

Follow the six steps  
in the application process:

1. Review the Opportunity
2. Get Ready to Apply
3. Prepare Your Application
4. Learn About Review and Award
5. Submit Your Application
6. Learn About What Happens After Award

# Substance Abuse and Mental Health Services Administration (SAMHSA)

NOFO Name: Treatment, Recovery, and  
Workforce Support

Short Title: Workforce Support

NOFO Number: TI-26-009

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# Step 1: Review the Opportunity

## Basic Information

### Key Facts

Opportunity Name: Treatment, Recovery, and Workforce Support

Short Title: Workforce Support

Opportunity Number: TI-26-009

Announcement Version: Original

Federal Assistance Listing: 93.490

Eligible Applicants: Domestic public and private non-profit entities that provide treatment and recovery services for individuals with substance use disorders and partners with one or more local or state stakeholders. See [Eligibility](#) for complete eligibility information.

### Key Dates

Application deadline: **July 23, 2026**

Expected Award Date: 09/01/2026

Expected Start Date: 09/30/2026

Response to Executive Order 12372: See [Intergovernmental Review](#) and [Section J](#) in the *Application Guide*.

## Important Resources

Applicants are expected to follow guidance provided in the **FY 2026 NOFO [Application Guide](#)** (the *Application Guide*). This document provides information about the application process, including registration, required attachments, budget, and federal policies and regulations. In addition, see the [SAMHSA Grants Glossary](#) for definitions of terms used in this NOFO.

## Authorizing Statute

The Treatment, Recovery, and Workforce Support program is authorized under [42 U.S.C. 290ee-8](#), as amended.

## Agency Contacts

### Program and Eligibility Questions

Alexis Gonsalves Nelson  
Center for Substance Abuse Treatment  
240-276-1261

[WorkforceSupport@samhsa.hhs.gov](mailto:WorkforceSupport@samhsa.hhs.gov)

### Financial and Budget Questions

Office of Financial Resources  
Division of Grants Management  
240-276-1400

[NOFOBudget.CSAT@samhsa.hhs.gov](mailto:NOFOBudget.CSAT@samhsa.hhs.gov)

### Review Process and Application Status Questions

Office of Financial Resources  
Division of Grant Review  
Arvinda Khatri  
240-276-0191

[Arvinda.Khatri@samhsa.hhs.gov](mailto:Arvinda.Khatri@samhsa.hhs.gov)

## Summary

The purpose of the Treatment, Recovery, and Workforce Support program is to support individuals in substance use disorder (SUD) or co-occurring disorder (COD) treatment and recovery to live independently and participate in the workforce. Employment has both economic and non-economic benefits for recovering individuals; in addition to its legitimate income producing potential, work provides structure, an opportunity for social connections and for socialization with non-substance users who can function as role models, and the individual with a valued and respected role in society.<sup>1</sup> This program requires recipients to coordinate among state and local workforce development boards, state agencies responsible for a workforce investment activity, Tribes, Tribal organizations, and state agencies responsible for carrying out SUD or COD prevention and treatment programs.

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<sup>1</sup> Alexandre B Laudet. Rate and Predictors of Employment among Formerly Polysubstance Dependent Urban Individuals in Recovery. Published in final edited form as: J Addict Dis. 2012 Jul;31(3):288–302. doi: 10.1080/10550887.2012.694604. <https://pmc.ncbi.nlm.nih.gov/articles/PMC3416052/#R1> see also, Substance Abuse and Mental Health Services Administration. (2021). Integrating Vocational Services Into Substance Use Disorder Treatment. Advisory. <https://library.samhsa.gov/sites/default/files/pep20-02-01-019.pdf>

With this program, SAMHSA aims to: promote recovery by giving people the job skills and support they need to stay on track; advance health by breaking down employment barriers that people in recovery often face; and help prevent involvement with the criminal justice system by providing real pathways to stable employment and independent living. This program is designed to advance [SAMHSA's Strategic Priorities](#) and the [Make America Healthy Again agenda](#).

## Funding Details

Funding Type: Grant

Estimated Total Available Funding: \$10,500,000

Estimated Number of Awards: Up to 21 awards

Estimated Award Amount: Up to \$500,000 per year per award

Length of Project Period: Up to 5 years

**Your annual budget cannot be more than \$500,000 in total costs (direct and indirect) in any year of the project.** Annual continuation awards are contingent on the availability of funds, progress in meeting project goals and objectives, timely submission of required data and reports, compliance with all terms and conditions of award, and alignment with SAMHSA, HHS, and Trump Administration priorities.

## Program Description

### Purpose

The purpose of the Treatment, Recovery, and Workforce Support program is to support individuals in SUD or COD treatment and recovery to live independently and participate in the workforce. This program requires recipients to coordinate among state workforce development boards, local workforce development boards, state agencies responsible for a workforce investment activity, Tribes, Tribal organizations, and state agencies responsible for carrying out SUD or COD prevention and treatment programs.

The program directly supports SAMHSA's mission to help people with SUDs or CODs live healthy, productive lives. Additionally, the program aligns with several key SAMHSA priorities including:

- Preventing substance misuse, abuse, and addiction
- Improving access to evidence-based treatment for mental illness, substance use, and co-occurring disorders
- Helping individuals achieve long-term recovery and sobriety

The program promotes recovery by:

- Providing the job skills and support people need to stay on track
- Advancing health by breaking employment barriers that people in recovery often face
- Helping prevent involvement with the criminal justice system by providing real pathways to stable employment and independent living.

