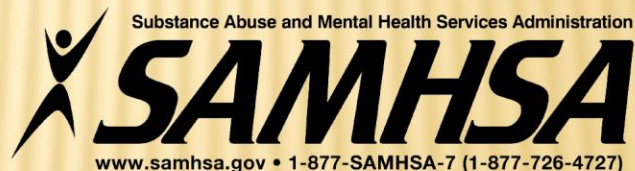


Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Drug-Free Communities (DFC) Support Program

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).



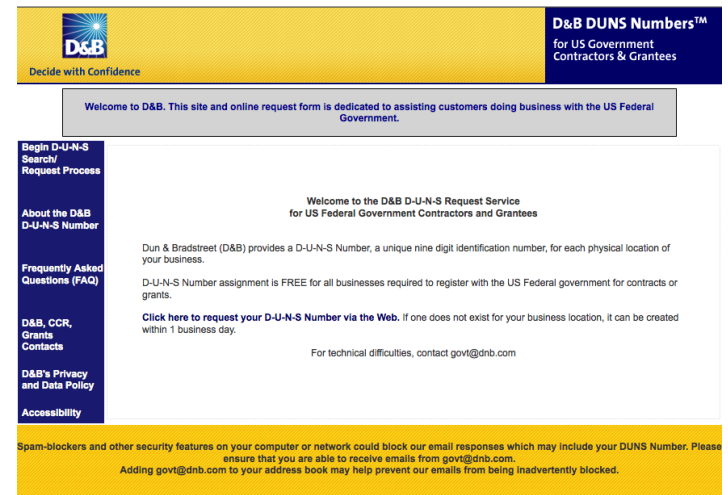
Actions That Must Be Taken

- **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 DUNS Numbers website. At the top, there is a yellow header with the D&B logo and the tagline "Decide with Confidence". To the right of the logo, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header, a blue banner 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 blue sidebar with white text 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 is white and contains the following text: "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees", "Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.", "D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.", "Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.", and "For technical difficulties, contact govt@dnb.com". At the bottom, a yellow banner contains the text: "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 govt@dnb.com. Adding govt@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.

The screenshot shows the SAM website homepage. At the top, there is a login section with fields for 'USER NAME' and 'PASSWORD', a 'Log In' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login section is a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is divided into three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' column explains that CCR usernames won't work and provides a 'Create User Account' button. The 'REGISTER/UPDATE ENTITY' column explains how to register or update an entity and provides buttons for 'Register/Update Entity' and 'Check Status'. The 'SEARCH RECORDS' column explains how to search for records and provides a 'Search Records' button. Below the main content area, there is a 'WHAT IS SAM?' section with a 'Need Help?' link, and three columns of links: 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'FORMER CCR REGISTRANTS'.

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 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 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
 - Grants.gov Registration – 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.

