



Part I

Overview of the DFC Program

Review basic information about the program

Purpose of the DFC Program

The Drug-Free Communities (DFC) Support Program, created by the Drug-Free Communities Act of 1997, is the Nation's leading effort to mobilize communities to prevent youth substance use.

Directed by the White House Office of National Drug Control Policy (ONDCP), the DFC Program provides grants to community coalitions to strengthen the infrastructure among local partners to create and sustain a reduction in substance use among youth (ages 12-18).

Local Problems Require Local Solutions



Theory of the DFC Program

- A small amount of **Federal funding combined with a local match** of resources and volunteer support can reduce youth drug use
- By **mobilizing community leaders** to identify and respond to the drug problems unique to their community, DFC is designed to change local community environmental conditions tied to substance abuse the **entire community environment**
- Focusing on **environmental change** ultimately contributes to reductions in substance use among youth, and over time, substance abuse among adults



- To **establish and strengthen collaboration** among communities, nonprofit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance use among youth ages 12-18
- To **reduce substance use among youth** and, over time, reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance use and promoting the factors that minimize the risk of substance use



Definition of a Coalition

A community-based **formal arrangement** for cooperation and collaboration among groups or sectors of a community in which each group retains its **identity**, **but all agree** to work together toward a **common goal of building** a safe, healthy, and drug-free community.



Coalitions are encouraged to pay particular attention to communities or populations disproportionately affected by substance use.

- Do not define a community that is too large for your coalition to address
- Pay attention to natural delineations within the community
- School districts
- Demographics
- Geographic boundaries



Seven Strategies for Community Change

- 1. Provide Information
- 2. Enhancing Skills
- 3. Provide Support
- 4. Change Incentives / Consequences
- 5. Reduce Barriers / Enhance Access
- 6. Change Physical Design
- 7. Educate About Policies and Laws

Individual

Environmental

[The Coalition Impact:
Environmental
Prevention Strategies](#)



DFC Program Partners

White House Office of National Drug Control Policy (ONDCP)

- Component of the Executive Office of the President (EOP)
- Funder and administrator of the DFC and CARA grant programs

National Center for Injury Prevention and Control (NCIPC)

- Provides the day-to-day management of the DFC and CARA programs
- Home to the DFC Project Officers and Grants Management Specialists

DFC & CARA National Evaluation Team

- ONDCP contracts with ICF to evaluate the effectiveness of the DFC and CARA program

CADCA

- ONDCP grant recipient of the National Coalition Institute (NCI)
- Provides training and coalition development support to coalitions across the country





Part II

Understanding the Statutory Eligibility Requirements and the Application

Review the statutory eligibility requirements and how the NOFO applicant supporting materials demonstrates eligibility

Search for the NOFO in www.grants.gov

Enter the funding opportunity number in grants.gov. Click on “Related Documents” tab.

Download all materials

- NOFO
- Supporting Materials document:
 - Statutory Eligibility Requirements Checklist
 - Attachments related to the Statutory Eligibility Requirements
 - NOFO-Specific Glossary of Terms
 - Evidence-Based Resources



Step 1: Review the Opportunity

Review basic information, key dates, funding details, eligibility information, program description

Step 2: Get Ready to Apply

Review required registrations, where to find the application package, supporting guidance, and upcoming applicant webinars

Step 3: Prepare Your Application

Review application sections and formatting requirements

Step 4: Learn About Review and Award

Review an overview of review procedures and scoring criteria

Step 5: Submit Your Application

Review deadlines and options for submitting application packages

Step 6: Learn What Happens After Award

Review post-award requirements and administration



The intent of the NOFOs is to fund community-based coalitions that address youth substance use prevention and reside within the United States and/or the U.S. territories.

The community coalition must be a 501(c)(3) organization, or the coalition can partner with an outside organization that is eligible to receive federal funds to serve as the Fiscal Agent on behalf of the coalition.



