

RESOLUTION OF THE
NAABIK'ÍYÁTI' STANDING COMMITTEE
24th NAVAJO NATION COUNCIL -- Fourth Year, 2022

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES, BUDGET AND FINANCE, AND NAABIK'ÍYÁTI' COMMITTEES; APPROVING AND ACCEPTING THE NAVAJO NATION DIVISION OF BEHAVIORAL AND MENTAL HEALTH SERVICES AWARD FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY IN THE AMOUNT OF \$944,900.00; APPROVING A WAIVER OF INDIRECT COSTS

BE IT RESOLVED:

SECTION ONE. AUTHORITY

- A. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council with legislative oversight for the Division of Health. 2 N.N.C. §§ 400(A), 401(C) (1).
- B. The Budget and Finance Committee is a standing committee of the Navajo Nation Council empowered to authorize, review, approve and accept agreements, including contracts and grants, between the Navajo Nation and any federal, state or regional authority upon the recommendation of the standing committee which has oversight of the division, department or program which has applied for the agreement, or upon recommendation of the Chapter. 2 N.N.C. §§ 300(A), 301(B) (15).
- C. The Naabik'íyáti' Committee is a standing committee of the Navajo Nation Council empowered [t]o authorize, review, approve and accept any and all contracts, grants and associated budgets with the United States, its departments and agencies for the implementation of the Indian Self-Determination and Education Assistance Act, as amended upon the recommendation of the standing committee which has oversight of the division, department or program applying for the contract and/or grant. 2 N.N.C. §§ 700(A), 701(A) (12).
- D. The Naabik'íyáti' Committee is also empowered [t]o review and approve the negotiation and setting of the Navajo Nation's indirect cost or administrative cost rate agreements with the cognizant federal agent. When in the best interest of the Nation, the committee may waive the indirect cost or administrative cost rate when:
 - a. The division, department or program requesting the waiver demonstrates a statutory and/or regulatory requirement that limits the indirect cost or administrative cost rate

available for a particular grant or contract, or. . . . 2
N.N.C. § 701(A)(10)(a).

SECTION TWO. FINDINGS

- A. The Naabik'íyáti' Committee approved and accepted the Indirect Cost Negotiation agreement with the U.S. Department of Interior for the Navajo Nation at a rate of 16.57% for the period of 10/01/2020 to 09/30/2021 and 15.46% for the period of 10/01/2021 to 09/30/2022 pursuant to Resolution No. NABIN-51-21.
- B. On August 30, 2021 the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA Region 9), approved the Crisis Counseling Assistance and Training Program (CCP) grant application submitted by the Navajo Nation Division of Behavioral and Mental Health Services in the amount of \$944,900.00. FEMA's approval letter indicates that indirect costs are disallowed in the grant and shall not be included in the funding award. FEMA's approval letter is enclosed as **Exhibit A**.
- C. The Crisis Counseling Assistance and Training Program is a federally funded supplemental program that provides financial assistance to state, local, territorial, or tribal (SLTT) government agencies through a grant or cooperative agreement. The CCP award enables SLTT government agencies to provide crisis counseling services or contract with local mental health service providers familiar with the affected communities to provide services. More information and details are included in **Exhibit B**.
- D. Initially, on April 26, 2021, the Navajo Nation Division of Behavioral and Mental Health Services applied for the CCP grant and included \$43,095.00 as an indirect costs line-item. However, FEMA's Chapter 5: Crisis Counseling Assistance and Training Program provides that **"Indirect Costs—Unallowable: FEMA does not authorize the use of funds for indirect costs. Indirect costs, including management costs, are defined as costs not directly chargeable to a specific project. Please note that even if an indirect cost rate is established, it is subject to statutory and administrative limitations. A CCP award recipient or provider is not entitled to an established rate for services provided under the CCP award. The Program's statutes, regulations, and policy govern management cost rates through regulations. At this time, FEMA does not have regulations that govern the eligibility of indirect costs for the CCP."** **Exhibit B-1**.


- E. Because indirect costs are disallowed under FEMA's CCP grant, the Navajo Nation Division of Behavioral and Mental Health Services amended its application to remove Indirect Costs as a line item. Navajo Nation revised budget forms are attached as **Exhibit C** and reflect an updated award amount of \$944,900.00.
- F. The Navajo Nation Division of Behavioral and Mental Health Services submitted its revised CCP grant application, attached as **Exhibit D**, and now requests the Naabik'íyáti' Committee to approve and accept the CCP award, and waive the usual request for indirect costs.
- G. The CCP grant application was reviewed by all necessary Navajo Nation offices and departments. It was determined that the CCP grant requires approval from the appropriate legislative committee to accept the award, and to waive the indirect costs request. **Exhibit E**.
- H. Generally, a Navajo Nation program requesting a waiver of the approved IDC rate must commit its appropriated Navajo Nation general funds to offset the loss of indirect costs. 2 N.N.C. § 701(A)(10)(b). However, the Navajo Nation Division of Behavioral and Mental Health Services indicated in its memorandum attached as **Exhibit E** that DBMHS is a 100% federally-funded program, therefore it has no General Funds to commit to offset the loss for indirect costs.
- I. The Naabik'íyáti' Committee of the Navajo Nation Council finds it is in the best interest of the Navajo Nation to approve and accept the CCP award from FEMA, and waive indirect costs because indirect costs are disallowed for the grant.

SECTION THREE. APPROVING WAIVER OF INDIRECT COSTS

The Navajo Nation hereby approves Navajo Nation Division of Behavioral and Mental Health Services' receipt of the Crisis Counseling Program Services Grant in the amount of \$944,900.00, and waives indirect costs because FEMA disallows the inclusion of indirect costs in its grant application.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 24th Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 15 in Favor, and 00 Opposed, on this 14th day of April 2022.


Honorable Seth Damon, Chairman
Naabik'íyáti' Committee
April 18, 2022.
Date

Motion: Honorable Carl R. Slater
Second: Honorable Edison J. Wauneka

Chairman Seth Damon not voting



U.S. Department of Homeland Security
FEMA Region 9
1111 Broadway, Suite 1200
Oakland, CA 94607



FEMA

August 30, 2021

Mr Jonathon Nez, President
Tribal Authorized Representative
The Navajo Nation
Office of the President & Vice President
P.O. Box 7440
100 Parkway
Window Rock, AZ 86515

Re: Approval of Crisis Counseling Regular Services Program Grant
FEMA-4582-DR-Navajo Nation

Dear President Nez:

This letter is to notify the Navajo Nation that its grant application for the Crisis Counseling Regular Services Program (RSP) for FEMA-4582-DR-Navajo Nation has been approved in the amount of \$944,900.00, pending the Navajo Nation's response to the following Special Conditions of Award, due within 14 calendar days from receipt of the Notice of Award issued by the Substance Abuse and Mental Health Services Administration (SAMHSA):

Special Conditions

- \$43,095 in indirect costs (Contractual – Other in the application) are disallowed and not included in the recommended funding total.
- The Navajo Nation shall submit signed versions of the SF-424 Request for Federal Assistance and SF-424A Budget Information for Non-Construction Programs, with the updated funding amounts being requested.
- The Navajo Nation shall submit a signed version of the SF-LLL Disclosure of Lobbying Activities form.
- The Navajo Nation shall submit an updated version of the Dine Medicine Man Association Project/Performance Site Location Form that includes their DUNS number.
- The Navajo Nation shall update Part V, Q15 of the RSP Application Form to "No" to reflect that the Indian Tribal Government will not be providing direct crisis counseling services.
- The Navajo Nation shall revise the Community Bridges, Inc. RSP Budget Narrative Tool so that the Assoc Dir Clin Serv and Dep Chief Prog Dev position titles are removed and replaced with the Team Leader and Project Manager position titles listed in the organizational chart and job descriptions document.

*President Jonathon Nez
Crisis Counseling Regular Services Program Grant
FEMA-4582-DR-Navajo Nation
Page 2 of 2*

- The Navajo Nation shall provide assurances that Federal funds, including those designated for the Nidaa (Enemy Way) Ceremony Supply/Offering and Cleansing/Beauty Way Ceremony Supplies/Offering, will not be used to purchase food, and edit the Budget Narrative to remove the word "food." Alternately, the Navajo Nation may work with FEMA to submit a waiver request for the food and delay any food related program expenditures until the waiver outcome is determined.

The Federal Emergency Management Agency has sent a financial obligation letter to the Substance Abuse and Mental Health Services Administration (SAMSHA) for the approved grant amount of \$944,900. SAMSHA will subsequently issue the Notice of Award letter to the Navajo Nation in the upcoming days.

If you or a member of your staff have any questions regarding this letter, please contact Tanya Stevenson at 202-604-5962 or tanya.stevenson@fema.dhs.gov.

Sincerely



Robert J. Fenton
Regional Administrator
FEMA Region 9

cc: Robert Pesapane, Recovery Division Director, FEMA Region 9
Magda de la Matta, Individual Assistance Branch Chief, FEMA Region 9
Zachary Usher, Mass Care/Voluntary/Community Services Branch Director, FEMA HQ
Tanya Stevenson, Individual Assistance Branch Director, FEMA-4582-DR-Navajo Nation
Carol Greenslate, Community Services Program Specialist, FEMA HQ
Anne Reim, Program Officer/Public Health Advisor, CMHS-SAMSHA



Recipient Information

1. Recipient Name

NAVAJO NATION TRIBAL GOVERNMENT,
THE
2 MILES N OF HWY 264

WINDOW ROCK, AZ 86515

2. Congressional District of Recipient
01

3. Payment System Identifier (ID)
186009233589

4. Employer Identification Number (EIN)
860092335

5. Data Universal Numbering System (DUNS)
009001702

6. Recipient's Unique Entity Identifier
KEBVZNK93W87

7. Project Director or Principal Investigator
Jonathan Nez

jonathannez@navajo-nsn.gov
928-871-7000

8. Authorized Official

Jonathan Nez
jonathannez@navajo-nsn.gov

Federal Agency Information

9. Awarding Agency Contact Information

Eileen Bermudez
Grants Management Specialist
Center for Mental Health Services
eileen.bermudez@samhsa.hhs.gov
(240) 276-1412

10. Program Official Contact Information

Anne Reim

Center for Mental Health Services
Anne.Reim@samhsa.hhs.gov
240-276-2894

Federal Award Information

11. Award Number

1H07SM085920-01

12. Unique Federal Award Identification Number (FAIN)

H07SM085920

13. Statutory Authority

P.L. 93-288, SEC. 416 as amended

14. Federal Award Project Title

Navajo Nation Crisis Counseling Care (NNC3)

15. Assistance Listing Number

93.982

16. Assistance Listing Program Title

Mental Health Disaster Assistance and Emergency Mental Health

17. Award Action Type

New Competing

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 12/21/2021 – End Date 09/20/2022

20. Total Amount of Federal Funds Obligated by this Action \$944,900

20a. Direct Cost Amount \$944,900

20b. Indirect Cost Amount \$0

21. Authorized Carryover \$0

22. Offset \$0

23. Total Amount of Federal Funds Obligated this budget period \$944,900

24. Total Approved Cost Sharing or Matching, where applicable \$0

25. Total Federal and Non-Federal Approved this Budget Period \$944,900

26. Project Period Start Date 12/21/2021 – End Date 09/20/2022

**27. Total Amount of the Federal Award including Approved Cost
Sharing or Matching this Project Period** \$944,900

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Odessa Crocker

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.



Crisis Counseling
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Notice of Award

Issue Date: 12/20/2021

Center for Mental Health Services

Award Number: 1H07SM085920-01

FAIN: H07SM085920

Program Director: Jonathan Nez

Project Title: Navajo Nation Crisis Counseling Care (NNC3)

Organization Name: NAVAJO NATION TRIBAL GOVERNMENT, THE

Authorized Official: Jonathan Nez

Authorized Official e-mail address: jonathannez@navajo-nsn.gov

Budget Period: 12/21/2021 – 09/20/2022

Project Period: 12/21/2021 – 09/20/2022

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$944,900 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NAVAJO NATION TRIBAL GOVERNMENT, THE in support of the above referenced project. This award is pursuant to the authority of P.L. 93-288, SEC. 416 as amended 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 (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,
Odessa Crocker
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H07SM085920-01**Award Calculation (U.S. Dollars)**

Other	\$944,900
Direct Cost	\$944,900
Approved Budget	\$944,900
Federal Share	\$944,900
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$944,900

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$944,900

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.982
EIN: 1860092335B9
Document Number: 22SM085920A
Fiscal Year: 2022

IC CAN Amount
SM C96R901 \$944,900

IC	CAN	2022
SM	C96R901	\$944,900

SM Administrative Data:

PCC: DR / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H07SM085920-01

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.

SECTION III – TERMS AND CONDITIONS – 1H07SM085920-01

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.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 1H07SM085920-01

REMARKS

Crisis Counseling Assistance and Training Program (FEMA)

Regular Services Program (RSP)

FEMA-DR-4582-Navajo Nation

SAMHSA Grant #: SM-085920-01

1. NOTICE OF AWARD. The total award for this Regular Services Program (RSP) Grant is in the amount of **\$944,900** based on the **conditional approval** of the budget submitted on **August 3, 2021**. This grant shall be used for the purposes of funding crisis counseling assistance and training under Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. Section 5183 and 44 CFR Section 206.171 (g).

The approved amount of **\$944,900** was allocated under the 'Other' budget category. This amount **may not be used for any purpose** until the recipient has responded to the Special Conditions of Award. Once the Special Condition of Award is lifted by the Division of Grants Management, a revised Notice of Award will be issued to allocate the funds among the budget categories.

2. PROJECT PERIOD. The project period for this RSP grant shall last up to 9 months from **December 21, 2021** as established by this Notice of Award (NOA). A state, territory or tribe may only be reimbursed for allowable costs incurred during the project period.

3. ACCOUNT INFORMATION. SAMHSA Division of Grants Management has created a Public Assistance (P) Account in the Division of Payment Management's, Payment Management System (PMS) to provide a separate accounting for these federal funds. When discussing your

account with the PMS Account Representative, please use the document number identified on Page 2 of the Notice of Award under Section I - AWARD DATA, Fiscal Information.

4. **INDIRECT COSTS.** No indirect costs are allowable on RSP grants. The recipient shall ensure that indirect charges are not included in the grant application, budget revisions, or any quarterly and final budget expense reports submitted for review and approval.

5. **90-DAY NO-COST ADMINISTRATIVE EXTENSION.** If needed, the recipient shall submit a request for up to 90-Day No-Cost Administrative Extension via email to the Grants Project Officer (GPO), no less than 30 days prior to the end of the project period. This extension is for the purpose of costs associated with finalizing the program and financial reports, all costs shall be included in the approved RSP budget. No programmatic or service activities shall be conducted or charged during an Administrative Extension. The costs allowed under Administrative Extensions include salaries and related costs for approved staff to prepare and submit the final program and fiscal reports only. This applies to the Regular Services Program (RSP) Crisis Counseling Program only.

6. **REPORTING REQUIREMENTS:**

- o Quarterly progress reports are due 30 days after each quarterly reporting period. Specific information will be provided by your corresponding GPO and will be reflected in a subsequent Programmatic Letter.
- o A final program, report shall be submitted within 120 days after the end of the project period.
- o An account of funds shall be submitted with the final program report.

Ways of submitting Quarterly and Final reports:

1. via eRA system: https://era.nih.gov/era-training/samhsa-videos.htm?q=era_training/samhsa_videos.cfm#amendments under (**Terms and Conditions for SAMHSA Grantees**); and
2. via email: directly to your corresponding GPO.

Additional resources:

- o <https://www.samhsa.gov/grants/grants-training-materials>
- o <https://www.samhsa.gov/grants/applying/registration-requirements>: eRA Commons

Federal Financial Report (FFR) (SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The 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 and should reflect only cumulative actual Federal funds authorized and disbursed, any non-Federal matching funds (if identified in the Funding Opportunity Announcement (FOA)), unliquidated obligations incurred, the unobligated balance of the Federal funds for the award, as well as program income generated during the timeframe covered by the report. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>. Effective January 1, 2021, recipients can connect seamlessly from the **eRA Commons FFR Module** to **PMS** by clicking the **Manage FFR** button on the **Search for Federal Financial Report (FFR)** page.

- o Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.
- o Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant->

[recipients/access-changes.html](#).

- o Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (**Must be logged into PMS to access link**)

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 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.

SPECIAL CONDITIONS

Revised forms required

By **January 4, 2022**, submit via eRA Commons.

The recipient must submit the following revised forms:

- o Signed version of the SF-424 Request for Federal Assistance that includes 12-digit EIN with suffix
- o Revised SF-424A Budget Information for Non-Construction Programs, with the updated funding amounts being requested.
- o Signed version of the SF-LLL Disclosure of Lobbying Activities form.
- o Updated version of the Dine Medicine Man Association Project/Performance Site Location Form that includes their DUNS number.

These forms can be located at the following site: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

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.**

Other

By **January 4, 2022**, submit via eRA Commons.

The recipient must submit address the following concerns:

- o \$43,095 in indirect costs (Contractual – Other in the application) are disallowed and not included in the recommended funding total.
- o The Navajo Nation shall update Part V, Q15 of the RSP Application Form to “No” to reflect that the Indian Tribal Government will not be providing direct crisis counseling services.
- o The Navajo Nation shall revise the Community Bridges, Inc. RSP Budget Narrative Tool so that the Assoc Dir Clin Serv and Dep Chief Prog Dev position titles are removed and replaced with the Team Leader and Project Manager position titles listed in the organizational chart and job descriptions document.
- o The Navajo Nation shall provide assurances that Federal funds, including those designated for the Nidaa (Enemy Way) Ceremony Supply/Offering and Cleansing/Beauty Way Ceremony Supplies/Offering, will not be used to purchase food, and edit the Budget Narrative to remove the word “food.” Alternately, the Navajo Nation may work with FEMA to submit a waiver request for the food and delay any food related program expenditures until the waiver outcome is determined.

