



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 08/17/2020

\* = 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:**

Drug Court (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.

**\*Procurement Method:**

Not applicable.

**\*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 substances 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:**

No.

G.M.I. Approved 8/12/2020 LJS  
Revised 9/2019

**Contract / Award Information**

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

Effective 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.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_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 ☒ AmendmentDocument Type: GTAM Department Code: PCA Grant Number (i.e., 15-123): 21-007Effective Date: 09/30/2020 Termination Date: 09/29/2021 Amendment Number: 2☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 400,000.00**\*All Funding Source(s) required:** SAMHSA Treatment Drug Courts- Department of Health and Human Services, Substance Abuse and Mental Health Service**\*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)?** Federal funding is direct from Federal Government.Contact: Erica AlloyDepartment: Pima County Attorney's Office Telephone: 520-724-5610Department Director Signature/Date: DAVE Smith 7/12/20

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: C. R. [Signature] 8/12/20  
(Required for Board Agenda/Addendum Items)



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

Notice of Award

Issue Date: 07/17/2020

Center for Substance Abuse Treatment

**Grant Number:** 5H79TI081045-03

**FAIN:** H79TI081045

**Program Director:** Kate Lawson

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

**Organization Name:** COUNTY OF PIMA

**Business Official:** Mr. David Smutzer

**Business Official e-mail address:** david.smutzer@pcao.pima.gov

**Budget Period:** 09/30/2020 – 09/29/2021

**Project Period:** 09/30/2018 – 09/29/2023

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$400,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF PIMA 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.

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,  
Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

See additional information below

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**SECTION I – AWARD DATA – 5H79TI081045-03****Award Calculation (U.S. Dollars)**

Travel	\$24,371
Supplies	\$500
Contractual	\$281,279
Other	\$70,842
 Direct Cost	 \$376,992
Indirect Cost	\$23,008
Approved Budget	\$400,000
Federal Share	\$400,000
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$400,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
3	\$400,000
4	\$400,000
5	\$400,000

\*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:	2020

IC	CAN	Amount
TI	C96N306	\$400,000

IC	CAN	2020	2021	2022
TI	C96N306	\$400,000	\$400,000	\$400,000

**TI Administrative Data:**

PCC: DC-AD18 / OC: 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79TI081045-03**

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.

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### SECTION III – TERMS AND CONDITIONS – 5H79TI081045-03

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 – 5H79TI081045-03

#### **REMARKS**

##### **Continuation Award**

**1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts and Adult Tribal Healing to Wellness Courts (DC-AD18) program is being continued.**

This award reflects **conditional** acceptance of the attestation letter signed and dated **June 12, 2020** by the Authorized Representative of the Organization, that there are no budget changes above 25% of the total previous budget period in response to the continuation application request.

This award also reflects acceptance of the responses to the Request for Additional Materials (RAM) received on **June 15, 2020**.

***Please see below for the Special Condition to resolve the conditional acceptance of the attestation letter.***

##### **Indirect Costs:**

Please be advised the Indirect Cost expenses have been adjusted. Your budget requested indirect costs at the rate of 10%. The applied base is modified total direct cost (MTDC) which includes the following:

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*Direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.*

Therefore the calculation is as follows:

\$24,371 (travel)+\$500(supplies)+\$53,850(other)+\$151,356(sub awards total for 1st \$25K) = \$230,077 x .10 = **\$23,008 (IDC)**

The remaining \$16,992 has been placed in the OTHER category and should be used on other allowable expenses under the FOA.

## **2. Key Staff**

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

***Kate Lawson, Project Director @ 50% level of effort (in-kind)***

***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/>.

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

## **SPECIAL CONDITIONS**

### **Attestation Letter**

By **October 31, 2020** submit via eRA Commons,

Please submit a revised attestation letter stating the budget will not change more than 25% from Year 2 to Year 3. This letter **must** be signed by the **Authorized Official Representative (AOR)** that is listed on the SF-424 continuation application submitted on 2/5/20. If the AOR has changed, you must submit a revised SF-424 signature page with the attestation letter.

**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**

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

By **December 31, 2021**, submit via eRA Commons.

The Federal Financial Report (FFR) (SF-425) is required on an annual basis 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>.

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/how-to-submit-a-samhsa-ffr.pdf>.

## **Annual Programmatic Progress Report**

By **December 31, 2021**, 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 incremental period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

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

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

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

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

## **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>.

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**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:**

Arnold Crozier, Program Official

**Phone:** (240) 276-2909 **Email:** Arnold.Crozier@samhsa.hhs.gov

Nicole Saulnier, Grants Specialist

**Phone:** 240-276-1165 **Email:** Nicole.Saulnier@samhsa.hhs.gov