

FY 2020 Drug-Free Communities (DFC) Support Program Frequently Asked Questions

The Coronavirus 2019 (COVID-19) pandemic is rapidly evolving, as is its impact on communities across the United States. ONDCP and CDC understand that this poses unique challenges to everyone in our country and may impact your ability to apply to the Drug-Free Communities grant program, especially those submitting new and competing continuation applications. We are extending the deadline for new and competing continuation applications to Monday, June 8, 2020, 11:59 Eastern Standard Time. Please go to www.grants.gov for updated information on deadlines for the [new applicants](#) and [competing continuation](#) applicants.

Date Last Updated: March 31, 2020

The FAQs will be updated throughout the application process. Questions not yet addressed should be sent to DFC@cdc.gov. For additional FAQs and information, please visit: <https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html>

General Grant Award Questions

1. Will the application deadline be extended due to the Coronavirus?

The Coronavirus 2019 (COVID-19) has evolved rapidly across the United States. CDC and ONDCP understand that this poses unique challenges to everyone in our country and may impact your ability to apply to the Drug-Free Communities grant program, especially those submitting new and competing continuation applications.

For New and Competing Continuation applications only:

- The deadline for new applications ([CDC-RFA-CE-2002](#)) and competing continuation applications ([CDC-RFA-CE-2003](#)) for the DFC program **will be extended to June 8, 2020, 11:59 PM EST**
- The estimated award date has changed to December 31, 2020. The project period will be from December 31, 2020 – September 29, 2021, at an average award of \$125,000.
- Please go to www.grants.gov to find the amended NOFOs for new applicants and competing continuation applicants.

2. Whom do I contact if I want to request an extension to submit my application for the non-competing continuation grant?

CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided to the Grants Management Office at DFC@cdc.gov.

3. I am having difficulty submitting my application on www.grants.gov (i.e., creating an account, uploading attachments, etc.). Who should I contact for assistance?

We recommend contacting the Grants.gov Help Center at support@grants.gov or 1-800-518-4726 for assistance with grants.gov access and functionality.

Eligibility Questions

4. Can the same individual serve as the Principal Investigator and Project/Program Director?

It is acceptable to identify the same person as the Principal Investigator and Program Director.

Application Submission Questions

5. What attachments are required to be submitted with my application?

For each NOFO please review the Required Documents or Checklist of Required Contents of Application Packet sections (linked and listed below for reference).

New (CDC-RFA-CE20-2002): Required Documents list (can be found on Page 42 of NOFO)

- Project Abstract, including Community Overview
- Budget Narrative
- Funds Tracking
- Intergovernmental Review
- Attachment 1 – Coalition Involvement Agreements
- Attachment 2 – Coalition Meeting Minutes
- Attachment 3 – Eligibility
- Attachment 4 – Mutual Cooperation Letters
- Attachment 5 – One DFC Grant Assurance
- Attachment 6 – 10 Year DFC Funding Limit Assurance
- Attachment 7 – Key Personnel Resumes-CVs-PDs
- Attachment 8 – General Applicant Information
- Attachment 9 – All Prior DFC Funding Disclosure
- Attachment 10 – Congressional Notification
- CDC Assurances and Certifications
- Risk Questionnaire
- Risk Questionnaire Supporting Documents
- Report on Programmatic, Budgetary and Commitment Overlap

Competing Continuation (CDC-RFA-CE20-2003): Required Documents list (can be found on Page 40)

- Project Abstract, including Community Overview
- Budget Narrative
- Funds Tracking
- Intergovernmental Review
- Attachment 1 – Coalition Involvement Agreements
- Attachment 2 – Coalition Meeting Minutes
- Attachment 3 – Eligibility
- Attachment 4 – Mutual Cooperation Letters
- Attachment 5 – One DFC Grant Assurance
- Attachment 6 – 10 Year DFC Funding Limit Assurance

- Attachment 7 – Key Personnel Resumes-CVs-PDs
- Attachment 8 – General Applicant Information
- Attachment 9 – All Prior DFC Funding Disclosure
- Attachment 10 – Congressional Notification
- CDC Assurances and Certifications
- Risk Questionnaire
- Risk Questionnaire Supporting Documents
- Report on Programmatic, Budgetary and Commitment Overlap

[Non-competing Continuation \(CDC-RFA-CE20-2004\)](#): Checklist of Required Contents of Application Packet (can be found on Page 3)

- SF-424 Application for Federal Domestic Assistance (online form embedded in grants.gov)
- SF-424A Budget Information-Non-Construction (online form embedded in grants.gov)
- Budget Justification (attachment)
- Indirect Cost Rate Agreement (attachment)
- Performance Narrative (12-Month Action Plan) (attachment)
- SF-LLL Disclosure of Lobbying Activities (online form), if applicable
- Interim Federal Financial Report (FFR) SF-425 (attachment)
- Additional Program Requirements
 - Attachment A: Drug-Free Communities (DFC) Support Program Non-Competing Continuation Application Certification Checklist (attachment)
 - Attachment B: Disclosure of Drug-Free Communities Support Program Coalition Information (attachment)
 - Risk Assessment Questionnaire and Supporting Documents (attachment)

6. How do I label, upload, and submit attachments?

All attachments should be named according to the naming conventions outlined in the applicable section within the NOFO. If there is not an applicable section, please name the document as outlined in the “Additional Information” section of the NOFO.

All required documents should be uploaded as individual PDFs to www.grants.gov.

- Attachments A and B are online forms that can be completed in www.grants.gov. If you click on the “Related Documents” tab, you will see the attachments.
- The CDC Risk Questionnaire can be found at <https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf> and should be uploaded to the application.
- The SF-LLL Disclosure Lobbying Activities Form is located at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Application Information Questions

7. Does the Fiscal Agent complete the Risk Assessment Questionnaire?

Yes, the fiscal agent should complete the Risk Assessment Questionnaire. CDC requires all applicants to complete the Risk Questionnaire. Please see the Risk Assessment Questionnaire Requirement section within the funding opportunity announcement for additional information.

Budget and Federal Financial Reporting (FFR) Questions

8. My coalition currently provides stipends. Previously, under SAMHSA's budget narrative and categories, we have included them in the Contractor section. How should I report these now with the CDC?

Stipends are not typically considered contracts and are most appropriately placed in the “other” cost category. You can simply describe what those stipends pay for in the budget narrative.