

# 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: March 12, 2020

The 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>

## Eligibility Questions

1. If a coalition was previously a grant recipient for years 1-5 and changes fiscal agents, would it be considered a year 1 or year 6-10 applicant?

Even if a coalition is changing fiscal agents, it would be continuing in years 6-10. For more information on DFC's 10-year funding limit, please refer to Attachment 6 of the Notice of Funding Opportunity ("NOFO") Competing Continuation ([CDC-RFA-CE20-2003](#)).

2. Can a fiscal agent serve on more than one DFC grant?

No, a legal applicant/grant award recipient may only hold one DFC grant at any time. Therefore, you are not eligible to serve as the fiscal agent for a new DFC grant while continuing to serve as the fiscal agent for an ongoing award on behalf of a different community coalition.

## Application Submission Questions

1. Does the application need page numbers?

Yes, a general application packet tip is to number all pages of the application.

2. What is included in the Table of Contents?

Please provide a detailed table of contents for the entire submission package that includes all the documents in "Other Information" and headings in the "Project Narrative" section.

3. Do we need to maintain the 12-font size for all charts within the body of the narrative?

Unless specified in the "Other Information" section of the NOFO, responses should be in 12-point font. This includes the Data Management Plan and Work Plan, otherwise known as 12-Month Action Plan, and high-level summary for subsequent years.

#### 4. How should attachments be named and uploaded?

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](http://www.grants.gov).

### Application Information Questions

#### 5. What is included in the Project Narrative?

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 (12-month action plan)
  - i. Applicant questions applicable to work plan

#### 6. What is the date requirement for the Coalition Involvement Agreements (CIA)?

Coalition Involvement Agreements, or CIAs, must be dated between January 2019 and the deadline for this application; however, you are not required to use the exact CIA sample provided in the NOFO. Community coalitions are encouraged to design or tailor each CIA in order to meet the specific needs of your coalition and community.

#### 7. Does e-cigarette or vaping product use qualify as “tobacco product” for the purpose of DFC funding?

If your assessment information demonstrates a need for prevention of e-cigarette or vaping product use among youth in your community, then, yes, your coalition can include e-cigarette or vaping product use in your application and should include it in the “tobacco” category.

#### 8. How is “economically disadvantaged” defined?

Please refer to the NOFO-specific “Glossary and Acronyms” section at the end of the NOFO for information on key terms. In that section, “economically disadvantaged” is defined as an area with 20 percent or more children living in households below the poverty line as defined by the US Census Bureau.

### Budget and Federal Financial Reporting (FFR) Questions

#### 1. Is a Budget Narrative required for continuation grants?

Yes, the Budget Narrative is required for continuation grants. CDC will accept a budget narrative/justification as long as it is in the general form, format, and level of detail as described in the

for CDC Budget Preparation Guidelines. Please fulfill the requirements listed in CDC's Competing Continuation funding opportunity as part of the application.

**2. What is the difference between "Consultant Costs" and "Contractual Costs"?**

Per the CDC Budget Guidelines, "Consultant Costs" and "Contractual Costs" are differentiated as follows:

- **Consultant Costs:** This category should be used when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee, but not as an employee of the grantee organization.
- **Contractual Costs:** This category should be used when securing a third-party contract to perform program activities.

## Other Questions

**1. Does a notification need to be provided if a coalition is in its 5<sup>th</sup> year and is not interested in pursuing future funding?**

At this time, there is not a required notification process for those who opt not to apply for an additional 5-year cycle. We appreciate your coalition's contributions over the past several years and encourage you to apply again in the future, if and when your organization's circumstances allow.