This program advances SAMHSA policy goals around economic recovery and workforce development by expanding the workforce while giving people in recovery a second chance and supporting individuals with SUD in gaining meaningful employment.

**All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate; racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.**

In addition, applications must also align with [SAMHSA Strategic Priorities](#) and the application and budget narrative must not support harm reduction as outlined in [SAMHSA's Dear Colleague Letter](#) on harm reduction.

As of October 1, 2025, HHS has adopted [2 CFR Part 200](#), with some modifications included in 2 CFR Part 300. These regulations replace those in 45 CFR Part 75.

## Key Personnel

Key Personnel are essential to the successful implementation and oversight of your SAMHSA-funded project. These individuals, whether or not their salaries are paid by this grant, must play a substantive role in project execution and be actively involved in monitoring, reporting, and compliance activities throughout the project period.

The Key Personnel for this program are as follows:

**Project Director (PD):** The PD must oversee the grant to ensure goals are met, all reports are completed and submitted on time, and all rules are followed. The required Level of Effort (LOE) for this position is 1.0 (100% LOE) of a full-time equivalent (FTE) position.

**Project Evaluator (Evaluator):** The evaluator is responsible for data analysis and evaluation of project activities. The minimum LOE is 0.15 FTE (15% LOE) of a FTE position.

Below are the expectations, requirements, and compliance obligations for Key Personnel under this NOFO:

- Key Personnel are expected to participate regularly in program monitoring and maintain consistent communication with SAMHSA staff.
- Key Personnel selected/hired for this grant must be based only on merit and qualifications. Executive Orders strictly prohibit using demographics (like race or sex) to give preference in hiring.
- Applicants are responsible for ensuring Key Personnel have the skills, time, and commitment to meet the expectations of the grant.
- If awarded funding, approved Key Personnel will be identified on the Notice of Award.
- Changes to Key Personnel require written prior approval from SAMHSA. This includes:
  - Replacing or removing Key Personnel, or
  - Reducing any Key Personnel's level of effort by 25% or more

## Required Activities

Funds for this program are primarily for providing services to clients. These services must begin within **four (4)** months after receiving the award.

In the Project Narrative, you will provide the following:

- **B.1:** The unduplicated number of clients you propose to serve each year of the project
- **B.2:** A description of how you will implement the required activities

Nothing in the required or allowable activities described below allows grant recipients to use grant funds for prohibited activities described in the [Funding Restrictions and Limitations](#) section of this NOFO.

Your organization is required to implement all required activities listed below:

Recipients must use SAMHSA's funds primarily to support direct services. In doing so, applicants must partner with one or more state or local entities, which may include local employers, community stakeholders, the local and state workforce development boards, local and state governments, and Indian Tribes or tribal organizations.

Funds must be used to conduct the following activities:

- Conduct an annual needs assessment to assess economic and workforce gaps and develop and submit an annual workplan, which cites data from the needs assessment and discusses how the project will seek to fill those gaps through the training and development of individuals in treatment and recovery.

- Coordinate with and align statewide employment and training activities to include: DOL’s Employment and Training Administration, U.S. Department of Labor opportunities, specifically, Workforce GPS (<https://www.workforcegps.org/>), and the Recovery Ready Workplace Toolkit (<https://www.dol.gov/agencies/eta/RRW-hub/Toolkit>).
- Assist individuals in recovery from a substance use disorder to transition into the workforce by providing supports such as employment identification, including identifying potential employers and job leads, vocational rehabilitation training, interview and job training, job placement, peer-to-peer training, professional certification, and transferable skill development, as stable employment plays a central role in rebuilding lives, strengthening community reintegration, and creating pathways to economic mobility and long-term stability.
- Implement evidence-based and promising practices. For more information, see [Supported Employment: How to Use the Evidence Based Practices Toolkit](#), [Substance Use Disorders Recovery with a Focus on Employment and Education](#) and SAMHSA’s [Evidence-Based Practices Resource Center](#).
- Hire case managers, care coordinators, providers of peer recovery support services, or other professionals, as appropriate, to provide services that support treatment, recovery, and rehabilitation, and prevent relapse, recidivism, and overdose, including:
  - The development and strengthening of daily living skills.
  - Counseling, care coordination, and other services, as appropriate, to support treatment and recovery from SUD or COD.
- Provide short-term prevocational training services and training services that are directly linked to the employment opportunities in the local area or the planning region in coordination for those who need it and partner with the lead state agency responsible for a workforce investment activity or a local board when possible. (Note: for people who would like to seek employment without this training, lack of participation in the training should not prevent them from receiving other supports through this program.)
- Ensure that individuals who take medication to treat their SUD or COD are not excluded from participation in the program.
  - Individuals who receive Medications for Opioid Use Disorder (MOUD), Medications for Alcohol Use Disorder (MAUD), or tobacco cessation medications should not be excluded from participating in the program.
  - **NOTE:** Recipients must ensure alignment with Executive Order 14321 [Ending Crime and Disorder on America’s Streets](#).

