

community readiness, and policy development to support best practices.

(2) In Section B, applicants must describe the applicant's collaborations with other family and consumer networks, the State Director of Consumer Affairs (if applicable), family representatives on the State Planning Council, and other disability groups.

(3) In Section C, applicants must describe the applicant's organizational mission and how its scope of work reflects statewide focus on families who have children, youth and adolescents up to age 18 with a serious emotional, behavior or mental disorder and are currently receiving services, or up to age 25 with a serious emotional, behavior or mental disorder and are receiving transitional services from children to adult services.

(4) In Section C, applicants must describe the extent to which the applicant's Board of Directors includes family members whose children up to age 18 with a serious emotional, behavior or mental disorder and are currently receiving services, or up to age 25 with a serious emotional, behavior or mental disorder and are receiving transitional services from children to adult services.

(5) Applicants must clearly indicate in their applications whether or not a youth leadership component is included in the proposed project. Applicants that include a youth leadership component must include relevant information about the youth leadership component in *all* sections of the Project Narrative and Supporting Documentation. For example, Section A must address the need for a youth leadership component in the State where the project will be located, Section B must include a description of the proposed approach for implementing a youth leadership component, Section C must include a description of the staff, management and related experience for the youth leadership component, and Section D must include a description of evaluation and data activities for the youth leadership component. The budget for the youth leadership component provided in Section E must be separately justified and may not exceed \$10,000.

Performance Measurement: All SAMHSA grantees are required to collect performance data so that SAMHSA can meet its obligations under the Government Performance and Results Act (GPRA). In Section D of their applications, applicants for the Statewide Family Networks program must document their ability to collect and report data on the following indicators:

- An increase of families served; and
- An increase in the number of grantees that demonstrate inclusion of consumers [adolescents and young adults transitioning to adult services] and family members in planning, policy, and service delivery decisions through (a) Having policies in place; and (b) data on consumers [adolescents and young adults transitioning to adult services] and family member participation.

SAMHSA will work with grantees to finalize a standard methodology related to these indicators shortly after award. The data collection tool is yet to be developed. Grantees will be required to report performance data to SAMHSA on an annual basis.

Application and Submission Information: Complete application kits may be obtained from: the National Mental Health Information Center at 1-800-789-2649. When requesting an application kit, the applicant must specify the funding opportunity title and number for which detailed information is desired. All information necessary to apply, including where to submit applications and application deadline instructions, are included in the application kit. The PHS 5161-1 application form is also available electronically via SAMHSA's World Wide Web Home Page: <http://www.samhsa.gov> (Click on "Grant Opportunities") and the INF-04 PA is available electronically at <http://www.samhsa.gov/grants/2004/standard/Infrastructure/index.asp>.

When submitting an application, be sure to type "SM 04-004, Statewide Family Networks" in Item Number 10 on the face page of the application form. Also, SAMHSA applicants are required to provide a DUNS number on the face page of the application. To obtain a DUNS Number, access the Dun and Bradstreet Web site at <http://www.dunandbradstreet.com> or call 1-866-705-5711.

Intergovernmental Review: Applicants for this funding opportunity must comply with Executive Order 12372 (E.O. 12372). E.O. 12372, as implemented through Department of Health and Human Services regulation at 45 CFR Part 100, sets up a system for State and local review of applications for Federal financial assistance. Grantees must comply with the requirements of E.O. 12372. Instructions for complying with E.O. 12372 are provided in the INF-04 PA. A current listing of State Single Points of Contact (SPOCs) is included in the application kit and is available at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Public Health System Impact Statement: The Public Health System Impact Statement (PHSIS) is intended to keep State and local health officials informed of proposed health services grant applications submitted by community-based, non-governmental organizations within their jurisdictions. State and local governments and Indian tribal government applicants are not subject to the Public Health System Reporting Requirements. Instructions for completing the PHSIS are provided in the INF-04 PA.

Application Review Information: SAMHSA applications are peer-reviewed. For those programs where the individual award is over \$100,000, applications must also be reviewed by the Appropriate National Advisory Council. Decisions to fund a grant are based on the strengths and weaknesses of the application as identified by the peer review committee and approved by the National Advisory Council, and the availability of funds. Unless otherwise specified, SAMHSA intends to make not more than one award per organization per funding opportunity in any given fiscal year.

Checklist for Application Formatting Requirements: SAMHSA's desire is to review all applications submitted for grant funding. However, this desire must be balanced against SAMHSA's obligation to ensure equitable treatment of applications. For this reason, SAMHSA has established certain formatting requirements for its applications. Your application must adhere to these formatting requirements. If you do not adhere to these requirements, your application will be screened out and returned to you without review. In addition to these formatting requirements, programmatic requirements (e.g., relating to eligibility) may be specified in the NOFA. Please check the entire NOFA before preparing your application.

- Use the PHS 5161-1 application.
- The 10 application components required for SAMHSA applications must be included (*i.e.*, Face Page, Abstract, Table of Contents, Budget Form, Project Narrative and Supporting Documentation, Appendices, Assurances, Certifications, Disclosure of Lobbying Activities, and Checklist.)
 - Text must be legible.
 - Paper must be white paper and 8.5" by 11.0" in size.
 - Pages must be single-spaced with one column per page.
 - Margins must be at least one inch.
 - Type size in the Project Narrative cannot exceed an average of 15 characters per inch when measured with a ruler. (Type size in charts, tables,