Substance Abuse and Mental Health Services Administration
SAMHSA
1 Choke Cherry Road • Rockville, MD 20857
www.samhsa.gov • 1-877-SAMHSA-7 (1-877-726-4727)

Dear Grantee:

The purpose of this letter is to provide information and instructions on how to complete a continuation application for Substance Abuse & Mental Health Services Administration (SAMHSA) support under an existing discretionary grant.

CONTINUATION APPLICATION DUE DATE

No later than February 9, 2015.

All discretionary grant continuation applications must be submitted electronically through www.grants.gov

Continuation Notices of Award (NoA) are always subject to the availability of funds and acceptable progress. SAMHSA has not yet received its final 2015 appropriations for its programs; thus, 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/continuation-grants. 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*****, TI0*****) 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

3. Detailed Budget and Narrative Justification **or** Attestation Letter –

   Grantees must submit either:

   (1) A new detailed budget and narrative justification for the new annual 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 annual 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. Do not submit an attestation letter.

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 programs 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.

4. HHS Checklist

5. Project/Performance Site Location(s) – Office of Management and Budget (OMB) Form Number: 4040-0010

6. Disclosure of Lobbying Activities, if applicable - OMB Form Number: 0348-0046

7. Key Staff Changes (including resumes and level of effort)

8. 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/index.html/#1 .

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 continuation applications (except for Drug Free Communities Support Program grants) is "*SAMHSACONTINUATION.*"

   For Additional guidance, please refer to "Continuation Application Download Instructions"** which can be found at: http://www.samhsa.gov/grants/continuation-grants*

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.

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

Sincerely,

/s/
Rocco LaMonaca
Director
Division of Grants Management