



FY 2023 DFC Notice of Funding Opportunity (NOFO)

Applicant Informational Webinar

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Location of DFC NOFO

- Visit www.grants.gov and type in “DFC” in the search bar
- Make sure you click on the correct NOFO:
 - **New Applicants: CDC-RFA-CE23-0004**
 - **Competing Continuation Applicants: CDC-RFA-CE20-0004-CC23**
- Click on “Related Documents” tab to download the NOFO, attachments, & appendices

The screenshot shows the Grants.gov search interface. At the top, there is a search bar with the text 'drug-free communities' and a 'GO' button. Below the search bar is a navigation menu with tabs for 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The main content area displays search results for '1 - 25 OF 1033 MATCHING RESULTS:'. The results are sorted by 'Relevance (Descending)' and the date range is 'All Available'. The results table has columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. Two results are visible:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
CDC-RFA-CE20-2004CC23	Drug-Free Communities (DFC) Support Program-Competing Continuation (Year 6)	HHS-CDC-NCIPC	Forecasted	07/20/2022	
CDC-RFA-CE-23-0004	Drug-Free Communities (DFC) Support Program-NEW (Year 1)	HHS-CDC-NCIPC	Forecasted	07/20/2022	

Direct Link to New NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=342588>

Direct Link to Competing Continuation NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=342582>

Outline of the DFC NOFO Workshop

Part 1:

What are the statutory eligibility requirements for the DFC Grant

How you prove and document your eligibility (attachments, project narrative, & 12-month action plan)

What else is needed (additional documentation)

Part 2:

What to include in your Project Narrative

How the Project Narrative will be reviewed and scored

What else is needed: Budget & Other Required Documents

Part 3:

Helpful hints and Q&A

Statutory Eligibility Requirements and Evidence You Must Provide



Statutory Eligibility Requirements

- In order to be eligible to apply to the DFC Program, applicants **must meet all** of the DFC Statutory Eligibility Requirements
- **Failure to meet any one DFC Statutory Eligibility Requirement will:**
 - deem the application ineligible; and
 - application will not proceed to peer review
- Additional information **may not** be added to an application after the application deadline. It is the responsibility of the applicant to submit a complete application prior to the application deadline.

STATUTORY REQUIREMENTS

- 12 Required sectors
- Six-month existence
- Mission statement
- Multiple drugs of use
- National cross-site evaluation

- Eligible to receive Federal grants
- Match from non-federal sources
- Limited to \$125,000/year
- Zip code overlap
- No more than 10 years of DFC funding

Statutory Eligibility Requirements Table

- Found in *Eligibility Information: Additional Information on Eligibility*
- Outlines each statutory requirement, evidence required, and where to document the information
- Failure to meet **any** single statutory eligibility requirement will cause the application to be deemed ineligible; in such case, it **will not** move forward to merit review
- **Appendix E: Statutory Eligibility Requirements (SER) Checklist** can be used to ensure you have the required evidence to meet the DFC Statutory Eligibility Requirements.

Table 3. Statutory Eligibility Requirements

Eligibility Requirement Item	Evidence Required and Where to Document
Requirement 1: 12 Sectors	
<p>The coalition must consist of one or more representatives from each of the following required 12 sectors:</p> <ol style="list-style-type: none"> 1. Youth 2. Parent 3. Business 4. Media 5. School 6. Youth-serving organization 7. Law enforcement 8. Religious/Fraternal organization 9. Civic/Volunteer groups (i.e., local organizations committed to volunteering, not a coalition member designated as a "volunteer") 10. Healthcare professional or organization (i.e., primary care, hospitals, etc.) 11. State, local, or tribal governmental agency with expertise in the field of substance use (including, if applicable, the state agency with primary authority for substance use) 12. Other organizations involved in reducing substance use <p>21 USC 1532(a)(2)(A) An individual who is a member of the coalition may serve on the coalition as a representative of not more than one sector category.</p> <p>21 USC 1532(a)(2)(C)</p>	<p>Evidence Required: Applicants must submit the Sector Table and 12 Coalition Involvement Agreements (CIA) that are signed and dated after January 2022 for each of the 12 individual sector representatives. See Appendix C for sample CIA. Name the file "Attachment 1_Sector Table and 12 CIAs".</p> <p>Where to Document:</p> <ul style="list-style-type: none"> • Attachment 1: Sector Table and 12 Coalition Involvement Agreements (CIAs) <p>Coalition members can not 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.</p>
Requirement 2: Six Month Existence	
<p>The coalition must demonstrate that members have worked together on substance use 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. 21 USC 1532(a)(3)(A)</p>	<p>Evidence Required: Applicant must upload one set of coalition minutes dated after January 2022. Name the file "Coalition Minutes".</p> <p>Where to Document:</p> <ul style="list-style-type: none"> • Attachment 2: General Applicant Information, Question #6



