

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

## FY 2020 DFC Non-Competing Continuation Application Workshop

### Webinar Q&A, March 11, 2020

During the presentation and the Q&A section, participants posed questions. The tables below contain the overall questions submitted by webinar participants along with responses from ONDCP and CDC.

Recipient Question/Comment	Presenter Responses/Answers
Are any signatures required for the 424 or the SLL?	The SF-424 and SLL are an on-line form once submitted an electronic signature is captured.
We have an indirect rate agmt but are not requesting indirect - do we still need to upload our Indirect Rate Agmt?	The indirect cost rate agreement is only applicable if you are requesting indirect cost.
Do you have to upload the Project Abstract as a separate document, or can it be copied & pasted in the applicable section?	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application.</p> <p>Applicants are required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>
If you are a year six but changing to a new fiscal agent-Are you considered a new 1st year 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 ( <a href="#">CDC-RFA-CE20-2003</a> ).
Can we use the same budget narrative format and layout as we did with SAMHSA? And if not, is there a version CDC has that they'd like us to use instead?	<p>The Budget Narrative is required for continuation grants. This application cycle, CDC will accept a budget narrative/justification as long as it is in the general form, format, and the 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.</p> <p>The SAMHSA template may be used for this application; however, please note additional specificity/details are needed in the following areas:</p> <ul style="list-style-type: none"> <li>-Consultants</li> <li>-Contractual</li> </ul>

	Please review CDC's Budget Narrative Guidance to build upon your current template. The CDC Budget Narrative Guidance can be found at: <a href="https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf">https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf</a>
If we do not know if we will have unobligated funds at this time, will there still be a process for rolling over unused funds?	The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate to be unobligated at the end of the budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period. Guidance will be provided later on the use of unobligated balances.
What do we do if an application was submitted without the attachments?	A complete application must be submitted per the Non-Competing Continuation Guidance. If changes need to be made to your submissions you can re-submit the application prior to the deadline, the CDC will accept the most current submission.
I have already submitted my continuation application. How do I use form A and B (given today) in association with my already uploaded application?	You must resubmit your application with all the attachments. CDC will accept the most current submission. If you need assistance, please contact the grants.gov customer support.
Can you explain the time for FY20? Example 10/1/19 - 9/30/20.	The FY20 will cover either of the following, depending on your budget period cycle: <ul style="list-style-type: none"> <li>September 30,2020 – September 29, 2021</li> <li>October 31, 2020 – October 30, 2021</li> <li>December 31, 2020 – December 30, 2021</li> </ul>
We are currently in Y6 of our DFC funding and have changed the name of our community coalition in the past few months. As we apply for Y7, do we use the old coalition title or the new on all application materials? How much confusion will this create? Thank you.	For ease of processing, please apply with the previous name of your coalition and we will work with your coalition to change your name once the award has been issued.
On the eligibility checklist, who is the principal investigator and where do we upload these attachments when on grants.gov, the "other attachments" like is not blue and therefore we are not able to open it to upload	Need to follow up with a phone call; unsure of what's being asked.  For the DFC Program the PI is oftentimes the Program Director. It is the individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation.
How do we know if we submitted the right version of our continuation grant?	Need to follow up with a phone call; unable to answer question w/o knowing what's already been done.  The correct version on the FY 2020 DFC Non-Competing Continuation application is: <a href="#">CDC-RFA-CE20-2004</a> .

<p>On the Risk Assessment form, do we fill it out for the coalition, the fiscal agent, or both? If we fill it out for both, how do we differentiate between the two in the form?</p>	<p>The CDC Risk Questionnaire should be completed by the fiscal agent.</p>
<p>I am confused by what's required in the section "Analysis of Remaining Time and Funds" in the RFA. If we are imagining, we might have money we wish to carry over from the year we are currently in (less than 25% of the total grant OR more than 25% of the total grant) do we need to include some information in this continuation application? If so, where do we include it? Thank you!</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate to be unobligated at the end of the current budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period. Guidance will be provided later the use of unobligated balances.</p>
<p>In the project abstract summary, where it asks for non-federal share requested it list year 1st, 2nd 3rd 4th and 5th -- I am applying for year 7 - should I include the matching funds required for years 7,8, 9 and 10?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application.</p> <p>Applicants are required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p> <p><b>Checklist of Required Contents of Application Packet:</b></p> <ul style="list-style-type: none"> <li>• SF-424 Application for Federal Domestic Assistance (online form embedded in grants.gov)</li> <li>• SF-424A Budget Information-Non-Construction (online form embedded in grants.gov)</li> <li>• Budget Justification (attachment)</li> <li>• Indirect Cost Rate Agreement (attachment)</li> <li>• Performance Narrative (12-Month Action Plan) (attachment)</li> <li>• SF-LLL Disclosure of Lobbying Activities (online form), if applicable</li> <li>• Interim Federal Financial Report (FFR) SF-425 (attachment)</li> <li>• Additional Program Requirements <ul style="list-style-type: none"> <li>○ Attachment A: Drug-Free Communities (DFC) Support Program Non-Competing Continuation Application Certification Checklist (attachment)</li> <li>○ Attachment B: Disclosure of Drug-Free Communities Support Program Coalition Information (attachment)</li> <li>○ Risk Assessment Questionnaire and Supporting Documents (attachment)</li> </ul> </li> </ul>
<p>On CDC Risk Assessment form, can you define what you mean by project management? My agency does not have formal, written project management policies, procedures, and system.</p>	<p>The 'written project management policies, procedures, and system' refers to actual policies and procedures that outline your project management processes. This relates to how your organization plans and organizes its resources to move a specific task, event, or duty to completion. It can involve a one-time project or an ongoing activity, and resources managed may include personnel, finances, technology, and intellectual property. In</p>