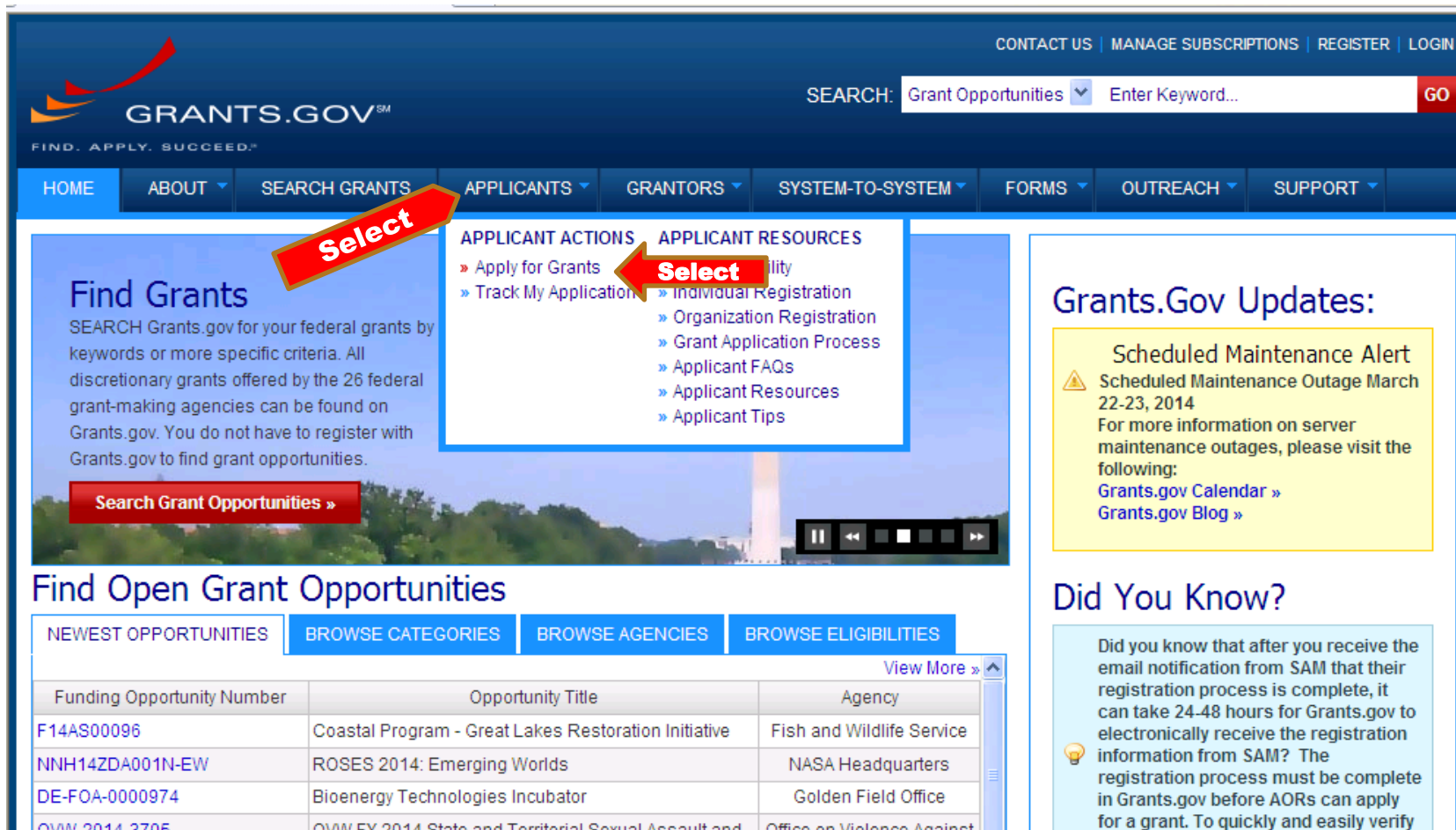


Downloading the Application Packet

- To download the application packet from Grants.gov:
 - Go to the Grants.gov home page at www.grants.gov
 - 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 homepage. At the top, there is a navigation bar with links: CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. Below this is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. The main navigation menu includes: HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The "APPLICANTS" menu is expanded, showing options: 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 the "Apply for Grants" option. On the left, there is a "Find Grants" section with a "Search Grant Opportunities" button. Below this is a "Find Open Grant Opportunities" section with tabs for NEWEST OPPORTUNITIES, BROWSE CATEGORIES, BROWSE AGENCIES, and BROWSE ELIGIBILITIES. A table of grant opportunities is displayed, with columns for Funding Opportunity Number, Opportunity Title, and Agency. On the right, there is a "Grants.Gov Updates" section with a "Scheduled Maintenance Alert" and a "Did You Know?" section with a tip about registration.

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 »](#)