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.**

Programmatic

By **January 4, 2022**, submit via eRA Commons.

The recipient must address the following:

Data Collection and Reporting

- Data on service delivery must be collected in accordance with the FEMA Crisis Counseling Assistance and Training Program data toolkit as approved by the U.S. Office of Management and Budget (OMB No. 0930-0270) with an expiration date of 09/30/2018. The Tribe must use the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, Adult or Child/Youth Assessment and Referral Tools, and Service Provider and Participant Feedback Surveys.
- The Tribe must identify an individual to serve as the lead contact for management of all data collection activities. All staff involved in outreach and service delivery must be specifically trained in the data collection requirements using the FEMA Crisis Counseling Assistance and Training Program data toolkit and data must be entered via the mobile application and/or the CCP Online Data Collection and Evaluation System (<http://www.ccpdata.org>). For technical assistance regarding CCP data forms or data entry via the online system please contact the SAMHSA Disaster Technical Assistance Center (DTAC) at 1-800-308-3515 or DTAC@samhsa.hhs.gov.

Fiscal Accounting and Monitoring

- Expenditures by the grantee, contractors, and all other grant participants must be separate from non-grant Tribal expenditures and consistent with the fiscal guidelines of the FEMA Crisis Counseling Assistance and Training Program.
- Expenditures must be documented in a format consistent with the budget line items and cost categories in the approved budget. A sample format, the Template for Quarterly Financial Reporting, is provided.
- Adjustments to the approved budget must be documented and completed in consultation with the SAMHSA Project Officer. A sample format, the Template for Budget Adjustment Request, is provided.
- Expenditures by the grantee, contractors, and all other grant participants must be separate from non-grant Tribal expenditures and consistent with the fiscal guidelines of the FEMA Crisis Counseling Assistance and Training Program.

Training and Consultant Services

- CMHS will recommend appropriate a trainer and/or consultant for the Tribe's Crisis Counseling Program. Any selection and use of trainers and consultants made by the Tribe must receive written prior approval by the CMHS Project Officer.

Hotlines and Public Information Efforts

- The grantee must include contact information and/or a hotline number for the Crisis Counseling Assistance and Training Program on the Tribe's website as part of the overall communication plan.

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

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 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>.

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.

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 one hundred and twenty (120) days after the end of award:

The required reports (FFR, FPR, and TPPR) 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 §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>.

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Chapter 5: Crisis Counseling Assistance and Training Programⁱⁱⁱ

I. Overview

The Crisis Counseling Assistance and Training Program (CCP) is a Federally-funded supplemental program that provides financial assistance to state, local, territorial, or tribal (SLTT) government agencies through a grant or cooperative agreement. The CCP award enables SLTT government agencies to provide crisis counseling services or contract with local mental health service providers familiar with the affected communities to provide services.



Crisis Counseling

Crisis Counseling means the application of individual and group support designed to help alleviate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

The intent of the CCP award is to augment, not replace, current mental health and training activities in order to assist disaster survivors. This program is only available after a Presidentially-declared disaster that includes Individual Assistance (IA), and a non-Federal entity has submitted an approved Federal award application. There is no cost-share.

The goal of the CCP services is to reach a large number of disaster survivors in a short period of time to prevent or mitigate adverse psychological effects caused or aggravated by a major disaster.

A. Overview of Services to Survivors

Services are provided at no cost and are available to any survivor, regardless of FEMA IHP applicant eligibility, who has been impacted by the disaster. These services are provided in accessible locations, including survivor homes, shelters, temporary living sites, and places of worship; they may even be provided virtually through a helpline. Services can be provided in a group setting or one-on-one and include supportive crisis counseling, education, development of coping skills, and linkage to appropriate resources.

CCP must be accessible to people regardless of race, color, national origin, sex, age, disability, English proficiency, or economic status. In particular, providers of CCP must plan to meet the needs of people with limited English proficiency and people with disabilities, such as people who are deaf or hard of hearing who may use sign language or captioning.

Characteristics of the program are described in *Figure 38*.

Figure 38 : Characteristics of CCP	
Characteristic	Description
Strengths-based	Crisis counselors instill resilience in individuals and communities, and promote independence rather than dependence on the CCP, other people, or organizations. Crisis counselors help survivors regain a sense of control.
Outreach-oriented	Crisis counselors take services into the communities rather than wait for survivors to come to them.
More practical than psychological in nature	Crisis counseling is designed to prevent or mitigate adverse repercussions of disasters rather than to treat them. Crisis counselors provide support and education, listen to survivors, and accept the content at face value. Crisis counselors help survivors to develop a plan to address self-identified needs and suggest connections with other individuals or organizations that can assist them.
Diagnosis-free	Crisis counselors do not classify, label, or diagnose people; they keep no records or case files. The CCP does not provide mental health or substance use treatment, or critical incident stress debriefing. Services are supportive and educational in nature.
Conducted in non-traditional settings	Survivors can reach out to crisis counselors staffing helplines, or crisis counselors may make contact with survivors in their homes and communities, not in clinical office settings.
Culturally-aware	The CCP embraces cultural and spiritual diversity.
Designed to strengthen existing community support systems	Crisis counselors support, but do not organize or manage, community recovery activities. Likewise, the CCP supplements, but does not supplant or replace, existing community systems.
Provided in ways that promote a consistent program identity	Crisis counselors should work together early to establish a unified identity. The CCP strives to be a single, easily identifiable program, with services delivered by various local agencies.

ⁱⁱⁱ OMB revised the regulations that govern federal grants and cooperative agreements, please refer to Title 2 of the Code of Federal Regulations for more details. See *Electronic Code of Federal Regulations*.

B. Crisis Counseling vs. Traditional Mental Health Treatment

Mental health treatment, as typically defined within the professional community, implies the provision of assistance to individuals for a diagnosable disorder. In contrast, crisis counseling seeks to prevent the onset of diagnosable disorders by helping the majority of survivors understand that they are experiencing common reactions to extraordinarily uncommon occurrences.

A mental health professional often will engage a client in short or long-term recovery treatment, committing the person to a set number of sessions. The crisis counselor should treat each encounter as if it will be the only one, assisting the survivor with identifying needs and goals. Finally, while a traditional mental health professional will make a diagnosis and treat mental illnesses, the crisis counselor will avoid classifying, labeling, or diagnosing people in any way. The crisis counselor keeps no formal individual records or case files.

Differences between traditional mental health and the CCP services can be seen in *Figure 39*.

Figure 39: Mental Health vs Crisis Counseling Services	
Traditional Mental Health	Crisis Counseling
Office based	Home and community based
Diagnoses and treats mental illnesses	Assesses strengths and coping skills
Focuses on personality and functioning	Seeks to restore or improve functioning
Examines content	Accepts content at face value
Explores past experiences and their influence on current problems	Validates common reactions and experiences
Has psychotherapeutic focus	Has psycho-educational focus
Keeps records, charts, case files, etc.	Does not collect any identifying information
Makes recurring appointments	Treats each encounter as if it is the only one

C. Services Funded Through the CCP

The CCP award funds primary and secondary services. Primary services are high-intensity and include crisis counseling, public education, and community support. Secondary services are those that have a broader scope and are less intense and include development and distribution of psycho-educational material and public service announcements. Services that the program funds are described in *Figure 40*.

Figure 40: Services Funded through the CCP	
Services	Description
Individual crisis counseling	Helps survivors understand their reactions, improve coping strategies, reviews their options, and connect with other individuals in agencies that may assist them.
Basic supportive or educational contact	General support and information on resources and services available to disaster survivors.
Group crisis counseling	Group sessions led by trained crisis counselors who offer skills to help survivors cope with their situations and reactions.
Public education	Information and education about typical reactions, helpful coping strategies, and available disaster related resources.
Community networking and support	Relationship building with community resource organizations, faith-based groups, and local agencies.
Assessment, referral, and resource linkage	Adult and child needs assessment and referral to additional disaster relief services, mental health, or substance abuse treatment.
Development and distribution of educational materials	Flyers, brochures, tip sheets, educational materials, and website information developed by a non-Federal entity and distributed by the CCP staff.
Media and public services announcements	Media activities and public messaging in partnership with local media outlets, SLTT government, charitable organizations, or other community brokers.

D. General Conditions of Eligibility for a Federal CCP Award

All the following conditions must be met for an entity to be considered by FEMA and Substance Abuse and Mental Health Services Administration (SAMHSA) for a Federal CCP award.¹⁹⁷

- The President must declare a major disaster approved for IA.
- The need for crisis counseling services must be beyond the capabilities of the SLTT government to provide due to the severity and magnitude of the major disaster.
- The SLTT government and FEMA must execute a FEMA-State/Territory/Tribe Agreement.
- A CCP needs assessment must be initiated within 10 days of the date that IA was approved on the major disaster.
- The SLTT government mental health agency must be designated by the Governor, Governor's Authorized Representative (GAR), the Tribal Chief Executive, or the Tribal Chief Executive's Authorized Representative (TAR).
- The Federal award packet must be complete and submitted by the appropriate program application deadline.
 - Immediate Services Program (ISP). Application is due no later than 14 days from the date that IA was approved on the major disaster declaration.
 - Regular Services Program (RSP). Application is due no later than 60 days from the date that IA was approved on the major disaster declaration.

The CCP application deadlines are set by regulation and cannot be waived or extended.

E. Waivers to Existing Policy

Any waivers to this CCP Guidance must be requested in writing, with justification, to the FEMA IA Division Director for consideration and a determination.

F. Authorities

FEMA is authorized to fund mental health assistance and training activities for survivors impacted by a Presidentially-declared disaster approved for IA under Section 416 of the Stafford Act,^{198 199} implementing regulations found in 44 C.F.R. § 206.171, and Federal award regulations found in 2 C.F.R. Part 200.

G. Partner Organizations

The Center for Mental Health Services (CMHS), within the SAMHSA, works in partnership with FEMA through an interagency agreement to provide technical assistance, consultation, award administration, program oversight, and training for SLTT government mental health authorities.

II. Types of Assistance

The CCP comprises two separate Federal award programs, the Immediate Services Program (ISP) and the Regular Services Program (RSP). An ISP is not a prerequisite for an RSP, nor is an RSP required if an ISP has been approved; however, separate Federal award applications and needs assessments must be completed for both programs, if both are requested. For more information on the ISP, see Chapter 5.II. For more information on the RSP, see Chapter 5.III. For additional information on staffing, stress management, data collection, and quality assurance, please see Chapter 5.IV.

II. Immediate Services Program

A. Period of Assistance for ISP

The ISP provides funds for up to 60 days of services immediately following the date IA was approved on the major disaster declaration. ISP funding may continue for up to 60 additional days if an RSP award application is submitted to allow time for FEMA and SAMHSA to review the application. Notification must be provided, in writing, signed by the GAR or TAR, to FEMA no later than 45 days from the date of declaration if the STT government plans to submit an RSP application to receive an extension and ensure that there are no gaps in services. If extenuating circumstances exist, the FEMA RA may authorize an additional 30 days and/or supplemental funding, if needed, while the RSP application remains under review with FEMA.²⁰⁹

B. Pre-Award Assessment and Application

This section covers the pre-award considerations and process of applying for an ISP.

1. Needs Assessment

The purpose of the needs assessment is to provide an estimate of the size and cost of the program needed and to determine if supplemental Federal assistance is required. The factors of the needs assessment must include:

- An estimate of the number of disaster survivors requiring assistance;
- A description of the SLTT government resources and capabilities; and
- Justification of why the SLTT government cannot meet the needs.

2. Applying for the Federal ISP Award

The cover letter for the ISP application should be addressed to the applicable Federal Coordinating Officer (FCO). The RA may delegate decision-making authority for the ISP to the FCO through the Disaster Recovery Manager (DRM) authority.

After the President declares a major disaster that includes IA, the applicable STT government may apply for the ISP. An ISP application package must be submitted to FEMA and SAMHSA within 14 days of the date IA was approved on the disaster. This application deadline is set by regulation and cannot be waived or extended.



Tailoring the Program to the Population

When assessing the needs of the affected population, it is important to consider the proportion and effect on the whole community, including older adults, people with disabilities and others with access and functional needs, children, and those with limited English proficiency. The program can be tailored to meet the needs of the specific community. For instance, if a high proportion of children were impacted, adding a children's coordinator in your staffing plan may be beneficial.



ISP Application Assistance

A completed and signed application and Federal forms are required to apply for the ISP. For application assistance, call SAMHSA DTAC at 800-308-3515.

An ISP application package represents the Governor or Tribal Chief Executive's agreement and/or certification:

- That the requirements are beyond the SLTT governments' capabilities;
- That the program, if approved, will be implemented according to the plan contained in the application approved by the applicable RA;
- To maintain close coordination with and provide reports to the RA, FEMA JFO and FEMA HQ staff, and SAMHSA Project Officer; and
- To include mental health disaster planning in the STT government's emergency plan prepared under Title II of the Stafford Act.

The application must contain the following information and documentation to be considered for an award (see CCP Online Toolkit):

(Figure 41) ISP Application Required Information and Documents

Information	<ul style="list-style-type: none"> The geographical areas within the designated disaster area for which services will be provided; An estimate of the number of disaster survivors requiring assistance; A description of the SLTT government resources and capabilities, and an explanation of why these resources cannot meet the need; A description of activities from the date of the disaster incident to the date of application; A plan of services to be provided to meet the identified needs; and A detailed budget, showing the cost of proposed services separately from the cost of reimbursement for any eligible services provided prior to the application.
ISP Application	The OMB approved ISP Application (1660-0085) must be completed and signed by the Governor or Tribal Chief Executive, or their Authorized Representative.
Request for Federal Assistance (SF-424)	A Federal form that OMB requires for Federal award applications. All entities that apply for CCP funds must submit a completed SF-424 signed by the Governor or GAR, or the Tribal Chief Executive or TAR.
Budget Information for Non-Construction Programs (SF-424A)	A Federal form OMB requires for Federal award applications. Complete "Section B—Budget Categories," column one only, for the total CCP budget.
Assurances for Non-Construction Programs (SF-424B)	A Governor, GAR, Tribal Chief Executive, or TAR signature is required.
Budget Narrative	The budget narrative should include a detailed justification for all cost categories requested in the SF-424A.
Lobbying Forms	SF-424L and the Grants.gov Lobbying Certification Form must be on file with FEMA. The STT government must acknowledge that the forms are in compliance with the FEMA-State/Territory/Tribe Agreement and the most current <i>Department of Homeland Security (DHS) Standard Terms and Conditions</i> .

3. Instructions for Submission of the ISP Application Package

Prior to the 14-day application deadline, the STT government must submit the completed ISP application packet to the applicable Federal Coordinating Officer. In order to expedite the review process, it is helpful if the STT government submits an electronic copy of the application to the applicable FEMA Joint Field Office (JFO), FEMA Headquarters (HQ), and SAMHSA staff. Once received, the FEMA Human Services Group Supervisor at the FEMA JFO, FEMA Community Services Specialist at FEMA HQ, and the SAMHSA Project Officer will review the application to ensure all required documentation meet the minimum eligibility requirements per 44 C.F.R. § 206.171 and the General Terms and Conditions outlined in 2 C.F.R. § 200.210.

4. Budget

The ISP budget narrative must justify the proposed budget for the STT government and subrecipients and each individual service provider's budget. The narrative must provide a justification of the costs and an itemization for each line of the budgets.

Pre-Award Costs—Allowable: Pre-award costs are those which are: a) incurred prior to the effective date of the Federal award, and b) directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable under the ISP award only to the extent that they would have been allowable if incurred after the date of the Federal award and only with written approval of the Federal Coordinating Officer (FCO).²⁰

The STT government may seek reimbursement for pre-award costs associated with crisis counseling services provided from the date of the disaster incident to the date of major disaster declaration. The STT government must document the crisis counseling services provided and justify the costs.

Documentation should include the following:

- Types of crisis counseling services provided
- Location of service provision
- Types of staff who provided the services
- Hourly rates of staff who provided the services
- Number of hours that staff worked
- Number of disaster survivors who received services and types of services provided

The STT government may seek reimbursement only for crisis counseling services and not for any other type of behavioral health response. Crisis counseling services are typically provided during the immediate disaster response phase to survivors and their families, first responders, and other individuals directly affected by the disaster. Typical locations of service provision in the immediate disaster response include shelters, family assistance centers, homes, or other community settings.

Services often are provided by behavioral health agency staff, local behavioral health service provider staff, or members of disaster behavioral health response groups. Reimbursement for staff costs is allowable if it can be clearly demonstrated that the normal duties of the staff (if employed by the STT government during the disaster) were back-filled during the disaster response.

Indirect Costs—Unallowable: FEMA does not authorize the use of funds for indirect costs. Indirect costs, including management costs, are defined as costs not directly chargeable to a specific project. Please note that even if an indirect cost rate is established, it is subject to statutory and administrative limitations. A CCP award recipient or provider is not entitled to an established rate for services provided under the CCP award. The program's statutes, regulations, and policy govern whether any indirect costs are eligible. Section 324 of the Stafford Act requires FEMA to establish management cost rates through regulations. At this time, FEMA does not have regulations that govern the eligibility of indirect costs for the CCP.

Salaries and Wages: Salary compensation must be reasonable in amount and in alignment with local prevailing rates for the position funded.

Fringe Benefits: Fringe benefits may be charged directly to the grant. Claimed costs must be reasonable and confirm to established policies for the STT government. Use of a pre-established provisional rate requires allocation to total salary costs. Rates must be adjusted to actuals at the year-end and rates should be reviewed at least once annually.

