

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



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.
- You may post questions in the **Q&A** section of the webinar.
- You may download a copy of the presentation from the File **Download** section of the webinar.
- If are disconnected from the webinar conference line, call-in to **1-877-876-9177** and provide the **Webinar ID: DFCGrant**.



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 application 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).



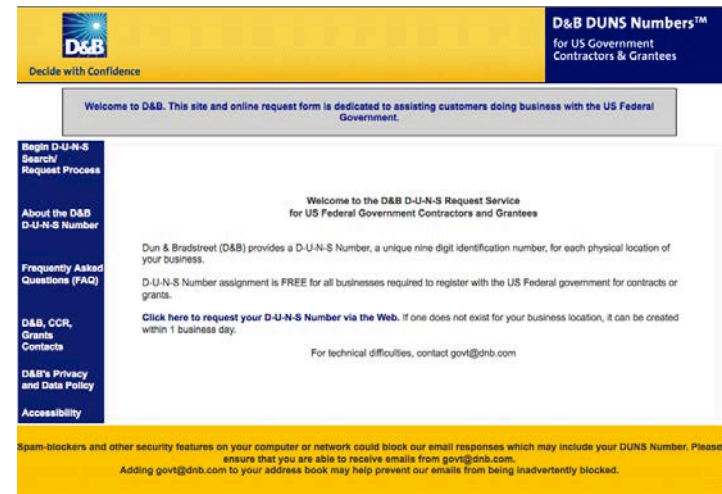
Actions That Must Be Taken

- **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.



Registration Processes

- System for Award Management (**SAM**) Registration –SAM is a federal government owned and operated free website. You must use your DUNS number to register in SAM.

The screenshot shows the SAM website homepage. At the top, there is a header with the SAM logo and a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar, there are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' section explains that a CCR username will not work in SAM and provides a 'Create User Account' button. The 'REGISTER/UPDATE ENTITY' section explains that users can register their entity (business, individual, or government agency) and provides a 'Register/Update Entity' button. The 'SEARCH RECORDS' section explains that all entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM and provides a 'Search Records' button. Below these sections, there is a 'WHAT IS SAM?' section with a 'Need Help?' button. The 'WHAT IS SAM?' section explains that SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab. Below the 'WHAT IS SAM?' section, there are three columns of links: 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'FORMER CCR REGISTRANTS'. The 'NEWS AND ANNOUNCEMENTS' column includes a link to the 'SAM User Guide'. The 'USER GUIDES/HELPFUL HINTS' column includes a link to the 'Service Desk' and a link to the 'URL: http://www.FBO.gov'. The 'FORMER CCR REGISTRANTS' column includes a link to the 'Learn how to check your SAM entity registration status'.

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.

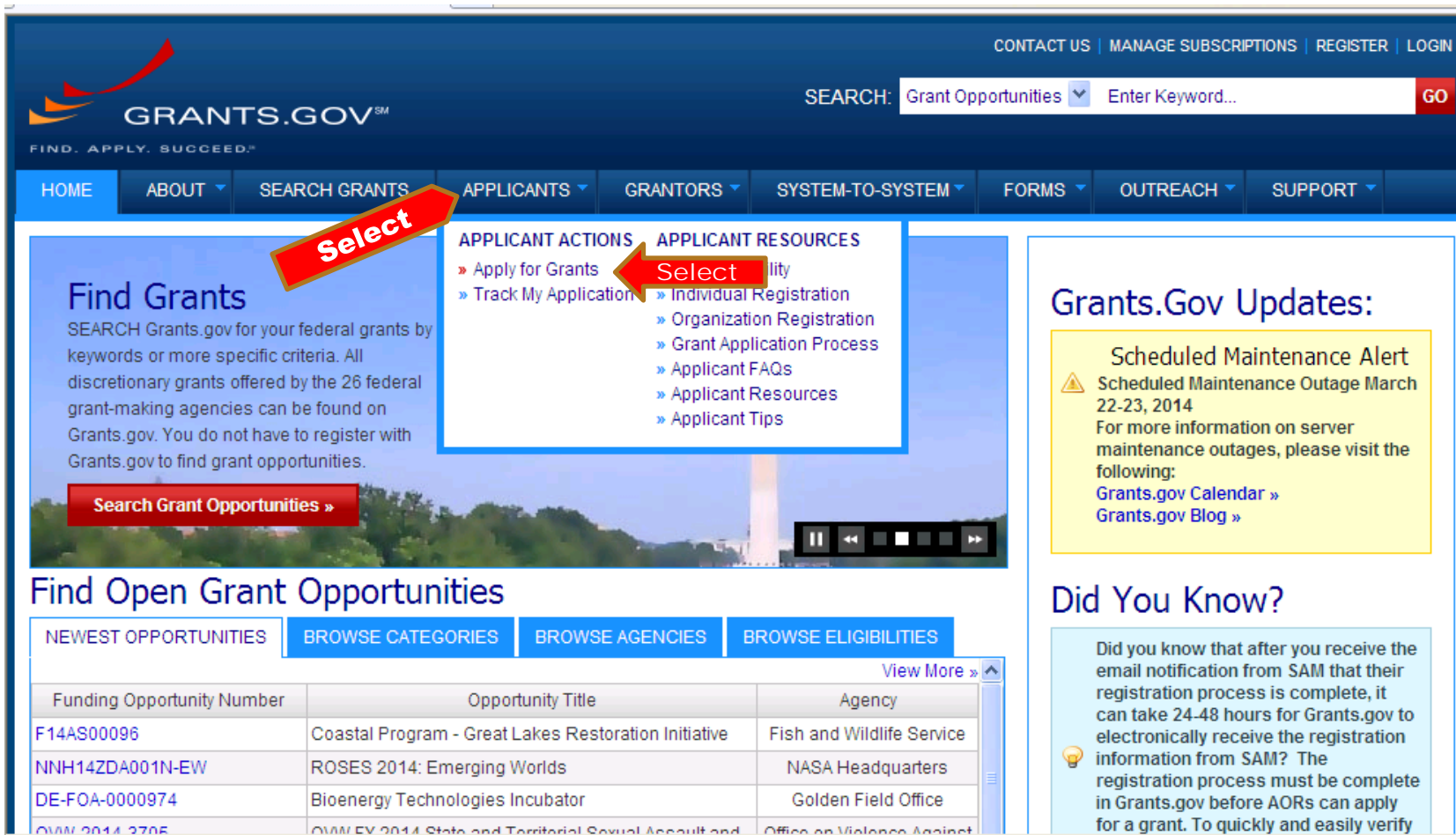


Downloading the Application Packet

- 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 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, 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 highlighted, and a dropdown menu is visible with the following 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 in the dropdown menu. Another red arrow points to the "APPLICANTS" menu item in the main navigation bar. The "Find Grants" section on the left provides instructions on how to search for federal grants. The "Find Open Grant Opportunities" section on the left includes tabs for NEWEST OPPORTUNITIES, BROWSE CATEGORIES, BROWSE AGENCIES, and BROWSE ELIGIBILITIES. A table of grant opportunities is displayed below these tabs. The table has columns for Funding Opportunity Number, Opportunity Title, and Agency. The table lists four grant opportunities: 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), and OAW 2014 3705 (OAW FY 2014 State and Territorial Sexual Assault and Office on Violence Against Women).

