

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Culture Recreation & Tourism		FOR OPB USE ONLY				
AGENCY: Office of Cultural Development		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 06-265		130		1		
SUBMISSION DATE: 12/20/2023		Approval and Authority: Approved by the Joint Legislative Committee on the Budget DATE: <u>1/17/24</u> <i>ng</i>				
AGENCY BA-7 NUMBER: DCRT-265-24-02						
HEAD OF BUDGET UNIT: Nancy Watkins						
TITLE: Undersecretary <i>Nancy Watkins</i>						
SIGNATURE (Certifies that the information provided is correct and true to the best of your knowledge):						
MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024			
GENERAL FUND BY:						
DIRECT	\$2,516,957	\$0	\$2,516,957			
INTERAGENCY TRANSFERS	\$2,551,590	\$0	\$2,551,590			
FEES & SELF-GENERATED	\$802,230	\$0	\$802,230			
Regular Fees & Self-generated	\$802,230	\$0	\$802,230			
Subtotal of Fund Accounts from Page 2	\$0	\$0	\$0			
STATUTORY DEDICATIONS	\$0	\$0	\$0			
[Select Statutory Dedication]	\$0	\$0	\$0			
[Select Statutory Dedication]	\$0	\$0	\$0			
Subtotal of Dedications from Page 2	\$0	\$0	\$0			
FEDERAL	\$3,037,116	\$204,271	\$3,241,387			
TOTAL	\$8,907,893	\$204,271	\$9,112,164			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
Cultural Development	\$4,953,296	27	\$0	0	\$4,953,296	27
Arts	\$2,999,124	7	\$204,271	0	\$3,203,395	7
Administration	\$955,473	6	\$0	0	\$955,473	6
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$8,907,893	40	\$204,271	0	\$9,112,164	40

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Culture Recreation & Tourism	FOR OPB USE ONLY	
AGENCY: Office of Cultural Development	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 06-265		
SUBMISSION DATE: 12/20/2023	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: DCRT-265-24-02		

Use this section for additional Dedicated Fund Accounts or Statutory Dedications, if needed.
 The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
FEES & SELF-GENERATED			
[Select Fund Account]	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$0	\$0	\$0
STATUTORY DEDICATIONS			
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$0	\$0	\$0

Use this section for additional Program Names, if needed.
 The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
The Current Federal Award #1914098-61-23 has been substantially increased from our previous appropriations. This Federal grant amount has been increased by "\$110,153" to \$996,900." Our current federal budget authority for this program is \$886,747 this increase will allow us to spend the newly awarded funds. We also anticipate this award to gradually increase over time and request that this new authority remain active as we advance in the future fiscal years. A copy of the Federal grant award is attached. We also have a grant from the previous year with a balance of \$94,118 that we would like to spend down and close this fiscal year (Federal Award: 1903772-61-22).

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$204,271	\$110,153	\$110,153	\$110,153	\$110,153
TOTAL	\$204,271	\$110,153	\$110,153	\$110,153	\$110,153

3. If this action requires additional personnel, provide a detailed explanation below:
No Additional Personnel will be required for this action.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
These funds cannot be postponed as these funds are awarded yearly and if not spent will not be distributed to grantees for programs supported by the office.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No. 52.
No payments have been made towards this BA-7

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.

There are no programmatic impacts associated with this BA-7.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. *(Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)*

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2023-2024	ADJUSTMENT (+) OR (-)	REVISED FY 2023-2024

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. *(For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)*

There are no performance impacts that will affect objectives or performance indicators associated with this BA-7.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

There are no performance impacts associated with this BA-7.

5. Describe the performance impacts of failure to approve this BA-7. *(Be specific. Relate performance impacts to objectives and performance indicators.)*

There are no performance impacts of failure associated with this BA-7.

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Arts

MEANS OF FINANCING:	CURRENT FY 2023-2024	REQUESTED ADJUSTMENT	REVISED FY 2023-2024	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028
GENERAL FUND BY:							
Direct	\$91,638	\$0	\$91,638	\$0	\$0	\$0	\$0
Interagency Transfers	\$2,020,239	\$0	\$2,020,239	\$0	\$0	\$0	\$0
Fees & Self-Generated *	\$500	\$0	\$500	\$0	\$0	\$0	\$0
Statutory Dedications **	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$886,747	\$204,271	\$1,091,018	\$110,153	\$110,153	\$110,153	\$110,153
TOTAL MOF	\$2,999,124	\$204,271	\$3,203,395	\$110,153	\$110,153	\$110,153	\$110,153
EXPENDITURES:							
Salaries	\$500,605	\$0	\$500,605	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$277,891	\$0	\$277,891	\$0	\$0	\$0	\$0
Travel	\$58,800	\$0	\$58,800	\$0	\$0	\$0	\$0
Operating Services	\$58,346	\$0	\$58,346	\$0	\$0	\$0	\$0
Supplies	\$5,014	\$0	\$5,014	\$0	\$0	\$0	\$0
Professional Services	\$500	\$0	\$500	\$0	\$0	\$0	\$0
Other Charges	\$2,095,968	\$204,271	\$2,300,239	\$110,153	\$110,153	\$110,153	\$110,153
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,999,124	\$204,271	\$3,203,395	\$110,153	\$110,153	\$110,153	\$110,153
POSITIONS							
Classified	6	0	6	0	0	0	0
Unclassified	1	0	1	0	0	0	0
TOTAL T.O. POSITIONS	7	0	7	0	0	0	0
Other Charges Positions	0	0	0	0	0	0	0
Non-TO FTE Positions	0	0	0	0	0	0	0
TOTAL POSITIONS	7	0	7	0	0	0	0
*Dedicated Fund Accounts:							
Reg. Fees & Self-generated	\$500	\$0	\$500	\$0	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
**Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT						
PROGRAM 2 NAME: <u>Arts</u>						
MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$204,271	\$204,271
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$204,271	\$204,271
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$204,271	\$204,271
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
Other Charges Positions	0	0	0	0	0	0
Non-TO FTE Positions	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

BA-7 QUESTIONNAIRE

(Provide answers on the Questionnaire Analysis Form; answer all questions applicable to the requested budget adjustment.)

