

**Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention**

**Drug Free Communities Support Mentoring Program
(Initial Announcement)**

Request for Applications (RFA) No. SP-08-003

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.276

Key Dates:

Application Deadline	April 18, 2008
Intergovernmental Review (E.O. 12372)	Letters from State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.
Public Health System Impact Statement (PHSIS)/SSA Coordination	Applicants must send the PHSIS to appropriate State and local health agencies by application deadline. Comments from Single State Agency are due no later than 60 days after application deadline.

TABLE OF CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION..... 5

 1. INTRODUCTION 5

 2. EXPECTATIONS..... 6

II. AWARD INFORMATION 8

 1. AWARD AMOUNT 8

 2. FUNDING MECHANISM 8

III. ELIGIBILITY REQUIREMENTS 8

 1. ELIGIBLE APPLICANTS 8

 2. COST SHARING..... 9

 3. OTHER 10

IV. APPLICATION AND SUBMISSION REQUIREMENTS 10

 1. ADDRESS TO REQUEST APPLICATION PACKAGE 10

 2. CONTENT AND FORM OF APPLICATION SUBMISSION 10

 3. SUBMISSION DATES AND TIMES..... 11

 4. INTERGOVERNMENTAL REVIEW 11

 5. FUNDING RESTRICTIONS 11

V. APPLICATION REVIEW INFORMATION..... 11

 1. EVALUATION CRITERIA 11

 2. REVIEW AND SELECTION PROCESS 17

VI. AWARD ADMINISTRATION INFORMATION..... 17

 1. AWARD NOTICES..... 17

 2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS..... 17

 3. REPORTING REQUIREMENTS 18

VII. AGENCY CONTACTS..... 18

Attachment 1—Sample Budget and Justification 20

Attachment 2—Application and Submission Requirements 26

Attachment 3—Sample Program Abstract..... 35

Attachment 4—Scoring Sheets 36

Executive Summary

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) announce the availability of funds for new FY 2008 Drug Free Communities Mentoring Program (DFC Mentoring) grants.

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. Through the support of DFC mentoring funds, mentor coalitions are expected to share their expertise with non-grantee coalitions (mentees) and enable them to successfully compete for a “regular” DFC grant.

DFC Mentoring grants are designed to support the overall goals of the Drug Free Communities Program, a collaborative initiative led by ONDCP in partnership with SAMHSA. The DFC Program has two primary goals:

- 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.
- 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. (Substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol and tobacco, where their use is prohibited by Federal, State, or local law.) *Note: DFC projects must focus on multiple drugs of abuse. When the term “drug” or “substance” is used in this funding announcement, it is intended to include all of the above drugs.*

Funding Opportunity Title:	Drug Free Communities Mentoring Program
Funding Opportunity Number:	SP-08-003
Due Date for Applications:	April 18, 2008
Anticipated Total Available Funding:	\$1.2 million
Estimated Number of Awards:	15
Estimated Individual Award Amount:	Up to \$75,000 per year
Length of Project Period:	Up to two years
Eligible Applicants:	Only existing DFC grantees are eligible to apply.

[See Part III of this RFA for complete eligibility information.]

I. FUNDING OPPORTUNITY DESCRIPTION

1. INTRODUCTION

The Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) announce the availability of funds for new FY 2008 Drug Free Communities Mentoring Program (DFC Mentoring) grants.

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. Through the support of DFC mentoring funds, mentor coalitions are expected to share their expertise with non-grantee coalitions (mentees) and enable them to successfully compete for a “regular” DFC grant.

DFC Mentoring grants are designed to support the overall goals of the Drug Free Communities Program, a collaborative initiative led by ONDCP in partnership with SAMHSA. The DFC Program has two primary goals:

- 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.
- 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. (Substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol and tobacco, where their use is prohibited by Federal, State, or local law.) *Note: DFC projects must focus on multiple drugs of abuse. When the term “drug” or “substance” is used in this funding announcement, it is intended to include all of the above drugs.*

The Drug-Free Communities Program (DFC) was created by the Drug Free Communities Act, 1997 (Public Law 105-20). DFC Mentoring grants were established as a component of the DFC Program when the DFC Program was reauthorized on December 14, 2001, through P.L. 107-82, 115 Stat. 814 (2001). Congress again demonstrated its support for the DFC Mentoring effort when the DFC Program and the DFC Mentoring Program were reauthorized in December of 2006.

The coalitions that have been awarded DFC Mentoring grants represent a cross-section of communities from every region in the nation. In FY 2007, ONDCP awarded 19 new DFC mentoring grants and 15 mentoring continuation grants. More information on DFC and DFC Mentoring grants can be found on the DFC Web site (www.ondcp.gov/dfc).

2. EXPECTATIONS

DFC Mentoring grantees are expected to assist one or more communities in the development of community-based coalitions that are working to reduce and prevent youth drug use in their target communities. By building the capacity of non-DFC communities to assess the unique challenges facing their communities and organize a coalition-based response to those challenges, the mentoring process should better prepare “mentee” communities to build a drug-prevention coalition which can successfully compete for a “regular” DFC grant.

The types of activities that are expected and allowable include, but are not limited to, education of community members in the mentee coalition’s target community, training for mentee coalition members and community leaders, assistance with the development of both strategic and action plans, and assistance with data collection and analysis, among others.

2.1 Strategic Prevention Framework Requirement



DFC mentor coalitions are expected to assist mentee coalitions in using the Strategic Prevention Framework (SPF) to develop their strategic plans. SPF is a five-step, evidence-based process for community planning and decision-making. The five-step process includes: 1) needs assessment (profile community needs); 2) capacity building (mobilize/build capacity to address community needs); 3) planning (develop a comprehensive strategic plan); 4) implementation (implement the plan with multiple interventions demonstrated to be effective); and 5) evaluation (monitor, sustain, improve or

replace prevention interventions). To eventually compete for a “regular” DFC grant, a mentee coalition must demonstrate a capacity to implement the plans developed through the SPF process. Therefore, effective use of the SPF should be a key focus of the mentoring process.

2.2 Data and Performance Measurements Requirements

The Government Performance and Results Act of 1993 (P.L.103-62, or “GPRA”) requires all Federal agencies to set program performance targets and report annually on the degree to which the previous year’s targets were met. A requirement of the DFC Mentoring Program grantees is to report on the four measures listed below.

1. Whether or not they have developed baseline and follow-up measures of drug use and related substance abuse problems in “mentee” communities, for the following:
 - age of onset of any drug use including alcohol, marijuana, and tobacco
 - past 30 day use among youth including alcohol, marijuana, and tobacco
 - perception of risk or harm of alcohol, marijuana, and tobacco use among youth
 - perception of parental disapproval of use by youth including alcohol, marijuana, and tobacco
2. Whether or not they have developed a comprehensive substance abuse prevention strategic plan or updated a previous plan in “mentee” communities.
3. Whether or not they have a strategic plan that incorporates environmental strategies to reduce youth drug use in “mentee” communities.
4. Whether or not they use the Strategic Prevention Framework in their planning processes in “mentee” communities.

DFC Mentoring grant recipients are required to report once a year on mentee coalition progress for each of the four measures. For example, if “Coalition A” receives a DFC Mentoring grant to work with “Coalition Z”, then “Coalition A” must report whether “Coalition Z” has developed baseline and follow-up measures of the four substance abuse measures listed above. “Coalition A” is also required to report whether “Coalition Z” has developed a comprehensive substance abuse prevention plan, whether that plan includes environmental strategies, and whether “Coalition Z” is using the SPF in its planning process.

The terms and conditions of the grant award will specify the information to be submitted and the schedule for submission of that information.

2.3 National DFC Cross-Site Evaluation

DFC Mentoring coalitions must participate in DFC’s National Cross-Site Evaluation. This includes the annual submission of information on the four GPRA measures described in Section 2.2, as well as other communication and contact with the national cross-site evaluation team on an as-needed basis.