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
OAW 2014 3705	OAW FY 2014 State and Territorial Sexual Assault and Office on Violence Against Women	Office on Violence Against Women

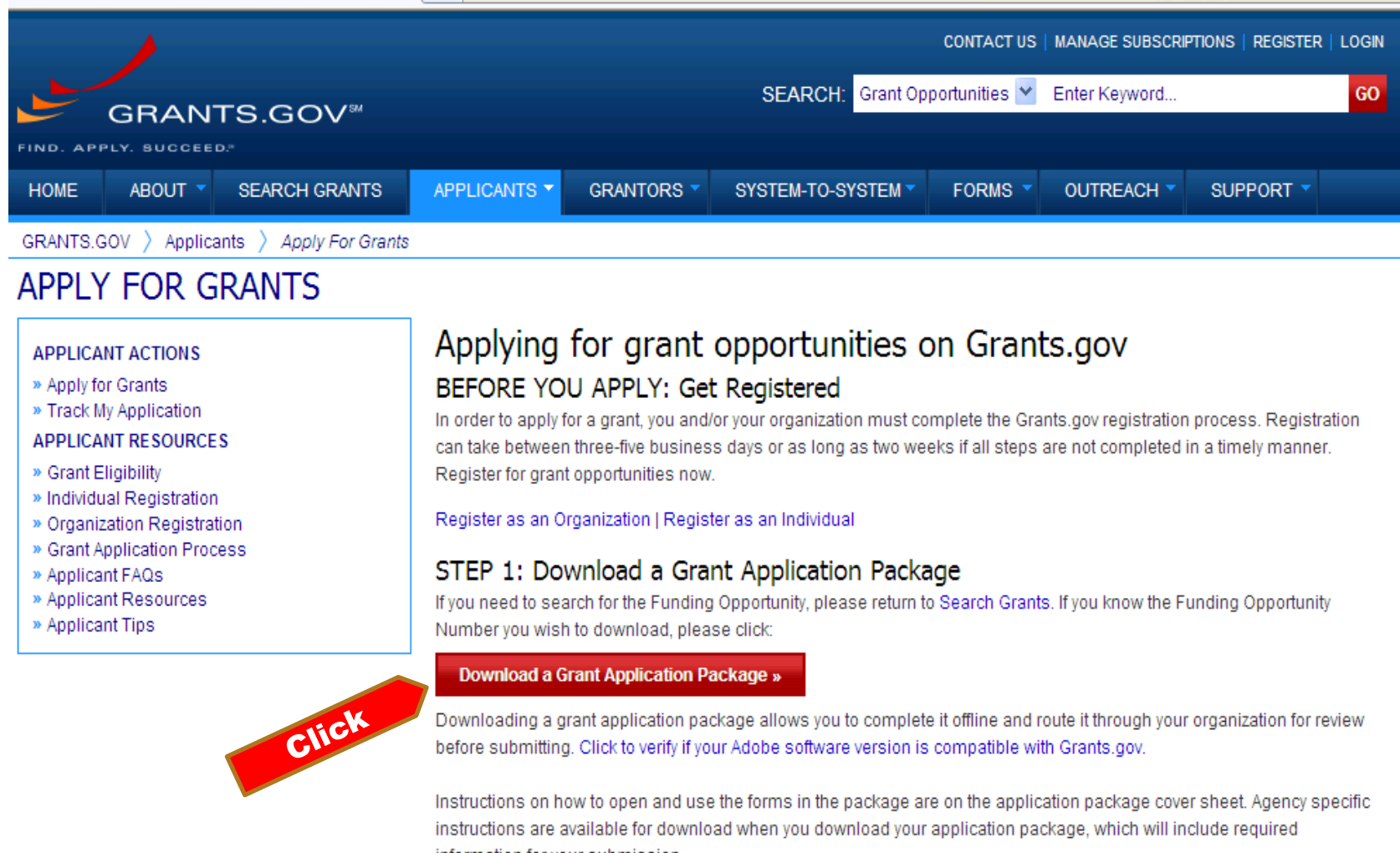
Grants.Gov Updates:

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.”



The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. Below this is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. A secondary navigation bar contains links for HOME, ABOUT, SEARCH GRANTS, APPLICANTS (highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below the navigation bar, the breadcrumb trail reads 'GRANTS.GOV > Applicants > Apply For Grants'. The main heading is 'APPLY FOR GRANTS'. On the left, there is a sidebar with 'APPLICANT ACTIONS' (Apply for Grants, Track My Application) and 'APPLICANT RESOURCES' (Grant Eligibility, Individual Registration, Organization Registration, Grant Application Process, Applicant FAQs, Applicant Resources, Applicant Tips). The main content area is titled 'Applying for grant opportunities on Grants.gov' and includes a section 'BEFORE YOU APPLY: Get Registered' with instructions on the registration process. Below this is a link to 'Register as an Organization | Register as an Individual'. The 'STEP 1: Download a Grant Application Package' section contains a red button labeled 'Download a Grant Application Package »'. A red arrow with the word 'Click' points to this button. Below the button, there is text explaining that downloading the package allows for offline completion and routing for review, with a link to verify Adobe software compatibility. At the bottom of the section, it mentions that instructions for opening and using the forms are included in the application package cover sheet.

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

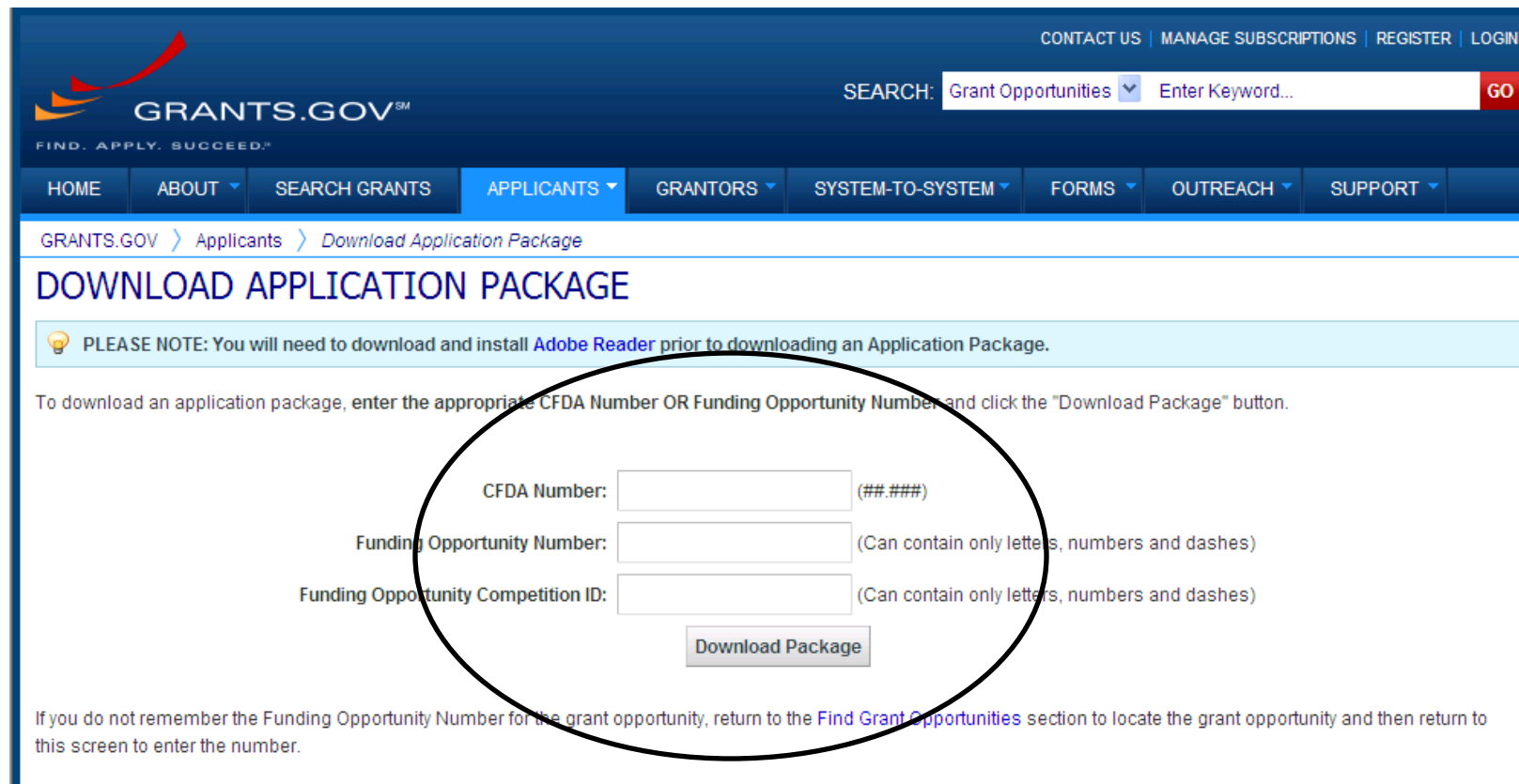
If you need to search for the Funding Opportunity, please return to [Search Grants](#). If you know the Funding Opportunity Number you wish to download, please click:

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 submission.

Enter either the DFC Funding Opportunity Number (SP-15-001) 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: (###.###)

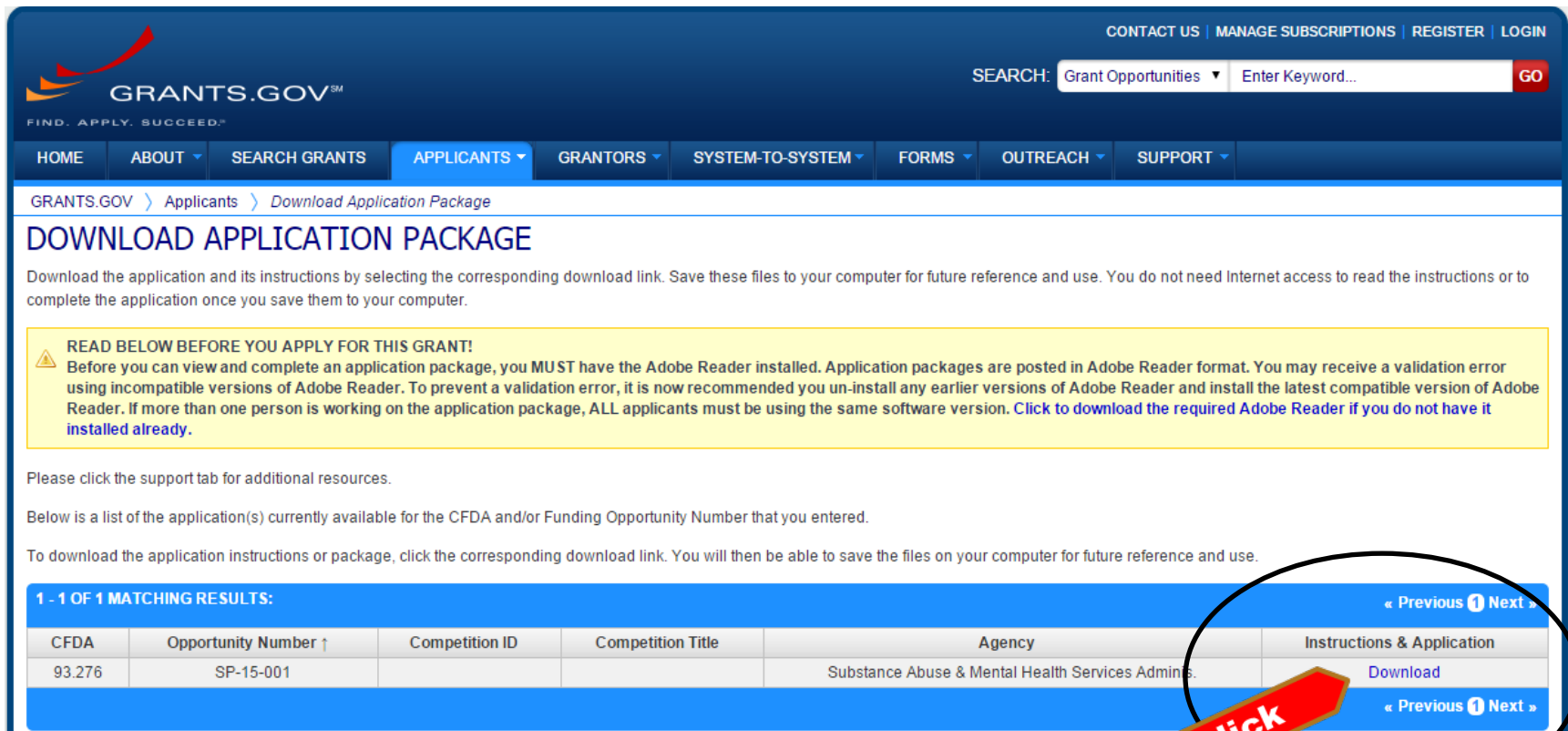
Funding Opportunity Number: (Can contain only letters, numbers and dashes)

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.”



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FIND. APPLY. SUCCEED.®

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

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

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-15-001			Substance Abuse & Mental Health Services Admin.	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.GOVSM
FIND. APPLY. SUCCEED.SM

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

[« 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-15-001: Drug-Free Communities Support Program
Competition ID:
Competition Title:
Agency: Substance Abuse & Mental Health Services Adminis.
Opening Date: 01/16/2015
Closing Date: 03/18/2015

