



**Department of Health and Human Services**  
Substance Abuse and Mental Health Services Administration  
Center for Mental Health Services

**Notice of Award**  
FAIN# H79SM086171  
**Federal Award Date**  
06/12/2023

**Recipient Information**

**1. Recipient Name**

EXECUTIVE OFFICE OF THE STATE OF NEW JERSEY  
50 E STATE ST  
  
TRENTON, NJ 08625

**2. Congressional District of Recipient**  
12

**3. Payment System Identifier (ID)**  
1216000928N3

**4. Employer Identification Number (EIN)**  
216000928

**5. Data Universal Numbering System (DUNS)**  
784995503

**6. Recipient's Unique Entity Identifier**  
S6ZRV3S11Q21

**7. Project Director or Principal Investigator**  
Sue Ricigliano  
  
sue.ricigliano@dcf.nj.gov  
609-888-7730

**8. Authorized Official**  
Mrs. Lambrie Thornton  
Lambrie.Thornton@dcf.nj.gov  
609-888-7730

**Federal Agency Information**

**9. Awarding Agency Contact Information**  
Sarah Dayhoff

Center for Mental Health Services  
Sarah.Dayhoff@samhsa.hhs.gov  
(240) 276-1688

**10. Program Official Contact Information**  
Hope Griffith-Jones

Center for Mental Health Services  
hope.griffith-jones@samhsa.hhs.gov  
240.276.1301

**Federal Award Information**

**11. Award Number**

5H79SM086171-02

**12. Unique Federal Award Identification Number (FAIN)**

H79SM086171

**13. Statutory Authority**

Section 561-565 of the PHS & Sec.10001 21st Century Cures Act

**14. Federal Award Project Title**

NJ-PROMISE will provide outreach and intervention for youth and young adults at clinical high risk for psychosis.

**15. Assistance Listing Number**

93.243

**16. Assistance Listing Program Title**

Substance Abuse and Mental Health Services\_Projects of Regional and National Significance

**17. Award Action Type**

Non-Competing Continuation

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024**

<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$400,000
20a. Direct Cost Amount	\$400,000
20b. Indirect Cost Amount	\$0

**21. Authorized Carryover**

**22. Offset**

**23. Total Amount of Federal Funds Obligated this budget period** \$400,000

**24. Total Approved Cost Sharing or Matching, where applicable** \$242,666

**25. Total Federal and Non-Federal Approved this Budget Period** \$642,666

**26. Project Period Start Date 09/30/2022 – End Date 09/29/2026**

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period** \$1,289,678

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Eileen Bermudez

**30. Remarks**

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



Notice of Award

**Issue Date:** 06/12/2023

CHRP-22  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Mental Health Services

**Award Number:** 5H79SM086171-02

**FAIN:** H79SM086171

**Program Director:** Sue Ricigliano

**Project Title:** NJ-PROMISE will provide outreach and intervention for youth and young adults at clinical high risk for psychosis.

**Organization Name:** EXECUTIVE OFFICE OF THE STATE OF NEW JERSEY

**Authorized Official:** Mrs. Lambrie Thornton

**Authorized Official e-mail address:** Lambrie.Thornton@dcf.nj.gov

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

**Project Period:** 09/30/2022 – 09/29/2026

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 EXECUTIVE OFFICE OF THE STATE OF NEW JERSEY in support of the above referenced project. This award is pursuant to the authority of Section 561-565 of the PHS & Sec. 10001 21st Century Cures 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](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 – 5H79SM086171-02****Award Calculation (U.S. Dollars)**

Contractual	\$400,000
Direct Cost	\$400,000
<b>Approved Budget</b>	<b>\$642,666</b>
Federal Share	\$400,000
Non-Federal Share	\$242,666
Cumulative Prior Awards for this Budget Period	\$0
 <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	 <b>\$400,000</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
2	\$400,000
3	\$400,000
4	\$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:** 1216000928N3  
**Document Number:** 22SM86171A  
**Fiscal Year:** 2023

<b>IC</b>	<b>CAN</b>	<b>Amount</b>
SM	C96J545	\$400,000

IC	CAN	2023	2024	2025
SM	C96J545	\$400,000	\$400,000	\$400,000

**SM Administrative Data:**

**PCC:** CHRP-22 / **OC:** 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM086171-02**

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 – 5H79SM086171-02**

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 – SM SPECIAL TERMS AND CONDITIONS – 5H79SM086171-02**

**REMARKS**

**Continuation Award**

**1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the SM-22-008 Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHRP-22) program is being continued.**

**1a)** This award reflects approval of the budget submitted **February 02, 2023** as part of the continuation application by your Organization.

