

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.

The screenshot shows the D&B website header with the logo and tagline "Decide with Confidence". The main content area is titled "Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government." Below this, there is a navigation menu on the left with links for "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 and information about the D-U-N-S Number, including a link to request a number and contact information for technical difficulties.

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. You must use your DUNS number to register in SAM.

The screenshot shows the SAM website interface. At the top, there is a navigation bar with the SAM logo and the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right of the logo are input fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the navigation bar is a main content area with three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. Each column contains descriptive text and a primary action button. Below these columns is a 'WHAT IS SAM?' section with a 'Need Help?' button, followed by three columns of links: 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'FORMER CCR REGISTRANTS'.

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: LOG IN
Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOIO information.
Create User Account

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) if in business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
Register/Update Entity
Submitted a SAM registration? Check Status

SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOIO information.
Search Records

WHAT IS SAM? Need Help?

The System for Award Management (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.

NEWS AND ANNOUNCEMENTS
Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the SAM User Guide.

USER GUIDES/HELPFUL HINTS
Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.
Service Desk
URL: <http://www.FSO.gov>
Learn how to check your SAM entity registration status.

FORMER CCR REGISTRANTS
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances require updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity record(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.

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 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. The 'APPLICANTS' dropdown menu 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 'Apply for Grants' in this menu. Another red arrow points to 'APPLICANTS' in the top navigation bar. Below the navigation bar, there is a 'Find Grants' section with a search button. To the right, there is a 'Grants.Gov Updates' section with a 'Scheduled Maintenance Alert' for March 22-23, 2014. Below that is a 'Did You Know?' section with a tip about email notifications. At the bottom, there is a table of 'Find Open Grant Opportunities' with columns for Funding Opportunity Number, Opportunity Title, and Agency.

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 2705	OAW.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.”

The screenshot shows the Grants.gov website header. On the left is the Grants.gov logo with the tagline "FIND. APPLY. SUCCEED.™". On the right are links for "CONTACT US", "MANAGE SUBSCRIPTIONS", "REGISTER", and "LOGIN". Below these is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. A navigation menu below the search bar includes "HOME", "ABOUT", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "OUTREACH", and "SUPPORT".

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:

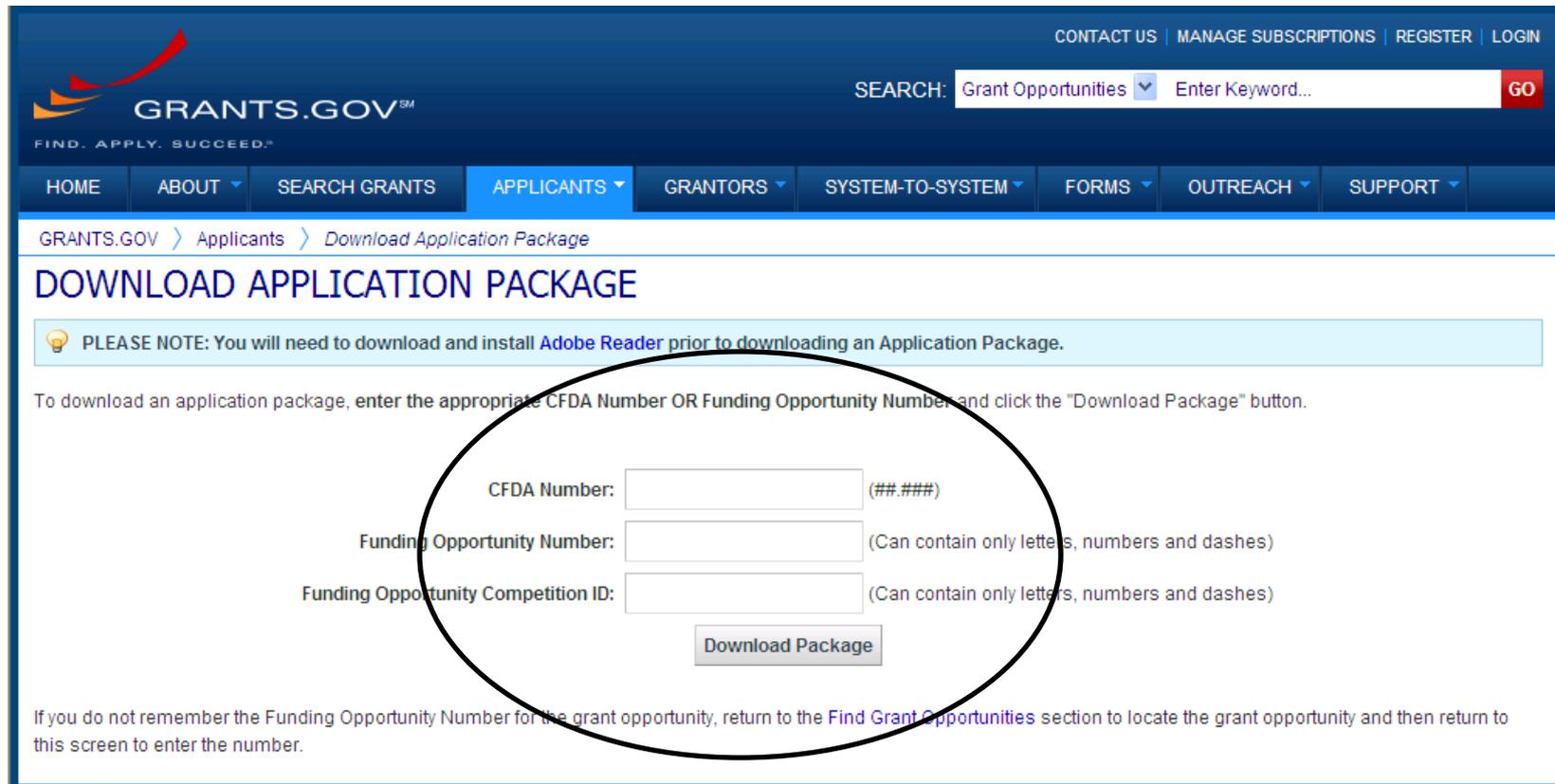
[Download a Grant Application Package »](#)

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.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

 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.”

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

GRANTS.GOV SM
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-15-001			Substance Abuse & Mental Health Services Admins.	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.”

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

« 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](#)