2.4 National Meeting Requirement

In each year of funding, grantees must budget for a training “to be defined” by ONDCP. This is in addition to any other training(s) that the grantee may budget for and plan to attend. If a training is mandatory for grantees, ONDCP will notify grantees of the date, time and location in Washington, DC, as far in advance as possible. If there are no mandatory trainings, grantees

may work with their Project Officer and Grants Management Specialist to redirect the money for other trainings and/or activities.

II. AWARD INFORMATION

1. AWARD AMOUNT

ONDCP expects to award approximately \$1.2 million for 15 FY 2008 DFC Mentoring grants through this RFA. DFC Mentoring grants will be available to eligible coalitions in amounts of up to \$75,000 per year for up to two years. Funds for the second year of the grant are distributed as non-competing continuation awards. Continuation awards are contingent upon the availability of DFC funds, the continued ability of grantees to demonstrate eligibility, grantee progress in meeting grant requirements, and timely submission of the continuation application as well as required data and reports.

Under the terms of this announcement, applicants may request and receive funding to mentor one or more coalitions for a maximum of two years. A DFC Mentoring grant may not be used to mentor the same coalition for more than two years.

2. FUNDING MECHANISM

DFC Mentoring Program awards will be made as grants.

III. ELIGIBILITY REQUIREMENTS

1. ELIGIBLE APPLICANTS

All coalitions applying for a DFC Mentoring grant must meet the following eligibility criteria or the application will not be considered for funding. (We will consider the information provided in the sections of the application identified below in order to determine whether or not an individual applicant meets the eligibility criteria).

DFC MENTORING GRANT ELIGIBILITY REQUIREMENTS	HOW AND WHERE TO DOCUMENT
1. The mentor coalition must have been in existence for at least five years.	1. In Section I of "Supporting Documentation", applicants must provide the date the mentor coalition was established.

<p>2. The mentor coalition must be in receipt of a “regular” DFC grant during the period of the mentoring relationship. (In order to qualify for a DFC Mentoring grant, you must have a continuation award through the “regular” DFC grant process or, if you are a coalition applying for a new “regular” DFC grant, you can be considered only if you receive the “regular” DFC award.)</p>	<p>2. In Section I of “Supporting Documentation”, applicants must provide the date the mentor coalition first received a “regular” DFC grant. Applicants also must identify how many years of “regular” DFC funding the mentor coalition has received.</p>
<p>3. The mentor coalition must have achieved, through its own efforts, measurable results in the prevention of substance abuse among youth.</p>	<p>3. In Section C of the Project Narrative.</p>
<p>4. The mentor coalition must have at least one staff person, volunteer or member willing to serve as a mentor to the mentee coalition in the prevention of substance abuse.</p>	<p>4. In Section E of the Project Narrative, applicants must provide both a list of individuals from the mentor coalition (staff/members/volunteers) who will participate in the mentoring project and a description of the role of each individual.</p>
<p>5. The mentor coalition must propose to serve as a mentor to a coalition or coalitions that: a) are <i>not</i> in receipt of a “regular” DFC award during the period of the mentoring relationship AND, b) have never before received a “regular” DFC grant award.</p>	<p>5. In Section I, applicants must disclose whether the mentee coalition has submitted an application for a “regular” FY 2008 DFC award.</p>
<p>6. The mentor coalition must demonstrate that there is a willingness on the part of the mentee coalition and its target community to actively participate in the mentee process.</p>	<p>6. In Section J of “Supporting Documentation” applicants are asked to submit Memoranda of Understanding between the mentor coalition and mentee coalition and/or community.</p>

2. COST SHARING

DFC Mentoring Program applicants must demonstrate that they have matching funds from other, non-Federal sources on a dollar-for-dollar basis. “Regular” DFC funds may not be used to meet the matching requirements for mentoring applicants. In-kind support may be used for the match requirement. In-kind support includes the value of goods and services donated to the operations of the coalition. Typical examples include donated office space, volunteer secretarial services, pro bono accounting services, or other personnel serving in a voluntary capacity.

Federal funds, including those passed through a State or local government *cannot* be used as a match, *except* in the case of a coalition that includes a representative of the Bureau of Indian

Affairs, Indian Health Service, or a tribal government agency with expertise in the field of substance abuse.

Applicants must itemize the match separately in the budget justification (Section G). A sample budget and budget justification is provided in Attachment 1 of this RFA. Awards will not be made to applicants who do not meet these match requirements.

3. OTHER

Applicants must use Application Form PHS 5161-1 and follow all application submission requirements and formatting requirements or their application **will not be reviewed**. Application submission and formatting requirements are provided in Attachment 2 of this RFA.

IV. APPLICATION AND SUBMISSION REQUIREMENTS

1. ADDRESS TO REQUEST APPLICATION PACKAGE

You may request a complete application kit from the SAMHSA Information Line at 1-877-SAMHSA7 [TDD: 1-800-487-4889]. You also may download the required documents from the SAMHSA Web site at: www.samhsa.gov/Grants/apply.aspx.

Additional materials available on this Web site include:

- a grant writing technical assistance manual for potential applicants;
- standard terms and conditions for SAMHSA grants;
- guidelines and policies that relate to SAMHSA grants (e.g., guidelines on cultural competence, consumer and family participation, and evaluation); and
- a list of certifications and assurances referenced in item 21 of the (SF) 424 v2.

When submitting an application, be sure to include “**SP-08-003 – DFC Mentors Program**” in Item Number 12 on the face page of the application form. Also, applicants must provide a DUNS Number on the face page of the application. To obtain a DUNS Number, access the Dun and Bradstreet web site at www.dunandbradstreet.com or call 1-866-705-5711.

Application support information about this grant may be found on the Drug Free Communities Web site at www.ondcp.gov/dfc. General information about writing applications for SAMHSA grants is available online at <http://www.samhsa.gov/grants/apply.aspx>.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

Information including required documents, required application components, and application formatting requirements is available in Attachment 2 of this RFA.

Applicants should note that failure to comply with certain application formatting requirements in Attachment 2 will result in their application being screened out and not considered for funding.

3. SUBMISSION DATES AND TIMES

Applications must be received by **April 18, 2008**. You will be notified by postal mail within 30 days that your application has been received. Additional submission information is available in Attachment 2 of this RFA. **Applications that are not received by the application deadline will be screened out and will not be reviewed.**

4. INTERGOVERNMENTAL REVIEW

Applications for this funding opportunity must comply with Executive Order 12372 (E.O.12372). Executive Order 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part 100, sets up a system for State and local review of applications for Federal financial assistance. Instructions for complying with E.O.12372 are provided in Attachment 2 of this RFA. A current listing of State Single Points of Contact (SPOCs) is included in the application kit and is available at www.whitehouse.gov/omb/grants/spoc.html.

5. FUNDING RESTRICTIONS

DFC Mentoring Program grantees must adhere to funding restrictions listed in Attachment 2 of this RFA.

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

In the Project Narrative section of the application, you should describe how you will use DFC Mentoring grant and matching funds according to the Evaluation Criteria outlined below in Sections A-F. Your application will be reviewed and scored according to the quality of your responses to each of the questions listed below for Sections A-F.

- In developing the Project Narrative section of your application, please use the instructions outlined below, which are tailored to this grant program. **These are to be used instead of the “Program Narrative” instructions found in the PHS 5161-1.**
- Sections A-F of your Project Narrative may be no longer than 20 pages combined.
- You must use the six sections/headings listed below in developing your Project Narrative. Be sure to place the required information in the correct section, or it will not be considered. **Your application will be scored according to how well you answer the questions in each section of the Project Narrative.**
- **You should answer every question and respond to every request in each category of the Project Narrative below. When providing the narrative response, please include the question or request shown directly above each response.** Please note that Section A of the Project Narrative asks you to respond to general questions about the proposed project. The

Project Narrative requirements for Sections B-F are organized around the five steps of the Strategic Prevention Framework: 1) community assessment; 2) capacity building; 3) project planning; 4) implementation; and 5) evaluation.

