

# Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances

22, March

12pm-1pm. EST

**Please Stand By – This webinar will begin shortly.**

To access the audio portion of this webinar,

**ZOOM Link** Meeting ID: 161 731 7029, Passcode: 136063, +1-669-254-5252

[Application Link: https://www.samhsa.gov/grants/grant-announcements/sm-22-007](https://www.samhsa.gov/grants/grant-announcements/sm-22-007)



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

# Basic Information

## Estimated Award Amount:

- Up to \$3 million per year for state applicants.
- Up to \$1 million per year for political subdivisions of states, territories, and American Indian/Alaska Native (AI/AN) applicants

## Length of Project Period:

- Up to 4 years

## Due Date:

- Monday, April 18, 2022

## Anticipated Start Date:

- September 30, 2022

# Program Purpose

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS), is accepting applications for fiscal year (FY) 2022 Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances grants (Short title: System of Care (SOC) Expansion and Sustainability Grants). The purpose of this program is to provide resources to improve the mental health outcomes for children and youth, birth through age 21, with serious emotional disturbances (SED), and their families. This program supports the implementation, expansion, and integration of the System of Care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children and their Families Program (also known as the Children's Mental Health Initiative or CMHI).

# Eligibility

Eligibility is statutorily limited to the following:

- State governments and territories (i.e., the District of Columbia; the Commonwealth of Puerto Rico; the Northern Mariana Islands; the Virgin Islands; Guam; American Samoa; the Republic of Palau; the Federated States of Micronesia; and the Republic of the Marshall Islands);
- Governmental units within political subdivisions of a state (e.g., county, city, town);
- Federally recognized American Indian/Alaska Native tribes and tribal organizations, as defined in Section 5304(b) and Section 5304(c) of the Indian Self-Determination and Education Assistance Act

# Required Application Components

Budget Information (NOFO, p. 25)

SF-424A

Budget Justification and Narrative – See Appendix L (p. 71)

Project Narrative – no longer than 10 PAGES (p. 23)

Attachments 1-7 (see p. 20-21 for page limitations)

Attachment 1: Evidence of Experience and Credentials

Attachment 2: Data Collection Instruments/Interview Protocols

Attachment 3: Sample Consent Form

Attachment 4: Project timeline. See (p. 24) Section B.3. for additional instructions

# Required Application Components

Attachment 5: Biographical Sketches and Position Descriptions. See Appendix G (p. 56)

Attachment 6: Letter to the SSA – if applicable. See Appendix J (p. 63)

Attachment 7: Confidentiality and SAMHSA Participant Protection/Human Subjects Guidelines. See Appendix D (p. 47)

# Application Submission

All applicants must register with NIH's eRA Commons in order to submit an application. This process takes up to six weeks. If you believe you are interested in applying for this opportunity, start the registration process immediately. Do not wait to start this process.

**SEE APPENDIX A  
FOR DETAILED INSTRUCTIONS**

# Application Submission

- Applicants are required to complete **four (4) registration processes**:
  - Dun & Bradstreet Data Universal Numbering System (to obtain a DUNS number);
  - System for Award Management (SAM);
  - Grants.gov; and
  - eRA Commons.
- If you have already completed registrations for DUNS, SAM, and Grants.gov, you need to ensure that your accounts are still active, and then register in **eRA Commons**.

**SEE APPENDIX A  
FOR DETAILED INSTRUCTIONS**



# Required Activities

The SOC Expansion and Sustainability grant program is one of SAMHSA's hybrid (services and infrastructure) grant programs. SAMHSA intends that its hybrid grants result in the development of infrastructure and the delivery of services as soon as possible after award, i.e., no later than six months after the awarding of grant funding.

- Within four months of the funding being made available for this award, conduct a needs assessment to address gaps in service delivery for the children/youth to be served by this project in the proposed geographic catchment area. The needs assessment must include the identification of racial and ethnic health disparities, and specialized cultural and linguistic needs.
- Provide evidence-based and culturally appropriate mental health services to children/youth with SED/SMI, including the following:
  - o Diagnostic and evaluation services, including an assessment of substance use history, trauma history, risk for suicide, and general health conditions.

