



SAMHSA Fiscal Year 2018 – Closeout Terms and Reporting Requirements

Terms/ Reports	Name	Language
1 Standard Reporting Requirement	Performance Progress Reports	<p>Submission of a Final Programmatic Report (FPR) is due no later than /date/.</p> <p>The FPR should be prepared in accordance with the terms and conditions of the Notice of Award (NoA) and/or directions provided by the Substance Abuse and Mental Health Services Administration (SAMHSA) Government Program Officer (GPO). The final progress report should cover the entire project period and include, at a minimum, an overview of the goals and objectives that you accomplished during the funding period as stated in your grant application.</p> <p>Note: Recipients must also comply with the Government Performance and Results Act (GPRA) requirements that include the collection and periodic reporting of performance data as specified in the Funding Opportunity Announcement (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> <p>Please submit your final Programmatic Report to DGMPProgressReports@samhsa.hhs.gov and copy your Government Program Official (GPO).</p>
3 Closeout Reporting Requirement	Final Federal Financial Report (FFR)	<p>The recipient is required to submit a final Federal Financial Report (FFR), which must be submitted no later than 90 days after the end of the budget period. The final FFR should only include cumulative actual Federal funds authorized and disbursed, any non-Federal matching funds (if identified in the FOA), the unobligated balance of the Federal funds for the award, as well as program income generated during the timeframe covered by the report.</p> <p>Expenditures reported on line 10, e. should be based on the total actual grant expenditures reported in the accounting system. The total expenditures reported should reconcile to the total quarterly cash-basis expenditures reported to the Payment Management Service (PMS) and on line 10.b. If non-Federal expenditures (matching) was required under the grant, lines 10.i. and 10.j. must be completed. Drawdowns made from PMS under the grant in excess of the total grant expenditures must be returned to SAMHSA along with any funds received as a result of refunds, corrections, overspending and audits. All program income earned as a result of the grant and expended must be reported on lines 10.l., 10.m, and 10.n as well. No unliquidated obligations may be reported on line 10.f in the final FFR.</p> <p>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>The final FFR must be submitted by email to grant.closeout@samhsa.hhs.gov.</p>		
<p>Closeout Reporting Requirement</p>	<p>Tangible Personal Property Report</p>	<p>The recipient is required to submit a Tangible Personal Property Report (SF-428) within 90 days of the end of the award project period. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. Recipients must disclose any acquired equipment with acquisition cost of \$5,000 or more and residual unused supplies with total aggregate fair market value exceeding \$5,000.</p> <p>The report must contain the SF-428 cover sheet and the SF-428-B Final Report. As applicable, the SF-428-C Disposition Request/Report and the SF-428-S Supplemental Sheet may be included.</p> <p>If your organization has not purchased individual items of equipment or cumulative supplies with a fair market value of \$5,000 or more under the award, please report this in the comments section on the SF-428-B Final Report.</p> <p>The Tangible Personal Property Report must be submitted by email to grant.closeout@samhsa.hhs.gov.</p>
<p>4 Standard Terms</p>	<p>Reference Award Standard Terms</p>	<p>Reference Grants Awarded in Fiscal Year 2018 Standard Terms and Conditions at https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions</p>