- **Each question will be judged on a four point scale (0-3).** 0= Unacceptable, 1= Marginal, 2= Good, and 3= Outstanding. A response is unacceptable if the reviewer judges that the response does not answer the question. A response is marginal if the reviewer judges that it falls short of adequately addressing the question. A response is good when the reviewer judges that the response to the item is adequate but not exceptional. A response is outstanding when the reviewer judges that the response is fully comprehensive and exceptional.
- **The number of the points you receive for each question will be totaled to create a total score for that section. Attachment 4 provides copies of the score sheets that will be used by peer reviewers to score applications**
- All peer reviewed applications will receive a total score between 0 and 100.
- The Supporting Documentation you provide in Sections G-J (Appendix 3) of your application will be considered during the peer review process, as well as in eligibility determinations and final award determinations.
- Applicants should consider cultural competence in each section of the Project Narrative. Mentors should assess the substance abuse problems in the “mentee” community and also the connection between culture and diversity to those substance abuse problems for the target populations. As the strategic plan is developed and implemented, cultural issues should be considered and appropriately addressed. This includes ensuring that mentoring staff and volunteers adequately represent the target population, members of the “mentee” population have a voice in the plan, and strategies are culturally appropriate and address the needs of the target population.

Guidelines for addressing cultural competency for coalitions can be found on the Coalition Institute’s Web site at www.coalitioninstitute.org. Under the section labeled Coalition Resources, click on “Cultural Competency Primer (PDF).”

Section A: General Questions (maximum 10 points)

High scorers in this section will be able to demonstrate a clear vision of their strengths as mentors as well as an understanding of the support they bring to the community(ies) they seek to serve.

1. Please describe why you believe your coalition is capable of effectively mentoring a developing community. Please be concrete and specific in your response.
2. Please explain why you have selected the community(ies) you seek to mentor. How is your coalition uniquely positioned to help your target community(ies) develop/strengthen a community coalition?

Section B: Community Assessment (maximum 20 points)

High scorers in this section will demonstrate their understanding of the community(ies) they seek to serve as well as the existing and missing data necessary to create an accurate assessment of the youth drug use problem(s) in the target area.

1. Describe the target community(ies) that will receive the mentoring assistance. In the description, include basic demographic and socioeconomic information (include a breakdown of age, race, ethnicity, gender, socioeconomic status and total population). Include the geographic boundaries of the target community.
2. Identify existing data which describe drug use problems among youth in the target community(ies), and a summary of existing key risk and protective factors relating to drug use. Please include in your response a summary of key findings related to youth substance use from the data you identify.
3. Describe the additional data the target community needs in order to develop a comprehensive community assessment.
4. Describe how the mentor community will assist the mentee community(ies) in conducting, enhancing or updating a comprehensive community needs assessment.

Section C: Capacity Building (maximum 25 points)

High scorers in this section will be able to effectively describe their own success in reducing youth drug use as well as an understanding of and plan for developing capacity in the target community(ies).

1. Please describe the success the mentor coalition has achieved in reducing youth substance abuse in its own community. Provide specific environmental strategies with accompanying data.
2. Describe how the mentor coalition's successful strategies and related assets will be of benefit to the mentee coalition(s). Specifically, discuss how these strategies/assets will be used to assist the mentee coalition(s) in developing an effective strategy to reduce youth drug use in the target community(ies).
3. Discuss the mentee coalition's current capacity/readiness for developing and/or strengthening as a drug-free community coalition. Describe any previous or current efforts of the mentee community to develop a community coalition. Indicate if the mentee coalition has an operational structure in place (i.e., bylaws, committee structure, mission statement, etc.). If not, please describe the steps the mentoring coalition will take to assist the mentee community(ies) in developing these structures.
4. Describe the sectors that are currently represented in the membership of the mentee coalition. What is the plan to recruit and obtain demonstrable support from additional sectors? Provide a table in the following format that identifies individuals/organizations currently involved as well as those targeted for recruitment during the mentoring process:

Individual Name	Agency/Organization	Sector	Identify as Participant <u>or</u> To Be Recruited

The 12 key sectors are: youth; parents; business community; media; school; youth-serving organizations; law enforcement agencies; religious or fraternal organizations; civic and volunteer groups; healthcare professionals; State, local, or tribal governmental agencies with expertise in the field of substance abuse; and other organizations involved in reducing substance abuse. **Please note that the mentee coalition does not need to have representation from all 12 sectors as participants to be eligible to be mentored.**

Section D: Project Planning (maximum 15 points)

High scorers in this section will be able to effectively articulate a process for assisting the mentee community in the development of a community prevention plan.

1. Describe how the mentor coalition will assist the mentee community(ies) in utilizing key assessment findings to create a community prevention plan.
2. Describe how the mentor coalition will use members from its various sectors to recruit, train, and advance the mentee community(ies)' ability to create a community prevention plan.

Section E: Implementation (maximum 15 points)

High scorers in this section will be able to effectively articulate the activities undertaken by the mentor to develop an effective drug prevention coalition in the mentee community(ies).

1. Provide a realistic time line for the project (chart or graph) showing goals, objectives, key activities, milestones and responsible staff/volunteers from the perspective of the mentor coalition in assisting the mentee community(ies).
2. Describe the specific resources (e.g., materials, facilities, equipment, etc.) necessary for the implementation of this project. Be sure to reflect these items in your budget and your budget justification.
3. Provide a list of staff and volunteers from the mentor coalition who will participate in the project, showing the role of each, their level of effort and their qualifications. Include the project director and other key personnel.

Section F: Evaluation (Maximum 15 points)

1. Describe the current ability of the mentee community to collect and report on the DFC four core measures (age of onset of any drug use including alcohol, marijuana, and tobacco; past 30 day use among youth including alcohol, marijuana, and tobacco;

perception of risk or harm of alcohol, marijuana, and tobacco use among youth; and perception of parental disapproval of use by youth including alcohol, marijuana, and tobacco). If the mentee is not yet able to collect and report on these measures, how will the mentor coalition help the mentee coalition to develop baseline measures of drug use and related substance abuse problems for the DFC four core measures?

2. How will evaluation results be communicated to the mentee coalition's community?
3. How will you determine your effectiveness as a mentor and the success of your plan to develop a mentee coalition? What specific milestones or key events will be used to monitor success throughout the year?

From this point forward, the information you submit does not count against your 20 page limit.

Supporting Documentation - The following Supporting Documentation, Sections G-J, must be included in Appendix 3 of your application and labeled "Supporting Documentation, Sections G-J."

Section G: Budget and Budget Justification, Existing Resources, Other Support - In Section G, applicants should provide a budget, as well as a narrative justification of the items included in the proposed budget, which should include a description of existing resources and other support that the coalition expects to receive. See Attachment 1 of this RFA for a sample budget and budget justification.

Section H: Program Abstract - In Section H, provide a program abstract that is no more than 35 lines. A sample program abstract is provided in Attachment 3 to this RFA. **Also place a copy of the abstract immediately prior to the Table of Contents in your application.**

Section I: Project Information Summary - Provide the following data/information in Section I.

Mentor Coalition - Please provide the following information for the mentor coalition:

- Name of applicant (fiscal agent);
- Name of mentor coalition if different from fiscal agent;
- State what year (1-10) of funding the mentor coalition is currently receiving;
- State whether the mentor is concurrently submitting a new application (Year 1 or Year 6) (*not a continuation application*) for a regular DFC grant award;
- Mailing address of applicant (fiscal agent), including zip code;
- Official authorized to accept funds on behalf of the coalition (include phone number, fax number, and e-mail address);
- Name of the mentor coalition (if different from fiscal agent);
- Mailing address of mentor coalition (if different from fiscal agent), including zip code;
- Physical address of mentor coalition (if different from mailing address);
- Date the mentor coalition was established;
- Project director (include phone number, fax number and e-mail address);

- Coalition board chair/president of the mentor coalition (include phone number and e-mail address);
- Amount of FY 2008 mentoring funds requested;
- Federal Congressional district(s) served by the mentor coalition.