Eligible Applicants

- State governments or their bona fide agents
- Territorial governments or their bona fide agents
- County governments or their bona fide agents
- City or township governments or their bona fide agents
- Special district governments or their bona fide agents
- Independent school districts
- Public and state-controlled institutions of higher education
- American Indian or Alaska native tribally designated organizations
- Public housing authorities and Indian housing authorities
- Native American tribal organizations, other than Federally recognized tribal governments
- Nonprofits having a 501(c)(3) status, other than institutions of higher education
- Private institutions of higher education
- State-controlled institutions of higher education
- For-profit organizations other than small businesses
- Small businesses



Statutory Eligibility Requirements

- To be eligible, applicants **must meet all** the DFC Statutory Eligibility Requirements and provide evidence in the application
- **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
 - Zip code overlap
-
- Eligible to receive Federal grants
 - No more than 10 years of DFC funding
 - National cross-site evaluation
 - Limited to \$125,000/year
 - Match from non-federal sources

12 Sector Representatives

Statutory Eligibility Requirement: A coalition must have representation from each of the 12 required sectors

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

Note: Coalition members cannot represent more than one category. Paid staff such as a program director/principal investigator may not serve as sector representatives

For tribal applicants, appropriate sector representatives can be substituted.

- A traditional healer or spiritual leader can serve as the religious and fraternal organization sector representative
- A tribal elder that enforces tribal law can serve as a law enforcement sector representative
- A storyteller can serve as the media sector representative



12 Sector Representatives

- You must complete the sector table located in the Supporting Materials
- 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.
- Make sure that each sector representative signs the sector table. Electronic signatures are acceptable.

SECTOR TABLE	
COALITION NAME:	
YOUTH	
Sector Representative Name	Organization Name
Selection Rationale	
Sector Rep Signature & Date (electronic or written are acceptable)	
Signature:	Date:

Name the file **Sector Table** and upload in the Other Attachments Form on www.grants.gov



Statutory Eligibility Requirement: A 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 application submission

- You must include one set coalition meeting minutes for one meeting that took place between **January 2023 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 in the Other Attachments Form on www.grants.gov



Statutory Eligibility Requirement: A coalition must have a mission statement that focuses on the prevention and reduction of youth substance use in the community served

- A 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 the General Applicant Information Form (**Question #4**) located in the Supporting Materials. Include in the project narrative.

Name the file **General Applicant Information** and upload in the Other Attachments Form on www.grants.gov



Statutory Eligibility Requirement: A coalition must address two of more substances of use by youth

- 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 the General Applicant Information (**Question #5**) located in the Supporting Materials. Also include within the project narrative and action plan.

Name the file **General Applicant Information** and upload in the Other Attachments Form on www.grants.gov



Statutory Eligibility Requirement: A coalition must serve a unique zip code

- 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
 - Visit <https://www.cdc.gov/drugoverdose/drug-free-communities/coalitions.html> for a list of FY 2023-funded coalitions
- If no Zip Code overlap is identified, indicate that in the General Applicant Information (**Question #8**).
- If Zip Code Overlap is identified, provide a **Letter of Mutual Cooperation**. The Letter of Mutual Cooperation must describe a plan for collaboration, signed by each coalition representative.

Name the file **Letter of Mutual Cooperation** and upload in the Other Attachments Form on www.grants.gov



Eligible to Receive Federal Funds

Statutory Eligibility Requirement: A coalition must be eligible to receive federal funds

- The Statement of Legal Eligibility form is located in the Supporting Materials
- Applicants must select one of the options in the Statement of Legal Eligibility.
- Sign and date the form.

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)**.

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)**. The applicant must provide a Memorandum of Understanding describing the relationship between the Fiscal Agent and Coalition.

Name the file **Statement of Legal Eligibility** and upload in the Other Attachments Form on www.grants.gov



Memorandum of Understanding (MOU)

Statutory Eligibility Requirement: A coalition must be eligible to receive federal funds

If Option 2 is selected, the applicant **must submit an MOU**

- Your MOU should outline the roles and responsibilities of each party
- A representative of the legal entity (fiscal agent) and a representative of the coalition must sign the document
- MOU **must** be dated between January 2023 and the application due date
- A sample/template MOU is provided in the Supporting Materials document

Name the file **Memorandum of Understanding** and upload in the Other Attachments Form on www.grants.gov



MOU & Legal Entity (fiscal agent)

