

## Drug-Free Communities (DFC) Support Program

*FY24 Notice of Funding Opportunities Frequently Asked Questions – Last Updated 3/21/2024*

**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](mailto:DFC_NOFO@cdc.gov) mailbox since NOFO publication on February 15, 2024. Any additional inquiries can be sent to the DFC NOFO Inbox ([DFC\\_NOFO@cdc.gov](mailto: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](mailto:DFC_OGS@cdc.gov). Please note, all assistance will be provided over email correspondence.

### Application Info

#### 1. How can I access this grant opportunity funding announcement?

You can go to [grants.gov](https://grants.gov) to access the NOFO application.

- Click here for the New (Year 1) NOFO: [CDC-RFA-CE-24-0050](#)
- Click here for the Competing Continuation (Year 6) NOFO: [CDC-RFA-CE20-200406CONT24](#)

### Budget & Match

#### 1. Can DFC grant funding be used to pay for contractors or contract services?

If planning to use funds for contract services, include the proposed contract services in your budget narrative and provide a clear justification for the requested services.

Coalitions are expected to perform the substantive role and manage the efforts conducted by this grant. Coalitions may not pass grant funds through a sub-contract or any other method to another entity to conduct the programmatic work of the DFC Support Program.

Please refer to the *Funding Policies and Limitations* section of the NOFO for additional guidance.

#### 2. How do in-kind contributions contribute to the Drug-Free Communities Support Program match requirements?

In-kind contributions count as part of your match requirement. There are multiple forms of acceptable in-kind support match sources you can draw upon. Please refer to the *Budget Narrative* section of the NOFO for additional information. You must provide an itemized match separately in the budget and explain the match within your Budget Narrative.

Please note that time spent by non-federal personnel such as your Authorized Organization Representative (AOR) or a Grants Manager may count as match for your grant. You can also refer to the NOFO training [website](#) where you can find a document on the DFC Program's match requirement.

#### 3. Are there items that are considered 'unallowable' under the grant's funding policies and limitations?

Generally, grant funds for the DFC Support Program may not be used for:

- Research
- Clinical care except as allowed by law
- Pre-award costs (unless CDC gives you prior written approval)
- Other than for normal and recognized executive-legislative relationships (see NOFO for more information)
- The purchase of furniture or equipment

Please refer to the *Funding Policies and Limitations* section of the NOFO which outlines all the unallowable costs of the DFC Program.

**4. Are there any limitations to increasing Key Personnel's salaries?**

The recipient's organization determines salary increases per your internal policies. Please keep in mind the level of effort needed for a grant of \$125,000.

## Eligibility

**1. Where can I find a list of active DFC coalitions or determine if there is a coalition serving my community?**

You may reference the [Drug-Free Coalitions webpage](#) to find a map and a list of coalitions active during FY23. On this webpage, coalitions can be searched for by name or geographic location.

**2. At the time of application submission, do all 12 sector representatives need to be identified?**

At the time of application submission, your coalition must have 12 unique sector representatives identified as part of the coalition. If 12 sector representatives are not identified and documented on the Sector Table at the time of application submission, the coalition will not meet the statutory eligibility requirements of the DFC Program.

Please note, sector representatives are not required to have been active for the full six-months prior to application submission. Please refer to the *'Organizational Capacity'* section of the NOFO to reference additional information on sector representative requirements.

**3. Can a coalition who has previously received 10 years of DFC funding reapply as a new coalition?**

If a coalition has reached the ten-year funding limit for the Drug-Free Communities Support Program, then that coalition is not eligible under this award. To be eligible, you would have to form a new coalition and the 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

Additionally, the proposed new coalition must also demonstrate the ability to meet all other statutory eligibility requirements outlined within the *'Eligibility'* section of the NOFO.

Please note that if you are a fiscal agent applying on behalf of a coalition, the 10-year funding limit does not apply to you.

**4. Can a coalition apply for this grant if a different coalition, serving the same community previously received 10-years of funding from the Drug-Free Communities Support Program?**

A coalition's eligibility is evaluated independent of other organizations and is therefore not tied to previous funding that other organizations may have received.

## Program Requirements

**1. What members of our coalition do we need to submit resumes for?**

It is only necessary to submit resumes for individuals holding key personnel positions. This includes the Authorized Organization Representative (AOR), the Program Director or Principal Investigator (PD/PI), and Project Coordinator (PC). Please note: the PD/PI and the PC can be the same person.

Key personnel positions should be filled by individuals with skills in non-research program administration, including:

- Program planning and implementation
- Program evaluation
- Performance monitoring
- Financial management and reporting
- Budget management and administration
- Personnel management
- Project management

To demonstrate proficiency in these topic areas, you will submit resumes for filled, key positions. If key personnel positions are not filled at the time of application submission, please include a position description for each unfilled position. Please see the *Organizational Capacity* section of the NOFO for additional information

**2. What evaluation or reporting measures are required for this grant?**

If awarded, grant recipients must participate in the DFC National Cross-Site Evaluation, which includes providing data every 2 years on core measures for alcohol, tobacco, marijuana, and prescription drug use in at least three grades between 6th and 12th grade. We recommend including at least one grade at the middle school level and one at the high school level.

DFC also requires the submission of annual progress reports that outline the community profile, sector and youth engagement, coalition capacity, risk, and protective factors, and implementation of youth substance use prevention strategies. This should identify and monitor measures of short-term, intermediate, and long-term outcomes, which can serve as benchmarks for measuring programmatic progress and impact.

## Other

**1. I am having difficulties accessing or submitting my application (i.e., creating an account, uploading attachments, etc.). Who should I contact?**

Please contact the [grants.gov](https://grants.gov) help desk. The help desk is available by phone at 1-800-518-4726, and/or by e-mail at [support@grants.gov](mailto:support@grants.gov).

**2. Where can I find recordings of the Applicant Informational Webinars for both the NEW (Year 1) applicants and Competing Continuation (Year 6) applicants?**

You can find the webinar recordings at this [webpage](#). There you will also find the slides presented during the webinar for download, as well as other supporting materials.

**3. Can a state recognized tribal government participate or serve in our coalition or must they be federally recognized?**

Please reference the ‘Community Coalition’ sub-section within the ‘Organizational Capacity’ section of the NOFO to find a list of sector representative definitions outlining who may be qualified to serve for each of the 12 required sector representatives.

Here is the definition applicable to tribal government representatives interested in serving:

- **State, local, or tribal governmental agency with expertise in the field of substance use:** A representative of a government-funded agency with a focus on substance use prevention, treatment, or recovery support services.

**4. Can parts of my application be reviewed by the CDC Drug-Free Communities Support Program administrators prior to submission?**

Given the competitive nature of this grant-funding opportunity, we cannot review parts of the application prior to submission.

If you have a specific question about the guidance that we've provided in the NOFO related to the statutory requirements and/or the application requirements, please feel free to send us an email at [DFC\\_NOFO@cdc.gov](mailto:DFC_NOFO@cdc.gov).