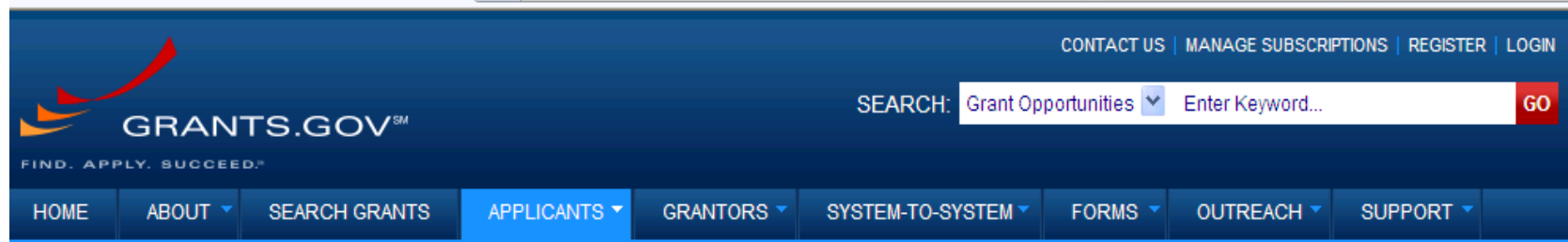
Funding Opportunity Number	Opportunity Title	Agency
F14AS00096	Coastal Program - Great Lakes Restoration Initiative	Fish and Wildlife Service
NNH14ZDA001N-EW	ROSES 2014: Emerging Worlds	NASA Headquarters
DE-FOA-0000974	Bioenergy Technologies Incubator	Golden Field Office
OWN 2014 3705	OWN EV 2014 State 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:

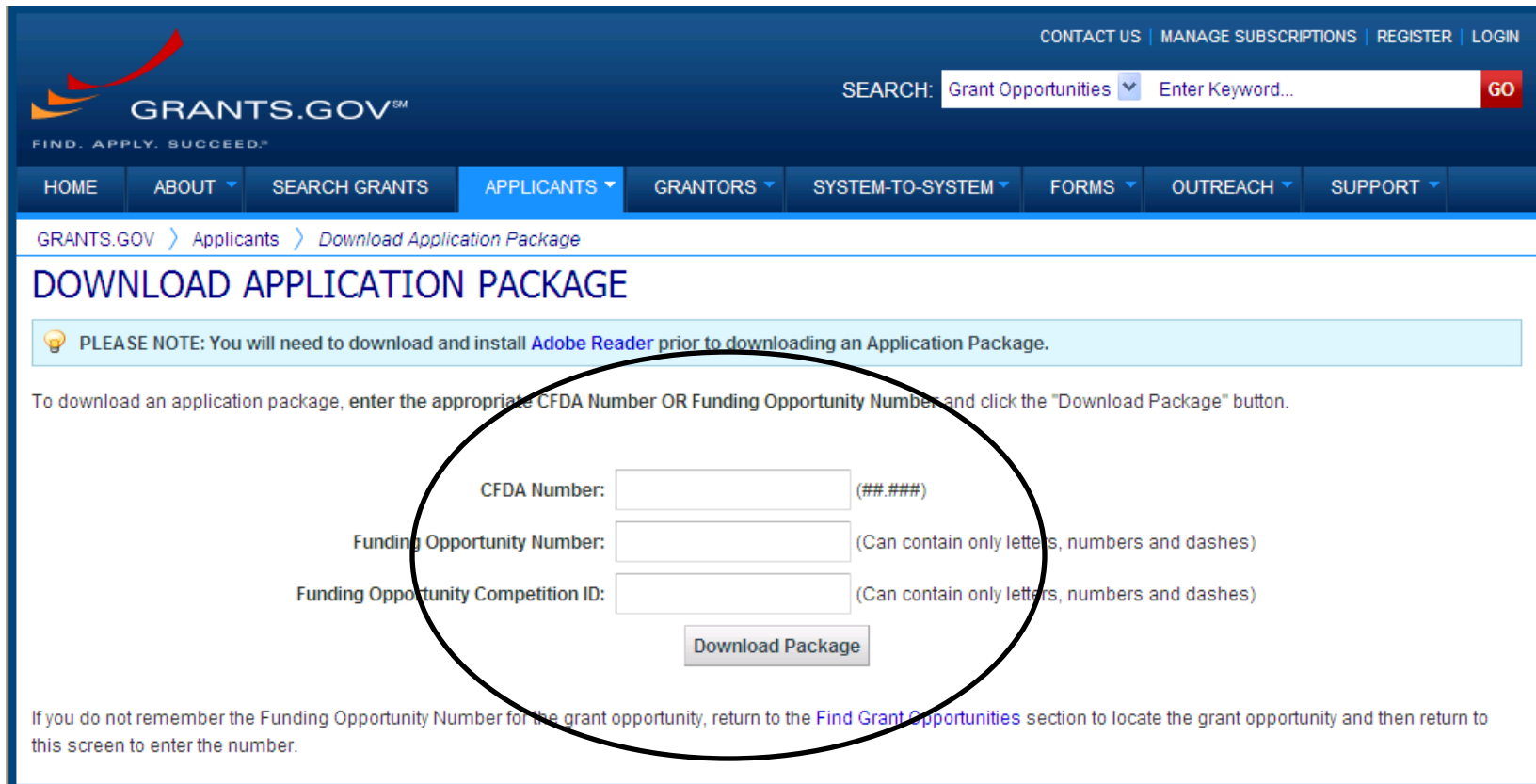
[Download a Grant Application Package »](#)

