

# Drug Free Communities Mentoring (DFC-M) Program

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## DFC-M FY 2017 Award Terms

Terms/ Reports	Name	Language
1	<b>Acceptance of the Terms of an Award</b>	<p>By drawing down or otherwise obtaining funds from the HHS Payment Management System, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer (GMO) within thirty (30) days of receipt of this award notice. Once an award is accepted by a recipient, the contents of the Notice of Award (NoA) are binding on the recipient unless and until modified by a revised NoA signed by the GMO.</p> <p><b>Certification Statement:</b> By drawing down funds, the recipient certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer federal awards and funds drawn down. Recipients of Department of Health and Human Services' (DHHS) grants or cooperative agreement awards must also comply with all terms and conditions of their awards, including: (a) terms and conditions included in the HHS Grants Policy Statement in effect at the time of a new, non-competing continuation, or renewal award (<a href="http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf">http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf</a>), including the requirements of HHS grants administration regulations; (b) requirements of the authorizing statutes and implementing regulations for the program under which the award is funded; (c) applicable requirements or limitations in appropriations acts; and (d) any requirements specific to the particular award specified in program policy and guidance, the Funding Opportunity Announcement, or the NoA.</p>
2	Special Term <b>Drug-Free Communities Mentoring (DFC-M) Program</b>	<p>The purpose of the Drug-Free Communities Mentoring (DFC-M) Program is, through the assistance and expertise of existing DFC recipients, to encourage the development of new, self-supporting community coalitions that are focused on the prevention of youth substance use. Through the Implementation of appropriate training and technical assistance, it is the intent of the DFC Mentoring (DFC-M) Program to bolster newer coalitions and move them onto becoming DFC recipients in the near future.</p> <p>While responsibility rests with the recipient for achieving the primary goals of the program, SAMHSA shall monitor and provide technical assistance, consultation, and coordination in the implementation of the project during the funding period. You can find additional details about the support available to you as a recipient on the program's website at <a href="https://www.whitehouse.gov/ondcp">https://www.whitehouse.gov/ondcp</a>.</p> <p>In addition to these Terms and Conditions and the applicable statutes and regulations, recipients are bound by all requirements in the Funding Opportunity Announcement (FOA) for the FY 2017 DFC-M Program available at <a href="https://www.samhsa.gov/grants/grant-announcements/sp-17-003">https://www.samhsa.gov/grants/grant-announcements/sp-17-003</a>.</p>
3	Special Term <b>Recipient Roles and Responsibilities</b>	<p>For the purposes of the DFC-M Program, a recipient is either a coalition that has received a grant or is an outside agent that is serving as the recipient on behalf of a community. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Mentoring Program.</p>

**The Statutory Eligibility Requirements pertain to DFC-funded coalitions. If you are the recipient for a coalition, you are still responsible for ensuring all eligibility criteria are met by the coalition.**

**The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Funding Opportunity Announcement and the Drug-Free Communities Act during each year of funding.**

- The Mentor coalition must maintain that it has been in existence for at least five (5) years.
- The Mentor coalition must be in compliance with all requirements of their existing DFC grant for the previous year and remain in good standing for the full duration of the Mentoring grant.
- The Mentor coalition must continue to document achievable results in the prevention of youth substance use.
- The Mentor coalition must have at least one staff person, as well as sector volunteers willing to serve as mentors to the Mentee community/coalition.
- The Mentee coalition must not have received a DFC grant in the past year
- The Mentor coalition may request up to \$75,000 from the DFC Mentoring Program.
- The Mentor coalition must demonstrate a minimum of a one-to-one match in non-Federal funds, which are not identified as match on their DFC grant.

***Other Requirements for all DFC-M Recipients (coalitions or outside agents)***

- The recipient must continue to implement the 12 Month Mentoring Plan outlined in the approved application for DFC funding.
- The Key Personnel (Program Director and Project Coordinator) of the DFC-funded Mentor coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>), so that he/she receives information from the DFC Staff on a timely basis
- The recipient must send the Grants Management Specialist (GMS) and DFC Government Project Officer (GPO) copies of all training and technical assistance related contracts and/or other documents produced as a result of participation in any training and/or technical assistance resulting directly from the expenditure of DFC grant funds, including but not limited to assessment/planning/implementation documents, evaluation agreements and documents and attendance at conferences, workshops, etc.
- The Mentor and Mentee coalitions is expected to use the Strategic Prevention Framework (SPF), a five-step evidence based process for community planning and decision making.

