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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH
BUREAU OF MENTAL HEALTH SERVICES

Lori A. Shibanette
 Commissioner

Katja S. Fox
 Director

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April 20, 2020

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
 And the Honorable Council
 State House
 Concord, New Hampshire 03301

Informational Item

Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, Governor Sununu has authorized:

1. The Department of Health and Human Services, Division for Behavioral Health to accept and expend funds from the Substance Abuse and Mental Health Services Administration (SAMHSA), entitled Emergency Grants to Address Mental and Substance Use Disorders During COVID-19, in the amount of \$1,964,122.00 Funding source: 100% Federal Funds.
2. The Department of Health and Human Services, Division for Behavioral Health, to create one (1) temporary full-time position, a Program Specialist IV (LG 25), for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings. Funding source: 100% Federal Funds.

**05-92-92-922010-19090000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS:
 BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, SAMHSA GRANT**

<u>Class</u>	<u>Description</u>	<u>SFY20 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY20 Adjusted Authorized</u>
000 - 400146	Federal Funds	\$0.00	\$1,964,122.00	\$1,964,122.00
020 - 500200	Current Expense	\$0.00	\$68,120.00	\$68,120.00
037 - 500173	Technology Hardware	\$0.00	\$1,500.00	\$1,500.00
039 - 500188	Telecommunications	\$0.00	\$2,400.00	\$2,400.00
041 - 500801	Audit Fund Set Aside	\$0.00	\$2,000.00	\$2,000.00
042 - 500620	Additional Fringe Benefits	\$0.00	\$8,216.00	\$8,216.00
059 - 500117	Full Time Temp	\$0.00	\$55,818.00	\$55,818.00
060 - 500601	Benefits	\$0.00	\$28,123.00	\$28,123.00
102 - 500731	Contracts for Program Services	\$0.00	\$1,797,945.00	\$1,797,945.00
	Total	\$0.00	\$1,964,122.00	\$1,964,122.00

EXPLANATION

The US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) is administering the Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 grant. This grant is to address an expected increase in mental health and/or substance use disorder needs as a result of the current national crisis of COVID-19. Americans across the country will struggle with increases in depression, anxiety, trauma, and grief. There is also anticipated increase in substance misuse as lives are impacted for individuals and families. The New Hampshire (NH) COVID-19 Rapid Crisis Response Program (NH Rapid Response) will provide crisis intervention services, mental and substance use disorder treatment, and other related recovery supports for youth and adults impacted by the COVID-19 pandemic. The purpose of this program is to address the needs of individuals with Severe Mental Illness (SMI) or Severe Emotional Disturbance (SED), with substance use disorders (SUD), and/or co-occurring SMI/SED and SUD who are under- or uninsured. We will also provide crisis services for other individuals in need of behavioral health supports, including health care personnel. This funding is also for one full-time temporary position, for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings

The funds are to be budgeted as follows:

Funds in class 020, Current Expenses, will be used to purchase general office supplies, postage and shipping, and copies.

Funds in class 037, Technology-Hardware, will be used to purchase a laptop computer and printer.

Funds in class 039, Telecommunications, will be used for telephone costs including cell phone and office phone service.

Funds in class 041, Audit Fund Set Aside, are needed to pay audit fund set aside on all eligible expenses.

Funds in class 042, Additional Fringe Benefits, will be used for post-retirement benefits.

Funds in class 059, Temp Full Time, are needed to pay for one (1) full-time temporary position titled Program Specialist IV (LG 25).

Funds in class 060, Benefits, are needed to pay benefits costs associated with the full-time temporary staffing.

Funds in class 102, Contracts for Program Services, will be used for contract amendments with the Community Mental Health Centers to train and increase staff capacity on their crisis response and emergency services teams in order to carry out the required activities of the grant.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

1) *List of personnel involved:* One (1) full-time temporary positions titled Program Specialist IV (LG 25).

2) *Nature, Need, and Duration:* This position is responsible for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings. The position will also develop and oversee subcontracts and coordinate project communications, information dissemination, training, and reporting. The proposed grant funding for these positions ends on September 29, 2021, funding for SFY 2022 will be budgeted accordingly.

The Honorable Mary Jane Wallner, Chairman
His Excellency, Governor Christopher T. Sununu
April 20, 2020
Page 3 of 3

3) *Relationship to existing agency programs:* This position will work in coordination with the ten (10) Community Mental Health Centers to oversee and support implementation of the required grant activities. The position will also work in collaboration with the University of NH's Institute for Health Policy and Practice to collect, analyze, and report data and program evaluation activities as required by the grant.