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



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.GOVSM
FIND. APPLY. SUCCEED.™

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)

Download Package

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:

CFDA	Opportunity Number ↑	Competition ID	Competition Title	Agency	Instructions & Application
93.276	SP-14-002			Substance Abuse & Mental Health Services Adminis.	Download

« Previous 1 Next »

« 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

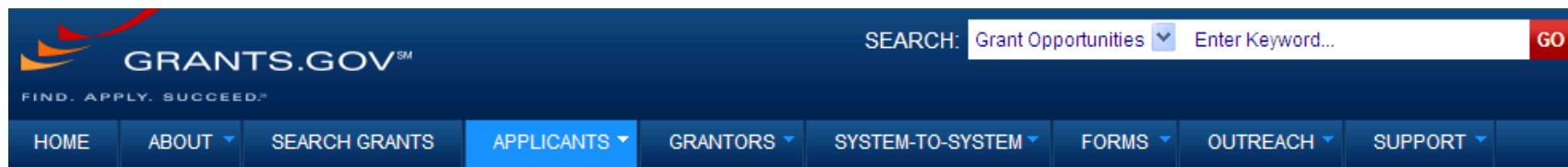


Downloading the Application Packet

- 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.”

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:

Select Forms to Complete

Mandatory

[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/r>. The browser's address bar and tabs are visible at the top. The main content area of the browser displays a form titled "Project Narrative File(s)". At the top of the form is a "Close Form" button. Below the title is a horizontal line. Further down, there is a label "* Mandatory Project Narrative File Filename:" followed by a yellow rectangular input field. Below this, a red button labeled "Click" is positioned to the left of three buttons: "Add Mandatory Project Narrative File", "Delete Mandatory Project Narrative File", and "View Mandatory Project Narrative File". A horizontal line follows these buttons. Below the line, a text instruction reads: "To add more Project Narrative File attachments, please use the attachment buttons below." At the bottom of this section are three more buttons: "Add Optional Project Narrative File", "Delete Optional Project Narrative File", and "View Optional Project Narrative File". The browser's sidebar on the left contains various icons for document management. The top of the browser window shows several open tabs, including "Waiting for signin.sei...", "Esurance Online Car I...", "Merlin Auto Club in ...", "Download Applicatio...", and "apply07.grants.gov".

Close Form

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Click Add Mandatory Project Narrative File Delete Mandatory Project Narrative File View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File Delete Optional Project Narrative File 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.”

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:

Select Forms to Complete

Mandatory

[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 the line, there is a label "* Mandatory Budget Narrative Filename:" followed by a yellow rectangular input field. To the left of the input field is a red button with the word "Click" in white. Below the input field are three buttons: "Add Mandatory Budget Narrative", "Delete Mandatory Budget Narrative", and "View Mandatory Budget Narrative". Below these buttons is another horizontal line. Underneath the line, there is a text prompt: "To add more Budget Narrative attachments, please use the attachment buttons below." Below this prompt are three buttons: "Add Optional Budget Narrative", "Delete Optional Budget Narrative", and "View Optional Budget Narrative".

