



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 10/17/2023

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*Contractor/Vendor Name/Grantor (DBA):**

Department of Health and Human Services, SAMHSA Treatment Drug Courts Substance Abuse and Mental Health Services Administration

**\*Project Title/Description:**

Pima County Problem Solving Courts Initiative

**\*Purpose:**

The Pima County Problem Solving Courts Initiative will provide multiple points of intervention for individuals with substance use disorders who are involved in the legal system. Through a continuum of specialty court programs in misdemeanor and felony systems, high-risk/high-need individuals will be quickly identified, assessed, and referred to treatment and wraparound resources while following a court monitored program that adheres to best practice standards. This is a 12-month no-cost extension with an end date of September 29, 2024, and there is no additional funds being added to the original amount of \$2,000,000 the carryover amount is \$400,000.

**\*Procurement Method:**

NA.

**\*Program Goals/Predicted Outcomes:**

The Pima County Problem Solving Courts Initiative seeks to reduce substance use and co-occurring disorders among individuals involved in the justice system by: 1) expanding enrollment and access to resources in the felony Drug Treatment Alternative to Prison (DTAP) and Drug Court programs; 2) creating a Consolidated Misdemeanor Problem Solving Court (CMPSC) to provide earlier intervention for high-risk/high-need individuals with co-occurring substance use disorders; 3) forming the Pima County Problem Solving Court Collaborative with membership from each specialty court and other stakeholders, to increase collaboration, sharing of information, and resources across all courts and with other systems; and 4) ensuring adherence to the 10 Key Components and Drug Court Best Practice Standards for each participating court

**\*Public Benefit:**

Utilized Program funding to support prosecution objectives and reduce costs for this program to Pima County tax payers.

**\*Metrics Available to Measure Performance:**

Annual programmatic and financial report.

**\*Retroactive:**

Yes. Pima County Attorney's Office (PCAO) submitted the no-cost extension and carryover funds on June 30, 2023. The notice of award was approved and received on 09/21/2023. Subsequently, PCAO was not able to submit to the Board of Supervisors before the commencement date. If award is not approved, it likely would result in loss of compensation preventing funding for participation of individuals in the Pima County Problem Solving Courts Initiative program.

*BMI approves  
per 9/29/23*

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

\*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):

Amendment No.: AMS Version No.:

Commencement Date: New Termination Date:

Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease

Is there revenue included? Yes No If Yes \$

\*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAM Department Code: PCA Grant Number (i.e., 15-123): 24-028

Commencement Date: 09/30/2023 Termination Date: 09/29/2024 Amendment Number: 7

Match Amount: \$ Revenue Amount: \$ 0

\*All Funding Source(s) required: SAMHSA Treatment Drug Courts- Department of Health and Human Services Substance Abuse and Mental Health Services

\*Match funding from General Fund? Yes No If Yes \$ %

\*Match funding from other sources? Yes No If Yes \$ %

\*Funding Source:

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? The Federal funds are received directly.

Contact: Amy Gaudet

Department: Pima County Attorney's Office

Telephone: 520-724-8036

Department Director Signature: Date: 9/27/2023

Deputy County Administrator Signature: Date: 9-29-2023

County Administrator Signature: Date: 10/2/2023



**Recipient Information**

- 1. Recipient Name**  
 PIMA COUNTY  
 32 N STONE AVE  
 TUCSON, AZ 85701
- 2. Congressional District of Recipient**  
 07
- 3. Payment System Identifier (ID)**  
 1866000543B5
- 4. Employer Identification Number (EIN)**  
 866000543
- 5. Data Universal Numbering System (DUNS)**  
 958426967
- 6. Recipient's Unique Entity Identifier**  
 FVS1C9XG5748
- 7. Project Director or Principal Investigator**  
 Nahrin Jabro  
  
 nahrin.jabro@pcao.pima.gov  
 520-724-8142
- 8. Authorized Official**  
 Arika Wells  
 arika.wells@pcao.pima.gov  
 520-724-8574

**Federal Agency Information**

- 9. Awarding Agency Contact Information**  
 SEAN A AFFLALO  
 Grants Specialist  
 sean.afflalo@samhsa.hhs.gov  
 240-276-1223
- 10. Program Official Contact Information**  
 Daniel Maas  
 Program Official  
 Daniel.Maas@samhsa.hhs.gov

**Federal Award Information**

- 11. Award Number**  
 6H79TI081045-05M001 (Carryover Request)
- 12. Unique Federal Award Identification Number (FAIN)**  
 H79TI081045
- 13. Statutory Authority**  
 PHS, Title V, Section 509; 42 U.S.C 290bb-2
- 14. Federal Award Project Title**  
 Pima County Problem Solving Courts 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**  
 Amendment
- 18. Is the Award R&D?**  
 No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024</b>	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$0
20a. Direct Cost Amount	\$0
20b. Indirect Cost Amount	\$0
<b>21. Authorized Carryover</b>	\$0
<b>22. Offset</b>	\$0
<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$400,000
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$400,000
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<b>26. Project Period Start Date 09/30/2018 – End Date 09/29/2024</b>	
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>	\$2,000,000

- 28. Authorized Treatment of Program Income**  
 Additional Costs
- 29. Grants Management Officer - Signature**  
 SEAN A AFFLALO

**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.



SAMHSA Treatment Drug Courts  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

Notice of Award

Issue Date: 09/21/2023

Center for Substance Abuse Treatment

**Award Number:** 6H79TI081045-05M001

**FAIN:** H79TI081045

**Program Director:** Nahrin Jabro

**Project Title:** Pima County Problem Solving Courts Initiative

**Organization Name:** PIMA COUNTY

**Authorized Official:** Arika Wells

**Authorized Official e-mail address:** arika.wells@pcao.pima.gov

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

**Project Period:** 09/30/2018 – 09/29/2024

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$0 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to PIMA COUNTY in support of the above referenced project. This award is pursuant to the authority of PHS, Title V, Section 509; 42 U.S.C 290bb-2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

