

# 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](http://www.grants.gov) for updated information on deadlines for the [new applicants](#) and [competing continuation](#) applicants.

Date Last Updated: April 10, 2020

The frequently asked questions (FAQs) will be updated throughout the application process. Questions not yet addressed should be sent to [DFC@cdc.gov](mailto: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) is rapidly evolving, as is its impact on communities 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 awards ([CDC-RFA-CE-2002](#)) and competing continuation awards ([CDC-RFA-CE-2003](#)) for the DFC program **has been 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](http://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](mailto:DFC@cdc.gov).

### 3. I am having difficulty submitting my application on [www.grants.gov](http://www.grants.gov) (e.g., ., creating an account, uploading attachments.). Whom should I contact for assistance?

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

## Application Submission Questions

4. How does the extended application deadline for new and competing continuation applicants impact the award release, action plan, and award amount?

Since the deadline for the FY 2020 DFC new and competing awards has been extended to June 8, 2020, community coalitions are being provided an additional 60 days to work on their applications. FY 2020 awards are expected to be released in December and will be for 9 months. **Therefore, the 12-month action plan should now be a 9-month action plan.** Coalitions may still request up to \$125,000. CDC will accept the most recent submission on [www.grants.gov](http://www.grants.gov).

5. I am a new and competing continuation applicant. How do I label and provide page numbers on the table of contents, attachments, and project narrative?

For page numbers, please follow the NOFO guidance as written: *Provide a detailed table of contents for the entire submission package that includes all of the documents in "Section H. Other Information" and headings in the "Project Narrative" section. The bottom right corner of every page in the application must be numbered. Name the file "Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at [www.grants.gov](http://www.grants.gov).*

For documents in Section H, you can upload them as separate PDF files as part of your application. Please note that all documents must be labeled as identified in the applicable previous section within the NOFO.

The project narrative must include all the following headings and subheadings:

- a. Background
  - i. Applicant questions applicable to background
- b. Approach
  - i. Purpose
  - ii. Target Populations and Health Disparities
  - iii. Applicant questions applicable to background
- c. Evaluation and Performance Measurement
  - i. Data Management Plan
  - ii. Applicant questions applicable to evaluation and performance measurement
- d. Work Plan (**9-month** action plan)
  - i. Applicant questions applicable to work plan

You should rely on the outline that is provided in the Application and Submission Information section to know what you must address in the project narrative. You can also refer to the Application Review Section of the NOFO to see how each section of the project narrative will be weighted. Most of the other information provided throughout the NOFO is based on the template and is more for informational purposes for applicants to understand what they would be agreeing to and must maintain if they receive an award under this program.

6. Page 28 of the NOFO says that the project abstract summary should be 1 page, single spaced with 12-point font and 1-inch margins. There is also a project abstract summary form online that can be copied and pasted in the designated box. Do we have to submit both?

Please provide the **“Project Abstract, including Community Overview”** information both in the required “Project Abstract Summary” text box on [www.grants.gov](http://www.grants.gov) and an attached PDF (maximum 1 page, single spaced, 12-point font, 1-inch margins) that is uploaded as part of your application at [www.grants.gov](http://www.grants.gov).

On Page 42 the **“Project Abstract, including Community Overview”** is listed as a Required Document that will not be scored and is also listed in **“Section H. Other Information”** as a document on the list of acceptable documents that applicants can upload as a PDF.

On Page 28 of the Drug-Free Communities (DFC) Support Program-New funding opportunity (CDC-RFA-CE20-2002) the instructions state: *Applicants must enter the summary in the “Project Abstract Summary” text box at [www.grants.gov](http://www.grants.gov)*

7. Where can I locate the CDC “Report on Programmatic Budgetary and Commitment Overlap” form?

The **“Report on Programmatic Budgetary and Commitment Overlap”** is not a pre-existing CDC document but one that you develop on your own and must upload in [www.grants.gov](http://www.grants.gov) under **“Other Attachment Forms.”** The document should be labeled **“Report on Programmatic, Budgetary, and Commitment Overlap.”** For more information on what to include in this report please review Page 31 **“Duplication of Efforts Section”** in the Drug-Free Communities (DFC) Support Program – [Competing Continuation: CDC-RFA-CE20-2003](#).

