



Dear Grantee:

The current budget/project period for your Adolescent Family Life (AFL) demonstration grants awarded by the Office of Population Affairs (OPA) will be ending during the upcoming year. If it is your intention to seek another year of financial assistance from the Office of Population Affairs, you must complete a continuation application for support and submit it to Office of Grants Management no later than 90 days before the end of your current budget period. (Please refer to your most recent Notice of Grant Award box #7 for this information).

Enclosed is an OPHS-1 application kit which includes the necessary forms and instructions for formally applying for another year of support. All technical information needed to complete the continuation application process is contained in the kit. A complete signed original and (2) copies of the application must be submitted to the:

Office of Public Health and Science (OPHS)  
Office of Grants Management  
1101 Wootton Parkway  
Suite 550  
Rockville, Maryland 20852  
(AFL Demonstration Continuation Application)

#### SNAP

The Streamlined Non-competitive Application Process (SNAP) will be used for all AFL grantees, except those in their first year of AFL funding. The SNAP allows your AFL project officer to use your Year End Report submission as your continuation program narrative. The following items must be completed for your SNAP submission:

- 1) the application face page (standard form 424, located within the OPHS-1 Application Kit)
- 2) signed assurances certification forms (located within the OPHS-1 Application Kit)
- 3) completed checklist page (located within the OPHS-1 Application Kit)
- 4) budget pages (standard form 424a located within the OPHS-1 Application Kit)
- 5) budget narrative
- 5) an abbreviated interim progress report, responding to items 6,7, 9, 12, 13, 14 below

The AFL grantees in their first year of AFL funding are ineligible to use the SNAP application process. These grantees must submit a full continuation application which will include an interim progress report as well as items 1-5 listed above. Please be aware that CONTINUING GRANTEEES that propose significant changes within the project should also submit a full continuation application. "Significant changes" may be defined as change in scope or work, project content or supplementary budget increase requests. The interim progress report should include the following:

- 1) summary of project
- 2) intervention being tested, including project intensity and dosage
- 3) innovative features of project
- 4) project strengths and weaknesses
- 5) current year objectives including expected outcomes
- 6) progress on current objectives
- 7) measurable (SMART) objectives for the next project year
- 8) number and types of clients/participants served in the current project year
- 9) estimated number and types of clients/participants served in next project year
- 10) description of evaluation design and methodology
- 11) description of preliminary evaluation implications
- 12) unresolved problems
- 13) full description of significant changes proposed for next project year (if any)
- 14) full description of supplementary budget increase requests (if any)

Grantees are required by Title XX to provide matching resources according to the match scale for the year that you are requesting continuation funds. Enclosed you will find a description of the match requirements for each year of funding and a formula that you may use to determine how much matching funds are to be included on your continuation budget. *For example, if you are requesting \$100,000 federal funds for a year 05 continuation, then the formula would be used as follows:*

$$\$100,000/.40 \times .60 = \$150,000 \text{ (non Federal funds or match)}$$

Please Note: The amount of Federal funds you may request in your continuation application remains the same as you received in the current year and may be found in block 13.a of your most current Notice of Grant Award (NGA). Grantees entering their third, fourth and fifth years need to increase their matching funds according to the enclosed matching formula.

All AFL continuation applications are subject to the review requirements of Section 2006(e) of Title XX, as well as Executive Order 12372, Intergovernmental Review of Federal Programs, as implemented by 45 CFR 100. With respect to Section 2006(e), you are required to submit for comment a copy of your application to the Governor of the State in which you are located as well as to the State Single Point of Contact (SPOC) in your state (copy of SPOC list attached). You may comply with this requirement by submitting a copy of your continuation application to the Governor as well as the SPOC by the due date of your application to the OPHS Grants Office (see schedule listed above). The Governor and the SPOC have 60 days from the receipt date in which to provide comments to the applicant; these comments should be forwarded to the OPA/Office of Grants Management immediately upon receipt.

All applications must be submitted to the OPHS Office of Grants Management. Applications may be submitted electronically through the electronic grants management system, e-Grants, the Grants.gov system, or in hard copy. Hard-copies of Non-compete application kits only be mailed-out upon request. We encourage all our grantees to submit their continuation applications electronically using the e-Grants System. A copy of the e-Grants Non-Compete Application Submission Policies is attached for your information. If you have any questions regarding how to submit your non -compete application please contact the Egrants Help Desk at (301) 231-9898 ext 142.

Lastly, we have also included a grants management general information letter (FYI) that gives important information and Internet addresses for all DHHS grants administration processes. If you have any questions concerning budget, administration or business matters, please contact your grants management specialist at (240)453-8822. If you have questions concerning the programmatic aspects of the application, please contact your project officer at (240)453-2800.

Sincerely Yours,

Karen Campbell  
Director, OPHS  
Office of Grants Management

Enclosures:

Grants Management General Information Letter  
Match Formula Document  
SPOC List  
OPHS-1 Application Kit  
Egrants Non-Compete Submission Policies

## **Office of Public Health and Science Non-Competitive Application Submission Policies**

### Submission Mechanisms

The Office of Public Health and Science (OPHS) provides multiple mechanisms for submission of applications, as described in the following sections. Applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review. While applications are accepted in hard copy, the use of the electronic application submission capabilities provided is encouraged.

### Electronic Submissions

The OPHS electronic grants management system, eGrants, provides for applications to be submitted electronically. Information about this system is available on the OPHS eGrants website, <https://egrants.osophs.dhhs.gov>, or may be requested from the OPHS Office of Grants Management at (240) 453-8822.

The body of the application and required forms can be submitted using the eGrants system. In addition to electronically submitted materials, applicants are required to provide a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms with the original signature of an individual authorized to act for the applicant agency or organization. The application will not be considered complete until both the electronic application components submitted via the OPHS eGrants system and any hard copy materials or original signatures are received.

Electronic grant application submissions must be submitted via the OPHS eGrants system no later than 5:00 p.m. Eastern Time 90 days prior to your current budget period end date (refer to your most recent Notice of Grant Award box #7 for this information). All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management no later than 5:00 p.m. Eastern Time on the next business day after the deadline date for your non-competing application.

Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Any application submitted electronically after 5:00 p.m. Eastern Time 90 days prior to the budget period end date will be considered late. Failure of the applicant to submit all required hardcopy original signatures to the OPHS Office of Grants Management by 5:00 p.m. Eastern Time on the next business day after the deadline date may result in a delay in processing your award for the next years funding cycle.

Upon completion of a successful electronic application submission, the OPHS eGrants system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required

hardcopy original signatures, and mail-in items, as well as the mailing address of the OPHS Office of Grants Management where all required hard copy materials must be submitted

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the OPHS eGrants system to ensure that all signatures and mail-in items are received.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline

#### Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed applications will be considered as meeting the deadline if they are received by the OPHS Office of Grant Management, 1101 Wootton Parkway, Suite 550, Rockville, Maryland 20852, on or before 5:00 p.m. Eastern Time 90 days prior to your current budget period end date (refer to your most recent Notice of Grant Award box #7 for this information).