

# ONDCP and CDC: Drug-Free Communities (DFC) Support Program

## FY 2020 DFC Grant Application Workshop

### Webinar Q&A, May 20, 2020

During the webinar [presentation](#) and the Q&A section, participants posed questions. The tables below contain the overall questions from participants along with responses to questions from ONDCP and CDC.

***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**.***

Recipient Question/Comment	Presenter Responses/Answers
Hi, being that organizations are working from home & may not have printers, is there a way around CIA hand signatures ? Is there a way to have electronic signatures be allowed? Thank you	You can provide a scanned PDF or picture of the handwritten signature.
If we downloaded the application packet prior to the amendments, do we need to redownload the packet?	We recommend that you download the most recent announcement to ensure you have the most up-to-date information.
Is Appendix A-Checklist a requirement to submit and is it included in the Table Contents?	No - this is not something you need to submit. It's for your use to ensure you submit a complete application.

<p>Shouldn't the grant period be 12/31/2020 - 9/29/2021 not 9/29/2020.</p>	<p>Yes - that is correct. The project period is 12/31/2020-9/29/2021.</p>
<p>If there is nothing to report for the Programmatic Budgetary and Commitment Overlap, do you still need submit a document that states no overlap?</p>	<p>If programmatic, budgetary, or commitment overlap does not exist, the applicant can provide a statement affirming no overlap in a word document and upload it per the instructions in the NOFO.</p>
<p>Do CIAs have to be signed in a specific color?</p>	<p>No. There is no specific color required for the signatures.</p>
<p>What was requirement 1?</p>	<p>Requirement 1: The coalition must consist of one or more representatives from each of the following required 12 sectors. Please review Table 2: Statutory Eligibility Requirements for the complete list.</p>
<p>Can a current funded DFC awardee, to serve as the fiscal agent for another Coalition?</p>	<p>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.</p>
<p>If your in-kind match is over \$125,000 is that o.k. or does it have to be exactly \$125,000?</p>	<p>The DFC authorizing legislation requires recipients to demonstrate that they have matching funds ("match") from non-federal sources equivalent to or greater than federal funds requested from the DFC Support Program. A match level over the required amount will not result in a higher merit review score.</p>
<p>Do we have to submit anything regarding our federal request or non-federal match for years 2-5?</p>	<p>Please provide a budget narrative for the upcoming year of funding. We recommend reviewing the Budget Narrative section on page 32 within the NOFO for further details on developing the budget and associated justification.</p>

<p>In the Budget/Budget Narrative, is a full 5 year budget summary required or just federal/non-federal match for the first year required?</p>	<p>Please provide a budget narrative for the upcoming year of funding. We recommend reviewing the Budget Narrative section on page 32 within the NOFO for further details on developing the budget and associated justification.</p>
<p>The Risk Assessment Questionnaire Requirement link cannot be found. What do I do?</p>	<p>The link can be found on page 26 of 61 of the NOFO</p>
<p>If funded, will coalitions reapplying for the second grant cycle of funding be required to send members of the coalition to the New Grantee Workshop/Training, and the Coalition Academy Workshop/Trainings as required in the past?</p>	<p>Our recommendation is to budget and plan to attend the academies in the upcoming budget year with the understanding that some trainings may be rescheduled due to unforeseen circumstances.</p>
<p>In the “mandatory other attachment” section, there is only room for one attachment on top. Which attachment should go there? Also, where are supposed to add the other mandatory attachments such as coalition involvement agreements, meeting minutes, MOU, Zip code overlap statement, Assurances, key personnel resumes, general info application, prior DFC funding disclosure, congressional notification, CDCs assurances, Risk questionnaire/supporting documents and so on...? Do these go under “Optional Other Attachments” even though they are mandatory?</p>	<p>As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded</p>
<p>CDC Risk Questionnaire - Risk questionnaire drop downs reflect that we have to enclose our HR and Accounting policies. Do we have to enclose ALL of our HR and accounting policies? If not are there specific policies, we should make sure to include?</p>	<p>Enclose the applicable policies for HR and accounting and attach them in grants.gov.</p>
<p>Can you clarify, for the Project Narrative, the headings and subheadings? On page 27 it has a brief listing, but following the listing on the following pages, headings and subheadings do not match up with those listed on page 27.</p>	<p>The format for the project narrative must include all of the following headings and subheadings:</p> <ul style="list-style-type: none"> <li>a. Background <ul style="list-style-type: none"> <li>i. Applicant questions applicable to background</li> </ul> </li> <li>b. Approach <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Target Populations and Health Disparities</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>iii. Applicant questions applicable to background</li> <li>c. Evaluation and Performance Measurement <ul style="list-style-type: none"> <li>i. Data Management Plan</li> <li>ii. Applicant questions applicable to evaluation and performance measurement</li> </ul> </li> <li>d. Work Plan (9-month action plan) <ul style="list-style-type: none"> <li>i. Applicant questions applicable to work plan</li> </ul> </li> </ul>
Do we submit Position Descriptions for both positions, or only for positions that are not filled?	Applicants must submit resumes/CVs for positions currently filled (no more than 2 pages in length) and position descriptions for vacant positions (no more than 1 page in length) for key personnel, including the Program Director/Principal Investigator (PD/PI) and Project Coordinator. This should be named "Attachment 7 – Key Personnel-Resumes-CVs-PDs" and uploaded to <a href="http://www.grants.gov">www.grants.gov</a> with your application
Attachments must be submitted as a separate PDF, are they submitted under the "other attachments".	As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded
Can you repeat about the points - 5 points for what?	Please refer to the Application Review Information section of the funding opportunity for more information on what will be scored from the documentation submitted as part of the application package.
There is a discrepancy between the list of headings & subheadings required under section 10 (Project Narrative) on p. 28 and the detailed headings shown under section 10b. Approach. (p30) P 20 includes a heading for outcomes and strategies and activities in addition to the 3 on your previous slide. Can you clarify which format we should use?	<p>The format for the project narrative must include all of the following headings and subheadings:</p> <ul style="list-style-type: none"> <li>a. Background <ul style="list-style-type: none"> <li>i. Applicant questions applicable to background</li> </ul> </li> <li>b. Approach <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Target Populations and Health Disparities</li> </ul> </li> <li>iii. Applicant questions applicable to background</li> <li>c. Evaluation and Performance Measurement <ul style="list-style-type: none"> <li>i. Data Management Plan</li> <li>ii. Applicant questions applicable to evaluation and performance measurement</li> </ul> </li> <li>d. Work Plan (9-month action plan) <ul style="list-style-type: none"> <li>i. Applicant questions applicable to work plan</li> </ul> </li> </ul>

