Instructions for the Continuation Application Package

Continuation applications should be prepared carefully and in accordance with the following:

Note: If proposing new personnel in your Continuation application, you must first submit a post award amendment for Change in Key Personnel prior to submitting your Continuation application. (List the current key staff and designated level of effort for program key positions. Reference the FOA and NoA for program-specific key staff positions and if applicable, minimum level of effort requirements.) Please refer to SAMHSA's website for guidance on the requirements for submitting Post Award Amendments for Discretionary Grants.

Pre-application Requirements
Grant recipients must ensure the following reports and information are up to date:

1. Submission of program progress and financial reports as identified in the Notice of Award (NoA).
2. Federal Cash Transactions Reports in the HHS Payment Management System; and.
3. System for Award Management (SAM) annual registration and DUNS information.

Required Submissions in eRA Commons
The following information must be completed and submitted in eRA Commons as part of the continuation application:

1. HHS Checklist (HHS-5161): Grant recipients must update the fields in Part C and D.
2. Project/Performance Site Location(s) (OMB Form 4040-0010): Grant recipients must update all the fields marked with an asterisk (*) as required.
3. Disclosure of Lobbying Activities (SF-LLL): If applicable, upload the Disclosure of Lobbying Activities form.

Charitable Choice Form
SAMHSA recipients must upload the Charitable Choice form (SMA 170).

The Charitable Choice form must be filled out by faith-based organizations under the Center for Substance Abuse and Treatment (CSAT) and the Center for Substance Abuse and Prevention (CSAP) programs ONLY.

If the organization in NOT faith-based, indicate "Not Applicable" on the Charitable Choice form and include with the application.

Project/Program Narrative
Resubmission of the material contained in the initially approved application is not necessary. Recipients must prepare and upload the following updated information under the Mandatory Project Narrative File:

1. Description and **explanation of changes**, if any, made during this budget period affecting the following:
    a) Goals and objectives;

b) Projected timeline for project implementation; or

c) Approach and strategies proposed in the initially approved and funded application.

2. **Report on progress** relative to approved objectives, including progress on evaluation activities.

3. Summary of key program accomplishments to date and list of progress.

4. Description of difficulties/problems encountered in achieving planned goals and objectives including:

a) Barriers to accomplishment; and

b) Actions to overcome difficulties.

5. Report on milestones anticipated with the new funding request.

Application for Federal Assistance Cover Page (SF-424)
Recipients must update all the fields of the SF-424 marked with an asterisk (*) as required.

Budget Information-Non-Construction Programs (SF-424A)
Recipients must complete Section B - Budget Categories of the SF-424A per the following instructions:

1. Line 6 Column (1): Enter the federal dollars being requested for each object class category. The total of Column (i) should equal the amount reflected in Section A Column (e) – this amount should not be more than what was approved for future funding years.

2. Line 6 Column (2): If applicable, enter the total non-federal funds (match) for each object class category. The total of Column (2) should equal the amount reflected in Section A Column (f).

Detailed Budget and Narrative Justification
Recipients must upload one of the following two documents into eRA under Budget Narrative, Mandatory Budget Narrative File:

1. Detailed Budget and Narrative justification – Grant recipients who must submit a detailed budget and narrative justification in the same manner as required in their initial application are those that have:

a) Restricted status (formerly "high-risk"); or

b) Anticipated budget changes in excess of the amounts identified in (2) below.

Note: The detailed budget and narrative justification must identify any other federal and non-federal sources of funds being utilized to support the project.

2. Attestation Letter – Grant recipients under specific circumstances may opt to submit a signed and dated attestation letter instead of a detailed budget and narrative justification. An attestation letter may be submitted when the budget will not change more than **25 percent** from the current budget period.

The attestation letter must clearly state that the budget will not change by more than 25 percent and must be signed by the Authorized Organization Representative on the organization's letterhead.

Submission Issues?

If you are having trouble submitting the application, we highly recommend you take screen shots of the error message(s) or issue(s) you are experiencing and upload the screenshots when you Submit a Web Ticket to eRA Service Desk Support. *Note: In order to upload files to your web ticket you must login to eRA Commons.*