FY 2024 State Pilot Program for Treatment for Pregnant and Postpartum Women

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Welcome!

Award Information

- **Anticipated Award Amount:** Up to $900,000 per year per award
- **Length of Project:** Up to 3 years
- **Application Due Date:** Monday, April 01, 2024
- **Anticipated Start Date:** TBA

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Purpose

The purpose of this program is to:

- Advance family-based services for pregnant and postpartum women with a primary diagnosis of a substance use disorder (SUD), emphasizing the treatment of opioid use disorders

- Help State substance use agencies provide outpatient treatment and recovery support services for pregnant and postpartum women with SUD

- Promote a coordinated system of SUD care within each state.

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Eligibility

- **Eligible applicants** are Single State Agencies (SSA) for Substance Use. The District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible to apply.

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Ineligibility

- Please take note of the following information: If your organization is not a Single State Agency, and if you are a current grantee of a PPW-PLT grant, kindly keep this information in mind.

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Required Application Components

SF Forms	Project	Budget	Disclosures
424	Performance Site		Lobbying Activities
424A	Abstract Summary	Justification & Narrative	
424B	Narrative Attachment		

Required Activities

1. Provide a culturally competent availability of family-based treatment and recovery support services for pregnant and postpartum women, their minor children, age 17 and under, and other family members

2. Provide Community Outreach and Engagement

3. Wrap around services

4. Collaborate with recovery community organizations/peer support providers

5. Continuum care – OP to residential care options as needed

6. Family focused programs – fathers/significant others

7. Trauma informed and EBPs

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Required Activities (continued)

8. Availability of FDA approved medications.
9. Case management services
10. Develop a Steering Committee
11. Needs assessment using statewide epidemiological data
12. State strategic plan
13. Promote trauma-informed care
14. Tobacco cessation program/activities

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Allowable Activities

1. Activities that address behavioral health disparities

2. Outreach and referrals pathways

3. Assess for and respond to persons at risk for or experiencing homelessness.

4. Provide referral resources for victims of gender-based violence

5. Training, workforce development & other capacity building activities

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Data Collection and Requirements
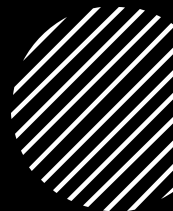
Collect and report data using the GPRA tool

Upload the data into SPARS

Create a Disparity Impact Statement and update annually

Provide a 6- and 12-month Programmatic Progress Report

Final Performance Report 120 days after the end of the project period

Evaluation Criteria

- Project Narrative – no more than 10 pages
  - Section A : Population of focus **10pts**
  - Section B: Proposed Implementation Approach **30pts**
  - Section C: Proposed EB, Adapted or Community defined Services/Practices **25pts**
  - Section D: Staff and Organizational Experience **15pts**
  - Section E: Data Collection and Performance Measurement **10pts**
  - **An additional ten (10) points will be given to applicants whose project specifically focuses on serving rural or health professional shortage areas including, but not limited to, the provision of services for pregnant women with OUD**

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Review and Selection Process

- Applications are peer reviewed
- Awards are based on the strengths and weaknesses of your application
- Awards are made
  - Based on the approval by the CSAT National Advisory Council
  - Availability of funds
  - SAMHSA may select awards for funding that best reach underserved communities or populations

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Grants Management Overview

Stephanie Pozuelos, GMS
Division of Grants Management
Substance Abuse and Mental Health
Services Administration
U.S. Department of Health and Human Services

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1. Applying for a Grant - Available Resources
2. Applicable Policies & Regulations
3. Factors Affecting Allowability of Costs
4. Budget Narrative & Justification
5. Sample Budget Template
6. SF-424A
7. Key Personnel
8. Indirect Cost Rate
9. Funding Limitations/Restrictions

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APPLYING FOR A GRANT - AVAILABLE RESOURCES

- Two manuals are available for applicants: <u>Developing a Competitive SAMHSA Grant Application (PDF | 1 MB)</u> and the <u>FY 2024 Notice of Funding Opportunity (NOFO) Application Guide.</u>

- These manuals will provide applicants with valuable information about how to prepare a strong grant application.

