Follow the Six Steps in the Application Process

1. Review the Opportunity
2. Get Ready to Apply
3. Prepare Your Application
4. Learn About Review and Award
5. Submit Your Application
6. Learn About What Happens After Award

Substance Abuse and Mental Health Services Administration (SAMHSA)

NOFO Name: Sober Truth on Preventing Underage Drinking Act Grants

NOFO Number: SP-25-001

Step 1: Review the Opportunity

Basic Information

NOFO Name: Sober Truth on Preventing Underage Drinking Act Grants

Short Title: STOP Act Grants

Modified Announcement

Funding Opportunity Number: SP-25-001

Assistance Listing Number: 93.243

Application Deadline: March 17, 2025

Eligible Applicants: Eligibility for this program is statutorily limited to domestic public and private nonprofit entities that are current or former Drug Free Communities (DFC) Support Program recipients (Section 519-B of the Public Health Service Act [42 USC 290bb-25b], as amended).

See **Eligibility** for complete eligibility information.

Electronic Application Submission Requirements: See **Step 2**.

Important Resources

Applicants are expected to follow guidance provided in the ***FY 2025 NOFO Application Guide*.** This document provides information about the application process, including registration, required attachments, budget, and federal policies and regulations. In addition, see **Grants Glossary** for definitions of terms used in this NOFO.

Authorizing Statute

Section 519B of the Public Health Service Act, (42 USC 290bb-25b)

Agency Contacts

Program and Eligibility Questions

Jerry Campbell
Center for Substance Abuse Prevention
(240) 276-0117
CSAP.DPP@samhsa.hhs.gov

Kemi Popoola
Center for Substance Abuse Prevention
(240) 276-1089
CSAP.DPP@samhsa.hhs.gov

Financial and Budget Questions

Office of Financial Resources
Division of Grants Management
(240) 276-1940
FOACSAP@samhsa.hhs.gov

Review Process and Application Status Questions

Sara Fleming
Office of Financial Resources, Division of Grant Review
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Executive Summary

The purpose of this program is to prevent and reduce alcohol use among youth and young adults ages 12 to 20 in communities throughout the United States.

Award recipients will be expected to implement activities that support capacity building, such as implementing evidence-based community approaches; enhancing collaboration, cooperation, and coordination among communities, federal, state, and local and tribal governments; and convening Town Halls. With this program, SAMHSA aims to address the problem of underage drinking across the United States.

Key Dates

Application Deadline: March 17, 2025

Expected Award Date: No Later Than September 29, 2025

Expected Start Date: September 30, 2025

Response to Executive Order 12372: See **Intergovernmental Review** and ***Section J*** in the *Application Guide.*

Funding Details

Funding Type: Grant

Estimated Total Available Funding: $750,000

Estimated Number of Awards: 13

Estimated Award Amount: Up to $60,000

Length of Project Period: Up to 4 Years

Your annual budget cannot be more than $60,000 in total costs (direct and indirect) in any year of the project. Annual continuation awards are contingent on the availability of funds, progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

Funding estimates for this announcement are based on an annualized Continuing Resolution and do not reflect the final FY 2025 appropriation. The amount of funding awarded is dependent on the availability of funds.

Program Description

Purpose

The purpose of the STOP Act Grants program is to prevent and reduce alcohol use among youth and young adults ages 12 to 20 in communities throughout the United States. With this program, SAMHSA aims to:

- Address norms regarding alcohol use among youth
- Reduce opportunities for underage drinking
- Create changes in underage drinking enforcement efforts
- Address penalties for underage use
- Reduce negative consequences associated with underage drinking (e.g., motor vehicle crashes, sexual assaults)

Alcohol use is linked to more than 4,000 deaths annually among youth under the age of 21 in the United States (**Centers for Disease Control and Prevention [CDC], 2024**). According to the **2023 National Survey on Drug Use and Health (NSDUH)**, 5.6 million people aged 12 to 20 (14.6 percent in this age group) reported that they drank in the past month, and 3.3 million (8.6 percent) reported past-month binge drinking[1]. Underage drinking increases risk for a variety of health and social problems during adolescence. Early initiation of alcohol use increases the risk for physical and sexual violence, development of an alcohol use disorder later in life, increased risk of suicide and homicide, memory problems, and use of other substances (**CDC, 2022**;

[1] Binge drinking is defined as four or more drinks on the same occasion for women and five or more drinks for men.

