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

Opportunity number: CDC-RFA-CE-24-0050

Contents

Before you begin

> ⊗ This NOFO is intended for applicants who have never received DFC funding. Please make sure you are applying to the correct NOFO.

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](SAM.gov) and Grants.gov registrations now. If you are already registered, make sure your registration is 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).

[See Step 2: Get Ready to Apply](#)

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.

[See Step 2: Get Ready to Apply](#)

Apply by April 17, 2024

Applications are due by 11:59 p.m. Eastern Time on April 17, 2024.

Step 1:

Review the Opportunity

In this step

Basic information

Centers for Disease Control and Prevention (CDC)

National Center for Injury Prevention and Control (NCIPC)

Division of Overdose Prevention (DOP)

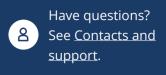Strengthen collaborations to reduce and prevent substance use in communities.

Summary

Our purpose is to support the efforts of community coalitions who work to prevent and reduce substance use among youth.

The program has two goals:

- Support community coalitions that work to prevent and reduce substance use among youth 18 years and younger by establishing and strengthening collaboration among communities, public and private nonprofit agencies, and federal, state, local, and tribal governments.
- Reduce substance use among youth and, over time, reduce substance use among adults by:
  - addressing the factors in a community that increase the risk of substance use
  - promoting the factors that minimize the risk of substance use

We will fund applicants who have never received DFC funding.

Have questions?
See Contacts and support.

Key facts

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

Opportunity Number:
CDC-RFA-CE-24-0050

Federal Assistance Listing:
93.276

Key dates

Application deadline:
Thursday, April 17, 2024, at 11:59 pm Eastern Time

Informational webinar:
February 22, 2024, from 2 to 4 pm Eastern Time

Expected award date:
August 30, 2024

Expected start date:
September 30, 2024

Funding details

Type: Grant

Expected total program funding over the performance period: $62,500,000

Expected total program funding per budget period: $125,000

Expected awards: 100

Funding range per applicant per budget period: Up to $125,000

Expected average award amount per budget period: $125,000

We plan to award projects using 12-month budget periods for a 5-year period of performance.

The number of awards is subject to available funds and program priorities.

> To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

Eligibility

Who can apply

Eligible applicants

The intent of this NOFO is to fund community coalitions addressing youth substance use that have not yet previously received a DFC grant. A DFC applicant must 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.

These types of organizations may apply:

- State governments or their bona fide agents (includes the District of Columbia)
- Territorial governments or their bona fide agents in the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau
- 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

While all entities listed can apply, to be eligible for this opportunity, the community coalition must also meet all the DFC statutory eligibility requirements. These include:

- Include representatives from 12 required sectors
- Be made up of representatives who have worked together on substance use for at least 6 months
- Have its main mission statement be related to youth substance use prevention
- Address at least 2 substances
- Not overlap with another DFC coalition without a letter of mutual cooperation
- Be able to receive federal funding individually or through a legal entity eligible to receive federal funds (such as a 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
- Secure a 100 percent match from non-federal sources

Required statutory eligibility proof

To meet the statutory requirements, include the following attachments:

- 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 if the coalition is a 501c3 organization or is 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.

Describe how you will collect and report the DFC Program's required core measures. See Required Performance Measures and Evaluation and Performance Measurement Plan sections.

Submit a budget and budget narrative that requests no more than $125,000 in federal funds and outlines 100 percent in non-federal match.

Ten-year funding limit

If you are a community coalition that has already received 10 years of DFC funding, you are not eligible under this award. To be eligible, you would have to form a new coalition. The proposed new, unique, and distinct coalition must:

- Consist of different leadership and sector representatives from the community
- Have a new name and mission statement
- Develop a 12-month action plan based on a newly conducted community needs assessment
- Serve a new population

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

Other required qualifying factors

If you do not meet any of the eligibility requirements, we deem your application ineligible. As a result, we will not move it forward to merit review.

The DFC administrator has the final authority to determine the eligibility of an application. See Initial Review.

Cost sharing and matching funds

This program requires you to contribute 100 percent of the federal share. For the 5-year period of performance, you must contribute the same amount we award you in federal funds from non-federal sources.

Types of cost sharing

You can meet your match requirement through any combination of

- Cash contributed by your organization
- Cash contributed by partners or other third parties
- In-kind (non-cash) contributions from third parties

Acceptable in-kind match

Some examples include:

- The value of goods and services donated to the operation of the DFC coalition, including office space, volunteer secretarial services, pro bono accounting services, and other volunteer services to support the coalition's work.
- Other volunteer services, including youth hours worked on events.
- Training programs sponsored by other coalitions or partners for the community.
- In-kind services provided by key personnel including the program director and authorized organization representative.
- Coalitions that include a representative with expertise in the field of substance use from the Bureau of Indian Affairs, the Indian Health Service, or a tribal government agency and that are serving a tribal community can use additional federal funding as match.

Unacceptable in-kind match

Some examples include:

- Federal funds, including those passed through a state or local government, such as CARA and STOP.

Use of opioid settlement funds

Use of opioid settlement funds may satisfy the match requirement under the DFC program and may be allowable as it meets the criteria of "not paid by the Federal Government under another Federal award" under applicable grant regulations, 45 CFR 75.306(b)(5).

This use of the funds is subject to all applicable law, including state, local, or other provisions that apply to these opioid settlement funds.

Cost sharing commitments

You must follow through on your promise of cost-sharing funds. To the extent allowable under the law, this includes those who have promised an amount more than the required minimum. We will put these commitments in the Notice of Award if you are funded.

If you don't provide your promised amount, we may have to decrease your award amount. You'll have to include your funds when you fill out your Federal Financial Reports.

Program description

Background

Overview

Substance use among youth has declined over the last decade, but there are still too many young people using substances like alcohol, tobacco, marijuana, opioids, and prescription drugs. And drug overdose deaths among youth have significantly increased over the last few years.

Effects of substance use

When young people use substances, it can:

- Negatively impact their brain development
- Lead to risky behaviors
- Make them more likely to experiment with harmful substances
- Make them more likely to develop a substance use disorder later in life

Young people's mental health, along with where they live, learn, work, and play, can impact whether they start to use substances. This can contribute to health inequities or injustices and result in higher risk of substance use among different groups. Regardless of these disparities, every young person deserves equal access to better health.

