

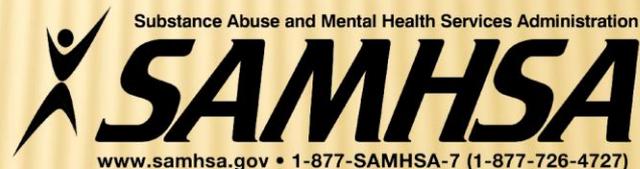
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Drug-Free Communities (DFC) Support Program

Electronic Submission Guidance for Drug-Free Communities

# Submitting Your DFC Grant Application Electronically

Thursday, February 27, 2014

2:00 pm – 3:30 pm EST



# Housekeeping

- Participants' phone lines will be muted during the presentation.
- There will be a Question and Answer session at the end of the presentation. Please hold all questions until the end of the presentation.
- To ask a question, click on the hand icon located on the left of the control panel.
- If you require technical assistance, or if you are disconnected from the webinar event on your PC or from the conference call line, please contact **Technical Support** at **1-888-259-8414** and provide your **Webinar ID: 114-168-427**.



# Disclaimer

- This webinar is not a presentation on Grants.gov. The organizations affiliated with this webinar do not represent Grants.gov. Therefore the guidance provided is used as a tool to ensure individuals are in the best possible position to submit their application electronically. If during the submission process you experience any technical issues you must contact Grants.gov directly. We don't have the capacity to assist with technical concerns.



# What Will This Presentation Provide?

- Actions that must be taken before submitting applications electronically.
- Steps to submit applications electronically.
- Information and contacts for resolving issues if they arise.

**NOTE:** For additional information please refer to Appendix C of the Request for Applications (RFA).



# Actions That Must Be Taken

- **Electronic submission through Grants.gov requires three separate registration processes:**
  - DUNS Number Registration
  - SAM Registration
  - Grants.gov Registration



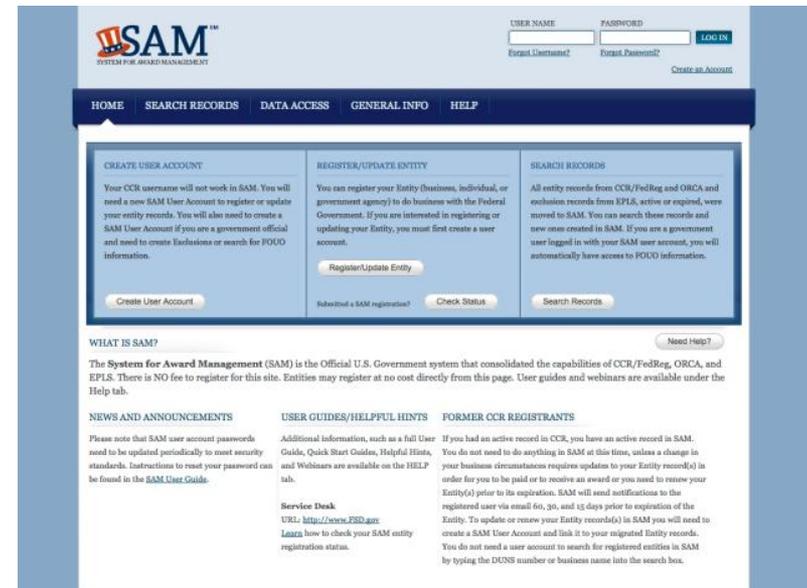
# Registration Processes

- Dun & Bradstreet Number (**DUNS**) Registration must be completed first – you must have a DUNS number to register in the SAM system.

The screenshot shows the D&B website interface. At the top left is the D&B logo with the tagline "Decide with Confidence". To the right is a blue header with the text "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header is a grey banner that reads: "Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government." On the left side, there is a vertical navigation menu with links: "Begin D-U-N-S Search/ Request Process", "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility". The main content area contains a welcome message: "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees". It explains that D&B provides a D-U-N-S Number, a unique nine-digit identification number for each physical location of a business. It states that D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. A link is provided to request a D-U-N-S Number via the web, noting that if it does not exist, it can be created within 1 business day. A contact email, gov@dnb.com, is provided for technical difficulties. At the bottom, a yellow banner contains a disclaimer: "Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from gov@dnb.com. Adding gov@dnb.com to your address book may help prevent our emails from being inadvertently blocked."

# Registration Processes

- System for Award Management (**SAM**) Registration – SAM is a federal government owned and operated free website that replaced the Central Contract Registry (CCR) system. You must use your DUNS number to register in SAM.



# Registration Processes

- Once you register in SAM, it will take 48 to 72 hours for your registration to become active.
- To create a user account with SAM go to [www.sam.gov](http://www.sam.gov) and look for the quick start guide.
- Grants.gov will reject electronic submissions from applicants with no SAM registration or an expired SAM registration.
- SAM registration must be updated at least every 12 months.