8. I do not have a lobbyist. Do I still need to complete the “Disclosure of Lobbying Activities” form?

Yes, an applicant that does not have a lobbyist is still required to complete Sections 4, 6, 10a, 10b, and 11 of the Disclosure of Lobbying Activities form. The applicant may enter N/A for the required fields in Sections 10a and 10b in order to complete the form and be able to submit it with the application package.

Further instructions on how to complete the “Disclosure of Lobbying Activities” form are located at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

## Budget and Federal Financial Reporting (FFR) Questions

9. May DFC and/or CARA funds be used to assist our local community in addressing the COVID-19 pandemic?

No, these funds cannot be used for COVID-19 response. DFC and CARA funds may only be used for the purpose for which Congress intended – youth substance use prevention. DFC and/or CARA funds may not be used to purchase personal protective equipment (PPE). The Purpose Statute, 31 U.S.C. § 1301, requires Federal funds to be used only for the purpose to which they were appropriated by Congress.

10. I am a current Year 5 DFC grant recipient competing for Years 6-10 of DFC funding. The recently amended FY 2020 Notice of Funding Opportunity (NOFO) states awards will be released in December 2020. Our DFC Year 5 funding expires in September 2020. Will our current award be extended to December?

ONDCP understands the concerns of Year 5 DFC grant recipients. Since coalitions are likely to have unobligated funds at the end of the current budget cycle, coalitions in Year 5 are encouraged to submit a no-cost extension (NCE) to their assigned SAMHSA Government Project Officer and Grants Management Specialist.

NCE requests for Year 5 and Year 10 applicants are due 60 days before the project period end date.

11. Due To COVID-19, our implementation of the DFC and CARA grants have mostly stopped. We anticipate having unobligated (unused) grant funds at the end of our current budget cycle. Will we be able to carry-over those DFC funds?

Yes. ONDCP understands that coalitions are currently unable to implement many of the planned activities in their 12-month action plans and that unobligated funds may be available at the end of the budget cycle. Once the DFC and CARA programs transition to CDC, coalitions will be able to request use of carry-over funds. CDC will provide guidance in October 2020.

12. I am a Year 10 DFC grantee. Will I be able to request a no-cost extension to complete our grant activities once it is safe to resume activities in our community?

Yes, no-cost extension request (NCE) from Year 5 and Year 10 DFC grantees must be submitted to SAMHSA. Please contact your assigned SAMHSA Government Project Officer and Grants Management Specialist for additional guidance. NCE forms can be found on the SAMHSA site at <https://www.samhsa.gov/grants/grantsmanagement/post-award-amendments#no-cost-extension>

NCEs from Year 5 and Year 10 applicants are due 60 days before the project period end date.

13. Due to COVID-19 our coalition is not able to implement many of the strategies and activities we had planned in our 12-month action plan. We expect to have unspent DFC grant funds at the end of our budget cycle. Will we be able to request carry-over funds?

Yes. ONDCP understands that community coalitions tasked with mobilizing the community to address youth substance use locally have been greatly impacted by COVID-19. Given the inability to implement key strategies and activities, some coalitions may have unobligated funds at the end of the FY 2019 budget cycle.

- Year 5 and Year 10 DFC coalitions will need to submit a request for a no-cost extension. Please contact your assigned SAMHSA Government Project Officer and Grants Management Specialist for more guidance.
- Coalitions currently in Years 1-4 and Years 6-9 will receive guidance regarding carryover funds after the DFC program transitions to CDC. Coalitions will have access to all unused DFC grants funds.

14. For **SF-424A “Section F - Other Budget Information,”** do we include the direct charges total for one year or five years?

SF-424A. **“Section F: Field Number 21 Direct Charges”** is an optional field with the following instructions provided: *Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.*

15. How do we demonstrate matches in our budget?

The DFC authorizing legislation requires recipients to demonstrate that they have non-federal matching funds (“match”) from non-federal sources equivalent to or greater than federal funds requested from the DFC Support Program. Applicants must itemize the match separately in the budget and explain the match separately in the budget narrative. Federal funds, including those passed through a state or local government cannot be used toward the required match. The only exception in the DFC Support Program is in the case of a coalition that includes a representative of the Bureau of Indian Affairs, the Indian Health Service, or a tribal government agency with expertise in the field of substance use and serving a tribal community.