	<p>essence, we are simply asking whether or not your coalition has an effective method of tracking your proposed work plan.</p> <p>If you don't have written project management policies, procedures, or systems, there's a space for you to select "no" and to provide an explanation as to why you all do not have it.</p>
<p>DFC Me Progress Report was submitted prior to receiving the NOFO and as such Sustainability Plan was not attached (this was highlighted as not applicable in DFC Me at that time). Can we attach the Year 7 Sustainability plan as an attachment in the Other Attachments section?</p>	<p>If a coalition is currently in Year 03 or Year 07 of their award, then a Sustainability Plan should be submitted in DFC Me at <a href="http://dfcme.ondcp.eop.gov">http://dfcme.ondcp.eop.gov</a>. The Sustainability Plan must be submitted with either performance/progress report submitted in DFC Me in either February or August 2020.</p> <p>If you are in Year 03 or Year 07 and run into any issues in submitting your Sustainability Plan, please contact <a href="mailto:dfc_evaluators@icf.com">dfc_evaluators@icf.com</a>.</p>
<p>On grants.gov form - Project Abstract Summary- do you want a new and updated abstract or may we submit our original abstract?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application.</p> <p>Please make sure that you are applying using the correct NOFO. The FY 2020 DFC Non-Competing Continuation application is: CDC-RFA-CE20-2004.</p> <p>Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>
<p>What if my fiscal agent that receives the grant funding for the coalition had a name change in January 2020? Do we use the new name on the Grants.gov forms or do we use the old name until eRA commons updates the agency to the new name?</p>	<p>Please submit your completed application packet into <a href="https://grants.gov">grants.gov</a> using the previous name. Once the grant has been awarded, your CDC Project Officer will work with you to change the name of your fiscal agent in your grant file.</p>
<p>The performance narrative (12-Month Action Plan) - should this be uploaded to the grant.gov project narrative attachment form?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a>).</p> <p>Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>

<p>Where can the indirect cost rate agreement attachment be found? And does this need to be completed if our coalition does not have indirect costs?</p>	<p>If you are not requesting indirect costs, then you do not need to provide an indirect cost rate agreement.</p> <p>If you are requesting indirect costs in your budget, a copy of the indirect cost-rate agreement is required. There's no template for this agreement; it would be developed by your agency or fiscal agent. This agreement would include a copy of the current negotiated federal indirect cost rate agreement, or a cost allocation plan approval letter.</p>
<p>Is there a specific form for the Budget Justification?</p>	<p>This application cycle, CDC will accept a budget narrative/justification as long as it is in the general form, format, and the 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.</p> <p>The SAMHSA template may be used for this application; however, please note additional specificity/details are needed in the following areas:  -Consultants  -Contractual</p> <p>Please review CDC's Budget Narrative Guidance to build upon your current template. The CDC Budget Narrative Guidance can be found at:  <a href="https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf">https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf</a></p>
<p>What should we attach if we do not have a federally negotiated indirect cost rate agreement? Can we include an agreement between the coalition and fiscal agent?</p>	<p>If you are not requesting indirect costs, then you do not need to provide an indirect cost rate agreement.</p> <p>However, if you are requesting indirect costs in your budget, then a copy of the indirect cost-rate agreement is required. This must be a current, federally negotiated agreement.</p>
<p>Are the performance narrative and the 12-month action plan the same thing? I have them as 2 different documents.</p>	<p>Yes, the Performance narrative and the 12-Month Action Plan are the same thing. The 12-Month Action Plan for the next year of funding must detail the objectives, strategies, and activities that will strengthen your coalition's internal capacity and that will impact community youth substance abuse. For more information on what to include for this requirement, please refer to p.4-5 of the <a href="#">non-competing continuation guidance</a> (NOFO)</p>
<p>For the SF-LLL form, since it is required, do we just enter "Not Applicable" if it does not apply to us?</p>	<p>If an applicant does not have a lobbyist, then an applicant is still required to complete all sections 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.</p>

<p>Grants.gov Opportunity Number CDC-RFA-CE20-2004 DFC non-competing close date is 3/16/20, however our due date is April 4/14 .</p>	<p>For those applicants on the October-October budget cycle, please begin inputting your application after March 17, 2020. Grants.gov will be close (for your application cycle) on April 14<sup>th</sup>.</p>
<p>Is the "Performance Narrative" just the Action Plan table format, or do we also include a narrative "story" detailing changes to budget, progress relative to objectives, key program accomplishments, challenges, Future Implementation/Milestones Anticipated and Key Personnel Changes</p>	<p>Yes, the Performance Narrative and the 12-Month Action Plan are the same thing. The 12-Month Action Plan for the next year of funding must detail the objectives, strategies, and activities that will strengthen your coalition's internal capacity and that will impact community youth substance abuse. You do not have to include a narrative story but are able to do so if you can ensure that you do not go over the 6-page limit.</p> <p>For more information on what to include for this requirement, please refer to p.4-5 of the non-competing continuation guidance (NOFO)</p>
<p>Did she just say that we do not complete the Project Summary Abstract?</p>	<p>CDC does not require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a>).</p> <p>Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>
<p>If we do not think we will have any unobligated funds do, we need to complete the interim FFR?</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate to be unobligated at the end of the budget period. If you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>
<p>Hi-- our coalition does not engage in lobbying. In the past, we have printed the SF-LLL form and simply written "not applicable" on the form. On grants.gov, this form is noted as mandatory. If we do not engage in lobbying at all, should we complete the form, inserting the words "not applicable" in the required fields?</p>	<p>If an applicant does not have a lobbyist, then an applicant is still required to complete all sections of the Disclosure of Lobbying Activities form. You 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.</p>
<p>The abstract is mandatory on grants.gov and will be an error upon submission if we do not upload.</p>	<p>CDC does not require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a>). Our other DFC NOFOs do require an abstract, so please ensure that you're applying based off the correct NOFO.</p>

