



# Drug-Free Communities (DFC) Support Program Overview

February/March 2025



# DFC | Program Overview



- The placement and structure of the DFC Program within ONDCP was part of the original authorizing statute passed by Congress on June 27, 1997.
- DFC is a unique substance use prevention program because funds go directly to the community versus through the State.
- In addition, strategies to address local youth substance use are driven by local conditions and coalitions implement local solutions.



# DFC | Management



- Directed by the White House Office of National Drug Control Policy (ONDCP), in collaboration with Centers for Disease Control and Prevention's National Center for Injury Prevention and Control (NCIPC).
- 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).

# DFC | Program Theory

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



# DFC | Program Goals



1. **Establish and strengthen the collaboration among communities, public and private non-profit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance use among youth (individuals 18 years of age and younger).**
2. **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.**



# DFC | 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.



Parents



Youth



Business



Media



Schools



Youth  
Serving  
Organization



Law  
Enforcement



Civic/  
Volunteer  
Organizations



Religious/  
Fraternal  
Organizations



Healthcare  
Professional



State/Local  
Tribal  
Government



Substance Use  
Organizations

# DFC | Approach

- Community-centered
- Action plans that prioritize community-wide efforts
- Focus is on changing the environment
- Strategies to influence substance use around:
  - Community norms
  - Beliefs
  - Attitudes
  - Perceptions
  - Behaviors
- Community collaboration drives change





# DFC | Community of Focus



**Carefully consider the size and population of the area so you will have the ability to affect change.**

- Do not define a community that is too large for your coalition to address
- Pay attention to natural delineations within the community
  - School districts
  - ZIP codes
  - Neighborhoods
  - Townships
  - Counties





# 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**

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

**Environmental**





## **Part II**

# **Understanding the Statutory Eligibility Requirements and the Application**

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

# Accessing the NOFO

**Search for the NOFO in** <https://www.grants.gov/search-grants>

Enter the funding opportunity number and 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

# NOFO Outline

## **Step 1: Review the Opportunity**

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

## **Step 2: Prepare Your Application**

Review application sections and formatting requirements

## **Step 3: Understand Review, Selection, and Award**

Review an overview of review procedures and scoring criteria

## **Step 4: Submit Your Application**

Review deadlines and options for submitting application packages

## **Step 5: Learn What Happens After Award**

Review post-award requirements and administration

# Eligible Applicants

**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/misuse
- 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



# 12 Sector Representatives (Tribal applicants)

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

**For tribal applicants,** appropriate sector representatives may hold different titles and positions than non-tribal applicants.

**For example:**

- 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.

Coalition Name:			
Sector	Sector Representative Name	Organization Name	Selection Rationale
Youth		<i>Age of Youth:</i>	
Parent			
Business			
Media			
School			
Youth Serving			

Name the file **Sector Table** and upload in the Other Attachments Form on [www.grants.gov](http://www.grants.gov)

# Six-month Coalition Existence

**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 2024 and the deadline** for application submission.
- Must demonstrate a focus on youth substance use prevention.
- Include the list of attendees by sector and month, day, and year of the meeting.
- Must be the coalition's minutes, not those of an outside agent applying on behalf of the coalition.

Name the file **Coalition Minutes** and upload in the Other Attachments Form on [www.grants.gov](http://www.grants.gov)

# Mission Statement

**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](http://www.grants.gov)

# Address Multiple Drugs

**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)”, or “substances” to account for all substances
- Vaping is not a substance



Name the file **General Applicant Information** and upload in the Other Attachments Form on [www.grants.gov](http://www.grants.gov)



# Zip Code Overlap

## 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/overdose-prevention/php/drug-free-communities/coalitions.html>
  - Type in the zip code of the community you plan to serve.
- If no Zip Code overlap is identified, indicate that in the General Applicant Information
- 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](http://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](http://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. **This MUST be 2 different people.**
- MOU must be dated between **January 2024** 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](http://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



# Assurance of 10-Year Funding Limit

**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](http://www.grants.gov)

# Participate in the National Cross-Site Evaluation

## 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 with the DFC National Cross-Site Evaluation Requirements **at the time of application**

