

Drug-Free Communities (DFC) Support Program

FY24 Notice of Funding Opportunities Frequently Asked Questions

Overview: This document contains FAQs compiled after both the FY24 Informational Applicant Webinars and a review of the inquiries submitted via the **DFC_NOFO@cdc.gov** mailbox since January 2024. Any additional inquiries can be sent to the DFC NOFO Inbox (DFC_NOFO@cdc.gov). For questions regarding grants administration and budget questions, please reach out to the Office of Grant Services at **DFC_OGS@cdc.gov**.

About the Program

1. What population does this grant focus on? What substances are addressed under the DFC Support Program?

The DFC Support Program supports the efforts of community coalitions working to prevent substance use among youth populations ages 12-18 years old (middle school and high school youth) and are required to address a minimum of two substances of use by youth (e.g., alcohol, tobacco, marijuana, prescription drugs, methamphetamine, heroin, fentanyl, and other drugs). Please note, vaping is not considered a substance; rather, it is a delivery method.

2. What is the grant's period of performance?

The grant has a five-year period of performance that begins on the date of award, September 30, 2024, and will conclude September 29, 2029.

3. How often is this grant awarded?

The DFC Program awards funds to new (year 1) and competing continuation (year 6) applications every year.

4. How many coalitions will receive funding from DFC during the FY24 cycle?

Approximately 150-200 coalitions are expected to be awarded DFC funding for the FY24 funding cycle. Please note that this is a competitive funding opportunity. Funding is awarded to coalitions according to highest scoring applications based on the criteria defined in the NOFO.

5. How does the DFC Support Program disburse grant funds?

The DFC Support Program funds are disbursed to recipients as a reimbursement.

Application Information

1. What are the NOFO opportunity numbers and federal assistance listings for the FY24 funding cycle?

Drug-Free Communities (DFC) Support Program: NEW (Year 1)

- Opportunity Number: **CDC-RFA-CE-24-0050**
- Federal Assistance Listing: 93.276

Drug-Free Communities (DFC) Support Program- Competing Continuation (Year 6)

- Opportunity Number: **CDC-RFA-CE20-200406CONT24**
- Federal Assistance Listing: 93.276

2. Have any components from previous years been removed?

The Statutory Eligibility Requirements table has been removed in the FY24 NOFO. It has been replaced with a Statutory Eligibility Requirements Checklist which can be found in the

Supporting Documents folder of the “Related Documents.” This checklist can be used to ensure you have the required evidence to meet all the requirements.

3. Have any requirements from previous years been removed?

The signed Coalition Involvement Agreements (CIAs) are not required attachments for the FY24 application. Instead, you must submit the Sector Table that lists the names of each sector representative and their signature along with the rationale for their selection. Please note, you only need to include information for one representative for each sector type.

The Sector Table may be found in grants.gov by selecting the ‘Related Documents’ tab on the funding opportunity and opening the folder ‘Other Supporting Documents.’ This completed form must be submitted with your application.

4. What are the formatting expectations for submitted applications?

Required documents should be submitted in PDF format to the application portal on grants.gov. Documents should be single-spaced with 1-inch margins and include page numbers. Text should be 12-point font. You may use 10-point font in tables, footnotes, and graphics. The use of color in submitted graphics is allowable.

5. Where can I locate supporting materials (i.e., the Statutory Eligibility Checklist, evidence-based resources, statistics, relevant glossary, and templates) for the attachments required to be submitted with my application?

These resources and attachments may be accessed by selecting the ‘Related Documents’ tab on the funding opportunity on grants.gov and opening the folder ‘Other Supporting Documents.’ Templates and instructions for completion and submission may be found in each respective document included within this folder.

When submitting attachments or supporting documents, please follow the file naming conventions outlined within the NOFO.

6. What is a Unique Entity Identifier (UEI)?

A Unique Entity ID (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov.

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

7. Can signatures required within the application be submitted electronically?

Yes, electronic signatures are allowed on all required documents.

8. The length of the project narrative is restricted to 20 pages. What should be included within these 20 pages?

Within the 20-page, total limit, you must include the ‘Background,’ ‘Approach,’ ‘Evaluation and Performance Measurement Plan,’ your ‘Work Plan,’ information on ‘Focus Populations and Health Disparities,’ and a description of your ‘Organizational Capacity.’ Citations included within the text would count towards the 20-page limit for the Project Narrative. You may choose to include citations within your application as footnotes.

This application does not require you to submit your own logic model.

9. What is the Congressional Notification?

The Congressional Notification is an attachment included within the NOFOs supporting materials. The form is a templated description of your proposed project and includes key contact information. If your application is selected for funding, this information will be shared with members of Congress and the media. It may also be posted to the DFC website. This form must be submitted with your application.