What we can do

One of the best ways to prevent young people from using substances is implementing comprehensive strategies that address the individual, family, and community-level risk and protective factors that influence youth substance use.

Organizations located in communities are trusted partners because they have built strong relationships and understand the needs of their communities. By working together as a coalition, these organizations can create a tailored approach to youth substance use based on a communities' unique circumstances.

We designed this funding opportunity to help community coalitions implement comprehensive strategies that reduce risk factors and promote protective factors to prevent and reduce substance use among youth. To do this, you will partner with a broad array of organizations and sectors within your community.

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Related work

- Drug-Free Communities (DFC) Support Program-New (CDC-RFA-CE21-2102)
- Drug-Free Communities (DFC) Support Program-Competing Continuation (CDC-RFA-CE20-2004CC21)
- Drug-Free Communities (DFC) Support Program-New (CDC-RFA-CE22-2205)
- Drug-Free Communities (DFC) Support Program-Competing Continuation (CDC-RFA-CE20-2004CC22)
- Drug-Free Communities (DFC) Support Program-New (Year 1) (CDC-RFA-CE-23-0004)
- Drug-Free Communities (DFC) Support Program-Competing Continuation (Year 6) (CDC-RFA-CE20-2004CC23)
- Office of National Drug Control Policy | The White House

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Purpose

This program supports the efforts of community coalitions who work to prevent and reduce substance use among youth.

Approach

Overview

Grant funds support a comprehensive approach to address youth substance use in communities and to develop coalitions capable of building their local capacity to implement evidence-based prevention strategies. These are strategies that have been proven to prevent or reduce youth substance use.

Establishing a cohesive multi-sectoral community coalition can help to effectively implement evidence-based and practice-based youth substance use prevention strategies within a community.

These strategies should address the factors in a community that increase the risk of substance use and promote the factors that minimize the risk of substance use.

We based the DFC logic model on the Seven Strategies for Community-Level Change. The logic model below includes the strategies and activities recommended under this NOFO. It also includes the program's expected short-term, intermediate, and long-term outcomes. The asterisked

outcomes are those we expect you to achieve during the 5-year period of performance.

Outcomes are the results that you intend to achieve and usually show the intended direction of change, such as increase or decrease.

You will use these outcomes as a guide for developing performance measures.

Program logic model

The logic model shows the strategies and activities of the program along with the outcomes we expect over time. We will require you to report on the asterisked (*) outcomes.

Goal: Strengthen community coalitions and reduce and prevent youth substance use

Table: Program logic model

Strategies and Activities	Short-term Outcomes 1-2 years	Intermediate Outcomes 3-4 years	Long-Term Outcomes 5 years
Strategy 1. Provide information to the general public and key stakeholders about youth substance use. **Strategy 2. Enhance skills** among relevant stakeholders so youth and adults can engage in positive social relationships and decision-making capabilities. **Strategy 3. Provide support** to increase opportunities that increase involvement in drug-free or healthy alternative activities. **Strategy 4. Enhance access, reduce barriers, and improve connections** between systems and services that help prevent youth substance use. **Strategy 5. Change consequences** to incentivize positive practices and disincentivize negative practices.	• Improved knowledge regarding patterns of youth substance use. • Improve knowledge of coalition efforts to address youth substance use in the community. • Increase outreach to relevant sectors of the community to address youth substance use. • Increase the capacity of local agencies and organizations to address youth substance use.	• Reduce factors in the community that increase the risk of substance use. • Increase the promotion of factors that minimize the risk of substance use. • Increase the ease, ability, and opportunity for youth to access	• All activities • Establish and strengthen collaboration among community members and organizations to address youth substance use.* • Reduce substance use among youth and over time reduce substance use among adults.*

Strategies and Activities	Short-term Outcomes 1-2 years	Intermediate Outcomes 3-4 years	Long-Term Outcomes 5 years
Strategy 6. Change physical design of the community to enhance protection against or to reduce the risk for youth substance use. **Strategy 7. Educate and inform about modifying or changing policies** that reduce access and availability to substances among youth.	• Increase intergovernmental cooperation, coordination, and collaboration to change the conditions that impact youth substance use.	settings, such as programs emphasizing self- efficacy and learning skills that prevent substance use. • Decrease the ease, ability, and opportunity for youth to access substances.	

* Indicates outcomes you are required to report on.

Strategies and activities

This section elaborates on the strategies and activities described in the logic model and provides details on our expectations.

We expect you to work with your [12 required sectors](#) to implement evidence-based and practice-based prevention strategies to reduce the use of at least two named substances. You can select these strategies and substances based on a community needs assessment or other local data.

Your strategies should seek to:

- Limit access to substances
- Change the culture and context on how decisions about substance use are made
- Shift the consequences associated with substance use to not penalize, but better support youth
- Address issues related to health disparities and health inequities

Make sure that your strategies are comprehensive, and you can implement them during the period of performance (5 years).

Seven strategies for community-level change

We included the seven strategies in our logic model. These strategies include efforts that affect individuals and the entire community.

- **Provide information** about youth substance use. This can include educational presentations, workshops or seminars, and data or media presentations like public service announcements (PSAs), brochures, town halls, forums, web communication, social media.

- **Build skills** so youth, adults, and community members can build positive social skills and enhance their decision-making capabilities. You can do this through a combination of activities such as workshops, seminars, or activities designed to increase the skills of participants, members, and staff. Examples include training and technical assistance, parenting classes, strategic planning retreats, and model programs in schools.

- **Provide support** to increase opportunities that reduce risk factors or enhance protective factors for youth and young adults. Create opportunities for participation in activities that reduce risk or enhance protection. These might include alternative activities, mentoring, referrals for services, support groups, and youth clubs.

- **Enhance access, reduce barriers, and improve connections** between systems and services that help prevent youth substance use. Improve systems and processes to increase the ease, ability, and opportunity to use them. These might include opportunities to access transportation, housing, education, safety, recreational facilities, and culturally sensitive prevention initiatives.

- **Change consequences** to incentivize positive practices and disincentivize negative practices. Increase or decrease the probability of a behavior by altering the consequences for performing that behavior. These might include recognition programs for merchants who pass compliance checks and publicizing businesses that are not compliant with local ordinances.