Consultant Costs: Consultant costs must be supported by a consulting agreement that documents the service to be performed, cost, and applicable time periods. Documentation to support need, reasonable rates, and consultant expertise must be maintained, together with evidence of work product.

Equipment: The STT government obtains title to equipment acquired under the CCP award and is subject to the conditions outlined in 2 C.F.R. § 200.313, including these requirements:

- To use the equipment for the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.
- To not encumber the property without approval of FEMA.
- To use and dispose of the property in accordance with 2 C.F.R. § 200.313.
- To use the equipment in a manner consistent with the purposes of the CCP award and to benefit the beneficiaries of the CCP project.

Supplies: FEMA retains an interest in any unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the CCP if they are not needed for any other Federal award. The STT government must compensate FEMA for its share of the supplies in compliance with 2 C.F.R. § 200.313 and § 200.314. As long as FEMA retains an interest in supplies, the STT government must not use the supplies to provide services to other organizations for a fee that is less than private companies charge for equivalent services.

Travel: Travel must be included in the budget for preapproval as part of the application process. During implementation, travel costs must be supported by travel expense reports detailing employee name, the reason for the trip, and itemized expenses claimed. Claimed costs should be charged according to the award recipient's travel policy, which requires prior approval from FEMA and SAMHSA, compliance with OMB cost principles, and provides expenditure limitations. Major items of expense (e.g., airfare, lodging) must be supported by receipts.

Other: The budget may identify costs that are unique to the disaster and area impacted but do not fall into one of the prescribed cost categories listed above. Costs must be supported by adequate documentation (invoices, receipts, etc.). Consult with the FEMA specialists or the SAMHSA Program Officer to determine which costs are allowable under this cost category.

Contractual Costs: The non-Federal entity must follow the applicable Federal procurement requirements at 2 C.F.R. § 200.317 through § 200.326. Per 2 C.F.R. § 200.317, states must follow the same policies and procedures they normally use as well as comply with the requirements for procurement of recovered materials (§ 200.322) and including required contract provisions (§ 200.326). For all other non-Federal entities, including tribes, they must follow all of the requirements at 2 C.F.R. § 200.318 through § 200.326. As part of these requirements, non-state entities must use their own documented procurement procedures that reflect applicable state, local, and tribal laws and regulations provided that the procurements comply with Federal law and the Federal procurement regulations. As a note, hiring of consultants falls under the procurement requirements, so non-Federal entities must follow applicable procurement regulations at 2 C.F.R. § 200.317 – 200.326.

For more information on allowable and unallowable costs, refer to the [Appendix F](#).

C. Approval Process for ISP

The FCO may approve or deny the ISP in coordination with SAMHSA. The program may be approved for a period of performance of 60 days from the date 1A was authorized in the major disaster declaration if:

- A complete application is received no later than 14 days from the date of declaration; and
- There is a need for the program clearly articulated in the application.

If approved, the FCO will submit a written approval with justification to the STT government agency receiving the award.

The program may be denied if:

- A complete application is not received within 14 days from the date 1A was authorized in the major disaster declaration; or
- The application lacks sufficient information to justify the need for the program.

If denied, the FCO must submit a written denial with justification to the STT government agency that applied for the award and the Governor, GAK, Tribal Chief/Executive, or TAR.

1. Federal and Congressional Review Process for ISP

Once submitted, the non-Federal entity's CCP application will go through a review by FEMA HQ, FEMA JFO, and FEMA Region staff for completeness, cost-effectiveness, and feasibility of the non-Federal entity's CCP application. The FEMA FCO will issue a determination.

All Federal awards greater than \$1,000,000 must be routed to the Congressional Appropriations Committee for advanced notification review. This process may add multiple weeks to the timeline before obligating the Federal award. Once the notification process is complete, the FEMA FCO is notified that the funds can be released and the FCO may issue the notice of award to the recipient after the mandatory 72 hour waiting period.

D. Notice of Award (NOA) for ISP

When the non-Federal entity has been approved for a Federal CCP award, they will receive a Notice of Award (NOA). The NOA is the official document notifying the recipient and others that a Federal award has been made. The recipient will receive an NOA from the applicable FEMA RA. The NOA contains all terms and conditions of the Federal award and supporting documentation for recording the obligation of Federal funds in the recipients accounting system. Important information included in the NOA:

- The start and end dates for the program's period of performance
- The award amount
- Name of the FEMA and SAMHSA program officers
- Reporting requirements

1. Conditions of Award

Conditions of Award, or Terms and Conditions and/or Special Conditions, are requirements that the recipient must satisfy within the timeframe specified in the NOA. Failure to comply with all terms and conditions of a Federal award may result in funding restrictions, award termination, and/or denial of any future funding.

E. Post-Award Requirements

This section covers the post-award requirements of the Immediate Services Program, including training requirements, reporting requirements, and extensions.

1. Training

Training materials and recommendations for qualified trainers are provided by SAMHSA and through SAMHSA Disaster Technical Assistance Center (DTAC). Often, personnel from other assistance and disaster relief agencies are invited to attend.

The required standard CCP trainings are organized into modules that are provided to recipients by SAMHSA DTAC once a CCP is approved. Required trainings include:

- **Core Content Training:** This is the basic CCP skills-building training and includes administrative procedures and data collection information specific to the program. The course takes place in two days, during which time crisis counselors are provided with critical information and skills related to individual, group, and community outreach strategies. This training is conducted during the first few weeks of the ISP. However, ongoing training must be provided to ensure all new crisis counselors receive the Core Content Training prior to working independently within the program.

2. Reporting Requirements for the ISP

The recipient must submit to the appropriate FEMA FCO.²⁰²

- A mid-program report only when an RSP award application is being prepared and submitted. This report will be included as part of the RSP Federal award application;

- A final program report; and
- A financial status report.

This documentation is due no more than 90 days after the last day of immediate services funding.

3. Extensions**ISP Extension of the Period of Performance**

ISP funding may continue for up to 60 additional days if an RSP award application is submitted to allow time for FEMA and SAMHSA to review the application. Notification must be provided, in writing, to FEMA and SAMHSA no later than 45 days from the date of declaration if the STT government plans to submit an RSP application to receive a continuation and ensure there are no gaps in services. If extenuating circumstances exist, the FEMA RA may authorize an additional 30 days and/or supplemental funding, if needed, while the RSP application remains under review with FEMA.

During the ISP period of performance, the STT government must notify FEMA program officer and SAMHSA program officer, no later than 45 days from the date of declaration, if they are planning to submit an application for the RSP award.²⁰³

ISP No-Cost Administrative Extension

All costs associated with finalizing the program and financial reports are allowable costs, as long as those costs are included in the approved ISP budget. In order for these costs to be covered, the STT government must request for a no-cost administrative extension to the ISP award period of performance. The STT government must submit the written extension request to their FEMA Regional office prior to the end of the period of performance. A no-cost administrative extension can be granted for up to 30 days when requested in writing and approved by the FCO. In exceptional circumstances, an additional 30-day no-cost administrative extension may be approved by FEMA if the submitted written request demonstrates sufficient need.

Any programmatic or service activities (not related to the ISP final report) conducted after the period of performance will not be funded under the CCP award. Any extension granted for the ISP once the RSP is awarded is only for work associated with finalizing the program and financial reports of providers to the recipient.

F. Closeout and Records Retention

1. ISP Closeout

The final ISP program narrative and fiscal report (*Federal Financial Report SF-425*) are due to the FCO no later than 90 calendar days after the last day of the ISP award's period of performance. The STT government must liquidate all obligated balances, and show the exact balance of funds and total expenditures, which must be consistent with the line-item report. The final SF-425 must show the total Federal award amount, total Federal expenditures, and the unobligated balance. The reported total Federal expenditures reflected on the SF-425 report must be consistent with the line-item expenditures reflected in the program report.

2. ISP Record Retention

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award generally must be retained for at least three years from the date the final financial report is submitted.²⁰⁴ Further, if the recipient does not submit a final financial report and the award is administratively closed, FEMA sees the date of administrative closeout as the start of the general record retention period.

The record retention period may be longer than three years or have a different start date in certain cases. These include:

- Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition of the property.²⁰⁵
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.²⁰⁶
- The record retention period will be extended if the recipient is notified in writing of the extension by DHS/FEMA, the cognizant or oversight agency for audit, or the cognizant or oversight agency for audit, or the cognizant agency for indirect costs.²⁰⁷
- Where DHS/FEMA requires recipients to report program income after the period of performance ends, the program income record retention period begins at the end of the recipient's fiscal year in which program income is earned.²⁰⁸
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation.
 - If the indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted for negotiation.
 - If indirect cost rate documents were not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate.²⁰⁹

The non-Federal entity is responsible for returning any funds that are drawn down but remain unliquidated on non-Federal entity financial records.

III. Regular Services Program

A. Period of Assistance for RSP

The RSP provides funds for up to nine months of services immediately following the date of the Notice of Award. If needed, STT government may request up to a 90-day extension to the period of performance in writing to the appropriate FEMA Regional Administrator (RA). This request must document the extraordinary circumstances and what the additional time will allow them to accomplish. In limited circumstances, such as disasters of catastrophic nature, the FEMA RA may extend the period of performance for more than 90 days when they deem it to be in the public interest.²¹⁰

B. Pre-Award Assessment and Application

This section covers the pre-award requirements and process of applying for a Regular Services Program.

1. Needs Assessment

The purpose of the needs assessment is to provide an estimate of the size and cost of the program needed and to determine if supplemental Federal assistance is required. The factors of the needs assessment must include:

- An estimate of the number of disaster survivors requiring assistance;
- A description of the SLTT government resources and capabilities; and
- Justification of why the SLTT government cannot meet the needs



Tailoring the Program to the Population

When assessing the needs of the affected population, it is important to consider the proportion and effect on the whole community, including older adults, people with disabilities and others with access and functional needs, children, and those with limited English proficiency. The program may be tailored to meet the needs of the specific community. For instance, if a high proportion of children were impacted, adding a children's coordinator in your staffing plan may be beneficial.

2. Applying for the Federal RSP Award

The cover letter for the RSP application should be addressed to the applicable FEMA RA. As per the 2018 Delegation of Authority, the FEMA RAs have the authority to approve or disapprove an application for the RSP. Note that the Disaster Recovery Manager authority does not carry the delegation of the RSP determination.

After the President declares a major disaster that includes IA, the applicable STT government may apply for the RSP. The RSP application package must be submitted to FEMA and SAMHSA no later than 60 days following the date IA was approved on the disaster. This application deadline is set by regulation and cannot be waived or extended.

An RSP application package represents the Governor or Tribal Chief Executive's agreement and/or certification

- That the requirements are beyond the SLTT government's capabilities;
- That the program, if approved, will be implemented according to the plan contained in the application approved by the applicable FEMA RA;
- To maintain close coordination with and provide reports to the applicable FEMA RA, FEMA HQ, and FEMA JFO staff; and SAMHSA Project Officer and Grants Officer; and
- To include mental health disaster planning in the STT government's emergency plan prepared under Title II of the Stafford Act.

The application must contain the information and documentation found in *Figure 42* to be considered for an RSP award (see CCP Toolkit).

Figure 42: RSP Application Required Information and Documents

Information	<ul style="list-style-type: none"> • The geographical areas within the designated disaster area for which services will be provided; • An estimate of the number of disaster survivors requiring assistance; • A description of the SLTT government resources and capabilities, and an explanation of why these resources cannot meet the need; • A description of activities from the date of the disaster incident to the date of application; • A plan of services to be provided to meet the identified needs; and • A detailed budget, showing the cost of proposed services separately from the cost of reimbursement for any eligible services provided prior to the application.
	The OMB approved RSP Application (1660-0085) must be completed and signed by the Governor or Tribal Chief Executive, or their Authorized Representatives.
RSP Application	A Federal form OMB requires for Federal award applications. All entities that apply for CCP funds must submit a completed SF-424 signed by the authorized representative of the non-Federal entity receiving funds.
Request for Federal Assistance (SF-424)	A Federal form OMB requires for Federal award applications. Complete "Section B-Budget Categories," Column 1 only for the total CCP budget.
Budget Information for Non-Construction Programs (SF-424A)	A signature from the authorized representative of the non-Federal entity receiving the funds is required.
Assurances for Non-Construction Programs (SF-424B)	The budget narrative must include a detailed justification for all cost categories requested in the SF-424A. Refer to Appendix F for additional instructions on completing the budget narrative.
Budget Narrative	A required form for an RSP that ensures pertinent documents, information, certifications, and assurances are included in the application, to include acknowledgment by the STT government that the forms are in compliance with the most current DHS Standard Terms and Conditions.
Health and Human Services (HHS) Checklist	A required form for the CCP RSP. The STT government may indicate "N/A" on the form if it is not applicable.
Disclosure of Lobbying Activities (SF-LLL)	A Federal form required for the CCP RSP. The STT government should complete a form for each site where providers will perform project work.
Project/Performance Site Locations	



3. Instructions for Submission of the RSP Application Package

Prior to the 60-day application deadline, the STT government must submit the completed RSP application package to the applicable FEMA R/A. In order to expedite the review process, it is helpful if the STT government submits an electronic copy of the application to the applicable FEMA JFO Human Services Group Supervisor, FEMA HQ Community Services Program Specialist, and SAMHSA Project Officer. Once received, the FEMA Human Services Group Supervisor at the FEMA JFO, FEMA Community Services Specialist at FEMA HQ, and the SAMHSA Project Officer and Grants Officer will review the application to ensure all required documentation meets the minimum eligibility requirements per 44 C.F.R. § 206.171 and the General Terms and Conditions outlined in 2 C.F.R. § 200.210.

4. Budget

The RSP budget narrative must justify the proposed budget for the STT government and subrecipients and each individual service provider's budget. The narrative must provide a justification of the costs and an itemization for each line of the budgets.

Indirect Costs—Unallowable: FEMA does not authorize the use of funds for indirect costs. Indirect costs, including management costs, are defined as costs not directly chargeable to a specific project. Please note that even if an indirect cost rate is established, it is subject to statutory and administrative limitations. A CCP award recipient or provider is not entitled to an established rate for services provided under the CCP award. The program's statutes, regulations, and policy govern whether any indirect costs are eligible. Section 324 of the Stafford Act requires FEMA to establish management cost rates through regulations. At this time, FEMA does not have regulations that govern the eligibility of indirect costs for the CCP.

Salaries and Wages: Salary compensation must be reasonable in amount and in alignment with local prevailing rates for the position funded.

Fringe Benefits: Fringe benefits may be charged directly to the grant. Claimed costs must be reasonable and confirm to established policies for the STT government. Use of a pre-established provisional rate requires allocation to total salary costs. Rates must be adjusted to actuals at the year-end and rates should be reviewed at least once annually.

Consultant Costs: Consultant costs must be supported by a consulting agreement that documents the service to be performed, cost, and applicable time periods. Documentation to support need, reasonable rates, and consultant expertise must be maintained, together with evidence of work product.

Equipment: The STT government obtains title to equipment acquired under the CCP award and is subject to the conditions outlined in 2 C.F.R. § 200.313, including these requirements:

- To use the equipment for the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.
- To not encumber the property without approval of FEMA.
- To use and dispose of the property in accordance with 2 C.F.R. § 200.313.
- To use the equipment in a manner consistent with the purposes of the CCP award and to benefit the beneficiaries of the CCP project.

Supplies: FEMA retains an interest in any unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the CCP if they are not needed for any other Federal award. The STT government must compensate FEMA for its share of the supplies in compliance with 2 C.F.R. § 200.313 and § 200.314.

As long as FEMA retains an interest in supplies, the STT government must not use the supplies to provide services to other organizations for a fee that is less than private companies charge for equivalent services.

Travel: Travel must be included in the budget for preapproval as part of the application process. During implementation, travel costs must be supported by travel expense reports detailing employee name, the reason for the trip, and itemized expenses claimed. Claimed costs should be charged according to the award recipient's travel policy, which requires prior approval from FEMA and SAMHSA, compliance with OMB cost principles, and provides expenditure limitations. Major items of expense (e.g., airfare, lodging) must be supported by receipts.

Other: The budget may identify costs that are unique to the disaster and area impacted but do not fall into one of the prescribed cost categories listed above. Costs must be supported by adequate documentation (invoices, receipts, etc.). Consult with the FEMA Specialist or SAMHSA Program Officer to determine which costs are allowable under this cost category.

Contractual Costs: The STT government will follow its established policies and procedures used for procurements from non-Federal funds when procuring property and services under a Federal award. All other states, territories or tribes will follow the requirements in 2 C.F.R. § 200.318, General Procurement Standards, through § 200.326, Contract Provisions. All states, territories or tribes should review the procurement standards outlined in 2 C.F.R. § 200.317 through § 200.326.

For more information on allowable and unallowable costs, refer to [Appendix E](#).

C. Approval Process for RSP

The RA may approve or deny the RSP in coordination with SAMHSA. The program may be approved for a period of performance of nine months from the date of award if:

- A complete application is received no later than 60 days from the date of declaration, and
- There is a need for the program clearly articulated in the application

If approved, the RA must submit a written approval with justification to the Chief of the Emergency Mental Health and Traumatic Stress Services Branch at SAMHSA for processing and award of the grant to the STT government agency receiving the award.

The program may be denied if:

- A complete application is not received by 60 days from the date of declaration, or
- The application lacks sufficient information to justify the need for the program.

If denied, the RA must submit a written denial with justification to the applicant agency and GARR/TAR.

Under the 2018 Delegation of Authority, the FEMA RAs have authority to approve or deny an application for the RSP. This authority is not delegated with the DRM authority.

