

# FY 2020 Drug-Free Communities (DFC) Support Program Frequently Asked Questions

## 1. Date Last Updated: <February 26, 2020>

The FAQs will be updated throughout the application process. Questions not yet addressed should be sent to [DFC@cdc.gov](mailto:DFC@cdc.gov). For additional FAQs and information, please visit:  
< <https://www.cdc.gov/injury/fundedprograms/drug-free-communities/index.html> >

## General Grant Award Questions

### 2. What is the Drug-Free Communities (DFC) Support Program?

The Drug-Free Communities (DFC) Support Program has provided grant awards to community-based coalitions addressing youth substance use since its first appropriated funding in fiscal year 1998. A full list of previous funding opportunities is available on [www.grants.gov](http://www.grants.gov).

Please visit [USASpending.gov](http://USASpending.gov) to find a listing of previous grant award recipients.

### 3. Where can I find information on the Drug-Free Communities (DFC) Support Program and Notice of Funding Opportunity (NOFO)?

All funding opportunities for the Drug-Free Communities (DFC) Support Program are available at [www.grants.gov](http://www.grants.gov). There are three different announcements, so please pay particular attention to the eligibility section of the funding opportunity to ensure you are applying to the correct one.

Drug-Free Communities (DFC) Support Program – New: [CDC-RFA-CE20-2002](https://www.fda.gov/oc/2020/02/20-cdc-rfa-ce20-2002)

Drug-Free Communities (DFC) Support Program – Competing Continuation: [CDC-RFA-CE20-2003](https://www.fda.gov/oc/2020/02/20-cdc-rfa-ce20-2003)

Drug-Free Communities (DFC) Support Program – Non-Competing Continuation: [CDC-RFA-CE20-2004](https://www.fda.gov/oc/2020/02/20-cdc-rfa-ce20-2004)

ONDCP and CDC are scheduled to conduct two DFC Applicant Workshop Webinars. All coalitions interested in applying to the FY 2020 DFC Program are encouraged to attend at least one of the webinars on:

#### **Wednesday, March 4, 2020**

2:00 to 4:00 pm (EST)

Conference Phone Number: 1-800-369-1994

Participant Passcode: 7789476

Link: <https://comm.adobeconnect.com/drugfreecommunities>

#### **Monday, March 16, 2020**

2:00 to 4:00 pm (EST)

Conference Phone Number: 1-800-369-1994

Participant Passcode: 7789476

Link: <https://comm.adobeconnect.com/drugfreecommunities>

## Eligibility Questions

### 1. What type of organizations are eligible to apply to the Drug-Free Communities (DFC) Support Program?

Please refer to Section C: Eligibility Information within the Drug-Free Communities (DFC) Support Program-New funding opportunity (CDC-RFA-CE20-2002) or Section III in the Competing Continuation opportunity (CDC-RFA-CE20-2003). This section outlines which organizations are eligible to apply on behalf of a coalition and the additional requirements that accompany that type of relationship.

Each year new funding opportunities are announced in support of the Drug-Free Communities (DFC) Support Program for community-based coalitions addressing youth substance use that have never received a DFC grant, have previously received a DFC grant but have experienced a lapse in funding, or have previously received a DFC grant and have concluded the first five-year funding cycle and are applying for a second five-year funding cycle. Unfortunately, coalitions that have already received 10 years of DFC funding are not eligible to apply for a DFC grant.

A coalition may not receive more than 10 years of DFC funding whether the coalition was legally eligible to receive the federal funds or the coalition partnered with an agency. However, a partnering agency that has agreed to be the legal applicant on behalf of a different coalition that has not received a DFC grant may be eligible to apply on behalf of that new coalition.

### 2. Can a new coalition apply with a fiscal agent who has received a DFC grant in the past?

If a current coalition will not be continuing work under the DFC Program after September 30, 2020, but would be interested in applying as a new coalition, the new coalition (or fiscal agent) would need to submit an application via [www.grants.gov](http://www.grants.gov) for the New Notice of Funding Opportunity (CDC-RFA-CE20-2002). The application due date for this funding opportunity is 4/3/2020, 11:59pm Eastern Standard Time.

If the fiscal agent would be the same for both coalitions, you must ensure that the fiscal agent would not hold more than one DFC grant at any time. So, if the fiscal agent applied for the next cycle of funding on behalf of the current coalition, then that same fiscal agent would not be eligible to apply as the fiscal agent for the new coalition.

