

Department of Health and Human Services

Indian Health Service

Division of Behavioral Health

Office of Clinical and Preventive Services

Youth Regional Treatment Center Aftercare Pilot Project

Announcement Type:

Federal Program Award Opportunity

For

IHS Federal Facilities Operating a Youth Regional Treatment Center

Key Dates

Application Deadline Date: November 12, 2017

Review Date: November 17, 2017

Earliest Anticipated Start Date: December 1, 2017

I. Funding Opportunity Description

Statutory Authority

The Indian Health Service (IHS) Office of Clinical and Preventative Services, Division of Behavioral Health (DBH), is accepting applications for a cooperative agreement for Youth Regional Treatment Center Aftercare Pilot Projects (Short Title: Youth Aftercare). This program was established by the Consolidated Appropriations Act of 2017, Pub. L. No. 115-31, 131 Stat. 135 (2017). This program is authorized by 25 U.S.C. § 13, the Snyder Act, and the Indian Health Care Improvement Act, 25 U.S.C. §§ 1665a and 1665g. This program is described in the Catalog of Federal Domestic Assistance (CFDA) under 93.933.

Background

According to data from the CDC Youth Risk Behavior Surveillance Survey, American Indian and Alaska Native (AI/AN) youth self-report higher rates of illicit substance use when compared to the general population. Substance use among AI/AN youth contributes to an increased risk of negative social problems that can range from delinquency to violence, including higher rates of suicide, and alcohol and drug-related deaths when compared to U.S. all-races (2014 Trends In Indian Health).

The IHS currently funds 11 Youth Residential Treatment Centers (YRTC) that provide a range of clinical services rooted in culturally relevant, holistic models of care. However, once AI/AN youth are discharged from the YRTC, they are

faced with leaving a structured environment only to return home to families who may be unprepared to offer the needed support and where aftercare/case management resources can be limited.

Purpose

The purpose of the YRTC Aftercare Pilot Project cooperative agreement is to address the gap in services that occurs when youth are discharged upon successful completion of a YRTC treatment program and return to their home community where necessary support systems may not exist. Insufficient options for continued care at home and in the community significantly decrease the likelihood of a continued journey of wellness for youth exiting the care of an YRTC. This pilot project will develop promising practices between YRTCs and Tribal communities to reduce alcohol and substance use relapse by identifying transitional services that can be culturally adapted to meet the needs of AI/AN youth to increase resiliency, self-coping, and provide support systems. By exploring solutions for how this continuum of care should take place after inpatient treatment, efforts will be made to establish community-based approaches to reduce alcohol and substance use relapse and establish effective reintegration processes.

Each application for the YRTC Aftercare Pilot Program will be required to address the following six objectives as outlined (and detailed in Section A, Part B-

Proposed Approach) in their project narrative.

1. Provide aftercare and case management services.
2. Create and train community support systems in evidence-based care.
3. Identify and implement best practices for increasing access to transitional services.
4. Incorporate social media into aftercare practices.
5. Increase data collection for post residential discharged youth.
6. Evaluate and disseminate information among all YRTC facilities.

All six of the objectives must be addressed in the application. If an application submission does not address all of the objectives in the Project Narrative scope of work, the application will not be considered for funding.

II. Award Information

Type of Award

Federal Program Award

Estimated Funds Available

The funding identified for the current fiscal year (FY) 2017 is \$810,000. The amount of funding identified for Year 2 and Year 3 of the cooperative agreement is \$810,000. The amount of funding available for competing and continuation awards issued under this announcement is subject to the availability of appropriations and budgetary priorities of the Agency. The IHS is under no

obligation to make awards that are selected for funding under this announcement.

Anticipated Number of Awards

One award for \$810,000 will be issued under this program announcement.

Project Period

The project period is for three years and will run consecutively from November 1, 2017 to October 31, 2020.

III. Eligibility Information

1. Eligibility

To be eligible for this “New FY2018 Funding Opportunity” under this announcement, applicants must be **an IHS federal facility that operates a YRTC.**

2. Other Requirements

If application budgets exceed the highest dollar amount outlined under the **“Estimated Funds Available”** section within this funding announcement, the application will be considered ineligible and will not be reviewed for further consideration. If deemed ineligible, IHS will not return the application. The applicant will be notified by e-mail by the Division of Behavioral Health (DBH)

of this decision.