- Choose your legal entity (fiscal agent) wisely
- If the coalition exists within the legal entity (fiscal agent) that can receive federal grants, an MOU is still required.
- If the name of the legal entity (fiscal agent) does not match the name of the coalition on the SF-424, an MOU is required.
- The legal entity (fiscal agent) can only be in receipt of one DFC grant at a time and cannot apply on behalf of multiple coalitions
- The legal entity (fiscal agent) must be in the same state (geographically) as the coalition



Statutory Eligibility Requirement: A coalition may not receive more than 10 years of funding from DFC

- The funding limit applies to coalitions, not fiscal agents
- Complete the Assurance of 10-Year Funding Limit found in the Supporting Materials.

NOTE: A proposed new, unique, and distinct coalition must:

- Consist of different leadership and sector representatives from the community
- Have a new name and mission statement
- Develop a 12-month action plan based on a newly conducted community needs assessment
- Serve a new population

Name the file **Assurance of DFC 10-Year Funding Limit** and upload in the Other Attachments Form on www.grants.gov



Statutory Eligibility Requirement: A coalition must participate in the 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 the DFC National Cross-Site Evaluation Requirements **at the time of application**

Describe within the **Evaluation & Performance Measurement Plan** in the Project Narrative

DFC Core Measures

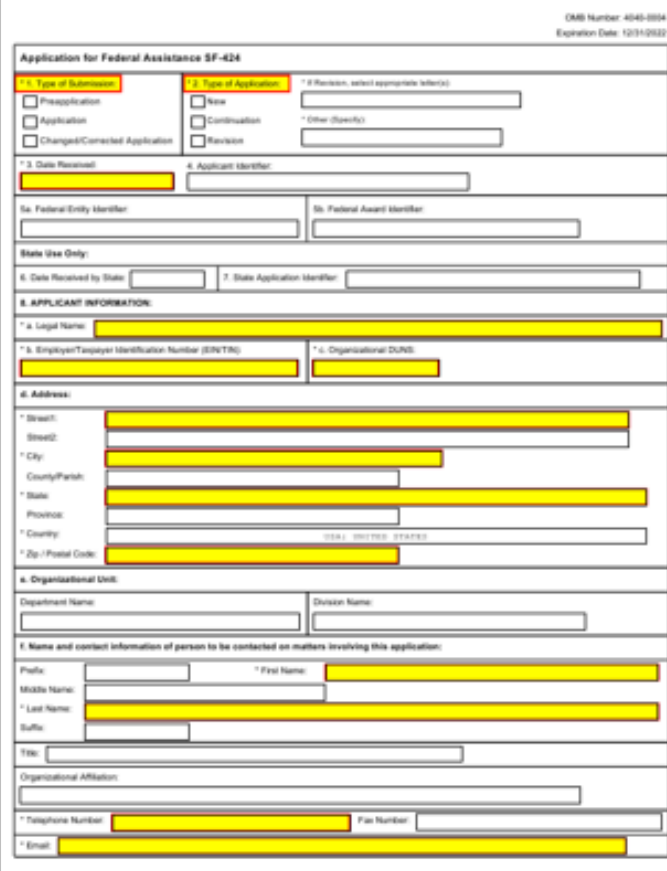
- Past 30-day use
- Perception of Risk/Harm of Use
- Perception of Parental Disapproval
- Perception of Peer Disapproval
- On **four substances**: Alcohol, Tobacco, Marijuana and Prescription Drugs
- In at least **three grades**: 6th-12th
- Every **two years**



Statutory Eligibility Requirement: A coalition may only request up to \$125,000 per budget period

- Projects are awarded for 12-month budget periods for a 5-year period of performance
- Applicants 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 4045-0044
Expiration Date 12/31/2022

Application for Federal Assistance SF-424

1. Type of Submission
 Preapplication
 Application
 Changed/Corrected Application

2. Type of Application
 New
 Continuation
 Revision

3. Date Received
[Redacted]

4. Applicant Identifier
[Redacted]

5a. Federal Entity Identifier
[Redacted]

5b. Federal Award Identifier
[Redacted]

State Use Only:

6. Date Received by State
[Redacted]

7. State Application Identifier
[Redacted]

8. APPLICANT INFORMATION:

a. Legal Name
[Redacted]

b. Employer/Taxpayer Identification Number (EIN/TIN)
[Redacted]

c. Organizational DUNS
[Redacted]

9. Address:

*** Street:** [Redacted]
Street2: [Redacted]
*** City:** [Redacted]
County/Parish: [Redacted]
*** State:** [Redacted]
Province: [Redacted]
*** Country:** [Redacted] (USA, UNITED STATES)
*** Zip / Postal Code:** [Redacted]

10. Organizational Unit:

Department Name: [Redacted] **Division Name:** [Redacted]

11. Name and contact information of person to be contacted on matters involving this application:

First Name: [Redacted]
Initials: [Redacted]
*** Last Name:** [Redacted]
Suffix: [Redacted]
Title: [Redacted]
Organizational Affiliation: [Redacted]
*** Telephone Number:** [Redacted] **Fax Number:** [Redacted]
*** Email:** [Redacted]



Statutory Eligibility Requirement: During the first five years of funding, a coalition must be able to match 100% of the federal award with funds from non-federal sources. The percentage increases in years 7-8, 9-10.

- 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**



All in-kind/match must follow federal cost principles and align with allowable expenses under the DFC program.

- 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/youth hours to support the coalition's work
 - In-kind support can include training programs sponsored by other coalitions or partners for the community
- 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.)
- 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”
- 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



- 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.
- Allows the applicant to indicate that the coalition meets several statutory eligibility requirements.

Name the file **General Applicant Information** and upload in the Other Attachments Form on www.grants.gov



Statutory Eligibility Checklist

- Located in the Supporting Materials Document
- A checklist to verify that all documentation is submitted for the statutory eligibility requirements
- Does not need to be submitted as part of the application

Statutory Eligibility Requirements (SER) Checklist

The SER Checklist can be used to ensure you have the required evidence to meet the DFC Statutory Eligibility Requirements.

Evidence Required to meet all DFC Statutory Eligibility Requirements	Y/N
Requirement 1: 12 Sectors Did you include: <input type="checkbox"/> Sector Table with rationale	
Requirement 2: Six Month Existence Did you include: <input type="checkbox"/> One set of coalition minutes dated prior to the deadline for the submission of the application	
Requirement 3: Mission Statement Did you write: <input type="checkbox"/> A coalition mission statement that addresses youth substance use prevention	
Requirement 4: Multiple Drugs of Misuse Did you include in your 12-month action plan: <input type="checkbox"/> At least two drugs of use for the coalition to address	
Requirement 5: ZIP Code Overlap Did you include: <input type="checkbox"/> A letter(s) of mutual cooperation between the coalitions outlining their efforts to collaborate, if applicable <input type="checkbox"/> Does the letter include the ZIP code(s) that overlaps? <input type="checkbox"/> Does the letter describe a plan for collaboration? <input type="checkbox"/> Is the letter signed by both coalitions?	
Requirement 6: Entity Eligible to Receive Federal Grants Did you include: <input type="checkbox"/> A signed Statement of Legal Eligibility If the applicant is a fiscal agent applying on behalf of a coalition, did you include: <input type="checkbox"/> Memorandum of Understanding between the coalition and the fiscal agent	
Requirement 7: No More Than 10 Years of DFC Funding Did you include: <input type="checkbox"/> The assurance certifying that your coalition has not received more than 10 years of DFC funding <input type="checkbox"/> Did you sign and date the assurance?	





Part III

Understanding Key Sections of the NOFO and Scoring

Review application sections, review processes, and application scoring

Step III Key Elements of the NOFO

Step III: The elements that will make up your DFC application include:

- **Project Abstract:** Use Project Abstract Summary Form
- **Project Narrative:** Use the Project Narrative Attachment Form
- **Budget Narrative Justification:** Use the Budget Narrative Form
- **Attachments:** Insert each in the Other Attachments Form
- **Standard Forms:** Upload using each required form



Project Abstract Overview

Provide a self-contained summary of your proposed project, including the purpose and outcomes

- Paints a picture of the community, providing an opportunity to educate reviewers about the community
- Applicants must enter the summary in the Project Abstract Summary form in www.grants.gov

Page Limit: 1

Name the file: Project Abstract Summary

Scoring: Required element, however, section is not scored



Project Narrative Overview

- Project Narrative must be succinct, self-explanatory, and read like a story of your community. Pay attention to the Funding Opportunity Description.
- Applicants must enter the project narrative in the Project Narrative Attachment form.

