call 1-877-614-553. You should also visit the PSC website for more information about their services - <https://pms.psc.gov/>.

### **Special Terms & Conditions of Award**

There may be special terms and conditions associated with your grant award. Recipients must address all special terms and conditions by the reflected due date. See the Special Terms of Award and Special Conditions of Award sections below for the specific terms and conditions associated with your grant award. A recipient's failure to comply with the terms and conditions of award, may cause SAMHSA to take one or more actions, depending on the severity and duration of the non-compliance. SAMHSA will undertake any such action in accordance with applicable statutes, regulations, and policies.

### **Responding to Award Terms & Conditions**

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 [Training Materials](#) under the heading “Grant Management Reference Materials for Grantees.”

### **Prior Approval Requirements**

Prior approval is required for the following changes to your grant award: Changes in the status of the Project Director, or other key personnel named in the NoA; Changes in scope; Significant re-budgeting and Transfer of substantive programmatic work; Carryover of unobligated balances; Change of grantee organization; Deviation from award terms and conditions; No-cost extension and Transfer of substantive programmatic work. A full list of actions requiring prior approval can be found on page II-49 of the HHS [Grants Policy Statement](#) Exhibit 5 (Summary of Actions Requiring OPDIV Prior Approval). All prior approval actions must be submitted as post award amendment requests in eRA Commons.

### **Post Award Amendments**

If information on the NoA needs to be changed, it will require approval from the federal agency before the grant recipient can implement the modification. Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a [Post Award Amendments](#) in eRA Commons:

### **Primary Contacts**

- For technical support, contact eRA Service Desk at 866-504-9552 (Press 6 for SAMHSA Grantees).
- For budget and grants management related questions, contact your assigned GMS.
- For programmatic questions, contact your assigned GPO.

*\*Contact information for the GMS and GPO are listed on the last page of this NoA.*

**Training & Resources** – Visit the following pages on our website for more information on implementation, monitoring and reporting on your new grant award:

- Grants Management

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- Training & Resources for recipients
  - eRA Commons

## **SPECIAL TERMS**

### **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.

### **Funding Limitations/Restrictions**

The funding restrictions for this project are as follows:

- Recipients may use up to 20 percent of the total award for the budget period for data collection, performance measurement, and performance assessment.
- Recipients may use up to 10 percent of the total award for the budget period for state, tribal, or local governmental administrative costs.
- Recipients may use up to 15 percent of the total award for infrastructure development to support the direct service expansion of the project.
- SAMHSA award funds must not be used for the same activities that are funded by the Health Resources Services Administration (HRSA), CDC, or other SAMHSA programs.
- Only drugs or devices approved or cleared under the Federal Food, Drug, and Cosmetic Act for emergency treatment of known or suspected opioid overdose may be purchased with FR-CARA funds.

**SAMHSA recipients must also comply with SAMHSA's standard funding restrictions, which are included in Appendix I (Standard Funding Restrictions).**

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

By **November 29, 2023**, submit via eRA Commons.

The DIS should be consistent with information in your application regarding access, \*service use and outcomes for the program and include three components as described below. Questions about the DIS should be directed to your GPO. Examples of DIS can be found on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>. \*Service use is inclusive of treatment services, prevention services as well as outreach, engagement, training, and/or technical assistance activities.

#### **The disparity impact statement consists of three components:**

1. Proposed number of individuals to be served and/or reached by subpopulations in the grant implementation area should be provided in a table that covers the entire grant period. The disparate population(s) should be identified in a narrative that includes a description of the population and rationale for how the determination was made.
2. A quality improvement plan for how you will use your program (GPRA) data on access, use and outcomes to monitor and manage program outcomes by race, ethnicity and LGBT status, when possible. The quality improvement plan should include strategies for how processes and/or programmatic adjustments will support efforts to reduce disparities for the identified subpopulations.
3. The quality improvement plan should include methods for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and



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Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:

- a. Diverse cultural health beliefs and practices;
- b. Preferred languages; and
- c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## **SPECIAL CONDITIONS**

### **Participant Protection (PPC)**

By **10/30/2023**, submit via eRA Commons your response to the following Participant Protection concerns raised by SAMHSA's Initial Review Group.

The Committee reviewed the applicant organization's plans for ensuring confidentiality and SAMHSA participant protection and had comments about the inadequacy of the discussion of the following elements:

Data collection

- The applicant organization does not address data collection procedures.

Maintenance of privacy and confidentiality

- The applicant organization does not adequately address how paper copies of information will be stored and how EMS will obtain critical information.

Consent policies, procedures, and forms

- The applicant organization does not include a release of information.

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

**Please also email, with the grant number in the Subject line, the response to your assigned Government Project Officer and Participant Protection Officers, Candece Griffin at [candece.griffin@samhsa.hhs.gov](mailto:candece.griffin@samhsa.hhs.gov) and Devin Sweat at [devin.sweat@samhsa.hhs.gov](mailto:devin.sweat@samhsa.hhs.gov).**

All grant funds are available for this project except for those funds directly related to Participant Protection issues as outlined in the NOFO. Currently, only activities that do not directly involve Participant Protection issues (i.e., are clearly severable and independent from those activities that do involve Participant Protection issues) may be conducted under this award. This restriction of funds will only be lifted if the Participant Protection issues noted above is appropriately addressed by you as the grantee and resolved to the satisfaction of your designated Government Project Officer and a SAMHSA/CSAP Participant Protection Officer.

### **Marginal or Unacceptable (Marginal Rating)**

By **10/30/2023**, submit via eRA Commons.

Your organization received a marginal rating for Section D: Staff and Organizational Experience. Reviewers noted the following:



- 
- The applicant organization does not detail its experience with similar projects, as it proposes to secure sub-contractors to facilitate the program.
  - The applicant organization has not identified staff to fill positions and omits critical requirements.