- **Change the physical design** of the community to reduce the risk for and enhance protection against youth substance use. These might include re-routing foot and car traffic, adjusting park hours, and reducing the number and location of places where people can access alcohol or tobacco. DFC federal funds or your cost sharing contributions cannot support landscape, lighting, or construction projects.

- **Educating and informing about policies** that reduce access and availability to substances among youth. These may include written procedures, by-laws, proclamations, rules, or laws, to the extent that

applicable law and policies allow. These might include workplace initiatives, law enforcement procedures, and practices, public policy actions, and systems change.

To help inform your strategies and activities, you can:

- Refer to The Seven Strategies for Community Change
- Use the National Coalition Institute's (NCI) coalition logic model to identify root causes and local conditions to address youth substance use. You can use the results of that analysis to determine the strategies and activities you will implement to support the outcomes identified in the DFC logic model.
- Use the SAMHSA Strategic Prevention Framework for assessment, planning, and decision-making. Consider cultural competence and sustainability in all five steps of the process.

We do not require you to submit your own logic model in your application.

Outcomes

This section includes outcomes we expect you to report progress on and achieve within the performance period.

We expect you to achieve a series of short-term, intermediate, and long-term outcomes as a result of your efforts. Tailor the short-term, intermediate, and long-term outcomes in the DFC logic model in your detailed performance measurement plan.

Focus populations

We expect you to define the communities you propose to serve, using various geographic boundaries including neighborhoods, Census tracts, ZIP codes, and school districts, as well as townships, counties, or parish lines, among other defining properties.

You must also include the rationale you use for selecting your chosen community and describe how you plan to prevent and reduce substance use among youth in that area.

Carefully consider the size and population of the area so you can affect change. For example, choosing a community that is too large may be problematic because multiple neighborhoods may have distinct problems or conditions that need to be addressed to affect change.

Equal opportunities

This NOFO, including funding and eligibility, is not limited based on, and does not discriminate on the basis of race, color, national origin, disability, age, sex (including gender identity, sexual orientation, and pregnancy) or other constitutionally protected statuses.

Health disparities

The goal of health equity is for everyone to have a fair and just opportunity to attain their highest level of health. Health disparities are often caused by social determinants that influence which populations are most disproportionately affected by health conditions.

A health disparity is a difference in health burdens between groups of people with differing social determinants of health.

Social determinants of health are conditions in the environments where people are born, live, learn, work, play, worship, and age. These determinants affect a wide range of health, functioning, and quality-of-life outcomes and risks.

We encourage you to pay attention to communities or populations disproportionately affected by substance use. These might include:

- Reduced economic stability
- Limited education attainment, access, or quality
- Limited healthcare access or quality
- Non-English populations
- Tribal populations
- Rural communities
- Geographically underserved areas
- Racial and ethnic minority groups
- Sexual and gender minority groups

Organizational capacity

You must demonstrate your organizational capacity to manage and implement the grant. This capacity includes your organizational structure, key personnel, and community coalition described as follows.

Organizational structure

Fiscal agent

If you are serving as a fiscal agent on behalf of a coalition, indicate that in this section. The fiscal agent must describe the organizational structure and how it will support your implementation of the grant.

Fiscal agents must have the capacity to complete and submit reports, provide fiscal oversight, and provide adequate communication.

The fiscal agent must:

- Only be in receipt of one DFC grant at a time and cannot apply on behalf of multiple coalitions
- Be in the same state (geographically) as the coalition

Fiscal agents must include a Memorandum of Understanding (MOU) that describes:

- The working relationship between the fiscal agent and the community coalition
- The management role of the coalition's leadership in financial decisions related to the DFC grant.

See [Attachments](#).

Coalition

If you are applying as a coalition with an established 501c3, indicate that in this section. Coalitions must have the capacity to:

- Maintain the required 12 sectors each budget year
- Formulate coalition goals and objective
- Oversee operations of activities and programs
- Develop and carry out the 12-month action plan
- Create a sustainability plan
- Retain and recruit members
- Demonstrate substantial involvement from volunteers

Key personnel

At a minimum, we require the following key personnel:

Authorized Organization Representative (AOR)

- The AOR is the representative of your organization with authority to act on your organization's behalf in matters related to the award and administration of grants.
- In signing a grant application, the AOR agrees that you will assume the obligations of the award.
- These responsibilities include overseeing the financial aspects of the grant and the performance of the grant-supported project or activities as specified in the approved application.
- The AOR must be an employee of your organization and must be identified in the Personnel budget category as either federal or non-federal.
- The AOR must not be the same person as the PD/PI and the project coordinator.

Program Director or Principal Investigator (PD/PI)

- The PD or PI provides programmatic oversight of the grant and is accountable to your organization's officials.
- The PD or PI cannot be the same person as the AOR. The PD or 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 or PI and the project coordinator can be the same person.

Required skills

Staff selected to fulfill key personnel positions should have skills in non-research program administration, including:

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

- Personnel management
- Project management

To demonstrate proficiency in these topic areas, you will submit **resumes** for filled positions or **position descriptions** for unfilled positions. See [Attachments](#).

Community coalition

You must describe the role of the community coalition in this section.

For the purposes of this program, a community coalition is a community-based formal arrangement for cooperation and collaboration among 12 required sectors of a community in which each group retains its identity, but all agree to work together toward a common goal.

These required sectors are:

- **Youth:** Someone 18 years of age or younger in a public, private, home schooled, or alternative school (you must list their age).
- **Parent:** A person who is legally responsible for a child, grandchild, or foster child.
- **Business:** A representative of a business-related organization that provides services that are not in conflict with the goals and objectives of the DFC program.
- **Media:** A representative of a communication outlet that provides information to the community. Through an appropriate media platform, this representative should be capable of communicating and disseminating information (such as in print, digitally, or through social media) that furthers the coalition's mission.
- **School:** A representative of the school system with influence in school policies and procedures.
- **Youth-serving organization:** A representative of an organization that provides services to support youth.
- **Religious or fraternal organization:** A representative of a faith-based organization or from a fraternal organization based on a common tie or pursuit of a common goal. The organization must have a substantial program of fraternal activities.
- **Law enforcement:** A representative of a law enforcement agency. The representative must be an active sworn law enforcement officer, not retired.

