

**Program Title: Fiscal Year (FY) 2024 Grants to Expand  
Substance Use Disorder Treatment Capacity in Adult and  
Family Treatment Drug Courts**

**Short Title: SAMHSA Treatment Drug Courts**

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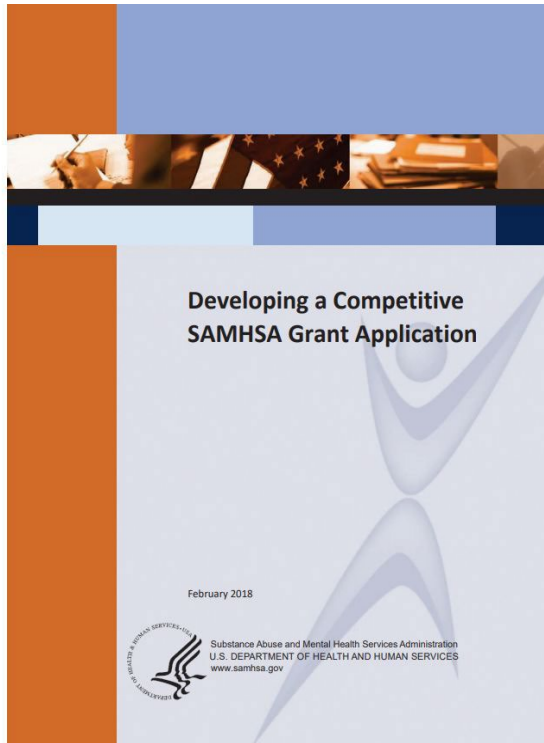


**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

# OBJECTIVES

- Applying for a Grant - Available Resources
- Applicable Policies & Regulations
- Factors Affecting Allowability of Costs
- Budget Narrative & Justification
- Cost Sharing and Match Requirements
- Sample Budget Template
- SF-424A
- Key Personnel
- Indirect Cost Rate
- Funding Limitations/Restrictions
- Questions/Technical Support

# APPLYING FOR A GRANT - AVAILABLE RESOURCES



- A manual is available for applicants: [Developing a Competitive SAMHSA Grant Application \(PDF | 1 MB\)](#).
- This manual will provide applicants with valuable information about how to prepare a strong grant application.

# APPLYING FOR A GRANT - AVAILABLE RESOURCES (CONT'D.)



## Substance Abuse and Mental Health Services Administration (SAMHSA)

### Notice of Funding Opportunity (NOFO) Applicant Webinar

- View a [recording of the SAMHSA Applicant Webinar \(39 minutes\)](#)
- View the [NOFO Applicant Webinar Presentation \(PDF | 7 MB\)](#)
- For more information go to [Applying for a New SAMHSA Grant](#) on the SAMHSA Grants website.

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). For more information, please refer to <https://sam.gov/content/duns-uei>.

# APPLICABLE POLICIES & REGULATIONS

**45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** - <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

**HHS Grants Policy Statement** - <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

the HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards.

- Additional helpful resources HHS Grants Policies & Regulations- <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>

**Financial Management Requirements** - the financial management control areas provide recipients with guidance for ensuring their existing accounting and personnel policies and procedures (P&P) include the necessary controls. ***The guidance is also used by SAMHSA to complete Financial Capability Reviews (FCRs) of new and prospective grantees.***

Learn more about [grantee financial management requirements](#).

# APPLICABLE POLICIES & REGULATIONS (CONT'D.)

## 45 CFR PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS

Recipient Type	Uniform Admin Requirements	Cost Principles	Audit Requirements
State & Local Governments	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	45 CFR Part 75, Subpart F
Colleges & Universities	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	
Non-Profits		45 CFR Part 75, Subpart E	

# FACTORS AFFECTING ALLOWABILITY OF COSTS

Proposed budgets must contain allowable, reasonable, and allocable costs, as defined under [45 CFR 75.403](#), [75.404](#), and [75.405](#).

- **Allowable** costs, unless otherwise authorized by program statute are necessary and reasonable for award performance and allowable under the cost principles.
- **Reasonable** costs are not in excess of what would normally be incurred by a prudent person under the circumstances prevailing at the time the decision was made, given market rates, effort and the organization's documented policies.
- **Allocable** costs can be charged to a federal award if the goods or services are chargeable in accordance with relative benefits received.

# BUDGET NARRATIVE & JUSTIFICATION

- All applications must include a detailed budget with narrative justification that explains the federal and the non-federal expenditures.
- The detailed budget with narrative justification must be consistent with and support the Project Narrative.
- You must provide a description of existing resources and other support you expect to receive for the proposed project.
  - Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means.
- The federal and the non-federal expenditures should correspond to Item #18 on your SF-424, Estimated Funding.



# BUDGET NARRATIVE & JUSTIFICATION (CONT'D.)

- The Budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or historical records.
- Detailed Breakdowns must be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how costs will be utilized towards achieving the grant's goals and objectives.
- An illustration of a budget and narrative justification is included in Appendix L of the NOFO.

# COST SHARING AND MATCH REQUIREMENTS

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- Cost sharing/match is not required in this program.