Requirement 1: 12 Sectors

The coalition must consist of representatives from each of the following required 12 sectors:

1. Youth (ages 12-18)
2. Parent
3. Business
4. Media
5. School
6. Youth Serving Organizations
7. Religious/Fraternal Organizations
8. Law Enforcement
9. Civic/Volunteer Groups
10. Healthcare Professionals
11. State/Local/Tribal Government
12. Other Substance Abuse Organizations

Evidence you must provide: Attachment 1. Sector Table and 12 Coalition Involvement Agreements and 12 signed CIAs

Attachment 1: Sector Table & 12 CIAs

- The Sector Table clearly identifies the representatives serving each of the 12 sectors.
- Fill in all boxes of the Sector Table, including Sector Representative Name, Organization Name, and **Selection Rationale**.
- The sector representatives identified on the Sector Table must match the CIAs provided as part of the DFC application. Include the name of the individual, their organization, and a strong rationale describing why the individual was selected to represent that sector. The rationale must adhere to the sector definitions included in the NOFO.

Attachment 1. Sector Table

Coalition Name:			
Sector	Sector Representative Name	Organization Name	Selection Rationale
Youth		<i>Age of Youth:</i>	
Parent			
Business			
Media			
School			
Youth Serving Organization			
Religious or Fraternal organization			
Law enforcement (<i>not retired</i>)			
Civic/Volunteer groups			
Healthcare professional or organization			
State, local, or tribal gov't agency with expertise in substance abuse			
Other organization involved in reducing substance abuse			

Requirement 1: 12 Sectors

- **Coalition Involvement Agreements (CIA):** The CIA is an agreement between the coalition and the selected sector representatives that clearly identifies the agreed upon responsibilities for both the coalition and the sector representative.
 - You **must** have a CIA for each sector
 - Each of the 12 different Sector Representatives will sign a CIA, and the Coalition Representative will sign all 12 CIAs
 - CIAs must reflect current membership and must be signed and dated AFTER January 1, 2022
 - Sample CIAs are provided in Appendix C

APPENDIX C: SAMPLE COALITION INVOLVEMENT AGREEMENT

Coalition Involvement Agreement between

[*Coalition name*]

and

[*Name of sector representative*], representing the [*Insert one of the 12 sectors here*]

[*Coalition name*] is responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan including volunteer membership and resources, both financial and material.
7. Respecting the rights of Coalition members to hold their own opinions and beliefs.
8. Other responsibilities as needed, etc.

[*Name of sector representative*], representing the [*Insert one of the 12 sectors here*], is responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a [/] basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Other responsibilities as needed, etc.

By signing this Agreement, the individuals are affirming that he/she represents one of the 12 required sectors and are committing to the responsibilities described.

INDIVIDUAL SECTOR REPRESENTATIVE	COALITION REPRESENTATIVE
Name and Title	Name and Sector
Signature and Date	Signature and Date

Name the file “**Attachment 1_Sector Table and 12 CIAs**” and upload as a single PDF attachment into grants.gov.

Requirement 2: Six-month Existence

- Coalition must demonstrate that members have worked together on substance use reduction initiatives for a period of not less than 6 months at the time of submission of the application
- **Meeting Minutes**
 - Minutes for a coalition meeting that took place between **January 2022 and the deadline** for the submission
 - Must be the coalition's minutes, not those of an outside agent applying on behalf of the coalition
 - Must demonstrate a focus on youth substance use prevention
 - Must include a list of all attendees by sector and the month, day, and year of the meeting

Name the file **“Coalition Minutes”** and upload as a PDF to **grants.gov** and complete **Q6 on Attachment 2. General Applicant Information**

Requirement 3: Mission Statement

- Coalition **must have** as its principal mission the **reduction of substance use**, with a **primary focus on reducing youth substance use**
- Must be the **coalition's** mission — not that of an outside agent applying on behalf of the coalition



Complete **Q4 on Attachment 2. General Applicant Information** and include within **Project Narrative**



