

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.25
(ID # 23802)**

MEETING DATE:

Tuesday, January 23, 2024

FROM : RUHS-BEHAVIORAL HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Ratify and approve Grant Award #1H79SM088209-01 from Department of Health and Human Services for the Call to Service Mental Health Awareness Training Project, All Districts. [Total \$600,000, 100% Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Grant Award #1H79SM088209-01 from Department of Health and Human Services (HHS) to accept funds for the Call to Service Mental Health Awareness Training project, in the amount of \$600,000, for the period of September 30, 2023 through September 29, 2026; and
2. Authorize the Director of Behavioral Health to accept and sign documents related to Award #1H79SM088209-01 and administer the grant. This authority shall include signature of necessary acceptance documents, exhibits, certifications and reports, agreements, and non-substantive amendments that otherwise do not increase or modify the agreement and as approved by County Counsel.

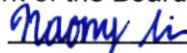
ACTION:Policy


Matthew Chang, Director 12/19/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 23, 2024
xc: RUHS-BH

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 200,000	\$ 200,000	\$ 600,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 23/24-26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Behavioral Health (RUHS-BH) operates a continuum of care system that consists of County-operated and contracted service providers delivering a variety of mental health treatment services within each geographic region of Riverside County.

On March 1, 2023, Department of Health and Human Services (HHS), on behalf of Substance Abuse and Mental Health Services Administration (SAMHSA), announced funding for the Mental Health Awareness Training (MHAT) grant that aimed to increase the number of public safety personnel trained to recognize the signs and symptoms of mental disorders and crisis de-escalation techniques amongst persons with a mental illness. On May 1, 2023, RUHS-BH applied for funding to implement a program in Riverside County. Subsequently on August 17, 2023, RUHS-BH received the notification of award in the amount of \$600,000 for the period of September 30, 2023, through September 29, 2026.

RUHS-BH's MHAT project will be referred to as Call to Service, in reference to mental health awareness and de-escalation techniques being part of firefighters and emergency medical technicians "call to service" in addition to their more specific medical and fire job functions. This endeavor will be established by training firefighters and Emergency Medical Technicians (EMTs) from Riverside County Emergency Management Department (EMD) to recognize the signs and symptoms of mental disorders and learn effective ways to safely deescalate crisis situations involving individuals with a mental illness. In addition, the Call to Service project will provide education on resources available in the community for individuals with a mental illness and other relevant resources. By the end of year three, the Call to Service project will train 300 firefighters and EMTs.

Therefore, RUHS-BH is requesting that the Board of Supervisors approve Grant Award #1H79SM088209-01 to accept funds from HHS, on behalf of SAMHSA, in the amount of \$600,000, and authorize the Director of Behavioral Health to sign any future related documents and amendments.

Impact on Citizens and Businesses

These services are a component of Behavioral Health's system of care aimed at improving the health and safety of consumers and the community. The Call to Service program will provide

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

vital training in mental health to emergency personnel to improve and enhance the services they provide to the communities in which they serve.

Additional Fiscal Information

There are sufficient appropriations in the Department's FY2023/24 budget to fund the increase the start of services. No additional County funds are required.

Jacqueline Ruiz
Jacqueline Ruiz, Sr. Management Analyst 1/11/2024

Gregg Gu
Gregg Gu, Chief Deputy County Counsel 1/4/2024



Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Mental Health Services

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

To Riverside County Clerk of the Board, Stop 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.