- **Civic or volunteer groups:** A representative of an organization that provides civic or volunteer activities that serves the community (not a coalition member). Examples include Lions clubs, Rotary clubs, and so on.

- **Healthcare professional:** An individual or representative of an organization licensed to provide physical, mental, or behavioral healthcare services, like a pediatrician, pharmacist, and so on.

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

- **Other organizations** involved in reducing substance use.

For tribal applicants, appropriate sector representatives can be substituted. 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

If there are substitutions for other sectors, please provide the rationale in the Sector table.

Collaborations

With other CDC projects and CDC-funded organizations

We encourage you, where applicable and appropriate, to collaborate with CDC programs that are implemenribe youting evidence-based and practice-based prevention strategies that align within the strategies and activities section and note this in your application.

Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) with these collaborators are not required.

Examples of relevant CDC partners and programs include:

- Overdose Data to Action – State Overdose Data to Action
- Overdose Data to Action – Local Overdose Data to Action
- Opioid Response Strategy (ORS), High-Intensity Drug Trafficking Areas (HIDTA) Program
- CDC's Alcohol Program
- Division of Adolescent and School Health
- Office of Smoking and Health
- Office of Tribal Affairs and Strategic Alliances
- Good Health and Wellness in Indian Country CDC
- Division of Violence Prevention (DVP) Youth Violence Prevention Centers
- Division of Violence Prevention, Suicide Prevention

Data, monitoring, and evaluation

CDC strategy

Evaluation and performance measurement are tools used to:

- Highlight program accomplishments
- Monitor the implementation
- Demonstrate the effectiveness of NOFO strategies and activities
- Build an evidence base for program strategies
- Clarify the applicability of the evidence base to different populations, settings, and contexts
- Drive continuous program improvement

The DFC National Cross-Site Evaluation is intended to measure the effectiveness of the DFC Support Program in achieving its goals of increasing collaboration and preventing or reducing youth substance use. The collection of key data is a critical component of this award.

Required performance measures

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

You will collect data for the following measures:

- **Past 30-day use:**
  The percentage of survey respondents who reported using alcohol, tobacco, or marijuana (prevalence of use) or misusing prescription drugs at least once within the past 30 days (prevalence of misuse).

- **Perception of risk:**
  The percentage of survey respondents who perceived that the use of a given substance has moderate risk or great risk.

- **Perception of parental disapproval:**
  The percentage of survey respondents who perceived their parents would feel that regular use of alcohol (one or two drinks nearly every day), or engaging in any use of tobacco, marijuana, or misuse of prescription drugs is wrong or very wrong.

- **Perception of peer disapproval:**
  The percentage of survey respondents who perceived their friends would feel it would be wrong or very wrong for them to drink alcohol regularly (one or two drinks nearly every day), or engage in any use of tobacco, marijuana, or misuse of prescription drugs.

It will be your responsibility to adhere to the DFC National Cross-Site Evaluation reporting schedule (every 2 years for the substances named in the respective grade levels). If you do not submit the core measures, you will have failed to comply with the award terms and conditions.

We will also require you 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. You should identify and monitor measures of short-term, intermediate, and long-term outcomes, which can serve as benchmarks for measuring programmatic progress and impact.

Evaluation and performance measurement plan

You must provide an evaluation and performance measurement plan. Use the measures required under the [required performance measures](#) section.

Include the following elements.

Methods

Describe:

- How you will:
  - Collect the performance measures
  - Use evaluation findings for continuous program quality improvement
  - Incorporate evaluation and performance measurement into planning, implementation, and reporting of project activities
- How findings will contribute to reducing or eliminating health disparities, if relevant.
- How key program partners will participate in the evaluation and performance measurement process.
- How you will share evaluation findings with communities and populations of interest in a way that meets their needs.

Data management plan

For all public health data that you plan to collect, describe:

- The data you plan to collect and their available data sources
- The feasibility of collecting appropriate evaluation and performance data
- Other relevant data information, such as performance measures you propose

We do not require you, at the time of application, to comply with the DFC National Cross-Site Evaluation's Requirements. However, we will require you to comply with the evaluation requirements once awarded.

This includes:

- Submitting any surveys used to collect core measure data for review and approval through the DFC and CARA & Me system
- Submitting the core measure data in specified increments (every 2 years) for the substances named in the respective grade levels
- Submitting a data management plan (DMP) that includes:
  - The data you will collect or generate
  - If there are reasons why you cannot share data collected or generated under this award with CDC. These could include legal, regulatory, policy, or technical concerns.
  - Who can access data and how you will protect it

- Data standards that ensure released data have documentation that describes collection methods, what the data represent, and data limitations
- Archival and long-term data preservation plans
- How you will update the Data Management Plan (DMP) as new information is available over the life of the project. You will provide updates to the DMP in annual reports. For more information about CDC's policy on the DMP, see Data Management and Access Requirement at CDC's website.

For a definition of "public health data" and other key information, see AR 25: Data Management and Access on our website.

Work plan

You must provide a detailed work plan (12-month action plan) for the current performance period of 2024 to 2025. The action plan should demonstrate a comprehensive approach to reducing the use of at least two substances and creating sustainable community-level change.

You should develop the 12-month action plan by using the following example.

Make sure that your plan:

- Outlines the specific objectives, strategies, and activities that align with DFC goals, including who is responsible and the anticipated time frame.
- Addresses at least two named substances that you select based on a community needs assessment or other local data. You should include a rationale based on data such as school suspension rates, school suspensions, juvenile court data, emergency room data, or other applicable data. Strategies and activities should be specific to the selected substances. Note: Vaping is not a substance, it is a substance delivery method.
- Includes activities that address risk and protective factors, including root causes that may be driving substance use in the community, such as Adverse Childhood Experiences, mental health, and health disparities.
- Uses existing frameworks, such as the Strategic Prevention Framework (SPF) and Seven Strategies for Community-Level Change.
- Includes objectives that are specific, measurable, achievable, realistic, and time-bound (SMART).

Work plan (12-month action plan)

DFC Goal 1: Establish and strengthen collaboration among community stakeholders and organizations to address youth substance use.

Table: Work plan example for objective 1

Objective 1: [SMART objective]
Strategy 1: [Specific strategy]

Activity	Who is responsible?	By when?

Strategy 2: [Specific strategy]

Activity	Who is responsible?	By when?

