



With guidance and feedback from the Office of National Drug Control Policy (ONDCP) and the Centers for Disease Control and Prevention (CDC), CADCA has developed the following resource to help Drug-Free Communities (DFC) Support Program grant recipients better understand the match requirement and to share strategies and activities that coalitions may implement to support their efforts towards meeting this requirement.

What is the DFC Program’s Match Requirement?

The Drug-Free Communities (DFC) authorizing legislation requires recipients to demonstrate that they have matching funds (“match”) from non-federal sources equivalent to or greater than federal funds requested from the DFC Support Program.

Federal funds, including those passed through a state or local government, cannot be used toward the required match. The only exception is in the case of a coalition that includes a representative from the Bureau of Indian Affairs, the Indian Health Service or a tribal government agency with expertise in the field of substance use and misuse prevention and serving a tribal community.

The table below indicates the percentage of match required for DFC grant recipients in each year of the grant.

Percentage of Match

Year of Funding Requested	Matching Requirement
1-6	100%
7-8	125%
9-10	150%

All matches must follow federal cost principles. In addition, it is important that DFC-funded coalitions understand all costs and contributions used to satisfy the DFC Program’s match requirement must be properly documented and are subject to audit. All contributions, including cash and third-party in-kind, must be verifiable from the grant recipient’s records.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR 45 CFR 75 are available at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377ef5213a51c149de40cab&node=2:1.1.2.2.1&rgn=div5>

What is In-Kind Match?

In-kind support includes 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.

PLEASE NOTE: In-kind match support must align with allowable expenses under the DFC Program

How to Determine the Value of In-Kind Contributions

- When determining value, keep in mind that this may require market research for a specific recipient area. Market research may be necessary for the service. Note that not all areas pay the same rate (Washington, D.C., versus Mobile, Alabama).
 - Coalitions can determine in-kind value by state: <https://independentsector.org/resource/value-of-volunteer-time/>
 - The current national value of a volunteer hour is now (2023) at \$31.80, (please verify using link above for future years).
- If the recipient does not have employees performing similar work, rates used must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.
- If the donated services are in a different line of work, rates used must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.
- **NOTE: Value is based on the service being provided, not a person’s title or function.**
 - For example, if one of your sector representatives is an attorney and is reviewing the logic model, you would base the match dollars on the service provided – in this case, reviewing the logic model – not a standard attorney fee.
- For more information on value non-cash contributions: <https://www.cdc.gov/drugoverdose/drug-free-communities/nofo-faq.html#budget>

<p>Matching / Cost Sharing All required matching or cost-sharing as required by the DFC Support Program, will be shown as part of the total approved budget in the Notice of Award (NoA) and becomes an award requirement enforceable through the NoA.</p>	<p>Contributions (including cash and third party in-kind) must be:</p> <ul style="list-style-type: none"> • Verifiable from the recipient’s (coalitions) records; • Not included as contributions for any other Federally assisted project; • Necessary and reasonable for proper and efficient accomplishment of the project or program objectives; • Not paid by the Federal government under another award except where authorized by Federal Statute); and • Allowable, similar to the grant’s Federal expenditures, and provided for in the approved budget.
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Examples of In-Kind Matches

Assessment:

- Coalition members reviewing and updating assessment data and reports.
- Coalition members participating in convenience surveys conducted on-line or at different locations in the community
- Coalition members to do engaging in environmental scans – for example, looking on social media platforms for alcohol, marijuana, vaping, and other substance being advertised by local retailers, in-store retailer scans, scans of local advertising and placement in the community
- Coalition members participating in focus groups/key informant interviews/listening sessions to collect qualitative data.
- Meeting with partner organizations to obtain and analyze archival or secondary data

Capacity

- Coalition member use of personal materials: This includes the cost of using personal computers, laptops and home office supplies for working from home and during virtual meetings and trainings coalition members attend. This includes calculating the difference in increased cost of using home internet, electricity, etc.
- The cost of virtual platform licenses (Zoom, Microsoft Teams, etc.)
- Coalitions can count their coalition members/volunteer time participating in live and virtual meetings and trainings.
- Coalition member time spent building coalition capacity – review mission, vision, and bylaws, develop board and/or coalition orientation packets, develop job descriptions, etc.
- Development of coalition branding/social media campaign
- Coalitions may ask members to volunteer to attend a training online or in-person and track the hours. This is a great way to build coalition members' skills and get in-kind hours.
- In-kind time for trainers (**NOT CADCA or other federally funded trainers**) that provide training for the coalition.

Planning

- Development of coalition PSA – time spent on: research, development of social media educational posts/messaging, development of schedules, presentation to the coalition for voting/revisions
- Coalitions should consider including any activities or strategies with the youth component of the coalition. There may be events like youth planning meetings or work that continues with the youth component. i.e. revisions of Youth Engagement Plans for the upcoming year
- Coalition members can review coalition logic models, strategic and action plans, and other coalition documents– all time that can be tracked and counted for match.
- The value of online survey tools, like Survey Monkey, to get input into their mission and vision – the time each person spent in Survey Monkey is tracked and can be counted for match.
- Coalitions can calculate the value of the service provided – for example, calculating a graphic designer volunteering time to create e-flyers or a website should have a higher value than attending a coalition meeting.

Implementation

- In-kind donations that coalition partners provide, such as printing of materials or graphic design of flyers, their time helping to disseminate surveys or flyers, whether electronically or in-person etc. Additional services, other than the time provided, can also be tracked.
- Coalitions may also want to reach out to the media. For example, many non-profits get a discounted media rate or even free PSAs. The actual cost of the donated radio or television time can be counted.

Evaluation

- Coalition members working with partner organizations to conduct qualitative and quantitative evaluation of prevention programs and initiatives.
- Coalition member time spent recording and tracking coalition outputs and process measures such as tracking meetings, live and virtual community events, town hall meetings
- Reviewing, analyzing and reporting coalition process and outcome evaluation result

Can opioid litigation settlement funds count towards the match requirement?

The opioid litigation settlement funds do not flow from the federal government to the states, but rather from manufacturers/distributors to the states. Per the Code of Federal Regulation, 45 CFR 75.306(b)(5), use of the referenced 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.

DFC grant recipients are encouraged to reach out to their assigned CDC Project Officer (PO) and Grants Management Specialist (GMS) for additional questions related to grant requirements. You can find your coalition’s assigned PO and GMS on the most recent Notice of Award (NoA) or on the DFC and CARA Me System.