Does the FFR have to be submitted as an attachment with the application, or is submitting it through the payment management system sufficient?	The Interim FFR should be an attachment to the application.
What about the interim Federal Financial Report (FFR)? Can the purpose of this form please be explained?	<p>An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award. The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. For example, if you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p> <p>Further instructions for completing the interim FFR are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a>.</p>
Can you elaborate more on the Indirect Cost Rate Agreement? We are not requesting any federal funds to pay for indirect costs, so is this form necessary?	The indirect cost rate agreement is only applicable if you are requesting indirect cost.
Can you please type out the CDC Risk Assessment Questionnaire address?	The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.
Please repeat how the attachments to the CDC Risk Assessment Questionnaire should be labeled?	When uploading the Risk Questionnaire, please provide a clear, easy label such as "CDC Risk Questionnaire". If you are uploading supporting documentation for the Risk Questionnaire, clearly label those documents for easy identification too. For example, a copy of Procurement policy submitted in response to the questionnaire may be labeled "CDC Risk Questionnaire Supporting Document – Procurement Policy".
Please type that website for the CDC Risk Assessment Questionnaire. Didn't catch it.	The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.

Please put the URL for the CDC Risk Assessment Questionnaire.	The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.
Should the lobbying disclosure form be completed on behalf of the coalition or the grantee/agent?	The SP-LLL (Lobbying Disclosure Form) should be completed on behalf of the coalition.
Can repeat the website, where we can find the CDC Risk Assessment Questionnaire please?	The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.
Can you also elaborate on the Interim Federal Financial Report? What is this and do we have to do this if we are in good standing and have no un-obligated funds?	An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award. If you do not expect any unobligated funds to carry over then an interim FFR for this current year is not required. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. For example, If you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.  Further instructions for completing the interim FFR are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a> .
If we have carryover funds do, we add those to the new budget?	Guidance will be provided at a later date on the use of unobligated balances.
Should the Risk Assessment Questionnaire be attached to the "other attachment form" section, along with the supporting documents that it requires?	Yes, please upload the CDC Risk Questionnaire in the "other attachment form" section.
Since this is a continuation application, if we are entering year 7, we should calculate the 125% level of match, correct?	Correct, year 7 applicants must calculate 125% match.
CDC Risk Questionnaire filled out for the Fiscal Agent or the Coalition?	The CDC Risk Questionnaire should be completed by the fiscal agent.

<p>If we emailed a question ahead of this webinar, and have yet to receive a response, can we expect a response before our grant is due on Monday?</p>	<p>We will respond to your inquiry as soon as possible. Due to the high volume of inquiries, there may be instances where you have not received a direct response to your email request. We have posted responses to webinar questions and other frequently asked questions here:  <a href="https://wwwdev.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://wwwdev.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a></p>
<p>Where to find specific instructions for completing SF424A?</p>	<p>Please refer to pages 3-4 of the NOFO for instructions on completing the SF-424A.</p>
<p>What documentation requirements are there to demonstrate match of fund?</p>	<p>Match must be included in your budget (SF-424A). On Line 6, column 4, you may enter the total non-federal funds (match) for each object class category. The total of column 4 should equal the amount reflected in Section A, Column (f).  As a reminder, recipients applying for Years One - Six are required to have 100 percent match (1:1) from non-federal sources. Those in years 7 and 8 have a 125% match requirement. And those recipients in years 9 and 10 have a 150% match requirement.</p>
<p>Will we be submitting an attestation letter if the budget will not change more than 25% from the previous year?</p>	<p>CDC cannot accept Letters of Attestation to satisfy the budget requirement. Please make sure to complete the SF-424A (the Budget Information and Budget Justification) to fulfill all budget requirements.</p>
<p>During the presentation the Interim FFR was skipped, can we please get an explanation of that, when do we submit and is it uploaded into continuation application packet?</p>	<p>An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award. If you do not expect any unobligated funds to carry over then an interim FFR for this current year is not required. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. For example, If you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p> <p>Further instructions for completing the interim FFR are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a></p>
<p>Is the SF-425 required?</p>	<p>The Interim FFR(SF-425) is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate to be unobligated at the end of the budget period. For example, if you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>