1. Federal and Congressional Review Process for RSP

Once the RSP application is submitted, the non-Federal entity's RSP application will go through a review by SAMHSA, FEMA HQ, FEMA JFO, and FEMA Region staff for completeness, cost-effectiveness, and feasibility of the non-Federal entity's RSP application. The FEMA RA will issue a determination.

All Federal awards greater than \$1,000,000 must be routed to the Congressional Appropriations Committee for advanced notification review. This process may add multiple weeks to the timeline before obligating the Federal award. Once the notification process is complete, the FEMA RA is notified that funds can be released and the RA may notify SAMHSA, in writing, that they may issue the notice of award to the recipient after a minimum of 72 hours.

D. Notice of Award (NOA) for RSP

When the non-Federal entity has been approved for a Federal CCP award, they will receive a Notice of Award (NOA). The NOA is the official Federal award document notifying the award recipient and others that an award has been made. The recipient will receive an NOA from SAMHSA. The NOA contains all terms and conditions of the Federal award and supporting documentation for recording the obligation of Federal fund in the recipients accounting system. Important information included in the NOA:

- The start and end dates for the program's period of performance
- The award amount
- Name of the FEMA and SAMHSA Program Officers
- Name of the SAMHSA Grants Management Officer
- Reporting requirements

1. Conditions of Award

Conditions of Award, or Terms and Conditions and/or Special Conditions, are requirements that the recipient must satisfy within the timeframe specified in the NOA. Failure to comply with all terms and conditions of a Federal award may result in funding restrictions, award termination, and/or denial of any future funding.

E. Post-Award Requirements

This section covers the post-award requirements for a Regular Services Program, including training, reporting requirements, and extensions.

1. Training

Training materials and recommendations for qualified trainers are provided by SAMHSA and through SAMHSA DTAC. Often, personnel from other assistance and disaster relief agencies are invited to attend.

The required standard CCP trainings are organized into modules that are provided to recipients by SAMHSA DTAC once a CCP is approved. Required trainings include:

- **Core Content Training:** This is the basic CCP skills-building training and includes administrative procedures and data collection information specific to the program. The course takes place over two days, during which time crisis counselors are provided with critical information and skills related to individual, group, and community outreach strategies. This training is conducted during the first few weeks of the RSP; however, if no ISP is implemented, the training will need to be conducted during the RSP. However, ongoing training must be provided to ensure all new crisis counselors receive the Core Content Training prior to working independently within the program.
- **Transition to RSP Training:** During this course, existing and newly hired CCP staff review key concepts related to crisis counseling skills, with an emphasis on longer-term service provision. This curriculum highlights how the needs of disaster survivors and communities evolve in the RSP and differ from those encountered in the immediate disaster response. If the STT government applied for the RSP only, it should begin with the Core Content Training. This training usually takes place as soon as formal RSP grant funding is awarded.
- **RSP Mid-Program Training:** This training typically is held 3-6 months into the RSP. Issues of staff morale and stress management for subrecipients are addressed. A focus is maintained on how crisis counselors will continue to provide services under difficult circumstances. This training includes problem-solving techniques for specific issues commonly encountered in the CCP such as emerging substance use or significant mental health needs. It also begins to address the subject of program phasedown.
- **Disaster Anniversary Training:** This training is held several weeks before the first anniversary of the disaster event. Crisis counselors are taught expected anniversary reactions and intervention strategies. This training can be paired with the Mid-program Training or the Phasedown Training, depending on the anniversary date.

- **RSP Phasedown Training:** This training should take place six–eight weeks prior to the scheduled phasedown of the CCP. All CCP administrative and outreach staff attend. Topics in this training include staff stress management and future planning, assisting the program and its staff to document the event, planning to leave a legacy for the community, resource linkage and referrals, and continuity of service via community partnerships.

The CCP training plan is not limited to providing required trainings. The STT government should identify and deliver additional trainings based on specific disaster and staff needs. Additional recommended training areas include more in-depth learning about specific crisis counseling interventions, as well as cultural competence, working with children, and mental health or substance use assessment and referral.

To promote community partnerships, the CCP leadership is encouraged to share training opportunities with other disaster and community providers. In quarterly reports, programs should document training sessions held, describe the content of the sessions, and note the number of people who attended. As highlighted in the training section of this document, required training takes place throughout the program period and should be planned in a proactive manner.

Optional training may take place, as deemed appropriate by the STT government.

2. Reporting Requirements for the RSP

For the RSP, quarterly reports, including documentation on financial expenditures, must be submitted to the FEMA Headquarters Program Specialist; the FEMA JFO Specialist (or Regional Specialist if the FEMA JFO is demobilized); and the SAMHSA Project Officer. Quarterly reports are due 30 calendar days after the end of each three-month reporting period (refer to the NOA for specific due dates). The quarterly report must include a budget expenditure report for the STT government and any subrecipients, showing:

- The approved budget;
- Costs incurred and obligated expenditures;
- Approved budget modifications; and
- Remaining balance of unspent funds.

The report should be consistent with the cost categories and budget line items listed in the approved budget. If only a portion of award funding is disbursed at the start of the RSP, the STT government must submit a letter of request for the second allotment of funds with the first quarterly RSP report.

3. Extensions

RSP Extension of the Period of Performance

The RSP provides funds for up to nine months of services immediately following the date of the NOA. If needed, the STT government may request supplemental funding and/or up to a 90-day extension to the period of performance in writing to the appropriate FEMA RA; this request must document the extraordinary circumstances and what the additional funding and/or time will allow them to accomplish. In limited circumstances, such as disasters of catastrophic nature, the FEMA RA may extend the period of performance for more than 90 days where they deem it to be in the public interest.²¹¹

RSP No-Cost Administrative Extension

All costs associated with finalizing the program and financial reports are allowable costs, as long as those costs are included in the approved RSP budget. In order for these costs to be covered, the STT government must request for a 90-day no-cost administrative extension to the RSP award period of performance. The STT government must submit the written extension request to SAMHSA and FEMA no later than one month prior to the end of the period of performance. Any programmatic or service activities (not related to the RSP closeout) conducted after the period of performance will not be funded under the CCP award.

When an STT government provides a subaward to a subrecipient, the STT government must include the start and end dates of the period of performance in the subaward document.

F. Closeout and Records Retention

1. RSP Closeout

The final RSP program report and the Federal Financial Report SF-425 form (OMB form number 0348-0061) are due to FEMA and SAMHSA 90 calendar days after the end of the period of performance. Note that the reported total Federal expenditures reflected on the SF-425 report must be consistent with the line-item expenditures reflected in the program report.

2. RSP Record Retention

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award generally must be retained for at least three years from the date the final financial report is submitted.²¹² Further, if the recipient does not submit a final financial report and the award is administratively closed, FEMA sees the date of administrative closeout as the start of the general record retention period.

The record retention period may be longer than three years or have a different start date in certain cases. These include:

- Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition of the property.²¹³
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.²¹⁴
- The record retention period will be extended if the recipient is notified in writing of the extension by DHS/FEMA, the cognizant or oversight agency for audit, or the cognizant or oversight agency for audit, or the cognizant agency for indirect costs.²¹⁵
- Where DHS/FEMA requires recipients to report program income after the period of performance ends, the program income record retention period begins at the end of the recipient's fiscal year in which program income is earned.²¹⁶
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation.

- If the indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted for negotiation.

- If indirect cost rate documents were not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate.²¹⁷

The non-Federal entity is responsible for returning any funds that are drawn down but remain unliquidated on non-Federal entity financial records.

IV. Considerations for Implementation of ISP and RSP

This section provides information regarding staffing a CCP, collecting data, modifying budget and program plans, and appealing various decisions regarding both an ISP and an RSP.

A. Main Components of a Program Management Plan

The recipient is responsible for developing a program management plan. The components of the program management plan may vary given the needs of the non-Federal entity and the scope of the disaster. Typical components include the following:

- Performing ongoing needs assessment
- Developing and effecting outreach strategies to identify and serve affected individuals, groups, and the community, including distinct outreach strategies for different populations, as well as accessibility to all survivors.
- Ensuring supervision and quality assurance at the STT government and subrecipient levels
- Identifying and tracking resource referrals.
- Employing program media and marketing strategies
- Recruiting and hiring staff
- Providing training
- Providing staff stress management
- Ensuring effective fiscal management
- Accomplishing program evaluation

B. Media and Marketing the CCP

It is important for the recipient to select a name in order to develop a cohesive identity among the sub-recipients. All CCP staff need to share a group identity. This is achieved through training and use of media and marketing strategies that define program services and inform the community about the CCP. Strategies to build a program identity and to market services include the following:

- **Developing a brand for the program:** Establishing a clearly recognizable program name and logo or design elements that appear on all program materials. Staff members are provided with items, such as t-shirts, with the specific program name and logo.
- **Using media outlets:** Recipients may develop public service announcements, interviews, articles, advertisements, letters to the editor, or educational material.
- **Establishing toll-free numbers or hotlines:** A toll-free line may be established purely for informational purposes, or a hotline that provides counseling via phone may be incorporated into the CCP program.
- **Establishing program websites:** Recipients may establish a program website that explains the CCP services and links to other disaster-related resources whenever possible.

- Developing and revising outreach and psycho-educational materials: Recipients may develop materials that are tailored to address the unique characteristics of a specific disaster or CCP.
- Promoting word-of-mouth promulgation: Outreach workers may encourage people to spread the word about CCP.

C. Staffing of the CCP

The needs assessment will inform required CCP staff roles and the number of individuals needed for each position to be included in the staffing plan. The non-Federal entity determines how staff members are deployed to meet the needs of disaster survivors and at-risk groups. For safety and efficacy, crisis counselors typically are deployed in teams. Team deployment is linked with the CCP outreach strategy in order to target services to those individuals and groups identified to be in the greatest need. In its essential staffing, the CCP should reflect the cultural demographics of the affected area and use paraprofessionals with prior training and experience in the mental health and substance use fields. For additional information on training, refer to the CCP Toolkit.

1. Staff Stress Management

Many staff members of a CCP are also survivors of the disaster. Interacting with disaster survivors is rewarding but may also produce strong levels of anxiety, frustration, anger, or depression in some workers. Sustained service provision can become debilitating when coupled with a staff member's personal experience of loss. It is, therefore, critical that ongoing staff stress management is integrated into the CCP at all levels of the program. All standard CCP trainings provided by SAMHSA include content on individual staff stress management. The program management plan developed by the recipient must include provisions for organizational stress management. Elements of an organizational stress management plan are as follows:

- A clearly defined management and supervision structure
- Defined purpose and goals
- Functionally defined roles reinforced through effective supervision
- Sound clinical consultation, support, and supervision
- Supportive peer relationships
- Active stress management program
- Comprehensive training plan

D. Data Collection, Evaluation, and Reporting

Consistent and timely data collection and evaluation are necessary to measure success of outreach efforts and the changing needs of disaster survivors. The recipient's program management plan should include mechanisms to collect, examine, and react to immediate and changing needs encountered by crisis counselors. Frequent analysis of both CCP data and feedback provided by staff allows the program to evolve to meet needs as they arise. The process improves the program's behavioral health disaster response, documents the program's accomplishments, and provides accountability information to stakeholders. SAMHSA and FEMA also use data to justify program efforts, as well as to make modifications to the CCP model and program service delivery. The recipient is required to submit a summary of up-to-date program data with their programmatic quarterly and final reports.

Procedures for data collection and evaluation include the following:

- Establishment of quality control and assurance processes is necessary for data collection and analysis. Typical quality control procedures include management review of forms for completeness prior to approval; staff review for consistency and accuracy, and giving feedback to the subrecipient-level supervisors; and staff developing ways to resolve errors in collected data forms.
- All CCP administrators and managers should carefully review evaluation and reporting requirements.
- The CCP award conditions require collecting information on specific forms in specific formats. This should not limit the STT government and subrecipients in collecting additional information that will assist in both program improvement and process. The specific required forms are detailed in the NOA.
- The Federal CCP award conditions require database development and data delivery to SAMHSA upon submission of each quarterly report and with the final report.
- Data on service delivery must be collected using the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, and the Child/Youth and Adult Assessment and Referral Tools, each a part of the standard FEMA CCP Toolkit as approved by the OMB (OMB No. 0930-0270). The Participant Feedback Survey and Service Provider Feedback Survey are also included in the CCP Toolkit.

E. Quality Assurance

The CCP is a time-limited program that must identify and address emergent issues related to both disaster survivor needs and operational realities, while developing and implementing solutions to improve program services. Quality assurance and quality improvement activities are developed even before the program begins and assist the STT government in reporting program highlights and issues to SAMHSA and FEMA through regular program monitoring and reporting. Activities related to quality assurance include the following:

- Regular onsite supervision, training, and consistent communication between CCP management and workers providing services
- Weekly meetings and regular submission of data collection forms to the SAMHSA Program Officer and FEMA Specialist

- Phone and email communication whenever workers have questions or concerns
- Collecting and organizing programmatic materials and data to continue to improve service provision and educational materials
- Identifying problems or gaps in service through data and informant feedback
- Redirecting resources and modifying the service plan
- Conducting ongoing needs assessment
- Providing information to workers to improve services

F. General Provisions

1. *Conflicts of Interest in the Administration of Federal Awards or Subaward*

Recipients and pass-through entities must disclose, in writing, any real or potential conflicts of interest that may arise during the administration of the Federal award, as defined by the Federal or SLTT statutes or regulations or their own existing policies, to the FEMA Specialist and SAMHSA Program Officer within 15 days of learning of the conflict of interest. Additionally, to eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable Federal and SLTT statutes or regulations governing conflicts of interest in the making of subawards.

Similarly, sub-recipients, whether acting as subrecipients or pass-through entities, must also disclose any real or potential conflict of interest to the pass-through entity as required by the pass-through entity's conflict of interest policies, or any applicable Federal or SLTT government statutes or regulations.

Conflicts of interest may arise during the process of FEMA and SAMHSA making a Federal award in situations where an employee, officer, or agent, any members of their immediate family, or their partner has a close personal relationship, a business relationship, or a professional relationship with an STT government provider entity, recipient, subrecipient, or FEMA employee.

2. *Mandatory Disclosures*

All violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award must be submitted in writing to the FEMA Specialist and SAMHSA Program Officer at the time of the application, or if the violation occurs after the time of application, no later than 15 days after confirmation that such a violation occurred.²¹⁸

G. Modifications to Budget and Program Plans

The STT government is required to report deviations from the approved budget or project scope and request prior approval from the SAMHSA Project Officer and FEMA Specialist for budget and program plan revisions, in accordance with 2 C.F.R. § 200.308. The STT government must request prior approval for the following:

- Change in scope or the objective of the project or program.
- Change in key personnel specified in the application or Federal award.
- The disengagement from the project for more than three months, or 25% reduction in time devoted to the project, by the approved project director or principal investigator.
- Unless described in the application and funded in the approved Federal award, the sub-awarding, transferring, or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
- Incurrence of project costs 90 calendar days before the Federal awarding agency makes the Federal award. The Federal awarding agency is under no obligation to reimburse such costs if for any reason the STT government does not receive a Federal award or if the Federal award is less than anticipated and inadequate to cover such costs. (See also section on pre-award costs.)

The Federal awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions, and activities for Federal awards in which the Federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10% of the total budget as last approved by the Federal awarding agency.

Changes to the program plan based on the evolving needs assessment may require that funding be moved from one line item to another or from one provider to another. The STT government has the authority to move funds, up to a cumulative 10% of the total budget, from one line item to another without requesting approval.

Any budget adjustments that move a cumulative 11–25% of funds must be submitted in writing and approved by the FEMA Specialist, in collaboration with the SAMHSA Project Officer. Any budget adjustments that exceed a cumulative 25% of the total budget must be submitted in writing and approved by FEMA and the SAMHSA Project Officer and Grants Management Officer.

Budget adjustments or modifications should be discussed with FEMA Specialist and SAMHSA Project Officer prior to submitting a request for additional funds. Use a Request for Budget Adjustment letter template available online at CCP Toolkit.

The FEMA RA, in coordination with the SAMHSA Project Officer, is responsible for providing technical assistance to the STT government regarding budget adjustments. The RA approves any budget adjustment requests for the ISP or those up to 25% for the RSP. If the requested budget adjustment for an RSP exceeds 25%, the responsibility for approval belongs to the SAMHSA Grants Management Officer.

H. Appeals

1. Appealing a Denial Determination

A Federal award applicant may appeal FEMA's decision. This appeal must be submitted to the FEMA Individual Assistance Division Director (IADD), in writing, within 60 days of the date of the application decision.²¹⁹ The appeal must include additional information justifying a reversal of the previous decision. The FEMA IADD shall review the material submitted, and after consultation with SAMHSA, notify the applicant within 15 days, in writing, of their decision.

2. Appeals of Remedies for Noncompliance

The STT government may submit a written appeal letter (including supporting documentation), signed by the Governor, GAR, or Tribal Chief Executive, to the appropriate FEMA RA and SAMHSA within 15 days of the date of notification of the remedial action. The FEMA RA, after consultation with SAMHSA and FEMA HQ, will make an appeal determination within 15 days, in writing to the applicant.

3. Objections/Appeals of Decisions Regarding Allowable Costs

The STT government may submit a written appeal letter (including supporting documentation), signed by the Governor, GAR, or Tribal Chief Executive, to the FEMA RA and SAMHSA within 15 days of the date of notification of the disallowed cost. The FEMA RA, after consultation with SAMHSA and FEMA HQ, will make an appeal determination within 15 days, in writing to the applicant.

4. Objections/Appeals of Termination or Suspension

The STT government may submit a written appeal letter (including supporting documentation), signed by the Governor, GAR, or Tribal Chief Executive, to the FEMA RA and SAMHSA within 15 days of the date of notification of the suspension or termination action. The FEMA RA, after consultation with SAMHSA and FEMA HQ, will make an appeal determination within 15 days, in writing to the applicant.