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

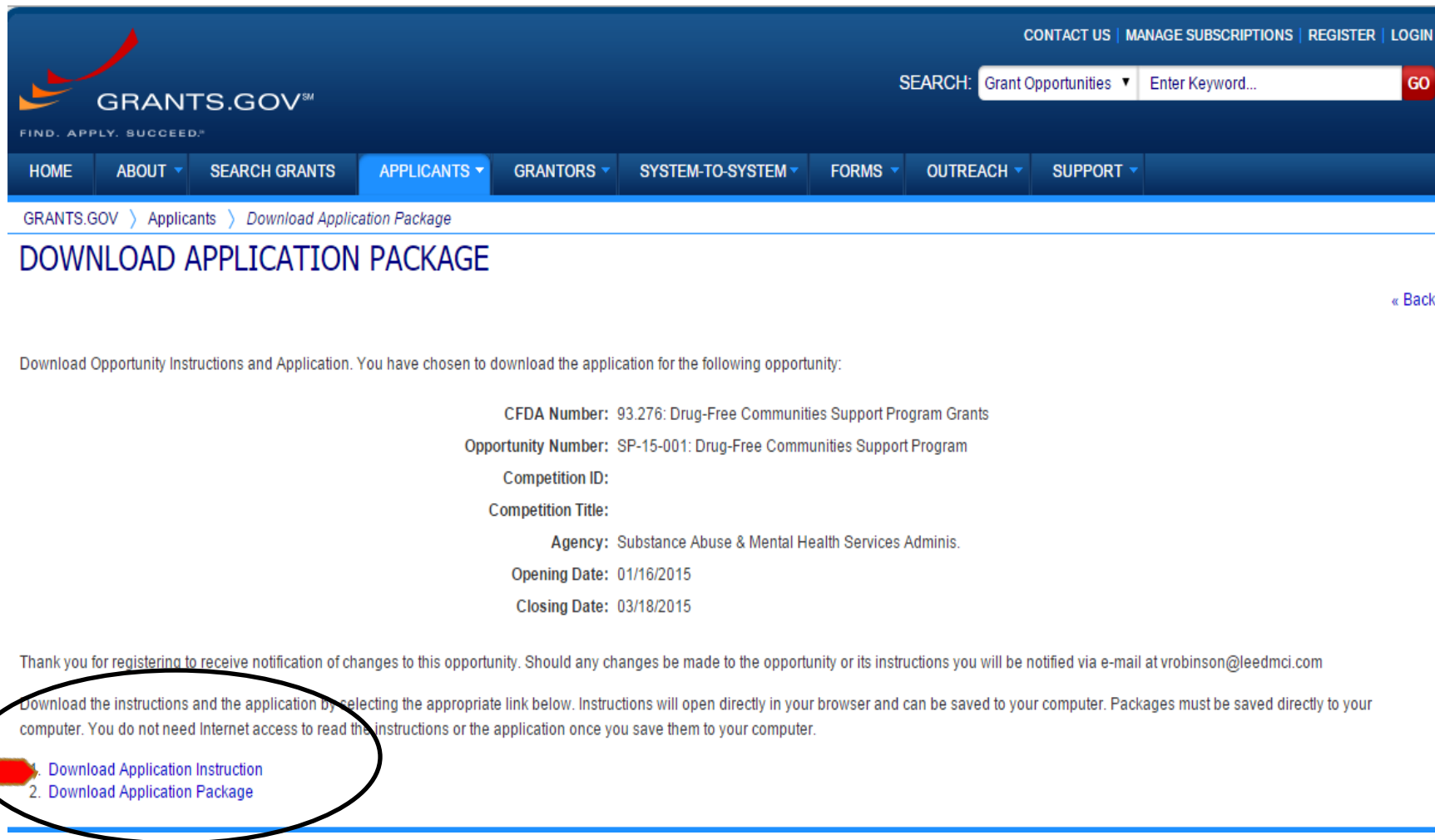


Downloading the Application Packet

- 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.GOVSM
FIND. APPLY. SUCCEED.™

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

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

[« 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-15-001: Drug-Free Communities Support Program
Competition ID:
Competition Title:
Agency: Substance Abuse & Mental Health Services Adminis.
Opening Date: 01/16/2015
Closing Date: 03/18/2015

Thank you for registering to receive notification of changes to this opportunity. Should any changes be made to the opportunity or its instructions you will be notified via e-mail at vrobinson@leedmci.com

Download the instructions and the application by selecting the appropriate link below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the instructions or the application once you save them to your computer.

Click 1. Download Application Instruction
2. Download Application Package



Uploading Your Application

- In order to upload your grant application to Grants.gov it must be divided into four separate files.
 - Project Narrative, Community Overview and Table of Contents
 - 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.

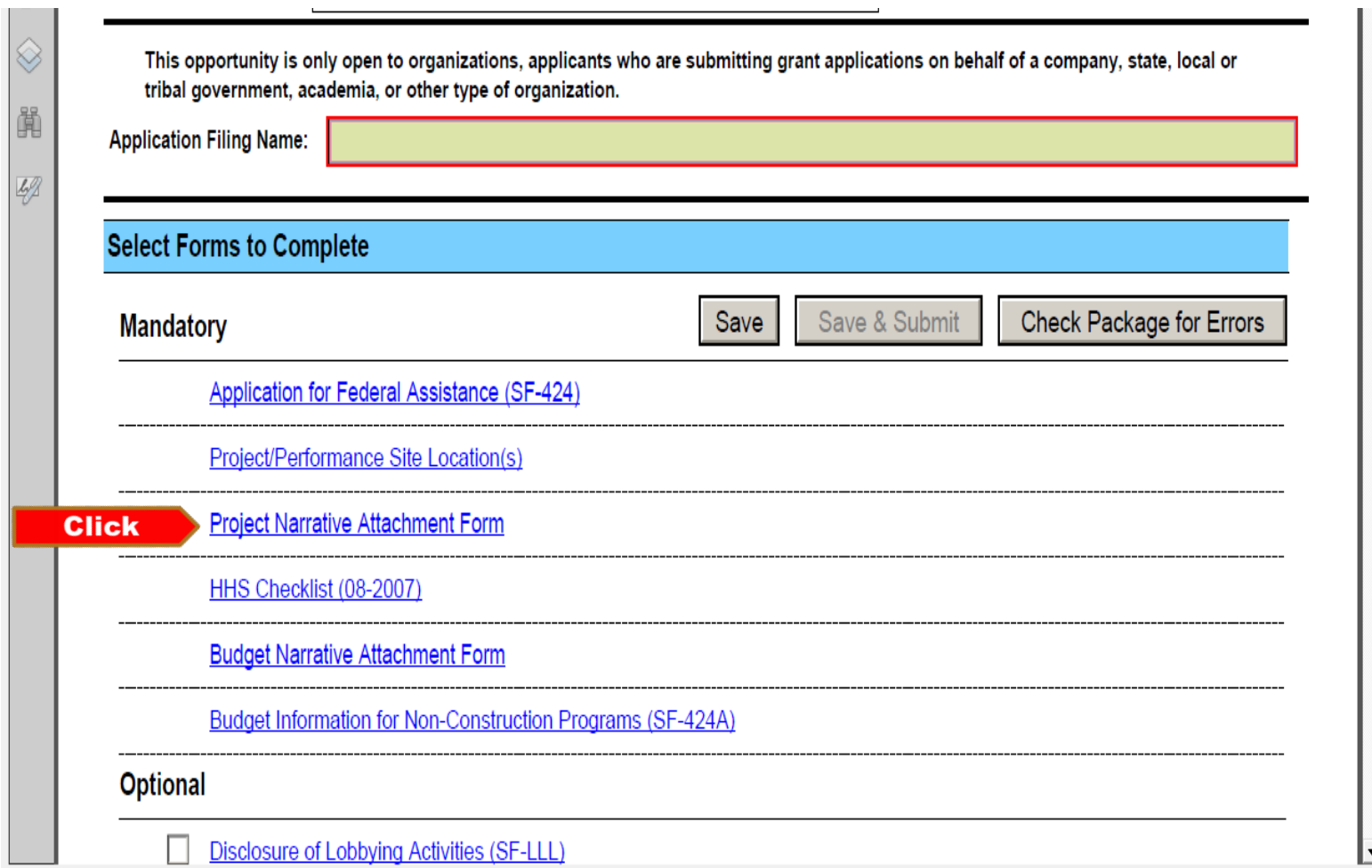


Uploading Your Application

- 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.”



