

FY 2009 - Drug Free Communities Mentoring Program (CONTINUATION)

The Drug-Free Communities Support Program (DFC) is a collaborative effort between the Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Substance Abuse and Mental Health Services Administration (SAMHSA). The Office of National Drug Control Policy issues grant awards to community coalitions through an interagency agreement with SAMHSA. The DFC program has two major goals:

- 1) To establish and strengthen collaboration among communities, private nonprofit agencies, and Federal, State, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth; and
- 2) To reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

The purpose of the DFC Mentoring Program is to provide grant funds to existing DFC grantees so that they may serve as Mentors to newly-formed and/or developing coalitions that have never received a DFC grant. Mentoring grant funds should be used for the direct benefit of the Mentee Community/Coalition. Through the support of the DFC mentoring funds, Mentor Coalitions are expected to share their expertise with non-grantee coalitions (Mentee Community/Coalition) and enable them to function independently in their community. Funding through this grant should support access for the Mentee Community/Coalition to the training and technical assistance necessary to help them form a community coalition and pursue a DFC grant. It is the intent of the DFC Mentoring Program that communities mentored through this effort will form functioning coalitions working to reduce youth substance abuse at the community level, and that those coalitions should meet the basic eligibility criteria of the DFC program. In addition to these terms and conditions and the applicable statutes and regulations, grantees are bound by the HHS Grants Policy Statement which can be accessed through www.samhsa.gov/grants/management.aspx and all requirements in the Program Announcement for the DFC Coalition Mentoring Program are available at www.samhsa.gov/grants/archives.aspx.

DFC Progressive Discipline and Appeals Process

The Drug Free Communities Program's Progressive Grant Program Discipline and Appeals processes have been developed by ONDCP and SAMHSA. There are three progressive discipline actions that can be taken: 1) High Risk status, 2) Suspension, and 3) Termination.

An overview of this plan is included as Attachment 1 of this package and the complete explanation and procedures are posted on the Drug Free Communities Program website, www.ondc.gov/dfc or can be linked through www.samhsa.gov.

A. ROLE OF THE GRANTEE:

The grantee adheres to the programmatic and fiscal requirements described in the Program Announcement for the Drug-Free Communities Support Program: Coalition Mentoring Program as well as to the specific goals and objectives indicated in the approved application. The DFC Mentoring Program grantee must be a current, active DFC grantee in order to be funded as a mentoring grantee. The grantee must have been in existence for at least 5 years. The grantee must have achieved, through its own efforts, measurable results in the prevention of substance abuse among youth. The grantee must have staff, volunteers, or members willing to serve as mentors for persons seeking to start or expand the activities of other coalitions in the prevention of substance abuse. The grantee must have demonstrable support from the coalition to be mentored and from key sectors of the community(ies) where the coalition will carry out the specific mentoring activities supported by the grant. The grantee receives and expends non-federal matching funds. The grantee implements a strategic plan (See Special Terms Section D) for the mentoring process, and a plan for evaluating the mentoring relationship. Grantee will implement the approved evaluation plan and participate in a national evaluation (See Special Term #4) of the Drug-Free Communities Support Program.

B. ROLE OF THE GOVERNMENT PROJECT OFFICER:

* GPOs should have an initial contact with each grantee shortly after the grantee receives the Notice of Award from SAMHSA. This discussion, at a minimum, should include clarification of program goals and objectives; review of Government Performance and Results Act targets; a review of staff; a determination of whether there are immediate needs for training or technical assistance; review of the budget; terms and conditions or other issues.

* GPOs have regular and ongoing contact with grantees, at the minimum, on a monthly basis, through e-mail, phone calls and site visits.

* Receive, review and provide appropriate feedback on the semi-annual programmatic progress reports.

* GPOs are responsible for ongoing project monitoring and coordinating with SAMHSA Division of Grants Management (DGM - which conducts the fiscal oversight of the grantee), where appropriate. Program aspects of monitoring are accomplished by collecting and continuously reviewing information from telephone communications, site visits, progress reports, correspondence, COMET submissions, technical assistance reports, grantee meetings, and other sources. Monitoring also includes taking corrective action, as needed. The AAGAM states that "each monitoring action must result in written documentation that the monitoring has taken place, if any exceptions have been identified, and the type of follow-up action recommended (Chapter 3.06.106)."

* GPOs review semi-annual progress reports and provide feedback to the grantee on whether performance is satisfactory.

