

Project LAUNCH

(Linking Actions for Unmet
Needs in Children's Health)



PROJECT
LAUNCH

Webinar # 2: Getting Started:
Thriving in Your First Year of Project
LAUNCH

Friday, November 6, 2009
1:00pm-2:30pm
Eastern Standard Time

Project LAUNCH Grantee Manual

- Model overview
- Teams, roles and responsibilities
- Grantee responsibilities and regulations
- Reporting requirements and timelines
- Links to additional information
- FAQs



The LAUNCH Model

- 3 Guiding Principles
- Major Types of Activities:
 - Systems integration
 - Direct services - 5 strategies

Workforce development

Public education



Getting Started (part 1)

(1) Addressing terms and conditions

(2) Hiring key personnel

(3) Establishing Councils and strategic planning



Getting Started (Part 2)

(4) Getting the word out

(5) developing an evaluation plan

(6) preparing for implementation



Project LAUNCH Timeline

Create State/Tribal Local Councils on Young Child Wellness and MOUs with participating agencies

Finalize subcontracts with service providers and other partners at local level and hire direct service providers

Conduct Environmental Scan and Strategic Plan



Project LAUNCH
New Grantees
Awarded

Hire State/Tribal-
Level Project Director
and Local Coordinator

Identify a Local
Evaluator for Project
LAUNCH and create
evaluation plan



Your LAUNCH Support Team

- SAMHSA GPO
- SAMHSA GMS
- Technical Assistance Team
- Cross-site Evaluation Team



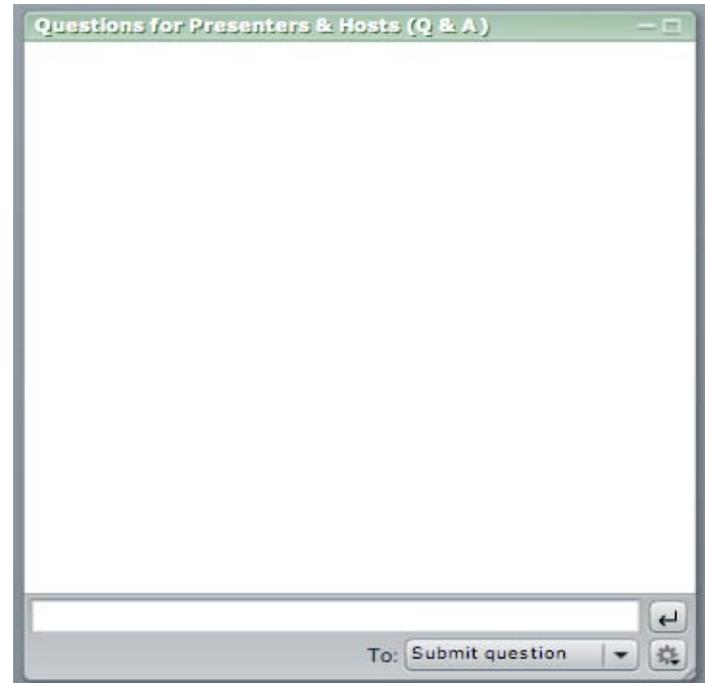
Project LAUNCH Reporting Requirements for Year 1

Report	Reporting Period	Due Date
Environmental Scan	First 4 ½ months of the grant	February 15
Web-based evaluation data entry (mid year)	First 6 months of FY	Mid March
Continuation Application (Mid-Year Report)	First 6 months of the grant	Mid March
Strategic Plan	First 7 ½ months of the grant	May 15
Web-based evaluation data entry (End of Year)	Last 6 months of FY	Mid October
End of Year Report		December 31
Annual Financial Status Report (FSR)		December 31
Carry-Over of Funds		Approximately 4 months into the second year



Questions?

Click to
“raise your
hand” or



Grants Management

Office of Program Services
Division of Grants Management

Darrell Russ

Senior Grants Management Specialist

Office Number: 240-276-1517

E-Mail: darrell.russ@samhsa.hhs.gov



Grants Management

Topics:

- Grants Management Role and Responsibilities
- Prior Approval Requirements
- Method for Requesting Approval
- Reporting Requirements
- Other Grants Management Issues



Grants Management's Role

- Separate office.
- Partners with SAMHSA Program Officials.
- Expertise in business and non-programmatic matters associated with the review, negotiation, award, and administration of grants and cooperative agreements.



Actions Requiring Prior Approval

- **Change in Scope:** (i.e. reduction in services originally proposed, reduction in number of clients).
- **Change of a subcontract.**
- **Transfer of Substantive Programmatic Work to a Contractor**
- **(Re-budgeting) of funds:**
 - Cumulative amount of transfers among direct/indirect cost categories exceeding **25%** of the total award amount or **\$250,000**, whichever is less.
- **Extension of the Budget Period with or without Additional Funds.**
- **Carryover of Un-obligated Funds from one Budget Period to another.**



SAMPLE Budget Revision over 25% Rebudgeting Ceiling



<u>EXAMPLE</u>	Original Yr. 1 Budget	Yr. 1 Re-Budget
Personnel Joe Smith, P.D., (Old FTE = 100% FTE, New FTE = 63% FTE. @ \$60,000 Ann.Sal.) Harry Snow, Admin. Ass. (100% FTE @ \$38400 Ann. Sal.) SUBTOTAL <i>Justification: Reduction in Program Director's Time & Effort. Because the Admin. Assistant is 100%..</i>	<u>Federal</u> 60,000 38,400 98,400	<u>Federal</u> 37,800 38,400 76,200
Travel •One trip for 2 ppl (6-day/5 nights). Airfare (\$500 x 2), per diem (\$65 x 2 x 6 days), hotel (\$150 per night x 2 ppl x 5 nights). •Local Milage - .405/mile X 74 miles X 2 Staff X 12 months SUBTOTAL	2,280 720 3,000	2,280 720 3,000
Supplies General office supplies for Project Director/Prin. Invest. (\$200 x 12 months) SUBTOTAL	1,800 1,800	1,800 1,800
Contractual GGS Contractor – Evaluation and mental health services SUBTOTAL <i>Justification: Cost increased due to the additional services and responsibilities. given to the contractor.</i>	21,000 21,000	43,200 43,200
Total	\$124,200	\$124,200