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](#)

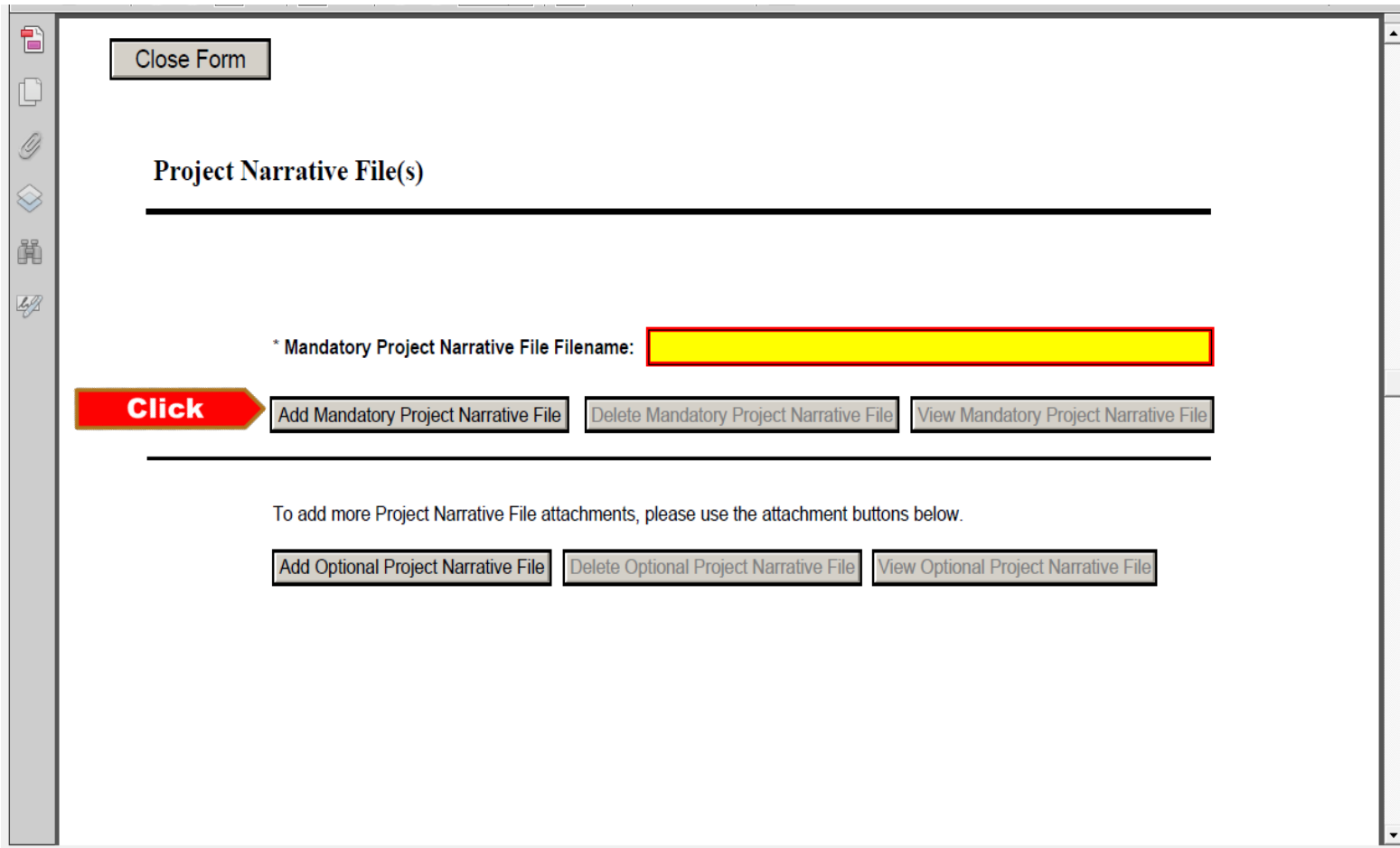
[Budget Information for Non-Construction Programs \(SF-424A\)](#)

Optional

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



Click “Add Mandatory Project Narrative File.”



The screenshot shows a web application window with a sidebar on the left containing icons for file management. The main content area has a 'Close Form' button at the top left. Below it is the section header '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 pointing right contains the word 'Click'. To the right of the arrow are three buttons: 'Add Mandatory Project Narrative File', 'Delete Mandatory Project Narrative File', and 'View Mandatory Project Narrative File'. Another horizontal line follows. At the bottom, a text instruction reads 'To add more Project Narrative File attachments, please use the attachment buttons below.' Below this instruction are three buttons: 'Add Optional Project Narrative File', 'Delete Optional Project Narrative File', and 'View Optional Project Narrative File'.

Close Form

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Click

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

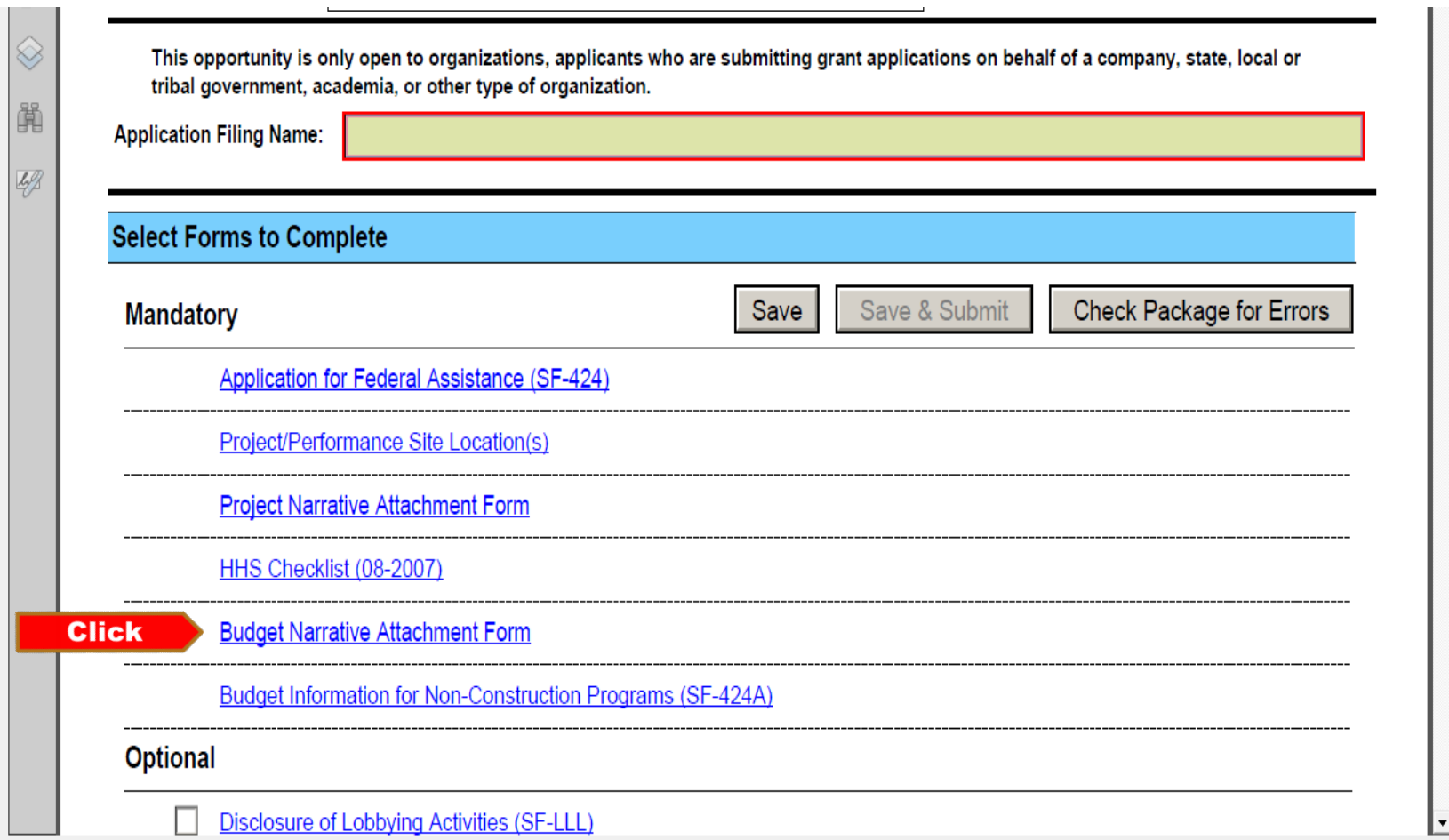


Uploading Your Application

- 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.”



