

Drug-Free Communities (DFC) Support Program

Statutory Eligibility Requirements



DFC Statutory Eligibility Requirements

Applicants **must meet all** DFC Statutory Eligibility Requirements per 21 U.S. Code § 1532:

- Include representatives from each of the 12 required sectors.
- Comprise representatives who have worked together on substance use prevention for at least six months.
- Have a principal mission statement focused on preventing youth substance use.
- Address at least two substances of use/misuse by youth.
- Serve a unique community (ZIP code) and, if overlap exists, provide a letter of mutual collaboration.
- Be eligible to receive federal funding, either directly or through a qualified fiscal agent.
- Have not received more than 10 years of DFC funding.
- Participate in the DFC national cross-site evaluation.
- Request no more than \$125,000 per year in federal funds.
- Secure a 100 percent match from non-federal sources.

12 Sector Representatives

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



12 Required Sectors

1. **Youth:** Someone 18 years of age or younger in a public, private, home schooled, or alternative school (you must list their age).
2. **Parent:** A person who is legally responsible for a child, grandchild, or foster child.
3. **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.
4. **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 sharing information (such as in print, digitally, or through social media) that furthers the coalition's mission.
5. **School:** A representative of the school system with influence in school policies and procedures.
6. **Youth-serving organization:** A representative of an organization that provides services to support youth.
7. **Religious or fraternal organization:** A representative of a faith-based organization or representative from a fraternal organization that's based on a common tie or pursuit of a common goal. The organization must have a substantial program of fraternal activities.
8. **Law enforcement:** A representative of a law enforcement agency. The representative must be an active sworn law enforcement officer, not retired.
9. **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.
10. **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.
11. **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.
12. **Other organizations involved** in reducing substance use.

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



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.

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.

Address Multiple Drugs

Statutory Eligibility Requirement: A coalition must address two or 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 for this requirement

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 Zip Code Overlap is identified, provide a Letter of Mutual Cooperation.



Eligible to Receive Federal Funds

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

- Eligibility Option 1: The Coalition is a 501(c)(3) organization on or before the date the application is submitted.
- Eligibility Option 2: The Coalition is **not** a 501(c)(3) organization and must use a Fiscal Agent as its Legal Applicant to apply on its behalf. The applicant must provide a **Memorandum of Understanding** describing the relationship between the Fiscal Agent and Coalition.



Memorandum of Understanding (MOU) is a formal, signed agreement that outlines the roles and responsibilities of both the Fiscal Agent and the Coalition, describing how they will work together to manage the grant.

Ten-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.
- Coalitions that have received 10 years of DFC funding are not eligible to apply again as the same coalition.

A proposed new 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 community

National Cross-Site Evaluation

Statutory Eligibility Requirement: A coalition must participate in the National Cross-Site Evaluation.

- The DFC National Cross-Site Evaluation is intended to measure how effective the DFC Support Program is in achieving its goals of increasing collaboration and preventing or reducing youth substance use.

DFC Core Measures

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

Limit of Federal Funding 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

Secure 100% 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**

DFC Year 1-6: 100% Match

DFC Year 7-8: 125% Match

DFC Year 9-10: 150% Match

Are You Eligible to Apply?

Did you meet all the DFC statutory eligibility requirements?

- If yes: Congratulations! Your coalition is eligible to apply for DFC funding.



Drug-Free Communities (DFC) Support Program

Notice of Funding Opportunity Application Overview



Before you begin...

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.

Due date: February 12, 2026 at 11:59PM ET

NOFO Outline



Key focus step of this presentation

Understand Key Details

The purpose of the NOFO is to support community coalitions that work to prevent and reduce substance use among youth.

- Funding Details
 - A coalition **may only** request up to \$125,000 per year
 - \$125,000 per year for a five-year period, with a required non-federal match
- Statutory Eligibility Requirements
 - Meet **all** statutory requirements as part of the Drug-Free Communities Act
 - Failure to meet even one statutory requirement will deem the applicant ineligible
- Program Description
 - Background, Purpose, Approach
 - Data, monitoring, and evaluation
 - Organizational Capacity
 - Funding Policies and Limitations

Eligible Applicants

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.

