

FY 2009 Grant Application Workshops FAQ's

BUDGET

501 (C) 3

Q: Does a grantee have to be 501 (C) 3?

A: The coalition must be an organization legally eligible to apply for a grant or must make arrangements with an organization that will apply for the grant on behalf of the coalition and serve as the legal grantee for the grant. That is, a single organization (i.e., the coalition or its grantee) must be the legal applicant, the recipient of the award, and the entity legally responsible for satisfying the grant requirements. A legal grantee acting on behalf of a coalition may be domestic public or private non-profit entities, such as State, local, or tribal governments; public or private universities and colleges; professional associations; voluntary organizations, self-help groups; consumer and provider services-oriented constituency groups; community and faith-based organizations; and tribal organizations.

Q: Can the grantee be a municipality if they are tax exempt, but aren't a 501 (C) 3 organization?

A: Yes

Q: When is the deadline to have full 501 (C) 3 tax exempt status from the IRS?

A: At the time the application is submitted, the potential would have to have full 501 (c) 3 status or be an entity that is allowed to accept Federal funds under some other condition.

Q: Can I budget food or refreshments for coalition meetings?

A: No

Q: Can I include training in my travel line item?

A: Yes

Q: Is there a cap on % of budget used for evaluation/research?

A: Not for evaluation. However, this grant does not pay for research

Q: Can pro-rated savings for office space, utilities, etc. be used towards the match requirement?

A: Yes

Q: Can space be used as "match?" For example, the "rent equivalent" of the space provided for grant personnel? How about telephone service?

A: Yes to all

Q: What about parent & youth volunteers who are part of coalition? What is their time worth for the match?

A: The value of their time is calculated consistent with rate paid for similar work in the organization or the market rate.

Q: Are National Tobacco settlement dollars channeled through state agencies and/or local health departments eligible for use as matching funds?

A: Yes

General

Q: Am I required to submit a logic model?

A: You are not required to submit a logic model, but may do so at your discretion in the Attachments section of your response.

Q: If a coalition receives DFC funding, can they continue to participate in lobbying activities?

A: Title 18 Part 1 Chapter 93 Section 1913 of the US Code of Laws prohibits using Federal funding for lobbying.

Q: Can a coalition that is currently funded by SPF-SIG be eligible for a DFC grant?

A: Coalitions with other sources of funding are eligible to apply for and receive DFC funds.

Q: Can DFC funds be used for membership dues for organization that provide training, education campaigns and advocacy?

A: Yes

Q: Part C of the checklist requires a social security number. We provided that and not long after review of application, that person became a victim of identity theft. We've implemented a policy to not include on future public documents. Will that impact future applications?

A: Please do not include the Social Security Number of anyone on your application. It is not necessary and will not adversely affect your application.

Q: The Fringe Benefit Sample does not show medical, retirement, vacation, etc. Where do these go?

A: In the fringe section if the coalition counts those things as "fringe benefits".

Q: If applying for Year 6, but there was a year break in funding, is the application new or competing?

A: It is Competing Continuation.

Q: We received Year 1-5 funding but did not get refunded for Year 6. As we reapply, do we apply as the Year 1-5 cycle or 6-10?

A: If a coalition has already received 5 years (one full cycle) of DFC funding, the coalition should apply for Years 6-10 in a new application.

Q: In the budget, can we include COLA increases for salaries every year?

A: Yes.

Q: In question E4, “Major Duties and Qualifications” of key coalition Staff. Is there a dollar limit on the amount of grant funds that pay staff and what positions beyond a “Project Coordinator” and “Project Director” are typically included in a grant application?

A: There is no set cap for salaries of Key Personnel, but the salaries must be reasonable and competitive for the geographic region the coalition is in and within some correlation to the duties assigned to Key Personnel. It is up to a coalition what other positions they will fill and pay for.

Q: Can you include the cost of a professional evaluator in the grant budget?

A: Yes

Q: If you expect to have new personnel, can you request travel funds for those people for Year 6?

A: Yes

Q: Is an audit required to apply for a DFC grant?

A: Grantees are required to have a special type of audit performed in accordance with OMB Circular A-133 if expenditures of Federal awards are \$500,000 or more in a year. If grantees are not required to have this type of audit because they did not meet the expenditure threshold, an independent audit performed in accordance with Government Auditing Standards or generally accepted auditing standards is recommended. The audit provides verification as to the accuracy of an entity's reported financial activity through an examination of its financial records, policies and procedures. It is good business practice for most any grantee organization to undergo a periodic examination of its financial position and related documentation and procedures. An audit is performed by an independent Certified Public Accountant, who, in a clean opinion, will provide assurance that the entity's stated financial position is free from any material misstatement and that the results of operations are fairly stated.

Q: Should grant applicants submit the certification page with the proposal or not?

A: It should be signed and kept within the coalition's records. It does not have to be sent in.

Grantee/Fiscal Agent

Q: Can the same grantee who was the agent for 10 years of a DFC grant be the grantee for a new grant from a different coalition?

A: Yes. A grantee (fiscal agent) can only serve one coalition at a time, but can be a fiscal agent/grantee multiple times.

