

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 c.

MEETING OF December 14, 2022

ITEM TITLE:

CONSENT CALENDAR

Motion to approve the application for SAMHSA Mental Health Grant.

REVIEWED BY:

Superintendent
 Finance
 Administration

SUBMITTED BY: Michael Robbins, Superintendent

CONTACT PERSON/TELEPHONE:

Michael Robbins 247-2109
Name Phone

APPROVED FOR SUBMITTAL:



Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve the application of the SAMHSA (Substance Abuse and Mental Health Services Administration) Mental Health Grant.

ISSUE:

Per Board Policy 3291, School Board approval is required for grant applications exceeding \$5,000.

BACKGROUND: Students in the Ketchikan Gateway Borough School District (KGBSD) experience trauma at extremely high rates due to region specific social, economic, and cultural conditions. Child sexual abuse, child abuse and neglect, exposure to domestic violence, intergenerational trauma, and bullying are all concerns within the KGBSD. A dedicated focus on trauma-informed capacity building district wide is needed to assure the successful support of students in the school system and build capacity to prevent trauma and promote healing in the community.

The proposed project would allow the school district to collaborate with partner Women In Safe Homes (WISH): 1. Increase the accessibility of trauma-informed mental health services and student support; 2. Expand the capacity of the KGBSD to fully integrate trauma-informed policies and practices through staff training; 3. Operationalize the use of a common framework for trauma-engaged schools; and 4. Increase administrative oversight to assure compliance with best practices for trauma-informed and culturally responsive school systems.

The KGBSD and WISH have historically partnered to provide trauma-informed and culturally responsive services for students and training to educator. KGBSD and WISH currently partner to provide mental health support services available to students who have experienced domestic violence. The proposed program would greatly expand the number of students able to access mental health services and expand the capacity of the district to provide social work services, educator training, and fully-realize being a trauma-engaged school district.

Goals for the program are to 1. Expand the Ketchikan Gateway Borough School District's relationship with organizational partner WISH and other local mental health service providers and service agencies better identify, refer, and provide services to students impacted by trauma and their families; 2. Increase the capacity of the school district to identify students impacted by trauma and mental health struggles and provide them with access to comprehensive, low barrier supports and services to improve their social, emotional, and academic outcomes over the lifespan; 3. Operationalize a district wide administrative plan based on the Alaska Department of Education and Early Development's Transforming Schools: A Framework for Trauma-Engaged Practice in Alaska, and 4. Implement a comprehensive training and oversight plan.

The program will utilize Transforming Schools: A Framework for Trauma-Engaged Practice in Alaska (TSF), developed by the Alaska Department of Education and Early Development in 2019. The evidence-based framework is a roadmap for effectively integrating components to fully-realize becoming a trauma-informed school system through

improvements in the domains of: 1. Deconstructing trauma; 2. Relationship building; 3. Policy considerations; 4. Planning and coordination of schoolwide efforts; 5. Planning and coordination of schoolwide efforts; 6. Professional learning; 7. Schoolwide practices and climate; 7. Skills instruction; 8. Support services; 9. Cultural integration and community co-creation; 10. Family partnership; and 11. Self-care for staff.

The proposed project includes specific activities at the direct service, administrative, and school-policy levels to assure full realization of a trauma-engaged school, as described in the implementation plan. The result of implementing TSF is a school-district that builds on existing efforts to fully integrate trauma-informed and culturally responsive practices in all aspects of operations.

The program will hire a Program Director, Evaluator, Three School Social Workers and Three School-Based Mental Health Counselors to carry out program services including student support services, school staff training and development, enhance community partnerships, and engage KGBSD families in activities that support student health, wellness, and achievement.

RECOMMENDATION:

Approval of the application of the SAMHSA Mental Health Grant.