SAMHSA, 2022). According to the **U.S. Surgeon General's Report on Alcohol, Drugs, and Health**, developing effective community-based programs can reduce underage drinking.

The STOP Act Grants program builds on strategic planning processes that were developed under a DFC award, utilizing the Strategic Prevention Framework **(SPF)** model. The program also uses the **Community Anti-Drug Coalition of America's (CADCA) Seven Strategies for Community Level Change**. CADCA's seven strategies provide actionable areas that coalitions may leverage to affect positive individual and community-level change.

SAMHSA encourages you to address the behavioral health needs of all people. You must comply with **federal civil rights laws** that prohibit discrimination based on race, color, national origin, disability, age, religion, and sex. You must also agree to comply with **federal conscience laws**, if applicable.

SAMHSA, in working with tribes, the Indian Health Service, and National Indian Health Board, developed **The National Tribal Behavioral Health Agenda (TBHA)**. The TBHA addresses foundational elements, priorities, and strategies. You are encouraged to cite the TBHA, if applicable.

Key Personnel

Key Personnel are staff members who make significant contributions to the project, even if they do not receive a salary from the project. They are expected to regularly participate in program monitoring activities.

This program's Key Personnel is the Project Director (PD), and the Project Coordinator (PC).

- The PD is responsible for oversight of the project at a minimum level of effort of 10 percent FTE.
- The PC provides day-to-day management of the project at a minimum level of effort of 10 percent FTE.

If awarded funding, you will be notified if your proposed Key Personnel have been approved. If your organization needs to replace a Key Personnel during your project period, SAMHSA needs to review their resume and job description to determine if the replacement can be approved.

Required Activities

Funds must be primarily used to support capacity building. Capacity building involves strengthening the ability of your organization to meet identified goals so that it can sustain or improve the delivery of prevention services. Capacity building also includes enhancing the reach and scope of program implementation capacity through efforts focused on populations that are disproportionately impacted by underage drinking and its related consequences.

In the Project Narrative (**B.2**), you will provide a description of how you will implement all the required activities listed below.

Within the first 120 days, the award recipient is required to start implementation of the following activities:

- Identify, establish, and implement relevant evidence-based, evidence-informed, and community defined evidence-based prevention strategies that will expand and increase the coalition's ability to address underage drinking in the community, including **underserved** communities (**Adapting Evidence-Based Practices for Under-Resourced Populations**). For examples, see the **State Performance and Best Practices for the Prevention and Reduction of Underage Drinking Report** or **Implementing Community-Level Policies to Prevent Alcohol Misuse**.
- Engage an existing or newly established youth advisory group (i.e., youth advisory committee) to provide meaningful input and co-development on all aspects of your STOP program, from ideation to implementation. The makeup of the youth group should reflect the socio-demographics of the population of focus.
- Enhance intergovernmental cooperation and coordination to reduce alcohol use among youth and young adults. **See examples** of intergovernmental cooperation and coordination.
- Increase citizen participation and greater collaboration among all sectors and organizations of a community to foster a long-term commitment to reducing alcohol use among youth.
- Develop a Logic Model to inform planning processes and activities to address underage drinking in the community (see **additional resource on how to develop a Logic Model**). The Logic Model should be tied to goals, objectives, and activities identified in the Action Plan.
- Develop a 12-month Action Plan that builds upon the SPF and enhances local community initiatives for preventing and reducing alcohol use among youth. Implement strategies and needed actions identified in the Action Plan as outlined in the Logic Model (see **additional resource on how to develop a comprehensive plan**). The Logic Model and Action Plan must be submitted within 120 days of the start of the project period.
- Convene Town Hall meetings (including underserved communities within the geographic area served by the coalition) to obtain public feedback about issues related to underage drinking in the community and utilize this feedback to implement change.
- Work with CADCA, the Strategic Prevention Technical Assistance Center, and the Prevention Technology Transfer Center to ensure best practices are shared with the field to expand the reach of messaging regarding promising practices and strategies to address underage drinking.