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

Click

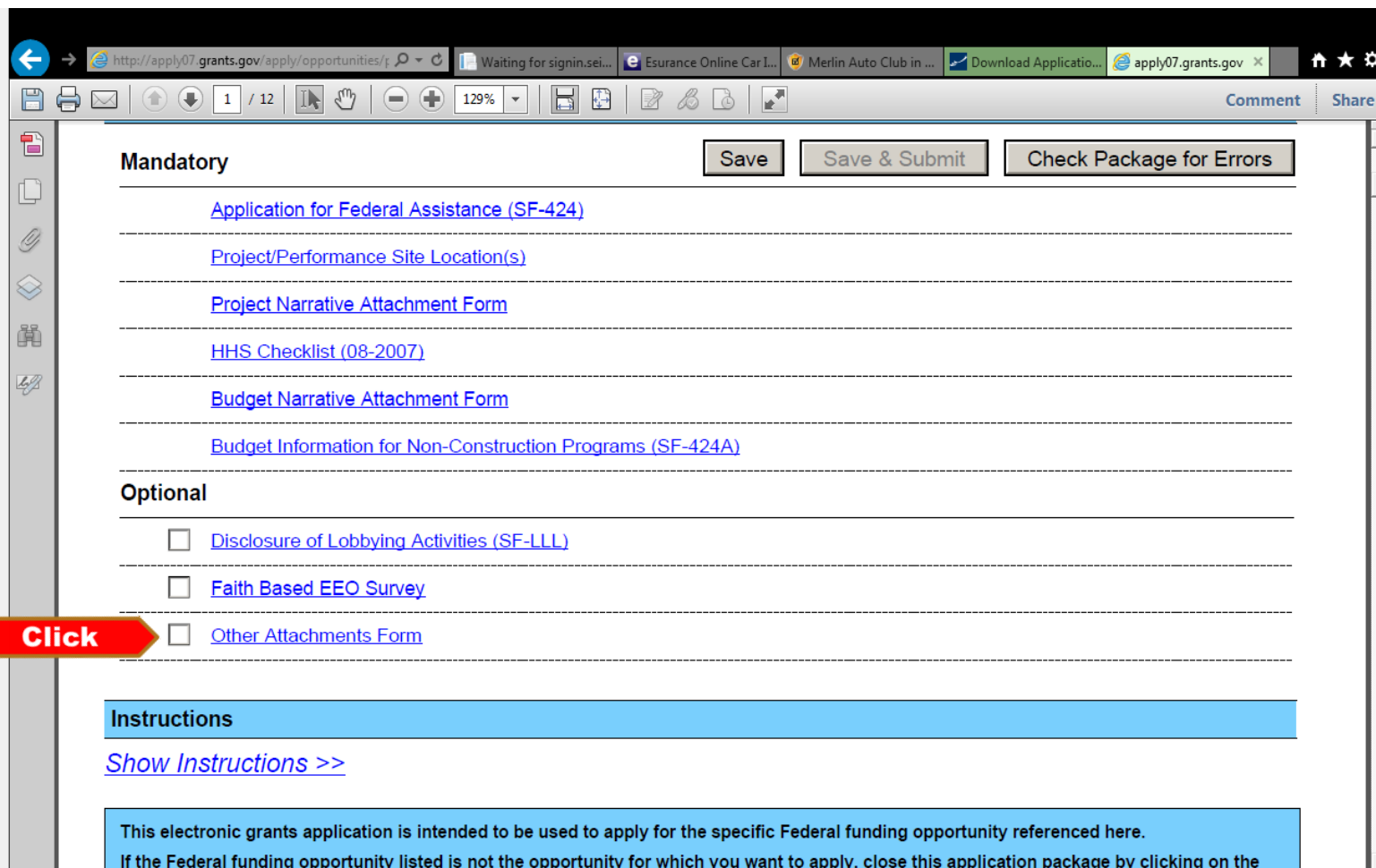
To add more Budget Narrative attachments, please use the attachment buttons below.