Also, a fiscal agent may not receive more than 10 years of DFC funding. So, the fiscal agent would need to choose which coalition they would be applying on their behalf as they have already received 5 years of DFC funding.

### 3. Which type of representatives qualify as part of the community-based coalition?

The community-based coalition **must** consist of one or more representatives from each of the following sectors:

- Youth (18 or younger)
- Parent
- Business
- Media
- School
- Youth-serving organization

- Law enforcement
- Religious/Fraternal organization
- Civic/Volunteer groups (i.e., local organizations committed to volunteering, not a coalition member designated as a “volunteer”)
- Healthcare professional or organization (i.e., primary care, hospitals, etc.)
- State, local, or tribal governmental agency with expertise in the field of substance abuse (including, if applicable, the state agency with primary authority for substance abuse)
- Other organization involved in reducing substance abuse 21 U.S.C. 1532(a)(2)(c)

An individual who is a member of the coalition may serve on the coalition as a representative of **not more than one sector category**. 21 U.S.C. 1532(a)(2)(c)

For more information, please refer to Requirement 1 within Table 2: Statutory Eligibility Requirements located in the funding opportunity and Attachment 1: Coalition Involvement Agreements, as to who would qualify as a sector representative.

**4. How can I confirm if a current DFC recipient already represents my community or zip code?**

Both ONDCP and CDC are unable to provide information about other applications. It is the applicant’s responsibility to find out if other coalitions in your community have applied. If coalitions are working in the same community, the DFC Program statute requires a letter of mutual cooperation to ensure there is no duplication of effort.

**5. How do I allocate key personnel time on the Certification Checklist?**

In regards to Attachment A: Drug-Free Communities (DFC) Support Program Non-Competing Continuation Application Eligibility Certification Checklist, if this individual only contributes 10% of their time to this grant award, please try and divide up the level of effort between the two key staff roles while ensuring that the total percentage of time does not go over their total level of effort for the grant award.

**6. I am an individual seeking to apply for substance use resources. Can I apply?**

Eligibility to apply to the current Drug-Free Communities (DFC) Support Program funding announcements is limited to current award recipients (CDC-RFA-CE20-2004), community-based coalitions addressing youth substance use that have previously received a DFC grant (CDC-RFA-CE20-2003), or community-based coalitions addressing youth substance use that have never received a DFC grant (CDC-RFA-CE20-2002). DFC funding supports community-based coalitions dedicated to advancing and implementing community-wide prevention efforts. A coalition may be a legal entity with 501(c) (3) status or may partner with a legal entity to apply on their behalf.

For substance use assistance please contact social support services in the state or municipality where you live or SAMHSA’s National Helpline at 1-800-662-HELP (4357). SAMHSA’s National Helpline is a free, confidential, 24/7, 365-day-a-year referral and information service (in English and Spanish) for individuals facing mental and/or substance use disorders.

## Application Timeline Questions

### 1. I am a new applicant. By when do I need to submit an application?

The current closing date for Drug-Free Communities (DFC) Support Program – New ([CDC-RFA-CE20-2002](#)) applications is 04/03/2020.

### 2. I am a current recipient. Do I need to submit an application?

Yes, you need to submit an application.

**Continuation Application:** For all recipients on the September 30 – September 29 Budget Period Cycle (recipients applying for Years 02-05 and Years 07-10), applications must be submitted by 3/16/2020, 11:59pm Eastern Standard Time on [www.grants.gov](#).

For all recipients on the October 31 – October 30 Budget Period Cycle, please hold your application until the announcement reopens after March 16. Your application will then need to be submitted by 4/14/2020, 11:59 pm Eastern Standard Time via [www.grants.gov](#).

For all recipients on the December 31 – December 30 Budget Period Cycle, please hold your application until the announcement reopens after April 14. Your application will then need to be submitted by 6/15/2020, 11:59 pm Eastern Standard Time via [www.grants.gov](#).

**Recompete Application (Year 05):** If you are in Year 05 of your award, you are finishing your first DFC award cycle. Your coalition (or fiscal agent) will need to re-compete for your second DFC award cycle (or Year 06 award). You are not required to re-compete this fiscal year, but in order to potentially continue funding after September 30, your coalition (or fiscal agent) will need to submit an application via [www.grants.gov](#) for the Competing Continuation Notice of Funding Opportunity (CDC-RFA-CE20-2003). Please note that the application due date is 4/3/2020, 11:59 pm Eastern Standard Time.