1. Procurement Requirements under a Federal Award

Federal award recipients shall ensure that the process of soliciting CCP services is fair and transparent. Recipients must follow the same policies and procedures when procuring property and services under a Federal award that they follow for procurement from non-Federal funds. Recipients must ensure that any contract provisions as required by 2 C.F.R. § 200.326 *Contract provisions* are included on all purchase orders or contracts that draw from Federal funds. All other recipients, including subrecipients of an STT government will follow the *General procurement standards* as required by 2 C.F.R. § 200.318 through § 200.326.



FY_2022_

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

Page 1 of 6
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Division of Behavioral & Mental Health Services</u>		Division/Branch: <u>NDOH/Executive</u>			
Prepared By: <u>Caroline Davis, Senior Accountant</u>		Phone No.: <u>(928) 871-6240</u>		Email Address: <u>cdavis@navajo-nsn.gov</u>			
PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY			
DHS FEMA CCPS RSP	2021/2022	944,900.00	100%	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
				2001 Personnel Expenses			
				3000 Travel Expenses			
				3500 Meeting Expenses			
				4000 Supplies		32,106	32,106
				5000 Lease and Rental			
				5500 Communications and Utilities		4,680	4,680
				6000 Repairs and Maintenance		20,196	20,196
				6500 Contractual Services		785,597	785,597
				7000 Special Transactions		102,320	102,320
				8000 Public Assistance			
				9000 Capital Outlay			
				9500 Matching Funds			
				9500 Indirect Cost			
				TOTAL	\$0.00	944,900	944,900
PART IV. POSITIONS AND VEHICLES				(D)		(E)	
Total # of Positions Budgeted:						0	
Total # of Vehicles Budgeted:						0	
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.							
SUBMITTED BY: <u>Dr. Michelle Brandser, Delegated HSA, DBMHS</u>		APPROVED BY: <u>Dr. Jill Jim, Executive Director, NDOH</u>		Division Director / Branch Chief's Printed Name			
<u>Dr. Michelle Brandser</u> 9/17/21		<u>Jill Jim</u> 9/20/21		Division Director/ Branch Chief's Signature and Date			
Program Manager's Signature and Date							

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

PART I. PROGRAM INFORMATION:

Business Unit No.: NEW

Program Name/Title:

Division of Behavioral & Mental Health Services - NDOH

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

To increase our Mental Health Crisis Counseling Services (MHCCS) at each Agency with contracted services to provide para-professional and professional support including referrals, emotional support, counseling and providing resources. The MHCCS RSP will provide social support among affected communities. Culturally adapted targeted messaging will connect the available resources locally, regionally and nationally.

PART III. PROGRAM PERFORMANCE CRITERIA:

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

1. Goal Statement:

Provide individual/group counseling and assessments/referrals for individuals calling the Mental Health Crisis Counseling Services (MHCCS)

Program Performance Measure:

To provide Crisis Counseling Assistance and Training Program (CCP) services to individuals

150		150		150			
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2. Goal Statement:

Provide public education and brief educational or supportive contact for individuals call the MHCCS

Program Performance Measure:

To provide faith-based and traditional supportive contact and public education for individuals

50		50		50			
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3. Goal Statement:

Development of marketing plan to raise awareness of MHCCS

Program Performance Measure:

To develop print/radio advertisement, newsletter, digital pieces to raise awareness/education

10		10		10			
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4. Goal Statement:

Crisis Counseling Assistance and Training Program (CCP)

Program Performance Measure:

To facilitate and attend three CCP trainings

1		1		1			
---	--	---	--	---	--	--	--

5. Goal Statement:

Engage stakeholders (i.e. schools, traditionalists & faith based organizations, first responders, etc.)

Program Performance Measure:

To facilitate a quarterly Mental Health/Behavioral Health Virtual Focus Group

1		1		1			
---	--	---	--	---	--	--	--

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Dr. Michelle Brandner, Delegated HSA, DBMHS

Program Manager's Printed Name

Dr. Jill Jim, Executive Director, NDOH

Division Director/Branch Chief's Printed Name

Dr. Michelle Brandner 9/17/21

Program Manager's Signature and Date

Jill Jim 9/20/21

Division Director/Branch Chief's Signature and Date

FY _2022_

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

 Page _3_ of _6_
BUDGET FORM 4
PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Division of Behavioral & Mental Health Services

Business Unit No.: _____

NEW

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
4200	4000 Supplies Non Capital Assets 4210 Non Cap Furniture & Equip Panasonic Toughpad (\$2,237.25 x 8) \$17,898.00 Cel Phone Samsung Galaxy S10+ (\$1,008.00 x 8) \$8,064.00 \$25,962.00	25,962	32,106
4410	Operating Supplies 4420 General Operating Supplies Adjustable Anti-theft Security Grip with Hand Strap (\$79.50 x 8) \$636.00 Cell Phone Accessories - Otterbox cover w/ screen cover (\$94.95 x 8) \$759.60 \$1,395.60 4440 Non Cap Computer Software Microsoft Office Professional Plus 2019 (\$561.80 x 8) \$4,494.40 EmsiSoft Business Security 3 years (\$31.80 x 8) \$254.40 \$4,748.80 5500 Communications & Utilities Wireless 5620 Cellular Cell Phone Plan (\$65.00/month x 9 months x 8) \$4,680.00 \$4,680.00 6000 Repairs & Maintenance Technology 6320 Software Support Automatic Cell Distribution (ACD) System (Crisis call system to be utilized by crisis call operators DBMHS & Subcontractors) Small Business Plan (\$2,244.00 x 9 months) \$20,196.00 \$20,196.00	6,144	4,680
6300		20,196	20,196
	TOTAL	56,982	56,982

FY _2022_

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

 Page _4_ of _6_
BUDGET FORM 4

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Division of Behavioral & Mental Health Services	
		Business Unit No.: _____	
		NEW	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
6520	6500 Contractual Services		
	Consulting		
	6530 Consulting Fees		
	Marketing Consultant Fees (\$4,623.08 x 9 months = \$41,607.72 + \$5,500.00)	\$47,107.72	
		\$47,107.72	
	6990 Subcontracted Services - provide direct individual and group counseling, assessments & referrals and public education for NNC3		
	Community Bridges, Inc.	\$318,317.40	
	Dine Medicine Man Association, Inc.	\$420,172.23	
		\$738,489.63	
7110	7000 Special Transactions		
	Programs		
	7135 Public Relation/Program Outreach		
	Program Educational Outreach items for marketing of NNC3 (brochure, Booklets, Flyers, Posters)	\$18,359.20	
		\$18,359.20	
7410	Media		
	7440 Print Advertising - Print Advertising for marketing of NNC3		
	\$843.75 x 39 (1/2 page full color design) = \$32,906.25 + Sales Tax \$1,974.38	\$34,880.63	
		\$34,880.63	
	7450 Radio Advertising - Radio Advertising for marketing of NNC3		
	\$33.00 x 729 (60 seconds radio ad) = \$24,057.00 + Sales Tax \$1,443.42	\$25,500.42	
		\$25,500.42	
	7470 Display Advertising - Display Advertising for marketing of NNC3		
	\$2,000.00 x 9 mo. rental of 14' x 28' digital billboard = \$18,000.00 + Sales Tax \$1,080.00	\$19,080.00	
		\$19,080.00	
TOTAL		883,418	887,918

FY 2022

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

Page 5 of 6
BUDGET FORM 4

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Division of Behavioral & Mental Health Services _____

Business Unit No.: _____

NEW

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification (LOD 7)	(C) Total by DETAILED Object Code (LOD 6)	(D) Total by MAJOR Object Code (LOD 4)
7510	Training & Professional Dues 7520 Training/Registration Fees 3 CCP Trainings (for direct and indirect personnel by approved CCP trainers) 3 trainings x 2 days each, 6 days of tmg x \$750.00/day <div style="text-align: right;"> \$4,500.00 ----- \$4,500.00 </div>	4,500	
TOTAL		4,500	-

**THE NAVAJO NATION
EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION**

PART I. PROGRAM INFORMATION:Program Name/Title: Division of Behavioral & Mental Health ServicesFunding Period: 2021-2022
K #: NEWContract/Grant No.: DHS FEMA CCPS RSP (1660-0085)Prepared by: Caroline Davis, SA, DBMHS**PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT****PART III. BUDGET INFORMATION:**

(A)		(B)	(C)	(D)
Major Object Code and Description		Current Award Fiscal Year	Anticipated Funding Fiscal Year	Difference Columns (C) - (B)
2001	Personnel Expenses			
3000	Travel Expenses			
3500	Meeting Expenses			
4000	Supplies		32,106	32,106
5000	Lease and Rental			-
5500	Communication and Utilities		4,680	4,680
6000	Repairs and Maintenance		20,196	20,196
6500	Contractual Services		785,597	785,597
7000	Special Transaction		102,320	102,320
8000	Assistance			-
9000	Capital Outlay			-
9510	Matching - Cash			-
9610	Matching - In - Kind			-
9710	Indirect Cost (Overhead) Allocation			-
TOTALS:		-	944,900	944,900

PART IV.

MATCH FUNDS - No. of Positions:

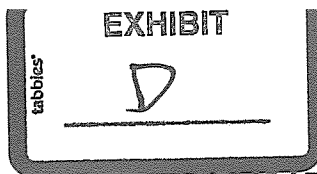
MATCH FUNDS - Required GF Cash Match:

CONCURRED BY: Required GF In-Kind Match:

Contracting Officer's Signature / Date:

Required GF % Match:

PART V. ACKNOWLEDGEMENT:Submitted by (print): Dr. Michelle Brandser, Delegated HSA, DBMHSApproved by (print): Dr. Jill Jim, Executive Director, NDOHSignature/Date: Dr. Michelle Brandser 9/17/24Signature/Date: 9/20/24



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
**APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE
(REGULAR SERVICES PROGRAM)**

O.M.B. No. 1660-0085
Expires March 31, 2018

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to the above address.**

Privacy Act Statement

GENERAL: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a (b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 004 Grant Management Information Files System of Records, 74 Fed. Reg. 39705 (August 7, 2009) and upon written request, by consent, by agreement, or as required by law.

AUTHORITY: Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5183); 44 C.F.R. § 206.171.

PURPOSES AND USES: This information is being collected for the primary purpose of determining eligibility for the Crisis Counseling Assistance and Training Program, Regular Services Program funding following a presidentially declared disaster.

EFFECTS OF NONDISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent FEMA from providing the requested funding.

PART I: General Application Information

Completion of this form including applicable attachments satisfies legal requirements for application for the Regular Services Program (RSP) under 42 U.S.C. § 5183 as implemented at 44 C.F.R. § 206.171. Failure to use this application may result in a failure to meet these requirements and/or a delay in processing the request. This application must be submitted no later than 60 days following the declaration of a major disaster.

1. Request Date:
4/26/2021
2. Declaration #:
FEMA-4582-DR
3. Declaration Date:
02/25/21
4. Name of State, Indian Tribal Government, or Territory Requesting Services:
Navajo Nation
5. Primary Point of Contact (POC) Information for the Administration of this Program:
 - 5a. POC Name:
Dr. Michelle Brandser
 - 5b. POC Organization:
NDOH/Division of Behavioral and Mental Health Services
 - 5c. POC Mailing Address:
P.O. Box 709, Window Rock, AZ 86515
 - 5d. POC E-mail Address:
mbrandser@navajo-nsn.gov
 - 5e. POC Phone Number:
928-871-6240
6. Amount requested for Regular Services Program (RSP) funding. (Please round to nearest dollar.)
\$944,900.00

APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE (REGULAR SERVICES PROGRAM)

PART II: Response Activities From Date of Incident

7. Describe State and local crisis counseling activities from the date of the incident to the date of this application. Enter "N/A" if no crisis counseling activities have been conducted to date.

On March 11, 2020, The Navajo Nation Commission on Emergency Management declared a public health state of emergency for the Navajo Nation due to the confirmation of the novel coronavirus ("COVID-19") in regional areas surrounding the Navajo Nation, identified as CEM-20-03-11. The Navajo Department of Health's Health Command Operations Center (HCOC) provided no crisis counseling services.

If an Immediate Services Program (ISP) was implemented for this disaster, please answer questions #8–10 below. Otherwise, skip to question #11.

8. Please provide a brief summary of the ISP currently in place. Please include information on the population served, any extensions (date and amount), the number of providers, and the start and end dates of the program, and summarize any trends. Include any best practices as well as any challenges and describe how those challenges were addressed or will be addressed in the RSP.

N/A

9. If applicable, explain why any service providers not included in the ISP were added to this RSP application. Additionally, explain why any service providers included in the ISP are excluded from the proposed RSP.

N/A

10. Describe how the RSP will build on the work done in the ISP. Describe how contacts and resources identified during the ISP will be leveraged during the RSP.

N/A

11. Please provide a brief summary that provides key information on the scope and magnitude of the disaster, how the non-Federal entity and providers propose to provide services during the RSP, and the nature and location of the proposed services. Please include a description of the length of time services will be required and describe how long-term cases will be handled. Please describe the nature of psychological and social problems observed and the types of mental health problems encountered by disaster survivors.

The Navajo Nation's impact on the scope and magnitude of the human caused disaster is from the highly infectious SARS-CoV-2 Pandemic. The entire Navajo Nation jurisdiction and boarding towns were impacted both closely clustered and dispersed. Please see Map 1, which is a heat map of the locations via incidences (new COVID-19 cases per 100,000). The Navajo Nation plans to establish RSP services throughout the entire jurisdiction via five Agencies (Eastern Navajo-Crownpoint, Western Agency-Tuba City, Central Agency-Chinle, Northern Agency-Shiprock, and Fort Defiance Agency – Fort Defiance), three satellite communities (To'hajiilee, Ramah and Alamo), and the Health Command Operations Center (HCOC). This includes the Navajo Nation's diverse population by age, gender, etc. The Navajo Epidemiology Center has shown the great magnitude of the pandemic affecting the Under 10; 10-19; 20-29; 30-39; 40-49; 50-59; 60-69; 70-79; and 80 + population. Navajo Nation proposes to implement a 24/7 crisis response helpline designated as the Navajo Nation Crisis Counseling Care (NNC3) for the full 9 month period. If the client requires long-term support beyond the 9-month period of the RSP, the client will be referred to the local DBMHS, NAIHS MH, or THO MH services. The Navajo Nation proposes to renew Memorandums of Understanding to cooperate on the client care to support the system change. The Navajo Nation proposes to increase our NNC3 24/7 helpline at each Agency with contracted services to provide para-professional and professional support including referrals, emotional support, counseling and providing links to resources. The NNC3 RSP 24/7 helpline will provide social support among affected communities by implementing mental health help lines to reduce social, emotional distress and economic distress; and by doing so, to better cope with the grief loss, mental health and substance use disparities, lack of housing, water, electricity, road conditions, and transportation and overcrowded homes, multi-generational households. Culturally adapted targeted messaging will connect the available resources locally, regionally and nationally.

APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE (REGULAR SERVICES PROGRAM)

PART III: Geographic Areas and Needs Assessment

12. Estimated Population To Be Served:

OPTION A: Applicants may opt to use their own method for determining the estimated population to be served. Please cite data sources used. Please also list the proposed providers and the number of direct and non-direct staff anticipated.

OPTION B: Use the following table to estimate the impacted population for each requested service area (county, parish, tribal land, etc.). Populate the table using census data for the total population for each designated service area. Multiply the "percentage impact factor" by the "total census population" to arrive at an estimated population to be served during the RSP. Please select a "percentage impact factor" between ¾% (0.0075) and 2% (0.02) of your census population to target for services; provide a brief justification for the "percentage impact factor" you have chosen in the box below. Please also list the number of direct and non-direct staff anticipated.

Service Provider Name (if known) and Requested Declared Service Areas	Total Census Population in Requested Declared Service Areas	Percentage Impact Factor (0.0075 to 0.02)	Estimated Population to Be Served Within 9 Months	Number of Direct Staff FTEs (Crisis Counselors, Team Leads) (Typically 300:1 Ratio)	Number of Non- Direct Staff FTEs (Admin., Fiscal, Data, etc.) (Typically 15– 20%)
Eastern Agency	29912.00	0.0200	598.24	2.00	1.00
Fort Defiance	39188.00	0.0200	783.76	4.00	0.00
Central Agency	25599.00	0.0200	511.98	2.00	0.00
Western Agency	33532.00	0.0200	670.64	2.00	0.00
Northern Agency	28592.00	0.0200	571.84	2.00	1.00
HCOC	31364.00	0.0200	627.28	2.00	0.00
Tohajilee - Navajo	1591.00	0.0200	31.82	1.00	0.00
Ramah - Navajo	1400.00	0.0200	28.00	1.00	0.00
Alamo - Navajo	2006.00	0.0200	40.12	1.00	0.00
			0.00		
TOTALS:	193184.00		3863.68	17.00	2.00

Please describe any special circumstances not captured in the above table that will have an impact on the need for crisis counseling services. Include any high-risk groups or populations of concern (e.g., children, adolescents, older adults, ethnic and cultural groups, people with disabilities and other access and functional needs, lower-income populations, first responders). Please include your plan to reach these populations.

The NNC3 two contractors: Community Bridges, Inc. and Dine Medicine Man Association anticipate a high 2:1 ratio for the Direct Staff FTEs due to impact of the Covid-19 pandemic on the Navajo Nation which will be reassessed after NNC3 implementation. Two (2) Non-Direct FTEs are needed to assist the administrative, fiscal and data collection for the cultural adaptive transition of Navajo, Native American traditional healers as paraprofessionals to address special circumstances and high risk groups/populations which include people with disabilities, lower-income populations, first responders, and spiritual/faith-based organizations. The NNC3 flyer will be distributed throughout the Navajo Public Safety offices/facilities, medical facilities and all Navajo Department of Health Programs for outreach to high risk groups/populations. The Program Director and Media/Cultural Liaison will collaborate with Program Managers to establish formalized outreach process to the special populations and print specific best practice outreach brochures. Outreach methods will also include radio, social media resiliency campaign and self-care hard copy education flyers to diversify our communication outreach.

APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE (REGULAR SERVICES PROGRAM)

PART IV: Resources and Capabilities

13. Describe the current mental health resources and explain why they cannot meet the disaster-related mental health needs caused or aggravated by this disaster.

Navajo Nation like other Native American Nations experience high socio-economic, health disparities and lack para-professional and professional personnel to address needs for crisis counseling, mental health and substance use treatment before the Covid-19 pandemic. Current providers are tasked to provide counseling and treatment services to existing treatment center sites as the Navajo Nation begins to re-open with Covid-19 safety precautions. The NNC3 will help build the infrastructure to address the counseling, crisis response and network to determine who are in need of services.

14. Has the non-Federal entity received funds for mental health disaster response from any other source (e.g., U.S. Department of Education, foundations)? If so, how much and how are these funds used?

The Navajo Nation has not received funds for mental health disaster response from any other sources.

PART V: Program Administration

15. Will the State, Indian Tribal Government, or Territory be providing any direct crisis counseling services?

☐ Yes ☒ No

16. Insert or attach an overall organizational chart for this project.

See attachment.

17. Provide a brief description of administrative oversight plans (supervision and monitoring of crisis counselors, team leads, data collection efforts, managing and monitoring staff stress, etc.).

The Program Director will provide overall administrative oversight with direct supervision by each designated contractor team lead for the MHCCS helpline and telehealth program during this pandemic. Teleconference platform and electronic mail will be used to communicate weekly or as needed with each contractor team lead to share communication between FEMA/CMHS, program updates, ongoing needs assessment, and training to provide a cohesive RSP. A descriptive analysis will be utilized by the Program Director from ODESA to gain user and responder reported outcomes.

The contractor team lead staff will provide weekly or as needed direct supervision for each crisis counselor using a individualized or group telehealth or teleconferencing platform. Each contractor team lead staff will participate in debriefing and technical assistance for their team, review staff workload, and provide weekly report to the Program Director. Data collection in the ODESA system will be input by each crisis counselor/staff at the end of their shift and team lead will review collected data to ensure data collection compliance. Additional data needed may be requested of the contractor at the discretion of the Program Director. The Program Director will generate and review data to report monthly crisis counseling program data as required to FEMA. Due to the nature of the crisis counseling demands, each staff will participate in daily and weekly individual debriefing to manage stress and self-care with their team lead. Contractor team lead and staff will assure no staff will accrue overtime hours. The contractor team lead will provide weekly report or as needed of staff's stress and self-care to the Program Director.

18. How will the non-Federal entity monitor the organization and deployment of crisis counseling teams? If more than one provider agency will be delivering services, please describe the plan to coordinate services. If more than one provider will cover a service area, please attach or include a map that shows how the responsibility for that service area will be divided.

Each contractor agency will provide crisis counseling support to the Navajo Nation as they provide the Navajo specific (language, teachings, etc.), spiritual-based and western counseling worldviews needed for healing. Please see attached map of Navajo Nation. Coordination of crisis counseling care services will be implemented at the receiving of a NNC3 call to the Automatic Call Distribution (ACD) system options to request preferred language of Dine/Navajo or Bilagana/English. Another option can specify type of crisis counseling care: western counseling or Dine Traditional counseling. All contractor staff will be trained on referral and/or warm handoff to particular contractor agency of caller's request during NNC3 call. Additionally, all contractor staff will assist caller following FEMA training. The FEMA training materials and concepts may also be modified to

**APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE
(REGULAR SERVICES PROGRAM)**

better meet the needs of the Navajo population with a culturally responsive approach. NNC3 will assure coordination with SAMHSA or SAMHSA DTAC if proposed changes are made to the training curriculum.

**APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE
(REGULAR SERVICES PROGRAM)**

19. Describe the non-Federal entity's plan for quality control methods to ensure appropriate services reach survivors.

All staff will be involved in ongoing virtual RSP trainings according to FEMA CCP model indicators during the pandemic. The NNC3 campaign will provide consistent messaging to outreach high risk populations, to survivors, access to resources and to provide follow up. The Program Director will address quality control methods to ensure resources and referrals are documented and issues related to data collection. Essential partnerships with behavioral health and mental health agencies, hospitals, emergency departments and public safety stakeholders will be maintained by the contactor team leads and the Program Director with consultation and follow up of referrals, and additional resources.

20. With what organizations and community stakeholders will you partner? Select all that apply:

- ☒ Community mental health and substance abuse centers
- ☒ Schools
- ☒ Faith-based organizations
- ☒ First responders
- ☒ Community-based cultural organizations
- ☒ Law enforcement
- ☒ Local elected officials
- ☒ Long-term recovery groups
- ☒ Other:

Navajo Traditional Practitioners

Navajo Area Indian Health Services

Tribal Health Organizations

County Health Departments

State Health Departments: AZ, NM, UT

SAMHSA

CDC

FEMA

Navajo Nation government

21. Briefly describe how you will engage with the partners identified above.

All stakeholders will be invited to complete a Stakeholder Survey regarding mental health/behavioral health services, sharing of information and resources. Stakeholders will also be invited to participate in a virtual focus group to be scheduled quarterly for feedback and collaborate to address any accessibility gaps or strengths.

22. What primary Crisis Counseling Assistance and Training Program (CCP) services will you provide? Please select all that apply.

- ☒ Individual crisis counseling
- ☒ Group crisis counseling
- ☒ Brief educational or supportive contact
- ☒ Public education
- ☒ Assessment, referral, and resource linkage
- ☒ Community networking and support

23. What secondary CCP services will you provide? Please select all that apply.

- ☒ Development and distribution of educational materials
- ☒ Media and public service announcements

APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE (REGULAR SERVICES PROGRAM)

24. State Staffing Plan. Please provide information on the staffing at the State, Territory, or Tribe level. Include leadership positions and direct staff if the State, Territory, or Tribe is providing any direct services. Do not include provider-level staff.				
Type of Staff	Grant Funded # of Staff Members	Grant Funded # of FTEs (based on 40 hours per week)	Projected In-Kind # of Staff Members	Projected In-Kind # of FTEs (based on 40 hours per week)
Program Director			1.00	1.00
Data/Evaluation Specialist			1.00	1.00
Fiscal Specialist			1.00	1.00
Administrative Assistant			1.00	1.00
Cultural Media Liaison			1.00	1.00
Totals:	0.00	0.00	5.00	5.00

25. Describe the non-Federal entity's plan to ensure clear program identity (educational materials, wellness messaging, logos, etc.) and market the program (including website, hotline, social media, public service announcements, etc.).

Culturally sensitive branding will assist to create a clear program identity with consultation from appropriate Navajo cultural resources. The NNC3 will create and disseminate branding and resilience messaging with a designated web page, digital newsletter, using social media platforms such as DBMHS Facebook page, tribal program websites, Indian Health Services media, radio/public service messages throughout Navajo, and providing outreach with educational materials (i.e. handouts/flyers) to community Chapter Houses, schools, medical facilities, etc. NNC3 assures that providers will be able to host staff at their local or home offices with no additional cost.

26. Briefly describe the facilities to be utilized and your plan for securing office space for this project.

The NNC3 Program Director will be located at the Navajo Nation DBMHS central office in Window Rock, AZ. The contractor team leads will utilize their respective agency or home offices. The crisis counselor staff will utilize their respective offices or may work remotely with access to crisis line ACD system.

27. The CCP requires mandatory training during the RSP as described in the CCP guidance. Please describe the proposed training program for project staff, indicating the number of workers needing such training. Also include additional training (if any) that you plan to provide and the rationale for such training.

All NNC3 staff will be trained with a qualified CCP trainer in the virtual RSP CCP model. The trainings will include: 1) Core Content Training, 2) Transition to RSP/Mid-Program Training, and 3) Anniversary/Phasedown Training. Other trainings that will need to be provided are: 1) Navajo Wellness Model will have no additional costs to the program, 2) Skills for Psychological Recovery (SPR), and 3) Healing After Trauma Training (HATS) to provide a cohesive, holistic and culturally responsive crisis counseling helpline. The Navajo Wellness Model curriculum integrates the traditional ways of Navajo teachings with how one approaches daily life with a holistic approach of balance (Hozho) in the natural daily cycles of dawn, day, evening and nighttime. Cultural health and wellness teachings include self-identity, self-respect, self-care and resiliency.

28. Does the State, Territory, or Tribe have any experienced trainers who can provide training on the CCP model?

☐ Yes ☒ No

PART VI: Budget

29. Attach a Standard Form 424: Request for Federal Assistance (SF-424) and Standard Form 424a: Budget Information – Non-

**APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE
(REGULAR SERVICES PROGRAM)**

Construction Programs (SF-424a). These forms should include all projected operating costs.

30. Attach a budget narrative explaining each line item on the SF-424a.

APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE (REGULAR SERVICES PROGRAM)

PART VII: Assurances

31. Please indicate whether the following assurances have been completed and submitted with this application:

- | | | |
|--|--------------------------------------|--------------------------|
| a. Disclosure of Lobbying Activities (SF-LLL) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| b. Health and Human Services (HHS) Project Checklist | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

32. The Governor or Chief Tribal Executive agrees to and /or certifies that:

- ☒ The requirements are beyond the State, Territory, or Tribal Government's capabilities.
- ☒ The program, if approved, will be implemented according to the plan contained in the application approved by the Regional Administrator.
- ☒ The State, Indian Tribal Government, or Territory will maintain close coordination with and provide reports to the Regional Administrator.
- ☒ The State, Indian Tribal Government, or Territory's emergency plan, prepared under Title II of the Stafford Act, will include disaster mental health planning.

33. By signing below, the Governor's Authorized Representative (GAR) or the Chief Tribal Executive affirms that the foregoing questions have been answered correctly and truthfully to the best of their knowledge

Jonathan Nez, Navajo Nation President

Signature

Date

PART VIII: Application Checklist

34. The following documents are being submitted with this grant application:

- | | | |
|---|--------------------------------------|--------------------------|
| a. Completed RSP Application | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| b. Request for Federal Assistance (SF-424) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| c. Budget Information – Non-Construction Programs (SF-424a) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| d. HHS Project/Performance Site Location Form(s) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| e. Budget Narrative | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| f. Organizational Chart | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| g. Assurance Forms From Question 31 Above | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Navajo Nation - Navajo Department of Health

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-0092335

* c. Organizational DUNS:

0090017020000

d. Address:

* Street1:

P.O. Box 1309

Street2:

Window Rock Blvd Administration Building #2

* City:

Window Rock

County/Parish:

* State:

AZ: Arizona

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

86515-1309

e. Organizational Unit:

Department Name:

Navajo Department of Health

Division Name:

DBMHS

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Dr.

* First Name:

Michelle

Middle Name:

* Last Name:

Brandser

Suffix:

Title: Delegated Health Services Administrator

Organizational Affiliation:

Division of Behavioral & Mental Health Services (DBMHS)

* Telephone Number:

(928) 871-6240

Fax Number:

* Email:

mbrandser@navajo-nsn.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

FEMA

11. Catalog of Federal Domestic Assistance Number:

93.982, 97.032

CFDA Title:

Crisis Counseling Assistance and Training Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Navajo Nation Crisis Counseling Care (NNC3)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

AZ-001

* b. Program/Project

AZ-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	944,900.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	944,900.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Jonathan

Middle Name:

* Last Name:

Nes

Suffix:

* Title:

The Navajo Nation President

* Telephone Number:

(928) 871-8000

Fax Number:

* Email:

jonathannez@navajo-nsn.gov

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Crisis Counseling Assistance and Training Program	97.032 & 93.982	\$	\$	\$ 944,900.00	\$	\$ 944,900.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 944,900.00	\$	\$ 944,900.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Crisis Counseling Assistance and Training Program				
a. Personnel	\$ 0.00	\$	\$	\$	\$ 0.00
b. Fringe Benefits	0.00				0.00
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	134,606.65				134,606.65
f. Contractual	805,793.35				805,793.35
g. Construction	0.00				0.00
h. Other	4,500.00				4,500.00
i. Total Direct Charges (sum of 6a-6h)	944,900.00				944,900.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 944,900.00	\$	\$	\$	\$ 944,900.00
7. Program Income	\$ 944,900.00	\$	\$	\$	\$ 944,900.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Crise Counseling Assistance and Training Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year \$ 944,900.00	1st Quarter \$ 314,966.66	2nd Quarter \$ 314,966.67	3rd Quarter \$ 314,966.67	4th Quarter \$ 0.00
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$ 944,900.00	\$ 314,966.66	\$ 314,966.67	\$ 314,966.67	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Crise Counseling Assistance and Training Program	\$ 944,900.00	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$ 944,900.00	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	\$944,900.00	22. Indirect Charges:			
23. Remarks: Navajo Nation IDC Rate 18.70%					

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DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICE
(REGULAR SERVICES PROGRAM)

**Navajo Nation Crisis Counseling Care (NNC3)
BUDGET NARRATIVE**

The Navajo Nation, with project oversight by Navajo Department of Health Division of Behavioral and Mental Health Services will aim to increase our Navajo Nation Crisis Counseling Care (NNC3) at each Agency with contracted services to provide para-professional and professional support including referrals; emotional support; and providing resources. The NNC3 Regular Services Program (RSP) will provide social support among affected communities by implementing counseling care lines to reduce social, emotional distress and economic distress; and by doing so, to better cope with the grief loss, mental health and substance use disparities, lack of housing, water, electricity, road conditions, and transportation and overcrowded homes, multi-generational households. Culturally adapted targeted messaging will connect the available resources locally, regionally and nationally.

The Hataalii who will be providing direct services for the Navajo Nation Crisis Counseling Care (NNC3) in the field. Some of their locations are remote. They will utilize the tablets in the field to enter data into the Online Data Collection and Evaluation System (ODCES) and to be able to complete reports related to service delivery. The accessories and software for the tablet are:

Microsoft Office Professional Plus 2019 to enable them to complete service delivery reports, Emsisoft Business Security a malware anti-virus software. This software will help protect against hackers, anti-theft, viruses, spyware and other malicious programs.

Adjustable Anti-Theft Security Grip with Hand Strap to allow the direct staff to transport and access the tablet when in the field. This will assist in the damage prevention and protect the tablet from any damage beyond normal wear and tear.

The Hataalii who will be implementing the services for the NNC3 will be provided a cell phone to have access to the counseling care lines to provide traditional education based on cultural perspective of health/healing, perform spiritual counseling to patients and their families and refer patients to other resources if a higher level of care is necessary. The cell phone plan and accessories will provide added protection and ensure operations beyond normal wear and tear. The Hataalii are an integral aspect of the NNC3 and therefore equipment and supplies are required to ensure they are able to provide services to the community. The NNC3 line will be primarily person-to-person contact via phone calls therefore a cell phone and active phone plan are required to ensure calls are received when called.

Description	QTY	Rate	Amount
Panasonic Toughpad	8	\$2,237.25	\$17,898.00
Adjustable Anti-Theft Security Grip with Hand Strap	8	\$79.50	\$636.00
Microsoft Office Professional Plus 2019	8	\$561.80	\$4,494.40
EmsiSoft Business Security 3 years	8	\$31.80	\$254.40
Cell Phones Samsung Galaxy S10+	8	\$1,008.00	\$8,064.00
Cell Phone Accessories (Otter box Cover & Temper glass Screen Cover)	8	\$94.95	\$759.60
Cell Phone Plan (\$65.00/month x 9 month plan)	8	\$585.00	\$4,680.00

One of the most important aspect in establishing/developing the NNC3 is the Automatic Call Distribution (ACD) system that would establish the telephone network system and phone number the community can call or text into for crisis counseling care services. This system will maintain call flows, call queues, on hold messages, call forwarding, conferencing, free user-to-user calling, unlimited lines and extensions, customer support, and call management. This system is required to establish the NNC3. This crisis call system will be utilized by crisis counseling care call operators assigned to calls received. The cost of the automatic call distribution system is estimated based on the Center for Medicare Education setting up a hotline information. The NNC3 will be need to establish a disclaimer for callers and route callers to an appropriate operator based on their preference for western or Navajo traditional cultural crisis counseling care. The monthly cost of the Automatic Call Distribution System will vary per month as the number of calls are unknown. Quotations received from Telzio and Grasshopper is based on small business plans that includes all features and unlimited users based on usage.

	Rate	#	# of Months	Total
Monthly Commitment	\$79.00		9	\$711.00
Local Number	\$5.00		9	\$45.00
Per minute	\$0.06	20000	9	\$10,800.00
Per text	\$0.10	10000	9	\$8,640.00
				<u>\$20,196.00</u>

Automatic Call Distribution (ACD) System – Small Business Plan	9	\$2,244.00	\$20,196.00
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There are required trainings from the Crisis Counseling Assistance and Training Program (CCP) for this funding source. The three required virtual trainings are: 1) Core Content Training, 2) the combined Transition to RSP/Mid-Program training, and 3) the combined Anniversary/Phasedown Training. An approved CCP trainer will facilitate the two-day trainings. Other trainings that need to be provided are: 1) Navajo Wellness Model, 2) Skills for Psychological Recovery (SPR), and 3) Healing After Trauma Skills Training (HATS). The Navajo Wellness Model curriculum training integrates the traditional ways of Navajo teachings with how an individual approaches daily health. The core teachings emphasize four domains of health and wellness from the Navajo perspective that include self-identity, self-respect, self-care, and resiliency. The Skills for Psychological Recovery training aims to help survivors gain skills to manage distress and cope with post-disaster stress and adversity. SPR is appropriate for developmental levels across the lifespan and is culturally informed. The Healing After Trauma Skills (HATS) is a manual for professionals, teachers, and families working with children after trauma/disaster. The trainings being provided to the operators will provide them with an array of resources to respond to crisis counseling care call more effectively and efficiency.

