



# Drug-Free Communities

*Local Problems Require Local Solutions*

# FY 2020 DFC Grant Application Workshop

White House Office of National Drug Control Policy (ONDCP)  
in collaboration with the  
Centers for Disease Control and Prevention (CDC)



Parents



Youth



Business



Media



Schools



Youth Serving Organizations



Law Enforcement



Civic/  
Volunteer  
Organizations



Religious/  
Fraternal  
Organizations



Healthcare  
Professionals



State/  
Local/Tribal  
Government



Substance  
Abuse  
Organizations



- ONDCP is now partnering with CDC
- CDC's National Center for Injury Prevention and Control (NCIPC) will serve as the day-to-day administrator of DFC and CARA grant programs
- NCIPC currently funds drug overdose prevention programs in all 50 states, Washington DC, and four territories





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## DFC Program Overview



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# Goals of the DFC Program

- To **establish and strengthen collaboration** among communities, nonprofit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance use among youth
- To **reduce substance use among youth** and, over time, reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse



# Theory of the DFC Program

- A small amount of **federal funding combined with a local match** of resources and volunteer support can reduce youth drug use
- By **mobilizing community leaders** to identify and respond to the drug problems unique to their community, DFC is designed to change local community environmental conditions tied to substance abuse to the **entire community environment**
- Focusing on **environmental change** ultimately contributes to reductions in substance use among youth, and over time, substance abuse among adults



# DFC is *Community* Focused

## DFC-funded coalitions:

- develop and implement a 12-Month Action Plan that is **community-focused**; not focused on individual-level interventions
- focus on effecting **community-level change** by identifying and implementing strategies that will affect community **beliefs, attitudes, perceptions, and practices** around drug issues



# What is a DFC Coalition?

A community-based formal arrangement for cooperation and collaboration among groups or sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug-free community.

DFC grants are intended to support

**community-based coalitions**



# Community of Focus

- Do not define a community that is too large for your coalition to address
- Pay attention to natural delineations within the community
  - School districts
  - Demographics
  - Geographic boundaries





# Community-Level Change

- DFC applicants are expected to choose comprehensive strategies that will lead to community-level change
- Community-level change strategies seek to:
  - Limit access to drugs
  - Change the culture and context
  - Shift the consequences
- Use the Seven Strategies for Community Change – *More information in the DFC NOFO*



# Who Can Apply?

To apply for a DFC grant, a coalition must fall into one of the following **three categories**:

- A coalition that has never received a DFC grant;
- Previously funded coalitions applying to complete their five-year funding cycle after a lapse in funding; or
- A coalition that is ending or has concluded the first five-year funding cycle and is applying for a second five-year funding cycle (Years 6 through 10).



# FY 2020 DFC Grant Application Webinars

- Welcome & Introduction
- Statutory Eligibility Requirements
- Application Attachments
- Project Narrative
- Helpful Information



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## DFC Statutory Eligibility Requirements



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# Statutory Eligibility Requirements

- In order to be eligible to apply to the DFC Program applicants **must meet all** of the DFC Statutory Eligibility Requirements
- **Failure to meet any one DFC Statutory Eligibility Requirement will:**
  - Deem the application non-responsive; and
  - Prevent the application from proceeding to Phase I Part 2 review



# Proving the Applicant Eligible

- Applications that advance past Phase 1 Part 1 review will be screened by ONDCP and Program Officials for DFC Statutory Eligibility
- Clearly label all attachments as described in the **Other Information Section** of the NOFO so the eligibility reviewers can easily find them
- Applicants **may not attach** documents other than those listed; if other documents are attached, **applications will not be reviewed**



# Requirement 1: 12 Sectors

1. **Youth:** An individual 18 years of age or younger (must provide age of youth)
2. **Parent:** An individual legally responsible for a child, grandchild, or foster child
3. **Business:** A representative of a business-related organization
4. **Media:** A representative of a communication outlet that provides information to the community
5. **School:** A representative of the school system with influence in school policies and procedures
6. **Youth-Serving Organizations:** A representative of an organization that provides services to youth
7. **Law Enforcement:** A representative of a law enforcement agency; the representative must be an active sworn law enforcement officer, not retired



# Requirement 1: 12 Sectors Cont.

8. **Religious/Fraternal Organizations:** A representative of a faith-based organization or a representative from a fraternal organization that is based on a common tie or the pursuit of a common objective; organization must have a substantial program of fraternal activities and pursue a purpose
9. **Civic/Volunteer Groups:** A representative of an organization that provides civic or volunteer activities that serves the community (not a coalition member)
10. **Healthcare Professionals:** An individual and/or organization licensed to provide physical, mental, or behavioral healthcare services
11. **State/Local/Tribal Government:** A representative of a government-funded agency with a focus on substance use
12. **Other Substance Abuse Organizations:** A representative of a community organization that addresses substance use





# Proving 12 Sector Involvement

## Coalition Involvement Agreement (CIA):

- While you **must** have a CIA for each sector, you may alter the samples provided to best meet the needs of the coalition
- Sample CIAs are provided in **Attachment 1** for each sector representative



CIAs must be dated between **January 2019** and **the deadline** for this application.

### Coalition Involvement Agreement (CIA)

#### CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
Media			
Media: A representative of a communication outlet that provides information to the community.			