By **October 30, 2023**, you must submit a response to the following to ensure that you meet an acceptable standard for this section:

- o Provide a detailed narrative describing how your organization will identify and secure sub-contractors to facilitate the program;
- o Provide a detailed narrative describing how your organization will staff each position and include the descriptions of roles, levels of effort, and qualifications.

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

### Revised Detailed Budget/Narrative Justification

By **10/30/2023**, submit via eRA Commons, using the SAMHSA budget template.

Per the NOFO, your budget/narrative justification must be concrete and specific, demonstrating costs as necessary, reasonable and allocable to the grant. You must justify the basis for each proposed cost and how that cost was calculated. Budget/narrative details must be aligned with your programmatic narrative, referencing activities, resources, staff and other items.

All Key Personnel (per the NOFO) must be identified in the budget, including names, salaries and Level of Effort (LOE), even if the positions are filled at no cost/in-kind to SAMHSA. In addition, your budget must address the funding limitations/restrictions specified in Section IV-5 of the NOFO as these expenses must be identified in your proposed budget.

Links to the SAMHSA Budget Template and Guidance are as follows:

- o **SAMHSA Budget Template (PDF | 1.2 MB)** – If you need accessibility assistance when using this file, please contact [terry.valladares@samhsa.hhs.gov](mailto:terry.valladares@samhsa.hhs.gov).
- o **SAMHSA Budget Template Guidance (PDF | 453 KB)**

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

### Revised SF424

By **10/30/2023**, submit in eRA.

The proposed Project Director, as listed in your budget/narrative, must be registered in eRA Commons and the Commons ID of the proposed Project Director must be stated on **Section #4** of the SF-424. In addition, **Section #8f** must reflect the Project Director contact information.

- o Revise **Section #8f** of your SF424, keeping all other details the same (see [link to the SF424 template](#)).

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

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## SMA 170 Charitable Choice Form

By **10/30/2023**, submit in eRA.

The SMA 170 Charitable Choice form was not included with application.

- [https://www.samhsa.gov/sites/default/files/charchoice\\_assurance.pdf](https://www.samhsa.gov/sites/default/files/charchoice_assurance.pdf)

*\* If your organization is not faith-based, indicate “Not Applicable” on the form (no need to sign) and submit.*

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## Disclosure of Lobbying Activities (SF-LLL) Form

The Disclosure of Lobbying Activities (SF-LLL) form was not included with application.

By **10/30/2023**, submit in eRA.

- [SF-LLL form](#)

*Federal law prohibits the use of appropriated funds for publicity or propaganda purposes or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before Congress or state legislatures. For SAMHSA to determine whether or not your organization participates in lobbying activities, a signed copy of the SF-LLL form must be submitted." If your organization does not participate in lobbying activities, indicate “Not Applicable” on the form.*

**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 please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## STANDARD TERMS AND CONDITIONS

### 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 Page 3 of 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>.

### 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.

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### 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, OR DENIAL OF FUTURE FUNDING.

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

### Reporting Requirements

FR CARA grantees are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. Recipients are required to report performance data quarterly on the fiscal quarter.

These GPRA data are collected and reported using SAMHSA's Performance Accountability and Reporting System (SPARS). SPARS is an online data entry, reporting, and training system that supports grantee recipients in reporting timely and accurate data to SAMHSA. A username and password are required to gain access to SPARS system, <https://spars.samhsa.gov>. Your assigned Government Project Officer will provide additional information about these reporting requirements after award. Grantees will be required to submit these data quarterly:

- o Submit data on activities from October 1 through December 31 by January 31
- o Submit data on activities from January 1 through March 30 by April 30
- o Submit data on activities from April 1 through June 30 by July 31
- o Submit data on activities from July 1 through September 30 by October 31

*\*The approved Quarter 4 report must be uploaded into eRA Commons by December 28, 2024.*

This requirement extends to all years of the grant program. Grantees are also required to complete SPARS training by **November 30, 2023**. Information on SPARS training will be shared by your GPO.

### Programmatic Progress Report

By **04/30/2024 & 12/28/2024**, submit via eRA Commons:

Grantees will be required to submit a progress report on project performance **at the midpoint of Year -01 within 30 days of the end of the second quarter and annually within 90 days of the end of each 12-month budget period** (two reports will be required in Year 1 and one report will be required at the completion of each year thereafter). The report must discuss:

- Progress achieved in the project which should include qualitative and quantitative data (GPRA) to demonstrate programmatic progress to include updates on required activities, successes, challenges, and changes or adjustments that have been made to the project;
- Progress addressing quality care of underserved populations related to the Disparity Impact Statement (DIS);

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- Barriers encountered, including challenges serving populations of focus;
  - Efforts to overcome these barriers;
  - Evaluation activities for tracking DIS efforts.

A final performance report must be submitted within 120 days after the end of the project period. The final performance report must be cumulative and report on all activities during the entire project period. These reports will be entered into eRA as a .pdf to the View Terms Tracking Details page in the eRA Commons System.

Note: Recipients must also comply with the GPRRA requirements that include the collection and periodic reporting of performance data as specified in the FOA 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 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 Respond to Terms and Conditions**.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

## **Annual Federal Financial Report (FFR or SF-425)**

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 should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Your organization is required to submit an FFR for this grant funding as follows:

- No later than **12/28/2024**.

Effective January 1, 2021, recipients can connect seamlessly from the eRA Commons FFR Module to PMS by clicking the Manage FFR button on the Search for Federal Financial Report (FFR) page.

- Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.
- Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant-recipients/access-changes.html>.
- Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (**Must be logged**

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**into PMS to access link)**

**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.

**Staff Contacts:**

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