

SAMHSA Fiscal Year 2016 – New Cooperative Agreement Standard Terms and Reporting Requirements

Terms/ Reports	Name	Language
1 Standard Remark	New Cooperative Agreement	<p>This Notice of Award (NoA) is issued to inform your organization that the application submitted through the (FULL PROGRAM NAME AND ACRONYM) funding opportunity (INSERT FOA #) has been selected for funding. The (INSERT ACRONYM) Program, as authorized by the (CITE ACT/STATUTE and PUBLIC LAW), included funds to (BRIEFLY CITE PROGRAM PURPOSE).</p> <p>This cooperative agreement notice of award sets out the terms and conditions governing a collaborative effort between the <i>(Recipient Organization Name)</i> and <i>(select one: the Center for Substance Abuse Treatment (CSAT), Center for Substance Abuse Prevention (CSAP), Center for Mental Health Services (CMHS))</i>, Substance Abuse and Mental Health Services Administration (SAMHSA).</p> <p>While the responsibility for conducting these activities lies primarily with <i>(Recipient Organization Name)</i>, the <i>(select one: CSAT, CSAP, CMHS)</i>, SAMHSA, through its designated representatives shall provide continuing technical assistance, consultation, and coordination in the conduct of the project during the period of this agreement.</p>

2	Standard New Cooperative Agreement Term	Cooperative Agreement Roles	<p>ROLE OF RECIPIENT The Recipient must: (1) Comply with terms and conditions of the cooperative agreement award, and (2) Collaborate with SAMHSA staff in project implementation and monitoring.</p> <p>ROLE OF GOVERNMENT PROJECT OFFICIAL The Government Project Official (GPO) will have overall responsibility for monitoring the conduct and progress of Recipient Sites, including conducting site visits. The GPO will provide substantial input, in collaboration with the Recipients, both in the planning and implementation of the program and in evaluation activities, and will make recommendations regarding program continuance. Likewise, GPOs will participate in the publication of results and packaging and dissemination of products and materials in order to make the findings available to the field. (Select CSAT/CSAP/CMHS)/SAMHSA staff will receive authorship/co-authorship credit on all publications to which they have made substantial contributions.</p> <p>ROLE OF THE GRANTS MANAGEMENT OFFICER The Grants Management Officer (GMO) is responsible for all business management aspects of negotiation, award, and financial and administrative aspects of the cooperative agreement. The GMO utilizes information from site visits, reviews of expenditure and audit reports, and other appropriate means to assure that the project is operated in compliance with all applicable Federal laws, regulations, guidelines, and the terms and conditions of award.</p> <p>Required approvals must be provided in writing and the GMO is the only person, except for the SAMHSA Administrator, who may grant such required approvals. Written approvals granted by other officials are not binding on the government. All changes in the terms of the cooperative agreement award must be issued in writing by the GMO.</p>
3	Standard Reporting Requirement	Annual Federal Financial Report (FFR)	<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>

4	Standard Reporting Requirement	Performance Progress Reports	<p>The recipient must submit Programmatic Reports (annual, semi-annual or quarterly) no later than the dates (i.e., January 1, 2017, January 1, 2018, etc.) as follows:</p> <p>1st Report – [date]; 2nd Report – [date]; 3rd Report - [date]; 4th Report - [date] [Date] Please submit your Programmatic (annual, semi-annual or quarterly) Report to your Program Official.</p> <p>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 Program Official. This information is needed in order to comply with PL 102-62 which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs. Please contact your Program Official for additional submission information.</p>
5	Standard Terms	Reference Award Standard Terms	Insert Award Standard terms

Text in red will be filled in with the award specific information on the Notice of Award