



CITY OF PHILADELPHIA
Department of Behavioral Health and Intellectual disAbility Services
Promoting Recovery, Resilience & Self Determination

Jill Bowen, Ph.D.
Commissioner

Tierra M. Pritchett, Ed.D. CHC
Deputy Commissioner

H. Jean Wright II, Psy.D.
Deputy Commissioner

Sosunmolu Shoyinka, M.D.
Chief Medical Officer

July 24, 2023

Dear Single County Authority Executive, Fiscal, and Program Directors:

The Philadelphia Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) and all contracted providers for Fiscal Year 2024 (FY24) are required to meet the contract requirements pursuant to 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Under 2 CFR Part 200, the Philadelphia Single County Authority (SCA) must provide information regarding identifying federal awards to contractors when the contract is executed. These requirements are delineated in the [Department of Drug and Alcohol Program \(DDAP\) Operations Manual under 7.04-Content of Contracts](#).

In addition to DBHIDS Single County Authority providers receiving their Provider Agreement with language and appendices/exhibits that further provide the terms and conditions that specifically address 7.04 of the DDAP Operations Manual, all providers that have the approval from DBHIDS to subcontract for prevention, intervention, treatment or treatment-related services pertaining to substance use and problem gambling disorders with a sub provider, the subcontract with the provider must contain all of DDAP's requirements as delineated in Section 7.04 of the manual, specifically, at 7.04.1 where it states:

"If the SCA allows a contractor to subcontract for services, the subcontract must also include these components."

Line items from 1 through 6 (t)(i) directly below this statement in the DDAP Operations Manual must be included in the subcontract and, if applicable, Section B-Fee for Service Contract Requirements and/or Section C-Cost Reimbursement Contract Content Requirements.

Providers that have DBHIDS Single County Authority approval to subcontract must provide copies of all subcontracts to the SCA as it is a requirement under [7.01 of the DDAP Operations Manual](#).

If there are any questions or concerns, please do not hesitate to contact me at Amanda.David@phila.gov or Todd Nickelsberg, Interim SCA, at Todd.Nickelsberg@phila.gov.

As always, we thank you for your dedication, support, and the services you provide to all Philadelphians.

Sincerely,

Amanda N. David, MSW, LSW
Chief Program Officer/Director of Behavioral Health

Cc: Jill Bowen, Ph.D.
Tierra M. Pritchett, Ed.D.
Theresa Williams
Keith Walker
Kimberly Lara
Todd Nickelsberg