

## REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

		Grant Year	<b>FY23-24</b>
Project #	<u>GF</u>	Dept. Name	<u>Youth Services Bureau</u>
Revenue #	<u>2800-1012-XXXXXX-0000-000</u>	Account Title	<u>Federal Assistance</u>
Expend. #	<u>2800-1012-XXXXXX-0000-000</u>	Account Title	<u>Drug Free Communities</u>
Source:	<u>Centers for Disease Control</u>		

**Request Amount \$125,000**

Previous Year's Expenditure	
Department Request	
Approved by Mayor	
Approved by Finance Board	
Approved by Board of Reps.	
Revised Budget	
Balance in Account	
Projected Exp. & Enc.	

Part B - Request Description and Supporting Calculations

The City of Stamford has been awarded a grant from the Centers for Disease Control for prevention activities to reduce youth use of alcohol and marijuana by decreasing availability and increasing perception of harm. The project will also strengthen the Stamford Local Prevention Council (LPC) by increasing community collaborations and engaging community organizations, community groups and individuals in coalition initiatives and activities. The award is for \$125,000 with a 100% match requirement. The nonfederal match is derived from in-kind and staff salaries already supported in the operating budget.

BUDGET SUMMARY- Annual Budget Category	Federal Request	Non-Federal Request	Total
Personnel	12,000	26,588	38,588
Fringe	0	0	0
Travel	15,113	0	15,113
Equipment	0	0	0
Supplies	8,219	802	9,021
Consultants	83,168	97,610	180,778
Other	6,500	1,500	8,000
<b>Total</b>	<b>125,000</b>	<b>126,500</b>	<b>251,500</b>

TAX IMPACT                      0.000 Mills

Part C - Approvals

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Teresa Drew, Director

\_\_\_\_\_  
Elda Sinani, Director of OPM

\_\_\_\_\_  
Ben Barnes, Director of Administration

\_\_\_\_\_  
Caroline Simmons, Mayor



**Recipient Information**

**1. Recipient Name**

CITY OF STAMFORD  
888 Washington Blvd  
Department of Health  
Stamford, CT 06901-2902

**2. Congressional District of Recipient**  
04

**3. Payment System Identifier (ID)**  
1066001897A1

**4. Employer Identification Number (EIN)**  
066001897

**5. Data Universal Numbering System (DUNS)**  
072121601

**6. Recipient's Unique Entity Identifier (UEI)**  
M6TJF6HZ7M64

**7. Project Director or Principal Investigator**  
Ms. Teresa Drew  
TDrew@StamfordCT.gov  
203-977-4911

**8. Authorized Official**

Ms. Caroline Simmons  
mayorsoffice@stamfordct.gov  
203-977-4911

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. LaShaun Williams  
Grants Management Specialist  
qoo5@cdc.gov  
404.498.4087

**10. Program Official Contact Information**

Taynel Albarran  
Public Health Advisor  
qky9@cdc.gov  
404-498-2093

**Federal Award Information**

**11. Award Number**

1 NH28CE003657-01-00

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

NH28CE003657

**13. Statutory Authority**

Drug-Free Communities Act, 21 USC 1531 et seq., P.L. 105-20

**14. Federal Award Project Title**

Stamford Local Prevention Council (SLPC) efforts to reduce and prevent youth misuse of alcohol and marijuana

**15. Assistance Listing Number**

93.276

**16. Assistance Listing Program Title**

Drug-Free Communities Support Program Grants

**17. Award Action Type**

New

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	09/30/2023	- End Date	09/29/2024
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$125,000.00
20a. Direct Cost Amount			\$125,000.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$0.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$126,500.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$251,500.00
<b>26. Period of Performance Start Date</b>	09/30/2023	- End Date	09/29/2028
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$251,500.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Kevin Heath  
Grants Management Specialist

**30. Remarks**



<b>Recipient Information</b>	
<b>Recipient Name</b> CITY OF STAMFORD 888 Washington Blvd Department of Health Stamford, CT 06901-2902	
<b>Congressional District of Recipient</b> 04	
<b>Payment Account Number and Type</b> 1066001897A1	
<b>Employer Identification Number (EIN) Data</b> 066001897	
<b>Universal Numbering System (DUNS)</b> 072121601	
<b>Recipient's Unique Entity Identifier (UEI)</b> M6TJF6HZ7M64	
<b>31. Assistance Type</b> Project Grant	
<b>32. Type of Award</b> Other	

