



February 21, 2018

Great Ideas! for Family Leaders

Dear Family Leaders,

We are pleased that SAMHSA recently released a Funding Opportunity Announcement (FOA) for up to five Statewide Family Network grants. <https://www.samhsa.gov/grants/grant-announcements/sm-18-007>.

As anyone who has submitted an SFN grant knows, it is a daunting task and one that requires attention to every detail. We have highlighted a few important requirements of the application for potential applicants to consider before determining whether to apply.

An important section of the application is Appendix C that addresses Confidentiality and Participant Protections. FREDLA is hosting an **Office Hour on February 27, 2018, at 3 PM ET** for organizations to call-in with their questions about this section of the application. No registration is required. **Call-in number for your questions: 719-325-2711 and Participant Passcode: 259449.**

As always questions about the application should be directed to Elizabeth Sweet at SAMHSA.

Elizabeth Sweet
Child, Adolescent, and Family Branch
Center for Mental Health Services/SAMHSA
240-276-1925
Elizabeth.sweet@samhsa.hhs.gov

Wishing you success in your application process.

Jane Walker
FREDLA

SAMHSA RELEASES FUNDING OPPORTUNITY ANNOUNCEMENT FOR UP TO FIVE STATEWIDE FAMILY NETWORK GRANTS

On February 13, 2018, SAMHSA released a Funding Announcement Opportunity (FOA) **for up to five** Statewide Family Network (SFN) grants for **up to \$95,000 a year** for **up to three years**. The deadline for proposals is **Monday, April 16, 2018**.

The goals of the SFN program are to:

- Strengthen network organizational, leadership, and management skills.
- Foster leadership skills among families of children and adolescents with SED.
- Work effectively with policy makers and service providers that support the needs of children and adolescents with SED.
- Promote peer support and social inclusion of families with children and adolescents with SED.

SAMHSA will make only one award per state, territory, or tribe. If there are multiple applications from the same state, territory, or tribe, the highest scoring application will be awarded. Recipients who received SFN funding under SM-15-001 or SM-16-004 are not eligible to apply. States without an SFN grant may apply as well.

WHO IS ELIGIBLE TO APPLY?

Applicants must meet the SAMHSA definition of a family-controlled organization. Eligibility is limited to family-controlled domestic public and private non-profit organizations in states, territories, and tribes. Appendix L of the Funding Opportunity Announcement requires that organizations submit a Certificate of Eligibility along with supporting documentation. Eligibility criteria are:

1. **A family-controlled organization is one that has a Board of Directors made up of more than 50 percent family members who have primary daily responsibility for the raising of a child or adolescent** (up to 18 years of age) with a serious emotional disturbance; or a young adult up to the age of 26 being served by an Individual Education Plan in transition to the adult mental health system. *A copy of the organization's mission statement must be included with the Certificate of Eligibility, along with a list of all Board members, clearly identifying those who are family members.*
2. **Family members are given preference in hiring practices.** A copy of the organization's personnel policy(s) covering this hiring practice must be included with the Certificate of Eligibility.
3. **The organization is incorporated in the state in which it operates and is designated as a public or private non-profit entity under 501[c][3]** of the Internal Revenue Service Code. A copy of the certificate of incorporation and the Internal Revenue Service designation must be included with the Certificate of Eligibility.

OTHER IMPORTANT INFORMATION

You are required to complete four (4) registration processes:

1. Dun & Bradstreet Data Universal Numbering System (to obtain a DUNS number) <http://www.dnb.com>
2. System for Award Management (SAM) <https://www.sam.gov>
3. Grants.gov <http://www.grants.gov/web/grants/register.html>
4. eRA Commons https://era.nih.gov/registration_accounts.cfm

See **Appendix A** for all registration requirements

FORMATTING

Appendix B contains important information on formatting requirements. Many family organizations have worked very hard on proposals only to have them rejected because they did not meet the format requirements for font size, margins and page limits.

CONFIDENTIALITY AND SAMHSA PARTICIPANT PROTECTION/HUMAN SUBJECTS GUIDELINES

All applicants are required to provide written protocols for how they will protect confidentiality of families and address potential risks. Seven elements are outlined in **Appendix C** and each must be fully addressed.

On February 27, 2018, at 3 PM ET, FREDLA will be hosting an Office Hour for organizations to call-in with their questions **on Confidentiality and SAMHSA Participant Protection Guidelines for Family-Run Organizations**. Peggy Nikkel from FREDLA will be available to answer questions and provide resources to prepare for submission of Statewide Family Network requirements for Protection of Human Subjects section of the Funding Opportunity Announcement.

Call-in Information: 719-325-2711

Participant Passcode: 259449

CONTACTS FOR QUESTIONS

For questions about program issues contact:

Elizabeth Sweet

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240-276-1925

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For questions on grants management and budget issues contact:

Gwendolyn Simpson

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