1. **General Provisions**
2. This grant is subject to:

* OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations;
* OMB Circular A-133, Audits of States, Local Governments and Non-Profit Institutions;
* Government-wide Debarment and Suspension (Non procurement), codified at 21 CFR § 1401 et. seq.;
* Government-wide Requirements for Drug-Free Workplace (Grants), codified at 21 CFR § 1401 et. seq.;
* New Restrictions on Lobbying, codified at 18 USC § 1903 and 31 USC § 1352;
* Nondiscrimination in Federally Assisted Programs and Equal Opportunity Plans requirements are codified at USC, Title VI (42 USC § 2000d et seq.); and
* Immigration and Naturalization Service Employment Eligibility Verification Form (I-9).

1. Audits conducted pursuant to OMB Circular A-133, “Audits of State and Local Governments”, must be submitted no later than 9 months after the close of the grantee’s audited fiscal year. A copy of the audit report and management letter must be sent to:

EOP/ONDCP Attention:

Michael Reles GSD/RDF (202) 395-6608

Anacostia Naval Annex Bldg. 410/Door 123

250 Murray Lane, SW

Washington, DC 20509

or: mreles@ondcp.eop.gov

1. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). Federal Financial Report is required to be submitted quarterly and within 90 days after the grant is closed out. Program income must be accounted for and reported on the Federal Financial Report.
2. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
3. Recipients of OFDCP funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
4. **Grantees and subgrantees are advised of the new OMB grants “supercircular,” *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, some provisions of which may begin to supersede the provisions of pre-existing OMB grants circulars over the term of this grant. ONDCP will also be adopting conforming regulations in 2014. ONDCP will provide you with updates moving forward. For more information about the supercircular, please visit** [**www.cfo.gov/COFAR**](http://www.cfo.gov/COFAR)**, which includes links to related online training and FAQs.**

**B. Special Conditions**

1. The grantee organization is legally and financially responsible for all aspects of this grant, including funds provided to sub-recipients.
2. Grant funds cannot be used to supplant current funding of existing activities.
3. All program authority and responsibility inherent in the Federal stewardship role shall remain with the Office of National Drug Control Policy (ONDCP). ONDCP will work in conjunction with the recipient to routinely review and refine the work plan so that the program’s goals and objectives can be effectively accomplished. ONDCP will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program’s direction, in consultation with the recipient, as needed.
4. The recipient agrees to submit to ONDCP for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant, at least thirty (30) working days prior to the targeted dissemination date. Any written, visual or audio publications, with the exception of press releases, whether published at the grantee’s or government’s expense, shall contain the following statements: “This project was supported by Grant No. G1399ONDCP03A, awarded by the Office of National Drug Control Policy. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the Office of National Drug Control Policy or the United States Government.”
5. Any web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

“This Web site is funded [insert “in part,” if applicable] from a grant from the Office of National Drug Control Policy. Neither the Office of National Drug Control Policy, nor any other Federal instrumentality operate, control, are responsible for, or necessarily endorse this Web site (including without limitation, its content, technical infrastructure, and policies, and any services or tools provided).”

The full text of the foregoing statement must be clearly visible on the home page. On

other pages, the statement may be included through a link, entitled “Notice of Federal

funding and Federal disclaimer,” to the full text of the statement.

1. The recipient acknowledges that the Office of National Drug Control Policy (ONDCP)

reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or

otherwise use, and authorize others to use (in whole or in part, including in connection

with derivative works), for Federal purposes: (1) any work subject to copyright

developed under an award or subaward; and (2) any rights of copyright to which a

recipient or subrecipient purchases ownership with Federal support.

The recipient acknowledges that ONDCP has the right to (1) obtain, reproduce, publish,

or otherwise use the data first produced under an award or subaward; and (2) authorize

others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

“Data” includes data as defined in Federal Acquisition Regulation (FAR) provision

52.227-14 (Rights in Data – General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure

that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors and

subcontractors (if any) all rights and data necessary to fulfill the recipient’s obligations

to the Government under this award. If a proposed subrecipient, contractor, or

subcontractor refuses to accept terms affording the Government such rights, the

recipient shall promptly bring such refusal to the attention of the ONDCP program

manager for the award and dot proceed with the agreement in question without

further authorization from the ONDCP program office.

1. By law, none of the funds awarded can be used to pay the salary of an individual at a rate in excess of the Executive Level 1.
2. Approval of this award does not include approval of any consultant rate in excess of the daily equivalent of the rate of pay payable under level IV of the Executive Schedule under section 5311 of Title 5 of the United States Code.
3. Accounting Records and Disclosure – Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

10. A Programmatic Report is due on a semi-annual basis.

11. Within 45 days after the end of any conference, meeting, retreat, seminar,

symposium, training activity, or similar event funded under this award, the total cost of

which exceeds $20,000.00 in award funds, the recipient must provide the grant

manager with the following information and itemized costs:

(1) name of event;

(2) event dates;

(3) location of event;

(4) number of Federal attendees;

(5) number of non-Federal attendees;

(6) cost of event space, including rooms for break-out sessions;

(7) costs of audio visual services;

(8) other equipment costs (e.g., computer fees, telephone fees);

(9) costs of printing and distribution;

(10) costs of meals provided during the event;

(11) costs of refreshments provided during the event;

(12) costs for event planner;

(13) costs for event facilitators; and

(14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including

participants, presenters, speakers) costs that are paid or reimbursed with cooperative

agreement funds:

(1) meals and incidental expenses (M&IE portion of per diem);

(2) lodging;

(3) transportation to/from event location (e.g., common carrier, Privately-Owned

Vehicle (POV)); and

(4) local transportation (e.g., rental car, POV) at the event location.

Note that if any item is paid for with registration fees, or any other non-award funding,

then that portion of the expense does not need to be reported.

**C. Payment Basis**

1. A request for Advance or Reimbursement shall be made using the HHS/DPM system (www.dpm.psc.gov).
2. The grantee, must utilize the object classes specified within the initial grant application each time they submit a disbursement request to ONDCP. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered using the corresponding object class designations. Payments will be made via Electronic Fund Transfer to the award recipient’s bank account. The bank must be FDIC insured. The account must be interest bearing.
3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to HHS/DPM at the address provided below. When submitting your checks, please provide a detailed explanation which should include: reason for check (remittance of interest earned on OFDCP advance payments), check number, grantee name, grant number, interest period covered, and contact name and number.

Ms. Janet Fowler

Division of Payment Management

Department of Health and Human Services

Via U.S. Postal Mail:

P.O. Box 6021

Rockville, MD 20852

Via FedEx:

7700 Wisconsin Avenue, 10th Floor

Bethesda, MD 20814

1. The grantee or subgrantee may keep interest amounts up to $100 per year for administrative purposes.