Requirement 4: Multiple Drugs

- Multiple drugs **must** be addressed
 - Indicate multiple drugs that you will address in your community
 - Cannot be an “underage drinking” coalition that does not address other drugs
 - **Do not use the** terms “Alcohol, Tobacco, and Other Drugs (ATOD)”, “substances” or “substance abuse” to account for all substances
 - Vaping is not a substance

Complete **Q5 on Attachment 2. General Applicant Information** and include within **Project Narrative** and **12-month action plan**

Requirement 5: National Cross-Site Evaluation

- Applicants need to describe an evaluation and performance measurement plan that includes **how** the applicant will collect and report the DFC Program's required measures.
- Applicants **are not required** to be in compliance with the DFC National Cross-Site Evaluation Requirements **at the time of application**.

DFC Core Measures

- Past 30-day use
- Perception of Risk/Harm of Use
- Perception of Parental Disapproval
- Perception of Peer Disapproval

On **four substances**: Alcohol, Tobacco, Marijuana and Prescription Drugs

In at least **three grades**: 6th-12th

Every **two years**

Describe within the **Applicant Evaluation and Performance Measurement Plan** section of the **Project Narrative**

Requirement 6: Eligible to Receive Federal Grants

Applicants must select one of the following options in [Attachment 3_Statement of Legal Eligibility and Supporting Documentation](#):

Statement of Legal Eligibility

OPTION 1. The Coalition is a 501(c)(3) organization.

To apply on their own behalf, coalitions **must** have obtained 501(c)(3) status on or before the date their application is submitted. The Coalition's name is listed on the SF- 424 in Box #8a with the **Coalition's Employer/Taxpayer Identification Number (EIN/TIN)**. As the legal applicant, the Coalition **must** submit:

- a. Proof of 501(c)(3) status; and
- b. Signed Statement of Legal Eligibility.

OPTION 2. The Coalition is not a 501(c)(3) organization.

The Coalition **must** use a Fiscal Agent as their Legal Applicant to apply on its behalf. The Fiscal Agent's name is listed on the SF-424 in Box #8a with the **Fiscal Agent's Employer/Taxpayer Identification Number (EIN/TIN)**.

As the legal applicant, the fiscal agent **must** submit:

- a. Signed Memorandum of Understanding (MOU); and
- b. Signed Statement of Legal Eligibility.

Requirement 6: Eligible to Receive Federal Grants

Option 1

A coalition with **501(c)(3) status** that is serving as the legal entity.



Evidence you must provide:

- Check the box for Option 1
- Complete and sign **Attachment 3 Statement of Legal Eligibility and Supporting Documentation**
- Upload **the letter from the IRS indicating 501(c)(3) status**
- Name the file: “**Attachment 3_Statement of Legal Eligibility and Supporting Documentation**” and upload both documents as a PDF to Grants.gov

Requirement 6: Eligible to Receive Federal Grants

Option 2

A coalition that **partners with an organization that** is serving as the legal entity (i.e., fiscal agent).



Evidence you must provide:

- Check the box for Option 2
- Complete and sign **Attachment 3 Statement of Legal Eligibility and Supporting Documentation**
- Upload a **signed MOU between the coalition and the fiscal agent**
- Name the file: “**Attachment 3_Statement of Legal Eligibility and Supporting Documentation**” and upload both documents as a PDF to Grants.gov



Memorandum of Understanding (MOU)

A strong MOU clearly outlines the responsibilities of the coalition and the legal applicant (fiscal agent)

- Coalition is partnering with an outside organization to serve as the legal applicant on its behalf.

OR

- Coalition exists within another organization that is eligible to receive Federal funding.
- MOU **must** be dated between January 2023 and the application due date.
- **Appendix D** contains a sample template you can tailor for local use

Requirement 7: Support from non-Federal Sources

- Must show a **dollar-for-dollar** match from non-Federal sources **equaling amount of request from the Federal Government**
 - **Cash** (e.g., shared salary/benefit expenses for paid staff)
 - **In-kind/donated** (e.g., office/meeting space, paper, copying services)
 - Must **account for every matched dollar** to the Government

DFC Year 1-6: 100% Match

DFC Year 7-8: 125% Match

DFC Year 9-10: 150% Match

Complete **SF-424** Section 18b and **SF-424A** and describe in the **Budget Narrative**