### 3. Whom do I contact if I want to request an extension to submit my application for the continuation grant?

CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided to the Grants Management Office at [DFC@cdc.gov](mailto:DFC@cdc.gov).

## Application Submission Questions

### 1. Where do I submit an application?

You will need to submit this year's application via [www.grants.gov](#). Continuation applications previously submitted to SAMHSA via eRA Commons will not be reviewed.

### 2. I already submitted a continuation application on eRA Commons. Do I need to re-submit my continuation application?

As cited in the [press release](#) from the White House Office of National Drug Control Policy, t CDC is now administering the DFC grant program. To facilitate this transition, current award recipients must re-submit their continuation application via [CDC's announcement](#) on [www.grants.gov](#). Continuation applications previously submitted to SAMHSA via eRA Commons will not be reviewed.

Until you are officially issued an award by CDC, you will still need to follow SAMHSA's standard operating procedures and systems for any other actions relating to your coalition's grant award.

Your efforts in developing your original continuation applications did not go unnoticed and are appreciated, and these efforts should assist you in streamlining your submission under this new process.

### 3. Where do I submit annual performance reports?

Your performance reports (aka progress reports) should continue to be submitted via DFC Me (<http://dfcme.ondcp.eop.gov>).

CDC does not use eRA Commons to manage our grant awards, as such your continuation applications must be submitted on [www.grants.gov](http://www.grants.gov). Continuation applications previously submitted to SAMHSA via eRA Commons will not be reviewed.

### 4. Where do I submit the Disclosure of Lobbying Activities form?

Further instructions on how to complete the Disclosure of Lobbying Activities form are located at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

### 5. Where do I access and submit online forms?

Online forms, the SF-424 and SF-424A, are located at <https://www.grants.gov/web/grants/forms/sf-424-family.html>. Please follow instructions located on that web page for how to complete them and ensure they are submitted with your continuation application.

## Application Information Questions

### 1. What is the Performance Narrative and where do I submit it?

For the Performance Narrative, current grant recipients are being asked to submit a 12-Month Action Plan for the next year of funding. The plan should detail the objectives, strategies, and activities that will strengthen your coalition's internal capacity and that will impact the community's youth substance use. For more information on what to include for this requirement, please refer to Section 4. Performance Narrative (12-Month Action Plan).

### 2. Is the Organizational Capacity of Applicants to Implement the Approach section included in the Project Narrative?

The Organizational Capacity of Applicants to Implement the Approach is not included in the Project Narrative, but applicants must complete the requirements for this section as described within the CDC Project Description Section for those applying under the new funding opportunity (CDC-RFA-CE20-2002) or within the Program Implementation Section for those applying under the competing continuation funding opportunity (CDC-RFA-CE20-2003).

### 3. Does the Project Abstract count toward the page limit for the Project Narrative?

The Project Abstract, including the Community Overview, does not count toward the page limit for the Project Narrative.

### 4. What is included in the high-level summary for subsequent years?

Please provide a high-level summary of work that will be conducted in support of a DFC grant award for the subsequent four years included in the period of performance. This high-level summary does not need to be as detailed as the 12-Month Action Plan that is required for the initial year of the award. CDC will provide feedback and technical assistance to recipients to finalize the work plan post-award.

5. I am a current recipient writing for Year 03 or Year 07. When and where do I submit the required Sustainability Plan?

Please refer to your current Notice of Award for specific deadlines related to the submission of the Sustainability Plan. The Sustainability Plan must be submitted with the performance/progress report submitted in DFC Me in either February or August. This plan should be submitted in DFC Me at <http://dfcme.ondcp.eop.gov>.

If you run into any issues in submitting your Sustainability Plan, please contact [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com).

6. Can the CDC Risk Questionnaire supporting document be submitted as a PDF attachment?

Applicants must include all supporting documentation for the Risk Questionnaire in the application package. This supporting documentation may be submitted as a single PDF labeled Risk Questionnaire Supporting Documents.

It is acceptable to include a PDF document with a link to the policies requested as long as individuals outside of your organization can access the policies through the particular link. Sometimes organizations have firewalls that restrict access to members of an organization. Please ensure appropriate access before submitting your application.

7. Does anything need to be provided in response to the information under the Administrative and National Policy Requirements and Reporting Sections?