Coalition Being Mentored (“Mentee”) – Please provide the following information for each coalition being mentored:

- Name of the mentee coalition;
- Mailing address for the mentee coalition;
- Date mentee coalition was established;
- State whether the mentee coalition is currently receiving or applying to receive a “regular” DFC grant;
- State whether the mentee coalition has ever received a “regular” DFC grant and if so, when and for how many years;
- Congressional district(s) served by the mentee coalition;
- Project director (include phone number, fax number and e-mail address);
- If applicable, coalition board chair/president (include phone number and e-mail address);
- Population of target area;
- Geographic boundaries served by the mentee coalition (e.g., city, neighborhood, school district, etc.);
- Population ethnicity of the geographic area served by the coalition (e.g., tribal);
- Geographic type (i.e., urban, suburban, rural, mixed). Select one based on the following definitions:
 - *Rural* – A rural area is defined as a county with a population of no more than 30,000. If rural, please identify the county(ies) served by the coalition.
 - *Suburban* – A suburban area is defined as (a) urban fringe of a large city – any incorporated place, a Census-designated place (CDP), or non-place territory within a consolidated metropolitan statistical area (CMSA) or metropolitan statistical area (MSA) of a large city and defined as urban by the U.S. Bureau of the Census; or (b) urban fringe of a midsize city – any incorporated place, CDP, or non-place within a CMSA or MSA of a midsize central city and defined as urban by the U.S. Bureau of the Census.
 - *Urban* – An urban area is defined as (a) large city – a central city of a MSA or CMSA with a population of at least 250,000; or (b) midsize city – central city of an MSA or CMSA with a population of less than 250,000.
- Indicate whether the coalition serves an area that is economically disadvantaged (i.e., 20% or more of the children [under 18 years of age] living in the target area live in a household below the poverty line, as defined by the U.S. Census Bureau);
- Identify all present Federal and State funding streams that are coordinated with or related to the coalition’s efforts. (These include involvement with officially recognized OJP Weed & Seed sites, drug courts, Enforcing Underage Drinking Laws Program, the Center for Substance Abuse Prevention’s SPF State Incentive Grants, and U.S. Department of Education’s Safe and Drug-Free Schools sites, among others.) Indicate the status of funding.

Section J: Mentee & Mentor Memoranda of Understanding (MOU) – Please provide an MOU between the mentor coalition and representative(s) of the mentee(s) community(ies). This agreement must outline the scope of the work and expectations for both the mentor and mentee. This document should also contain a statement that the mentee has read and agrees with the application being submitted.

2. REVIEW AND SELECTION PROCESS

ONDCP and SAMHSA are committed to ensuring a competitive and standardized process for awarding DFC Mentoring Program grants. Applications will be screened initially to determine whether the applicant meets all the eligibility requirements outlined in Part III of this announcement. Applications submitted by eligible coalitions that meet all requirements will then be evaluated, scored, and rated by a peer review panel according to the evaluation criteria included in Part V of this announcement. **Applications submitted by applicants that do not meet the eligibility requirements will not advance to the peer review stage.**

All applications that proceed to peer-review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V. Peer reviewers' ratings and any resulting recommendations are advisory. All final grant award decisions will be made by the Director of ONDCP. The primary decision criterion is the application's final peer review score. Consistent with the Drug Free Communities Act, consideration may also be given to rural, Native American, and economically disadvantaged communities, as well as the geographic distribution of the entire grantee pool.

VI. AWARD ADMINISTRATION INFORMATION

1. AWARD NOTICES

Within 30 days of receipt of your application, SAMHSA will provide notification through postal mail indicating that the application has been received. If you submit your application on time and do not receive notification by May 20, 2008, you may contact SAMHSA Peer Review at (240) 276-1199 for additional information.

After your application has been reviewed, you will receive a letter from SAMHSA through postal mail that describes the general results of the review. If you are approved for funding, you will receive an additional notice, the Notice of Award, signed by SAMHSA's Grants Management Officer. The Notice of Award is the sole obligating document that allows the grantee to receive Federal funding for work on the grant project.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- If your application is funded, you must comply with all terms and conditions of the grant award. SAMHSA's standard terms and conditions are available on the SAMHSA Web site at: <http://www.samhsa.gov/grants/management.aspx> .

- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate. For more information see the SAMHSA Web site (http://www.samhsa.gov/Grants/generalinfo/grant_reqs.aspx).
- Additional terms and conditions may be negotiated with the grantee prior to grant award. These may include:
 - requirements relating to additional data collection and reporting;
 - requirements relating to participation in a cross-site evaluation; or
 - requirements addressing problems identified during application review.
- If your application is funded, you will be held accountable for the information provided in the application relating to performance targets. SAMHSA program officials will consider your progress in meeting goals and objectives, as well as your failures and strategies for overcoming them, when making an annual recommendation to continue the grant and the amount of any continuation award. Failure to meet stated goals and objectives may result in suspension or termination of the grant award, or in reduction or withholding of continuation awards.
- Grant funds cannot be used to supplant current funding of existing activities. “Supplant” is defined as replacing funding for a recipient’s existing program with funds from a Federal grant.
- In an effort to improve access to funding opportunities for applicants, SAMHSA is participating in the U.S. Department of Health and Human Services “Survey on Ensuring Equal Opportunity for Applicants.” This survey is included in the application kit for SAMHSA grants. Applicants are encouraged to complete the survey and return it, using the instructions provided on the survey form. However, whether you complete this survey has no bearing on your application for funding.

3. REPORTING REQUIREMENTS

3.1 Progress and Financial Reports

- Grantees must provide one program progress report per year in addition to financial reports.
- SAMHSA will provide guidelines and requirements for these reports to grantees at the time of award. SAMHSA staff will use the information contained in the reports to determine the grantee’s progress toward meeting its goals.

3.2 Publications

If you are funded under this grant program, you are required to notify the Government Project Officer (GPO) and SAMHSA’s Publications Clearance Officer (240-276-2130) of any materials based on the SAMHSA-funded project that are accepted for publication.

In addition, SAMHSA requests that grantees:

- Provide the GPO and SAMHSA Publications Clearance Officer with advance copies of publications.
- Include acknowledgment of the Drug Free Communities Support Program as the source of funding for the project.
- Include a disclaimer stating that the views and opinions contained in the publication do not necessarily reflect those of SAMHSA, the U.S. Department of Health and Human Services or the Office of National Drug Control Policy, and should not be construed as such.

SAMHSA and ONDCP reserve the right to issue a press release about any publication deemed by SAMHSA or ONDCP to contain information of program or policy significance to the substance abuse treatment, prevention and mental health services community.

VII. AGENCY CONTACTS

For questions regarding program issues, contact:

Jayme Marshall, Branch Chief
Center for Substance Abuse Prevention
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road, 4th Floor
Rockville, Maryland 20857
(240) 276-1270
Dfcnew2008@samhsa.hhs.gov

For questions on grants management issues, contact:

Edna Frazier
Office of Program Services, Division of Grants Management
Substance Abuse and Mental Health Services Administration
1 Choke Cherry Road
Room 7-1087
Rockville, Maryland 20857
(240) 276-1405
edna.frazier@samhsa.hhs.gov

Attachment 1–Sample Budget and Justification

ILLUSTRATION OF A SAMPLE DETAILED BUDGET AND NARRATIVE JUSTIFICATION FOR COMPLETING SF 424A: SECTION B FOR 01 BUDGET PERIOD

(Sample for 1st year of the funding cycle)

A. Personnel: an employee of the applying agency whose work is tied to the application.

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Executive Director	John Doe	\$64,890	5%	\$3,245
Coordinator	To be selected	\$46,276	25%	\$11,569
Development Specialist	Sarah Smith	\$35,000	25%	\$8,750
			TOTAL	\$23,564

JUSTIFICATION: Describe the role and responsibilities of each position.

The executive director will provide oversight of grant, including fiscal and personnel management, community relations and project implementation and evaluation. The coordinator will coordinate coalition services and project activities, including training, coalition communication, data collection and dissemination. The development specialist will provide training and technical assistance to the five neighborhood groups.

NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Peer Helper	Ron Jones	\$23,000	15%	\$3,450
Clerical Support	Susan Johnson	\$13.38/hr x 100 hr.		\$1,338
			TOTAL	\$4,788

JUSTIFICATION: Describe the role and responsibilities of each position.

The peer helper will be responsible for peer recruitment, coordination and support. The clerical support will process paperwork, payroll, and expense reports.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A) **\$23,564**

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF424A) **\$4,788**

B. Fringe Benefits: List all components of fringe benefits rate.

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$23,564	\$1,803
Workers Compensation	2.5%	\$23,564	\$589
Insurance	10.5%	\$23,564	\$2,474
		TOTAL	\$4,866

NON-FEDERAL MATCH

Component	Rate	Wage	Cost
FICA	7.65%	\$4,788	\$366
Workers Compensation	2.5%	\$4,788	\$120
Insurance	10.5%	\$4,788	\$503
		TOTAL	\$989

JUSTIFICATION: Fringe reflects current rate for agency.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A) **\$4,866**

NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF424A) **\$989**

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
Coalition Development/Prevention Conference	Washington, DC	Airfare	\$200/flight x 6 persons	\$1,200
		Hotel	\$180/night x 6 persons x 2 nights	\$2,160
		Per Diem (meals)	\$46/day x 6 persons x 3 days	\$828
Coalition Training Coalition Institute	Beaver Falls, PA	Air	\$250/flight x 3 flights	\$750
		Ground Transportation (rental car)	\$125/week x 3 weeks	\$375
Local travel		Mileage	3,000 miles@.38/mile	\$1,140
			TOTAL	\$6,453

JUSTIFICATION: Describe purpose of travel and how costs were determined.

One person from each of the 5 neighborhood groups and Development Specialist will attend a prevention conference. Coordinator will attend the Coalition Institute’s 3 week in-depth coalition training. All airfares are based on retail price as of March 8, 2007. Local travel rates, per diem, and hotel costs are based on agency’s reimbursement rate.

NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
Regional Training Conference	Chicago, IL	Airfare	\$150/flight x 5 persons	\$750
		Hotel	\$155/night x 5 persons x 2 nights	\$1,550
		Per Diem (meals)	\$46/day x 5 persons x 2 days	\$460
Local Travel	Group meetings	Mileage	3,000miles x .38/mile	\$1,140
			TOTAL	\$3,900

JUSTIFICATION: Describe purpose of travel and how costs were determined.

Mentoring groups agreed to sponsor one member to the regional technical assistance workshop (our closest location is Chicago, IL). Airline costs were suggested retail price as of March 8, 2007. Local travel rates, per diem, and hotel costs are based on agency’s reimbursement rate.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A) **\$6,453**
NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF424A) **\$3,900**

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit – federal definition.

FEDERAL REQUEST (enter in Section B column 1 line 6d of form SF424A) **\$ 0**
NON-FEDERAL MATCH (enter in Section B column 2 line 6d of form SF424A) **\$ 0**

E. Supplies: materials costing less that \$5,000 per unit and often having one-time use.

FEDERAL REQUEST

Item(s)	Rate	Cost
Presentation supplies	\$30/presentation x 12	\$360
Postage	\$37/mo. x 12 mo.	\$444
Meeting supplies	\$10/meeting x 26 meetings	\$260
Copies	8000 copies x .10/copy	\$800
TOTAL		\$1,864

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

Postage and copies are needed for general operation of the project. Presentations supplies are needed for the 2 town meetings each group will sponsor. Items to include name tags, flip charts, and handouts. Meeting supplies are materials used at each mentoring meeting/training session.

NON-FEDERAL MATCH

Item(s)	Rate	Cost
Postage	\$37/mo. x 12 mo x 5 groups	\$2,220
TOTAL		\$2,220

JUSTIFICATION: Describe need and include explanation of how costs were estimated.

The mentored groups are donating the additional costs for postage.

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF424A) **\$ 1,864**

NON-FEDERAL MATCH (enter in Section B column 2 line 6e of form SF424A) **\$ 2,220**

F. Contract: generally amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

FEDERAL REQUEST (Consultant)

Name	Service	Rate	Other	Cost
To be selected	Coalition Sustainability	\$150/day	15 days	\$2,250
	Travel	.38/mile	462 miles	\$176
TOTAL				\$2,426

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

This person will advise mentored groups of ways to maintain, increase membership, and sustain a local coalition. Neither staff nor coalition member's possess the skills needed to provide this service. The rate is based on the average consulting rate in this area. Consultant is expected to make up to 6 trips (each trip averaging 77 miles) to meet with participants. Mileage rate is based on POV reimbursement rate.

FEDERAL REQUEST (Contract)

Entity	Product/Service	Cost
To be selected	1.5 minute Public Service Announcement (PSA)	\$10,000
To be selected	Evaluation Report	\$4,500
TOTAL		\$14,500

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

A local media outlet will produce five (one for each mentored group) 1.5-minute PSA from the youth drug awareness video for the local television market. Tasks will include cutting and editing the tape, preparing introductory statement, inserting music and/or narrative, and synchronizing the sound track. A local evaluation specialist will be contracted to produce the year-end results of the mentoring efforts and progress.

NON-FEDERAL MATCH (Consultant)

Name	Service	Rate	Other	Cost
Mentoring group	Training	\$17.50/hr.	5 days x 8 hrs/day x 5 participants x \$17.50/hr.	\$3,500
Individual time	Needs Assessment	\$17.50/hr.	2hr/wk. x 52 wks. x 10 participants x \$17.50/hr.	\$18,200
Coalition Training	Needs Assessment training	\$17.50/hr.	4 hr./mo. x 12 mo. x 5 participants x \$17.50/hr.	\$4,200
Community Meeting	Coordination	\$17.50/hr.	4 hr./meeting x 12 meetings x 6 participants x \$17.50/hr.	\$5,040
			TOTAL	\$ 30,940

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

Members of the five participating groups have agreed to attend 5 full days of training and complete a needs assessment for each of the five neighborhoods. They agreed to conduct two community meetings in each of the 6 regions (local coalition members will coordinate one of the meetings). MOUs are attached to application.

NON-FEDERAL MATCH (Contract)

Entity	Product/Service	Cost
To be named	PSA production	\$1,500
	TOTAL	\$1,500

JUSTIFICATION: Explain the need for each agreement and how they relate to the overall project.

Agency has agreed to reduce price for PSA production.

FEDERAL REQUEST- (enter in Section B column 1 line 6f of form SF424A) **\$16,926**
(combine the total of consultant and contact)

NON-FEDERAL MATCH – (enter in Section B column 2 line 6f of form SF424A) **\$ 32,440**
(combine the total of consultant and contact)

G. Construction: NOT ALLOWED - Leave Section B columns 1&2 line 6g on SF424A blank.

H. Other: expenses not covered in any of the previous budget categories.

FEDERAL REQUEST

Item	Rate	Cost
Student Surveys	\$1/survey x 10,153	\$ 10,153
Brochures	.89/brochure X 10,000 brochures	\$ 8,900
	TOTAL	\$ 19,053

JUSTIFICATION: Breakdown costs into cost/unit: i.e., cost/square foot. Explain the use of each item requested.

Survey copyright requires the purchase of the ATOD surveys. The neighborhood groups will distribute the brochures at town meetings and various community events.

NON-FEDERAL MATCH

Item	Rate	Cost
Space rental	Varies between \$75/event to over \$300/event	\$11,500
Television time	\$250/spot x 50 spots	\$12,500
Food and beverages	\$2.50/meeting x 40 attendees x 12 meetings	\$ 1,200
Student surveys	\$1/survey x surveys 3,501	\$3,501
Printing	\$300/run x 5 runs	\$1,500
	TOTAL	\$ 30,201

JUSTIFICATION: Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested.