A SAMHSA-funded cross-site evaluation may be required to build the evidence base for this program. More details will be provided to awardees if applicable.

Allowable Activities

Allowable activities are **not** required. However, your organization may propose to use funds for the following activities:

- Adapt for local audiences and disseminate an educational communications campaign to prevent and reduce youth alcohol use, based on the national "**Talk. They Hear You.**"® Campaign.
- Provide training for individuals who work with youth to support culturally informed and trauma-informed[2] efforts and services.
- Host alcohol- and drug-free youth events with community partners. Link interventions to other alcohol, tobacco, and substance use cessation efforts for youth.

Eligibility

Eligible Applicants

Eligibility for this program is statutorily limited to domestic public and private nonprofit entities that are current or former DFC Support Program recipients (Section 519-B of the Public Health Service Act [42 USC 290bb-25b], as amended).

Recipients awarded under the STOP Act NOFO in FY 2024 (SP-24-001), FY 2023 (SP-23-002), or FY 2022 (SP-22-006) are eligible to apply if the applicant proposes to implement the project with a different population of focus or geographical catchment area. **If an organization with an active STOP Act grant submits an application with the same population of focus and geographical catchment area(s) as its current award, the application will be screened out and not considered for funding. A current recipient can receive only one additional award.**

A new applicant organization may submit no more than two applications; however, each application must focus on a different population of focus or a different geographical catchment area(s). **If a new applicant organization submits two applications with the same population of focus and geographical catchment area(s), the latest application received from the organization in Grants.gov will be screened out and not considered for funding. A new applicant organization cannot receive more than two awards**.

For other factors that will disqualify an applicant, see **Application Review**.

[2] SAMHSA. (2023). Practical Guide for Implementing a Trauma-Informed Approach. https://www.samhsa.gov/resource/ebp/practical-guide-implementing-trauma-informed-approach

For general information on eligibility for federal awards, see **grant eligibility**. For specific eligibility questions, see **Agency Contacts**.

Cost Sharing

Cost sharing/match is not required for this program.

Data Collection, Performance Measurement, and Performance Assessment

You must collect and report data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. You must document your plan for data collection and reporting in **Section D** of your Project Narrative.

Recipients will be required to report the following performance measures:

- Number of individuals reached through one or more indirect/population-based prevention efforts
- Number of individuals served through direct/individual-based prevention efforts by demographic group
- Prevention strategies by Institute of Medicine category (universal, selected, indicated) (found at **https://www.samhsa.gov/grants/block-grants/subg**) and prevention strategy approach (e.g., policy, program, or practice)

Additionally, the following information should be gathered, using local surveys determined by the recipient, for at least 3 grade levels (for example, 6th through 12th grade):

- Past 30-day use (alcohol only)
- Perception of risk or harm (alcohol only)
- Perception of parental disapproval of use (alcohol only)
- Perception of peer disapproval of use (alcohol only)

Recipients will set targets for these performance measures annually and provide updates toward meeting these targets quarterly using SAMHSA's Performance Accountability and Reporting System (SPARS).

A SAMHSA-funded, cross-site evaluation may be required to build the evidence base for this program. Recipients may be required to participate fully in all aspects of the evaluation. If applicable, details on the evaluation, including scope and expectations of the evaluation, will be provided upon award.

Performance Assessment

Recipients are required to submit programmatic progress reports that discuss if you are meeting the objectives you selected for this project, achieving the outcomes you anticipated, and if any changes need to be made. You must review your performance data to find out if you are making progress and improving project management. Refer to **Reporting Requirements** for information on submitting these reports.

Differential Impact Statement (DIS)

The Differential Impact Statement (DIS) is designed to help SAMHSA recipients show differential rates of involvement across populations in their funded projects. A key element of performance assessment is determining if your project is improving or expanding the reach of populations, including those who have not received services, in the project. The DIS is a requirement of all discretionary grant recipients. If your application is funded, you must develop a **DIS** no later than 90 days after award. You are expected to collect data to evaluate if the disparities you identified in your DIS are being addressed.