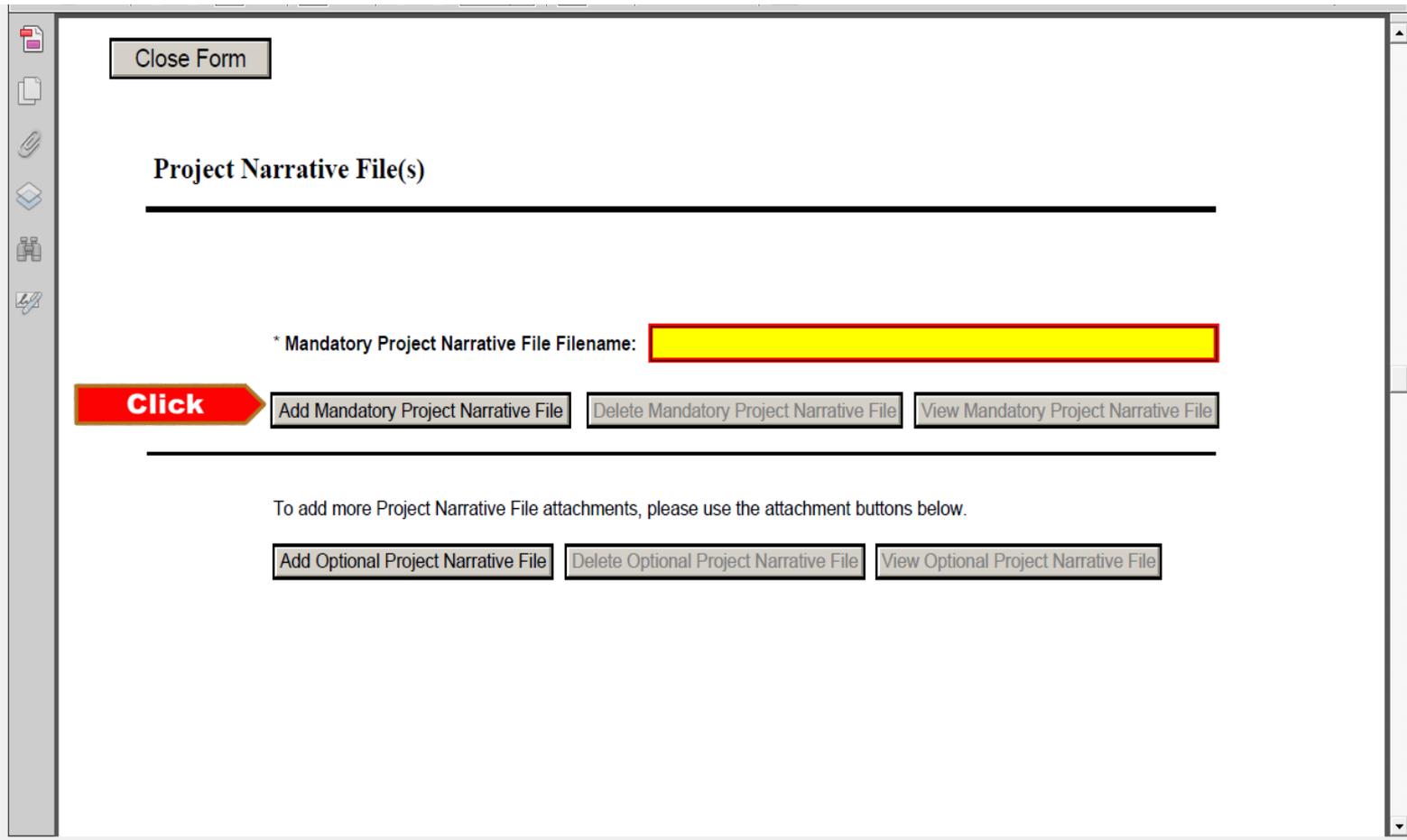
[Budget Information for Non-Construction Programs \(SF-424A\)](#)

Optional

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



Click “Add Mandatory Project Narrative File.”



The screenshot shows a web form interface. At the top left, there is a vertical toolbar with icons for file operations. The main content area has 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 text input field. Below the input field, a red arrow labeled 'Click' points to the 'Add Mandatory Project Narrative File' button. To its right are 'Delete Mandatory Project Narrative File' and 'View Mandatory Project Narrative File' buttons. Another horizontal line follows. Below this line, a text instruction reads 'To add more Project Narrative File attachments, please use the attachment buttons below.' Below the 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 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.”