Notice of Award
 FAIN# H79SM088209
 Federal Award Date
 08/18/2023

Recipient Information	Federal Award Information																										
<p>1. Recipient Name RIVERSIDE, COUNTY OF 4095 COUNTY CIRCLE DR RIVERSIDE, CA 92503</p> <p>2. Congressional District of Recipient 41</p> <p>3. Payment System Identifier (ID) 1956000930B3</p> <p>4. Employer Identification Number (EIN) 956000930</p> <p>5. Data Universal Numbering System (DUNS) 556215168</p> <p>6. Recipient's Unique Entity Identifier K5FUJ8CJWNQ7</p> <p>7. Project Director or Principal Investigator RHYAN MILLER jaruiz@ruhealth.org 951-358-4589</p> <p>8. Authorized Official Dr. MATTHEW CHANG matthew.chang@ruhealth.org 951-358-4500</p>	<p>11. Award Number 1H79SM088209-01</p> <p>12. Unique Federal Award Identification Number (FAIN) H79SM088209</p> <p>13. Statutory Authority Section 520J of the PHS Act (42 U.S.C. 290bb-41) as amended</p> <p>14. Federal Award Project Title Call to Service Project</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>																										
<p>Federal Agency Information</p> <p>9. Awarding Agency Contact Information Elizabeth Carlini Grants Specialist elizabeth.carlini@samhsa.hhs.gov (240) 276-0582</p> <p>10. Program Official Contact Information Adam Wheeler Program Official Adam.Wheeler@samhsa.hhs.gov 240-276-1068</p>	<table border="1"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Summary Federal Award Financial Information</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #cccccc;">19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024</td> </tr> <tr> <td>20. Total Amount of Federal Funds Obligated by this Action</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td> 20a. Direct Cost Amount</td> <td style="text-align: right;">\$185,189</td> </tr> <tr> <td> 20b. Indirect Cost Amount</td> <td style="text-align: right;">\$14,811</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;">\$200,000</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;">\$200,000</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;">26. Project Period Start Date 09/30/2023 – End Date 09/29/2026</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;">\$200,000</td> </tr> </tbody> </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 09/30/2023 – End Date 09/29/2024		20. Total Amount of Federal Funds Obligated by this Action	\$200,000	20a. Direct Cost Amount	\$185,189	20b. Indirect Cost Amount	\$14,811	21. Authorized Carryover		22. Offset		23. Total Amount of Federal Funds Obligated this budget period	\$200,000	24. Total Approved Cost Sharing or Matching, where applicable	\$0	25. Total Federal and Non-Federal Approved this Budget Period	\$200,000			26. Project Period Start Date 09/30/2023 – End Date 09/29/2026		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$200,000
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30. Remarks																											
<p>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.</p>																											



Notice of Award

FY2023 Mental Health Awareness Training Grants
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Issue Date: 08/18/2023

Center for Mental Health Services

Award Number: 1H79SM088209-01

FAIN: H79SM088209

Program Director: RHYAN MILLER

Project Title: Call to Service Project

Organization Name: RIVERSIDE, COUNTY OF

Authorized Official: Dr. MATTHEW CHANG

Authorized Official e-mail address: matthew.chang@ruhealth.org

Budget Period: 09/30/2023 – 09/29/2024

Project Period: 09/30/2023 – 09/29/2026

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$200,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to RIVERSIDE, COUNTY OF in support of the above referenced project. This award is pursuant to the authority of Section 520J of the PHS Act (42 U.S.C. 290bb-41) as amended 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 – 1H79SM088209-01

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$141,574
Fringe Benefits	\$40,637
Travel	\$398
Supplies	\$2,580
Direct Cost	\$185,189
Indirect Cost	\$14,811
Approved Budget	\$200,000
Federal Share	\$200,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$200,000

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

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: 1956000930B3
 Document Number: 23SM88209A
 Fiscal Year: 2023

IC	CAN	Amount
SM	C96J053	\$200,000

IC	CAN	2023	2024	2025
SM	C96J053	\$200,000	\$200,000	\$200,000

SM Administrative Data:

PCC: MHAT-23 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM088209-01

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 – 1H79SM088209-01

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 – 1H79SM088209-01**REMARKS****New Award**

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity SM-23-002, **FY 2023 Mental Health Awareness Training Grants (Short Title: MHAT)** has been selected for funding.

- o This award reflects approval of the budget submitted May 1, 2023 by your Organization.

2. Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

3. 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 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.

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-amendments>

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. Register Program Director/Project Director (PD) in eRA Commons:

If you have not already done so, you must register the PD in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional guidance on Managing eRA User Accounts at <https://www.samhsa.gov/grants/grants-training-materials/managing-user-accounts>.

6. Key Personnel

Key Personnel are listed below:

Rhyan Miller, Project Director @ 13.5% level of effort

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 any continuous period of three months or longer, or a reduction in time dedicated to the project of 25% or more 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.

For additional information on post-award amendment requirements, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

SPECIAL TERMS

Disparity Impact Statement (DIS)

By November 29, 2023, submit via eRA Commons a completed **Disparity Impact Statement**.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

The main components of the DIS are:

- Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS) Standards that the grantee organization will work to address and improve for the identified population(s) of focus.
- Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

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.**

SPARS

All MHAT grant recipients are required to collect and report certain data so that SAMHSA can meet its obligation under the Government Performance and Results Act (GPRA) Modernization Act of 2010. These data are gathered using SAMHSA's Performance and Accountability Reporting System (SPARS).

MHAT grant recipients are required to:

- (1) complete Annual Goals training and enter annual goals data into SPARS by December 30, 2023; and
- (2) begin collecting and reporting data into SPARS in the second quarter (January - March 2024).

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.

Conflicts of Interest Policy

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- o address conditions under which outside activities, relationships, or financial interest are proper or improper;
- o provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- o include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- o specify the nature of penalties that may be imposed for violations.