GENERAL PURPOSE

1. This BA-7 is to increase budget authority to align with the increase in the NEA Arts Partnership Agreement federal grant for FY 23-24 and future fiscal years and also an increase to allow us to spend and close out the remaining balance of FY 22-23 fiscal year award.

REVENUES

2. Federal Funds (\$110,153): These funds are granted by the National Endowment of the Arts Federal Award #1914098-61-23. These funds are awarded yearly to the states to support arts programs, services, and activities. Attached is the Grant award for Federal Award #1914098-61-23 from the National Endowment of the Arts.
3. Federal Funds (\$94,118): These funds were granted by the National Endowment of the Arts Federal Award #1903772-61-22. These funds are awarded yearly to the states to support arts programs, services, and activities. Attached is the Grant award balance for Federal Award #1903772-61-22 from the National Endowment of the Arts.

EXPENDITURES

4. Provide detailed expenditure information including how the amount requested was calculated. The amount requested is based on the award minus our total budget authority to spend for fiscal year 24 in this program.

LaGov:

Program: 200

Fund: 2650000600

Cost Center: 2652077700

G/L Account: 5610003

Amount: \$204,271

Means of Finance: Federal \$204,271

OTHER

5. Provide names, phone numbers and e-mail addresses of agency contacts that can provide further information on this item and will attend JLCB to testify.

QUESTIONNAIRE ANALYSIS

OTHER

Billy Nungesser, Lt. Governor
Nancy Watkins, Undersecretary
Kristin Sanders

bnungesser@crt.la.gov
nwatkins@crt.la.gov
ksanders@crt.la.gov

(225) 342-7009
(225) 342-8201
(225) 342-8200

OFFICIAL NOTICE OF ACTION

National Endowment for the Arts

Action Taken: Award

Date of Action: 6/7/2023

Award Date: 6/7/2023

FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	1914098-61-23
Award Recipient	Division of the Arts, Louisiana Department of Culture, Recreation, & Tourism
Award Recipient Unique Entity Identifier	XEDVX7BE6KP3
Period of Performance	7/1/2023 - 6/30/2024
Budget Period	7/1/2023 - 6/30/2024
Assistance Listing Number/Title	45.025 Promotion of the Arts Partnership Agreements
Does the award support Research & Development?	No
Award Description	Purpose: To support arts programs, services, and activities associated with carrying out the agency's National Endowment for the Arts-approved strategic plan.
Grant Program and Office	Partnerships (State & Regional), State & Regional

AWARD AMOUNTS

Amount of Federal Funds Obligated by this Action	\$996,900.00
Total Amount of Federal Funds Obligated	\$996,900.00
Total Amount of the Federal Award	\$996,900.00

RECIPIENT CONTACTS

Role	Name
Authorizing Official	Ms. Kristin Sanders ksanders@crt.la.gov
Grant Administrator	Mr. Gabriel Gilbeaux ggilbeaux@crt.la.gov
Project Director	Mrs. Susannah Johannsen sjohannsen@crt.la.gov

REMARKS

1. **COST SHARE:** A non-federal cost share of 100% (1:1 match) is required unless otherwise indicated in the Terms and Conditions/Important Information document (20 USC § 954(e)).

2. The National Endowment for the Arts provides this award support pursuant to 20 USC ;954-955.

3. **ACCEPTANCE OF AWARD:** Submission of a Payment Request constitutes your agreement to comply with all the terms and conditions of the award and indicates your acceptance of this award.

4. **GENERAL TERMS AND CONDITIONS FOR PARTNERSHIP AGREEMENTS:** This award is subject to the General Terms and Conditions for Partnership Agreements (GTCs). The GTCs provide detailed information concerning the Arts Endowment's regulations and procedures, the administrative requirements that apply to your award, and your responsibilities as a recipient. The GTCs and other documentation to assist you in managing your Federal Award, including all forms and instructions can be found on our website.

The administration of this award and the expenditure of award funds are subject to any specific terms and conditions of this award, which may be attached as additional pages of the award notification, the Terms and Conditions/Important Information, and the GTCs (as noted above).

The GTCs implements Title 2 of the Code of Federal Regulations (2 CFR) including Subtitle A-Office of Management and Budget Guidance for Grants and Agreements and Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, or Part 200), as revised August 13, 2020.

5. **HOW TO MANAGE YOUR NATIONAL ENDOWMENT FOR THE ARTS AWARD AND eGMS REACH HANDBOOK:** The How to Manage Your Award and eGMS REACH Handbook is a companion piece to the GTCs. It includes information about reporting requirements, requesting payment, changes to your project, and other important information.

6. All material can be found on our website at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-saa-rao>.

7. **CONTACT INFORMATION:** Email: grants@arts.gov | Phone: (202) 682-5403.

OFFICIAL NOTICE OF ACTION
National Endowment for the Arts

AWARDING OFFICIAL

Meg Kowalik

Meg Kowalik
Lead Grants Management Specialist

Reminders

Reminders

Award 1886908-61-21

1 Unread Messages

Award: 1903772-61-22

- Information
- Funding
- Instructions
- Documents
- Forms and Reports
- Venues
- Change Requests
- Payments
- Messages
- Write Ups



See the NEA's FAQs and Information for Applicants and Grantees in response to [COVID-19](#).

For the rules, regulations, and policies on how to manage and administer a grant or cooperative agreement (awards), including forms and guidance, see the NEA's website at www.arts.gov/grants/manage-your-award.

PANELISTS:

- Log into REACH and you will see a tab for "Panels."

OFFEREES:

- Applications recommended for funding are listed under OFFERS.
- Access to OFFERS will be turned OFF in REACH while documents are undergoing review by the Office of Grants Management.
- You may receive an email notification from REACH if additional information is needed during that review.

AWARDEES:

- Active grants and cooperative agreements are under AWARDS.
- You will be notified by email when a new award is issued and REACH access is restored.

Need help with REACH? Click on the HELP Tab for FAQs.

If you need to add or change a staff member:

- For Offers, use the Project Budget Form.
- For Awards, go to the Change Requests Tab for that award.