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

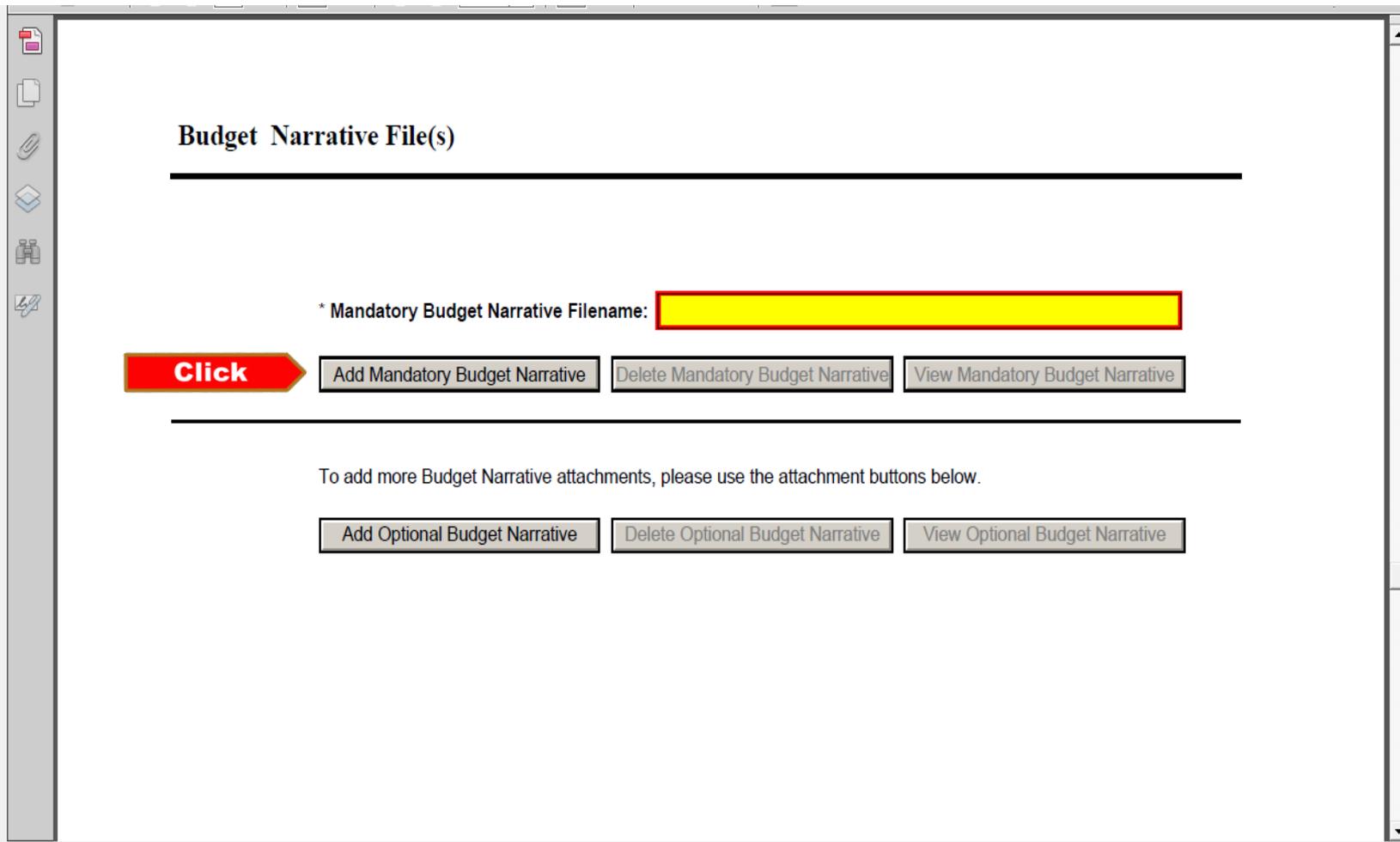
- [Application for Federal Assistance \(SF-424\)](#)
- [Project/Performance Site Location\(s\)](#)
- [Project Narrative Attachment Form](#)
- [HHS Checklist \(08-2007\)](#)
- Click** [Budget Narrative Attachment Form](#)
- [Budget Information for Non-Construction Programs \(SF-424A\)](#)

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 operations. 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 this input field is a red arrow pointing right with the word "Click" in white text. Below the input field and the "Click" arrow are three buttons: "Add Mandatory Budget Narrative", "Delete Mandatory Budget Narrative", and "View Mandatory Budget Narrative". Another horizontal line is positioned below these buttons. Below the second line, there is a text instruction: "To add more Budget Narrative attachments, please use the attachment buttons below." Below this instruction are three more 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

