



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
www.samhsa.gov

December 19, 2008

Dear Drug Free Communities Mentoring Program Grantee:

This letter is to provide you with important information and instructions to help you submit the appropriate materials for the continuation of your Drug Free Communities (DFC) Mentoring grant. NOTE: The DFC Mentoring Program grantee must be a current, active DFC grantee in order to be funded as a mentoring grantee. The grantee must have been in existence for at least 5 years.

Continuation Application must be submitted by March 2, 2009.

You were awarded a grant for two years through the DFC Mentoring Program. In order to continue grant support for FY2009, the Office of National Drug Control Policy (ONDCP) and Substance Abuse and Mental Health Services Administration (SAMHSA) requires that you submit continuation documentation which includes a budget and work-plan for the next grant year (September 30, 2009 through September 29, 2010). Many of the standard forms you will encounter in this process are referred to as “application” materials. ONDCP and SAMHSA do not consider this a competitive grant application process, but do however, need this vital information in order to ensure your eligibility to continue your DFC Mentoring Program grant funding.

You may submit your 2009 continuation package through Grants.gov or regular mail. The 2009 Continuation forms can be obtained either at www.grants.gov or at www.samhsa.gov. To obtain the forms from the SAMHSA website, go to www.samhsa.gov then click on “grants” then click on “applying for a SAMHSA grant” then click on “Continuation Grants”. (NOTE: the continuation letter and supplemental instructions available on the SAMHSA website are for other SAMHSA programs – not the DFC program.)

ONDCP and SAMHSA are dedicated to ensuring you have a successful application package. If you have any questions about the information in this letter regarding the instructions for submission of materials for the continuation of Drug Free Communities Mentoring grant support, please contact your Grants Management Specialists or Project Officer.

You can find the contact information for your Grants Management Specialists and your Project Officer on the last page of your Notice of Award (NoA) or at the ONDCP website, www.ondc.gov/dfc/ under the box Grantees, click on “Important Contacts” then locate by State.

CONTINUATION PROCESS

Complete Form PHS-5161-1. Please prepare your continuation paperwork carefully in accordance with the Supplementary Instructions (attached). You must complete and submit the following:

1. SF-424 (Version 02) Application for federal Assistance – (face page)
2. SF-424A Budget Information-Non-Construction Programs
3. Detailed Budget narrative justification for each budget category – (See Supplementary Instructions)
4. In addition to the required 12 month 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.
5. Grantee must budget to send two people to a (2) day national training in Washington, DC. ONDCP will provide guidelines on the positions and/or participants who should attend. This requirement is in addition to any other training(s) or conferences that applicants may choose to include in their budgets (State Conferences, Federal Agency Sponsored Conferences or the National Leadership Forum, etc).

To calculate the costs associated with this requirement, estimate the following expenses:

- The cost of airfare to and from a national training in Washington, DC, or the cost of ground transportation if you are located within 500 miles of DC.
 - Lodging, per diem, and local transportation costs for participation in a 2-day training in Washington, DC.
6. Project/Program narrative outlining the progress and accomplishments resulting from the past year of support. – (See Supplementary Instructions)
 7. A work-plan for the grant year (September 30, 2009 through September 29, 2010).
 8. Resumes and job descriptions for any key staff changes. Please list date(s) changes will go into effect.
 9. SF-424B Assurances-Non-Construction Programs and Certifications
 10. PHS-5161-1 Checklist

SUBMITTING YOUR APPLICATION

You may submit your 2009 continuation package through grants.gov or regular mail.

Electronic Submission through Grants.Gov

At least 10 days before you submit an application through grants.gov you may need to complete and/or renew your organization's registration with that system. Steps for completing the registration can be found at www.grants.gov under "For Applicants – Get Registered".

To submit an application follow the instructions under www.grants.gov "For Applicants – Apply for Grants". You may access the application with either the CFDA no.: 93.276 or the funding opportunity number: SAMHSACONT09-04.

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 or PDF may result in your file being unreadable by our staff.

SAMHSA requires original signatures on certain application documents. Therefore, you must submit a signed paper original of the SF-424 (Version 02) Application for federal Assistance – (face page) and a 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 with original signatures. The documents must be received, at the SAMHSA Grants Management Office, 1 Choke Cherry Rd. – Room 7-1091, Rockville, MD 20857 (USPS-standard delivery zip code) or 20850 (zip code for all overnight deliveries), within five (5) business days of your electronic submission.