# Required Activities, cont.

- o Outpatient services provided in a clinic, office, school, or other appropriate location, including individual, group, and family counseling, professional consultation, and review and management of medications.
- o 24-hour mental health crisis emergency services, seven days per week;
- o Intensive home-based outreach and case management services for children and their families when the child is at imminent risk of out-of-home placement;
- o Intensive day treatment services;
- o Respite care services;
- o Therapeutic foster care services, services in therapeutic foster family homes or individual therapeutic residential homes, and group homes caring for not more than 10 children;
- o Transition from the child/youth service to the adult delivery system.

# Required Activities, cont.

- Identify and provide referral pathways to recovery support services (e.g., assistance with obtaining education/job skills necessary for employment, assistance obtaining employment or supported employment, assistance with SSI enrollment).
- Incorporate trauma-informed care elements throughout all components of the SOC project, including screening for trauma, trauma-focused treatment, and a trauma-informed approach to care and services.
- Implement services and supports to promote and sustain family and youth engagement and involvement in the development, implementation, and evaluation of the SOC at the state and local levels, (e.g., family and youth peer support, family and youth leadership development, mentoring, and youth-guided activities).
- Develop a sustainability plan that would include but not be limited to changes in policy and financing strategies to maintain and possibly expand behavioral health services and supports for youth when federal funding ends.

# Required Activities, cont.

- Provide training to service providers in all aspects of system of care development and implementation, including evidence-based, practice-based, or community defined interventions
- Develop new and/or maintain existing collaborative partnerships across child serving agencies, providers, and programs (e.g., substance use, child welfare, juvenile justice, primary care, education, early childhood) to strengthen the delivery of services to children/youth with SED/SMI.
- Develop or enhance an existing Governance Structure/Board that is responsible for decision-making at the client and policy level with the ability to provide oversight and accountability for the SOC.

# Data Collection and Performance Measurement

Recipients are required to report performance **National Outcome Measures (NOMS)** such as the following: demographic data, functioning, military family and deployment, violence and trauma, stability in housing, education and employment, crime and criminal justice status, perceptions of care, social connectedness, and CMHI specific measures.

You must document your plan for data collection and reporting in your Project Narrative. See (Pg. 11) for additional details.

# Data Collection and Performance Measurement, cont.

You will also be expected to collect and report on the following data SPARS Infrastructure, Prevention, and Promotion (IPP) measures on a quarterly basis:

- The number of policy changes completed as a result of the grant.
- The number of people in the mental health and related workforce trained in mental-related practices/activities as a result of the grant.
- The number of consumers/family members who provide mental health related practices/activities as a result of the grant.
- The number of people receiving evidence-based mental health related services as a result of the grant.
- The number of individuals contacted through program outreach efforts.
- The number and percentage of individuals receiving mental health or related services after referral.

# Application Evaluation Criteria - **Services**

**Section A:** Statement of Need (20 points – approximately 2 pages)

**Section B:** Proposed Approach (30 points – approximately 4 pages)

**Section C:** Proposed Evidence-Based Practices  
(25 points approximately 2 pages)

**Section D:** Staff, Management and Relevant Experience  
(15 points approximately 1 pages)

**Section E:** Data Collection and Performance Measurement  
(10 points – approximately 1 page)

# Section A: Statement of Need

1. Identify and describe your population(s) of focus and the geographic catchment area where services will be delivered that align with the intended population of focus of this program. Provide a demographic profile of the population of focus in the catchment area in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status.
2. Describe the extent of the problem in the catchment area, including service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus identified in your response to A.1. Identify the source of the data.



# Section B: Proposed Approach

1. Describe how you will implement the Required Activities in Section I.
2. Describe the goals and measurable objectives (see Appendix E) of the proposed project and align them with the Statement of Need described in A.2.
3. In Attachment 4, provide a chart or graph depicting a realistic timeline for the entire four years of the project period, showing dates, key activities, and responsible staff. These key activities must include the requirements outlined in Section I [NOTE: Be sure to show that the project can be implemented, and service delivery can begin as soon as possible and no later than four months after grant award. The timeline cannot be more than two pages and should be submitted in Attachment 4.] The recommendation of pages for this section does not include the timeline.

# Section C: Proposed Evidence-Based Practices

1. Identify the Evidence-Based Practice(s) (EBPs), evidence-informed, and/or culturally promising practices that will be used. Discuss how each intervention chosen is appropriate for your population(s) of focus and the outcomes you want to achieve. Describe any modifications that will be made to the EBP(s) and the reason the modifications are necessary. If you are not proposing any modifications, indicate so in your response. interventions.
2. Describe how you will monitor and ensure fidelity of EBPs, evidence-informed and/or promising practices that will be implemented.