Flow Down of Requirements to Subrecipients

The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

Subaward Agreements

Subaward Agreements are considered subrecipients as they participate in accomplishing the award's objectives and therefore must have executed subaward agreements in place. Subaward agreements must include all award requirements and clearly state that requirements flow down to the subrecipient. When established, the subaward agreements between your organization and the subrecipients should also include as a term and condition, the requirements cited below concerning Standards for Financial Management and Consistent Treatment of Costs.

STANDARD TERMS AND CONDITIONS

Mid-Annual Programmatic Progress Report

By **March 30, 2024**, submit via eRA Commons the 1st Year Mid-Annual Progress Report.

This Mid-Year report is required for the 1st Year Budget period only and submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System.

The Mid-Year Annual 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.

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>.

Annual Programmatic Progress Report

By **December 30, 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.

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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>.

Annual Federal Financial Report (FFR or SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or 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 no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding as follows:

- **By December 30, 2024**, submit the Federal Financial Report (FFR)/(SF-425).
- The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdoqaXfiuIQ> and PDF resource with instructions on Requesting Access @ https://pms.psc.gov/forms/New-User-Request_Granttee.pdf
- Instructions on **how to submit a FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the

“Search for Federal Financial Report (FFR)” page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the “Manage FFR” link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the [Managing User Accounts: Add or Remove Roles, Unaffiliate Account](#) document for instructions on how to assign a the FSR role.

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.

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 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>.

Standards for Financial Management

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

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,

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Compliance with Award Terms and Conditions

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

Staff Contacts:

Adam Wheeler, Program Official

Phone: 240-276-1068 Email: Adam.Wheeler@samhsa.hhs.gov

Elizabeth Carlini, Grants Specialist

Phone: (240) 276-0582 Email: elizabeth.carlini@samhsa.hhs.gov Fax: (240) 276-1430



Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Mental Health Services

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
 to Riverside County Clerk of the Board, Stop 1010
 Administration Center, Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.

Notice of Award
 FAIN# H79SM088209
 Federal Award Date
 08/18/2023

Recipient Information	Federal Award Information																										
1. Recipient Name RIVERSIDE, COUNTY OF 4095 COUNTY CIRCLE DR RIVERSIDE, CA 92503	11. Award Number 1H79SM088209-01																										
2. Congressional District of Recipient 41	12. Unique Federal Award Identification Number (FAIN) H79SM088209																										
3. Payment System Identifier (ID) 1956000930B3	13. Statutory Authority Section 520J of the PHS Act (42 U.S.C. 290bb-41) as amended																										
4. Employer Identification Number (EIN) 956000930	14. Federal Award Project Title Call to Service Project																										
5. Data Universal Numbering System (DUNS) 556215168	15. Assistance Listing Number 93.243																										
6. Recipient's Unique Entity Identifier K5FUJ8CJWNQ7	16. Assistance Listing Program Title Substance Abuse and Mental Health Services_Projects of Regional and National Significance																										
7. Project Director or Principal Investigator RHYAN MILLER jaruiz@ruhealth.org 951-358-4589	17. Award Action Type New Competing																										
8. Authorized Official Dr. MATTHEW CHANG matthew.chang@ruhealth.org 951-358-4500	18. Is the Award R&D? No																										
Federal Agency Information	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="background-color: #ADD8E6;">Summary Federal Award Financial Information</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #ADD8E6;">19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024</td> </tr> <tr> <td>20. Total Amount of Federal Funds Obligated by this Action</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td> 20a. Direct Cost Amount</td> <td style="text-align: right;">\$185,189</td> </tr> <tr> <td> 20b. Indirect Cost Amount</td> <td style="text-align: right;">\$14,811</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;">\$200,000</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;">\$200,000</td> </tr> <tr> <td colspan="2" style="text-align: center;">-----</td> </tr> <tr> <td colspan="2" style="background-color: #ADD8E6;">26. Project Period Start Date 09/30/2023 – End Date 09/29/2026</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;">\$200,000</td> </tr> </tbody> </table>	Summary Federal Award Financial Information		19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024		20. Total Amount of Federal Funds Obligated by this Action	\$200,000	20a. Direct Cost Amount	\$185,189	20b. Indirect Cost Amount	\$14,811	21. Authorized Carryover		22. Offset		23. Total Amount of Federal Funds Obligated this budget period	\$200,000	24. Total Approved Cost Sharing or Matching, where applicable	\$0	25. Total Federal and Non-Federal Approved this Budget Period	\$200,000	-----		26. Project Period Start Date 09/30/2023 – End Date 09/29/2026		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$200,000
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9. Awarding Agency Contact Information Elizabeth Carlini Grants Specialist elizabeth.carlini@samhsa.hhs.gov (240) 276-0582	28. Authorized Treatment of Program Income Additional Costs																										
10. Program Official Contact Information Adam Wheeler Program Official Adam.Wheeler@samhsa.hhs.gov 240-276-1068	29. Grants Management Officer - Signature Eileen Bermudez																										
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.																											