- Additional information can be found on: SAMHSA.gov > Grants > How to Apply for a SAMHSA grant.

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Introduction to Grants.gov Video Series
The Introduction to Grants.gov Video Series covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.

How to Register with Grants.gov
Updated on March 21, 2020
Learn how to create a Grants.gov account so you can subscribe to funding opportunity notifications and apply for federal grants using Grants.gov Workspace. This video also explains how to associate a DUNS number with an applicant account. (Note: This is an optional step).

Intro to Grants.gov User Roles
Updated on April 20, 2018
Learn about applicant user roles within the Grants.gov system and how these roles impact the application process.

How to Search for a Federal Grant on Grants.gov
Updated on Nov 20, 2017
Learn about Grants.gov's powerful search engine, which allows users to find and apply for federal grants in a variety of ways. This video also shows how registered users can subscribe to opportunity notifications generated from saved search criteria.

What's in a Grant Opportunity on Grants.gov?
Updated on April 27, 2018
Learn about the information that is included with every posting of a federal grant opportunity on Grants.gov.

Intro to Applying on Grants.gov
Updated on April 27, 2018
Learn how easy it is to apply for a federal grant using Grants.gov Workspace. This video serves as an introduction to the apply process.

- Learn more about registering, searching, and applying for federal grant opportunities.
- [Recording of the SAMHSA Applicant Webinar (39 minutes)](#)
- [Grants.gov Video Series](#)
- For more information refer to: https://www.samhsa.gov/grants/applying

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number has been 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.

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- **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** - The HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards - https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

- **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.

- **The Notice of Funding Opportunity (NOFO)**

- **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	

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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.

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BUDGET NARRATIVE & JUSTIFICATION

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

- The detailed budget and 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 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.

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- 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. This is to facilitate the determination of whether the proposed costs are allowable, reasonable, and allocable.

- The total for each budget category in your detailed budget with narrative justification must match the corresponding total of each Object Class Category on your SF-424A in Section B Budget Categories.

- Your detailed budget with narrative justification should reflect the project costs for the first year ONLY. In your budget summary table, you will show the amounts requested for future years and justify/explain any change in amounts requested for future years from what was requested in year 1.

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SAMPLE BUDGET TEMPLATE

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

- Over the years, numerous recipients requested a template to present budget information. We heard you!!
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The SAMHSA Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- 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)

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- "**SECTION D - FORECASTED CASH NEEDS**" column "**Total for 1st year**" line "**15. TOTAL**" MUST EQUAL "**SECTION A - BUDGET SUMMARY**" subsection "**New or Revised Budget**" column "**Total (g)**" line "**5. Totals**" amount.

- "**SECTION B – BUDGET CATEGORIES**" column "**Total (5)**" line "**K. TOTALS**" MUST EQUAL "**SECTION A - BUDGET SUMMARY**" subsection "**New or Revised Budget**" column "**Total (g)**" line "**5. Totals**" amount.

- The number of years indicated in "**SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS….**" subsection **"FUTURE FUNDING PERIODS (YEARS)" MUST** correlate with the number of years based on the "Start Date" and "End Date" in section "**17. Proposed Project**" on the SF 424. Enter data for the first budget period in Section D and enter future budget periods in Section E. Please refer to the Notice of Funding Opportunity (NOFO) for additional guidance.

