

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

Date Last Updated: March 5, 2020

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

Eligibility Questions

1. Can a large entity, such as a University system, receive multiple DFC grants?

If there is only one legal name, employer/tax identification number, and DUNS number for the large entity, like a University system, then the entity may only serve as a bona fide/fiscal agent for one coalition.

Please refer to [Section C. Eligibility Information](#) within the Drug-Free Communities (DFC) Support Program-New funding opportunity ([CDC-RFA-CE20-2002](#)). This section outlines which organizations are eligible to apply on behalf of a coalition and the additional requirements that accompany that type of relationship.

2. I am a Comprehensive Addiction and Recovery Act (CARA) Local Drug Crisis recipient. Am I eligible to apply for a Drug-Free Communities (DFC) Support Program award?

The Comprehensive Addiction and Recovery Act (CARA) Local Drug Crisis funding is different than DFC funding. As such, your organization may be eligible to apply for a DFC award. Please refer to [Section C. Eligibility Information](#) within the Drug-Free Communities (DFC) Support Program-New funding opportunity ([CDC-RFA-CE20-2002](#)) to determine if your organization meets all of the eligibility requirements in order to apply.

Application Submission Questions

1. Who can I contact if I have questions about [Grants.gov](#) functionality?

We recommend contacting the [Grants.gov](#) Help Center at support@grants.gov or 1-800-518-4726 for assistance with this request.

Application Information Questions

1. What is the difference between the Performance Report and the Performance Narrative?

The Performance Report (previously known as the Progress Report) is a different requirement than the Performance Narrative. The Performance Report (Progress Report) should have been submitted to *DFC Me* by February 26, 2020. Requirements for what to include in the Performance Report (Progress Report) should be available on your Notice of Award.

The Performance Narrative is a required component of the Non-Competing Continuation application ([CDC-RFA-CE20-2004](#)). Please refer to *Section 4. Performance Narrative (12-Month Action Plan)* for further information on what is needed to satisfy this application requirement.

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 the *Checklist of Required Contents of Application Packet Section* (Attachment A) of the non-competing continuation guidance.

2. How many sets of meeting minutes are required?

Applicants are required to submit one set of meeting minutes as instructed by *Attachment A: Checklist of Required Contents of Application Packet Section* within the Non-Competing Continuation Guidance funding opportunity ([CDC-RFA-CE20-2004](#)), Attachment 2: One Set of Coalition Meeting Minutes within the New ([CDC-RFA-CE20-2002](#)), and the Competing Continuation ([CDC-RFA-CE20-2003](#)) funding opportunities.

3. Where do I include the Work Plan in my application?

The Work Plan is part of the Project Narrative. The Project Narrative does not have a separate attachment number but should be titled “Project Narrative” and submitted as a PDF with the application package.

4. Do I need to submit a Project Abstract?

If you are applying for the Non-Competing Continuation ([CDC-RFA-CE20-2004](#)) you are not required to submit the Project Abstract Summary form. The *Checklist of Required Contents of Application Packet Section* (Attachment A) within the Non-Competing Continuation Guidance provides a complete list of required documentation that must be submitted with an application.

5. I do not have a lobbyist. What information do I still need to provide with my application?

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 <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Budget and Federal Financial Reporting (FFR) Questions

1. Do I need to submit a Budget Narrative?

Yes, you will need to submit a Budget Narrative, SF-424, and SF-424A. The *Attachment A: Checklist of Required Contents of Application Packet Section* within the Non-Competing Continuation Guidance funding opportunity ([CDC-RFA-CE20-2004](#)) and *Appendix A: Pre-Submission Verification Checklist* within the New ([CDC-RFA-CE20-2002](#)) and the Competing Continuation ([CDC-RFA-CE20-2003](#)) funding opportunities provide a complete list of required documentation that must be submitted.

2. Do I need to provide an “Application Identifier” in the SF-424 form?

Per the SF-424 Form Instructions, the “Applicant Identifier” is assigned by the federal agency. As such, this field does not need to be completed by the applicant. For further instructions on how to complete the SF-424 Form, please refer to <https://www.grants.gov/web/grants/forms/sf-424-family.html>.