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$12,000.00
<b>b. Fringe Benefits</b>	\$0.00
<b>c. Total Personnel Costs</b>	\$12,000.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$8,219.00
<b>f. Travel</b>	\$15,113.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$6,500.00
<b>i. Contractual</b>	\$83,168.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$125,000.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$125,000.00</b>
<b>m. Federal Share</b>	<b>\$125,000.00</b>
<b>n. Non-Federal Share</b>	<b>\$126,500.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-9390LJF	23NH28CE003657	CE	410U	93.276	\$125,000.00	75-23-0943



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 1 NH28CE003657-01-00

FAIN# NH28CE003657

Federal Award Date: 08/29/2023

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

# AWARD ATTACHMENTS

CITY OF STAMFORD

1 NH28CE003657-01-00

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1. Terms and Conditions

## AWARD INFORMATION

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number **CDC-RFA-CE-23-0004**, entitled **Drug Free Communities (DFC) Support- New**, and application dated **4/10/2023**, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Approved Funding:** Funding in the amount of **\$125,000** is approved for the Year 1 budget period, which is **September 30, 2023** through **September 29, 2024**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

**Financial Assistance Mechanism:** Grant

**Key Personnel:** In addition to the Principal Investigator/Project Director identified in this Notice of Award, the application and work plan included individuals considered key personnel. In accordance 45 CFR Part 75.308, the recipient must request prior approval from CDC to change the following individual/position:

***Caroline Simmons– Authorized Organization Representative or Business Official***  
***Teresa Drew– Principal Investigator/Project Director***  
***Ingrid Gillespie – Project Coordinator***

**Budget Revision Requirement:** By **November 1, 2023** the recipient must submit a revised budget with a narrative justification for the following cost:

- Key Personnel – Per the DFC NOFO Requirements, key personnel must be identified in the “Personnel” budget category and budget narrative. Recipient must submit a revised budget identifying the individual serving as the Authorized Representative (AoR) or Business Official (BO) in the personnel cost category.
- Other- Drug testing kits/ devices are unallowable. This amount will need to be reallocated.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

**Expanded Authority:** The recipient is permitted the following expanded authority in the administration of the award.

- ☒ Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 “Remarks” of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient’s authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

## FUNDING RESTRICTIONS AND LIMITATIONS

### **Notice of Funding Opportunity (NOFO) Restrictions:**

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.

- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- DFC grant funds may not be used to supplant current funding of existing activities. “Supplant” is defined as replacing funding of an Applicant’s existing program with funds from a federal grant.
- No more than 10 percent of the total federal grant award may be used for data collection and evaluation purposes unless approved by the Project Officer and Grants Management Specialist. It is not a requirement for coalitions to hire evaluators.
- Applicants may not use funds to provide funding to community organizations through mini-grants, or as a pass-through program, including one coalition funding another coalition.

- DFC grant funds may not be passed through by contract or any other method to another entity to conduct the programmatic work of the DFC Program. DFC grant recipients are expected to perform the substantive role and manage the efforts carried out by this grant.
- Applicants may not use funding for stipends or for tuition expenses.
- Applicants may not use funds for the following (not a fully exhaustive list):
  - Youth Sports Programs
  - Purchase of Naloxone/Narcan
  - Treatment services/programs/facilities
  - Construction
  - Landscaping/neighborhood revitalization projects, including lighting or community gardening efforts
  - Law enforcement equipment, drug courts, drug search detection canines, or related training
- Vaping detection devices, fentanyl test strips, and/or drug testing kits
- Special Considerations:
  - Food is generally unallowable. Exceptions within the DFC Support Program may include food used as a small incentive (not to exceed \$3.00 per person) to encourage participation in a community-wide event. Food costs are not allowable for general coalition or subcommittee meetings.
  - The cost of promotional items is generally unallowable. However, the exception would be for program outreach, and other specific purposes necessary to meet the requirements, goals, and objectives of the federal grant award.
  - Recipients may use funds for program staff background checks and drug tests.
- **Funding Restriction for an Applicant applying as a Fiscal Agent on behalf of a coalition:**
  - The applicant can only be in receipt of one DFC grant at a time and cannot apply on behalf of multiple coalitions.
  - An organization serving as fiscal agent may not receive DFC funds on behalf of a coalition that has had 10 years of DFC funding.
- **Funding Restriction on 501(c)(3) Coalitions:**
  - A coalition applying as its own legal applicant [i.e., 501(c)(3)] or through one or more Fiscal Agents, may receive no more than 10 years of DFC funding, including detection devices, fentanyl test strips, and/or drug testing kits