## Allowable Activities

Allowable activities are **not** required. If allowable activities are provided it must be by applicants directly, or through referrals to applicant partner agencies. Your organization may propose to use funds for the following activities:

- Consider the communities that will be affected by this project and engage them in the overall program planning. To do so, SAMHSA encourages applicants to:
  - Engage communities, when practicable, during the design phase,
  - Develop programs in consultation with communities benefiting from or impacted by the program, and
  - Consider available data, evidence, and evaluation results from past programs to make every effort to extend eligibility requirements to all potential applicants.
- Develop and implement tobacco cessation programs, activities, and/or strategies.
- Train Peer Recovery Support Specialists (PRSS).
- Use data to inform future policy decisions.
- Develop partnerships with other providers for service delivery and stakeholders serving the population of focus.
- Train and develop workforce to help project staff gain skills necessary to utilize new computer systems and information technology.
- Provide training on the use of telehealth and virtual care.
- Hire and/or collaborate with professionals, as appropriate, to provide services such as childcare and record expungement, that support treatment, recovery, and rehabilitation, and reduce relapse, recidivism, and overdose.
- Use funds for providing transportation for individuals, no more than 5%, to participate in an activity supported under the Required or Allowable Activities section, to or from a place of work or a place where the individual is receiving vocational education, job training services or is receiving services directly linked to treatment of or recovery from SUD.
- Conduct on-site or by referral prevention education, screening and testing for infectious diseases associated with SUD, including HIV, viral Hepatitis (Hepatitis B, HBV and Hepatitis C, HCV), bacterial Sexually Transmitted Infections (STIs, including gonorrhea, chlamydia, and syphilis) and latent tuberculosis infection (LTBI) following clinical guidelines.
  - For people that test positive for HIV, HBV, HCV, STIs, and/or LTBI, you must provide or refer and confirm linkage to treatment services. (See [Funding Restrictions and Limitations](#) section below for information about the purchase of medication to treat infectious diseases.)

- For people that test negative for HIV but are at increased risk of getting HIV, provide education and referral as necessary to Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP) as necessary.
- Provide Hepatitis A and Hepatitis B vaccinations as medically necessary.
- Provide training to the behavioral health workforce on evidence-based psychiatric medication management, including safe tapering, deprescribing practices, and the review of polypharmacy.
  - This training should include strategies to support shared decision-making by ensuring patients and their families are fully informed of the risks and benefits of psychiatric medications at initiation, maintenance, and discontinuation.
  - Training must also ensure providers educate individuals about and facilitate access to appropriate evidence-based non-pharmacological interventions, including dietary modification, lifestyle changes, and psychotherapy.

## Eligibility

### Eligible Applicants

Eligibility is statutorily limited (per 42 U.S.C 290ee-8) to domestic public and private non-profit entities that provide treatment and recovery services for individuals with substance use disorders and partners with one or more local or state stakeholders, which may include local employers, community organizations, including faith-based organizations<sup>2</sup>, the local workforce development board, local and state governments, and Indian tribes or tribal organizations to support recovery, independent living, and participation in the workforce.

**Recipients who received Workforce Support funding in FY 2022 under NOFO TI-20-013 and FY 2023 under NOFO TI-23-021 are not eligible to apply for this funding opportunity.**

Preference will be given to entities located in States with the greatest need, based on the highest mortality rate related to substance use disorder. See [Review and Selection Process](#) for more information.

For general information on eligibility for federal awards, see the [Grants.gov website](#). For specific eligibility questions, see [Agency Contacts](#).

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<sup>2</sup> [Dear Colleague Letter Faith Based Organizations](#)

## Cost Sharing

Cost sharing/match is not required for this program.

## Data Collection, Performance Measurement, and Performance Assessment

You must collect and report data and document your plan for data collection and reporting in [Section E](#) of your Project Narrative.

You must report data in SAMHSA's Performance Accountability and Reporting System using approved SAMHSA's performance measurement tools. You can visit [SAMHSA's Performance Measures](#) webpage to view the performance measurement tools. Data collection and reporting tools and related guidance will be provided post-award.

You must report *client-level* data and administrative data. The client-level data tool collects self-reported survey data from program participants and grantee-reported administrative data about the services provided. Data must be entered in SPARS no later than 30 days after collection and must be collected at the following points:

1. Intake to SAMHSA-funded services.
2. Six- months post-intake (reassessment) for active clients.
3. 12-months post-intake and annually thereafter for active clients.
4. Administrative closeout from SAMHSA-funded services.

You must collect and report selected grantee-level indicators on a quarterly basis. The following grantee-level indicators have been selected for this project:

1. Training and Workforce Development
2. Representation

The data you collect allows SAMHSA to report on key outcome measures. Performance data may be reported to the public.

## Performance Assessment

Discretionary awards should include clear benchmarks/objectives for measuring success and progress towards relevant goals. Recipients are required to submit programmatic progress reports that demonstrate if you are meeting the objectives you selected for this project and achieving the outcomes you anticipated, and if any changes need to be made. You must review your performance data to find out if you are making progress and improving project management. Refer to [Reporting Requirements](#) for information on submitting these reports.

For more information on completing this section, see [Developing Goals and Measurable Objectives](#) and [Developing the Plan for Data Collection and Performance Measurement](#).

## Using Evidence-Based and Evidence-Informed Practices

SAMHSA funds are used to provide services or practices that are proven to be evidence based and are appropriate for the individuals to be served by the project. In [Section C](#) of the Project Narrative, you must identify the evidence-based practice (EBP) and/or evidence-informed practice (EIP) that will be used. For more information, see the [Grants Glossary](#).

If an EBP(s) exists for the individuals to be served and types of problems or disorders being addressed, it is expected you will use the available EBP(s). If an EBP does not exist but there are evidence-informed practices that are appropriate, you may implement these interventions. In [C.3](#), you must discuss how you will ensure the fidelity of the practice(s) you will implement.

You can visit SAMHSA's [Evidence-Based Practices Resource Center](#) to identify the appropriate practices for mental illness and substance use prevention, treatment, and recovery support that can be used in your project.