Page Limit: 20

Name the file: Project Narrative

Scoring: 100 Total Points Possible



Background: describe the problem you plan to address

Approach:

Strategies and Activities: describe how you will implement the proposed strategies and activities

Outcomes: identify the outcomes you expect to achieve

Evaluation and performance measurement plan: describe how you will collect required performance measures and measure progress

Workplan: describe your 12-month action plan from 2024 – 2025

Focus populations and health disparities: describe the community and populations you propose to serve

Organizational capacity: describe the organizational capacity to manage the grant including the organizational structure, key personnel, and the coalition

Collaborations: describe how you will collaborate with other programs and organizations



Project Narrative Content

- Pay attention to the Program Description and the Merit Review sections when developing your project narrative.
- Refer to the following resources:
 - Strategic Prevention Framework
 - <https://nationalcoalitioninstitute.org/strategic-prevention-framework-spf/>
 - Seven Strategies for Community Level Change
 - <https://nationalcoalitioninstitute.org/seven-strategies-for-community-change/>
 - DFC Logic Model & Evidence-Based Resources (in Supporting Materials)
- 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

- Defines the nature and scope of the problem in the community, including the risk factors and local conditions that are driving youth substance use and data to demonstrate how the chosen substances have contributed to problems in the community.
- Summarizes how the application addresses youth substance use in the community, including the **mission of the coalition** as it relates to the prevention of youth substance use
- Contains goals aligned with the DFC logic model and consistent with the period of performance outcomes in the program's logic model.

Maximum Score for Background and Approach Section: 50 points



Background & Approach (cont'd)

- Strategies and activities that are achievable and appropriate for project outcomes, including a 12-month action plan that:
 - 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
 - Addresses health equity
- Defines the population of focus and rationale for selection, including populations at risk and geographic areas served
- Describes the collaboration with other organizations, leaders, and key partners who have a role in conducting the proposed activities and achieving the project goals

Maximum Score for Background and Approach Section: 50 points



Organizational Capacity

- 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 and fiscal agent (if applicable), including how the 12 sector representatives will be involved in achieving the coalition's goals
- Describes how the coalition recruits and retains members, especially representation from youth (ages 12-18)

Applicant **must** upload Key Personnel Resumes or Position Descriptions. Applicants **do not** need all key personnel in place at the time of submission.

Maximum Score: 25 points



Key Personnel: **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 and demonstrates organization capacity 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: **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 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

Key Personnel: **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

Maximum Score: 25 points



Evaluation & Performance Measurement Plan

- Describes coalition **participation in the DFC National Cross-Site Evaluation** & collect data on youth alcohol, tobacco, marijuana, and 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

Note: Applicants **are not required** to be in compliance with the DFC National Cross-Site Evaluation **at the time of application**

Maximum Score: 25 points



Budget Narrative Overview

The Budget Narrative explains and justifies the costs in your budget (Form 424-A)

- Must be itemized
- Proposed budget is reasonable and consistent with 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
- Use the budget narrative attachment form in www.grants.gov

Page Limit: N/A

Name the file: Budget Narrative

Scoring: Required element, however, section is not scored



For the Project Abstract, Project Narrative, and Budget Narrative:

- Use size 12-point font
- Footnotes and tables may be in 10-point font
- Use single-spacing
- 1-inch margins
- Include page numbers



Attachments should be uploaded in the Other Attachments form on www.grants.gov

Name the file: Table of Contents

- Provide a detailed table of contents for your entire submission that includes all the documents in the application and headings in the "Project Narrative" section

Name the file: Disclosure of Prior DFC Funding

- Indicate whether you have ever received prior DFC funding by completing the checklist and the table within the attachment.