<p>Our state does not participate in the IGR process. Do we need to do anything else to meet this requirement for the application?</p>	<p>Applicants are not required to submit the Intergovernmental Review form.</p>
<p>The breakdown of "Purpose" does not match the headings and sub-headings.</p>	<p>The format for the project narrative must include all of the following headings and subheadings:</p> <ul style="list-style-type: none"> <li>a. Background <ul style="list-style-type: none"> <li>i. Applicant questions applicable to background</li> </ul> </li> <li>b. Approach <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Target Populations and Health Disparities</li> <li>iii. Applicant questions applicable to background</li> </ul> </li> <li>c. Evaluation and Performance Measurement <ul style="list-style-type: none"> <li>i. Data Management Plan</li> <li>ii. Applicant questions applicable to evaluation and performance measurement</li> </ul> </li> <li>d. Work Plan (9-month action plan) <ul style="list-style-type: none"> <li>i. Applicant questions applicable to work plan</li> </ul> </li> </ul>
<p>In the grants.gov workspace to submit the application, there is only room for one mandatory attachment , along with an option for optional attachments. Please advise. Thank you.</p>	<p>As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded</p>
<p>Will we be receiving these slides?</p>	<p>You can download the slides now directly below the Q&amp;A pod in the "Resources for Download" pod.</p>
<p>Regarding the SF-LLL that is required we do not have a lobbying registrant how do we complete this form?</p>	<p>If an applicant does not have a lobbyist, then an applicant 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 your application package. Further instructions on how to complete the Disclosure of Lobbying Activities form are located at <a href="https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html">https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html</a>.</p>

<p>It used to be required to use Times New Roman font - is that still a requirement?</p>	<p>No, there is not a font type requirement.</p>
<p>Action Plan can be font size 11, correct?</p>	<p>Responses should be in 12-point font. It is acceptable for applicants to use 10-point font in tables and charts.</p>
<p>Did you say to number all the pages of the application including attachments and reflected it in the Table Contents? What if you are submitting the attachments as electronic so how do you number it?</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. Please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>What page is H. Other Information in the NOFO?</p>	<p>Page 52 of NEW NOFO</p>
<p>For competing continuations-what type of progress report is required to be submitted? is that the DFC ME report?</p>	<p>Your performance reports (aka progress reports) should continue to be submitted via DFC Me (<a href="http://dfcme.ondcp.eop.gov">http://dfcme.ondcp.eop.gov</a>).</p>
<p>What does a 'high-level summary of subsequent years' need to consist of for the Action Plan? How detailed does it need to be?</p>	<p>Please provide a high-level summary of work that will be conducted in support of a DFC grant award for the subsequent four years included in the period of performance. This high-level summary does not need to be as detailed as the 9-Month Action Plan that is required for the initial year of the award. CDC will provide feedback and technical assistance to recipients to finalize the work plan post-award.</p>
<p>Project Abstract is a grants.gov form where Community Overview is submitted in a text box. This is more than 1 page although NOFO says only one page. Do you want us to download and submit the grants.gov form and then submit the 1 page</p>	<p>Please provide the "Project Abstract, including Community Overview" information both in the required "Project Abstract Summary" text box on <a href="http://www.grants.gov">www.grants.gov</a> as well as an attached PDF (Maximum 1 page, single spaced, 12 point font, 1-inch margins) that is uploaded as part of your</p>