IV. Application and Submission Information

1. Obtaining Application Materials

The application package and detailed instructions for this federal program award announcement can be found at IHS DBH YRTC website or at

<https://www.ihs.gov/yrtc/newsannouncements/>.

Questions regarding the application process may be directed to Ms. Raven Ross, at Raven.Ross@ihs.gov.

Content and Form Application Submission

The applicant must include the project narrative as an attachment to the application package. Mandatory documents for all applicants include:

- Table of contents.
- Abstract (must be single-spaced and not exceed one page) summarizing the project.
- Project Narrative (must be single-spaced and not exceed 10 pages).
 - Includes the statement of need, proposed scope of work, required objectives, and activities that provide a description of what will be accomplished, and an Evaluation and Performance Measurement Plan
- Budget and Budget Narrative (must be single-spaced and not exceed two pages).

- Letter(s) of Support from organization’s Chief Executive Officer (or relevant equivalent), local organizational partners and Tribal or urban Indian organizational and community partners.
- Biographical sketches for all key personnel.
- Position descriptions for all key personnel.
- Contractor/Consultant resumes or qualifications and scope of work.

Public Policy Requirements:

All Federal-wide public policies apply to this federal program award.

Requirements for Project and Budget Narratives

A. Project Narrative: (10 pages)

The project narrative (Parts A through D listed below) should be a separate Word document not to exceed 10 pages and must: be single-spaced, type written, have consecutively numbered pages, use black type not smaller than 12 points, and be printed on one side only of standard size 8-1/2” x 11” paper.

Be sure to succinctly but completely answer all questions listed under the evaluation criteria (refer to Section V.1, Evaluation criteria in this announcement) and place all responses and required information in the correct section (noted below), or they will not be considered or scored. These narratives will assist the Objective Review Committee (ORC) in becoming familiar with the applicant’s

activities and accomplishments prior to this possible cooperative agreement award. If the narrative exceeds the page limit, only the first 10 pages will be reviewed. The 10 page limit for the narrative does not include the work plan, standard forms, Tribal resolutions, table of contents, budget, budget justifications, narratives, and/or other appendix items.

There are four (4) parts to the project narrative:

Part A – Statement of Need;

Part B – Project Narrative/Proposed Approach;

Part C – Organizational Capacity and Staffing/Administration;

Part D – Performance Measurement Plan and Evaluation; and,

Below are additional details about what must be included in the project narrative.

Part A: Statement of Need (2 pages)

The statement of need describes the history and catchment area currently served by the applicant YRTC, including Tribal communities (“community” means the applicant’s Tribe, village, Tribal organization, or consortium of Tribes or Tribal organizations). The statement of need provides the facts and evidence that support the need for the project and establishes that the YRTC understands the problems and can reasonably address them. The statement of need must not exceed two single-spaced pages. This section must also succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.A

Statement of Need.

- Describe the current service gaps, including disconnection between available services and unmet needs of AI/AN youth, up to and including age 24, and their families. This should include services at the YRTC and in communities where youth reside.
- Describe the need for an enhanced infrastructure to increase the capacity to implement, sustain, and improve effective aftercare activities offered to youth exiting YRTC care and any other service gaps and problems related to the need for infrastructure development within the YRTC.

Part B: Project Narrative/Proposed Approach (4 pages)

State the purpose, goals and objectives of your proposed project. Clearly state how proposed activities address the needs detailed in the statement of need.

Describe fully and clearly plans to meet the six objectives of this funding announcement outlined in the Purpose Section of this announcement. Each objective should be addressed with a corresponding timeframe. This section must succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.B Project Narrative/Proposed Approach. Provide a work plan for year one project period that details expected key activities, accomplishments, and include responsible staff. [Note: The timeline will not count towards the 10 page limit and should be added as an attachment.]

Projects supported through the YRTC Aftercare shall address each objective with specific attention to activities detailed below:

1. Describe plans to increase capacity for aftercare/case management

services:

A. Detail how project will provide support for an additional

YRTC coordinator or case management role to:

- i. Establish, in partnership with youth, a post treatment plan.
- ii. Develop partnerships with service providers and community programs at the community level.
- iii. Improve engagement with families and support systems of AI/AN youth while in YRTC care. Suggested activities may include travel assistance for family members to increase participation during youth treatment and positive parenting curriculum to parents while their youth is in care and post-treatment.