Note: Applicants serving **American Indian/Alaska Native** communities with representation that includes at least one **American Indian/Alaska Native** member may include Bureau of Indian Affairs or Indian Health Service Federal funds as match

Requirement 8: Federal Request

- Applicant **must** not request more than **\$125,000** in Federal funds per year
 - Make sure **budget calculations are correct** and **do not exceed** \$125,000 for your Federal request

Complete **SF-424** Section 18a and **SF-424A** and describe in the **Budget Narrative**

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission:		
<input type="checkbox"/> Preapplication		
<input type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application:		
<input type="checkbox"/> New		
<input type="checkbox"/> Continuation		
<input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s):		

* Other (Specify):		

* 3. Date Received:		4. Applicant Identifier:
_____		_____
5a. Federal Entity Identifier:		5b. Federal Award Identifier:
_____		_____
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: _____
8. APPLICANT INFORMATION:		
* a. Legal Name: _____		
* b. Employer/Taxpayer Identification Number (EIN/TIN): _____		* c. Organizational DUNS: _____
d. Address:		
* Street1: _____		
Street2: _____		
* City: _____		
County/Parish: _____		
* State: _____		
Province: _____		
* Country: _____ USA: UNITED STATES		
* Zip / Postal Code: _____		
e. Organizational Unit:		
Department Name: _____		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____		* First Name: _____
Middle Name: _____		
* Last Name: _____		
Suffix: _____		
Title: _____		
Organizational Affiliation: _____		
* Telephone Number: _____		Fax Number: _____
* Email: _____		

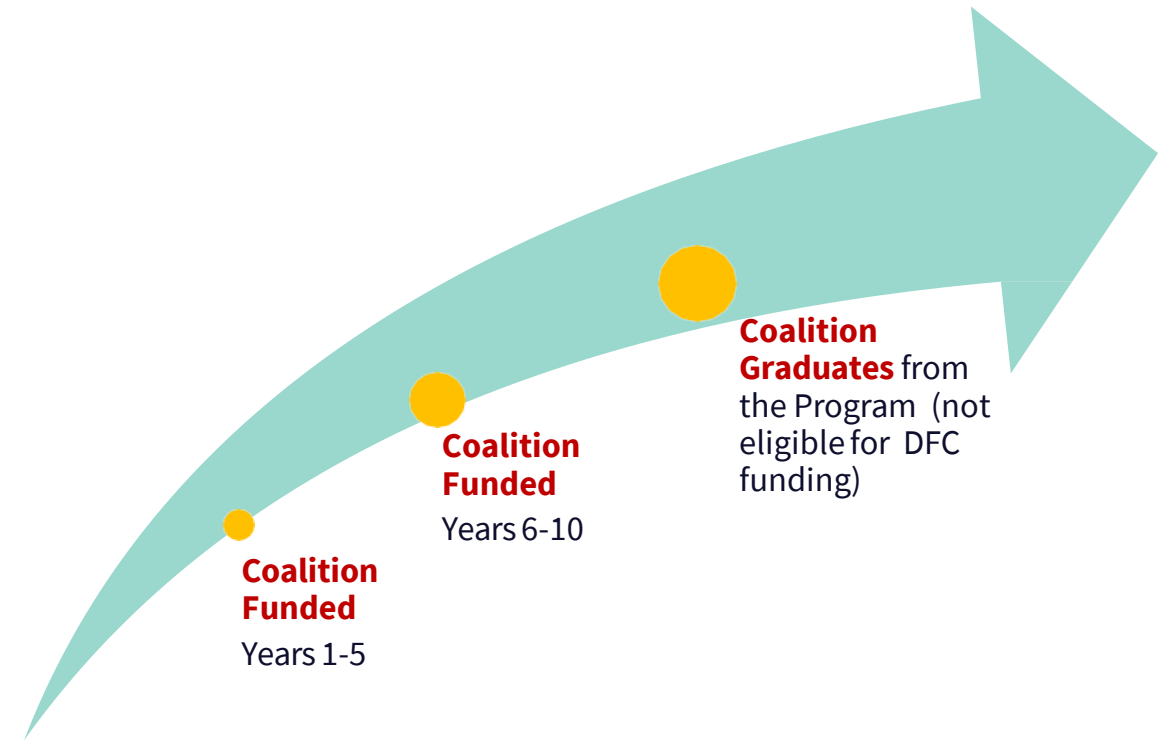
Requirement 9: Zip Code Overlap

- Two coalitions may not serve the same community **unless both have clearly demonstrated a plan for collaboration** and each coalition has independently met the eligibility requirements
 - Zip codes serve as the method for identifying potential overlaps
 - Applicant must indicate the zip code(s) that overlap and discuss the plan for collaboration.
 - If no overlap exists, please indicate this in Attachment 4 Question 8 on the General Applicant Information form
 - Visit <https://www.cdc.gov/drugoverdose/drug-free-communities/coalitions.html> for a list of FY 2022-funded coalitions

Complete Attachment 2: General Applicant Information, Question 8, and if overlap exists, upload **Letter(s) of Mutual Cooperation**.