Various coalition and community organizations donate space for the various activities outlined in the scope of work, such as teen night out, after-school programs, and parent education classes. The prices range from \$75/event for the West Bank School District to over \$300/event for the Holiday Inn. The local neighborhood groups are donating the food for meetings. The local television station is donating airtime for the PSA (MOU attached to application). The school districts are donating the cost of student surveys. All costs are the value placed on the service at the time of this grant application. A coalition member is donating the printing for the newsletters.

FEDERAL REQUEST (enter in Section B column 1 line 6h of form SF424A) **\$19,053**

NON-FEDERAL MATCH (enter in Section B column 2 line 6h of form SF424A) **\$30,201**

Indirect cost rate: If your organization has no indirect cost rate, indicate if you intend to waive the indirect costs or negotiate and establish an indirect costs rate with DHHS within 90 days of award issuance, if the grant is awarded. For information on applying for the indirect rate go to: samhsa.gov then click on grants – grants management – HHS Division of Cost Allocation – Regional Offices.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A)

8% of personnel and fringe (.08 x \$28,430) **\$2,274**

NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF424A)

8% of personnel and fringe (.08 x \$5,777) **\$462**

The indirect costs rate was approved by the Dept. of Health and Human Services in 2006. A copy of the fully executed, negotiated, indirect cost agreement is attached.

BUDGET SUMMARY

Category	Federal Request	Non-Federal Match	Total
Personnel	\$23,564	\$4,788	\$28,352
Fringe	\$4,866	\$989	\$5,855
Travel	\$6,453	\$3,900	\$10,353
Equipment	0	0	0
Supplies	\$1,864	\$2,220	\$4,084
Contractual	\$16,926	\$32,440	\$49,366
Other	\$19,053	\$30,201	\$49,254
Total Direct Costs*	\$72,726	\$74,538	\$147,264
Indirect Costs	\$2,274	\$462	\$2,736
Total Project Costs	\$75,000	\$75,000	\$150,000

*** TOTAL DIRECT COSTS**

FEDERAL REQUEST (enter in Section B column 1 line 6i of form SF424A) **\$72,726**

NON-FEDERAL MATCH (enter in Section B column 2 line 6i of form SF424A) **\$74,538**

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A) **\$75,000**

NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF424A) **\$75,000**

CALCULATION OF FUTURE BUDGET PERIODS

(based on first 12-month budget period)

Input, review and verify the accuracy of your 2nd year budget estimates. Increases or decreases in the future years must be explained and justified.

Total Federal share is not to exceed \$75,000 in any year.

Category	2 nd project year	
	Federal	Match
Personnel		
- Executive Director	\$3,245	
- Coordinator	\$11,569	
- Development Specialist	\$8,750	
- Peer Helper		\$3,450
- Clerical Support		\$1,338
TOTAL	\$23,564	\$4,788
Fringe Benefits	\$4,866	\$989
Travel	\$6,453	\$3,900
Equipment	0	0
Supplies	\$1,864	\$4,000
Contract		
- Evaluation	\$4,500	
- Public Awareness	\$10,000	\$1,500
- Coalition members		\$37,500
TOTAL	\$14,500	\$39,000
Other	\$21,479	\$21,861
Total Direct Costs	\$72,726	\$74,538
Total Indirect Costs	\$2,274	\$468
Total Costs	\$75,000	\$75,000

Personnel: Percentage of effort to remain the same.

Fringe: Based on current rates.

Travel: Based on POV rate for current year and anticipated training requirements.

Supplies: Based on projected needs and retail costs for current year.

Contract: Based on current year costs.

It is anticipated that the members participating in mentoring process will increase time and effort

Other: All other costs are based on current and anticipated expenses.

Indirect Costs: Based on current negotiated rate.

The Federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i. The total Federal Dollars requested for the second 12-month budget period are entered on Form 424A, Section E, line 20.

Attachment 2–Application and Submission Requirements

CONTENT AND FORM OF APPLICATION SUBMISSION

APPLICATION KIT

SAMHSA application kits include the following documents:

- PHS 5161-1 (revised July 2000) – Includes the face page, budget forms, assurances, certification, and checklist. You must use the PHS 5161-1. **Applications that are not submitted on the required application form will be screened out and will not be reviewed.**
- Request for Applications (RFA) – Provides specific information about the availability of funds along with instructions for completing the grant application. This document is the RFA. The RFA will be available on the SAMHSA Web site (www.samhsa.gov/Grants/apply.aspx) and a synopsis of the RFA is available on the Federal grants Web site (www.Grants.gov).

You must use all of the above documents in completing your application.

REQUIRED APPLICATION COMPONENTS

To ensure equitable treatment of all applications, applications must be complete. In order for your application to be complete, it must include the required application components (Face Page, Abstract, Table of Contents, Budget Form, Project Narrative and Supporting Documentation, Appendices, Certifications, Disclosure of Lobbying Activities, and Checklist).

- ❑ **Face Page** – Use Standard Form (SF) 424 v2, which is part of the PHS 5161-1. [Note: Applicants must provide a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. SAMHSA applicants are required to provide their DUNS number on the face page of the application. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the Dun and Bradstreet web site at www.dunandbradstreet.com or call 1-866-705-5711. To expedite the process, let Dun and Bradstreet know that you are a public/private nonprofit organization getting ready to submit a Federal grant application.]
- ❑ **Abstract** – Your total abstract should not be longer than 35 lines. In the first five lines or less of your abstract, write a summary of your project that can be used in publications, reporting to Congress, or press releases if your project is funded.
- ❑ **Table of Contents** – Include page numbers for each of the major sections of your application and for each appendix.

- ❑ **Budget Form** – Use SF 424A, which is part of the 5161-1. Fill out Sections B, C, and E of the SF 424A. A sample budget and justification is included in Attachment 1 of this RFA.
- ❑ **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through F. Sections A-F together may not be longer than 20 pages. (For example, remember that if your Project Narrative starts on page 5 and ends on page 25, it is 21 pages long, not 20 pages.) More detailed instructions for completing each section of the Project Narrative are provided in “Part V—Application Review Information” of this document.

The Supporting Documentation (Sections G-J) provides additional information necessary for the review of your application. The Supporting Documentation must be included in Appendix 3 of your application (see below).

- ❑ **Appendices** – Use only the appendices listed below. If your application includes any appendices not required in this document, they will be disregarded. Do not use appendices to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do.
 - *Appendix 1:* Letter to the SSA. Letter of intent to apply for the DFC Mentoring program from mentoring coalition to the Single State Authority.
 - *Appendix 2:* Statement of the funding status of mentee(s). Applicants must propose to mentor a coalition or coalitions that are not in receipt of a “regular” DFC award during the period of the mentoring relationship. Applicants must list each proposed mentee and whether or not the mentee has submitted an application for a “regular” FY 2008 DFC award. Applicants may not mentor organizations that are in receipt of a “regular” DFC award.
 - *Appendix 3:* Supporting Documentation (Sections G-J)
 - *Appendix 4: Certifications* – Use the “Certifications” form found in PHS-5161-1.
 - *Appendix 5: Disclosure of Lobbying Activities* – Use Standard Form LLL found in the PHS 5161-1. Federal law prohibits the use of appropriated funds for publicity or propaganda purposes, or for the preparation, distribution, or use of the information designed to support or defeat legislation pending before the Congress or State legislatures. This includes “grass roots” lobbying, which consists of appeals to members of the public suggesting that they contact their elected representatives to indicate their support for or opposition to pending legislation or to urge those representatives to vote in a particular way.
 - *Appendix 6: Checklist* – Use the checklist found in PHS 5161. The Checklist ensures that you have obtained the proper signatures, assurances, and certifications. If you are submitting a paper application, the Checklist should be the last page.

APPLICATION FORMATTING REQUIREMENTS

Applicants also must comply with the following basic application requirements. Applications that do not comply with these requirements will be screened out and will not be reviewed.

- Use the PHS 5161-1 application.
- Applications must be received by the application due date and time, as detailed below.
- Information provided must be sufficient for review.
- Text must be legible. Pages must be typed in black ink, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. (For Project Narratives submitted electronically, see separate requirements below under “Submission of Electronic Applications.”)
- To ensure equity among applications, page limits for the Project Narrative cannot be exceeded.
- Paper must be white paper and 8.5 inches by 11.0 inches in size.