Email alert: Due to restrictions from the Department of Homeland Security, we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

Request Summary

[View Payment Request Instructions](#)

Award Amount: \$882,400.00

Total Approved Requests: \$788,281.53

Remaining Funds: \$94,118.47

Progress Report Approved

[Add Payment Request](#)

Actions	Request Number	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date	Decision Comment
View	1	\$84,564.90	9/19/2022	<input type="checkbox"/>	Approved 9/20/2022	
View	2	\$97,915.15	11/16/2022	<input type="checkbox"/>	Approved 11/16/2022	
View	3	\$139,374.60	1/25/2023	<input type="checkbox"/>	Approved 2/1/2023	
View	4	\$97,833.28	3/13/2023	<input type="checkbox"/>	Approved 3/15/2023	
View	5	\$142,546.95	4/10/2023	<input type="checkbox"/>	Rejected 4/11/2023	Rejecting, 6f incorrect. AFC
View	6	\$142,546.95	4/11/2023	<input type="checkbox"/>	Rejected 4/11/2023	Rejecting, grantee will resubmit. AFC
View	7	\$142,546.95	4/12/2023	<input type="checkbox"/>	Approved 4/24/2023	Payment #5
View	8	\$65,231.11	5/8/2023	<input type="checkbox"/>	Rejected 5/9/2023	Rejected; PR not submitted
View	9	\$65,231.11	5/15/2023	<input checked="" type="checkbox"/>	Approved 5/16/2023	Request #6
View	10	\$83,828.71	6/5/2023	<input type="checkbox"/>	Approved 6/6/2023	Request #7
View	11	\$25,539.25	6/26/2023	<input type="checkbox"/>	Approved 7/5/2023	Request #8
View	12	\$49,379.32	7/5/2023	<input type="checkbox"/>	Approved 7/6/2023	Payment #9
View	13	\$2,268.26	7/10/2023	<input type="checkbox"/>	Approved 7/11/2023	Payment #10

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: LA Dept of Health		FOR OPB USE ONLY				
AGENCY: FL Parishes Human Services Authority		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 09-301		127R		2		
SUBMISSION DATE:		Approval and Authority:				
AGENCY BA-7 NUMBER: 24-01		Approved by the Joint Legislative Committee on the Budget				
HEAD OF BUDGET UNIT: Richard Kramer						
TITLE: Executive Director						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge)</small>		DATE: 1-17-24 <i>reg</i>				
<i>Rachelle Subley for Richard Kramer</i>						
MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024			
GENERAL FUND BY:						
DIRECT	\$16,027,773	\$0	\$16,027,773			
INTERAGENCY TRANSFERS	\$7,863,344	\$0	\$7,863,344			
FEES & SELF-GENERATED	\$2,754,288	\$0	\$2,754,288			
Regular Fees & Self-generated	\$2,754,288	\$0	\$2,754,288			
Subtotal of Fund Accounts from Page 2	\$0	\$0	\$0			
STATUTORY DEDICATIONS	\$0	\$0	\$0			
[Select Statutory Dedication]	\$0	\$0	\$0			
[Select Statutory Dedication]	\$0	\$0	\$0			
Subtotal of Dedications from Page 2	\$0	\$0	\$0			
FEDERAL	\$0	\$540,000	\$540,000			
TOTAL	\$26,645,405	\$540,000	\$27,185,405			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	181	0	181			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	181	0	181			
PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
FL Parishes Human Svcs Authority	\$26,645,405	181	\$540,000	0	\$27,185,405	181
Program 2	\$0	0	\$0	0	\$0	0
Program 3	\$0	0	\$0	0	\$0	0
Program 4	\$0	0	\$0	0	\$0	0
Program 5	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$26,645,405	181	\$540,000	0	\$27,185,405	181

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: LA Dept of Health	FOR OPB USE ONLY	
AGENCY: FL Parishes Human Services Authority	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 09-301		
SUBMISSION DATE:	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 24-01		

Use this section for additional Dedicated Fund Accounts or Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
FEES & SELF-GENERATED			
[Select Fund Account]	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$0	\$0	\$0
STATUTORY DEDICATIONS			
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$0	\$0	\$0

Use this section for additional Program Names, if needed.
The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
Federal Direct Grant - Certified Community Behavioral Health Clinics - Assistance Listing Number 93.696

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$540,000	\$1,000,000	\$1,000,000	\$1,000,000	\$460,000
TOTAL	\$540,000	\$1,000,000	\$1,000,000	\$1,000,000	\$460,000

3. If this action requires additional personnel, provide a detailed explanation below:
Any additional personnel needed will be hired as job appointments or through contracts.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
FPHSA received the CCBHC award and first grant year falls within SFY 2024. Award guidelines require that we begin the program within SFY 24.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
This is not an after the fact BA-7.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.

Approval of this BA-7 will allow us to address significant behavioral health disparities and gaps in access to services, care coordination, and substance use treatment services in the communities we serve. This grant will ultimately increase our capacity to provide services; however, the increase will not likely occur until after FY 24.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. (Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2023-2024	ADJUSTMENT (+) OR (-)	REVISED FY 2023-2024

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. (For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)

None

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

This is a 4 year grant of \$1,000,000 each year. The first year (FY24) will be used to determine the specific needs of our community, begin providing required case management/care coordination services, etc. and begin to build additional capacity to serve more clients. In years 2-4, we anticipate our performance standards will be increased relative to clients served.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

If this BA-7 is not approved, we will not be able to implement CCBHC required services.

QUESTIONNAIRE ANALYSIS

(Please reference question numbers, provide detailed information and use continuation sheets as needed.)

GENERAL PURPOSE

This BA-7 is to budget receipt of a federal grant.

The general purpose of this is to expand services: Federal Direct Grant - Certified Community Behavioral Health Clinics - Assistance Listing Number 93.696.

Florida Parish Human Services Authority (FPHSA) received a \$1,000,000 award for FY 24 and the funds are to be expended in the period 9/30/2023 through 9/29/2024. Award guidelines require that they begin the program within FY 24. The approval of this BA-7 will allow (FPHSA) Florida Parish Human Services Authority to address significant behavioral health disparities and gaps in access to services, care coordination, and substance use treatment services in the communities they serve

REVENUES

Copy of grant award from SAMHSA is attached.
There are no matching requirements for this grant.