ATTACHMENTS:

- Notice of Award

FISCAL NOTE:

EXPENDITURE REQUIRED: N/A

AMOUNT BUDGETED: N/A

RECOMMENDED ACTION: "I move that the Board of Education **approve the application of the SAMHSA Mental Health Grant.**"



<p>Recipient Information</p> <p>1. Recipient Name KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT 333 SCHOENBAR RD KETCHIKAN, 99901</p> <p>2. Congressional District of Recipient 00</p> <p>3. Payment System Identifier (ID) 1920031096A2</p> <p>4. Employer Identification Number (EIN) 920031096</p> <p>5. Data Universal Numbering System (DUNS) 621197433</p> <p>6. Recipient's Unique Entity Identifier QC7NYKKHXZU3</p> <p>7. Project Director or Principal Investigator Melissa Johnson Michael.Robbins.@k21schools.org 907-225-2118</p> <p>8. Authorized Official Michael Robbins Michael.Robbins@k21schools.org 907-225-2118</p>	<p>Federal Award Information</p> <p>11. Award Number 1H79SM087267-01</p> <p>12. Unique Federal Award Identification Number (FAIN) H79SM087267</p> <p>13. Statutory Authority Sec. 7134 (42 USC 280h-7) of the SUPPORT Act (P.L. 115-271)</p> <p>14. Federal Award Project Title Ketchikan Gateway Borough School District Trauma-informed, Culturally Responsive Support Services For Students</p> <p>15. Assistance Listing Number 93.243</p> <p>16. Assistance Listing Program Title Substance Abuse and Mental Health Services_Projects of Regional and National Significance</p> <p>17. Award Action Type New Competing</p> <p>18. Is the Award R&D? No</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th colspan="2" style="text-align: center;">Summary Federal Award Financial Information</th> </tr> <tr> <td colspan="2" style="background-color: #e0e0e0;">19. Budget Period Start Date 12/31/2022 – End Date 12/30/2024</td> </tr> <tr> <td>20. Total Amount of Federal Funds Obligated by this Action</td> <td style="text-align: right;">\$1,936,529</td> </tr> <tr> <td style="padding-left: 20px;">20a. Direct Cost Amount</td> <td style="text-align: right;">\$1,897,897</td> </tr> <tr> <td style="padding-left: 20px;">20b. Indirect Cost Amount</td> <td style="text-align: right;">\$38,632</td> </tr> <tr> <td>21. Authorized Carryover</td> <td></td> </tr> <tr> <td>22. Offset</td> <td></td> </tr> <tr> <td>23. Total Amount of Federal Funds Obligated this budget period</td> <td style="text-align: right;">\$1,936,529</td> </tr> <tr> <td>24. Total Approved Cost Sharing or Matching, where applicable</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>25. Total Federal and Non-Federal Approved this Budget Period</td> <td style="text-align: right;">\$1,936,529</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td colspan="2" style="background-color: #e0e0e0;">26. Project Period Start Date 12/31/2022 – End Date 12/30/2026</td> </tr> <tr> <td>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</td> <td style="text-align: right;">\$1,936,529</td> </tr> </table> <p>28. Authorized Treatment of Program Income Additional Costs</p> <p>29. Grants Management Officer - Signature Eileen Bermudez</p>	Summary Federal Award Financial Information		19. Budget Period Start Date 12/31/2022 – End Date 12/30/2024		20. Total Amount of Federal Funds Obligated by this Action	\$1,936,529	20a. Direct Cost Amount	\$1,897,897	20b. Indirect Cost Amount	\$38,632	21. Authorized Carryover		22. Offset		23. Total Amount of Federal Funds Obligated this budget period	\$1,936,529	24. Total Approved Cost Sharing or Matching, where applicable	\$0	25. Total Federal and Non-Federal Approved this Budget Period	\$1,936,529			26. Project Period Start Date 12/31/2022 – End Date 12/30/2026		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$1,936,529
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30. Remarks																											

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.



Trauma-Informed Services in Schools
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Notice of Award

Issue Date: 11/29/2022

Award Number: 1H79SM087267-01
FAIN: H79SM087267
Program Director: Melissa Johnson

Project Title: Ketchikan Gateway Borough School District Trauma-informed, Culturally Responsive Support Services For Students

Organization Name: KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Authorized Official: Michael Robbins

Authorized Official e-mail address: Michael.Robbins@k21schools.org

Budget Period: 12/31/2022 – 12/30/2024

Project Period: 12/31/2022 – 12/30/2026

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,936,529 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT in support of the above referenced project. This award is pursuant to the authority of Sec. 7134 (42 USC 280h-7) of the SUPPORT Act (P.L. 115-271) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on “Grants” then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the “Terms and Conditions” is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Eileen Bermudez
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79SM087267-01

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$348,514
Fringe Benefits	\$121,980
Travel	\$10,036
Supplies	\$53,560
Contractual	\$394,653
Other	\$969,154
Direct Cost	\$1,897,897
Indirect Cost	\$38,632
Approved Budget	\$1,936,529
Federal Share	\$1,936,529
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$1,936,529