## SAMHSA Strategic Priorities and Other Expectations

When developing your project, you must consider [SAMHSA's Strategic Priorities](#), which includes recovery, a commitment to innovation, data, gold-standard science, and access to high quality services for all, which align with the Administration's [Make America Healthy Again Initiative](#). In addition, there are other expectations included in [Section I](#) in the *Application Guide* that you must consider as you design your project.

As a part of the project funded under this NOFO, the recipient is required to adhere to the following principles where consistent with the authority and scope of the award and its activities:

1. **Evidence-Based and Outcome-Focused Practices:** Design and deliver services using evidence-based or evidence-informed approaches grounded in gold-standard science, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement and accountability.
2. **Program Integrity and Fiscal Stewardship:** Administer funds in accordance with all applicable federal statutes, regulations, and award conditions; maintain strong internal controls; and ensure the efficient and effective use of taxpayer dollars while preventing waste, fraud, and abuse.
3. **Partnership and Coordination:** Consistent with program purpose and authorization, coordinate with law enforcement, juvenile and criminal justice systems, civil courts and civil commitment systems (including Assisted Outpatient Treatment programs where

available and in alignment with state law), crisis services (including the 988 Crisis and Suicide Lifeline), and state, tribal, territorial, local, and community partners, as appropriate, to engage individuals in prevention activities, treatment, and support while tailoring services to meet community needs.

In addition, the recipient should advance the following objectives in programs that are authorized to advance them:

4. **Recovery, Sobriety, and Self-Sufficiency:** Provide support and treatment to help individuals achieve long-term recovery, sobriety, independence, and improved functionality in work-life responsibilities.

The recipient must demonstrate ongoing compliance with these principles and objectives, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other enforcement actions consistent with federal grant regulations found at 2 C.F.R. Part 200 and the terms and conditions of this award.

As referenced in the [SAMHSA's Dear Colleague Letter](#) on MAT, if your proposed project funds MAT/MOUD, this funding should be used to provide comprehensive treatment and recovery support services rather than medication-only models for opioid use disorder. Services should include medications, where clinically indicated, in conjunction with psychosocial and other treatment and recovery support services. Funding can also be used to support individualized tapering and discontinuation of medications when clinically indicated.

Upon achieving stability in treatment and building sufficient recovery support, and at least annually, clinicians should engage in a discussion with patients to assess treatment and recovery goals and the continued use of medications. Continuation should be evaluated on an individual basis, taking into consideration progress toward treatment goals, stability in treatment, recovery capital, and patient preference.

When a shared decision to discontinue medication is made, discontinuation should be a gradual process with intensified support and monitoring to guard against resumption of drug use and done in the context of ongoing comprehensive care.

If your proposed project funds training/TA related to MAT/MOUD, this funding should be used to provide training to clinicians and other behavioral health providers on the clinically appropriate use of medications in the treatment of substance use disorders, including options for safe tapering and discontinuation when clinically indicated, and regular, at least annual, reviews for continuing treatment. This training should include strategies to support shared decision-making by ensuring patients are fully informed of the risks and benefits of medication treatment initiation, continuation, and discontinuation. Training must ensure providers educate

patients about and facilitate access to comprehensive substance use treatment and recovery support services.

Training should include tools to support the development of individualized comprehensive treatment plans with patients that include consideration of medication treatment duration, and tapering and discontinuation, as clinically indicated based on the patient's individual circumstances, recovery, and preferences.

## Recipient Meetings and Technical Assistance

You are expected to participate in SAMHSA technical assistance activities as directed by SAMHSA.

Virtual meetings will be held, and your full participation in these meetings is expected. You will be given more information about these meetings at a future date.

## Funding Restrictions and Limitations

The following are funding restrictions for this project:

- Food is an allowable expense<sup>3</sup> in conjunction with mental and/or substance use disorder treatment services. The amount cannot be more than \$10.00 per client per day.
- Per statutory language, no more than 5% of funds can be used for providing transportation for individuals to participate in an activity supported by a grant under this section, which transportation shall be to or from a place of work or a place where the individual is receiving vocational education or job training services or receiving services directly linked to treatment of or recovery from a substance use disorder.
- Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 3729(b)(4).
- Capitalizable infrastructure, such as computer systems or software, is recoverable as depreciation through an approved negotiated indirect cost rate or 15 percent de minimis rate in accordance with your organization's existing capitalization/amortization policies.
- Discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate:

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<sup>3</sup> Appropriated funds can be used for an expenditure that bears a logical relationship to the specific program, makes a direct contribution, and be reasonably necessary to accomplish specific program outcomes established in the grant award or cooperative agreement. The expenditure cannot be justified merely because of some social purpose and must be more than merely desirable or even important. The expenditure must neither be prohibited by law nor provided for through other appropriated funding.

- Racial preferences or other forms of racial discrimination by the recipient; including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation;
- Denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic;
- Illegal immigration; or
- Any other initiatives that compromise public safety.
- Discretionary awards must not support harm reduction as outlined in [SAMHSA’s Dear Colleague Letter](#) on harm reduction.
- Discretionary awards must not support “housing first” policies that fail to ensure accountability and fail to promote treatment, recovery, and self-sufficiency.
- Grant funds may not be used to purchase:
  - Medications to treat HIV, HBV, HCV, or tuberculosis.
  - Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP) for HIV.

You must also comply with SAMHSA’s Standards for Financial Management, Standard Funding Restrictions and Principles in [Section G](#) in the *Application Guide*.