EXPENDITURES

Expenditures will consist of Other Charges as detailed below:

5620072	Misc-OC Salary Classified & Unclassified	\$252,055
5620078-83	Related Benefits	130,349
5620065	Misc-Supplies Other	7,146
5620064	Misc-Professional Services	150,000
5620063	Misc-Operating Services	450
		<u>\$540,000</u>

OTHER

Richard Kramer, Executive Director 985.543.4333 ext1403 richard.kramer@fphsa.org

Rachelle Sibley, Chief Operating Officer 985.543.4333 ext1422 rachelle.sibley@fphsa.org



Recipient Information **Federal Award Information**

1. Recipient Name
 FLORIDA PARISHES HUMAN SERVICES
 AUTHORITY
 835 PRIDE DR
 STE B
 HAMMOND, LA 70401

2. Congressional District of Recipient
 05

3. Payment System Identifier (ID)
 1383756689A1

4. Employer Identification Number (EIN)
 383756689

5. Data Universal Numbering System (DUNS)
 025624014

6. Recipient's Unique Entity Identifier
 KGN6REHA2H73

7. Project Director or Principal Investigator
 Richard J Kramer

 rachelle.sibley@fphsa.org
 985-543-4333

8. Authorized Official
 Richard Kramer
 richard.kramer@fphsa.org
 985-543-4333

11. Award Number
 1H79SM089153-01

12. Unique Federal Award Identification Number (FAIN)
 H79SM089153

13. Statutory Authority
 Sec 520A of the PHS Act, (42 USC 290bb-32), as amended.

14. Federal Award Project Title
 FPHSA CCBHC Planning, Development, and Implementation Project

15. Assistance Listing Number
 93.696

16. Assistance Listing Program Title
 Certified Community Behavioral Health Clinics

17. Award Action Type
 New Competing

18. Is the Award R&D?
 No

Summary Federal Award Financial Information	
19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024	
20. Total Amount of Federal Funds Obligated by this Action	\$1,000,000
20a. Direct Cost Amount	\$1,000,000
20b. Indirect Cost Amount	\$0
21. Authorized Carryover	
22. Offset	
23. Total Amount of Federal Funds Obligated this budget period	\$1,000,000
24. Total Approved Cost Sharing or Matching, where applicable	\$0
25. Total Federal and Non-Federal Approved this Budget Period	\$1,000,000
<hr/>	
26. Project Period Start Date 09/30/2023 – End Date 09/29/2027	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$1,000,000

Federal Agency Information

9. Awarding Agency Contact Information
 Thompson Von Agner
 Grants Specialist
 Thompson.VonAgner@samhsa.hhs.gov
 240-276-1445

10. Program Official Contact Information
 Lorie Lopez
 Program Official
 lorie.lopez@samhsa.hhs.gov
 240-276-2595

28. Authorized Treatment of Program Income
 Additional Costs

29. Grants Management Officer - Signature
 Lesley Schrier

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.



Notice of Award

FY 2023 CCBHC-PDI
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Issue Date: 09/20/2023

Center for Mental Health Services

Award Number: 1H79SM089153-01
FAIN: H79SM089153
Program Director: Richard J Kramer

Project Title: FPHSA CCBHC Planning, Development, and Implementation Project

Organization Name: FLORIDA PARISHES HUMAN SERVICES AUTHORITY

Authorized Official: Richard Kramer

Authorized Official e-mail address: richard.kramer@fphsa.org

Budget Period: 09/30/2023 – 09/29/2024

Project Period: 09/30/2023 – 09/29/2027

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,000,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to FLORIDA PARISHES HUMAN SERVICES AUTHORITY in support of the above referenced project. This award is pursuant to the authority of Sec 520A of the PHS Act, (42 USC 290bb-32), 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,
Lesley Schrier
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79SM089153-01

Award Calculation (U.S. Dollars)

Personnel(non-research)	\$543,721
Fringe Benefits	\$273,554
Supplies	\$7,145
Contractual	\$174,500
Other	\$1,080
Direct Cost	\$1,000,000
Approved Budget	\$1,000,000
Federal Share	\$1,000,000
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$1,000,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$1,000,000
2	\$1,000,000
3	\$1,000,000
4	\$1,000,000

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

Fiscal Information:

CFDA Number: 93.696
 EIN: 1383756689A1
 Document Number: 235M89153A
 Fiscal Year: 2023

IC CAN Amount
 SM C96J816 \$1,000,000

IC	CAN	2023	2024	2025	2026
SM	C96J816	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

SM Administrative Data:

PCC: CBHCPD23 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM089153-01

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 – 1H79SM089153-01

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 – 1H79SM089153-01**REMARKS****New Award**

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity FY 2023 Certified Community Behavioral Health Clinic Planning, Development, and Implementation Grant, SM-23-024, has been selected for funding.

- o This award reflects approval of the budget submitted on **May 19, 2023**, by your organization.
- o This award also reflects acceptance of **Disclosure of Lobbying Activities/ SF-LLL Form** received via eRA two-way correspondence on **August 29, 2023**.

2. Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

3. 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 or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

4. All Post-Award Amendments must be submitted in eRA Commons for prior approval. Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post-award amendment in eRA Commons: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

Prior approval is required for, but is not limited to: a change in key personnel and level of effort, a budget revision, a change in scope, a formal carryover request, and a no cost extension. Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support>

5. Register Program Director/Project Director (PD) in eRA Commons: If you have not already done so, you must register the PD in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional guidance on Managing eRA User Accounts at <https://www.samhsa.gov/grants/grants-training-materials/managing-user-accounts>

6. Key Personnel

Key Personnel are listed below:

- o *Richard Kramer, Project Director @ 50% level of effort*
- o *TBD, Evaluator @ TBD% level of effort*

Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Personnel or otherwise) across all federally funded sources.

Any changes to Key Personnel including level of effort involving separation from the project for any continuous period of three months or longer, or a reduction in time dedicated to the project of 25% or more requires prior approval and must be submitted as a post-award amendment in eRA Commons.

Note: If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA's formal approval, this will be done at the organization's own risk.

For additional information on post-award amendment requirements, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

7. CCBHC-PDI grant recipients are required to begin delivery of services no later than six months after award (i.e., March 30, 2024).

