

Dear Grantee:

This letter provides information and instructions to apply for the continuation of SAMHSA grant support.

You may submit your FY 2009 continuation application through Grants.gov, regular, or overnight mail. FY 2009 Continuation Application forms can be obtained either through the Grants.gov website ([www.grants.gov](http://www.grants.gov)) or through the SAMHSA website ([www.samhsa.gov](http://www.samhsa.gov)).

#### CONTINUATION APPLICATION PROCESS

Complete the PHS 5161-1. Please prepare your application carefully in accordance with the Supplementary Instructions. Instructions can be found at [www.samhsa.gov](http://www.samhsa.gov). You need to complete and submit:

1. SF-424 - (Version 02) face page
2. SF-424A - budget page
3. Project/Program narrative outlining the progress and accomplishments resulting from the past year of support, according to the Supplementary Instructions\*
4. A workplan for the coming year
5. Resumes and job descriptions for any key staff changes
6. Include your grant number (SP#, SM#, TI#) as reflected on your last Notice of Award (NOA)
7. In addition to the required detailed budget and narrative justification for the continuation period, submit an explanation/justification including supporting documentation, if necessary, for any changes from the current budget period. Grantee should identify Federal and non-Federal dollars.
8. Checklist

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

## **ELECTRONIC SUBMISSION THROUGH GRANTS.GOV**

To submit your application electronically at the [www.Grants.gov](http://www.Grants.gov) “Apply for Grants” site you need to:

1. Complete several separate registration processes if this is your first time submitting an application through Grants.gov. Registration information is available at [www.Grants.gov](http://www.Grants.gov) go to “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 (Apply for Grants). You can search for the downloadable application package by the Catalogue of Federal Domestic Assistance (CFDA) number or by the Announcement Number. The Announcement Number is **SAMHSACONT09-01** if your start date is April through July, or **SAMHSACONT 09-02** if your start date is September (see Project Period on the Notice of Award).
3. Complete the packet off-line, 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 our staff. Please keep the Project Narrative as a separate document, and consolidate all other materials in your application to ensure the possible number of attachments.
4. Follow the instructions in the User Guide available at the [www.Grants.gov](http://www.Grants.gov) “Apply for Grants” site, at the “Help” link. In addition to the User Guide, you may wish to use the following sources for help:
  - By Email: [support@Grants.gov](mailto: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.

After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. **It is important that you retain this number.**

The Grants.gov website does not accept electronic signatures at this time. Therefore, you must submit a signed paper original of the face page (SF 424) and hard copy of any other required documentation that cannot be submitted electronically. **You must reference the Grants.gov tracking number from your application on these documents. The documents must be received, at the address listed on page 3, within 5 business days of your electronic submission.**

**HARD COPY SUBMISSION OF APPLICATION:**

1. Obtain the forms from the SAMHSA website ([www.samhsa.gov](http://www.samhsa.gov)) Grants 2009 continuation applications.
2. Complete the forms and other documents-include your grant number on all pages.
3. Send the original and two copies to this mailing address:

Division of Grants Management  
1 Choke Cherry Road. –Room 7-1091  
Rockville, MD 20857 (USPS) or 20850 (overnight carrier)

If you require a phone number for delivery, you may use (240) 276-1400

**PLEASE DO NOT:**

1. Email applications to your Grants Management Specialist or Project Officer.
2. Mail us more than one original and two copies of the application.

**QUESTIONS:**

For SAMHSA related questions, please contact the Grants Management Specialist listed on your Notice of Award letter.

**APPLICATION DUE DATES:**

**Failure** to submit the application by the due date (see below) could result in a delay of award, thus Grants.gov excludes an application submission of the continuation

**February 2, 2009** for budget start date **April through July** 2009.

**March 2, 2009** for budget start date **beginning September** 2009.

**FOR GRANT YEAR 2 AND SUBSEQUENT YEARS ONLY, A REQUEST FOR CARRYOVER OF ANY UNOBLIGATED BALANCE OF FUNDS DUE DATE IS:**

**March 2, 2009** (No requests will be considered after that date).

Sincerely,

Kathleen Sample  
Grants Management Officer  
OPS/Division of Grant Management