# Section D: Staff, Management, and Relevant Experience

1. Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this NOFO. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project. If applicable, Letters of Commitment from each partner must be included Attachment 1 of your application. If you are not partnering with any other organization(s), indicate so in your response.
2. Provide a complete list of staff positions for the project, including the Key Personnel (Project Director and Lead Family Coordinator) and other significant personnel. Describe the role of each, their level of effort, and qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).

# Section E: Data Collection and Performance Measures

1. Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor, and enhance the program.

# Questions?

## Program Contact:

Emily Hassey

[Emily.Hassey@samhsa.hhs.gov](mailto:Emily.Hassey@samhsa.hhs.gov)

Public Health Advisor

Child, Adolescent & Family Branch  
Center for Mental Health Services

To download the presentation slides, please select 'File' at the top left of your screen. Then select 'Transfer' to access the File Transfer box. Then you can select and download the file.

# Grants Management Overview

Troy Valladares, Grants Management Specialist  
Substance Abuse and Mental Health Services Administration  
U.S. Department of Health and Human Services



# OBJECTIVES

Applying for a Grant - Available Resources

Applicable Policies & Regulations

Factors Affecting Allowability of Costs

Budget Narrative & Justification

Cost Sharing and Match Requirements

Sample Budget Template

SF-424A

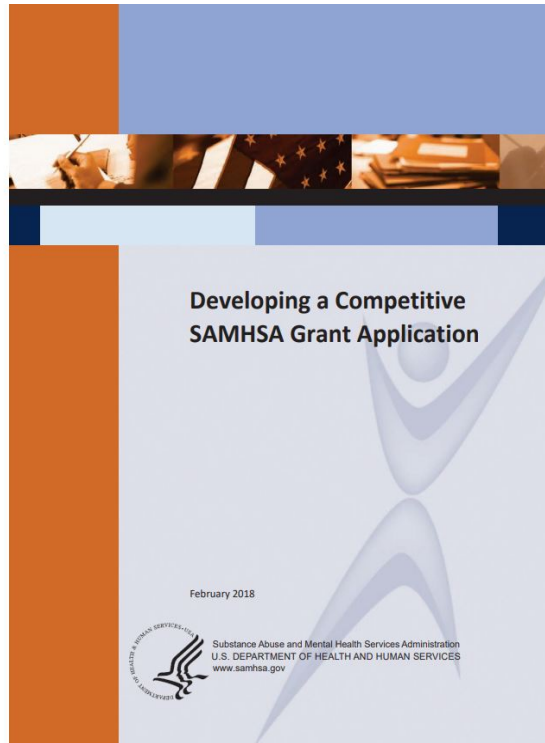
Key Personnel

Indirect Cost Rate

Funding Limitations/Restrictions

Questions/Technical Support

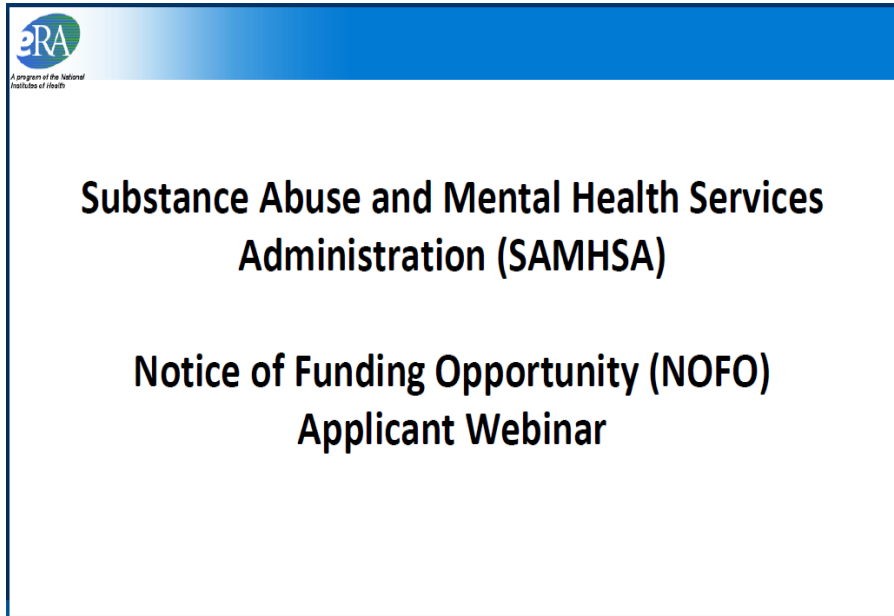
# APPLYING FOR A GRANT - AVAILABLE RESOURCES



- A manual is available for applicants: [Developing a Competitive SAMHSA Grant Application \(PDF | 1 MB\)](#).
- This manual will provide applicants with valuable information about how to prepare a strong grant application.



