



Compliance with Substance Abuse and Mental Health Services Administration (SAMHSA) and Federal Discretionary Grant Requirements

Discretionary Grants offered by SAMHSA sometimes require compliance with one or more of the following (The individual Request for Applications (RFA) will indicate which items are required):

1. Executive Order (EO) 12372 Intergovernmental Review
2. Public Health System Impact Statement (PHSIS) – Single State Agency (SSA) Coordination
3. Letter of Support and/or Commitment from the Single State Agency (SSA) Director

Carefully review the Request for Application (RFA) or Funding Opportunity Announcement (FOA) for required elements. Following is information on how to comply with requirements listed above:

1. EO 12372 Intergovernmental Review

In California, how do I comply with the E.O. 12372 requirements?

Contact the Single Point of Contact (SPOC), which is the State Clearinghouse at **(916) 445-0613**. The State Clearinghouse will ask you for the Catalog of Federal Domestic Assistance (CFDA) number, which is located on the front page of the RFA. The State Clearinghouse will tell you if the grant has been chosen for E.O. 12372 review. If it has been chosen, the State Clearinghouse will provide you with information about what must be submitted for E.O. 12372 review.

2. PHSIS

What is the PHSIS?

The PHSIS is a process designed to keep state and local health officials informed of services proposed in grant applications submitted by community-based, non-governmental organizations within their jurisdictions.

Who must submit a PHSIS?

In general, community-based, non-governmental organizations must submit the PHSIS.

What do I include in the PHSIS?

Currently, the Center for Substance Abuse Treatment (CSAT) and Center for Substance Abuse Prevention (CSAP) require the following:

- a copy of the face page of the application (SF 424 v2); and
- a summary of the project, no longer than one page in length that provides: 1) a description of the population to be served; 2) a summary of the services to be provided; and 3) a description of the coordination planned with appropriate State or local health agencies.

Enclose the listed items with a letter addressed to the Director of the Department of Health Care Services notifying the SSA that **if it wishes to comment** on the proposal, its comments should be sent not later than 60 days after the application deadline. In the body of the letter, identify the contact person and the address for submitting comments, according to the RFA or the FOA.

3. Letter of Support and/or Commitment from the SSA Director or Designated Representative

Discretionary Grants offered by SAMHSA sometimes require a letter from the SSA Director or a designated representative indicating that the proposed project addresses a state- or county-identified priority.

Where do I send the PHSIS Notification or the request for SSA Letter of Support/Commitment?

Whether you are requesting a Letter of Support or just informing the SSA of the services proposed in your grant application, you must mail the PHSIS items listed above along with an explanatory letter to the appropriate SSA for Substance Abuse or for Mental Health. In California, the SSA for Substance Abuse and Mental Health is the California Department of Health Care Services.

Please address your letters to:

**Michelle Baass, Director
California Department of Health Care Services
ATTN: SUD Letters of Support
1501 Capitol Avenue, MS 0000
P.O. Box 997413
Sacramento, California 95899-7413**