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.

For assistance with the grants.gov contact:

Email: support@grants.gov

Telephone: 1-800-518-4726. The Grants.gov Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time (except Federal holidays).

To submit a paper application through a common carrier you need to:

1. Obtain the forms from the SAMHSA website - www.samhsa.gov then click on "grants" then click on "applying for a SAMHSA grant" then click on "Continuation Grants"
2. Complete the forms and other documents. Include your grant number
3. Send the original and two copies to this mailing address:

Division of Grants Management
1 Choke Cherry Rd. – Room 7-1091

Rockville, MD 20857 (USPS – standard delivery zip code) or 20850 (zip code for all overnight deliveries)

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

Please do not email applications to your Grants Management Specialist or Program Official.

For questions about the continuation application please contact the Grants Management Specialist listed on your Notice of Award Letter or on the ONDCP website.

NOTE: For all communications with SAMHSA staff either by email, letter, fax or phone, please use your grant number and organization name.

Continuation applications must be submitted by 5:00 p.m. Eastern Standard Time on March 2, 2009.

In addition, all carryover requests of unobligated balance of funds for the current budget period must be submitted no later than March 2, 2009. Any requests for carryover after this date will be considered in the subsequent budget period.

For instructions on Postward Administrative Requirements please refer to the SAMHSA website www.samhsa.gov then click on “grants” then click on “grants management”. If you have any questions please contact your Grants Management Specialist.

Sincerely yours,

Kathleen Sample
Grants Management Officer
Division of Grant Management
Office of Program Services

SUPPLEMENTARY INSTRUCTIONS FOR COMPLETING PHS-5161-1

Application for Drug Free Communities (DFC) Non-Competing Continuation Mentoring Program Grant

General information and instructions for completing and submitting a non-competing continuation application may be found in the Grant Application PHS-5161-1. The following information is specifically directed at Substance Abuse and mental Health Services Administration (SAMHSA) programs and is intended to supplement, clarify, or, where necessary, replace those instructions found within application form (PHS-5161-1).

USEFUL INFORMATION FOR COMPLETING PHS-5161-1

Complete all sections applicable to your grant.

SF-424 (Version 02) Application for Federal Assistance – face page

Item 5b – Federal Award Identifier: For a continuation of an existing award, enter the previously assigned Federal award identifier number – on Page 1 “Grant Number” on the Notice of Award.

If there is a change of the Grantee/Fiscal Agent you must include a cover letter explaining the reason, the current grantee must submit a relinquishment letter and must contact their Grants Management Specialist for further instructions. This action requires prior approval by the SAMHSA Grants Management Officer.

Item 8f - Name and contact information of person to be contacted on matters involving this application: enter the name and telephone number of the current Program Director.

Item 11 - Catalog of Federal Domestic Assistance Number: 93.276

Item 12 - Funding Opportunity Number: SAMHSACONT09-04

Item 18 - Estimated Funding: Enter the amount of Federal funds (TOTAL COSTS: Direct and Indirect Costs) being requested for this continuation grant application. This total should correspond with the figures on the SF-424A Budget Information-Non-Construction Programs and on your current Notice of Award, Page 2 “Summary Totals for all Years” the maximum allowable amount of Federal dollars is shown here (contingent on availability of funds) for which you may apply the coming grant year.

Program Income is gross income – earned by a recipient, sub-recipient, or a contractor under a grant – directly generated by the grant-supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed; charges for the use or rental of real or property; equipment, or supplies acquired under the grant; the sale of commodities or items fabricated under an award; charges for research resources; license fees; royalties on patents and copyrights.

Item 19 - Executive Order 12372: Refer to listing of SPOC. If the State is not listed, it does not participate in the requirements. (www.samhsa.gov/grants/continuation.aspx)

Item 21 – Assurances and Certificates: Check “I agree” and have the Grantee/Fiscal Agent Authorizing Official sign – a copy of the certifications and assurances, for your records, is found at www.samhsa.gov/grants/apply.aspx.

Item 21a – Authorized Representative: By signing the Authorizing Official is certifying that the SF-424B Assurances-Non-Construction Programs and Certifications are true.