C. ROLE OF THE GRANTS MANAGEMENT OFFICER (GMO) and GRANTS MANAGEMENT SPECIALIST (GMS):

* The Grants Management Officer (GMO) is responsible for all of the business management aspects of grant negotiation, award, financial and administrative aspects of the grant program.

* The GMO will utilize information from site visits, reviews of expenditure and audit reports, and other appropriate means to assure that the project is operated in compliance with all applicable Federal laws, regulations, guidelines, grant eligibility requirements and terms and conditions of award. Questions concerning the applicability of regulations and policies of this grant program, and all required prior approvals such as, requests for permission to expend funds for certain items should be directed to the GMO.

* The GMO is the only person who may grant such required approvals. All changes in the terms of the grant award must be in writing by the GMO.

* The Grants Management Specialist (GMS) is assigned responsibility for the day-to-day management of the portfolio of ONDCP/SAMHSA grants. The GMS performs many of the activities described above on behalf of the GMO and is the primary point of contact for the recipient when dealing with grant management related issues.

* The GMS conducts post award grant administration activities including: budget revisions; carryovers; change in grantee; change in scope or nature of the annual plan; change of key personnel.

* The GMS reviews and validates the Financial Status Reports at the end of each budget year assuring that grantees comply with the match requirements.

* The GMS provides technical assistance on various grants management issues to grantees and the Government Project Officer.

* The GMS, in concert with Government Project Officer, conducts site visits to review grantee's financial compliance.

* The GMS, along with the Government Project Officer, reviews and then processes no-cost extension requests.

D. SPECIAL TERMS OF AWARD:

Failure to comply with special terms and conditions if applicable may result in a drawdown restriction on your Payment Management Account or denial of funding in the future.

1. The grantee must submit a budget that includes a hold for two (2) people to attend a two (2)-day training that may be called at some point during the fiscal year by ONDCP. For budgeting purposes, plan for this meeting to be held in Washington, DC. Should ONDCP decide to call such a meeting during the fiscal year, ONDCP will provide guidelines on the positions and/or participants who should attend through the CSAP GPO and on the program's website at www.ondcp.gov/dfc. If ONDCP chooses not to hold such a meeting during the fiscal year, the grantee will be allowed to reallocate the funds in this line item with the approval of their GPO and GMO.
2. Grantee must receive and expend non-federal matching funds. In-kind support may also be used to satisfy the match requirement.
3. Grantee must assist mentee coalition to collect and report on a biennial basis (every two years), the following data on youth consistent with the geographic area served by the mentee coalition: (1) age of onset of any drug (including alcohol, marijuana and tobacco); (2) frequency of drug use in the past 30 days (including alcohol, marijuana and tobacco); (3) perception of risk or harm; and (4) perception of disapproval of use by adults (including alcohol, marijuana and tobacco). Grantee should report on youth in at least three grades. The grantee is responsible for providing that data on or before the deadline established for each reporting period as highlighted in Section F of this document and on the program website at www.ondcp.gov/dfc. Failure to meet established deadlines could result in the GPO placing the grantee on High Risk status which could lead to an eventual suspension or termination of the grant for failure to comply with reporting requirements.
4. Grantee must participate in a national evaluation of the Drug-Free Communities Support Program.
5. When requested, grantee must develop a corrective action plan and complete approved plan within the designated timeframe to correct or improve identified deficiencies in performance and/or in the conditions contributing or causing the unsatisfactory performance.
6. DFC coalitions must use the Strategic Prevention Framework (SPF) as the organizing framework for the operation of the coalition by employing the SPF's five steps (assessment, capacity building, strategic planning, implementation, evaluation) for on-going analysis and decision-making.
7. Grantee may only mentor each mentee community coalition for a maximum of two years.

E. STANDARD TERMS OF AWARD:

1. This grant is subject to the terms and conditions, included directly, or incorporated by reference on the Notice of Award (NoA). Refer to the order of precedence in Section III (Terms and Conditions) on the NoA.
2. The grantee organization is legally and financially responsible for all aspects of this grant, including funds provided to sub-recipients.
3. Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General -- Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.
4. The recommended future support as indicated on the NoA reflects TOTAL costs (direct plus indirect). Funding is subject to the availability of Federal funds, the demonstration of matching funds, and acceptable documentation of the progress of the grant.
5. Accounting Records and Disclosure - Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or subgrant awards matching funds and in-kind support, and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The awardee, and all its sub-recipients, should expect that SAMHSA, or its designee, may conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding.
6. Per (45 CFR 92.34) and the HHS Grants Policy Statement, any copyrighted or copyrightable works developed under this cooperative agreement/grant shall be subject to a royalty-free, nonexclusive and irrevocable license to the government to reproduce, publish, or otherwise use them and to authorize others to do so for Federal Government purposes. Income earned from any copyrightable work developed under this grant must be used a program income.
7. Program income accrued under the award must be accounted for in accordance with (45 CFR 74.24) or (45 CFR 92.25) as applicable. Program income must be reported on the Financial Status Report, Standard Form 269 (long form). Program income accrued under this award may be used in accordance with the additional costs alternative described in (45 CFR 74.24(b)(1)) or (45 CFR 92.25(g)(2)) as applicable. Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 ("Grants and Cooperative Agreements with State and Local Governments") and A-110 ("Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations").