- o **See Budget Remarks**

**2. Key Staff**

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

- o **Sue Ricigliano, Project Director @ 25% level of effort**
- o **Katherine Sutton, Program Coordinator @ 10% level of effort (contractual)**
- o **Thurmond Gillis, Program Coordinator @ 10% level of effort (contractual)**
- o **Alyson Hague, Program Coordinator @ 20% level of effort (contractual)**

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*o Brittany Fair, Program Coordinator @ 15% level of effort and Heather Rothman, Program Coordinator @ 5% level of effort (temporary/contractual)*  
*o Dr. Anthony Deo, Clinical Coordinator @ 10% level of effort (contractual)*  
*o Dr. Stephanie Marcello, Clinical Coordinator @ 6.20% level of effort (contractual)*

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

Any changes to key personnel—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.

Note: If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA's formal approval, this will be done at the organization's own risk. If SAMHSA's review of the Key Personnel request results in the proposed individual not being approved or deemed not qualified for the position, the expectation is that the organization must submit a qualified candidate to be placed in the Key Personnel position. SAMHSA will not be liable for any costs incurred or pay for salaries of a Key Personnel that is not approved or deemed not qualified on this grant program.

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-amendments>. 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.

## **Budget Remarks**

**Please note:** Grant funds may not be used to supplant current funding of existing activities. "Supplant" is defined as replacing funding of a recipient's existing program with funds from a Federal grant. Some item of costs are typically one-time or non-recurring expenses and should only be requested once during the project period. Such items include but are not limited to information technology supplies/equipment (laptops, tablets, computers, cell phones, printers, etc.), furniture, and others. In addition, general office supplies cost should already be covered by your indirect cost rate, if indirect costs are requested. Recipients may charge costs for supplies if the supplies are needed for specific project activities. As described in [45 CFR § 75.403](#), costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

### **The following costs may be allowable**

However, if these costs are charged to the grant, ensure the guidance below is followed and that the costs are allowable per [45 CFR § 75.403](#), the [HHS Grants Policy Statement](#), and the NOFO.

Note that costs must be necessary and reasonable for the performance of the Federal award and must be allocable under the cost principles in the [45 CFR § 75 Subpart E](#). Furthermore,

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recipients' accounting practices must be consistent with these cost principles and must provide for adequate documentation to support costs charged to the grant.

- Contractual
  - a. Care Plus NJ - CHRP clinic & Oaks Integrated Care - CHRP clinic
    - i. Supplies
      - 1. Laptops
        - a. These line items were previously approved in year 01 and will not be approved again in year 02 if already purchased in year 01.
      - 2. General Office Supplies
        - a. Please note, recipients may charge costs for supplies if the supplies are needed for specific project activities; otherwise, "general office supplies" should already be covered by the indirect cost rate, if indirect costs are requested. As described in 45 CFR § 75.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

## **SPECIAL TERMS**

### **Conflicts of Interest Policy**

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- address conditions under which outside activities, relationships, or financial interest are proper or improper;
- provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- specify the nature of penalties that may be imposed for violations.

### **Flow Down of Requirements to Subrecipients**

The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

## **STANDARD TERMS AND CONDITIONS**

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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 28, 2024**, 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>
- 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 [Managing User Accounts: Add or Remove Roles, Unaffiliate Account](#) document for instructions on how to assign



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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.

## **Annual Programmatic Progress Report**

By **December 28, 2024**, 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>.

## **Standard Terms for Awards**

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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 3 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>.

### **Reasonable Costs for consideration**

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 according to "Reasonable Costs" consideration per 2 CFR § 200.404 and the "Factors affecting allowability of costs" per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

### **Consistent Treatment of Costs**

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. *Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.).* If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements

of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), *Audit Requirements*.

### **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:**

Hope Griffith-Jones, Program Official

**Phone:** 240.276.1301 **Email:** [hope.griffith-jones@samhsa.hhs.gov](mailto:hope.griffith-jones@samhsa.hhs.gov)

Sarah Dayhoff, Grants Specialist

**Phone:** (240) 276-1688 **Email:** [Sarah.Dayhoff@samhsa.hhs.gov](mailto:Sarah.Dayhoff@samhsa.hhs.gov) **Fax:** (240) 276-1420