



DEAR GRANTEE:

This letter provides information and instructions to apply for the continuation of **Substance Abuse & Mental Health Services Administration (SAMHSA)** grant support.

You may submit your FY 2012 continuation application package through Grants.gov, regular, or overnight mail. FY 2012 Continuation Application package can be obtained either through the Grants.gov website at <http://grants.gov/> or through the SAMHSA website at <http://www.samhsa.gov/index.aspx>.

A Continuation award is always subject to the availability of funds. Applications are being requested prior to the appropriation for FY 2012 for SAMHSA's programs. All grantees are reminded that we cannot guarantee that sufficient funds will be appropriated to permit SAMHSA to fund or fully fund continuation applications.

CONTINUATION APPLICATION PROCESS:

The Continuation Process has been streamlined which will modify the types of documentation required for submission with your application. Please prepare your application carefully in accordance with the Supplementary Instructions. Instructions can be found at:

http://www.samhsa.gov/Grants/downloads/Supplement_Instructions.pdf. You need to complete and submit the following application package:

1. Application for Federal Assistance (Face Page) SF-424 - Authorized Representative's signature indicates concurrence/compliance with Assurances for Non-Construction Programs and Certification pages.
 - a. Include your grant number (SP#,SM#,TI#) as reflected on your last Notice of Award (NoA)
2. Budget Information-Non-Construction Programs SF-424A - (add total amount for each budgeted cost category)
3. In addition, either submit an attestation from the Authorized Representative on your organization's letterhead, signed and dated, which states that the detailed budget and narrative justification for the current budget period will not change more than 25% in the total budget planned for next year; or only submit a new detailed budget and narrative justification including supporting documentation for the changes that exceed 25% from the current budget period. Grantee should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s).
4. Checklist
5. Project/Performance Site Location(s) OMB-4040-0010
6. Disclosure of Lobbying Activities, if applicable SF-LLL
7. Key staff changes (NEW or ANTICIPATED) must be requested in advance as stated in the terms and conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position.
8. The Project/Program Narrative outlining any changes, progress and accomplishments resulting from the past

year of support and progress or milestones anticipated with the new funding request must follow the Supplementary Instructions*

PLEASE DO NOT E-MAIL applications directly to your Grants Management Specialist

*Specific programmatic instructions may be provided by the project officer.

HARD COPY SUBMISSION OF APPLICATION PACKAGE:

1. Obtain the Grants 2012 continuation application package from the SAMHSA website:
<http://www.samhsa.gov/Grants/continuation.aspx>
2. Complete the forms, other documents and include your grant number on all pages.
3. Send the original and two copies to the mailing address as follows:

**Substance Abuse and Mental Health Services Administration
Office of Financial Resources (OFR)
Division of Grants Management (DGM)
1 Choke Cherry Road , Room 7-1091
Rockville, MD 20857 (USPS) or 20850 (overnight carrier)**

If phone number for delivery is required, you may use (240) 276-1400.

ELECTRONIC SUBMISSION THROUGH GRANTS.GOV:

1. If this is your first time submitting an application through Grants.gov, register at <http://grants.gov>, then select "Apply for Grants" then "Get Registered". **If previously registered, you must update your Central Contractor Registry (CCR). Allow at least two weeks (10 business days) for completing the registration processes prior to submitting your application.**
2. Download the application package and instructions by selecting "Apply for Grants". You can search for the downloadable application package by the Catalogue of Federal Domestic Assistance (CFDA) number which can be found in the Request for Application (RFA) or by the Funding Opportunity Number. The Funding Opportunity Number is **SAMHSACONT12-02** for all applications, which are due [February 17, 2012](#).
3. Complete the packet, upload it, and then submit the application package through the Grants.gov site. **It is strongly recommended that you submit your grant application using Microsoft Office products (e.g., Microsoft Word, Microsoft Excel, etc.).** If you do not have access to Microsoft Office products, you may submit a PDF file. Directions for creating PDF files can be found on the Grants.gov website. Use of file formats other than Microsoft Office of PDF may result in your file being unreadable by SAMHSA staff. Please keep the Project Narrative as a separate document, and consolidate all other materials in your application to ensure the least possible number of attachments.

Grantees are encouraged to submit applications early enough to resolve any unanticipated difficulties. After you electronically submit your application, Grants.gov will send email messages to advise you of the progress of your application through the system. **Over the next two business days, you should receive two emails.** The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to SAMHSA or has been rejected due to errors. If you do not receive a receipt AND a validation confirmation or a rejection email message within two business days, please contact Grants.gov help desk. A Grants.gov tracking number will be provided at the bottom of the screen, as well as the official date and time of the submission after you receive the second email. Retain this number since receipt of the tracking number is the only indication that

Grants.gov has successfully received and validated your application. If you do not receive the tracking number, contact the Grants.gov help desk for assistance. A signed face page to SAMHSA is not required.

If you need further assistance, you may wish to use the following sources for help:

- By Email: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRAN). The Contact Center is open from 7:00 a.m. to 9:00 p.m. Eastern Standard Time, Monday through Friday-closed all Federal Holidays.

IMPORTANT REMINDER: EFFECTIVE FEBRUARY 1, 2011, GRANTEEES ARE REQUIRED TO SUBMIT THE FEDERAL FINANCIAL REPORT (FFR), SF-425, WHICH REPLACED THE FINANCIAL STATUS REPORT (FSR), SF-269. PLEASE USE THE FOLLOWING LINK FOR THE FORM AND INSTRUCTIONS:
http://www.whitehouse.gov/omb/grants_forms.

▶ **CARRYOVER – REQUESTS MUST BE SUBMITTED UNDER SEPARATE COVER (Do not submit with the Continuation Application)**

For grant year 02 and subsequent years only, a request for carryover of any unobligated balance of funds that EXCEED the **25%** threshold is due No Later Than:

February 1, 2012 – No requests will be considered after this date until the following budget period.

▶ **APPLICATION DUE DATE**

On or before **February 17, 2012** – Receipt date of Applications (**all programs**)

The Notice of Award (NoA) can now be sent electronically to grantees. If you have not done so already, please remember to submit the attached form with your application to enable this feature.

If you have any SAMHSA staff questions related to the administration of this grant, please contact your Grants Management Specialist or for programmatic questions, contact your Program Official as indicated on your most recent NoA.

Sincerely,

Kathleen Sample
Grants Management Officer
Division of Grants Management, OFR

Attachment: E-Mail Address Template

DESIGNATION OF CENTRAL EMAIL ADDRESS FOR
SAMHSA NOTICE OF AWARD (NoA)

The Notice of Award can now be sent electronically to grantees. If you have not done so already, please remember to submit this form as an attachment with your application to enable this feature. *If you have already completed this designation of central email address form, and there are no changes, do not resubmit this form. If there are changes please complete the following categories below.

Dear Grants Management Specialist

(Name)

1. **SAMHSA Grant No.:**
2. **Name of Grantee Organization:**
3. **Grantee Mailing Address:**
4. **City** **State** **Zip**
5. **HHS 12 Digit EIN on NoA:**
6. **Central E-mail Address:**
7. **Authorized Representative Telephone No.:**

Please remember the email address you provide should be valid for the life of the grant. Only one email address can be assigned to an organization.

*Authorized Representative**

Date

*Authorized Representative is the individual who signed **Section 21. A.** - Application for Federal Assistance (face page) SF-424.