DFC Goal 2: Reduce substance use among youth and, over time, reduce substance use among adults by addressing the factors in a community that increase the risk of substance use and promoting the factors that minimize the risk of substance use.

Table: Work plan example for objective 2

Objective 2: [SMART objective]
Strategy 1: [Specific strategy]

Activity	Who is responsible?	By when?

Strategy 2: [Specific strategy]

Activity	Who is responsible?	By when?

You must also provide a general summary (up to one paragraph) of what you aim to achieve at the end of the 5 years. Include how the objectives and

strategies outlined in the 12- month action plan will help contribute to the long-term outcomes to foster sustainable, community-level change.

You will have the flexibility to modify and finalize the work plan post-award and following the completion of the National Coalition Academy (NCA).

Table: Using SMART objectives

Regular objective	SMART objective
Reduce substance use rates for adolescents	By July 31, 2024, reduce the percent of 9th graders in [Random County] who have used [specific substance] from 8 percent baseline to 7 percent as indicated in our annual youth survey.
Meet with 12 high schools to inform them about drug drop-box programs.	Public health staff will meet with key stakeholders at all high schools in our jurisdiction resulting in 3 out of 4 high schools committing to work on educating about and implementing drug drop-box programs by June 2024, as indicated in our annual school partner survey.

Paperwork Reduction Act

Any activities involving information collection from 10 or more individuals or organizations may require you to follow the Paperwork Reduction Act (PRA). This requires review and approval by the White House Office of Management and Budget. For further information about CDC's requirements under PRA see CDC Paperwork Reduction Act Compliance. Collections include items like surveys and questionnaires.

Funding policies and limitations

General guidance

- Your budget is arranged in eight categories: salaries and wages, fringe benefits, contractual costs, equipment, supplies, travel, other, and contractual.
- You may use funds only for reasonable program purposes consistent with the award, its terms and conditions, and federal laws and regulations that apply to the award. Questions about this determination should be posed to the grants management specialist.
- You may not use funds to purchase furniture or equipment.

Unallowable costs

You may not use funds for:

- Research
- Clinical care except as allowed by law
- Pre-award costs unless CDC gives you prior written approval
- Other than for normal and recognized executive-legislative relationships:
  - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body.
  - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
  - See Anti-Lobbying Restrictions for CDC Recipients.
- You may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
  - Travel: Recipients must follow guidance provided by their organization. If you don't have official travel guidance, refer to Planning for Travel for detailed guidance on local GSA rates.
  - Lodging and subsistence: Other travel costs incurred by recipients such as lodging, subsistence, and incidental expenses must be reasonable and should not exceed costs either outlined in local GSA rates or normally allowed by the non-Federal entity written in the organization's travel policy. Please refer to 45 CFR 75.474, Travel costs for further travel cost guidance.
- You may not use funds to purchase furniture or equipment.
- We will not reimburse pre-award costs unless CDC provides you with written approval.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- You may not use funds to supplant current funding of existing activities. "Supplant" is defined as replacing funding of an applicant's existing program with funds from a federal grant.

- No more than 10 percent of the total federal grant award may be used for data collection and evaluation purposes. The 10 percent limit does not apply to the amount of non-federal match funding recipients can use for evaluation costs. It is not a requirement for coalitions to hire evaluators.

- You may not use funds to provide funding to community organizations through mini-grants, or as a pass-through program, including one coalition funding another coalition.

- The coalition may not pass grant funds through by contract or any other method to another entity to conduct the programmatic work of the DFC Program. We expect the coalition to perform the substantive role and manage the efforts carried out by this grant.

- You may not use funding for stipends or for tuition expenses.

- You may not use funds for the following (not a fully exhaustive list):

  - Youth sports programs

  - Curricula or packaged strategies that do not have evidence of effectiveness or have evidence of harm in the peer reviewed literature.

  - Vaping detection devices, fentanyl test strips, or drug testing kits

  - Purchase of Naloxone or Narcan

  - Treatment services, programs, facilities

  - Construction

  - Landscaping or neighborhood revitalization projects, including lighting or community gardening efforts

  - Law enforcement equipment, drug courts, drug search detection canines, or related training

Special considerations:

- Food is generally unallowable. Exceptions within the DFC Support Program may include food used as a small incentive (not to exceed $3 per person) to encourage participation in a community-wide event. Food costs are not allowable for general coalition or subcommittee meetings.

- The cost of promotional items is generally unallowable. However, the exception would be for program outreach, and other specific purposes necessary to meet the requirements, goals, and objectives of the federal grant award (not to exceed $30 per person per activity).

- You **may use** funds for program staff background checks and drug tests.

Indirect costs

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

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

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

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

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

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

Other indirect cost policies

As described in 45 CFR 75.403(d), you must consistently charge items as either indirect or direct costs and may not double charge.

Indirect costs may include the cost of collecting, managing, sharing, and preserving data.

National public health priorities and strategies

Healthy People 2030

This NOFO addresses Healthy People 2030 focus areas of alcohol, tobacco, injury, violence prevention, and substance use.

Other strategies

This NOFO also supports the following public health priorities and strategies:

- HHS Overdose Prevention Strategy
- The National Prevention Council's National Prevention Strategy – America's Plan for Better Health (Tobacco-Free Living)
- The Office of National Drug Policy Priorities

Statutory authority

Drug-Free Communities Act, [21 USC 1531](#) et seq., P.L.105-20.

Step 2:
Get Ready to Apply

In this step

Get registered   [33](#)

Get registered

While you can review the requirements and get started on developing your application before your registrations are complete, you must be registered in both SAM.gov and Grants.gov to apply.

SAM.gov

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

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

Grants.gov

You must also have an active account with Grants.gov. You can see step-by-step instructions at the Grants.gov Quick Start Guide for Applicants.

Need help? See Contacts and support.

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Grants Search at Grants.gov and search for opportunity number CDC-RFA-CE-24-0050.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, contact Grants.gov for assistance. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726 or by e-mail at support@grants.gov.

To get updates on changes to this NOFO, select **Subscribe** from the View Grant Opportunity page for this NOFO on Grants.gov.

Help applying

For help with the application process and tips for preparing your application see How to Apply on our website. For other questions, see Contacts and support.

Go to the Grants.gov **Related Documents** tab for this **NOFO**.

Look for the **Supporting Materials**.