- State governments or their bona fide agents (includes the District of Columbia).
- 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.
- Native American tribal governments (federally-recognized)
- 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 with 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.

DFC Statutory Eligibility Requirements

Applicants **must meet all DFC Statutory Eligibility Requirements:**

- Include representatives from each of the 12 required sectors.
- Comprise representatives who have worked together on substance use prevention for at least six months.
- Have a principal mission statement focused on preventing youth substance use.
- Address at least two substances of use/misuse by youth.
- Serve a unique community (ZIP code) and, if overlap exists, provide a letter of mutual collaboration.
- Be eligible to receive federal funding, either directly or through a qualified fiscal agent.
- Have not received more than 10 years of DFC funding.
- Participate in the DFC national cross-site evaluation.
- Request no more than \$125,000 per year in federal funds.
- Secure a 100 percent match from non-federal sources.

DFC Statutory Eligibility Requirements

Proof of Statutory Eligibility:

- Sector table that includes the 12 required sectors.
- Meeting minutes.
- General applicant information.
- Letter of mutual cooperation, if there is overlap with another coalition.
- Statement of legal eligibility that says the coalition is either a 501(c)(3) organization or partnering with a fiscal agent.
- Memorandum of understanding (MOU) between the coalition and the fiscal agent, if applicable.
- Ten-year funding limit: attests that the coalition has not received more than 10 years of DFC funding.
- A description of how you'll collect and report the DFC program's required core measures. See the Required performance measures and Evaluation and performance measurement plan sections.
- A budget and budget narrative that requests no more than \$125,000 in federal funds and outlines 100 percent in non-federal match.

Statutory Eligibility Requirements (SER) Checklist

This checklist can be used to ensure you have the required evidence to meet the DFC SERs.

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, including the zip code(s) that overlaps? <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"/> A signed and dated assurance that your coalition has not received more than 10 years of DFC funding	
Requirement 8: Evaluation and Performance Measurement Plan Did you include in your Project Narrative: <input type="checkbox"/> An evaluation and performance measurement plan that outlines how you will provide data every two years on the DFC core measures.	
Requirement 9: Federal Request Did you include: <ul style="list-style-type: none">• Budget forms and a budget narrative that does not request more than \$125,000 per	

Step 1:
Review the
Opportunity

Funding Details

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.



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.).

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.”

Step 1:
Review the
Opportunity

Secure 100% Non-Federal Match (Tribal applicants)

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 a match



Step 1:
Review the
Opportunity

Program Description

Background, Purpose, Approach

- Strategies and Activities, Outcomes
 - Comprehensive approach using the *seven strategies for community-level change*.
- Communities Served
 - Clearly defined community using various geographic boundaries (i.e., Neighborhoods, Census Tracts, Zip codes, School districts, Townships, Counties, Parish lines, and Other defining properties)
- Work Plan (12-month action plan)
 - A detailed plan aligned with the period of performance.
 - Outlines specific objectives, strategies, and activities that align with the two DFC goals, including who is responsible and the anticipated timeframe.

Seven Strategies

- Provide information to the general public and key stakeholders about youth substance use.
- Enhance skills among relevant stakeholders so youth and adults can engage in positive social relationships and decision-making capabilities.
- Provide support to increase opportunities that increase involvement in drug-free or healthy alternative activities.
- Increase access, reduce barriers, and improve connections between systems and services that help prevent youth substance use.
- Change consequences to incentivize positive practices and disincentivize negative practices.
- Change physical design of the community to enhance protection against or to reduce the risk for youth substance use.
- Educate and inform about modifying or changing policies that reduce access and availability to substances among youth.

Step 1:
Review the
Opportunity

Program Description

Data, monitoring, and evaluation

- Responsible for adhering to the DFC National Cross-Site Evaluation, including collecting and reporting the DFC Program's required measures
- Required to submit 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

DFC Core Measures

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

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

Step 1:
Review the
Opportunity

Program Description

Organizational Capacity

- Demonstrate your organizational capacity to manage and implement the grant. This capacity includes:
 - Organizational structure
 - Key Personnel
 - Community Coalition
 - Collaborations

Organizational structure

- Outlines the organizational structure and the responsibilities of managing the DFC grant.
- If you are partnering with a fiscal agent, please note:
 - Fiscal agents can only receive one DFC grant at a time. A fiscal agent cannot apply on behalf of multiple coalitions.
 - Fiscal agents must be in the same geographic state as the coalition

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.