SPECIAL TERMS

Disparity Impact Statement (DIS)

By November 29, 2023 submit a completed Disparity Impact Statement via eRA Commons terms tracker.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and

implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>
The main components of the DIS are:

- o Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- o Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- o Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS) Standards that the grantee organization will work to address and improve for the identified population(s) of focus.
- o Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

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**.

CCBHC-PDI - COMMUNITY NEEDS ASSESSMENT (CNA)

To meet the requirements for operating as a CCBHC within a year of award (See NOFO, Section I.3) and through the life of the project, please submit the following in PDF format via the eRA Commons Terms Tracker.

- o By **March 31, 2024**, submit a Community Needs Assessment (CNA). Please also attach a copy of the initial findings of the Community Needs Assessment in your mid-year progress report.
- o By **March 31, 2026**, submit an updated Community Needs Assessment (CNA).

CCBHC-PDI - COMPLIANCE WITH REVISED CCBHC CERTIFICATION CRITERIA

By **September 29, 2024** (see NOFO, Section I.3), submit documentation (including a description of the changes and any internal documentation, i.e., policies or procedures) of meeting the requirements of the 2023 revised CCBHC Certification Criteria (see the updated CCBHC Compliance Checklist for a checklist of these criteria) in PDF format via the eRA Commons Terms Tracker.

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**. Additional programmatic guidance will be provided following award.

CCBHC-PDI - SPARS

All SAMHSA recipients are required to collect and report certain data so SAMHSA can meet its obligation under the Government Performance Results Act (GPRA) Modernization Act of 2010. These data are gathered using SAMHSA's Performance and Accountability Reporting System (SPARS). CCBHC-PDI recipients are required to collect and report data for National Outcomes Measures (NOMs). These data are collected and reported at baseline (i.e., upon entry of each client into the project), six months after entry of a client into the project; and at discharge.

By November 15, 2023, please submit the methodology and approach that will be used to collect NOMS data on a random sample of individuals served across the CCBHC in PDF format via the **eRA Commons Terms Tracker**.

In addition, please complete in SPARS the following:

1. complete SPARS Annual Goals training and enter NOMS annual goals data into SPARS by **November 30, 2023**;
2. begin entering NOMS baseline interview data into SPARS within 7 days after completion of each intake interview;
3. conduct a NOMs reassessment interview six months following the intake interview and enter these data into SPARS;
4. conduct a Clinical Discharge NOMS interview at the time of client discharge and enter these data into SPARS; and
5. collect and begin reporting IPP data into SPARS during the 2nd quarter (January - March 2024) and quarterly thereafter.

Programmatic Guidance on CCBHC-E Client-Level Services Data Collection Random Sampling and Information on SPARS training and data reporting will be provided upon award. CCBHC-PDI recipients are required to begin delivery of services no later than six months post-award.

Risk Assessment

The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with 45 CFR 75/2 CFR 200, as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.

Conflicts of Interest Policy

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- o address conditions under which outside activities, relationships, or financial interest are proper or improper;
- o provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- o include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- o specify the nature of penalties that may be imposed for violations.

Flow Down of Requirements to Subrecipients

The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

Subaward Agreements

Subaward Agreements are considered subrecipients as they participate in accomplishing the award's objectives and therefore must have executed subaward agreements in place. Subaward agreements must include all award requirements and clearly state that requirements flow down to the subrecipient. When established, the subaward agreements between your organization and the subrecipients should also include as a term and condition, the requirements cited below concerning Standards for Financial Management and Consistent Treatment of Costs.

SPECIAL CONDITIONS

SF-424

By October 30, 2023, submit the following via the eRA Commons Terms Tracker:

- o A completed SF-424 with the Project Director (PD) name and contact information listed in Section 8f and the Authorized Representative listed in Section 21. The contact information for the PD in Section 8f must match the eRA Commons ID for the PD/PI provided in the Section 4 "Applicant Identifier." A blank SF-424 can be accessed at https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

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**.

CCBHC - Required Key Personnel Post Award Amendment

By October 30, 2023, please submit a post award amendment request for change in key personnel via eRA Commons. For key personnel post award amendments, refer to the following link: <https://www.samhsa.gov/grants/grants-management/post-award-amendments#change-in-key-personnel>. Note that per Section 1.2 of the Notice of Funding Opportunity, Key Personnel require SAMHSA's prior approval and a minimum Level of Effort of 0.5 FTE on the grant. When submitting the post-award amendment, please also incorporate responses to the following into your cover letter:

For the Project Evaluator (PE), please clarify, based on Sections D and E and Attachment 5 of your application, the proposed evaluator's expertise, past experience, and/or skills for serving as the lead staff at a minimum of 0.5 FTE overseeing all elements of grant data and evaluation activities provided for in Section 1.6 of the Notice of Funding Opportunity. These include (a) collection and reporting of performance measures and Infrastructure, Prevention and Promotion data, (b) collection of data on the clinic-level quality measures required under the CCBHC Certification Criteria and reporting on these data in the annual progress performance report, (c) participation in all aspects of the National Evaluation of the program, and (d) measurement of progress towards the stated goals and objectives as defined in the Section B of your grant application. Among the tasks included in the Project Evaluator's oversight are the following:

- o On-going collaboration with the CCBHC Grant Project Director and the National

Evaluation Team.

- o Development of data collection workflows and facilitation of data collection protocols.
- o Data quality and data monitoring activities.
- o Data analysis and interpretation.
- o Implications for data-driven continuous quality improvement.
- o Monitoring access and outcomes of disparate populations.
- o Communication of evaluation results to the CCBHC grant Project Director and other CCBHC leadership, to SAMHSA, and external stakeholders in a way that is meaningful and useful.

STANDARD TERMS AND CONDITIONS

Mid-Annual Programmatic Progress Report

By April 30, 2024, submit the 1st Year Mid-Annual Progress Report via **eRA Commons terms tracker**.

This Mid-Year report is required for the 1st Year Budget period only and submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System.

The Mid-Year Annual Report must, at a minimum, include the following information:

- o Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- o A summary of key program accomplishments to-date.
- o Description of the changes, if any, that were made to the project that differ from the application for this incremental period.
- o Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.

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**.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Annual Programmatic Progress Report

By December 28, 2024, submit via **eRA Commons terms tracker**. The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this budget period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.

