

FY 2015 DRUG-FREE COMMUNITIES MENTORING PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQs)

GENERAL

1. **Q: Where can I get information about writing applications for the DFC Mentoring grant?**

A: Go to <http://www.samhsa.gov/grants/applying>.

2. **Q: If I submit an application, will my coalition be matched up with a Mentee coalition if the award is made, or do I have to partner with a Mentee prior to submitting the application?**

A: ONDCP/SAMHSA will not match Mentors with Mentees. Mentee coalitions cannot submit an application on their own. They must partner with an eligible (currently funded) DFC coalition prior to submitting an application under this grant program.

3. **Q: Does the 12-point font in the Narrative section apply to tables in the Narrative section as well?**

A: Yes. Applicants must follow this rule and use Times New Roman 12-point font in all parts of the application. Please refer to Appendix B for formatting requirements.

4. **Q: Does every page in the application have to be numbered?**

A: Yes. Please number pages consecutively from first to last page so that the information can be located easily during review of the application. Applicants should hand number pages if numbering them on their computer is too difficult.

ELECTRONIC SUBMISSION

5. **Q: I completed all the fields in the on-line electronic application including the correct and verified zip code, however, I received an error message saying my zip code is incorrect. What advice would you give to correct the issue?**

A: When entering the zip code in the electronic application you must enter a nine digit zip code. If you are not aware of the last 4 numbers please enter 0000.

6. **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 <http://www.dnb.com/get-a-duns-number.html> (this is free) and register your DUNS number with SAM at <https://www.sam.gov>.

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7. Q: How often do we update our SAM registration?

A: You must update the SAM registration on a yearly basis. Allow at least 72 hours for completing the SAM registration and another 72 hours for the updated SAM registration to migrate to Grants.gov. Applications without an active SAM registration cannot be submitted electronically through Grants.gov.

8. Q: My DUNS number appears as active in the SAM system. However, when I submitted my DFC application through Grants.gov, I received an error message stating that my SAM number is not updated. What is the issue?

A: The DUNS number may appear as active in the SAM system but may not be active in Grants.gov. It takes up to 72 hours from the time the DUNS number is active in the SAM before it is updated in Grants.gov.

9. Q: According to the instructions in Appendix C of the DFC Mentoring Request for Applications (RFA), applicants are instructed to submit the electronic application in four separate attachments. What would happen if fewer than or more than four attachments are submitted?

A: SAMHSA will only accept a maximum of 4 attachments; the additional attachments will not be downloaded and included with your application. Please refer to Appendix C for Guidance for Electronic Submission of Applications.

10. Q: I submitted my electronic application through Grants.gov and then received an error message stating that I am not the authorized representative. What is the issue?

A: Your organization currently has someone registered in Grants.gov as the authorized representative. The only individual that can submit a grant on behalf of the organization is the authorized representative.

ELIGIBILITY

11. Q: Are we only required to provide resumes of individuals paid under the grant?

A: Resumes are required for all individuals with key responsibilities (paid or not paid) under the grant. This includes not only individuals who are paid under this grant, but also individuals who provide in-kind, and those who are in key volunteer positions under the grant.

12. Q: We are a Year 9 DFC grantee. Are we eligible to apply for a mentoring grant?

A: Yes. The mentor coalition must be in receipt of a “regular” DFC grant during the period of the mentoring relationship. In this case, funding would be limited to one year only, during Year 10 of DFC funding.

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13. **Q: If we think our regular DFC application may not be approved for a DFC grant and we apply for both a mentoring grant and a DFC grant, will you consider both applications?**

A: An award of a DFC Mentoring grant is contingent upon the award of a DFC grant for the Mentor coalition. You may apply for both grants, but you will be considered for a mentor award only if you are successful in competing for a regular DFC grant.

14. **Q: By the time the grant is awarded our coalition will have been in existence for 5 years. Is that sufficient?**

A: No. DFC mentoring coalition applicants must have been in existence for at least 5 years *at the time of application*. This does not mean that the mentor coalition has been a DFC grantee for five years.

15. **Q: Is the mentee coalition required to have all 12 sectors represented in their coalition at the time of application?**

A: No, at the time of application the mentee is not required to have a representative from each of the 12 sectors.

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

A: No, this will not affect your current application.

BUDGET/MATCH REQUIREMENTS

17. **Q: Can we request DFC grant funds to pay for training and implementing programs such as Project Alert?**

A: No. DFC Mentoring funds must be used to help mentee coalitions develop as a community coalition and to promote environmental strategies that seek to:

1. limit access to substances;
2. change the culture where decisions about substance use are made; and
3. shift the consequences associated with youth substance use.

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

A: Drug-Free Communities Mentoring Program

19. **Q: What is the Federal Entity Identifier on the SF 424, Item 5a?**

A: HHS/SAMHSA.

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20. **Q: What is an acceptable rate when calculating volunteer time as match?**

A: The dollar amount assigned for volunteer time should be reasonable for the individual and for the locale of the applicant. There are many volunteer calculators available online. Cite which calculator you used in your application and remember that it must be reasonable for your location. Conduct market research, as appropriate.

21. **Q: Are federal dollars passed through a state or local agency allowed for DFC Mentoring match?**

A: No. Any type of federal funding is not allowed to be used as match within the DFC Mentoring program. It is the responsibility of the applicant to know the source of all dollars listed as match within the submitted application. There is no allowable “distance” for federal dollars to be used as match. For example, a salary for a teacher who is delivering a substance abuse prevention curriculum cannot be used if her salary is paid for by funds originating at the U.S. Department of Education, filtered down through the state’s government and then to the county or school district.

22. **Q: Are DFC Mentoring funds allowed to be used for grant writers?**

A: No.

23. **Q: Can Title I funds used in schools be used as match for salary or program materials?**

A: No.

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

A: Yes, if any other group renting the same space would be charged at the higher rate. In other words, the savings is unique to your organization.