This agreement between [Coalition name] and the Media Representative, [Name of sector representative] shall be from [Month/Date/Year] until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

[Coalition name] will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of [Coalition name] members to hold their own opinions and beliefs.
8. Other(s), etc.

The Media Representative, [Name of sector representative], will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a [ / / ] basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Other(s), etc.

Official Coalition Representative's Name

Sector Representative's Name

Official Coalition Representative's Signature

Sector Representative's Signature

Title / /

Title / /

Date

Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to merit review.



# Requirement 2: Six Month Existence



Coalition minutes from one meeting are required

- From a meeting that took place between **January 2019** and the **deadline for submission** of this application (**April 3, 2020**)
- Must include a **list of all attendees by sector**
  - All sectors **do not** have to be present in coalition minutes
- Include **month, day, and year** of the meeting
- Must demonstrate a focus on **youth substance use prevention**
- Must be the **coalition's** minutes – not those of an outside agent applying on behalf of a coalition



# Requirement 3: Mission Statement

- Must be the **coalition's mission** – not that of an outside agent applying on behalf of the coalition
- Coalition **must have** as its principal mission the **reduction of substance use**, with a **primary focus on reducing youth substance use**

 **Evidence:** This year's Mission Statement will be addressed in the **Project Narrative – Background**



# Requirement 4: Multiple Drugs of Abuse

- Multiple Drugs **must** be addressed
  - Cannot be an “underage drinking” coalition that does not address other drugs
  - **Do not** use the terms “Alcohol, Tobacco, and Other Drugs (ATOD),” “substances,” or “substance abuse” to account for all substances
  - List multiple drugs in the **Project Narrative – Approach**



# Requirement 5: National Cross-Site Evaluation

- Applicants **are not required** to be in compliance with the DFC National Cross-Site Evaluation Requirements **at the time of application**. If awarded a grant, the coalition will have two years from the time of award to report its first complete set of the following DFC four core measure data:
  1. Past 30-day use
  2. Perception of Risk/Harm of Use
  3. Perception of Parental Disapproval
  4. Perception of Peer Disapproval
  - On **four substances**: Alcohol, Tobacco, Marijuana, and Prescription Drugs
  - In at least **three grades**: 6<sup>th</sup>-12<sup>th</sup>
  - Every **two years**

 **Evidence:** The National Cross-Site Evaluation requirement will be addressed in the **Project Narrative – Evaluation and Performance Measurement**



# Requirement 6: Entity Eligible to Receive Federal Grants

- Applicant must be an **entity legally eligible to receive federal funding**
  - **Scenario 1:** a coalition with **501(c)(3) status**
  - **Scenario 2:** an **outside partnering agency** acting on behalf of the coalition
- **Evidence for coalition as own legal applicant:** Complete, sign, and date **Assurance of Legal Eligibility, Attachment 3**, AND include the **IRS Form indicating 501(c)(3) status**
- **Evidence for coalition using an outside agency as the legal applicant:** **Complete, sign, and date Memorandum of Understanding (MOU)** between legal applicant and coalition. MOU **must** be signed by the coalition representative and a representative from the legal applicant (A sample MOU is provided in **Attachment 3**)



# Requirement 7: Substantial Support from Non-Federal Sources

- Must show a **dollar-for-dollar** match from non-federal sources **equaling amount of request from the federal government**
  - **Cash** (e.g., shared salary/benefit expenses for paid staff)
  - **In-kind/donated** (e.g., office/meeting space, paper, copying services)
  - Applicants serving **American Indian/Alaska Native** communities and with representation that includes at least one **American Indian/Alaska Native** member may include Bureau of Indian Affairs or Indian Health Service federal funds as match
- Do not **overpromise** match
  - Must account for every matched dollar to the federal government



**Evidence:** SF-424, Section 18; SF-424A; Budget Narrative



# DFC Match Requirement

DFC Years 1 – 6 = 100% Match

DFC Years 7 – 8 = 125% Match

DFC Years 9 – 10 = 150% Match





## Requirement 8: Federal Request

- Applicant **must** not request more than **\$125,000** in federal funds per year
  - Make sure **budget calculations are correct** and **do not exceed** \$125,000 for your federal request



**Evidence:** SF-424, Section 18; SF-424A; Budget Narrative



# Requirement 9: Zip Code Overlap

Two coalitions may not serve the same community **unless both have clearly demonstrated a plan for collaboration**

- Zip codes serve as the method for identifying potential overlaps
- **Attachment 8**, identify the **zip codes served**
  - Clearly define your area of focus with specific boundaries, street names, school districts, etc.
- **Attachment 4**, include signed letter(s) identifying the overlapping zip codes and the plan for collaboration

★ **Evidence: Attachment 4** [Letter(s) of Mutual Cooperation, signed by both coalitions **or** statement that there is no overlap between the applicant and other coalitions]; **Attachment 8** (General Applicant Information)



# Requirement 10: One DFC Grant at a Time

**Grant Award  
Recipient:**  
- Coalition 501(c)(3)  
- Partnering Agency



- No more than one “regular” DFC grant per grant award recipient or coalition at one time