Q: Is the coalition the “applicant” or does the grantee’s (fiscal agent’s) name list as “applicant”?

A: If the coalition is not eligible to receive Federal funds and uses another organization’s eligibility to do so, then the eligible organization’s name is used as the applicant.

Q: If you have been a DFC “mentee” coalition but never received DFC funding are you still considered a new applicant?

A: Yes.

Indirect and Direct Cost

Q: Assuming you do have a negotiated agreement, is there a cap on indirect costs?

A: It is what the negotiated agreements states is the cap.

Q: Is there a percentage per dollar cap on direct services?

A: No

Key Staff

Q: Do we need a résumé for everyone listed in the in-kind budget?

A: A resume is needed for Key Personnel of the coalition regardless of whether they are in-kind or paid by the grant.

Q: Page 37 indicates that a Project Director and Project Coordinator are required for this grant. Is a Project Coordinator only sufficient?

A: The Project Director/Project Coordinator can be the same person.

Match

Q: Can you give examples of federal dollars that pass through state funding?

A: Enforcing Underage Drinking Laws (EUDL), Strategic Prevention Framework-State Incentive Grants (SPF-SIG), Weed & Seed, Substance Abuse Prevention and Treatment (SAPT) Block Grant

Q: Do funds from state government count as federal funds?

A: If the state government funds originated as Federal funds then they count as Federal. It is important to know the originating source of any funds that are being counted as match in the DFC grant application.

Q: What are the advantages/disadvantages of providing more match than required?

A: There is no advantage for providing more match than required.

Q: Explain what is necessary in order for a coalition to use Federal funds as match.

A: According to the Drug-Free Communities Reauthorization of 2001, a coalition that includes a representative of the Bureau of Indian Affairs, the Indian Health Services or a tribal government agency with expertise in the field of substance abuse makes a

coalition eligible to use Federal funds as match. The individual who represents one of these groups needs to have access to the Federal funds that are related to American Indian systems.

SF 424

ELIGIBILITY REQUIREMENTS

Q: What happens if an area has two coalitions that do not collaborate and both coalitions submit Year 1 applications and both applicants score within the funding range? Would both receive the award?

A: No, see pg. 17 of the RFA. If there is no letter stating that the coalitions acknowledge each other and intend to collaborate then the applicant with the higher peer review score would receive funding.

Q: How can you find out which ZIP codes/community other coalitions are DFC funded?

A: It is recommended that you go to http://ondcp.gov/dfc/fy08_regular_grantees.html and review the list of current grantees. If you see a grantee that is close to your coalition's target area, then you should contact them to determine if an MOU needs to be signed.

Q: Can the letter of Mutual Cooperation be signed by both coalitions or does each coalition need to submit a letter?

A: It is ideal that both coalitions will have signed and submitted letters to and from each other. If for some reason a coalition cannot get a signed letter from a neighboring coalition in time to put into their application, a letter from the applying coalition to the neighboring coalition is sufficient.

Q: In addition to the required Coalition Minutes (p. 14 Requirement 2), should we also submit subcommittee minutes?

A: Minutes that best represent the work of the coalition are what should be submitted. If there is an abundance of information NOT related to substance abuse prevention, then the minutes may not move a coalition past eligibility review. Minutes also give reviewers insight into the operational strength of your coalition.

Q: On the minutes submitted for requirement 2, do all twelve sectors need to have been in attendance?

A: No

Q: Coalition mission relates to promoting education and elimination violence. We operate under the premise that substance abuse leads to violence, thus our efforts are closely related to ATOD prevention. Do we need to change our mission?

A: See page 15 of the RFA. A coalition must have as its principal mission the reduction of substance abuse.

Q: Our coalition has focused exclusively on alcohol consumption (underage) to date and we are determining our second drug of focus. The minutes reflect our attention to only one drug. Is this okay?

A: Your application must meet the statutory requirements outlined in Part IV of the Request for Applications which include a focus on more than one substance of abuse (Requirement 4, pg. 15). Reviewers will use Section D of your application to determine your focus for the coming year.

Q: If we do not have a current coalition, can we apply for a DFC grant to build a coalition as a first year activity?

A: No. DFC funds are not to be used to build a coalition that does not already exist when the application is sent in for consideration. See page 14 of the RFA where it explains that a coalition must have been together for at least six months from date of submission of the application.

SECTORS

Q: I represent a community that is designated Frontier. Can one coalition member represent more than one sector?

A: No. No person can represent two different sectors.

Q: Can you explain if the media representative needs to be a reporter, publisher of a newspaper, Professor of Journalism? Give examples.

A: The media representative for a coalition needs to be relevant to the community that is submitting the application. If in a large metropolitan community, then a coalition has access to many media and communication representatives and should seek those who are considered capable of influencing policy and policy makers. If such an individual or organization is not present in your community, you must document to the satisfaction of the reviewers how your identified individual/organization for this sector will assist your coalition in communicating its purpose and influencing environmental strategies

Q: What if the group to be the coalition hasn't had all the required sector categories?

A: On the date of the application submission, the coalition must have all 12 required sectors represented in accordance with Requirement 1, pg. 13.