**Indirect Costs:** Indirect costs are not applicable to this award.

**Missing Contractual Elements –** The contract listed below is **not** approved and the recipient may not begin the contract until the name of the contractor, is provided via GrantSolutions as a Contractor Amendment and GMO approval is provided via Notice of Award.

- **Contractor 1- Program Coordinator**

**Matching Funds Requirement:** The required level of non-federal participation for the Drug Free Communities Grant Program is **\$125,000**.

Matching is generally calculated on the basis of the federal award amount and is comprised of recipient contributions proposed to support anticipated costs of the project during a specific budget period (confirmation of the existence of funding is supplied by the recipient via their Federal Financial Report). The recipient must be able to account separately for stewardship of the federal funding and for any required matching; it is subject to monitoring, oversight, and audit. The recipient may not use matching expenditures to count toward any Maintaining State Funding requirement.



When a recipient requests a carryover of unobligated funds from prior year(s), matching funds equal to the new requirement must be on record in the CDC grant file, or the recipient must provide evidence with the carryover request.

The recipient must receive and expend non-Federal matching funds as required in the NOFO and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement. The table below indicates the percentage of match required for DFC grant recipients in each year of the grant.

Grant Year	Matching Requirement
1-6	100%
7-8	125%
9-10	150%

## REPORTING REQUIREMENTS

### Annual Progress Report and Core Measures Data:

#### Annual Progress Report

In **August 2024**, all DFC recipients must submit an Annual Progress Report in the DFC & CARA Me system located at: (<https://dfcme.ondcp.eop.gov/>). For more information on the DFC & CARA Me system, please contact the DFC National Evaluation Team at [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com).

#### Core Measures Data

DFC recipients are required to provide core measures data every two years, via the DFC & CARA Me system, on the following core measures for alcohol, tobacco, marijuana, and (illicit) use of prescription drugs for three grades (6th-12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

#### Year 6 Recipients

Year 6 recipients who received continuous funding between Years 5 and 6 will remain on the core measure reporting schedule established in the first five years of DFC funding.

Year 6 recipients who have not had sequential years of DFC funding will need to speak with the DFC National Evaluation Team to determine when to report core measures. Please contact the DFC National Evaluation Team at [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com) for more information.

#### Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations

potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Stephanie Latham, Grants Management Officer  
Centers for Disease Control and Prevention  
Branch 5  
Email: [fzv6@cdc.gov](mailto:fzv6@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services  
Office of the Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW  
Cohen Building, Room 5527  
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or  
Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### **PROGRAM OR FUNDING GENERAL REQUIREMENTS**

**Drug-Free Communities (DFC) Program:** The Drug-Free Communities (DFC) Support Program was established under the Drug-Free Communities Act of 1997, P.L. 105-20. The purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions, and 2) reduce substance use among youth and, over time, among adults.

The DFC Program is funded and directed by the Office of National Drug Control Policy (ONDCP) and partners with the Centers for Disease Control and Prevention (CDC) for day-to-day management. While responsibility rests with the recipient for achieving the primary goals of the program, CDC shall monitor and provide continuing technical assistance, consultation, and coordination in the execution of the project during the funding period. You can find additional details about the support available to you as a recipient on the DFC Me (Management and Evaluation) system's Learning Center at <https://dfcme.ondcp.eop.gov/>.