Notice of Award

FY2023 Mental Health Awareness Training Grants
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Issue Date: 08/18/2023

Center for Mental Health Services

Award Number: 1H79SM088209-01

FAIN: H79SM088209

Program Director: RHYAN MILLER

Project Title: Call to Service Project

Organization Name: RIVERSIDE, COUNTY OF

Authorized Official: Dr. MATTHEW CHANG

Authorized Official e-mail address: matthew.chang@ruhealth.org

Budget Period: 09/30/2023 – 09/29/2024

Project Period: 09/30/2023 – 09/29/2026

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$200,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to RIVERSIDE, COUNTY OF in support of the above referenced project. This award is pursuant to the authority of Section 520J of the PHS Act (42 U.S.C. 290bb-41) as amended 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 – 1H79SM088209-01

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$141,574
Fringe Benefits	\$40,637
Travel	\$398
Supplies	\$2,580
Direct Cost	\$185,189
Indirect Cost	\$14,811
Approved Budget	\$200,000
Federal Share	\$200,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$200,000

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

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: 1956000930B3
 Document Number: 23SM88209A
 Fiscal Year: 2023

IC	CAN	Amount
SM	C96J053	\$200,000

IC	CAN	2023	2024	2025
SM	C96J053	\$200,000	\$200,000	\$200,000

SM Administrative Data:

PCC: MHAT-23 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM088209-01

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 – 1H79SM088209-01

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 – 1H79SM088209-01

REMARKS

New Award

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity SM-23-002, **FY 2023 Mental Health Awareness Training Grants (Short Title: MHAT)** has been selected for funding.

- o This award reflects approval of the budget submitted May 1, 2023 by your Organization.

2. Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

3. 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 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.

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-amendments>

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. Register Program Director/Project Director (PD) in eRA Commons:

If you have not already done so, you must register the PD in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional guidance on Managing eRA User Accounts at <https://www.samhsa.gov/grants/grants-training-materials/managing-user-accounts>.

6. Key Personnel

Key Personnel are listed below:

Rhyan Miller, Project Director @ 13.5% level of effort

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 any continuous period of three months or longer, or a reduction in time dedicated to the project of 25% or more 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.

For additional information on post-award amendment requirements, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

SPECIAL TERMS

Disparity Impact Statement (DIS)

By November 29, 2023, submit via eRA Commons a completed **Disparity Impact Statement**.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

The main components of the DIS are:

- Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS) Standards that the grantee organization will work to address and improve for the identified population(s) of focus.
- Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

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.**

SPARS

All MHAT grant recipients are required to collect and report certain data so that SAMHSA can meet its obligation under the Government Performance and Results Act (GPRA) Modernization Act of 2010. These data are gathered using SAMHSA's Performance and Accountability Reporting System (SPARS).

MHAT grant recipients are required to:

- (1) complete Annual Goals training and enter annual goals data into SPARS by December 30, 2023; and
- (2) begin collecting and reporting data into SPARS in the second quarter (January - March 2024).

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.

Conflicts of Interest Policy

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- o address conditions under which outside activities, relationships, or financial interest are proper or improper;
- o provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- o include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- o specify the nature of penalties that may be imposed for violations.

Flow Down of Requirements to Subrecipients

The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

Subaward Agreements

Subaward Agreements are considered subrecipients as they participate in accomplishing the award's objectives and therefore must have executed subaward agreements in place. Subaward agreements must include all award requirements and clearly state that requirements flow down to the subrecipient. When established, the subaward agreements between your organization and the subrecipients should also include as a term and condition, the requirements cited below concerning Standards for Financial Management and Consistent Treatment of Costs.

STANDARD TERMS AND CONDITIONS

Mid-Annual Programmatic Progress Report

By **March 30, 2024**, submit via eRA Commons the 1st Year Mid-Annual Progress Report.

This Mid-Year report is required for the 1st Year Budget period only and submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System.

The Mid-Year Annual 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.

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>.

Annual Programmatic Progress Report

By **December 30, 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

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Annual Federal Financial Report (FFR or SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or 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 no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding as follows:

- **By December 30, 2024**, submit the Federal Financial Report (FFR)/(SF-425).
 - The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdoqaXfiuI0> and PDF resource with instructions on Requesting Access @ <https://pms.psc.gov/forms/New-User-Request-Grantee.pdf>
 - Instructions on **how to submit a FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
 - While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the

“Search for Federal Financial Report (FFR)” page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the “Manage FFR” link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the [Managing User Accounts: Add or Remove Roles, Unaffiliate Account](#) document for instructions on how to assign a the FSR role.

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.

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 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>.

Standards for Financial Management

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

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