



Office of the Los Angeles City Attorney
Hydee Feldstein Soto

MEMORANDUM

To: The Honorable Karen Bass
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012

Honorable Members of City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012

From: Kyle Kirkpatrick 
Office of the City Attorney

Date: October 30, 2025

Re: US: HHS - SAMHSA ReCAST Grant Award Year 4

Transmitted herewith for Mayor and City Council consideration is year four of a five year grant cycle awarded by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, for the period 9/30/2022 through 9/29/2027 under the Resiliency in Communities After Stress & Trauma (ReCAST) Program. During year four the total award is \$1MM, which will continue the ReCAST Initiative in expanding key evidence-based violence prevention strategies in South Los Angeles.

The ReCAST Initiative will increase a multitude of services through an enhancement in program scope and geography throughout South LA known as the "REACH Team." Working in conjunction with local community-based service providers and LAPD the REACH Team will focus on community-based participatory approaches, equitable access to trauma-informed community behavioral health resources, and strengthen behavioral health services through culturally responsive approaches.

ReCAST will serve high-risk youth and their families most affected by violence to improve behavioral health outcomes, reduce trauma, empower the community overall, and sustain change. It is anticipated that 500 individuals will be served in year four, with 500 individuals per year thereafter. Funding will support a ReCAST Project Manager and Project Director, with the balance of grant funds passing through to program partners. Funding in the amount of \$1MM will be renewable each of the five years based on performance, with a view toward sustaining the program through additional awards thereafter.





City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
is:			
Grants Coordinator:	Kyle Kirkpatrick	E-Mail: kyle.kirkpatrick@lacity.org	Phone: (213) 978-3928
Project Manager:	Virginia Cons	E-Mail: virginia.cons@lacity.org	Phone: (213) 202-5588
Department/Bureau/Agency:	City Attorney		Date: 10/30/2025

Grant Information				
Name of Grantor:		Pass Through Agency:		
U.S. Department of Health and Human Services				
Grant Program Title:		Notification of Award Date:		
Resiliency in Communities After Stress and Trauma (ReCAST) - Year 4		09/16/2025		
Funding Source (Public /	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
Federal	Non-Competitive/Formula		CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00	%Match 0
Match Type:	N/A	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$ 1,000,000.00	\$ 19,738.00	\$ -	\$ 1,019,738.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Program Director	\$ 67,907.00			50% FTE AC II
Program Manager	\$ 132,780.00			100% FTE AC II
Fringe Benefits 45.04% - Program Director	\$ 30,585.00			50% FTE AC II
Fringe Benefits 45.04% - Program Manager	\$ 59,804.00			100% FTE AC II
LAPD Overtime	\$ 100,000.00			CSPB: Youth Programming (\$120/hr x ~833 hrs)
Materials/Supplies	\$ 1,200.00			General Office Supplies and other materials
Travel	\$ 2,042.00			Travel for Program Director and Manager to attend training conference
Contractual Services				
Children's Institute Inc.	\$ 250,000.00			Youth programming and case management
Bryant Temple Community Development Corp	\$ 250,000.00			Youth programming
Justice and Security Strategies	\$ 100,000.00			Research and Evaluation
Other				
Conference Registration	\$ 1,500.00			3 Conferences x 2 Persons
Uniforms	\$ 500.00			
City Attorney IDC	\$ 3,682.00	\$ 19,738.00		CAP 42 - 11.67% Indirect Costs
Total	\$ 1,000,000.00	\$ 19,738.00	\$ -	

Approved Project

Descriptive Title of Funded Project:		Resiliency in Communities After Stress and Trauma (ReCAST) - Year 3	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start:	09/30/2025	End:	09/29/2026
		Affected Council District(s):	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
LAPD			
Identify External Partners:			
Justice and Security Strategies, Children's Institute Inc., Bryant Temple CDC			

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

To address the 2020 civil unrest and its aftermath in the South Los Angeles region, the Los Angeles City Attorneys Office (LACA), in partnership with Childrens Institute, Inc. (CII) and the Los Angeles Police Department (LAPD) will implement key evidence-based violence prevention strategies, community youth engagement programs, and behavioral health services to improve the well-being, resiliency, and healing in this afflicted community, where trauma is almost ubiquitous.

