



## 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

### 7. Project Director or Principal Investigator

Sue Ricigliano

sue.ricigliano@dcf.nj.gov

609-888-7029

### 8. Authorized Official

Catherine Schafer

catherine.schafer@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

Emily Lichvar

Center for Mental Health Services

Emily.Lichvar@samhsa.hhs.gov

(240) 276-1859

## Federal Award Information

### 11. Award Number

5H79SM081191-04

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

H79SM081191

### 13. Statutory Authority

Part E of Title V Section 561 (290-ff) of the PHS Act

### 14. Federal Award Project Title

NJ Promise- Prevention, Resilience, Optimism, Mastery, Insight, Support and  
Education

### 15. Assistance Listing Number

93.243

### 16. Assistance Listing Program Title

Substance Abuse and Mental Health Services\_P 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 09/30/2021 – End Date 09/29/2022

20. Total Amount of Federal Funds Obligated by this Action \$400,000

20a. Direct Cost Amount \$400,000

20b. Indirect Cost Amount \$0

21. Authorized Carryover \$0

22. Offset \$0

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

24. Total Approved Cost Sharing or Matching, where applicable \$418,254

25. Total Federal and Non-Federal Approved this Budget Period \$818,254

### 26. Project Period Start Date 09/30/2018 – End Date 09/29/2022

27. Total Amount of the Federal Award including Approved Cost \$2,456,995

Sharing or Matching this Project Period

### 28. Authorized Treatment of Program Income

Additional Costs

### 29. Grants Management Officer - Signature

Eileen Bermudez

### 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.



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

Notice of Award

**Issue Date:** 07/20/2021

**Award Number:** 5H79SM081191-04

**FAIN:** H79SM081191

**Program Director:** Sue Ricigliano

**Project Title:** NJ Promise- Prevention, Resilience, Optimism, Mastery, Insight, Support and Education

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

**Authorized Official:** Catherine Schafer

**Authorized Official e-mail address:** catherine.schafer@dcf.nj.gov

**Budget Period:** 09/30/2021 – 09/29/2022

**Project Period:** 09/30/2018 – 09/29/2022

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 Part E of Title V Section 561 (290-ff) 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](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 – 5H79SM081191-04****Award Calculation (U.S. Dollars)**

Contractual	\$400,000
Direct Cost	\$400,000
<b>Approved Budget</b>	<b>\$818,254</b>
Federal Share	\$400,000
Non-Federal Share	\$418,254
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
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: 18SM81191A  
Fiscal Year: 2021

IC	CAN	Amount
SM	C96J545	\$400,000

IC	CAN	2021
SM	C96J545	\$400,000

**SM Administrative Data:**

PCC: CHRP / OC: 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM081191-04**

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 – 5H79SM081191-04**

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 – 5H79SM081191-04**

**REMARKS**

**Continuation Award**

**1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the *SM-18-012 Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis (CHR-P)* program is being continued.**

**1a)** This award reflects ***conditional*** approval of the budget submitted ***February 03, 2021*** as part of the continuation application by your Organization.

**2. Key Staff**

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

**Project Director & Level of Effort**

- Sue Ricigliano @ 20% level of effort
- Donna Migliorino @ 20% level of effort

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### **Program Coordinator & Level of Effort**

- Alyson Hague @ 20% level of effort
- Thurmond Gillis 6% level of effort
- Katherine Sutton 14% level of effort
- Megan Gluchoski @ 20% level of effort

### **Clinical Coordinator & Level of Effort**

- Anthony J. Deo @ 10% level of effort
- Stephanie Marcello @ 6.2% 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/>.

**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**

### **Revised Budget**

By **October 30, 2021**, submit via eRA Commons.

1) Please provide written justification for each of the line items listed within the entire detailed budget. Please refer to our SAMHSA budget template listed on our SAMHSA website under the title "PDF Budget Template" <https://www.samhsa.gov/grants/continuation-grants>

2) The detailed budget submitted with the year 04 continuation application reflects 'Year 02' at the top of the detailed budget table. Please confirm if this detailed budget is for the year 04 continuation application. If not, submit an entire new detailed budget for the year 04 continuation budget period.

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### 3) Fringe (Non-Federal)

- Please provide a detailed breakdown of the fringe rate percentage benefits and breakdown.

### 4) Contractual

- Program Coordinators, Outreach specialists, Prescriber, and Therapist/Wellness Coaches.
  - Please clearly list out each individual within each position along with their annual salary and level of effort or their hourly rate x estimated # of hours.
- Rutgers – Training/Technical Assistance (Federal and Non-Federal)
  - Provide a detailed breakdown of this cost. It is not clear how you all arrived at the total costs in the amount of \$288, 510 (federal and non-federal) for this entire line item.
  - Please note, according to the FOA funding limitations/restrictions, recipients may use up to \$25,000 in each grant year for the purchase of Technical Assistance services.
- Training on SIPS & CBT-p - \$7,000
  - Provide a detailed breakdown of this cost and what is included within the cost.

### 5) Funding Limitations/Restrictions

- According to FOA #SM18-012 the funding limitations/restrictions for this project are as follows:
  - No more than 20 percent of the total grant award for the budget period may be used for developing the infrastructure necessary for expansion of services.
  - No more than 10 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.
- Be sure to identify these costs in your budget and in a table identifying the cost categories and percentages

**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 30, 2022**, 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

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- 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>.

### **Closeout Requirements - Discretionary Grants**

**Recipients must complete all actions required for closeout to include:**

- Reconcile financial expenditures associated with the award.
- Liquidate all obligations incurred under the award.
- Submit to the Department of Health and Human Services (HHS) Payment Management System (PMS) the final quarterly Federal Cash Transactions Report (FCTR).
- Return any funds due to PMS as a result of refunds, corrections, or audits.

**No later than ninety (90) days after the end of award:**

In accordance with 45 CFR 75.309 and 75.381, recipients must liquidate all obligations incurred under an award not later than ninety (90) days after the end of awards obligation and expenditure period (i.e., the project period). **After ninety (90) days, letter of credit accounts are locked. SAMHSA does not approve extensions to the ninety (90) day post-award reconciliation/liquidation period.** Therefore, recipients are expected to complete all expenditure requests within the approved project period and the aforementioned 90-day post-award reconciliation/liquidation period.

**Recipients (late) withdrawal requests occurring after the aforementioned periods are denied.**

**No later than ninety (120) days after the end of award:**

The required reports (FFR, FPR, and TPR) as noted below must be submitted within 120 days of the end of the project period. Failure to complete the closeout process in 120 days 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**

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**§200.344 SAMHSA will report the recipient's 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.**

Required reports include:

- Submit via eRA Commons and PMS the Final Financial Report (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 (SF-428) (TPPR) to account for any property acquired with federal funds or indicate on the form that you have no property to report.

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>.

## **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>.

## **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:**

Emily Lichvar, Program Official

**Phone:** (240) 276-1859 **Email:** [Emily.Lichvar@samhsa.hhs.gov](mailto:Emily.Lichvar@samhsa.hhs.gov)



Sarah Dayhoff, Grants Specialist

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