B. Provide Peer Recovery Support Specialist certification

- i. Increase placement of peer-to-peer support in partnering community sites where youth reside after discharge.
- ii. Provide ongoing training to Peer Recovery Support Specialists from local communities.

2. Describe a plan to create and train community support systems using

evidence-based care.

- A. This may include how to identify signs of relapse, how to identify signs of mental health distress, how to navigate community referral processes, positive parenting, and how to manage prescription drugs.
3. Describe projected plans to identify and implement best practices for administering transitional services.
 - A. This may include assistance with: planning for education, referring to natural helpers, referral for housing, accompanying youth to outpatient or other community services, accessing culturally appropriate interventions, consultation with employers, home visiting programs, in-home evaluations of family or living situations, home visiting, parenting support, and transitioning to adult services.
 4. Include expected sources and approach to explore and identify new avenues for incorporating social media into aftercare practices (e.g., production of peer to peer support applications for encouragement to find aftercare support through interactive technology)
 5. Describe a plan that will support data collection for post residential discharged youth through established data collection plans including post treatment outcomes for AI/AN youth at 30, 60, 90 days, 6 months and one year through a data collection process. (See Section V.1.D Performance

Measurement Plan and Evaluation Plan)

6. Describe a plan to develop evaluation and dissemination activities including lessons learned throughout the three years of funding. This should include presentations at conferences and webinars targeted at the IHS funded YRTCs.

Part C: Organizational Capacity and Staffing/Administration (2 page)

This section should describe your organization's significant program activities and accomplishments over the past three years outlined by the goals listed under the Purpose Section of this announcement. Current staff and future positions should also be outlined. This section must succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.C Organizational Capabilities and Staffing/Administration.

- Identify qualified professionals who will implement proposed activities, administer the award, including progress and financial reports.
- Identify staff to maintain open and consistent communication with the IHS program official on any financial or programmatic barriers to meeting the requirements of the award.
- Describe the organization's plan to hire or provide salary costs for full-time equivalent (FTE) additional YRTC coordinator or case manager.
- Describe the organizations current system and ability to develop partnerships with service providers and community programs including

families and support systems of AI/AN youth residents.

- Describe potential project partners and community resources in the catchment area that can participate in the planning process and infrastructure development.

Part D: Performance Measurement Plan and Evaluation (2 pages)

This section of the application should describe efforts to collect and report project data that will support and demonstrate YRTC Aftercare Pilot Project activities.

YRTC Aftercare awardees will be required to collect and report data pertaining to activities, processes and outcomes. Data collection activities should capture and document actions conducted throughout awarded years including those that will contribute to relevant project impact. This section should also describe applicant's plan to evaluate program activities including any evidence-based treatment programs implemented. The evaluation plan should describe expected results and any identified metrics to support program effectiveness. Evaluation plans should incorporate questions related to outcomes and process including documentation of lessons learned. This section must succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.D

Performance Measurement Plan and Evaluation Plan.

- Describe in a brief narrative a plan to monitor activities under each objective, demonstrate progress towards program outcomes and inform future program decisions over the three-year project period.

- Reporting on this plan will occur on an annual basis and at the end of the project period. IHS will work with awardees during the first six months of the project period to finalize an evaluation and performance measurement plan to better monitor the progress of the activities implemented and outcomes achieved.
- Describe proposed evaluation methods including performance measures and other data relevant to evaluation outcomes including intended results (i.e., impact and outcomes), include any partners who will assist in evaluation efforts if separate from the primary applicant.

B. Budget and Budget Narrative (2 pages)

This narrative must include a line item budget with a narrative justification for all expenditures identifying reasonable allowable, allocable costs necessary to accomplish the goals and objectives as outlined in the project narrative. Budget should match the scope of work described in the project narrative. The budget and budget narrative should not exceed two pages. This section must succinctly but completely answer the questions listed under the evaluation criteria in Section V.1.E Budget and Budget Narrative.

2. Submission Dates and Times

Applications must be submitted electronically via email to DBH at fundingopportunities@ihs.gov by 12:00 p.m. Eastern Daylight Time (EDT) on the

application deadline date listed in the Key Dates section on page one of this announcement. Any application received after the application deadline will not be accepted for processing, nor will it be given further consideration for funding. DBH will notify the applicant via e-mail if the application is rejected.

