



STANDARD TERMS AND CONDITIONS

The following Applies to the Last Year of the Project Period:

This grant is in the final budget period of the project. Unless a no-cost extension has been requested and approved, grant closeout documents must be submitted within 90 days of the end of the current 12 month budget period and again at the end of a no-cost extension.

- 1) The Federal Financial Report (FFR) – (Standard Form 425) is required on an annual basis and must be submitted no later than 90 days after the end of the budget period.
 - a) Disbursements reported on the final FFR must agree with the top portion of the FFR line 10 (a-c) as filed with the Payment Management Services. NOTE: SINGLE GRANT REPORTING IS REQUIRED FOR EACH SAMHSA PROJECT AS STATED ON THE FFR FOR LINE 10 (d-o). Do not include any amount in Line 10f that has been reported in Line 10e. If applicable, include the required match on the FFR under Recipient Share line 10 (i-k). Adjustments to the award amount, if necessary, will be made if the grantee fails to meet the required match.
 - b) The FFR must be prepared on a cumulative basis and all program income must be reported on line 10 (l-o).
 - c) When submitting the FFR to SAMHSA, the amounts reported under Transactions (#10 a-c) to the (PMS), must equal or be reconciled with the Federal Expenditures and Unobligated Balance reported in (#10d-h). THERE MAY BE NO UNLIQUIDATED OBLIGATIONS REPORTED ON THE FINAL FFR.

The FFR may be accessed from the following website at http://www.whitehouse.gov/omb/grants_forms including instructions. The data can be entered directly on the form and the system will calculate the figures. After the FFR is completed you should print, sign and mail the FFR to the address listed at the end of this letter.

2) The Tangible Personal Property Report (SF-428) is required even if you have not purchased such property under the award or plan to continue to use the property after closeout, in accordance with 2 CFR Part 215 , 45 CFR 74.34 or 92.32.

If your organization has tangible personal property (equipment and supplies in excess of \$5,000) you must complete the Tangible Personal Property Reports. The following closeout forms can be downloaded from the OMB website at http://www.whitehouse.gov/omb/grants_forms:

Tangible Personal Property Report, Standard Form - 428;

Final Report, Standard Form-428-B;

Disposition Request Report, Standard Form - 428-C; and

Supplemental Sheet Standard Form - 428-S

According to 2 CFR Part 215 and 45 CFR 74.34(g) or 45 CFR 92.32(e), if acquired equipment with acquisition cost of \$5,000 or more, the first preference for its use is another SAMHSA project, second preference for its use is another HHS project and third preference for its use is another Federal project. If these preferences cannot be met once the equipment has been sold, the sale amount must be returned to SAMHSA. Provide all information about the equipment in a separate letter signed by the authorized representative transferring the equipment and signed by the grantee's authorized representative accepting the equipment, include the date of disposal and sale price or the method used to determine current fair market value, and compensate SAMHSA for its share by mailing a check payable to the U.S. Department of Health and Human Services. All forms and any compensation to SAMHSA should be mailed to the address listed at the end of this letter. SAMHSA will provide written approval or disapproval of your request for disposition of property/supplies in excess of \$5,000 in total value (provide detailed list of supplies signed by both authorized representatives as stated above).

3) The Final Progress Report (FPR) should be prepared in accordance with the terms and conditions of the Notice of Award (NoA) and/or directions provided by the SAMHSA Program Official listed at the bottom of your latest NoA under Contacts. 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.

If further assistance is required to complete your FPR contact the Program Official. The FPR should be mailed to the address listed at the end of this letter.

All required documents should be mailed to the following address:

SAMHSA, Division of Grants Management
Attn: Closeout
1 Choke Cherry Road, Room 7-1091
Rockville, Maryland 20857*
***Use zip code 20850 for overnight delivery**

ALL PREVIOUS TERMS AND CONDITIONS REMAIN IN EFFECT UNTIL SPECIFICALLY APPROVED
AND REMOVED BY THE GRANTS MANAGEMENT OFFICER