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
 - a. Approve and Execute the grant agreement between U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) and the City Attorney's Office;
 - b. Accept the grant award in the amount of \$1,000,000 from SAMHSA.
2. AUTHORIZE the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$1,000,000 from SAMHSA;
 - b. Establish a new appropriation account within Fund 368 as follows:
 - Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 - \$1,000,000
 - c. TRANSFER \$99,585 from Fund 368, Department 12, Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of one (1) resolution authority;
 - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$67,907 from Fund 368, Department 12, Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of one (1) grant reimbursed regular authority;
 - e. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$94,071 from Fund 368, Department 12, Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the project;
 - f. TRANSFER \$75,000 from Fund 368, Department 12, Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 70, Account 001092 – Sworn Overtime.
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2026, the following action relative to the Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4:
 - a. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$33,195 from Fund 368, Department 12, Account 12C350 - Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of one (1) resolution authority;
 - b. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$25,000 from Fund 368, Department 12, Account 12C350 – Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 to Fund 100, Department 70, Account 001092 – Sworn Overtime.
4. AUTHORIZE the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The total cost of the Resiliency in Communities After Stress and Trauma Program (ReCAST) Year 4 is \$1,019,739 of which \$1,000,000 will be reimbursed by SAMHSA. The General fund contribution is \$19,739 in fringe and related costs not reimbursed from grant funds.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input checked="" type="checkbox"/> Grant Award Notification and Acceptance	<input checked="" type="checkbox"/> Copy of Award Notice	
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)	
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)	
Department Head Name: Barak Vaughn	Department Head Signature: <i>Barak Vaughn</i>	Date: 11/11/25

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

<input type="checkbox"/> Complete The Acceptance Packet has been forwarded to appropriate CAO analyst	
<input type="checkbox"/> Returned to Department (Additional information/documentation has been requested.	
<input type="checkbox"/> Flagged (See comments below.)	
Comments:	
CAO Grants Oversight Unit Signature:	Date:

Department: City Attorney

Grant Name: ReCast Year 4
Grant Project Breakdown

Salaries

	Grant Funds	City Funds	Non-City Funds	Total	Comments
1010 Salaries General (City Attorney)	200,687			200,687	
1020 Salaries Grant Reimbursed				-	
1070 Salaries As Needed				-	
XXXX LAPD Sworn Overtime	100,000			100,000	
Salaries Total:	300,687	-	-	300,687	

CAP 42

Related Costs*

	CAP 42 Rate	Grant Funds	City Funds	Non-City Funds	Total	Comments
Fringe Benefits	45.04%	90,389			90,389	
Central Services	10.44%	3,682	17,270		20,952	Grant does not have sufficient funds to fully cover Indirect costs
Dept Admn	1.23%		2,468		2,468	
Related Costs Total:		94,071	19,738	-	113,810	

Expense

2120 Printing & Binding					-	
2130 Travel		2,042			2,042.00	
3040 Contractual Services-		600,000			600,000.00	Subrecipients awards - JSS, CII, and Byrant Temple CDC
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies		1,200			1,200.00	Misc office supplies and non-cash incentives
6020 Operating Supplies					-	
7300 Equipment					-	
Other-		2,000			2,000.00	Other - Conference Registration and Uniforms

Expenses Total: 605,242 - - 605,242

Grand Total: 1,000,000 19,738 - 1,019,739

*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)

**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.

Department: City Attorney
 Project Name: ReCAST Year 4

Other Funding Sources
 City

Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		Non-City		Comments
				No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator II	0.5			0.5	67,907.00							50% reimbursed by the grant
Administrative Coordinator II	1			1	132,780.00							100 % reimbursed by grant



Total: 1.5 0 0 1.5 200,687 0 - 0 0 0 0

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel.

*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.