Name the file: Congressional Notification

- Provide a 'Project Description' of your coalition and your proposed activities. If the application is funded, this information will be shared with members of Congress and the media and may be posted on the DFC website.



Attachments should be uploaded in the Other Attachments form on www.grants.gov

Name the file: Indirect Cost Agreement

- If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your cognizant agency for indirect costs. If you use the de minimis rate, you do not need to submit this attachment

Name the file: Proof of Nonprofit Status

- If your organization is a nonprofit, you need to attach proof. We will accept any of the following:
 - A copy of a current tax exemption certificate from the IRS
 - A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others
 - A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit
 - Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate



Attachments should be uploaded in the Other Attachments form on www.grants.gov

Name the file: Resumes & Job Descriptions

- Attach resumes for key personnel positions that are filled. If a position isn't filled, attach the job description with qualifications and plans to hire
 - Keep your resumes to two pages each
 - Keep your job descriptions to one page each. Job descriptions must include:
 - Title of key personnel position
 - Brief description of duties and responsibilities
 - One to two sentences on how you plan to fill the position, including the expected time-frame

Name the file: Report on Overlap

- Applicants must provide this attachment only if you have submitted a similar request for a grant, cooperative agreement, or contract to another funding source in the same fiscal year and it may result in any of the following types of overlap: programmatic, budgetary, or commitment overlap



Standard Forms

Applicants are required to submit standard forms to supplement the application. Standard Forms include:

- **Application for Federal Assistance (SF-424)**
- **Budget Information for Non-Construction Programs (SF-424A)**
- **Disclosure of Lobbying Activities (SF-LLL)**

Notes:

- Make sure budget calculations are correct and do not exceed \$125,000 for your Federal request
- Must show a dollar-for-dollar match from non-Federal sources equaling amount of request from the Federal Government

Name the file: Standard Forms: SF-424; SF-424A; SF-LLL

Scoring: Required element, however, section is not scored





Part IV

Learn About Key Tips for Preparing Your Application

Review critical steps, insights, and pointers

To apply for the DFC grant, you must complete required registrations:

Read and review the Required Registrations section within the NOFO, which describe both required registration processes

- Enroll with SAM.gov to obtain a Unique Entity Identifier – this process may take several weeks, **begin today**
- Create an account with www.grants.gov

Search for the Opportunity in www.grants.gov

Search for the funding opportunity number in grants.gov. Click on “Related Documents” tab.

Download all materials

- NOFO
- Supporting Materials document:
 - Statutory Requirements Eligibility Checklist
 - NOFO-Specific Glossary of Terms
 - Attachments related to the statutory eligibility requirements
 - Evidence-Based Resources



Tips for Submission

- Utilize the **Application Checklist** to review all components of the application.
- Carefully make sure to include all the required information
- Please note who is required to sign forms and what needs to be submitted to the application
- Pay attention to appropriate dates

Component	How to Upload	Page limit
Project Abstract <input type="checkbox"/>	Use the Project Abstract Summary Form.	1 page
Project Narrative <input type="checkbox"/>	Use the Project Narrative Attachment form.	20 pages
Budget Narrative <input type="checkbox"/>	Use the Budget Narrative Attachment form.	None
Attachments	Insert each in a single Other Attachments form.	
• Table of Contents		None
• Sector Table		None
• Meeting Minutes		None
• General Applicant Information		None
• Letter of Mutual Cooperation		None
• Statement of Legal Eligibility		None
• Memorandum of Understanding (MOU)		None
• Ten-Year Funding Limit		None
• Disclosure of Prior DFC Funding		None
• Congressional Notification		None
• Indirect Cost Agreement		None
• Proof of Nonprofit Status		None
• Resumes and Job Descriptions		None
• Duplication of Efforts		None
Standard Forms (3 total)	Upload using each required form.	
<input type="checkbox"/> Application for Federal Assistance (SF-424)		No
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)		No
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)		No



Be mindful of the due date:

- Must receive applications by 11:59 pm EST on **April 17, 2024**
- Start the online application submission **early**
- DO NOT wait until the day the application is due - we recommend you submit at least 72 hours prior to the deadline





**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