SUMMARY TOTALS FOR ALL YEARS											
BUDGET PERIOD	BUDGET PERIOD DATES	TOTAL AMOUNT									
1	12/31/2022 - 12/30/2024	\$1,936,529									
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2		\$970,000									
3		\$970,000									

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.243
 EIN: 1920031096A2
 Document Number: 23SM87267A
 Fiscal Year: 2023

IC	CAN	Amount
FG	C96D588	\$969,535
FG	C96D612	\$966,994

IC	CAN	2023	2025	2026
FG	C96D588	\$969,535	\$970,000	\$970,000
FG	C96D612	\$966,994	\$0	\$0

SM Administrative Data:

PCC: AWARETSB / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM087267-01

Payments under this award will be made available through the HHS Payment Management System (PMS).

PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79SM087267-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 1H79SM087267-01

REMARKS

BSCA New Cooperative Agreement Multi-Year

1. New Cooperative Agreement

This Notice of Award (NoA) is issued to inform your organization that the application submitted through the ***Cooperative Agreements for School-Based Trauma-Informed Supportive Services and Mental Health Care for Children and Youth*** Notice of Funding Opportunity (NOFO) # SM-22-017 has been selected for funding. This award reflects multi-year funding for **two 12-month incremental periods** (1-A and 1-B) within the multi-year funded period, from **12/31/2022 - 12/30/2024** in the amount of **\$1,936,529**.

1a) This award reflects **conditional *partial approval** of the budget submitted August 1, 2022 as part of the application by your organization.

***See Special Condition of Award for details.**

The (AWARETSB) Program, as authorized by the (Section 7134 [42 USC 280h-7] of the SUPPORT for Patients and Communities Act, (P.L. 115-271)), included funds to increase student access to evidence-based and culturally relevant trauma support services and mental health care. This cooperative agreement Notice of Award sets out the terms and conditions governing a collaborative effort between the **Ketchikan Gateway Borough School District** and THE CENTER FOR MENTAL HEALTH SERVICES (CMHS), Substance Abuse and Mental Health Services Administration (SAMHSA).

This cooperative agreement Notice of Award sets out the terms and conditions governing a collaborative effort between the **Ketchikan Gateway Borough School District** and THE CENTER FOR MENTAL HEALTH SERVICES (CMHS), Substance Abuse and Mental Health Services Administration (SAMHSA). While the responsibility for conducting these activities lies primarily with **Ketchikan Gateway Borough School District**, CMHS and SAMHSA, through its designated representatives, shall provide continuing technical assistance, consultation, and coordination in the conduct of the project during the period of this agreement.

Funding for this award is also pursuant to the authority of the Bipartisan Safer Communities Act (BSCA; P.L. 117-159).

2. Multi-Year Grant Award Funding Amounts

The recipient organization may not expend more than the following amounts for each of the 12-month incremental period(s):

- Incremental Period 1-A: **[12/31/2022 to 12/30/2023: \$969,535]**
- Incremental Period 1-B: **[12/31/2023 to 12/30/2024: \$966,994]**

3. Key Personnel: SEA Organization

Key personnel (or key staff positions, if staff has not been selected) are listed below:

****Melissa Johnson, Project Director @ 25% level of effort (LOE)***

To Be Determined, Evaluator @ 50% level of effort (LOE)

Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Personnel or otherwise) across all federally funded sources.

Any changes to key personnel—including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project—requires prior approval and must be submitted as a post-award amendment in eRA Commons.

- Note: If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA's formal approval, this will be done at the organization's own risk. If SAMHSA's review of the Key Personnel request results in the proposed individual not being approved or deemed not qualified for

the position, the expectation is that the organization must submit a qualified candidate to be placed in the Key Personnel position. SAMHSA will not be liable for any costs incurred or pay for salaries of a Key Personnel that is not approved or deemed not qualified on this grant program.

The proposed PD must be registered in eRA Commons and the Commons ID of the proposed PD must be stated on Section 4 Applicant Identifier of the SF-424. In addition, the PD info must be entered in Section 8f of the SF-424.

Please see [SAMHSA PD Account Creation Instructions \(PDF | 687 KB\)](#) for a quick step-by-step guide and [SAMHSA Grantee PD Account Creation Slides \(PDF | 987 KB\)](#) for additional information on the eRA Commons registration process for the PD.