# APPLYING FOR A GRANT - AVAILABLE RESOURCES (CONT'D.)



View a [recording of the SAMHSA Applicant Webinar \(39 minutes\)](#)

View the [NOFO Applicant Webinar Presentation \(PDF | 7 MB\)](#)

For more information go to [Applying for a New SAMHSA Grant](#) on the SAMHSA Grants website.

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). For more information, please refer to <https://sam.gov/content/duns-uei>.

# APPLICABLE POLICIES & REGULATIONS

**45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**  
- <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

**HHS Grants Policy Statement** <Http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf> - the HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards.

**Financial Management Requirements** - the financial management control areas provide recipients with guidance for ensuring their existing accounting and personnel policies and procedures (P&P) include the necessary controls. *The guidance is also used by SAMHSA to complete Financial Capability Reviews (FCRs) of new and prospective grantees.*

Learn more about [grantee financial management requirements](#).

# APPLICABLE POLICIES & REGULATIONS (CONT'D.)

## 45 CFR PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS

Recipient Type	Uniform Admin Requirements	Cost Principles	Audit Requirements
State & Local Governments	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	45 CFR Part 75, Subpart F
Colleges & Universities	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	
Non-Profits		45 CFR Part 75, Subpart E	

# FACTORS AFFECTING ALLOWABILITY OF COSTS

Proposed budgets must contain allowable, reasonable, and allocable costs, as defined under [45 CFR 75.403](#), [75.404](#), and [75.405](#).

**Allowable** costs, unless otherwise authorized by program statute are necessary and reasonable for award performance and allowable under the cost principles.

**Reasonable** costs are not in excess of what would normally be incurred by a prudent person under the circumstances prevailing at the time the decision was made, given market rates, effort and the organization's documented policies.

**Allocable** costs can be charged to a federal award if the goods or services are chargeable in accordance with relative benefits received.

# BUDGET NARRATIVE & JUSTIFICATION

All applications must include a detailed budget with narrative justification that explains the federal and the non-federal expenditures.

The detailed budget with narrative justification must be consistent with and support the Project Narrative.

You must provide a description of existing resources and other support you expect to receive for the proposed project.

- Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means.

The federal and the non-federal expenditures should correspond to Item #18 on your SF-424, Estimated Funding.

## BUDGET NARRATIVE & JUSTIFICATION (CONT'D.)

The Budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or historical records.

Detailed Breakdowns must be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how costs will be utilized towards achieving the grant's goals and objectives.

An illustration of a budget and narrative justification is included in Appendix L of the NOFO.

# COST SHARING AND MATCH REQUIREMENTS

- The NOFO for this grant specifies the following matching funds from non-federal sources:
  - For the **first, second, and third fiscal years** of the grant, you must provide at least **\$1 for each \$3 of federal funds**; and
  - For the **fourth fiscal year** of the grant, you must provide at least **\$1 for each \$1** of federal funds.
- Matching contributions must also meet the same test of allowability as costs charged to federal grants.
- Detailed Breakdowns must also be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how matching contributions will be utilized towards achieving the grant's goals and objectives.
- Sources of funds other than the federal request or non-federal matching contribution may be used for unallowable costs.

# SAMPLE BUDGET TEMPLATE

**To reduce errors and expedite review of your budget, it is highly recommended you use SAMHSA's PDF Budget Template** to complete the Detailed Budget and Narrative Justification required for submission with your application.

- SAMHSA's Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The budget template is available at: <https://www.samhsa.gov/grants/applying/forms-resources>

**Note:** For SAMHSA to view all your budget data, you must flatten/convert the PDF to a non-editable format by **PRINTING TO PDF** before submission.

