

Dear Grantee:

The purpose of this letter is to provide information and instructions on how to apply for continuation of Substance Abuse & Mental Health Services Administration (SAMHSA) support under current discretionary grants.

All discretionary grant continuation applications must be submitted electronically through www.grants.gov unless a waiver is requested and approved. Waiver requests will be considered by the Director of the Division of Grants Management (DGM) on a case-by-case basis and will only be approved if it is technologically not possible for the grantee to submit the continuation application through grants.gov. Technologically not possible means that the grantee is unable to access the Internet.

Grantees wishing to request a waiver must submit the request along with a written justification to the SAMHSA Grants Management Specialist (GMS) for the grant not later than December 27, 2013. Continuation applications must be submitted by the deadline regardless of whether they are submitted electronically or in hard copy as a result of an approved waiver request. A copy of the approved waiver request must be submitted to the GMS along with the hard-copy continuation application.

Continuation Notices of Award (NoA) are always subject to the availability of funds and acceptable progress. Continuation applications are being requested prior to SAMHSA's receipt of FY 2014 appropriations for its programs. All grantees are reminded that SAMHSA cannot guarantee that sufficient funds will be appropriated to permit it to fully or partially fund continuation applications.

CONTINUATION APPLICATION PROCESS

Continuation applications should be prepared carefully and in accordance with the *Supplementary Instructions for the Continuation Application Package* located at http://www.samhsa.gov/Grants/downloads/Supplement_Instructions.pdf. The following should be completed and submitted:

1. Application for Federal Assistance (SF424) – The authorized representative's signature indicates concurrence/compliance with the Assurances for Non-Construction Programs and Certification pages. The grant number (SP0*****, SM0*****, TIO*****) listed on the most recent NoA should be entered in Section 5b. on the first page of the SF424.
2. Budget Information-Non-Construction Programs SF-424A

Detailed Budget and Narrative Justification or Attestation – Grantees must either submit: (1) a new detailed budget and narrative justification for the new budget period; or (2) a signed and dated attestation from the authorized representative on the organization's

letterhead stating that the budget amounts for the new budget period will not change more than 25 percent from the current budget period. Grantees classified as high risk must submit new detailed budgets and narrative justifications with their continuation applications. If a new detailed budget and narrative justification is being submitted, other federal and non-federal funds being utilized to support the grant project should be identified by funding source and amount.

Grantees under jointly-funded SAMHSA grant programs¹ must submit detailed budgets and narrative justifications in the same manner that was required in their initial application. In most cases, grantees were required to submit a single budget that included separate columns for each SAMHSA funding source.

3. Checklist
4. Project/Performance Site Location(s) – Office of Management and Budget (OMB) Form Number: 4040-0010
5. Disclosure of Lobbying Activities, if applicable - OMB Form Number: 0348-0046
6. Key Staff Changes
7. Project/Program Narrative

ELECTRONIC SUBMISSION THROUGH GRANTS.GOV

Grantees submitting an application through grants.gov must ensure completion of the following:

1. System for Award Management (SAM) information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). For information about updating grantee information in SAM, please refer to instructions at <https://www.sam.gov/portal/public/SAM/>.

Once grantee information is updated in SAM, it will take 48 to 72 hours to complete the validation processes. **Grants.gov** will reject electronic submissions from applicants with expired SAM registrations (Entity Registration).

2. Grantees must then download the application package and instructions in grants.gov by selecting [“Apply for Grants”](#) and then search for the downloadable application package by the *Funding Opportunity Number*. The *Funding Opportunity Number* for the SAMHSA

¹ *Cooperative Agreements to Benefit Homeless Individuals for States (CABHI-States), Law Enforcement and Behavioral Health Partnerships for Early Diversion (Early Diversion), Joint Adult Drug Court Solicitation to Enhance Services, Coordination, and Treatment (DOJ/BJA), and Program Supplement for Minority AIDS Initiative (MAI)-Targeted Capacity Expansion (TCE) Program: Enhancement of Human Immunodeficiency Virus Care and Outcomes through Screening for Substance Use and Mental Disorders (MAI-TCE Behavioral Health Screening Supplement).*

continuation applications (except for Drug Free Communities Support Program grants) is “SAMHSACONT14-02.”

3. Grantees must then complete the application package, upload it, and submit it through the grants.gov website. It is strongly recommended that continuation applications be completed using Microsoft Office products (e.g. - Microsoft Word, Microsoft Excel, etc.). Grantees without access to Microsoft Office products may submit the continuation application as PDF files. Directions for creating PDF files are available at the grants.gov website. Use of file formats other than Microsoft Office or PDF may result in continuation applications being unreadable by SAMHSA staff. Please consolidate all continuation application documents other than the *Project/Program Narrative* into a single file to limit the number of attachments.

Grantees are encouraged to submit their continuation applications early enough to resolve any unanticipated difficulties. After electronically submitting continuation applications, grants.gov sends emails to grantees advising them of the progress of their continuation applications through the system. Grantees should receive two emails over the two business days following the submission of their continuation applications. The first is a confirmation of receipt and the second will either indicate that the continuation application was successfully validated or rejected due to errors. Grantees that do not receive the two emails within two business days should contact the grants.gov Help Desk (indicated below).

The second email will have a grants.gov tracking number at the bottom of the screen as well as the official date and time of the submission. This number should be retained as receipt of this tracking number is the only indication that grants.gov has successfully received and validated the continuation application. If a tracking number is not received as described, the grants.gov Help Desk should be contacted for assistance.

If further information is needed, the following information should be used to contact grants.gov for assistance:

- 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, but is closed all federal Holidays.

In order to receive NoAs and other documentation from DGM electronically, grantees must subscribe at <http://www.samhsa.gov/Grants/management.aspx> (see screenshot below).



APPLICATION DUE DATE

On or before **January 13, 2014** – Receipt date for continuation applications

AUTOMATIC CARRYOVER OF UNOBLIGATED BALANCE OF FUNDS

Beginning on October 1, 2013 (federal FY 2014), SAMHSA changed its policy to not require the submission of requests to carryover unobligated balances reported in the Federal Financial Reports for amounts of **10 percent or less of the amount budgeted for the current budget period (the year in which the funds will be needed)**. Grantees requesting carryover greater than 10 percent must submit a detailed budget and narrative justification as to why the carryover of the unobligated balance is necessary and beneficial to the grant program. The existence of an unobligated balance (unexpended prior-year grant funds) alone is not an acceptable reason for requesting carryover. Grantees requesting carryovers under jointly-funded SAMHSA programs (identified earlier) must submit detailed budgets and narrative justifications specifically for the carryover funds, consistent with and as required with, their initial grant applications. Please carefully review “*Carryover Requests*” instructions at <http://www.samhsa.gov/Grants/management.aspx>.

If entire requests or amounts within requests are not approved, grantees will be notified of the reasons why in writing.

Questions regarding the administration of grants or programmatic issues should be directed to the GMS or Government Project Officer, respectively, identified in the most recent NoA.

Sincerely,

/s/

Kathleen Sample
Grants Management Officer
Office of Financial Resources, DGM