**All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Applications must also align with [SAMHSA’s Strategic Priorities](#). If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.**

## Other Requirements

### Evidence of Experience and Credentials

SAMHSA trusts that only existing, experienced, and appropriately credentialed organizations with an established record of service delivery and expertise are able to provide the required services quickly and effectively. All required activities must be provided by you directly, by subrecipients, or through referrals to partnering agencies.

In **Attachment 1**, you must submit Letter(s) of Commitment (LOC) to show that you can meet the following three service provision requirements:

1. The service provider for substance use disorder treatment, recovery support, or behavioral health – which includes both mental health and substance use services must be involved in the project. The provider may be your organization, or another

organization committed to the project as demonstrated by an LOC that states their commitment to that service provision.

2. Each substance use disorder, treatment, or recovery support provider organization (which may include the applicant and any partners) must have at least two years of experience (as of the due date of the application) providing relevant services. Official documents (such as licensure or certification) must show that the organization has provided relevant services for the last two years.
3. Each service provider must be in compliance with all applicable local (city or county) and state licensing, accreditation, and certification requirements, as of the due date of the application.

The above requirements apply to all service provider organizations. An individual's license cannot be used. Tribes and tribal organization mental health/substance use disorder treatment, recovery support providers must follow all applicable tribal licensing, accreditation, and certification requirements, as of the due date of the application.

**This is not a screen-out criterion.** Following the review of your application, you may be requested to submit additional documentation or verify that the documentation submitted is complete. **Your application will not be considered for an award if the requested information is not received by the due date.**

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## Step 2: Get Ready to Apply

### Get Registered

#### SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

## Grants.gov

You must also have an active account with [Grants.gov](https://www.grants.gov). You can see step-by-step instructions in the Grants.gov [Quick Start Guide for Applicants](#).

## eRA Commons

You must register in [eRA Commons](#). Register at least six weeks before the application deadline.

See guidance at [eRA Help and Tutorials](#) and in [Section A](#) of the *Application Guide*.

## Find the Application Package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants at Grants.gov](#) or [eRA ASSIST](#) and search for opportunity number: TI-26-009.

If you can't use Grants.gov to download application materials, you may request them from [dgr.applications@samhsa.hhs.gov](mailto:dgr.applications@samhsa.hhs.gov).

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# Step 3: Build Your Application

## Application checklist

Make sure that you have everything you need to apply:

### Narratives

Component	Form to use	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Project Abstract Summary Form.	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Project Narrative Attachment form	10 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Budget Narrative Attachment form	None

### Attachments

Insert each in the Other Attachments form (Grants.gov) or Other Narratives Attachment form (eRA ASSIST) in this order.

Component	Page limit
<input type="checkbox"/> 1. Letters of commitment	None
<input type="checkbox"/> 2. Data collection instruments and interview protocols	None
<input type="checkbox"/> 3. Sample consent forms	None
<input type="checkbox"/> 4. Project timeline	2 pages
<input type="checkbox"/> 5. Biographical sketches and position descriptions	None
<input type="checkbox"/> 6. Confidentiality and SAMHSA Participant Protection	None
<input type="checkbox"/> 7. Letter to the State Point of Contact	None
<input type="checkbox"/> 8. Documentation of nonprofit status	None
<input type="checkbox"/> 9. Negotiated Indirect Cost Rate Agreement (NICRA), if applicable	None
<input type="checkbox"/> 10. Statement of Certification	None
<input type="checkbox"/> 11. Charitable Choice Form	None

### Other required forms

Use each required form in Grants.gov or eRA.

Component	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Project/Performance Site Location(s)	None
<input type="checkbox"/> Grants.gov Lobbying Form	None

## Application Contents and Format

This section includes guidance on each item found in the application checklist.

The following links contain information on:

- [Formatting instructions and information on system validation requirements](#)
- [Completing forms and required components](#) ([Section A](#) in the *Application Guide*)

### Project Abstract

**Page limit:** 1 page

Your project abstract should include:

- The project name,
- The geographic area served,
- The population size in the service area and number of people to be served annually and throughout the lifetime of the project,
- The age range and distribution of the population planned to be served,
- The clinical characteristics (diagnoses, service needs, etc.) of the population planned to be served,
- Strategies and interventions that will be implemented through the grant,
- Project goals, and
- Measurable objectives (whenever possible, focus on objectives that relate to [SAMHSA's Strategic Priorities](#)).

In the first five or fewer lines of your abstract, write a summary of your project that can be used in publications, reports to Congress, and press releases, if you are funded.

## Project Narrative

**Page limit:** 10 pages

**Filename:** Project narrative

In developing your Project Narrative:

- Provide a detailed response to the [merit review criteria](#).
- Follow the [required formatting instructions](#).
- Stay within the page limit or we will not review your application. We recommend page limits for the subsections, but they are for guidance only. You may place citations in an attachment, which does not count in the 10-page limit.

## Budget Narrative

**Page limit:** none

**Filename:** BNF

The budget narrative supports the information you provide in Standard Form 424-A. See [Other Required Forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project’s purpose and activities.
- The restrictions on spending funds. See [funding limitations](#).

To create your budget narrative, see detailed instructions and a template in [Section F](#) in the *Application Guide*.

## Attachments

You will upload attachments in Grants.gov using the **Other Attachments form** or in eRA ASSIST using the **Other Narratives Attachment form**.

Use only the following attachments listed. If your application includes any attachments not required in this document, they will be disregarded.