In it, you can find:

- The Statutory Requirements Eligibility Checklist
- A NOFO-Specific Glossary of Terms
- Application Attachments Samples and Formats
- Evidenced-Based Resources
- Statistics on Youth Substance Use

Join the webinar

We encourage you to attend the FY24 Drug-Free Communities (DFC) Support Program: NEW (Year 1) Applicant Informational Webinar.

February 22, 2024, from 2 to 4 pm ET.

Step 3:

Prepare Your Application

In this step

Application contents and format   36

Application contents and format

Applications include five main elements. This section includes guidance on each. Make sure you include each of the following.

Element	Submission Form
Project Abstract	Use the Project Abstract Summary form
Project Narrative	Use the Project Narrative Attachment form
Budget Narrative Justification	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form
Standard Forms	Upload using each required form.

We will provide instructions on document formats in the sections below. If you don't provide required documents, your application is incomplete. See Initial review to understand how this affects your application.

> **Required format for project abstract, project narrative, and budget narrative**
>
> Format: PDF
>
> Size: 12-point font
> Footnotes and text in graphics may be 10-point.
>
> Spacing: Single-spaced
>
> Margins: 1-inch
> Include page numbers

Project abstract

Page Limit: 1

File name: Project Abstract Summary

Provide a self-contained summary of your proposed project, including the purpose and outcomes. Do not include any proprietary or confidential information. We use this information when we receive public information requests about funded projects.

Project narrative

Page Limit: 20

File name: Project Narrative

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

See Merit Review Criteria to understand how reviewers will evaluate your project narrative.

Background

Describe the problem you plan to address. Be specific to your population and geographic area.

See Program Description, Background.

Approach

Strategies and activities

Describe how you will implement the proposed strategies and activities to achieve performance outcomes. Explain whether they are:

- Existing evidence-based strategies
- Other strategies, with a reference to where you describe how you will evaluate them in your Evaluation and Performance Measurement Plan.

See Program Description, Strategies and Activities.

Outcomes

Using the logic model in Program Description, Approach, to identify outcomes you expect to achieve or progress on by the end of the performance period.

Evaluation and performance measurement plan

You must provide an evaluation and performance measurement plan.

This plan describes how you will fulfill the requirements in Program Description, Data, Evaluation, and Performance Measurement.

Work plan

Include a work plan using the requirements in Program Description, Work Plan.

Focus populations and health disparities

Describe the specific population or populations you plan to address under this award. Explain how you will include them and meet their needs in your project.

Describe how your work will benefit public health as well as the populations you plan to address and alleviate health disparities.

See Program Description, Focus Populations.

Organizational capacity

Describe how you will address the organizational capacity requirements in Program Description, Organizational Capacity.

You must provide an attachment that supports this section. See:

- Resumes and Job Descriptions

Collaborations

Describe how you will collaborate with programs and organizations, either internal or external to CDC.

Explain how you will address the Collaboration requirements in Program Description, Collaborations.

Budget narrative

Page limit: None

File name: Budget Narrative

The budget narrative supports the information you provide in Standard Form 424-A. See Standard Forms.

As you develop your budget, consider if the costs are reasonable and consistent with your project's purpose and activities. CDC will review and must approve costs prior to award.

The budget narrative must explain and justify the costs in your budget. Provide the basis you used to calculate costs. It must follow this format:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies

- Travel
- Other categories
- Contractual costs
- Total direct costs (total of all items above)
- Total indirect costs

You must itemize the match separately in the budget and explain the match in the budget narrative.

All in-kind/match must follow federal cost principles. In-kind/match support must align with allowable expenses under the DFC program.

See Funding Policies and limitations for policies you must follow.

See CDC's Budget Preparation Guidelines for support completing your budget and budget narrative.

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form. When adding the attachments to the form, you can upload PDF, Word, or Excel formats.

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. There is no page limit.

File name: Table of Contents

Sector table

You must submit the sector table that describes the 12 individual sector representatives and required signatures.

Coalition members cannot represent more than one sector category.

Paid staff (like your program director or principal investigator and project coordinator) cannot serve as sector representatives.

File name: Sector Table

Meeting minutes

You must include one set of coalition minutes from one meeting that took place between January 2023 and the deadline for submission of this application.

Meeting minutes must include the meeting date, names of attendees, and sector represented.

File name: Coalition Minutes

General applicant information

You must provide responses for all the requested information including key personnel, the mission statement of the coalition, the substances addressed, the date the coalition was established, the ZIP code served, and other community information.

File name: General Applicant Information

Letter of mutual cooperation

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, and be signed by each coalition representative.

Each coalition must meet the requirements set forth in the DFC Statutory eligibility requirements.

File Name: Letter of Mutual Cooperation

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.

File Name: Statement of Legal Eligibility

Memorandum of understanding (MOU)

If you are not able to receive federal funds and choose to partner with a legal entity 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 the roles and responsibilities of each party. Please note:

- A representative of the legal entity and a representative of the coalition must sign the document.
- 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.

A sample MOU is provided in the [supporting materials](#).

File Name: Memorandum of Understanding

Ten-year funding limit

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

File Name: Assurance of DFC 10-Year Funding Limit

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.

File Name: Disclosure of Prior DFC Funding

Congressional notification

You must provide a brief 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: Congressional Notification

Indirect cost 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.

File name: Indirect Cost Agreement

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

File name: Nonprofit Status

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications and plans to hire.

Keep your resumes to 2 pages each.

Keep your job descriptions to one page each. Job descriptions must 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 timeframe

File name: Resumes and job descriptions

Duplication of efforts

You 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

- They are substantially the same project, or
- A specific objective and the project design for accomplishing it are the same or closely related.

Budgetary

- You request duplicate or equivalent budget items that already are provided by another source or requested in the other submission.

Commitment

- Given all current and potential funding sources, an individual's time commitment exceeds 100 percent, which is not allowed.
- We will discuss the overlap with you and resolve the issue before the award.

File name: Report on Overlap

Standard forms

You will need to complete some standard forms. Upload the standard forms listed below at Grants.gov. You can find them in the NOFO application package.

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award

Step 4:

Learn About Review and Award

In this step

Application review

Initial review

CDC reviews each application to make sure it meets responsiveness requirements. These are the basic requirements you must meet to move forward in the competition.