Community Overview as a separate pdf?	application at <a href="http://www.grants.gov">www.grants.gov</a> as well.
Can you confirm what form is needed to apply for a no-cost extension and is it submitted through ERACommons?	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 forms can be found on the SAMHSA site at: <a href="https://www.samhsa.gov/grants/grantsmanagement/post-award-amendments#no-cost-extension">https://www.samhsa.gov/grants/grantsmanagement/post-award-amendments#no-cost-extension</a> . No-Cost Extensions from Year 5 and Year 10 applicants are due 60 days before the project period end date.
If the 7-8 years the match is 125%, Can we request \$125, 000 for those years?	Yes, the match for years 7-8 is 125% of the award (i.e., \$156,250 match if \$125,000 was requested)
If you received a year 1-5 grant previously and now have a new fiscal agent are you considered a year 6-10 or year 1.	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).
Please share the link again where we can find this slide presentation at a future date.	The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a>
A local coalition in our region had 10 years of DFC funding. As long as another coalition applies then this other coalition is eligible?	The 10 -Year Funding Limit only applies to community coalitions. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be "new" that is unique and distinct from a coalition that has already received 10 years of DFC funding.  Please review Attachment 6: Assurance of DFC 10-Year

	Funding Limit for additional information.
Where do we put City Council members and other government members as the CIA indicates that government has to be involved in reduction of substance use?	It is up to the coalition to determine who is best fit to serve as a particular sector representative. Please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements, located in the funding opportunity and Attachment 1-Coalition Involvement Agreements, as further information is provided as to what would qualify as a sector representative. Additionally, the table at the top has a section where the coalition describes the rationale for the selection.
Can a person that is on another coalition as a sector rep also be a sector rep on our coalition? If they cannot be a sector rep, can they be part of the coalition?3.Do you have to match the whole \$125k for the 9 months?	The funding opportunity does not mention that a sector representative can or cannot serve on more than one coalition at a time. So while this is permissible, we recommend reviewing the overlap and duplication of efforts eligibility requirements outlined in the funding opportunity. And yes, applicants are still required to meet the full match requirement of \$125,000, despite the revised project period.
In the approach section NOFO do we summarize the outcomes and strategies under the purpose section, or the applicant question applicable to approach?	Please review the Approach section on page 30 of the NEW funding opportunity.
I thought I saw that vaping is an allowable substance to address. Please confirm	Vaping is not an allowable substance. Please review Requirement 4: Multiple Drugs of Abuse in Table 2: Statutory Eligibility Requirements of the funding opportunity to review what is eligible.
For the meeting minutes can we use subcommittee minutes for work groups working with youth prevention rather than the coalition as a whole?	No, Per Requirement 2: Six Month Existence, meeting minutes of the whole coalition applying for DFC funding must submit coalition minutes from one meeting that took place between January 2019 and the deadline for submission of this application. The applying coalition must demonstrate that members have worked together on substance abuse reduction initiatives for a period of not less than 6 months at the time of submission of the application, acting through entities such as task forces, subcommittees, or community

	boards. Please review Attachment 2 - Coalition Minutes for additional information.
Can you share more about what you want under: Applicant's Organizational Capacity to Implement the Approach for 5 points	Applicants must address the organizational capacity requirements as described in the CDC Project Description (page 11). The Organizational Capacity of Recipients to Implement the Approach, relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs. Applicants must complete the requirements for this section as described within the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).
If the coalition is applying with a legal entity, and submits attachment 3 as an MOU, is the proof of nonprofit status still required? If so where is it attached?	No - this is no longer required - the legal entity is the recipient.
I asked if the Attachments 1-10 are being uploaded separately, do they get uploaded in "Other Attachments"? If so, what gets uploaded in the "Mandatory Other Attachments"	As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded.
Can the official coalition representative on the CIA be staff?	Please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements, located in the funding opportunity and Attachment 1-Coalition Involvement Agreements, as further information. Coalition members cannot represent more than one sector category and paid staff (i.e., Program Director/Principal Investigator (PD/PI) and Project Coordinator) cannot serve as sector representatives. Doing so will deem an application ineligible and the application will not proceed to peer review.

