




Office of the Los Angeles City Attorney
Hydee Feldstein Soto

MEMORANDUM

To: The Honorable Karen Bass
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012

Honorable Members of City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012

From: Strefan Fauble 
Office of the City Attorney

Date: August 15, 2024

Re: US:HHS - SAMHSA ReCAST Grant Award Year 3

Transmitted herewith for Mayor and City Council consideration is year three of a five year grant cycle awarded by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, for the period 9/30/2022 through 9/29/2027 under the Resiliency in Communities After Stress & Trauma (ReCAST) Program. During year three the total award is \$1MM, which will continue the ReCAST Initiative in expanding key evidence-based violence prevention strategies in South Los Angeles.

The ReCAST Initiative will increase a multitude of services through an enhancement in program scope and geography throughout South LA known as the "REACH Team." Working in conjunction with local community-based service providers and LAPD the REACH Team will focus on community-based participatory approaches, equitable access to trauma-informed community behavioral health resources, and strengthen behavioral health services through culturally responsive approaches.

ReCAST will serve high-risk youth and their families most affected by violence to improve behavioral health outcomes, reduce trauma, empower the community overall, and sustain change. It is anticipated that 500 individuals will be served in year three, with 500 individuals per year thereafter. Funding will support a ReCAST Project Manager and Project Director, with the balance of grant funds passing through to program partners. Funding in the amount of \$1MM will be renewable each of the five years based on performance, with a view toward sustaining the program through additional awards thereafter.



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department

This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Virginia Cons	E-Mail: virginia.cons@lacity.org	Phone: (213) 202-5588
Project Manager:	Lara Drino	E-Mail: lara.drino@lacity.org	Phone: (213) 202-5461
Department/Bureau/Agency:	City Attorney	Date:	08/15/2024

Grant Information

Name of Grantor:		Pass Through Agency:	
U.S. Department of Health and Human Services			
Grant Program Title:		Notification of Award Date:	
Resiliency in Communities After Stress and Trauma (ReCAST) - Year 3		07/22/2024	
Funding Source (Public /	Grant Type:	Funds Disbursement:	Agency's Grant ID:
Federal	Non-Competitive/Formula		CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement:	None	Amount:	\$0.00 %Match 0
Match Type:	N/A	Identify Source of Match:	
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds: Total Project Budget:
	\$ 1,000,000.00	\$ -	\$ 11,440.00 \$ 1,011,440.00

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Program Director	\$ 81,480.00			40% FTE DCA IV
Program Manager	\$ 120,782.00			100% FTE AC II
Fringe Benefits 43.58% - Program	\$ 35,509.00			40% FTE DCA IV
Fringe Benefits 43.58% - Program	\$ 52,637.00			100% FTE AC II
LAPD Overtime	\$ 100,000.00			CSPB: Youth Programming (\$91/hr x 1099 hrs)
LAPD Fringe Benefits 9.44%	\$ -		\$ 9,440.00	CSPB: Youth Programming (\$91/hr x 1099 hrs x
Materials/Supplies				
Non-Cash Incentives/Gift Cards	\$ 1,550.00			260 Gift Cards
General Office Supplies	\$ 593.00			2 Persons x \$300
Uniforms	\$ 1,000.00			
Travel				
Hotel/Lodging	\$ 1,528.00			4 Nights x 2 Person
Airfare	\$ 1,680.00			2 Round Trip Flights x 2 Persons
Per Diem	\$ 592.00			4 Days x 2 Persons
Ground Transportation	\$ 200.00			4 Trips x 2 Persons
Contractual Services				
CBO(s)	\$ 467,186.00			RFP Youth Programming/Case Management
Justice and Security Strategies	\$ 100,000.00			Research and Evaluation
Other				
Conference Registration	\$ 1,000.00			3 Conferences x 2 Persons
City Attorney IDC	\$ 34,263.00			CAP 41 - 16.94% Indirect Costs
LAPD IDC	\$ -		\$ 2,000.00	CAP 41 - 2% Indirect Costs
Total	\$ 1,000,000.00	\$ -	\$ 11,440.00	

Approved Project

Descriptive Title of Funded Project:		Resiliency in Communities After Stress and Trauma (ReCAST) - Year 3	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start:	09/30/2024	End:	09/29/2025
Purpose:		Affected Council District(s):	
		Affected Congressional District(s):	

Identify Internal Partners (City Dept/Bureau/Agency):

LAPD

Identify External Partners:

Justice and Security Strategies

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

To address the 2020 civil unrest and its aftermath in the South Los Angeles region, the Los Angeles City Attorneys Office (LACA), in partnership with Childrens Institute, Inc. (CII) and the Los Angeles Police Department (LAPD) will implement key evidence-based violence prevention strategies, community youth engagement programs, and behavioral health services to improve the well-being, resiliency, and healing in this afflicted community, where trauma is almost ubiquitous.

