



CHRP
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Issue Date: 09/12/2018

Center for Mental Health Services

Grant Number: 1H79SM081193-01
FAIN: H79SM081193
Program Director: Marlo Simmons

Project Title: BEAM UP: A Comprehensive Stepped Early Intervention Services Program for Youth and Young Adults at Clinical High Risk for Psychosis in San Francisco, California

Grantee Address	Business Address
SAN FRANCISCO DEPT OF PUBLIC HEALTH 1380 Howard Street, 5th Floor San Francisco, CA 941032638	Mr. Kavos Ghane Bassiri San Francisco Department of Public Health 1380 Howard Street, 5th Floor San Francisco, CA 941032638

Budget Period: 09/30/2018 – 09/29/2020
Project Period: 09/30/2018 – 09/29/2022

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$800,000 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to SAN FRANCISCO DEPT OF PUBLIC HEALTH in support of the above referenced project. This award is pursuant to the authority of Part E of Title V Section 561 (290-ff) of the PHS Act 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 – 1H79SM081193-01**Award Calculation (U.S. Dollars)**

Contractual	\$797,024
Other	\$2,976
Direct Cost	\$800,000
Approved Budget	\$1,066,668
Federal Share	\$800,000
Non-Federal Share	\$266,668
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$800,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$800,000
2	\$400,000
3	\$200,000

*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: 1946000417A8
Document Number: 18SM81193A
Fiscal Year: 2018

IC	CAN	Amount
SM	C96J545	\$800,000

IC	CAN	2018	2020	2021
SM	C96J545	\$800,000	\$400,000	\$200,000

SM Administrative Data:

PCC: CHRP / **OC:** 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM081193-01

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 – 1H79SM081193-01

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:

Additional Costs

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 – 1H79SM081193-01

REMARKS

New Multi-Year Award

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity for Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P) SM-18-012 has been selected for funding.

1a. This award reflects multi-year funding for **two** 12-month incremental periods within the budget period, from **9/30/2018 – 9/29/2020** in the amount of **\$800,000**. Following this multi-year funded period, the recipient may apply for annual continuation funding for the next two budget period(s). Annual funding is based on the availability of funds.

1b. In addition, this award reflects approval of the **application budget** submitted on **June 11, 2018** by your organization

*Please note that effective January 7, 2018 the DHHS salary cap is \$189,600 annually. The contractual psychiatrist salary has been recalculated based on \$189,600 instead of \$264,000. The salary has been adjusted to \$3792, (\$189,600 x 2% LOE), and the difference of \$1488 (\$5280-\$3792) was moved to OTHER budget category.

2. Multi-Year Grant Award Funding Amounts: Funding for each of the 12-month incremental period(s) is restricted and the recipient organization may not expend more than the following:

*9/30/2018 – 9/29/2019: \$400,000

*9/30/2019 – 9/29/2020: \$400,000

*Remaining 12-month incremental period

3. Key Staff (or key staff positions, if staff has not been selected) **are listed below:**

TBD, Project Director @ 25% level of effort

Adriana Furuzawa, Program Coordinator @ 25% level of effort

Bruce Adams, Clinical Coordinator @ 50% level of effort

Any changes to key staff—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.

For additional information on how to submit a post-award amendment, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-changes>. Any technical questions regarding the submission process should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>.

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. Recipients are expected to plan their work and ensure that available funds are expended within the current 12-month incremental period.

SPECIAL TERMS

Disparity Impact Statement (DIS)

By **November 30, 2018** you must submit via eRA Commons.

The DIS should be consistent with information in your application regarding access, *service use and outcomes for the program and include three components as described below. Questions about the DIS should be directed to your GPO. Examples of DIS can be found on the SAMHSA website at <http://www.samhsa.gov/grants/grants-management/disparity-impactstatement>.

*Service use is inclusive of treatment services, prevention services as well as outreach, engagement, training, and/or technical assistance activities.

The disparity impact statement consists of three components:

1. Proposed number of individuals to be served and/or reached by subpopulations in the grant implementation area should be provided in a table that covers the entire grant period. The disparate population(s) should be identified in a narrative that includes a

description of the population and rationale for how the determination was made.

