

## **FY 2014 Drug-Free Communities (DFC) Support Program Frequently Asked Questions**

### **Questions on Statutory Eligibility Requirements**

#### ***Requirement #1: 12 Sectors***

##### **Q. What is the purpose of the Coalition Involvement Agreements (CIA)?**

A. The application requires 12 CIAs (Attachment 1) to document the 12 individuals listed in the Sector Table (Attachment 1). The CIAs document that an individual understands that he/she represents, for the purposes of this application, a specific sector within the applicant coalition's membership. The CIA signature and the Sector Table should match 12 names to 12 signatures (one on each CIA) for each of the required 12 sectors.

##### **Q. My coalition has many members. How do I determine which members should be listed as the representative for each of the 12 sectors?**

A. In completing your Sector Table (Attachment 1) and CIAs (Attachment 1), it is important that you provide the name of the individuals that demonstrate the greatest likelihood of leveraging resources, including other members of his/her sector. The only individuals that cannot be listed on the Sector Table are those who are or will be paid by the DFC grant (should it be awarded).

##### **Q: Is there a timeframe prior to submitting an application that the 12 required sectors have to be members of the coalition?**

A: No, but all 12 sectors are required at the time of application and no CIA can be more than 12 months old.

##### **Q: How is "Youth" defined?**

A: Youth is an individual 18 years of age or younger. On the Sector Table (Attachment 1), list the youth's age and where he/she attends school.

##### **Q. What signatures are needed on the CIA?**

A. Two signatures are required on each CIA. One must be that of the individual on the Sector Table (Attachment 1) for each of the 12 required sectors and the other must be the individual who signs documents on behalf of the applicant coalition. A staff person that is/will be paid by the DFC grant (should it be awarded) *cannot* be listed as a sector representative, but may be the coalition representative. The CIA is not a legally binding document. A youth sector representative may sign for themselves; however, we will also accept the signature of their parent or guardian if clearly identified in the CIA.

#### ***Requirement #2: Six Months Existence***

##### **Q: We have not been listing our attendees at each meeting by sector. What do we do?**

A: Attachment 2 requires that meeting minutes include attendees noting the sector that each attendee represents. Please go back and amend the minutes to include the sector each attendee represents, even if you have to do so by hand.

***Requirement #6: Entity Eligible to Receive Federal Grants***

**Q: Who can be a grantee/legal applicant for a DFC application?**

A: Grantees may be domestic, public or private non-profit entities, such as state, local, or tribal governments; public or private universities and colleges; professional associations; voluntary organizations, self-help groups; consumer and provider services-oriented constituency groups; community and faith-based organizations; and tribal organizations.

**Q: Our coalition is in the process of applying for tax-exempt status with the IRS, but we do not anticipate having that completed until after the DFC application is due. However, it will be in place by the start of the grant period. How should we proceed?**

A: A private, non-profit organization must include evidence of its non-profit status at the time of application therefore, not having your 501 (c) 3 at the time of application makes you ineligible to apply for the DFC grant on your own.

***Requirement #7: Substantial Support from non-federal Sources***

**Q: Can pro-rated savings for office space, utilities, etc., be used toward the match requirement?**

A: Yes.

**Q: Can staff salaries be considered part of in-kind match, and how is this documented?**

A: Yes, as long as the costs are consistent with those paid for similar work in the organization or the current market rate. Provide documentation for costs according to the sample budget in the RFA.

**Q: If the budget includes a match/in-kind cost and something happens where we cannot get the item or service donated, can it be purchased and the budget amended?**

A: No, the applicant must find another source of non-federal match funds.

***Requirement #9: Zip Code Overlap***

**Q: How can you find out which zip codes/communities funded DFC coalitions serve?**

A: A list of DFC grantees is available at <http://www.whitehouse.gov/ondcp/information-for-current-grantees>. You will need to contact the listed coalitions in your area to determine all of the zip codes they serve.

**Q: How does a coalition demonstrate "cooperation with one another" when there is already a coalition in the community?**

A: A Letter of Mutual Cooperation between the two coalitions is required in the applying coalition's application. The letter must outline the coalition's efforts to collaborate and include two signatures: one from the applicant coalition and one from the currently funded/applying coalition.

