



Parents



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Youth Serving Organizations



Drug-Free Communities

Local Problems Require Local Solutions

Responding to the Funding Opportunity Announcement: Statutory Eligibility Requirements



Law Enforcement



Civic/
Volunteer
Organizations



Religious/
Fraternal
Organizations



Healthcare
Professionals



State/
Local/Tribal
Government



Substance
Abuse
Organizations



Proving the Applicant Eligible

- **LABEL** attachments so that eligibility screeners can easily find them
 - In order, as requested
 - Bold the title
 - Identify the Attachments (e.g., Attachment 1)
- **NUMBER** the Attachment pages
 - even if you have to **hand-write** the numbers
 - **Table 1** addresses Statutory Eligibility Requirements and you must include evidence in **Attachments 1-13**



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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



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Requirement 1: 12 Sectors

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

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 a pursuit of an common object. The organization must have a substantial program of fraternal activities



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Requirement 1: 12 Sectors

9. Civic/Volunteer Groups

- A representative of an organization that provides civic or volunteer activities that serves the community (not a coalition member)
Examples include Lions Clubs, Rotary Clubs, etc.

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 abuse

12. Other Substance Abuse Organizations

- A representative of a community organization that addresses substance abuse



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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 **Appendix D** for each sector representative



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Requirement 2: Six Months Existence

- Two sets of coalition minutes are required
 - From two separate meetings that took place between **March 2016** and the **deadline for submission** of this application (**March 15, 2017**)
- Must include a list of all attendees by sector
 - All sectors do **NOT** have to be present in each set of 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



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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**



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Requirement 4: Multiple Drugs

- 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 **Narrative Question 2** and in the **12-Month Action Plan**



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Requirement 5: National Cross-Site Evaluation/Reporting System

- Applicants **must** establish a system to **measure and report** outcomes
- Coalitions must collect the **DFC four core measures**
 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**: 6th-12th
 - Every **two years**



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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, Appendix E**
- **Evidence for coalition using an outside agency as the legal applicant:** Complete, sign, and date **Memorandum of Understanding (MOU)** between legal applicant and coalition. The MOU **must** be signed by the coalition representative and a representative from the legal applicant. (A sample MOU is provided in **Appendix F**)



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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 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 Government
- **Evidence:** SF-424, Section 18, SF-424A, Budget Narrative (see **Appendix A**, Sample Budget)



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DFC Match Requirements

- **Funding Year & Match Requirement**

- Years 1-6 = **100%**

- Years 7-8 = **125%**

- Years 9-10 = **150%**



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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, and Budget Narrative



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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
- In **Attachment 9**, identify the **zip codes served**
 - Clearly define your area of focus with specific boundaries (e.g., street names, school districts, etc.)
- As **Attachment 5**, include signed letter(s) identifying the overlapping zip codes and the plan for collaboration

Evidence: Include **Letter(s) of Mutual Cooperation** as **Attachment 5** and list zip codes served in **Attachment 9** (General Applicant Information) that overlap



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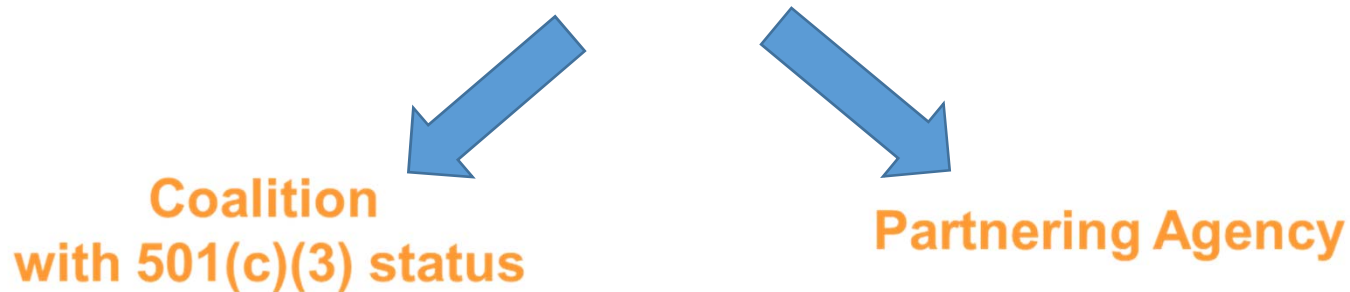


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Requirement 10: One DFC Grant at a Time

Grant Award Recipient = Entity awarded a grant



- No more than one “regular” DFC grant per grant award recipient or coalition at one time
- **Evidence:** Include as **Attachment 6**, signed Assurance of One DFC Grant at a Time (See **Appendix G**)



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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:** Include as **Attachment 7**, the signed Assurance of 10-Year Funding Limit (See **Appendix H**)



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