<p>If a coalition only focuses on one drug, but intends to partner with a coalition member (a local health department) to address the second drug, is that partnership eligible for funding under this NOFO?</p>	<p>Please review Requirement 4: Multiple Drugs of Abuse in Table 2: Statutory Eligibility Requirements of the funding opportunity to review what is required. A coalition's Action Plan must identify two drugs of use to be addressed by the coalition.</p>
<p>Will a Q&amp;A document be distributed with questions that are not answered in this webinar? My question has not been addressed.</p>	<p>The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a></p>
<p>Can NCE's be used for payroll expenses, as well as program costs?</p>	<p>Since the CDC doesn't currently have the DFC grant awards recipient should work with their SAMHSA officer on questions pertaining to NCEs.</p>
<p>How should the table of contents be formatted? Many of the items required are webforms (SF-424, etc.) making page numbering challenging.</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. Where possible, please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>Are we required to include a logic model ?</p>	<p>Please review Section 2. CDC Project Description of the funding opportunity for more information about logic models. Additionally, please review section H. Other Information for the complete list of required and additional acceptable documents.</p>
<p>Can you count funding received from funder for prevention programs as part of the matching fund amount?</p>	<p>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 abuse and serving a tribal community.</p> <p>Match can be any in-kind contributions of non-federal dollars, which means anything that your current program is able to use in your accounting system you can count for a match.</p>

	For example, a volunteer's time can be counted towards the match so long as you have an accounting methodology to be able to capture that information. If your current accounting system does not account for volunteers specifically, and manages those hours, then they cannot be counted. It's just whatever is utilized of your current accounting system.
If we have a No Cost Extension can we still apply for the yr 6-10 funding	Yes, you can apply even if you have a no cost extension.
In Idaho the Community Coalitions of Idaho is DFC funded. Is this considered Zip Code Overlap and require Letter(s) of Mutual Cooperation?	Two DFC-funded coalitions may not serve the same zip code(s) unless both coalitions have clearly described their plan for collaboration in their application and each coalition has independently met the eligibility requirements. (21 USC 1531 §1032 (a)(5)(C)). Please review Requirement 9: Zip Code Overlap in the funding opportunity for more information.
For NON-COMPETING continuation grants, the original due date for submission was back in March. We already submitted it on that date in Grants.gov. Do we need to resubmit?	No, the deadlines for Non-Competing Continuations have not changed and you do not need to re-submit your application.
Stephanie, can you include that in the resources for downloading here? Thank you.	The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a>
Is there a limit to number of pages?	Yes, the Project Narrative is limited to a maximum of 15 pages
First, thank you so much for this workshop! Question: If we had a change in authorized official, do we need to have a new signatory on the MOU?	Yes, please update the signature with the appropriate authorizing official.

<p>It states in the NOFO that a progress report must be submitted with the application</p>	<p>If awarded, the Annual Progress Report is required no later than 120 days before end of the budget period. Serves as yearly continuation application.</p>
<p>Any suggestions for approaching the page numbering since there are so many separate attachments?</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. Where possible, please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>Should the abstract be submitted as a PDF or via the Project abstract form? or both?</p>	<p>Please provide the “Project Abstract, including Community Overview” information both in the required “Project Abstract Summary” text box on <a href="http://www.grants.gov">www.grants.gov</a> as well as an attached PDF (Maximum 1 page, single spaced, 12 point font, 1-inch margins) that is uploaded as part of your application at <a href="http://www.grants.gov">www.grants.gov</a> as well.</p>
<p>Our Coalition had some questions about who to write about in regard to pg. 41, Applicant's Organizational Capacity to Implement the Approach - is this our current members or the Project Coordinator we will be hiring if awarded for year 1 funding of DFC?</p>	<p>The Organizational Capacity of Recipients to Implement the Approach is not included in the Project Narrative and relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs.</p> <p>Please review the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).</p> <p>To demonstrate proficiency in these topic areas, applicants must submit resumes/CVs for positions currently filled (no more than 2 pages in length) and position descriptions for vacant positions (no more than 1 page in length) for key personnel, including the Program Director/Principal Investigator (PD/PI) and Project Coordinator. This should be named “Attachment 7 – Key Personnel-Resumes-CVs-PDs” and uploaded to <a href="http://www.grants.gov">www.grants.gov</a>.</p>