4) *Has a similar program been requested of the legislature and denied?* No.

5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.

6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.

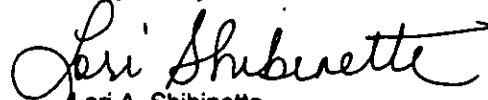
7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$115,419.00 for the duration of the grant through September 29, 2021.

Area served: Statewide.

Source of Funds: 100% Federal Funds

In the event that Federal Funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted,



Lori A. Shibinette
Commissioner



Notice of Award

Issue Date: 04/16/2020

E-COVID
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Flex Grants

Grant Number: 1H79FG000210-01
FAIN: H79FG000210
Program Director: Erica Ungarelli

Project Title: NH Rapid Response to Behavioral Health Needs During Covid-19

Organization Name: NH STATE DEPT/HLTH STATISTICS/DATA MGMT

Business Official: Kyra Leonard

Business Official e-mail address: Kyra.Leonard@dhhs.nh.gov

Budget Period: 04/20/2020 – 08/19/2021
Project Period: 04/20/2020 – 08/19/2021

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$2,000,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH STATE DEPT/HLTH STATISTICS/DATA MGMT in support of the above referenced project. This award is pursuant to the authority of Emergency COVID-19 is authorized under 501(o) of the PHS Act and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

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

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

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

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

See additional information below

SECTION I – AWARD DATA – 1H79FG000210-01

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$76,750
Fringe Benefits	\$38,669
Supplies	\$5,620
Contractual	\$1,792,945
Other	\$81,616
Direct Cost	\$1,995,600
Indirect Cost	\$4,400
Approved Budget	\$2,000,000
Federal Share	\$2,000,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$2,000,000

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

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

Fiscal Information:

CFDA Number: 93.665
 EIN: 1026000618B3
 Document Number: 20FG00210AC3
 Fiscal Year: 2020

IC	CAN	Amount
FG	C96D320	\$2,000,000

IC	CAN	2020
FG	C96D320	\$2,000,000

FG Administrative Data:

PCC: E-COVID / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79FG000210-01

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

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

SECTION III – TERMS AND CONDITIONS – 1H79FG000210-01

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

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

Treatment of Program Income:

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

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

SECTION IV – FG Special Terms and Conditions – 1H79FG000210-01**REMARKS****REMARK**

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity **Emergency Grants to Address Mental and Substance Use Disorders During COVID-19 Funding Opportunity Announcement (FOA) No. FG-20-006** has been selected for funding.

1a) This award reflects conditional approval of the budget submitted *April 9, 2020* by your organization.

2. Recipients are expected to plan their work to ensure that funds are expended within the 16-month budget period reflected on this Notice of Award.

3. All responses to award terms and conditions and post award amendment requests must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

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

If you have not already done so, you must register the PD listed on the HHS Checklist in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional information about the eRA Commons registration process at https://era.nih.gov/reg_accounts/register_commons.cfm.

5. Key Staff

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

to be determined, Project Director @ 100% level of effort

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

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

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

COVID-19 REMARKS

1. The purchase of PPE is an allowable cost and can only be provided for staff working directly on the SAMHSA grant. The purchase of PPE for clients is not an allowable cost.
2. The purchase of equipment or supplies (e.g., pre-paid minutes, cell phones, Hot spots, iPad, tablets, etc.) for clients is not an allowable cost.
3. An email with a sample budget will be sent to the Business Official and Project Director (Identified in the HHS Checklist – submitted with your application). This budget template should be used when submitting your revised budget.
4. Revised budgets are due no later than April 23, 2020. Please include in the revised budget all concerns as identified below.

SPECIAL TERMS

COVID-19 Funding Limitations

Direct service provision must be implemented as follows:

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- o No more than 20 percent of the total grant award for the budget period may be used for administration, data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

Of the remaining amount for services:

- o Seventy percent of direct service funding must be used to provide direct services to one of the following: those with serious mental illness; those with substance use disorders (SUDs), or those with co-occurring SMI and SUDs.
- o Ten percent of direct service funding must be used for healthcare practitioners with mental disorders (less severe than SMI) requiring mental health care as a result of COVID-19.
- o Twenty percent of direct service funding must be used for all other individuals with mental disorders less severe than SMI.

Additional Information: Recipients of HHS COVID-19 Emergency Funding

Recipients are subject to additional reporting requirements per sections 15010 and 15011 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136).