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
 - a. Approve and Execute the grant agreement between U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) and the City Attorney's Office;
 - b. Accept the grant award in the amount of \$1,000,000 from SAMHSA.
2. AUTHORIZE the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$1,000,000 from SAMHSA;
 - b. Establish a new appropriation account within Fund 368 as follows:
 - Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 - \$1,000,000
 - c. TRANSFER \$90,587 from Fund 368, Department 12, Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of one (1) resolution authority;
 - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$81,480 from Fund 368, Department 12, Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of one (1) grant reimbursed regular authority;
 - e. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$122,409 from Fund 368, Department 12, Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the project;
 - f. TRANSFER \$75,000 from Fund 368, Department 12, Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 70, Account 001092 – Sworn Overtime.
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2025, the following action relative to the Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3:
 - a. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$30,195 from Fund 368, Department 12, Account 12A350 - Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of one (1) resolution authority;
 - b. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$25,000 from Fund 368, Department 12, Account 12A350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 to Fund 100, Department 70, Account 001092 – Sworn Overtime.
4. AUTHORIZE the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The total cost of the Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 3 is \$1,011,440 of which \$1,000,000 will be reimbursed by SAMHSA. The General fund contribution is \$11,440 in related costs not reimbursed from grant funds.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input checked="" type="checkbox"/> Grant Award Notification and Acceptance	<input checked="" type="checkbox"/> Copy of Award Notice
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)

Department Head Name:

Stefany Faybie

Department Head Signature:

Stefany Faybie

Date:

8/21/2024

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- ☐ Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
☐ Returned to Department (Additional information/documentation has been requested.
☐ Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

Grant Name: ReCast Year 3
Grant Project Breakdown

Salaries	Department: City Attorney		Comments
	Grant Funds	Additional Costs** City Funds Non-City Funds Total	
1010 Salaries General (City Attorney)	202,262		202,262
1020 Salaries Grant Reimbursed	-		-
1070 Salaries As Needed	-		-
XXXX LAPD Sworn Overtime	100,000		100,000
Salaries Total:	302,262	-	302,262

CAP 41

Related Costs*	Rate		
Fringe Benefits	43.58%	88,146	9,440
Central Services	12.60%	25,485	2,000
Dept Admn	4.34%	8,778	8,778
Related Costs Total:		122,409	11,440

Expense

2120 Printing & Binding	-		
2130 Travel	4,000		4,000.00
3040 Contractual Services-	567,186		567,186.00
3310 Transportation	-		-
4160 Governmental Meetings	-		-
6010 Office Supplies	3,143		3,143.00
6020 Operating Supplies	-		-
7300 Equipment	1,000		-
Other-	-		-
			1,000.00
			Other - Conference Registration

Expenses Total:

575,329	-	-	575,329
1,000,000	11,440	-	1,011,440

Grand Total:

*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)

match requirement and whether they are already provided or new funding is required.

Department: City Attorney
Project Name: ReCAST Year 3

Job Classification	Total		Existing	Grant Funding		Reimbursable*		Other Funding Sources		Non-City		Comments
	New	No.		No.	Cost	No.	Cost	City	Non-Reimbursable**	No.	Cost	
Deputy City Attorney IV	0.4	0.4		0.4	81,480.00							40% reimbursed by the grant
Administrative Coordinator II	1	1		1	120,782.00							100 % reimbursed by grant

Total: 1.4 0 0 1.4 202,262 0 - 0 0 0 0

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary
*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant
**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the



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

Notice of Award
FAIN# H79SM084913
Federal Award Date
07/22/2024

Recipient Information

- 1. Recipient Name**
CITY OF LOS ANGELES
200 N MAIN ST
LOS ANGELES, CA 90012
- 2. Congressional District of Recipient**
34
- 3. Payment System Identifier (ID)**
1956000735B9
- 4. Employer Identification Number (EIN)**
956000735
- 5. Data Universal Numbering System (DUNS)**
156092066
- 6. Recipient's Unique Entity Identifier**
WT4DW46STJ35
- 7. Project Director or Principal Investigator**
Lara Drino

lara.drino@lacity.org
310-570-0686
- 8. Authorized Official**
Hydee Feldstein Soto
hydee.feldsteinsoto@lacity.org
213-978-8000

Federal Agency Information

- 9. Awarding Agency Contact Information**
Elizabeth Carlini
Grants Specialist
elizabeth.carlini@samhsa.hhs.gov
(240) 276-0582
- 10. Program Official Contact Information**
Jessica Leopold
Program Official
jessica.leopold@samhsa.hhs.gov
(240) 276-2487