**Evidence: Attachment 5** (Assurance of One DFC Grant at a Time)



# Requirement 11: No more than 10-Years of DFC Funding

- **No coalition** can receive DFC funding for more than **10 years**
  - A DFC grant applicant cannot seek funding for more than one coalition at a time **or** for a coalition for more than 10 years
- ★ **Evidence:** Signed copy of **Attachment 6** (Assurance of DFC 10-Year Funding Limit)



# Statutory Eligibility Recap

- Applicants **must meet all** of the DFC Statutory Eligibility Requirements
- For questions about DFC Statutory Eligibility Requirements and evidence required, email [DFC@cdc.gov](mailto:DFC@cdc.gov)
  - Submit questions as early as you can so that clarification can be provided to all applicants
  - Use the subject line “Questions Regarding DFC New Funding Opportunity” on all inquiries



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## Attachments



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# Attachment 1: Coalition Involvement Agreements (CIA)

- Provide **one CIA for each of the required 12 sector members**
  - Applicants will not score higher for providing more than 12 CIAs
- CIAs **must** be dated between **January 2019** and the **deadline for this application (April 3, 2020)**
- **Must** include **hand-written signature and hand-written date – check all dates**
  - No electronic signatures will be accepted
  - No stamped signatures will be accepted
- **Neither paid staff** (current or proposed) nor the **person signing the CIA on behalf of the coalition** can serve as a sector representative



## Coalition Involvement Agreements

- Template provided in the NOFO **may be tailored** and does not have to be used verbatim
- **Option 1:** Include the provided table from **Attachment 1** on your coalition's current Coalition Involvement Agreements (dated between January 2019 and April 3, 2020)

Sector	Member Name	Organization Name	Rationale for Selection
Insert one for each of the 12 sectors.  "State, Local or Tribal Government Agency with Expertise in the Field of Substance Abuse"	Insert Individual's Name  Ms. Dee F. Cee	Insert Organization Name  County Substance Abuse Prevention Council	Explain Briefly  Provides support, training, and guidance to prevention service providers and coalitions in the catchment area of the coalition.

- **Option 2:** Use the 12 DFC Coalition Involvement Agreements provided within **Attachment 1**





# Attachment 2: Coalition Meeting Minutes

- **Must** be the **coalition's minutes**
- Check the date – **must provide month, date and year**
  - From a meeting that took place between **January 2019 and the deadline** for submission of this application (**April 3, 2020**)
- **Must list each coalition meeting attendee & the sector** he/she represents
  - All sectors do not have to be present
- ★ **Must indicate** the coalition's **work on youth substance use prevention**
- Just **one** set of minutes—applicants will not score higher for providing more than one set of meeting minutes



# Attachment 3: Eligibility NOFO

### Attachment 3. Eligibility

Applicants **must** complete either the Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition template below and submit one document to satisfy this eligibility requirement. To determine if you are required to submit a Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition, an applicant should answer the two questions identified below:

1. Is the coalition serving as its own legal grant award recipient? Yes  No
2. Is the coalition's name listed in Item #8 on the SF-424 of this application? Yes  No

If the answer to **any** of these questions is “no,” then the coalition **must** enter into a relationship with an entity eligible to receive federal funds and submit a **Memorandum of Understanding between Grant Award Recipient and Coalition**.

If the answer to **both** questions is “yes,” then the coalition is applying for this grant on its own behalf (as the Legal Applicant eligible to receive federal funding). The applicant coalition **must** sign and date the **Statement of Legal Eligibility**.

Either the Memorandum of Understanding between Grant Award Recipient and Coalition OR the Statement of Legal Eligibility should be named “Attachment 3 – Eligibility” and uploaded to [www.grants.gov](http://www.grants.gov).

**NOTE:** Although your coalition may exist within another organization that is eligible to receive federal funding, a **Memorandum of Understanding (MOU)** will be required. If the coalition's name does not appear on Item #8 of the submitted SF-424 with the corresponding Employer/Taxpayer Identification Number (EIN/TIN), then a **MOU must** be submitted as part of the coalition's application. Not doing so, will deem the application statutorily ineligible and **will not** move forward to merit review.



# Attachment 3: Eligibility NOFO - Assurance of Legal Eligibility

- **Scenario 1:**
  - The **coalition is its own 501(c) 3** and is legally eligible to apply for a DFC grant on its own
  - Using **Attachment 3**, answer the questions, if ‘yes’ to **both** questions, sign the form
  - Name the file “**Attachment 3 – Eligibility**” and upload to [www.Grants.gov](http://www.Grants.gov)



# Attachment 3: Eligibility NOFO - Legal Applicant Coalition MOU

- **Scenario 2:**

- Coalition is **partnering with an outside organization** to serve as the **legal applicant** on its behalf

OR

- Coalition exists **within another organization** that is eligible to receive federal funding
- May use the sample for the Memorandum of Understanding (MOU) between the legal applicant agency and the coalition
- **Must** have **two signatures**: one from the legal applicant agency and one from coalition



# Drug-Free Communities

## Attachment 3. Eligibility

Applicants **must** complete either the Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition template below and submit one document to satisfy this eligibility requirement. To determine if you are required to submit a Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition, an applicant should answer the two questions identified below:

- 1. Is the coalition serving as its own legal grant award recipient?      Yes  No
- 2. Is the coalition's name listed in Item #8 on the SF-424 of this application?      Yes  No

If the answer to **any** of these questions is "no," then the coalition **must** enter into a relationship with an entity eligible to receive federal funds and submit a **Memorandum of Understanding between Grant Award Recipient and Coalition**

If the answer to **both** questions is "yes," then the coalition is applying for this grant on its own behalf (as the Legal Applicant eligible to receive federal funding). The applicant coalition **must** sign and date the **Statement of Legal Eligibility**.