Requirement 10: Assurance of 10 Year Funding Limit

- Indicates an understanding that a coalition cannot receive more than 10-years of DFC funding.
- Complete Attachment 4: Assurance of DFC 10-year Funding Limit
- The Coalition Representative and the Legal Applicant/Grant Recipient must sign the document.
 - Note: Cannot be the same person



Name the file: “Attachment 4_Assurance of DFC 10 Year Funding Limit” and upload as a PDF to [grants.gov](https://www.grants.gov)

Note about 10-year Funding Limit

- The 10-year funding limit applies to coalitions
- The proposed new, unique, and distinct coalition must have:
 - **Different** leadership & sector representatives
 - Respond to **newly identified community needs**
 - Propose a **new name, mission statement,** and **new 12-month Action Plan**
- Coalitions that received funding for the first grant period (5 years) are eligible to apply for an additional 5 years of funding
- Note: An applicant can only be in receipt of one DFC grant at a time and cannot apply on behalf of multiple coalitions



Attachment 2: General Applicant Information

- The General Applicant Information Form provides critical contact information and demographic information about your coalition and community.
- Provide responses in the right column on the table provided in Attachment 2.
- Allows the applicant to indicate that the coalition meets several statutory eligibility requirements.
- Name the file “**Attachment 2_General Applicant Information**” and upload as a PDF to Grants.gov.

Attachment 5: Congressional Notification

- If the application is funded, this information will be shared with members of Congress and the media and may be posted to the DFC website.
- The “Project Description” cannot be more than 35 lines & cannot exceed 1 page in length.
- Use the template exactly as provided; include all the information requested.
- Name the file: “**Attachment 5_Congressional Notification**” and upload as a PDF to Grants.gov.



Helpful Tips

- Review the attachments and appendices carefully and make sure to include all of the required information
- Please note who is required to sign the forms:
 - CIA: Coalition representative and the sector representative
 - MOU: Coalition representative and the legal applicant (fiscal agent)
 - *Cannot be the same person*
- Pay attention to appropriate dates

Project Narrative



Format of the Project Narrative

Format:

- Maximum of 20 pages
- Font must be 12-point font (It is acceptable to use 10-point font in tables and charts)
- Single-spaced; 1-inch margins on all pages
- Number all pages in the project narrative

Name the file: “Project Narrative” and upload as a PDF to Grants.gov.

Layout of the Project Narrative

The Project Narrative must include all of the following headings (including subheadings):

- Background
- Approach
 - Purpose
 - Outcomes
 - Strategies
 - *Collaborations*
 - *Target Populations & Health Disparities*
- Applicant Evaluation and Performance Measurement Plan
- Organizational Capacity of Applicants to Implement the Approach, and
- Work Plan (*i.e., the 12-month Action Plan*)

Content of the Project Narrative

- Pay attention to the Funding Opportunity Description and the Application and Submission sections when developing your project narrative.
- Refer to the following resources:
 - Strategic Prevention Framework
 - <https://www.samhsa.gov/resource/ebp/strategic-prevention-framework>
 - Seven Strategies for Community Level Change
 - <http://www.cadca.org/resources/coalition-impact-environmental-prevention-strategies>
 - DFC Framework (Table 1) & Evidence-Based Resources (Appendix B)
- Project Narrative must be succinct, self-explanatory, and read like a story of your community. Watch your page count and allocate pages wisely.



Background & Approach

Background:

- Defines the nature and scope of the problem in the community, including the risk factors and local conditions that are driving youth substance use.
- Applicants should include data to demonstrate how the chosen substances have contributed to problems among youth in the community.

Approach:

- Purpose: Summarizes how their application addresses youth substance use in their communities, including the **mission of the coalition** as it relates to the prevention of youth substance use.