# Registration Processes

- Before submitting your application electronically you must register with Grants.gov and receive a user name and password.
- To register with Grants.gov go to [www.grants.gov](http://www.grants.gov) and look for the quick start guide.
- The individual using Grants.gov must use the correct DUNS number to register as the Authorized Organization Representative (AOR).



# Summary of Registration Processes

- SAMHSA requires all grant applications to be submitted electronically through Grants.gov.
- To submit your application electronically, you must complete three registrations:
  - DUNS (Dun & Bradstreet) Number Registration – <http://fedgov.dnb.com/webform>
  - SAM (System for Award Management) Registration – [www.sam.gov](http://www.sam.gov)
  - Grants.gov Registration – [www.grants.gov](http://www.grants.gov)
- It is recommended that all registrations are completed at least 15 working days prior to the closing date of the announcement.



## NOTE:

- Please do not wait until the last day to upload your grant application. It takes 24 to 48 hours for Grants.gov to acknowledge receipt of your application and to notify you of any errors.
- It is recommended that you upload your application at least 10 working days prior to the closing date of the announcement.



# Downloading the Application Packet

- To download the application packet from Grants.gov:
  - Go to the Grants.gov home page at [www.grants.gov](http://www.grants.gov)
  - Locate “Applicants” at the top of the screen and select “Apply for Grants.”
  - Look under step 1 and click on “Download a Grant Application Package.”
  - Enter either the DFC Funding Opportunity Number (SP-14-002) or CFDA Number (93.276) exactly as it is shown.
  - Click on “Download” located under “Instructions & Application.”
  - Enter your email address or check “I do not wish to provide my email address.”
  - Click submit.



Locate “Applicants” at the top of the screen and select “Apply for Grants.”

The screenshot shows the Grants.gov website interface. At the top right, there are links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar contains the text 'Grant Opportunities' and 'Enter Keyword...' with a 'GO' button. The main navigation bar includes HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. A dropdown menu for 'APPLICANTS' is open, showing options like 'Apply for Grants', 'Track My Application', 'Individual Registration', 'Organization Registration', 'Grant Application Process', 'Applicant FAQs', 'Applicant Resources', and 'Applicant Tips'. A red arrow points to 'Applicants' in the main menu, and another red arrow points to 'Apply for Grants' in the dropdown. Below the navigation, there is a 'Find Grants' section with a 'Search Grant Opportunities' button. To the right, there is a 'Grants.Gov Updates' section with a 'Scheduled Maintenance Alert' and a 'Did You Know?' section with a lightbulb icon.

**Find Grants**  
 SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.

[Search Grant Opportunities »](#)

**Find Open Grant Opportunities**

NEWEST OPPORTUNITIES | BROWSE CATEGORIES | BROWSE AGENCIES | BROWSE ELIGIBILITIES | [View More »](#)

Funding Opportunity Number	Opportunity Title	Agency
F14AS00096	Coastal Program - Great Lakes Restoration Initiative	Fish and Wildlife Service
NNH14ZDA001N-EW	ROSES 2014: Emerging Worlds	NASA Headquarters
DE-FOA-0000974	Bioenergy Technologies Incubator	Golden Field Office
OWN 2014 2705	OWN EY 2014 State and Territorial Sexual Assault and	Office on Violence Against

**Grants.Gov Updates:**

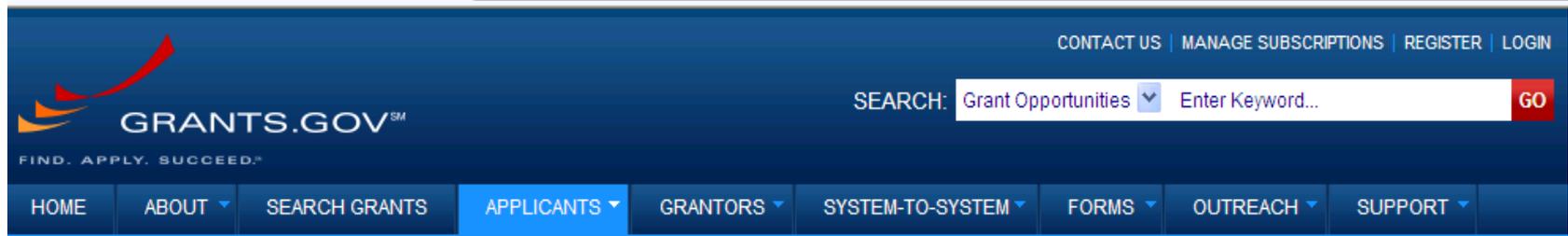
**Scheduled Maintenance Alert**  
 ⚠ Scheduled Maintenance Outage March 22-23, 2014  
 For more information on server maintenance outages, please visit the following:  
[Grants.gov Calendar »](#)  
[Grants.gov Blog »](#)

**Did You Know?**

Did you know that after you receive the email notification from SAM that their registration process is complete, it can take 24-48 hours for Grants.gov to electronically receive the registration information from SAM? The registration process must be complete in Grants.gov before AORs can apply for a grant. To quickly and easily verify



Look under step 1 and click on “Download a Grant Application Package.”