4. All Post-Award Amendments must be submitted in eRA Commons for prior approval.

- Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post-award amendment in eRA Commons: <https://www.samhsa.gov/grants/grants-management/post-award-changes>

Prior approval is required for but is not limited to: a change in key personnel and level of effort, a budget revision, a change in scope, a formal carryover request, and a no cost extension. Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>

Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>

5. All responses to award terms and conditions and post award amendment requests must be submitted as .pdf documents in eRA Commons.

- For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading ***Grant Management Reference Materials for Grantees***.

ImplementationTrauma-Informed Services in Schools recipients are required to begin program implementation no later than three months post-award, i.e., March 30, 2023.

SPECIAL TERMS

SPARS

SPARS

Trauma-Informed Services in Schools recipients are required to collect and report certain data so that SAMHSA can meet its obligation under the Government Performance and Results Act Modernization Act of 2010. These data are gathered using SAMHSA's Performance and Accountability Reporting System (SPARS).

Trauma-Informed Services in Schools recipients are required to:

(1) complete SPARS Annual Goals training and enter annual goals data into SPARS by March 30, 2023; and

(2) begin collecting and reporting data into SPARS in the third quarter (April - June 2023).

SPARS training and technical assistance will be provided post award.

Risk Assessment

The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with [45 CFR 75/2 CFR 200](#), as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.

Disparity Impact Statement (DIS)

By February 28, 2023, **submit via eRA Commons a completed SAMHSA DIS Worksheet**. Please refer to the [Special Conditions of Awards for Behavioral Health Disparity Impact Statement \(DIS\)](#) website for the most up-to-date DIS worksheet and resources.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance equity for all, and to identify racial, ethnic, sexual and gender minority, and rural populations at highest risk for experiencing behavioral health disparities as part of their grant projects. The purpose of the DIS is for recipients to identify and address health disparities and to develop and implement an action plan with a disparity reduction quality improvement process to close the identified gap(s). The aim is to achieve targeted behavioral health equity for disparate populations and improve systems.

Recipients are expected to use the DIS Worksheet that can be found at <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>. This website also contains DIS resources for recipients to use when developing, monitoring, and reporting on DIS.

The main components of the DIS are:

- Identify and describe the scope of the problem (i.e., behavioral health disparity) related to the grant program and the population(s) of focus that experience disparate access, use, and outcomes. Identify data sources that will be used to inform the DIS (this should be in alignment with the information provided in your application). Complete a table that includes this information at the individual/client, organizational or systemic level as it relates to the grant data collection requirements: NOMS, IPP, or both in relation to access, use, and outcomes.
- Identify Social Determinants of Health (SDOH) domain(s) that your organization will work to address and improve for the identified population(s) of focus using the Notice of Funding Opportunity (NOFO). Visit [Healthy People 2030](#) for more information on the five (5) domains. Using the Behavioral Health Implementation Guide, identify CLAS standards that your organization plans to meet, expand, or improve through this grant opportunity. Review the [Behavioral Health Implementation Guide](#) for full explanations of the overarching themes and 15 CLAS Standards with behavioral health related samples, strategies, and examples.
- Develop and implement a disparity reducing quality improvement action plan to address the behavioral health disparity(ies) experienced by underserved population differences based on the GPRA data on access, use and outcomes of activities. The plan should

include the activities (using SMART goals and objectives) that will be implemented to address disparities, the intended impact, timeline, client/peer/partner involvement, measurement, evaluation, and sustainability. Ensure documentation of the processes, progress, and outcomes on how the identified behavioral health disparity(ies) have improved. SMART goals and objectives are as follows:

- Specific (simple sensible, significant);
- Measurable (meaningful, motivating);
- Achievable (agreed, attainable);
- Relevant (reasonable, realistic and resourced, results-based);
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Recipients are expected to provide at a minimum, an annual update on the disparity impact statement (e.g. what worked, what did not work, what modifications were made) as part of the programmatic progress reports per the NOFO.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading ***How to Respond to Terms and Conditions.***

SPECIAL CONDITIONS

Registered Project Director

By, **March 30, 2023**, submit via a Post Award Amendment in eRA credentials for a Project Director that has been registered within eRA, with a 1 FTE as per the Notice of Funding Opportunity Announcement.