Federal Award Information

- 11. Award Number**
5H79SM084913-03
- 12. Unique Federal Award Identification Number (FAIN)**
H79SM084913
- 13. Statutory Authority**
Sec.520A PHS Act, as amended, 42 U.S.C. (290bb-32)
- 14. Federal Award Project Title**
City of Los Angeles ReCAST Initiative
- 15. Assistance Listing Number**
93.243
- 16. Assistance Listing Program Title**
Substance Abuse and Mental Health Services_Projects of Regional and National Significance
- 17. Award Action Type**
Non-Competing Continuation
- 18. Is the Award R&D?**
No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/30/2024 – End Date 09/29/2025	
20. Total Amount of Federal Funds Obligated by this Action	\$1,000,000
20a. Direct Cost Amount	\$965,737
20b. Indirect Cost Amount	\$34,263
21. Authorized Carryover	
22. Offset	
23. Total Amount of Federal Funds Obligated this budget period	\$1,000,000
24. Total Approved Cost Sharing or Matching, where applicable	\$0
25. Total Federal and Non-Federal Approved this Budget Period	\$1,000,000
<hr/>	
26. Project Period Start Date 09/30/2022 – End Date 09/29/2027	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$3,000,000

- 28. Authorized Treatment of Program Income**
Additional Costs
- 29. Grants Management Officer - Signature**
Eileen Bermudez

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

Issue Date: 07/22/2024

Resiliency in Communities After Stress and Trauma
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Mental Health Services

Award Number: 5H79SM084913-03
FAIN: H79SM084913
Program Director: Lara Drino

Project Title: City of Los Angeles ReCAST Initiative

Organization Name: CITY OF LOS ANGELES

Authorized Official: Hydee Feldstein Soto

Authorized Official e-mail address: hydee.feldsteinsoto@lacity.org

Budget Period: 09/30/2024 – 09/29/2025
Project Period: 09/30/2022 – 09/29/2027

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,000,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CITY OF LOS ANGELES in support of the above referenced project. This award is pursuant to the authority of Sec.520A PHS Act, as amended, 42 U.S.C. (290bb-32) 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 (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,
Eileen Bermudez
Grants Management Officer
Division of Grants Management
eileen.bermudez@samhsa.hhs.gov
See additional information below

SECTION I – AWARD DATA – 5H79SM084913-03**Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$202,262
Fringe Benefits	\$88,146
Travel	\$4,000
Supplies	\$2,143
Contractual	\$667,186
Other	\$2,000
 Direct Cost	 \$965,737
Indirect Cost	\$34,263
Approved Budget	\$1,000,000
Federal Share	\$1,000,000
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$1,000,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
3	\$1,000,000
4	\$1,000,000
5	\$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: 93.243
EIN: 1956000735B9
Document Number: 22SM84913A
Fiscal Year: 2024

IC	CAN	Amount
SM	C96J504	\$1,000,000

IC	CAN	2024	2025	2026
SM	C96J504	\$1,000,000	\$1,000,000	\$1,000,000

SM Administrative Data:

PCC: RECAST21 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM084913-03

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 – 5H79SM084913-03

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.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 5H79SM084913-03

REMARKS

Continuation Award

This Notice of Award (NoA) is issued to inform your organization that the application submitted for the *Resiliency in Communities After Stress and Trauma (Short Title: ReCAST Program)* program is being continued.

- o This award reflects approval of the budget submitted February 2, 2024 as part of the continuation application by your Organization.
- o This award also reflects acceptance of supporting documentation submitted April 16, 2024 in response to a Request for Additional Materials (RAM).

2. Key Personnel

Key Personnel are listed below:

Lara Drino, Project Director @ 40% level of effort
Maria Virginia Cons, Program Manager @ 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 Personnel including level of effort involving separation from the

project for any continuous period of three months or longer, or a reduction in time dedicated to the project of 25% or more requires a prior approval and must be submitted as a postaward 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.

For additional information on how to submit a post-award amendment, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

3. All responses to award terms and conditions and post award amendment requests 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.

4. 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 budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

STANDARD TERMS AND CONDITIONS

Annual Programmatic Progress Report

By **December 28, 2025**, submit via eRA Commons.

The Programmatic Report is required on an annual basis and 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 budget period/incremental period.

The Annual Programmatic Report must, at a minimum, include the following information:

- o Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- o A summary of key program accomplishments to-date.
- o Description of the changes, if any, that were made to the project that differ from the application for this budget period.
- o 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.

Note: Recipients must also comply with the GPRA 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 has been 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 no later than **90 days after the end of each Budget Period**. 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>.

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

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

- o By **December 28, 2025**, submit the Federal Financial Report (FFR)/(SF-425).
- o 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-Grantee.pdf>
- o 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>
- o 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, 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 page [Managing eRA User Accounts](#) on SAMHSA's website 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 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.

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, 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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