3. Funding Restrictions

- Pre-award costs are not allowable.
- The available funds are inclusive of direct costs.
- Only one federal program award will be awarded per applicant.
- IHS will not acknowledge receipt of applications.

V. Application Review Information

The instructions for preparing the application narrative also constitute the evaluation criteria for reviewing and scoring the application. Weights assigned to each section are noted in parentheses. The 10 page narrative should include only the first year of activities; information for multi-year projects should be included as an appendix. See “Multi-year Project Requirements” at the end of this section for more information. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. Points will be assigned to each evaluation criteria adding up to a total of 100 points. A minimum score of

65 points is required for funding. Points are assigned as follows:

1. Evaluation Criteria

Applications will be reviewed and scored according to the quality of responses to the required application components in Sections A-E outlined below. In developing the required sections of this application, use the instructions provided for each section, which have been tailored to this program. The application must use the five sections (Sections A-E) listed below in developing the application. The applicant must place the required information in the correct section **or it will not be considered for review**. The application will be scored according to how well the applicant addresses the requirements for each section listed below. The number of points after each section heading is the maximum number of points the review committee may assign to that section. Although scoring weights are not assigned to individual bullets, each bullet is assessed deriving the overall section score.

A. Statement of Need (25 points)

The statement of need should not exceed two single-spaced pages.

Applications will be evaluated based on following criteria:

- Identify the proposed catchment area and provide demographic information on the population(s) to receive services through the targeted systems or agencies, e.g., race, ethnicity, Federally recognized Tribe, language, age, socioeconomic status, sexual identity (sexual

orientation, gender identity), and other relevant factors, such as substance use rates or related health outcomes related to substance use. Describe the stakeholders and resources in the catchment area that can help implement the needed infrastructure development.

- Based on the information and/or data currently available, document the need for an enhanced infrastructure to increase the capacity to implement, sustain, and improve effective aftercare activities offered to youth exiting YRTC care.
- Based on available data, describe the service gaps and other problems related to the need for infrastructure development within the YRTC. Identify the source of the data. Documentation of need may come from a variety of qualitative and quantitative sources. Examples of data sources for the quantitative data that could be used are local epidemiologic data (TECs, IHS area offices), state data (e.g., from state needs assessments), and/or national data (e.g., SAMHSA’s National Survey on Drug Use and Health or from National Center for Health Statistics/Centers for Disease Control reports, and census data). This list is not exhaustive; applicants may submit other valid data, as appropriate for the applicant’s program.

B. Project Narrative / Proposed Approach (30 points)

The project narrative required components (listed as the six components in “Requirements for Project Narrative”) together should not exceed 10 single-

spaced pages. Applications will be evaluated based on following criteria:

- Describe the purpose of the proposed project, including a clear statement of goals and objectives. The proposed project narrative is **required to address all six objectives listed for Youth Aftercare.**
 1. Provide aftercare and case management services.
 2. Create and train community support systems in evidence-based care.
 3. Identify and implement best practices for increasing access to transitional services.
 4. Incorporate social media into aftercare practices.
 5. Increase data collection for post residential discharged youth.
 6. Evaluate and disseminate information among all YRTC facilities.
- Describe how project activities will increase the capacity of a YRTC to improve the coordination of a collaborative behavioral health and wellness service systems including families and partner communities. Describe anticipated barriers and how these barriers will be addressed.
- Describe how the proposed project will address issues of diversity for AI/AN youth up to and including age 24 including race/ethnicity, gender, culture/cultural identity, language, sexual orientation, disability, and literacy.
- Describe how AI/AN youth up to and including age 24 and families may receive services and how they will be involved in the planning and implementation of the project.

- Describe how the efforts of the proposed project will be coordinated with any other related Federal awards, including IHS, SAMHSA, or BIA services provided in the community (if applicable).
- Provide a work plan for year one project period that details expected key activities, accomplishments, and include responsible staff. [Note: The timeline will not count towards the 10 page limit and should be added as an attachment.]