Do not use attachments to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do.

Name the attachments: Attachment 1, Attachment 2, and so on.

### Attachment 1: Letter(s) of Commitment (LOC)/Service Providers/Evidence of Experience and Credentials

1. Identification of at least one experienced, credentialed licensed mental health treatment, substance use prevention, substance use disorder treatment, or recovery support provider organization.
2. A list of all direct service provider organizations that will partner in the project, including the applicant agency if it is a service provider organization.
3. LOCs from these direct service provider organizations. **Do not include any letters of support. Reviewers will not consider them.** A letter of support describes general support of the project, while an LOC outlines the specific contributions an organization will make in the project.

### Attachment 2: Data Collection Instruments and/or Interview Protocols

If you are using standardized data collection instruments or interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument or protocol.

If the data collection instrument or interview protocol is not standardized, include a copy in Attachment 2.

### Attachment 3: Sample Consent Forms

As appropriate, submit sample consent forms that provide for:

- Informed consent for participation in service intervention
- Informed consent for participation in the data collection component of the project
- Informed consent for the exchange (release or request) of confidential information

#### **Attachment 4: Project Timeline**

**Page limit:** 2 pages

This attachment is scored by reviewers. Provide a chart or graph depicting a realistic timeline for the entire 5 years of the project period. Show dates, key activities, and responsible staff. The key activities must include the requirements outlined in [Required Activities](#).

#### **Attachment 5: Biographical Sketches and Position Descriptions**

See [biographical sketches and position descriptions](#) for more information. Position descriptions should be no longer than one page each and biographical sketches should be no more than two pages.

#### **Attachment 6: Confidentiality and SAMHSA Participant Protection and Human Subjects**

See [Section C](#) in the *Application Guide* for full information about how to complete this required attachment.

#### **Attachment 7: Letter to the State Point of Contact**

Review information on [Intergovernmental Review](#) and in [Section J](#) in the *Application Guide* for detailed information on E.O. 12372 requirements to determine if this applies.

#### **Attachment 8: Documentation of Nonprofit Status**

*All private nonprofit organizations: you must submit proof of nonprofit status in your application. Any of the following is acceptable evidence of nonprofit status:*

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations, as described in Section 501(c)(3) of the IRS Code.
- A copy of a current and valid IRS tax exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying the applicant organization has nonprofit status.
- A certified copy of the applicant organization's certificate of incorporation or similar document that establishes nonprofit status.
- Any of the above proof for a state or national parent organization **and** a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

#### **Attachment 9: Negotiated Indirect Cost Rate Agreement (NICRA)**

If you have a NICRA, the document must be submitted.

#### **Attachment 10: Statement of Certification**

You must provide a written statement certifying that all participating service provider organizations listed in this application meet the two-year experience requirement and applicable licensing, accreditation, and certification requirements. As the purpose of this

program is to implement evidence-based programs to support individuals in substance use disorder treatment and recovery to live independently and participate in the workforce, you must submit an LOC from one or more of the following entities to demonstrate your ability to partner with local or state stakeholders:

- local employers;
- community stakeholders;
- the local and state workforce development boards;
- local and state governments; and/or
- Indian Tribes or tribal organizations.

### Attachment 11: Form SMA 170 – Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations.

You must complete Form [SMA 170](#) if your project is providing substance use prevention or treatment services.

### Other Required Forms

You will need to complete some standard forms. Upload the following standard forms as listed on Grants.gov. You can find them in the NOFO [Application Package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Assurances for Non-Construction Programs (SF-424B)	With application
Project/Performance Site Location(s) Form	With application
Grants.gov Lobbying Form	With application

- **SF-424** – Fill out all sections of the SF-424.
  - In **Line 4** (Applicant Identifier), enter the eRA Commons Username of the Project Director (PD)/Principal Investigator (PI).
  - In **Line 8b** (Employer/Taxpayer Identification Number (EIN/TIN)), enter the recipient organization’s **12-character EIN and suffix** as registered with the Payment Management System (PMS), if applicable. If not registered in PMS, enter the recipient organization’s EIN.

- In **Line 8f**, enter the name and contact information of the PD identified in the budget and in Line 4 (eRA Commons Username).
- In **Line 17** (Proposed Project Date), enter: a. Start Date: 09/30/2026; b. End Date: 09/29/2031.
- In **Line 18** (Estimated Funding), enter the amount requested or to be contributed for the first budget/funding period only by each contributor.
- **Line 21** is the Authorized Representative and should not be the same individual as the PD in Line 8f.

It is recommended you review the sample of a [completed SF-424](#).

- **SF-424A BUDGET INFORMATION FORM** – Fill out all sections of the SF-424A using the instructions below. **The totals in Sections A, B, and D must match.**

**Section A** – Budget Summary:

- As cost sharing/match is **not required**, use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.

**Section B** – Budget Categories:

- As cost sharing/match is **not required**, use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.

**Section C** – Non-Federal Resources:

- As cost sharing/match is **not required**, leave this section blank.

**Section D** – Forecasted Cash Needs:

- Enter the total funds requested, broken down by quarter, only for **Year 1** of the project period.
- Use the first row for federal funds and the second row (Line 14) for **non-federal** funds.

