

Crisis Counseling Assistance and Training Program

INTERAGENCY AGREEMENT

Between the
U.S. Department of Homeland Security
Federal Emergency Management Agency
And the
U.S. Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Statement of Work

I. Scope of Work.

The scope of work governs the terms of agreement for the Fiscal Year 2006 Interagency Agreement between the Federal Emergency Management Agency (FEMA) of the U.S. Department of Homeland Security and the Center for Mental Health Services (CMHS), a component of the Substance Abuse and Mental Health Services Administration (SAMHSA).

CMHS shall be reimbursed for all services as described in 44 CFR 206.171 Crisis Counseling Assistance and Training.

II. Description of Services to be Furnished.

The Emergency Mental Health and Traumatic Stress Services Branch (EMHTSSB), agrees to provide the following services pursuant to the implementation of the Crisis Counseling Assistance Training Program as set forth in the Robert T. Stafford, Public Law 100-707, section 416 and the regulations at 44CFR, 206.171 Crisis Counseling Assistance and Training. CMHS will:

- A. Provide consultation to FEMA and State mental health agencies on the development and implementation of the crisis counseling immediate services and regular services programs. Consultation throughout this document is defined as written and verbal communication that results in better quality of services for the disaster survivors.
- B. Provide guidance and technical assistance to FEMA and mental health agencies on the immediate services and regular services program funding requests. When requested by FEMA, assistance will be provided on or near the disaster site. The CMHS representative will report to the Disaster Field Office (DFO) and function as a member of the Federal Coordinating Officer's (FCO's) staff.
- C. Review, analyze and provide written recommendations on funding levels for immediate services and regular services grant applications.

3. Develop a new technical assistance Resource Collection called “Phase Pack” targeted to State needs by disaster phase.

Outcome #4: Promote State preparedness in disaster response and recovery. Measures:

1. Coordinate and conduct the annual FEMA/CMHS Crisis Counseling Program Training.

<u>Area</u>	<u>Amount</u>
Personnel	\$ 371,881
Admin. Costs	55,782
Travel	9,968
Printing	20,000
Equipment	4,500
Supplies	2,900
Total	\$ 465,031

1. The immediate services review will contain information pertaining to the sufficiency of State resources, the reasonableness of the budget request, and the determination of whether the plan for services adequately addresses the mental health needs with screening, and counseling techniques, as well as outreach services such as public information, community networking, consultation, and education services.
2. If an immediate services application is approved, the EMHTSSB will provide FEMA with technical assistance in monitoring the progress of the program, review requests for extensions or program modifications and recommend approval or disapproval.
3. The CMHS regular program review letter will certify the following required under 44 CFR 206.171 Crisis Counseling Assistance and Training:
 - a. A verification of the need for services with an indication of how the verification was conducted.
 - b. An identification of State, local, and private mental health resources, and the extent to which these resources can assume the workload without assistance under the regular program and the extent to which supplemental assistance is warranted.
 - c. A description of the crisis counseling needs of the disaster area.
 - d. A determination and recommendation of whether the plan adequately addresses the mental health needs.
4. If a regular program application is approved, CMHS will monitor the progress of the program and provide oversight until the program is completed. This includes, but is not limited to the following:
 - a. Maintaining verbal communication with the grantee to assure compliance with the Stafford Act a minimum of 2-3 times a month. The communication will be used to convey any concerns with the progress of the program.
 - b. Assuring submission of quarterly and final reporting from grantees in accordance with the requirements defined in 44 CFR 206.171 consisting of a written performance report of the program and a financial status report (SF-269).
 - c. Reviewing required quarterly reports submitted by the grantee, provide a copy to FEMA and summarize any program successes or concerns in writing. Following the first quarter report, the summary will be included in the site visit report. Following the second quarter report, the summary may be brief and will focus primarily on issues and recommendations identified for

- d. Conduct on-site visits to all programs. For programs funded at more than \$1 million conduct at least two visits. Site visits are used to discuss the progress of the program and to assure compliance with the terms of the grant. A summary report of findings and recommendations will be submitted following each site visit.
- e. Monitor compliance with the terms of the grant and provide FEMA with written notice on any budget modification requests.
- f. Conduct grant financial monitoring to assure compliance with the terms of the grant.
- g. Within 120 days of completion of a program, provide FEMA with a final accounting of funds and a letter stating the final program costs, amount advanced to the grantee, and the amount refunded.
- h. Coordinate with the SAMHSA budget and grant offices to assure unexpended funds are refunded to FEMA within 120 days of program end date.

Outcome #2: EMHTSSB will provide recommendations on policy development issues.