The information included in the Administrative and National Policy Requirements and Reporting Sections of this funding opportunity is for informational purposes only to better understand the requirements an organization will be held to if selected for an award under this program.

## Budget and Federal Financial Reporting (FFR) Questions

1. Is there a budget template for CDC applications?

CDC will accept a budget narrative/justification as long as it is in the general form, format, and level of detail as described in the CDC Budget Preparation Guidelines. If the budget narrative/justification created using SAMHSA's template fulfills those requirements and others listed in CDC's continuation guidance, then it may be submitted as part of the continuation application. If you have any further budget questions, please submit them via [DFC@cdc.gov](mailto:DFC@cdc.gov).

2. How do I complete the match component of the application?

Please refer to [Section 2. SF-424A Budget Information and Budget Justification](#) of the Continuation guidance (CDC-RFA-CE20-2004) , [Section C](#) of the New funding opportunity (CDC-RFA-CE20-2002), or [Section III](#) in the Competing Continuation opportunity (CDC-RFA-CE20-2003) for information regarding the percentage of match required for a particular DFC award year and how to enter that information on the SF-424A Form.

3. Do I need to submit a letter of attestation?

CDC does not use a letter of attestation to satisfy the budget justification requirement for non-competing continuation applications. Please refer to [Section 2. SF-424A Budget Information and Budget Justification](#) in the Drug-Free Communities (DFC) Support Program – Non-competing Continuation Guidance (CDC-RFA-CE20-2004), [Section C](#) of the New funding opportunity (CDC-RFA-CE20-2002), or

Section III in the Competing Continuation opportunity (CDC-RFA-CE20-2003) for what is required in both the SF-424A form and the budget justification.

**4. When is an interim FFR required?**

An interim FFR accounts for the status of funds under the current year of the award. It must be submitted if you estimate that there will be any unobligated funds for the current year of award, and you would like to request the use of those funds in addition to funding received for the next year of the award. Further instructions for completing the interim FFR are located at <https://www.grants.gov/forms/post-award-reporting-forms.html>.

**5. I am a current recipient. Where do I submit the FFR?**

Since the annual FFR is due after the continuation application due date, the annual FFR will be submitted via GrantSolutions. The continuation application must be submitted via [www.grants.gov](http://www.grants.gov).

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**6. What are the full-time employee (FTE) requirements in the budget?**

There are no FTE requirements within any of the funding opportunity announcements.

If you are applying under the Competing Continuation opportunity (CDC-RFA-CE20-2003), we recommend reviewing the Budget Narrative and Funding Restrictions sections within the notice of funding opportunity for further details on developing the budget and associated justification.

If you are applying under the Non-competing Continuation guidance (CDC-RFA-CE20-2004), we recommend reviewing Section 2. SF-424A Budget Information and Budget Justification within the guidance for further details on developing the budget and associated justification.

## Review and Selection Questions

**1. Who reviews continuation applications and performance/progress reports?**

Continuation applications, including performance/progress reports, will be reviewed by CDC officials. If you have any other questions regarding the continuation application, please send them to [DFC@cdc.gov](mailto:DFC@cdc.gov).

**2. Is there an opportunity to serve as a peer reviewer?**

At this time, CDC has not issued a request for reviewers. If a request is made, we will ensure that instructions and criteria for reviewers are publicly available.

**3. How will my application be reviewed and scored?**

Please refer to the Application Review Information Section of the funding opportunity for more information on what will be scored from the documentation submitted as part of the application package.

## Other Questions

1. Will current DFC grantee information be transferred, and if not, what information will current grantees be requested to submit to CDC, if any?

All agencies will be working collaboratively on the transfer of official grant award files. No action is needed from current grant award recipients for this task.

2. How do I change key personnel on a current award?

Please refer to your current Notice of Award for the processes and procedures in changing key personnel on your current award. In addition, for any issues with the DFC Me system, please contact [dfc\\_evaluators@icf.com](mailto:dfc_evaluators@icf.com).

3. Where can I access the HHS Grants Policy Statement?

The HHS Grants Policy Statement can be found at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.

4. Can the DFC Support Program or CDC provide a donation?

CDC is a federal government agency and as such does not make donations to organizations. As a 501(c)(3) non-profit organization, you may be eligible to apply to the current Drug-Free Communities (DFC) Support Program funding announcement if you are serving as a bona fide/fiscal agent on behalf of a community-based coalition addressing youth substance use that has never received a DFC grant (CDC-RFA-CE20-2002).