I have a few questions please: Who is the Risk Assessment mainly for? Our fiscal agent? Can you please provide examples of what supporting documents we may need to attach?	The CDC Risk Questionnaire should be completed by the fiscal agent.
In the past, we have been able to submit an attestation letter in place of the budget narrative. Are we still able to submit an attestation letter or do we have to submit a budget narrative?	CDC cannot accept Letters of Attestation to satisfy the budget requirement. Please make sure to complete the SF-424A (the Budget Information and Budget Justification) to fulfill all budget requirements.
Is this the right package to work on: CDC-RFA-CE20-2004 - PKG00258358?	The CDC RFA-CE20-2004 is the correct NOFO. Here's the link, just in case: <a href="https://www.grants.gov/web/grants/view-opportunity.html?oppld=324563">https://www.grants.gov/web/grants/view-opportunity.html?oppld=324563</a>
Can you speak to the Project Abstract Summary - this is a new form for the continuation applications? What is expected in the Project Summary section?	CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a> ).  Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.
Regarding the Interim FFR, who should be completing it please?	The Interim FFR is typically completed by the individual at your organization responsible for fiscal accountability.
Will we be assigned a Grant Project Officer and a Grants Management Specialist with the CDC?	Yes. Once the grant is awarded, you will be notified who your CDC Project Officer will be.
We had an informal carry over request and were told we didn't have to submit anything further. Our continuation application is due next week and we would like to know what has to be submitted in our case as well?	If you find that you have unobligated funds that you'd like to carryover, you must complete an interim <a href="#">FFR</a> . It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.  Further instructions for completing the interim FFR (SF 425) are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a>
Can a revised application be submitted in grants.gov as long as it is submitted prior to the due date?	Yes. The CDC will accept the most recent submission.
I do not see a form for the Indirect Cost Rate Agreement, where can I find this?	There's no template for this agreement. In order to request indirect cost an organization must have a current indirect cost rate agreement established.  Please note, if you are not requesting indirect costs in your budget, then you do not need to provide an indirect cost rate agreement. However, if you are

	requesting indirect costs in your budget, a copy of the indirect cost-rate agreement is required.
Please describe the Interim Financial Report SF425.	The Interim FFR(SF-425) is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate to be unobligated at the end of the budget period. For example, if you anticipate zero dollars to be unobligated then the interim FFR should show that. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.
If we have a key personnel change that has not been processed by our SAMHSA PO, which personnel do we list on continuation grant documents? For instance, our Project Coordinator changed in January.	<p>If you have a change in key personnel, please include that information as an attachment in the application.</p> <p>The attachments should be named “Key Personnel Resumes CVs” and “Key Personnel Resumes PDs” respectively and uploaded to <a href="http://www.grants.gov">www.grants.gov</a>.</p> <p>You can include a resume, or a curricula vita may be used in lieu of a resume, and ensure that it contains all Of the items of information below:</p> <ul style="list-style-type: none"> <li>• Name of key personnel</li> <li>• Education background: School(s), location, dates attended, degrees earned (specify year), major field of study</li> <li>• Professional experience</li> <li>• Honors received and dates</li> <li>• Recent relevant publications</li> <li>• Other sources of support</li> </ul> <p>The position description is only required for key personnel positions that are not filled and should include:</p> <ul style="list-style-type: none"> <li>• Title of key personnel position;</li> <li>• Brief description of duties and responsibilities; and</li> <li>• 1-2 sentences on how the applicant plans to fill the position, including expected timeframe.</li> </ul>
When will we get answers from the questions that we have submitted to <a href="mailto:dfc@cdc.gov">dfc@cdc.gov</a> ?	We will respond to your inquiry as soon as possible. Due to the high volume of inquiries, there may be instances where you have not received a direct response to your email request. We have posted responses to webinar questions and other frequently asked questions here: <a href="https://wwwdev.cdc.gov/injury/fundedprograms/drug-free-communities/index.html">https://wwwdev.cdc.gov/injury/fundedprograms/drug-free-communities/index.html</a>

<p>Is the SF-425 form required for all applicants?</p>	<p>If you find that you have unobligated funds that you'd like to carryover, you must complete an interim <a href="#">FFR</a> (SF425). It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p> <p>If you do not have unobligated funds, then you do not have to complete the SF425.</p> <p>Further instructions for completing the interim FFR (SF 425) are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a></p>
<p>Do we need to budget for any anticipated rollover funds?</p>	<p>If you find that you have unobligated funds that you'd like to carryover, you must complete an interim <a href="#">FFR</a> (SF425). It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p> <p>If you do not have unobligated funds, then you do not have to complete the SF425.</p> <p>Further instructions for completing the interim FFR (SF 425) are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a></p>
<p>Will we still submit attestation letter if 25% of the budget will not be changed, instead of the narrative budget?</p>	<p>CDC cannot accept Letters of Attestation to satisfy the budget requirement. Please make sure to complete the SF-424A (the Budget Information and Budget Justification) to fulfill all budget requirements.</p>
<p>How will carryover work this year?</p>	<p>If you find that you have unobligated funds that you'd like to carryover, you must complete an interim <a href="#">FFR</a> (SF425). It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p> <p>If you do not have unobligated funds, then you do not have to complete the SF425.</p>
<p>The project abstract summary asks for years 1, 2, 3, 4, and 5 of Non-Federal Share Requested. We are entering into year 8, so would I only complete for 3rd, 4th, and 5th year?</p>	<p>Please provide your contact information so we can better understand and address your question.</p>
<p>Are letters of attestation acceptable for the budget justification?</p>	<p>CDC does not use a letter of attestation to satisfy the budget justification requirement for non-competing continuation applications. Please refer to</p>