Submit the Resume, Position Description, and level of effort associated with the Project Director identified in the application.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading ***How to Respond to Terms and Conditions.***

System for Award Management (SAM) Exclusions

By January 30, 2023, submit via eRA Commons.

SAMHSA has conducted a review of one or more of the key staff for this award (Authorized Organization Representative (AOR)), Project Director, Business Official, and Key Personnel identified on the SF-424 or required by the Funding Opportunity Announcement and included in the submitted application. A SAMHSA review of the General Services Administration System for Award Management (SAM) (<http://sam.gov>) has identified individual that is potentially excluded from participation in Federal programs or activities per [2 CFR Part 180](#).

Your organization must review and certify the person identified in the RESPONSE REGARDING POTENTIAL EXCLUDED INDIVIDUAL LETTER. If the individual is the same person, a prior approval request for a change in key personnel must be submitted because

excluded individuals are not permitted to be involved with or receive payments under federal grant awards. Work performed by excluded (suspended or debarred) individuals is at the organizations own risk.

Failure to comply with this Special Condition of Award may result in SAMHSA initiating additional actions in accordance with [45 CFR 75.371](#), Remedies for noncompliance.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

RESPONSE REGARDING POTENTIAL EXCLUDED INDIVIDUAL LETTER

The response must be provided on your organization's letterhead.

RESPONSE REGARDING POTENTIAL EXCLUDED INDIVIDUAL

Name and role of individual in question: **Melissa Johnson, Project Director**

Based on the entry of the name and address of the employee in question, into the SAM exclusions search, we found that he/she (check the appropriate response below):

____ is not the same individual.

____ is the same individual. A prior approval for a change in key personnel will be submitted following the instructions at: <https://www.samhsa.gov/grants/grants-management/post-award-changes/key-staff-level-effort>.

AOR Print Name/ Title/ Organization

AOR Signature/ Date

SAM Exclusion Search Instructions

1. Navigate to <https://sam.gov/content/exclusions>
2. Click on "**Advanced Search**".
3. Click on the "**Excluded Individual**" drop down arrow.
4. Enter the full name of the individual (including middle name or middle initials) and click the "**Add Individual**" button. The result(s) will display on the right.
5. Click the hyperlinked name of the individual(s) returned in the search results to access more exclusion details for review.
6. If you have a street address for the individual, scroll down to the "**Verify Address**" section and enter the address to see if it is an exact match to either a primary or alternate address.

-
7. Click the “**Verify**” button and the system will indicate whether a match is found. “**No Match**” will be displayed if no match is found.
 8. Click the “**Reset**” button to clear the address form and other address you may have for the individual and repeat step 8.
 9. Complete the section “**RESPONSE REGARDING POTENTIAL EXCLUDED INDIVIDUAL**” on this Notice of Award Special Condition.

Key Personnel Evaluator

By, **March 30, 2023**, submit via eRA Commons, a statement on organization letterhead signed by the Authorized Representative or Business Official and the resume of the Project Evaluator with a minimum 0.5 FTE.

Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Personnel or otherwise) across all federally funded sources. Any changes to key personnel—including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project—requires prior approval and must be submitted as a post-award amendment in eRA Commons.

Note: If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA’s formal approval, this will be done at the organization’s own risk. If SAMHSA’s review of the Key Personnel request results in the proposed individual not being approved or deemed not qualified for the position, the expectation is that the organization must submit a qualified candidate to be placed in the Key Personnel position. SAMHSA will not be liable for any costs incurred or pay for salaries of a Key Personnel that is not approved or deemed not qualified on this grant program.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading How to Respond to Terms and Conditions.

Marginal or Unacceptable (Marginal Rating)

By, **January 30, 2023**, submit via eRA Commons documents addressing the following:

The application received a Marginal Rating for Section D: Staff and Organizational Experience. Reviewers noted the following:

The applicant organization does not include a letter of commitment from the University of Alaska Anchorage Center for Human Development. Additionally, it does not include a list of staff positions. Instead, it omits section D.2 from the project narrative.