4	Special Term	<b>DFC New Recipient Webinar Series</b>	For FY 2017 DFC grant award recipients will not be required to attend a New Recipient Training in DC. Instead, Key Personnel will be required to participate in a series of training webinars to ensure understanding of the DFC Program and key requirements. Additional information regarding the DFC New Recipient Webinar Series will be provided via the DFC Me System and the assigned DFC GPO.
5	Special Term	<b>DFC Me</b>	<p><b>DFC Management and Evaluation (DFC Me) System</b></p> <p>DFC Me is the Drug-Free Communities (DFC) Support Program's new interactive system designed to improve communication and help your coalition better manage its DFC grant. DFC Me is also your one-stop shop for submitting Semi-Annual Progress Report, sharing best practices, receiving the latest program and training updates, and also provides you with the ability to request technical</p>

			<p>assistance.</p> <p>The Program Director and Project Coordinator of the DFC-funded coalition must participate in the DFC Me system (<a href="https://dfcme.ondcp.eop.gov/">https://dfcme.ondcp.eop.gov/</a>), so that they receive information from ONDCP DFC Staff on a regular basis.</p>
6	Special Term	<b>Matching</b>	The recipient must receive and expend non-Federal matching funds as required in the FOA) and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement.
7	Special Term	<b>Award Expectations and Noncompliance</b>	<p>The eligibility and program requirements originally outlined in funding opportunity must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the FOA and related policy and guidance, as well as the certifications and assurances submitted with the award application.→</p> <p>Failure to meet any one of these requirements is considered non-compliance with program and grant regulations. If for any reason you do not comply with the applicable terms, conditions, rules and regulations, or deadlines for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process. There are three progressive discipline actions that can be taken: 1) Addition of special terms or conditions, 2) Suspension, and 3) Termination.</p> <p>Failure to comply with Special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future.</p> <p>An overview of the DFC Program’s Progressive Discipline and Appeals Process will be discussed in the DFC New Recipient Training webinar series required of all DFC grant recipients.</p>
8	Special Term	<b>Corrective Action Plan (CAP)</b>	When requested by the DFC GPO, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the DFC GPO. The Corrective Action Plan must be designed to address identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance. Failure to submit a responsive CAP may result in a determination of non-compliance with program and grant regulations and the addition of special terms or conditions to the award.
1	Standard Term	<b>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards</b>	The NoA issued is subject to the administrative requirements, cost principles, and audit requirements that govern federal monies associated with this award, as applicable, in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200 as codified by the 45 CFR Part 75, <a href="https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75">https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75</a> .
2	Standard Term	<b>Future Funding</b>	If indicated in the NoA, recommended future support reflects TOTAL costs (direct plus indirect). Funding is subject to the availability of federal funds, and that matching funds, are verifiable, and progress of the award is documented and acceptable.

3	Standard Term	<b>Non-Supplant</b>	Federal award funds must supplement, not replace (supplant) nonfederal funds. All recipients who receive awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.
4	Standard Term	<b>Unallowable Costs</b>	All costs incurred prior to the award issue date and costs not consistent with the funding opportunity, CFR 2, or 45 CFR Part 75, are not allowable under this award.
5	Standard Term	<b>Carryover - Expanded Authority for Unobligated Balances from One Budget Period to Any Subsequent Budget Period</b>	<p>Federal administrative requirements allow agencies to waive certain cost-related and administrative prior approvals; these are known as expanded authorities. Per 45 CFR Part 75.308 (d)(3) SAMHSA has extended expanded authorities to allow recipients that have not been designated Restricted Status and placed on drawdown restriction, to carry over unobligated balances (UOB) of 10 percent or less from one budget period to any subsequent period within the project period without prior approval. Recipients <b>MUST</b> report an Intent to Carry Over an UOB in the remarks section of the annual FFR. Recipients who are on Restricted Status or requested amount for carryover fall outside of the criteria described above must submit a Prior Approval and receive formal written approval from the Grants Management Officer (GMO).</p> <p>Instructions on reporting Intent to Carry Over on the FFR, and for submitting a Prior Approval for Carry Over, are available at <a href="http://www.samhsa.gov/grants/grants-management/post-award-changes/carryover-requests">http://www.samhsa.gov/grants/grants-management/post-award-changes/carryover-requests</a>. Only responses to prior approval requests signed by the GMO in an amended NoA are considered valid.</p> <p><b>Although prior approval is not required under the Expanded Authority, DFC-M recipients are strongly encouraged to discuss all program and/or budgetary changes with their assigned DFC GPO and notify them via email of all changes. In addition, DFC recipients must include a copy of the coalition meeting minutes showing coalition approval of the request.</b></p> <p>This authority may also be overridden by other special terms or conditions of the award. Recipients must carefully review the NoA to determine if a particular authority is withheld for a specific award.</p> <p>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. SAMHSA may disallow the costs if it is determined, through audit or otherwise, that the costs do not meet the tests of allowability, allocability, reasonableness, necessity, and consistency.</p> <p>For all items requiring prior approval, DFC grant recipients must notify their assigned DFC GPO <u>and</u> GMS via email.</p>
6	Standard Term	<b>Prior Approval</b>	SAMHSA anticipates that the recipient may need to modify the recipient's award budget or other aspects of its approved application during performance to accomplish the award's programmatic objectives. In general, recipients are allowed a certain degree of latitude to rebudget within and between budget categories to meet unanticipated needs and to make other types of post-award changes, provided that the changes still meet the statutory program requirements and the regulatory requirements under 45 CFR, as applicable.