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 for attachments. The "Mandatory" section lists several required attachments, each with a blue hyperlink: "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 lists three optional attachments, each with a checkbox and a blue hyperlink: "Disclosure of Lobbying Activities (SF-LLL)", "Faith Based EEO Survey", and "Other Attachments Form". A red arrow with the word "Click" points to the checkbox for "Other Attachments Form". At the top right of the page, there are three buttons: "Save", "Save & Submit", and "Check Package for Errors". Below the "Optional" section, there is a blue box labeled "Instructions" with a link "Show Instructions >>". At the bottom, there is a light blue box with 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/>. The page is titled "Mandatory" and contains several links for required attachments: [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 \(SF-424A\)](#). Below these is the "Optional" section with three checkboxes: ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#), ☐ [Faith Based EEO Survey](#), and ☒ [Other Attachments Form](#). A red arrow with the word "Click" points to the "Other Attachments Form" checkbox. At the bottom, there is an "Instructions" section with a link [Show Instructions >>](#) and a text box stating: "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, there is a section for mandatory attachments. A red arrow labeled "Click" points to the "Add Mandatory Other Attachment" button. The text "* Mandatory Other Attachment Filename:" is followed by a yellow rectangular input field. Below this, there 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 with the text "To add more 'Other Attachment' attachments, please use the attachment buttons below." and three buttons: "Add Optional Other Attachment", "Delete Optional Other Attachment", and "View Optional Other Attachment".

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Click Add Mandatory Other Attachment Delete Mandatory Other Attachment View Mandatory Other Attachment

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

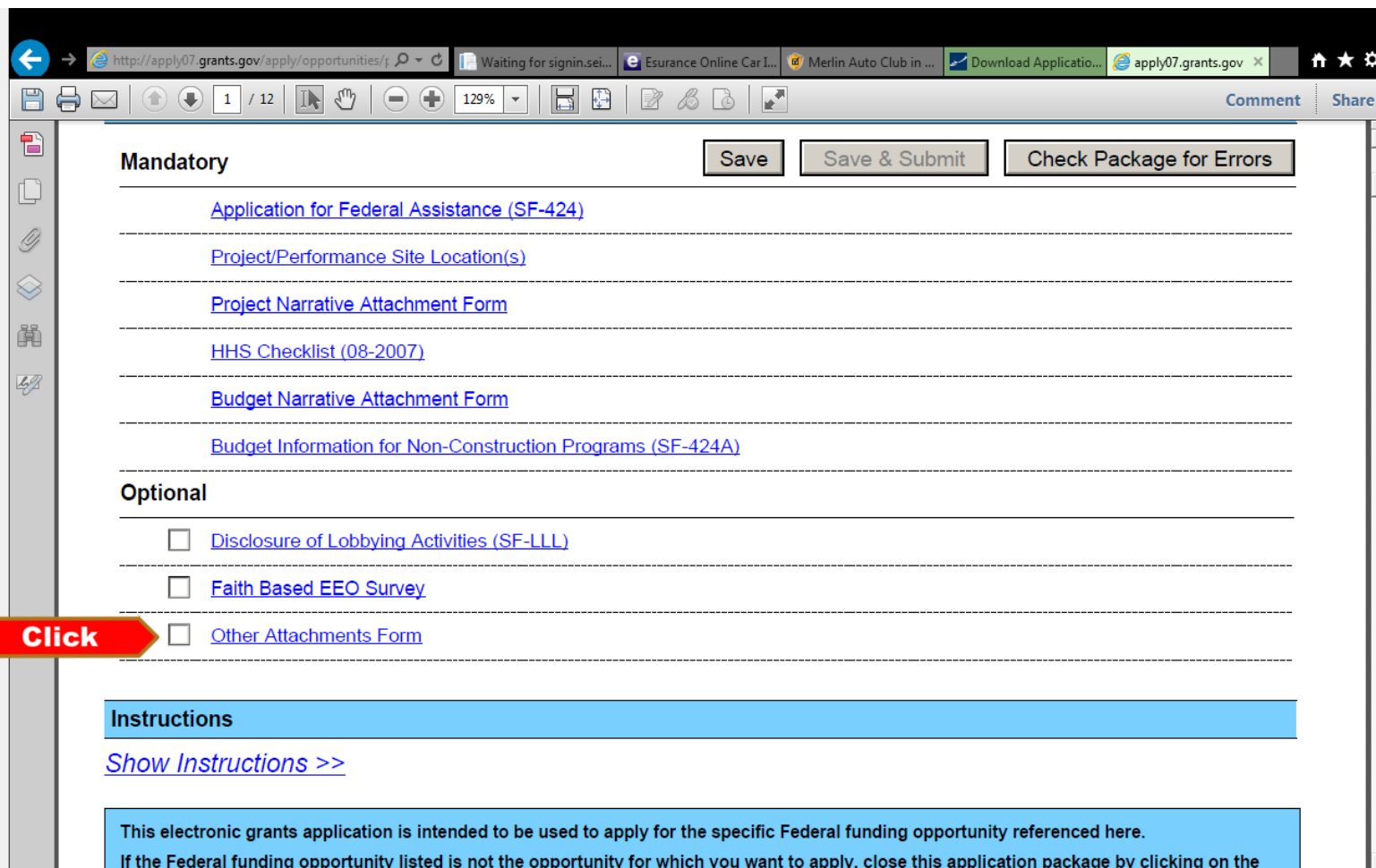
Add Optional Other Attachment Delete Optional Other Attachment View Optional Other Attachment