**Q: As a new coalition seeking a grant, what is our chance to receive a grant if there is already a DFC grantee in our city?**

A: As long as you document that you are coordinating with the current grantee, your chances are the same as any other applicant. DFC grants are not awarded based on how many are in a state, county, city, town or any other geographic boundary. They are decided by score only.

### ***GENERAL QUESTIONS***

**Q: Are “Letters of Support” (from community organizations, Congressional members, State Legislators, etc.) a factor in the review/funding process for DFC?**

A: No. Letters of Support are not required, nor requested to apply for DFC funding. They are not scored and do not positively or negatively affect the score of a DFC application. They are not used in any way to determine funding in the DFC Program.

**Q: What parts of the application do the Peer Reviewers receive for review?**

A: Peer Reviewers receive the entire application. They are instructed to score only the 25 pages of the Narrative.. They can use the Attachments as tools to help them understand the applicant coalition, but do not score the application based on those documents. Do not send coalition brochures, CDs or other printed materials as these are not sent to Peer Reviewers and do not affect the overall score of an application.

**Q: We are a college coalition serving 17-22 year olds, but concentrate many of our efforts on 1st year college students, those 17-18. Are we eligible to apply for DFC funds?**

A: Yes, but understand you are responsible for the DFC National Evaluation core measure data collection, which focuses on 6<sup>th</sup>-12<sup>th</sup> graders.

**Q: Are DFC coalitions required to use “evidence-based programs”?**

A: While DFC does not require the use of “model” or “evidence-based” programs, it does require comprehensive prevention planning with an emphasis on community level change.

**Q: If you have been a DFC "mentee" coalition, but never received DFC funding, are you still considered a new applicant?**

A: Yes.

**Q: If you applied last year and did not receive the grant, is this a blemish?**

A: No, this will not affect the FY 2014 review.

**Q: Regarding the number of new grant awards and the funding available for FY 2014, do the Year 6 applicants have any inherent advantage to receive funding over Year 1 applicants?**

A: No. By law, Year 1 and Year 6 applicants must be treated equally in the funding process.

**Q: If awarded, when will the funding period begin?**

A: The funding period begins September 30, 2014.

**Q: If your application is not funded, can you get specific feedback in order to improve the following year?**

A: Yes. You will receive comments including identified strengths and weaknesses from the Peer

Reviewers through the SAMHSA Office of Grant Review in October 2014.

**Q: Which title goes on page 2 of the SF 424?**

A: Drug-Free Communities Support Program

**Q: Does every page in the application need to be numbered?**

A: Yes. Please number pages consecutively from beginning to end starting with the Table of Contents as page 1, even if you need to hand write the numbers, so that information can be located easily during review of the application. This is particularly important in the Attachments section.

**Q: Can you contract with another agency to handle payroll and financial administration?**

A: Yes, as long as the agency/organization is not a federal agency.

**Q. Will we need a DUNS number?**

A: Yes, you need a DUNS number and an EIN number when applying. The DUNS number must be registered and active in the System for Award Management (SAM). You can apply for a DUNS number at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) (this is free) and with SAM at <https://www.sam.gov>. You must update the SAM registration on a yearly basis. Allow at least 72 hours for completing the registration. Any application received without a SAM registration will be deemed ineligible and will not be scored.

### ***QUESTIONS RELATED TO EVALUATION***

**Q. The grant requirements state that we must address multiple drugs, but we only have to supply data on alcohol, tobacco, marijuana, and prescription drugs. What if my coalition is addressing methamphetamine?**

A. The DFC National Cross-site Evaluation currently requires that all grantees collect specific data on four substances (alcohol, tobacco, marijuana, and prescription drugs) in three grade levels (6<sup>th</sup> – 12<sup>th</sup> grade) every two years. The markers for alcohol, tobacco marijuana, and prescription drugs are most prevalent within the DFC Program and have historically been the four substances most commonly addressed by grantees. If you choose, for example, to focus your efforts on methamphetamine, that is acceptable, but you will still need to comply with the collection of the measures the DFC Program's National Cross-site Evaluation.

**Q: Is there a particular survey you would like us to use to measure the 4 core measures?**

A: No. DFC does not require that you use a specific survey, but many are already approved. If you need to have the survey used to collect data in your area reviewed by the DFC National Evaluation team, email it to [dfc\\_evaluators@icfi.com](mailto:dfc_evaluators@icfi.com). It is recommended that data be collected for at least one middle school grade and one high school grade.