Items that require prior approval (i.e. formal written approval) from the GMO, as indicated in either 45 CFR Part 75 or the HHS Grants Policy Statement, must be submitted in writing to the GMO. Based on the nature, extent, and timing of the request, the SAMHSA GMO may approve, deny, or request additional material to further document and evaluate your request. Only responses provided by the GMO are considered valid. If SAMHSA approves the request, an amended Notice of Award (NoA) will be issued. Verbal authorization is not approval and is not binding on SAMHSA. Recipients that proceed on the basis of actions by unauthorized officials do so at their own risk, and SAMHSA is not bound by such responses.

Prior approval is required for, but is not limited to: Changes in Key Personnel and Level of Effort (an absence of 3 months or more, or a change in effort of 25 percent or more), Budget Revisions, Changes in Scope, Carryover Requests (that fall outside the term for the Expanded Authority for Carryover), and No Cost Extensions. A summary of activities that require prior approval are listed in the HHS Grants Policy Statement under Exhibit 5, Page II-49 Activities, is available at <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>. SAMHSA Instructions post-award changes that require prior approval is available at <http://www.samhsa.gov/grants/grants-management/post-award-changes>.

For all items requiring prior approval, DFC grant recipients must notify their assigned GPO and GMS via email.

7	Standard Term	<b>Accounting Records and Disclosure</b>	<p>Recipients and subrecipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or sub-grant awards matching funds and in-kind support, and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Reference 45 CFR Part 75, Performance and Financial Monitoring, and Subrecipient Monitoring and Management §§75.341 – 75.360.</p> <p>SAMHSA, or its designee, reserves the right to conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding. Please reference Audits.</p>
8	Standard Term	<b>Administrative and National Policy Requirements</b>	<p>Public policy requirements are requirements with a broader national purpose than that of the Federal sponsoring program or award that an applicant/recipient must adhere to as a prerequisite to and/or condition of an award. Public policy requirements are established by statute, regulation, or Executive order. In some cases they relate to general activities, such as preservation of the environment, while, in other cases they are integral to the purposes of the award-supported activities. An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal statute and regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.</p>
9	Standard Term	<b>Executive Pay</b>	<p>The Consolidated Appropriations Act, 2016 (Pub. L.113-76) signed into law on January 10, 2016, restricts the amount of direct salary to Executive Level II of the Federal Executive Pay scale. The Executive Level II salary per E.O. 13756, was increased to \$187,000 effective January 8, 2017.</p> <p>For awards issued in those years that were restricted to the Executive Level II</p>

amount of \$185,100, including competing awards already issued in FY2017, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, recipients may rebudget to accommodate the current Executive Level II salary level. However, no additional funds will be provided to these grant awards.