**Section E** – Budget Estimates of Federal Funds Needed for the Balance of the Project:

- Enter the total funds requested for the out years (e.g., Year 2, Year 3, Year 4, and Year 5). For example, if funds are being requested for five years total, enter the requested budget amount for each of those budget periods in columns b, c, d, and e (i.e., four out years):
  - (b) First column is the budget for the second budget period;
  - (c) Second column is the budget for the third budget period;
  - (d) Third column is the budget for the fourth budget period;
  - (e) Fourth column is the budget for the fifth budget period.
 Use Line 16 for federal funds and Line 17 for non-federal funds.

See [Formatting Requirements](#) to review common errors in completing the SF-424 and the SF-424A. These errors will prevent your application from being successfully submitted.

It is highly recommended you use the [Budget Template](#) on the SAMHSA website. See the [Budget Template Users Guide](#), and the sample completed SF-424A forms at [[Sample SF-424A \(Match Not Required\)](#)]. For additional information, see [Section F](#) in the *Application Guide* and Budget Related [FAQs](#).

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## Step 4: Learn About Review and Award Application Review

### Initial Review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Is submitted after the [deadline](#).
- Exceeds the 10-page limit for the Project Narrative.

### Merit Review

**Project Narrative:** Your Project Narrative describes the proposed project. Peer reviewers will assess your response to the criteria below. The following instructions should be considered as you develop the Project Narrative:

- The Project Narrative cannot be longer than 10 pages.  
There are up to five sections (Sections A–E) and you must use the section numbers and headings listed in the Evaluation Criteria (e.g., A.1, B.2) **before the response to each criterion**.
- Do not combine two or more criteria or refer to another section of the Project Narrative in your response.
- Reviewers will only consider information included in the appropriate numbered criterion.
- The number of points after each section heading is the maximum number of points a reviewer may give for that section.
- Unless required, cost-sharing will not be a factor in the review of your response to the criteria.

**A: Population of focus and need statement (10 points – approximately 1 page)**

1. Identify and describe your population(s) of focus (e.g. individuals in SUD and COD treatment and recovery) and the geographic catchment area where services will be delivered that align with the intended population of focus of this program.
2. Describe the population you will serve in terms of age, sex (male/female), socioeconomic status, clinical characteristics, veteran status, and system involvement (e.g., criminal justice, social services, child welfare). Note: **racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation are prohibited.**
3. Describe why there is a need for this project, including any service gaps and differences in access to or provision of services. Current prevalence rates or incidence data must be used to document the need. The data sources must be identified (e.g., [National Survey on Drug Use and Health \(NSDUH\)](#), [National Vital Statistics System](#)). (NOTE: Citations may be included in an attachment and will not count towards the page limit.)

**B: Proposed implementation approach (30 points – approximately 5 pages)**

1. Describe the goals and measurable objectives of your proposed project. See [Developing Goals and Measurable Objectives](#). They must align with the Statement of Need in A.3. Provide the following table:

Number of Unduplicated Individuals to be Served with Award Funds					
Year 1	Year 2	Year 3	Year 4	Year 5	Total

2. Describe how you will implement all the [required activities](#) and selected allowable activities.
3. Describe how your proposed implementation approach will address [SAMHSA Strategic Priorities](#).
4. In [Attachment 4](#), provide no more than a two-page chart or graph depicting a realistic timeline for the entire 5 years of the program. It must include dates, key activities that must also include required activities, and responsible staff. Indicate when service delivery will begin. The timeline does not count towards the page limit for the Project Narrative.

**C: Proposed evidence-based practice (EBP) and/or evidence-informed practice (EIP) (25 points – approximately 2 pages)**

1. Identify the EBP(s) and/or EIP(s) that you will use. Discuss how each intervention chosen is appropriate for the individuals you will serve.
2. Describe any modification(s) you will make to the EBP(s) and/or EIP(s) and the reasons the modification(s) are necessary. If you are not proposing to make any modification(s), indicate so in your response.
3. Describe how you will ensure the fidelity of the selected practice(s) that will be implemented. For more information about monitoring fidelity, see [Fidelity Monitoring Tip Sheet](#).

**D: Organizational experience and staffing (15 points – approximately 1 page)**

1. Describe your organization's experience with similar projects and/or providing services to the population(s) of focus.
2. Identify any organization(s) you will partner with. For each, include a description of their experience providing services to the individuals you plan to serve and their specific roles and responsibilities for this project. [NOTE: LOCs from each partnering organization must be included in **Attachment 1**.]
3. Provide a complete list of all significant staff positions for the project, including the key personnel (Project Director minimum 100% LOE and Project Evaluator minimum 15% LOE). For each, describe their:
  - Role;
  - Level of effort (LOE), stated as a percentage of employment (e.g., 1.0 FTE = full-time); and
  - Qualifications, including their experience providing services to the individuals to be served.

**E: Data collection and performance measurement (20 points – approximately 1 page)**

1. Describe how you will collect the performance measures and measurable objectives data for this project, which will measure the success and progress towards your goals.
2. Describe how you will use the data to manage, monitor, and enhance the program (see [Developing the Plan for Data Collection and Performance Measurement](#)).

## Risk Review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you have handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000.

You can comment on your organization's information in SAM.gov. We will consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [2 CFR Part 200](#).

## Review and Selection Process

When making funding decisions, we consider:

- Peer review results. Reviewers evaluate an application's scientific/technical aspects through the merit review process, which is an evaluation of the merits of the submitted application(s) based on the criteria/guidelines provided in the NOFO. The results of that merit review are advisory in nature only. Program offices and approving officials make final determinations for funding.
- Alignment with agency priorities. Before final funding decisions are made, applications will be reviewed for consistency with applicable laws and alignment with [SAMHSA's Strategic Priorities](#). To the extent permitted by law and applicable court orders, applications that do not align with SAMHSA's Strategic Priorities will not receive funding.