**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.



Recipient Information

1. Recipient Name
 CITY OF LOS ANGELES
 200 N MAIN ST
 LOS ANGELES, CA 90012

2. Congressional District of Recipient
 34

3. Payment System Identifier (ID)
 1956000735B9

4. Employer Identification Number (EIN)
 956000735

5. Data Universal Numbering System (DUNS)
 156092066

6. Recipient's Unique Entity Identifier
 WT4DW46STJ35

7. Project Director or Principal Investigator
 Virginia Cons

 virginia.cons@lacity.org

8. Authorized Official
 Hydee Feldstein Soto
 hydee.feldsteinsoto@lacity.org
 213-978-8100

Federal Agency Information

9. Awarding Agency Contact Information
 Elizabeth Carlini
 Grants Specialist
 elizabeth.carlini@samhsa.hhs.gov
 (240) 276-0582

10. Program Official Contact Information
 Jessica Leopold
 Program Official
 jessica.leopold@samhsa.hhs.gov
 (240) 276-2487

Federal Award Information

11. Award Number
 5H79SM084913-04

12. Unique Federal Award Identification Number (FAIN)
 H79SM084913

13. Statutory Authority
 Sec.520A PHS Act, as amended, 42 U.S.C. (290bb-32)

14. Federal Award Project Title
 City of Los Angeles ReCAST Initiative

15. Assistance Listing Number
 93.243

16. Assistance Listing Program Title
 Substance Abuse and Mental Health Services_Projects of Regional and National Significance

17. Award Action Type
 Non-Competing Continuation

18. Is the Award R&D?
 No

Summary Federal Award Financial Information	
19. Budget Period Start Date 09/30/2025 – End Date 09/29/2026	
20. Total Amount of Federal Funds Obligated by this Action	\$1,000,000
20a. Direct Cost Amount	\$996,318
20b. Indirect Cost Amount	\$3,682
21. Authorized Carryover	
22. Offset	
23. Total Amount of Federal Funds Obligated this budget period	\$1,000,000
24. Total Approved Cost Sharing or Matching, where applicable	\$0
25. Total Federal and Non-Federal Approved this Budget Period	\$1,000,000

26. Project Period Start Date 09/30/2022 – End Date 09/29/2027	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$4,000,000

28. Authorized Treatment of Program Income
 Additional Costs

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

Resiliency in Communities After Stress and Trauma
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Issue Date: 09/16/2025

Center for Mental Health Services

Award Number: 5H79SM084913-04

FAIN: H79SM084913

Program Director: Virginia Cons

Project Title: City of Los Angeles ReCAST Initiative

Organization Name: CITY OF LOS ANGELES

Authorized Official: Hydee Feldstein Soto

Authorized Official e-mail address: hydee.feldsteinsoto@lacity.org

Budget Period: 09/30/2025 – 09/29/2026

Project Period: 09/30/2022 – 09/29/2027

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,000,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CITY OF LOS ANGELES in support of the above referenced project. This award is pursuant to the authority of Sec.520A PHS Act, as amended, 42 U.S.C. (290bb-32) 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
eileen.bermudez@samhsa.hhs.gov
See additional information below

SECTION I – AWARD DATA – 5H79SM084913-04

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$200,687
Fringe Benefits	\$90,389
Travel	\$2,042
Supplies	\$1,600
Contractual	\$700,000
Other	\$1,600
Direct Cost	\$996,318
Indirect Cost	\$3,682
Approved Budget	\$1,000,000
Federal Share	\$1,000,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$1,000,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
4	\$1,000,000
5	\$1,000,000

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:	1956000735B9
Document Number:	22SM84913A
Fiscal Year:	2025

IC	CAN	Amount
SM	C96J504	\$1,000,000

IC	CAN	2025	2026
SM	C96J504	\$1,000,000	\$1,000,000

SM Administrative Data:

PCC: RECAST21 / **OC:** 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM084913-04

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 – 5H79SM084913-04

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.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 5H79SM084913-04

REMARKS

Federal Terms and Conditions for SAMHSA Grant Awards

This document outlines the federal terms and conditions applicable to your Substance Abuse and Mental Health Services Administration (SAMHSA) grant award. Please review these requirements carefully to ensure compliance throughout the life of the award.

Prohibited Uses of Grant Funds in Harm Reduction Activities

SAMHSA recipients are strictly prohibited from using Federal funds, directly or indirectly, including through cost-sharing, matching funds, or subsequent reimbursement, to support so-called "harm reduction" or "safe consumption" efforts that facilitate illegal drug use.