Community Coalition

Statutory Eligibility Requirement:

A coalition must have representation from each of the 12 required sectors.

Please note that coalition members cannot represent more than one sector, and paid staff, such as a program director or principal investigator, may not serve as a sector representative.



Program Description

Funding Policies and Limitations

- Changes in HHS Regulation
- Unallowable costs

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in 2 CFR 300. These regulations replace those in 45 CFR 75. You can find details in HHS Summary of Regulatory Changes, which is posted in the Grants.gov Related Documents tab for this opportunity.

Pursuant to 2 CFR 200.340, the recipient agrees that, by accepting this award, continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the terms and conditions of the award, and a determination by the agency that the award continues to effectuate program goals or agency priorities.

Application Contents – What you need to submit

Narratives	Project Abstract Project Narrative Budget Narrative Justification
Attachments	Insert each in the Other Attachments Form
Other Required Forms	Upload using each required form

Narratives

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 – Headings & Subheadings

1. Background and Approach

- Background
- Approach
- Communities served
- Work plan

2. Evaluation & Performance Measurement

- Evaluation and performance measurement plan

3. Organizational Capacity

- Organizational structure
- Community coalition

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

Step 3:
Build Your
Application

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 – Scoring

Section	Evaluation Criterion	Total Number of Points
Background and approach <i>50 points</i>	Background	5 points
	Approach	20 points
	Communities served	5 points
	Work plan	20 points
Evaluation and performance measurement <i>25 points</i>	Evaluation and performance measurement plan	25 points
Organizational capacity <i>25 points</i>	Organizational structure	15 points
	Community coalition	10 points

Maximum Score: 100 points

Step 3:
Build Your Application

Project Narrative Scoring - Background

Background (5 points): Describe the problem you plan to address. Be specific to your population and geographic area.

Reviewers will evaluate the extent to which the applicant provides:

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.

Project Narrative Scoring - Approach

Approach (20 points): Describe how you will carry out the proposed *strategies and activities* to achieve expected performance outcomes.

Reviewers will evaluate the extent to which the applicant provides:

- How the application addresses youth substance use in the community, including the mission of the coalition as it relates to preventing youth substance use. **(5 points)**
- Goals aligned with the DFC logic model and consistent with the period of performance outcomes in the program's logic model. Strategies and activities are achievable and appropriate to meet the project outcomes. **(15 points)**

Project Narrative Scoring - Communities Served

Communities Served (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.

Reviewers will evaluate the extent to which the applicant provides:

- A clear description of the community, including geographic areas served.

Project Narrative Scoring - Workplan

Workplan (20 points): Describe your 12-month action plan from 2026-2027

Reviewers will evaluate the extent to which the applicant provides a detailed 12-month action plan that:

- Provides a comprehensive approach to prevent youth substance use using the seven strategies for community level change.
- **Identifies at least 2 substances of focus** and addresses the program goals of increasing community collaboration and reducing substance use among youth.
- 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

Step 3:
Build Your Application

Project Narrative Scoring - Evaluation & Performance Measurement Plan

Evaluation and performance measurement plan (25 points): Describe how you will fulfill the requirements in the data, monitoring, and evaluation section of the program description.

Reviewers will evaluate the extent to which the applicant provides:

- 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)**
- 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)**
- How the coalition will share findings with all segments of the community, including a description of the data that will be produced using these NOFO funds. **(5 points)**

Maximum Score: 25 points

Step 3:
Build Your Application

Project Narrative Scoring - Organizational Capacity

Organizational Capacity (25 points): Describe how you will address the requirements in the organizational capacity section of the program description.

Reviewers will evaluate the extent to which the applicant provides:

- The capacity of the organization to manage programmatic and fiscal requirements of the grant, including the **roles and responsibilities of key personnel** and recruitment and retention of coalition members, especially youth. **(15 points)**
- The roles and responsibilities of the community coalition and fiscal agent (if applicable), including how the 12 sector representatives will be involved in achieving the coalition's goals, and how the coalition will collaborate with other organizations. **(10 points)**

Maximum Score: 25 points

Step 3:
Build Your
Application

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

Step 3:
Build Your
Application

Attachments

All attachments should be uploaded into a single Other Attachments form on www.grants.gov

Attachments

File Name: Table of contents

Provide a detailed table of contents for your entire submission that includes all the documents in the application and all the headings in the project narrative section.