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**.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Annual Federal Financial Report (FFR or SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or 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 no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding as follows:

- By **December 28, 2024**, submit the Federal Financial Report (FFR)/(SF-425).
- The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdogaXfiu10> and PDF resource with instructions on Requesting Access @ <https://pms.psc.gov/forms/New-User-Request-Grantee.pdf>
- Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>

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- o While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the "Search for Federal Financial Report (FFR)" page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the "Manage FFR" link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the page Managing eRA User Accounts on SAMHSA's website for instructions on how to assign a the FSR role.

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.

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 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>.

Standards for Financial Management

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. "Commingling funds" typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

Reasonable Costs for consideration

Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to "Reasonable Costs" consideration per 2 CFR § 200.404 and the "Factors affecting allowability of costs" per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

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.

Staff Contacts:

Lorle Lopez, Program Official

Phone: 240-276-2595 Email: lorie.lopez@samhsa.hhs.gov

Thompson Von Agner, Grants Specialist

Phone: 240-276-1445 Email: Thompson.VonAgner@samhsa.hhs.gov

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: State Treasury		FOR OPB USE ONLY				
AGENCY: Sales Tax Dedication		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 20-901		131		3		
SUBMISSION DATE: 12/23/23		Approval and Authority: Approved by the Joint Legislative Committee on the Budget DATE: <u>1-17-24</u> <i>lg</i>				
AGENCY BA-7 NUMBER: 24-03						
HEAD OF BUDGET UNIT: Nancy Keaton						
TITLE: First Assistant State Treasurer						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge):</small>						
<i>Nancy Keaton</i>						
MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024			
GENERAL FUND BY:						
DIRECT	\$0	\$0	\$0			
INTERAGENCY TRANSFERS	\$0	\$0	\$0			
FEEES & SELF-GENERATED	\$0	\$0	\$0			
Regular Fees & Self-generated	\$0	\$0	\$0			
Subtotal of Fund Accounts from Page 2	\$0	\$0	\$0			
STATUTORY DEDICATIONS	\$63,355,272	\$902,293	\$64,257,565			
[Select Statutory Dedication]	\$0	\$0	\$0			
[Select Statutory Dedication]	\$0	\$0	\$0			
Subtotal of Dedications from Page 2	\$63,355,272	\$902,293	\$64,257,565			
FEDERAL	\$0	\$0	\$0			
TOTAL	\$63,355,272	\$902,293	\$64,257,565			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
Sales Tax Dedications	\$63,355,272	0	\$902,293	0	\$64,257,565	0
Program 2	\$0	0	\$0	0	\$0	0
Program 3	\$0	0	\$0	0	\$0	0
Program 4	\$0	0	\$0	0	\$0	0
Program 5	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$63,355,272	0	\$902,293	0	\$64,257,565	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: State Treasury	FOR OPB USE ONLY	
AGENCY: Sales Tax Dedication	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 20-901	ADDENDUM TO PAGE 1	
SUBMISSION DATE: 12/23/23		
AGENCY BA-7 NUMBER: 24-03		

Use this section for additional Dedicated Fund Accounts or Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
FEES & SELF-GENERATED			
[Select Fund Account]	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$0	\$0	\$0
STATUTORY DEDICATIONS			
[Select Statutory Dedication]	\$16,620,421	\$0	\$16,620,421
[Select Statutory Dedication]	\$22,616,857	\$902,293	\$23,519,150
[Select Statutory Dedication]	\$24,117,994	\$0	\$24,117,994
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$63,355,272	\$902,293	\$64,257,565

Use this section for additional Program Names, if needed.
The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

DEPARTMENT: State Treasury	FOR OPB USE ONLY	
AGENCY: Sales Tax Dedication	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 22-901		
SUBMISSION DATE: 12/23/23	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 24-03		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
T01 ACADIA PH VISITOR ENT FUND	97,244		\$97,244
T02 ALLEN PAR CAP IMPR FD	215,871		\$215,871
T03 ASCENSION PH VISITOR ENT FUND	1,250,000		\$1,250,000
T05 AVOYELLES PH VISITOR ENT FD	120,053		\$120,053
T06 BEAUREGARD PH COMM IMP FUND	105,278		\$105,278
T07 BIENVILLE PAR TOUR & ECON DEV	27,527		\$27,527
T08 BOSSIER CITY CIVIC CENTER	1,874,272		\$1,874,272
T09 SHREVEPORT RIVERFRONT & CONVEN	2,155,204		\$2,155,204
T10 WEST CALCASIEU COMM CTR FD	1,500,000		\$1,500,000
T11 CALDWELL PAR ECONOMIC DEV FD	169		\$169
T12 CAMERON PARISH TOURISM DEV FD	19,597		\$19,597
T14 TOWN OF HOMER ECONOMIC DEV	18,782		\$18,782
T15 CONCORDIA PAR ECON DEV FD	87,738		\$87,738
T16 DESOTO PAR VISITOR ENT FD	148,315		\$148,315
T17 EAST BATON ROUGE CENTROPLEX	1,249,308		\$1,249,308
T18 EAST CARROLL PAR VIS ENT FD	7,158		\$7,158
T19 EAST FELICIANA TOURIST COMM FD	2,693		\$2,693
T20 EVANGELINE VISITOR ENT FUND	43,071		\$43,071
T21 FRANKLIN VIS ENT FD	33,811		\$33,811
T23 IBERIA PARISH TOURIST COMMISS.	424,794		\$424,794
T24 IBERVILLE ENTERPRISE FUND	116,858		\$116,858
T25 JACKSON PAR ECON DEV & TOUR	27,775		\$27,775
T26 JEFFERSON PH CONVENTION CENTER	3,096,138		\$3,096,138
T27 JEFF DAVIS PAR VIS ENT FD	224,460		\$224,460
T28 LAFAYETTE VISITOR ENTERPRISE	3,140,101		\$3,140,101
T29 LAFOURCHE PARISH ENTERPRISE FD	349,984		\$349,984
T30 LASALLE ECONOMIC DEV DIST FD	21,791		\$21,791
T31 LINCOLN PAR VISITOR ENT FD	262,429		\$262,429
PAGE 2 SUBTOTAL (to Page 1)	\$16,620,421	\$0	\$16,620,421