GRANTS.GOV > Applicants > Apply For Grants

## APPLY FOR GRANTS

### APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

### APPLICANT RESOURCES

- » Grant Eligibility
- » Individual Registration
- » Organization Registration
- » Grant Application Process
- » Applicant FAQs
- » Applicant Resources
- » Applicant Tips

## Applying for grant opportunities on Grants.gov

### BEFORE YOU APPLY: Get Registered

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Register for grant opportunities now.

[Register as an Organization](#) | [Register as an Individual](#)

### STEP 1: Download a Grant Application Package

If you need to search for the Funding Opportunity, please return to [Search Grants](#). If you know the Funding Opportunity Number you wish to download, please click:

[Download a Grant Application Package »](#)

Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting. [Click to verify if your Adobe software version is compatible with Grants.gov.](#)

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.



Enter either the DFC Funding Opportunity Number (SP-14-002) or CFDA Number (93.276) exactly as it is shown.

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

GRANTS.GOV<sup>SM</sup>  
FIND. APPLY. SUCCEED.<sup>SM</sup>

SEARCH: Grant Opportunities ▾ Enter Keyword.. GO

HOME | ABOUT ▾ | SEARCH GRANTS | **APPLICANTS ▾** | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT ▾

GRANTS.GOV > Applicants > Download Application Package

## DOWNLOAD APPLICATION PACKAGE

PLEASE NOTE: You will need to download and install [Adobe Reader](#) prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:  (##.###)

Funding Opportunity Number:  (Can contain only letters, numbers and dashes)

Funding Opportunity Competition ID:  (Can contain only letters, numbers and dashes)

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.



# Click on “Download” located under “Instructions & Application.”

FIND. APPLY. SUCCEED.™

HOME ABOUT ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ OUTREACH ▾ SUPPORT ▾

GRANTS.GOV > Applicants > Download Application Package

## DOWNLOAD APPLICATION PACKAGE

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**⚠ READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you un-install any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, **ALL** applicants must be using the same software version. [Click to download the required Adobe Reader if you do not have it installed already.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

1 - 1 OF 1 MATCHING RESULTS:						« Previous 1 Next »
CFDA	Opportunity Number ↑	Competition ID	Competition Title	Agency	Instructions & Application	
93.276	SP-14-002			Substance Abuse & Mental Health Services Adminis.	<a href="#">Download</a>	« Previous 1 Next »

**Click**



Enter your email address or check “I do not wish to provide my email address.”

Click submit.

[GRANTS.GOV](#) > [Applicants](#) > [Download Application Package](#)

## DOWNLOAD APPLICATION PACKAGE

[« Back](#)

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

**CFDA Number:** 93.276: Drug-Free Communities Support Program Grants

**Opportunity Number:** SP-14-002: Drug-Free Communities Program

**Competition ID:**

**Competition Title:**

**Agency:** Substance Abuse & Mental Health Services Adminis.

**Opening Date:** 01/24/2014

**Closing Date:** 03/24/2014

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email:

Confirm Email:

No, I do not wish to provide my email address

**Click**

submit



# Downloading the Application Packet

- In the lower left corner you will see “Download Application Instructions” and “Download Application Packet.”
- Click on “Download Application Packet.” Additional application instructions can be found in the “Request for Applications (RFA).”
- Save the application packet on your hard drive.



In the lower left corner you will see “Download Application Instructions” and “Download Application Packet.”



GRANTS.GOV > Applicants > Download Application Package

## DOWNLOAD APPLICATION PACKAGE

« Back

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

CFDA Number: 93.276: Drug-Free Communities Support Program Grants

Opportunity Number: SAMHSACONT14-03: SAMHSA 2014 DFC Mentoring Program

Competition ID: 93276

Competition Title: CFDA93276

Agency: Substance Abuse & Mental Health Services Adminis.

Opening Date: 12/10/2013

Closing Date: 02/10/2014

Since you did not subscribe, you will not be notified of any future changes to this opportunity. [If you would like to receive notifications please click here.](#)

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instruction](#)
2. [Download Application Package](#)

Click

# Uploading Your Application

- In order to upload your grant application to Grants.gov it must be divided into four separate files.
  - Project Narrative and Community Overview
  - Budget Narrative
  - DFC Attachments 1 – 7
  - DFC Attachment 8 – 14
- If you have documentation that does not pertain to any of the four listed files, include that documentation in the fourth file.