To facilitate review of your application, follow these additional guidelines. Failure to adhere to the following guidelines will not, in itself, result in your application being screened out and returned without review. However, following these guidelines will help reviewers to consider your application.

- Pages should be typed single-spaced in black ink with one column per page. Pages should not have printing on both sides.
- Pages should be **numbered consecutively** from beginning to end so that information can be located easily during review of the application. The abstract page (from Section H) should be page 1, the table of contents should be page 2, etc. The four pages of Standard Form 424 v2 are not to be numbered. Appendices should be labeled and separated from the Project Narrative and budget section, and the pages should be numbered to continue the sequence.
- Send the original application and two copies to the mailing address provided below under Other Submission Requirements. Please do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or CD-ROMs.

GUIDANCE FOR ELECTRONIC SUBMISSION OF APPLICATIONS

If you would like to submit your application electronically, you may search www.Grants.gov for the downloadable application package by the funding announcement number (called the

opportunity number) or by the Catalogue of Federal Domestic Assistance (CFDA) number. You can find the CFDA number on the first page of this funding announcement.

You must follow the instructions in the User Guide available at the www.Grants.gov apply site, on the Help page. In addition to the User Guide, you may wish to use the following sources for help:

- By e-mail: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRANTS). The Customer Support Center is open from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday, excluding Federal holidays.

If this is the first time you have submitted an application through Grants.gov, you must complete four separate registration processes before you can submit your application. Allow at least two weeks (10 business days) for these registration processes, prior to submitting your application. The processes are: 1) DUNS Number registration; 2) Central Contractor Registry (CCR) registration; 3) Credential Provider registration; and 4) Grants.gov registration.

It is strongly recommended that when using Grants.Gov you submit your grant application using Microsoft Office 2003 products (e.g., Microsoft Word 2003, Microsoft Excel, etc.). The new Microsoft Vista operating system and Microsoft Office 2007 products are not currently accepted by Grants.gov. If you do not have access to Microsoft Office products, you may submit PDF files. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than Microsoft Office or PDF may result in your file being unreadable by our staff.

The Project Narrative must be a separate document in the electronic submission. Formatting requirements for SAMHSA grant applications are described above. These requirements also apply to applications submitted electronically, with the following exceptions only for Project Narratives submitted electronically in Microsoft Word. These requirements help ensure the accurate transmission and equitable treatment of applications.

- *Text legibility:* Use a font of Times New Roman 12, line spacing of single space, and all margins (left, right, top, bottom) of at least one inch each. Adhering to these standards will help to ensure the accurate transmission of your document.
- *Amount of space allowed for Project Narrative:* The Project Narrative for an electronic submission may not exceed **10,300** words. **If the Project Narrative for an electronic submission exceeds the word limit, the application will be screened out and will not be reviewed.** To determine the number of words in your Project Narrative document in Microsoft Word, select file/properties/statistics.

Keep the Project Narrative as a separate document. Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents, e.g., “Appendix 1, Appendix 2,” etc.

Ensure all pages in your application are numbered consecutively, with the exception of the standard forms in the PHS-5161 application package. **Documents containing scanned images must also contain page numbers to continue the sequence.** Failure to comply with these requirements may affect the successful transmission and consideration of your application.

Applicants are strongly encouraged to submit their applications to Grants.gov early enough to resolve any unanticipated difficulties prior to the deadline. You may also submit a back-up paper submission of your application. Any such paper submission must be received in accordance with the requirements for timely submission detailed below under Submission Dates and Times. The paper submission must be clearly marked: **“Back-up for electronic submission.”** The paper submission must conform to all requirements for non-electronic submissions. If both electronic and back-up paper submissions are received by the deadline, the electronic version will be considered the official submission.

After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. It is important that you retain this number. **Include the Grants.gov tracking number in the top right corner of the face page (SF 424 v2) for any paper submission. Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated your application. If you do not receive a Grants.gov tracking number, you may want to contact the Grants.gov help desk for assistance.**

The Grants.gov Web site does not accept electronic signatures at this time. Therefore, you must submit a signed paper original of the face page (SF 424 v2), the assurances (SF 424B), and hard copy of any other required documentation that cannot be submitted electronically. **You must include the Grants.gov tracking number for your application on these documents with original signatures, on the top right corner of the face page, and send the documents to the following address. The documents must be received at the following address within 5 business days after your electronic submission.** Delays in receipt of these documents may impact the score your application receives or the ability of your application to be funded.

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD **20857**
ATTN: Electronic Applications

For other delivery services, change the zip code to 20850.

If you require a phone number for delivery, you may use (240) 276-1199.

SUBMISSION DATES AND TIMES

Applications are due by close of business on **April 18, 2008**. Hard copy applications are due by 5:00 PM (EST). Electronic applications are due by 11:59 PM (EST). **Hand carried applications will not be accepted. Applications may be shipped using only DHL, Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).**

You will be notified by postal mail that your application has been received.

Your application must be received by the application deadline or it will not be considered for review. Please remember that mail sent to Federal facilities undergoes a security screening prior to delivery. You are responsible for ensuring that you submit your application so that it will arrive by the application due date and time.

If an application is mailed to a location or office (including room number) that is not designated for receipt of the application and, as a result, the designated office does not receive your application by the deadline, your application will be considered late and ineligible for review.

SAMHSA will not accept or consider any applications sent by facsimile.

SAMHSA accepts electronic submission of applications through www.Grants.gov. Please refer to the information above for “Guidance for Electronic Submission of Applications.”

INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS

This grant program is covered under Executive Order (EO) 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part 100. Under this Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. Certain jurisdictions have elected to participate in the EO process and have established State Single Points of Contact (SPOCs). A current listing of SPOCs is included in the application kit and can be downloaded from the Office of Management and Budget (OMB) Web site at www.whitehouse.gov/omb/grants/spoc.html.

- Check the list to determine whether your State participates in this program. You **do not** need to do this if you are an American Indian/Alaska Native tribe or tribal organization.
- If your State participates, contact your SPOC as early as possible to alert him/her to the prospective application(s) and to receive any necessary instructions on the State’s review process.
- For proposed projects serving more than one State, you are advised to contact the SPOC of each affiliated State.
- The SPOC should send any State review process recommendations to the following address within 60 days of the application deadline. **For United States Postal Service:** Crystal Saunders, Director of Grant Review, Office of Program Services, Substance

Abuse and Mental Health Services Administration, Room 3-1044, 1 Choke Cherry Road, Rockville, MD **20857**. ATTN: SPOC – Funding Announcement No. **SP-08-003**. Change the zip code to **20850** if you are using another delivery service.

In addition, if you are a community-based, non-governmental service provider and you are not transmitting your application through the State, you must submit a Public Health System Impact Statement (PHSIS)¹ to the head(s) of appropriate State and local health agencies in the area(s) to be affected no later than the application deadline. The PHSIS is intended to keep State and local health officials informed of proposed health services grant applications submitted by community-based, non-governmental organizations within their jurisdictions. If you are a State or local government or American Indian/Alaska Native tribe or tribal organization, you are not subject to these requirements.

The PHSIS consists of the following information:

- a copy of the face page of the application (SF 424 v2); and
- a summary of the project, no longer than one page in length, that provides: 1) a description of the population to be served; 2) a summary of the services to be provided; and 3) a description of the coordination planned with appropriate State or local health agencies.

For SAMHSA grants, the appropriate State agencies are the Single State Agencies (SSAs) for substance abuse and mental health. A listing of the SSAs can be found on SAMHSA's Web site at www.samhsa.gov. If the proposed project falls within the jurisdiction of more than one State, you should notify all representative SSAs.

If applicable, you must include a copy of a letter transmitting the PHSIS to the SSA in **Appendix 1, "Letter to the SSA."** The letter must notify the State that, if it wishes to comment on the proposal, its comments should be sent not later than 60 days after the application deadline to the following address. **For United States Postal Service:** Crystal Saunders, Director of Grant Review, Office of Program Services, Substance Abuse and Mental Health Services Administration, Room 3-1044, 1 Choke Cherry Road, Rockville, MD **20857**. ATTN: SSA – Funding Announcement No. **SP-08-003**. Change the zip code to **20850** if you are using another delivery service.