DEPARTMENT: State Treasury	FOR OPB USE ONLY	
AGENCY: Sales Tax Dedication	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 22-901		
SUBMISSION DATE: 12/23/23	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 24-03		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
T32 LIVINGSTON PAR TOURISM INPR	332,516		\$332,516
T34 MOREHOUSE PAR VISITOR ENT	40,972		\$40,972
T36 NEW ORLEANS MET CONV & VSTRS	11,200,000		\$11,200,000
T37 OUACHITA PAR VISITOR ENT FD	1,800,000		\$1,800,000
T38 PLAQUEMINES PAR VISITOR ENT	228,102		\$228,102
T39 POINTE COUPEE PH VISITOR ENT	40,281		\$40,281
T40 ALEX/PINE EXHIBITION HALL	250,417		\$250,417
T41 RED RIVER VISTOR ENTERPRISE	69,466		\$69,466
T42 RICHLAND PARISH VISITOR ENT FD	116,715		\$116,715
T43 SABINE PAR TOURISM IMPR FD	214,812		\$214,812
T44 ST BERNARD PH ENTERPRISE FD	116,399		\$116,399
T45 ST. CHARLES PARISH ENTERPRISE	1,735,805		\$1,735,805
T47 ST JAMES PARISH ENTERPRISE FD	30,756		\$30,756
T48 ST JOHN THE BAPTIST CONV FCLTY	329,036		\$329,036
T49 ST LANDRY PH HISTORICAL DEV FD	373,159		\$373,159
T50 ST MARTIN PARISH ENT FD	172,179		\$172,179
T51 ST MARY PAR VIS ENT FD	1,150,000		\$1,150,000
T52 ST TAMMANY PARISH FUND	1,859,793	\$902,293	\$2,762,086
T53 TANGIPAHOA PH TOURIST COMM FD	522,008		\$522,008
T54 TENSAS VISITOR ENTERPRISE FUND	1,941		\$1,941
T55 HOUMA/TERREBONNE TOURIST FUND	573,447		\$573,447
T56 UNION PARISH VISITOR ENT	27,232		\$27,232
T57 VERMILION PH VISITOR ENT FUND	114,843		\$114,843
T60 WEBSTER PH CONV & VSTRS BUR	170,769		\$170,769
T61 WEST BATON ROUGE VSTRS ENT FD	515,436		\$515,436
T62 WEST CARROLL VISITOR ENT FD	17,076		\$17,076
T64 WINN PH TOURISM FUND	56,665		\$56,665
TA1 SHREVEPORT-BOSS CITY VIS	557,032		\$557,032
PAGE 3 SUBTOTAL (to Page 1)	\$22,616,857	\$902,293	\$23,519,150

DEPARTMENT: State Treasury	FOR OPB USE ONLY	
AGENCY: Sales Tax Dedication	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 22-901		
SUBMISSION DATE: 12/23/23	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 24-03		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2023-2024	ADJUSTMENT (+) or (-)	REVISED FY 2023-2024
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
TA2 VERNON PH COMMUNITY IMPR FD	428,272		\$428,272
TA3 ALEX/PINE AREA TOURISM	242,310		\$242,310
TA4 RAPIDES PH ECONOMIC DEV FUND	370,891		\$370,891
TA5 NATCHITOCHE PARISH ENTERPRISE	130,000		\$130,000
TA6 LINCOLN PH MUNI FD	258,492		\$258,492
TA7 EBR COMMUNITY IMPROVEMENT FUND	2,575,872		\$2,575,872
TA8 EBR PAR ENHANCEMENT FD	1,387,936		\$1,387,936
TA9 WASHINGTON PH TOURIST COMM	43,025		\$43,025
TB0 GRAND ISLE TOURIST COMM ENT AC	28,295		\$28,295
TB1 GRETN A TOURIST COMM ENT ACCT	118,389		\$118,389
TB2 LAKE CHARLES CIVIC CTR FD	3,158,003		\$3,158,003
TB3 NEW ORLEANS TOUR & ECON DEVE	466		\$466
TB4 RIVER PAR CONV, TOURIST & VIS	245,210		\$245,210
TB5 ST FRANCISVILLE ECONOMIC DEV F	178,424		\$178,424
TB6 TANGIPAHOA PAR ECO DEV FD	175,760		\$175,760
TB7 WASH PAR INFRASTRUCTURE & PARK	50,000		\$50,000
TB8 PINEVILLE ECO DEV FD	222,535		\$222,535
TB9 WASH PAR ECON DEV/TOUR	14,486		\$14,486
TC0 TERREBONNE PAR VIS ENT FD	564,845		\$564,845
TC1 BASTROP MUNICIPAL CTR FD	40,357		\$40,357
TC2 RAPIDES PARISH COLISEUM FUND	74,178		\$74,178
TC3 MADISON PH VISTOR ENTERPRISE	34,326		\$34,326
TC4 NATCHITOCHE HISTORIC DIST DEV	319,165		\$319,165
TC5 BAKER ECONOMIC DEVELOPMENT FD	39,499		\$39,499
TC6 CLAIBORNE PAR TOUR & ECON DEV	517		\$517
TC7 ERNEST N MORIAL CONV CTR FD	2,000,000		\$2,000,000
TC9 LAFOURCHE PAR ARC TR & DEV FD	344,734		\$344,734
TD1 Grant Parish Econ Dev Fund	2,007		\$2,007
TD2 NEW ORLEANS QUALITY OF LIFE FD	11,070,000		\$11,070,000
PAGE 4 SUBTOTAL (to Page 1)	24,117,994	\$0	\$24,117,994

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?

One-time budget increase for the St. Tammany Parish Fund (T52) in the amount of \$902,293. The fund had an excess balance carried over from FY23 to FY24 in the amount of \$902,293.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$902,293	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$902,293	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
No additional personnel are required.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.

The request is being made for an increase in FY24 by the receiving local governments and supported by the corresponding senator.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.

This is not an after the fact BA-7.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.

There are no programmatic impacts.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. *(Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)*

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2023-2024	ADJUSTMENT (+) OR (-)	REVISED FY 2023-2024

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. *(For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)*

There are no performance impacts.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

There are no performance impacts.

5. Describe the performance impacts of failure to approve this BA-7. *(Be specific. Relate performance impacts to objectives and performance indicators.)*

There are no performance impacts.

