



SAMHSA Fiscal Year 2018 – Multi-Year Award Terms and Reporting Requirements

| Terms/ Reports | Name | Language |
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| 1 Standard Remark | New Multi-Year Awards | <p>This award reflects multi-year funding for a total of /three/ 12 month incremental periods within a /three year/36/ month project period in the amount of /\$306,000/. The first 12 month period, the recipient organization may expend /\$102,000/. Funding for each of the subsequent 12 month period(s) are restricted and the recipient organization may not expend more than /\$102,000/ during that time as follows:</p> <p style="color: red;">/9/30/2014 - 9/29/2015/: /\$102,000/ /9/30/2015 - 9/29/2016/: /\$102,000/ /9/30/2016 - 9/29/2017/: /\$102,000/</p> |
| 2 Standard Term | All New Multi-Year Award, Fixed Year Appropriation | <p>FIXED YEAR APPROPRIATIONS</p> <p>All Federal agencies are required by 31 U.S.C. §1552(a) to close fixed year appropriation accounts and cancel any remaining balances by September 30 of the fifth fiscal year after the year of availability. In order for the Substance Abuse and Mental Health Services Administration (SAMHSA) to meet its obligation to close these accounts and cancel any remaining balances by September 30, recipients must report disbursements on the quarterly cash transaction report (using the Federal Financial Report (FFR)) no later than June 30 <u>of the fifth fiscal year after the year of availability</u>. At the end of five years, the funds are cancelled and returned to the Treasury. This provision prevents SAMHSA's ability to authorize requests for no-cost extension beyond the project period end date.</p> <p>Because funding will not be available after September 28, of the final budget year, recipients must plan accordingly to allow for adequate time to draw funds from their Health and Human Services (HHS) Payment Management System accounts to reimburse grant related costs that have been incurred.</p> |
| 3 Standard Reporting Requirement | Performance Progress Reports | <p>Submission of a Programmatic Report is due no later than the dates as follows:</p> <p style="padding-left: 40px;">1st Report - 2nd Report - 3rd Report - 4th Report -</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 FOA or by the Grant Program Official (GPO). 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.</p> <p>Progress reports must be submitted through the eRA Commons system.</p> |

Please contact your Government Program Official (GPO) for program specific submission information. Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

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| 4 Standard Reporting Requirement | Annual Federal Financial Report (FFR) | 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. Additional guidance to complete the FFR can be found: http://www.samhsa.gov/grants/grants-management/reporting-requirements . |
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FFR reporting must be entered directly into the eRA Commons system.
 Instructions on how to submit a Federal Financial Report (FFR) via the eRA Commons is available at <https://www.samhsa.gov/sites/default/files/samhsa-grantee-submit-ffr-10-22-17.pptx>.

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| 5 Multi Year Reporting Requirement | Multi Year | <p><i>You must submit by /May 1/ for each 12 month interval of 09/30/2015 through 09/29/2016 / the following:</i></p> <ol style="list-style-type: none"> 1. <i>SF-424 – Face Page: recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s) in box #18.</i> <ol style="list-style-type: none"> a. <i>Include your grant number (SP#,SM#,TI#) as reflected on your last Notice of Award (NoA)</i> 2. <i>SF-424A - budget page (add total amount for each budgeted cost category). Recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s).</i> 3. <i>And HHS Checklist form with parts C and D completed.</i> 4. <i>(a) Submit a budget and explanation/justification including supporting documentation for any changes above 25% of the total budget from the current 12 month period;; or, (b) an attestation signed and dated by the Authorized Representative on your organization's letterhead, stating that the detailed budget and narrative justification has not changed above 25% of the total budget from the current 12 month period.</i> 5. <i>Key staff changes (NEW or ANTICIPATED) must be requested in advance as stated in the terms/conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position.</i> 6. <i>The Project/Program Narrative which is limited to five (5) pages only must outline any changes, progress and accomplishments resulting from the past year of support and progress or milestones anticipated with this continuation funding request and must use the Supplementary Instructions as follows:</i> <ol style="list-style-type: none"> a. <i>Description and explanation of changes, if any, made during this budget period affecting the following:</i> <ol style="list-style-type: none"> 1. <i>Goals and objectives</i> 2. <i>Projected time line for project implementation</i> 3. <i>Approach and strategies proposed in the initially approved and funded application</i> 4. <i>Report on progress relative to approved objectives, including progress on evaluation activities.</i> 5. <i>Summary of key program accomplishments to date and list progress</i> 6. <i>Description of difficulties/problems encountered in achieving planned goals and objectives including:</i> <ol style="list-style-type: none"> a. <i>Barriers to accomplishment and</i> |
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- b. *Actions to overcome difficulties*
- c. *Report on milestones anticipated with the new funding request*

**Specific programmatic instructions may be provided by the Government Project Officer.*

FAILURE TO COMPLY WITH THE ABOVE STATED REPORTING REQUIREMENT MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.371, REMEDIES FOR NON-COMPLIANCE AND 45 CFR 75.372 TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

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| 6 | Standard Terms | Reference Award Standard Terms | 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 . |
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