

## SAMHSA Fiscal Year 2016 – Non-Competing Continuation Standard Terms and Reporting Requirements

Terms/ Reports	Name	Language
1 Standard Remark	<b>Non-Competing Awards</b>	This Notice of Award (NoA) is issued to inform your organization that the application submitted through the ( <i>FULL PROGRAM NAME AND ACRONYM</i> ) is being continued. The ( <i>INSERT ACRONYM</i> ) Program, as authorized by the ( <i>CITE ACT/STATUTE and PUBLIC LAW</i> ).
2 Standard Reporting Requirement	<b>Annual Federal Financial Report (FFR)</b>	<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 (<a href="http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf">http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf</a>). Additional guidance to complete the FFR can be found: <a href="http://www.samhsa.gov/grants/grants-management/reporting-requirements">http://www.samhsa.gov/grants/grants-management/reporting-requirements</a>.</p> <p>Annual FFRs must be submitted to the applicable email:            CMHS Grants (e.g., SM-12345-01): <a href="mailto:CMHSFFR@samhsa.hhs.gov">CMHSFFR@samhsa.hhs.gov</a>            CSAT Grants (e.g., TI-12345-01): <a href="mailto:CSATFFR@samhsa.hhs.gov">CSATFFR@samhsa.hhs.gov</a>            CSAP Grants (e.g., SP-12345-01): <a href="mailto:CSAPFFR@samhsa.hhs.gov">CSAPFFR@samhsa.hhs.gov</a></p>
3 Standard Reporting Requirement	<b>Performance Progress Reports</b>	<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 (<i>annual, semi-annual or quarterly</i>) 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>
4 Standard Terms	<b>Reference Award Standard Terms</b>	Insert Award Standard terms

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



Substance Abuse and Mental Health Services Administration

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