	You do not need to submit CVs, Resumes, or Job Descriptions for those staff members outside of the Key Personnel listed in the funding opportunity.
Where are the mandatory attachments uploaded on the Grants.gov workspace? And when in the other attachments what is the mandatory other/ and the optional other	As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded.
Are the merit reviewers CDC staff or prevention peers?	All applications, including performance/progress reports, will be reviewed by CDC officials. If you have any other questions regarding the continuation application, please send them to DFC@cdc.gov. At this time, CDC has not issued a request for reviewers. If a request is made, we will ensure that instructions and criteria for reviewers are publicly available
Will this recorded webinar be posted online for reference in the coming days?	The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a>
For the Project Performance Site location form- if our fiscal agent is located in a different community than our coalition, do we list the fiscal agent on the first page of the form, and the location of the coalition on the second page of the form (where the program work will take place?	You can find instructions for how to complete the Project Performance Site Location form here: <a href="https://apply07.grants.gov/apply/forms/instructions/PerformanceSite_2_0-V2.0-Instructions.pdf">https://apply07.grants.gov/apply/forms/instructions/PerformanceSite_2_0-V2.0-Instructions.pdf</a> . As you can see you can list multiple project sites which should address your question.  We recommend contacting the Grants.gov Help Center at <a href="mailto:support@grants.gov">support@grants.gov</a> or 1-800-518-4726 for assistance with this request if you have further questions.
For the salaries part of the budget...one of the columns asks for the annual salary, since the first year is only 9 months, do we just list what that position would make in the 9 months?	Coalitions can still request up to the full award amount of \$125,000 despite the change from a 12-month project period to a 9-month project period and do not need to pro-rate salaries.

<p>Is the purchase of a prevention curriculum for schools an allowable use of DFC funds?</p>	<p>Please review page 36 section 16. Funding Restrictions for a complete list of funding restrictions.</p>
<p>Do all pages need to be numbered in order; even the CDC Risk Questionnaire and the supporting documents?</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. Where possible, please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>So the Action Plan would be a table/cart correct?</p>	<p>Yes, please use the table template provided in the funding opportunity.</p>
<p>Please clarify No partnering agency may have more than 10 years of funding for a COMBINATION of coalitions. So, if a partnering agency has worked with Coalition A for 10 years, but was asked by Coalition B to work with them on DFC funding--that partnering agency could NOT do so?</p>	<p>The 10 -Year Funding Limit only applies to community coalitions. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be “new” that is unique and distinct from a coalition that has already received 10 years of DFC funding.</p> <p>Please review Attachment 6: Assurance of DFC 10-Year Funding Limit for additional information.</p>
<p>10 year funding limit per coalition is clear. 10 year funding limit for a partnering agency seem new. This seems like a late change for this application process.</p>	<p>The 10 -Year Funding Limit only applies to community coalitions. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be “new” that is unique and distinct from a coalition that has already received 10 years of DFC funding.</p> <p>Please review Attachment 6: Assurance of DFC 10-Year Funding Limit for additional information.</p>

<p>NOFO requires all pages be numbered. However some of the required elements are forms that are filled out on grants.gov. When these forms are saved, page numbers are not allowed to be added to these pdf's because we were not creator of forms. Should we hand write in page number and then scan the form to be uploaded?</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. If possible, please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>Can you clarify if a fiscal agent can apply for Year One funding for a new or different coalition if they already received 10 years of funding for a prior coalition in the past?</p>	<p>The 10 -Year Funding Limit only applies to community coalitions. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be “new” that is unique and distinct from a coalition that has already received 10 years of DFC funding.</p> <p>Please review Attachment 6: Assurance of DFC 10-Year Funding Limit for additional information.</p>
<p>What is the definition of the "official coalition representative" that needs to sign the CIA documents?</p>	<p>It is up to the coalition to determine who is best fit to serve as a particular sector representative. Please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements, located in the funding opportunity and Attachment 1-Coalition Involvement Agreements, as further information is provided as to what would qualify as a sector representative. Additionally, the table at the top has a section where the coalition describes the rationale for the selection.</p>
<p>Is an MOU needed if the applicant is a city/school system and the coalition is based with the city's department of youth and family services?</p>	<p>Please refer back to Requirement 6: Eligible Entity to Receive Federal Grants to review the two scenarios under which a coalition can apply for a DFC grant.</p> <p>The first is that of a coalition with a 501(c)(3) status, where it is able to receive and manage federal funds on their own. In this scenario, the coalition is a 501(c)(3) and is applying on its own behalf. The applicant coalition must submit a Signed Assurance of Legal Eligibility and a copy of the IRS Form indicating the 501(c)(3) status. Applicants have to provide proof of 501(c)(3) status at the time of application. If you do not have proof of 501(c)(3) at the time of application, we recommend the second scenario. Please refer to Attachment</p>