### ***QUESTIONS RELATED TO BUDGET***

**Q: Can I include training in my travel line item?**

A: Yes.

**Q: Does the grant cover organizational development for a newly formed coalition (i.e., training, technical assistance, leadership development, etc.)?**

A: Yes.

**Q: Can the budget pay stipends for coalition members?**

A: Incentives may be paid to coalition members up to \$20 per person.

**Q: Can the cost of food be counted as matching funds?**

A: No. You may not count as match anything prohibited for purchased with federal funds.

**Q: Does the DFC announcement stipulate a budget amount or percentage related to evaluation services?**

A: Yes, you may use up to 20% of your total award amount on evaluation or evaluation services.

**Q: Is there an administrative cap on how much of the budget can be used for salaries for paid staff?**

A: No, but it must be reasonable for the specific function/activity related to the approved project and within the locale in which the coalition operates.

**Q: Can a coalition member with special expertise be contracted for services (i.e., epidemiologist or evaluator)?**

A: Yes. Unless the situation gives rise to at least the appearance of a conflict of interest and violates the administrative requirements regarding competition 45 CFR 74.42(Uniform Administrative Requirements). You may link to the document through [www.samhsa.gov/Grants/management.aspx](http://www.samhsa.gov/Grants/management.aspx).

**Q: If you get a negotiated indirect rate, can that be put under match?**

A: No, unless the organization has another source of funding to pay for those costs other than federal funds.

**Q: If some of our coalition members are paid by their employers with federal grants (e.g., SPF-SIG, school teacher, etc.), can we still count their contribution with the coalition as in-kind match?**

A: No, nor can you count any federal dollars that pass through another entity (such as the State Government) as match.

**Q: Does the indirect cost proposal need to be approved before the grant submission date, and can you explain the provisional rate?**

A: An indirect cost rate does not have to be approved before the submission date, but if you plan to negotiate with a federal cognizant agency, as it is explained in the application, then SAMHSA may provide your organization with a provisional indirect cost rate of up to 10% of salaries and wages only. Your organization must submit an indirect cost proposal within 90 days from the start date of the project in order to use the provisional indirect costs.

**Q: Do you allow institutions to take indirect costs? If so, what is the percentage?**

A: SAMHSA allows the grantee/legal applicant organization the use of indirect costs if you have a current indirect cost rate agreement negotiated with a federal cognizant agency. Indirect costs may be charged as direct costs if the applicant does not have a negotiated indirect cost rate agreement.

**Q: How many training days are Year One applicants required to budget for?**

A: Budget for 18 total training days, spread out over the events outlined in the RFA. Required trainings include the DFC New Grantee Meeting (3 days) and the National Coalition Academy (3 weeks). To discuss estimated costs, contact the CADCA TA Manager at 800-542-2322, ext. 240.

**Q: Are Year Six applicants required to budget for 18 training days at the NCA and New Grantee Training?**

A: No. Year Six applicants are only required to budget for the three-day DFC New Grantee Meeting. However, they may budget for more training days if they choose. Year 6 applicants are allowed to attend the NCA if they have not already done so. They can also choose to send different individuals that did not attend a prior session. For more information on the NCA, contact the CADCA TA Manager at 800-542-2322, ext. 240.

**Q. Can our budget amount change for each year?**

A. Yes.

**Q. Can we apply for less than \$125,000? Are there advantages to doing so? Reasons for doing so?**

A. Yes, applicants can ask for less than the allowed \$125,000/year, but know that what is written into the budget for the remaining four years is the maximum that can be requested in future funding years. There is absolutely *no* advantage to asking for less than the \$125,000. You are encouraged to ask for the full allowable amount, as long as you can equally match it.

**Q. Can officer overtime be used as match when he/she performs DUI/Safety Checkpoints, Alcohol Compliance Checks and other enforcement duties?**

A. Yes.

**Q. How do you calculate the value of volunteer time to be used as match?**

A. There are many volunteer time calculators available online. Cite which calculator you used in your application and remember that it must be reasonable for your coalition's location. Conduct market research as appropriate.