In addition:

- Applicants may request that the SSA send them a copy of any State comments.

¹ Approved by OMB under control no. 0920-0428; Public reporting burden for the Public Health System Reporting Requirement is estimated to average 10 minutes per response, including the time for copying the face page of SF 424 v2 and the abstract and preparing the letter for mailing. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0920-0428. Send comments regarding this burden to CDC Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428).

- The applicant must notify the SSA within 30 days of receipt of an award.

FUNDING LIMITATIONS/RESTRICTIONS

Cost principles describing allowable and unallowable expenditures for Federal grantees, including SAMHSA grantees, are provided in the following documents, which are available at <http://www.hhs.gov/grantsnet> (Grants Policies and Regulations):

- Institutions of Higher Education: OMB Circular A-21
- State and Local Governments and Federally Recognized Indian Tribal Governments: OMB Circular A-87
- Nonprofit Organizations: OMB Circular A-122
- Hospitals: 45 CFR Part 74, Appendix E

In addition, SAMHSA's DFC grant recipients must comply with the following funding restrictions:

- DFC grant funds must be used for purposes supported by the program; and
- SAMHSA will not accept a "research" indirect cost rate. The grantee must use the "other sponsored program rate" or the lowest rate available.

OTHER SUBMISSION REQUIREMENTS

You may submit your application in paper or electronic format.

SAMHSA collaborates with www.Grants.gov to accept electronic submission of applications. To submit an application electronically, you must use the www.Grants.gov apply site. E-mail submissions will not be accepted. Please refer to the information above for "Guidance for Electronic Submission of Applications." Following are instructions for submission of paper applications.

You must submit an original application and 2 copies (including attachments). The original and copies must not be bound. Do not use staples, paper clips or fasteners. Nothing should be attached, stapled, folded or pasted.

Send applications to the following address:

For United States Postal Service:

Crystal Saunders, Director of Grant Review
Office of Program Services
Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD 20857

Change the zip code to **20850** if you are using another delivery service.

Do not send applications to other agency contacts, as this could delay receipt. Be sure to include “**DFC – Mentoring, SP-08-003**” in item number 12 on the face page (SF 424 v2) of any paper applications. If you require a phone number for delivery, you may use (240) 276-1199.

Hand carried applications will not be accepted. Applications may be shipped using only DHL, Federal Express (FedEx), United Parcel Service (UPS), or the United States Postal Service (USPS).

SAMHSA will not accept or consider any applications sent by facsimile.

Attachment 3–Sample Program Abstract

The XYZ Coalition, that serves Far West, New Jersey, will mentor two emerging community coalitions through the Drug Free Communities Support Mentoring Program (DFC): the Western County Coalition of Western, New Jersey, and the Stamp Out Drugs Coalition in Ft. Field, New Jersey. Both mentee coalitions are in a developmental stage. The XYZ coalition has received funding through the DFC grant program for six years and is currently a DFC grantee. XYZ Coalition proposes to use its expertise as a successful DFC coalition to mentor the Western County Coalition and the Stamp Out Drugs Coalition in all aspects of the Strategic Prevention Framework. Special emphasis will be placed on community assessment and data collection. There will be an independent evaluation of all mentoring activities for the duration of the project period to measure the progress of the mentee coalitions and make adjustments as needed.

Attachment 4–Scoring Sheets

General Questions 10 Points

#	Question	0-3		Multiplier	Score	Comments:
A.1	Please describe why you believe your coalition is capable of effectively mentoring a developing community. Please be concrete and specific in your response.	0-3	x	1.67		
A.2	Please explain why you have selected the community(ies) you seek to mentor. How is your coalition uniquely positioned to help your target community(ies) develop/strengthen a community coalition?	0-3	x	1.67		
					=	SectionTotal

Community Assessment- 20 Points Total

#	Question	0-3		Multiplier	Score	Comments:
B.1	Describe the target community(ies) that will receive the mentoring assistance. In the description, include basic demographic and socioeconomic information (include a breakdown of age, race, ethnicity, gender, socioeconomic status and total population). Include the geographic boundaries of the target community.	0-3				
			x	1.67		
B.2	Identify existing data which describes drug use problems among youth in the target community(ies), and a summary of existing key risk and protective factors relating to drug use. Please include in your response a summary of key findings related to youth substance use from the data you identify.	0-3				
			x	1.67		
B.3	Describe the additional data the target community needs in order to develop a comprehensive community assessment.	0-3				
			x	1.67		
B.4	Describe how the mentor community will assist the mentee community(ies) in conducting, enhancing or updating a comprehensive community needs assessment?	0-3				
			x	1.67		
						= SectionTotal

Capacity Building- 25 Points Total

#	Question	0-3		Multiplier	Score	Comments:
C.1	Please describe the success the mentor coalition has achieved in reducing youth substance abuse in its own community. Provide specific environmental strategies with accompanying data.	0-3				
			x	2.08		
C.2	Describe how the mentor coalition's successful strategies and related assets will be of benefit to the mentee coalition(s). Specifically, discuss how these strategies/assets will be used to assist the mentee coalition(s) in developing an effective strategy to reduce youth drug use in the target community(ies).	0-3				
			x	2.08		
C.3	Discuss the mentee coalition's current capacity/readiness for developing and/or strengthening as a drug-free community coalition. Describe any previous or current efforts of the mentee community to develop a community coalition. Indicate if the mentee coalition has an operational structure in place (i.e., bylaws, committee structure, mission statement, etc.). If not, please describe the steps the mentoring coalition will take to assist the mentee community(ies) in developing these structures.	0-3				
			x	2.08		
C.4	Describe the sectors that are currently represented in the membership of the mentee coalition? What is the plan to recruit and obtain demonstrable support from additional sectors? Provide a table in the required format that identifies individuals/organizations currently involved as well as those targeted for recruitment during the mentoring process.	0-3				
			x	2.08		

	= SectionTotal
--	-------------------

Project Planning- 15 Points Total

#	Question	0-3		Multiplier	Score	Comments:
D.1	Describe how the mentor coalition will assist the mentee community(ies) in utilizing key assessment findings to create a community prevention plan.	0-3				
			x	2.5		
D.2	Describe how the mentor coalition will use members from its various sectors to recruit, train, and advance the mentee community(ies)' ability to create a community prevention plan.	0-3				
			x	2.5		
						= SectionTotal

Implementation- 15 points

#	Question	0-3		Multiplier	Score	Comments:
E.1	Provide a realistic time line for the project (chart or graph) showing goals, objectives, key activities, milestones and responsible staff/volunteers from the perspective of the mentor coalition in assisting the mentee community(ies).	0-3				
			x	1.67		
E.2	Describe the specific resources (e.g., materials, facilities, equipment, etc.) necessary for the implementation of this project. Be sure to reflect these items in your budget and your budget justification.	0-3				
			x	1.67		
E.3	Provide a list of staff and volunteers from the mentor coalition who will participate in the project, showing the role of each, their level of effort and their qualifications. Include the project director and other key personnel.	0-3				
			x	1.67		

	= SectionTotal
--	-------------------

Evaluation- 15 points

#	Question	0-3		Multiplier	Score	Comments:
F.1	Describe the current ability of the mentee community to collect and report on the DFC four core measures. If the mentee is not yet able to collect and report on these measures, how will the mentor coalition help the mentee coalition to develop baseline measures of drug use and related substance abuse problems for the DFC four core measures?	0-3				
			x	1.67		
F.2	How will evaluation results be communicated to the mentee coalition's community?	0-3				
			x	1.67		
F.3	How will you determine your effectiveness as a mentor and the success of your plan to develop a mentee coalition? What specific milestones or key events will be used to monitor success throughout the year?	0-3				
			x	1.67		

	= SectionTotal
--	-------------------