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

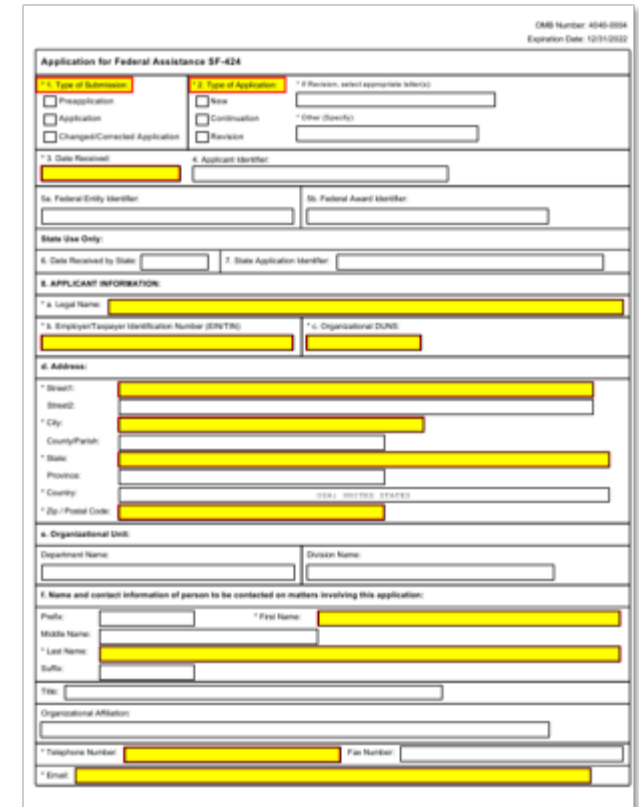
### DFC Core Measures

- 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**: 6<sup>th</sup>-12<sup>th</sup>
- Every **two years**

# Federal Request

**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



The image shows a form titled "Application for Federal Assistance SF-424". The form is divided into several sections, each with a numbered header. The sections are: 1. Type of Submission, 2. Type of Application, 3. Date Received, 4. Applicant Identifier, 5a. Federal Entity Identifier, 5b. Federal Award Identifier, 6. Date Received by State, 7. State Application Identifier, 8. APPLICANT INFORMATION, 9. Address, 10. Organizational Unit, and 11. Name and contact information of person to be contacted on matters involving this application. The form contains various input fields, checkboxes, and dropdown menus. Many of these fields are filled with yellow bars, indicating redacted information. The form is titled "Application for Federal Assistance SF-424" and includes the OMB Number 4540-0044 and Expiration Date 12/31/2022.

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



# Non-Federal Match

**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 continues in year 6 and 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)

**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**

# Non-Federal Match

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, such as training programs sponsored by partners in the community.
- Use of opioid settlement funds may satisfy the match requirement and may be allowable as it meets the criteria of "not paid by the Federal Government under another Federal award."



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.)
- ★ 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

# General Applicant Information Form

- 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](http://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 Application Scoring**

Review application sections, review processes, and application scoring

# NOFO Outline

## **Step 1: Review the Opportunity**

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

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# Program Description

## **Background & Approach**

- Logic model, Strategies and Activities, Outcomes

## **Communities of Focus**

## **Work Plan**

## **Data, monitoring, and evaluation**

- Required performance measures
- Evaluation and performance measurement plan
- Data management plan

## **Organizational Capacity**

- Organizational structure
- Key Personnel
- Community Coalition

# Application Contents – What you need to submit

Project Abstract

Use Project Abstract Summary Form

Project Narrative

Use the Project Narrative Attachment Form

Budget Narrative

Use the Budget Narrative Form

Attachments

Insert each in the Other Attachments Form

Standard Forms

Upload using each required form



# Tips for Submission

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

Item	How to upload	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Use the Project Abstract Summary Form on Grants.gov	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Project Narrative Attachment form on Grants.gov	20 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form on Grants.gov	None
<a href="#">Attachments</a> (13 total)	Insert each in a single Other Attachments form on Grants.gov	
<input type="checkbox"/> Table of contents		None
<input type="checkbox"/> Sector table		None
<input type="checkbox"/> Meeting minutes		None
<input type="checkbox"/> General applicant information		None
<input type="checkbox"/> Letter of mutual cooperation (if applicable)		None
<input type="checkbox"/> Statement of legal eligibility		None
<input type="checkbox"/> Memorandum of Understanding (MOU) (if applicable)		None
<input type="checkbox"/> Ten-year funding limit		None
<input type="checkbox"/> Disclosure of prior DFC funding		None
<input type="checkbox"/> Congressional notifications		None
<input type="checkbox"/> Indirect cost rate agreement		None
<input type="checkbox"/> Resumes and job descriptions		None
<input type="checkbox"/> Report on overlap (if applicable)		None

# Formatting Requirements

**When completing the following sections, the following formatting must be used:**

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**Format:** Font: Calibri

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File format: PDF

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Size: 12-point font; Tables, footnotes, and text in graphics may be 10-point font

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Ink color: Black

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Spacing: Single-spaced

---

Margins: 1-inch; Include page numbers

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# Project Abstract

# Overview – Project Abstract

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](http://www.grants.gov)

**Page Limit:** 1

**Name the file:** Project Abstract Summary

**Scoring:** Required element, however, section is not scored

# **Project Narrative**

# Project Narrative – Overview

- Project Narrative must be succinct, self-explanatory, and read like a story of your community. Pay attention to the **Project Description** section.
- 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

# Project Narrative – Headings & Subheadings

- **Background**
- **Approach**
  - Strategies and Activities
  - Outcomes
- **Communities of Focus**
- **Workplan**
- **Evaluation & Performance Management Plan**
- **Organizational Capacity**
  - Organizational structure
  - Community coalition
  - Collaborations

*Your project narrative must use the exact headings, subheadings, and order.*

# Project Narrative – Scoring

Section	Evaluation Criterion	Total Number of Points
<b>Background and approach: <i>50 points</i></b>	Background	5 points
	Approach	20 points
	Communities of Focus	5 points
	Work plan	20 points
<b>Evaluation and performance measurement: <i>25 points</i></b>	Evaluation and performance measurement plan	25 points
<b>Organizational capacity: <i>25 points</i></b>	Organizational structure	13 points
	Community coalition	10 points
	Collaborations	2 points



# Background

***Background (5 points):*** Describe the problem you plan to address

- Is there a clear description of the nature and scope of the problem, including the risk factors and local conditions that are driving youth substance use and data to show how the chosen substances have contributed to problems among youth in the community?