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

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](#)

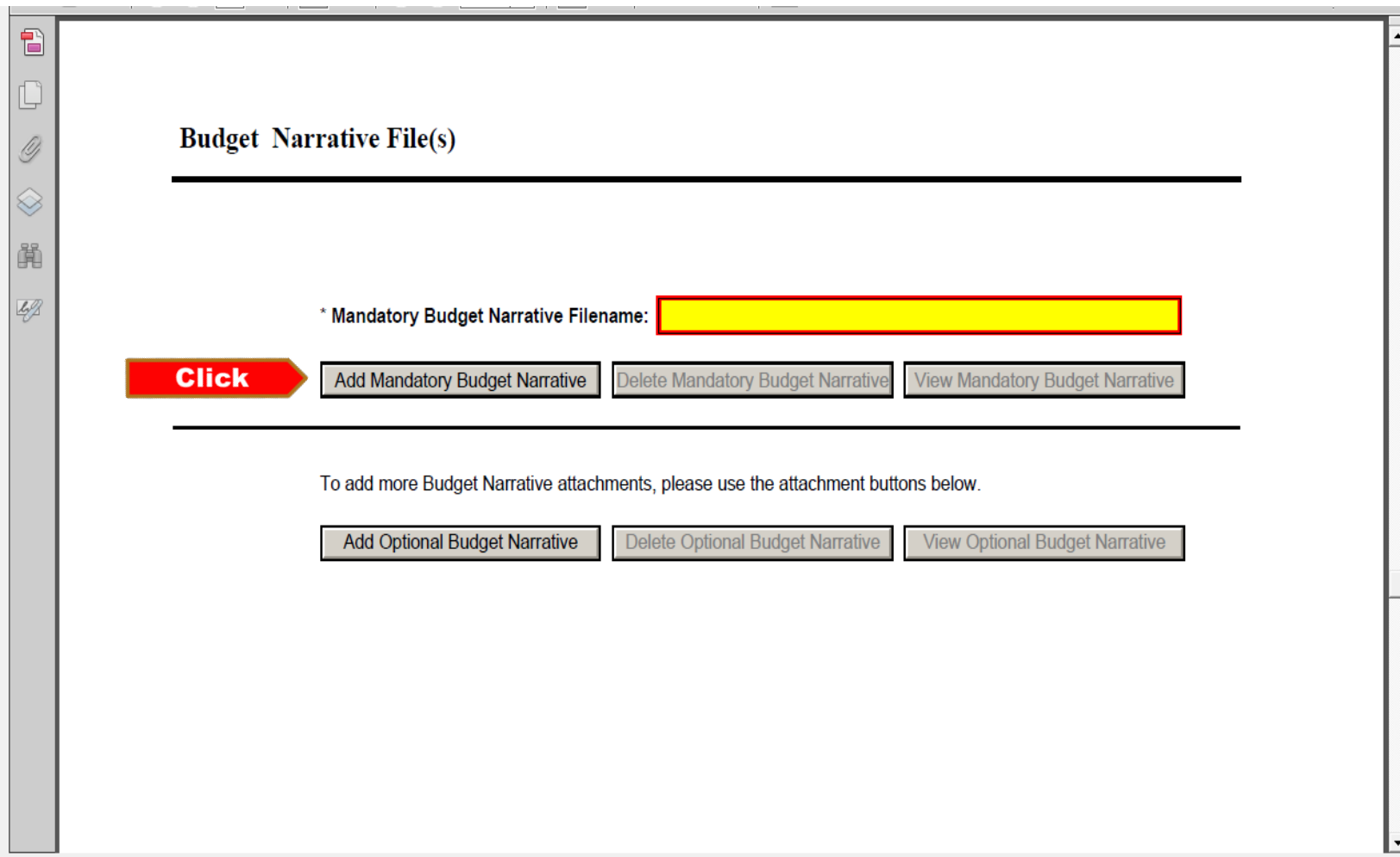
[Budget Information for Non-Construction Programs \(SF-424A\)](#)

Optional

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



Click “Add Mandatory Budget Narrative File.”



The screenshot shows a web application window with a sidebar on the left containing icons for file management (upload, download, delete, etc.). The main content area is titled "Budget Narrative File(s)" and is separated from the rest of the page by a horizontal line. Below the title, 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 arrow button with the word "Click" in white. Below the input field, there are three buttons: "Add Mandatory Budget Narrative", "Delete Mandatory Budget Narrative", and "View Mandatory Budget Narrative". A horizontal line separates this section from the next one. Below the line, there is a text prompt: "To add more Budget Narrative attachments, please use the attachment buttons below." Below this prompt, there 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).

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 \(08-2007\)](#)