**NOTE: SAMHSA will not accept more than four files.**



# Uploading Your Application

- File One-Project Narrative and Community Overview
  - To upload file one, go to page one of the grant application packet and look under the mandatory heading
  - Click “Project Narrative Attachment Form.”
  - Click “Add Mandatory Project Narrative File.”
  - Locate file on your hard drive.
  - Upload file and save.



# Click “Project Narrative Attachment Form.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page displays the following information:

**Agency Contact:** DFC RFA Helpline Team, Phone: (240) 276-1270 Email: dfcnew2014@samhsa.hhs.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

**Application Filing Name:** [Redacted]

**Select Forms to Complete**

**Mandatory** [Save] [Save & Submit] [Check Package for Errors]

- [Application for Federal Assistance \(SF-424\)](#)
- [Project/Performance Site Location\(s\)](#)
- Click** [Project Narrative Attachment Form](#)
- [HHS Checklist \(08-2007\)](#)
- [Budget Narrative Attachment Form](#)
- [Budget Information for Non-Construction Programs \(SF-424A\)](#)

**Optional**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)



# Click “Add Mandatory Project Narrative File.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page contains a "Close Form" button at the top left. Below it is the heading "Project Narrative File(s)" followed by a horizontal line. A label "\* Mandatory Project Narrative File Filename:" is followed by a yellow rectangular input field. Below this, a red arrow labeled "Click" points to a row of three buttons: "Add Mandatory Project Narrative File", "Delete Mandatory Project Narrative File", and "View Mandatory Project Narrative File". Another horizontal line follows. Below that, a text instruction reads "To add more Project Narrative File attachments, please use the attachment buttons below." This is followed by another row of three buttons: "Add Optional Project Narrative File", "Delete Optional Project Narrative File", and "View Optional Project Narrative File".

# Uploading Your Application

- File Two – Budget Narrative
  - To upload File Two, go to page one of the grant application packet and look under the mandatory heading.
  - Click “Budget Narrative Attachment Form.”
  - Click “Mandatory Budget Narrative.”
  - Locate file on your hard drive.
  - Upload and save.



# Click “Budget Narrative Attachment Form.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page displays the following information:

**Agency Contact:** DFC RFA Helpline Team, Phone: (240) 276-1270 Email: dfcnew2014@samhsa.hhs.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