# Approach

***Approach (20 points):*** Describe how you will implement the proposed *strategies and activities* and identify the *outcomes* you expect to achieve

- How the application addresses youth substance use in the community, including the mission of the coalition as it relates to prevention of youth substance use.
- Are the goals aligned with the DFC logic model and consistent with the period of performance outcomes in the program's logic model?
- Are the strategies and activities achievable and appropriate to meet the project outcomes?

# Communities of Focus

- ***Communities of Focus (5 points)***: Describe the community you plan to address under this award. Explain how you will include them and meet their needs in your project.
  - Is the community clearly defined, including populations at risk and geographic areas served?

# Workplan

***Workplan (20 points): Describe your 12-month action plan from 2025-2026***

- 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
  - **Identifies at least 2 substances of focus**
  - Includes SMART objectives – *Specific, Measurable, Achievable, Relevant, and Time-bound*
  - Identifies the responsible party and addresses risk and protective factors.

**Maximum Score for Background and  
Approach Section: 50 points**

# Evaluation & Performance Measurement Plan

- Describes how the coalition will **participate in the DFC National Cross-Site Evaluation** & collect data on youth alcohol, tobacco, marijuana, and prescription drug use for the four core measures **(10 points)**
- Describes how the coalition will monitor and evaluate the success of the goals and objectives of the workplan (i.e., 12-Month Action Plan) **(10 points)**
- 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 **(5 points)**

**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**

# Organizational Capacity

## Organizational structure (13 points)

- 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.

# Organizational Capacity (cont'd)

## Community coalition (10 points)

- Describes how the coalition recruits and retains members, especially youth representation (ages 12-18).

## Collaborations (2 points)

- Describe how you will collaborate with programs and organizations, either internal or external to CDC. Explain how you will address the requirements in the collaborations section of the program description.

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 (cont'd)

## 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

## 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

# **Budget Narrative**

**Not Scored but required**

# 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](http://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf)
- Use the budget narrative attachment form in [www.grants.gov](http://www.grants.gov)

**Page Limit:** N/A

**Name the file:** Budget Narrative

**Scoring:** Required element, however, section is not scored

# **Additional Attachments**

**Not Scored but required**

# Additional Attachments

**Attachments should be uploaded in the Other Attachments form on [www.grants.gov](http://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****

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

# Additional Attachments (cont'd)

**Attachments should be uploaded in the Other Attachments form on [www.grants.gov](http://www.grants.gov)**

## **Name the file: Congressional Notification**

- You must provide a summary 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

## **Name the file: Indirect Cost Rate 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

# Additional Attachments (cont'd)

## **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 and 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 (if applicable)**

- 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**

**Not scored but required**



# Standard Forms

## 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) – *if applicable***

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

**Scoring:** Required element, however, section is not scored

## **Part IV**

# **Key Tips for Preparing Your Application**

Review critical steps, insights, and pointers

# Critical First Steps

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registrations are active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

- You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

## **Grants.gov registration (this can take several days)**

- You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

# Tips for Submission

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

Item	How to upload	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Use the Project Abstract Summary Form on Grants.gov	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Project Narrative Attachment form on Grants.gov	20 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form on Grants.gov	None
<a href="#">Attachments</a> (13 total)	Insert each in a single Other Attachments form on Grants.gov	
<input type="checkbox"/> Table of contents		None
<input type="checkbox"/> Sector table		None
<input type="checkbox"/> Meeting minutes		None
<input type="checkbox"/> General applicant information		None
<input type="checkbox"/> Letter of mutual cooperation (if applicable)		None
<input type="checkbox"/> Statement of legal eligibility		None
<input type="checkbox"/> Memorandum of Understanding (MOU) (if applicable)		None
<input type="checkbox"/> Ten-year funding limit		None
<input type="checkbox"/> Disclosure of prior DFC funding		None
<input type="checkbox"/> Congressional notifications		None
<input type="checkbox"/> Indirect cost rate agreement		None
<input type="checkbox"/> Resumes and job descriptions		None
<input type="checkbox"/> Report on overlap (if applicable)		None

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

**DFC\_NOFO@cdc.gov**

**Or visit our webpage**

**<https://www.cdc.gov/overdose-prevention/php/drug-free-communities/index.html>**

**Or you can find general Frequently Asked Questions (FAQs) here**

**<https://www.cdc.gov/overdose-prevention/php/drug-free-communities/nofo-faq.html>**

**Visit this website for the slides, recording of this presentation, and FAQs about this NOFO**

**<https://dfc.cmpinc.net/>**

**QUESTIONS?**  
**Please submit in the**  
**Chat Box**