10	Standard Term	<b>SAM and DUNS Requirements</b>	<p>THIS AWARD IS SUBJECT TO REQUIREMENTS AS SET FORTH IN 2 CFR 25.110 CENTRAL CONTRACTOR REGISTRATION (CCR) (NOW SAM) AND DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBERS. 2 CFR Part 25 - Appendix A4 System of Award Management (SAM) and Universal Identifier Requirements</p> <p>A. Requirement for System of Award Management Unless you are exempted from this requirement under 2 CFR 25.110, you, as the recipient, must maintain the currency of your information in the SAM, until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.</p> <p>B. Requirement for unique entity identifier If you are authorized (reference project description) to make subawards under this award, you: 1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you, unless the entity has provided its unique entity identifier to you. 2. May not make a subaward to an entity, unless the entity has provided its unique entity identifier to you.</p> <p>C. Definitions. For purposes of this award term: 1. System of Award Management (SAM) means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at: <a href="http://www.sam.gov">http://www.sam.gov</a>). 2. Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities. 3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C: a. A governmental organization, which is a state, local government, or Indian Tribe; b. A foreign public entity; c. A domestic or foreign nonprofit organization; d. A domestic or foreign for-profit organization; and e. A Federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity. 4. Subaward: a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330). c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract. 5. Subrecipient means an entity that: a. Receives a subaward from you under this award; and b. Is accountable to you for the use of the federal funds provided by the subaward.</p>
11	Standard Term	<b>Federal Financial Accountability and</b>	Reporting Subawards and Executive Compensation, 2 CFR, Appendix A to Part 170

**Transparency Act  
(FFATA)**

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the

Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to

- the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

[75 FR 55669, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014]

**12** Standard Term **FAPIIS - Recipient Integrity and Performance**

Appendix XII to 45 CFR Part 75

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five year period; and
- c. If one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (4) Any other criminal, civil, or administrative proceeding if:
    - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
    - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and
    - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

### 3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

### 4. Reporting Frequency

During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### 5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised

[81 FR 3019, Jan. 20, 2016]

13	Standard Term	<b>Acknowledgement of Federal Funding in communications and contracting.</b>	DFC-M grant recipient may not issue any press materials such as media advisories, press releases, or statements that mention the Office of National Drug Control Policy (ONDCP) or use the Presidential seal in any manner without explicit written permission from ONDCP. A draft of any proposed materials should be provided to ONDCP for permission prior to release.
14	Standard Term	<b>Acknowledgement of Federal Funding at Conferences and Meetings</b>	A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying,

but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award. The HHS awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly. See also §§75.438, 75.456, 75.474, and 75.475.

When a conference is funded by a grant or cooperative agreement, the recipient must include the following statement on all conference materials (including promotional materials, agenda, and Internet sites):

*Funding for this conference was made possible (in part) by (insert grant or cooperative agreement award number) from ONDCP and SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Executive Office of the President, the Office of National Drug Control Policy, or the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.*

**15 Standard Term Rights in Data and Publications**

As applicable, recipients agree to the requirements for intellectual property, rights in data, access to research data, publications, and sharing research tools, and intangible property and copyrights as described in 45 CFR § 75.322 and the HHS Grants Policy Statement.

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. ONDCP reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so. Income earned during the project period of the award from any copyrightable work developed under this grant must be used as program income.

**16 Standard Term Lobbying Restrictions**

Per U.S.C. > Title 18 > Part I > Chapter 93 > Section 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities.

Violations of this section shall constitute as a violation of section 1352 (a) of Title 31.

17	Standard Term	<b>Mandatory Disclosures</b>	<p>Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:</p> <p>SAMHSA  Attention: Office of Financial Advisory Services  5600 Fishers Lane  Rockville, MD 20857  AND  U.S. Department of Health and Human Services Office of Inspector General  ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building  Room 5527  Washington, DC 20201  Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or email: <a href="mailto:MandatoryGranteeDisclosures@oig.hhs.gov">MandatoryGranteeDisclosures@oig.hhs.gov</a></p> <p>Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 remedies for noncompliance, including suspension or debarment (see 2 CFR parts 180 &amp; 376 and 31 U.S.C. 3321).</p>
18	Standard Term	<b>The Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(G)), as amended, and 2 C.F.R. PART 175</b>	<p>The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. CPSC hereby incorporates the following award term required by 2 C.F.R. § 175.15(b). See <a href="http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf">http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf</a>.</p> <p><b>Award Term from 2 C.F.R. § 175.15(b): Trafficking in persons.</b></p> <p>a. Provisions applicable to a recipient that is a private entity.</p> <p>1) You, as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:</p> <p>a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; b) Procure a commercial sex act during the period of time that the award is in effect; or</p> <p>c) Use forced labor in the performance of the award or subawards under the award.</p> <p>2) We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:</p> <p>a) Is determined to have violated a prohibition in paragraph a.1 of this award term; or</p> <p>b) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:</p> <p>i. Associated with performance under this award; or</p> <p>ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. Part 180, "OMB Guidelines to Agencies on and Suspension (Nonprocurement)."</p>

b. Provision applicable to a recipient other than a private entity. We as the federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

- 1) Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- 2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:
  - a) Associated with performance under this award; or
  - b) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1125.

c. Provisions applicable to any recipient.