# SAMPLE BUDGET TEMPLATE

**To reduce errors and expedite review of your budget, it is highly recommended you use SAMHSA's PDF Budget Template to complete the Detailed Budget and Narrative Justification required for submission with your application.**

- SAMHSA's Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The budget template is available at:  
<https://www.samhsa.gov/grants/applying/forms-resources>

**Note:** For SAMHSA to view all your budget data, you must flatten/convert the PDF to a non-editable format by **PRINTING TO PDF** before submission.

The following resources provide guidance on use of the budget template:

- [Key Features of the Budget Template](#)
- [Budget Template Users Guide](#)
- [Budget Review Checklist](#) (For review of your Detailed Budget before submission)

# BUDGET INFORMATION FOR NON-CONSTRUCTION PROGRAMS (SF-424A)

- The total of your detailed budget must match the totals in Section A of the SF-424A and budget category totals must match each of object class cost categories in Section B of the SF-424A . Ensure the following:
  - A. In Section A Budget Summary, use Line 1 to enter the total federal request in the New or Revised Budget Federal (e) column.
  - B. In Section A Budget Summary, use Line 2 to enter the total non-federal request in the New or Revised Budget Non-Federal (f) column. If there are multiple sources of non-federal funds you may also use lines 3 and 4.
  - C. In Section B Budget Categories, use the Grant Program, Function or Activity column (1) to enter the total federal request for each Object Class Category.
  - D. Use Section B Budget Categories, use the Grant Program, Function or Activity column (2) to enter the total non-federal matching contribution for each Object Class Category. If there are multiple sources of non-federal funds you may also use columns (3) and (4).

Detailed Instructions for completing the SF-424A can be found at:

[SF424A-V1.0-Instructions.](#)

# KEY PERSONNEL

1. The key personnel for this program will be the Project Director, with a minimum level of effort of 0.20 FTE.
  - a) Ensure to list the PD position in your detailed budget (even if funded in kind or with matching contributions).
  - b) Provide the PD resume and job/position description.
2. List the Principal Investigator (PI) or PD to be designated as “Contact” in section 8f and reflect their commons ID in Field #4 of the SF-424. Either the PI or the PD can be designated as “Contact” in eRA to take actions and receive notifications **but not both**.
3. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement tor that specifies the official relationship and addresses performance of all the required duties and responsibilities.

# INDIRECT COST RATE AGREEMENT OR COST ALLOCATION PLAN

- Ensure that you submit your organization's current negotiated Indirect Cost (IDC) rate agreement or cost allocation plan with HHS or any other federal agency which required to support the charge of indirect costs.
- If your organization is opting to use 10% of Modified Total Direct Costs (MTDC), then a clear statement must be made in your IDC narrative as follows: **“XYZ Organization elects to use the de minimis rate of 10 percent of modified total direct costs (MTDC)”**.
- Ensure that you accurately calculate the MTDC base to which your IDC rate is applicable.
- Include calculations to show how you arrived at your IDC base and IDC total.

# FUNDING LIMITATIONS/RESTRICTIONS

Refer to the program specific Funding Restrictions/Limitations in section IV and the Standard Funding Restrictions in the Section H of NOFO, as well as to [45 CFR Part 75](#), for applicable administrative requirements and cost principles.

## **The funding restrictions for this project are as follows:**

- Food can be included as a necessary expense for individuals receiving SAMHSA-funded mental and/or substance use disorder treatment services, not to exceed \$10.00 per person per day
- Recovery housing is an allowable cost. Funds may not be used to pay for nonrecovery housing, housing application fees, or housing security deposits.

**You must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in [Section H](#) of the Application Guide.**

***Your budget must reflect the funding limitations/restrictions noted in [Section IV-5](#). Identify the items associated with these costs in your budget. Include a narrative and separate budget for each year of the grant that shows the dollar amount and the percent of the total grant award that will be used in the area where there is a limitation. Recipients should maintain adequate documentation of which expenses are connected to the funding limitations/restrictions and the percent of the total grant award that will be used in each area where there is a limitation.***

# GOT QUESTIONS?

## **Program/eligibility questions?**

### **Jon Berg**

Center for Substance Abuse Treatment  
Division of Service Improvement  
Substance Abuse and Mental Health Services  
Administration  
(240) 276-1609

[TreatmentDrugCourts@samhsa.hhs.gov](mailto:TreatmentDrugCourts@samhsa.hhs.gov)

## **Fiscal/budget related questions?**

Office of Financial Resources, Division of Grants  
Management, SAMHSA  
(240) 276-1940

Email: [FOACSAT@samhsa.hhs.gov](mailto:FOACSAT@samhsa.hhs.gov)

## **Review process/application status questions?**

### **Gabriela Porter**

Office of Financial Resources, Division of Grant  
Review Substance Abuse and Mental Health  
Services Administration  
(240) 276-1675

[gabriela.porter@samhsa.hhs.gov](mailto:gabriela.porter@samhsa.hhs.gov)

## **Problems submitting your application on Grants.gov?**

Contact the Grants.gov Helpdesk:

Email: [support@grants.gov](mailto:support@grants.gov)

Phone: 1-800-518-4726 (1-800-518-GRANTS)

## **eRA Commons Technical Questions?**

Contact the eRA Service Desk

[Web Support](#)

[Submit a Web Ticket](#) (preferred method  
of contact)

Toll-Free: 1-866-504-9552