The following resources provide guidance on use of the budget template:

- [Key Features of the Budget Template](#)
- [Budget Template Users Guide](#)
- [Budget Review Checklist](#) (For review of your Detailed Budget before submission)



# BUDGET INFORMATION FOR NON-CONSTRUCTION PROGRAMS (SF-424A)

The total of your detailed budget must match the totals in Section A of the SF-424A and budget category totals must match each of object class cost categories In Section B of the SF-424A . Ensure the following:

- A. In Section A Budget Summary, use Line 1 to enter the total federal request in the New or Revised Budget Federal (e) column.
- B. In Section A Budget Summary, use Line 2 to enter the total non-federal request in the New or Revised Budget Non-Federal (f) column. If there are multiple sources of non-federal funds you may also use lines 3 and 4.
- C. In Section B Budget Categories, use the Grant Program, Function or Activity column (1) to enter the total federal request for each Object Class Category.
- D. Use Section B Budget Categories, use the Grant Program, Function or Activity column (2) to enter the total non-federal matching contribution for each Object Class Category. If there are multiple sources of non-federal funds you may also use columns (3) and (4).

Detailed Instructions for completing the SF-424A can be found at: [SF424A-V1.0-Instructions](#).

# KEY PERSONNEL

1. The Key Personnel are the Project Director (PD) with at least a 50% level of effort (LOE) and the Lead Family Coordinator (LFC) with at least a 75% LOE.
  - a) List both positions in your detailed budget (even if funded in kind or with matching contributions).
  - b) Provide the PD & LFC resumes and job/position descriptions.
2. List the Principal Investigator (PI) or PD to be designated as “Contact” in section 8f and reflect their common ID in Field #4 of the SF-424. Either the PI or the PD can be designated as “Contact” in eRA to take actions and receive notifications **but not both**.
3. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement that specifies the official relationship and addresses performance of all the required duties and responsibilities.

## INDIRECT COST RATE AGREEMENT OR COST ALLOCATION PLAN

Ensure that you submit your organization's current negotiated Indirect Cost (IDC) rate agreement or cost allocation plan with HHS or any other federal agency which required to support the charge of indirect costs.

If your organization is opting to use 10% of Modified Total Direct Costs (MTDC), then a clear statement must be made in your IDC narrative as follows: "XYZ Organization elects to use the de minimis rate of 10 percent of modified total direct costs (MTDC)".

Ensure that you accurately calculate the MTDC base to which your IDC rate is applicable.

Include calculations to show how you arrived at your IDC base and IDC total.

# FUNDING LIMITATIONS/RESTRICTIONS

Refer to the program specific Funding Restrictions/Limitations in section IV and the Standard Funding Restrictions in the Section H of NOFO, as well as to [45 CFR Part 75](#), for applicable administrative requirements and cost principles.

## **The funding restrictions for this project are as follows:**

- No more than 20 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in any required data collection follow-up.

Your proposed budget must adhere to the funding limitations/restrictions specified in Section IV-3 of your NOFO. Include a narrative and separate budget for each year of the grant that shows the dollar amount and the percent of the total grant award that will be used in the area where there is a limitation. Refer to the sample in Appendix K of your NOFO for an example of how this should be presented.

Recipients should maintain adequate documentation of which expenses are connected to the funding limitations/restrictions and the percent of the total grant award that will be used in each area where there is a limitation.

# GOT QUESTIONS?

## **Program/eligibility questions?**

Center for Mental Health Services, Child,  
Adolescent, and Family Branch (CMHS),  
SAMHSA  
(240) 276-1403  
[emily.hassey@samhsa.hhs.gov](mailto:emily.hassey@samhsa.hhs.gov)

## **Fiscal/budget related questions?**

Office of Financial Resources, Division of  
(240) 276-1400  
Grants Management, SAMHSA  
Email: [FOACMHS@samhsa.hhs.gov](mailto:FOACMHS@samhsa.hhs.gov)

## **Review process/application status questions?**

Office of Financial Resources, Division of  
Grant Review  
SAMHSA  
(240) 276-XXXX  
Email:

## **Problems submitting your application on Grants.gov?**

Contact the Grants.gov Helpdesk:  
Email: [support@grants.gov](mailto:support@grants.gov)  
Phone: 1-800-518-4726 (1-800-518-GRANTS)

## **eRA Commons Technical Questions?**

Contact the eRA Service Desk  
[Web Support](#)  
[Submit a Web Ticket](#) (preferred method of contact)  
Toll-Free: 1-866-504-9552