2. A quality improvement plan for how you will use your program (GPRA) data on access, use and outcomes to monitor and manage program outcomes by race, ethnicity and LGBT status, when possible. The quality improvement plan should include strategies for how processes and/or programmatic adjustments will support efforts to reduce disparities for the identified sub-populations.

3. The quality improvement plan should include methods for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:

- a. Diverse cultural health beliefs and practices;
- b. Preferred languages; and
- c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

All responses to award terms and conditions must be submitted as .pdf documents in the “View Terms Tracking Details” page in eRA Commons.

For more information on how to upload a document in response to a tracked term, please reference under heading “**4 Additional Materials – grantee**” in the User Guide located at: https://era.nih.gov/files/TCM_User_Guide_Granttee.pdf

DATA COLLECTION & REPORT

All SAMHSA recipients are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results Act (GPRA) Modernization Act of 2010. These data are gathered using SAMHSA's Performance Accountability and Reporting System (SPARS). CHR-P recipients will be expected to complete Annual Goals and Budget training no later than December 31, 2018, and will be expected to enter Annual Goals and Budget information and data no later than January 30, 2019.

SPECIAL CONDITIONS

Multi-Year Award Submission

1. Multi-Year Incremental Period Submission

By **May 1, 2019**, for the next incremental period **9/30/2019 – 9/29/2020**, you must submit in eRA Commons the following three (3) documents:

A. 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.

B. SAMHSA HHS Checklist (HHS-5161) – Part C

Recipients must submit and update, as necessary, the name and contact information for the business official and project director.

The SF-5161 HHS Checklist can be found at:

https://apply07.grants.gov/apply/forms/sample/HHS_CheckList_2_1-V2.1.pdf

Upload the completed .pdf of the HHS Checklist to the “View Terms Tracking Details” page in eRA Commons.

C. Detailed Budget or Attestation Letter

- Recipients must submit a budget narrative and justification if the next 12-month incremental period budget has changed by more than 25% from the previously approved 12-month incremental period budget; or,
- Recipients must submit an attestation letter on the organization’s letterhead, signed and dated by the authorized representative. The letter must include the statement, “The budget has not changed by more than 25% from the previously approved budget.”

Upload the completed .pdf of the detailed budget or the attestation letter to the “View Terms Tracking Details” page in eRA Commons.

For more information on how to upload a document in response to a tracked term, please reference under heading “4 Additional Materials – grantee” in the User Guide located at: https://era.nih.gov/files/TCM_User_Guide_Grantee.pdf

Other

By **December 30, 2018** submit via eRA the following:

- **Key Personnel:**
 1. Submit a Post-Award Amendment for the unidentified key personnel as listed above. Refer to SAMHSA website for information <https://www.samhsa.gov/grants/grants-management/post-award-changes/key-staff-level-effort>

STANDARD TERMS AND CONDITIONS

Multi-Year Award Requirements

1. Multi-Year Programmatic Report

By December 30, 2019 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 incremental 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 incremental 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.

2. Multi-Year Federal Financial Report (SF-425)

By December 30, 2019 submit via eRA Commons.

The Federal Financial Report (FFR) (SF-425) 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 incremental period.

The SF-425 Federal Financial Report is available at:
https://apply07.grants.gov/apply/forms/sample/SF425_2_0-V2.0.pdf.

Additional guidance to complete the FFR can be found:
<https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA. 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.

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

All responses to award terms and conditions must be submitted as .pdf documents in the “View Terms Tracking Details” page in eRA Commons.

For more information on how to upload a document in response to a tracked term, please reference under heading “**4 Additional Materials – grantee**” in the User Guide located at:
https://era.nih.gov/files/TCM_User_Guide_Grantee.pdf

3. Standard Terms for Awards FY 2018

Your organization must comply with the Standard Terms and Conditions for grants awarded in Fiscal Year 2018.

SAMHSA's Terms and Conditions Webpage is located at:
<https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

You must also comply with the following applicable Terms and Conditions:

- **New Grant**
- **Multi-Year Grant**

4. Compliance with Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.372, 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.

5. All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Tanvi Ajmera, Program Official

Phone: 240-276-0307 **Email:** Tanvi.Ajmera@samhsa.hhs.gov

Tiffany Pham, Grants Specialist

Phone: 240-276-1889 **Email:** Tiffany.Pham@samhsa.hhs.gov