Additional guidance will be disseminated at a later date.

Risk Assessment

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

Marijuana Term

Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to "ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements."); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

Please email any related questions to MJQuestions@SAMHSA.HHS.GOV

SPECIAL CONDITIONS

Revised Budget

By April 23, 2020, submit via eRA Commons.

Budget Review

1: Contracts

For the ten contracts, all in the amount of \$173,195, provide greater detail for SAMHSA review of allowability, allocability, and reasonableness.

- o For each position, provide a narrative justification of role and responsibility.
- o Provide a detailed breakdown of PPE supplies, tech and training in the amount of \$5,400

2. Other

- o Provide a detailed justification for the \$8,216 identified as allocated fringe.
- o The narrative for Client Incentives mentions 1,700 clients which does not match the quantity requested in the table; 3,200. Please revise.

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

Submit Indirect Cost Rate

By April 23, 2020, submit via eRA Commons. The recipient must submit an Indirect Cost Rate.

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

COVID-19 Funding Limitations (70/10/20)

By April 23, 2020, submit in eRA.

Submit a revised budget narrative and justification that clearly identifies which population(s) will be served. A separate email will be sent via eRA correspondence with a budget table to be completed showing the 70/10/20 split in funds.

Direct service provision must be implemented as follows:

- o No more than 20 percent of the total grant award for the budget period may be used for administration, data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

Of the remaining amount, direct service provision must be implemented as follows:

- o Seventy percent of direct service funding must be used to provide direct services to one of the following: those with serious mental illness; those with substance use disorders (SUDs), or those with co-occurring SMI and SUDs.
- o Ten percent of direct service funding must be used for healthcare practitioners with mental disorders (less severe than SMI) requiring mental health care as a result of COVID-19.

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- o Twenty percent of direct service funding must be used for all other individuals with mental disorders less severe than SMI.

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

Marijuana Special Condition of Award

By no later than May 19, 2020, please submit an attestation statement confirming compliance with the language below.

For state grantees, language in attestation should read, "I certify that all sub recipients comply with the following language:

Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to "ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements."); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

The attestation statement must be on letterhead and signed by the Authorized Representative or Business Official.

Please email any related questions to [MJQuestions@SAMHSA.HHS.GOV](mailto: MJQuestions@SAMHSA.HHS.GOV)

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

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

STANDARD TERMS AND CONDITIONS

COVID-19 Programmatic Progress Report

The Programmatic Report is required at the midpoint of the grant period and at the end of the grant period. The Report must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System.

Your organization is required to submit two progress reports for this grant funding.

- o By January 19, 2021, submit via eRA Commons the first 8-month progress report, spanning April 20, 2020 through December 19, 2020.
- o By November 19, 2021, submit via eRA Commons the final progress report, spanning April 20, 2020 through August 19, 2021.

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

- o A summary of key program accomplishments to-date.
- o Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.
- o Detailed summary of progress for performance measures, as reflected in your application regarding goals and evaluation of activities.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

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

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

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

COVID-19 Federal Financial Report (SF 425)

The Federal Financial Report (SF 425) is required at the midpoint of the grant period and at the end of the grant period and should reflect only cumulative actual Federal funds authorized and disbursed, any non-Federal matching funds (if identified in the Funding Opportunity Announcement (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.

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

Your organization is required to submit two federal financial reports for this grant funding.

- o By January 19, 2021, submit in eRA the first 8-month Federal Financial Report (SF 425), spanning April 20, 2020 through December 19, 2020.

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- o By November 19, 2021, submit in eRA the 16-month cumulative Federal Financial Report (SF 425), spanning April 20, 2020 through August 19, 2021.

FFR reporting must be entered directly into the eRA Commons system. Instructions on how to submit a Federal Financial Report (FFR) via the eRA Commons is available at <https://www.samhsa.gov/sites/default/files/samhsa-grantee-submit-ffr-10-22-17.pptx>.

Closeout

Refer to the following SAMHSA for Closeout Standard Terms and Conditions for awards issued in Fiscal Year 2020 <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

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

Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on Page 2 of your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Compliance with Award Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.371, REMEDIES FOR NON-COMPLIANCE AND 45 CFR 75.372, TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

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

Staff Contacts:

Valerie Kolick, Program Official
Phone: 240-276-1738 Email: valerie.kolick@samhsa.hhs.gov

Lesley Schrier, Grants Specialist
Phone: 240-276-0566 Email: lesley.schrier@samhsa.hhs.gov