Training/Registration - Required Crisis Counseling Assistance & Training Program			
Core Content Training (2 days)	2	\$750.00	\$1,500.00
Transition to RSP/Mid-Program Training (2 days)	2	\$750.00	\$1,500.00
Anniversary/Phasedown Training (2 days)	2	\$750.00	\$1,500.00
Navajo Wellness Model			\$0.00
Skills for Psychological Recovery (SPR)			\$0.00
Healing After Trauma Skills Training (HATS)			\$0.00

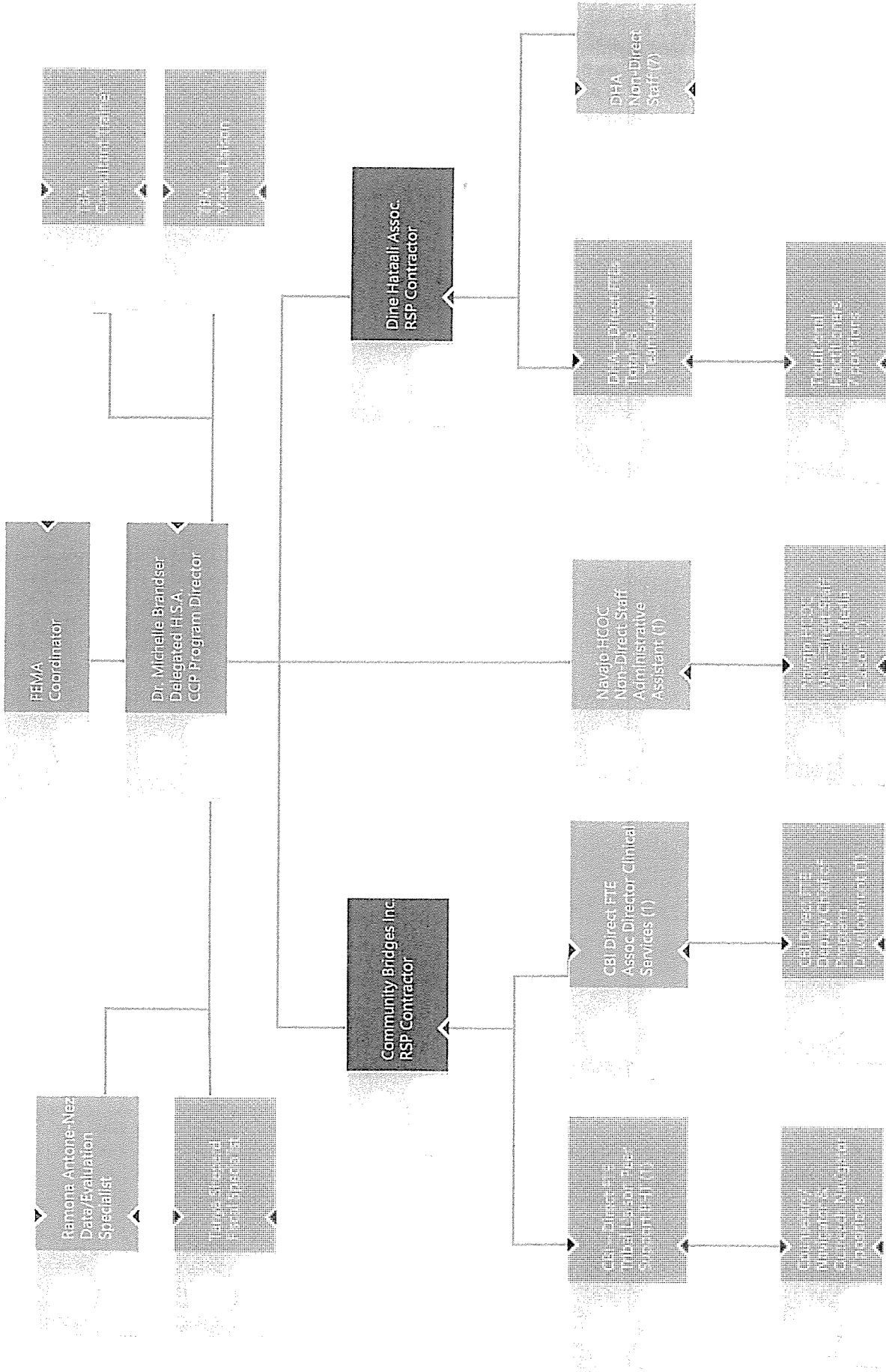
The NNC3 will be marketed both on and off the Navajo Nation to serve as a resource to community members. A marketing consultant will provide oversight for all marketing strategies to keep messaging and outreach consistent. Marketing strategies will include but not limited to print and radio advertisement, social media resiliency campaign, public service announcements, website development, and outreach presentations to communities and departments within the Navajo Nation. Marketing and media will be utilized to raise awareness of the NNC3 and to promote coping skills, healthy lifestyles, health and wellness, and prevention messaging related to mental health, stress, grief and loss, wellness. All marketing strategies will be inclusive of Navajo culture and language. Included in marketing and outreach is the procurement of program educational outreach items to promote prevention messages and to raise awareness about the NNC3. Educational outreach items will be distributed to community members. Educational outreach items could include but not limited to brochures, flyers, booklets, and pamphlets. The marketing consultant fees will be identified as the consultant who sole roles and responsibilities will be the implementation and marketing of the NNC3. They will be develop prevention messages, create layouts, and coordinate with area vendors for advertising.

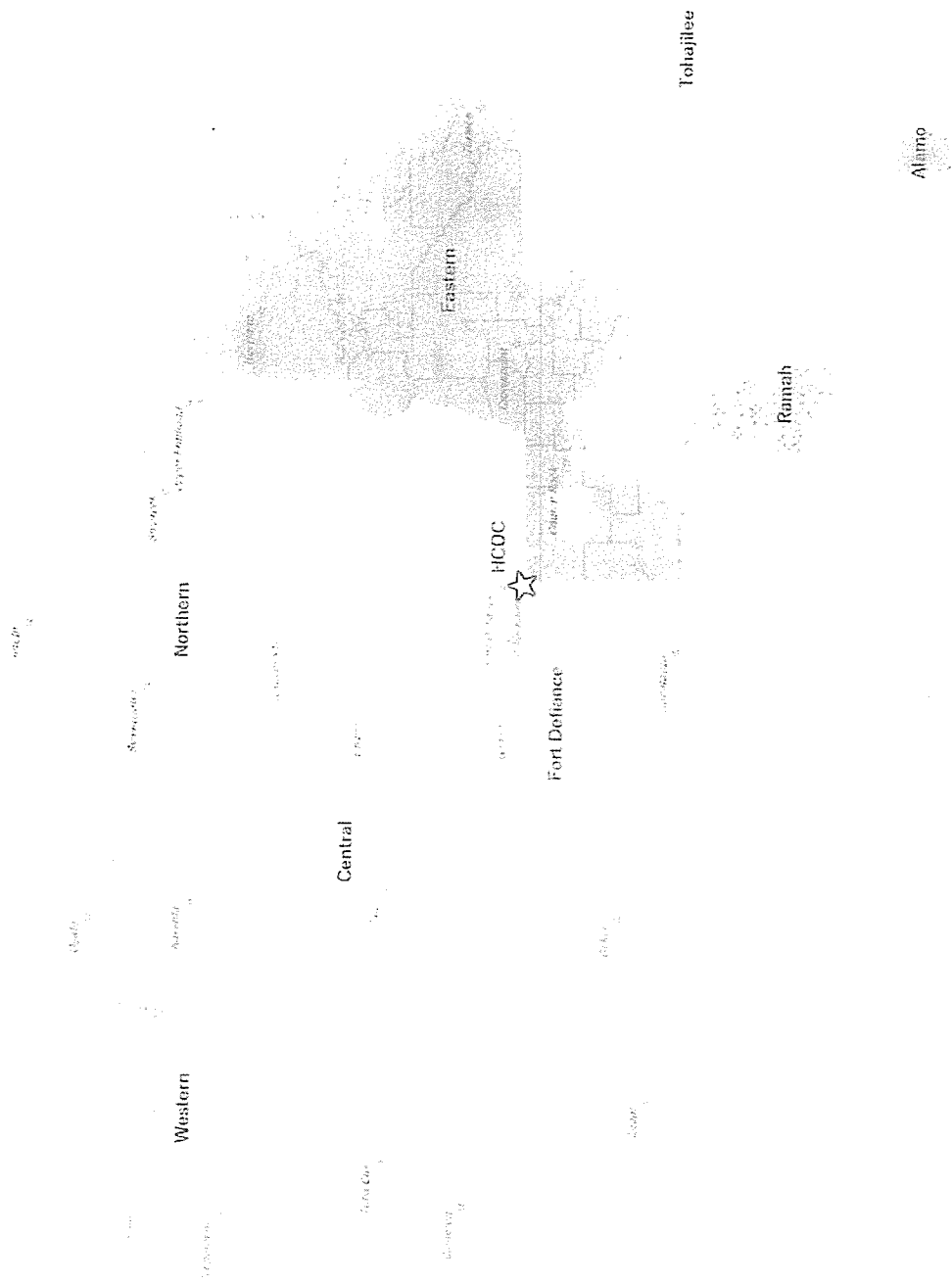
Contractual – Description	QTY	Rate	Amount
Marketing Consultant Fees	9 months	Varies	\$41,607.72
Website Design and Development	Qty: 1	\$5,500.00	\$5,500.00
Digital Display Rent – Digital Billboard Monthly Rental	9 months	\$2,120.00	\$19,080.00
Print Advertising – ½ page, full color	Qty: 39	\$843.75 x 39 + Sales Tax \$1,974.38	\$34,880.63
Radio Advertising – 60 seconds radio ad	Qty: 729	\$33.00 x 729 = \$24,057.00 + Sales Tax \$1,443.42	\$25,500.42
Marketing - Program Educational Outreach Items	Varies	Varies	\$18,359.20

It is the intent of the NNC3 to subcontract two entities to provide direct individual and group counseling, assessments and referrals, and public education to the community. The contractors identified will operate the 24/7 crisis warm line for the Navajo Nation. Each subcontractor, Community Bridges, Inc. and Diné Medicine Man Association, Inc. will provide crisis-counseling support to the Navajo Nation as they provide the Navajo specific (language, teachings, etc.), spiritual-based and western counseling worldviews needed for healing. The areas of coverage will include the five agencies (Eastern, Fort Defiance, Central, Western, and Northern), three satellite communities (To'hajiilee, Ramah, and Alamo), and Health Command Operations Center (HCOC). The Navajo Nation proposes to implement the NNC3 for a nine-month period. The two subcontractors will have the ability to make referrals for any client that needs additional resources and services for long-term care beyond the nine-month project period. Direct costs include personnel costs, travel costs, equipment and supplies costs, and occupancy and telephone service costs. All costs associated with the contractors are costs to provide direct services for the NNC3. All personnel are budgeted at 273 days to cover the nine-month period however no personnel will be completing overtime or any hours beyond 40 hours per week. Diné Medicine Man Association, Inc. will be working with eight (8) Hataalii who will be part time working 3-hour shifts throughout the seven-day week. Two part-time employees equal one full-time employees. Diné Medicine Man Association, Inc. will be implementing a Nidaa (Enemy Way) and Cleansing/Beauty Way Ceremony in respect to this project to protect community members in a traditional aspect. Supplies and offering include but are not limited to Navajo baskets, cloths/materials, Pendleton blankets, and buckskin during the ceremonies, and offering

for the Hataalii/helpers during and performing the ceremonies. Diné Medicine Man Association, Inc. will be traveling to implement and take phone calls; since they are in remote areas, this may require traveling to a centralized location to have cell service and no dropped calls. The budgeted amount is an overall estimated amount for the nine-month period. Community Bridges, Inc. will be working with five (5) Navigators who will be FTE working a maximum of 40 hours a week staffing call lines. The Associate Director of Clinical Services and Deputy Chief of Program Development will be in kind positions assisting with the implementation of these services serving as Team Leader and Project Manager for this project. The Tribal Liaison will be working part time with four hours a day. Office supplies for Community Bridges, Inc. will include basic office supplies (i.e. pens, staples, paper clips, highlighters, paper, etc.) Occupancy for Community Bridges, Inc. is the workspace for the direct person who will be working on this project. Calculation for occupancy is \$122.00/month for nine (9) months x 5.5 FTEs. This amount encompasses rent, utilities (electric/gas, garbage/sewer, and water), repairs, and maintenance. Community Bridges, Inc. will not have any travel related activities or follow up in the field, therefore no travel expenses will incur.

Contractual - Community Bridges, Inc.		\$318,317.40
<i>Direct Personnel Costs (5 FTE, 2 In Kind, 1 PTE)</i>	\$236,385.24	
<i>Fringe Costs (standard employee benefits 22.44%)</i>	\$53,044.85	
<i>Direct Equipment Costs (office supplies, laptops)</i>	\$11,250.00	
<i>Other Contractual Costs (phones, occupancy)</i>	\$17,637.31	
Contractual - Diné Medicine Man Association, Inc.		\$420,172.23
<i>Direct Personnel Costs (10 PTE = 5 FTE)</i>	\$409,909.50	
<i>Direct Travel Costs (7500 miles x \$0.56/mile for 5 FTEs)</i>	\$4,200.00	
<i>Direct Supplies Cost</i>	\$6,062.73	





Tahajlee

Alimo

Ramah

HCOC

Fort Defence

Central

Northern

Western

Eastern

RSP Narrative Budget Tool for the State or Tribe

Name of State or Tribe: Navajo Nation (Navajo Department of Health)						
Microsoft Office Professional Plus 2019		\$561.80	8.00		\$4,494.40	
Emsoft Business Security 3 years		\$31.80	8.00		\$254.40	
Cell Phones Samsung Galaxy S10+		\$1,008.00	8.00		\$8,064.00	
Cell Phone Accessories (Otterbox Cover & Temperglass Screen Cover)		\$94.95	8.00		\$759.60	
Cell Phone Plan (\$65.00/month x 9 month plan)		\$585.00	8.00		\$4,680.00	
Automatic Call Distribution (ACD) System - Small Business Plan		\$2,244.00	9.00		\$20,196.00	
Supplies Total: <i>The total on this line should be reflected in line 6e. of the SF-424a.</i>						\$0.00
Total Direct Charges: <i>The total on this line should be reflected in line 6i. of the SF-424a.</i>						\$0.00
Contractual Costs						
Contractual Consultant/Trainer Costs						
Rates		Unit Cost	Days		Total Funded Costs	Total In-Kind Costs
Core Content Training (2 days)		\$750.00	2.00		\$1,500.00	
Transition to RSP/Mid-Program Training (2 days)		\$750.00	2.00		\$1,500.00	
Anniversary/Phasedown Training (2 days)		\$750.00	2.00		\$1,500.00	
Navajo Wellness Model		\$0.00				
Skills for Psychological Recovery (SPR)		\$0.00				
Healing After Trauma Skills Training (HATS)		\$0.00				
Travel	Miles	Rate	Days		Total Funded Costs	Total In-Kind Costs
Subtotal Contractual Consultant/Trainer Costs					\$4,500.00	\$0.00
Contractual Media/Public Information Costs						
					Total Funded Costs	Total In-Kind Costs
Marketing Consultant Fees					\$41,607.72	
Website Design and Development					\$5,500.00	
Digital Display Rent - Digital Billboard Rent					\$19,080.00	
Print Advertising - 1/2 page, full color					\$34,880.63	
Radio Advertising - 60 seconds					\$25,500.42	
Marketing - Program Educational Outreach Items					\$18,359.20	
Subtotal Media/Public Information Costs					\$144,927.97	\$0.00
Other Contractual Costs						

Name of State or Tribe: Navajo Nation (Navajo Department of Health)

Budget Line Item Description					Total Funded Costs	Total In-Kind Costs
Direct Costs						
Direct Personnel Costs		No. of FTE	Hours per Day	Rate	Days	Total In-Kind Costs
Personnel Total: <i>The total on this line should be reflected in line 6a. of the SF-424a.</i>					\$0.00	\$0.00
Fringe					Total Funded Costs	Total In-Kind Costs
<input type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.						
Fringe Benefits Total: <i>The total on this line should be reflected in line 6b. of the SF-424a.</i>					\$0.00	\$0.00
Direct Travel Costs		Miles	Rate	Days	Total Funded Costs	Total In-Kind Costs
<input type="checkbox"/> Check this box to confirm that these are the usual and customary rates for this organization.						
Travel Total: <i>The total on this line should be reflected in line 6c. of the SF-424a.</i>					\$0.00	\$0.00
Direct Equipment Costs		Unit Cost	No. of Units	Total Funded Costs	Total In-Kind Costs	
Equipment Total: <i>The total on this line should be reflected in line 6d. of the SF-424a.</i>					\$0.00	\$0.00
Direct Supplies Costs		Unit Cost	No. of Units	Total Funded Costs	Total In-Kind Costs	
		\$2,237.25	8.00	\$17,898.00		
Adjustable Anti-Theft Security Grip with Hand Strap		\$79.50	8.00	\$636.00		

RSP Narrative Budget Tool for the State or Tribe

Name of State or Tribe: Navajo Nation (Navajo Department of Health)			
		Total Funded Costs	Total In-Kind Costs
		\$318,317.40	\$103,447.32
	Contractual - Community Bridges, Inc.		
	Contractual - Dine Medicine Man Association, Inc.	\$420,172.23	
		\$738,489.63	\$103,447.32
<i>Subtotal Other Contractual Costs</i>			
<i>Total Contractual Charges: The total on this line should be added to the totals from all provider budgets and reflected in line 6f. of the SF-424a.</i>		\$887,917.60	\$103,447.32
TOTAL STATE OR TRIBE COSTS		\$944,900.00	\$103,447.32

RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Community Bridges, Inc.							
Geographic Areas to be Served: The Navajo Nation							
Laptop - Monitors with Docking Station		\$1,800.00		5.00		\$9,000.00	
Supplies Subtotal						\$0.00	
Subtotal Direct Provider Charges						\$11,250.00	
						\$300,680.09	
						\$51,007.32	
Contractual Costs							
Contractual Consultant/Trainer Costs							
Rates		Daily Rate	Days	Total Funded Costs	Total In-kind Costs		
Travel	Miles	Rate	Days	Total Funded Costs	Total In-kind Costs		
Subtotal Contractual Consultant/Trainer Costs				\$0.00	\$0.00		
Contractual Media/Public Information Costs							
				Total Funded Costs	Total In-kind Costs		
Subtotal Media/Public Information Costs				\$0.00	\$0.00		
Other Contractual Costs							
				Total Funded Costs	Total In-kind Costs		
Telephone (designated land line \$1,005/month x 9 months + \$33.31 set up)				\$9,078.31			
Cell Phones (\$56.00/month x 9 months x 5 FTEs)				\$2,520.00			
Occupancy (\$122/month per FTE x 5.5 FTEs)				\$6,039.00			
Indirect Overhead Costs					\$52,440.00		
Subtotal Other Contractual Costs				\$17,637.31	\$52,440.00		
Subtotal Contractual Provider Charges				\$17,637.31	\$52,440.00		

RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Community Bridges, Inc.