Specifically, grant funds must not be used to purchase, distribute, or otherwise support the provision of drug paraphernalia as defined by applicable law. This includes, but is not limited to, syringes, needles, pipes, or other supplies used for the injection, inhalation, or ingestion of illicit drugs. Funds are also prohibited from being used for sterile water, saline, or ascorbic acid when intended to facilitate drug use. While these prohibitions are in effect, this does not preclude the use of grant funds for legally permissible supplies and activities that align with evidence-based practices, such as the provision of naloxone or nalmefene, fentanyl or other drug test strips, or the facilitation of referrals to treatment.

Failure to comply with any of these terms and conditions, as well as the HHS Federal grant regulations, may result in one or more enforcement actions. These actions can include the suspension or termination of the award, the withholding of future payments, and the recoupment of any misused funds. For more information on this new policy, please review the recent notice from Principal Deputy Assistant Secretary, Art Kleinschmidt, Ph.D., found on our website at [Dear Colleague Letter: Executive Order on Ending Crime and Disorder on America's Streets](#).

Antidiscrimination Compliance Requirement

By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

Title IX Compliance Requirement

By accepting this award, including the obligation, expenditure, or drawdown of award funds, recipient certifies as follows:

- Recipient is compliant with Title IX of the Education Amendments of 1972, as amended, 20 USC

1681 et seq., including the requirements set forth in Presidential Executive Order 14168 titled Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government, and Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq., and Recipient will remain compliant for the duration of the Agreement.

- The above requirements are conditions of payment that go to the essence of the Agreement and are therefore material terms of the Agreement.
- Payments under the Agreement are predicated on compliance with the above requirements, and therefore Recipient is not eligible for funding under the Agreement or to retain any funding under the Agreement absent compliance with the above requirements.
- Recipient acknowledges that this certification reflects a change in the government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this Agreement.
- Recipient acknowledges that a knowing false statement relating to Recipient's compliance with the above requirements and/or eligibility for the Agreement may subject Recipient to liability under the False Claims Act, 31 USC 3729, and/or criminal liability, including under 18 USC 287 and 1001.

1. Budget Funding Overview

Award Approval

- This Notice of Award (NoA) approves the budget submitted on 3/28/2025.

Budget Period Compliance

- Recipients must ensure that funds are spent within the 12-month budget period specified in the Notice of Award (NoA) according to the approved budget.

2. Regulatory Requirements

Applicable Regulatory Provisions

- Prior to October 1, 2025, this award is subject to 45 CFR 75 except for eight flexibilities from 2 CFR 200 adopted by HHS on October 1, 2024, in Federal Register Notice 89 FR 80055. Starting on October 1, 2025, this award will be subject to any applicable provisions of 2 CFR 200 and 2 CFR 300.

Termination

- Prior to October 1, 2025, this award is subject to the termination provisions at 45 CFR 75.372. Starting on October 1, 2025, this award is subject to the termination provisions at 2 CFR 200.340. Pursuant to 2 CFR 200.340, the recipient agrees by accepting this award that continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the Terms and Conditions of the award, and to the extent authorized by law, a decision by the agency that the award continues to effectuate program goals or agency priorities.

Compliance with Court Orders

- Any term or condition in this NoA, including those incorporated by reference, that HHS is enjoined by court order from imposing or enforcing shall not apply or be enforced as to any recipient or subrecipient to which that court order applies and while that court order is in effect.

Civil Rights Compliance Requirement

- The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended (codified at 42 USC 2000d et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80); Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 USC 794), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84);

Title IX of the Education Amendments of 1972, as amended (codified at 20 USC 1681 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 86); The Age Discrimination Act of 1975, as amended (codified at 42 USC 6101 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 91); and Section 1557 of the Patient Protection and Affordable Care Act, as amended (codified at 42 USC 18116), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92).

3. Key Personnel

Effort Limitations

- Total effort across all funding sources (federal and non-federal) for any individual may not exceed 100% level of effort.

Definition of Key Personnel

- Key Personnel are essential staff or consultants/subrecipients who must be part of the project regardless of whether they receive a salary or compensation from the project.