For more information on completing this section, see **Developing Goals and Measurable Objectives** and **Developing the Plan for Data Collection and Performance Measurement**.

SAMHSA Core Principles and Other Expectations

When developing your project, you must consider SAMHSA's core principles of recovery, trauma informed approaches, access to high quality services for all populations. SAMHSA has a person-centered mission, vision, goals, and guiding principles that can be found in the SAMHSA 2023-2026 Strategic Plan. In addition, there are other expectations included in ***Section H*** in the *Application Guide* that you must consider as you design your project.

Recipient Meetings

We plan to hold virtual grantee meetings and your full participation in these meetings is expected. If SAMHSA elects to hold an in-person meeting, budget revisions may be permitted. You will be given more information about these meetings at a future date.

Funding Restrictions and Limitations

The following are funding restrictions for this project:

- Food is an unallowable expense.
- No more than 6 percent of the award may be used for administrative (indirect costs) expenses. Indirect costs are those costs incurred for common or joint objectives which

cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization (e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries). For some institutions, the term "facilities and administration" (F&A) is used to denote indirect costs.

You must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in ***Section F*** in the *Application Guide.*

Step 2: Get Ready to Apply

Get Registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to **SAM.gov Entity Registration** and select **Get Started**. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with **Grants.gov**. You can see step-by-step instructions at the Grants.gov **Quick Start Guide for Applicants**.

eRA Commons

You must register in **eRA Commons**. Register at least 6 weeks before the application deadline.

See guidance at **eRA Help and Tutorials** and ***Section A*** in the *Application Guide.*

Find the Application Package

The application package has all the forms you need to apply. You can find it online. Go to **Grants Search at Grants.gov** or **eRA ASSIST** and search for opportunity number: SP-25-001.

If you can't use Grants.gov to download application materials, you may request them from **dgr.applications@samhsa.hhs.gov.**

Step 3: Prepare Your Application

Application Contents and Format

Applications include five main components. This section includes guidance on each.

Make sure you include each of the following:

Component	Submission format
Project Abstract	Use the Project Abstract Summary form.
Project Narrative	Use the Project Narrative Attachment form.
Budget Narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Other Required Forms	Upload using each required form.

See the Application Checklist for a full list of all requirements.

The following links contain information on:

- Formatting instructions and information on system validation requirements
- **Completing forms and required components** (*Section A* in the *Application Guide*)

Project Abstract

Page limit: 1 page

Your project abstract should include the project name, population of focus (demographics and clinical characteristics), strategies and interventions, project goals, and measurable objectives that include the number of people to be served annually and throughout the lifetime of the project.

In the first 5 lines or less of your abstract, write a summary of your project that can be used in publications, reports to Congress, and press releases, if you are funded.

Project Narrative

Page limit: 10 pages

Filename: Project narrative

In developing your project narrative:

- Provide a detailed response to the merit review criteria.
- Follow the required formatting instructions**.**

- Stay within the page limit or we will not review your application. We recommend page limits for the subsections, but they are for guidance only. You may place citations in an attachment which does not count in the 10-page limit.

Budget Narrative

Page limit: none

Filename: BNF

The budget narrative supports the information you provide in Standard Form 424-A. See **other required forms.**

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See **funding limitations**.

To create your budget narrative, see detailed instructions and a template in **Section E** of the *Application Guide*.

Attachments

You will upload attachments in Grants.gov using the **Other Attachments form** or in eRA ASSIST using the **Other Narratives Attachment form**.

Use only the following attachments listed. If your application includes any attachments not required in this document, they will be disregarded.

Do not use attachments to extend or replace any of the sections of the project narrative. Reviewers will not consider them if you do.

Name the attachments: Attachment 1, Attachment 2, and so on.

Attachment 1: Letters of Commitment (LOC)

Include LOCs from any organization(s) partnering in the project. **Do not include any letters of support. Reviewers will not consider them.** A letter of support describes general support of the project while an LOC outlines the specific contributions an organization will make in the project.

Attachment 2: Data Collection Instruments or Interview Protocols

Provide the data collection instruments you will use.