Attachments

File Name: Sector Table*

- 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.

Sector Representatives Table

Fill in all boxes of the Sector Table. Include the name of the individual, their organization, and a strong rationale to explain why that person is qualified to represent that sector. The rationale will be reviewed and must adhere to the sector representative definitions included in the NOFO.

Coalition Name:			
Sector	Sector Representative Name	Organization Name	Selection Rationale
Youth		<i>Age of Youth:</i>	
Parent			
Business			
Media			
School			
Youth Serving Organization			
Religious or Fraternal organization			
Law enforcement <i>(not retired)</i>			

Step 3:
Build Your Application

Attachments

File Name: Meeting Minutes*

- One set of coalition minutes from one meeting that took place between January 2025 and the deadline for submission of this application.
- Demonstrate a focus on youth substance use prevention.
- Include the following:
 - Meeting date
 - Names of attendees
 - Sectors represented
- Must be the coalition's minutes, not those of an outside agent applying on behalf of the coalition.

Attachments

File Name: General applicant information*

Provides critical contact information and demographic information about your coalition and community.

- Provide responses in the right column of the table.
- Allows the applicant to indicate that the coalition meets several statutory eligibility requirements.

General Applicant Information	
You must provide responses to the required information below.	
KEY PERSONNEL	
Information Required	Response
1. Authorized Organization Representative (AOR) Name/Title Address (No P.O. Boxes) City/State/ZIP Phone Number E-mail Address	
2. Program Director/Principal Investigator (PD/PI) Name/Title Address (No P.O. Boxes) City/State/ZIP Phone Number E-mail Address	
3. Project Coordinator Name/Title Address (No P.O. Boxes) City/State/ZIP Phone Number E-mail Address	
STATUTORY REQUIREMENTS	
4. Mission Statement: Provide the coalition's Mission Statement. The mission statement must focus on the prevention and reduction of youth substance use in the community served.	
5. List the substances of use by youth addressed in this application.	
COALITION AND COMMUNITY INFORMATION	
6. What is the date that the Coalition was established? Provide month, day, and year.	

Step 3:
Build Your Application

Attachments

File Name: Letter of mutual cooperation* *(if applicable)*

If you propose to serve ZIP codes that overlap with an existing DFC coalition's ZIP code, or with a coalition's ZIP code applying for a DFC grant, you must provide a Letter of Mutual Cooperation.

The letter must:

- Indicate the ZIP codes that overlap.
- Describe a plan for collaboration.
- Be signed by each coalition representative.

Attachments

File Name: Statement of Legal Eligibility*

You must indicate that you are able to receive federal funds.

If you (the coalition) are applying on your own behalf, you must have obtained 501(c)(3) status before you submit your application. You will sign and date the form.

If you are partnering with a legal entity eligible to receive federal grants, they must sign and date the form.

Statement of Legal Eligibility

By statute, the Legal Applicant must demonstrate that the coalition is a nonprofit organization or has made arrangements with a legal entity that is eligible to receive federal grants. To meet this Statutory Eligibility Requirement, applicants **must** select either Option 1 or Option 2 and submit the signed Statement of Legal Eligibility.

Use the following format to provide your statement of legal eligibility

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.

I hereby certify that the organization applying for this grant is legally eligible to receive federal funding in accordance with the requirements listed above.

Step 3:
Build Your Application

Attachments

File Name: Memorandum of understanding*

If you cannot receive federal funds and choose to partner with a legal entity (i.e., fiscal agent) that can receive federal grants, you must provide an MOU that describes the relationship between the legal entity and the coalition. Your MOU should outline each party's roles and responsibilities.

Please note:

- A representative of the legal entity and a representative of the coalition must sign the document. **This MUST be two different people.**
- If the coalition exists within the legal entity that can receive federal grants, an MOU is still required.
- If the name of the legal entity does not match the name of the coalition on the SF-424, an MOU is required.