8. All Post Award Changes that require prior approval must be submitted in writing to the GMO, SAMHSA. When submitting requests, include grant number, Project Director, the authorized institutional official's name, title and institution, telephone number, fax number and e-mail address. The mailed/faxed request must bear the signature of an authorized business official of the grantee organization as well as the project director. It is understood that the transmission of electronic prior approval requests is a clear expression of institutional approval and that all internal procedures have been properly completed. Additionally, the grantee will be responsible for any internal distribution of the request.

Approval of the request may be granted by the GMO in the form of a revised Notice of Award. No other written or oral approval should be accepted and will not be binding on SAMHSA.

Listed below are some of the Post Award Changes which require prior approval:

For prior approval procedures access www.samhsa.gov/grants/management.aspx. There may be some DFC specific requirements needed in addition to the ones outlined at the above website.

* Any replacement of, or substantial reduction in effort of the Program Director (PD) and/or Project Coordinator (PC) of the grantee or any of the sub-recipients requires the written prior approval of the GMO. The GMO must approve the selection of the PD and/or PC, if the individual being nominated for the position was not named in the approved application, or if a replacement is needed should the incumbent step down or is unable to execute the position's responsibilities. A resume for the individual(s) being nominated must be included with the request by letter or e-mail. Key staff (or key staff positions, if staff has not been selected) are listed below:

, Project Director @ % level of effort
Project Coordinator @ % level of effort

* Budget revisions of a substantial nature (usually over 25% of the approved budget), changes in a contract, and/or changes in indirect costs require prior approval from the GMO.

* The carryover of unspent funds from one fiscal year to the next fiscal year require prior approval from the GMO. Requests for the carryover of funds must be submitted to the GMO by the first Monday in February following the budget end date. Any requests received after the deadline will not be reviewed and the grantee must request the carryover in the following fiscal year (funds may not be used until the request is approved and a revised Notice of Award is issued). The Financial Status Report (SF 269) for the fiscal year in which the funds were not spent must be accepted prior to issuing an approval of the request.

In addition to the required information shown at the above website grantees are to submit a copy of the coalition meeting minutes showing the approval of the use of these funds. Grantees are required to demonstrate the non-Federal match requirement at the level for the year that the funds are being transferred.

Use of these funds without prior approval may result in unallowed costs that must be reimbursed back to the Federal Government.

* Changes in the grantee's scope of work such as goals, objectives, data collection, must have prior approval of the GMO and GPO.

* A no-cost extension of the project requires prior approval by the GMO. This action is warranted only in the last year of the project. The request must be submitted 90 days prior to the end of the project period.

9. None of the Federal funds provided under this award shall be used to carry out any program for distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

10. Refer to the NoA under Section II (Payment/Hotline Information) regarding the Payment Management System and the HHS Inspector General's Hotline concerning fraud, waste or abuse.

11. As the grantee organization, you acknowledge acceptance of the grant terms and conditions by drawing or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

12. No HHS funds may be paid as profit (fees) per (45 CFR Parts 74.81 and 92.22(2)).

13. RESTRICTIONS ON GRANTEE LOBBYING

(c) Title 18 > Part I > Chapter 93 > Section 1913: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the

Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352 (a) of title 31.

14. Where a conference is funded by a grant or cooperative agreement the recipient must include the following statement on all conference materials (including promotional materials, agenda, and Internet sites):

Funding for this conference was made possible (in part) by (insert grant or cooperative agreement award number) from ONDCP and SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Office of National Drug Control Policy or the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

15. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to www.samhsa.gov/grants/trafficking.aspx.