Q: Can Parent and/or students be involved in a coalition through a committee of the coalition or do they have to be at the main monthly meeting?

A: All required sectors must be involved in the decision making process and structure for the coalition in some way that works for you and your community.

Q: How is "Youth" defined?

A: Youth is an individual 18 or under.

Q: For projects focusing on American Indian/Alaska Native populations, is a Native spiritual leader considered as representing a religious or fraternal organization?

A: Yes.

Q: What does “your catchment” and/or “community of focus” mean?

A: DFC does not define how to determine a coalition’s service area. As the applicant, you define the boundaries (geographical or other) that a coalition determines appropriate to serve. See pg. 7 of the RFA.

Q: Is the size of a community (geography or population) used as a determining factor for funding?

A: No.

DATA:

Q: What does “GPRA” stand for?

A: The Government Performance and Results Act of 1993 (P.L.103-62, or “GPRA”) requires all Federal agencies to set program performance baselines and targets and to report annually on the degree to which the annual targets were met. **As part of the government’s GPRA guidelines, all DFC grantees are required to provide data on the following core measures for the coalition’s entire catchment area and/or community of focus.** Applicants must demonstrate their ability to collect and report on these measures in their applications:

- Age of onset of any drug use (including alcohol, marijuana, and tobacco);
- Frequency of use in the past 30 days (including alcohol, marijuana, and tobacco);
- Perception of risk or harm (including alcohol, marijuana, and tobacco); and
- Perception of disapproval of use by parents (including alcohol, marijuana, and tobacco).

Q: If our focus is on something other than alcohol, tobacco and marijuana, do we need to provide data?

A: The DFC program requires that coalitions provide data (i.e., GPRA Four Core Measure data) on alcohol, tobacco and marijuana from three grades every two years, but a coalition can choose any combination of multiple drugs to address based on what is indicated in their community assessment data (see pg. 8 of the RFA). If a coalition chooses to focus on alcohol and inhalants in its strategies/activities, then it would make sense for the coalition to provide data on all of the required core measures and inhalant use, but it is not required as part of the GPRA measures for the inhalant data to be reported.

Q: If your community does not currently have perception of risk/harm or disapproval by adults can that be built in as a data gap and year 1 needs assessment?

A: Yes.

Q: Do we need to propose environmental strategies in the proposal?

A: Yes. See page 6 of the RFA for further information.

Q: Are current core measure requirements every two years or annually?

A: The GPRA, or four core measures, are required for reporting every two years, in three grades on three substances (specifically alcohol, tobacco and marijuana). See page 8-9 of the RFA for more information.

Q: Can we administer a survey to other groups such as youth groups rather than the school system in order to be in compliance with the terms and conditions of the grant?

A: Yes, as long as the survey results provide a statistically representative indication of the measures in the youth population in your community.

Q: Is there a particular survey you would like us to use to measure the “4 measures”?

A: No. DFC does not require that you use any specific survey.

Q: Do we have to conduct our own, or can we use surveys provided to us by Alcohol – Drug Addiction Services? (Our local county ADAS conducts surveys biennially)

A: You do not need to use your own survey. You can rely on data gathered by others through any instrument that proves valid and reliable.

Q: Must you have an external evaluator?

A: No

MEMORANDUMS OF UNDERSTANDING

Q: Does the MOU for sectors have to be notarized?

A: No

Q: Do MOU's have to include all of the requirements included in the template or just the ones that apply to each coalition member?

A: The MOUs in the RFA are templates. A coalition can develop their own if they choose to do so.

Q: Do we send copies of the MOU's with the grant application?

A: Yes, see page 13, Requirement 1.

Q: If you have more than 1 person from each sector listed, do you need an MOU from each or all?

A: A minimum of one MOU from each sector is required.

PEER REVIEW PROCESS

Q: Do we find out what areas our application lacked after the review?

A: Yes, coalitions will receive feedback if their application was not awarded a grant.

Q: Does DFC prioritize larger or smaller coalitions when considering who to fund? If so, what is that priority (formal or informal)?

A: No. Coalitions of any size and in any community type are on equal ground for funding opportunity.

Q: If a coalition's application is screened out and not reviewed, when will applicant be informed and will they find out exactly why they were screened out?

A: The applicant will receive notification via Federal Express following the eligibility review process in May. Notification will include the specific reason(s) the application was deemed ineligible.

Q: Regarding the number of new grant awards for FY 2009 that will be funded, do the 6th year applicants have any inherent advantage to receive funding over 1st year applicants?

A: All applications have equal advantage. By law we are not allowed to give any special treatment to applicants applying for a second round (Year Six) of DFC funding.

Q: If awarded, when will funding period begin?

A: The funding period begins September 30, 2009

Q: How often do you need to reapply once you have a grant?

A: If awarded you will need to submit a non-competing application for each of the remaining four years of the award.

Q: How many training days are Year 1 applicants required to budget for?

A: 10 training days total (spread out over the 3 required trainings outlined in the RFA).

Q: Are Year 6 applicants required to budget for 10 training day?

A: No. Year 6 applicants are only required to budget for 3 training days. However, they may budget for more training days if they so choose.