Either the Memorandum of Understanding between Grant Award Recipient and Coalition OR the Statement of Legal Eligibility should be named "Attachment 3 – Eligibility" and uploaded to [www.grants.gov](http://www.grants.gov).

**NOTE:** Although your coalition may exist within another organization that is eligible to receive federal funding, a **Memorandum of Understanding (MOU) will be required**. If the coalition's name does not appear on Item #8 of the submitted SF-424 with the corresponding Employer/Taxpayer Identification Number (EIN/TIN), then a **MOU must** be submitted as part of the coalition's application. Not doing so, will deem the application statutorily ineligible and **will not** move forward to merit review.



If the answer for **BOTH** questions is 'Yes'.

The applicant coalition must sign and date the **Statement of Legal Eligibility**

## Attachment 3. Eligibility

Applicants **must** complete either the Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition template below and submit one document to satisfy this eligibility requirement. To determine if you are required to submit a Statement of Legal Eligibility or Memorandum of Understanding between Grant Award Recipient and Coalition, an applicant should answer the two questions identified below:

- 1. Is the coalition serving as its own legal grant award recipient?      Yes  No
- 2. Is the coalition's name listed in Item #8 on the SF-424 of this application?      Yes  No

If the answer to **any** of these questions is "no," then the coalition **must** enter into a relationship with an entity eligible to receive federal funds and submit a **Memorandum of Understanding between Grant Award Recipient and Coalition**

If the answer to **both** questions is "yes," then the coalition is applying for this grant on its own behalf (as the Legal Applicant eligible to receive federal funding). The applicant coalition **must** sign and date the **Statement of Legal Eligibility**.

Either the Memorandum of Understanding between Grant Award Recipient and Coalition OR the Statement of Legal Eligibility should be named "Attachment 3 – Eligibility" and uploaded to [www.grants.gov](http://www.grants.gov).

**NOTE:** Although your coalition may exist within another organization that is eligible to receive federal funding, a **Memorandum of Understanding (MOU) will be required**. If the coalition's name does not appear on Item #8 of the submitted SF-424 with the corresponding Employer/Taxpayer Identification Number (EIN/TIN), then a **MOU must** be submitted as part of the coalition's application. Not doing so, will deem the application statutorily ineligible and **will not** move forward to merit review.



If the answer to **any one** of these questions is 'No'.

An **MOU is required**



## Tips for Legally Eligible Entity

- Coalitions with **501(c)3 status** can apply on their own, but are not required to do so
- Choose your outside legal applicant organization **wisely**
- Develop a **strong MOU**
- MOU **must be dated between January 2019 and April 3, 2020**
- Example provided is a **template** and **can be tailored** to meet the needs of the coalition and the legal applicant agency

### Sample Memorandum of Understanding between Grant Award Recipient/Legal Applicant and Coalition Sample

This agreement between [Grant Award Recipient/Legal Applicant] and [Coalition name] shall be from [Month/Date/Year] until terminated by mutual agreement:

#### RESPONSIBILITIES OF THE COALITION:

- Set policy for and oversee its own programs including goals and objectives in alignment with the DFC Support Program's Terms and Conditions.
- Participate, advise, and/or direct staff and volunteers, set goals and objectives for contract employees, and negotiate and make recommendations for contracts in collaboration with the grant recipient/legal applicant.
- Create, approve, and partner in the management of the DFC budget in compliance with grant requirements.
- Provide copies of all required documents to the grant recipient/legal applicant as requested.
- Reimburse grant recipient/legal applicant for any indirect or direct expenses incurred by the coalition with prior approval.
- Be solely responsible for liabilities arising out of its program and its interaction with program participants.
- Other . . .

#### RESPONSIBILITIES OF THE LEGAL APPLICANT/GRANT RECIPIENT:

- Provide the coalition staff with office space.
- Compile financial reports on a mutually agreed upon schedule and provide to coalition.
- Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages and payroll taxes on behalf of the coalition.
- Negotiate and/or bid and approve contracts in collaboration with the coalition.
- Maintain all records pertaining to costs and expenses to reflect costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made and share such information with the coalition.
- Obtain Workman's Compensation Insurance and liability coverage for the coalition's employee.
- Other . . .

[Grant Award Recipient/Legal Applicant] and [Coalition name] mutually agree to abide by all applicable federal and state anti-discrimination statutes, regulations, policies, and procedures. This agreement shall be subject to all applicable provisions of state and federal law and regulations related to the delivery and funding of grant activities.

\_\_\_\_\_  
Official Coalition Representative's Name

\_\_\_\_\_  
Grant Award Recipient/Legal Applicant's Name

\_\_\_\_\_  
Official Coalition Representative's  
Signature

\_\_\_\_\_  
Grant Award Recipient/Legal Applicant's  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTE: All forms cannot be more than 12 month old (March 2017 – March 29, 2018) at the time of the application and require handwritten signatures and dates or they will be screened out and not move forward to peer review.