16. Grantees must comply with the requirements of the National Historical Preservation Act and EO 13287, Preserve America. The HHS Grants Policy Statement provides clarification and uniform guidance regarding preservation issues and requirements (pages I-20, "Preservation of Cultural and Historical Resources"). Questions concerning historical preservation please contact, Mike Daniels, SAMHSA Federal Preservation Coordinator, SAMHSA at Mike.Daniels@samhsa.hhs.gov or 240-276-0759.

17. If federal funds are used by the grantee to attend a meeting and meal(s) are provided as part of the program then the per diem applied to the travel costs must be reduced by the allotted meal costs.

18. Upon further review, changes in policy and/or changes in program guides grantee may be asked to revise the budget.

F. REPORTING REQUIREMENTS:

1. The Financial Status Report (FSR), Standard Form 269 (long form) is required on an annual basis and must be submitted no later than:

December 28, 2010

The FSR (SF 269) is required for each 12 month period. In addition, if a no-cost extension was approved a final FSR (SF 269) is due within 90 days after the end of the extension. Disbursements reported on the FSR must equal/or agree with the Final Payment Management System Report (PSC-272).

The FSR must be prepared on a cumulative basis and all program income must be reported. Include the required match on this form under Transactions (#10 a-d), Recipient's share of net outlays (#10 e-i) and Program Income (q-t) in order for SAMHSA to determine whether matching is being provided and the rate of expenditure is appropriate. If the grantee fails to meet the match adjustments to the award will be made and grantee will need to reimburse the Federal Government for unallowed expenses. The FSR may be accessed from the following website at <http://www.whitehouse.gov/omb/grants/sf269.pdf> and the data can be entered directly on the form and the system will calculate the figures and then print, sign and mail to this office.

2. A final Annual Report is due to be submitted through the Coalition Online Management and Evaluation Tool (COMET) on the following dates unless otherwise instructed by ONDCP through your GPO:

June 1, 2010 and Dec. 1, 2010

3. Grantee is required to submit an annual classification tool survey.

4. Submission of the Federal Cash Transactions Report PSC 272 is due 45 days after the end of each fiscal quarter. This Division of Payment Management report is completed online. To access the information and review the exact due dates go to www.dpm.psc.gov.

5. The grantee must comply with Government Performance Results Act requirements that include the collection and periodic reporting of performance data as specified in the RFA or by the GPO. This information is needed in order to comply with PL 102-62 which requires that ONDCP report evaluation data to ensure the effectiveness and efficiency of its programs.

6. Submission of audit reports in accordance with the procedures established in OMB Circular A-133 is required by the Single Audit Act Amendments of 1966 (P.L. 104-156). An audit is required for all entities which expend \$500,000 or more of Federal funds in each fiscal year and is due to the Federal Audit Clearinghouse within 30 days of receipt from the auditor or within nine (9) months of the fiscal year, whichever occurs first. Single Audit Reporting packages for fiscal periods ending on or after January 1, 2008 must be submitted online at: <http://harvester.census.gov/fac/collect/ddeindex.html> Audits reports with fiscal periods ending in 2002 - 2007 must be mailed to the following address.

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

Failure to comply with the above stated terms and conditions may result in suspension, classification as High Risk status, termination of this award or denial of funding in the future.

G. INDIRECT COSTS:

If grantees want to claim indirect costs, they must have an indirect cost rate agreement; otherwise, all costs should be charged as a direct cost. Grantees that have not established an indirect cost rate agreement are required to submit an indirect cost rate proposal to the appropriate regional office within 90 days from the start date of the project period. If the grantee requests indirect cost reimbursement but does not have an approved rate agreement at the time of award, the grantee shall be limited to a provisional rate equaling one-half of the indirect costs requested up to a maximum of 10 percent of salaries and wages only whichever is less. If the recipient fails to provide a timely proposal, indirect costs paid in anticipation of establishment of a rate must be disallowed. If a rate is approved the grantee must submit a revised budget using the process outlined in Standard Term, Section E, Number 9.

SAMHSA will not accept a research indirect cost rate. The grantee must use other-sponsored program rate or lowest rate available.

Contact the appropriate regional office of the Division of Cost Allocation to begin the process for establishing an indirect cost rate. To find a list of HHS Division of Cost Allocation Regional Offices go to www.samhsa.gov/grants/contact.aspx.

For Regular Delivery:

Division of Grants Management
OPS, SAMHSA
1 Choke Cherry Road, Room 7-1091
Rockville, MD 20857

For Overnight or Direct Delivery:

Division of Grants Management,
OPS, SAMHSA
1 Choke Cherry Road, Room 7-1091
Rockville, MD 20850