We won't consider an application that:

- Is from an organization that doesn't meet eligibility criteria. See requirements in eligibility.
- Is submitted after the deadline.
- Proposes research activities. See 45 CFR 75.2 for the definition of research.
- Is from an organization that has another DFC grant.

Also, if you don't follow page limit or formatting requirements, we may remove pages from your application to solve any unfairness.

Then, ONDCP and CDC will jointly screen all DFC applications to determine whether you meet all the DFC Support Program's statutory eligibility requirements.

Merit review

Trained reviewers review all applications that pass the initial review. The members use the following criteria.

Criterion	Total number of points = 100
1. Background and approach	50 points
2. Organizational capacity	25 points
3. Evaluation and performance measurement	25 points

Criteria

Background and approach (Maximum points: 50)

Ensure that responses are consistent with the Program Description requirement sections shown in the following table.

Table: Background and approach criteria

Evaluate the extent to which the applicant provides:	Consistent with:
A clear description of the nature and scope of the problem, including the whfactors and local conditions that are driving youth substance use and data to demonstrate how the chosen substances have contributed to problems among youth in the community. (15 points)	Background
How the application addresses youth substance use in the communities, including the mission of the coalition as it relates to prevention of youth substance use. (5 points)	Approach, logic model
Goals aligned with the DFC logic model and consistent with the period of performance outcomes in the program's logic model. (5 points)	Approach, logic model
Strategies and activities that are achievable and appropriate to achieve the project outcomes. A detailed 12-month action plan that provides a comprehensive approach to prevent youth substance use using the seven strategies for community level change. The action plan 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 that align with the strategies, activities, and timeline, and identifies the responsible party and addresses health disparities and advances health equity (10 points)	Strategies and activities, Work plan
The populations of focus and rationale for selection, including populations at risk and geographic areas served. (10 points)	Focus Populations
The collaboration with other organizations, leaders, and key partners who have a role in conducting the proposed activities and achieving the project goals. (5 points)	Collaborations

Organizational Capacity (Maximum points: 25)

Ensure that responses are consistent with the Program Description section Organizational Capacity generally, including any subsection or required attachment shown in the following table.

Table: Organizational capacity criteria

Evaluate the extent to which the applicant describes:	Consistent with:
The capacity of the organization to manage programmatic and fiscal requirements of the grant. (4 points)	Organizational Capacity
Key personnel and their roles and responsibilities. (8 points)	Resumes and Job Descriptions
The roles and responsibilities of the community coalition and fiscal agent (if applicable) and includes how the 12 sector representatives will be involved in achieving the coalition's goals. (10 points)	Organizational Capacity
How the coalition recruits and retains members, especially youth representation. (3 Points)	Coalition

Evaluation and Performance Measurement (Maximum points: 25)

Ensure that responses are consistent with the Program Description's Data, Evaluation, and Performance Measurement section generally, including any subsection shown in the following table.

Table: Evaluation and performance measurement criteria

Evaluate the extent to which the applicant describes:	Consistent with:
How the coalition will participate in the DFC National Cross-Site Evaluation and collect data on youth alcohol, tobacco, marijuana, or prescription drug use for the four core measures. (10 points)	Evaluation and Performance Measurement Plan
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)	Evaluation and Performance Measurement Plan
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)	Data Management Plan

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. As part of that review, we need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov Responsibility / Qualification to check this history for all awards likely to be over $250,000. We also check Exclusions.

You can comment on your organization's information in SAM.gov. We'll consider your comments before deciding about your level of risk.

We may ask for additional information prior to award based on the results of the risk review.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR 75.205.

Selection process

We will fund applications in rank order based on the average of the reviewer scores.

In the case of a tie, ONDCP may prioritize applicants proposing to reach rural, American Indian/Alaska Native, and economically disadvantaged communities.

We will notify both the successful and the unsuccessful applicants of the outcome of the statutory eligibility review prior to the start of the period of performance.

Our ability to make awards depends on available appropriations.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

Once you draw down funds, you have accepted all terms and conditions of the award.

If you want to know more about NoA contents, go to [Understanding Your Notice of Award](#) at CDC's website.

Step 5:
Submit Your Application

In this step

Application submission and deadlines

See [Find the application package](#) to make sure you have everything you need.

You must obtain a UEI number associated with your organization's physical location. Some organizations may have multiple UEI numbers. Use the UEI number associated with the location of the organization receiving the federal funds.

Make sure you are current with SAM.gov and UEI requirements before applying for the award. See [Get registered](#).

You will have to maintain your registration throughout the life of any award.

Deadlines

Application

Due on April 17, 2024, at 11:59 pm ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

You must submit your application through Grants.gov.

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

You may not add information to an application after the application deadline.

See [Contacts and support](#) if you need help.

Email submission

If you are unable to submit your application via grants.gov we may accept an email submission. Prior approval from the GMS/GMO is required. Emailed applications submitted without prior approval will not be considered. The GMS/GMO will advise the applicant of specific instructions for submitting the application via email. Email submission requests are handled on a case-by-case basis.

To submit a request for an email application you must:

- Submit a help ticket to by e-mail at support@grants.gov
- Include the www.grants.gov case number assigned to the inquiry
- Describe the difficulties that prevent electronic submission
- Describe your efforts taken with the www.grants.gov Contact Center to submit electronically.
- Submit your request and attach the email from support@grants.gov to DFC_OGS@cdc.gov at least three calendar days before the application deadline.

Other submissions

Intergovernmental review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](45 CFR 75.113).

Send written disclosures to CDC at DFC_NOFO@cdc.gov and to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Page limit
☐ [Project Abstract](#)	Use the Project Abstract Summary Form.	1 page
☐ [Project Narrative](#)	Use the Project Narrative Attachment form.	20 pages
☐ [Budget Narrative](#)	Use the Budget Narrative Attachment form.	None
[Attachments](#) Insert each in a single Other Attachments form.	Insert each in a single Other Attachments form.	
☐ Table of Contents		None
☐ Sector Table		None
☐ Meeting Minutes		None
☐ General Applicant Information		None
☐ Letter of Mutual Cooperation		None
☐ Statement of Legal Eligibility		None
☐ Memorandum of Understanding (MOU)		None
☐ Ten-Year Funding Limit		None
☐ Disclosure of Prior DFC Funding		None
☐ Congressional Notification		None
☐ Indirect Cost Agreement		None
☐ Proof of Nonprofit Status		None
☐ Resumes and Job Descriptions		None
☐ Duplication of Efforts		None
[Standard Forms](#) (3 total)	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		No

Component	How to Upload	Page limit
☐ Budget Information for Non-Construction Programs (SF-424A)		No
☐ Disclosure of Lobbying Activities (SF-LLL)		No

Step 6:
Learn What Happens After Award

In this step

Post-award requirements and administration <u>56</u>

Post-award requirements and administration

We adopt by reference all materials included in the links within this NOFO.