Designated Key Personnel

- For this program, the following role(s) are designated as Key Personnel:
 - o Project Director (PD)
 - o Program Manager (PMgr)
- The identified PD for this program is listed in item #7 Project Director or Principal Investigator on the cover page of the NoA. If the individual identified on the NoA is incorrect, you must submit a post-award amendment for a change in Key Personnel via eRA Commons.

Key Personnel Changes Requiring Approval

Any changes to Key Personnel, including:

- The proposal of new staff in a Key Personnel role, or
- A separation from the project for three months or longer, or
- A reduction in effort of 25% or more

Note: Hiring Key Personnel before receiving formal approval is at the recipient's own risk.

4. Reporting Requirements

All reports must be submitted by the deadlines outlined below. Late submissions may result in additional consequences, including denial of future funding or unilateral project closeout.

A. Federal Financial Report (FFR/SF-425)

- **Due:** Annually, no later than 90 days after the end of each budget period
- **Submission Method:** Via the Payment Management System (PMS)
- **Requirements:**
 - o Recipients must request appropriate PMS user access
 - o Reports sent by email or uploaded to eRA Commons will not be accepted
 - o See [Instructions for FFR Submission](#)

B. Programmatic Progress Report (PPR)

- **Due:** Annually, no later than 90 days after the end of each budget period
- **Submission Method:** Via eRA Commons
- **Content Must Include:**
 - o Performance measure data and evaluation results

-
- o Summary of key accomplishments
 - o Description of changes made during the budget period
 - o Challenges encountered and actions taken to address them

C. Final Reports (for Closeout)

- **Due:** Within 120 days after the project period ends
- **Required Reports:**
 - o Final Federal Financial Report (Final FFR/SF-425) via PMS
 - o Final Progress Report (FPR) via eRA Commons
 - o Tangible Personal Property Report (Final TPPR Report SF-428-B and SF-428-S, as applicable) via eRA Commons
- **Consequences for Failure to Submit Acceptable Final Reports:**
 - o Unilateral closeout by SAMHSA
 - o Reporting recipient's material failure to comply with the terms and conditions of the Federal award in SAM.gov (Responsibility/Qualification Records)
 - o Impact on eligibility for future federal funding or other enforcement actions as appropriate (refer to 45 CFR 75.371, 2 CFR 200.339)
- **Closeout Liquidation Period:**
 - o All obligations must be liquidated no later than 120 days after the project period end date
 - o After one hundred twenty (120) days, the PMS account is automatically locked. SAMHSA does not approve payment requests after the one hundred twenty (120) day liquidation of obligations period; late drawdown requests occurring after the 120 days will be denied.
- Additional closeout information and instructions on submitting reports are available at [SAMHSA Grant Closeout](#)

5. Government Performance and Results Act (GPRA) Compliance

GPRA tools are being updated to comply with Presidential Executive Orders.

6. Financial Management Standards

Recipients must maintain financial systems that:

- Track sources and uses of federal funds
- Compare actual expenditures to approved budgets
- Keep federal funds separate from other funds (no commingling)
- Ensure that all costs charged to awards are:
 - o Allowable
 - o Allocable
 - o Reasonable
 - o Necessary
 - o Consistently applied in accordance with **2 CFR Part 200** and **45 CFR Part 75**

7. Consequences for Noncompliance

Failure to comply with terms and conditions may result in:

- Withholding of payments
- Disallowance of costs
- Suspension or termination of the award: In accordance with the Notice of Funding Opportunity

(NOFO), 2 CFR Part 200 and 45 CFR Part 75

- Denial of future funding: Remedies for noncompliance are governed by 45 CFR 75.371 and 75.372

8. Post Award Amendments and Responses

All responses to award terms and post award amendment requests must be submitted in eRA Commons. For instructions, see [SAMHSA Post Award Amendments](#).

9. Standard Terms and Conditions

The current [HHS Grants Policy Statement \(GPS\)](#) took effect July 24, 2025. Recipients are required to comply with the HHS GPS. A [revised HHS GPS](#) will take effect beginning on October 1, 2025, and will supersede the current GPS.

Your organization must comply with the **Standard Terms and Conditions** for the Fiscal Year in which your grant was awarded. Access: [SAMHSA Standard Terms and Conditions](#).

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

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