	Section 2. SF-424A Budget Information and Budget Justification in the Drug-Free Communities (DFC) Support Program – Non-competing Continuation Guidance (CDC-RFA-CE20-2004) for what is required in both the SF-424A form and the budget justification.
I have a fiscal agent, so are they the ones that need to be registered in the SAM and DUNS systems? I am registered in Grants.gov, but not in those other systems. Thank you.	Yes, your fiscal agent should be registered in all systems.
Do our prior SAMHSA grants and program managers remain the same through to October 2020?	With the transition to CDC, all recipients will have new CDC Project Officers. Contact information for your project officers will be provided after application reviews are complete.
For continuation applications in the past grantees could submit letters that state the budget won't change by 25% compared to the previous budget and that was allowed instead of completing a new budget justification. Is that still allowed?	CDC cannot accept Letters of Attestation to satisfy the budget requirement. Please make sure to complete the SF-424A (the Budget Information and Budget Justification) to fulfill all budget requirements.
Can you give an overview of the documents required with Attachment G Risk Assessment Questionnaire?	The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.
In years' past, if an awardee was using the de minimus rate of 10% of direct expense, an indirect rate agreement was not required. I don't see any mention of this in the instructions that have been provided. Does this mean that ALL awardees need to submit a rate agreement (even if we are using the de minimus rate)?	If your organization is utilizing the de minimus rate, in the budget narrative indirect cost section, you must state that your organization has elected to use the 10% de minimis rate.
What format must the indirect cost agreement take?	If you are not requesting indirect costs, then you do not need to provide an indirect cost rate agreement.  If you <i>are</i> requesting indirect costs in your budget, a copy of the indirect cost-rate agreement is required. There's no template for this agreement. In order to request indirect costs, an organization must have a current indirect cost rate agreement established.
Is the length of proposed project the entire grant period (9/30/18-9/29/23) or just the one year period we are requesting continuation funds for (9/30/2020-9/29/2021)?	Apply for the one-year (budget) period.

<p>We have an FFR dated 1/27/20. Do we need to complete a new SF-425?</p>	<p>Please provide the most up to date calculation of your unobligated funds in your SF-425. If the Jan 27 FFR is the most up to date, then you may use that information.</p>
<p>Do we need to fill out the lobbying disclosure form if the agency does some lobbying that is not related to the DFC work?</p>	<p>A completed SF-LLL Disclosure Lobbying Activities Form is required for all recipients. You 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.</p>
<p>Grants.gov requires that an abstract be submitted but I heard it said on this webinar that this is not required. It appears that we will not be able to submit the application without it. Is there a template for this somewhere?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a>).</p> <p>Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>
<p>Is the Interim FFR required for everyone?</p>	<p>An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p>
<p>Where do we attach the CDC Risk Questionnaire and required supporting documents? Am I missing it on grants.gov workstation?</p>	<p>The CDC Risk Questionnaire can be uploaded in the "other attachments" section.</p>
<p>If we do not already have an indirect cost rate agreement can we request indirect costs?</p>	<p>You can request an indirect cost proposal through HHS Cost allocation Services.</p>
<p>We are in YR8 and applying for YR9 Con't - what FFR should we upload and where should it be uploaded - what section?</p>	<p>Please provide the most up to date calculation of your unobligated funds in your FFR. If the Jan 27 FFR is the most up to date, then you may use that information.</p>
<p>For the section "Non-Federal Share Requested (For Each Year)" of the Project Abstract Summary, do we fill this section in with our match amounts?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Please make sure that you are applying from the correct NOFO (i.e., the <a href="#">non-competing continuation guidance</a>).</p> <p>Applicants are only required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>

<p>Hi. The guidance on page 1 says that an Interim Financial Report should be attached, but says to attach "if applicable" on page 6...I am assuming an Interim FFR would be required if grantees are requesting unobligated funds IN ADDITION to funding for the next year?</p>	<p>An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award. If you do not expect any unobligated funds to carry over then an interim FFR for this current year is not required.</p> <p>Further instructions for completing the interim FFR are located at <a href="https://www.grants.gov/forms/post-award-reporting-forms.html">https://www.grants.gov/forms/post-award-reporting-forms.html</a>.</p>
<p>Logged in a bit late and the slides don't appear in the download resources. Are the slides available or the full session archived for reference? Thanks!</p>	<p>Yes the slides are posted to the CDC DFC webpage: <a href="https://www.cdc.gov/injury/fundedprograms/drug-free-communities/">https://www.cdc.gov/injury/fundedprograms/drug-free-communities/</a>.</p>
<p>Is there specific verbiage you would like us to include on the Action Plan to indicate alignment with the President's National Drug Control Strategy?</p>	<p>The work that DFC-funded community coalitions engage in everyday advance the President's National Drug Control Strategy. Thank you for the work you do in your communities.</p>
<p>Hi there! Can you explain the difference between a competing and non-competing DFC applicant? I attended another DFC grant webinar recently and was under the impression that we would submit an application to the funding opportunity ending in "2003," but it sounds like the one you're discussing today is the correct application for us. My organization is in our 9th year of funding and will be submitting the grant for year 10.</p>	<p>If you are in your 9<sup>th</sup> year, you should complete the <a href="#">non-competing continuation</a> application.</p> <p>The webinar we hosted last week was aimed at new applicants (Year 1 and Year 6), not applicants that are continuing in the DFC program.</p>
<p>On page 2 of the NOFO, it states that a Sustainability Plan should have been sent into DFCme by 2/26/20 if in year 3. Does this make us ineligible for submission/review if we have not yet completed the sustainability plan? In other webinars we were told we had longer to complete the Sustainability Plan.</p>	<p>No. If a coalition is currently in Year 03 or Year 07 of their award, then a Sustainability Plan should be submitted in DFC Me at <a href="http://dfcme.ondcp.eop.gov">http://dfcme.ondcp.eop.gov</a>.</p> <p>The Sustainability Plan must be submitted with either performance/progress report submitted in DFC Me in either February 2020 or August 2020.</p> <p>If you are in Year 03 or Year 07 and run into any issues in submitting your Sustainability Plan, please contact <a href="mailto:dfc_evaluators@icf.com">dfc_evaluators@icf.com</a>.</p>
<p>Is there a walk-through video or document available to fill out the non-compete continuation application on grants.gov? If so, please provide the link.</p>	<p>We do not have a walk-through video or document. For assistance with completing an application in grants.gov, please contact the grants.gov customer support desk. Or, feel free to email your specific question(s), or provide your contact information, to <a href="mailto:DFC@cdc.gov">DFC@cdc.gov</a> and we'll get back to you as quickly as possible.</p>