	<p>3 – Eligibility – in the NOFO for more information and a recommended template for the Assurance of Legal Eligibility.</p> <p>The second scenario is one in which the coalition partners with an outside agency that can serve as the legal applicant, and then act on behalf of the coalition without 501(c)(3) status to receive and manage the federal grant funds.</p> <p>If a coalition is not able to receive federal grant funds on its own, the coalition must then partner with an organization and submit a Memorandum of Understanding, or an MOU. An MOU between the grant award recipient and the coalition must be submitted with the application. A sample MOU is provided in Attachment 3 – Eligibility.</p>
<p>If our youth representative is under 18, the parent needs to also sign the CIA, correct?</p>	<p>Please review Attachment 1 - Coalition Involvement Agreements. You can provide a parent signature for a youth under 18, but it is not required.</p>
<p>There were areas in the NOFO not mentioned in the PowerPoint for the project narrative, such as Organizational Capacity. Is this information no longer required?</p>	<p>Applicants must address the organizational capacity requirements as described in the CDC Project Description (page 11). The Organizational Capacity of Recipients to Implement the Approach, relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs. Applicants must complete the requirements for this section as described within the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).</p>
<p>Can you clarify, for the Project Narrative, the headings and subheadings? On page 27 it has a brief listing, but following the listing on the following pages, headings and subheadings do not match up with those listed on page 27</p>	<p>The format for the project narrative must include all of the following headings and subheadings. You do not need to restate each question in the narrative. Applicants must clearly describe the requirements from all subheadings (including those on page 28-31) within the coalition's project narrative. Please refer to the Application Review Information section of the funding opportunity for more information on what will be scored from the documentation submitted as part of the application package.</p>

	<p>Project Narrative headings and subheadings:</p> <ul style="list-style-type: none"> <li>a. Background <ul style="list-style-type: none"> <li>i. Applicant questions applicable to background</li> </ul> </li> <li>b. Approach <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Target Populations and Health Disparities</li> <li>iii. Applicant questions applicable to background</li> </ul> </li> <li>c. Evaluation and Performance Measurement <ul style="list-style-type: none"> <li>i. Data Management Plan</li> <li>ii. Applicant questions applicable to evaluation and performance measurement</li> </ul> </li> <li>d. Work Plan (9-month action plan) <ul style="list-style-type: none"> <li>i. Applicant questions applicable to work plan</li> </ul> </li> </ul>
<p>Would a LMSW or LCSW be acceptable for healthcare if they are located in a healthcare setting?</p>	<p>It is up to the coalition to determine who is best fit to serve as a particular sector representative. Please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements, located in the funding opportunity and Attachment 1-Coalition Involvement Agreements, as further information is provided as to what would qualify as a sector representative. Additionally, the table at the top has a section where the coalition describes the rationale for the selection.</p>
<p>Can these slides be printed?</p>	<p>The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a></p>
<p>Talk more about youth involvement. Can we have a small number of teens who work as board members carrying out the workplan?</p>	<p>There is no limit to the number of youth who volunteer to help the coalition carry out the work plan, as long as one youth is serving and fulfilling the requirement for an official youth sector representative.</p> <p>Please remember It is up to the coalition to determine who is best fit to serve as a particular sector representative. Please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements, located in the funding opportunity and Attachment 1-Coalition Involvement Agreements, as further</p>

	<p>information is provided as to what would qualify as a sector representative. Additionally, the table at the top has a section where the coalition describes the rationale for the selection.</p>
<p>So project Narrative is based on page 28 of the NOFO, not on page 29-32?</p>	<p>The format for the project narrative must include all of the following headings and subheadings. You do not need to restate each question in the narrative. Applicants must clearly describe the requirements from all subheadings (including those on page 28-31) within the coalition's project narrative. Please refer to the Application Review Information section of the funding opportunity for more information on what will be scored from the documentation submitted as part of the application package.</p> <p>Project Narrative headings and subheadings:</p> <ul style="list-style-type: none"> <li>a. Background <ul style="list-style-type: none"> <li>i. Applicant questions applicable to background</li> </ul> </li> <li>b. Approach <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Target Populations and Health Disparities</li> <li>iii. Applicant questions applicable to background</li> </ul> </li> <li>c. Evaluation and Performance Measurement <ul style="list-style-type: none"> <li>i. Data Management Plan</li> <li>ii. Applicant questions applicable to evaluation and performance measurement</li> </ul> </li> <li>d. Work Plan (9-month action plan) <ul style="list-style-type: none"> <li>i. Applicant questions applicable to work plan</li> </ul> </li> </ul>
<p>Is Nicotine a substance?</p>	<p>Please review Requirement 4: Multiple Drugs of Abuse in Table 2: Statutory Eligibility Requirements of the funding opportunity to review what is eligible.</p>
<p>Did I just hear that the Pre-submission checklist does not need to be submitted?</p>	<p>No, the checklist does not need to be submitted. Please review the list of required and acceptable documents in H. Other Information section.</p>