Maximum Score: 50 points



Background & Approach Cont'd

Outcomes:

- Aligns the longer-term goals with the activities and strategies outlined in the DFC Framework.

Strategies and Activities:

- Proposes a detailed **12-month action plan**
 - provides a comprehensive approach to prevent youth substance use
 - uses the seven strategies for community level change
 - **identifies at least 2 substances of focus**
 - addresses both program goals
 - includes SMART objectives

Maximum Score: 50 points

12 Month Detailed Workplan Example

DFC Goal One: Establish and strengthen collaboration among community stakeholders and organizations to address youth substance use.

Objective 1: Provide a SMART objective

Strategy 1: Provide specific strategy

Activity	Who is Responsible?	By When?

Strategy 2: Provide specific strategy

Activity	Who is Responsible?	By When?

DFC Goal Two: Reduce substance use among youth and, over time, reduce substance use among adults by addressing the factors in a community that increases the risk of substance use and promoting the factors that minimize the risk of substance use.

Objective 2: Provide a SMART objective

Strategy 1: Provide specific strategy

Background & Approach Cont'd

Collaborations:

- Describes the collaboration with other organizations, leaders, and key partners who have a role in conducting the proposed activities and achieving the project goals.

Target Populations and Health Disparities:

- Defines the population of focus and rationale for selection. Addresses health disparities and promotes health equity, including populations at risk and geographic areas served.
- Identify the ZIP Codes covered and if any **ZIP Code Overlap** is present

Maximum Score: 50 points



Evaluation & Performance Measurement

- Describes how the coalition will **participate in the DFC National Cross-Site Evaluation** and collect data on youth alcohol, tobacco, marijuana, and/or prescription drug use for the four core measures.
- Describes how the coalition will monitor and evaluate the success of the goals and objectives of the workplan (i.e., 12-Month Action Plan).
- Describes how the coalition will disseminate the information to all segments of the community, including a description of the data that will be produced using these NOFO funds.

Maximum Score: 25 points

Organizational Capacity to Implement the Approach

- Demonstrates the capacity of the organization to manage the programmatic and fiscal requirements of the grant.
- Identifies the **key personnel** and their roles and responsibilities.
- Describes the role of the community coalition, including how the 12 sector representatives have been involved in achieving the coalition's goals.
- Describes how the coalition recruits and retains members, especially representation from youth (ages 12-18)

Maximum Score: 25 points



Key Personnel Definitions

- **Authorized Organization Representative (AOR):** The AOR is the representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants.
- This individual agrees the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded
- This person demonstrates the capacity of the organization to manage the programmatic and fiscal requirements of the grant
- The AOR must be an employee of the applicant/recipient organization and must be identified in the 'Personnel' budget category as either federal or non-federal

Key Personnel Definitions

- **Program Director/Principal Investigator (PD/PI):** The PD/PI is the person who provides programmatic oversight of the grant and is accountable to officials of the recipient organization. **The PD/PI must be an employee** of the applicant/recipient organization and cannot be the same person as the AOR. The PD/PI must be identified in the 'Personnel' budget category as either federal or non-federal
- **Project Coordinator:** The Project Coordinator manages the work of the coalition and program activities, including training, coalition communication, data collection, and information dissemination. The PD/PI and the Project Coordinator can be the same person.
- Applicants do not need all key personnel in place at the time of submission.
- Applicant **must** upload Key Personnel Resumes or Position Description.

Name the file: “Key Personnel Resumes or Position Description” and upload as a PDF to Grants.gov.



Budget & Budget Narrative





Budget

- All applicants need to complete the **SF-424** and **SF-424A**
- Applicants must **not request more than \$125,000** in federal funds per year. Include **matching funds at 100%** of your federal dollar request
- Grants.gov has instructions on how to download and complete these forms:
<https://www.grants.gov/web/grants/forms/sf-424-family.html>
- The link to the Budget forms is found in the Phase II review section



Budget Narrative

- Required, though not scored.
- Must be itemized.
- Proposed budget is reasonable and consistent with the purpose, objectives, and program strategy outlined in the project narrative.
- A copy of the indirect cost-rate agreement is required only for those requesting indirect costs in the budget.
- CDC's budget preparation guidelines can be found at: www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf
- Name these files "Budget Narrative" and "Indirect Cost Rate" and upload it as a PDF file at www.grants.gov.

