

ATTACHMENT A: CONTINUATION APPLICATION PROCESS

Continuation applications should be prepared carefully and in accordance with the following Instructions for the Continuation Application Package.

Recipients must ensure the following are up-to-date:

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

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

1. HHS Checklist (HHS-5161): Recipients must update the fields in Part C and D in full:
2. Project/Performance Site Location(s) (OMB Form 4040-0010): Recipients must update all the fields marked as required (marked with an asterisk (*)).
3. Disclosure of Lobbying Activities (SF-LLL): If applicable, upload the [Disclosure of Lobbying Activities](#) form.
4. Project/Program Narrative: Resubmission of the material contained in the initially approved application is not necessary. Recipients must prepare the following information and upload under the Mandatory Project Narrative File:
 - Description and explanation of changes, if any, made during this budget period affecting the following:
 - Goals and objectives
 - Projected time line for project implementation
 - Approach and strategies proposed in the initially approved and funded application
 - Report on progress relative to approved objectives, including progress on evaluation activities.
 - Summary of key program accomplishments to date and list progress.
 - Description of difficulties/problems encountered in achieving planned goals and objectives including:
 - Barriers to accomplishment and
 - Actions to overcome difficulties
 - Report on milestones anticipated with the new funding request.
 - Key staff changes (new and anticipated) must be requested in advance as stated in the terms and conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position.
5. Charitable Choice Form (SMA 170). This form must be filled out by faith-based

organizations under CSAT and CSAP programs. If the organization is NOT faith-based, indicate "Not Applicable" on the [Charitable Choice](#) form. All recipients must upload the Charitable Choice form.

6. Application for Federal Assistance Cover Page (SF-424): Recipients must update all the fields marked as required (marked with an asterisk (*)).
7. Budget Information-Non-Construction Programs (SF-424A): Recipients must complete Section B - Budget Categories:
 - Line 6 Column (1) Enter the federal dollars being requested for each object class category. The total of Column (1) should equal the amount reflected in Section A Column (e) – this amount should be no more than what was approved for future funding years.
 - 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).
8. Detailed Budget and Narrative Justification: Recipients must upload either (1) or (2) of the following information into eRA under Budget Narrative, Mandatory Budget Narrative File:
 - (1) Recipients who must submit a detailed budget and narrative justification in the same manner as required in their initial application are those that have:
 - Restricted status (formerly high risk); or,
 - Anticipated budget changes in excess of the amounts identified in (2) below.

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

- (2) Other 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 for grants with an anticipated award 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 Representative on the organizations letterhead.

Refer to the instructions in [Attachment B](#) of this letter regarding specific process of logging into and navigating eRA Commons.