Administrative and national policy requirements

There are important rules you need to read and know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. The NoA includes the requirements of this NOFO.

- The rules listed 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

- The HHS Grants Policy Statement (GPS). This document has policies relevant to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.

- All federal statutes and regulations relevant to federal financial assistance, including the cited authority in this award, the funding authority used for this award, and those provisions in the HHS Administrative and National Policy Requirements.

- All applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the HHS Office for Civil Rights website.

- The following CDC's Additional Requirements (AR) apply to this NOFO's awards:1, 2, 3, 9, 11, 12, 13, 14, 16, 17, 21, 22, 24, 25, 26, 28, 29, 30, 31, 32, 33, and 37.

- Each year, DFC recipients must demonstrate compliance with all the Statutory Eligibility Requirements to be considered for continuation funding as follows:

- **12 Sectors:** 21 USC 1532(a)(2)(A) and (C)

- **Six Month Existence:** 21 USC 1532(a)(3)(A) and 21 USC 1532(a)(3)(B)

- **Mission Statement:** 21 USC 1532(a)(4)(A)

- **Multiple Drugs of Use:** 21 USC 1532(a)(4)(D)

- **Evaluation and Performance Measurement Plan:** 21 USC 1532(a)(6)(A)

- **Entity Eligible to Receive Federal Grants:** 21 USC 1532(a)(5)(A)

- **Substantial Support from Non-Federal Sources:** 21 USC 1532(a)(5)(B)(C)

- **Limit of Federal Funding Request:** 21 USC 1532 (b)(1)(A)(iv)

- **ZIP Code Overlap:** 21 U.S.C. 1532(b)(1)(B)(i)

- **No More Than 10 Years of DFC Funding:** 21 USC 1532 (b)(3)(A Reporting

Reporting

If you are successful, you will have to submit financial and performance reports. These include the following items.

Table: Financial and performance reports

Report	Description	When
Annual Performance Report (Non-Competing Continuation Application)	• Serves as yearly continuation application for the upcoming budget period. • Includes performance narrative for current and upcoming budget period. • Updates 12-month action plan • Includes budget for the next 12-month budget period. • Submitted in Grants Management Module, GrantSolutions.	No later than 120 days before the end of each budget period
Annual Progress Report	• Serves as yearly progress report for the current budget period. • Outlines the community profile, sector and youth engagement, coalition capacity, risk, and protective factors, and successes and challenges. • Identifies implementation of youth substance use prevention strategies. • Identifies any technical assistance needs. • Submitted in DFC &CARA Me and uploaded with the Annual Performance Report.	August of each year
Data management plan	• Shows how data are collected and used (Data Management Plan)	August of each year
Data on required performance measures (core measures)	• Includes DFC core measures related to alcohol, tobacco, marijuana, and prescription drugs	Every 2 years
Sustainability Plan	• Outlines ways you plan to sustain your programmatic efforts	Year 3
Federal Financial Report	• Includes funds authorized and disbursed during the budget period	90 days after the end of each budget period

Report	Description	When
	• Indicates exact balance of unobligated funds and other financial information	
Final Performance Report	• This report covers the entire period of performance and can include information previously reported in annual progress reports.	120 days after the end of the period of performance
Final Financial Report	• Includes information in Federal Financial Report	120 days after the end of the period of performance

To learn more about these reporting requirements, see Reporting on the CDC website.

CDC award monitoring

Monitoring activities include:

- Routine and ongoing communication between CDC and recipients
- Site visits
- Recipient reporting, including work plans, performance reporting, and financial reporting

We expect to include the following in post-award monitoring:

- Tracking recipient progress in achieving the outcomes
- Ensuring the adequacy of your systems to hold information and generate data reports
- Creating an environment that fosters integrity in performance and results

We may also include the following activities:

- Ensuring that work plans are feasible based on the budget
- Ensuring that work plans are consistent with award intent
- Ensuring that you are performing at a level to achieve outcomes on time
- Working with you to adjust your work plan based on outcome achievement, evaluation results, and changing budgets
- Monitoring programmatic and financial performance measures to ensure satisfactory performance levels
- Other activities that assist CDC staff to identify, notify, and manage risk, including high-risk recipients

We can take corrective actions if your performance is poor. This means CDC may impose other enforcement actions in accordance with [45 CFR 75.371-Remedies for Noncompliance](#).

Required training

Attend required trainings and conferences as a grant requirement of your award.

New recipient virtual training

The New Recipient Virtual Training is offered by the Office of National Drug Control Policy in collaboration with CDC's National Center for Injury Prevention and Control and the Office of Grant Services.

Your program director or principal investigator (PD/PI), project coordinator, and the authorized organization representative (AOR) **must** participate in all the training sessions.

We will share the training dates within 90 days of your award.

National Coalition Academy

The National Coalition Academy (NCA) is a comprehensive training program offered by the National Coalition Institute (NCI) and teaches leaders:

- What they need to know (the core competencies)
- What their team needs to do (the essential processes) to establish or maintain a highly effective drug prevention coalition.

All Year 1 DFC recipients must attend and complete the NCA during their first year of funding. At the end of the NCA, you will have the opportunity to work with staff to develop and finalize a community assessment, logic model, strategic and action plan, evaluation plan, and sustainability plan.

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

Contacts and Support

In this step

Agency contacts

Program and eligibility

Brandis Belser, DFC_NOFO@cdc.gov

Financial and budget

Stephanie Latham, DFC_OGS@cdc.gov

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services (HHS)](#)
- [Grants Dictionary of Terms](#)
- [CDC Grants: How to Apply](#)
- [CDC Grants: Already Have a CDC Grant?](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations (CFR)](#)
- [United States Code (U.S.C.)](#)