Eligibility

1. How can I check whether my coalition has received DFC Support Program funding in the past?

To find out whether the organization participated in the DFC Support Program, please visit [SAM.gov](https://sam.gov), and enter the organization's Employer Identification Number (EIN) to search for a history of previously funded grants. You may also use [Government Grants - Federal Funds Awarded | HHS TAGGS](#) to check past awards.

2. We have gotten SAMHSA funding before, but never a DFC grant. Are we considered a new applicant?

If your organization **has never** received DFC funding before, you are considered a new applicant. DFC applications are considered independently of other funding opportunities.

If your organization **has** previously received five years of funding from the DFC Support Program, your organization may be eligible for an additional five years of funding through the Competing Continuation (Year 6) NOFO.

Please note that a coalition may not receive more than a total of 10 years of funding from the DFC Support Program.

3. Can a fiscal agent who has previously received 10 years of funding apply again?

If you are a fiscal agent applying on behalf of a coalition, the 10-year funding limit does not apply to you. Please note that as a fiscal agent, you can only apply on behalf of one coalition at a time and may only serve as the fiscal agent for one coalition at a time.

4. Can a coalition who has already received 10 years of funding apply as the same coalition, but serve a different community or address different substances?

No, once a coalition has received 10 years of DFC funding, they are no longer eligible for the DFC Support Program grant.

A coalition may re-organize as a new, unique, and distinct coalition and apply to the NEW (Year 1) NOFO, if the coalition meets the following criteria:

- Must be made up of different leadership and sector representatives from the community.
- Must have a new name and mission statement.
- Must have a 12-Month Action Plan based on a newly conducted community needs assessment.
- Must serve a new population

5. Does a fiscal agent applying on behalf of a community coalition need to be in the same state as the community coalition?

The fiscal agent must be in the same state (geographically) as the coalition.

6. Is a coalition eligible if it has been in existence for 6 months when the funds are awarded?

The coalition must have been in existence since January 2024 in order to be eligible for this award.

7. Do meeting minutes submitted at the time of application need to indicate participation of all 12 sector representatives?

It is not required that all 12 sectors be present at the coalition meeting as described in the coalition meeting minutes. The meeting minutes must include the meeting date, names of attendees, and the sector they represent.

8. Can a school district serve as both the fiscal agent and lead applicant for the DFC Support Program grant? What proof would need to be provided?

A school district may serve as a fiscal agent or as the legal applicant to the grant. An MOU is required to show the relationship between the school district serving as the fiscal and the community coalition. Please refer to the “Eligible Applicants” section of the NOFO to review the list of entities eligible to serve as fiscal agent.

9. Are Indigenous communities eligible to apply for this program?

Yes. They are eligible to apply. One of the primary goals of the DFC Support Program is to establish and strengthen collaboration among communities, public and private non-profit agencies, and governments – including tribal governments, to support the efforts of community coalitions working to prevent and reduce substance abuse among youth.

If working with tribal populations, tribal community members may serve as sector representatives. For instance, in some cases, a tribal storyteller may serve as a media sector representative. Additionally 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 serves a tribal community may use federal funds as match.

Program Requirements

1. Does the Program Director have to be an employee of the organization that is submitting the application?

No, the Program Director/Principal Investigator does not have to be an employee of the applicant organization. The Program Director must still be identified in the Personnel budget category as either federal or non-federal.

Please note that the Authorized Organization Representative (AOR) is still required to be an employee of your organization and must be identified in the Personnel budget category as either federal or non-federal.

2. Who are the key personnel required for the DFC Support Program?

The following key personnel are required:

- **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. In signing a grant application, this individual agrees that 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. These responsibilities include

overseeing the financial aspects of the grant and the performance of the grant-supported project or activities as specified in the approved application. This person must be an employee of the recipient organization.

- **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.
- **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.

3. What are sector representatives?

The community coalition must have representation from the 12 sectors identified in the statutory eligibility requirements. Those sectors are:

- **Youth:** Someone 18 years of age or younger in a public, private, home schooled, or alternative school (you must list their age).
- **Parent:** A person who is legally responsible for a child, grandchild, or foster child.
- **Business:** A representative of a business-related organization that provides services that are not in conflict with the goals and objectives of the DFC program.
- **Media:** A representative of a communication outlet that provides information to the community. Through an appropriate media platform, this representative should be capable of communicating and disseminating information (such as in print, digitally, or through social media) that furthers the coalition's mission.
- **School:** A representative of the school system with influence in school policies and procedures.
- **Youth-serving organization:** A representative of an organization that provides services to support youth.
- **Religious or fraternal organization:** A representative of a faith-based organization or from a fraternal organization based on a common tie or pursuit of a common goal. The organization must have a substantial program of fraternal activities.
- **Law enforcement:** A representative of a law enforcement agency. The representative must be an active sworn law enforcement officer, not retired.
- **Civic or volunteer groups:** A representative of an organization that provides civic or volunteer activities that serves the community (not a coalition member). Examples include Lions clubs, Rotary clubs, and so on.
- **Healthcare professional:** An individual or representative of an organization licensed to provide physical, mental, or behavioral healthcare services, like a pediatrician, pharmacist, and so on.
- **State, local, or tribal governmental agency with expertise in substance use:** A representative of a government-funded agency focusing on substance use prevention, treatment, or recovery support services.
- **Other organizations** involved in reducing substance use.