C. Organizational Capacity and Staffing/Administration (15 points)

Applications will be evaluated based on following criteria:

- Describe the management capability of the YRTC, applicant Tribe, and other participating organizations in administering similar cooperative agreements and projects.
- Identify staff to maintain open and consistent communication with the IHS program official on any financial or programmatic barriers to meeting the requirements of the award.
- Identify the department/division that will administer this project. Include a description of this entity, its function and its placement within the federal facility and its direct link to YRTC management.
- Discuss the applicant's experience and capacity to provide culturally appropriate/competent services to the community and specific populations of focus.
- Describe the resources available for the proposed project (e.g., facilities,

equipment, information technology systems, and financial management systems).

- Identify other organization(s) that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project. Include a list of these organizations as an attachment to the project proposal/application. In the attached list, indicate the organizations that the federal facility has worked with or currently works with. [Note: The attachment will not count as part of the 10 page limit.]
- Describe how project continuity will be maintained if/when there is a change in the operational environment (e.g., staff turnover, change in project leadership, change in elected officials) to ensure project stability over the life of the award.
- Provide a list of staff positions for the project, project director, project coordinator/caseworker, and other key personnel, showing the role of each and their level of effort and qualifications. Demonstrate successful project implementation for the level of effort budgeted for the behavioral health staff, project director, project coordinator, and other key staff.
- Include position descriptions as attachments to the application for the project director, project coordinator/caseworker, and all key personnel. Position descriptions should not exceed one page each. [Note: Attachments will not count against the 10 page maximum.]

- For individuals that are currently on staff, include a biographical sketch (not to include personally identifiable information) for each individual that will be listed as the behavioral health staff, project director, project coordinator, and other key positions. Describe the experience of identified staff in mental health promotion, suicide and substance abuse prevention work in the community/communities. Include each biographical sketch as attachments to the project proposal/application. Biographical sketches should not exceed one page per staff member. Reviewers will not consider information past page one. [Note: The attachment will not count as part of the 10 page limit.] Do not include any of the following:
 - Personally Identifiable Information;
 - Resumes; or
 - Curriculum Vitae.

D. Performance Measurement Plan and Evaluation (20 points)

Describe plans to monitor activities under each objective, demonstrate progress towards program outcomes and inform future program decisions over the three-year project period. Reporting on this plan will occur on an annual basis and at the end of the project period. IHS will work with awardees during the first six months of the project period to finalize an evaluation and performance measurement plan to better monitor the progress of the activities implemented and outcomes achieved.

Applications will be evaluated based on following criteria and should

address the following points:

- Describe proposed data collection efforts (performance measures and associated data) and how you will use the data to answer evaluation questions. This should include (a data collection method, a data source, a data measurement tool, identified staff for data management, and a data collection timeline).
- Identify key program partners and describe how they will participate in the implementation of the evaluation plan (e.g., Tribal Epidemiology Centers, local Tribal health boards, Universities, etc.).
- Describe data collection and evaluation of any proposed evidence-based care programs implemented throughout awarded years.
- Describe how evaluating findings will be used at the applicant level. Discuss how data collected (i.e., performance measurement data) will be used and shared by the key program partners.
- Discuss any barriers or challenges expected for implementing the plan, collecting data (i.e., responding to performance measures), and reporting on evaluation results. Describe how these potential barriers would be overcome. In addition, applicants may also describe other measures to be developed or additional data sources and data collection methods that applicants will use.

E. Budget and Budget Narrative (10 points)

Applications will be evaluated based on following criteria:

- Include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative for **Budget Year 1 only**.
- Applicants should ensure that the budget and budget narrative are aligned with the project narrative. The Budget and Budget Narrative the applicant provides will be considered by reviewers in assessing the applicant's submission, along with the material in the Project Narrative. Questions to address include: What resources are needed to successfully carry out and manage the project? What other resources are available from the organization? Will new staff be recruited? Will outside consultants be required?
- For any outside consultants, include the total cost broken down by activity. This may be most pertinent for activities related to Objective 4.
- The budget and budget narrative must not exceed two single-spaced pages.

Multi-Year Project Requirements

Projects must also include a brief project narrative and budget for years two and three (one additional page per year) addressing the developmental plans for each additional year of the project. [Note: The attachment will not count as part of the 10 page limit.]

Additional documents can be uploaded as Appendix Items:

- Work plan, logic model and/or time line for proposed objectives.
- Position descriptions for key staff.
- Resumes of key staff that reflect current duties.
- Consultant or contractor proposed scope of work and letter of commitment (if applicable).
- Organizational chart.
- Map of area identifying project location(s).
- Additional documents to support narrative (i.e. data tables, key news articles, etc.).