Who can we speak to with questions regarding close-out from our Year 5 grant that occurred prior to this transition?	Please contact your assigned SAMHSA Project Officer regarding any closeout matters.
We submitted our CARA continuation grant through ERA, what do we do now?	Please contact your assigned SAMHSA Project Officer regarding CARA Continuation Applications.
If we need help or have questions regarding our budget or program issues (not related to applying for our next year), do we contact our current SAMHSA project officers?	With the transition from SAMHSA to CDC, you will be assigned a new Project Officer after grant reviews are completed. If you have specific questions now, please feel free to email us at <a href="mailto:DFC@cdc.gov">DFC@cdc.gov</a> and we will answer your questions as quickly as possible. If you need to speak with someone, please include your contact information to in that email so CDC staff can give you a call.
Interim Financial Report (SF 425) - The instructions state "if applicable" but do not state when the requirement is applicable and when it is not. We submitted our annual FFR for year 3 on 11/15/19...and we have submitted the quarterly FFR for the first quarter of year 4. Do you need us to re-submit copies of those, or is this requirement "not applicable?"	The SF-425 must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.  The interim FFR that you submit should reflect an estimate of what you anticipate being unobligated at the end of the current budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.
The close date for the application on Grants.gov is March 16, 2020. When/where will we find the CFDA or NOFO for grants due April 14, 2020?	Grants.gov will reopen on March 17 for those applying on the October-October budget period cycle. You can enter your grant application at any time between March 17 <sup>th</sup> and April 14, 2020, 11:59pm EST.
Natalie Singletary-Brooks County Drug Free Communities. We submitted our Continuation Application prior to knowing about this webinar. Our is due on the 16th, and we typically don't wait until so soon in case we run into any technical issues. I think we did it correctly, minus one- or two-minute details. With it already being submitted, I am unsure how/if we should look into correcting it? For example, our attachments are all one document.	You can resubmit another application with the appropriate attachments. CDC will accept the most recent submission.
Attachment A - In years' past, there were only 2 Key Personnel (Program/Project Director and Program/Project Coordinator). We also had to identify a Business Official, but I don't think that position has been considered "Key Personnel" for purposes the application. Should the form show the Business Official, or was it intended to include the Principal Investigator? Is it acceptable for me to identify the same person as both the PD and PI?	Key Personnel are only listed within the Organizational Capacity section of the New and/or Continuing competing applications. Key personnel aren't required for the <a href="#">non-competing continuation</a> applications.  Both the <a href="#">New Applicant</a> NOFO and the <a href="#">Competing Continuation</a> NOFO state their specific requirements for listing key personnel. Please look those over and let us know if you have additional questions.

Risk Assessment Questionnaire - On the form, in the drop-down box regarding HR policies and procedures, it seems to be requiring us to attach/enclose those...but I don't see a mechanism for doing so on grants.gov. In fact, I don't see a mechanism for attaching/uploading this form or the other documents that are listed under "7. Additional Program Requirements".	You can upload these documents in the "other attachments" section. If that doesn't work, please contact the grants.gov help desk.
Is the Interim Federal Financial Report (FFR) SF-425 just the last FFR that was submitted (which for us would be December 31st)?	Please provide the most up to date calculation of your unobligated funds in your SF-425. If the December 31st FFR is your most up to date, then you may use that information.
When doing the continuation forms, if we do not do any lobbying activities do we put not applicable in the required fields?	If an applicant does not have a lobbyist, then an applicant is still required to complete all sections 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.
If we submitted a Carryover Request for Year 1 unobligated funds that is still in review by SAMHSA, do we need to resubmit with the CDC?	Please contact your assigned SAMHSA Project Officer regarding your coalition's Carryover Request.
What is the Interim Federal Financial Report? SF-425 Would this be the FFR19-20 we submitted through the ERA-commons?	An interim FFR accounts for the status of funds under the current year of the award. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the current budget period. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award. If you do not expect any unobligated funds to carry over then an interim FFR for this current year is not required.
We are not changing fiscal agent, but our fiscal agent changed it's name. We submitted this request with SAMHSA in ERA Commons but they said it would take some time. But we are applying for year 5 continuation with the new name for fiscal grantee. Same DUNS number (updated with new name already), SAM has been updated with new name as well.	Please submit your completed application packet into grants.gov using the previous name. Once the grant has been awarded, your CDC Project Officer will work with you to change the name of your fiscal agent in your grant file.