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Enter the CFDA # from the 1st page of the NOFO

Complete only this column Federal (e)

Use the "New or Revised Budget" section for New Applications

On row 1 input: NOFO# - Federal (e.g. XX-19-000 – Federal)

All totals in the circles must match

Note: Section A Total must equal Section B Total

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. TI-18-016 - Federal	93.788			$247,500.00		$247,500.00
2. (Example only)	(Example only)					$0.00
3.						$0.00
4.						$0.00
5. Totals		$0.00	$0.00	$247,500.00	$0.00	$247,500.00

Section A Total

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) TI-18-016 - Federal	(2)	(3)	(4)	(5)
a. Personnel	$80,000.00				$80,000.00
b. Fringe Benefits	$30,000.00				$30,000.00
c. Travel	$21,000.00				$21,000.00
d. Equipment	$28,000.00				$28,000.00
e. Supplies	$7,000.00				$7,000.00
f. Contractual					$0.00
g. Construction					$0.00
h. Other	$81,500.00				$81,500.00
i. Total Direct Charges (sum of 6a-6h)	$247,500.00				$247,500.00
j. Indirect Charges					$0.00
k. TOTALS (sum of 6i and 6j)	$247,500.00				$247,500.00
7. Program Income					$0.00

Section B Total

Section C is not applicable (match not required)

Section D is for the 1st federal year of funding only (match not required).

Show funds allocation per quarter.

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. TI-18-016 - Federal (Example only)				$0.00
9.				$0.00
10.				$0.00
11.				$0.00
12. TOTAL (sum of lines 8-11)	$0.00	$0.00	$0.00	$0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$247,500.00	$61,875.00	$61,875.00	$61,875.00	$61,875.00
14. Non-Federal	$0.00				
15. TOTAL (sum of lines 13 and 14)	$247,500.00	$61,875.00	$61,875.00	$61,875.00	$61,875.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. TI-18-016 - Federal (Example only)	$247,500.00	$247,500.00	$247,500.00	$247,500.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	$247,500.00	$247,500.00	$247,500.00	$247,500.00

Section E is for the future budget period (year 2)

Federal funds needed for 2nd budget period

Federal funds needed for 3rd budget period

Federal funds needed for 4th budget period

Federal funds needed for 5th budget period

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Section F is optional

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* Section D – Forecasted Cash Needs, Federal (line 13) amount must equal Section A Budget Summary and Section B Budget Categories federal funding. Ensure that Section D "TOTAL" amount = Section A and Section B TOTALS.

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1. The Key Personnel are the Project Director (PD) with a minimum 50% level of effort (LOE).
   a) List both positions in your detailed budget (even if funded in-kind or with matching contributions).
   b) Provide the PD resume and job/position description.

2. List the proposed Principal Investigator (PI)/PD to be designated as "Contact" in section 8f and reflect their commons ID in Field #4 of the SF-424.

3. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement tor that specifies the official relationship and addresses performance of all the required duties and responsibilities.

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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.

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FUNDING LIMITATIONS/RESTRICTIONS

Refer to the program specific Funding Restrictions/Limitations in section IV and the Standard Funding Restrictions in Appendix I 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:
- Food can be included as a necessary expense for individuals receiving SAMHSA funded mental and/or SUD treatment services, not to exceed $10.00 per person per day.
- Recovery housing is an allowable cost. Funds may not be used to pay for nonrecovery housing, housing application fees, or housing security deposits.

Your proposed budget must adhere to the funding limitations/restrictions specified in Section IV-5 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.

Recipients should maintain adequate documentation of which expenses correspond 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.

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GOT QUESTIONS?

Program/eligibility questions?
Amy Smith
Center for Substance Abuse Treatment, SAMHSA
240-276-2892
Email: amy.smith@samhsa.hhs.gov

Fiscal/budget related questions?
Office of Financial Resources, Division of Grants Management, SAMHSA
(240) 276-1940
Email: FOACSAT@samhsa.hhs.gov

Problems submitting your application on Grants.gov?
Contact the Grants.gov Helpdesk:
Email: 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
Phone: 301-402-7469 (Press 4 for SAMHSA Grantees)
Hours: Mon-Fri, 7 a.m. to 8 p.m. EST (closed on federal holidays)

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