**Application Filing Name:** [Empty text box]

**Select Forms to Complete**

**Mandatory** [Save] [Save & Submit] [Check Package for Errors]

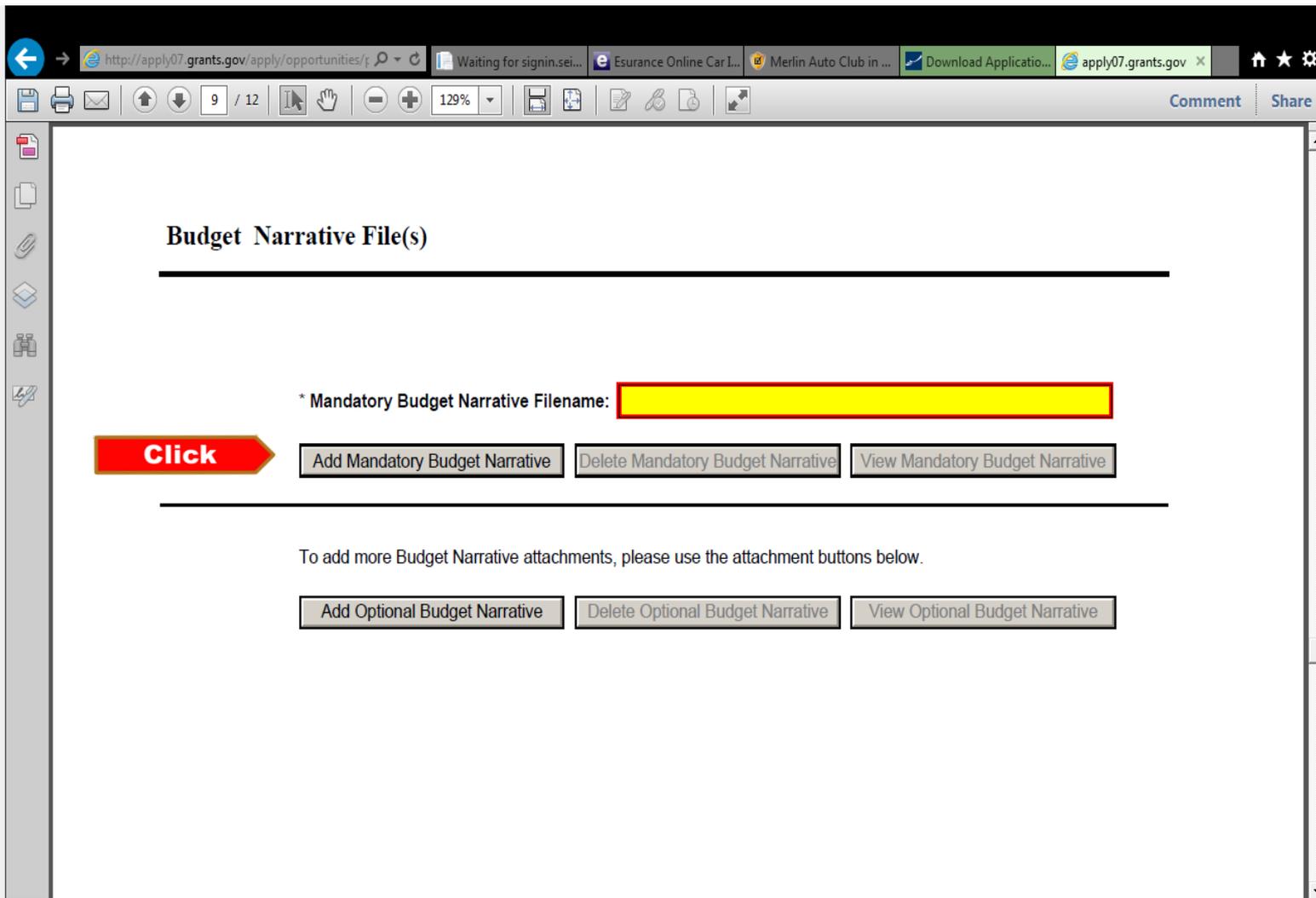
- [Application for Federal Assistance \(SF-424\)](#)
- [Project/Performance Site Location\(s\)](#)
- [Project Narrative Attachment Form](#)
- [HHS Checklist \(08-2007\)](#)
- Click** [Budget Narrative Attachment Form](#)
- [Budget Information for Non-Construction Programs \(SF-424A\)](#)

**Optional**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)



# Click “Add Mandatory Budget Narrative File.”



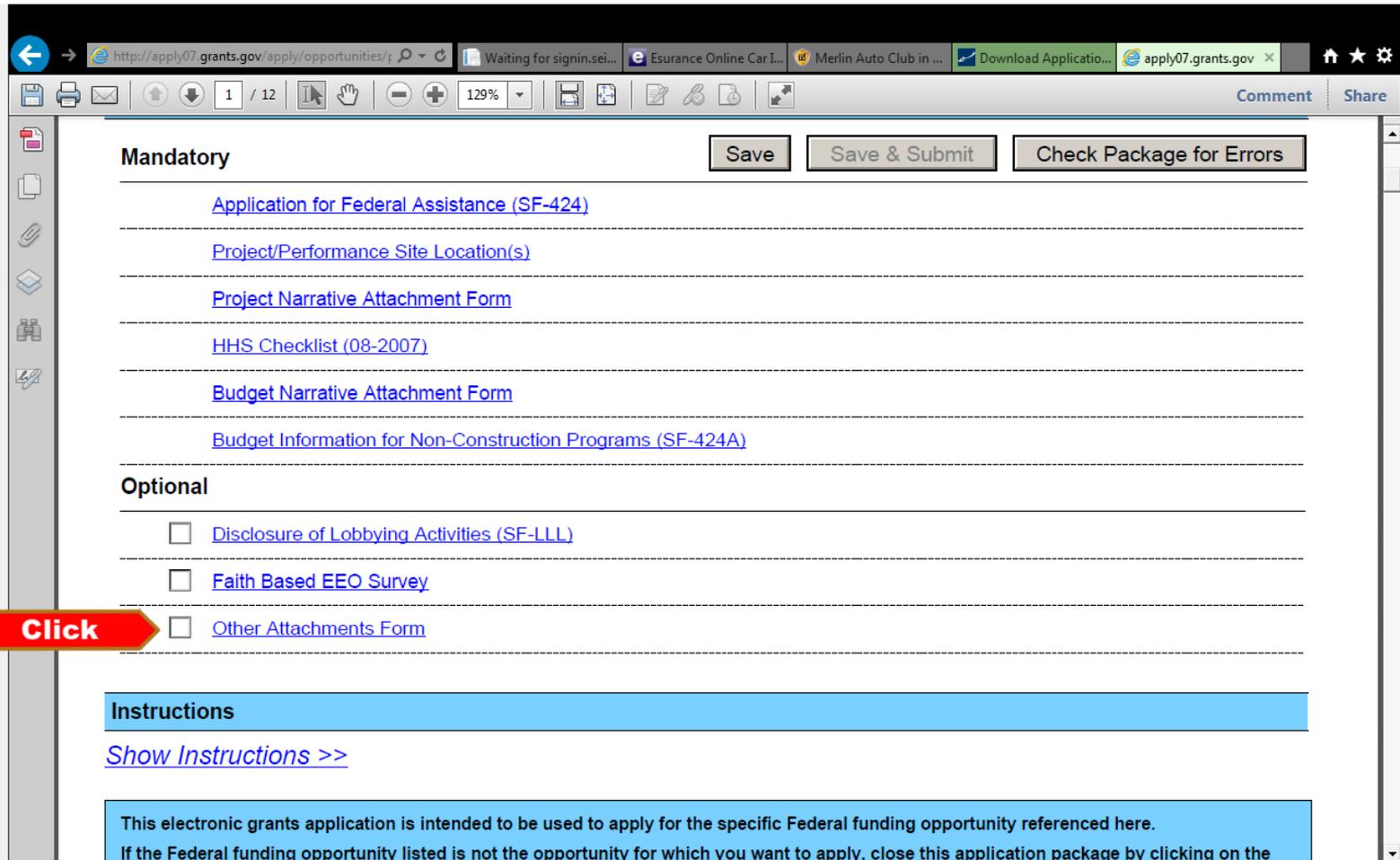
The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page title is "Budget Narrative File(s)". Below the title is a horizontal line. Underneath, there is a label "\* Mandatory Budget Narrative Filename:" followed by a yellow rectangular input field. A red arrow with the word "Click" points to the "Add Mandatory Budget Narrative" button. To the right of this button are two other buttons: "Delete Mandatory Budget Narrative" and "View Mandatory Budget Narrative". Below these buttons is another horizontal line, followed by the text "To add more Budget Narrative attachments, please use the attachment buttons below." and three more buttons: "Add Optional Budget Narrative", "Delete Optional Budget Narrative", and "View Optional Budget Narrative".