The program office and approving official make the final determination for funding. Decisions may be based on the following:

- When the individual award is over \$250,000, approval by the Center for Substance Abuse Treatment National Advisory Council.
- Availability of funds.
- Submission of any required documentation that must be received prior to making an award.
- Recipients who received Workforce Support funding in FY 2022 under NOFO TI-20-013 and FY 2023 under NOFO TI-23-021 are not eligible to apply for this funding opportunity.
- Preference will be given to entities located in States with the greatest need, based on the highest mortality rate related to substance use disorder. Factors that will be considered in determining priority are:

- States in which the rate of drug overdose deaths, adjusted by age, is above the national overdose mortality rate as determined by the Director of the Centers for Disease Control and Prevention (CDC). This rate will be weighted 70 percent;
- The amount by which the rate of unemployment for the State, based on data provided by the Bureau of Labor Statistics for the preceding five calendar years for which there is available data, is above the national average. This rate will be weighted 15 percent; and
- The amount by which the rate of labor force participation in the State, based on data provided by the Bureau of Labor Statistics for the preceding five calendar years for which there is available data, is below the national average. This rate will be weighted 15 percent.

Other principles that may be considered in funding decisions include:

- Preference for discretionary awards should be given to institutions with lower indirect cost rates.
- Discretionary grants should be given to a broad range of recipients rather than to a select group of repeat players. Grants should be awarded to a mix of recipients likely to produce immediately demonstrable results and recipients with the potential for potentially longer-term, breakthrough results, in a manner consistent with the funding opportunity announcement.
- To the extent institutional affiliation is considered in making discretionary awards, agencies should prioritize an institution's commitment to rigorous, reproducible scholarship over its historical reputation or perceived prestige. As to science grants, agencies should prioritize institutions that have demonstrated success in implementing Gold Standard Science.

## Award Notices

You will receive an email from eRA Commons that describes how you can access the application review results, including the application score. If your application is approved for funding, a [Notice of Award \(NoA\)](#) will be emailed to: (1) the Signing Official identified on page 3 of the SF-424 (Authorized Representative section); and (2) the Project Director identified on page 1 of the SF-424 (8f).

If your application is not funded, an email will be sent to you from eRA Commons. This email will include a summary of the peer reviewer comments and scores. It may take up to four months from the program's award date for this information to be sent to you.

The NoA is the only document that authorizes recipients to receive federal funding for a project.

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# Step 5: Submit Your Application

## Submission Requirements and Deadlines

Go to [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [Get Registered](#).

You must maintain your registration throughout the life of any award.

### Deadlines

#### Application

**Due on July 23, 2026.**

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper applications (3.2) in [Section A](#) in the *Application Guide*.
- When your application is submitted, it must pass validation checks for both Grants.gov and eRA. You will receive emails from both systems to either confirm the application successfully passed validation checks, or to notify you that there were errors that must be fixed before the application can be considered successfully submitted.
- If using the Grants.gov Workspace tool, use the Preview Grantor Validation feature in Grants.gov before submitting your application. Doing so will allow you to validate your application and review/fix all errors and warnings before submitting.
- It is strongly advised that organizations log into their eRA Commons account post submission to confirm submission status, as emails from each system could be placed in a recipient's junk mail folder and go unread.

### Intergovernmental Review

You will need to submit application information for intergovernmental review under [Executive Order 12372](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. For more information, see [Section J](#) in the *Application Guide*.

This requirement does not apply to states or American Indian and Alaska Native tribes or tribal organizations.

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# Step 6: Learn What Happens After Award

## Post-award Requirements and Administration

### Administrative and National Policy Requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the NoA. We incorporate this NOFO by reference. You can see SAMHSA's [standard terms and conditions](#) on our website.
- The regulations at [2 CFR Part 200](#) — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, modifications at 2 CFR 300, and any superseding regulations.
- The HHS [Grants Policy Statement](#) (GPS). Your NoA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NoA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#). See [Section H](#) in the *Application Guide*.
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, you certify compliance with all federal antidiscrimination laws and these requirements. Complying with those laws is a material condition of receiving federal funding streams. You are responsible for ensuring subrecipients, contractors, and partners also comply.
- SAMHSA grants must align with SAMHSA and presidential priorities and policies.
- SAMHSA may terminate an award in accordance with any of the conditions set forth in 2 CFR 200.340(a)(1)–(4), including when an award no longer effectuates program goals or agency priorities as provided in [2 CFR 200.340\(a\)\(4\)](#).

### Reporting Requirements

If funded, you will have to follow reporting requirements. The NoA will provide specific details.

Recipients are required to submit semi-annual Programmatic Progress Reports at six months and at 12 months in Year 1, then an annual report in the subsequent years. The six-month progress report is due within 30 days of the end of the second quarter. The annual report is due within 90 days of the end of each budget period. The **programmatic progress report** must discuss:

- Updates on key personnel, budget, or project changes (as applicable);
- Progress achieving goals and objectives and implementing evaluation activities;

- Progress implementing required activities, including accomplishments, challenges and barriers, and adjustments made to address these challenges; and
- Problems encountered serving the populations of focus and efforts to overcome them.

You must submit a Final Progress Report within 120 days after the end of the project period. This report must be cumulative and include all activities during the entire project period.

After receiving your grant award, you will be required to submit various financial reports to SAMHSA. Please see [SAMHSA Reporting Requirements](#).