

SAMHSA Fiscal Year 2016 – Multi-Year Award Terms and Reporting Requirements

Terms/ Reports	Name	Language
1 Standard Remark	New Multi-Year Awards	<p>This award reflects multi-year funding for a total of /three/ 12 month incremental periods within a /three year/36/ month project period in the amount of /\$306,000/. The first 12 month period, the recipient organization may expend /\$102,000/. Funding for each of the subsequent 12 month period(s) are restricted and the recipient organization may not expend more than /\$102,000/ during that time as follows:</p> <p>/9/30/2014 - 9/29/2015/: /\$102,000/ /9/30/2015 - 9/29/2016/: /\$102,000/ /9/30/2016 - 9/29/2017/: /\$102,000/</p>
2 Standard Term	All New Multi-Year Award, Fixed Year Appropriation	<p>FIXED YEAR APPROPRIATIONS</p> <p>All Federal agencies are required by 31 U.S.C. §1552(a) to close fixed year appropriation accounts and cancel any remaining balances by September 30 of the fifth fiscal year after the year of availability. In order for the SAMHSA to meet its obligation to close these accounts and cancel any remaining balances by September 30, recipients must report disbursements on the quarterly cash transaction report (using the FFR) no later than June 30 of the fifth fiscal year after the year of availability. At the end of five years, the funds are cancelled and returned to the Treasury. This provision prevents SAMHSA's ability to authorize requests for no-cost extension beyond the project period end date.</p> <p>Because funding will not be available after September 28, of the final budget year, recipients must plan accordingly to allow for adequate time to draw funds from their HHS Payment Management System accounts to reimburse grant related costs that have been incurred.</p>
3 Standard Reporting Requirement	Performance Progress Reports	<p>Submission of a Programmatic Quarterly Report is due no later than the dates as follows:</p> <p>1st Report - 2nd Report - 3rd Report - 4th Report -</p> <p>Please submit your Programmatic Quarterly Reports to DGMPROGRESSREPORTS@SAMHSA.HHS.GOV and copy your Government Program Official (GPO).</p>

<p>4 Standard Reporting Requirement</p>	<p>Annual Federal Financial Report (FFR)</p>	<p>The Federal Financial Report (FFR) (SF-425) is required on an annual basis and must be submitted no later than 90 days after the end of the budget period. The annual FFR should reflect only cumulative actual federal funds authorized and disbursed, any non-federal matching funds (if identified in the FOA), 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. The SF-425 is available at (http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf). Additional guidance to complete the FFR can be found: http://www.samhsa.gov/grants/grants-management/reporting-requirements.</p> <p>Annual FFRs must be submitted to the applicable email: CMHS Grants (e.g., SM-12345-01): CMHSFFR@samhsa.hhs.gov CSAT Grants (e.g., TI-12345-01): CSATFFR@samhsa.hhs.gov CSAP Grants (e.g., SP-12345-01): CSAPFFR@samhsa.hhs.gov</p>
<p>5 Multi Year Reporting Requirement</p>	<p>Multi Year</p>	<p><i>You must submit by /May 1/ for each 12 month interval of /9/30/2015 through 09/29/2016 / the following:</i></p> <ol style="list-style-type: none"> 1. SF-424 – Face Page: recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s) in box #18. <ol style="list-style-type: none"> a. Include your grant number (SP#,SM#,TI#) as reflected on your last NoA 2. SF-424A - budget page (add total amount for each budgeted cost category). Recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s). 3. And HHS Checklist form with parts C and D completed. 4. (a) Submit a budget and explanation/justification including supporting documentation for any changes above 25% of the total budget from the current 12 month period;; or, (b) an attestation signed and dated by the Authorized Representative on your organization's letterhead, stating that the detailed budget and narrative justification has not changed above 25% of the total budget from the current 12 month period. 5. Key staff changes (NEW or ANTICIPATED) must be requested in advance as stated in the terms/conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position. 6. The Project/Program Narrative which is limited to five (5) pages only must outline any changes, progress and accomplishments resulting from the past year of support and progress or milestones anticipated with this continuation funding request and must use the Supplementary Instructions as follows: <ol style="list-style-type: none"> a. Description and explanation of changes, if any, made during this budget period affecting the following: <ol style="list-style-type: none"> 1. Goals and objectives 2. Projected time line for project implementation 3. Approach and strategies proposed in the initially approved and funded application 4. Report on progress relative to approved objectives, including progress on evaluation activities. 5. Summary of key program accomplishments to date and list progress 6. Description of difficulties/problems encountered in achieving planned goals and objectives including: <ol style="list-style-type: none"> a. Barriers to accomplishment and b. Actions to overcome difficulties

c. Report on milestones anticipated with the new funding request

**Specific programmatic instructions may be provided by the Government Project Officer.*

FAILURE TO COMPLY WITH THE ABOVE STATED REPORTING REQUIREMENT MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.3 71, 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.

6	Standard Terms	Reference Award Standard Terms	Insert Award Standard terms
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Text in red will be filled in with the award specific information on the Notice of Award