<p>If we have un-obligated funds from prior budget periods that we'd like to request in addition to funding for next year, do we include that on the Interim FFR?</p>	<p>Yes. The interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p>
<p>I just wanted to make sure I heard correctly, but did you say after year 10 the coalition is not eligible to reapply for this grant?</p>	<p>Correct. A coalition may <i>not</i> receive more than 10 years of DFC funding.</p>
<p>With the transition to CDC, do we still have the same GMO and GPO? If not, who do we contact with questions?</p>	<p>No – with the transition from SAMHSA to CDC, you will have a new Project Officer. Once the grant is awarded, you will be notified who your new CDC Project Officer will be.</p>
<p>On grants.gov where we are supposed to upload other attachments, my line is not accessible like the others are. How am I supposed to upload the required attachments?</p>	<p>You can upload your attachments in the “other attachment” section.</p>
<p>On page 4 of the application under #3, it mentions Indirect cost rate cost agreement. We used the previously approved de minimis the rate is 10%. Is this still acceptable. How can I show this as a copy of the negotiated costs?</p>	<p>Yes, it's acceptable. In the budget narrative indicate in the indirect cost section your organization election of the 10% de minimis rate.</p>
<p>Where should we upload Attachments A, B and G?</p>	<p>Please ensure that you are applying under the correct application in grants.gov. There are only two attachments required in the <a href="#">non-competing continuation guidance</a>.</p> <p>If you are having trouble uploading our attachments in Program Requirements, then you can upload them into the “Other Attachments” section.</p>
<p>Can you provide the location of the risk assessment form again?</p>	<p>The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.</p>
<p>Do we need to indicate matching funds in the Object Class Categories of the 424 Budget Information? If so, which column do we use? Thanks!</p>	<p>Yes, match must be included in your budget (SF-424A) based on the category. On Line 6, column 4, you may enter the total non-federal funds (match) for each object class category. The total of column 4 should equal the amount reflected in Section A, Column (f).</p>
<p>We have moved our office this month. The coalition has not moved, just the office location. Should I use old or new address for application? I have not yet changed the address with DFC.</p>	<p>Please use your new address on the application.</p>

<p>On the attachment A: DC Non-Competing Continuation Application checklist at the bottom it lists Key Personnel and percent level of effort for the following: Principal Investigator, Program/Project Coordinator. I am familiar with all the key personnel except the principal investigator. What is the principal investigator?</p>	<p>For the DFC Program the PI is oftentimes the Program Director. It is the individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation. The PI/PD generally is an employee of the recipient.</p>
<p>On the Risk Questionnaire, do we fill that out for the fiscal agent or for the coalition specifically?</p>	<p>The entity legally responsible for the DFC grant award (i.e., the fiscal agent) should complete the risk questionnaire.</p>
<p>The CDC budget guidelines say, "if the applicant does not have an approved indirect cost rate agreement, costs normally identified as indirect costs (overhead) can be budgeted and identified as direct costs"?</p>	<p>Direct costs are costs that can be identified specifically and/or be can be directly assigned. Examples of direct costs include, but are not limited to, salaries, travel, equipment, and supplies directly benefiting the grant-supported project or program. Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Facilities operation, maintenance costs, depreciation, and administrative expenses are examples of costs that usually are treated as indirect costs.</p> <p>If you are not requesting indirect costs, then you do not need to provide an indirect cost rate agreement.</p> <p>If you are requesting indirect costs in your budget, a copy of the indirect cost-rate agreement is required. There's no template for this agreement. In order to request indirect costs, an organization must have a current indirect cost rate agreement established.</p>
<p>I submitted through grants.gov, can I "reopen" application and attach A/ B/ and Risk Assessment?</p>	<p>We recommend contacting the <a href="https://www.grants.gov/help-center">Grants.gov</a> Help Center at <a href="mailto:support@grants.gov">support@grants.gov</a> or 1-800-518-4726 for assistance with this request.</p>
<p>Sorry I missed this but is an interim FFR report required?</p>	<p>Yes, an interim FFR is required.</p>
<p>Regarding the Analysis of remaining Time and Funds, if you believe you will spend down all funds, do you still need to provide a statement under the "analysis of Remaining Time and Funds? Please confirm we would list zero under Section A Federal (c) on the 424A Form?</p>	<p>No. However, the Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>
<p>If we had the Indirect Cost Agreement in previous years do we still need upload?</p>	<p>If requesting indirect cost, you must upload a current indirect cost rate agreement.</p>
<p>If we already submitted our application but realized that our action plan is over the 6-page requirement. Do we need to get the application opened back up to correct that?</p>	<p>You can resubmit your application with the appropriate attachments. CDC will accept the most recent submission.</p>

<p>Is the interim financial report required? It was on the list, but she didn't read it along with the others. if so, can we use the one we just did in December?</p>	<p>Yes. An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request use of those funds in addition to funding received for the next year of the award.</p>
<p>On Attachment A, the Eligibility Certification Checklist, under key personnel and percentage effort, is the Principal Investigator someone other than the Program Director? I thought I recalled those being the same person in eRA Commons.</p>	<p>For the DFC Program the PI is oftentimes the Program Director. It is the individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation. The Principal Investigator and Program/Project Director can be the same individual. The PI/PD generally is an employee of the recipient.</p>
<p>On Attachment A, what is the principal investigator?</p>	<p>For the DFC Program the PI is oftentimes the Program Director. It is the individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation. The Principal Investigator and Program/Project Director can be the same individual. The PI/PD generally is an employee of the recipient.</p>
<p>We are applying for Year 3 and according to the RFA a sustainability plan is required but we received conflicting instructions during the annual performance report submission process, and we were instructed it is not due until 2/2021. Is the sustainability plan required in year 3?</p>	<p>If a coalition is currently in Year 03 or Year 07 of their award, then a Sustainability Plan should be submitted in DFC Me at <a href="http://dfcme.ondcp.eop.gov">http://dfcme.ondcp.eop.gov</a> The Sustainability Plan must be submitted with either performance/progress report submitted in DFC Me in either February 2020 or August 2020.</p> <p>If you are in Year 03 or Year 07 and run into any issues in submitting your Sustainability Plan, please contact <a href="mailto:dfc_evaluators@icf.com">dfc_evaluators@icf.com</a>.</p>
<p>The Risk Assessment Form link does not bring us to a fillable form. When we are on grants.gov is the form included in the grants.gov packet?</p>	<p>The CDC Risk Questionnaire can be found at: <a href="https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf">https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf</a> and should be uploaded to the application. Please answer each field as completely as possible, on behalf of the legal applicant/fiduciary agent, using extra pages if necessary.</p>
<p>We are a new non-profit and have not yet had an audit done. The CDC risk form asks about audits. How do we address this?</p>	<p>N/A if your organization does not meet the monetary threshold for an audit.</p>
<p>So if the Project Abstract summary is not required, can we just put NA in the project summary field? Would this generate an error message and would this not allow us to submit the application?</p>	<p>CDC does <u>not</u> require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application.</p> <p>Applicants are required to submit the documentation listed in Checklist of Required Contents of Application Packet Section of the non-competing continuation guidance, Page 3.</p>