Attachment 3: Sample Consent Forms

Include, as appropriate, informed consent forms for participation in the training/TA event and for the collection of data.

Attachment 4: Project Timeline

Page limit**:** 2 pages

This attachment is scored by reviewers. Provide a chart or graph depicting a realistic timeline for the entire 4 years of the project period. Show dates, key activities, and responsible staff. The key activities must include the requirements outlined in **required activities**.

Attachment 5: Biographical Sketches and Position Descriptions

See **biographical sketches and position descriptions** for more information. Position descriptions should be no longer than 1 page each and biographical sketches should be 2 pages or less.

Attachment 6: Confidentiality and SAMHSA Participant Protection

This **required** attachment is in response to ***Section D*** in the *Application Guide* and reviewers will assess the response.

Attachment 7: Letter to the State Point of Contact

Review information on **Intergovernmental Review** and in ***Section J*** in the *Application Guide* for detailed information on E.O. 12372 requirements to determine if this applies.

Attachment 8: Documentation of Nonprofit Status

Proof of nonprofit status must be submitted in your application by private nonprofit organizations. Any of the following is acceptable evidence of nonprofit status:

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations, as described in section 501(c)(3) of the IRS Code.
- A copy of a current and valid IRS tax exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying the applicant organization has nonprofit status.
- A certified copy of the applicant organization's certificate of incorporation or similar document that establishes nonprofit status.
- Any of the above proof for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

Attachment 9: Negotiated Indirect Cost Rate Agreement (NICRA)

If you have a Negotiated Indirect Cost Rate Agreement, the document must be submitted.

Attachment 10: Letter of Certification of DFC Award

Applicants **must** provide a letter certifying that the organization is a former or current DFC recipient. The letter must contain the following information:

- Name of fiscal agent

- Name of coalition
- If applicable, name of organization representing the coalition that received the award
- Agency awarding (SAMHSA, Dept. of Justice, CDC)
- Award number
- Project period

Other Required Forms

You will need to complete some standard forms. Upload the following standard forms listed at Grants.gov. You can find them in the NOFO **application package** or review them and their instructions at **Grants.gov Forms**.

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Assurances for Non-Construction Programs (SF-424B)	With application
Project/Performance Site Location(s) Form	With application
Grants.gov Lobbying Form	With application
HHS 690 Form	With application

- **SF-424 –** Fill out all sections of the SF-424.
    - In **Line 4** (Applicant Identifier), enter the eRA Commons Username of the Project Director (PD)/Principal Investigator (PI).
    - In **Line 8f**, enter the name and contact information of the PD identified in the budget and in Line 4 (eRA Commons Username).
    - In **Line 17** (Proposed Project Date), enter: a. Start Date: 9/30/2025; b. End Date: 9/29/2029.
    - **In Line 18** (Estimated Funding), enter the amount requested or to be contributed for the first budget/funding period only by each contributor.
    - **Line 21** is the Authorized Representative and should not be the same individual as the PD in Line 8f.

It is recommended you review the sample of a **completed SF-424**.

- **SF-424A BUDGET INFORMATION FORM –** Fill out all sections of the SF-424A using the instructions below. **The totals in Sections A, B, and D must match.**
  Section A – Budget Summary:

- As cost sharing/match is **not required,** use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.

Section B – Budget Categories:

- As cost sharing/match is **not required,** use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.

Section C – Non-Federal Resources:

- As cost sharing/match is **not required,** leave this section blank.

Section D – Forecasted Cash Needs:

- Enter the total funds requested, broken down by quarter, only for **Year 1** of the project period.
- Use the first row for federal funds and the second row (Line 14) for **non-federal** funds.

Section E – Budget Estimates of Federal Funds Needed for the Balance of the Project:

- Enter the total funds requested for the out years (e.g.**,** Year 2, Year 3, and Year 4). For example, if funds are being requested for 4 years total, enter the requested budget amount for each of those budget periods in columns b, c, and d (i.e., 3 out years):
  (b) First column is the budget for the second budget period;
  (c) Second column is the budget for the third budget period;
  (d) Third column is the budget for the fourth budget period;
  Use Line 16 for federal funds and Line 17 for non-federal funds.