**Recipient Roles and Responsibilities:** For the purposes of the DFC Program, a recipient is either a coalition that has received a grant or is an outside agent that is serving as the grant award recipient on behalf of a community coalition. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program.

The Statutory Eligibility Requirements pertain to all DFC-funded coalitions. If you are the recipient for a coalition, you are responsible for ensuring all eligibility criteria are met by the coalition.

The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Funding Opportunity Announcement and the Drug-Free Communities Act during each year of funding.

- The coalition must have at least one representative from the required 12 sectors, as outlined in the NOFO and the Drug-Free Communities Act of 1997;
- The coalition must maintain meeting minutes that demonstrates it is a unique entity that has substantial involvement from its members and is working toward to the two goals of the DFC Program;
- The coalition must address multiple (more than one) drugs in its annual 12-Month Action Plan for each year of funding;
- The coalition must have as its principal mission the reduction of youth substance use;
- The coalition has not received 10 years of DFC funding;
- The coalition must provide data every two years on the following core measures for alcohol, tobacco, marijuana, and prescription drugs for three grades (6th-12th):
  - o Past 30-day use;
  - o Perception of risk or harm;
  - o Perception of parental disapproval of use; and
  - o Perception of peer disapproval of use
- The recipient must be an entity eligible to receive Federal funds;
- The recipient must not request more than **\$125,000** per year;
- The recipient must document non-Federal match as defined in the DFC Act; and
- The recipient can only be awarded one DFC grant at a time.

**Other Requirements for all DFC Recipients (coalitions or outside agents)**

- The recipient must continue implementing the specific goals and objectives outlined in their approved application for DFC funding;
- The recipient must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) to solicit substantial financial support from non-Federal sources for sustainability purposes;
- The recipient's key personnel is the Program Director and Project Coordinator, of the DFC-funded coalition must participate in the DFC Me (Management and Evaluation) system. (<https://dfcme.ondcp.eop.gov/>);
- The recipient is expected to use the Strategic Prevention Framework (SPF), a five step evidence based process for community planning and decision making; and,
- The recipient must plan and implement a comprehensive 12-Month Action Plan inclusive of the Seven Strategies for Community Change.

**Requirements for Recipients in Year 3 and 7**

- The coalition must submit via the DFC Me system a Strategic Plan for Sustainability with the February Progress Report in Years 3 and 7 of DFC funding.

### **DFC Management and Evaluation (DFC Me) System**

DFC Me is ONDCP's new interactive system designed to improve communication and help your coalition better manage its DFC grant requirements. DFC Me is also your one-stop shop for submitting Semi-Annual Progress Reports, sharing best practices, receiving the latest program and training updates, and the ability to request technical assistance.

The Program Director and Project Coordinator of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>), so that they receive information from ONDCP DFC Staff on a regular basis. This includes submitting contact information for each of the required 12 sector representatives. Key Personnel should discuss the use of the DFC Me system with sector members chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the Key Personnel.

DFC-funded coalitions will receive additional information on the DFC Me system via email from their assigned DFC PO. For more information on the DFC Me system, please contact the DFC National Evaluation Team at [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com).

### **Award Expectations and Noncompliance**

The eligibility and program requirements originally outlined in the NOFO must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the NOFO and related policy and guidance, as well as the certifications and assurances submitted with the award application.

Failure to meet any one of these requirements is considered non-compliance with program and grant regulations. If for any reason you do not comply with the applicable terms, conditions, rules and regulations, or deadlines for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process. There are three progressive discipline actions that can be taken: 1) Addition of special terms or conditions, 2) Suspension, and 3) Termination.

Failure to comply with Special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future. Additional terms and/or conditions may also be applied to this award if outstanding financial or programmatic compliance issues are identified by Centers for Disease Control and Prevention (CDC).

### **Corrective Action Plan (CAP)**

When requested by the DFC PO, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the DFC PO. The Corrective Action Plan must be designed to address potential or identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance. Failure to submit a responsive CAP may result in a determination of non-compliance with program and grant regulations and the addition of special terms or conditions to the award.

## PAYMENT INFORMATION

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application. The grant document number identified beginning on the bottom of Page 2 of the Notice of Award must be known in order to draw down funds.