- 1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- 2) Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
  - a) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)); and
  - b) Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3) You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1) d. Definitions. For purposes of this award term:

1) "Employee" means either:

- An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
- Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3) "Private entity":

- Means any entity other than a state, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

• Includes:

o A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

o A for-profit organization.

4) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

19	Standard Term	<b>Accessibility Provisions</b>	<p>Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <a href="http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html">http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html</a>.</p> <p>The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see <a href="http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html">http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html</a>; and <a href="http://www.hhs.gov/ocr/civilrights/understanding/index.html">http://www.hhs.gov/ocr/civilrights/understanding/index.html</a>.</p> <p>Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <a href="http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html">http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html</a>. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <a href="http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html">http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html</a> or call 1-800-368-1019 or TDD 1-800-537-7697. Also note that it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations.</p> <p>For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <a href="http://minorityhealth.hhs.gov/omh/browse.aspx?vl=2&amp;vlid=53">http://minorityhealth.hhs.gov/omh/browse.aspx?vl=2&amp;vlid=53</a>.</p>
20	Standard Term	<b>Confidentiality of Alcohol and Drug Abuse Patient Records</b>	<p>The regulations (42 CFR 2) are applicable to any information about alcohol and other drug abuse patients obtained by a "program" (42 CFR 2.11), if the program is federally assisted in any manner (42 CFR 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with 42 CFR Part 2. The recipient is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.</p>
21	Standard Term	<b>Federal Recognition of Same-Sex Spouses/Marriages</b>	<p>On June 26, 2013, in <i>United States v. Windsor</i>, the Supreme Court held that section 3 of the Defense of Marriage Act (DOMA) (P.L. 104-199), which prohibited federal recognition of same-sex marriages, was unconstitutional. As a result of that decision and consistent with HHS policy, SAMHSA recognizes same-sex marriages and same-sex spouses on equal terms with opposite sex-marriages and opposite-sex spouses, regardless of where the couple resides.</p> <p>On June 26, 2015, in <i>Obergefell v. Hodges</i>, the Court held that the Fourteenth Amendment requires a State to license a marriage between two people of the same sex and to recognize a marriage between two people of the same sex when their marriage was lawfully licensed and performed out-of-state. Consistent with both of these decisions, you must treat as valid the marriages of same-sex couples. This policy does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under state law as something other than a marriage.</p>

22	Standard Term	<b>Executive Order 13410: Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs</b>	<p>This EO promotes efficient delivery of quality health care through the use of health information technology, transparency regarding health care quality and price, and incentives to promote the widespread adoption of health information technology and quality of care. Accordingly, all recipients that electronically exchange patient level health information to external entities where national standards exist must:</p> <p>a) Use recognized health information interoperability standards at the time of any HIT system update, acquisition, or implementation, in all relevant information technology systems supported, in whole or in part, through this agreement/contract. Please consult <a href="http://www.healthit.gov">www.healthit.gov</a> for more information, and</p> <p>b) Use Electronic Health Record systems (EHRs) that are certified by agencies authorized by the Office of the National Coordinator for Health Information Technology (ONC), or that will be certified during the life of the grant. For additional information contact Jim Kretz, at 240-276-1755 or <a href="mailto:Jim.Kretz@samhsa.hhs.gov">Jim.Kretz@samhsa.hhs.gov</a>.</p>
23	Standard Term	<b>Drug-Free Workplace Requirements</b>	<p>The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. When the AR signed the application, the AR agreed that the recipient will provide a drug-free workplace and will comply with the requirement to notify ONDCP and SAMHSA if an employee is convicted of violating a criminal drug statute.</p> <p>Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR part 382.400. All recipients of ONDCP grant funds must comply with the requirements in Subpart B (or Subpart C if the recipient is an individual) of part 382.</p>
24	Standard Term	<b>Audits</b>	<p>Non-Federal recipients that expend \$750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR §75.501(a). Guidance on determining Federal awards expended is provided in 45 CFR §75.502. Recipients are responsible for submitting their Single Audit Reports and the Data Collections Forms (SF-FAC) electronically to the to the Federal Audit Clearinghouse Visit disclaimer page (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.</p> <p>For specific questions and information concerning the submission process:</p> <ul style="list-style-type: none"> <li>• Visit the Federal Audit Clearinghouse at <a href="https://harvester.census.gov/facweb">https://harvester.census.gov/facweb</a></li> <li>• Call FAC at the toll-free number: (800) 253-0696</li> </ul>
25	Standard Term	<b>Ad Hoc Submissions</b>	<p>Throughout the project period, ONDCP and/or SAMHSA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Purchase orders</li> <li>• Contract documentation</li> <li>• Proof of project implementation</li> </ul>