See **Formatting Requirements** to review common errors in completing the SF-424 and the SF-424A. These errors will prevent your application from being successfully submitted.

It is highly recommended you use the Budget Template on the SAMHSA website.
See the **Budget Template Users Guide** and the sample completed SF-424A forms at **Sample SF-424A (No Match Required)**.

For additional information, see *Section E* in the *Application Guide* and Budget Related FAQs.

Step 4: Learn About Review and Award

Application Review

Initial Review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Is submitted after the **deadline**.
- Exceeds the 10-page limit for the Project Narrative.

Merit Review

Project Narrative: Your Project Narrative describes the proposed project. Peer reviewers will assess your response to the criteria below. The following instructions should be considered as you develop the Project Narrative:

- The Project Narrative cannot be longer than **ten** pages.
- There are four sections (Sections A–D) and you must use the section numbers and headings listed in the Evaluation Criteria.
- Include the section letter and number (e.g., A.1, B.2) **before the response to each criterion.** You do not need to type the full criterion in each section.
- Do not combine two or more criteria or refer to another section of the Project Narrative in your response.
- Reviewers will only consider information included in the appropriate numbered criterion.
- The number of points after each section heading is the maximum number of points a reviewer may give for that section.
- Unless required, cost-sharing will not be a factor in the review of your response to the criteria.

A: Population of focus and need statement (up to 30 points –Approximately 2 pages)

1. Identify and describe the geographic catchment area where the project will be implemented and the population(s) that will be impacted by the capacity building in the targeted systems or agencies.

2. To the extent possible, provide a demographic profile of the population(s) of focus in the catchment area in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, sexual orientation, age, and socioeconomic status.

3. Describe the need to increase the capacity of your organization to implement, sustain, and improve substance use prevention services in the selected population(s), including those who are underserved. Include information on the service gaps and other problems related to the need for capacity building. Identify the source of the data (for example, the National Survey on Drug Use and Health (NSDUH), County Health Rankings, Social Vulnerability Index, etc.). (Note: Citations may be put in an attachment.)

B: Proposed implementation approach (35 points – Approximately 5 pages)

1. Describe the goals and measurable objectives of your proposed project. (See **Developing Goals and Measurable Objectives**.) They must align them with the Statement of Need in A.3.

2. Describe how you will implement all the **required activities** in Step 1.

3. In **Attachment 4**, provide no more than a two-page chart or graph depicting a realistic timeline for the entire 4 years of the program. It must include dates, key activities (i.e., Section I required activities), and responsible staff. Be sure to show that the project can be implemented and service delivery can begin no later than 120 days after the start of the award. The timeline does not count towards the page limit for the Project Narrative.

C: Organizational experience and staffing (15 points – Approximately 1 page)

1. Describe the experience of your organization:

    - With similar projects and/or providing services to the population(s) of focus
    - Working with a range of populations including underserved populations

2. Identify any other organization(s) that will partner with you on this project. Describe their specific roles and responsibilities for this project. Letters of Commitment from each partner organization must be included in **Attachment 1.** Indicate if you are not partnering with any other organizations.

3. Provide a complete list of all significant staff positions for the project, including the Key Personnel (Project Director and Project Coordinator). For each, describe their:
    - Role
    - Level of effort (LOE), stated as a percentage of employment (e.g., 1.0 FTE = full-time)
    - Qualifications, including their experience providing services to the individuals to be served, their familiarity with the culture(s) and language(s) of these individuals, and any experience working with underserved populations

D: Data collection and performance measurement (20 points – Approximately 2 pages)

1. Describe how you will collect the required data for this project and how such data will be used to manage, monitor, and enhance the program. (See **Developing the Plan for Data Collection and Performance Measurement**.)

Risk Review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov **Responsibility/Qualification** to check this history for all awards likely to be over $250,000.

You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see **45 CFR 75.205**.