# Attachment 4: Letter(s) of Mutual Cooperation

- If an **applicant coalition** is going to **overlap zip codes** with a **current DFC grantee** or an **applicant applying in the same cycle**, the following must be included in a **Letter of Mutual Cooperation**:
  - Identify zip codes that overlap
  - What the two (or more) coalitions will do to work together
  - One signature from each of the overlapping coalitions on the letter



# Tips for Letter of Mutual Cooperation

- Go to [www.whitehouse.gov/ondcp/grants-programs/](http://www.whitehouse.gov/ondcp/grants-programs/) to find existing coalitions near you
- CDC and ONDCP cannot tell you about neighboring applicant coalitions for this fiscal year
  - It is the **responsibility of the applicant coalition to know** about any nearby coalitions that are applying for DFC funding
  - If two first-time DFC grant applicants are applying and have overlapping zip codes, each **must include a letter of support from the other**
- Letter(s) of Mutual Cooperation **should list overlapping zip codes** and provide a **brief explanation** of how the two coalitions will work together
  - These must be signed by **both** coalitions





# Attachment 5: Assurance of One DFC Grant at a Time

- Use the template **exactly** as it is provided
- Have the **Authorized Representative** sign the document
- Indicates understanding that only **one DFC grant can be awarded to a single legal applicant at any time**
  - Does not apply to DFC Mentoring Grants

**Grant Award Recipient:**

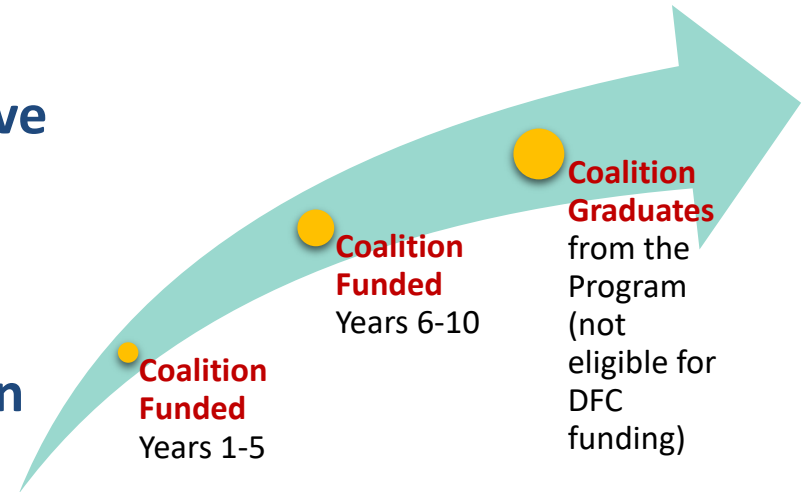
- Coalition 501(c)(3)
- Partnering Organization





# Attachment 6: Assurance of 10-Year Funding Limit

- Use the template **exactly** as it is provided
- Have the **Authorized Representative** for the legal applicant sign the document
- Indicates an understanding that a **coalition cannot receive more than 10 years** of DFC funding
- Providing **false** or **misleading information** is **unlawful** and subject to **criminal penalties** (18 USC1001)





# Attachment 7: Key Personnel, Resumes, CVs, and Position Descriptions

- Include for Program Director and Project Coordinator:
  - Program Director is also known as **Principal Investigator**
    - Resume (no longer than 2 pages)
    - Position description (no longer than 1 page)
- **“Program Director/Principal Investigator”** and **“Project Coordinator”** are official DFC key personnel titles
  - Can be the same person and is usually the person overseeing the coalition’s daily activities
  - If not the same person, it is determined by the coalition and may be a person within an outside partnering organization serving as a legal applicant and the person overseeing the coalition's daily activities



## Attachment 8: General Applicant Information Table

- Use the table **exactly** as provided
- Respond to **all** information requested
- Do not leave anything blank

### Attachment 8. General Applicant Information

Applicants **must** provide responses to the required information below.

Information Required	Response
1. Program Director/Principal Investigator (PD/PI) Name (individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation)	
2. Program Director/Principal Investigator (PD/PI) Address (No P.O. Boxes)	
3. Program Director/Principal Investigator (PD/PI) Phone Number	
4. Program Director/Principal Investigator (PD/PI) E-Mail Address	
5. Project Coordinator Name (individual who coordinates the work of the coalition and DFC activities, including training, coalition communication, data collection, and information dissemination)	
6. Project Coordinator Physical Mailing Address (No P.O. Boxes)	
7. Project Coordinator Phone Number	
8. Project Coordinator E-mail Address	
9. Evaluator Name <b>NOTE: An Evaluator is not required under the DFC grant program. If not applicable, please state "N/A."</b>	
10. Evaluator Physical Mailing Address (No P.O. Boxes)	
11. Evaluator Phone Number	
12. Evaluator E-mail Address	
13. Identify Federal Congressional District of the DFC-funded Coalition. Go to <a href="http://www.house.gov">http://www.house.gov</a> for more information.	
14. List Federal Congressional Districts <i>served</i> by coalition. Go to <a href="http://www.house.gov">http://www.house.gov</a> for more information (Item 16 on SF-424).	
15. Geographical boundaries served by the coalition (e.g., city, county, streets, township, pueblo, reservations, villages, etc.)	
16. List all zip codes served by the coalition. Go to: <a href="https://tools.usps.com/go/ZipLookupAction!input.action">https://tools.usps.com/go/ZipLookupAction!input.action</a>	
17. Approximate total population served by the coalition.	
18. Coalition <b>must</b> identify service area as "rural", "urban", and/or "suburban". Applicants <b>must</b> choose only <b>one</b> response.	
19. Is the area the coalition serves "Economically disadvantaged"? Indicate <b>Yes</b> or <b>No</b> .	



