

Dear Grantee:

This letter provides information and instructions to apply for the continuation of **Substance Abuse & Mental Health Administration (SAMHSA)** grant support.

You may submit your FY 2010 continuation application through Grants.gov, regular, or overnight mail. FY 2010 Continuation Application forms can be obtained either through the Grants.gov website (<http://grants.gov>) or through the SAMHSA website (<http://www.samhsa.gov>).

CONTINUATION APPLICATION PROCESS

Complete the PHS 5161-1. Please prepare your application carefully in accordance with the Supplementary Instructions. Instructions can be found at: http://www.samhsa.gov/Grants/downloads/supplement_instructions.pdf. You need to complete and submit:

1. SF-424 - (Version 02) face page
2. SF-424A - budget page
3. Project/Program narrative outlining the progress and accomplishments resulting from the past year of support, according to the Supplementary Instructions*
4. A work plan for the coming year
5. Resumes and job descriptions, level of effort and annual salary for any key staff changes
6. Include your grant number (SP#,SM#,TI#) as reflected on your last Notice of Award (NoA)
7. In addition to the required detailed budget and narrative justification for the continuation period, submit an explanation/justification including supporting documentation for any changes from the current budget period. Grantee should identify Federal and Non-Federal dollars separately by funding source and dollar amounts.
8. Checklist

A Required OMB Project/Performance Site Location(s) Form with Instructions must be submitted with the application and is available at:

<http://www.samhsa.gov/Grants/ProjectPerformSiteLocationForm.doc>

*Specific programmatic instructions may be provided by the project officer.

ELECTRONIC SUBMISSION THROUGH GRANTS.GOV

1. If this is your first time submitting an application through Grants.gov, register at <http://grants.gov>, then select "Apply for Grants" then "Get Registered." **If previously registered, you must update your Central Contractor Registry (CCR). Allow at least two weeks (10 business days) for completing the registration processes prior to submitting your application.**
2. Download the application package and instructions by selecting "Apply for Grants". You can search for the downloadable application package by the Catalogue of Federal Domestic Assistance (CFDA) number which can be found in the Request for Application (RFA) or by the Funding Opportunity Number. The Funding Opportunity Number is **SAMHSACONT10-01** if your start date is **May** through **July**, or **SAMHSACONT10-02** if your start date is **September** (see Budget Period on the NoA).
3. Complete the packet off-line, upload it, and then submit the application package through the Grants.gov site. **It is strongly recommended that you submit your grant application using Microsoft Office products (e.g., Microsoft Word, Microsoft Excel, etc.).** If you do not have access to Microsoft Office products, you may submit a PDF file. Directions for creating PDF files can be found on the Grants.gov website. Use of file formats other than Microsoft Office of PDF may result in your file being unreadable by SAMHSA staff. Please keep the Project Narrative as a separate document, and consolidate all other materials in your application to ensure the least possible number of attachments.
4. After you electronically submit your application, a Grants.gov tracking number will be provided at the bottom of the screen, as well as the official date and time of the submission. It is important that you retain this number so that you may refer to it should you need to contact Grants.gov for support. Grants.gov will send email messages to advise you of the progress of your application through the system. **Over the next two business days, you should receive two emails.** The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to SAMHSA or has been rejected due to errors. If you do not receive a receipt confirmation AND either a validation confirmation or a rejection email message within two business days, please contact Grants.gov.
5. If need further assistance, you may wish to use the following sources for help:
 - By Email: support@Grants.gov
 - By phone: 1-800-518-4726 (1-800-518-GRAN). The Contact Center is open from 7:00 a.m. to 9:00 p.m. Eastern Standard Time, Monday through Friday-closed all Federal Holidays.

The Grants.gov website does not accept electronic signatures at this time. Therefore, you must submit a signed paper original of the face page (SF 424) and hard copy of any other required documentation that cannot be submitted electronically. **You must reference the Grants.gov tracking number from your application on these documents. The documents must be received, at the address listed on page 3, within 5 business days of your electronic submission.**

HARD COPY SUBMISSION OF APPLICATION:

1. Obtain the Grants 2010 continuation applications forms from the SAMHSA website: (<http://www.samhsa.gov/Grants/continuation.aspx>)
2. Complete the forms, other documents and include your grant number on all pages.
3. Send the original and two copies to this mailing address:

**Division of Grants Management
1 Choke Cherry Road. – Room 7-1091 Rockville, MD 20857 (USPS)
or 20850 (overnight carrier)**

If you require a phone number for delivery, you may use (240) 276-1400.

PLEASE DO NOT E-MAIL applications directly to your Grants Management Specialist.

APPLICATION DUE DATES:

- **February 12, 2010** – *Receipt date of Applications (Budget Period May through July)*
- **March 5, 2010** – *Receipt date of Applications (Budget Period September)*

FOR GRANT YEAR 2 AND SUBSEQUENT YEARS ONLY, A REQUEST FOR CARRYOVER OF ANY UNOBLIGATED BALANCE OF FUNDS DUE DATE IS:

- **Center for Mental Health Services (CMHS)**
February 1, 2010 (No requests will be considered after this date until the following year).
- **Center for Substance Abuse Prevention (CSAP) and Center for Substance Abuse Treatment (CSAT)**
March 5, 2010 (No requests will be considered after this date until the following year).

The Notice of Award can now be sent electronically to grantees. If you have not done so already, please remember to submit the attached form with your application to enable this feature.

Sincerely,

Kathleen Sample
Grants Management Officer
OPS/Division of Grants Management

Attachment: E-Mail Address Template



Center for Mental Health Services
Center for Substance Abuse Prevention
Center for Substance Abuse Treatment
Rockville MD 20857

**DESIGNATION OF CENTRAL E-MAIL ADDRESS FOR
SAMHSA NOTICE OF AWARD (NoA)**

The Notice of Award can now be sent electronically to grantees. If you have not done so already, please remember to submit the attached form with your application to enable this feature.

Dear **Grants Management Specialist** _____,
(Name)

- 1. **SAMHSA Grant No.:** _____
- 2. **Name of Grantee Organization:** _____
- 3. **HHS 12 Digit EIN on NOA:** _____
- 4. **Central E-mail Address:** _____

Please remember the e-mail address you provide should be valid for the life of the grant. Only one e-mail address can be assigned to an organization.

Authorized Representative*

Date

***Authorized Representative** is the individual who signed **Section 21 – A** of the Application for federal Assistance SF-424 in the Grant Application PHS 5161-1.