To ensure that the recipient meets acceptable standards for this section, by January 30, 2023, you must submit a response via eRA Commons (more information can be found at <https://www.samhsa.gov/grants/grants-training-materials> 'Notice of Award: How to Respond to Terms and Conditions Training') addressing the above concerns. The response will be reviewed by the assigned Government Project Officer and Grants Management Specialist.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

Programmatic By **July 01, 2023**, submit via eRA Commons:

(1)***implementation plan***, (2)***training plan***, and (3)***sustainability plans***; and the (4)***local interagency agreement*** among local education agencies, early childhood education programs; juvenile justice agencies; child welfare agencies, and other relevant agencies, authorities, or entities in the community.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading ***How to Respond to Terms and Conditions.***

BSCA Multi-Year Incremental Period Submission

1. Multi-Year Incremental Period Submission

By **May 31, 2023**, for the next incremental period **(1-B) [12/31/2023 – 12/30/2024]**, you must submit in eRA Commons the following three (3) documents:

A. Application for Federal Assistance SF-424

A completed SF-424 with the Project Director (PD) name and contact information listed in Section 8f and the Authorized Representative listed in Section 21. The contact information for the PD in Section 8f must match the eRA Commons ID for the PD/PI provided in the Section 4. Applicant Identifier Section. A blank SF-424 can be accessed at https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

B. SF-424A - BUDGET INFORMATION - Non-Construction Programs

Recipients must identify in Section B Budget Categories, federal dollars in column 1 and non-federal dollars in column 2 for the next 12-month incremental period.

The SF-424A BUDGET INFORMATION - Non-Construction Programs can be found at: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

Upload the completed .pdf of the SF-424A Budget Page to the View Terms Tracking Details page in eRA Commons.

C. Detailed Budget

- Recipients must submit a budget and narrative justification for the next 12-month

incremental period.

- It is highly recommended that the SAMHSA Budget Template be used to submit the revised budget. The SAMHSA Budget Template, guidance, and a completed Sample Budget-NON-MATCH can be accessed at <https://www.samhsa.gov/grants/applying/forms-resources>.
- Upload the completed .pdf of the detailed budget to the “View Terms Tracking Details” page in eRA Commons.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions**.

BSCA Multi-Year Program Narrative [Incremental Period 1-B]

By **May 31, 2023**, for the next incremental period **(1-B) [12/31/2023 – 12/30/2024]**, you must submit in eRA Commons an updated Program Narrative addressing the following:

1. Describe and explain changes, if any, made during the current budget period affecting the following for the new incremental period:
 - a. Goals and objectives.
 - b. Projected timeline for project implementation.
 - c. Approach and strategies proposed in the initially approved and funded application.
2. Report on progress relative to approved objectives, including progress on evaluation activities.
3. Summarize key program accomplishments to date and list progress.
4. Describe difficulties/problems encountered in achieving planned goals and objectives including:
 - a. Barriers to accomplishment; and
 - b. Actions to overcome difficulties.
5. Report on milestones anticipated with the funding for the new incremental period.
6. Key personnel changes (new and anticipated) must be requested in advance as stated in the terms and conditions of award. Describe any anticipated key personnel changes for the next incremental period and submit a post award amendment request. The Notice of Funding Opportunity (NOFO) identifies the required key personnel positions. See link below for additional guidance on how to request a post award amendment for a change in key personnel. <https://www.samhsa.gov/grants/grants-management/post-award-amendments#change-in-key-personnel>

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions**.

STANDARD TERMS AND CONDITIONS

BSCA Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in

which your grant was awarded. The Fiscal Year for your award is identified on Page 3 of your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at:

- <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Reasonable Costs for consideration

- Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to “Reasonable Costs” consideration per 2 CFR § 200.404 and the “Factors affecting allowability of costs” per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Consistent Treatment of Costs

- Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. *Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.).* If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), *Audit Requirements*.

BSCA Annual Programmatic Progress Report

By **March 31, 2024**, submit via eRA Commons.

The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this budget period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

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 Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions**.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

BSCA Multi-Year Federal Financial Report (SF-425) - [Incremental Period 1-A]

By March 31, 2024, submit the Federal Financial Report (FFR) (SF-425). All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The SF-425 initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments. The FFR is required on an annual basis and should reflect only cumulative actual Federal funds authorized and disbursed, any non-federal matching funds (if identified in the Funding Opportunity Announcement), 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 at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.

Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant-recipients/access-changes.html>.

Instructions on how to submit an FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html>. **(Must be logged into PMS to access link.)**

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533. Note: Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

Compliance with Award Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS 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.

All previous terms and conditions remain in effect until specifically approved and

removed by the Grants Management Officer.

Staff Contacts:

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Ernest Stevens, Grants Specialist

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