Budget Narrative

The Budget Narrative **must** include the following components for the federal request AND the match requirement, where applicable:

Salaries and wages

Fringe benefits

Consultant costs

Equipment

Supplies

Travel

Other categories

Contractual costs

Total Direct costs

Total Indirect costs

Name this file "Budget Narrative" and upload it as a PDF file at www.grants.gov



In-Kind Support Definition

- Examples of **ACCEPTABLE** in-kind support/match include the following (not limited to):
 - The value of goods and services donated to the operation of the DFC coalition, including but not limited to office space, volunteer secretarial services, pro bono accounting services, and other volunteer services to support the coalition's work. Other volunteer services can include youth hours worked on events.
 - In-kind support can include training programs sponsored by other coalitions or partners for the community.
 - Services provided by key personnel to include Program Director, Authorized Organization Representative.
- Examples of **UNACCEPTABLE** in-kind support/match include the following (not limited to):
 - Federal funds, including those passed through a state or local government, (e.g., CARA, STOP, etc.)



In-Kind Support Considerations

- Per the Code of Federal Regulation, 45 CFR 75.306(b)(5), use of **opioid settlement funds** specifically to satisfy the match requirement under the DFC program appears allowable as it meets the criteria of “not paid by the Federal Government under another Federal award”.
 - Note that this use of the funds is subject to state, local, or other provisions that apply to these funds.
- All in-kind/match must follow federal cost principles (see Administrative and National Policy Requirements Section within the NOFO). In-kind/match support must align with allowable expenses under the DFC program.

Additional Documentation



CDC Risk Questionnaire

- The CDC Risk Questionnaire is required for all applications and should be completed by the legal applicant (fiscal agent) and can be found at: <https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf>
- Applicants must include all supporting documentation for the Risk Questionnaire in the application package.
 - 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 link.
- Details are located in the Application and Submission Information section

Name this file "CDC Risk Questionnaire" and upload it as a PDF file at www.grants.gov

Report on Programmatic Budgetary and Commitment Overlap: Review and Selection Process

- Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e., grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year.
- This is not a pre-existing CDC document, but one that you develop on your own.
- For more information on what to include in this report, please review the Application and Submission Information section

Name this file “Report on Programmatic, Budgetary, and Commitment Overlap” and upload it as a PDF file at www.grants.gov

Table of Contents

- Provide a detailed table of contents for the entire submission package that include all of the documents in the application and headings in the “Project Narrative” section.
- Does **not** count toward maximum 20-page limit.



Name this file “Table of Contents” and upload it as a PDF file at www.grants.gov

Project Abstract Summary

- Required, though not scored.
- Paints a picture of the community, providing an opportunity to educate reviewers about the community.
- No more than 1-page in length.
- Does not count toward the maximum page limit.
- Applicants must enter the summary in the “Project Abstract Summary” text box at www.grants.gov



Disclosure of Lobbying Activities – SF-LLL

- You are still required to complete this form even if you do not have a lobbyist.
- 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.
- See also: [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#)

Helpful Information for Submitting a DFC Grant Application





Electronic Submissions

- Must receive applications by 11:59 pm EST on **April 11, 2023.**
- Start the online application submission **early**
 - DO NOT wait until the day the application is due -recommend you submit at least 72 hours prior to the deadline
- Two Registration Processes (Required Registrations Section in the NOFO):
 - System for Award Management (SAM), which will generate a Unique Entity Identifier (UEI)
 - Grants.gov



Tips for Electronic Submissions

- Read and review the Required Registrations section within the NOFO, which describe both required registration processes.
- SAVE confirmations. If you do not receive a confirmation, follow-up immediately with system-specific contacts.
- All documentation about applications will go to the person listed as the “Authorized Representative”
 - Ensure that this is a person who has regular contact with the coalition

Tips for Electronic Submissions

- No additional information may be added to an application after the application deadline.
- Application cannot be faxed, hand-delivered, or emailed.
- If you qualify for and have been authorized to submit a paper copy due to technical difficulties encountered at [Grants.gov](https://www.grants.gov), follow the instructions provided by CDC's Office of Grants Services.

**If you have additional questions
about the DFC NOFO, please contact:**

DFC_NOFO@cdc.gov

**Or visit our webpage
[www.cdc.gov/drugoverdose/drug-free-
communities/index.html](http://www.cdc.gov/drugoverdose/drug-free-communities/index.html)**

QUESTIONS?
Please submit in the
Q&A Box