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Sales Tax Dedications

MEANS OF FINANCING:	CURRENT FY 2023-2024	REQUESTED ADJUSTMENT	REVISED FY 2023-2024	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028
GENERAL FUND BY:							
Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications **	\$63,355,272	\$902,293	\$64,257,565	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$63,355,272	\$902,293	\$64,257,565	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$63,355,272	\$902,293	\$64,257,565	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$63,355,272	\$902,293	\$64,257,565	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
Other Charges Positions	0	0	0	0	0	0	0
Non-TO FTE Positions	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
*Dedicated Fund Accounts:							
Reg. Fees & Self-generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Fund Account]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
**Statutory Dedications:							
[Select Statutory Dedication]	\$16,620,421	\$0	\$16,620,421	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$22,616,857	\$902,293	\$23,519,150	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$24,117,994	\$0	\$24,117,994	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Sales Tax Dedications

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$902,293	\$0	\$902,293
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges		\$0	\$0	\$902,293	\$0	\$902,293
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$902,293	\$0	\$902,293
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
Other Charges Positions	0	0	0	0	0	0
Non-TO FTE Positions	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

November 6, 2023

Mr. Jay Dardenne, Commissioner of Administration
Office of Planning and Budget, Louisiana Division of Administration

Dear Commissioner Dardenne,

The St. Tammany Parish Fund has a fund balance of \$902,586.87 at the end of FY22/23 that we expect to be recognized at the November Revenue Estimating Conference (REC) meeting.

The recipients of the Fund allocation per RS 47:302.26 are the St. Tammany Parish Tourist and Convention Commission, St. Tammany Parish Development District, Harbor Center District, Recreation District No. 1 of St. Tammany Parish, and St. Tammany Parish Government.

These entities combined are requesting a BA-7 for consideration at the December meeting of the Joint Legislative Committee on the Budget for our fund balance, \$902,586.87, or the amount recognized by REC.

In addition, we are requesting that the state review the attached case for action and revise its forecast of revenue projections for this Fund and increase our future annual budget appropriations from \$1,859,500 to \$2,400,000.

Fund collections since FY 2019 have averaged \$2,331,056 per year over the course of five years. They have ranged from \$1,669,495 to \$3,422,637, including FYs 2020 and 2021, which saw collections reduced by approximately 15% due to shutdowns associated with the COVID-19 pandemic. This will be the third time since FY 2019 that we are requesting a BA-7, which we feel necessitates the increase in the appropriation.

The five entities that benefit from the Fund allocation work tirelessly using these funds generated exclusively from hotel sales tax to bring more visitors and investment to St. Tammany Parish. Last year, 2.9 million visitors spent more than \$1.03 billion in St. Tammany Parish, contributing to \$107 million in state and local tax collections and supporting 11,472 local jobs. Additionally, since 2018, STPDD has facilitated business expansion and attraction projects representing over \$213 million in capital investment and 1,989 new and retained jobs in St. Tammany Parish.



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The requested increase in budget authority will help strengthen tourism marketing and business attraction initiatives and will allow us to better plan our budget expenditures from the beginning of the fiscal year. These tourism and economic development efforts benefit St. Tammany Parish and the state by increasing visitor spending, business investment, job creation, and associated tax collections.

Your consideration of this request is greatly appreciated. If you have questions or need additional information, please contact Donna O'Daniels or Devan Richoux at 985-892-0520, or Chris Masingill or Sharon Delong at 985-809-7874.

Sincerely,



Donna O'Daniels, President & CEO
St. Tammany Parish Tourist & Convention Commission



Chris Masingill, CEO
St. Tammany Corporation
St. Tammany Parish Development District

CC: Senator Sharon Hewitt

Ms. Ternisa Hutchinson, State Budget Director
Office of Planning and Budget, Louisiana Division of Administration

Lindsay Schexnayder, CPA
Chief Financial Officer, Louisiana Department of Treasury

St. Tammany Legislative Delegation
Renee Roberts, Legislative Liaison, St. Tammany Parish



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From: [Hewitt, Sen. Sharon \(Chamber Laptop\)](#)
To: [Lindsay Schexnayder](#)
Subject: Re: BA-7 Letter from St. Tammany Parish Fund
Date: Friday, November 17, 2023 4:20:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Thanks Lindsay. I have been working with the parish entities to get this done. Please let me know if you need anything else or have any concerns.

Regards,
Senator Sharon Hewitt

On Nov 17, 2023, at 11:25 AM, Lindsay Schexnayder
<lschexnayder@treasury.la.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Thanks for this request. Once REC meets to recognize actuals from fiscal year 2023, Department of Treasury will be able to submit a BA-7 to process this request.

<[image001.png](#)>

From: Donna O'Daniels <Donna@VisitTheNorthshore.com>
Sent: Thursday, November 9, 2023 2:10 PM
To: Jay Dardenne <Jay.Dardenne@la.gov>; Ternisa Hutchinson <Ternisa.Hutchinson@LA.GOV>; Lindsay Schexnayder <LSchexnayder@treasury.la.gov>
Cc: Hewitt, Sen. Sharon (Chamber Laptop) <shewitt@legis.la.gov>; Patrick McMath <sen11@legis.la.gov>; Beth Mizell <mizellb@legis.la.gov>; Lawrence "Larry" Frieman <hse074@legis.la.gov>; Robert "Bob" Stanford Owen <hse076@legis.la.gov>; Richard James Nelson <hse089@legis.la.gov>; Mary DuBuisson <hse090@legis.la.gov>; Paul B. Hollis <hollisp@legis.la.gov>; Mark Wright <wrightm@legis.la.gov>; Malinda B. White <whitema@legis.la.gov>; Roberts, Renee <robertsr@legis.la.gov>; cmasingill@sttammanycorp.org; President Mike Cooper <mcooper@stp.gov>
Subject: BA-7 Letter from St. Tammany Parish Fund

Dear Commissioner Dardenne:

Please find attached a BA-7 for consideration at the December JLCB meeting and a case for action to revise the forecast of revenue projections for the St. Tammany Parish

Fund.

On behalf of the recipients of the St. Tammany Parish Fund, we appreciate your attention and are happy to answer any questions you may have.

With warmest regards,

<image002.png>