SF-424A Budget Information-Non-Construction Programs

Section B - Budget Categories

Line 6 Column (3) Enter the Federal dollars being requested for each object class category. The total of Column (3) should equal the amount reflected in Section A Column (e) – this amount should be no more than what was approved for future funding years (See NoA - Page 2 “Summary Totals for all Years”)

Line 6 Column (4) Enter the total non-Federal funds (match) for each object class category. The total of Column (4) should equal the amount reflected in Section A Column (f). Years 7-8 must demonstrate 125% of Federal request. Years 9-10 must demonstrate 150% of Federal request.

If indirect costs are requested, enter the amount on line 6j, Column (3). To substantiate the request, a copy of the applicant organization's most current negotiated indirect cost rate agreement established must be submitted with the application. Failure to submit a copy of this established rate may result in delay of the award.

INSTRUCTIONS FOR COMPLETING THE DETAILED BUDGET NARRATIVE JUSTIFICATION

In this section, applicants must provide a 12 month detailed budget and budget justification based on the structure of the sample budget from the SAMHSA website or original RFA. Please include (as part of this budget) a narrative justification for each budget category. The budget must include a description of matching resources and other support that the coalition expects to receive. There is no page limit for the budget and budget justification.

Obtain the forms from the SAMHSA website - www.samhsa.gov then click on “grants” then click on “applying for a SAMHSA grant” then click on “Continuation Grants” scroll down to Sample Budgets. Use the Sample Budget with Matching Funds (MS Word or PDF Format.)

INSTRUCTIONS FOR COMPLETING THE PROGRAM NARRATIVE

These instructions for completing the program narrative portion of a noncompetitive continuation application replace those found in the PHS-5161-1. NOTE: A complete resubmission of the material contained in the initially approved application is not required. The program narrative for a noncompetitive continuation application consists of:

The SAMHSA Program staff will utilize the information submitted via the semi-annual COMET reports and other required reports (sustainability, core measure collection, etc.) to determine progress toward meeting the grant goals and objectives. Grantees do not need to submit a separate narrative describing their progress as part of this submission package. December 19, 2008

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WORK-PLAN FOR THE COMING YEAR

A work-plan for the 12-month proposed continuation year (September 30, 2009 – September 29, 2010) is to be submitted. Use the below guidance and outline for your work-plan.

- Provide a realistic time line for the project (chart or graph) showing goals, objectives, key activities, milestones and responsible staff. Include a detailed time line for the project, focusing on major milestones/activities.
- Provide a list of individuals (staff and coalition members/volunteers) from the mentor coalition who will participate in the project showing the role of each and their level of effort and qualifications. Include the project director and other key personnel.
- Provide a list of individuals (staff and coalition members/volunteers) from the mentee coalition who will participate in the project, showing the role of each, their level of effort and their qualifications. Include the project director and other key personnel.

- Describe the work activities and process(es) that the mentor grantee will use to implement the Strategic Prevention Framework (SPF) with the mentee organization. This includes:
 - a. Community Assessment Activities: Analyzing information about the problems, resources, goals, and factors affecting the community.
 - b. Capacity Activities: Defining organizational structure and operating mechanisms.
 - c. Planning Activities: Developing a framework for change incorporating problem statements and logic models.
 - d. Evaluation Activities: Documenting progress, collecting core measures, and using feedback to improve.
- Describe how the responsibility for implementing the strategic plan and related work activities will be diffused among mentor coalition members and/or other community partners.
- Describe how the responsibility for implementing the strategic plan will be diffused among mentee coalition members and/or other community partners.
- Describe how you will monitor the implementation of your strategic plan as things changes. For example, note specific milestones or key events will be leaders of the coalition use to monitor the success of the implementation of the plan.

PHS-5161-1 Checklist

Type of Application: Check “Noncompeting continuation”

Part A - Item 4: List the date the HHS 690 was submitted

Part B - Item 1: Public Health System Impact Statement for the program should have been completed and distributed with the first year of the award. If changes were requested and approved, then resubmit to appropriate State agency.

Part C - The "Business Official to be notified..." should be either the authorizing official identified in Item 21a on SF-424 (Version 02) Application for federal Assistance – (face page) or the designated business official of the applicant organization.

The Program Director/Project Director is the individual "designated to direct the proposed project or program" and must be the same individual identified on SF-424 (Version 02) Application for federal Assistance – (face page) – Item 8f .

Part D: If non-profit status was previously filed complete bottom portion. If this is a new non-profit designation submit at least one of the required documents with the application.