



HUMAN SERVICES GRANTS MANAGEMENT FORM (revised 10/08/2020)

GRANT INFORMATION				
Title of Grant:	FY20 Comprehensive Opioid Abuse Site-Based Program (COSSAP)			
Granting Agency:	U.S. Dept of Justice, Office of Justice Programs, Bureau of Justice Assistance	Grant Award #:	2020-AR-BX-0055	
Annual Award Amount:	N/A	Total Award Amount:	\$1,199,163.00	
Project Period Start Date:	10/1/2020	Project Period End Date:	09/30/2023	
• Grant Extension Date:				
• Extension Reason:				
GRANT ADMINISTRATORS				
BCC Authorizing Official	Name:	Barry A. Burton	Title:	County Administrator
HS Project Director:	Name:	Karen Yatchum	Title:	Health Care Administrator
HS Primary Grant Administrator	Name:	TBD		
	Phone:			
	Email:			
Granting Agency Program Contact Information:	Name:	Wendy Y. Rose		
	Role:	Program Manager		
	Phone:	(202) 514-7842		
	Email:			
Granting Agency Fiscal Contact Information:	Name:	OJP's Office of the Chief Financial Officer		
	Role:	Customer Service Center		
	Phone:	(800) 458-0786		
	Email:	ask.ocfo@usdoj.gov		
Granting Agency Technical Assistance Website:	https://www.cossapresources.org/Program/TTA#:~:text=The%20COSSAP%20training%20and%20technical,illicit%20substance%20use%20and%20misuse.			
RESTRICTING TERMS & CONDITIONS & DUE DATES				
Condition #: 5	Name: Required training for Point of Contact and all Financial Points of Contact		Due Date:	120 days after award acceptance
Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after <u>January 1, 2018</u> , will satisfy this condition.				
Condition #: 11	Name: All subawards ("subgrants") must have specific federal authorization		Due Date:	Before entering into a subaward



Before entering into a subaward ("subgrant") under this award, the recipient (and any subrecipient at any tier) should verify that it has federal authorization to make the particular subaward. All subawards require federal authorization, which may take several forms. In some cases, a federal statute (such as a program statute) may specifically authorize particular subawards (or particular categories of subawards), including subawards at multiple tiers. In other cases, a particular subaward may be authorized because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the application as approved by OJP. If a particular subaward is not authorized by federal statute or regulation and is not sufficiently described and justified in the application as approved by OJP, the recipient must request and obtain written authorization from OJP before it may make the subaward. Any such post-award request for authorization to make a subaward must be submitted via OJP's Grants Management System ("GMS"), as a "Change of Scope" Grant Adjustment Notice ("GAN"). Unless and until OJP authorizes the subaward by approving the requested Change of Scope GAN, the recipient may not obligate, expend, or draw down award funds for the proposed subaward. Should the recipient have a question as to whether a particular subaward ("subgrant") has the requisite federal authorization, the recipient is to seek clarification from OJP before making the subaward.

Condition #: 40	Name: FFATA Reporting: Subawards and Executive Compensation	Due Date:	No later than the end of the month following the month in which the obligation was made.
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The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm>.

Condition #: 47	Name: OJP Conference Travel Authorization	Due Date:	
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The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$5,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or drawdowns until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.



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APPROVALS		
	<u>Approval Authority</u>	<u>Date Approved</u>
Intent to Apply	<input type="checkbox"/> OMB	4/9/2020
Application Submission	<input type="checkbox"/> Department Director <input type="checkbox"/> County Administrator <input type="checkbox"/> Board of County Commission	5/7/2020 5/9/2020 6/23/2020
Notice of Award	<input type="checkbox"/> County Administrator <input type="checkbox"/> Board of County Commission	
Budget Resolution	<input type="checkbox"/> OMB	
PROGRAM REPORTING		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Programmatic Reporting:	Name:	TBD
	Phone:	
	Email:	
Name of Programmatic Reporting System(s):	JustGrants	
Individual(s) w/Access to System	Elisa DeGregorio, Lisa Carrillo, Meghan Westbrook,	
System Access Maintained by:	Elisa DeGregorio	
Final Report/Closeout Documents Completed:		
FINANCIAL REPORTING & REIMBURSEMENTS/DRAWDOWNS		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Financial Reporting:	Name:	TBD
	Phone:	Email:
Person Responsible for Setup of OPUS Project	Name:	TBD
	Phone:	Email:
Name of Financial Reporting System(s):	ASAP	
Individual(s) w/ Access to System	TBD	
System Access Maintained by:	TBD	



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Drawdown Dates and Amounts:	Drawdown Date	Amount	Total



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SUB AWARDS/CONTRACTS							
Agency	Service	Amount	Sub-award (Y/N)	Legistar File #	Procurement Method	FFATA Report Filed (Date)	Site Visit/ Sub-Award Monitoring Visit
Procurement Methods:	<ul style="list-style-type: none"> • Micro-Purchase (<\$10,000) • Small Purchase (<\$150,000) • Sealed Bid • Competitive Proposal • Sole Source 						
Indirect Cost Rate Proposal Submission:	Indirect Cost Rate Proposal Submitted		Indirect Cost Rate Proposal Maintained in File				