26 Standard Term	<b>Submitting Responses to Conditions and Reporting Requirements</b>	<p><u>Unless otherwise identified in the special terms and conditions of award and post award requests</u>, responses to special terms and conditions of award and post award requests must be sent to the GMS <u>and</u> to the DFC GPO as identified in the Notice of Award.</p> <p><b>The grant or cooperative agreement award number MUST be included in the SUBJECT line of all emails.</b></p>
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## DFC-M FY 2017 Reporting Requirements

	Terms/ Reports	Name	Language
1	Standard Reporting Requirement	<b>Annual Federal Financial Report (FFR)</b>	<p><b>Due Date:</b></p> <p>The Federal Financial Report (FFR) (SF-425) is required on an annual basis and must be submitted no later than 90 days after the end of the budget period. The annual FFR should reflect only cumulative actual federal funds authorized and disbursed, any non-federal matching funds (if identified in the FOA), unliquidated obligations incurred, the unobligated balance of the federal funds for the award, as well as program income generated during the timeframe covered by the report. The SF-425 is available at (<a href="http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf">http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf</a>). Additional guidance to complete the FFR can be found: <a href="http://www.samhsa.gov/grants/grants-management/reporting-requirements">http://www.samhsa.gov/grants/grants-management/reporting-requirements</a>.</p> <p>Annual FFRs must be submitted to <a href="mailto:DFCFFR@samhsa.hhs.gov">DFCFFR@samhsa.hhs.gov</a>.</p>
2	Program Specific Reporting Requirement	<b>Semi-Annual Programmatic Progress Reports</b>	<p><b>All DFC-M Recipients</b></p> <p><u>Must provide information</u> on an Semi-Annual basis:</p> <ul style="list-style-type: none"> <li>• A comparison of actual accomplishments to the objectives of the award established for the funding period ending September 30, 2018.</li> <li>• The reasons why established goals were not met.</li> <li>• Additional pertinent information including, when appropriate, analysis and explanation of costs associated with the project.</li> </ul> <p><b>All DFC-M Recipients</b></p> <p>Semi-Annual Progress Reports for all FY 2017 DFC Grant recipients are due on the following dates:</p> <ul style="list-style-type: none"> <li>• <u>Friday, February 16, 2018</u></li> <li>• <u>Friday, August 17, 2018</u></li> </ul> <p>DFC grant recipients must submit their Final programmatic report their DFC GPO and GMS via e-mail.</p>