2. Review and Selection

Each application will be prescreened by the DBH staff for eligibility and completeness as outlined in the funding announcement. Applications that meet the eligibility criteria shall be reviewed for merit by the ORC based on evaluation criteria in this funding announcement. The ORC could be composed of both Tribal and Federal reviewers appointed by the IHS program to review and make recommendations on these applications. The technical review process ensures selection of quality projects in a national competition for limited funding.

Incomplete applications and applications that are non-responsive to the eligibility criteria will not be referred to the ORC. The applicant will be notified via e-mail of this decision by the DBH. Applicants will be notified by DBH, via e-mail, to outline minor missing components (i.e., budget narratives, audit documentation, key contact form) needed for an otherwise complete application. All missing documents must be sent to DBH on or before the due date listed in the e-mail of notification of missing documents required.

To obtain a minimum score for funding by the ORC, applicants must address all program requirements and provide all required documentation.

VI. Award Administration Information

1. Award Notices

The Notice of Award (NoA) is a legally binding document signed by the Director of the DBH and serves as the official notification of the federal program award.

The NoA will be provided to the awardee via email. The NoA is the authorizing document for which funds are dispersed to the approved entities and reflects the amount of Federal funds awarded, the purpose of the program award, the terms and conditions of the award, the effective date of the award, and the budget/project period.

Disapproved Applicants

Applicants who received a score less than the recommended funding level for approval, (65) and were deemed to be disapproved by the ORC, will receive an Executive Summary Statement from the IHS program office within 30 days of the conclusion of the ORC outlining the strengths and weaknesses of their application. The DBH will also provide additional contact information as needed to address questions and concerns as well as provide technical assistance, if desired.

Approved But Unfunded Applicants

Approved but unfunded applicants that met the minimum scoring range and were deemed by the ORC to be “Approved”, but were not funded due to lack of funding, will have their applications held by DBH for a period of one year. If additional funding becomes available during the course of FY 2017 the approved

but unfunded application may be re-considered by the awarding program office for possible funding. The applicant will also receive an Executive Summary Statement from the DBH within 30 days of the conclusion of the ORC.

NOTE: Any correspondence other than the official NoA signed by the Director of Behavioral Health announcing to the project director that an award has been made to their federal facility/organization is not an authorization to implement their program on behalf of IHS.

2. Reporting Requirements

The awardee must submit required reports consistent with the applicable deadlines. Failure to submit required reports within the time allowed may result in suspension or termination of an active program award, withholding of additional awards for the project, or other enforcement actions such as withholding of funds or withdraw of the program award by the DBH. Continued failure to submit required reports may result in one or both of the following: 1) the imposition of special award provisions; and 2) the non-funding or non-award of other eligible projects or activities. This requirement applies whether the delinquency is attributable to the failure of the program awardee federal facility/organization or the individual responsible for preparation of the reports. Per the requirements of the program award, all reports are required to be submitted electronically to the identified IHS DBH contact via email. Please see the Agency Contacts list in section VII for the systems contact information.

The reporting requirements for this program are noted below:

A. Progress Reports

Program progress reports are required annually, within 30 days after the budget period ends. These reports must include a brief comparison of actual accomplishments to the goals established for the period, a summary of progress to date or, if applicable, provide sound justification for the lack of progress, and other pertinent information as required. A final program progress report must be submitted within 90 days of expiration of the budget/project period at the end of the funding cycle. Additional information for reporting and associated requirements will be included in the “Programmatic Terms and Conditions” in the official NoA, if funded.

B. Financial Reports

Federal Financial Report FFR (SF-425), Cash Transaction Reports are due 30 days after the close of every calendar quarter to the IHS Program Officer at Raven.Ross@ihs.gov. Failure to submit timely reports may cause a disruption the dissemination of future funding to the federal facility/organization during the project funding cycle.

Awardees are responsible and accountable for accurate information being reported on all required reports: the Progress Reports and Federal Financial

Reports.

VII. Agency Contacts

1. Questions on the **programmatic and fiscal** issues may be directed to:

Raven Ross

Division of Behavioral Health

5600 Fishers Lane, Mail Stop: 08N34-A

Rockville, MD 20857

Fax: (301) 594-6213

E-mail: Raven.Ross@ihs.gov