Geographic Areas to be Served: The Navajo Nation

Budget Line Item Description							Total Funded Costs	Total In- kind Costs
Direct Costs								
Direct Personnel Costs							Total Funded Costs	Total In- kind Costs
Navigator - each FTE works 40 hours/week staffing call line				5.00	8.00	\$19.19	273.00	\$209,554.80
Team Leader (Assoc Dir Clin Serv)				1.00	2.00	\$40.56	273.00	\$22,145.76
Project Manager (Dep Chief Prog Dev)				1.00	2.00	\$52.86	273.00	\$28,861.56
Tribal Liaison - Peer Support BHT				1.00	4.00	\$24.57	273.00	\$26,830.44
Personnel Subtotal							\$236,385.24	\$51,007.32
Fringe							Total Funded Costs	Total In- kind Costs
Standard Employee Benefits						22.44%		\$53,044.85
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.								
Fringe Benefits Subtotal							\$53,044.85	\$0.00
Direct Travel Costs					Miles	Rate	Days	Total Funded Costs
<input type="checkbox"/> Check this box to confirm that these are the usual and customary rates for this organization.								
Travel Subtotal							\$0.00	\$0.00
Direct Equipment Costs						Unit Cost		Total Funded Costs
Equipment Subtotal							\$0.00	\$0.00
Direct Supplies Costs						Unit Cost	No. of Units	Total Funded Costs
Office Supplies (\$50.00 x 5 FTE x 9 months)						\$2,250.00	1.00	\$2,250.00

RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Community Bridges, Inc.		
Geographic Areas to be Served: The Navajo Nation		
Total Provider Charges: <i>The total on this line should be added to the State's contractual costs and any other provider budget totals and reflected in line 6f. of the SF-424a.</i>		
	\$318,317.40	\$103,447.32

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: AZ-001			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: FEMA			7. Federal Program Name/Description: Crisis Counseling Assistance and Training Program CFDA Number, if applicable: 97.032; 93.982		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 944,900.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: Jonathan Nez Title: Navajo Nation President Telephone No.: (928) 871-7000 Date: _____		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Project/Performance Site Location(s)

Project/Performance Site Primary Location

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Navajo Nation DOH DBMHS

DUNS Number: 0090017002000

* Street1: PO Box 1390

Street2:

* City: Window Rock

County:

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 86515-1390

* Project/ Performance Site Congressional District: AZ-001

Project/Performance Site Location 1

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code:

* Project/ Performance Site Congressional District:

Additional Location(s)

Add Attachment

Delete Attachment

View Attachment

Project/Performance Site Location(s)

Project/Performance Site Primary Location

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Dine Medicine Man Association, Inc.

DUNS Number: 1183050840000

* Street1: P.O. Box 4746

Street2:

* City: Kayenta

County: Navajo

* State: AZ: Arizona

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 86033-4746

* Project/ Performance Site Congressional District: AZ-001

Project/Performance Site Location 1

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code:

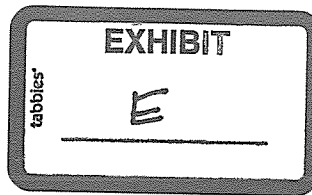
* Project/ Performance Site Congressional District:

Additional Location(s)

Add Attachment

Delete Attachment

View Attachment



Document No. 017312

Date Issued: 09/23/2021

SECTION 164 REVIEW FORM

Title of Document: FEMA CCPS RSP: FEMA-4582-DR NN Contact Name: SHEPERD, TANYA LYNN

Program/Division: DEPARTMENT OF HEALTH

Email: tlsheperd@navajo-nsn.gov Phone Number: (928) 871-7578

Division Director Approval for 164A:

Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days, except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council

<input type="checkbox"/>	Statement of Policy or Positive Law:		Sufficient	Insufficient
	1. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
	1. OMB: <u></u>	Date: <u>11/11/21</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. OOC: <u></u>	Date: <u>12/7/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. OAG: <u></u>	Date: <u>12/20/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 164(B) Final approval rests with the President of the Navajo Nation

<input type="checkbox"/>	Grant/Funding Agreement or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Subcontract/Contract expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. BRD: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.O.A. or Letter of Assurance expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>


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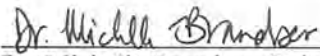


JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

MEMORANDUM

TO : 164 Reviewers

THRU : 
Dr. Jill Jim, Executive Director
Navajo Department of Health

FROM : 
Dr. Michelle Brandser, Delegated Health Services Administrator
Division of Behavioral and Mental Health Services

DATE : October 4, 2021

RE : IDC Waiver Request – FEMA CCPS RSP

I am forwarding 164 #17312 for review and signature. The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) requests approval of a waiver of indirect costs in a grant aware of the Application for Crisis Counseling Program Service (Regular Services Program) from Federal Emergency Management Agency in the amount of \$43,095.00. The Crisis Counseling Assistance and Training Program (CCP) is a federally funded supplemental program that enables government agencies to provide crisis-counseling services. In accordance with the Budget Instruction Manual (Appendix L. VIII. C.):

1. Budget for recovery of IDC Funds shall be included in application for federal funds and awards pursuant to 2 N.N.C. §701(A)(10). Budget for recovery of IDC shall be included in application and award for state, county, and local government funding agencies provided that the funding agency allows for IDC recovery. It is not request for Program to seek a waiver of the IDC rate under 2 N.N.C. §701(A)(10) if the non-federal funding agency does not allow the program to apply the current IDC rate under the latest approved IDC Negotiation Agreement. ...
4. Proposed use of an IDC rate that is different from the latest approved IDC rate requires approval of a waiver by the Naa'bik'iyáti' Committee pursuant to 2 N.N.C. §701(A)(10). The program requesting the waiver of the approved IDC rate must commit its NN general funds to offset the loss of indirect costs (2 N.N.C. §701(A)(10)(b)). Chapters requesting a waiver are not subject to administrative costs assessed by the central government (2 N.N.C. §701(A)(10)(c)).
5. If a funding agency has a statutory cap on administrative costs but the funding agency allows the Navajo Nation program to use the current negotiated IDC rate to recover IDC, the program is nto required to seek a waiver of the IDC rate from the Naa'bik'iyáti' Committee, even if the administrative cost cap has the effect of reducing the overall IDC recovery.

DBMHS included indirect costs in the original grant application submitted to FEMA. However, FEMA advised, via email on July 6, 2021, in accordance with the Individual Assistance Program and Policy Guidance (IAPPG) regarding the Crisis Counseling Program (CCP) indirect costs are unallowable. (Chapter 5 page 213)

Indirect Costs – Unallowable: FEMA does not authorize the use of funds for indirect costs. Indirect costs, including management costs, are defined as cost not directly chargeable to a specific project. Please not that even if an indirect cost rate is established, it is subject to statutory and administrative limitations. A CCP aware recipient or provider is not entitled to an established

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

rate for services provided under the CCP award. The program's statutes, regulations, and policy govern whether any indirect costs are eligible. Section 324 of the Stafford Act requires FEMA to establish management cost rates through regulations. At this time, FEMA does not have regulations that govern the eligibility of indirect costs for the CCP.

FEMA sent a letter dated August 30, 2021 notifying the Navajo Nation/DBMHS of the grant application approval for the Crisis Counseling Regular Services Program for FEMA-4582-DR Navajo Nation in the amount of \$944,900.00. This letter included special conditions which included "\$43,095 in indirect costs are disallowed and not included in the recommended funding total."

As IDC cannot be received under this awarded grant, DBMHS requests the approval of a waiver of an IDC rate different from the latest approval IDC rate. This grant was awarded through FEMA, a federal funding agency, so the BIM, Appendix L, VII, C, A, would not apply. DBMHS is a 100% federally funded program therefore has no General Funds to commit to offset the loss for indirect costs. DBMHS intends to seek a waiver from the Naa'bik'iyáti' Committee through legislation in order to comply with Navajo Nation law. Your review and approval of the 164 packet and legislation is appreciated. If you have any questions, contact me at (928) 871-6240. Thank you.

xc: *File*



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

DOREEN N. MCPAUL
Attorney General

KIMBERLY A. DUTCHER
Deputy Attorney General

MEMORANDUM

TO: Dr. Michelle Brandser, Delegated Health Services Administrator
Division of Behavioral & Mental Health Services/NDOH

FROM: /S/
Michelle Begay Nakai, Senior Attorney
Human Services & Government Unit/NNDOJ
Office of the Attorney General

DATE: October 8, 2021

SUBJECT: RFS 21-2175 – IDC Waiver Legislation Request

The Navajo Nation Department of Justice (NNDOJ) reviewed the proposed documentation submitted by the Division of Behavioral & Mental Health Services (DBMHS) for pre-review. DBMHS has been awarded a grant from the Federal Emergency Management Agency (FEMA) for Crisis Counseling Program Services and the award does not include indirect cost (IDC) recovery.

Pursuant to 2 N.N.C. § 701(A)(10)(a), the Naabik'iyáti' Committee may waive the IDC rate when "the division requesting the waiver demonstrates a statutory and/or regulatory requirement that limits the indirect cost rate available for a particular grant." While the accompanying memorandum from DBMHS references P196 of the FEMA Individual Assistance Policy and Procedure Guidance on Indirect Costs, DBMHS does not include a specific citation to the appropriate statutory or regulatory requirement that disallows recovery of IDC. NNDOJ recommends that DBMHS revise the memorandum to clearly indicate what federal law or regulation prohibits the grantor (FEMA) from including indirect costs under the awarded grant. .

NNDOJ reviewed the document and provided some written comments regarding the proposed memo. NNDOJ recommends that DBMHS revise the memorandum by providing all available information that supports DBMHS's request for an IDC waiver from the Naabik'iyáti' Committee per 2 N.N.C. § 701(A)(10)(a). Additionally, since this waiver also requests that DBMHS does not have general funds to commit to offset the loss of IDC funds, NNDOJ recommends that DBMHS clarify that portion.

Please contact me by email at mbegay@nndoj.org if you have further questions.

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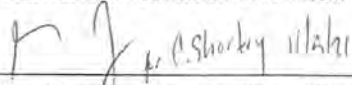
JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



November 9, 2021

MEMORANDUM

TO : Dr. Michelle Brandser, Health Services Administrator
Department of Behavioral Mental Health Services (DBMHS) / NDOH

FROM : 
Cordell Shortey, Contracting Officer
Contracts & Grants Section / OMB

SUBJECT : **Document No. 017312:** IDC Recovery Waiver Request – FEMA CCPS
RSP/FEMA-4582-DR NN

The subject document was surnamed by Dr. Jim on 10/04/21. It was received at CGS/OMB as a 164(A) Review on 11/1/21. The document was reviewed based on the attached CGS Document Review Checklist. It was determined insufficient due to the issue noted below:

1. CGS contacted DBMHS on 11/4/21 for copy of Executive Official Review initially submitted for approval to funding agency. DBMHS provided a copy on 11/5/21, which delayed processing.
2. After review of the contents in EOR Doc. No. 016216, the initial proposed budget was attached with the IDC Recovery included. However, with the FEMA letter of Aug. 30, 2021, funding source cited that Indirect Cost was disallowable and will not be part of the total funding to the Nation. Thereafter, DBMHS has removed the IDC from the enclosed budget. The initial proposed budget was to be maintained until such time Legislative Committee has issued a final approval on the requested waiver. DBMHS is advised to add the IDC Recovery back in to the budget in the 164(A) document.

DBMHS is advised to complete issue above. In addition, DBMHS is advised to ensure that all future review packets are check for completeness prior to submitting for review to prevent delays on implementation.

Contact our office at (928) 871-6033 if you have question.

Attachment:

XC: File
Dr. Jill Jim, Executive Director / NDOH



Contracts and Grants Section / OMB
Document Review Check on Grant Application, Award or Modification

(Fill in Spaces Highlighted Green that Apply)

Document Review No. / Date : **164A #017312 / 11.4.2021**

Application, A. **A** Hard or On-line Submit? **Hard Copy**

Appli. due date: _____ Date Appli. Submitted to funding agency: _____

Award, B or C. _____ Mod. No., _____

Signature Block for Branch Chief? _____

FY 2021 NN BIM Appendix L Sec. IV. Submit Grant Application/Accept Grant Award

- A. Application, Sec. 164(A) or Executive Official Review on EO 07-2013
 Reference Application e.g., SF-424, etc. **SF-424 and Regular Service Program (RSP) App**
- 1 Grant Agreement, Terms & Conditions **Yes**
 Budget **\$944,900.00** Funding Period **2021 - 2022**
- 2 Scope of Work (SOW) specific to grant purpose. **Yes**
- 3 Required NNBF 1-5: budget comply w/ Sec. III. B. justify, calcu., etc. **Attached - needs correction**
 - NNBF 3 supported by DPM List of Employee Assignment **Attached - needs correction**
 - Budget each Subcontract Separate **None**
On lower right hand corner of each page, initial & indicate date of review.
- 4 IDC, use most current approved IDC rate. Indicate FY & IDC Rate **Not attached**
 - Supported by IDC calculation check sheet, page 86 of BIM. **Not attached**
- 5 Cost Sharing Contribution, Form Appendix L-2 **N/A**
- 6 CFDA No. on federal funds **N/A**
- 7 DUNS no. 009001702 **009001702**
- 8 SAMS **N/A**
- B. Award, Sec. 164(B) Review; Address Appli. requirement above.
 - Document review no. on Appl./ Date **N/A**
 - Notice of Grant Award (NOGA) / Date (attach): **N/A**
 - Change to Appli. on Award, explain in **Comment** section below **N/A**
- C. Award (automatic) for successor year on multi-year contract; Address Appli. requirement above.
 - Term (Begin & End Date) of multi-year contract **N/A**
 - NOGA / Date (attach): **N/A**
- D. Sec. III. C. Contract Modification, Form Summary of Change to Ext Grant Budget Appdx L-1
Additional allocation to annual award e.g., CR funding on federal award.
 - Required NNBF 3 or 4 or both. **N/A**
 - NOGA / Date (attached): **N/A**

E. **Comment on issues, concerns, etc.**

Review 11/4/2021: remarks were to issue concern with budget enclosed in the 164A packet and request copy of EOR Doc. No. 16216 from program. 11/5/21 - CGS received copy of EOR packet to verify initial budget. *Review of 11/9/21: After thorough review of document, CGS has deemed it insufficient for the following issue: 1) During the Executive Official Review Doc. No. 016216, the application was approved with the IDC Recovery in the budget. However, program has removed the IDC from the budget for this 164A Document Review. Program is advised to maintain the initial budget with IDC until such time Legislative Committee has issued a final approval on the requested waiver. Program is to add the IDC back onto the budget packet in the 164A document.*

F. Document is Sufficient or Insufficient: **Insufficient**

G. Review By / Date: **J. James, SCA / 11.9.2021**

Surname By / Date: **for A. Shockey 11/9/21**

Result of Review: Explain by memorandum reason document is deemed Insufficient and issues/concerns noted in Section E above. **Doc Review Check Grant Appl Award_164A DN 017312_11.4.21**

Dev. Sept. 2017

NAVAJO NATION

1241

4/14/2022

Naa'bik'iyati' Committee Regular Meeting

07:30:29 PM

Amd# to Amd#	New Business: Item C.	PASSED
MOT Slater, C	-Legislation 0038-22:	
SEC Wauneka, E	Approving and Accepting the	
	Navajo Nation Division of. . .	

Yeas : 15

Nays : 0

Excused : 6

Not Voting : 2

Yea : 15

Begay, E	Crotty	Slater, C	Walker, T
Begay, K	Freeland, M	Tso, D	Wauneka, E
Begay, P	Henio, J	Tso, E	Yellowhair
Charles-Newton	James, V	Tso, O	

Nay : 0

Excused : 6

Brown	Smith	Tso, C	Yazzie
Daniels	Stewart, W		

Not Voting : 2

Nez, R	Halona, P
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Presiding Speaker: Damon