

SAMHSA Division of Grants Management TOR No-Cost Extension Webinar June 25, 2020

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NCE Resources

- <https://www.samhsa.gov/grants/grants-management/post-award-amendments#no-cost-extension>: SAMHSA Post Award Amendment Page
- [Video](#): a video on how to submit a Post Award Amendment request.
- [Reference Sheet \(PDF | 261 MB\)](#): a quick guide on how to initiate post award amendment applications and access in-progress post award amendment applications from inside the eRA system.

NCE Overview

- ✓ NCE is requested if additional time is needed to ensure completion of the originally approved project/program, and to permit an orderly phase-out of a project/program objectives.
- ✓ NCE is a one-time extension of up to 12 months (may not exceed 12 months).
- ✓ NCE must be submitted no later than 60 days prior to the Project Period end date. ***By no later than 7/31/2020.***
- ✓ Requests for additional funding or changes to the project scope /objectives will not be approved as part of the NCE.
- ✓ We will NOT approve any extension request if the primary purpose of the extension is to permit the use of unobligated funds.
- ✓ Request must be submitted through eRA Commons.
- ✓ If no NCE is submitted, the Project Period end date is 9/29/2020, and grantee should prepare for closeout.

Required Documents

Basic Required Documents:

- ✓ Cover Letter
- ✓ SF424 Form
- ✓ SF 424A Form (Budget Summary Information)
- ✓ HHS Checklist Form
- ✓ Budget Narrative Justification (Detailed line-item)
- ✓ Project Narrative

IMPORTANT: All post award amendments must be submitted through the eRA system. You must have an [eRA Commons](#) account to submit your request.

Cover Letter

Cover Letter Requirements:

- ✓ Must be on letterhead.
- ✓ Must include the grant award number.
- ✓ Must be signed by the authorized representative and program director.
- ✓ Must include an explanation as to why project goals were not completed during the award project period.
- ✓ Must include the amount of additional time needed for the NCE, not to exceed 12 months.
- ✓ Must identify the remaining program goals to be accomplished during the NCE period.
- ✓ Must identify the estimated amount of remaining funding that will be used during the NCE.

SF-424 Form

- ✓ Box 2: Select “Revision” and select “No-Cost Extension” from dropdown on fill into the “Other” option.
- ✓ Box 4: Enter the Commons ID for the PI role affiliated with your organization. This account must match the Project Director information listed on your HHS Checklist.
- ✓ Box 5b: Enter your federal award identifier: (i.e. H79TI022222-01)
- ✓ Box 18a: Enter the total amount of Federal funds being requested for use during the NCE period. Complete the other sections in box 18 accordingly.

SF-424A Budget Summary Form

- ✓ The SF 424 Budget Summary Form is the budget information for the NCE requested amount.
- ✓ Section A – Budget Summary – Federal Requested NCE amount only. Match not required.
- ✓ Section B -Budget Categories: k. TOTALS Total (5) MUST equal SECTION A -Budget Summary: 5.Totals Total (g).

SF-424A Budget Summary Form – Section B

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Stop Act Grant	(2)	(3)	(4)	
a. Personnel	\$ 7,040.00	\$	\$	\$	\$ 7,040.00
b. Fringe Benefits	1,570.00				1,570.00
c. Travel	932.00				932.00
d. Equipment	0.00				0.00
e. Supplies	662.00				662.00
f. Contractual	2,000.00				2,000.00
g. Construction	0.00				0.00
h. Other	14,876.00				14,876.00
i. Total Direct Charges (sum of 6a-6h)	27,080.00				\$ 27,080.00
j. Indirect Charges	1,625.00				\$ 1,625.00
k. TOTALS (sum of 6i and 6j)	\$ 28,705.00	\$	\$	\$	\$ 28,705.00
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
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SF-424A Budget Summary Form – Section C

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Stop Act Grant	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Stop Act Grant	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

HHS Checklist

- ✓ The HHS Checklist ensures that you have obtained the proper signatures, assurances, and certifications.
- ✓ Complete the Business Official and Program Director/Project Director/Principal Investigator contact information (Part C).
- ✓ Complete your organization's nonprofit status, if applicable (Part D).

Budget Narrative/Justification

Sample budgets

[Sample Budget with Non-matching Funds \(DOC | 47 KB\)](#)

All sections of the sample budget are applicable, except for the "Budget Summary" Please use the summary template provided below:

Budget Narrative/Justification

BUDGET SUMMARY:

Category	Estimated Unobligated Year 2 Funds	Estimated Unobligated Carryover Funds	Estimated Unobligated Supplement Funds	Estimated NCE Budget
Personnel	\$ 8,793		\$2,000	\$ 10,793
Fringe	\$ 1,814			\$ 1,814
Travel	\$ 1,140	\$ 1,000		\$ 2,140
Equipment	\$ 0			\$ 0
Supplies	\$ 374	\$ 1,322		\$1,696
Contractual	\$ 45,107	\$ 7,700	\$10,000	\$ 62,807
Other	\$ 6,050	\$ 800		\$ 6,850
Total Direct Costs	\$ 63,278	\$10,822		\$ 86,100
Indirect Costs	\$703			\$703
Total:	\$63,981	\$21,644	\$12,000	\$86,803

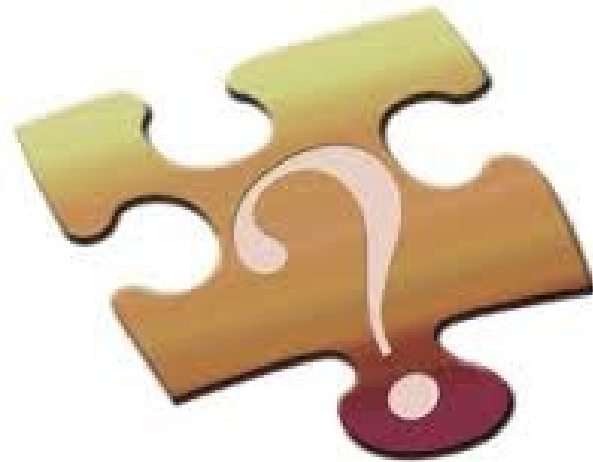
Project Narrative

Project Narrative is a summary of the project (amended version of the original project narrative). The project narrative should include:

- ✓ The strategies/interventions, project goals and measurable objectives, including the number of people to be served in the no-cost extension period.
- ✓ Explanation of program status to date.
- ✓ Elaborate on how the extension will allow for the completion of the originally approved project/program, and permit an orderly phase-out of a project/program objectives.
- ✓ May include incomplete activities from approved supplemental and carryover award funding.

Thank You!

Questions?



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