# Attachment 9: Disclosure of All Prior DFC Funding

- Use the template exactly as provided
- Complete the requested information for **both the legal applicant and/or the applicant coalition**
- **All DFC grant awards** ever received by a legal applicant must be included on this form
- Indicate your status by checking the appropriate bracket, complete all items in the table, **add rows if needed, and sign**
- Must have **two hand-written signatures**: one from the legal applicant and one from the applicant coalition



# Attachment 10: Congressional Notification

- Use the template **exactly** as provided
- Include **all of the information requested** and in line with what is in the DFC application you are submitting
- “Project Description” **cannot** be more than 35 lines and must be on one page



## Appendix A: Pre-Submission Verification Checklist

- Ensure all documents included in the NOFO are listed in the Pre-Submission Verification Checklist (**Appendix A**)

### Appendix A. Pre-Submission Verification Checklist

Use the checklist below to ensure that the application meets all submission requirements.

Items to Complete	Page Number
1. Did you complete and sign the Application for Federal Assistance Form (SF-424)?	
2. Did you complete Sections B, C, and E of the Non-Construction Budget Worksheet (SF-424A)?	
3. Did you include a Table of Contents and number it page one?	
4. Did you include the Project Abstract, including the Community Overview, no longer than 1 page?	
5. Is your Project Narrative no longer than 15 pages?	
6. Does your Project Narrative address all five requirements in the Project Narrative Section within this NOFO?	
7. Did you include the 12-Month Action Plan per the Approach Section of this NOFO?	
8. Is a 12-Month Budget Narrative and future years funding table included?	
9. Did you include a lease agreement and floor plan for proposed cost for Rent, if applicable?	
10. Did you include an Indirect Cost Rate Agreement for proposed indirect cost, if applicable?	
11. Did you demonstrate that your coalition will meet the matching fund requirements (Budget Narrative, SF-424, and SF-424A)?	
12. Did you meet all Statutory Eligibility Requirements (see Section C. Eligibility Information of this NOFO)?	
13. Did you include one completed CIA for each of the 12 sector members (see Attachment 1)?	
14. Did you provide one set of coalition meeting minutes that took place between January 2019 and the deadline for this application (Attachment 2)?	
15. Did you include an Assurance of Legal Eligibility or a Memorandum of Understanding between Grant Award Recipients/Legal Applicant and Coalition (see Attachment 3)?	
16. Did you include Letter(s) of Mutual Cooperation, with other coalition(s) that are serving a same zip code or partial zip code area as the applicant coalition or a statement that there is no overlap (Attachment 4)?	
17. Did you include the Assurance of One DFC Grant at a Time (see Attachment 5)?	
18. Did you include Assurance of DFC 10-Year Funding Limit (see Attachment 6)?	



# Additional Notes

- Attachments **1-10** are **required**
- **Do not** send brochures, CDs, PowerPoints, or promotional items, they will be discarded
- Applicants may not attach documents other than those listed; **if other documents are attached, applications will not be reviewed**





# Drug-Free Communities

*Local Problems Require Local Solutions*

## Project Narrative



Parents



Youth



Business



Media



Schools



Youth Serving Organizations



Law Enforcement



Civic/  
Volunteer  
Organizations



Religious/  
Fraternal  
Organizations



Healthcare  
Professionals



State/  
Local/Tribal  
Government



Substance  
Abuse  
Organizations



# Project Narrative

***Project Narrative must include all of the following headings and subheadings:***

**a. Background**

- i. Applicant Questions Applicable to the Background

**b. Approach**

- i. Purpose
- ii. Target Populations and Health Disparities
- iii. Applicant Questions Applicable to the Approach

**c. Evaluation and Performance Measurement**

- i. Data Management Plan
- ii. Applicant Questions Applicable to Evaluation and Performance Management

**d. Work Plan (aka 12-Month Action Plan and High-level Summary for Subsequent Years)**

- i. Applicant Questions Applicable to Work Plan



# Background

- Applicants must provide a description of relevant background information that includes the context of the problem
- Applicants must tell the story of their current and planned efforts to prevent youth substance abuse in their community by addressing the following:
  1. History of the coalition and how it currently operates to prevent youth substance use in the community
  2. Current youth substance use problems in the coalition's community, including methods of assessment and data collection
- Maximum score: **30 points**



## Background Statement #1:

The history of the coalition and how it currently operates to prevent youth substance use in the community

(10 points)



# Background Statement #1 Cont.

- a. Describe the history of the coalition, challenges it has experienced in becoming a viable coalition, and the impact it has had on addressing youth substance use in the community
- b. Provide the coalition's mission statement
- c. Discuss how the coalition defines the work defines its work and how it meets the goals of the DFC Support Program.