Please note, an individual can serve as a representative in only one sector category; therefore, a coalition must have 12 unique individuals represented in the coalition. Additionally, sector representatives are not paid under the DFC program. Coalition members are volunteers. You may use coalition member time as match.

4. If our coalition does not currently have all 12 sectors represented amongst its members, are we eligible to apply and expand our coalition after award?

Though the coalition must be in existence for 6 months at time of application, it is not required for sector representatives to be active throughout this six-month period. However, at the time of application, the coalition must have 12 unique sector representatives identified as part of the coalition. Please refer to the 'Organizational Capacity' section of the NOFO to reference additional information on sector representative requirements.

5. What constitutes a set of meeting minutes required for submission to demonstrate evidence of a coalition's six-month existence?

A set of meeting minutes from one meeting is required to be submitted with your application. The meeting must have taken place between January 2023 and April 17, 2024.

The meeting minutes must include the meeting date, names of attendees, and the sector they represent.

6. What trainings are required for recipients of the DFC Support Program grant?

First year recipients are required to participate in the New Recipient Virtual Training hosted by ONDCP and the National Coalition Academy (NCA) training program hosted by the National Coalition Institute (NCI).

There are no costs associated with either training; however, if you choose to attend in-person, the coalition will incur travel/lodging costs.

Sixth year recipients are required to participate in the New Recipient Virtual Training. They are not required to attend the National Coalition Academy.

7. If we attend training at a conference and the hotel costs exceed what is outlined in the local GSA rates, can we still stay there since it is the hotel rate negotiated by the sponsoring organization?

Travel costs including lodging, must be reasonable and should not exceed the local General Services Administration set rates. Please refer to [45 CFR 75.474, Travel costs](#) for further travel cost guidance. You could also stay at a nearby hotel that offers reasonable rates to ensure that you are not violating the travel policy.

Budget and Match

1. What are the match requirements for a Year 1 applicant versus a Year 6 recipient?

The DFC program requires New (Year 1) recipients to contribute 100 percent of the federal share in funding years 1-5. For Competing Continuation (Year 6) recipients, the match amount is 100% in year 6 and then it increases to 125% in years 7-8 and 150% in years 9-10.

2. How do federal vs. non-federal funds contribute to the match requirement?

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. Non-federal funds represent your match dollars.

3. Can funds from the DFC Support Program grant be used to support lobbying?

No, DFC funds cannot be used for lobbying. Please refer to the [Anti-Lobbying Restrictions for CDC Recipients](#).

4. Is Nicotine Replacement Therapy (NRT) an allowable cost, or is it considered unallowable within treatment services?

The use of DFC Support Program funds for Nicotine Replacement Therapy is unallowable.

5. May funds from the DFC Support Program be used for public service messaging related to trauma or Adverse Childhood Events (ACEs) and their impact on substance use?

Yes, use of funding for messaging related to trauma or ACEs is an allowable expense as it relates to your proposed workplan.

6. What does the ‘de minimus rate’ mean regarding indirect costs?

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at 45 CFR 75.414, Indirect Costs and CDC Budget Preparation Guidelines.

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Justification: Provide a summary of the rate. Enclose a copy of the current approved rate agreement in the Attachments.

Method 2 – De minimis rate. Per 45 CFR 75.414(f), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal, you may also use the de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10 percent of modified total direct costs (MTDC). See 45 CFR 75.2 for the definition of MTDC. You can use this rate indefinitely.

Other

1. Where can I access recordings of the Applicant Informational Webinars for either the NEW (Year 1) NOFO or the Competing Continuation (Year 6) application?

The webinars were recorded and are available via the website: <https://dfc.cmpinc.net>. You can also access the slides presented during each webinar on this site.

2. Can coalition meeting minutes or other supporting documents be written in Spanish, or would they need to be translated to English for submission?

The grant application must be submitted in English as well as any required documents.

3. Are there any examples of Project Narratives, Budget Narratives, Match Examples, or Action Plans that we can review before applying.

No, given the competitive nature of this grant, past examples are not made available for reference. Samples for some attachments are available within the instructions of the supporting materials.