Review and Selection Process

When making funding decisions, we consider:

- Peer review results. These are key in making decisions but are not the only factor. The program office and approving official make the final determination for funding based on the following:
    - When the individual award is over $250,000, approval by the Center for Substance Abuse Prevention National Advisory Council
    - Availability of funds
    - Submission of any required documentation that must be submitted prior to making an award
    - Recipients awarded under the STOP Act NOFO in FY 2024 (SP-24-001), FY 2023 (SP-23-002), or FY 2022 (SP-22-006) are eligible to apply if the applicant proposes to implement the project with a different population of focus or geographical catchment area. **If an organization with an active STOP Act grant submits an application with the same population of focus and geographical catchment area(s) as its current award, the application will be screened out and not considered for funding. A current recipient can receive only one additional award.**

- A new applicant organization may submit no more than two applications; however, each application must focus on a different population of focus or a different geographical catchment area(s). **If a new applicant organization submits two applications with the same population of focus and geographical catchment area(s), the latest application received from the organization in Grants.gov will be screened out and not considered for funding. A new applicant organization cannot receive more than two awards**.

Award Notices

You will receive an email from eRA Commons that describes how you can access the application review results, including the application score. If your application is approved for funding, a **Notice of Award (NoA)** will be emailed to: (1) the Signing Official identified on page 3 of the SF-424 (Authorized Representative section); and (2) the Project Director identified on page 1 of the SF-424 (8f).

If your application is not funded, an email will be sent to you from eRA Commons. This email will include a summary of the peer reviewer comments and scores. It may take up to four months from a program's award date for this information to be sent to you.

The NoA is the only document that authorizes recipients to receive federal funding for a project.

Step 5: Submit Your Application

Submission Requirements and Deadlines

Go to **Find the Application Package** to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See **Get Registered**.

You must maintain your registration throughout the life of any award.

Deadlines

Application

Due on March 17, 2025.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper applications (3.2) in ***Section A*** in the *Application Guide*.

Intergovernmental Review

You will need to submit application information for intergovernmental review under **Executive Order 12372**. Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process, and others don't.

To find out your state's approach, see the **list of state single points of contact**. If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, submit a Public Health System Impact Statement to appropriate state and local health agencies. See ***Section J*** in the *Application Guide*.

Application Checklist

Make sure that you have everything you need to apply:

Component	Form to use	Page limit
Project Abstract	Use the Project Abstract Summary Form.	1 page
Project Narrative	Use the Project Narrative Attachment form.	10 pages
Budget Narrative	Use the Budget Narrative Attachment form.	None
Attachments	Insert each in a single Other Attachments form.	
1. Letters of commitment, if applicable		None
2. Data collection instruments and interview protocols		None
3. Sample consent forms		None
4. Project timeline		2 pages
5. Biographical sketches and position descriptions		See: **Biographical Sketches**
6. Confidentiality and SAMHSA Participant Protection		None
7. Letter to State Point of Contact		None
8. Documentation of Nonprofit Status		None
9. Negotiated Indirect Cost Rate Agreement (NICRA), if applicable		None
Other Required Forms/Documents	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		None

☐ Budget Information for Non-Construction Programs (SF-424A)		None
☐ Assurances for Non-Construction Programs (SF-424B)		None
☐ Project/Performance Site Location(s) Form		None
☐ Grants.gov Lobbying Form		None
☐ HHS 690 Form		None
☐ Other Active Federal Awards, if applicable		None

Step 6: Learn What Happens After Award

Post-award Requirements and Administration

Administrative and National Policy Requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can see SAMHSA's **standard terms and conditions** on our website.
- The rules listed **45 CFR part 75**, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS **Grants Policy Statement** (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in HHS Administrative and National Policy Requirements. See ***Section G*** in the *Application Guide*.

Nondiscrimination and Assurance

- If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (**HHS-690**).
- To learn more, see the **Laws and Regulations Enforced by the HHS Office for Civil Rights**.

Reporting Requirements

Recipients are required to submit an annual Programmatic Progress Report (PPR) in eRA Commons within 90 days of the end of each budget period. The PPR should cover all grant activities during the reporting period and must include, at a minimum:

- Reporting period activities and accomplishments,
- Evaluation updates and outcomes,
- Planned activities for the upcoming reporting period, and
- Reporting period challenges and mitigation strategies implemented.

You must submit a final performance report within 120 days after the end of the project period. This report must be cumulative and include all activities during the entire project period.