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 for attachments. The "Mandatory" section lists several required attachments, each with a blue link: "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 lists three optional attachments, each with a checkbox and a blue link: "Disclosure of Lobbying Activities (SF-LLL)", "Faith Based EEO Survey", and "Other Attachments Form". A red arrow points to the checkbox for "Other Attachments Form" with the word "Click" in white text. At the top right of the page, there are three buttons: "Save", "Save & Submit", and "Check Package for Errors". Below the "Optional" section, there is a blue box labeled "Instructions" with a link "Show Instructions >>". At the bottom, there is a blue box with 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](#)


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

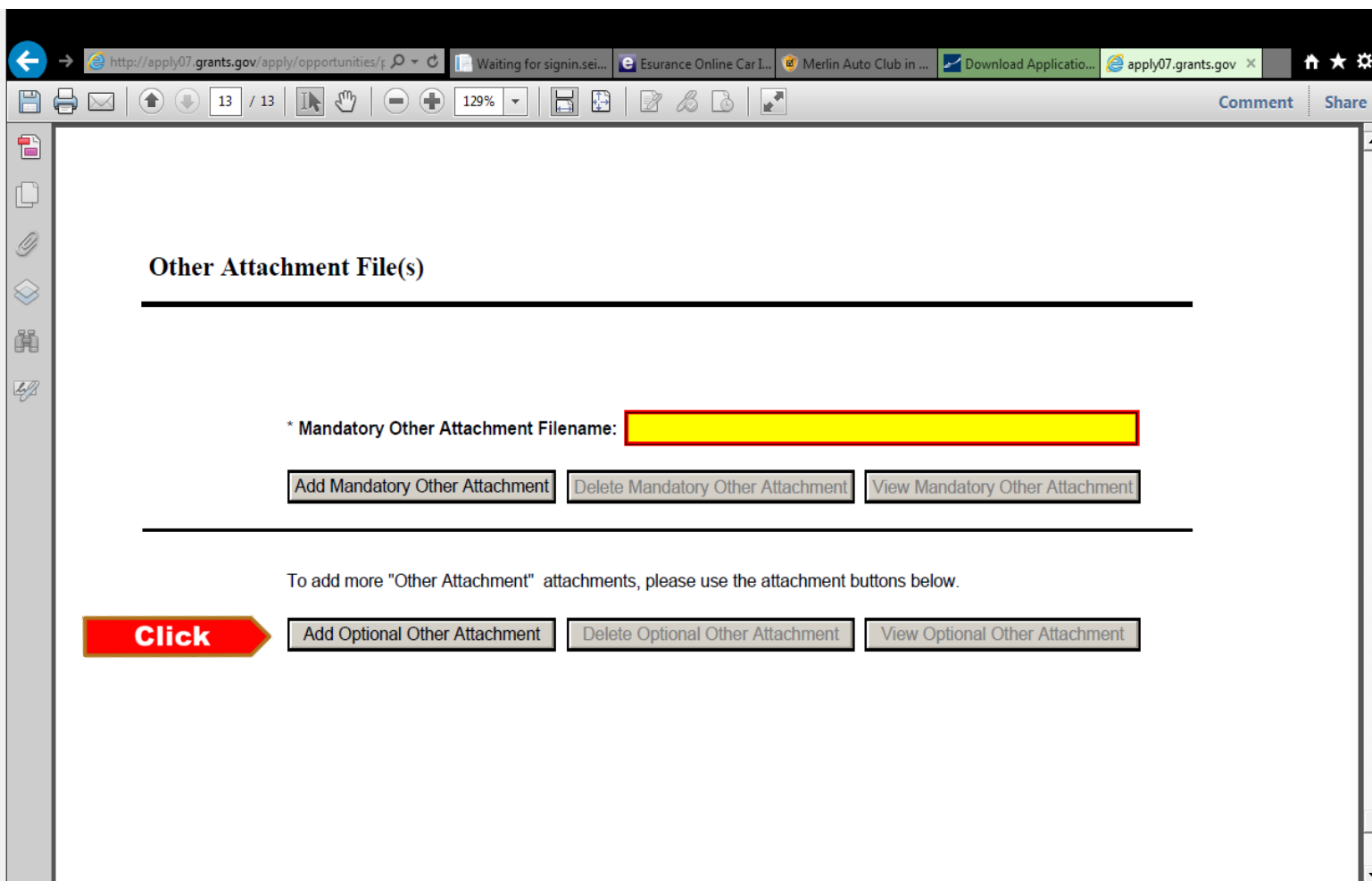
Click “Other Attachments Form.”