Step 3:
Build Your
Application

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



Attachments

File Name: Assurance of DFC 10-Year-Funding Limit*

Sign and date the assurance certifying that the coalition has not received more than 10 years of DFC funding.

Please note:

- The funding limit applies to coalitions, not fiscal agents.
- Coalitions that have received 10 years of DFC funding are not eligible to apply again as the same coalition.

File Name: 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.

Attachments

File Name: 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.

File Name: 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.

Attachments

File Name: 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

File Name: 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 programmatic, budgetary, or commitment overlap.

Step 3:
Build Your
Application

Other Required Forms

Other Required 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

The form is titled 'Application for Federal Assistance SF-424'. It includes sections for:

- 1. Type of Submission:** Preapplication, Application, Change/Corrected Application.
- 2. Type of Application:** New, Continuation, Revision, Other (Specify).
- 3. Date Received:** [Redacted]
- 4. Applicant Identifier:** [Redacted]
- 5a. Federal Entity Identifier:** [Redacted]
- 5b. Federal Award Identifier:** [Redacted]
- 6. State Use Only:** [Redacted]
- 6. Date Received by State:** [Redacted]
- 7. State Application Identifier:** [Redacted]
- 8. APPLICANT INFORMATION:**
 - 8a. Legal Name:** [Redacted]
 - 8b. Employer/Taxpayer Identification Number (EIN/TRN):** [Redacted]
 - 8c. Organizational DUNS:** [Redacted]
 - 8d. Address:** Street1, Street2, City, County/Parish, State, Province, Country, Zip/Postal Code. The country is listed as 'UNITED STATES'.
 - 8e. Organizational Unit:** Department Name, Division Name.
- 9. Name and contact information of person to be contacted on matters involving this application:** Prefix, Middle Name, Last Name, Suffix, Title, Organizational Affiliation.
- 10. Telephone Number, Fax Number, Email:** [Redacted]

OMB Number: 4040-0004
Expiration Date: 10/31/2022

Step 3:
Build Your
Application

Review them and their instructions at [Grants.gov Forms](https://www.grants.gov/forms).

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

Application checklist

This checklist includes every component you will need to submit a complete application:

Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> Project abstract	Project Abstract Summary form	1 page
<input type="checkbox"/> Project narrative	Project Narrative Attachment form	20 pages
<input type="checkbox"/> Budget narrative justification	Budget Narrative Attachment form	None

Attachments

Put all of your attachments into a single Other Attachments form.

Attachments (13 total)	Page limit
<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 notification	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

Step 3:
Build Your Application

Formatting Requirements

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

Font	Calibri
File format	PDF
Size	12-point font Tables, footnotes, and text in graphics may be 10-point font
Ink color	Black
Spacing	Single-spaced
Margins	1-inch; Include page numbers

Understand Review & Selection

Applications will undergo an **initial review** to ensure that applicants meet the following:

- Responsiveness criteria
- DFC statutory eligibility requirements
- Alignment with administration priorities

All applications that pass the initial review will proceed to **merit review**. Trained reviewers will assess all applications.



Prior to making an award, all applicants will undergo a **risk review** regarding sound business practices.

Step 6: Learn what happens after award

Post-award Requirements

- CDC Terms and Conditions, including 2 CFR 200
- HHS Grants Policy Statement & HHS Administration and National Policy Requirements
- Anti-discrimination laws
- DFC Statutory Requirements
- Relevant Executive Orders
 - Protecting the American People Against Invasion (Jan. 20, 2025)
 - Ending Radical and Wasteful Government DEI Programs and Preferencing (Jan. 20, 2025)
 - Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government (Jan. 20, 2025)
 - Enforcing the Hyde Amendment (Jan. 24, 2025)
 - Ending Crime and Disorder on America's Streets (July 24, 2025)

Post-award Requirements

- Reporting
 - Financial and performance reports
- CDC award monitoring
- Required Training

Reminders

- Pay attention to the application deadline. Submit your application early (at least 48 hours in advance) to avoid last-minute technical issues and save/print your Grants.gov submission confirmation.
- Retain copies of all submitted materials and confirmation emails for your records.

Resources & Help

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>

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

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

**QUESTIONS?
Please submit in the Q&A**