## Background Statement #2:

The current youth substance use problems in your community and the methods of assessment and data collection

(20 points)



# Background Statement #2 Cont.

- a. Describe the youth substance use problems in the coalition's community
- b. Provide current data and discuss how youth substance use has contributed to problems among youth in the community (e.g., school dropout rates, school suspensions, juvenile court data, emergency room admissions, treatment admission data)
- c. Using needs assessment data, provide current quantitative (statistical survey data) and qualitative data (focus groups, town hall meetings, informal surveys) on youth substance use for alcohol, tobacco, marijuana, and prescription drugs for the following measures:
  - i. Past 30-day use
  - ii. Perception of risk/harm of use
  - iii. Perception of parental disapproval of use
  - iv. Perception of peer disapproval of use
- d. Identify the two substances the coalition plans to address with these grant funds.



# Approach

- Within the Approach section applicants must address the following:
  1. Purpose
  2. Target Populations and Health Disparities
  3. Applicant Questions Applicable to the Approach
- Applicants must tell the story of their current and planned efforts to prevent youth substance abuse in their community by addressing the following:
  - How the coalition will engage youth in its efforts to prevent youth substance use?
- Maximum score: **15 points**





# Purpose

Applicants must describe in 2-3 sentences specifically how their application will address the public health problems associated with youth substance use



# Target Population and Health Disparities

- Applicants **must**:
  1. Describe specific target population(s) in their jurisdiction and explain how such a target will achieve the goals of award and/or alleviate health disparities
  2. Address how they will include specific populations that can benefit from the program that is described in the Approach sub-section of the NOFO
  3. Address the Target Populations and Health Disparities requirements as described in the CDC Project Description or Program Implementation Sections of the NOFO



# Approach Statement #1:

## How the coalition will engage youth in efforts to prevent youth substance use

- a. Describe how the coalition recruits and retains youth members, and ensures youth membership is representative of the community the coalition serves
- b. Describe how coalition will evaluate the effectiveness of youth engagement

(15 points)



# Evaluation and Performance Measurement

- Within the Evaluation and Performance Management section applicants must include and address the following:
  1. Data Management Plan
  2. Applicant Questions Applicable to Evaluation and Performance Management
- Applicants **must** tell the story of their current and planned efforts to prevent youth substance use in their community.
  - How the coalition will monitor and evaluate the effectiveness of the 12-Month Action Plan
- Maximum score: **20 points**



# Data Management Plan Requirements

- **Must** describe:
  - a. Data to be collected or generated in the proposed project
  - b. How access will be provided to the data and how the data will be shared
  - c. Any plans to share data with CDC
  - d. Data standards describing the method of collection, what the data represent, and potential limitations for use
  - e. Plans for archival and long-term preservation of the data, or explaining why long-term preservation and access are not needed.



# Data Management Plan

- The plan can be as simple as a checklist or paragraph
- Examples are available in the funding opportunities to help you create your plan
- The DFC Evaluation Team is available to assist in gathering the necessary information for this requirement and can be reached at [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com)
- Maximum score: **5 points**



# Evaluation and Performance Management Statement #1:

## How coalition will monitor and evaluate effectiveness of 12-Month Action Plan

- a. Describe the processes that will be implemented to collect and analyze the data needed to measure the effectiveness of the 12-Month Action Plan.
- b. Describe how the coalition plans to disseminate the data outcomes to the community.
- c. Describe how the coalition will ensure all segments of the community receive the information.

(15 points)



# Work Plan (12-Month Action Plan)

- Applicants must tell the story of their current and planned efforts to prevent youth substance use in their community by addressing the following:
  - Coalition's 12-Month Action Plan for addressing youth substance use in the community
- Maximum score: **30 points**





## Work Plan Statement #1:

The coalition's 12-Month Action Plan for addressing youth substance use in the community



# Work Plan Statement

- a. Develop a detailed 12-Month Action Plan based on the template provided in Table 1 of the NOFO.
- b. Foster community-level change by including a combination of both DFC goals, as well as objectives, strategies, and activities.
- c. Use the Strategic Prevention Framework and Seven Strategies for Community Level Change described in the Strategies and Activities Section of this NOFO.
- d. Address at least two named substances (alcohol, tobacco, marijuana, and/or prescription drugs). The strategies and activities **must** be specific to the substances the coalition will be addressing.



# Work Plan Statement Cont.

- e. Each substance the coalition is addressing **must** have a separate objective.
- f. Objectives **must** be specific, measurable, achievable, realistic, and time-bound (SMART).
- g. Additional goals may be included in the Action Plan and **must** include the required elements outlined in Table 1 of the NOFO.



## Work Plan Template

**Table 1. 12-Month Action Plan (September 30, 2020 – September 29, 2021)**

**DFC Goal One: Increase community collaboration**

Objective 1: Provide a SMART objective

Strategy 1: Provide specific strategy

Activity	Who is Responsible?	By When?

Strategy 2: Provide specific strategy

Activity	Who is Responsible?	By When?

**DFC Goal Two: Reduce Substance Abuse**

Objective 1: Provide a SMART objective

Strategy 1: Provide specific strategy

Activity	Who is Responsible?	By When?

Strategy 2: Provide specific strategy

Activity	Who is Responsible?	By When?



# Additional Work Plan Reminders

- Applicants must prepare a detailed work plan for the first year of the award (12-Month Action Plan) using the Template provided in Table 1 of the NOFO.
- A high-level summary of the work applicants plan to accomplish for the subsequent years of the project must also be included in the Project Narrative.
- Applicants are not required to complete the 12-Month Action Plan Template for the high-level plan for subsequent years.