<p>I may have not included the Lobbying Disclosure form. Should i submit another complete application with this form included ?</p>	<p>The Lobbying Disclosure form is required and must be submitted with the application. CDC will accept the most recently submitted application.</p>
<p>Can a sector partner's activities for the coalition count as a match?</p>	<p>Match can be any in-kind contributions of non-federal dollars, which means anything that your current program is able to use in your accounting system you can count for a match. For example, a volunteer's time can be counted towards the match so long as you have an accounting methodology to be able to capture that information. If your current accounting system does not account for volunteers specifically, and manages those hours, then they cannot be counted. It's just whatever is utilized of your current accounting system.</p>
<p>CDC Risk Questionnaire - Risk questionnaire drop downs reflect that we have to enclose our HR and Accounting policies. Do we have to enclose ALL of our HR and accounting policies? If not are there specific policies, we should make sure to include?</p>	<p>For the policies and procedures for accounting and HR, attach what you feel is most relevant and submit to <a href="http://www.grants.gov">www.grants.gov</a> when uploading supporting documentation for the Risk Questionnaire into this application package. Clearly label the documents for easy identification of the type of documentation. For example, a copy of the risk questionnaire should be labeled, "Risk Questionnaire," and the supporting documents should be labeled "Risk Questionnaire Supporting Documents". It is acceptable to include a PDF document with a link to the policies requested as long as individuals outside of your organization can access the policies through the particular link. Sometimes organizations have firewalls that restrict access to members of an organization. Please ensure appropriate access before submitting your application.</p>
<p>To clarify on the statement about accounting system, if our volunteers are from individuals and agencies who are not employees of the applicant agency how would we reflect their volunteer time in our accounting system</p>	<p>Match can be any in-kind contributions of non-federal dollars, which means anything that your current program is able to use in your accounting system you can count for a match. For example, a volunteer's time can be counted towards the match so long as you have an accounting methodology to be able to capture that information. If your current accounting system does not account for volunteers specifically, and manages those hours, then they cannot be counted. It's just whatever is utilized of your current accounting system.</p>

<p>Are there specific educational/degree requirements for Project Directors?</p>	<p>There is no education requirement for the Program Director/Principal Investigator (PD/PI).</p>
<p>Duplication of Effort - If there is state/federal youth substance prevention funding in the area, and we participate in those activities, do we have to discuss those activities under duplication effort? NOFO pg. 27“(2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source.</p>	<p>Yes, overlap, whether programmatic, budgetary, or commitment of an individual’s effort greater than 100 percent, is not permitted. Any overlap will be resolved by the CDC with the applicant and the PD/PI prior to award. The applicant must upload the report in Grants.gov under “Other Attachment Forms.” The document should be labeled: "Report on Programmatic, Budgetary, and Commitment Overlap." 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 Grants.gov under “Other Attachment Forms”. The document should be labeled: “Report on Programmatic, Budgetary, and Commitment Overlap”.</p>
<p>Can we use as match state funding for prevention work that supports our activities and which we will not duplicate?</p>	<p>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 abuse and serving a tribal community.</p> <p>Match can be any in-kind contributions of non-federal dollars, which means anything that your current program is able to use in your accounting system you can count for a match. For example, a volunteer’s time can be counted towards the match so long as you have an accounting methodology to be able to capture that information. If your current accounting system does not account for volunteers specifically, and manages those hours, then they cannot be counted. It’s just whatever is utilized of your current accounting system.</p>

<p>Our hospital system has centralized office grants and awards. Our member organization is eligible to apply for this opportunity. But our AOR is not an employee of the member organization, they are an employee of our hospital system. Should our Business Official be our official AOR or the CFO of the Member Organization? Our AOR (in grants.gov) is the only individual authorized to submit grants throughout the system.</p>	<p>We're not able to advise you on your organization designations, please consult your internal policies and procedures for staff designations.</p>
<p>Where will this webinar be posted?</p>	<p>The webinar and FAQs document will be posted on <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a></p>
<p>If we're ending year 5 would we check continuation or new in the SF 424?</p>	<p>If you are ending Year 05 of funding and applying for Year 06 you would select Competing Continuation.</p>
<p>Do we need to submit a parent consent letter for the youth CIA</p>	<p>No, you do not need to submit a parent consent letter.</p>
<p>Could you please clarify what you are looking for in section D Organizational Capacity of the grant narrative?</p>	<p>Applicants must address the organizational capacity requirements as described in the CDC Project Description (page 11). The Organizational Capacity of Recipients to Implement the Approach, relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs. Applicants must complete the requirements for this section as described within the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).</p>
<p>Could you please clarify what you are looking for in section D Organizational Capacity of the grant narrative?</p>	<p>Applicants must address the organizational capacity requirements as described in the CDC Project Description (page 11). The Organizational Capacity of Recipients to Implement the Approach, relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs. Applicants</p>