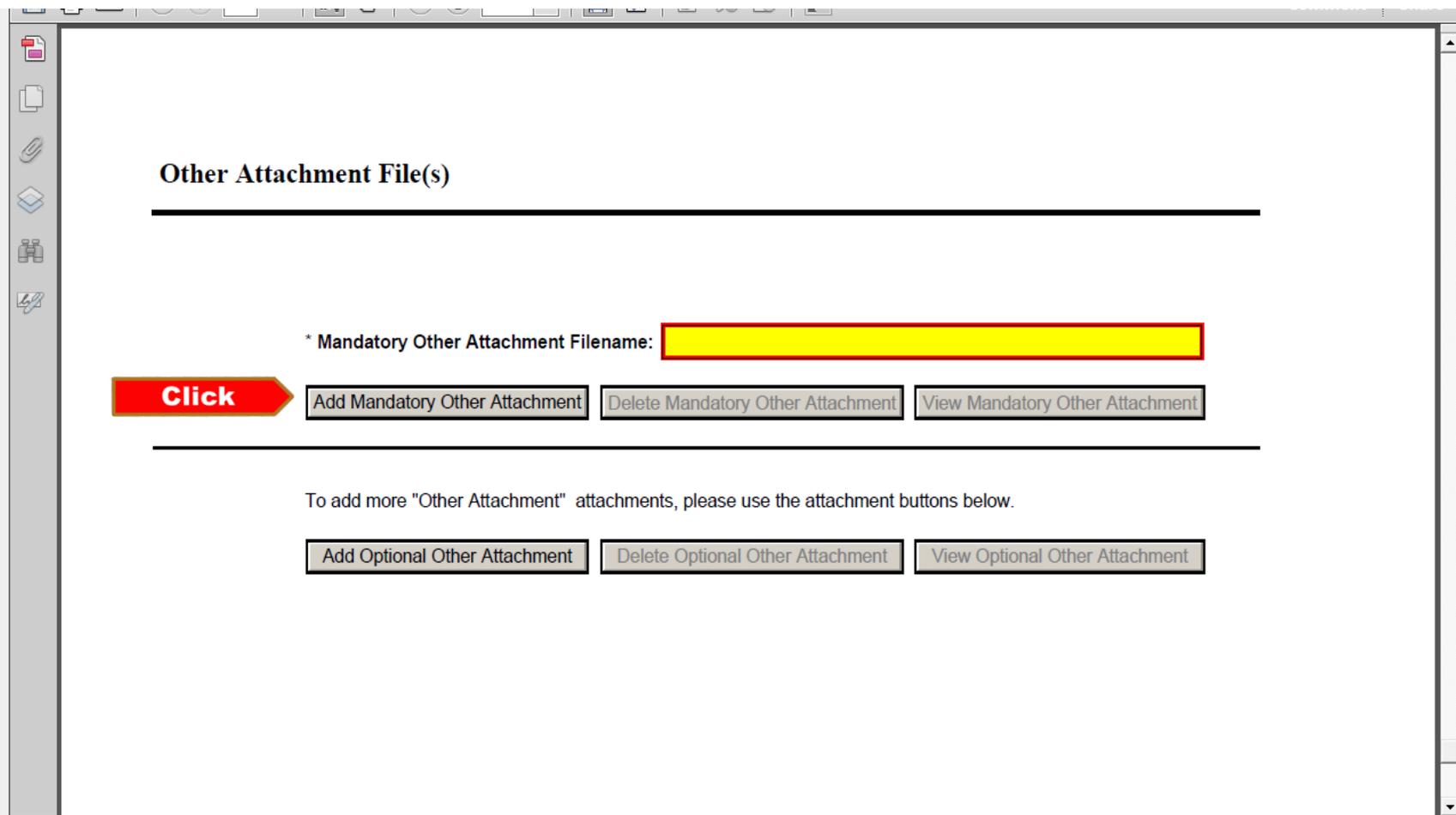
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[Show Instructions >>](#)

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Click “Add Mandatory Other Attachments.”