# Preparing the Project Narrative

- **Maximum** of 15 pages
- Font **must be 12 point font**
- **Single**-spaced
- **1-inch** margins on all pages



# Preparing the Project Narrative Cont.

- Write your application to read like a story of life in your community
- Watch your page count and allocate pages wisely based on point assignments for questions
- Number all of your pages (including attachments)
- Applicant's **Project Narrative** must be succinct, self-explanatory, and in order as outlined in this section



# Tips for Preparing the Project Narrative

- Do not include unnecessary material that may distract from the review, such as too many charts/graphs
- Do not include redundant information
- Do not leave large areas of blank space





# Application Submission and Review

- Your application will be reviewed according to the **Review and Selection Process** in the NOFO
- When submitting via Grants.gov
  - Application must be uploaded in a **PDF file** format
  - Applicants must name this file **“Project Narrative”**



# Avoid Common Mistakes...

- Make sure you use the correct Notice of Funding Opportunity
  - For FY 2020, the Funding Opportunity Numbers on the cover page are either **CDC-RFA-CE20-2002** or **CDC-RFA-CE20-2003**
- Do not make up your own questions
- Do not mix NOFO questions (e.g., some from one year and some from another)
- Follow the **NOFO for the correct year as it is written** using all provided templates where required



# Drug-Free Communities

*Local Problems Require Local Solutions*

## Helpful Information for Preparing a DFC Grant Application



Parents



Youth



Business



Media



Schools



Youth Serving  
Organizations



Law  
Enforcement



Civic/  
Volunteer  
Organizations



Religious/  
Fraternal  
Organizations



Healthcare  
Professionals



State/  
Local/Tribal  
Government



Substance  
Abuse  
Organizations



# Review and Selection Process

- Must receive application on time (**April 3, 2020**)
- Screened for **responsiveness to overall requirements** as identified throughout the funding opportunity.
- Screened for **Statutory Eligibility Requirements**
- If eligible, goes to **Merit Review** (3 reviewers per application)
- Rank ordered (average of the 3 scores)
- Funding decisions announced (September 2020)



# Electronic Submissions

- **Start the online application submission early**
  - **DO NOT wait** until the day the application is due - recommended you submit at least 24 hours prior to the deadline
- Three Registration Processes (**Required Registrations Section in the NOFO**):
  - Dun & Bradstreet Data Universal Numbering System (DUNS)
  - System for Award Management (SAM)
  - Grants.gov



# Electronic Submissions Cont.

- All documentation about applications will go to the person listed as the **“Business Official”**
  - Ensure that this is a person who has regular contact with the coalition
- **No additional information may be added to an application after the application deadline**



# Tips for Electronic Submissions

- **Start Early**
- Read and review **Required Registrations** within the NOFO, which describe all three required registration processes
- **SAVE confirmations**
- If you do not receive a confirmation, follow-up immediately with **system-specific contacts**
- CDC **will not accept paper (back-up) copies** of an application



# Tips for Electronic Submissions Cont.

- Application cannot be faxed, hand-delivered, or emailed
- If you qualify for and have been authorized to submit a paper copy due to technical difficulties encountered at Grants.gov, follow the instructions provided by CDC's Office of Grants Services





# Additional Documentation

- Don't forget to complete your **SF-424** and **SF-424A**
- In addition to the table of contents, project narrative, and attachments, submit the following:
  - Project Abstract, including Community Overview
  - Budget Narrative and, if applicable, indirect cost rate
  - CDC Assurances and Certifications
  - CDC's Risk Questionnaire and Supporting Documentation
  - Disclosure of Lobbying Activities – SF-LLL
  - Project Performance Site Location(s) Form Version 2.0
  - CDC's Report on Programmatic, Budgetary and Commitment Overlap



# Project Abstract

- Required, though **not scored**
- Does **not** count toward maximum 15-page limit
- Includes what was previously known as the Community Overview
- No more than 1-page in length
- Paints a picture of the community
- Provides a **historical perspective** if there have been significant shifts or events
- Provides an opportunity to **educate reviewers** about the community



# Budget Narrative

- Required, though **not scored**
- Must be itemized
- Proposed budget is **reasonable and consistent** with the purpose, objectives, and program strategy outlined in the project narrative
- CDC's budget preparation guidelines can be found at:  
[www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf](http://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf)



# NOFO Support Questions?

For questions specific to Notice of Funding Opportunity, Budget, Grant Application Package, or Match Requirements, email the **CDC DFC unit**:

[DFC@cdc.gov](mailto:DFC@cdc.gov)

CDC DFC web page:

[www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html](http://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html)





# Webinar Resources

Slides, audio, and Q&A for this recorded webinar will be posted online:

- [www.tvworldwide.net/events/DrugFreeCommunities2020](http://www.tvworldwide.net/events/DrugFreeCommunities2020)
- [www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html](http://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html)



# Upcoming Webinar

Join the next **FY 2020 DFC Grant Application** webinar:

**Monday, March 16th, 2020**

Time: 2:00 to 4:00 pm (EST)

Conference Phone Number: 1-800-369-1994

Participant Passcode: 7789476

Link: <https://comm.adobeconnect.com/drugfreecommunities>