This award addresses the following Amendment requests:

- Carryover Request (6H79TI081045-05L002)
- No-Cost Extension (6H79TI081045-05L003)

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://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,  
SEAN A AFFLALO  
Grants Management Officer  
Division of Grants Management

See additional information below

**SECTION I – AWARD DATA – 6H79TI081045-05M001**

**Award Calculation (U.S. Dollars)**

Travel	\$16,696
Contractual	\$294,048
Other	\$68,565
Direct Cost	\$379,309
Indirect Cost	\$20,691
Approved Budget	\$400,000
Federal Share	\$400,000
Cumulative Prior Awards for this Budget Period	\$400,000
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$0</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
5	\$400,000

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: 1866000543B5  
 Document Number: 18TI81045A  
 Fiscal Year: 2022

IC	CAN	Amount
TI	C96N306	\$0

IC	CAN	2022
TI	C96N306	\$0

**TI Administrative Data:**

PCC: DC-AD18 / OC: 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 6H79TI081045-05M001**

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 – 6H79TI081045-05M001**

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.

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**SECTION IV – TI SPECIAL TERMS AND CONDITIONS – 6H79TI081045-05M001**

**REMARKS**

**No Cost Extension Post Award Amendment**

This award approves a 12 month NO COST EXTENSION extending the budget and project period end dates from 09/29/2023 to 09/29/2024, based on documentation received on 06/30/2023.

If the final resolution of the audit covering the above stated budget period(s) determines that the unobligated balance of funds is incorrect, SAMHSA will not make additional funds available to cover any shortfall.

**SPECIAL CONDITIONS**

**Revised SF-424, SF-424A, and Detailed Budget with Narrative Justification**

By October 30th,2023, submit the following via the eRA Commons Terms Tracker:

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**A. Software training**-Additional detail needed to supplement costs.

**Court clinician**-Additional role not specified in previous years. The No Cost Extension period should not be utilized to hire additional roles without full explanation. Also, there is lack of clarity in description on Court clinician vs case coordinator in description. Please provide clarification of intended role and justification of additional role in this 6th year.

**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.**

## **STANDARD TERMS AND CONDITIONS**

### **Annual Programmatic Progress Report**

By **December 28th, 2023**, submit via eRA Commons.

The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

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

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this budget period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

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

**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>.

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### **Annual Federal Financial Report (FFR or SF-425)**

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or SF-425) initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments.

The FFR is required on an annual basis no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

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

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

- By **December 28th, 2023**, submit the Federal Financial Report (FFR)/(SF-425).
- The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdoqaXfiuI0> and PDF resource with instructions on Requesting Access @ [https://pms.psc.gov/forms/New-User-Request\\_Grantee.pdf](https://pms.psc.gov/forms/New-User-Request_Grantee.pdf)
- Instructions on **how to submit a FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the "Search for Federal Financial Report (FFR)" page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the "Manage FFR" link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the page [Managing eRA User Accounts](#) on SAMHSA's website for instructions on how to assign a the FSR role.

**If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov) or 1-877-614-5533.**

**Note:** Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.



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## Closeout Requirements - Discretionary Grants

Recipients must complete all actions required for closeout to include:

- Liquidate all obligations incurred under the award. All payment requests must be submitted before the end of the **(120) days post-award reconciliation/liquidation period**.
- Reconcile financial expenditures to the reported total disbursements and charges in PMS.
- Return any funds due to PMS as a result of refunds, corrections, or audits. Refer the following link for additional guidance <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>

Recipients must close the award in accordance with 2 CFR 200.344 Closeout and the terms and conditions listed in the grant notice of award. Recipients must liquidate all obligations incurred under an award not later than one hundred twenty (120) days after the end of awards obligation and project period. **After one hundred twenty (120) days, PMS account is automatically - locked. SAMHSA does not approve payment requests after one hundred twenty (120) days post-award reconciliation/liquidation period.** Therefore, recipients are expected to complete all expenditure requests within the approved project period and the aforementioned 120-day post-award reconciliation/liquidation period. **Recipients late withdrawal requests occurring after the aforementioned periods will be denied. Final reports are due to SAMHSA no later than 120 days after the end of the project period.** Final reports include:

- Submit via PMS the Final Federal Financial Report (Final FFR, SF-425) (PDF | 1.2 MB)
- Submit in eRA Commons the Final Progress Report (FPR) or other reports required by the terms and conditions of the award.
- Submit in eRA Commons a Tangible Personal Property Report (TPPR SF-428, SF428B & if needed additional forms from SF428 series) to account for any property acquired with federal funds or indicate on the form that you have no property to report.

**Failure to complete the closeout actions in 120 days after the project period end may result in a unilateral closeout of the grant by SAMHSA.** This may affect future funding of federal programs and result in the reimbursement of funding to SAMHSA. **If the recipient does not submit all reports satisfactorily in accordance with 2 CFR 200.344 SAMHSA will report the recipients material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS).** Federal awarding agencies may also pursue other enforcement actions per 2 CFR 200.339. Refer to the following SAMHSA for Closeout Standard Terms and Conditions <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>.

### Staff Contacts:

Daniel Maas, Program Official  
Email: Daniel.Maas@samhsa.hhs.gov

SEAN A AFFLALO, Grants Specialist

**Phone:** 240-276-1223 **Email:** sean.afflalo@samhsa.hhs.gov