[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

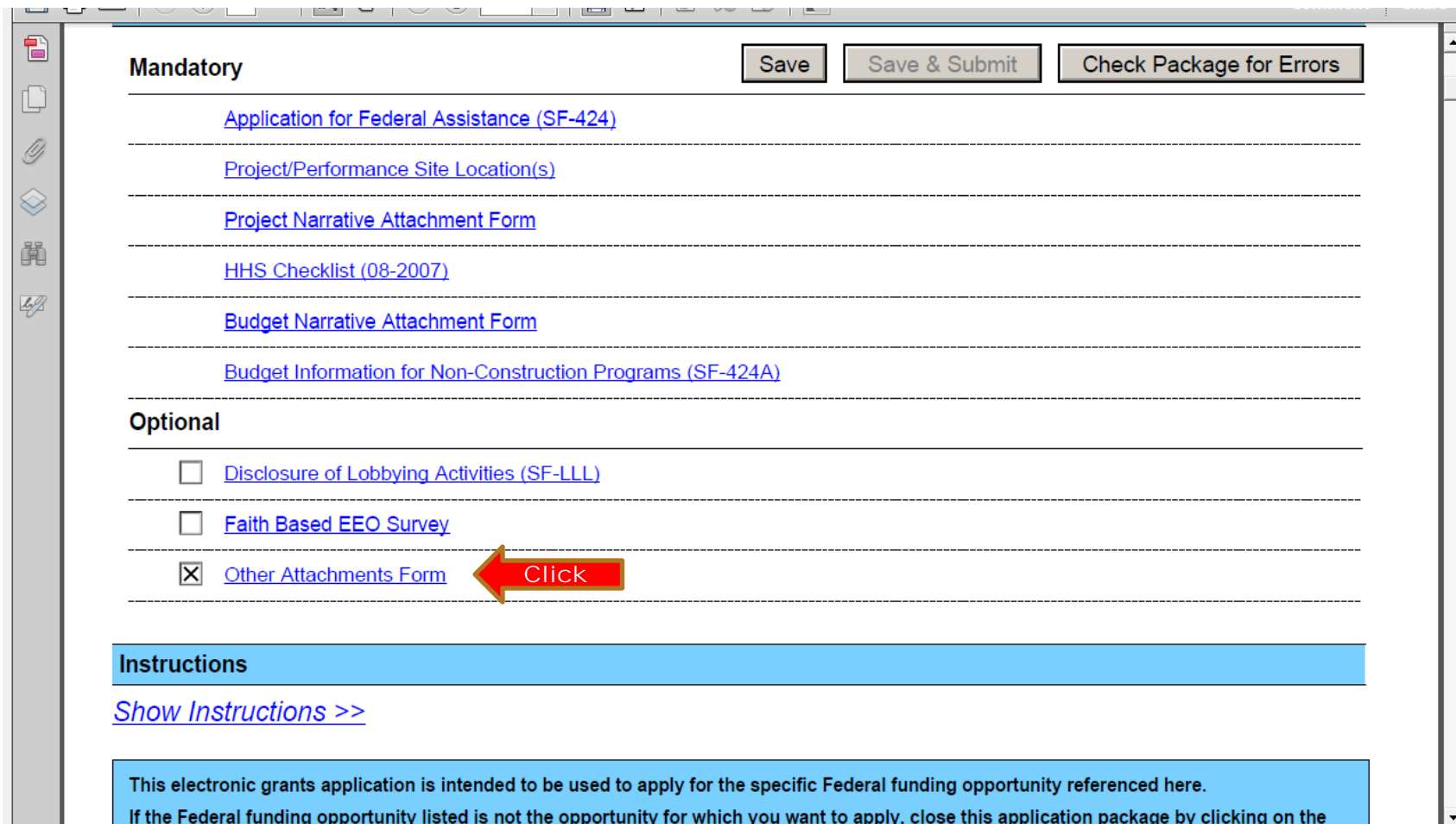
Instructions

[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.”



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 \(08-2007\)](#)

[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

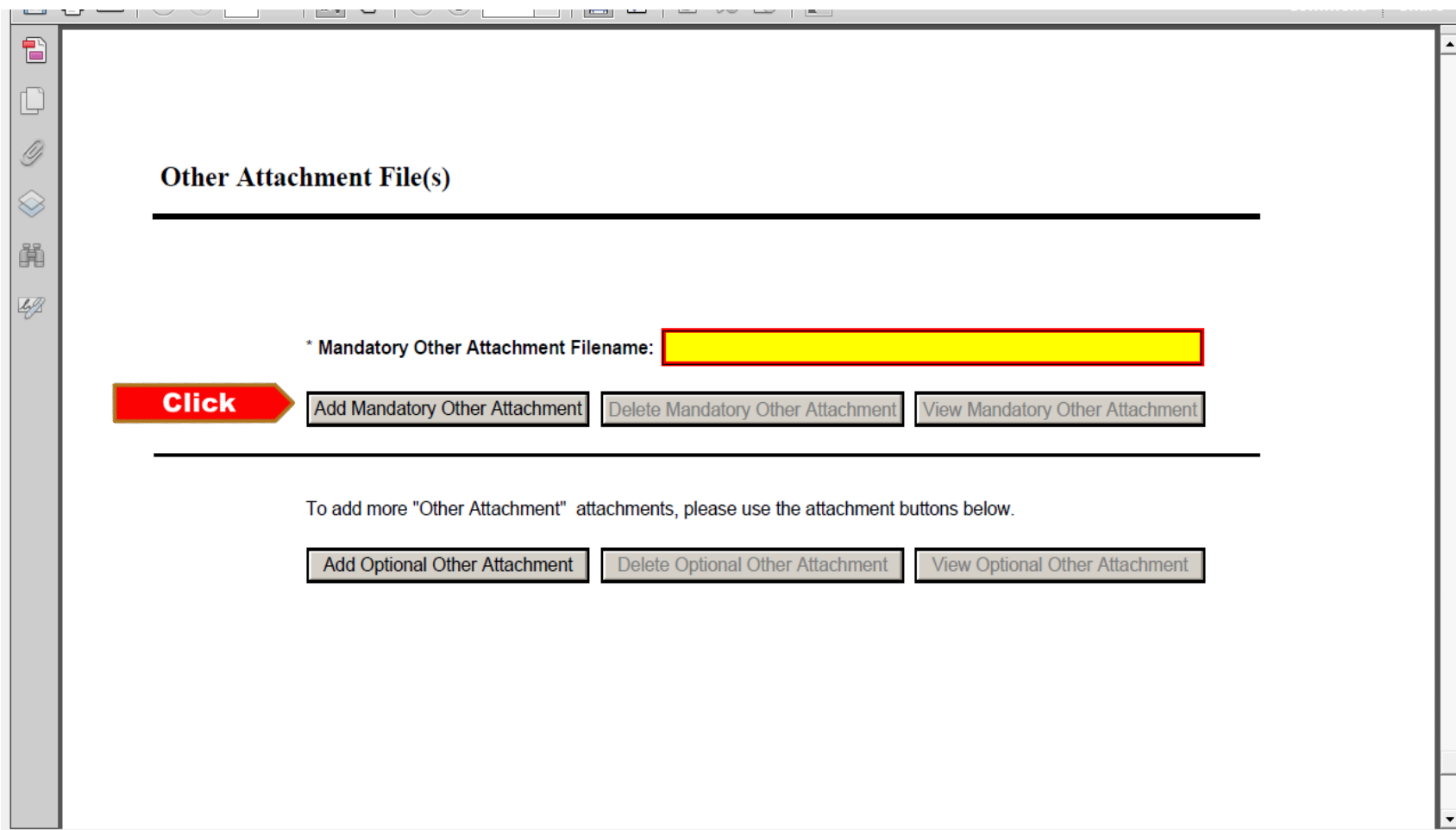
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[Show Instructions >>](#)

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.”



Other Attachment File(s)

* Mandatory Other Attachment Filename:

Click

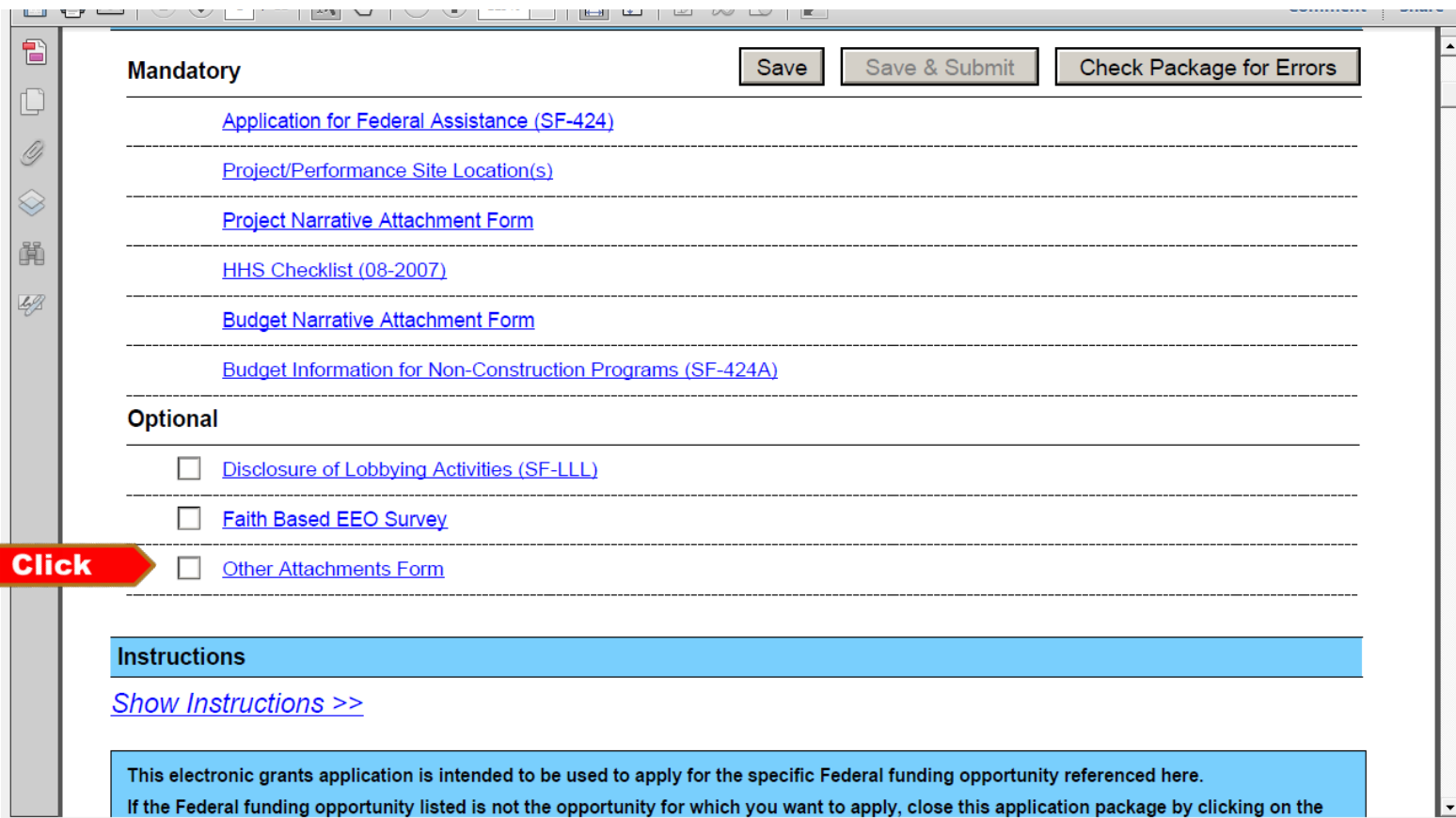
To add more "Other Attachment" attachments, please use the attachment buttons below.

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).



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 \(08-2007\)](#)

[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 >>](#)

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Click “Other Attachments Form.”

Mandatory Save Save & Submit Check Package for Errors

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

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

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[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

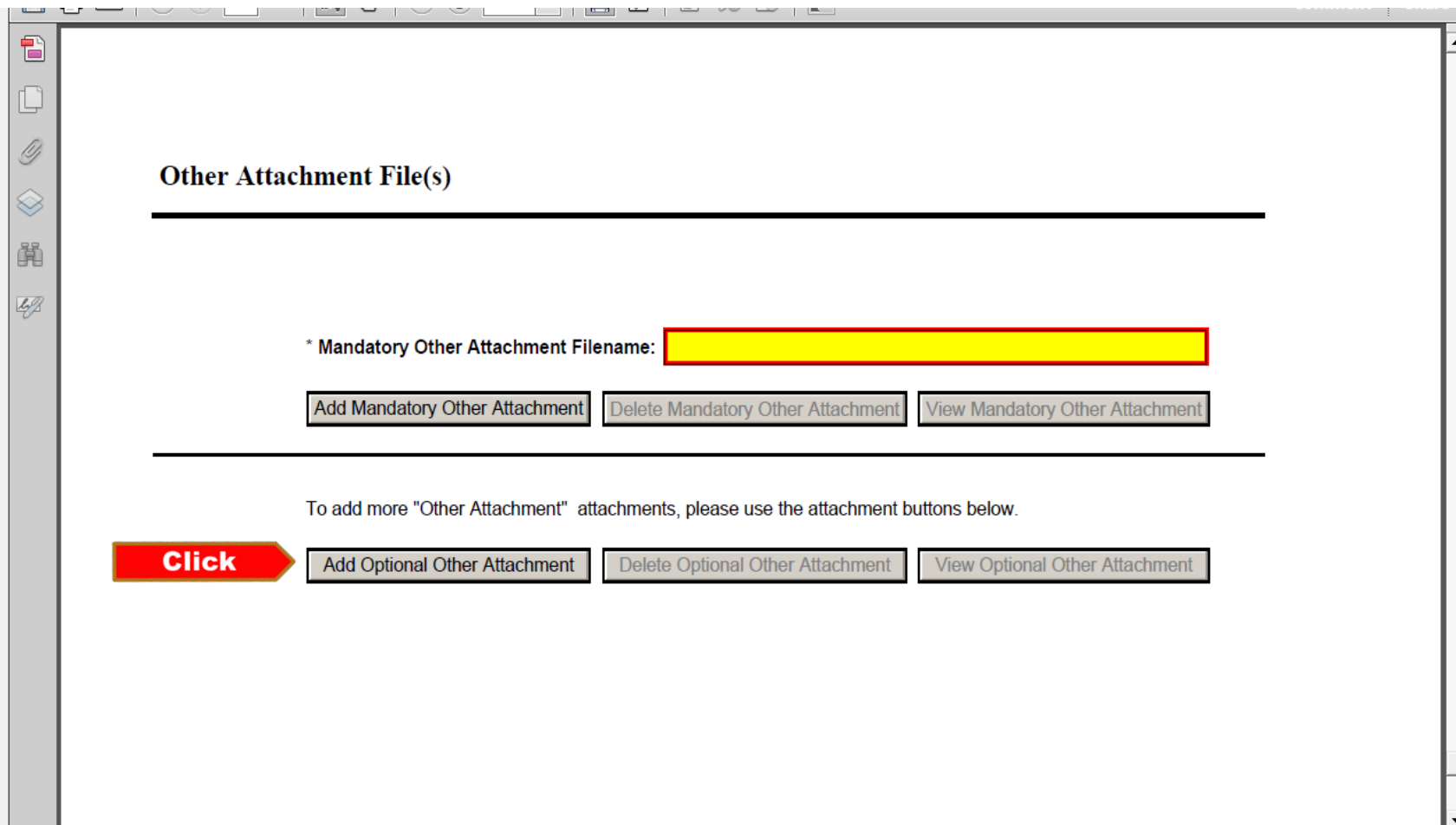
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[Show Instructions >>](#)

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 application window with a sidebar on the left containing icons for file management. The main content area is titled "Other Attachment File(s)" and is separated from the rest of the page by a horizontal line. Below the title, there is a label "* Mandatory Other Attachment Filename:" followed by a yellow rectangular input field. Underneath the input field are three buttons: "Add Mandatory Other Attachment", "Delete Mandatory Other Attachment", and "View Mandatory Other Attachment". Another horizontal line separates this section from the next. Below the line, a text prompt reads "To add more 'Other Attachment' attachments, please use the attachment buttons below." To the left of this prompt is a red arrow pointing right with the word "Click" in white. To the right of the arrow are three buttons: "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: dfcnew@samhsa.hhs.gov
 - Phone: 240-276-1270





Questions

If your question does not get answered, please submit it to the
DFC Hotline E-mail: dfcnew@samhsa.hhs.gov



Thank you!



Electronic Submission Guidance for Drug-Free Communities