	<p>must complete the requirements for this section as described within the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).</p>
<p>Can an agency that currently has a 10 year grant, expiring in September 2020 apply with a second coalition before September 2020?</p>	<p>The 10 -Year Funding Limit only applies to community coalitions. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be “new” that is unique and distinct from a coalition that has already received 10 years of DFC funding.</p> <p>Please review Attachment 6: Assurance of DFC 10-Year Funding Limit for additional information.</p>
<p>The other attachments required to be part of the Table of Contents are being submitted electronically separately, do they need to have a page numbers on each attachment?</p>	<p>Please provide a detailed Table of Contents for the entire submission package that includes all the documents in H. Other Information section and headings in the Project Narrative section. If possible, please make sure to number all pages of your application starting with the Table of Contents as page one and all the way through to your last attachment. All required documents should be uploaded as individual PDFs.</p>
<p>Do we include the Organizational Capacity to implement the approach in the Project Narrative?</p>	<p>Applicants must address the organizational capacity requirements as described in the CDC Project Description (page 11). The Organizational Capacity of Recipients to Implement the Approach, relates to the requirements of Attachment 7: Key Personnel-Resumes-CVs-PDs. Applicants must complete the requirements for this section as described within the CDC Project Description Section (page 11-12) for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).</p>

<p>If we are targeting electronic cigarette use, would we just list it as tobacco use?</p>	<p>If your assessment information demonstrates a need for e-cigarette use, then, yes, your coalition can use e-cigarettes as a 'tobacco' substance.</p>
<p>So if the superintendent of school district signs the CIAs but they assign a school principal . can we have the principal named and have it signed by the superintendent?</p>	<p>Per the NOFO, it's the sector representatives that signs the CIA.</p>
<p>Under the HHS checklist is the HHS690 a required document under the NOFO?</p>	<p>The HHS checklist is not a required document as part of your application submission</p>
<p>If some of the forms are Webforms, we need to upload them as Other Attachments? Project Abstract, the Lobbying form, and Site Location are examples. ...unless I need to read it more carefully?</p>	<p>As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded.</p>
<p>At the top of the CIA form, what should you use for Organization Name for the Youth &amp; Parent sector?</p>	<p>For the youth and parent on the CIA form, you can provide the community in which they reside as the organization.</p>
<p>Did I hear correctly that the youth sector representative should not be mentioned by name within the application?</p>	<p>No, that is not correct. Please provide the youth sector representative's name and signature as requested on Attachment 1 - Coalition Involvement Agreements.</p>
<p>In the "mandatory other attachment" section, there is only room for one attachment on top. Which attachment should go there? Also, where are supposed to add the other mandatory attachments such as coalition involvement agreements, meeting minutes, MOU, Zip code overlap statement, Assurances, key personnel resumes, general info application, prior DFC funding disclosure, congressional notification, CDCs assurances, Risk</p>	<p>As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded.</p>

<p>questionnaire/supporting documents and so on...? Do these go under "Optional Other Attachments" even though they are mandatory?</p>	
<p>Could you please list the folder and attachments to be uploaded? For example, CIAs are required but there is not a folder to specify where those documents are to be placed?</p>	<p>As long as the required documents are uploaded and titled appropriately per the NOFO, it does not matter where they are uploaded.</p>
<p>Will grants be reviewed the same way as in past, by peer process?</p>	<p>Please refer to the Application Review Information section of the funding opportunity for more information on what will be scored from the documentation submitted as part of the application package.</p>
<p>If our role is the evaluator for the coalition, is there special document/form we need to submit with the application?</p>	<p>Per the NOFO, there is no special documentation needed for the evaluator.</p>
<p>Our coalition for Year 1 - 5 had an outside organization be the legal application for Years 6 - 10 the coalition is now its own 501c3. How is the prior DFC funding attachment completed? Is the other organization DFC aware reported since it was for the same coalition?</p>	<p>Per Requirement 6 in the NOFO if a coalition is a 501(c)(3) it can apply on its own behalf. The applicant coalition must submit a Signed Assurance of Legal Eligibility and a copy of the IRS Form indicating the 501(c)(3) status. Applicants have to provide proof of 501(c)(3) status at the time of application. Please refer to Attachment 3 – Eligibility – in the NOFO for more information and a recommended template for the Assurance of Legal Eligibility.</p> <p>When completing Attachment 9, applicants must indicate the status of the grant award recipient/legal applicant coalition or non-coalition entity by completing both the checklist and the table provided. The coalition will identify the previous 5 years of funding with the outside entity in the table. Please include the Grant Award Number as well (SP#).</p>
<p>The Iowa Governor announced today (5-20-2020) that she has moved our state's Iowa Youth Survey from fall 2020 to fall 2021. This survey is typically given every two years to Iowa's 6th, 8th &amp; 11th graders. We have the required data points from the 2018 state survey but won't be able to get the new data until 2021. Will this be a problem for the DFC</p>	<p>When completing the FY 2020 DFC Application, please use the latest data available to indicate to reviewers what the local youth substance use issue are in your community of focus.</p> <p>Once awarded a DFC grant, the DFC National Evaluation Team and your CDC Project Officers will work with community coalitions to</p>

application?	ensure compliance with the DFC data requirements.
Would heroin and prescription opioids be considered two different substances or just one?	Yes. Please identify heroin and prescription opioids separately and develop the appropriate strategies, activities, and measurable objectives to address each substance uniquely.