Process for Requesting Approval

- **Request submitted in writing by Grantee organization:**
 - Address to Grants Management Specialist
 - Reference Grant Number (e.g. SM-12345)
 - Provide Programmatic and detailed budget and budget justification (if applicable).
 - Sign by both Program Director and Business Official
- **Requests may be submitted via email attachment to your Grants Management Specialist, Darrell Russ (and a copy to your Government Project Officer). *(Make sure the request is on organization letterhead).***
- **Request must come from the grantee organization only (not a Contractor).**
- **Reviewed by both Grants Management Specialist and Government Project Officer.**
- **Approval will be official with a revised Notice of Grant Award mailed to the grantee organization.**



Method for Requesting Approval: (Carryover)

- **Carryover of funds from one budget period to another:**
 - To expedite the request, submit the Financial Status Report (**SF-269 Long Form**) with the carryover request. Due Date will be will be provided by the Government Project Officer.
- **The request must include the following:**
 - Amount of carryover funds requested, showing Direct and Indirect Cost Categories, broken down by line item budget with budget narrative.
 - Justification and plans for use of carryover.
 - Programmatic need.
 - Explanation of why funds were not spent in previous year.



Reporting Requirements

<u>REPORTS</u>	<u>RESPONSIBILITY</u>	<u>SENT TO</u>
Programmatic Quarterly, Annual and Final Progress Reports	Program Director	Division of Grants Management (DGM) (and a copy to Government Project Officer (GPO))
Quarterly Financial Reports (PMS-272)	Grantee Organization	Division of Payment Management (DPM)
Annual Financial Status Reports (SF-269 Long form)	Grantee Organization	Division of Grants Management (DGM)



Grants Management Topics

- **Drawdown of Funds are made through another Federal office:**
- **Division of Payment Management (DPM)**
 - University & Non-Profit Payment Branch
 - **Contact : (301) 443-9183**
 - Gov't & Tribal Payment Branch
 - **Contact: (301)443-1558**
- Website Address: **www.dpm.psc.gov**



Helpful Grants Management Websites:

- **Post award Administrative Requirements**
 - *Prior Approval, Re-budgeting etc.*
 - **www.samhsa.gov**
 - Click on “**Grants,**” then “**Grants Management,**” and scroll down till you see the heading titled “**Postaward Administrative Requirements**” there you will be able to find all Post award Administrative Requirements.
- **HHS Grants Policy Statements/OMB Circulars**
 - (“google:” HHS Grants Policy Statement)
- **Financial Status Report (FSR), SF-Form 269**
 - **www.whitehouse.gov/omb/grants/sf269.pdf**



IMPORTANT DATES TO REMEMBER:

- ***December/January 2010 – Continuation Letter Mailed.***
- ***December 31, 2010 – Financial Status Report (FSR-SF-269) due to SAMHSA Grants Management***
- ***December 31, 2010 – Program Report due to Government Project Officer.***



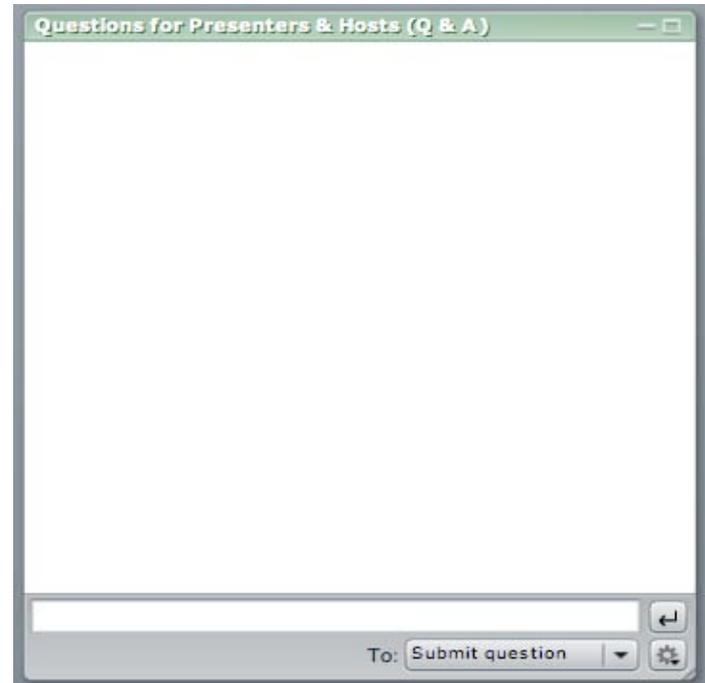
Acronyms

- FSR-Financial Status Report
- GPO/FPO- Government Program Officer/Federal Program Officer are one in the same.
- CMHS-Center for Mental Health Services/SAMHSA
- SAMHSA-Substance Abuse Mental Health Services Administration



Questions?

Click to
“raise your
hand” or



Save the Date!

Project LAUNCH Webinar # 3: Technical Assistance

Friday, November 13, 2009

1:00pm-2:30pm

Eastern Standard Time