<p>If our health director is our principal investigator but her time supporting the grant is in-kind, do we still put that here on the eligibility checklist?</p>	<p>Match (in-kind) must be included in your budget (SF-424A). On Line 6, column 4, you may enter the total non-federal funds (match) for each object class category (especially personnel).</p>
<p>Still am not clear on the Interim FFR submission and when/what we put on that. Can you please further explain when and how this would be submitted? Thanks!</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>
<p>Will a written summary of this webinar be available for reference?</p>	<p>Yes the webinar slides and questions and answers will be posted to the <a href="#">CDC DFC webpage</a>.</p>
<p>Is a program manager assigned at this point for the coalitions?</p>	<p>Yes. Once the grant is awarded, you will be notified who your CDC Project Officer will be.</p>
<p>Is there a problem with entering the information on-line with the 424 forms, because I filled out, saved and it said PASSED, but when I went back in, it does not look like anything saved?</p>	<p>If you're having issues with online forms saving, you'll have to contact the grants.gov help desk.</p>
<p>So just for clarification if we did not receive funding for this year but we were previously a year 1-5 grantee that ended in 2019. We are now considered a new applicant?</p>	<p>You should complete an application for <a href="#">Competing Continuation</a>.</p>
<p>Will grants.gov open another workspace for those due dates of 4/14/20?</p>	<p>Yes, the funding opportunity announcement will reopen on March 17, 2020.</p>
<p>With the risk assessment, it appears that the questions are directed more to our fiscal agent. You had answered previously that this was about our coalition. Is that correct?</p>	<p>The questions should be answered by your fiscal agent.</p>
<p>If you are an October Budget period to submit 4/14 can you even access your continuation application to work on it before the September Budget closes out?</p>	<p>The funding opportunity announcement will reopen on March 17, 2020.</p>
<p>For grantees who are required to submit a sustainability plan. How and where do we submit?</p>	<p>If a coalition is currently in Year 03 or Year 07 of their award, then a Sustainability Plan should be submitted in DFC Me at <a href="http://dfcme.ondcp.eop.gov">http://dfcme.ondcp.eop.gov</a> The Sustainability Plan must be submitted with either performance/progress report submitted in DFC Me in either February or August.</p> <p>If you are in Year 03 or Year 07 and run into any issues in submitting your Sustainability Plan, please contact <a href="mailto:dfc_evaluators@icf.com">dfc_evaluators@icf.com</a>.</p>
<p>I will like clarification on the Project Abstract Summary. It is a mandatory form for funding opportunity CDC-RFA-CE20-</p>	<p>CDC does not require a Project Narrative nor the Project Abstract Summary to be submitted as part of the non-competing continuation application. Applicants are required to submit the documentation listed in Checklist of</p>

<p>2004 that is due on 3/16 on grants.gov. Does this need to be completed?</p>	<p>Required Contents of Application Packet Section of the non-competing continuation guidance.</p>
<p>Is the SF 425 required?</p>	<p>Please refer to Section 2. SF-424A Budget Information and Budget Justification in the Drug-Free Communities (DFC) Support Program – Non-competing Continuation Guidance (CDC-RFA-CE20-2004) for what is required in both the SF-424A form and the budget justification.</p>
<p>I think my question also extends to other, required attachments, too. On the grants.gov Workstation page, a number of them are not listed under forms. I can find them, I'm sure, but where do I upload them. When I tried to do that yesterday under "Mandatory Attachments" instead of adding additional attachments, it replaced the existing attachment. (Allowing only one at a time to be attached.) Perhaps I'm doing it wrong!</p>	<p>As a federal agency, CDC is not able to see what applicants view once they have logged into <a href="http://www.grants.gov">www.grants.gov</a>. We recommend contacting the <a href="http://Grants.gov">Grants.gov</a> Help Center at <a href="mailto:support@grants.gov">support@grants.gov</a> or 1-800-518-4726 for assistance with this request.</p>
<p>Is the interim financial report required or no?</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>
<p>What time period does the interim FFR supposed to cover--is this what we are projecting to carry over into year 3?</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the current budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>
<p>If we do not plan to have any carryover are we required to submit the Interim FFR?</p>	<p>The Interim FFR is a required document for the non-competing continuation application. The interim FFR should reflect an estimate of what you anticipate being unobligated at the end of the current budget period. The estimated unobligated balance should be realistic in order to be consistent with the annual FFR to be submitted at the end of the budget period.</p>