# Uploading Your Application

- File Three – DFC Attachments 1 – 7
  - To upload File Three, go to page one of the grant application packet and look under the optional heading
  - Click the box next to “Other Attachments Form” (an “X” will appear).
  - Click “Other Attachments Form.”
  - Click “Add Mandatory Other Attachments.”
  - Locate file on your hard drive.
  - Upload and save.



Click the box next to “Other Attachments Form” (an “X” will appear).



The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page is titled "Mandatory" and "Optional" sections. The "Mandatory" section includes links for "Application for Federal Assistance (SF-424)", "Project/Performance Site Location(s)", "Project Narrative Attachment Form", "HHS Checklist (08-2007)", "Budget Narrative Attachment Form", and "Budget Information for Non-Construction Programs (SF-424A)". The "Optional" section includes checkboxes for "Disclosure of Lobbying Activities (SF-LLL)", "Faith Based EEO Survey", and "Other Attachments Form". A red arrow points to the "Other Attachments Form" checkbox. Below the attachments, there is an "Instructions" section with a link to "Show Instructions >>". At the bottom, a blue box contains the text: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the".

**Mandatory**

[Application for Federal Assistance \(SF-424\)](#)

[Project/Performance Site Location\(s\)](#)

[Project Narrative Attachment Form](#)

[HHS Checklist \(08-2007\)](#)

[Budget Narrative Attachment Form](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

**Optional**

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Faith Based EEO Survey](#)

[Other Attachments Form](#)