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

Optional

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

[Faith Based EEO Survey](#)

[Other Attachments Form](#) ← Click

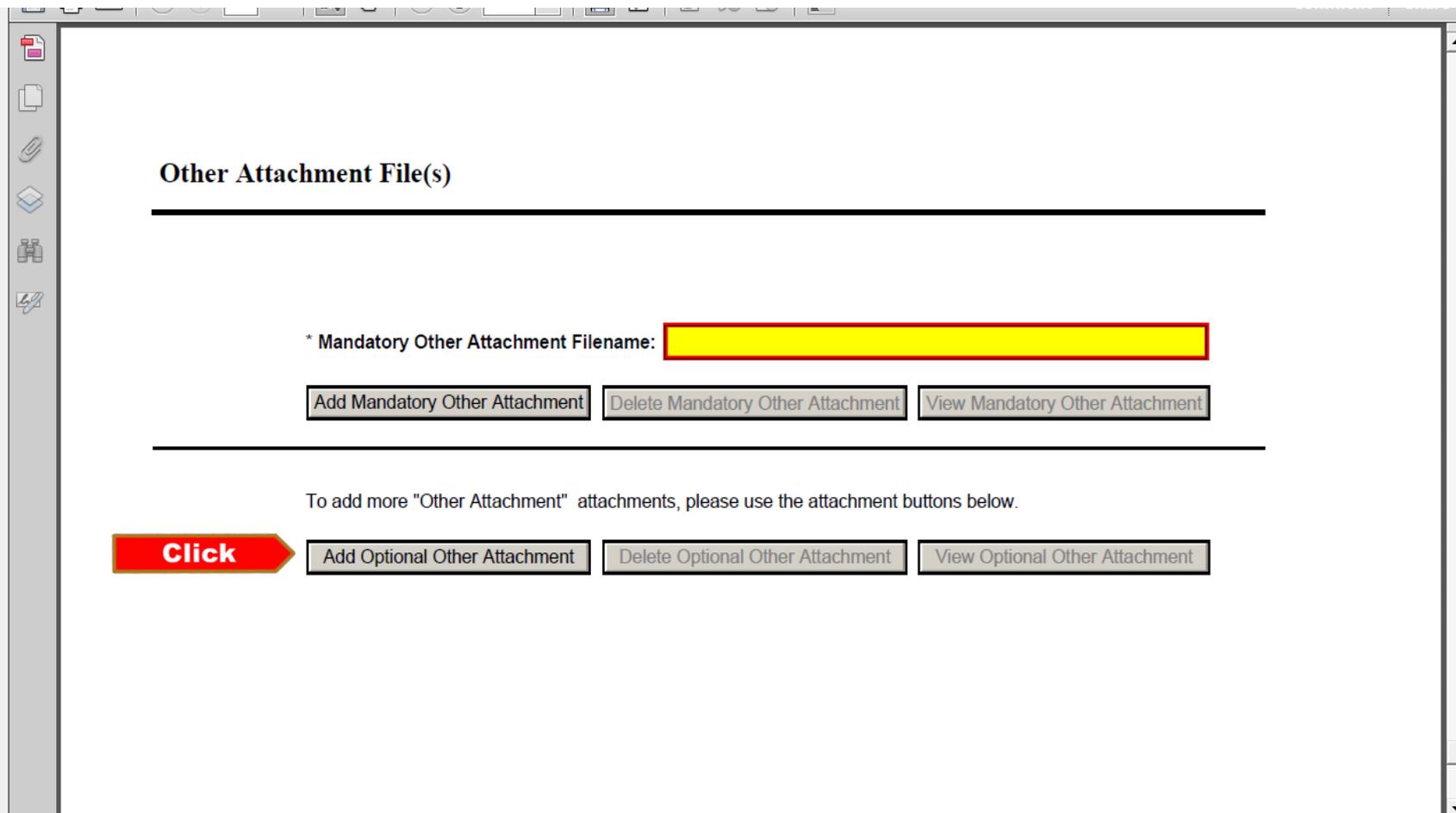
Instructions

[Show Instructions >>](#)

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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