The screenshot shows a web browser window with the URL <http://apply07.grants.gov/apply/opportunities/>. The page is titled "Mandatory" and contains several links for required attachments: [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 \(SF-424A\)](#). Below these is the "Optional" section with three checkboxes: ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#), ☐ [Faith Based EEO Survey](#), and ☒ [Other Attachments Form](#). A red arrow with the word "Click" points to the "Other Attachments Form" checkbox. At the top right of the form are buttons for "Save", "Save & Submit", and "Check Package for Errors". Below the form is an "Instructions" section with a link [Show Instructions >>](#) and a text box stating: "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 label "* Mandatory Other Attachment Filename:" is followed by a yellow rectangular input field. Below this field are three buttons: "Add Mandatory Other Attachment", "Delete Mandatory Other Attachment", and "View Mandatory Other Attachment". Below these buttons, a text instruction reads: "To add more 'Other Attachment' attachments, please use the attachment buttons below." To the left of the next set of buttons is a red arrow pointing right with the word "Click" in white. The buttons are "Add Optional Other Attachment", "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.



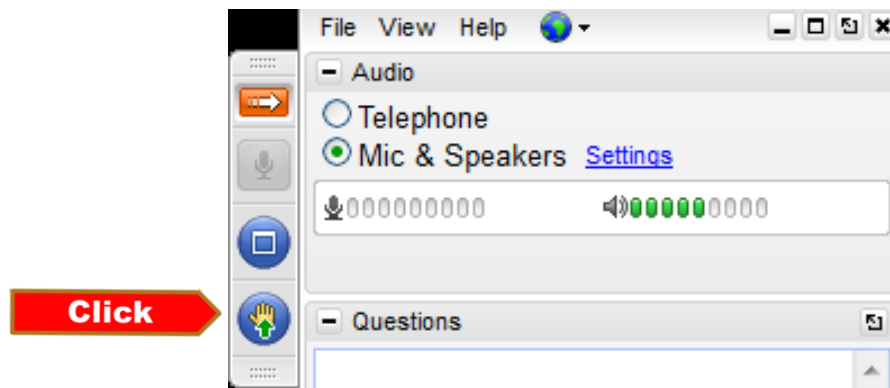
Electronic Submission Assistance

- You have two options for receiving assistance.
- Option 1 – Grants.gov Helpline
 - E-mail: support@grants.gov
 - Phone: 1-800-518-4726
- Option 2 – DFC Hotline
 - E-mail: 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

Thank you!