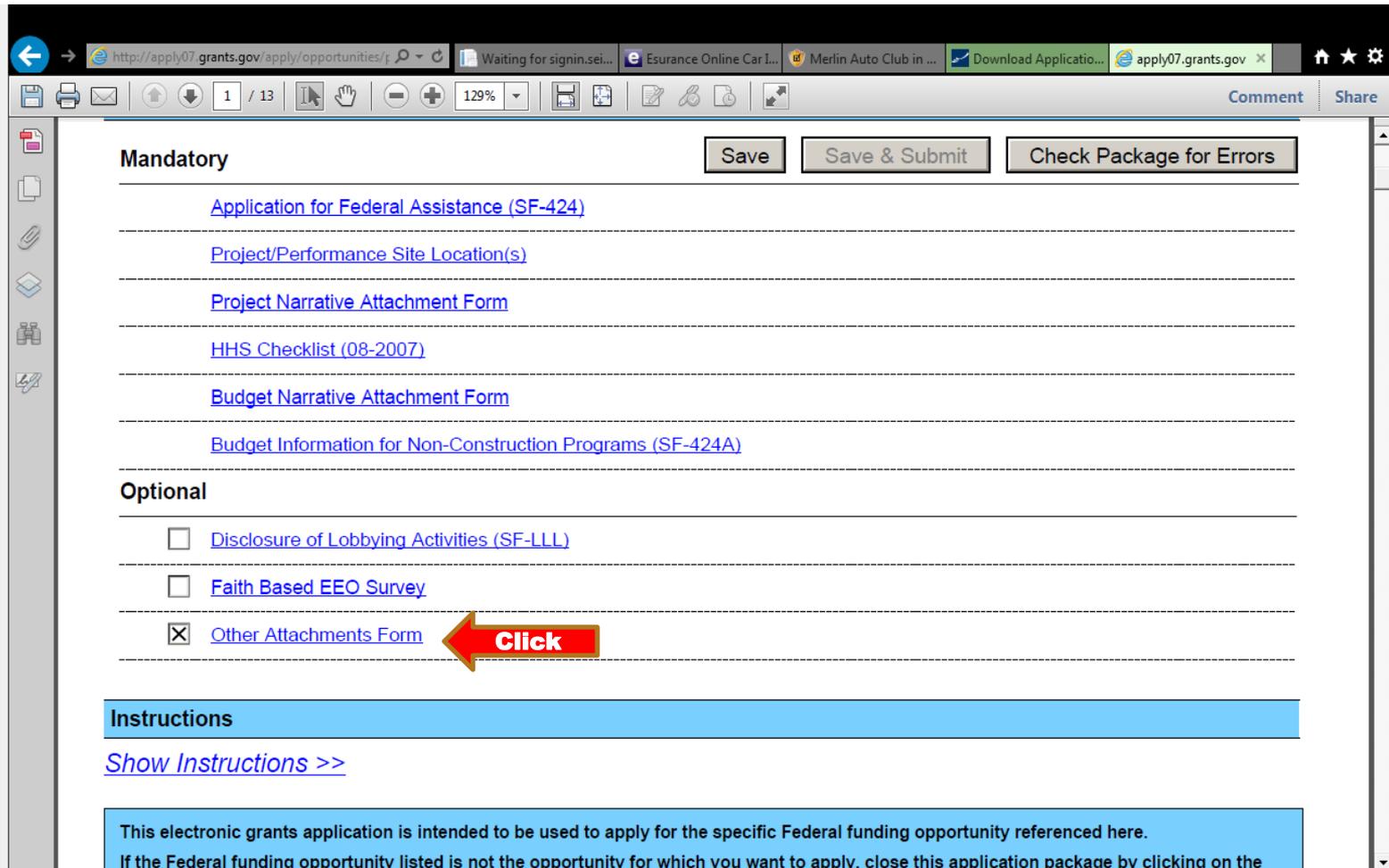
**Instructions**

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.  
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the



Click “Other Attachments Form.”



The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/r>. The browser's address bar and tabs are visible at the top. The main content area displays a form titled "Mandatory" and "Optional".

**Mandatory**

[Application for Federal Assistance \(SF-424\)](#)

[Project/Performance Site Location\(s\)](#)

[Project Narrative Attachment Form](#)

[HHS Checklist \(08-2007\)](#)

[Budget Narrative Attachment Form](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

**Optional**

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Faith Based EEO Survey](#)

[Other Attachments Form](#) **Click**

**Instructions**

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.  
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the



# Click “Add Mandatory Other Attachments.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page title is "Other Attachment File(s)". Below the title is a horizontal line. Underneath, there is a text input field labeled "\* Mandatory Other Attachment Filename:" which is highlighted in yellow. To the left of this field is a red arrow pointing right with the word "Click" in white text. Below the input field are three buttons: "Add Mandatory Other Attachment", "Delete Mandatory Other Attachment", and "View Mandatory Other Attachment". A second horizontal line is below these buttons. Underneath the line, there is a text instruction: "To add more 'Other Attachment' attachments, please use the attachment buttons below." Below this instruction are three more buttons: "Add Optional Other Attachment", "Delete Optional Other Attachment", and "View Optional Other Attachment".

# Uploading Your Application

- File Four – DFC Attachments 8 – 14
  - To upload File Four, go to page one of the grant application packet, and look under the optional heading.
  - Click the box next to “Other Attachments Form” (an “X” will appear).
  - Click “Other Attachments Form.”
  - Click “Add Optional Other Attachments.”
  - Locate file on your hard drive.
  - Upload and save.



Click the box next to “Other Attachments Form” (an “X” will appear).