Measures:

- 1. Develop written guidance as needed for Crisis Counseling Program grantees that clarify terminology, policy, requirements, and limits for FEMA funds and crisis counseling services.
- 2. Develop a draft Post-Closeout Evaluation Protocol and Process to obtain feedback from States on overall application, reporting, and program strengths and weaknesses; and usefulness of technical assistance and materials provided during CCP program following the closeout of a program.
- 3. Review and revise current written internal program management tools to ensure quality control, standardization, and consistency of the Crisis Counseling Program. Revised tools to be developed include State checklists on ISP and RSP standard operating procedures and actions steps.

Outcome #3: EMHTSSB will promote knowledge development and dissemination to States and communities. Measures:

- 1. Reprint out of stock publications (25,000 copies each): Developing Cultural Competence in Disaster Mental Health Programs and Mental Health All-Hazards Planning Guidance.
- 2. Revise appropriate publications, as needed, to ensure that technical assistance information/knowledge on disaster mental health is current and consistent with FEMA/CMHS policy and program modifications.

corrective action in the first quarterly report and site visit or any new issues that have emerged since the site visit report.

- d. Conducting on-site visits to all programs. In addition, programs valued at more than \$1 million will have a minimum of two on-site visits. Site visits are used to discuss the progress of the program and assure compliance with the terms of the grant. A summary report of findings and recommendations will be submitted following each site visit.
- e. Monitoring compliance with the terms of the grant and provide FEMA with written notice of any budget modification requests.
- f. Conducting grant financial monitoring to assure compliance with the terms of the grant.
- g. Providing FEMA with a final accounting of funds (SF-269), which includes a letter stating the final program cost, amount advanced to the grantee, and the amount refunded within 120 days of completion of a program. A final narrative program report will also be submitted.
- h. Coordinating with the SAMHSA budget and grant offices to assure unexpended funds are refunded to FEMA within 120 days of program end date.

D. FEMA, Recovery Division (RE), agrees to provide the following pursuant to the implementation of the Crisis Counseling Assistance and Training Program as set forth in the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, Section 416 and the regulations at 44 CFR 206.171 Crisis Counseling Assistance and Training:

- 1. Leadership and direction to insure consultation and recommendations are sought from CMHS before funding decisions are made on immediate services programs.
- 2. Promotion of consistency among regions in the implementation and operation of crisis counseling programs.

III. Reporting.

CMHS will provide FEMA with copies of reports and summaries highlighting the progress and concerns of the program.

- A. Status Report. CMHS will provide FEMA with a brief status report on all contracts funded by FEMA on a quarterly basis and/or as requested by FEMA. The status report will include information on progress and current expenditures. CMHS will also provide information on the activities and accomplishments of the program in its "Annual Report of Accomplishments."

- B. Progress Report. CMHS will provide FEMA with copies of quarterly and final written performance reports and financial status reports (SF-269). Copies of site visit reports will also be submitted.
- C. Final Expenditure Report. CMHS will provide copies of final expenditure reports for regular program grants and written notification when closeout information has been forwarded to the Program Support Center (PSC) Finance Office. This is to include all quarterly financial grant program reports from the grantees and all financial closeout reports from SAMHSA/OPS Grants Management. PSC will provide to the FEMA program office the copies of documents and return unexpended funds to FEMA.

IV. Performance Measures.

- A. Outcome #1: For all Presidential declared disasters, EMHTSSB will provide consultation and technical assistance services to FEMA and the States in the development and implementation of Crisis Counseling Programs. Measures:
 - 1. For an Immediate Services Program (ISP). Provide FEMA with technical assistance in reviewing applications and recommend approval or disapproval, monitoring the progress of the program, and reviewing requests for extensions or program modifications and recommend approval or disapproval.
 - 2. For a Regular Services Program (RSP). Provide FEMA with technical assistance in reviewing applications and recommend approval or disapproval. Provide program oversight until the grant program is completed. Review requests for supplementals and/or extensions, as well as any major budget and program modifications. Recommend approval or disapproval.
 - a. Maintain verbal communication with the grantee a minimum of 2-3 times a month to assure compliance with the Stafford Act. The communication will be used to convey any concerns with the progress of the program.
 - b. Assure submission of quarterly and final reporting from grantees in accordance with the requirement defined in 44 CFR 206.171 consisting of a written summary report and a financial status report (SF 269) of the program.
 - c. Review required quarterly reports submitted by grantee, provide a copy to FEMA and summarize any program successes or concerns in writing. Following the first quarter report, the summary will be included in the site visit report. Following the second quarter report, the summary may be brief and will focus primarily on issues and recommendations identified for corrective action in the first quarterly report and site visit or any new issues that have emerged since the site visit report.