## DFC-M 2017 Closeout Requirements (applicable to the final year of the DFC grant)

Terms/ Reports	Name	Language
1	Closeout Reporting Requirement	<p><b>Final Programmatic Report</b></p> <p><b>Due Date:</b></p> <p>A Final Programmatic Report (FPR) period as stated in your grant application.</p> <p>The FPR should be prepared in accordance with the terms and conditions of the NoA and/or directions provided by the DFC GPO listed at the bottom of your latest NoA under Contacts. It should cover the entire grant period and include, at a minimum, an overview of the goals and objectives accomplished during the grant period identified in your grant application.</p> <p>DFC recipients must submit their Final programmatic report to DFC Me. For more information on the DFC <i>Me</i> system, please contact your DFC GPO and the DFC National Evaluation Team (<a href="mailto:dfc_evaluators@icf.com">dfc_evaluators@icf.com</a>).</p> <p>Please use the following template:</p> <p><b>Substance Abuse and Mental Health Services Administration Center for Substance Abuse Prevention Final Programmatic Report Grant ID: SPO _____</b></p> <p><b>1. Assessment</b></p> <ul style="list-style-type: none"> <li>• Description of your accomplishments your organization encountered while performing activities related to the Assessment process during the five years (e.g. these activities related to assessing the prevention needs of your community, identifying key risk and protective factors).</li> </ul> <p><b>2. Capacity</b></p> <ul style="list-style-type: none"> <li>• Description of the accomplishments related to prevention capacity building (e.g., coalition meetings, coalition building, developing community partnerships).</li> <li>• Description of training and technical assistance received during the five-years.</li> </ul> <p><b>3. Strategic Prevention Planning</b></p> <ul style="list-style-type: none"> <li>• Description of the accomplishments related to strategic planning (e.g. goals).</li> </ul> <p><b>4. Implementation</b></p> <ul style="list-style-type: none"> <li>• Description of implementation accomplishments encountered (prevention strategies/approaches implemented, action plan, etc.).</li> </ul> <p><b>5. Evaluation</b></p> <p>Provide a brief description of outcomes achieved.</p>

2	Closeout Reporting Requirement	<b>Final Federal Financial Report (FFR)</b>	<p>The recipient is required to submit a final Federal Financial Report (FFR), which must be submitted no later than 90 days after the end of the budget period. The final FFR should only include cumulative actual federal funds authorized and disbursed, any non-federal matching funds (if identified in the FOA), the unobligated balance of the federal funds for the award, as well as program income generated during the timeframe covered by the report.</p> <p>Expenditures reported on line 10, e. should be based on the total actual grant expenditures reported in the accounting system. The total expenditures reported should reconcile to the total quarterly cash-basis expenditures reported to the Payment Management Service (PMS) and on line 10.b. If non-federal expenditures (matching) was required under the grant, lines 10.i. and 10.j. must be completed. Drawdowns made from PMS under the grant in excess of the total grant expenditures must be returned to SAMHSA along with any funds received as a result of refunds, corrections, overspending and audits. All program income earned as a result of the grant and expended must be reported on lines 10.l., 10.m, and 10.n as well. No unliquidated obligations may be reported on line 10.f in the final FFR.</p> <p>The SF-425 is available at (<a href="http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf">http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.pdf</a>). Additional guidance to complete the FFR can be found: <a href="http://www.samhsa.gov/grants/grants-management/reporting-requirements">http://www.samhsa.gov/grants/grants-management/reporting-requirements</a>. The final FFR must be submitted by email to <a href="mailto:dfcgrantclose@samhsa.hhs.gov">dfcgrantclose@samhsa.hhs.gov</a>.</p>
3	Closeout Reporting Requirement	<b>Tangible Personal Property Report</b>	<p>The recipient is required to submit a Tangible Personal Property Report (SF-428) within 90 days of the end of the award project period. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. Recipients must disclose any acquired equipment with acquisition cost of \$5,000 or more and residual unused supplies with total aggregate fair market value exceeding \$5,000.</p> <p>The report must contain the SF-428 cover sheet and the SF-428-B Final Report. As applicable, the SF-428-C Disposition Request/Report and the SF-428-S Supplemental Sheet may be included.</p> <p>If your organization has not purchased individual items of equipment or cumulative supplies with a fair market value of \$5,000 or more under the award, please report this in the comments section on the SF-428-B Final Report.</p> <p>The Tangible Personal Property Report must be submitted by email to <a href="mailto:dfcgrantclose@samhsa.hhs.gov">dfcgrantclose@samhsa.hhs.gov</a>.</p>
1	Closeout Standard Term	<b>Record Retention</b>	<p>Recipients must retain financial and programmatic records, supporting documents, and all other records that are required by the terms of a grant, or may reasonably be considered pertinent to a grant, for a period of three years from the date the final FFR is submitted in accordance with 45 CFR 75.361.</p> <p>In addition, the closeout of the referenced grant does not affect SAMHSA's right to disallow and recover funds on the basis of subsequent audits and reviews. Records related to audits, appeals, litigation or the settlement of claims arising out of the performance of the project will be retained until such audits, appeals, litigation or claims have been disposed of.</p>

<b>2</b>	Closeout Standard Term	<b>Closeout Resources</b>	Additional guidance and resources for closeout are available at: <a href="https://www.samhsa.gov/grants/grants-management/grant-closeout">https://www.samhsa.gov/grants/grants-management/grant-closeout</a> .
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