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page is titled "Mandatory" and "Optional" sections. The "Mandatory" section includes links for "Application for Federal Assistance (SF-424)", "Project/Performance Site Location(s)", "Project Narrative Attachment Form", "HHS Checklist (08-2007)", "Budget Narrative Attachment Form", and "Budget Information for Non-Construction Programs (SF-424A)". The "Optional" section includes checkboxes for "Disclosure of Lobbying Activities (SF-LLL)", "Faith Based EEO Survey", and "Other Attachments Form". A red arrow points to the "Other Attachments Form" checkbox. Below the optional section is an "Instructions" section with a link to "Show Instructions >>". At the bottom, a blue box contains the text: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the".

**Mandatory**

[Application for Federal Assistance \(SF-424\)](#)

[Project/Performance Site Location\(s\)](#)

[Project Narrative Attachment Form](#)

[HHS Checklist \(08-2007\)](#)

[Budget Narrative Attachment Form](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

**Optional**

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Faith Based EEO Survey](#)

[Other Attachments Form](#)

**Instructions**

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.  
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the



Click “Other Attachments Form.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/r>. The browser's address bar and tabs are visible at the top. The main content area displays a form with the following sections:

- Mandatory** (with buttons: Save, Save & Submit, Check Package for Errors)
  - [Application for Federal Assistance \(SF-424\)](#)
  - [Project/Performance Site Location\(s\)](#)
  - [Project Narrative Attachment Form](#)
  - [HHS Checklist \(08-2007\)](#)
  - [Budget Narrative Attachment Form](#)
  - [Budget Information for Non-Construction Programs \(SF-424A\)](#)
- Optional**
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#)
  - [Faith Based EEO Survey](#)
  - [Other Attachments Form](#) **Click**
- Instructions**
  - [Show Instructions >>](#)
  - This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the



# Click “Add Optional Other Attachments.”

The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page title is "Other Attachment File(s)". Below the title, there is a section for mandatory attachments. A text input field labeled "\* Mandatory Other Attachment Filename:" is highlighted in yellow. Below this field are three buttons: "Add Mandatory Other Attachment", "Delete Mandatory Other Attachment", and "View Mandatory Other Attachment". Below these buttons, there is a section for optional attachments. A red arrow points to the "Add Optional Other Attachment" button. Below this button are two other buttons: "Delete Optional Other Attachment" and "View Optional Other Attachment".

**Other Attachment File(s)**

---

\* Mandatory Other Attachment Filename:

[Add Mandatory Other Attachment](#) [Delete Mandatory Other Attachment](#) [View Mandatory Other Attachment](#)

---

To add more "Other Attachment" attachments, please use the attachment buttons below.

**Click** [Add Optional Other Attachment](#) [Delete Optional Other Attachment](#) [View Optional Other Attachment](#)

# Uploading Your Application

- Before uploading your application, make sure you have completed all of the required PDF forms included in the package.
- Please check all of your information and view attachments before submitting your application.



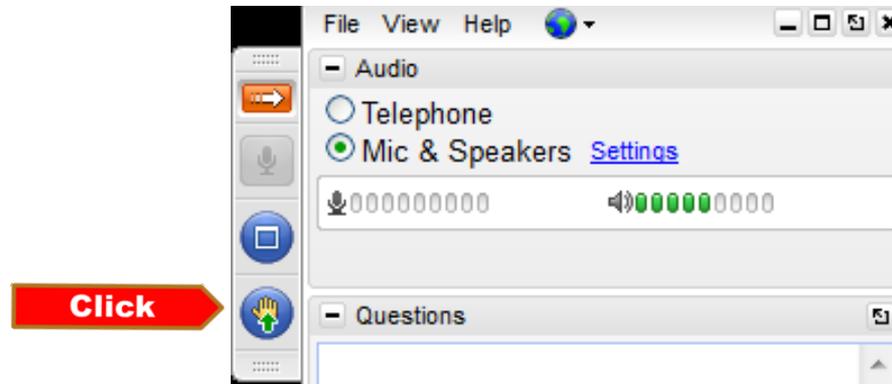
# Electronic Submission Assistance

- You have two options for receiving assistance.
- Option 1 – Grants.gov Helpline
  - E-mail: [support@grants.gov](mailto:support@grants.gov)
  - Phone: 1-800-518-4726
- Option 2 – DFC Hotline
  - E-mail: [dfcnew2014@samhsa.hhs.gov](mailto:dfcnew2014@samhsa.hhs.gov)
  - Phone: 240-276-1270



# Questions

- To ask a question, click on the hand icon located on the left of the control panel.



- When staff acknowledges your hand, your line will be unmuted and you may ask your question. Please be mindful of background noise while your line is unmuted.
- Once you have asked your question, your line will be muted again.
- If your question does not get answered, please submit it to the **DFC Hotline**  
E-mail: [dfcnew2014@samhsa.hhs.gov](mailto:dfcnew2014@samhsa.hhs.gov)

# Thank you!

